

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No.
Contract RFQ 9743-9
☒ Re-Bid ☐ Other LIVING WAGE APPLIES: ☒ YES ☐ NO

Requisition No./Project No.: RFQ 9743-33 (Master Contract RQID1300059 : 9743-0/23)

TERM OF CONTRACT: 3 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Grounds Maintenance for Various Police Facilities

Description: To establish a contract to purchase scheduled grounds maintenance for Vehicle Impound Lot Property and Evidence Bureau, Fred Taylor Headquarter Building and Miami-Dade Public Safety Training Institute

Issuing Department: ISD Contact Person: Jennyfer Calderon Phone: 305-375-5312

Estimate Cost: \$500,000.00

GENERAL FEDERAL OTHER

Funding Source: X

ANALYSIS

Commodity Codes: 988-36 and 988-52

Contract/Project History of previous purchases three (3) years

Check here ☐ 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	Sub-contractor goal	Bid preference	Selection factor
SBE			X	

Basis of recommendation:

<u>Signed:</u> Jennyfer Calderon	<u>Date sent to SBD:</u> 03/10/2017
	<u>Date returned to DPM:</u>

Revised April 2005

SECTION 2: SPECIAL CONDITIONS

2.1 PURPOSE

The purpose of this RFQ is to establish a contract to purchase scheduled grounds maintenance various Police facilities.

The scope of work consists of: turf mowing, trimming and edging, shrubs, ground cover and hedge trimming, tree and palm pruning and trimming, weed and vine control, leaf removal, clean-up, and clean yard trash pickup and disposal. Services shall be performed in a thorough and skillful manner with the highest professional grounds maintenance standards and horticulture techniques.

2.2 DEFINITIONS

- A. **Cancellation:** not performing any work during the scheduled workday.
- B. **Changes:** modifications to the scheduled task. Re-scheduling a portion of the service cycle to another time and / or day.
- C. **Clean yard trash:** Yard trash (inclusive of plastic, paper, cans, bottles, tree debris, and leaves) but free of other forms of solid waste such as garbage and bulky waste.
 - a. **Garbage:** discarded animal and vegetable matter.
 - b. **Bulky waste:** items such as furniture, white goods (ex: appliances), house fixtures (e.g.: cabinets, bathtubs, sinks, etc.) fences, construction and demolition debris (e.g. rocks), electronics and tires.
- D. **Disposal:** legal discarding the collected material off County property.
- E. **Weed and / or vine:**
 - a. **Landscape areas** - a plant that is not the same species as the cultivated and maintained individual plant, group of plants or mass of plants it is growing or surviving in or by.
 - b. **Hard Surfaces** – any plant that grows on a hard surface.
- F. **Work Days and Hours:** Monday through Friday 7:00 a.m. to 7:00 p.m. / Saturday 9:00 a.m. to 7:00 p.m.

2.3 SMALL BUSINESS CONTRACT MEASURES

TBA

2.4 TERM OF CONTRACT:

This RFQ shall commence on the first calendar day of the month succeeding approval of the contract by the County, contingent upon the completion and submittal of all required documents. The contract shall expire on the last day of the last month of the three-year contract term.

2.5 METHOD OF AWARD

Award of this RFQ will be made to the lowest priced responsive, responsible Bidder in the aggregate, who qualified under RTQ 9743-0/23 for Group 1, and who meets the requirement listed below. In order to be considered for award, Bidders must submit an offer for all items listed. If a Bidder fails to submit an offer for all items, its offer may be rejected.

A. REQUIREMENT

Bidders shall provide the name of the Project Manager and/or Supervisor, along with the contact information. The Project Manager and/or Supervisor shall be the individual in their organization who is knowledgeable and experienced in grounds maintenance; and who will serve as the primary point of contact for the County. The Project Manager and/or Supervisor 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 operations.

Bidders shall submit the specified information listed above with their bid submittal form as proof of compliance to the requirement of this RFQ. However, the County may, at its sole discretion and in its best interest, allow Bidders to complete, supplement or supply the required information during the evaluation period.

If the Awarded Bidder fails to perform in accordance with the terms and conditions of the contract, the Bidder may be deemed in default of the contract. If the Awarded Bidder defaults, the County shall have the right to negotiate with the next responsive, responsible Bidder.

