

**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>	Previous Contract/Project No. No Previous Contract
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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    NO

Project No: FB-02241

Term of Contract: 5 Years

Project Title: Iguana Control Services

**Description:** The Miami-Dade Parks, Recreation and Open Spaces Department (PROS) desires to obtain services for the population control of Green and Black Spiny-Tailed Iguanas throughout the County parks system, including Zoo Miami. Population control services shall include appropriate methods of capture, removal, transportation, euthanasia, and disposal from PROS owned and maintained property.

User Department(s): Miami-Dade County Parks, Recreation and Open Spaces Department

Issuing Department: Strategic Procurement Division

Contact Person: Jason Edelstein

Phone: 305-375-4211

Estimated Revenue: \$700,000

Funding Source: General Fund

Revenue Generating: No

**ANALYSIS**

Commodity/Service No: <u>065-08, 875-08, 910-59</u>			
<b>Trade/Commodity/Service Opportunities</b>			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">           Contract/Project History of Previous Purchases For Previous Three (3) Years            Check Here <input checked="" type="checkbox"/> if this is a New Contract/Purchase with no Previous History         </div>			
	<u>PREVIOUS CONTRACT</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
Contractor:	N/A		
Small Business Enterprise:	N/A		
Estimated Revenue To Date:	N/A		
Comments:			
Continued on another page (s): <u>  </u> Yes <u>  </u> No			

**RECOMMENDATION:**

<b>Basis of Recommendation:</b>

Signed: Jason B. Edelstein

Date to SBD: 01-26-22

## SECTION 2

### ADDITIONAL/SPECIAL TERMS AND CONDITIONS

#### 2.1 PURPOSE

The Miami-Dade Parks, Recreation and Open Spaces Department (PROS) desires to obtain services for the population control of Green and Black Spiny-Tailed Iguanas throughout the County parks system, including Zoo Miami. Population control services shall include appropriate methods of capture, removal, transportation, euthanasia, and disposal from PROS owned and maintained property.

#### 2.2 DEFINITIONS

The words “**Project Manager**” to mean the Miami-Dade County Parks, Recreation and Open Spaces Department Director or the duly authorized representative designated to manage the Work. The Project Manager will provide the awarded Bidder contact information for each designated park manager who will direct removal efforts for each Site.

The acronym “**PROS**” to mean the Miami-Dade County Parks, Recreation and Open Spaces Department.

The word “**Site(s)**” to mean any County park lands designated by the Project Manager where iguana population control and related services are required.

#### 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 Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Contract shall expire on the last day of the 60<sup>th</sup> month.

#### 2.4 METHOD OF AWARD

Award of this contract shall be made to the lowest priced responsive, responsible Bidder in the aggregate who provides the information listed below. If a Bidder fails to submit an offer for all items, its overall offer may be deemed non-responsive. If the Awarded Bidder defaults, the County shall have the right to negotiate with the next lowest priced responsive, responsible Bidder.

#### 2.5 QUALIFICATION CRITERIA

Bidders must meet the following requirements to be considered for award:

**2.5.1** Bidder(s) shall provide contact information to include name, title, email address and phone number for a designated company representative who can be contacted Mondays through Fridays from 8:00 a.m. to 5:00 p.m. to answer questions concerning the product or services provided.

**2.5.2** Bidder or Bidder’s Subcontractor shall be regularly engaged in the business of providing iguana control services to be considered for award. Bidder or Bidder’s Subcontractor shall provide three (3) **different** references from customers to whom the Bidder or Bidder’s Subcontractor has provided or

**Commented [EJ(1):** I don’t remember any licensing requirements last time I researched this, but just want to confirm that is still the case. Please advise.

is currently providing iguana control services as described throughout this Solicitation. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from Bidder's key personnel in accordance with Resolution No. 1122-21.

The references should include the customer's company name, and the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the Bidder/key personnel/Subcontractor has successfully provided the services (Section 4: Bid Submittal – Required Criteria). These references shall ascertain to the County's satisfaction that the Bidder/key personnel/Subcontractor has sufficient expertise in the industry and its firm is properly equipped to perform the required services.

## 2.6 **PRICING**

The pricing provided by the Awarded Bidder shall remain fixed for a period of no less than twelve (12) months after the commencement of the contract. After this period, the Awarded Bidder(s) may submit a price adjustment to the County based on the Consumer Price Index (CPI) for All Urban Consumers. The County reserves the right to negotiate lower pricing based on market research information or other factors that influence price.

