



Automotive Parts Washer Machines Lease/Maintenance

Estimated Cost - \$335,000/5 years

RQID1500130/FB-00229 - Verification of Availability

September 8, 2015

SBD is attempting to place a Small Business Measure on RQID1500130. Please review this document to determine if your firm would be able **provide the contract's scope of services and is willing to participate on this solicitation**. If your firm is interested, please include **a copy of your firm's resume or list of projects or list 3 similar projects on the last page of this document**.

The deadline to respond to this Verification of Availability is 3:00 PM, Thursday, September 10, 2015.

Tyrone White

Contract Certification Specialist

Miami-Dade County Small Business Development Division

☎Office: (305) 375-3123

☎Fax: (305) 375-3160

Email: twj@miamidade.gov



“Help stimulate **Miami's economy by supporting Small Businesses”**

Please familiarize yourself with the Project Review Process Website:

<http://www.miamidade.gov/smallbusiness/projects-under-review.asp>

VERIFICATION OF AVAILABILITY TO BID

INTERNAL SERVICES DEPARTMENT (ISD)
SMALL BUSINESS DEVELOPMENT (SBD) DIVISION
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19th FLOOR
MIAMI, FLORIDA 33128
PHONE: 375-3111 FAX: 375-3160

CONTRACT SPECIALIST: **Tyrone White**

I am herewith submitting this letter of verification of availability and capability to bid, provided the proposed scope of work attached. (**NOTE:** Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE: Automotive Parts Washer Machines Lease/Maintenance

PROJECT NUMBER: RQID1500130-FB-00229

Estimated Contract Amount: \$335,000/5 years

(Scope of work and minimum requirements for this project is attached.)

NAME OF SMALL BUSINESS ENTERPRISE – GOODS & SERVICE FIRM

ADDRESS CITY ZIP CODE

CERTIFICATION EXPIRATION DATE: _____

TELEPHONE: (____) _____ - _____
PRINT NAME AND TITLE

SIGNATURE OF COMPANY REPRESENTATIVE DATE

Currently Awarded Projects (Name of Project and Owner)	Project Completion Date	Contract Amount	Anticipated Awards

VERIFICATION OF AVAILABILITY TO BID

CONTRACT TITLE: Automotive Parts Washer Machines Lease/Maintenance
PROJECT NUMBERS: RQID1500130
ESTIMATED CONTRACT AMOUNT: \$335,000/5 years

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this Invitation to Bid is to establish a contract to provide various Miami-Dade County Departments with the leasing of automotive parts washer machines and preventive maintenance, parts and repairs for the automotive parts washer machines owned by various Miami-Dade County Departments.

Can your firm provide with the leasing of automotive parts washer machines and preventive maintenance, parts and repairs for the automotive parts washer machines owned by various Miami-Dade County Departments?

Yes _____ No _____

2.2 TERM OF CONTRACT: SIXTY (60) MONTHS

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 (ISD), Procurement Management Division; and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the sixtieth (60) month of the contract term.

2.3 METHOD OF AWARD: TO A SINGLE LOWEST PRICED VENDOR IN THE AGGREGATE

Award of this contract will be made to the lowest responsive, responsible Bidder who submits an offer on all items listed in the Invitation to Bid and whose offer represents the lowest price when all items are added in the aggregate. If a vendor fails to submit an offer on all items, its overall offer will be rejected. The County will award the total contract to a single vendor.

2.4 INSPECTION OF EQUIPMENT (RECOMMENDED)

Prior to submitting their offer it is advisable that the Bidders inspect the existing equipment and become familiar with any conditions which may in any manner affect the service to be performed or affect the equipment, materials and labor required. The Bidders are also advised to examine carefully any available drawings or specifications and to become thoroughly informed regarding any and all conditions and requirements that may in any manner affect the service to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions. For an appointment to inspect the existing equipment, and/or for any additional information required regarding the specifications and requirements of this solicitation, contact DPM representative **Ygnacio Valdez at 305-375-4425 or via email at Yvaldez@miamidade.gov for an appointment.** Bidders are advised that all appointments and inquiries during the bidding period are subject to the **Cone of Silence**.

2.5 ACCIDENT PREVENTION AND BARRICADES

Precautions shall be exercised at all times for the protection of persons and property. All Bidders performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible vendor. Barricades shall be provided by the Bidder when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager.

