

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

<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>	<div style="border: 1px solid black; padding: 2px;">Previous Contract/Project No.</div>
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<input type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>
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LIVING WAGE APPLIES: __YES XNO

Requisition/Project No: FB-01558

Term Of Contract: One-Time Purchase

Requisition/Project Title: Portable Stage

Description: The purpose of this solicitation is to establish a contract to procure a portable stage for Miami-Dade Fire Rescue (MDFR) for use during the various indoor and outdoor events and ceremonies MDFR hosts throughout the year.

User Department(s): Miami-Dade Fire Rescue

Issuing Department: Procurement Management

Contact Person: Chris Grant-Henriques

Phone: 305-375-3085

Estimated Cost: \$35,000.00

Funding Source: Fire District Funds

Revenue Generating: No

ANALYSIS

Commodity/Service No: 855-75; 855-77; 855-81; 855-80; 961-73			
Trade/Commodity/Service Opportunities			
<div style="border: 1px solid black; padding: 5px; margin: 5px;"> Contract/Project History of Previous Contracts. Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History </div>			
PREVIOUS CONTRACTS			
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): __Yes <u>X</u> No			

RECOMMENDATION: BID PREFERENCE

Basis of Recommendation:
Currently, there are only 2 SBE firms certified in the required commodity codes above (885-75, 855-77, 855-80, 855-81, 961-73).

Signed: Christopher Grant-Henriques

Date to SBD: 3-13-2020

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

The purpose of this solicitation is to establish a contract to procure a portable stage for Miami-Dade Fire Rescue (MDFR) for use during the various indoor and outdoor events and ceremonies MDFR hosts throughout the year.

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 Purchase Order issued by the Internal Services Department, Strategic Procurement Division, and shall remain in effect until such time as the goods are delivered and/or services are completed, and accepted by the County's authorized representative.

2.3 WARRANTY

The vendor warrants that at the time of delivery, all items furnished under this contract will be free from defects in material or workmanship and will conform to the specifications and all other requirements of this contract.

Any items that do not conform to this warranty, the vendor agrees that Miami-Dade County Fire Rescue shall have the right to reject and return each nonconforming item to the vendor for correction or replacement at the vendor's expense.

All manufacturer warranties shall start on the date of installation and will be for the full term of said warranty. All manufacturer warranties must be, at a minimum, six months.

2.4 METHOD OF AWARD

The contract shall be awarded to the lowest responsive and responsible bidder. Bidder(s) shall submit specifications and their lowest price for all components of the portable stage which meets the requirements of this solicitation.

2.6 METHOD OF PAYMENT

Upon delivery, inspection, and acceptance, the awarded bidder shall submit a proper invoice along with all associated back-up documentation. A proper invoice is an invoice which contains the Company name and/or DBA (doing business as name), correct remittance address, invoice date, lists a unique invoice number, the solicitation number, a detailed description of the goods and/or services provided, the date(s) the goods and/or services were provided, a detailed breakdown of the costs associated with the goods and/or services provided for the period, total amount of the invoice, the name of the County department for whom the services were rendered and/or goods delivered/provided and any supplemental information/documents required by the County before payment can be made. Failure to submit a proper invoice may result in a delayed payment. The awarded bidder shall be paid in

accordance with Section 218.74 F.S. and Section 2-8.1.4 of the Miami-Dade County Code, after the submittal of a proper invoice. All invoices shall be submitted utilizing one of the methods below:

Via Email:

invsubp@miamidade.gov

OR

Via Postal Mail:

Miami-Dade County, Finance Department

C/O: Fire Rescue

Attn: Shared Services Payable Unit

111 NW 1st Street, 26th Floor

Miami, FL 33128

Please submit invoices using one of the methods above as submitting an invoice utilizing both methods will result in a duplicate invoice and a delayed payment. The County may at a time designate a different address and/or contact person by giving written notice to the other party.

