

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ **New Contract**
☐ **OTR**
☐ **Sole Source**
☐ **Bid Waiver**
☐ **Emergency**
 Previous Contract/Project No. 8922-0/17

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

Requisition No./Project No.: RQID1700067 TERM OF CONTRACT 7 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Up-fitting and modification of existing County vehicles

The purpose of Request to Qualify is to establish a pool of pre-qualified vendors capable of delivering/providing future pricing competition for the up fitting and modifications of existing County vehicles for the Internal Services Department.

Description:

Issuing Department: ID Contact Person: Rey Llerena Phone: 305-375-2299

Estimate Cost: \$980,000

Funding Source: GENERAL FEDERAL OTHER
IS Funds

ANALYSIS

Commodity Codes:	<u>920-35</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.					
	EXISTING	2ND YEAR	3RD YEAR		
Contractor:	Knapheide Truck, Public Safety, Dashboard Cover, Palm Truck Centers, Pride Enterprises, and Law Enforcement Supply Co.	Knapheide Truck, Public Safety, Dashboard Cover, Palm Truck Centers, Pride Enterprises, and Law Enforcement Supply Co.	Knapheide Truck, Public Safety, Dashboard Cover, Palm Truck Centers, Pride Enterprises, and Law Enforcement Supply Co.		
Small Business Enterprise:					
Contract Value:	\$1,000,000	Same	Same		

Comments:

Continued on another page (s): ☐ YES ☒ NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: Lourdes Betancourt Date sent to SBD: 03/28/2017
 Date returned to DPM:

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 future pricing competition for the up fitting and modifications of existing County vehicles for the Internal Services Department. 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.

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 seventh year.

2.3 QUALIFICATION CRITERIA

Vendors 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.

2.4 INDEMNIFICATION AND INSURANCE

Additional or revised insurance requirements may be necessary when performing work in certain County facilities that limit or restrict access. In addition to Section 1, General Terms and Conditions, Section 1.22 Insurance Requirements, Garage Keepers Legal Liability is included as specified below:

2.4.1 *Commercial General Liability Insurance including Garage Keepers Legal Liability if applicable, in amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.***

2.5 METHOD OF AWARD: PRE-QUALIFIED VENDORS, PER GROUP, TO PARTICIPATE IN SPOT MARKET PURCHASES

Award of this contract will be made to all responsive, responsible bidders, per group, who meet the minimum qualifications set forth in this solicitation. Awarded bidders will be placed on a "Pre-qualified Vendors List" on a "per group" basis, which will be accessed by the County, as needed, to obtain Spot Market quotations.

It shall be the sole prerogative of the County as to the number of vendors who will be initially included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the County elects to add vendors, they must meet the same minimum qualifications established for the original competition.

2.5.1 METHOD OF AWARD FOR GROUP A: FURNISH AND INSTALL VARIOUS BODIES ON COUNTY OWNED AND SUPPLIED CAB AND CHASSIS

Award of Group A will be made to the responsive, responsible bidders who meet the minimum qualifications set forth in this solicitation, to furnish and install various bodies on County owned and supplied cab and chassis. These qualifications are as follows:

- a) The bidder must have been in business for a minimum of two (2) consecutive and recent years and must provide at least two (2) verifiable references that the firm has been in business for that length of time.
- b) The bidder is also required to have a facility that can perform the work requested with sufficient parking to be able to store and secure the County vehicles in the building or in a secured fenced or walled in area. At no time can County vehicles be left in an unsecured area.

2.5.2 METHOD OF AWARD FOR GROUP B: FURNISH AND INSTALL AUTOMOTIVE AND/OR TRUCK ACCESSORY ITEMS OR THE REMOVAL OF ACCESSORY ITEMS FROM EXISTING VEHICLES FOR INSTALLATION ONTO NEW VEHICLES

Award of Group B will be made to the responsive, responsible bidders who meet the minimum qualifications set forth in this solicitation, to furnish and install automotive and/or truck accessory items or removal of accessory items for existing vehicles for installation onto new vehicles. These qualifications are as follows:

The bidder must have been in business for a minimum of two (2) consecutive and recent years and must provide at least two (2) verifiable references that the firm has been in business for that length of time.