2.6 EXAMINATION OF SITES

A highly recommended site visit has been scheduled for _____, March _____, 2017 at _____ at the _____. The entrance is at the Science Museum on South Miami Avenue.

It is very important that Bidders visit the sites of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required prior to submitting an offer. No additional allowances will be made because of lack of knowledge of these conditions.

The 'cone of silence' will be lifted during the site visit to allow any questions to be addressed with representatives from Miami-Dade County. Bidders shall provide their own transportation and arrived promptly as the meeting will start on time. Bidders are requested to bring a copy of the RFQ to the site visit, as additional copies will not be available. This is a public meeting and multiple members of individual community councils may be present.

Prior to submitting an offer, it is highly recommended that Bidders visit the sites of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required. **No additional allowances will be made because of lack of knowledge of these conditions.**

2.7 PRICES

The initial contract prices resultant from this RFQ shall remain fixed and firm for no less than 12 months from the commencement date. It is the bidder's responsibility to request any price adjustment. The bidder's request for adjustment must be submitted to the County's Internal Services Department for review no less than 90 days prior to expiration of the then current contract year. The County may consider an adjustment to prices based on the Consumer Price Index (CPI) percentage change as calculated by the US Department of Commerce for all Urban Consumers in the Miami-Ft. Lauderdale area. This adjustment shall not exceed the current Living Wage adjustment as published by the Small Business Development Division of the Department of Regulatory and Economic Resources each October.

The County reserves the right to reject any price adjustments submitted by the awarded Bidder(s) or to negotiate lower pricing during the contract period based on market conditions or other factors that influence price. The County also reserves the right to apply any reduction in pricing based on the downward movement of the applicable index.

2.8 MIAMI-DADE COUNTY LIVING WAGES

If the total contract value, **per year**, exceeds \$100,000 the provisions of Section 2-8.9 (Living Wages) of the Code of Miami-Dade County (Code) as amended by Ordinance [Governing Legislation], will apply. A copy of this Code Section may be obtained online at www.miamidade.gov. A copy of the Administrative Order may be obtained online at <http://www.miamidade.gov/aopdfdoc/aopdf/pdf/files/AO3-30.pdf>.

2.9 DEFICIENCIES

Bidders shall correct all deficiencies in work that fail to conform to the terms specified in the contract documents after such deficiencies are reported by the County. All corrections shall be made prior to the start of the next scheduled service cycle. Bidders shall notify the County once the deficiencies are corrected in order to inspect the sites. The Bidder shall bear all costs of correcting such rejected work. If the Bidder fails to correct the work within the period specified, the County may, at its discretion, notify the Bidder that the Bidder is subject to being placed on probation. If deficiencies are found on an ongoing basis, the County may, at its discretion, notify the Bidder that the Bidder is subject to contractual default.

2.10 **CHANGES**

A. Additional Site, and/or Service

Although this RFQ identifies specific sites to be serviced, it is hereby agreed and understood that the County may at its option add new sites, and/or services to the contract.

1. Should the County determine that additional sites, and or services need to be added, a quote shall be obtained from the Awarded Bidder. If the County determines that the prices submitted by the Bidder are not competitive, the County reserves the right to acquire the services through a separate solicitation.

B. Deletion

Sites may be deleted when services are no longer required during the contract term; upon written notice to the Awarded Bidder.

C. Site Modification

Should a site increase or decrease or plant/landscape material be removed or added, price quotes shall be obtained for the modification from the Awarded Bidder. If the price submitted by the Bidder for the modification is not competitive, the County reserves the right to acquire the services through a separate solicitation.

D. Decrease/Increase Service Cycles

The County may decrease or increase the number of service cycles that are listed in Section 4, Bid Submittal Form. If the numbers of cycles are reduced by twenty-five percent or more, the County will adjust payment by increasing the cost of the subsequent cycles by 5 percent. If the numbers of cycles are increased back to the original quoted amount the County will adjust the payment by decreasing the cost of subsequent cycles by 5 percent

2.11 **COMPLIANCE / REGULATIONS**

A. Legal Requirement for Pollution Control

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by the Bidder through Regulatory and Economic Resources, 701 NW 1 Court, Miami, Florida 33130, Telephone (305) 372-6789.

B. Accident Prevention, Barricades and Safety

Precautions shall be exercised at all times for the protection of persons and property. All Bidders performing services under this contract shall conform to all relevant OSHA, EPA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible Bidder. Barricades shall be provided by the Bidder when work is performed in areas traversed by persons, or when deemed necessary by the County.

