

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No.
Contract **L8397-1/19-1**
X Re-Bid Other LIVING WAGE APPLIES:

Requisition No./Project No.: FB-01572 TERM OF CONTRACT: 3 Years

Requisition /Project Title: BUCKLE FOLDING SYSTEM AND LITHOGRAPHIC PRINTING PRESS REPAIR, MAINTENANCE & SUPPORT

Description: The purpose of this solicitation is to establish a contract for the purchase of Repair, Maintenance and Support Services in conjunction with the County's needs.

Issuing Department: Internal Services

<u>User Department</u>	<u>Five Year</u>	<u>Funding Source</u>	<u>Department Code</u>
ISD	\$402,000.00	Internal Services Funds	

Contact Person: Maria Nixon Phone: 305-375-3689 Estimate Cost: \$402,000.00

ANALYSIS

Commodity Codes:

700-56 - Offset Printing (duplicating and Lithographing) Machines and Equipment (for 17 In. X 22 In. and Larger)
918-29 - Computer Software Consulting
936-60 - Printing Plant and Bindery Equipment Maintenance and Repair (incl. Graphic Arts Equipment)
939-21 - Computers, Data Processing Equipment and Accessories (not Word Processing Equipment), Maintenance and Repair

Check here if this is a new contract/purchase with no previous history.

	<u>EXISTING L8397-1/19-1</u>	<u>PREVIOUS L8397-1/19</u>	
Contractor:	HEIDELBERG USA INC	HEIDELBERG USA INC	
Small Business Enterprise:			
Contract Value:	\$402,000.00	\$402,000.00	

Comments:

RECOMMENDATIONS

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

Basis of recommendation:

Signed: Maria Nixon	Date sent to DBD: 03/10/2020
	Date returned to DPM: [REDACTED]

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of repair, maintenance and support services for Miami-Dade County. The services are required to provide all labor, materials and hardware and software upgrades necessary to perform all routine scheduled and unscheduled maintenance services, provide parts, on-site repair services, emergency services and support as required by the County for its buckle folding equipment systems, and lithographic printing press systems, manufactured and installed by Heidelberg USA, Inc.

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 County's internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the thirty-sixth (36) month.

The County reserves the right to exercise its option to extend this contract for up to one hundred-eighty (180) calendar days beyond the current contract period and will notify the Bidder in writing of the extension.

2.3 METHOD OF AWARD

Repair, Maintenance and Support

Award of this contract shall be offered to the responsive, responsible Bidder who submits an offer for **all items listed on the Price Schedule** and whose offer represents the lowest price when all proposed charges are added in the Group I and Group II aggregate. If a Bidder fails to submit an offer on all items within the aggregate, its bid will be rejected. The County intends to award a single contract for the services described herein.

Failure to perform in accordance with the terms and conditions of the contract may result in the Bidder being deemed in breach of contract. The County may terminate the contract for default and charge the Bidder re-procurement costs, if applicable.

2.3.1 Qualification Criteria

To qualify for award of contract, a Bidder must fulfill the following requirements:

- A. Provide contact information of a designated representative (*"Primary" – required, and "Secondary" – optional*) – within your Company who will be responsible for providing a response to service requests from the County. Bidders shall provide the business name, address, representative's name, title, phone number, and email address.
- B. Must be able to provide maintenance and repair services through the use of qualified technicians. Qualified technicians shall be defined as personnel who are OEM Factory Trained and Certified.

- C. Bidder is required to provide a list of the qualified technicians that will be assigned to fulfill any contract resulting from this solicitation. Copies of their certification or license must be included in the bid, and must be maintained throughout the term of the contract.
- D. Be regularly engaged in the business of providing maintenance, repair and upgrading services as described in this solicitation for not less than five (5) years. Bidder must provide the following information to demonstrate experience, expertise, resources, and adequate equipment and personnel, to provide satisfactory service of all equipment specified in this solicitation.
 - 1. A short narrative of the Bidder's organization, including number of years in business and the current number of employees.
 - 2. An organizational chart showing all key personnel that will be assigned to the contract, including their titles and functions to be performed.
 - 3. Detailed description of three (3) comparable contracts (similar in scope of services to those requested herein) which the Bidder has either ongoing or completed within the past five (5) years, including any current or past clients within Miami-Dade, Broward and Palm Beach Counties. The description for each contact should be:
 - a. Title and number of the contract,
 - b. Client's name,
 - c. Client's contact person, title, phone number and email address,
 - d. Total dollar value of the contract,
 - e. Dates covering the term of the contract,
 - f. Services performed, and
 - g. Bidder's office location performing/performed the services.
 - h. Copy of business income tax return.

