

## DEPARTMENTAL INPUT

### CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. FB-00432

Re-Bid   
  Other   
 LIVING WAGE APPLIES:  YES   
 NO

Requisition No./Project No.: FB-01915   
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Courier Services, Pick-up and Delivery

Description: The purpose of this solicitation is to establish a contract for Courier Services for the pick-up and delivery of correspondence and parcels within Miami-Dade and Broward Counties for various departments.

Issuing Department: Various, RER Largest   
 Contact Person: Manuel Blanco   
 Phone:

Estimate Cost: \$282,782.96

Funding Source:   
 GENERAL    
 FEDERAL    
 OTHER CITT, Propri

### ANALYSIS

<b>Commodity Codes:</b>	<span style="border: 1px solid black; padding: 2px;">962-24</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>
Contract/Project History of previous purchases three (3) years				
Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>	
<b>Contractor:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Small Business Enterprise:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Contract Value:</b>	\$ <span style="border: 1px solid black; padding: 2px;"></span>	\$ <span style="border: 1px solid black; padding: 2px;"></span>	\$ <span style="border: 1px solid black; padding: 2px;"></span>	
<b>Comments:</b>	<span style="border: 1px solid black; padding: 2px;"></span>			

Continued on another page (s):   
 YES   
 NO

### RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>

Basis of recommendation:

<b>Signed:</b> <span style="border: 1px solid black; padding: 2px;">Sherry Clentscale</span>	Date sent to SBD: <span style="border: 1px solid black; padding: 2px;">8/3/2021</span>
	Date returned to ISD-SPD: <span style="border: 1px solid black; padding: 2px;"></span>

## SECTION 2 - SPECIAL TERMS AND CONDITIONS

### 2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of Courier Services for the pick-up and delivery of correspondence and parcels within Miami-Dade and Broward Counties for various departments on an as-needed basis.

### 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, Strategic Procurement Division. The contract shall expire on the last day of the five year term.

### 2.3 QUALIFICATION REQUIREMENTS

A. Vendors are required to demonstrate that their firm has been providing courier services as requested in this solicitation and outlined in Section 3, Technical Specifications. To demonstrate this past experience, bidders are required to provide two (2) references of recent customers. The references listed must be customers that are currently receiving or have recently received courier services from the bidder for at least one (1) year.

The references must include:

- Customer's Name, Title, Email Address
- Company Name
- Company Address
- Telephone Number-must be the person who can verify that the bidder has successfully provided the services that the bidder is offering under this solicitation.

### 2.4 METHOD OF AWARD

Award will be made to the lowest, responsive and responsible bidder who submits an offer on all items listed in the solicitation and whose offer represents the lowest rate, per group, when all items are added in the aggregate.

### 2.5 PRICES

The pricing provided by the Awarded Bidder(s) shall remain fixed for a period of no less than twelve (12) months after the commencement of the contract. After this period, Awarded Bidder(s) may submit a price adjustment to the County based on the Producer Price Index (PPI), Courier and Messenger Services, except air, as published by the Bureau of Labor Statistics, Department of Labor. This report can be accessed at [www.bls.gov/ppi](http://www.bls.gov/ppi).

It is the Awarded Bidder(s)' responsibility to request any pricing adjustment under this provision. The Awarded Bidder(s) request for adjustment must be submitted to the

County's Internal Services Department, Strategic Procurement Division for review no more than 90 days or less than 45 days prior to expiration of the current contract period.

Any adjustment received after ninety (90) days from the expiration of the then current date/year may not be considered. If no adjustment request is received from the Awarded Bidder, the County will assume that the Awarded Bidder has agreed that the next year term will be without any upward price adjustment. The County reserves the right to negotiate lower pricing based on market research information or other factors that influence price.

## 2.6 INSURANCE REQUIREMENTS

The following supersedes the insurance coverage listed in Section 1, Paragraph 1.22 (B); all other information remains the same:

The Bidder shall furnish to Miami-Dade County, Certificate of Insurance which indicates that insurance coverage has been obtained which meets the requirements as outlined below:

- B. Commercial General Liability Insurance in an amount not less than \$300,000 per occurrence, and \$600,000 in the aggregate. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**

## 2.7 ADD AND OR/DELETE LOCATIONS

Although this solicitation and resultant contract identifies specific pick-up and delivery locations for courier services, it is hereby agreed and understood that any County department or agency location may be added to this contract at the option of the County. As necessary, the primary vendor(s) under this contract shall be invited to submit price quotes for these additional pick-up and delivery locations. The County may also opt to request pricing from all participating vendor(s) at the County's sole option. If these quotes are determined to be fair and reasonable, then the additional locations will be awarded to the current contract vendor that offers the lowest acceptable pricing.