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 the anniversary date for the period of the requested increase.

The County will calculate any adjustment by multiplying the contract price of the current period by the percentage change (increase or decrease), between the index value published on the first month of the current twelve (12) month period and the CPI index published on the first month of the following twelve (12) month period. Price adjustments shall not be in excess of the referenced pricing index change. The adjustment will be effective on the first day of the month following each one (1) year anniversary of the effective date.

## 2.7 **INSURANCE REQUIREMENTS**

Commented [EJ(2)]: For Risk to determine.

## 2.8 **SBE MEASURES – BID PREFERENCE**

Commented [EJ(3)]: For SBD to determine

## 2.9 **ADDITION AND DELETION OF SITES/SERVICES**

Commented [EJ(4)]: Is there an idea on staffing levels for this project? How many trappers per site, etc.

It is hereby agreed and understood that sites may be added, altered or deleted at the discretion of PROS. While PROS has listed all locations to be serviced and the description of the major services within this solicitation which are utilized by PROS in conjunction with their operations, there may be additional locations and/or similar services that may be purchased by the County during the term of this contract. Under these circumstances, the Project Manager will contact the Awarded Bidder to obtain a price quote for the additional locations and/or similar items. If the quote is determined to be fair and reasonable, then the additional locations /services may be awarded to the Awarded Bidder, subject to the approval of the Internal Services Department, Strategic Procurement Division. The County reserves the right to obtain price quotes for the additional locations/services through a separate solicitation at the County's sole discretion.

## 2.10 **PRECLUDED SCHEDULING**

A. The Awarded Bidder shall not work or perform any operations during inclement weather such as (rain/thunderstorms, flood warning, tropical storm warning, or a hurricane warning).The Awarded Bidder

may submit a written request for additional time to complete scheduled work in the event the weather causes a delay.

B. The Awarded Bidder shall recognize that during the term of the contract, other activities and operations may be conducted by PROS and other Awarded Bidder(s), which may alter the assigned schedule.

**2.10 SHANNON MELENDI ACT**

The Awarded Bidder shall comply with Miami-Dade County Ordinance No. 08-07, Chapter 26, "Miami-Dade County Park and Recreation Department Rules and Regulations, Article III, The Shannon Melendi Act". The Awarded Bidder shall ensure that all management, staff, and volunteers:

- Have had nationwide criminal background checks conducted by a Professional Background Screener.
- Have been screened through the Florida Department of Law Enforcement Sexual Predator/Offender Database, and a check of the National Sex Offender Public Registry.
- Have been verified as being United States Citizens or having legal immigrant status employment.
- Complete an affidavit affirming that no Services or volunteer duties will be performed on Park property owned or operated by Miami-Dade County in violation of this Ordinance and that an arrest will be reported to the Awarded Bidder within forty-eight (48) hours of such arrest.
- Wear picture identification at all times while on County property and when in direct contact with patrons and the general public.
- Retain all records demonstrating compliance with the background screening required herein for not less than three (3) years beyond the end of the contract term. The Awarded Bidder shall provide the County with access to these records annually, or at the request of the County.

### SECTION 3

#### SCOPE OF WORK/TECHNICAL SPECIFICATIONS

##### **3.1 SCOPE OF WORK**

The Awarded Bidder shall provide a minimum of thirty-five hours (35) hours of iguana population control services, not to exceed forty (40) hours per week at each Site. Work may be performed any day of the week; Monday through Sunday, in consultation and agreement with the Project Manager and/or designee(s). Awarded Bidder is required to provide daily timesheets to the designated PROS Operations representative. Timesheets should be electronically uploaded with accompanying invoices monthly.

Population control services provided by this contract shall be year-round. PROS reserves the right to establish specified "hunting period(s)" or "no-hunting period(s)" at its sole discretion. Any such change shall be provided to the Awarded Bidder in writing.

