

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

<input checked="checked" type="checkbox"/> New contract	<input type="checkbox"/> OTR	<input type="checkbox"/> CO	<input type="checkbox"/> SS	<input type="checkbox"/> BW	<input type="checkbox"/> Emergency	Previous Contract/Project No: 5834-0/17
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<input type="checkbox"/> Re-Bid	<input type="checkbox"/> Other
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LIVING WAGE APPLIES: ___ YES ___ NO

Requisition/Project No: **RQID1700100**

TERM OF CONTRACT: **Five Years**

Requisition/Project Title: **Automotive Air Conditioning Repairs, Labor, Parts & Supplies**

Description: **Annual Maintenance Checks; Pressure & Leak Test; Recharge & Vacuum; Air Conditioning System Repairs**

User Department(s): **Aviation, and other Miami-Dade Departments, as needed**

Issuing Department: **ISD**

Contact Person: **Debra Butler**

Phone: **305-376-6663**

Estimated Cost: **\$326,431.28**

Funding Source: **Revenue**

ANALYSIS

Commodity/Service No: 05504

Trade/Commodity/Service Opportunities

Contract/Project History of Previous Purchases For Previous Three (3) Years
Check Here ☐ if this is a New Contract/Purchase with no Previous History

EXISTING

2ND YEAR

3RD YEAR

Contractor:	Pete's Auto Air	Same	
Small Business Enterprise:			
Contract Value: 5 years	\$303,657.01		
Comments:			

Continued on another page (s): ___ Yes ___ No

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: Debra Butler

Date to SBD: 6/5/2017

Date Returned to DPM: _____

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of automotive air conditioning maintenance, repairs, parts, labor and supplies for Miami-Dade County.

2.2 TERM OF CONTRACT

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 Services Department, Procurement Management Division. The Award letter is contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the five-year contract term.

2.3 METHOD OF AWARD

Award of this contract will be made to the lowest priced responsive, responsible bidder in the aggregate who meets the qualifications listed below. Items that will be provided to the County at no cost must show a zero (0) in the price line. If a bidder fails to submit an offer on all items, the overall offer may be rejected.

QUALIFICATIONS:

Bidder(s) shall provide the documentation listed below in order to show that their firm is in compliance with the Department of Regulatory and Economic Resources, who regulates motor vehicle repair businesses and mechanics in Miami-Dade County.

- A copy of the shops' current tax certificate shall be included with the bid submittal.
- A copy of the shops' current Industrial Waste 5, Annual Operating Permit shall be included with the bid submittal.
- A copy of the shops' Motor Vehicle Repair Registration, for Heating and/or Air Conditioning shall be included with the bid submittal.

Bidders shall submit the specific information requested above with their bid submittal form as proof of compliance to the requirements of this solicitation. However, the County may, at its sole discretion and in its best interest, allow the Bidders to complete, supplement or supply the required information during the evaluation period.

If the awarded bidder fails to perform in accordance with the terms and conditions of the contract, The Bidder may be deemed in default of the contract. If the awarded Bidder defaults, the County shall have the right to negotiate with the next responsive, responsible Bidder.

2.4 PRICES

The initial contract prices resultant from this solicitation shall prevail for no less than a one (1) year period from the commencement date. It is the Bidders' responsibility to request any price adjustment. For any adjustment to be considered, the request for adjustment should be submitted at least 90 days prior to expiration of the then current

twelve (12) month period. The adjustment request should not be in excess of the relevant pricing index change. The County may consider an adjustment to price based on changes in the Consumer Price Index (CPI), All Urban Consumers, All Items, Miami – Ft. Lauderdale Area index. If no adjustment request is received from the awarded bidder, the County will assume that the bidder has agreed to the current prices. Any adjustment received after the expiration of the then current twelve-month period may not be considered.

The County reserves the right to negotiate lower pricing based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the subsequent twelve-month period based on the downward movement of the applicable index. It shall be further understood that the County reserves the right to reject any price adjustments submitted by the awarded bidder, and/or to terminate the contract based on such price adjustments.

2.5 COMPLETION OF WORK

All work shall be performed in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the awarded bidder; except in such cases where the completion date will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the bidder shall notify the County of the delays in advance of the original completion so that a revised delivery schedule can be appropriately considered by the County.

Should the bidder to whom the contract(s) is awarded fail to complete the work within the number of days agreed to with the County, it is hereby agreed and understood that the County reserves the authority to cancel the purchase order with the bidder and to secure the services of another bidder to complete the work. If the County exercises this authority, the County shall be responsible for reimbursing the bidder for work which was completed and found acceptable to the County in accordance with the contract specifications. The County may, at its option, demand payment from the bidder, through an invoice or credit memo, for any additional costs over and beyond the original purchase order price which were incurred by the County as a result of having to secure the services of another bidder. If the bidder fails to honor this invoice or credit memo, the County may terminate the bidder from the contract for default.

2.6 WARRANTY

A. Type of Warranty Coverage Required

The bidder shall warrant its product and/or service against faulty labor and/or defective material for a minimum period of ninety (90) calendar days after the date of acceptance by the County. This warranty requirement shall remain in force for the full period identified above; regardless of whether the bidder is under contract with the County at the time of defect. Any payment by the County on behalf of the goods or services received does not constitute a waiver of these warranty provisions.

