

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. 9540-2/17-2

Contract
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: FB-00730
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Upholstery and Refurbishing Services

Description: The purpose of this solicitation is to establish a contract for the purchase of vinyl seat covers, upholstery, and refurbishing services.

Issuing Department: MDAD-LB-DTPW
 Contact Person: Neivy Garcia
 Phone: 305-876-8482

Estimate Cost:
 MDAD-Proprietary funds – LIB-Library District-DTPW-DTPW Operating

Funding Source:

ANALYSIS

Commodity Codes:				
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): YES NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: Lourdes Betancourt	Date sent to SBD: 10/24/2017
	Date returned to DPM:

SECTION 2 - SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of vinyl seat covers, upholstery, and refurbishing services. The two groups are categorized as follows:

Group 1: Vinyl Seat Covers for Miami-Dade Department of Transportation and Public Works (DTPW)

Group 2: Prequalification of Vendors to Provide Upholstery and Refurbishing Services to the County

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 and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the five (5) year contract term.

2.3 METHOD OF AWARD**2.3.1 GROUP I – Vinyl Seat Covers**

Award of Group I will be made to the lowest priced responsive, responsible Vendor who submits an offer on all items listed in this group, whose offer represents the lowest price when all items are added in the aggregate.

2.3.2 GROUP II – Qualification Criteria

Award of this pool will be made to all responsive, responsible Vendors who meet the minimum qualifications set forth in this solicitation. Awarded Vendors under this group will be placed on a "Pre-qualified Vendors List", which will be accessed by the County, as needed, to obtain Spot Market quotations.

Vendors shall provide all of the specified information and documents with their submittal form as proof of compliance to the requirement of this pool. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement, or supply the required documents.

It shall be the sole prerogative of the County to determine the number of Vendors who will be included under this pool. During the term of this pool, the County reserves the right to add or delete Vendors as it deems necessary and in its best interest.

PRE-QUALIFICATION CRITERIA

Award of Group II will be made to the responsive, responsible bidders who meet the qualifications set forth in this solicitation. These qualifications are as follows:

- A. The Vendor must maintain an office/warehouse staffed with company representatives who can be contacted during regular working hours and who are knowledgeable and cognizant of the industry and its standards, to provide manufacturing information, and authorized to discuss matters pertaining to this contract.

- B. The Vendor must have been in business for a minimum of two (2) consecutive years within the past five (5) years and must provide at least two (2) verifiable references that the firm has been in business for that length of time.
- C. The Vendor must have a service facility located in Miami-Dade or Broward Counties that can provide these services.

2.4 PRICES – GROUP I

If the Vendor is awarded a contract under this solicitation, the prices proposed by the Awarded Vendor shall remain fixed and firm during the first three (3) years of the contract.

Yearly price adjustments will be considered if submitted ninety (90) days prior to the commencement of the fourth and fifth year of the contract. If no adjustment request is received from the Awarded Vendor(s), the County will assume that the Vendor(s) have agreed that there will be no price increases. Any adjustment request received after the commencement of the fourth and fifth yearly period may not be considered. Price adjustment requests are allowed to be applied at the beginning of each subsequent year (year 4 and year 5).

2.4.1 The County may consider an adjustment to price for the fourth and fifth year, based on changes in the following indices:

- a) Group I: Adjustment to this Group will be based on changes in the following index not to exceed a three percent (3%):

Consumer Price Index for All Urban Consumers (CPI-U), Selected areas, all items index- Miami-Ft. Lauderdale, Fl. Series No. CUURA320SA0, CUUSA320SA0.

2.5 SAMPLES – GROUP I

Bidders may be required to submit a sample of the goods to be supplied for evaluation by, and at no cost to the County. This sample will become property of the County, and may or may not be returned to the bidder at the County's option. If samples are required, the County will notify the bidder of such in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the bidder's name, bid number, bid title, manufacturer's name, brand name, and style number if applicable including a pre-paid return label which the County may use to return the sample to the bidder. If the bidder fails to submit the samples, properly labeled, by the specified date stipulated in the notice, the County may not consider the bidder's proposal for that item(s). Any sample submitted shall create an express warranty that the whole of the goods and/or services to be provided by the bidder during the contract period shall conform to the sample submitted.

2.6 SAMPLES MAY BE PROVIDED BY THE COUNTY

Bidders interested in obtaining a sample of the current seat covers may request a sample prior to the bid opening date. Request shall be made in writing to the attention of the Procurement Officer identified on the front page of the solicitation with copy to the Clerk of the Board at 111 NW 1st Street, 17th Floor, suite 202, Miami, Florida 33128-1983 or email clerkbcc@miamidade.gov. Bidder will be responsible for incurring the

shipping cost of the sample. Bidder shall provide shipping information such as company name, address, and a shipping account number such as FedEx or UPS account number.

2.7 SAMPLES MAY BE REQUIRED FROM BIDDERS DURING EVALUATION OF RFQ – GROUP II

After the County opens the RFQ, the bidders may be required to submit a sample of the goods to be supplied for evaluation by, and at no cost to the County. If samples are required, the County will notify the bidder of such in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the bidder's name, bid number, bid title, manufacturer's name and brand name, and style number if applicable. If the bidder fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the County shall not consider the bidder's proposal for that item(s); provided however, that in the event of a group or aggregate award, the bidder's proposal will not be eligible for that group or in the aggregate as applicable. All samples shall become the property of Miami-Dade County.