Bidder agrees to perform all work in a manner that meets all accepted standards for safe practice, and to safely maintain and operate all the equipment used in the performance of this contract. Bidder's employees shall wear a safety vest or bright orange tee shirts at all times while performing the service cycle. The County, reserves the right to issue immediate restrain or cease and desist to a Bidder, when unsafe or harmful acts are observed or reported while performing under the contract. Hazardous conditions shall be immediately reported to the County.

C. Maintenance of Traffic (MOT)

The applicable portions of the Public Works Manual, Part I, as it pertains to the maintenance of traffic, and the "Manual on Uniform Traffic Control Devices for Streets and Highways" (MUTCD) and subsequent revisions and addenda, as published by the U.S. Department of Transportation, Federal Highway Administration shall apply.

Bidders shall install and maintain from beginning to end of the maintenance operation, warning signs and/or any other warning and safety devices advising motorists of work being done in the area. All signs shall be temporary and must be removed at the end of the work operation, or at the end of the day whichever comes first.

For additional information link to:

http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm

<http://www.dot.state.fl.us/rddesign/DS/17/STDs.shtm>

<http://www.motadmin.com/find-a-training-provider.aspx?pageNum=2&orderBy=TwoDecimalRating>

D. Vehicles and Equipment

The Bidder's vehicles and equipment shall be in proper working conditions, free from leaking fluids. All equipment shall include all safety devices, properly installed and maintained. If the County determines that the equipment is deficient in safety devices, the Bidder will be notified immediately. The Bidder shall remove the deficient equipment from services and replace it with working equipment.

Bidder vehicles shall be clearly identified with the company name on both sides and must be legible at minimum of fifty (50') feet away during daylight hours. Company name and graphics shall be uniform in design and color on all vehicles.

E. Identification and Uniform

All Bidder employees must carry a clearly visible identification badge. This badge shall include the Bidder's company name, the employee's name and a current photograph of the employee. All personnel shall wear a uniform shirt (or t-shirt) clearly displaying the Bidder's company name. Uniforms shall be maintained so all personnel are neat, clean and professional in appearance. Non-uniform clothing will not be permitted.

Failure to comply with any of these requirements will result in immediate suspension of work, without additional time being added to the cycle, and reduction fees may apply until reason for suspension has been corrected. The Bidders must then notify the County representative of correction and call for re-inspection. This policy will be in effect until the Bidder is advised to resume work.

SECTION 3: SCOPE OF SERVICES

3.1 KICK OFF MEETING

After award of this RFQ, a kick off meeting will be held with the Awarded Bidder and Police Staff to discuss schedule and the scope of services.

3.2 SCHEDULING, SERVICE CYCLE, AND FREQUENCY

The Awarded Bidders shall furnish all labor, material and equipment necessary for satisfactory contract performance. All work shall be subject to the inspection and approval by the County. The Awarded Bidder shall furnish all labor, material and equipment necessary for satisfactory contract performance. The Awarded Bidders shall accomplish all tasks during the days and hours listed in Definitions, Paragraph F.

The frequency of cycles shall be as follows:

- Twenty-four (24) service cycles per year for the **Vehicle Impound Lot Property and Evidence Bureau** (two per month).
- Nineteen (19) service cycles per year for the **Fred Taylor Headquarters and Public Safety Training Institute** (one per month during November through March and two times during April through October).

The County will provide the monthly service cycle schedule to the Awarded Bidder, and at our discretion, request input from the Bidder on the development of the schedules. However, the County will have sole and final decision and approval of the schedules. Each month's schedule will be issued at the beginning of that month. Cancellations of a service schedule (other than due to inclement weather) shall be reported to the County in advance for approval. If not approved, the established County schedule shall prevail.

The County will provide the monthly schedule to the Bidder, request input from the Bidder on the development of the schedules. However, the County will have sole and final decision and approval of the schedules. Service schedule shall be established at the beginning of each contract year. The service cycle shall be fully completed as indicated in the County schedule. All service cycle tasks shall be performed in a continuous manner until they are all fully completed.

For service cycles which are delayed, the established County schedule shall prevail for subsequent service cycles. On instances where the Bidder falls behind schedule, the Bidder may bring additional staff and equipment or a combination thereof in order to return to the established schedule at no additional cost to the County.