The bidder is also required to have a facility that can perform the work requested with sufficient parking to be able to store and secure the County vehicles in the building or in a secured fenced or walled in area. At no time can County vehicles be left in an unsecured area.

2.5.3 METHOD OF AWARD GROUP C: FURNISH AND INSTALL SPECIALTY ELECTRICAL ITEMS

Award of Group C will be made to the responsive, responsible bidders who meet the minimum qualifications set forth in this solicitation, to furnish and specialty electrical items. These qualifications are as follows:

- a) The bidder must have been in business for a minimum of two (2) consecutive and recent years and must provide at least two (2) verifiable references that the firm has been in business for that length of time.
- b) The bidder is also required to have a facility that can perform the work requested with sufficient parking to be able to store and secure the County vehicles in the building or in a

secured fenced or walled in area. At no time can County vehicles be left in an unsecured area.

2.5.4 METHOD OF AWARD GROUP D: SPECIALTY APPLICATION OF COATINGS

Award of Group D will be made to the responsive, responsible bidders who meet the minimum qualifications set forth in this solicitation for specialty application of coatings. These qualifications are as follows:

- a) The bidder must have been in business for a minimum of two (2) consecutive and recent years and must provide at least two (2) verifiable references that the firm has been in business for that length of time.
- b) The bidder is also required to have a facility that can perform the work requested with sufficient parking to be able to store and secure the County vehicles in the building or in a secured fenced or walled in area. At no time can County vehicles be left in an unsecured area.

2.5.5 METHOD OF AWARD FOR GROUP E: FABRICATION WORK

Award of Group E will be made to the responsive, responsible bidders who meet the minimum qualifications set forth in this solicitation, for fabrication work. These qualifications are as follows:

- a) The bidder must have been in business for a minimum of two (2) consecutive and recent years and must provide at least two (2) verifiable references that the firm has been in business for that length of time.
- b) The bidder is also required to have a facility that can perform the work requested with sufficient parking to be able to store and secure the County vehicles in the building or in a secured fenced or walled in area. At no time can County vehicles be left in an unsecured area.

Depending on the up fitting or fabrication work required by the County, the Facility Supervisor handling the work assignments will select the most appropriate group.

2.6 PRICES

INTENTIONALLY OMITTED

2.7 WARRANTY REQUIREMENTS

In addition to Section 1, General Terms and Conditions, Section 1.7 Warranty, the following warranty requirements apply:

- 2.7.1 The County reserves the right to reject any part (s) or component (s) that may jeopardize the O.E.M. or other warranties that may apply to the equipment or O.S.H.A. Safety Standards or any applicable Federal, State or County vehicle rules and or safety standards.

2.7.2 The bidder, by submission of its bid, warrants that the products and/ or services supplied to the County under this bid solicitation are fully in accord with this specification and are of the highest quality. In the event that the parts, supplies or equipment furnished by the bidder are found to be defective, or do not conform to these specifications, the County reserves the right to cancel the order and return the parts or supplies at the supplier's expense.

2.7.3 Bidders shall state the warranty offered for new and rebuilt parts, components, equipment, etc., in the space provided on the Bid Proposal Form. The warranty for workmanship, repairs, and manufacturer shall be no less than 180 days and should be stated on the bidder's quotation at the time the bidder responds to the quote request for repairs for a specific project or may be stated on the Bid Proposal.

2.8 COMPETENCY OF BIDDERS

The County may elect to conduct a pre-award inspection of the bidder's facility during the offer evaluation process. Offers will be considered only from firms which are regularly engaged in the business of providing or distributing the goods and/or performing the services as described in the solicitation, and who can produce evidence that they have a satisfactory record of performance for a reasonable period of time. Bidders must demonstrate that they have sufficient financial support and organization to ensure that they can satisfactorily execute the contract if awarded under the terms and conditions herein stated.

2.9 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Lourdes Betancourt, at (305) 375-4121 email: L1121@miamidade.gov.