Note: Documentations to substantiate that the Bidder satisfies the minimum qualifications must be included in the bid.

The Awarded Bidder must maintain all licenses, certificates and qualifications during the contract period. Should the Awarded Bidder replaces personnel during the contract period, the new personnel must meet the same qualifications and credentials as those identified in this section.

Failure to provide proof of compliance to the qualifications, as specified by the County, may result in the Bidder's bid being deemed non-responsive. The County shall be the sole judge of the Bidder's conformance to the requirements and its decision shall be final.

2.4 PRICES

The prices proposed by the Bidder shall remain **fixed and firm** for the term of the contract; however, the Bidder may offer incentive discounts to the County at any time during the term of the contract.

2.5 METHOD OF PAYMENT

In addition to the terms and conditions stated in Sections 1.2.H – Prompt Payment Terms, 1.2.I – Accounts Receivable Adjustments, and 1.35 Invoices, the Bidder agrees that under the provisions of this solicitation, as reimbursement of those actual, reasonable and necessary costs incurred by the Bidder, which are directly attributable or properly allocable to the services, the Bidder may bill the County periodically, but not more than once per month, upon invoices certified by the Bidder pursuant to **Section 4 - Price Schedule** of the solicitation. All invoices shall be taken from the books of account kept by the Bidder, shall be supported by copies of payroll distribution, receipt bills or other documents reasonably required by the County, shall show the County’s contract number, and shall have a unique invoice number assigned by the Bidder.

Invoice and associated back-up documentation shall be submitted in duplicate by the Bidder to the County as follows:

- A. To the Project Manager at Miami-Dade Internal Services Department (ISD):

Miami-Dade County
Internal Services Department
Graphics Services Division
2225 NW 72nd Avenue, Miami, Florida 33125
Attention: David Campos
Phone: 305-592-3916
Fax: 305-592-3616
Email: David.Campos@miamidade.gov

The County may at any time designate a different address and/or contact person by giving written notice to the other party.

2.6 WARRANTY

- A. Section 1.7 - Warranty, is being amended to add the following language:

In addition to all other warranties that may be supplied by the Bidder, the Bidder shall warrant its products and services provided under this contract against faulty labor and/or defective material for a minimum period of thirty (30) calendar days after the date of acceptance of the labor, materials and/or equipment by the County. This warranty requirement shall remain in force, for the full period identified above, regardless of whether the Bidder is under contract with the County at the time of defect. Any payment by the County for the goods or services, received from the Bidder, does not constitute a waiver of these warranty provisions.

- B. Section 1.8 – Material Shall be New and Warranted Against Defects, is being amended to add the following language:

The Bidder shall be responsible for promptly correcting any deficiency, at no cost to the County, within one (1) calendar day, after the County notifies the Bidder of such deficiency in writing. If the Bidder fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the Bidder, in writing, that the Bidder may be debarred as a County vendor and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the Bidder fails to satisfy the warranty within the period specified in the notice, the County may (a) place the Bidder in default of its contract, and/or (b) procure the products or services from another vendor and charge the Bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

All repair and/or replacement parts supplied by the Bidder shall be warranted for a minimum period of thirty (30) calendar days after the parts and/or replacement have been installed in the County equipment.

2.7 ACCIDENT PREVENTION AND BARRICADES

Bidder shall exercise precaution at all time for the protection of persons and property by conforming to all relevant OSHA, State and County regulations. Any fines levied by the above-mentioned authorities for failure of the Bidder to comply with any governing safety requirements shall be solely responsible for any such fines. Barricades shall be provided by the Bidder when work is being performed in areas traversed by persons, or when deemed necessary by the County's Project Manager.

2.8 ADDITION AND DELETION OF DEPARTMENTS AND FACILITIES

Although this contract identifies specific departments and facilities to be serviced, it is hereby agreed and understood that County departments/agencies and/or facilities can be added or deleted, during the contract period.

2.9 PARTS

All parts and materials provided under this contract shall be new or factory rebuilt, Original Equipment Manufacturer (OEM), free from defects, guaranteed suitable for their particular designed purpose.

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

2.10 CLEAN-UP

All tools, debris and unusable materials shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner, at the Bidder's expense. Upon final completion, the Bidder shall thoroughly clean all areas where work has been provided, as mutually agreed with the associated user department's Project Manager.