DRAFT

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

Miami-Dade Fire Rescue (MDFR) is seeking a qualified vendor to provide the components for an indoor/outdoor portable stage, an instruction manual and at least six months of warranty from the manufacturer. The awarded vendor shall be responsible for delivering and off-loading of the components of the portable stage at the specified location. The awarded vendor shall also be responsible for the replacement of any components that are found to be damaged prior to assembly. The County shall take ownership of the portable stage after verifying that the functionality of the stage.

3.2 STAGE SPECIFICATIONS

Mobile Performance Stage: The Performance Stage will consist of a system of stage decks measuring 36'x16'. The complete system shall be adjustable in height from approximately 32" to 56". Adjustability shall not require additional parts or pieces to perform height modification. The Performance Stage should be modular and be able to be modified into various different configurations. The understructure support system shall be mobile and fully self-contained. The system shall be designed so as to be able to move a fully assembled stage with decks in place. The system should provide a stable, wobble-free understructure for a wide variety of events. The quantities of products provided should be adequate to equip the stage in the configurations identified above.

Stage Decks: The stage decks shall be reversible 4'x8' decks. Decks shall be of a black textured surface, 0.095" thick and impact resistant. Deck edges shall be coated with a protective oxide layer (anodized). Decks shall be furnished with accessory slots for easy attachment and removal of skirts, stair units and guardrails.

Stage Stairs: Two (2) stair units shall be outfitted with rails and be adjustable to the height of the stage system. Step assembly shall attach to the stage using a quick attachment feature without the use of separate hardware.

Stage Guardrails: Guardrails shall be 4'x42" and 8'x42". The method of attachment shall be such so that no special tools are required to attach or remove the rails. Guardrails shall rest on stage decks and be useable on all stage heights.

Skirts: Stage skirts shall be 4'x36"-56" and 8'x32"-56", black in color, made of flame resistant fabrics and with clips attached that firmly suspends the skirts from the stage decks on the front and sides. Sufficient quantity shall be provided to outfit the full system as described above.

Transports/Storage Carts for Stage Decks & Guardrails: Deck transport shall have a capacity of at least 15 units. Guardrail transport shall have a capacity of at least 18 units.

Manuals: Vendor shall submit at least one (1) copy of the manufacturer's operating, service and parts manual upon award.

3.3 DELIVERY

Miami-Dade Fire Rescue will coordinate the specific time and date of the delivery with the awarded bidder. The awarded vendor shall be able to perform the delivery Monday through Friday between the hours of 8:00 AM and 5:00 PM at the following location:

Miami-Dade Fire Rescue
Training & Safety Division
9300 NW 41st Street
Doral, FL 33178

If the item(s) are being shipped, preservation, packaging, packing and marking will be in accordance with the vendor's best commercial practice to provide adequate protection against shipping damage. Vendor will be required to replace any goods damaged in shipping or delivery.

3.4 INSPECTION AND ACCEPTANCE

Final inspection and acceptance shall be at the Miami-Dade Fire Rescue Training and Safety Division facility. Acceptance will occur after the goods or results of the services have been inspected and when determined by designated competent staff to have met the bid specifications. Delivery does not constitute acceptance.

SECTION 4: Pricing

In accordance with specifications outlined in Section 3.2 Stage Specifications

Item No.	Quantity	Description	Unit Price	Specifications
PORTABLE STAGE				
1	1	MOBILE PERFORMANCE STAGE SYSTEM	\$ _____	As per the Specifications outlined in Section 3.2: Performance Stage: 36'x16'x32" – 56" Stage Decks: 4'x8', 0.095" thick. Stage Stairs Stage Guardrails: 4'x42" & 8'x42" Skirts: 4'x36" - 56" & 8'x32" – 56" Stage Deck Transports/Storage Carts: Minimum capacity of 15 units Guardrail Transports/Storage Carts: Minimum capacity of 18 units Manual

I have provided a layout diagram of the configuration of the stage, meeting the specifications outlined in Section 3.2 Stage Specifications.