2.6 CLEAN-UP

All unusable materials and debris shall be removed from the premises at the end of each workday and disposed of in an appropriate manner. Upon final completion, the Bidder shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

Can your firm remove and dispose of all unusable materials and debris at the end of each workday?

Yes _____ No _____

2.7 COMPLIANCE WITH FEDERAL STANDARDS

All items to be leased or 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).

2.8 SERVICE CALLS

The Bidder must be available for service calls during regular working hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.). Service response time shall be within 24 hours after e-mail or telephone notification by the County Department requesting service.

Can your firm be available for service calls during regular working hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.) & provide the service within 24 hours after email or telephone notification by the County?

Yes _____ No _____

2.9 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE BIDDER

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this Invitation to Bid the Bidder shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

Can your firm furnish all labor, material and equipment necessary for satisfactory contract performance?

Yes _____ No _____

2.10 LABOR AND MATERIAL CHARGES

The Bidder shall provide the County with labor and materials in strict accordance with all Invitation to Bid requirements on an as needed, when needed basis. Accordingly, the Bidder shall indicate its labor rate on the submittal form included within this Invitation to Bid. The Bidder shall offer a discount off the manufacturer's price list for all parts supplied for repairs.

2.11 PACKING SLIP/DELIVERY TICKET TO ACCOMPANY ITEMS DURING DELIVERY

The successful Bidder shall enclose a complete packing slip or delivery ticket with any items to be delivered in conjunction with this Invitation to Bid. The packing slip shall be attached to the shipping carton(s) which contain the items and shall be made available to the County's authorized representative during delivery. The packing slip or delivery ticket shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered; and back-order quantities and estimated delivery of back-orders if applicable.

2.12 REPAIRS AND PARTS MANUALS TO BE PROVIDED

The Bidder shall supply the County with a minimum of two (2) comprehensive operating manuals, Cd's or internet link which identify the component parts and which describe the appropriate process for repairing the equipment leased by the County in conjunction with this Invitation to Bid.

Can your firm shall supply the County with a minimum of two (2) comprehensive operating manuals, Cd's or internet link which identify the component parts and which describe the appropriate process for repairing the equipment leased by the County in conjunction with this Invitation to Bid?

Yes _____ No _____

2.13 TOXIC SUBSTANCES/Federal "RIGHT TO KNOW" REGULATIONS

The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration (OSHA) requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace.

Accordingly, the Bidder (s) performing under this contract shall be required to provide two (2) complete sets of Material Safety Data Sheets to each user department utilizing the chemicals and solvents used under this contract. This information should be provided at the time when the initial delivery is made, on a department by department basis.

For additional information on the Federal Right to Know Regulation, contact OSHA at www.OSHA.gov or call (954) 424-0242.

2.14 WORK ACCEPTANCE

All work will be inspected by an authorized representative of the County within each department. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

2.15 CONTRACT PRICING / SERVICE RATE

The labor rate quoted shall include full compensation for labor, equipment use, travel time, and any other cost to the bidder. This rate is assumed to be at straight-time for all labor, except as otherwise noted. The bidder shall comply with minimum wage standards and any other applicable laws of the State of Florida.

The initial contract prices resultant from this Invitation to Bid shall remain firm and fixed for a sixty (60) months period from the contract's initial effective date.

2.16 DEFECTIVE EQUIPMENT OR MATERIALS

In the event any of the materials supplied to the County by the Bidder are found to be defective or do not conform to specifications, the County reserves the right to either (1) cancel the order and return such materials to the bidder at the bidder's expense; or (2) require the bidder to replace the materials at the bidder's expense.

2.17 RECYCLING COMPLIANCE

Miami-Dade County has adopted an affirmative procurement program requiring the use of waste reducing, recycled and recyclable products by County departments. The use of such products will reduce the quantity and toxicity of waste generated and will increase the overall demand for recycled and recyclable products.

This contract is in compliance with the County recycling policy by minimizing the volume of items which are discarded and extending their useful life through proper maintenance, repair and restoration.

2.18 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

Although this Invitation to Bid is specific to some County departments, 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).

2.19 ADDITIONAL FACILITIES MAY BE ADDED

Although this Invitation to Bid and resultant contract identifies specific facilities to be serviced, it is hereby agreed and understood that any County department or agency facility may be added to this contract at the option of the County, when required by the pricing structure of the contract.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The purpose of this solicitation is to establish a contract to provide various Miami-Dade County Departments with the ability to lease automotive parts washer machines of all sizes and establish a contract with a firm to provide preventive maintenance service schedule, parts and repairs for the automotive parts washer machines owned by Miami-Dade County Departments.

