

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No.

FB-001358

5101-1/21-1 Hurricane Shutters
 FB-00277 Protection Coverings

Re-Bid Other

LIVING WAGE APPLIES: YES x NO

Requisition No./Project No.: RQID1900132 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Protection Covering/Hurricane Shutters

Description:

The Purpose of this solicitation is to establish a contract for rental, installation and removal of security protection covering for window and doors for Miami-Dade County; a Prequalification Pool for the purchase installation, removal and repair of hurricane shutters

Issuing Department: ISD-Procurement Contact Person: Mary Hammett Phone: 375-5471
 Estimate Cost: \$2,442,000.00
 Funding Source: GENERAL FEDERAL OTHER

ANALYSIS

Commodity Codes:	<u>906-78</u>	<u>450-75</u>		
Contract/Project History of previous purchases FB-00277 Security Covering for Windows and Doors-5 years 5101-1/21-1 Hurricane Shutters 1 Term 5 years and 1-OTR 5 Years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	EXISTING	Term	3RD YEAR	
Contractor:	<u>See attachment</u>	<u>See attachment</u>		
Small Business Enterprise:	<u>None</u>	<u>Yes</u>		
Contract Value:	<u>\$631,000.00</u>	<u>\$4,384,000.00</u>	<u>\$</u>	
Comments:	<u></u>			

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE	<u></u>	<u></u>	<u></u>	<u></u>

Basis of recommendation:

Signed: <u>Mary Hammett</u>	Date sent to DBD: <u>7/25/2019</u>
	Date returned to DPM: <u></u>

Request for Additional Expenditure Authority to
Prequalification Pool No. 7963-1/21-1, Building Materials

ATTACHMENT NO. 1 – PREQUALIFIED VENDORS

Vendors 5101-1/21-1 Hurricane Shutters	Vendor FB-00277 Rental of Security Protection Coverings of Doors and Windows
010579283-01 Supreme Roofing & Construction Inc. (SBE)	453237054-01 Vacant Property Security LLC
208280331-03 Ajil Construction Inc. (SBE)	
300571376-01 RJS Construction (SBE)	
331007737-01 Castle USA Corporation	
364602628-04 The Bannerman Group Inc. (SBE)	
383763521-01 Conwell & Associates Consulting Co. (SBE)	
421765322-01 Builders of Miami LLC (SBE)	
522455513-01 Top Crafts Inc. (SBE)	
582360508-01 Phoenix Architectural Products Inc.	

SECTION 2
SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the rental, installation and removal of security protection covering for window and doors for Miami-Dade County.

This solicitation will also establish a List of Prequalified Vendors (List) that will be used to solicit the purchase of hurricane shutters, installation /removal, and repairs for Miami-Dade County. Placement on the List is not a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this solicitation. Vendor Submittals will continue to be accepted throughout the term of the solicitation for placement on such List.

2.2 DEFINITIONS

Invitation to Quote (ITQ) - Shall refer to the solicitation of quotes from the List of Prequalified Vendors for specific goods awarded based on lowest price or other quantifiable criteria.

List of Prequalified Vendors (List) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement on the List of Prequalified Vendors, and who may submit quotes/proposals, at the time of need.

Submittal - Shall refer to the forms submitted in response to Groups C, and D and of this solicitation.

Vendor- Shall refer to a business entity/individual responding Groups C, and D of this solicitation.

2.3 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 in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the five (5) year term.

2.4 METHOD OF AWARD

2.4.1 Group A- Protection Covering for Doors and Windows/Rental Non-Federal Funds

2.4.2 Group B- Protection Covering for Doors and Windows/Rental Federal Funds

These groups shall be used for the rental, installation and removal of security protection covering for windows and doors. Award for these groups will be made in the aggregate to the lowest priced, responsive, responsible Vendor.

Qualification for Group A and B

1. Vendor(s) shall provide two (2) current references on company's letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing rental service for protection covering for windows and doors.

Vendor shall submit the required document(s) for Groups A and B with their submittal to be in compliance.

2.4.3 Group C- Purchase of Hurricane Shutters-Prequalification Pool

2.4.4 Group D- Installation, Removal and Repair of Hurricane Shutters-Prequalification Pool

These groups shall be used to prequalify Vendors for spot market quotation(s).

