

**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: 9044-0/18
<input checked="" type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>					

LIVING WAGE APPLIES: YES ☒ NO

**Bid Solicitation No.:** FB-00645

**Requisition/Project No:** RQEL1700004

**TERM OF CONTRACT:** Five (5) Year

**Requisition/Project Title:** Disabilities Access for Voting

**Description:** To establish a contract for the purchase of Disabilities Accessibility Products for Miami-Dade Elections Department.

**Funding Source:** General  
**User Department(s):** Elections

**Issuing Department:** Various  
**Estimated Cost:** \$15,000,000.00 five year term.

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

**ANALYSIS**

Commodity No.: 150-24, 578-34, 578-35, 801-56, 918-25, 953-37, 998-96      SIC:
<b>Trade/Commodity/Service Opportunities</b>

Contract/Project History of Previous Purchases for Previous Five (5) Years  
Check Here **N/A** if this is a New Contract/Purchase with no Previous History

**EXISTING 5 YEARS**

Contractor:	Inclusion Solution		
Small Business Enterprise:	N/A	N/A	
Contract Value:	\$ 460,561.00 for five years	\$	
Continued on another page (s):    Yes    x    No			

**RECOMMENDATIONS**

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

**Basis of Recommendation:**

**Signed:** Roma Campbell

**Date to DBD:** July 10, 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 of Disabilities Accessibility Products for Miami-Dade Elections Department.

### 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 Service Department, Procurement Management Services Division and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the five (5) year period.

### 2.3 OPTION TO RENEW

The County, at its sole discretion, reserves the right to exercise one (1) option to renew for a period of five (5) 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 Contractor in writing of the extension. This contract may be extended beyond the initial one hundred-eight (180) calendar day extension period by mutual agreement between the County and the Contractor, upon approval by the Board of County Commissioners.

### 2.4 METHOD OF AWARD

Award of this contract will be made to the lowest priced responsive, responsible bidder who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a bidder fails to submit an offer on all items, its offer will be rejected. If an item will be provided to the County at no cost, it must show a zero (0) in the unit line. If the awarded Vendor defaults, the County shall have the right to negotiate with the next responsive and responsible Bidder.

### 2.5 PRICES

The prices offered on this contract will remain fixed for a period of one (1) year from the first contact from the customer, considered (Miami-Dade County) to the vendor (supplier). After this period, the vendor 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 items Manufacturer to all, notifying them of the adjustment. Adjustments greater than five percent on any item will be dis-allowed. The County reserves the right to negotiate lower pricing based on market research information or other factors that influence price.

It is the vendor's responsibility to request any price adjustment under this provision. The vendors request for adjustment must be submitted to the County's Internal Service Department for review no more than 90 days or less than 45 days prior to expiration of the then current contract period. The County reserves the right to reject any price adjustments submitted by the vendor or to negotiate lower pricing during the contract period based on market research information or other factors that influence price.

## **2.6 PURCHASE OF OTHER ITEMS**

While the County has listed all major items within this solicitation which are utilized by Miami-Dade Elections 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 from the Elections Department will contact the awarded vendor to obtain price quote. The County retains the right to reject any quote received and purchase the item through other means.

## **2.7 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS AND AGENCIES**

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the successful bidder(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency (ies).

## **2.8 "EQUAL" PRODUCT CAN BE CONSIDERED UPON RECEIPT OF SPECIFIED DATA**

There may be times when the manufacturer's name, brand name and/or model number information contained in this solicitation are being used for the sole purpose of establishing the minimum requirement of level of quality, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer's items of equal material unless otherwise indicated on the Request For Quote (RFQ) Form.

Each RFQ Form may require only submission of the following documentation to enable the County to evaluate the "equal" products:

- X: Product Information Sheets
- X: Product Samples Upon Specific Request

If an "equal" product may be considered by the County in accordance with the Bid/Proposal Submission Form, the unit shall be equal in quality and standards of performance to the item specified in the solicitation. Where an "or equal" item is offered, and product information sheets are required, the initial offer must be accompanied with two (2) complete sets of product information sheets (such as factory specifications, standard manufacturer information sheets, catalogues, and brochures), and if required, two (2) copies of performance test results of the unit offered as an equal.. Also for product information submittals, all supporting documentation submitted by the offeror must in total meet the required specifications set forth in this solicitation. Where the standard product literature submitted with the offer provides information that

does not comply with the specifications, the offeror shall state, in an official letter on corporate letterhead as part of their initial offer, the differences between the item they are specifically offering, and the equipment described by the standard product literature, to substantiate compliance to all of the specifications set forth in this solicitation. In such cases, any offer submitted with standard product literature but without the letter explaining compliance will result in the rejection of the offer for not meeting the solicitation specifications.

