

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. FB-01821
Contract
☐ Re-Bid ☐ Other – LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: EVN0025629 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Mechanical and Vacuum Street Sweeping Services

Description: The purpose of this solicitation is to establish a contract for the provision of mechanical or vacuum street sweeping services for the Miami-Dade County Department of Solid Waste Management (DSWM).

Issuing Department: DSWM Contact Person: Karina Careaga Phone: 305-514-6669
Estimate Cost/Value: \$276,000.00 GENERAL FEDERAL OTHER
Funding Source: Proprietary

ANALYSIS

<u>Commodity Codes:</u>	<u>96874</u>				
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:					
Small Business Enterprise:					
Contract Value:					
Comments:					
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO					

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				
Basis of Recommendation: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>				
Signed: <div style="border: 1px solid black; width: 150px; height: 20px;"></div>		Date sent to SBD: <div style="border: 1px solid black; width: 150px; height: 20px;"></div>		
		Date returned to SPD: <div style="border: 1px solid black; width: 150px; height: 20px;"></div>		

SECTION 2

ADDITIONAL/SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the provision of mechanical or vacuum street sweeping services for the Miami-Dade County Department of Solid Waste Management (DSWM).

2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated by the County. The contract shall expire on the last day of the 60th month.

2.3 METHOD OF AWARD

Award of this contract will be made to the lowest priced responsive, responsible Bidder who submits an offer on all items listed and whose offer represents the lowest price when all items are added in the aggregate, and who meets the requirements listed below. If a Bidder fails to submit an offer on all items, its overall offer may be deemed non-responsive.

2.4 BIDDER REQUIREMENTS

Bidder shall meet the following requirements to be considered for award:

2.4.1 Bidder shall be regularly engaged in the business of providing mechanical or vacuum street sweeping services. Bidder shall provide two (2) **different** references from customers to whom the Bidder has provided or is currently providing mechanical or vacuum street sweeping services as described throughout this Solicitation. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from Bidder's key personnel in accordance with Resolution No. 1122-21. The references shall include the customer's company name, and the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the Bidder/Bidder's key personnel/Bidder's Subcontractor has successfully provided the services (Section 4: Bid Submittal Form). These references shall ascertain to the County's satisfaction that the Bidder/Bidder's key personnel/Bidder's Subcontractor has sufficient expertise in the industry and its firm is properly equipped to perform the required services.

2.4.2 Bidder shall provide proof of ownership or lease of at least two street sweepers. The Bidder must submit, with the bid package, a copy of the street sweepers' registrations as proof of ownership or a copy of a current lease agreement for the sweepers. If the Bidder has additional street sweepers that will be used, they must be registered/leased prior to their use.

2.4.3 Bidder shall provide a copy of a valid General Haulers Permit issued by Miami-Dade Department of Solid Waste Management.

2.4.4 Bidder shall maintain and provide the County with an updated list of emergency contacts, including telephone numbers that shall allow the County to contact the Awarded Bidder 24 hours a day, seven (7) days per week.

Bidder shall provide all of the specified information, documents and attachments listed above with their Bid Submittal package as proof of compliance with the requirements of this solicitation. However, the County may, at its sole discretion and in its best interest, allow Bidders to complete, supplement or supply the required documents during the evaluation period.

2.5 PRE-BID CONFERENCE AND SITE VISITS (RECOMMENDED)

A pre-bid conference will be held on April 14, 2025, at 10:00 a.m. at the Department of Solid Waste Management's South Dade Landfill, 23707 SW 97th Avenue, Miami, FL. During this meeting, the scope of services for the various locations will be discussed. Site visits may also take place immediately afterward at the North Dade Landfill, Northeast Transfer Station, West Transfer Station, and Central Transfer Station, if deemed necessary. It is recommended that potential Bidders attend this conference and site visits as the Cone of Silence is lifted during the course of the conference and site visits so that informal communication can take place.