The County reserves the right to delete any pick-up and/or delivery location(s) listed herein or added during the term of the contract when such service is no longer required during the contract period.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

These specifications cover Courier Services, pick-up and delivery throughout Miami-Dade and Broward Counties, for various county departments on an as-needed basis.

3.2 GROUP A: COURIER SERVICES-REGULATORY AND ECONOMIC RESOURCES DEPARTMENT (RER)

A. Pick-up and delivery of items to and from Miami International Airport Branch and to and from the Permitting and Inspection Center which may weigh up to 85 lbs. total. Items for pick-up and delivery include construction plans, interoffice mail, documents, bags and boxes of documents and supplies between the following locations:

1. Overtown Transit Village (OTV)  
 Plan Review and Development Approval  
 701 NW 1<sup>st</sup> Court, 2<sup>nd</sup> Floor  
 Miami, Florida 33166  
 Contract Person: Maria Farquharson or Cristina Fernandez
2. Miami International Airport/Building Dept. Branch (MIA)  
 4200 NW 36th Street, Building 3030, First Floor  
 Miami, Florida 33166
3. Permitting & Inspection Center/Permit Section (PIC)  
 11805 Coral Way, Room 105 (Ground Floor) and  
 DERM Window

Daily Service-Round Trip

<u>From</u>	<u>To</u>
OTV	MIA
MIA	PIC
PIC	MIA
MIA	OTV
OTV	PIC

B. The pick-up and delivery schedule for the above mentioned locations shall be made between the following Miami-Dade County business hours:  
 (See Section 3, Paragraph 3.2.A for locations)

- From OTV pick-up shall be no earlier than 7:30 AM and no later than 8:00 AM
- Arrival at MIA for delivery and pick-up shall be no later than 9:00 AM
- Arrival at PIC for delivery and pick-up shall be no later than 10:00AM
- Return trip to MIA for delivery shall be no later than 1:00 PM
- Return trip to OTV for delivery shall be no later than 2:00 PM
- Return trip to PIC for delivery and pick-up shall be no later than 3:00 PM

3.3 GROUP B: COURIER SERVICES-MIAMI-DADE POLICE DEPARTMENT (MDPD)

A. On-demand pick-up and delivery of packages containing booking and hearing documents weighing a maximum of five (5) lbs.

- Delivery of documents are time sensitive and may be required one (1) to six (6) times daily.
- Requires weekend pick-up and deliveries. Standard practice is to provide the vendor twenty-four (24) hour notice of required service. However, the vendor must be prepared to respond to service calls within four (4) hours after being notified.

Pick-up and delivery of bookings and bond hearing documents are between the following locations:

1. MDPD Headquarters Complex (CRB)  
9105 NW 25th Street – Front Building Lobby  
Miami, FL 33172
2. MDPD Headquarters Complex (WB)  
9105 NW 25th Street - Warrants Bureau  
Miami, FL 33172
3. Miami-Dade County Jail (DCJ)  
1321 NW 12th Street Main- Booking Area  
Miami, FL 33125
4. MDPD Headquarters Complex (FAB)  
9105 NW 25th Street – Fiscal Administration Bureau  
Miami, FL 33172

Note: Saturday and Sunday pick-ups at the MDPD Headquarters Complex located at 9105 NW 25 St., Miami, FL, Records Police Counter (CRB) must be made by 6:30 a.m. due to the scheduling of the Bond Hearings.

B. The delivery schedule for the above mentioned locations is as follows:  
(See Section 3, Paragraph 3.3-A above, for exact locations)

1. Weekday Schedule, Pick-up and Delivery Locations

<u>Pick-up Time</u>	<u>From</u>	<u>To</u>
6:00 a.m.	WB	DCJ
11:00 a.m.	DCJ	CRB
6:00 p.m.	DCJ	CRB
12:00 a.m.	DCJ	CRB
4:00 a.m.	DCJ	CRB

2. Weekend and Holiday Schedule, Pick-up and Delivery Locations

<u>Pick-up Time</u>	<u>From</u>	<u>To</u>
6:00 a.m.	WB	DCJ
11:00 a.m.	DCJ	CRB
6:00 p.m.	DCJ	CRB
12:00 a.m.	DCJ	CRB
4:00 a.m.	DCJ	CRB

Note: CRB & WB are the same location. Vendor must pick-up at lobby area in Fred Taylor Headquarters Building, 9105 NW 25th Street Miami, Florida 33172. One pick-up location and two delivery locations.