SECTION 3 – TECHNICAL SPECIFICATIONS**3.1 SCOPE OF WORK**

The County on occasion requires that up fitting be performed on County owned vehicles. The up fitting will vary depending on the work requirement of the vehicle. Up fitting will range from the installation of a body on a County owned and supplied cab and chassis, the furnishing and installation of automotive and/or truck accessory items (i.e., toppers, ladder racks, shelving, step bars, bed liners, winches, utility boxes, etc. to more complex work such as the furnishing and installation of electrical items (lights, generators, etc.), the application of specialty coatings (undercoating, spray on bed liners, etc.) and fabrication work such as the swapping out of prisoner partition inserts from existing vans and refurbishing all components prior to reinstallation into new vans, custom fabrication and installation, etc.

3.2 GOODS / SERVICES TO BE PROVIDED

With the many different types of up fitting that may be needed by the County, the up fitting work has been divided into the groups below.

GROUP A: FURNISH AND INSTALL VARIOUS BODIES ON COUNTY OWNED, SUPPLIED CAB AND CHASSIS:

This group will include but is not limited to various types of dump bodies, utility bodies, freight bodies, flat bed bodies, stake bodies, etc. All bodies will be supplied and installed with all of the recommend items/components from the body's manufacturer.

GROUP B: FURNISH AND INSTALL AUTOMOTIVE AND/OR TRUCK ACCESSORY ITEMS, OR THE REMOVAL OF ACCESSORY ITEMS FROM EXISTING VEHICLES FOR INSTALLATION ONTO NEW VEHICLES:

This group will include but is not limited to the purchase and installation of pickup toppers, bed liners, various types of bed covers, ladder racks, shelving, cargo boxes, tool boxes, partitions of all types (i.e., cargo, prisoner, etc.), cargo restraint/management system(s) (i.e., e-track, D rings, etc.), winches, lift gates, cranes of all types, hitches, inserts, etc. All the items supplied shall be suited for the tasks intended and installed in accordance with the manufacturers recommend installation parameters/instructions.

GROUP C: FURNISH AND INSTALL SPECIALTY ELECTRICAL ITEMS:

This group will include but is not limited to providing and installing spot lights, strobe lights, corner strobes, arrow boards, overhead light bars, specialty radio equipment, vehicle alarm systems, scene lighting, generator installation and wiring to include shore power cords, etc. All of the electrical items supplied shall be of the weather tight/water proof type and suited for the tasks intended. Items are to be installed in accordance with the manufacturers recommend installation parameters/instructions and the application. The installation of high quality electrical wiring, re-settable circuit breakers, relays, fuses, connectors, wire looms/wraps for wiring protection, wire clamps for securing harnesses to the vehicle, gaskets, grommets, and/or sealants to prevent the entry into the vehicle is required.

GROUP D: SPECIALTY APPLICATION OF COATINGS:

This group will include but is not limited to the application of coatings that minimize or prevent the formation of rust and/or corrosion on vehicles, spray on bed liners, anti-skid coatings, sound deadening coatings, etc.

GROUP E: FABRICATION WORK:

This group is for fabrication work that is to be performed on County owned vehicles. The work includes but is not limited to the fabrication and installation of floors and shelving, boxes, canopies, the removal of existing custom floor and shelving on existing vehicles with refurbishment and repairs performed to these items prior to installation into a new vehicle, prisoner insert removal from existing vehicle and refurbishment of the complete insert to including the A/C portion (if applicable) prior to installation into a new vehicle.

3.3 ADDITIONAL QUANTITY OF ITEMS OR UNITS

Although this solicitation and resultant contract states a specific or an estimated number of items or units to be purchased by the County, it is understood and agreed that the County may purchase as many as additional items or units from the bidder; provided that these additional items or units represent the same manufacturer, model or brand, and unit price stipulated within the contract.

3.4 WORK ORDER ISSUANCE

In a work order quote, the Bidder may be required to provide a letter, certificate, supply agreement, letter of authorization on company letterhead, or other verifiable documentation stating authorization to the Bidder from the manufacturer(s) to sell each specific product or service item offered by the Bidder. The County may require that the documentation describe the type of work and/or service the Bidder is offering to the County. The Bidder, as applicable, may be required to be:

- a) An Original Equipment Manufacturer (OEM) or automobile or truck dealer, distributor, agent, retailer

OR

- b) An authorized dealer/installer or the body company

OR

- c) The OEM of the body or product