3.2 SERVICE

The Bidder shall provide, install and maintain leased parts washer machines according to Miami-Dade Department's shop needs. The size of parts cleaning equipment depends on both volume of use and nature of work performed at each shop location. The Bidder shall develop a proposed maintenance service schedule and implement the proposed maintenance service schedule after approval of the County for all leased machines. The County reserves the right to adjust the maintenance service schedule as needed. The maintenance service schedule shall consist of time and materials to replace the filter elements, to drain cleaning solvent when dirty, clean accumulated sludge from machine, refill the machine with clean solvent and properly recycle/dispose of dirty solvent and sludge. The Bidder is required to remove the dirty solvent and sludge from the County premises for recycling, reuse or, as a last resort, disposal. The Bidder must remove and dispose all dirty solvent and sludge waste in accordance to the Environmental Protection Agency (EPA) and Department of Environmental Resources Management (DERM) policies and procedures. The Bidder must provide copies of all applicable permits and a detailed description of recycling and/or disposal methods with their bid submittal.

The Bidder shall provide all parts and labor service on all components of the parts cleaning equipment for the term of this contract on all leased equipment. Any leased equipment that wears out from normal use shall be replaced by the Bidder at no additional charge to the County.

Certain shops have County owned automotive parts washing machines in good condition. The equipment must be maintain and/or repaired with original parts in accordance to manufacturer standards. The Bidder will have the responsibility of providing all cleaning solvent, filter conversion kits, spare parts and labor to maintain and service the County owned machines that are placed under a preventive maintenance service schedule agreement identical to the one offered to leased machines. The Bidder shall develop a proposed preventive maintenance service schedule and implement the proposed preventive maintenance service schedule after approval of the County for all owned machines.

3.3 REPAIR

Repair cost for County owned automotive parts washers that are not under a preventive maintenance service schedule shall be invoiced for time and materials using the labor rate bid on the Bid Submittal Page. The Bidder must also provide a copy of the manufacturer suggested price listing for parts billed on each invoice. All service calls must be responded to within 24 hours. Any machine considered uneconomical to repair shall be brought to the attention of the person in charge of that facility and that person will make the determination in regards to the repair.

3.4 SOLVENT

The parts cleaning solvent may be a semi-aqueous or aqueous type solvent which must be capable of removing a combination of soils, oils and greases without attacking the substrate metals. The parts cleaning solvent must NOT contain ingredients in amounts listed as toxic subject to reporting under Section 313, Emergency Planning and Community Right-To-Know Act of 1986 and 40 CFR372. The solvent must have a Flash Point of not less than 140°F. The solvent must NOT contain any chlorinated solvents.

The following solvents/chemicals or approved equals as acceptable to use under this contract. The County reserves the right to decide what is an approved equal.

- 1 Shellsol D60 – Shell Petroleum Group
- 2 CITGO 150 Mineral Spirits 150/66 – CITGO Petroleum (Product #19027)
- 3 CITGO 142 Solvent 66/3 – CITGO Petroleum (Product #19026)
- 4 VOC Exempt Qsol 300 – ZEP Chemical Company (Product #5202)
- 5 ZEP Dyna 143 – ZEP Chemical Company (Product #0366)
- 6 140F Solvent W/Service – Crystal Clean Corporation

3.5 **EQUIPMENT**

A small parts cleaner shall contain 0-20 gallons of parts cleaning solvent. A medium parts cleaner shall contain 21-42 gallon of parts cleaning solvent. A large parts cleaner shall contain 43-100 gallons of parts cleaning solvent. An extra-large parts cleaner shall contain 101-150 gallons of parts cleaning solvent. All sizes must be suitable for continuous commercial use. The immersion parts cleaning equipment must have a suspended parts basket, and an agitation system with timer. The construction shall allow for the parts to be separated from the bottom of the reservoir where sludge settles. Either by being suspended in a wire basket, or by having the parts cleaning container separate from the reservoir.

The County reserves the right to lease additional automotive parts washers and accessories from the successful Bidder as required to maintain efficient vehicle maintenance operations. The County reserves the right to add or delete to the amount of parts washers leased or been service. The County shall have final judgment of whether a piece of equipment is adequate.