3.4 GROUP C: COURIER SERVICES-OFFICE OF THE CITIZENS' INDEPENDENT TRANSPORTATION TRUST (OCITT)

Items will be picked-up and delivered on-demand as requested. Delivery locations will be provided at time of request. Regular and rush deliveries will be as follows:

- Regular deliveries up to five (5) miles with at least a four (4) hour time frame.
- Regular deliveries above five (5) miles with at least a four (4) hour time frame.
- Rush deliveries up to five (5) miles with a time frame of less than four (4) hours.
- Rush deliveries above five (5) miles with a time frame of less than four (4) hours.

Pick-up locations:

Office of Citizens' Independent Transportation Trust  
 111 NW 1<sup>st</sup> Street, Suite 1010  
 Miami, FL 33128

3.5 GROUP D: UNSCHEDULED ON-DEMAND AND EMERGENCY PICK-UPS AND DELIVERIES

Unscheduled on-demand and emergency items for pick-ups and deliveries for various County Departments throughout Miami-Dade County. Items may weigh up to 80 lbs. and include items, such as, interoffice mail, documents, bags, and boxes of documents and supplies. Addresses and delivery times will vary and will be provided when pick-up and delivery are requested.

A. These services require a response time within two (2) hours after request (call) has been placed by a County Representative.

- Unscheduled Weekdays on-demand
- Unscheduled Weekends on-demand-Starts at 12:01am on Saturday morning and ends at 12:00am of the Monday morning.
- Unscheduled County Observed Holidays on-demand-Starts at 12:01am on the holiday and ends at 12:00am on the following day

B. Emergency Service. Vendor must pick-up within one (1) hour of initial request by a County Representative and deliver within (1) hour of pick-up.

- Weekday on-demand, per mile
- Weekend on-demand, per mile
- Observed County Holidays, per mile

Note: All requests for Emergency Service must be made prior to 3:00pm for same day pick-up and delivery. Requests for services made after 3:00pm will be scheduled for the following weekday. Awarded vendor must provide proof of mileage along with invoice for payment.

Section 4-Pricing

<b>GROUP A -Regulatory And Economic Resources Department (RER)</b>				
Item no.	Description			Price
1)	From: Miami International Airport Branch To: Permitting & Inspection Center Return to: Miami International Airport Branch			\$ _____
2)	From: Permitting and Inspection Center To: Blue Digital Corp. Return To: Permitting and Inspection Center			\$ _____
<b>GROUP B - MDPD</b>				
Weekday Schedule, pick-up and delivery locations				
	Pick-Up Time	From	To	
1)	6:00 AM	WB	DCJ	\$ _____
2)	6:30 AM	CRB	REG	\$ _____
3)	11:00 AM	DCJ	CRB	\$ _____
4)	12:00 PM	CRB	REG	\$ _____
5)	6:00 PM	DCJ	CRB	\$ _____
6)	12:00 AM	DCJ	CRB	\$ _____
7)	4:00 AM	DCJ	CRB	\$ _____
Weekend & Holiday Schedule, pick-up and delivery				
	Pick-Up Time	From	To	
8)	6:00 AM	WB	DCJ	\$ _____
9)	6:30 AM	CRB	REG	\$ _____
10)	11:00 AM	DCJ	CRB	\$ _____
11)	12:00 PM	CRB	REG	\$ _____
12)	6:00 PM	DCJ	CRB	\$ _____
13)	12:00 AM	DCJ	CRB	\$ _____
14)	4:00 AM	DCJ	CRB	\$ _____

Delivery of documents to a private residence during normal business hours (8am to 5pm Mon to Fri)				
	Pick-Up Time	From	To	
15)	8AM to 5 PM	FAB	PR	\$ _____
16)	8AM to 5 PM	PR	FAB	\$ _____
17)	8AM to 5 PM	Round Trip Starting at either location (PR or FAB)		\$ _____
<b>GROUP C - Office of Citizens' Independent Transportation Trust</b>				
Weekday Schedule, pick-up and delivery locations				
	Pick-Up Time	From	To	
18)	8:00 AM	PIC	OTV	\$ _____
19)	9:00 AM	OTV	PIC	\$ _____
20)	10:30 AM	PIC	OTV	\$ _____
21)	1:00 PM	OTV	PIC	\$ _____
<b>GROUP D - Unscheduled and Emergency Pick-up and Deliveries</b>				
22)	Un-Scheduled pick-up and delivery			\$ _____
23)	Weekdays Unscheduled / On Demand			\$ _____
24)	Weekend Unscheduled / On Demand			\$ _____
25)	County Observed Holidays Unscheduled / On Demand			\$ _____
26)	Per mile rate from the pick-up location to the delivery location			\$ _____
27)	Emergency Items for pick-up and delivery			\$ _____
28)	Weekdays Emergency Services			\$ _____
29)	Weekend Emergency Services			\$ _____
30)	County Observed Holidays Emergency Services			\$ _____
31)	Per mile rate from the pick-up location to the delivery location			\$ _____