

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

RTQ OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. FB-00347-1(1)
 Contract
 Re-Bid Other – Access of Other Entity Contract LIVING WAGE APPLIES: YES NO
 Requisition No./Project No.: FB-02272 TERM OF CONTRACT 3 YEAR(S) WITH 1 3 YEAR(S) OTR

Requisition /Project Title: ISO 14001 Certification Services

Description: The purpose of this solicitation is to establish a contract for the purchase of certification services in accordance to the International Organization for Standardization ISO 14001 for the Miami-Dade County Aviation Department's needs.

Issuing Department: Aviation Contact Person: Juliana Manjarres Phone: 3058767302
 Estimate Cost: 40,000.0 Funding Source: GENERAL FEDERAL OTHER Internal Ser

ANALYSIS

Commodity Codes:	96145			
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.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:				
Small Business Enterprise:				
Contract Value:				
Comments:				

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: 	Date sent to SBD: 2.15.22
	Date returned to SPD:

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

The purpose of this solicitation is to establish a contract with an accredited firm for the purchase of certification services in accordance to the International Organization for Standardization ISO 14001 (ISO 14001) for the Miami-Dade County Aviation Department's (MDAD) needs, as further described below.

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 Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Division; and contingent upon the completion and submittal of all required bid documents and shall continue through the last day of the thirty-sixth (36th) month. The County, at its sole discretion, reserves the right to exercise one (1) option to renew for a period of three (3) additional years. 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 awarded Bidder in writing of the extension. This Contract may be extended beyond the initial one hundred-eighty (180) calendar day extension period by mutual agreement between the County and the awarded Bidder, upon approval by the Board of County Commissioners.

2.3 OPTION TO RENEW

The County shall have the option to renew this contract for one (1) additional three (3) year period. The County reserves the right to negotiate lower pricing for the additional term(s).

2.4 METHOD OF AWARD

Award of this contract will be made to the lowest priced responsive and responsible bidder. To be considered for award bidders shall offer process for all items listed in the solicitation. If a Bidder fails to submit an offer for all items, its overall offer may be rejected. The County will award the contract to a single bidder.

2.5 SUBMITTAL REQUIREMENTS

All bidders are required to submit with their bid all the specified information, documents and attachments as proof of compliance to the minimum qualification requirements, however, Miami-Dade County may, at its sole discretion, allow the bidder to complete or supplement the qualification requirements information/documents during the bid evaluation period. Failure to provide proof of compliance to the minimum qualification requirements, as specified by the County, may result in the bidder's bid being declared non-responsive. The County shall be sole judge of the bidder's conformance with the qualification requirements and its decision shall be final. The County reserves the right to verify the information submitted by the bidder and to obtain and evaluate additional information, as it deems necessary to ascertain the bidders' conformance to the minimum qualification requirements.

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

2.5.1 References

Bidder or Bidder's Subcontractor shall be regularly engaged in the business of providing ISO 14001 Certification 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 is currently

providing ISO 14001 Certification 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.

2.5.2 Accreditation

The bidder's certification services must be accredited by the ANSI-ASQ National Accreditation Board and/or the United Kingdom Accreditation Services (UKAS). This accreditation must be maintained by the awarded bidder, at all times, for the duration of this contract, including any available option to renew term(s).

A copy of the bidder's ANSI-ASQ National Accreditation Board and/or the United Kingdom Accreditation Services (UKAS) accreditation must accompany the bidder's submittal.

2.5.3 Bidder's Terms and Conditions

Bidder must submit a copy of the Terms and Conditions document the Bidder uses when providing similar ISO 14001 Certification Services to be in compliance with the ISO/IEC 17021-1:2015 – Requirements for Bodies Providing Auditing and Certification of Management Systems – Part:1 Requirements.

