

Walters, Vivian (RER)

From: Walters, Vivian (RER)
Sent: Thursday, August 15, 2013 11:20 AM
To: 'kh@ballparkmaintenance.com'; 'LESVYCASTILLO@GMAIL.COM'; 'final@finalpcl.net'; 'finalpcl@bellsouth.net'; 'floridaturf@yahoo.com'
Cc: Johnson, Laurie (RER)
Subject: Verification of Availability - RQID1300178
Attachments: RQID1300178 - Verification.pdf

SBD is in the process of “**Reviewing and Analyzing**” the subject project for **SBE Measures**, (See “**Attached**”). There are a limited amount of firms certified in the required Commodity Code covering the applicable “**Scopes of Services**”; as such, before conducting a complete “**Verification of Availability**”, I doing a cursory review.

Please review the attached document, the scope, equipment and all related products for this contract, and the associated requirements and respond as to your ability to meet the same...(based on the responses, a complete “**Verification**” will be conducted.

***FYI – you are not required to provide any pricing at this point (info is included as a FYI)

- *Are you interested?*

YES _____ NO _____

- *Are capable of meeting the scope and ALL requirements? (Section 2.1 – Background)*

YES _____ NO _____

- *Do you have prior experience consistent with these scopes?*

YES _____ NO _____

- *Can you meet the “Minimum Qualification Requirements” consistent with these scopes? (Section 2.2)*

YES _____ NO _____

- *Can you meet the “Emergency Requirements” consistent with these scopes of work for Group I? (Section 2.3)*

YES _____ NO _____

- *Can you meet the “Emergency Response” consistent with these scopes of work for Group II? (Section 2.3)*

YES _____ NO _____

- Can you meet the "Personnel Requirements" consistent with these scopes of work?
(Section 2.4)

YES _____ NO _____

- Can you meet the "Treatment Methods and Safety" consistent with these scopes?
(Section 2.5)

YES _____ NO _____

Please Check the "GROUP" in which you are interested (and capable of covering the "Scopes of Services")

- Group 1 – Emergency Response for Bee Colonies and Bee Swarms _____
- Group 2 – Non-Emergency Response for Bee Colonies and Bee Swarms _____

Please respond (via email) by **12:00pm Monday August 19, 2013.**

Regards,

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"For the New Project Review & Analysis Process"



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2.0 SCOPE OF SERVICES

2.1 Background

Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County Internal Services Department, is soliciting proposals from licensed pest control contractors to submit a proposal with their qualifications for services to destroy bee swarms and colonies and other stinging insect nests (not including fire ants) that present a health or safety hazard to employees or users of County facilities. Other services, such as bee swarm trapping and removal may also be requested through non-emergency services.

Services will be divided into two groups:

- 1) **Group 1: Emergency Response for Bee Colonies and Bee Swarms**
An emergency response requires immediate dispatch of a technician to a site as a result of a sting event, or the perception of eminent hazard. County staff shall make the determination of urgency at the time of occurrence, and initiate an emergency response request.
- 2) **Group 2: Non-Emergency Response for Bee Colonies and Bee Trapping**
This Group is for non-emergency response for bee colony elimination and bee trapping. Non-emergency services must be approved and scheduled by County staff.

It is the County's intent to solicit qualification statements from as many Proposers as are interested, to evaluate submissions, and to select up to three Proposers for inclusion in the pool. The County anticipates awarding a contract to a Primary Contractor, a Secondary Contractor, and a Tertiary Contractor in the order of their ranking as determined by the overall scores, pursuant to Section 4.0. A Proposer may propose for, and may be awarded, one or both Groups (See Form A-1). Inclusion in the pool does not guarantee work and does not provide for exclusive rights to these services for the County.

The County will not permit subcontracting in providing the Services. Proposals that include the use of subcontractors to perform the work to satisfy the requirements herein, may be deemed non-responsive.

2.2 Minimum Qualification Requirement

The minimum qualification requirement for this Solicitation is:

The Proposer shall have a General Household Pest (GHP) Control License, for general and restricted use pesticide applications, pursuant to Florida Statute, Chapter 482, Pest Control, effective as of the proposal due date. The selected Proposer shall maintain this qualification during the term of the contract, including extensions and renewals thereof.

Note: This is a requirement throughout contract award, and is a continuing condition of award.

2.3 Requirements And Services To Be Provided

The selected Proposer shall provide, in all instances as required by the County within the scope of this solicitation, adequate number of personnel to provide the services stipulated herein.

