

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

<input type="checkbox"/> <u>Accessing 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: 7176-0/18
<input checked="" type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>	LIVING WAGE APPLIES: YES <input checked="" type="checkbox"/> NO				

Requisition/Project No: ROAV1700011

TERM OF CONTRACT: Five (5) Year

Requisition/Project Title: Electronic Scales (Baggage Weighing)

Description: To establish a contract for the purchase, installation, maintenance and repair of electronic scales used by the Miami-Dade Aviation Department (MDAD).

Funding Source: Proprietary Fund
User Department(s): Miami-Dade Aviation

Issuing Department: Internal Services Department
Estimated Cost: \$310,000.00 five year term.

Contact Person: R. Campbell **Phone:** 305-375-3233

ANALYSIS

Contractor:	Pemica, Inc.	
Small Business Enterprise:	N/A	
Contract Value:	\$500K for five years 6/11/2013 – 6/30/2018	

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: *Roma Campbell*

Date to DBD: May 9, 2017

Date Returned to DPM: _____

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase, installation, maintenance and repair of electronic scales used by the Miami-Dade Aviation Department (MDAD).

2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval 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. The contract shall remain in effect for sixty (60) months and shall expire on the last day of the last month of the contract term.

2.3 METHOD OF AWARD: TO LOWEST PRICED BIDDER BY GROUP

Award of this contract will be made to the lowest priced responsive, responsible bidder by group in the aggregate. To be considered for award for a given group, the bidder shall offer prices for all items within the given group. The County will then select the bidder for award for each group by totaling the unit prices for all of the items within each group. If a bidder fails to submit an offer for all items within the group, its offer for that specific group may be rejected.

2.3.1 MINIMUM QUALIFICATION REQUIREMENTS (ALL GROUPS)

Award of this contract will be made to all responsive, responsible bidders, which meet the minimum requirements set forth in this solicitation.

2.3.1.1 Bidders shall provide a list of key personnel and the State registration for Electronic Baggage Scale.

2.3.1.2 Bidders who bid on Group B shall provide proof of their firm's designation as a manufacturer or distributor of the brands listed in Section 3.6 bid specifications as well as other NIST (National Institute of Standard Technology) brands they are authorized to provide services for that are certified by NIST. Bidder(s) must submit letter on the manufacturers or distributors letterhead designating the bidder as a manufacturer or distributor. Letters must be current at least within the past twelve (12) months and must be signed by an authorized representative.

2.3.1.3 Bidders must be State Certified by the National Institute of Standard Technology (NIST) and by the National Type Evaluation Program (NTEP).

2.4. PRICES

The prices proposed by the awarded bidder(s) shall remain fixed for a period of no less than twenty-four (24) months after the commencement of the contract. After this period, the bidder may submit a price adjustment to the County based on documented price adjustments by the product manufacturer. Acceptable documentation for an adjustment may be an email or letter by the item manufacturer to all its distributors notifying them of an adjustment. Adjustments greater than five percent on any item will be dis-

allowed. The County reserves the rights to negotiate lower pricing based on market research information or other factors that influence price.

It is the Bidder's responsibility to request any price adjustment under this provision. The Bidder's request for adjustment must be submitted to the County's Internal Services Department, Procurement Management Division for review no more than ninety (90) days or less than 45 days prior to expiration of the then current contract period.

2.5 PURCHASE OF OTHER ITEMS

While the County has listed all major items within this solicitation which are utilized by Miami-Dade County Aviation Department in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a representative of Internal Services Department, Procurement Management Division will contact the awarded bidder to obtain a price quote. The County retains the right to reject any quote received and purchase the item through other means.

2.6 INDEMNIFICATION AND INSURANCE (11) CONTRACTOR/MAINTENANCE/REPAIR (MDAD)

Contractor 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 Contractor or its employees, agents, servants, partners principals or subcontractors. Contractor 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. Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Contractor 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 Contractor shall furnish to the Vendor Assistance Section, Internal Services Department/Procurement Management Services Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128-1989, 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 Contractor as required by Florida Statute 440.
- B. Commercial General Liability Insurance in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage. Coverage must be endorsed to include Products & 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.