B. Correcting Defects Covered Under Warranty

The bidder shall be responsible for promptly correcting any deficiency, at no cost to the County, within five (5) calendar days after the County notifies the bidder of such deficiency in writing.

If the bidder fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may notify the bidder, that the firm may be debarred as a County bidder and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the bidder fails to satisfy the warranty within the period specified in the notice, the County may procure the products or services from another bidder and charge the incumbent bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

2.7 COMPLIANCE WITH FEDERAL STANDARDS

All items to be purchased and services to be provided under this contract shall be in accordance with all governmental and local standards, that may include, but not limited to, those issued by the Occupational Safety and Health Administration (OSHA); the National Institute of Occupational Safety Hazards (NIOSH); the National Fire Protection Association (NFPA); the Society of Automotive Engineering (SAE); the National Institute for Automotive Service Excellence (ASE); the Environmental Protection Agency (EPA).

2.8 LABOR, MATERIALS, AND EQUIPMENT

The award bidder shall furnish all labor, supervision 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.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

This solicitation is established to provide auto air conditioning service and repairs to Miami-Dade County. All work shall be performed in a workmanship like manner and the completed job shall exhibit a level of quality and performance equal or better to accepted industry standards. System refrigerant must meet industry standards for Automotive R-12 and R134. Original equipment manufacturer or approved equal parts shall be used for repairs under this contract.

3.2 GOODS / SERVICES TO BE PROVIDED

3.2.1 Annual Maintenance Check:

Bidders shall provide a flat fee to test the manifold pressure, adjust controls, adjust dampers and ducts, check cooling system and recharge the system with refrigerant. The flat fee per vehicle shall be inclusive of all labor, equipment and supplies.

3.2.2 Pressure and Leak Test:

Bidders shall provide a flat fee to check the pressure and test the entire system for leaks. The flat fee per vehicle shall be inclusive of all labor, equipment and supplies.

3.2.3 Recharge and Vacuum:

Bidders shall provide a flat fee to vacuum and recharge the system with proper refrigerant only. The flat fee per vehicle shall be inclusive of all labor, equipment and supplies.

3.2.4 Auto Air Conditioning System Repairs, OEM and Aftermarket Parts:

The hourly rate quoted shall be deemed to provide full compensation to the awarded bidder for labor, equipment use, travel time and any other element of cost or price. This rate is assumed to be at straight-time for all labor. The awarded bidder shall comply with minimum wage standards, and any other applicable laws of the State of Florida.

All parts shall be equal in performance and specifications to original equipment manufacturers (OEM) parts. Bidder's must quote parts at cost-plus (not to exceed 10%) and provide documentation of their actual cost. The County reserves the right to approve or reject the aftermarket parts offered. Compressors shall be "Factory Rebuilt Exchange Compressors", except where a new unit is requested by the County.

Before a repair order is issued, the awarded bidder shall submit an itemized estimate for all repairs needed, listing the awarded hourly labor rate, hours needed to complete the repairs and all parts that will be used to repair the a/c system. Final invoices cannot exceed 10% of the estimate without County approval.

3.3 PICK-UP AND DELIVERY

All vehicles being serviced and/or repaired will be delivered to and picked-up from the premises of the awarded bidder, by The County.

SECTION 4: BID SUBMITTAL

FIRM NAME: _____

This checklist must be completed by all Bidders

Reference	Bid Submittal Requirements		Initial when requirement has been met	
			Vendor	Officer
Section 2, Paragraph 2.3	A copy of the shop's current Tax Certificate			
Section 2, Paragraph 2.3	A copy of the shop's current Industrial Waste 5 Annual Operating Permit			
Section 2, Paragraph 2.3	A copy of the shop's current Motor Vehicle Repair Heating and/or Air Conditioning Registration			
	Estimated Annual Quantity		Vendor Pricing	
Section 3, Paragraph 3.2.1	850	Annual Maintenance Check: Per vehicle Test manifold pressure, adjust controls, adjust dampers and ducts, check cooling system, and recharge system with refrigerant. All labor, equipment, parts and supplies shall be included.	\$ _____ each	
Section 3, Paragraph 3.2.2	850	Pressure and Leak Test: Per vehicle Check the pressure and test the entire system for leaks. All labor, equipment, parts and supplies shall be included.	\$ _____ each	
Section 3, Paragraph 3.2.3	850	Recharge and Vacuum: Per vehicle Vacuum and recharge system with proper refrigerant only. All labor, equipment, parts and supplies shall be included.	\$ _____ each	
Section 3, Paragraph 3.2.4	850	Auto Air Conditioning System Repairs: Air conditioning system repairs as needed, shall be charged at the established hourly rate.	\$ _____ per hour as needed	
Section 3, Paragraph 3.2.4	\$12,500	OEM Parts provided at cost + not to exceed 10%: Bidder must provide verification of actual cost of each part, upon The County's request.	Cost + _____ % (not to exceed 10%)	
Section 3, Paragraph 3.2.4	\$12,500	Aftermarket Parts provided at cost + not to exceed 10%: Bidder must provide verification of actual cost of each part, upon The County's request.	Cost + _____ % (not to exceed 10%)	