

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. 5917-9/17-9

☐ Contract
☐ Re-Bid ☐ Other LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: RQET1800004 TERM OF CONTRACT 3 YEAR(S) WITH 0 1 YEAR OTRs

Requisition /Project Title:
Antenna Tower Installation, Maintenance and Repair Services

Description:

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of delivering/providing communication towers installation, maintenance and repair services for the Information Technology Department (ITD). Entry into the pre-qualification pool is not a contract between MDC and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified vendors will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

These vendors shall then be deemed to be pre-qualified to participate in subsequent Request for Quotation (RFQ) purchases as required by the County on either an as-needed or on a periodic basis. Vendors may be pre-qualified under the following groups:

- **Group 1 – Furnish, Install and Maintenance and Repairs Services Safety Communication Antenna Towers and Equipment**

This group establishes a list of pre-qualified vendors capable of providing new public safety communication towers, new communication equipment installations, maintenance and repair services of existing antenna towers, microwave dishes, transmission lines, and hardware related to the County's radio communication system

- **Group 2 – Priority Services and Hurricane Recovery Response**

This group establishes a primary, secondary, tertiary, quaternary, and quinary vendor list capable of providing priority services in the event of an identified equipment or system failure and hurricane recovery response projects which typically follow a declared County emergency.

Issuing Department: ITD Contact Person: Santiago A. Pastoriza Phone: 305-375-1084

Estimate Cost: 990000

Funding Source: Internal Service

ANALYSIS

<u>Commodity Codes:</u>	<u>96816</u>				
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:	<u>Various</u>	<u>Various</u>	<u>Various</u>		
Small Business Enterprise:					
Contract Value:	<u>\$990,000</u>	<u>\$600,000</u>	<u>\$600,000</u>		
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
<u>RECOMMENDATIONS</u>					

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
Basis of recommendation:				
See bid document				
Signed: Santiago A. Pastoriza		Date sent to SBD:	11/08/2017	
		Date returned to ISD Procurement:		

Revised April

SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of delivering/providing communication towers installation, maintenance and repair services for the Information Technology Department (ITD). Entry into the pre-qualification pool is not a contract between MDC and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified vendors will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

These vendors shall then be deemed to be pre-qualified to participate in subsequent Request for Quotation (RFQ) or Work Order Proposal Request (WOPR) purchases as required by the County on either an as-needed or on a periodic basis. Vendors may be pre-qualified under the following groups:

- **Group 1 – Furnish, Install and Maintenance and Repairs Services Safety Communication Antenna Towers and Equipment**

This group establishes a list of pre-qualified vendors capable of providing new public safety communication towers, new communication equipment installations, maintenance and repair services of existing antenna towers, microwave dishes, transmission lines, and hardware related to the County's radio communication system

- **Group 2 – Priority Services and Declared Emergency Recovery Response**

This group awards to multiple vendors capable of providing priority services in the event of an identified equipment or system failure and hurricane recovery response projects which typically follow a declared County emergency.

The establishment of this pool is contingent upon rejection of Bids submitted for RTQ-00581, Antenna Tower Installation, Maintenance and Repair and successful establishment of this pool.

2.2 TERM

The pre-qualification pool will begin 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 Services Division, and contingent upon the completion and submittal of all required RFQ documents. The pre-qualification pool shall expire on the last day of the last month of the three (3) year period.

2.3 METHOD OF AWARD

2.3.1 Group 1: Pre-Qualification for Spot Market Quotes

Vendors wishing to qualify for Group 1 shall submit all of the qualifying documents with their submittal form. However, the County may, at its sole discretion and in its best interests, allow vendors to supplement submitted documents in order to satisfy the prequalification criteria. It shall be the sole prerogative of the

County to determine the number of vendors who will be included under the pre-qualification pool. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified vendors.

Pre-qualification under Group 1 will be made to all responsive, responsible vendors who meet the following minimum qualifications:

1. Vendors must be able to demonstrate that they have a minimum of three (3) years of experience in providing services similar in scope to those outlined in Section 3. Three (3) client references are to be provided on **Attachment A** of this solicitation. These references shall demonstrate work that has been completed within the past three (3) years.
2. Vendors shall provide contact information to include: Name of contact, email address, and phone number for a primary and secondary staff member within their company who will be responsible for providing a response to spot market quotes issued by the County. These services shall typically be required Monday through Friday within the business hours of 8:00AM and 5:00PM (Eastern Standard Time). Contact information shall be provided on **Attachment B** of this solicitation.
3. Vendors shall submit at least one (1) letter from one (1) communication tower manufacturer that the vendor has a current business relationship with. The letter must be submitted on the manufacturer's company letterhead and it must indicate that the vendor is an authorized representative of the manufacturer.

2.3.2 Group 2: Priority Services and Declared Emergency Recovery Response (Federal Funding)

In order for a Vendor to be considered for award of Group 2, the vendor must prequalify for Group 1 by meeting all the qualification criteria stated in Section 2.31.