Cancellation and changes due to inclement weather (i.e. stopping work and releasing employees for the day or not working at all due to unsafe conditions) shall be reported to the County as promptly as possible. Once the Bidder reaches their facility, a written notice shall be sent to the County offering the reschedule date.

Cancellations of a service schedule (other than due to inclement weather) shall be reported to the County in advance for approval. If not approved, the established County schedule shall prevail. The County reserves the right to, in advance, request service to be performed on a particular day as and if needed.

3.3 GROUNDS MAINTENANCE TASKS

The Awarded Bidder shall perform all tasks listed below during each service cycle for the sites listed in Section 4, Bid Submittal.

A. Turf Mowing

Remove all leaves and clean yard trash from turf areas before mowing. All mower blades shall be sharp enough to cut, rather than tear grass blades. Mowing shall not be performed when the weather would cause damage to turf. Mowing height shall be three (3") inches to four (4") inches, except when otherwise directed by the County. Height measurement shall be from level grade with the blade surface parallel and level to the ground. Mowing shall produce an overall smooth and even surface appearance without scalping or leaving any uncut grass. Mowing shall be performed carefully so as not to damage any plant / landscape material, pavement or other property.

B. Turf Trimming

All string line trimmers (weed eaters) shall have all appropriate safety features installed such as handles, guards or rock shields. Trimming may be accomplished by hand power shears or rotary nylon "fish line" cutting machines. Grass shall be trimmed at the same height as the adjacent turf mowed. Trim around all obstacles and vertical surfaces including poles, control boxes, fences, curbs, buildings, walls, electric boxes, irrigations head, uneven or jagged edged pavement or other objects as required. Particular attention shall be given to trimming around electric boxes and sprinkler heads and other irrigation system fixtures to assure their proper function.

C. Turf Edging

All edging shall be done using a mechanical edger equipped with metal edging blades. The services shall be neat and uniform with vertical lines at all grass abutting all horizontal and vertical hard surfaces, valve boxes, drains, rock/brick beds and various objects in grass areas, as well as at shrubs, ground cover beds, hedges, trees, palms or other objects as required by the County. Rotary nylon "fish line" weed trimmers are not to be used for vertical edging.

When edging bed lines, straight lines shall be true, even, and uniform straight lines; and curved lines shall be true, even, and uniform curved lines. No distorted, meandering or wiggly lines or curves.

D. Shrubs, Ground Cover and Hedge Trimming

Shrubs, ground cover and hedge trimming will be performed as determined and scheduled by the County. Use sharp manual or mechanical equipment for all trimming. Trim to maintain neat and level geometric forms in size, shape, and form as existing or as directed by the County.

E. Tree and Palm Pruning and Trimming

Tree and palm pruning and trimming shall be performed as scheduled by the County. Bidder shall trim or prune trees and palms to ensure that all County areas are unobstructed. All pruning and trimming shall be in proportion to the dimensions and growth habit of the tree / palm, using horticulturally sound principles. Pruning and trimming shall be performed as needed to maintain the character of the landscape as determined by the County. All pruning and trimming activities are limited to a vertical maximum of fifteen (15') feet from the ground.

Use clean, sharp cutting tools designed for pruning. All pruning tools and power equipment which comes in contact with a tree or palm shall be disinfected using bleach or alcohol before being used on another tree, plant, or palm. Cut branches and limbs without disturbing the branch ridge or the branch collar. Do not leave stubs. All branches, limbs and trunks too large to support with one hand shall be precut on the underside of the branch to avoid splitting or tearing of the bark. Where necessary, ropes or other equipment should be used to lower branches to the ground. All branches, limbs and trunks greater than six inches in diameter shall be cut into lengths not to exceed six feet. Special emphasis will be placed on safety during tree pruning operations particularly when working over or adjacent to roads, walkways and utility lines. **The use of machetes, weed trimmers, edgers, and hedge shears for pruning is NOT permitted.** Pruning and trimming shall include the following:

- I. Dead, dying, diseased, or unsightly parts of the trees and palms (trunks, branches, limbs, surface roots, etc.)
- II. Remove sucker growth from trunks and base of the trees in which an exposed trunk character is desired, or when sucker growth is not the natural growth habit of the plant.
- III. Branches that grow toward the center of plant
- IV. Crossed branches that may rub together
- V. "V" crotches with included bark, if removal does not ruin the appearance of the plant
- VI. Multiple leaders if the plant normally has only a single stem
- VII. Nuisance growth that interferes with view, traffic, signage, walks, or lighting. Nuisance growth includes the removal of all dangerous thorns, spikes or appendages which show potential conflict with people.
- VIII. Shape top of small trees that do not exceed fifteen (15') feet if needed, as determined by the County.

