DEPARTMENTAL INPUT CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

□ New OTR □ Sole	Source Bid	Waiver	Emergency	Previous 0	Contract/Project No.	
Contract				L		
Re-Bid Other	Legacy			VING WAGE APPLIES:	YES NO	
Requisition No./Project No.:	TERM OF CONTRACT	T YEAR(S)	WITH 0 c	one YEAR(S) OTR		
Requisition / Project Title: FB-	-00816 Building M	lanagement Sy	stem at TO	GK		
transportation, ma		ent to furnish a		ontract to provide all ensive programs of a	necessary labor, Il inspections, preventative	
Issuing Department: ISD		Contact Perso	n. Lindsa	y Collazo	Phone: 305-375-3905	
Estimate Cost: \$230,000 GENERAL FEDERAL OTHER Funding Source: X						
		ANAL	<u>YSIS</u>			
Commodity Codes: 030-13		ct History of previ	ous purchase	s three (3) years		
_				th no previous history.		
	<u>EXISTI</u>	<u>ING</u>	2	2 ND YEAR	3 RD YEAR	
Contractor:	MRSE LLC		MRSE LLC		MRSE LLC	
Small Business Enterprise:	N/A		N/A		N/A	
Contract Value:	\$115,000		\$115,00	00	\$115,000	
Comments:						
Continued on another page (s):	☐ YES 🔽 N	NO				
	RE	COMMEN	NDATIO	<u>ONS</u>		
	Set-aside	Sub-contrac	tor goal	Bid preference	Selection factor	
SBE						
Basis of recommendation:						
Signed: Lindsay Collazo		I	Date sent to	SBD: 1/23/2018		
		I	Date returned to DPM:			

SECTION 2

SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a full service contract to provide all necessary labor, transportation, material and equipment to furnish a comprehensive program of inspections, preventive maintenance, emergency repair and routine repair services for the Building Management Systems at Turner Guilford & Knight Detentions Center (TGK).

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 in the Blanket Purchase Order issued by the Internal Services Department, Procurement Management Division. The contract shall expire on the last day of the twenty-four (24) month period.

2.3 METHOD OF AWARD

Award of this contract will be made to the responsive, responsible bidder who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate and meets the qualifications listed below. Bidder(s) shall provide the total annual cost, inclusive of all necessary labor, transportation, material and equipment to furnish a comprehensive program of inspections, preventive maintenance, emergency repair and routine repair services for the BMS at TGK. If a bidder fails to submit an offer on all items, the overall offer may be rejected.

QUALIFICATIONS

- A. Bidder(s) shall submit three (3) customer references, to whom the bidder has provided Building Management Systems (BMS) Maintenance Services for the manufacturer brand listed in the solicitation. Bidder(s) must include the customer's company name, contact name, title, address, and telephone number of the contact person who can verify that the bidder has successfully provided the services listed in this solicitation. These references shall ascertain to the County's satisfaction that the bidder has sufficient experience.
- **B.** Bidder(s) shall maintain an office within the geographic boundaries of Miami-Dade, Broward, West Palm Beach or Monroe Counties that can respond to service calls. Copy of the local tax receipt shall be provided with the bid submittal.
- **C.** Bidder(s) shall be licensed to provide services specified in Section 3. The bidder must provide a copy of the valid license with the bid submission. Either of following license(s) shall be accepted:
 - **a.** State of Florida Mechanical Contractor, or
 - **b.** Class A Air Conditioning Contractor

If the bidder fails to perform in accordance with the terms and conditions of the contract, the bidder may be deemed in default of the contract. If the awarded bidder defaults, the County shall have the right to negotiate with the next responsive, responsible bidder.

2.4 PRICES

The prices proposed by the bidder shall remain fixed and firm for the term of the contract. The County reserves the right to negotiate lower pricing based on market conditions or other factors that influence price. However, the bidder may offer incentive discounts to the County at any time during the Contract term, including any extension thereof.