***Under no circumstances are Contractors permitted on the Aviation Department, Aircraft Operating Airside (A.O.A) at Miami International Airport without increasing automobile coverage to \$5 million. Only vehicles owned or leased by a company will be authorized. Vehicles owned by individuals will not be authorized. \$1 million limit applies at all other airports.**

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

2.6 HOURLY RATES

The hourly rate quoted shall be deemed to provide full compensation to the vendor for labor, equipment use, travel time, and any other element of cost or price. This rate is assumed to be at straight-time for all labor, except as otherwise noted. The vendor shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and resultant contract, and any other applicable laws of the State of Florida. If overtime is allowable under this contract, it will be covered under a separate item in the special clauses. The County shall allow overtime payment at a maximum rate of one and a half times the regular hourly wages stated within this contract. This allowance shall only be provided in those instances where expressly authorized by a representative of the County prior to the commencement of the overtime work.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 INTRODUCTION (ALL GROUPS)

The purpose of this solicitation is to establish a contract for the purchase, installation, maintenance and repair of electronic scales used by the Miami-Dade Aviation Department (MDAD). The successful bidder will be required to furnish and install scales and to cover maintenance, repair service, calibration, quarterly re-certification, and parts to approximately 500 passenger baggage weighing electronic scales and/or powered induction conveyor belts currently in use at the Miami International Airport. Award of this contract will be made to multiple bidders by Group. Bidders must be State Certified by the National Institute of Standard Technology (NIST) and by the National Type Evaluation Program (NTEP).

Equipment to be maintained and serviced under Group A and Group B is located at Miami International Airport (MIA), Terminal Building in Miami, Florida and consists of all Ticketing/Passenger Lobby areas. Other sites may be added as deemed necessary to support MDAD operations

3.2 SCOPE OF WORK – GROUP A

The successful Bidder shall provide the County with quarterly preventative maintenance, repair, and calibration services as needed to support approximately 500 passenger baggage weighing electronic scales and/or powered induction conveyor belt manufactured or supplied by the below manufacturers as well as other NIST (National Institute of Standard Technology), approved manufacturers. The successful bidder will also be responsible for furnishing all required parts and components required to keep the equipment in optimal performance condition and certified. As part of the maintenance services, repair, and calibration services, the successful bidder will be required to quarterly re-certify all equipment.

Electronic scales and/or powered induction conveyor belts currently installed include but are not limited to:

1. Synergy Labs
2. Detecto Scale Co.
3. Mettler Toledo
4. Cardinal
5. Pennsylvania
6. Tera

MDAD requires all scales operational 24 hours a day, 7 days a week. The successful bidder will also be required to add, remove, and relocate scales during the contract period based on MDAD operational needs. It is the responsibility of the successful bidder to be aware and familiar with all conditions, materials, locations, and the various hours of operations of the ticket counters governing the availability to service, and maintenance of these scales.

3.3 MAINTENANCE SERVICES TO BE PROVIDED QUARTERLY – GROUP A

The successful bidder shall test each electronic baggage scale, on an as needed basis, when requested by MDAD. Each maintenance service performed shall include but not be limited to:

- Inspection of all components with certified test weights,
- Testing, adjustment, and calibration,
- Testing and adjustment for all voltage on electronics,
- Check, correct, or adjust baggage scale base, weigh meter, mounting ring meter, dual display indicators in the ticket counter openings,
- Remove base cover and clean out any debris in scale well.
- Inspect scale base for security and re-secure as required;
- Verify that all scale markings are in compliance with NTEP (National Type Evaluation Program)
- Repair or replace minor items such as Plexiglas or stainless steel bezel.

All maintenance and inspection services shall be performed four (4) times per year, on a quarterly basis every three (3) months, (January, April, July, and October).

3.4 SERVICE REPORTS – GROUP A

With each invoice the successful bidder shall furnish to the authorized MDAD representative, a copy of the technician's service report indicating the date, time nature of service performed and also they should include a copy of the invoice for the purchase of all associated replacement parts and the invoice for service as well. These reports shall be signed by the Project Manager or designee at the time the work is performed.

Vendor will sign in and out on the successful bidder's Log Sheet that is kept at the information counter located at Concourse E, Second floor. Additionally, the vendor will submit signed copies of the completed work order and attach the "Out of Service" placards as applicable.

