

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver
 Re-Bid Other

Previous Contract/Project No.

6155-0/18

LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: **FB-00828**

TERM OF CONTRACT

Six Years

Requisition /Project Title: **Batteries**

Description: The purpose of this solicitation is to establish a contract for commonly used batteries for Miami-Dade County. The resultant contract will ensure that all commonly used batteries will be accessible without delay to the County for immediate use. This solicitation will also establish a List of Prequalified Vendors (List) that will be used to solicit for miscellaneous batteries 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.

Issuing Department: **ID**

Contact Person: **Jessica Tyrrell**

Phone: **305-375-4029**

Estimate Cost: **\$ 475,000**

Funding Source: **Various – Proprietary, General, Fire District, MDT Operating, Internal Services**

ANALYSIS

Commodity Codes: **450-06**

Contract/Project History of previous purchases three (3) years
Check here if this is a new contract/purchase with no previous history.

EXISTING

2ND YEAR

3RD YEAR

Contractor: **Various**

Small Business Enterprise: **Various**

Contract Value: **Various**

Comments: **See attachments.**

Continued on another page (s): Yes No

RECOMMENDATIONS

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

Basis of recommendation:

Signed: Jessica Tyrrell

Date sent to SBD: **2/8/18**

Date returned to PMS:

SECTION 2
SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for commonly used batteries for Miami-Dade County. The resultant contract will ensure that all commonly used batteries will be accessible without delay to the County for immediate use.

This solicitation will also establish a List of Prequalified Vendors (List) that will be used to solicit for miscellaneous batteries 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 a specific goods and/or service; and 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, Procurement Management 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 Group 2 of this solicitation.

Vendor – Shall refer to a business entity/individual responding to Group 2 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, Procurement Management Division. The contract shall expire on the last day of the six (6) year term.

2.4 METHOD OF AWARD

To be considered for award, the Bidder shall meet the qualifications as listed below within a given group. If the Successful Bidder fails to perform in accordance with the terms and conditions of the contract, the awarded Bidder may be deemed in default of the contract. If the Successful Bidder defaults, the County shall have the right to negotiate with the next responsive, responsible Bidder and/or issue a spot market quotation through any group within the contract.

Group 1: Commonly Used Batteries

This group shall be used for the purchase of commonly used batteries by the County. Award(s) will be made on an item-by-item basis to the lowest priced responsive, responsible Bidder.

Group 2: Miscellaneous Batteries (Pre-qualification)

This group shall be used for miscellaneous batteries on an as-needed basis.

Vendors on the List under this group will be invited to participate in subsequent spot market purchases as requested by the County on either an as-needed or on a periodic basis. When such spot market purchases are initiated, the Vendors on the List shall be invited to offer a fixed price for a specific battery or batteries. The Vendor then offering the lowest price shall be awarded for that specific purchase.

Qualifications for All Groups

1. Bidder/Vendor shall submit three (3) current references on the reference company letterhead, signed to demonstrate that the Bidder is regularly engaged in the business of providing batteries. The County shall be able to ascertain from these references to its satisfaction that the Bidder has sufficient experience and expertise providing the listed items.

Vendors shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this group. 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 solicitation. It shall be the sole right of the County to determine the number of Vendors who will be included in the List. During the term of the solicitation, the County reserves the right to add or delete Vendors as it deems necessary and in its best interest.

2.5 PRICES

Group 1

The prices resulting from Group 1 of this solicitation, shall remain fixed and firm for the term of the contract. The County reserves the right to negotiate lower pricing during the contract period based on market conditions or other factors that influence price.

Group 2

Vendors on the List will be invited to participate in spot market competitions, as needed. The spot market competitions will be in the form of an ITQ that will include the specific goods required, and may include provisions, as applicable, such as:

- Small Business Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded 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.

- Local Preferences
- User Access Program (UAP) Fee
- Small Business Enterprises (SBE) Measure
- Local Certified Service-Disabled Veteran's Business Enterprise Preference
- First Source Hiring Referral Program
- Prompt Payment Terms
- Office of Inspector General Fee

2.6 ADDITIONAL GROUPS

The County reserves the right to add additional groups (with applicable qualification criteria) to the contract, which are not listed within this Solicitation. The Internal Services Department, Procurement Management Division will solicit the industry and award said group on a competitive basis. It is hereby agreed and

understood that although this Solicitation identifies specific groups, equipment, and services, additional groups, equipment, and/or services may be added to this contract at the County's option.

2.7 INSURANCE

For both Group 1 and Group 2, Section 1.22, Insurance Requirements, is not applicable for this Solicitation.