Qualification for Group C

1. Vendor(s) shall provide two (2) current references on company's letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing hurricane shutters.
2. Vendor(s) shall provide a letter from the product manufacturer(s) indicating that the Vendor is an authorized dealer, distributor, or reseller of their product(s). If the Vendor is the manufacturer of the product(s) listed in the solicitation, the Vendor shall provide a letter on the company's letterhead affirming that they are the manufacturer of the solicited product(s).

Qualification for Group D

1. Vendor(s) shall provide two (2) current references on company's letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of installation and repairs of hurricane shutters.
2. Vendor shall provide one of the following license or certificate of Competency:
 - Miami Dade County Awnings & Storm Shutters Contractor
 - General Contractor
 - State of Florida General Contractor
 - Building Contractor
 - Metal Awning & Storm Shutter Contractor
 - Miscellaneous Metals Contractor
 - Specialty Structure Contractor
 - Specialty Glass & Glazing Contractor

Vendor shall provide all of the specified information for groups C and D, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Vendors as it deems necessary, and in its best interest.

a. INSURANCE

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ or WOPR.

b. SPOT MARKET QUOTES

Vendors in the Pool will be invited to participate in future spot market competition, as needed. The spot market competition will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages Living Wage

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Local Preferences
- User Access Program (UAP) Fee
- SBE Measures
- Local Certified Veteran Business Enterprise Preference
- First Source Hiring Referral Program
- SBE Prompt Payment Terms
- Office of Inspector General Fee

2.4.5 Qualification for All Groups

Vendors shall provide the contract information of a designated representative to provide the County with support and information concerning orders placed. Vendor shall provide the representative's name, phone number, and email address.

2.5 INSURANCE REQUIREMENT IN SECTION 1, PARAGRAPH 1.21 TERMS AND CONDITION IS APPLICABLE FOR GROUPS A AND B

2.6 PRICES FOR GROUP A and B

The initial contract prices resulting from this solicitation shall remain fixed and firm for no less than 12 months from the contract commencement date. It is the Awarded Vendor's responsibility to request any adjustment. The Awarded Vendors request for adjustment must be submitted to the County's Internal Services Department for review no less than 90 days prior to expiration of the then current contract year. The County may consider an adjustment based upon the **PPI Other Heavy Machinery Rental and Leasing PCU532412532412 -200312**

If no adjustment request is received from the awarded Vendor, the County will assume that the awarded Vendor has agreed that the next contract year will remain at the then current price.

The County reserves the right to reject any price adjustments submitted by the awarded Vendor or to negotiate lower pricing during the contract period based on market conditions or other factors that influence price. The County also reserves the right to apply the right to apply any reduction in pricing based on the downward movement of the applicable index.

SECTION 3
SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK FOR GROUP A and B

The Vendor Shall provide covering that are constructed in a manner that allows it to fit over window screens, windows and doors which are placed outside the entry doors or windows to protect the units from vandalism.

3.2 SIZES

All doors, window screens and component parts must be quality controlled, inspected, and maintained by the Awarded Vendor. The products should allow adjustments to accommodate all size of window screens and door frames. Miami-Dade County vacant houses require that the semi-permanent covering be secured so they can only be removed and installed by the awarded Vendor using special tools for installation and/or removal as required.

3.3 WINDOWS

An assortment of fixing can be used to attach the covering to the window. The covering shall be made of steel material and the outside face of the covering shall be painted in a gloss metallic enamel finish so that paint, oils chalk, makers, and other graffiti can easily be removed.

3.4 DOORS

The security covering must be able to be affixed to the existing door structure. All coverings should be able to open from the inside providing easy egress in the case of an emergency exit. The door and doorway coverings shall be made of steel material and the outside face shall painted in a gloss metallic enamel finish so that paint oils, chalks, markers, and other graffiti can be easily removed.

3.5 LABOR

Installation and removal rate shall include all labor, materials, coverings and measurement for various window and door sizes. The installation rate is a one-time fee per window and door that shall be charged at the time of installation. Monthly rental rate shall be offered at a flat fee to include various window and door sizes.

3.6 SCOPE OF WORK FOR GROUPS C and D

The intent of this solicitation to identify and make available to the County, vendors capable of providing hurricane shutters, installation, removal, and repairs for multiple County departments, on an "as needed basis. Product approval is required by Miami-Dade County, notice of acceptance (NOA).