2.5 METHOD OF PAYMENT

In addition to the terms and conditions stated in Section 1.0 paragraph 1.2.H- Prompt Payment Terms, the County will pay the successful bidder's annual price listed in Section 4 in 12 equal monthly installments.

2.6 PRE-BID CONFERENCE AND WALK-THRU (RECOMMENDED)

A pre-bid conference will be held on TBD at Turner Guilford & Knight Detention Center, Conference Room in Administrative Office, 7000 NW 41 St., Miami, FL 33166 at TBD and may be followed by a walk-thru tour. It is recommended that a representative(s) of the firm attend this conference as the "Cone of Silence" will be lifted during the course of the conference, and special conditions and specifications included within this solicitation will be discussed.

Bidders are requested to bring this solicitation document to the conference, as additional copies may not be available.

2.7 REPAIRS DUE TO FORCE MAJEURE AND VANDALISM

Although this contract is for the monthly maintenance of the TGK's Building Management System, it is hereby agreed and understood that the County may require additional repairs due to force majeure and acts of vandalism. Force majeure and acts of vandalism include: an act of nature, war, hurricane, riot, sovereign conduct, or conduct of third parties.

When a repair is required under these circumstances, the County shall pay the awarded bidder the hourly rate provided in Section 4 - Item 3, the hourly rate quoted shall be deemed to provide full compensation to the bidder for labor, equipment use, and travel time. The cost of parts shall be paid on a "pass-thru" basis. The successful bidder shall charge the County the same invoice prices that the bidder is charged by their supplier. A copy of the successful bidder's invoice from the supplier for parts shall be submitted with the successful bidder's invoice for payment. In cases where the successful bidder manufactures its own parts, the bidder will charge the County a price no higher than he or she charges his or her most favored customer. The County reserves the right to request verification.

2.8 MIAMI-DADE COUNTY LIVING WAGES

If the total contract value, per year, exceeds \$100,000 the provisions of Section 2-8.9 (Living Wages) of the Code of Miami-Dade County (Code) as amended by Ordinance (Governing Legislation), will apply. A copy of this Code Section may be obtained online at www.miamidade.gov. A copy of the Administrative Order may be obtained online at https://www.miamidade.gov/aopdf/pdffiles/AO3-3p.pdf.

2.9 PERFORMANCE GUARANTEES

In order to assure that Miami-Dade County receives the quality and response necessary to insure the safety of the inmates and County employees at TGK and achieve optimal maintenance of equipment, the contract administrator may impose administrative charges in the amount listed below. These administrative charges are deducted against the monthly invoices from the successful bidder. When the outstanding invoices are insufficient, the County may invoice the awarded bidder for failure to perform in accordance with the contract.

The deduction may be based upon the following schedule:

Incident Type	Administrative Charges
Failure to respond to a repair service call after normal working hours within:	10% of the monthly charge, per
 A minimum of two (2) hours during the regular work week (Monday thru Friday) A minimum of four (4) hours on weekends (Saturday & Sunday) and Holidays. 	occurrence
Failure to complete a repair within twenty-four (24) hours from the time a	5% of the monthly charge, per
call is received.	occurrence
Shut down due to lack of parts	100% per diem

Repeated failures to comply with the Contract requirements may result in the awarded bidder being placed in default of the contract for failure to perform whether deductions have been taken or not.

2.10 BUSINESS HOURS OF OPERATION

Services shall be performed Monday thru Friday, between the hours of 7:00 AM and 3:00 PM. All repairs must be completed within twenty-four (24) hours from the time a call or notification is received. All travel time expenses shall be borne by the bidder and will not be reimbursed by the County. The holidays currently observed by Miami-Dade County are: New Year's Day, Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas.

The awarded bidder will coordinate directly with the Facilities Manager and Maintenance Supervisor in scheduling all jobs, repairs, preventive maintenance, materials deliveries and other actions.