Award of this group will be made to up to five (5) responsive, responsible, Vendor(s) who offer hourly labor rates for items 1 through 4 listed in **Attachment C**. The Vendor(s) to whom the award will be made shall be selected by adding all of the hourly labor rates into an aggregate total. If a Vendor fails to submit an offer on all items listed in **Attachment C**, its offer will be rejected and the Vendor will not be eligible for award of Group 2. While the award will be made to multiple Vendor(s) to assure availability, the lowest priced responsive, responsible Vendor will be given the opportunity to perform as appropriate to meet the County's needs. Should the lowest priced responsive, responsible Vendor decline the opportunity, or is unable to provide a quotation and/or services requested within the time frame detailed within the RFQ or WOPR, the next lowest priced responsive, responsible Vendor will be given the next opportunity and so on until a responsive Vendor is found among the five (5) awarded Vendors under Group 2.

2.4 SPOT MARKET COMPETITIONS

Future spot market competition(s) may be conducted by the County through the following processes:

- a) Work Order Proposal Requests (WOPR): a quality or quality and price evaluation with award based on rankings/points
- b) Request for Quotations (RFQ): award based on the lowest price offered

In addition to the methods stated above, the County reserves the right to conduct future spot market competition(s) using whichever process it determines to be in its best interest. The procurement process to be followed will be defined in the spot market documents at the time of competition.

2.5 PROOF OF COMPLIANCE TO THIS SOLICITATION'S REQUIREMENTS

Vendors are required to submit with their solicitation submittal form, all the specified information, documents and attachments as proof of compliance to the solicitation's requirements. The County may allow Vendors to complete, or supplement, their proof of compliance to the solicitation's requirements, but failure to provide proof of compliance to this solicitation's requirement, as requested by the County, may result in being declared incomplete and not evaluated until such time as all documentation is received by the County.

2.6 VERIFICATION OF INFORMATION

The County may verify the information submitted by the Vendor and may obtain and evaluate additional information, as it deems necessary to ascertain the Vendor's ability to perform under this solicitation. The County shall be the sole judge of a Vendor's ability to perform and its decision shall be final.

2.7 INDEMNIFICATION AND INSURANCE

Additional or revised insurance requirements may be necessary when performing work in certain County facilities that limit or restrict access. Any additional insurance requirements will be detailed in future spot market competitions.

2.8 COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING (GROUP 2 ONLY)

Since the goods that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-300.4, Section 60-741.4, and Section 60-741.5 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.

2.8.1 Exemption To Certain Clauses (Group 2 Only)

As a Federally-funded contract, certain clauses within this solicitation do not apply:

Section 1 Paragraph 1.11 (Local Preferences); Section 1 Paragraph 1.28 (Office of the Inspector General); Section 1 Paragraph 1.36 (County User Access Program- UAP); Section 1 Paragraph 1.44 (Small Business Contract Measures); Section 1 Paragraph 1.45 (Local Certified Veteran's Business Enterprises Preference); and Section 1 Paragraph 1.47 (First Source Hiring Referral Program).

2.9 COMPLIANCE WITH FEDERAL STANDARDS

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 INTRODUCTION/OBJECTIVE

It is the intent of Miami-Dade County to create a pool of qualified vendors capable of delivering/providing communication tower installation, maintenance and repair services for the Information Technology Department (ITD). The solicitation will establish the following two (2) Groups:

- **Group 1 – Furnish, Install and Maintenance and Repairs Services Safety Communication Antenna Towers and Equipment**

This group establishes a list of pre-qualified vendors capable of providing new public safety communication antenna towers, new communication equipment installations, maintenance and repair services of existing antenna towers, microwave dishes, transmission lines, and hardware related to the County's radio communication system

- **Group 2 – Priority Services and Declared Emergency Recovery Response**

This group awards to multiple vendors capable of providing priority services in the event of an identified equipment or system failure and hurricane recovery response projects which typically follow a declared County emergency.

The objective of this solicitation is to provide the County with the necessary expertise and technical ability(s) to install or remove, commission or decommission, and maintain and repair all components of a communication tower on an as needed basis. This includes any and all items listed in Section 3.2.

The establishment of this pool is contingent upon rejection of Bids submitted for RTQ-00581, Antenna Tower Installation, Maintenance and Repair and successful establishment of this pool.

3.2 BACKGROUND AND DESCRIPTION

The Information Technology Department is tasked with the installation and maintenance of Miami-Dade's countywide communications tower facility system. ITD currently maintains several sites throughout the County. These towers are utilized by the County to meet the various customer communications needs, many of which are critical communications path. The quick and efficient repair and maintenance of these communications tower facilities and support systems has been, and continues to be, of mission critical importance.

A typical communications tower facility field site is generally comprised of the following:

A) TOWER

- Structure:
 - Self-supporting, multi-legged (these have three (3) or four (4) legs and are typically from 68' to 545' tall),
 - Guyed (towers with support wires, a.k.a. guy wires),
 - Mono-pole (a self-supporting, single pole), and
 - Special application types (various Antenna Mounting Structures).
- Lighting systems (strobes and markers).