Quotes will entail various types and sizes, for various County facilities, and privately owned houses. Vendors are responsible for the completion of the project(s) which include all engineering, labor, supervision, materials, equipment, tools, and permits. And any incidentals, necessary to perform all operation for proper installation of the units.

3.7 GOODS/SERVICES TO BE PROVIDED FOR GROUPS C and D

Group C: The spot market quotes for the purchase of hurricane shutters; may include, but not limited to the below listing. Vendors may be required, in subsequent spot market request for quote(s), to provide hurricane shutters that are not listed.

1. Roll-Down/Up Manual Operation
2. Roll-down/up Electric Operation
3. Aluminum Accordion
4. Colonial Steel
5. Garage Door
6. Metal Shield

Group D: The installation, removal, and repair of hurricane shutters

SECTION 4
SUBMITTAL FORM

VENDOR: _____

QUALIFICATION CRITERIA TO BE COMPLETED BY ALL SUBMITTERS		
Refer to Section 2.4, Qualification Criteria to ensure that Submittal complies with solicitation requirements.		
Groups (Indicate with an "x" in the box for each group)		
2.4.1 Group A- Protection Covering Non-Federal Funds 2.4.2 Group B- Protection Covering Federal Funds	Vendor(s) shall provide two (2) current references on company's letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing rental service for protection covering for windows and doors.	<input type="checkbox"/>
2.4.3 Group C- Purchase of Hurricane Shutters	<ol style="list-style-type: none"> 1. Vendor(s) shall provide two (2) current references on company's letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing hurricane shutters. 2. Vendor(s) shall provide a letter from the product manufacturer(s) indicating that the Vendor is an authorized dealer, distributor, or reseller of their product. If the Vendor is the manufacturer of the products listed in the solicitation, the Vendor shall provide a letter on the company's letterhead affirming that they are the manufacturer of the solicited product(s). 	<input type="checkbox"/>
2.4.4 Group D- Installation, Removal and Repair of Hurricane Shutters	<ol style="list-style-type: none"> 1. Vendor(s) shall provide two (2) current references on company's letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of installation and repairs of hurricane shutters. 2. Vendor shall provide one of the following license or certificate of Competency: <ul style="list-style-type: none"> • Miami Dade County Awnings & Storm Shutters Contractor • General Contractor • State of Florida General Contractor • Building Contractor • Metal Awning & Storm Shutter Contractor • Miscellaneous Metals Contractor • Specialty Structure Contractor • Specialty Glass & Glazing Contractor 	<input type="checkbox"/>
2.4.5 All Groups	Vendor(s) shall provide the contract information of a designated representative to provide the County with support and information concerning orders placed. Vendor shall provide the representative's name, phone number, and email address. Representative Name: _____ Phone Number: _____ E-Mail Address: _____	<input type="checkbox"/>

SECTION 4-GROUP A PRICE

SUBMITTAL FORM

VENDOR: _____

ITEM	Annual Est. Qty.	Description Non-Federal Funds	Unit Price	Frequency
WINDOWS				
1	50	Window Coverings Installation and Removal Rate Per Section 2.4.1 Group A	\$ _____	Per Installation
2	50	Window Coverings Monthly Rental Rate Per Section 2.4.1 Group A	\$ _____	Per Month
DOORS				
3	50	Door Coverings Installation and Removal Rate Per Section 2.4.1 Group A	\$ _____	Per Installation
4	50	Door Coverings Monthly Rental Rate Per Section 2.4.1 Group A	\$ _____	Per Month
ITEM	Annual Est. Qty.	Description Federal Funds	Unit Price	Frequency
WINDOWS				
5	1860	Window Coverings Installation and Removal Rate Per Section 2.4.2 Group B	\$ _____	Per Installation
6	1860	Window Coverings Monthly Rental Rate Per Section 2.4.2 Group B	\$ _____	Per Month
DOORS				
7	815	Door Coverings Installation and Removal Rate Per Section 2.4.2 Group B	\$ _____	Per Installation
8	815	Door Coverings Monthly Rental Rate Per Section 2.4.2 Group B	\$ _____	Per Month