A. Group 1: Emergency Response for Bee Colonies and Bee Swarms

The selected Proposer shall:

- 1) Provide an emergency response number where the County can immediately reach a dispatcher to provide an emergency response, 24 hours a day, 7 days a week, including holidays.
- 2) **Immediately dispatch** a technician following a call to the dispatcher.

- 3) Emergency response shall be the primary method employed for eradication purposes as a result of a sting event, or if a sting hazard is likely.

B. Group II: Non- Emergency Response for Bee Colonies and Bee Swarms

The selected Proposer shall:

- 1) Perform work after hours or on weekends, in order to minimize the risk to County employees and users of County sites.
- 2) Install and service pheromone bee traps according to the best accepted industry practice. The traps shall be placed in a manner that is acceptable to the general public, or as specified in the request for quotation (RFQ).
- 3) Consult with the County's Pest Control Manager or facility manager for site installation. The number and location of traps shall be mapped per site installation and such information shall be provided to the County's Pest Control Manager in the time specified by the RFQ.

2.4 Personnel Requirements

The selected Proposer shall provide appropriately equipped and trained personnel according to the specified eligibility criteria established herein. All licenses, certifications and other personnel requirements shall be maintained throughout the term of the Contract issued as a result of this Solicitation, including any extensions or renewals thereof.

The dispatch function shall be performed 24 hours every day without exception. Duties include, but not limited to, relaying orders and information to and from personnel in the field. The dispatcher must have the ability to make swift, logical decisions, and judgments under stressful situations.

2.5 Treatment Methods and Safety

Treatment methods will vary according to conditions and circumstances. The selected Proposer(s) shall:

- 1) Perform to the highest accepted industry standards, and modify means and methods of control to conform to the most recent regulatory and industry changes.
- 2) At its own expense, participate in training on bee colony removal/destruction provided by the University of Florida (a Pest Control Association of Florida), or the Department of Agriculture and Consumer Services. **The training should be completed within six months of the contract start date.**
- 3) Exercise due diligence in regards to safety when eradicating bee swarms or colonies.
- 4) Assess needs in all given situations and advise County Project Manager of all hazards.
- 5) Follow Federal, state, and local laws, regulations and rules, including but not limited to EPA, OSHA, and Florida Department of Agriculture and Consumer Services (FDACS), when planning, applying, and supervising pesticide applications on County property.
- 6) Remove and properly dispose of dead bees, honey and combs, except in the instance when removal is not possible and approved by County staff.

On situations where a bee colony or swarm are out of reach, and a lift is required to provide the service, the selected Proposer shall, upon approval by the County, rent a lift. The cost for this approved rental will be reimbursed by the County.

2.6 Work Order Assignment

The County anticipated selecting Proposers for inclusion in the pool. Membership in the pool is a prerequisite for having an opportunity to obtain work through the pool. Emergency assignments will be assigned to pool members as indicated below. Selection in the Pool does not guarantee work, and does not provide for exclusive rights by any firm to provide the services to the County. Selected Proposers shall sign an agreement with the County in order to be accepted in the Pool. The agreement will include general legal and administrative provisions, and may be updated periodically to reflect new contract requirements.

A. Group I:

When an emergency response to perform the services for Group 1 is required, the County will contact the Primary Contractor initially with the assignment. In situations when the Primary Contractor, as determined solely by the County, a) cannot be reached, b) is unable to respond in a timely manner, or c) cannot fulfill its contractual obligations, the County may contact the Secondary Contractor and offer the services, and so on.

B. Group II:

When the need arises, the County will prepare a scope of work and provide the pool member with information regarding the response requirements, Work Order awards will be made competitively among the three pool members, and is generally based on quality and/or price.

The County may negotiate each Work Order award or may award a Work Order on the basis of the initial offers received. The County reserves the right to enter into negotiations with the recommended pool member. If the County and the recommended pool member cannot negotiate a successful agreement, the County may terminate negotiations and begin negotiations with other pool members. Upon project award, the agreement will be supplemented by individual Work Orders specifying project scopes, and payment and price information.

3.0 RESPONSE REQUIREMENTS

3.1 Submittal Requirements

In response to this Solicitation, **Proposer should return the entire completed Proposal Submission Package** (see attached). Proposers should carefully follow the format and instructions outlined therein. All documents and information must be fully completed and signed as required.

The proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the proposed services. However, overly elaborate responses are not requested or desired.