2.6 **FIXED-PRICE WITH ECONOMIC PRICE ADJUSTMENT**

The Awarded Bidder(s)' prices shall be inclusive of all costs, charges, and fees involved. The prices resultant from this solicitation shall remain fixed firm for a minimum of twelve months.

2.6.1 **Consumer Pricing Index (CPI)**. Thereafter, Miami-Dade County will entertain price adjustments based on the Consumer Pricing Index (CPI) on a yearly basis based on the CPI percentage change as calculated by the US Department of Commerce for all Urban Consumers in the Miami-Ft. Lauderdale area. However, it shall be the responsibility of the Awarded Bidder to submit CPI supporting documentation to the County at least ninety (90) days prior to the end of the twelve (12) month period.

Any price adjustments authorized by the County shall be memorialized in the form of a Contract Modification signed by the Awarded Bidder. Under no circumstances should the Awarded Bidder invoice the County a price that is higher than the price authorized through the original contract award or an approved Contract Modification.

2.7 **INSURANCE**

The insurance requirements listed under Section 1.22 of the General Terms and Conditions, Paragraph A; Items 1, 2 and 3 are **Deleted** in their entirety, and **Replaced** with following requirements, as follows:

1. Worker's Compensation Insurance for all employees of the Bidder as required by Florida Statute 440. Failure to maintain such insurance throughout the term of the contract/pool shall be a cause for debarment under Section 10-38 of the Code of Miami-Dade County.
2. Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

2.8 **ADDITION/DELETION OF LOCATIONS AND SERVICE ADJUSTMENTS**

2.8.1 **Additions**

Although this contract identifies specific locations to be serviced, it is hereby agreed and understood that the County may add other locations. The Awarded Bidder shall be invited to submit price quote(s) for any additional locations. If these quote(s) are determined to be fair and reasonable, then the additional work will be awarded to the Awarded Bidder. Any additional locations shall be added to this contract by a formal contract modification.

The County may obtain price quotes for the additional locations from other Bidders in the event that fair and reasonable pricing is not obtained from the Awarded Bidder, or for other reasons at the County's discretion.

2.8.2 **Deletions**

Locations may be deleted when such services are no longer required during the contract period upon provision of a seven (7) calendar day written notice to the Awarded Bidder. All changes will be memorialized by a formal contract modification.

2.8.3 **Service Adjustments**

The County reserves the right to increase or decrease the service frequency as deemed necessary during the contract period upon the provision of a seven (7) calendar day written notification to the Awarded Bidder. Prices for service adjustments will remain the same as the awarded pricing per sweep.

2.9 **DISPOSAL FACILITY FEE**

In accordance with Section 15-25.2 of the Miami-Dade County Code, it shall be unlawful for any Private Hauler operating in the Disposal Facility Fee Area, which was configured on February 1996 by Miami-Dade County Ordinance 96-30, to either collect, transport, or deliver Solid Waste for disposal without payment of the Disposal Facility Fee to Miami-Dade County; this fee currently does not apply to the construction and demolition roll off service,

recycling service or compactor leasing service, but Section 15-25.2 of the Miami-Dade County Code may be amended from time to time.

The Disposal Facility Fee is an amount equal to fifteen percent (15%) of the Private Hauler's total gross monthly receipts for solid waste collection and disposal services for all applicable accounts. By the twenty-fifth (25th) day of each month, all Private Haulers operating in the Disposal Facility Fee Area must file a report with the Department of Solid Waste Management and pay all Disposal Facility Fees owed for the preceding month; the report may be audited by Miami-Dade County. Downloadable forms can be found at

https://www.miamidade.gov/global/permit.page?Mduid_permit=per1512420973769266 .

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The Awarded Bidder shall furnish all labor, tools, equipment, fuel, materials, water, and disposal needed to provide mechanical or vacuum street sweeping services for the interior of existing DSWM locations and the surrounding streets, as listed and in accordance with the scheduled frequency and times outlined in Section 3.2 below.