If samples of all "or equal" items bid are required for evaluation, such items are to be provided at no cost to the County, and should be submitted with the initial offer, or at the time of specific request. Failure to meet this requirement may result in your offer being rejected.

For "equal" products to be evaluated based on submission of product labels, the initial offer should be accompanied with labels indicating the specification and ingredients for each "or equal" item offered. Failure to meet this requirement may result in your offer being rejected.

The County shall be sole judge of equality, based on the best interests of the County, and its decision in this regard shall be final. Items labeled "No Substitute" on the County's Bid/Proposal Submission Form are the only products that will be accepted under this solicitation.

## **2.9 ITEMS MAY BE ADDED OR DELETED**

Although this Solicitation identifies specific items to be purchased, it is hereby understood and agreed that additional items may be added or deleted to this Solicitation at the County's option.

**SECTION 3****TECHNICAL SPECIFICATIONS****3.1 SCOPE:**

The purpose of this solicitation is to establish a contract for the purchase of Accessibility Products for people with disabilities in conjunction with Miami-Dade County Elections Department. All items purchased through this solicitation must comply with 2010 Standards for Accessible Design, 2010 Florida Accessibility Code, Uniform Federal Accessibility Standards (UFAS), Fair Housing Act Design Manual, and the Help America Vote Act (HAVA) of 2002 as applicable. Additional information may be accessed by visiting the following websites:

[http://www.ada.gov/2010ADASTandards\\_index.htm](http://www.ada.gov/2010ADASTandards_index.htm)

<https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas>

<http://www.paraquad.org/issues-advocacy/federal-disability-laws/fair-housing-act>

**3.2 ITEM DESCRIPTIONS:**

1. Portable electronic wireless communication system capable of penetrating buildings to signal the presence of a voter awaiting assistance to access the polling place. Specifications: The equipment should possess a range of one hundred and fifty (150) to six hundred (600) feet and include a carrying case.  
Manufacturer: Inclusion Solutions, Part No. BCBASIC, or approved equal.
2. Portable woven plastic mat.  
Specifications: twenty-seven (27) feet long by forty-two (42) inches wide.  
Manufacturer: Inclusion Solution, Part No. AM27, or approved equal.
3. One (1) inch aluminum threshold ramp with non-skid surface. Specifications: One (1) inch by thirty-four (34) inches wide. Manufacturer: Inclusion Solutions, Part No. TR10, or approved equal.
4. One point five (1.5) inches aluminum threshold ramp with non-skid surface.  
Specifications: One point five (1.5) inches by thirty-four (34) inches wide.  
Manufacturer: Inclusion Solutions, Part No. TR15, or approved equal.
5. Two (2) inches aluminum threshold ramp with non-skid surface.  
Specifications: Two (2) inches by thirty-four (34) inches wide. Manufacturer: Inclusion Solutions, Part No. TR20, or approved equal.
6. Two (2) inch rubber threshold ramp  
Specifications: Two (2) inches by forty-two (42) inches wide. Manufacturer: Inclusion Solutions, Part No. TWRW2, or approved equal.
7. Three (3) feet long by thirty-six (36) inches wide portable pathway ramp without handrails, constructed of durable aluminum with non-skid surface and capable of withstanding a weight of

eight hundred and fifty (850) pounds with a carry weight of thirty (30) pounds.  
Manufacturer: Inclusion Solutions, Part No. PR3N, or approved equal.