3.6 **PARTS CLEANERS TO BE SERVICED ARE LOCATED AT THE FOLLOWING FACILITIES.**

DEPARTMENT	LOCATION	ADDRESS	Quantity/Size
Miami-Dade Aviation Department	Fleet Maintenance: Mobile Garage	4331 NW 22 Street Bldg. 3040 Miami, FL, 33126	4/Small (Owned)
DEPARTMENT	LOCATION	ADDRESS	Quantity/Size
	ISD Fleet Shops Light Equipment Operations		
Internal Services Department Fleet Management Division	Shop 1 Main (Shop # 010)	703 NW 25 th Street Miami, FL 33127	4/Medium (Leased) 3/Small (Owned)
Internal Services Department Fleet Management Division	Downtown Motor Pool (Shop # 015)	201 NW 1 st Street. Miami, FL 33128	None
Internal Services Department Fleet Management Division	Police Headquarters Shop (PDHQ/Shop # 018)	9109 NW 25 th Street Doral, FL 33172	4/Medium (Leased) 1/Medium (Owned)
Internal Services Department Fleet Management Division	South Dade Gov't Center (SDGC/Shop # 011)	10740 SW 211 th Street Miami, FL 33189	1/Medium (Owned)
Internal Services Department Fleet Management Division	Station 1 (Shop # 016)	5975 Miami Lakes Dr. Miami Lakes, FL 33014	1/Medium (Owned)

Internal Services Department Fleet Management Division	Station 2 (Shop # 014)	2950 NW 83 rd Street Miami, FL 33147	1/Medium (Owned)
Internal Services Department Fleet Management Division	Station 5 (Shop # 013)	7707 SW 117 th Avenue Miami, FL 33173	1/Small (Owned)
Internal Services Department Fleet Management Division	Station 6 (Shop # 012)	15665 Biscayne Blvd. Miami, FL 33160	1/Medium (Leased)
Internal Services Department Fleet Management Division	Station 8 (Shop # 017)	10000 SW 142 nd Avenue Miami, FL 33186	1/Small (Owned)
Internal Services Department Fleet Management Division	Station 9 (Shop # 019)	18802 NW 27 th Avenue Miami, FL 33056	1/Medium (Leased)
Internal Services Department Fleet Management Division	Shop 2-Auto (Shop # 024)	6100 SW 87 th Avenue Miami, FL 33173	2/Small(Owned)
Internal Services Department Fleet Management Division	Shop 3 Body Shop & Auction (Shop # 043)	8801 NW 58 th Street Miami, FL 33178	None
Internal Services Department Fleet Management Division	Shop 3-Auto (Shop # 033)	8801 NW 58 th Street Miami, FL 33178	1/Medium (Owned)
Internal Services Department Fleet Management Division	New Car Get Ready Facility (Shop # 040)	6100 SW 87 th Avenue Miami, FL 33173	None
DEPARTMENT	LOCATION ISD Fleet Shops Heavy Equipment Operations	ADDRESS	Quantity/Size
Internal Services Department Fleet Management Division	Shop 2-Truck (Shop # 020)	6100 SW 87 th Avenue Miami, FL 33173	4/Medium (Leased)
Internal Services Department Fleet Management Division	Shop 3-Main (Shop # 030)	8801 NW 58 th Street Doral, FL 33178	4/Medium (Leased) 2/Medium (Owned)
Internal Services Department Fleet Management Division	Shop 3A (Shop # 031)	18701 NE 6 th Avenue Miami, FL 33179	2/Small (Owned)
Internal Services Department Fleet Management Division	Shop 3B (Shop # 032)	7900 SW 107 th Avenue Miami, FL 33173	1/Medium (Leased)
Internal Services Department Fleet Management Division	Shop 3C-Const. /Weld. (Shop # 038)	8801 NW 58 th Street Doral, FL 33178	2/Medium (Leased)
Internal Services Department Fleet Management Division	Shop 3D (Shop # 035)	10820 SW 211 th Street Miami, FL 33189	3/Medium (Leased) 1/Small (Owned)
Internal Services Department Fleet Management Division	Tire Shop (Shop # 039)	8801 NW 58 th Street Doral, FL 33178	None
Parks, Recreation, and Open Spaces Department	Kendall Shop	11395 SW 79 Street Miami, FL 33173	2/Medium (Leased)