3.2 SERVICES TO BE PROVIDED

The Awarded Bidder shall be required to provide mechanical or vacuum street sweeping services via the use of a fully operational mechanical or vacuum street sweeper. Debris to be picked up includes, but is not limited to, sand, gravel, glass, nails, bottles, cans, vegetation, mud, and litter. The Awarded Bidder shall perform manual sweeping (ground labor, blowers, shovels, etc.) if the debris cannot be removed with mechanical or vacuum sweeping, or in the event of obstructions caused by vehicles, etc. to ensure all areas are properly swept. It shall be the sole responsibility of the Awarded Bidder to provide a water source, if needed, at no additional cost to the County. Awarded Bidder shall have access to use the fire hydrant at each location, if available, to obtain water as long as they use their own water meter.

The area swept must result in it being left free of dirt, litter, debris, and obstructions while mitigating dust from becoming airborne and preventing street drains from becoming clogged. Appearance is important and the County may be making periodic spot checks to ensure acceptable service delivery. County staff will communicate any service deficiencies to the Awarded Bidder in writing and/or by phone. Although sweeping shall normally consist of a single pass over an area (i.e. one full sweep of the location), the Awarded Bidder may be required to make an additional pass, if so requested by the County upon deeming that the initial sweep was not completed to the County's satisfaction. If the initial sweep was completed in a satisfactory manner, but the County requests additional pass(es), the Awarded Bidder shall bill for the additional pass(es) at the same rate per pass for that location.

In the event that an item is too large to be removed – i.e. tree limbs, construction, or contractor debris – the Awarded Bidder must contact the County immediately.

The sweeping shall take place as outlined in the below table. The County reserves the right to change the schedule upon notification to the Awarded Bidder within seven (7) calendar days.

Locations			
Location Name	Estimated Miles per Sweep *	Location Address	Street Sweeping Days and Times
North Dade Landfill	5	21500 NW 47 Avenue Miami Gardens, FL 33055	Wednesday and Saturday, between the hours of 6:00 pm – 5:00 am
South Dade Landfill	6	23707 SW 97 Avenue Homestead, FL 33032	Wednesday and Saturday, between the hours of 6:00 pm - 5:00 am
Roadway Streets	4	NW 97 Avenue, from NW 58 Street to NW 74 Street Miami, FL 33178	Wednesday, between 12:00 am - 4:00 am

***Note: The number of miles represents estimated quantities that include parking areas for some locations. Attachment A contains maps of the locations that require sweeping. The highlighted areas on the maps shall be swept.**

The Awarded Bidder shall be required to provide the County with a weekly sweeping log by close of business on the Monday immediately following the provision of the sweeping services for the prior week. The Awarded Bidder shall notify the County immediately if weather conditions prevent them from providing the services.

The Awarded Bidder shall be responsible for properly disposing of all collected debris, including the payment of disposal fees. **The County will not be responsible for payment of disposal fees associated with this contract.**

3.3**MANAGEMENT OF TRAFFIC (MOT)**

Traffic shall be maintained in accordance with the requirements of the State of Florida Department of Transportation (FDOT). No Street shall be completely blocked, nor blocked more than one-half at any time, keeping the other one-half open for traffic, without specific approval. Detouring shall be limited to mechanical or vacuum street sweeping hours and normal traffic patterns shall be re-established at the end of each workday.

Planning, maintenance, and control of traffic shall be provided at the Awarded Bidder's expense. All costs of maintaining the vehicle, pedestrian and bicycle traffic throughout the work are the Awarded Bidder's responsibility. The Awarded Bidder shall provide and maintain in safe condition, access to streets, businesses, parking lots, and residences. The Awarded Bidder shall provide the signs to advise motorists, pedestrians, and bicyclists of the proper access to streets, businesses, parking lots and residences, as applicable.