2.11 <u>ADDITION/ DELETION OF EQUIPMENT AND FACILITIES</u>

Additions

Although this contract identifies specific facilities and equipment to be serviced, it is hereby agreed and understood that the County may add additional facilities and/or equipment. The successful bidder shall be invited to submit price quote(s) for any additional facilities and/or equipment. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the successful bidder. Any additional facilities and/or equipment shall be added to this contract by formal modification of the award sheet.

The County may determine to obtain price quotes for the additional facilities from other bidders in the event that fair and reasonable pricing is not obtained from the successful bidder, or for other reasons at the County's discretion.

Replacements and/or Deletions

Although this contract identifies specific facilities and equipment to be serviced, it is hereby agreed and understood that any County department or agency facility may replace any equipment/ facility or facilities requiring service under this contract as needed. Any facility/equipment which is replaced will be updated by formal modification of the award sheet. Any facility/equipment no longer serviced will be formally deleted from the contract by formal modification of the award sheet.

2.12 DEFICIENCIES IN WORK TO BE CORRECTED BY THE BIDDER

Work shall be continually subject to oversight and approval by the County's project administrator. In the event workmanship is found incomplete, unsafe, otherwise unsatisfactory in the judgment of a designated County representative, the successful bidder shall, upon notice, immediately correct any such discrepancies or deficiencies. The successful bidder shall adhere to OEM's suggested maintenance procedures to ensure the equipment is working in full OEM compliance.

The bidder shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within twenty-four (24) hours from the point when such rejected defects, deficiencies, and/or non-conformances are reported to the bidder by the County's project administrator. The bidder shall bear all costs of correcting such rejected work. If the bidder fails to correct the work within the period specified, the County may, at its discretion, notify the bidder, in writing, that the bidder is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within twenty-four (24) hours from receipt of notice. If the bidder fails to correct the work within the period specified in the notice, the County shall place the bidder in default, obtain the services of another bidder to correct deficiencies, and charge the incumbent bidder for these costs; either through a deduction from the final payment owed to the bidder or through invoicing. If the bidder fails to honor this invoice or credit memo, the County may terminate the contract for default.

2.13 **PARTS**

All replacement parts shall be subject to the approval of the County Project Administrator. The County may, at its sole discretion, specify the parts and materials to be used to perform any work or service rendered under this contract.

All parts and materials provided under this agreement shall be new, purchased from the OEM, free from defects, guaranteed suitable for the intended use and warranted for at least one (1) year. Non-OEM parts shall not be used, unless the successful bidder has prior approval from the County Project Administrator.

The successful bidder at their own expense shall obtain parts in the most expeditious manner available, which includes overnight air shipping and special fast track ordering.

2.14 <u>BIDDER BACKGROUND CHECK AND SECURITY REQUIREMENTS</u>

The successful bidder must provide a legible copy of the "Application for Contractor Pass" Corrections and Rehabilitations Form R6-25-12, and a copy of a current Florida Driver License, or Florida Identification Card, for all employees assigned to the work in support of this contract. Upon submission of each of the four pages for the above background applications, the successful bidder will be notified approximately 3 to 4 weeks following submission on whether their employee(s) have passed the background check. The background check will be paid by the County and will be at no additional cost to the awarded bidder.

Employees that pass will report to Dr. Martin Luther King (MLK) Plaza, Corrections and Rehabilitations Department Headquarters, Program Services, 2525 NW 62 Street, Suite 1166A, Miami, Fl. 33147 for a required photo and completion of mandatory training video prior to entrance into any Correctional facility. Employees shall wear a company shirt with company logo and ID during all working hours.

All tools transported to the work area must be in tool box or enclosed during transport. No hanging tools from the waist or other areas will be permitted unless previously approved. The awarded bidder shall have a pretyped inventory check list of all the tools that will be brought into the work site on a company letterhead for the correctional officer inventorying of tools entering and exiting the facility.