3.5 REPAIR SERVICES TO BE PROVIDED

During regular working hours (Monday through Friday, 8:00 AM - 5:00 PM), the successful bidder shall provide full repair service, repair services shall include repair/replacement of worn or defective parts or components as to ensure proper operation and certification. The successful bidder shall service, test and certify each baggage scale upon completion of repair service. All repair work completed shall have a thirty (30) day warranty period. Services may include repairing broken or malfunctioning parts as well as replacement with new parts, as applicable.

a. Rates:

Hourly rates for repair services shall be inclusive of all tools, supplies, and expendables required for completing the required job. For repair jobs, a written proposal is required prior to work commencing. MDAD will provide a notice to proceed upon their approval of the proposal. Unforeseen costs above the original proposed price will require prior approval by MDAD.

b. Parts:

The successful bidder shall provide the necessary replacement parts for completing the repair services. The County will pay the cost of the required parts and/or components. The successful bidder will be required to submit a copy of their invoice for parts as proof of the actual cost for all parts.

c. Emergency and Non-Emergency Repair Service Requirements:

- i. Emergency Service - emergency repair service(s) shall be provided 24 hours, 7 days a week. The response time for emergency repair services, outside of regular business hours, (defined as the time from acknowledged notification to arrival on-site) shall be no later than eight (8) hours after telephone notification by the County.
- ii. Non-Emergency Service – non-emergency repair services shall be provided within twelve (12) hours after the service order has been placed. Non-emergency repair services apply to standard business hours, after business hours, observed holidays and weekends.

3.6 SCOPE OF WORK – GROUP B

To furnish and install approved passenger baggage weighing electronic scales by certified State of Florida Manufacturers or authorized representatives of the manufacturer and proof on letter head from the manufacture of baggage scales compliance with all State or Federal standards for the Miami-Dade Aviation Department (MDAD).

As needed, MDAD will request the successful bidder to provide a scale based on 24 inch by 24 inch stainless steel platform and 500lb capacity, with dual digital indicators designed for installation in ticket counter millwork and stainless steel "scale well" to match existing units at either MIA or the turrel. The successful bidder will be required to provide the scale with leveling feet and have the ability to secure it within the "well".

All Manufacturers must be certified by the NTEP (National Type Evaluation Program), additional NTEP approved manufacturer's models will be considered with appropriate product information sheets and certification documents. Bidders shall provide specifications of the model being offered to the County with their bid submittal. The following approved manufacturers may be offered but are not limited to:

1. Synergy Labs
2. Detecto Scale Co.
3. Mettler Toledo
4. Cardinal
5. Pennsylvania
6. Tera

Platform: Utilized, welded steel tubing and plate, with rust inhibiting paint.

Load Cell: NTEP (National Type Evaluation Program) approved four water-resistant shear beam load cells or one single platform load cell.

Load Cell Excitation: Up to 15V DC, generated by the weigh display.

Load Cell Cable: Lengths as required and shielded to prevent damage.

EMI & RFI Shielding: Must be provided.

3.7 DIGITAL INDICATOR – GROUP B

Special design indicator, with meter including overweight baggage control with supervisor key, reading in increments of 1.0 pounds or 0.5 kilos to be clearly legible and the ability, to be changed as required by owner or ticket agent. Overload function, zero control, and two weights displays one for agent and one for passenger control module located within ticket counter shell or turret, special electronics to tie systems together. Ticket counter drawings to be provided to successful bidder for their modification for installation.

Digital weight indicator at agent side must have LB/KG selector switch and zero reset switch, with labeling engraved in the stainless steel indicator cover plate. The indicator manufacturer serial number and scale capacity must also be engraved or permanently fastened to the cover plate. **(Silk screen labeling is not acceptable).**

The passenger display must be fastened in place with a metal bracket (glued in place not acceptable). Location of displays must be installed by this vendor to avoid damage by the counter inserts.

Overload: Up to 150% of the scale's rated capacity.

End Loading: Up to 100% of the scale's rated capacity.

Accuracy: One part in 5,000, Meeting or exceeding all Handbook-44 from the Federal Agency US Department of Commerce. Specifications for weighing devices of this class.

Compensated

Temperature Range: -15 degrees Fahrenheit to 150 degrees Fahrenheit.

3.8 CLEANING AND PROTECTION – GROUP B

Cleaning:

After completion of installation, clean all surfaces, and refinish or replace damage surfaces, to eliminate all evidence of damage. Touch up surfaces to match original finish.

Protection:

Advise successful bidder of measures of requirement to protect equipment from damage or deterioration.

3.9 INSTALLATION SERVICES – GROUP B

The successful bidder shall examine substrates, counters and inserts, adjoining construction and conditions under which work will be installed. Bidder is advised to not proceed until unsatisfactory conditions have been corrected and authorization granted by MDAD.

Upon completion of the installation of equipment to the point that the system is fully operable, the successful bidder will be required to:

- i. Completely test equipment to demonstrate compliance with codes, regulations, and contract documents.
- ii. Provide necessary labor and equipment for on-site observations, testing and retesting.
- iii. Perform evaluation test with detailed check list of all performance requirements.
- iv. Contact the necessary government agencies for certification.