SECTION 4

BID SUBMITTAL FORM

BIDDER: _____

4.1 PRICING

Bidder shall provide below its pricing for providing mechanical or vacuum street sweeping services, which is inclusive of all costs associated with street sweeping services and disposal for the County as indicated under Section 3, Scope of Work/Technical Specifications, in accordance with all applicable terms and conditions of this Solicitation. Bidder shall furnish all necessary labor, equipment, fuel, materials, water, incidentals necessary to perform the services under the resultant Contract.

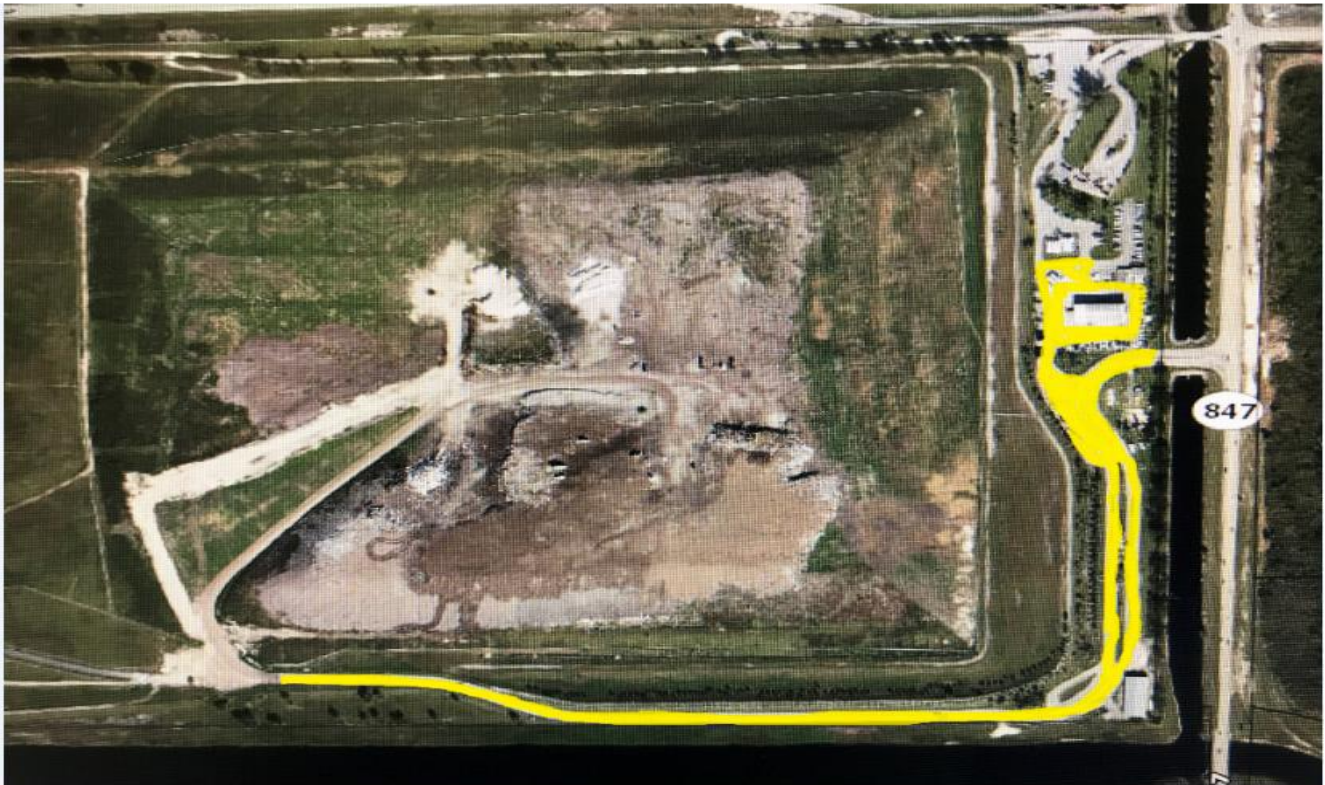
Line Item	Estimated Sweeps For Five-Years	Unit of Measure	Description	Unit Price Per Sweep
1	520	Each	North Dade Landfill initial price for providing mechanical or vacuuming street sweeping services, in accordance with Section 3, Scope of Work/Technical Specifications. Location Address: 21500 NW 47 Avenue Miami Gardens, FL 33055	\$ _____
2	520	Each	South Dade Landfill initial price for providing mechanical or vacuuming street sweeping services, in accordance with Section 3, Scope of Work/Technical Specifications. Location Address: 23707 SW 97 Avenue Homestead, FL 33032	\$ _____
3	260	Each	Roadway Streets initial price for providing mechanical or vacuuming street sweeping services, in accordance with Section 3, Scope of Work/Technical Specifications. Location Address: NW 97 Avenue, From NW 58 Street to NW 74 Street Miami, FL 33178	\$ _____