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SECTION 3
SCOPE OF WORK

3.1 SCOPE OF WORK

The purpose of this Solicitation is to establish a contract for batteries for Miami-Dade County.

3.2 GOODS/SERVICES TO BE PROVIDED

Group 1 - All commonly used alkaline and general purpose dry cell batteries used by the County include those listed in Section 4, Pricing.

Group 2 – Participating County Departments will seek spot market quotations as needed for various other types and sizes of batteries.

3.3 MANUFACTURERS DATE

All batteries supplied in accordance with this Solicitation shall be new, of current manufacturer date, and non-expired. Batteries with an expiration date within four (4) months of delivery to the County shall not be accepted.

3.4 PACKAGING

Bidders for Group 1 shall indicate in Section 4 the package size of its batteries. No batteries shall be shipped individually and without being packaged in the manufacturer's original packaging.

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**SECTION 4
BID SUBMITTAL**

QUALIFICATION CRITERIA TO BE COMPLETED BY ALL BIDDERS	
See Section 2.4.1 to ensure that your firm's responses and attachments comply with Solicitation requirements.	
Reference	Bidder Requirements
2.4.1.	Bidder/Vendor shall submit three (3) current references on the reference company letterhead, signed to demonstrate that the Bidder is regularly engaged in the business of providing batteries. The County shall be able to ascertain from these references to its satisfaction that the Bidder has sufficient experience and expertise providing the listed items. <input type="checkbox"/> Three (3) Letters of Reference attached.

TO BE COMPLETED BY GROUP 1 BIDDERS – COMMONLY USED BATTERIES			
Bidders shall submit pricing on this form by filling in all applicable blanks on the form.			
Item #	Estimated Annual Quantity	Description	Unit Price
1.	300 Each	Alkaline Size N 1.5 Volts	\$ _____
		Brand:	
		Manufacturer:	
		Package Size/Model No:	
2.	110,000 Each	Alkaline Size AAA 1.5 Volts	\$ _____
		Brand:	
		Manufacturer:	
		Package Size/Model No:	
3.	100,000 Each	Alkaline Size AA 1.5 Volts	\$ _____
		Brand:	
		Manufacturer:	
		Package Size/Model No:	
4.	45,000 Each	Alkaline Size C, 1.5 Volts	\$ _____
		Brand:	
		Manufacturer:	
		Package Size/Model No:	
5.	35,000 Each	Alkaline Size D, 1.5 Volts	\$ _____
		Brand:	
		Manufacturer:	
		Package Size/Model No:	

Item #	Estimated Annual Quantity	Description	Unit Price
6.	10,500 Each	Alkaline Size 2-5/8" x 2/58" x 4 13/32" 6 Volts	\$ _____
		Brand:	
		Manufacturer:	
		Package Size/Model No:	
7.	25,000 Each	Alkaline Size 1-1/32" x 1-29/32" 9 Volts	\$ _____
		Brand:	
		Manufacturer:	
		Package Size/Model No:	
8.	1,000 Each	Batteries General Purpose Size AA 1.5 Volts	\$ _____
		Brand:	
		Manufacturer:	
		Package Size/Model No:	
9.	1,000 Each	Batteries General Purpose Size AAA 1.5 Volts	\$ _____
		Brand:	
		Manufacturer:	
		Package Size/Model No:	
10.	100 Each	Batteries General Purpose Size C, 1.5 Volts	\$ _____
		Brand:	
		Manufacturer:	
		Package Size/Model No:	
11.	100 Each	Batteries General Purpose, Heavy Duty Size D, 1.5 Volts	\$ _____
		Brand:	
		Manufacturer:	
		Package Size/Model No:	
12.	1,000 Each	Industrial Batteries Size 2-5/8" x 2-5/8" x 4-13/32" 6 Volts	\$ _____
		Brand:	
		Manufacturer:	
		Package Size/Model No:	
13.	850 Each	Batteries General Purpose, Size 5-11/32" Long x 2-27/32" Wide x 4-15/16" High (NEDA 918), 6 Volts, Knurled – Nut + Screw Terminals	\$ _____
		Brand:	
		Manufacturer:	
		Package Size/Model No:	
14.	200 Each	Batteries Size 7-1/14" x 6-7/16", 7-1/2" Volt Emergency Lights, Portable Lights Fisher Porter Tide Gauge	\$ _____
		Brand:	
		Manufacturer:	
		Package Size/Model No:	
15.	150 Each	Batteries General Purpose 1-1/32" x 21/32" x 1-29/32"	\$ _____
		Brand:	
		Manufacturer:	
		Package Size/Model No:	