##### **3.2 SERVICE LOCATIONS**

Iguana control services shall be performed at the following initial Sites, subject to modification (addition/deletion) through application of Section 2.9;

- Amelia Earhart Park – 401 E 65<sup>th</sup> Street, Hialeah, FL 33013
- Arch Creek Park – 1855 NE 135<sup>th</sup> Street, North Miami, FL 33181
- Zoo Miami – 12400 SW 152<sup>nd</sup> Street, Miami, FL 33177\* (See **Section 3.5** for specific requirements)
- AD Barnes – 3401 SW 72<sup>nd</sup> Avenue, Miami, FL 33155
- Fruit & Spice Park – 24801 SW 187<sup>th</sup> Street, Miami, FL 33031
- Larry & Penny Thompson Park – 12451 SW 184<sup>th</sup> Street, Miami, FL 33177

##### **3.3 OPERATIONAL SPECIFICATIONS AND CAPTURE METHODS**

All methods used for trapping, euthanasia, and disposal must follow all federal, state, and local laws, ordinances, and guidelines. Guidelines of the Florida Fish and Wildlife Conservation Commission (or equivalent governing body) shall be closely followed regarding all population control methods used. It shall be the Awarded Bidder's sole responsibility to remain up-to-date with any changes in regulations that would affect services provided under this contract; inclusive of licensing or permitting requirements.

**The shooting of iguanas, pellet gun or otherwise, is strictly prohibited under this contract.**

Awarded Bidder shall be responsible for setting and baiting appropriately sized traps (e.g. Tomahawk Model 605SS, AAC-Proline Skunk, Havahart Model 1085, or approved equal) in an area known or suspected to have iguana(s) present, for each day more than six (6) hours are planned to be worked.

Following Florida law, all traps and snares must be checked at least once every twenty-four (24) hours. Any non-target wildlife captured shall be immediately released (unharmed) at the site of capture.

**Commented [EJ(5)]:** Are we mentioning poison? Are we controlling euthanasia methods? FWC rules are a bit broad in this area. For instance, is freezing allowed? I believe the most popular method last time I checked was blunt force trauma to parietal eye, usually using one of two types of pneumatic gun.

**Commented [EJ(6)]:** Any estimate on how many per site?

**Commented [EJ(7)]:** Does zoo/ops think putting a warning sign up or sticker near or on the trap is necessary? For instance, on the ASD rabies vaccine pellet program we issued, there was a required warning on the pellets not to interact with them.

Awarded Bidder shall exercise care to avoid damage to public and private properties. Any damages caused as a result of services provided under this contract shall be repaired or replaced at no costs to PROS or the County. Awarded Bidder will be solely responsible for any restitution payments that result from land or property damages.

Euthanasia of iguanas shall be humane as defined by, and follow regulations of, the American Association of Zoo Veterinarians, the American Veterinary Medical Association, and the Florida Fish and Wildlife Conservation Commission.

Number of traps, distribution of traps and placement per locations listed in Section 3.2 are subject to the approval of the Project Manager. If a trap must be relocated or removed on short notice, the Project Manager and/or designee shall inform the vendor in writing and any such stipulated removal or relocation action will be performed by the Awarded Bidder within 24 hours of written notice.

**Commented [EJ(8):** The Lee County bid is a lot more specific about number and placement, however because it is so location specific, I'm guessing PROS wants more control over this.

### 3.4 VENDOR DOCUMENTATION / VERIFICATION

PROS reserves the right to request physical and/or photographic carcass verification at any time during contract term. Awarded Bidder's invoicing must include detailed tally reports submitted monthly. Tally report must contain at a minimum, a daily breakdown of:

- Number of iguanas removed, by age (e.g. adult, juvenile, or hatchling)

For the purposes of this reporting, the below descriptions may be used along with the professional judgement of the Awarded Bidder (e.g. time of year, coloring, spines, body mass, etc.):

- Adult: greater than 24" snout-to-vent length (SVL)
- Juvenile: 4"-24" SVL
- Hatchling: less than 4" SVL.
- Method of capture (trap, snare, etc.)
- Location of removal (Park/Site Name & Address)
- Number of traps set each day and location(s)

The County reserves the right to determine if sufficient progress is being made in the reduction of population and adjust schedules, areas worked, and capture methodologies employed.

**Commented [EJ(9):** Jess; I was wondering if there might be some incentive provision we can insert that would address the likelihood of "diminishing returns" later on in the life of this contract.

All services must be conducted with adequate safety precautions to protect the Awarded Bidder, public, non-targeted species, and property.