4.2 BIDDER REQUIREMENTS

TO BE COMPLETED BY ALL BIDDERS																					
Refer to Section 2, Paragraph 2.3, Method of Award, and Paragraph 2.4, Bidder Requirements, to ensure that Bidder's responses and attachments comply with the Solicitation's requirements.																					
Paragraph Reference	Bidder Requirements		Copy Attached																		
2.4.1	<p>Bidder shall be regularly engaged in the business of providing mechanical or vacuum street sweeping services. Bidder shall provide two (2) <u>different</u> references from customers to whom the Bidder has provided or is currently providing mechanical or vacuum street sweeping services as described throughout this Solicitation. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from Bidder's key personnel in accordance with Resolution No. 1122-21. The references shall include the customer's company name, and the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the Bidder/Bidder's key personnel/Bidder's Subcontractor has successfully provided the services (below). These references shall ascertain to the County's satisfaction that the Bidder/Bidder's key personnel/Bidder's Subcontractor has sufficient expertise in the industry and its firm is properly equipped to perform the required services.</p> <p>Reference Company Name No. 1: <input type="text"/></p> <p>Is reference for the Bidder, or key personnel: <input type="text"/></p> <p>If key personnel, then identify the name of the key personnel: <input type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 1."</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p> <p>Reference Company Name No. 2: <input type="text"/></p> <p>Is reference for the Bidder, or key personnel: <input type="text"/></p> <p>If key personnel, then identify the name of the key personnel: <input type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 2."</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p>		<input type="checkbox"/>																		
2.4.2	<p>Bidder shall provide proof of ownership or lease of at least two street sweepers. The Bidder must submit, with the bid package, a copy of the street sweepers' registrations as proof of ownership or a copy of a current lease agreement for the sweepers. If the Bidder has additional street sweepers that will be used, they must be registered/leased prior to their use.</p>		<input type="checkbox"/>																		
2.4.3	<p>Bidder shall provide a copy of a valid General Haulers Permit issued by Miami-Dade Department of Solid Waste Management.</p>		<input type="checkbox"/>																		
2.4.4	<p>Bidder shall provide the County with, and maintain an updated list of emergency contacts, including telephone numbers, emails, that shall allow for contact 24 hours a day, 7 days per week.</p> <table border="1"> <thead> <tr> <th>Emergency Contact Name</th> <th>Phone Number</th> <th>Email</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		Emergency Contact Name	Phone Number	Email																<input type="checkbox"/>
Emergency Contact Name	Phone Number	Email																			

