

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

<input checked="" type="checkbox"/> <u>New contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input type="checkbox"/> <u>SS</u>	<input type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No: 9786-0/19
<input type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>	LIVING WAGE APPLIES: __YES <u>X</u> NO				

Requisition/Project No: RQID1800132 (FB-00951)

TERM OF CONTRACT: One year with 4 years OTR

Requisition/Project Title: System Furniture Services

Description: The purpose of this solicitation is to establish a contract for reconfiguration, modification, refurbishment and moving services of System Furniture for various County departments.

Funding Source: Proprietary Revenue, Internal Services Funds.

User Department(s): Miami-Dade Aviation Department, Internal Services Department

Issuing Department: Internal Services Department/Procurement Management Division

Contact Person: R. Mendoza **Phone:** 305-375-3704

Estimated Cost: \$2,817,000 over span of 5 years.

ANALYSIS

Commodity No.: 962-56, 425-55, 425-94 **SIC:**

Trade/Commodity/Service Opportunities

Contract/Project History of Previous Purchases For Previous Three (3) Years
Check Here **N/A** if this is a New Contract/Purchase with no Previous History

EXISTING

2ND YEAR

3RD YEAR

Contractor:	Office Elite Services	Office Elite Services	Office Elite Services
Small Business Enterprise:			
Contract Value:	\$2,864,000.00	\$2,864,000.00	\$2,864,000.00

Continued on another page (s): ____ Yes ____ x ____ No

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: Robert Mendoza

Date to DBD: June 08, 2018

Date Returned to DPM: _____

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The purpose of this solicitation is to establish a contract for reconfiguration, modification, refurbishment, and moving of system furniture for various County departments on an as needed basis. Successful bidders will provide supervision and labor services to accomplish the refurbishment, modification, and installation of systems furniture and associated furnishings, inclusive of corrective services, and systematic maintenance.

3.2 SYSEMS FURNITURE DEFINITION

Systems furniture comprises of an electrical system capable of distributing electrical service to several workstations from a central feed point. The electrical system usually has a minimum capacity of three 20-amp circuits. The system provides access to electrical power through receptacles located in the panel raceway, located on the bottom, middle or top of the system. The system may include desk height or desk mounted receptacles. All electrical components are UL listed and labeled or tested and labeled by other independent testing laboratories using recognized industry standards.

3.3 BACKGROUND

The systems furniture referred to encompass the entire system which includes electrical components – raceways, terminal blocks, jumpers, in-feeds, outlets, etc., as well as the panels, connectors, posts, top caps, trim, overhead cabinets, work surfaces, task lights and pedestals to name a few parts of the whole. There are approximately eight thousand (8,000+) existing work stations located throughout Miami-Dade County.

The existing manufacturers for systems furniture used throughout the County include but is not limited to: Steelcase, Knoll, Haworth, Herman Miller, Inscape, Kimball, Teknion, American Seating, Camilo, Ki, Global, and Allsteel.

The existing manufacturers for Terminal Seating used throughout the Miami-Dade Aviation department include but is not limited to: KI, PHC Ind., and Zenky Beam seating by Zoeflig.

3.4 STANDARD SERVICE REQUIREMENTS

- a. All work performed shall conform to the appropriate system furniture manufacturer's published installation standards. The awarded bidder(s) shall insure that the work performed by its employees will not void any manufacturers' existing warranties.
- b. The awarded bidder(s) shall comply with all rules, regulations and procedures established by Internal Services Department (ISD) Facilities and Utilities Management Division or other County Departments with regard to elevators, loading docks, protective equipment and the like, to insure the orderly and safe delivery of materials.