All pruning shall be done in accordance with the American National Standards Institute ANSI A300 Standards as described in Tree Pruning Guidelines published by the International Society of Arborists (ISA). For more information, link to www.isa-arbor.com/.

F. Weed and Vine Control and Removal

All landscape and turf areas, plant material, hard surfaces, and County structures shall be weed and vine free. Weeds six (6") inches and taller shall be manually pulled by hand to remove the weed and its root system. No herbicide or other means is allowed unless previously approved by the County. Weeds less than six (6") inches may be either manually removed by hand, including the root system, or, if approved in advance, treated with a post-emergent chemical herbicide. The County may restrict the use of chemical or mechanical weed control in certain areas. Weeds treated with herbicides must be completely removed immediately after they are dead / brown or as directed by the County.

A 'tracker' or dye shall be mixed with the herbicide unless approved otherwise by the County. The tracker/dye shall dissipate within approximately forty-eight (48) hours after application.

Bidder shall remove all undesirable trees with a trunk caliper of up to four (4') inches when measured at a height of four (4') feet from the ground as described in Chapter 24, Section 24-49 of the Miami-Dade County Code. Information may be obtained at http://library.municode.com/library/fl/miami_dade_county. Utilize a combination of mechanical removal and application of herbicides, per label direction, as required to keep the areas described above free of weeds.

G. Leaf Removal

All landscaped areas, hard surfaces, and structures shall be maintained leaf free.

H. Cleanup

All unusable materials and trash shall be removed from the work site at the end of each workday, and disposed of in an appropriate legal manner off County property. Upon completion of the work, the Bidder shall thoroughly clean up all areas affected by the work performed that day. Bidders are to use rakes, brooms, leaf blowers or vacuums selectively to collect the trash as specified by the County for identified sites. No leaves or trash resulting from the performance of the service are to be blown on to vehicles. Broom clean or vacuum / blow off all hard surfaces. Bidders are to use leaf blowers / vacuums selectively to collect the trash.

I. Clean Yard Trash Pick-up and Disposal

All landscape, turf areas and hard surfaces shall be maintained free of yard trash. No stock piling of collected trash shall be allowed on County property. The County will not supply an area or facilities for handling, storage or disposal of such. No additional payment will be made for travel time to and from a site, or to the disposal site, as well as any tipping fees for disposal.

3.4 PUBLIC SAFETY TRAINING INSTITUTE

The following areas are included in the service cycle:

- The East side of Range 1 and area surrounding the new range.
- The area of the driving range that is on the North side of the property running East from 97th to the Northeast corner.
- The area North of the canal from the Northwest corner of the property to the front gate and from the Northwest of the property to the West gate.
- Fence line along 97 Avenue North of the West gate.
- Obstacle course
- The area around the shoot house and gas house North of range 1 and 2.
- The berms on the new range by going 15 feet up on both inside and outside the berms.

SECTION 4 : BID SUBMITTAL FORM

4.1 PRICE SUBMITTAL

Bidders shall provide the prices for grounds maintenance services as described in Section 3.3, Paragraphs A through I, to the following locations:

Item #	Annual Est. Qty.	Unit of Measures	Item Description	Unit Price Per Hour
1	24	Per Cycle	Vehicle Impound Lot Property and Evidence Bureau to include The tree located at the front entrance behind the office trailer/ West side of the Gate (8951 NW 58 Street)	\$ per cycles
2	19	Per Cycle	Fred Taylor Headquarter Building to include the planters and courtyard at the Midwest Station. (9105 NW 25th Street)	\$ per cycles
3	19	Per Cycle	Miami-Dade Public Safety Training Institute to include the areas listed in Section 3.4 (9601 NW 58 Street)	\$ per cycles

4.2 REQUIREMENT

Bidders shall provide the following information as stated in Section 3. Paragraph 2.5.A

A	Bidder's Primary Point of Contact	
	Contact Name	
	Title	
	Phone Number	
	Email	