- Cable ladder, feed-line and cable supports.
- Radio and microwave feed/transmission lines.
- Radio and microwave antennas.
- Antenna Mounting Structure (AMS) components.
- Halo grounding system and bonding system hardware and components.
- Lightning Protection Systems.
- Tower Top Amplifiers (TTA).

B) SHELTER

- Typically 12'x38' pre-fabricated concrete.
- Access doors and thru-wall fixtures.
- Security access, monitoring and alarm systems.
- Backup/emergency power alternating current electric generator, engine and transfer switch system (Gen-Set).
- AC power transformers, conditioners, cabling, relays and circuit breakers.
- AC, data, and RF suppressors.
- DC power supply and associated fuses and cabling.
- Generator start-up batteries.
- Communication systems backup/emergency batteries.
- Un-interruptible Power Supply (UPS) systems.
- Telecommunications system circuits and cabling.
- Computer network cabling, routers, switches, Customer Service Units (CSUs), software and ancillary components.
- Cathode Ray Tubes (CRTs) and flat-screen monitors, keyboards, Central Processing Units (CPUs) and various interface devices.
- Various computer program applications.
- Fiber-optic connections, patch-panels and fiber optic transceivers.
- Various radio and microwave communications devices and supporting equipment including, but not limited to, Base Stations, UHF Repeaters, VHF Marine and/or fixed Mobile type radios.
- Dehydrator systems.
- Grounding and bonding system hardware and components.
- Heating, ventilation and air conditioning (HVAC) systems.
- Interior and exterior lighting systems.
- Equipment mounting racks and shelves.
- Cable racks.

C) COMPOUND

- Security fencing and access gates.
- Access road(s).
- Electric backboard and associated equipment.
- Security and /or facility lighting system.

- Huts, vaults, shelters and cabinets used to house and protect electronic equipment.
- Propane fuel tank and associated hardware.
- Power and communications system man-holes, hand-boxes and access-cans.
- Conduits and hardware for fiber-optic, phone and electric cables.
- Drainage and storm-water management systems and components.
- Vegetation and landscaping.

3.3 ANTENNA TOWER LOCATIONS (SAMPLES)

Location Name & Address	Site Description	Height
Steven P Clark Center (County Administration Building) 111 N.W. 1 st Street Miami, FL 33128	Roof Top installation consisting of six (6) concrete columns which support several communication antennas (mainly 800 MHz, UHF, and 6 GHz microwave dishes) as well as a structural steel catwalk which is used to service these antennas. The catwalk consists of parallel rows of steel beams which support the floor grating and pipe railings.	545'
Interama Site 15655 Biscayne Blvd, North Miami Beach, FL 33160	ROHN triangular cross section self-supported type tower for use of 800 MHz, UHF, and microwave 6 GHz antennas support, as well as 800 MHz Tower Top Amplifiers. The transmission lines are mainly LDF-7, LDF-5 and EW63 types	250'
Miami International Airport (MIA) Flamingo Parking Garage Miami, FL 33142	Roof Top installation consisting of: TX and RX 800 MHz, Tower Top Amplifiers, one 6 GHz microwave dish, UHF TX RX antennas, as well as some other miscellaneous antennas. The transmission lines are mainly LDF-7, LDF-5, and WE65.	110'
North District Waste Water Treatment Plant 2575 N.E. 151 st Street Miami, FL	US TOWER Model.TX-472 3 legged tubular design, 3 section manual crank-up self-supporting tower.	70'
Westwood Lakes Maintenance Center 4801 S.W. 17 th Avenue, Miami, FL	ROHN self-supported, triangular cross-section type tubular tower	100'

3.4 PROCEDURES FOR ORDERING SERVICES

3.4.1 GROUP 1

For services required under Group 1, County staff will develop a Scope of Work (SOW) that will be used to solicit quotes from Vendors prequalified under this Group. The County will solicit quotes utilizing the SOW and a Request for Quote (RFQ) solicitation document. These documents will define requirements and terms and conditions of the specific project. The prequalified Vendor that submits the lowest price and meets all the requirements stated within the RFQ, shall be awarded the project and will receive an official Miami-Dade County purchase order.

3.4.2 GROUP 2

On projects declared Priority Services and/or Declared Emergency Recovery Response the County will give the lowest priced responsive, responsible Vendor the first opportunity to complete the project. Due to the urgency of these types of projects, a SOW may not be available. If this is the case, the Vendor will be instructed to complete the project based on a walk-through and instructions that will be provided on the purchase order. Should the lowest priced responsive, responsible Vendor decline the opportunity, or is unable to provide a quotation and/or services requested within the time-frame requested by the County, the next lowest priced responsive, responsible Vendor will be given the opportunity and so on until a responsive Vendor is found among the Vendors in Group 2.

