

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

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

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

Requisition No./Project No.: RQFR1900003   
 TERM OF CONTRACT 2 YEAR(S) WITH 2 YEAR(S) OTR

Requisition /Project Title: Controlled Access Medical Supply Vending Machines and Equipment Lockers

Description: 
 This project is for the purchase of three (3) Controlled Access Medical Supply Vending Machines (CAMS) and six (6) Controlled Access Equipment Lockers for the Miami Dade Fire Rescue Department. The initial project will begin with three CAMS and six lockers with the

Issuing Department: Fire Rescue   
 Contact Person: Rick Recio   
 Phone: 783-331-4240

Estimate Cost: 300,000

Funding Source:   
 GENERAL    
 FEDERAL    
 OTHER

### ANALYSIS

<b>Commodity Codes:</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>
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.				
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>	
<b>Contractor:</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	
<b>Small Business Enterprise:</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	
<b>Contract Value:</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	
<b>Comments:</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 20px;"></span>			
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO				

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>
<b>Basis of Recommendation:</b>				
<span style="border: 1px solid black; display: inline-block; width: 100%; height: 30px;"></span>				
<b>Signed:</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>		<b>Date sent to SBD:</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>		
		<b>Date returned to SPD:</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>		

**SECTION 3**  
**SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

**3.1 Scope of work:**

This contract is for the purchase of three (3) Controlled Access Medical Supply Vending Machines (CAMS) and six (6) Controlled Access Equipment Lockers for the Miami Dade Fire Rescue Department. The initial project will begin with three CAMS and six lockers with the potential of outfitting 70 additional stations in the future upon successful implementation of the initial units.

**3.2 Controlled Access Medical Supply Vending Machines:**

The CAMS machines shall consist of a vending style Drug Enforcement Administration, Americans Disability Act, and Food and Drug Administration compliant stand-alone unit with Ethernet connection capability. The machines shall have up to 60 item user configurable facings dependent on product size, and up to 500 inventoried items per machine. The machines shall be non-refrigerated and equipped with temperature sensor. The machines must be constructed of a strong anti-theft design with anti-theft locks. The machines should have lighting for ease of identifying product in low light conditions.

3.2.1 The CAMS machines must have user friendly software for ease of customization and access directly on unit and through cloud based access with multiple user administrators. The CAMS machines must be able to interface with County Enterprise Asset Management software through included software or with provided interface to connect. The CAMS machines must be able to manage multiple expiration dates for the same product.

3.2.2 The CAMS machines shall provide at least three (3) types of user form factor validation security with 24/7/365 access i.e. (Employee #, Kantech card, PIN) access and keys for replenishment of overall product. The CAMS machines must also provide at a minimum of two-person validation for user access and retrieval of items, **(no one-person access)**. The machines must also have the ability to setup employee restrictions based on group affiliation, rank or other criteria to be determined.

3.2.3 The CAMS machines must provide multiple file reporting formats to include but not limited to: cvs, pdf, excel, or xml. The machines must be able to track expiration dates, lot numbers, and inventory levels within the machine, as well as multiple stock rooms or rescue unit locations. The machines must also have the ability to setup Product Accountability Report (PAR) levels for multiple rescue vehicles by type and maintain rescue vehicles PAR level history checks.

3.2.4 The CAMS machines must have the ability to run historical usage and forecast reports for each item based on stored data. The machines must be able to vend offline and while maintaining dispensing data to be transferred when returned back to online status.

- 3.2.5 The CAMS machines must have the ability to alert low stock levels, generate replenish orders, machine malfunctions, and monitor temperatures with at least three escalating levels. The CAMS machines must have the ability to manage multiple supply rooms (locations).
- 3.2.6 The CAMS machines must be customizable and able to provide electronic checklist reports for transactions by product, employee, site or account as well as initiate automatic reorder reports to administrative personnel.
- 3.2.7 The CAMS machines must have the ability to setup custom allocation codes for each transaction to allow tracking of incident number, Emergency Patient Care Report number, response unit number, etc.

**3.3 Controlled Access Lockers:**

One 12-door locker and one four-door locker will work along with each controlled CAMS machine for the purpose of storing larger items and to allow the ability to return product after use.

- 3.3.1 Lockers must be customizable and may be setup as standalone or alongside CAMS machines. Lockers must have configurable check-in and check-out access by individual locker bay, inventory monitoring and reporting as well as returning to stock by item. Lockers will house larger items such as cervical collars, dive cylinders as well as small ones like batteries.
- 3.3.2 Lockers will have same authentication process and reporting for stock levels, reorder points and accountability as the CAMS machines.

**3.4 Warranty:**

In addition to any other warranty that may be supplied by the manufacturer, the Contractor shall warranty the CAMS machines and Lockers for a minimum of two (2) years, or the manufacturer's standard warranty, whichever is greater. Warranty shall be inclusive of all parts and labor and include on-site repair with a 72 hour response time and manufacturer's technical phone support at no additional charge during warranty period. Warranty requirements shall remain in force for the full Contract term regardless of whether the Contractor is under contract with the County at the time of defect. Contractor shall offer optional extended warranty if available.

- 3.4.1 Training: The CAMS machines, lockers and software shall include a one-time training session for complete operation of CAMS machines, lockers and software. The length, date and time of training will be determined at a later date.
- 3.4.2 Manuals: Each machine shall be accompanied by manuals detailing the proper use and maintenance of the equipment.

**3.5 Delivery:**

Delivery shall be within thirty (30) calendar days of issuance of Purchase Order. Delivery, installation and setup shall be made to the following location(s), unless otherwise indicated on the Purchase Order.

Delivery Locations:  
Station No. 2  
6460 NW 27<sup>th</sup> Avenue  
Miami, FL 33147

Delivery Hours:  
8:00 am – 5:00 pm (M-F)

Station No. 8  
2900 NE 199<sup>th</sup> Street  
Miami, FL 33183

8:00 am – 5:00 pm (M-F)

Station No. 34  
10850 SW 211<sup>th</sup> Street  
Miami, FL 33189

8:00 am – 5:00 pm (M-F)