2.11 ADDITIONAL SERVICES

While the County has listed all major services within this solicitation which are utilized in conjunction with its operations, there may be similar services that must be purchased by the user department(s) during the term of any contract resulting from this solicitation. Under these circumstances, a County representative may obtain a price quote for the similar services. The County reserves the right to award these similar services to the Bidder based on the price quoted, to negotiate a price with the Bidder, on a case by case basis, for these similar services, or to acquire the services through a separate solicitation.

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SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF SERVICES

This solicitation is established to furnish all labor, materials, upgrades necessary to perform all routine scheduled and unscheduled maintenance services, provide parts, on-site routine repair services, emergency services and support as required by the County for its existing buckle folding equipment system, two (2) Guillotines, and lithographic printing press systems, manufactured and installed by Heidelberg USD, Inc. These Systems are used in the print manufacturing of items such as ballots, tax bills, brochures, booklets and mailers.

3.2 ON-SITE REPAIR AND SUPPORT

1. To avoid machine down-time the Awarded Bidder will be required to maintain a substantial inventory ready for over-night early morning delivery directly to our facility located at 2225 NW 72 Ave, Miami, Florida 33122.
2. The vendor will provide on-site and or remote technical phone support and have the ability to remotely control, diagnose and troubleshoot problems between 7.20 am to 4 pm (EST) for Buckle Folding System (Stahl TH-82-4/6/4C), Polar 115 XT Guillotine (Lift, Air Table, Jogger, Cutter, and Stacker components), Polar 92 XT Guillotine, and Lithographic Printing Press System (CD-74-4-P+L-F).

All services must be performed by OEM Factory Trained Heidelberg-Certified Technicians. Replacement parts will be manufacturer certified and new. Rebuilt or remanufactured parts are not acceptable.

3.3 PERFORMANCE REQUIREMENTS

1. In the case of equipment being non-operable, the Awarded Bidder's service technician will arrive at our site within 24-hours of receipt of the County's service call.
2. Stahl TH-82-4/6/4C web based remote technical support to be available Monday – Friday 7 am to 5 pm (EST).
3. Polar 115 XT Guillotine on-site support to be available Monday – Friday 7 am to 5 pm (EST).
4. Polar 92 XT Guillotine on-site support to be available Monday – Friday 7 am to 5 pm (EST).
5. CD-74-4-P+L-F Press web based remote technical support to be available Monday – Sunday 8 am to midnight (EST).
6. Services calls maybe needed after 5 pm weekdays, on weekends or holidays. In such events, the County must authorize the additional overtime charge.
7. Travel charges and per diem will be estimated and approved by the County before the service technician is dispatched. **Travel charges and per diem must be in-line with Miami-Dade County's Travel Policy and Procedures (TP&P) published in October 2012.** TP&P may be found at <https://www.miamidade.gov/managementandbudget/library/travel-procedures.pdf>

3.4 RESPONSIBILITY AND ROLE OF VENDOR

To provide routine maintenance services, unscheduled maintenance services, hardware and software updates as necessary, repair and support, parts, on-site repair services and emergency services for the County's buckle folding equipment system, two (2) guillotines, and lithographic printing press system manufactured and installed by Heidelberg USA, Inc., to include but not limited to the following:

3.4.1 Buckle Folding and Cutting Systems

1. Stahl folder TH-82-4/6/4C, round continuous with automation:
 - a. Feeder RFH-82 (FH.HACO-01119)
 - b. 3-Buckle Plate Stations: BUH-82 (1st), BUH-82 (2nd) and BUH-56 (3rd) (FH.ESCA-01916, FH.ESCB-00454, FH.ESAC-00786)
2. Speedbender 603 Automatic Bander 3-up (serial #FH.DGAO-00322)
3. Stahl Vertical Stacker VSA-86 MU 34" with Pressing and Marking Unit (serial #FH.DDAO-00663)
4. Stream Delivery SAK-94-H (serial #FH.DADO-00672)
5. Gravity Stacker 44H (serial #600 HB-10-06-5)
6. Heidelberg Mail Table UFS-78-H (serial #FH.DADO-00672)
7. MBO B-20 Folder with pile feed (serial # M-04/125)
8. Polar 92XT Guillotine (serial # 7711621)
9. Polar 115 XT Guillotine (serial # 7731943)

3.4.2 Lithographic Printing Press System

1. CD74-4-P+L-F (serial #451605)
2. GT0-ZP (serial #711365)

3.5 RESPONSIBILITY AND ROLE OF COUNTY

Use the Equipment responsibly and perform self-service and or request routine maintenance from the Awarded Bidder on an as needed basis.