**Commented [EJ(10):** This is a bit vague for ISD management. I would advise a more clear pass/fail boundary.

Awarded Bidder is prohibited from selling live iguanas (including eggs) captured through this contract. PROS reserves the right to terminate this contract if the vendor is found to be selling live iguanas.

**Commented [EJ(11):** I've thought about adding an option for inspection of the facility the vendor uses for confinement, euthanasia, etc. does PROS feel this would provide value?

### 3.5 ZOO MIAMI REQUIREMENTS

The following requirements are specific to the Zoo Miami Site listed in Section 3.2 and as specified by the Project Manager:

- Awarded Bidder must provide Services a minimum of two (2) days a week (excluding weekends) and a minimum of 10 hours weekly dedicated to catching iguanas at Zoo Miami.
- Awarded Bidder must consult with and obtain approval from Zoo Miami Animal Science and Animal Health staff in decision making of release or euthanasia of bi-catch.

**Commented [EJ(12):** This is the only time we mention eggs, it's a bit vague. Is removing eggs part of the scope?

**Commented [EJ(13):** This looks like its capitalized, do you want to formalize a definition here or revert to project manager and/or designee. I'm ok with defining or however you think works best.

- Awarded Bidder shall obtain approval from Zoo Miami Animal Health staff to use incinerator on Zoo grounds for disposal.
- Awarded Bidder shall obtain approval on bait selection from Zoo Miami Animal Science and Animal Health staff to ensure bait used is not similar to food offered to zoo collection animals.

DRAFT

**SECTION 4**

**QUALIFICATION CRITERIA SUBMISSION**

Section 2.5.1	<p>Bidder(s) shall provide the contact information of a designated representative to provide the County. Bidder shall provide the representative's name, title, phone number, and email address.</p> <p>Representative Name: _____</p> <p>Title: _____</p> <p>Phone Number: _____</p> <p>E-Mail Address: _____</p>	
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	<b>TO BE COMPLETED BY ALL BIDDERS</b>	
	Refer to Paragraph 2.5.2 to ensure that Bidder's responses and attachments comply with the Solicitation's requirements.	
<b>Paragraph Reference</b>	<b>Bidder Requirements</b>	
2.5.2	<p>Bidder or Bidder's Subcontractor shall be regularly engaged in the business of providing iguana control and related services to be considered for award. Bidder or Bidder's Subcontractor shall provide three (3) <b><i>different</i></b> references from customers to whom the Bidder has provided or is currently providing iguana control and related services as described throughout this Solicitation. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from Bidder's key personnel in accordance with Resolution No. 1122-21.</p> <p>The references should include the customer's company name, and the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the Bidder/Subcontractor/Bidder's key personnel has successfully provided the services. These references shall ascertain to the County's satisfaction that the Bidder has sufficient expertise in the industry and its firm is properly equipped to perform the required services.</p> <p><b>Reference Company Name No. 1:</b> <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If <b>Subcontractor</b>, then identify the name of the Subcontractor: <input type="text"/></p> <p>If <b>key personnel</b>, then identify the name of the key personnel: <input type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 1."</p> <p>Contact's name: _____ Title: _____</p>	

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference Company Name No. 2:** \_\_\_\_\_  
 Is reference for the Bidder, Subcontractor, or key personnel: \_\_\_\_\_  
 If **Subcontractor**, then identify the name of the Subcontractor: \_\_\_\_\_  
 If **key personnel**, then identify the name of the key personnel: \_\_\_\_\_  
 and make sure that company key personnel worked for is listed above as "Reference Company 2."  
 Contact's name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference Company Name No. 3:** \_\_\_\_\_  
 Is reference for the Bidder, Subcontractor, or key personnel: \_\_\_\_\_  
 If **Subcontractor**, then identify the name of the Subcontractor: \_\_\_\_\_  
 If **key personnel**, then identify the name of the key personnel: \_\_\_\_\_  
 and make sure that company key personnel worked for is listed above as "Reference Company 3."  
 Contact's name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**PRICING**

ITEM	Description	Unit of Measure	Unit Price
1	Provide all labor, materials, and equipment necessary to provide Iguana control and related services described in this solicitation	Per Hour per Trapper	\$ _____

**Commented [EJ(14)]:** Check U/oM Trying to keep it simple but we can aggregate and do by site as well?