

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. RTQ-00742

Contract
 Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQET2000022
 TERM OF CONTRACT 3 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: Antenna Tower Maintenance and Repair

Description: This prequalificaion pool will be for the maintenance and repair of communication towers and atennas throughout the coUNTY.

Issuing Department: Internal Service
 Contact Person: Brandon Nealey
 Phone: 305-375-4884

Estimate Cost: \$990,000

Funding Source:
 GENERAL
 FEDERAL
 OTHER X

ANALYSIS

| | | | | |
|--|--|--|--|--|
| Commodity Codes: | 968-16 | | | |
| 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: |
| | Date returned to SPD: |

SECTION 2
SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) capable of delivering/providing communication towers installation, maintenance and repair services for the Information Technology Department (ITD). Placement in the Pool is **not** a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

2.2 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services; and awarded based on lowest price, or other quantifiable criteria.

Prequalified Pool of Vendors (Pool) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

Vendor – Shall refer to a business entity/individual responding to this RTQ.

Submittal - Shall refer to all information, attachments and forms submitted in response to this RTQ.

Work Order Proposal Request (WOPR) – Shall refer to the solicitation of offers from the Prequalified Pool of Vendors for specific goods and/or services; and evaluated and awarded based on best value.

2.3 TERM

The Pool shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the months of the three (3) year term.

2.4 SUBMITTAL REQUIREMENTS

Vendor shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations:

Group 1: Installation, Maintenance and Repair of Communication Tower

Group 2: Priority Services and Declared Emergency Recovery Response (Federally Funded)

Minimum Requirements for all Groups:

1. Vendors shall demonstrate they have provided installation, maintenance and repair of communication towers within the past twenty-four (24) months by submitting at least three (3) letters of reference from current or previous clients they have worked with during that time. The letters shall contain at minimum the reference phone number, job title, and email address. The County must be able to ascertain from these references to its satisfaction that the vendor has sufficient experience in providing products and services relevant to this solicitation.

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).
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. In the case where a vendor wishing to be prequalified in this pool is a communication tower manufacturer, a letter stating so can be submitted to fulfill this requirement.

Additional Requirements for Group 2:

Vendors may be required to respond to emergencies or repairs where the scope of services is undefined. Under this group, pool members will be selected to perform time and material services based on established rates and mark-up percentage.

The cost of parts and materials shall not exceed a 10% mark-up from the submitter's actual cost. A copy of the Vendor's invoice from the supplier for parts and materials shall be submitted with the invoice for payment. In cases where the Vendor manufactures its own parts, the Vendor will charge the County a price no higher than what their firm charges their most favored customer. The County reserves the right to request verification.

In addition to the requirements listed above all Vendors interested in participating in Group 2 must meet the following requirements:

- a) Provide the hourly rates available from your firm. The hourly rate(s) quoted shall be deemed to provide full compensation to the submitter for labor, equipment use, and travel time.

Hourly Rates will be valid one year from the award of this RTQ. Pre-qualified Vendors may submit revised hourly rates sixty (60) calendar days prior to the anniversary of the contract term. If no revised hourly rates are received from the pre-qualified Vendors, the County will assume that the Vendor has agreed not to request a price adjustment. Any adjustment request received after the anniversary of the contract term may not be considered.

Pre-qualified Vendors will be selected to perform time and materials repairs and emergencies based upon 1) the submitted rates, and 2) availability of the Vendor's service personnel to respond within the necessary time frame dictated by the nature of the repair.

Vendor shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Vendors as it deems necessary, and in its best interest.

2.5 ADDITIONAL GROUPS

The County reserves the right to add additional groups, with applicable vendor requirements, to the pool as it deems necessary.

2.6 INSURANCE

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in

the subsequent ITQ or WOPR.

2.7 SPOT MARKET QUOTES

Vendors in the Pool will be invited to participate in future spot market competition, as needed. The spot market competition will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Local Preferences
- User Access Program (UAP) Fee
- SBE Measures
- Local Certified Veteran Business Enterprise Preference
- First Source Hiring Referral Program
- SBE Prompt Payment Terms
- Office of Inspector General Fee

2.8 COMPLIANCE WITH FEDERAL REQUIREMENTS (APPLICABLE TO GROUP 2 ONLY)

All goods and/or services to be purchased as a result of any award under this solicitation shall be in accordance with all applicable governmental standards, including, but not limited to those issued by the Occupation Safety and Health Administration (OSHA), the National Institute of Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA). It shall be the responsibility of Vendor(s) to be regularly informed to conform to any changes in standards issued by any regulatory agencies that govern the commodities or services applicable to this solicitation, during the term of any contract resulting from this solicitation.

Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the County wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the County must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to 2 CFR, Part 200.318(i) (1), ISD-SPD and client departments will maintain records sufficient to detail the history of partially or fully federally funded procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Further, ISD-SPD and client departments will comply with all applicable requirements in 2 CFR, Part 200, 200.333-200.337 Records Retention and Access.