2.6 PRICES

The prices proposed by the awarded Bidder shall remain fixed and firm during the term of the contract, and shall be deemed to provide full compensation to the awarded Bidder for labor, fees and any other element cost or price. However, the awarded Bidder may offer incentive discounts to the County at any time during the Contract term, including any renewal or extension thereof.

2.7 INSURANCE

Bidder shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Bidder or its employees, agents, servants, partners principals or subcontractors. Bidder shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Bidder expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Bidder shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The Bidder shall furnish to insert your Department's name and address, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the Bidder as required by Florida Statute 440.

- B. Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, not to exclude coverage for Products and Completed Operations. Miami-Dade County must be shown as an additional insured with respect to this coverage.
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- D. Professional Liability Insurance in an amount not less than \$1,000,000 per claim.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

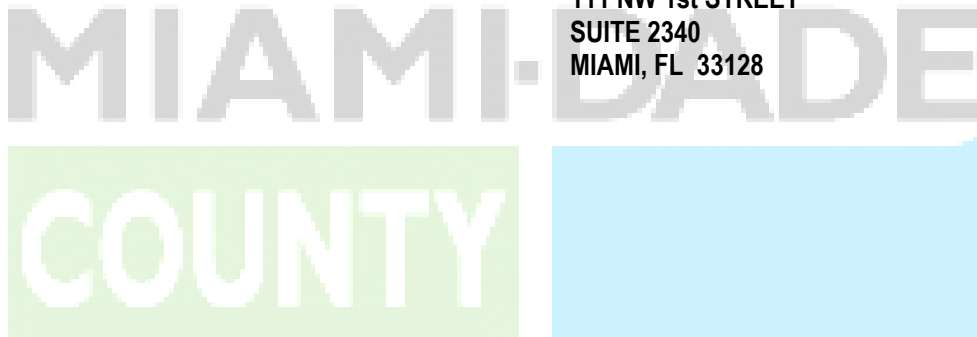
The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength, by Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services.

NOTE: CERTIFICATE HOLDER MUST READ:

MIAMI-DADE COUNTY
111 NW 1st STREET
SUITE 2340
MIAMI, FL 33128



SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The County wishes to establish a contract for the provision of assessment, certification, registration, and recertification services in accordance to ISO 14001 for various MDAD Divisions.

3.2 GOODS / SERVICES TO BE PROVIDED

The awarded bidder shall perform an assessment to ISO 19011 (Guidelines for Quality and/or Environmental Management System Auditing), which shall, at a minimum, include: Opening meeting, Pertinent Documentation/Information Review and Verification, Site Tour, Cross-Systems Checks, and Reporting and Closing Meeting. As a result of the assessment, the awarded bidder shall provide a report that consist of: findings, digital pictures consisting of both non-conformities/issues/conditions, and positive actions/measures, improvements found, and areas in need of improvement.

If the Environmental Management System in each division listed in Section 3.3 complies with the ISO 14001 Standard, the awarded bidder shall issue a Certification with the Accreditation Mark: ANSI (American National Standard Institute), ASQ (American Society for Quality) or UKAS (United Kingdom Accreditation Service).

3.3 DIVISION DESCRIPTIONS

- a. **Facilities Maintenance and Engineering Division** consists of five hundred (500) employees. This Division responsibilities include: engineering; facilities and grounds maintenance including refurbishment, modifications and repairs; utilities and public works; and administrative and management services under the direct control of MDAD at the Miami International Airport.
- b. **Civil Environmental Engineering Division** has fourteen (14) employees. This Division includes on-site operations involving MDAD employees and/or contractors performing tasks for this Division or on its behalf at Miami International Airport. These operations includes: management and monitoring of all environmental restoration programs; environmental regulatory requirements; pre-construction site assessments; environmental contract management; and airport engineering design services.
- c. **Commodities Management Division** has twenty-five (25) employees. This Division includes all activities including procurement process, Request for Qualifications (RFQ), Request for Proposals (RFP), Invitations to Bid (ITB), and the Receipt, Warehousing and Distribution of equipment, materials and supplies for varied departmental operations at MDAD.