The inventory check list will be turned in daily to the control booth upon arrival and tool check will be performed. Strict tool control will be required due to the Correctional setting which will require full adherence to tool control standards.

Failure of the successful bidder to complete the necessary background checks successfully for his or her staff and other security requirements may lead to the cancellation of this contract.

2.15 CLEAN-UP

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the bidder shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

SECTION 3

TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

Provide all-inclusive services not limited to labor, transportation, material and equipment to furnish a comprehensive program of, inspections, preventive maintenance, software upgrades, emergency repair and routine repair services for the Building Management System from Johnson Controls located at Turner Guilford & Knight Detentions Center (TGK).

Bidder(s) must possess the ability to recommend, engineer and complete upgrades or modifications to the existing systems including written estimates and drawings.

3.2 SERVICES TO BE PROVIDED

At minimum the successful bidder shall provide preventive maintenance including all repairs, labor, and parts per year:

- A. Services shall include but are not limited to repair, replace and conduct critical upgrades of the Metasys software and all equipment included throughout this solicitation, all associated breakers, wiring, switches, etc. are the responsibility of the bidder. The bidder will be required to provide all materials and parts as needed to complete all repairs. All blue prints, operation & maintenance manuals for the equipment are available.
- B. The bidder shall install any improved or updated versions of the system software or application issued by the manufacturer. The County shall be notified of all applicable software changes or new releases within sixty (60) days of change or release.
- C. All servicing shall be performed by qualified personnel, using procedures as recommended in the manufacturer's service manuals. The equipment shall be maintained at a level necessary for optimum performance as suggested in the manufacturer's service manual and industry standards.
- D. The bidder will be required to label all items on the equipment list included within this solicitation with a bar code label or other type of inventory system to indicate through a quarterly report (list of physical examinations), that proper inspections equal to one circuit (circuit-inspection of equipment list) were completed. Every piece of equipment must be check no less than every three months.
- E. The bidder shall tour the facility, once a year, with the fire alarm system bidder to perform the certification of the fire alarm system. Both bidders shall coordinate the work to insure that the building fire and smoke evacuation system work in conjunction with each other as required by NFPA and local regulatory codes in combination with the fire alarm system.
- **F.** The bidder may be required to work in populated areas of the corrections facility. An officer will escort the staff at all times as work is performed.

3.3 PREVENTIVE MAINTENANCE SCHEDULE

The successful bidder will be required to submit for approval a schedule to follow by items to be inspected no less than once per month for the preventive maintenance program. The schedule shall allow for all items listed

in Section 3.0 Paragraph 3.5 to be inspected four (4) times per year. A report with a list of equipment that has been inspected shall be submitted to the County to verify the inspections every quarter.

3.4 <u>INSPECTIONS</u>

At minimum the following Services will be performed at each inspection:

A. Air Handling Unit (AHU) Control Working Function

- 1. Verify communication from the supervisory controller to the field controller.
- 2. Verification of fan start-stop control and fan status reporting.
- 3. Performance verification of control algorithms as applicable i.e. cooling, static pressure, cubic feet per minutes.
- 4. Verification and calibration of temperature and pressure sensors.
- 5. Inspect and clean enclosure and sensors.
- 6. Verification and calibration of outside air dampers, return dampers and their associated actuators.

B. <u>Fan Coil Unit Control Working Function</u>

- 1. Verify communications from the supervisory controller to the field controller.
- 2. Verification of fan start-stop control and fan status reporting.
- 3. Performance verification of control algorithms as applicable i.e. cooling, static pressure, cubic feet per minute.
- 4. Verification and calibration of temperature and pressure sensors.
- 5. Inspect and clean enclosure and sensors.
- 6. Verification and calibration of outside air dampers return dampers and their associated actuators.

C. Variable Frequency Drive Working Function

- 1. Verify communications from the supervisory controller to the variable frequency drive.
- 2. Verify all variable frequency drive programmed settings per manufacturer specifications.
- 3. Test low and high programmed limits.