8. Four (4) feet portable pathway ramp without handrails.  
Specifications: Seamless non-skid driving surface constructed of durable aluminum; Four (4) feet long by thirty-six (36) inches wide, capable of withstanding a weight of eight hundred and fifty (850) pounds with a carry weight forty-two (42) pounds.  
Manufacturer: Inclusion Solutions, Part No. PR4N, or approved equal.
9. Five (5) feet portable pathway ramp without handrails.  
Specifications: Seamless non-skid driving surface constructed of durable aluminum; Five (5) feet long by thirty-six (36) inches wide, capable of withstanding a weight of eight hundred and fifty (850) pounds with a carry weight of sixty (60) pounds.  
Manufacturer: Inclusion Solutions, Part No. PR5N, or approved equal.
10. Self-contained durable plastic suitcase voting booth with soft curtain, storage case and aluminum legs.  
Specifications: Overall height: Fifty-four point two five (54.25) inches, weight: Sixteen (16) Pounds, writing surface height: Thirty-three point seven five (33.75) inches and case dimensions: Twenty-six point five (26.5) inches by twenty-four point five (24.5) inches by five point two five (5.25) inches.  
Manufacturer: Inclusion Solutions, Part No. M2A, or approved equal.
11. Training video on how to assist disabled voters at polling place. Manufacturer: Inclusion Solutions, Part No. VIDTRA, or approved equal.
12. Twelve (12) inches Orange Traffic Cone.  
Manufacturer: Inclusion Solutions, Part No. 12PVC-F, or approved equal.
13. Parking sign which reads "Voter Parking" in letters and shows disabled wheelchair symbol.  
Specifications: Seventeen (17) inches by ten (10) inches wide. Manufacturer: Inclusion Solutions, Part No. S17, or approved equal.
14. Two-sided sign which reads "Alternate Entrance" with left and right arrow to accessible entrance with disabled wheelchair symbol.  
Manufacturer: Inclusion Solutions, Part No. S90, or approved equal.
15. Weighted post and base for sign with a fixed height of thirty two (32) inches without sign).  
Manufacturer: Inclusion Solutions, Part No. P02, or approved equal.
16. Three (3) inches button which reads "Need Assistance? - Please ask me" and shows handicap logo.  
Manufacturer: Inclusion Solutions, Part No. ASBU, or approved equal.
17. Frame signs, Durable open-piece upright sign are weatherproof, forty-five (45) inches high by twenty-five (25) inches wide. Sign face dimension: thirty-five (35) inches high by twenty-three (23) inches wide. Signs attach with Velcro and handles. Weight: Eighteen (18) Pounds.

Manufacturer: Inclusion Solutions, Part No. SUS2, or approved equal.

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18. Distance measuring wheel which measures sizes of parking spaces and other distances for accessibility. Counter reading limit: Ten Thousand (10,000) feet. Manufacturer: Inclusion Solutions, Part No. ADS01, or approved equal.
19. Deluxe Survey Tools Kits which includes smart tool level, door hardware evaluation guide, ADA tape measure, and door pressure gauge with hook, resource materials on CD-ROM, and sample in custom carrying case.  
Manufacturer: Inclusion Solutions, Part No. MKDLX, or approved equal.
20. Portable doorbell alert system.  
Specifications: one thousand (1,000) - one thousand five hundred (1,500) foot range. System includes: Wireless bell, strobe light receiver, oversized touchpad, mounting post and base, signage reading "Ring Bell for Voting Assistance" and durable hard case.  
Manufacturer: Inclusion Solutions, Part No. BCMAX, or approved equal.
21. Six (6) feet suitcase ramp with handles and self-adjusting bottom transition plate. Specifications: Thirty (30) inches wide, non-skid. Carry weight: twenty-six (26) pounds, capable of withstanding a weight of eight hundred (800) pounds. Folding size: seventy- two (72) inches by fifteen (15) inches by four (4) inches.  
Manufacturer: Inclusion Solutions, Part No. SR6, or approved equal.
22. Twenty-four (24) hard polyethylene mat.  
Specifications: Thirty-six (36) inches wide path, twenty-four (24) feet long, includes connectors.  
Manufacturer: Inclusion Solutions, Part No. VM3824, or approved equal.
23. Polling place survey training video. This video discusses the process for surveying polling place access under HAVA and ADA standards and includes manual. Manufacturer: Inclusion Solutions, Part No. VIDSUR, or approved equal.
24. Disability awareness kit. Innovative kit provides poll worker training to simulate various Disabilities and includes dyslexia/DD simulation, arthritis gloves, role playing cards and training guide.  
Manufacturer: Inclusion Solutions, Part No. DISTRAINKIT, or approved equal.
25. Lite Ramp with 1.5 rise creates sixty (60) inches by sixty (60) inches level landing and turning radius. One (1) ramped edge plus two sides with edge protection. Manufacturer: Inclusion Solutions, Part No. LR15LITE, or approved equal.
26. Ramp with three (3) inches rise. Creates sixty (60) inches by sixty (60) inches level landing and turning radius. Three (3) ramped edges, Manufacturer: Inclusion Solutions, Part No. LR3, or approved equal.
27. Six (6) inches Curb Cut Ramp.  
Manufacturer: Inclusion Solutions, Part No. CC6, or approved equal.