3.4 DELIVERABLES

Assessments Reports and Certification from 2022 through 2024 shall be provided pursuant to the following schedule:

YEAR 2022

MONTH	STANDARD	ASSESSMENT	DIVISION
October	ISO 14001:2015	Second Surveillance (Assessment Report)	Facilities Maintenance and Engineering Division Building 3030 4331 NW 22 nd Street Miami, FL 33122
October	ISO 14001:2015	Second Surveillance (Assessment Report)	Commodities Management Division Building 3040 4331 NW 22 nd Street Miami, FL 33122
October	ISO 14001:2015	Second Surveillance (Assessment Report)	Civil Environmental Engineering Division Building 5A, 1 st Floor 4200 NW 36 th Street Miami, FL 33166

YEAR 2023

MONTH	STANDARD	ASSESSMENT	DIVISION
October	ISO 14001:2015	Re-Certification Auditing (Assessment Report)	Facilities Maintenance and Engineering Division* Building 3030 4331 NW 22 nd Street Miami, FL 33122
October	ISO 14001:2015	Re-Certification Auditing (Assessment Report)	Commodities Management Division* Building 3040 4331 NW 22 nd Street Miami, FL 33122
October	ISO 14001:2015	Re-Certification Auditing (Assessment Report)	Civil Environmental Engineering Division* Building 5A, 1 st Floor 4200 NW 36 th Street Miami, FL 33166

*All three new ISO 14001:2015 Certificates should have the same expiration date: February 2024

SECTION 4

BID SUBMITTAL REQUIRED CRITERIA

TO BE COMPLETED BY ALL BIDDERS	
Refer to Paragraph 2.5 to ensure that Bidder's responses and attachments comply with the Solicitation's requirements.	
Paragraph Reference	Bidder Requirements
2.5.1	<p>Bidder or Bidder's Subcontractor shall be regularly engaged in the business of providing liquid waste handling services to be considered for award. Bidder or Bidder's Subcontractor shall provide three (3) <i>different</i> references from customers to whom the Bidder has provided or is currently providing liquid waste handling 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>Reference Company Name No. 1: <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If Subcontractor, then identify the name of the Subcontractor: <input type="text"/></p> <p>If key personnel, 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> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p> <p>Reference Company Name No. 2: <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If Subcontractor, then identify the name of the Subcontractor: <input type="text"/></p> <p>If key personnel, 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 2."</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p>

	<p>Reference Company Name No. 3: <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If Subcontractor, then identify the name of the Subcontractor: <input type="text"/></p> <p>If key personnel, 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 3."</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p>	
<p>2.5.2</p>	<p>Bidder or Bidder's approved subcontractor shall have and maintain at all times, the required ISO Accreditation by the ANSI-ASQ National Accreditation Board and/or the United Kingdom Accreditation Services (UKAS). Proof of current accreditation shall be included with the Bidder's submittal.</p>	<p><input type="checkbox"/></p>
<p>2.5.3</p>	<p>Bidder must submit a copy of the Terms and Conditions document the Bidder uses when providing similar ISO 14001 Certification Services to be in compliance with the ISO/IEC 17021-1:2015 – Requirements for Bodies Providing Auditing and Certification of Management Systems – Part:1 Requirements.</p>	<p><input type="checkbox"/></p>
	<p>Bidder shall assign a company representative who is cognizant of industry standards and is authorized to discuss matters pertaining to the resultant contract, to provide the County with support and information. The company representative shall be able to communicate with the County and shall have full authority to act on behalf of the Bidder on all matters related to the resultant contract. Bidders are required to provide their designated company representative's name, phone number, and e-mail address. All resources shall be available twenty-four (24) hours a day to provide immediate support and expedite services.</p> <p>Designated company representative name: _____</p> <p>Phone Number: _____</p> <p>E-mail address: _____</p>	