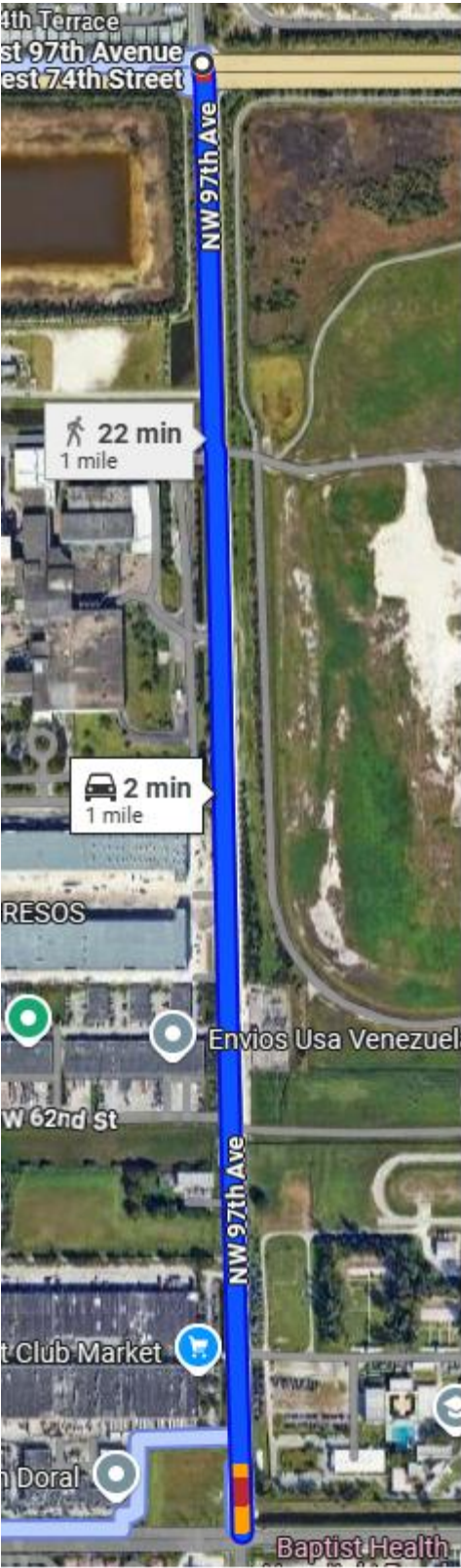
ATTACHMENT "A" MAPS OF LOCATIONS

North Dade Landfill-21500 NW 47 Avenue Miami Gardens, FL 33054



South Dade Landfill-23707 SW 97 Avenue Homestead, FL 33032





STRATEGIC PROCUREMENT DEPARTMENT
ALLOCATION REQUEST FORM

Date:

(Date prepared by ISD-SPD)

To: Procurement Liaisons of client departments initiating a new project or with allocations in current contract or pool

From:

(Procurement Officer Name; Phone Number; Email Address)

Contract/Pool or

Req. No.:

(Contract/Pool or Req. Number)

Title:

(Title of Contract/Pool/New Project)

Instructions: Complete Parts A, B, and C and return this document, with the appropriate attachments, by:

(Due Date)

Part A:

- Department: _____
- Project Manager's Name: _____ Telephone: _____

Part B: Select one of the following:

My department is initiating a new project/procurement. *(Please include scope, market research and complete 3a-3e below)*

My department does not need a replacement for the subject contract or pool.

My department needs a replacement for the subject contract or pool. As such, my department has completed all of the following:

1. Reviewed the attached copy of the solicitation for the expiring contract or pool, made the required changes to the qualification requirements, and specifications and/or scope of services, as related to the goods and/or services we require;
2. Revised any and all estimated quantities considering past usage and needs for the anticipated contract or pool term;
3. Provided all of the following information:
 - a. My department will use the resulting contract or pool to (use attachment if necessary to provide detailed justification):

 - b. The Funding Source for the new, replacement contract or pool is: _____.
 - c. Will Federal funds be used to support the requested allocation?: ____ (Yes /No)
 - d. Will PTP funds be used to support the requested allocation?: ____ (Yes /No)
 - e. The allocation request is, \$ _____ for the* _____ year term.
(Provide a number for the year term)

*Allocations may be proportionally adjusted should there be a change to the new project/contract/pool term

Part C: Approval by the Department Director (or Deputy/Assistant Director): Log 24-25110

Department Assistant Director:

Print Name: _____ Signature: Daniel Diaz Date: _____

*This form must be returned to the Procurement Officer listed above.