D. Variable Air Volume (VAV) Control Working Function

- 1. Verify communication from the supervisor controller to the field controller.
- 2. Performance verification of control algorithms as applicable, i.e. cooling, static pressure, cubic feet per minute volume to set point.
- 3. Verification of zone thermostat communication bus.
- 4. Verification of proper operation of VAV dampers and associated actuators.

E. Chiller Plant Control Working Function

- 1. Verify communications from the supervisory controller to the field controller.
- 2. Verification of pump start-stop control and pump status reporting.
- 3. Performance verification of control algorithms as applicable, i.e., chill water pressure and condenser water temp.
- 4. Verification and calibration of temperature and pressure sensors.
- 5. Inspect and clean enclosure and sensors.
- 6. Verification of cooling tower fax start-stop control and cooling tower fan status reporting.
- 7. Verification of chiller start-up and chiller status reporting.

- 8. Verify labeling and inspect for electrical impedance.
- 9. Verification of rotation sequence for the chillers, pumps, and cooling tower as dictated by the rotation schedules.

F. Supervisory Controller Working Function

- 1. Verify communications from the building supervisory controller to the workstation.
- 2. Verify communications from the medical housing controller to the workstation.
- 3. Test battery backup for the Network Control Modules.
- 4. Inspect and clean enclosures.

G. Operator Workstation Working Function

- 1. Verify communications from the building supervisor controller to the workstation.
- 2. Verify communications from the medical housing supervisory controller to the workstation.
- 3. Upload database to the archive workstation from the supervisory controllers and perform a database back-up of the Building Management Systems test remote dialup.
- 4. Test remote dialup.
- 5. Test auto-paging on an alarm.
- 6. Perform file housekeeping on the hard drive.
- 7. Review Building Management System graphical displays.
- 8. Review Building Management GPL database.
- 9. Inspect and clean all interior components of the workstation to include the key board and printer every quarter.
- 10. Consultation with the Facilities/ Maintenance Manager upon completion of the preventive maintenance.

H. Smoke Evacuation Working Function

Inspection and maintenance of the Smoke Evacuation System shall be provided and be in compliance with NFPA 92A Standards, including but not limited to:

- 1. Verify communications from the supervisory controller to the field controller.
- 2. Inspect and clean enclosure and sensors.
- 3. Verify operations of the Fireman's Override Panel.
- 4. Verify and exercise control of the smoke dampers.
- 5. Inspect and lubricate smoke damper linkages and verify all blades and seals.
- 6. Verify and exercise control of Smoke Exhaust Fans (Annual Inspections required).
- 7. Inspect all fusible link operated dampers every 2 years.
- 8. Operate all fusible link dampers every 4 years.
- 9. Dedicated systems shall be tested at least semi annually
- 10. Non-dedicated systems shall be tested at least annually.

I. Motor Working Function

- 1. Check ventilation ports, motor windings for soil accumulation and clean.
- 2. Lubricate motor bearings and check hold down bolts.
- 3. Record motor amps at full load and compare to rated name plate.
- 4. Record line voltage to motors and compare to name plate.
- 5. Use laser test meter and record motor casing temps.
- 6. Check pulley alignment.

- 7. Check motor shaft and bearings for binding or movement.
- 8. Replace motor drive belts.
- 9. Record any visual discrepancies and advise the facilities' Manager.