Parks, Recreation, and Open Spaces Department	North Trade Shop	2000 SW 74 Place Miami, FL 33157	1/Medium (Leased)
Parks, Recreation, and Open Spaces Department	Beach Operations	10800 Collins Avenue Miami Beach, FL 33154	1/Medium (Leased)
Parks, Recreation, and Open Spaces Department	Zoo Miami	12400 SW 152 Street Miami, FL 33177	2/Medium (Owned)
Parks, Recreation, and Open Spaces Department	Crandon Golf Park	4000 Crandon Blvd Key Biscayne, FL 33149	1/Small (Owned)
Parks, Recreation, and Open Spaces Department	Larry & Penny Thompson Park	12451 SW 184 Street Miami, FL 33177	1/Medium (Leased)
Parks, Recreation, and Open Spaces Department	Palmetto Golf	9300 SW 152 Street Miami FL 33157	1/Small (Leased)
Parks, Recreation, and Open Spaces Department	Country Club of Miami	6801Miami Gardens Dr. Miami, FL 33015	1/Small (Owned)
Miami-Dade Transit	William Lehman Center	6601 NW 72 nd Avenue Miami, FL 33166	1/Large (Leased)
Miami-Dade Transit	J. Bryant Metro-Mover Bldg.	100 SW 1 st Avenue Miami, FL 33130	1/Large(Leased)
Miami-Dade Transit	Central Bus Maintenance	3431 NW 31 st Street Miami, FL 33142	4/Medium (Leased) 1/Large (Leased)
Miami-Dade Transit	Support Services	3295 NW 31 st Street Miami, FL 33142	10/Medium (Leased)
Miami-Dade Transit	Northeast Bus Services	360 NE 185 th Street Miami, FL 33179	4/Medium (Leased) 1/Large (Leased)
Miami-Dade Transit	Coral Way Bus Maintenance	2775 SW 74 th Avenue Miami, FL 33155	4/Medium (Leased) 1/Large (Leased)
Miami-Dade Water and Sewer Department	North District Waste Water Treatment Plant	2575 NE 151 Street Miami, FL 33160	1/Medium, 1/Large (Owned)
Miami-Dade Water and Sewer Department	Westwood Lakes	4801 SW 117 Avenue Miami, FL 33175	4/Medium, 1/ Large (Owned)
Miami-Dade Water and Sewer Department	Central District Wastewater Treatment Plant	3989 Rickenbacker Causeway Miami, FL 33149	2/Medium, 2/ Large. (3 Owned, 1 Leased)
Miami-Dade Water and Sewer Department	Distribution	1001 NW 11 Street Miami, FL 33136	1/Small, 4 Medium (Owned)
Miami-Dade Water and Sewer Department	South District Wastewater Treatment Plant	8950 SW 232 Street Miami, FL 33190	5/Medium (Owned)

Miami-Dade Water and Sewer Department	Alexander Orr Water Treatment Plant	6800 SW 87 Avenue Miami, FL 33173	2/Large (Owned)
Miami-Dade Water and Sewer Department	Hialeah Water Treatment Plant	800 West 3 Avenue Hialeah, FL 33010	1/Small, 1/Large, 1/X-Large (Owned)
Miami-Dade Water and Sewer Department	Medley Storeroom	7301 NW 70 Street Miami, FL 33166	1/Small (Owned)

Contractor Qualifications Questionnaire

This questionnaire will assist SBD in identifying the qualified contractors that can provide the aforementioned good(s)/service(s). Indicate yes "Y" or no "N" on the empty line on the left side of this questionnaire and forward it completely filled out to this e-mail address: twj@miamidade.gov or via fax (305) 375-3160 attention Mr. Tyrone White.

_____ PROPOSER (PRIME) has experience completing projects with a similar size and scope as this project, meets the requirements to qualify and can perform the work as required.

_____ PRIME **DOES NOT** have experience providing the required good(s) and/or services required by this solicitation.

I certify that to the best of my knowledge all the information provided is verifiable and correct.

Name of Firm: _____ Certification #: _____

Representative's Name: _____

Title: _____ Signature: _____

Please respond by **3:00 PM, Thursday, September 10, 2015.**

Any questions, feel free to contact me at the number below.

**PLEASE LIST YOUR FIRMS HISTORY OF
SIMILAR PROJECTS, REASON(s) WHY YOUR
FIRM DOES NOT MEET THE EXPERIENCE
REQUIREMENTS (IF APPLICABLE) AND ANY
COMMENTS YOU MAY HAVE ON THE NEXT
PAGE**

SIMILAR PROJECTS AS PRIME OR SUB-CONTRACTOR

Please submit your firm's resume or list your firm's history of "Projects with Similar Scopes of Services" below:

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Service(s):

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Service(s):

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Service(s):

REASONS & COMMENTS