- c. The awarded bidder(s) employees shall wear a uniform or other identifiable form of dress and shall maintain a clean appearance while performing service.
- d. The awarded bidder(s) foreman and key personnel must carry with them a telephone or other communication device allowing the county project manager to contact and dispatch personnel during the normal work day at the vendor's expense.
- e. Awarded bidder(s) must have a truck readily available for use within a 24 hour notification and for at least eight (8) hours a day. Use of the truck will be required to move furniture between County facilities in addition to moving furniture between the designated warehouses.
- f. Awarded bidder(s) must be able to reconfigure, move, connect, disconnect and address all of the systems furniture power and electrical component requirements of systems furniture and have the proper training, qualifications or certifications from the systems furniture manufacturers to do so.
- g. Awarded bidder(s) must provide their crew with the proper moving equipment for the required task, IE. Dollies, hand trucks, panel carts, etc., and must be readily available on site with adequate number of units.

3.5 SERVICES TO BE PROVIDED

The awarded bidder(s) shall be required to perform maintenance services, reconfiguration, modifications or adding systems furniture, furnishings, fixtures and equipment as follows:

A. Pre-Design Review and Analysis

- i. Awarded bidder(s) will assist the County to establish and maintain a complete system furniture inventory as required to perform the requested modifications. This may include review and analysis of existing as-built drawings, bills of lading, and field surveys.
- ii. Review existing layouts and/or proposed changes.
- iii. Perform data collection of any information required to perform needed services.

B. Planning Services

- i. Awarded bidder(s) shall be familiar with existing building conditions and installed system furniture, fixtures and equipment to maximize re-use of existing material and utility locations.
- ii. Assist the County to prepare system furniture, fixtures and equipment layout plans and coordinate detailed bills of lading identifying existing and/or additional systems furniture material, required to implement layouts. Awarded bidder(s) shall prepare final detailed furniture layout and assembly.
- iii. Prepare and submit estimates of labor for reconfiguration when requested.
- iv. Obtain written approval of design layout(s) as directed by the authorized County Project Manager. County project manager's task may include: administration of service requests & scheduling of work. County project managers will be overseeing all work, and are responsible for maintaining an actual furniture inventory of the County's furniture warehouse.

C. Receiving and Field Installation Services

- i. When requested, receive and forward bills of material for furniture to the authorized County Project Manager, unload and inventory material stored in the County's warehouse.
- ii. Maintain furniture warehouse and other furniture storage areas in an orderly fashion. When returning inventory to any storage spaces, furniture & components shall be placed in an organized manner.
- iii. Deliver materials during normal work hours, unless otherwise directed in writing by the County.
- iv. Communicate status of work orders at end of each week to designated County authorities.
- v. Have one foreman and if necessary a minimum of two installers available on a daily basis.
- vi. Disassemble, relocate, install and compute for inventory control existing and/or new material in accordance with approved layouts.
- vii. Return to inventory any material not utilized by the County after a reconfiguration (work completion).
- viii. Reconfiguration of carpet tiles as authorized by County.
- ix. Assist County personnel in the movement of equipment, files, boxes and other items as may be required during the reconfiguration of departmental space.
- x. Report damaged material and/or missing parts.
- xi. Provide a weather proof truck (vehicle) approximately 24 feet in length with a tailgate lift. Truck is to be used to transport material between the storage warehouse and the work location(s).
- xii. Move non-systems furniture, fixtures and equipment when required.
- xiii. Move office contents & boxes when required.

3.6 DESCRIPTION OF DUTIES FOR SERVICE PROVIDERS

1. **Installation Foreman:** Duties to include, but not limited to, supervising the Installation crew, give directive to installers of services to be rendered. Possesses certifications from various furniture manufacturers. Develops a weekly schedule specifying the associated timeline and manpower for each work request. Attends scheduled meetings and oversees work performed by installers. Prepares all paperwork and invoices.
2. **Installer:** Performs various installation services throughout the County and must have ability to read installation/floor plans. Must be certified to operate a forklift and truck.
3. **Helper:** Duties to include but not limited to aiding installer by providing help during reconfiguration/installation services and must be familiar with furniture products.
4. **Truck Driver/Truck Service:** Truck driver must assist the installation crew when needed.
5. **Mini Van Services:** Mini vans may be required periodically for smaller jobs, to transport material between the storage warehouse and the work location(s).