3.5 EQUIPMENT LIST TO BE SERVICED

A. Building Management System

- 1. 198 VAV boxes
- 2. 24 VAV CHW AHU's
- 3. 24 AHU VFD'S
- 4. 2 Paired AHU's at MHU.
- 5. 2 Main Chillers (Trane)
- 6. 2 Cooling Towers (Main)
- 7. 4 Pumps (Main)
- 8. 1 Chiller, Air Cooled (York)
- 9. 2 Chiller Water Pumps (York)
- 10. 7 FCU's (Kitchen, Office, UPS room, Maintenance office, Roof Radio room and (3) Elevator equipment rooms)
- 11. 1 Ventilation Unit
- 12. BMS System & Workstation

B. Smoke Evacuation System

- 1. Smoke Exhaust System
- 2. 535 Smoke Damper Operators
- 3. 777 Cell Smoke Dampers
- 4. 146 Motorized Damper Operators
- 5. 1,152 Motorized Cell Dampers
- 6. 1 Fireman's Override Panel
- 7. Motors:
 - a) 11 Serf Fan Motors:
 - a. $\frac{3}{4}$ HP 2 fans
 - b. 1 & ½ HP 1 fan
 - c. 3 HP 5 fans
 - d. 5 HP 3 fans
 - b) 40 EF Fan Motors
 - a. $^{3}4$ HP 16 fans
 - b. 1.5HP 24 fans
 - c) 44 SSF Fan Motors
 - a. 1/20 HP 1 fan
 - b. $\frac{1}{2}$ HP 8 fans
 - c. $^{3}4$ HP 8 fans
 - d. 2 HP 3 fans
 - e. 3 HP 7 fans
 - f. 10 HP 1 fan
 - g. 15 HP 1 fan
 - h. 20 HP 4 fans
 - i. 25 HP 1 fan
 - j. 30 HP 2 fans
 - k. 50 HP 1 fan

- I. 60 HP 1 fan
- m. 125 HP 1 fan
- n. 200 HP 1 fan
- d) 55 SEF Fan Motors
 - a. 1/20 HP 1 fan
 - b. $\frac{1}{4}$ HP 3 fans
 - c. 1/3 HP 2 fans
 - d. 1/2 HP 4 fans
 - e. 1 HP- 3 fans
 - f. 2 HP 9 fans
 - g. 3 HP 3 fans
 - h. 5 HP- 6 fans
 - i. $7 \frac{1}{2} HP 5 fans$
 - j. 10 HP 11 fans
 - k. 40 HP 4 fans
 - I. 125 HP 4 fans



SECTION 4 - BID SUBMITTAL FOR: BUILDING MANAGEMENT SYSTEM AT TGK - FULL SERVICE CONTRACT

FIRM NAME:	

Reference	Minimum Requirements	Check as completed
	Bidder must submit (3) references with its bid submittal form. The references must be customers to whom the bidder has provided Building Management Systems Maintenance Services for the manufacturer brand listed on the solicitation.	
	Reference 1 Company Name:	
2.5.A	Reference 2 Company Name: Name: Title: Address: Phone Number:	
MI	Reference 3 Company Name: Name: Title: Address: Phone Number:	
UU	The bidder shall maintain an office within the geographic boundaries of Miami- Dade, Broward, West Palm Beach or Monroe Counties, Florida that can respond to service calls, and discuss matters pertaining to the contract.	
2.5.B	Copy of the Local Business Tax Receipt is required. Business Address:	
2.5.C	Bidder must be a State of Florida Mechanical Contractor or Class A Air Conditioning Contractor. Copy of either license shall be provided with the bid submittal. License Type: License #: Expiration Date:	

SECTION 4 - BID SUBMITTAL FOR:

BUILDING MANAGEMENT SYSTEM AT TGK - FULL SERVICE CONTRACT

Bidders shall provide the total annual cost, inclusive of all necessary labor, transportation, material and equipment to furnish a comprehensive program of, inspections, preventive maintenance, emergency repair and routine repair services for the BMS from Johnson Controls located at TGK

ITEM	DESCRIPTION	PRICE PER YEAR
1.	Year 1 as defined	\$
2.	Year 2 as defined	\$
	TOTAL	\$

ADDITIONAL SERVICES					
ITEM	DESCRIPTION	EST. QUANTITY PER YEAR	UNIT OF MEASURE	HOURLY RATE	
1.	Cost per hour for repairs to damages due to force majeure and vandalism. See section 2.7	14	HOURS	\$	