Pursuant to 2 CFR, Part 200.318(j) (1), the County may use a time and materials type contract for partially or fully federally funded acquisitions only after a determination has been made that no other contract type is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the County is the sum of: the actual cost of materials; and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit. Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the County will assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls

Pursuant to C.F.R. 200.321 (g) Contracting with Small and Minority Business, Women's Business Enterprises, and Labor Surplus Area Firms, the County will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) above.

When goods and/or services will be purchased, in part or in whole, with federal funding, and/or to meet Federal Emergency Management Agency's (FEMA) reimbursement, the Vendor hereby assures and certifies to the County that it will comply with:

- A. Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and any resultant contract by reference.
- B. The Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327, et seq., requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty hours in a work-week.
- C. The Federal Fair Labor Standards Act, 29 U.S.C. s. 201, et seq., requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rates for all hours worked in excess of the prescribed work-week.
- D. The Clean Air Act of 1955, as amended, 42 U.S.C. 7401-7671q and the Federal Water Pollution Control Act, 33 U.S.C. 1251-1387.

- E. The mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act, P.L. 94-163.
- F. Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.
- G. The Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)— In accordance with 31 U.S.C. 1352, the Vendor must provide a certification to the Procuring Agency that the Vendor has not and will not use Federal appropriated funds to pay any person or organization to influence or attempt to influence an officer or employee of any Federal department or agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.) A bid, which does not include this certificate, may be considered non-responsive. Vendor(s) that apply or bid for an award exceeding \$100,000 must file the Byrd Anti-Lobbying Amendment Certification Form.
- H. C.F.R. pt. 180 and 2 C.F.R. pt. 3000. The Vendor shall verify that none of the Vendor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). By submitting the Suspension and Debarment Certification Form, the Vendor certifies its compliance with this requirement.
- I. C.F.R. 200.321. If the Vendor is a prime contractor, and if subcontracts are to be let, the Vendor will take the following affirmative steps:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;
- J. All other applicable requirements in 2 CFR, Part 200, 200.317-200.326 Procurement Standards.

All applicable requirements in 2 CFR, Part 200, 200.333-200.337 Records Retention and Access.

2.9 OFFICE OF INSPECTOR GENERAL (APPLICABLE TO GROUP 2 ONLY)

The cost of random audits of one quarter (1/4) of one (1) percent per Section 1.28 of the General Terms and Conditions will be NOT be incorporated into the contract price of this group. All else remains the same.

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS

The Information Technology Department (ITD) is tasked with the installation and maintenance of the County's communications tower facility system. Currently, ITD maintains several sites throughout the County. These towers are utilized by the County to meet the various County department's communication needs, many of which are critical communication 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
- Lighting Protection Systems.
- Tower Top Amplifiers (TTA).

B. SHELTER

- Typically 12' x 38' pre-fabricated concrete.
- Access doors and thru-wall fixtures.
- Security access, monitoring and alarm systems.
- Backup/emergency power alternating current 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 devices.
- Various computer program applications.

- Fiber-optic connections, patch panels and fiber optic transceivers.
- 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.
- 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 systems 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.

3.2 ANETTA 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' |

| Location Name & Address | Site Description | Height |
|---|---|--------|
| 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' |

DRAFT

SECTION 4
SUBMITTAL FORM

VENDOR: _____

| <u>SUBMITTAL REQUIREMENTS</u> <u>TO BE COMPLETED BY ALL VENDORS</u> | | |
|---|---|--------------------------|
| Refer to Section 2.4, Submittal Requirements, to ensure that Submittal complies with solicitation requirements. | | |
| Reference Section | Requirements | Copy Attached |
| 2.4 (1) Group 1 & 2 | Vendors shall demonstrate they have provided installation, maintenance and repair of communication towers within the past twenty-four (24) months by submitting at least three (3) letters of reference from current or previous clients they have worked with during that time. The letters shall contain at minimum the reference phone number, job title, and email address. The County must be able to ascertain from these references to its satisfaction that the vendor has sufficient experience in providing products and services relevant to this solicitation. | <input type="checkbox"/> |
| 2.4 (2) Group 1 & 2 | <p>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).</p> <p>Primary Representative</p> <p>Representative Name: _____</p> <p>Phone Number: _____</p> <p>E-Mail Address: _____</p> <p>Secondary Representative</p> <p>Representative Name: _____</p> <p>Phone Number: _____</p> <p>E-Mail Address: _____</p> | |

| | | |
|-------------------------------------|---|---------------------------------|
| <p>2.4 (3) Group 1 & 2</p> | <p>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. In the case where a vendor wishing to be prequalified in this pool is a communication tower manufacturer, a letter stating so can be submitted to fulfill this requirement.</p> | <p><input type="checkbox"/></p> |
| <p>2.4 (4) Group 2 Only</p> | <p>Provide the hourly rates available from your firm. The hourly rate(s) quoted shall be deemed to provide full compensation to the submitter for labor, equipment use, and travel time.</p> <p>Hourly rate for skilled worker: _____</p> <p>Hourly rate for unskilled worker: _____</p> | |