The successful bidder is expected to:

- i. Comply with applicable State and Federal standards and requirements and manufacturer's instructions and recommendations.
- ii. Coordinate installation for accurate alignment and level.
- iii. Install all components, without damage to other items of the work.
- iv. Calibrate scales to insure operations within specified requirements.

3.10 INITIAL MAINTENANCE AND WARRANTY – GROUP B

Maintenance Services:

The successful bidder shall provide full maintenance services for two (2) years following date of acceptance by MDAD including but not limited to:

- i. Preventative maintenance, repair/replacement of worn or defective parts or components and lubrication, cleaning and adjusting as required for operation in conformance with specified requirements.
- ii. Excludes only repair/replacement due to misuse, abuse, accidents or neglect caused by persons other than installer's personnel.
- iii. Provide price list for each scale component, prices to be valid for term of contract.
- iv. Most of the scales are available for service during regular hours. However, some of them have less availability, but, the service cannot interrupt the airport operations at any time.

The successful bidder shall service and test each baggage scale four (4) times per year. All service and test must be completed within thirty days of issuance of work order to the vendor. Each service shall include but no be limited to:

- i. Inspection and calibration of all components with certified test weights,
- ii. Testing and adjustment of baggage scale base, weigh meter, dual display readouts in the ticket counter openings,
- iii. Remove platform and clean well of debris,
- iv. Repair or replace minor items such as Plexiglas or stainless steel covers and frames.

The successful bidder shall provide MDAD with a copy of the maintenance report and if deficiencies are noted, request a work order for completion of the repairs. MDAD will review the request and provide authorization to the successful bidder. Work orders issued for all repair work must include a detailed explanation of the services performed; an itemized list of all parts and components used, and be attached to the actual invoices.

The successful bidder agrees to replace/repair/restore defective design, materials and workmanship of baggage scale work during the warranty period. The warranty period is two (2) years from date of acceptance of the system by the owner, for all parts and labor excluding misuse, abuse, accidents or

neglect. "Defective" is hereby defined to include, but no by way of limitation, operation or control systems failures, performances below required minimums, excessive wear, unusual deterioration or aging of materials or finishes, the need for excessive maintenance, and similar unusual, unexpected and unsatisfactory conditions.

DRAFT

SECTION 4
BID SUBMITTAL FORM

4.1 MINIMUM REQUIREMENTS CHECK LIST

Check List	Provide a list of key personnel and the State registration for Electronic Baggage Scales. The bidder is required to submit with their bid proof of their firm's designation as a manufacturer or distributor of brands outlined within the Technical Specifications. Bidders may also include all other NIST (National Institute of Standard Technology) manufacturer or distributors represented.		
		YES	NO
	Did your company submit key personnel list and state registration for electronic baggage scale? (As defined in Section 2.3.1.1)		
	Did your company provide proof of your firm's designation as a manufacturer or distributor of brands listed as well as other NIST brands? (As defined in Section 2.3.1.2)		
	Bidders must be State Certified by the National Institute of Standard Technology (NIST) and by the National Type Evaluation Program (NTEP). (As defined in Section 2.3.1.3)		

4.2 PRICING

Item No.	Description	Estimated Annual Quantity	Unit of Measure	Unit Price
GROUP A				
1.	Quarterly Maintenance Services – Electronic Scale <i>Repair, calibration, and recertification as per the technical specifications outlined within Section 3.3</i>	531	Each	\$
2.	Repair Services - Standard Business Hours (Monday through Friday 8:00 AM - 5:00 PM) <i>As per the technical specifications outlined within Section 3.5</i>	100	Hours	\$
3.	Emergency Repair Services Emergency repair service(s) shall be provided 24 hours, 7 days a week. <i>As per the technical specifications outlined within Section 3.5.c.i</i>	24	Hours	\$
4.	Non-Emergency Repair Services (Monday through Friday after 6:00 PM and before 8:00 AM), Observed Holidays, and Weekends. <i>As per the technical specifications outlined within Section 3.5 c.ii</i>	24	Hours	\$
GROUP B				
5.	Furnish and Installation of Electronic Scales <i>As per the technical specifications outlined within Section 3.9</i>	10	Each	\$
Manufacturer: _____				
Model #: _____				

4.3 PARTS

Bidders is to provide the applicable manufacturer discount off list price for all parts for both Groups.

Group	Manufacturer	Discount % of List Price
A		
B		

**Note: If multiple manufacturers' discounts are being provided for systems to be maintained, please list the % off list per manufacturer above. Additional pages may be added if necessary.*