4.0 EVALUATION PROCESS

4.1 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this Solicitation. A responsive proposal is one which follows the requirements of this Solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

4.2 Evaluation Criteria

Proposals will be evaluated by a Review Team which will evaluate and rank proposals on criteria listed below. The Review Team will be comprised of appropriate County personnel and members of the community, as deemed necessary, with the appropriate experience and/or knowledge, striving to ensure that the Review

Team is balanced with regard to both ethnicity and gender. The criteria are itemized with their respective weights for a maximum total of one hundred (100) points per Review Team member.

Group I:

<u>Technical Criteria</u>	<u>Points</u>
1. Proposer's relevant experience, qualifications, and past performance related to providing the type of services requested in this solicitation.	40
2. Proposer's approach to providing the services requested in this Solicitation	40

<u>Price Criteria</u>	<u>Points</u>
3. Proposer's proposed price	20

Group II:

<u>Technical Criteria</u>	<u>Points</u>
1. Proposer's experience, qualifications, and past performance related to providing the type of services requested in this Solicitation	40
2. Proposer's approach to providing the services requested in this Solicitation	60

4.3 Oral Presentations

Upon completion of the evaluation criteria evaluation indicated above, rating and ranking, the Review Team may choose to conduct an oral presentation with the Proposer(s) which the Review Team deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. (See **Form A-2** regarding registering speakers in the proposal for oral presentations.) Upon completion of the oral presentation(s), the Review Team will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

4.4 Selection Factor

This Solicitation includes a selection factor for Miami-Dade County Certified Small Business Enterprises (SBE's) as follows. A SBE/Micro Business Enterprise is entitled to receive an additional ten percent (10%) of the total technical evaluation points on the technical portion of such Proposer's proposal. An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Proposer provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://new.miamidade.gov/business/business-development.asp>. The SBE/Micro Business Enterprise must be certified by proposal submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

4.5 Local Certified Service-Disabled Veteran's Business Enterprise Preference

This Solicitation includes a preference for Miami-Dade County Local Certified Service-Disabled Veteran Business Enterprises in accordance with Section 2-8.5.1 of the Code of Miami-Dade County. A VBE is entitled to receive an additional five percent (5%) of the total technical evaluation points on the technical portion of such Proposer's proposal. If a Miami-Dade County Certified Small Business Enterprise (SBE) measure is being applied to this Solicitation, a VBE which also qualifies for the SBE measure shall not receive the veteran's preference provided in this section and shall be limited to the applicable SBE preference.

4.6 Price Evaluation for Group I

The price proposal will be evaluated subjectively in combination with the technical proposal, including an evaluation of how well it matches Proposer's understanding of the County's needs described in this Solicitation, the Proposer's assumptions, and the value of the proposed services. The pricing evaluation is used as part of the evaluation process to determine the highest ranked Proposer. The County reserves the right to negotiate the final terms, conditions and pricing of the contract as may be in the best interest of the County.

4.7 Local Preference

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses (see **Form A-4**). If, following the completion of final rankings by the Review Team, a non-local Proposer is the highest ranked responsive and responsible Proposer, and the ranking of a responsive and responsible local Proposer is within 5% of the ranking obtained by said non-local Proposer, then the Review Team will recommend that a contract be negotiated with said local Proposer.

4.8 Negotiations

The County may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposer's best terms from a monetary and technical standpoint.

The Review Team will evaluate, score and rank proposals, and submit the results of their evaluation to the County Mayor or designee with their recommendation. The County Mayor or designee will determine with which Proposer(s) the County shall negotiate, if any, taking into consideration the Local Preference Section above. In his sole discretion, the County Mayor or designee may direct negotiations with the highest ranked Proposer, negotiations with multiple Proposers, or may request best and final offers.

Notwithstanding the foregoing, if the County and said Proposer(s) cannot reach agreement on a contract, the County reserves the right to terminate negotiations and may, at the County Mayor's or designee's discretion, begin negotiations with the next highest ranked Proposer(s). This process may continue until a contract acceptable to the County has been executed or all proposals are rejected. No Proposer shall have any rights against the County arising from such negotiations or termination thereof.

Any Proposer recommended for negotiations shall complete a Collusion Affidavit, in accordance with Sections 2-8.1.1 of the Miami-Dade County Code. (If a Proposer fails to submit the required Collusion Affidavit, said Proposer shall be ineligible for award.)

Any Proposer recommended for negotiations may be required to provide to the County:

- a) Its most recent certified business financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.
- b) Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors is or has been involved within the last three years.

4.9 Contract Award

Any contract, resulting from this Solicitation, will be submitted to the County Mayor or designee for approval. All Proposers will be notified in writing when the County Mayor or designee makes an award recommendation. The Contract award, if any, shall be made to the Proposer whose proposal shall be deemed by the County to