2.8 PURCHASE OF OTHER ITEMS

While the County has listed items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased during the term of this contract. Under these circumstances, a representative of the Internal Services Department, Procurement Management Division will contact all prequalified Vendors to obtain a price quote. Award of these items will be made as described in Section 2.0, Paragraph 2.3.2 above. In cases where additional sizes, colors or services are required by the County, the item shall be solicited among the prequalified Vendors with the new requirement. The County retain the right to reject any quote received and purchase the item through other means.

2.9 COMPLIANCE WITH FEDERAL STANDARDS

All goods and services to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

To purchase vinyl seat covers for DTPW's Metrorail vehicle passenger seat backs and bottoms and to establish a pool of pre-qualified bidders for future spot market purchases of upholstery and refurbishing services.

3.2 VINYL SEAT COVERS SPECIFICATIONS AND REQUIREMENTS – GROUP 1

Vinyl seat covers shall be complete and ready for installation upon delivery by the awarded bidder and shall meet the following specifications:

3.2.1 VINYL SPECIFICATIONS

- a. Vinyl seating identified as material #116, D-90 Blue
- b. Weight: 36 oz per linear yard
- c. Cold Crack: (MF-MH BN 128.01) -10F
- d. Tear Strength: (MF-MH BN 22.1) 22/22 lbs.
- e. Tensile Strength: (ASTM D-751) lbs./inch 100/100
- f. UV Light Resistance: Protected with TAS special finish. 1000 hours of Ultraviolet Resistance
- g. Abrasion Resistance: (MF-MH BN 8.2). 100,000 Double Rubs Wyzenbeek/CFFA-1
- h. Flame Retardant: Docket-90A (ASTM E662/FAR 25.853), BIFMA, NFPA 701 small scale, UFAC Class 1, California Tech Bulletin 117 Section E, MVSS 302
- i. Bacteria Resistance: Protected to conform to ASTM 621
- j. Seat cover material shall be tested for smoke emission in accordance with NFPA Standard No. 258. The optical density shall not exceed 125 within 90 seconds or 300 within four minutes after start of the test.

3.2.2 SEAT COVERS SPECIFICATIONS

- a. **Bottom Cover:** 18" L x 18" W x 3" H (side panel) with a 16" zipper and two 5" button strap. The front panel is 6" H with four 5" button strap.



- b. **Back Cover:** 27-1/2" L x 25-1/2" W x 4" H (side & front panel). The front panel has three 1" openings, separated at 5 1/2".



3.2.3 **Upholstery (General) – Group 2**

The following is a representative listing of upholstery typically used by the County. This list is neither exclusive nor complete and provides for the minimum service requirements as applicable to the furniture. Detailed requirements will be specified in the spot market quotations.

3.2.4 **Wood Refurbishing**

All wood furniture shall be stripped and the broken parts shall be re-fabricated. All broken dowel pins are replaced and all gluing of all wood joints are to be completed with bar clamps under pressure to insure strength. Wood putty of the same type of wood shall be used to fill all holes and dents. Mica requirements are also performed at this step of refurbishing.

All wood items shall be hand sanded to ensure that the item is ready for hand staining of superior quality penetrating oil stain which exposes the beauty of the wood grain of the finished item. All items shall be sprayed with a wood sealer to close the grain of the wood before a superior quality of clear acrylic lacquer is applied. The acrylic lacquer shall have catalyst hardener added to insure scratch resistance. All items shall have three coats applied with the exception of desks and tables which shall have four coats. Any major replacement of veneer shall be quoted on an individual requirement basis.

3.2.5 Upholstered Wood Furniture

All fabrics and vinyl shall be treated with fire retardant materials. The process of the refurbishing of upholstered items shall be that all old fabrics or vinyl are removed, and any foam padding that is worn out is also removed and replaced with all new superior quality padding as needed. All spring, inner supports, shall be repaired.

3.2.6 Upholstered Metal Furniture

All upholstered metal furniture shall be taken apart. All metal products are first welded to repair broken parts. Hand sanding shall then be performed on the item in which the finish is completely smoothed; all dents shall be then removed by straightening with body shop tools. Resin filler and putty shall be used to obtain a smooth finish on surfaces. The next step in producing the finished product shall be primer sprayed on bare metal surfaces. Three coats of Acrylic Enamel Paint shall be applied to produce the finished product.

The paint shall have catalyst hardener mixed with the paint to obtain a scratch resistant finish. All fabrics shall be treated with fire retardant materials and Certification will be required. The process of the refurbishing of upholstered items, old material shall be removed, and any foam padding that is worn out shall also be removed and replaced with all new superior quality padding as needed. Any and all springs, and inner support shall be repaired at this time. When complete, the piece of furniture shall be reassembled and inspected for any defects.

3.2.7 Metal Refurbishing

Sandblasting shall be used for removal of rust and old finishes from some heavy gauged metal products, but not on file cabinets, desks, or chairs. All desks, file cabinets, and other metal products shall be first welded to repair any broken parts. Hand sanding is then performed on the item in which the finish is completely smoothed; all dents are then removed by straightening with body shop tools. Resin filler and putty shall be used to obtain a smooth finish on surfaces. Desks shall have new Formica tops placed on them. Primer shall be sprayed on bare metal surfaces. Three coats of Acrylic Enamel Paint are then applied to produce the finished product. Acrylic enamel paint shall be of the highest quality. Paint shall have a catalyst hardener additive mixed with paint to obtain a scratch resistant finish. Epoxy paint may also be required on specialized jobs in auditoriums.