

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

<input type="checkbox"/> <u>Accessing contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input type="checkbox"/> <u>SS</u>	<input type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No: 7611-0/19
<input checked="" type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>	LIVING WAGE APPLIES: YES <u>X</u> NO				

Requisition/Project No: RQID1800036

Bid No. and Title: FB-00784 – Sound System and Event Rental Services

TERM OF CONTRACT: Five (5) Year

Description: To establish a contract for rental of sound system, turnkey sound system and event rental services inclusive of technical support, equipment, labor and supplies

Funding Source: Various

User Department(s): Various

Issuing Department: Various

Contact Person: R. Campbell Phone: 305-375-3233

Estimated Cost: \$409,000.00 five year term.

**ANALYSIS**

Commodity No.: 730-72, 803-18, 855-70, 939-77, 975-40, 981-30, 981-43, 981-61, 981-12      SIC:
<b>Trade/Commodity/Service Opportunities</b>

Contract/Project History of Previous Purchases for Previous Three (3) Years Check Here <b>N/A</b> if this is a New Contract/Purchase with no Previous History			
	<u>EXISTING</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
Contractor:	Various – Pre-qualified contract	Same	Same
Small Business Enterprise:	N/A	N/A	N/A
Contract Value:	\$413,450.00 for five years	\$	\$
Continued on another page (s): <u>      </u> Yes <u>  X  </u> No			

**RECOMMENDATIONS**

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

Basis of Recommendation:

Signed: Roma Campbell

Date to DBD: December 20, 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 rental of sound system, turnkey sound system and event rental services, inclusive of technical support services, equipment, labor and supplies on an as needed basis in support of County operations. The contract will result in two award groups as defined in Section 2, Paragraph 2.3 Method of Award

**2.2 TERM**

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 Blanket Purchase Order issued by the Internal Services Department, Procurement Management Services Division. Contract commencement is contingent upon the completion and submittal of all required documents. The contract shall expire on the last day of the sixty month.

**2.3 METHOD OF AWARD****2.3.1 Group A – Routine Sound System and Event Rental Services:**

Award of this group will be made to the lowest priced responsive, responsible bidder by in the aggregate. To be considered for award for a given group, the bidder shall offer prices for all items within the given group. If a vendor fails to submit an offer for all items within the group, its offer for that specific group will be rejected.

**2.3.2 Group B – Miscellaneous Special Event Equipment Rental, Items and Services (Prequalification Pool)**

Award of this group will be made to the vendors that qualify under the criteria listed below. The County will rent under Group B - items such as, but not limited to: generators, light towers, podiums, podiums with built in sound systems lifts, TV screens, risers and stage props, DJ's services and DJ's equipment, video projectors, outdoor movie screens, media wall and incandescent lights as needed.

- A. Award of this group will be made to all responsive, responsible bidders who meet the qualification as stated below: B and C.
- B. Bidders must be able to demonstrate that they have experience in providing sound system services for at least two (2) years to at least three (3) client references. Reference information shall include but not limited to: event location, contact information, equipment rented and turnaround time.
- C. Bidders are required to provide contact information to include: Name of contact, email address, phone number for primary (required) and secondary (optional) contact staff within their company who will be responsible for providing a response to quotes. These services shall be required Monday through Friday with the hours of 7:30 a.m. to 6:00 p.m. eastern standard time.

Vendors capable of meeting the minimum qualification requirements identified in Section 2.3.2 shall be deemed to be pre-qualified to participate in subsequent spot market purchases as required by the County on either an as-needed or

on a periodic basis. The award to one vendor for a specific period or individual action does not preclude the remaining pre-qualified vendors from submitting spot market offers for other specific purchases.

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.

## **2.4 PRICES**

Group A: All prices proposed by the vendor shall remain fixed and firm during the term of the contract.

Group B: The prices offered shall remain fixed and firm until the delivery or pick-up and acceptance of the order is completed and invoiced at the original price quoted to the County through the spot market quote process. The prices quoted shall be inclusive of all costs, fees, materials, labor and transportation necessary to pick-up, deliver and provide these items, services and supplies. No changes or additions shall be allowed without prior written consent from the user department.

## **2.5 INDEMNIFICATION AND INSURANCE**

Contractor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Contractor or its employees, agents, servants, partners principals or subcontractors. Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided. The Contractor shall furnish to the Internal Services Department / Procurement Management Services, 111 NW 1st Street, Suite 1300, Miami, Florida 33128-1989, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance as required by Chapter 440, Florida Statutes, including, if applicable, coverage under the U.S. Longshoremen and Harbor Workers' Act and Jones Act coverage.
- B. Commercial General Liability Insurance on a comprehensive basis, in an 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.
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

- D. Protection and Indemnity Insurance in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage. Miami Dade County must be an additional insured with respect to this coverage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength, by Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services.

NOTE: CERTIFICATE HOLDER MUST READ: MIAMI-DADE COUNTY  
111 NW 1ST STREET  
SUITE 2340  
MIAMI, FL 33128

## **2.6 AVAILABILITY OF CONTRACT**

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all services/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).

## **2.7 ACCEPTANCE OF SERVICE BY THE COUNTY**

The services to be provided hereunder shall be delivered to the County, and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this contract. If a vendor-provided service is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the services will be terminated at vendor's expense. The County reserves the right to engage the services of the awarded vendor designated as secondary for these services or obtain the services of another vendor deemed qualified as may be in the best operational interest of Miami Dade County. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

## **2.8 CLEAN-UP**

The vendor shall remove from the premises at the end of each event all used or unused material belonging to the vendor.

**2.9 ACCIDENTAL PREVENTION AND BARRICADES**

Precautions shall be exercised at all times for the protection of persons and property. All vendors 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 vendor when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager.

**2.10 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE VENDOR**

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this solicitation the vendor 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.

**2.11 LICENSES, PERMITS AND FEES:**

The vendor shall obtain and pay for all licenses, permits and inspection fees required for this project; and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. Damages, penalties and or fines imposed on the County or the vendor for failure to obtain required licenses, permits or fines shall be borne by the vendor.

**2.12 ASSIGNMENT NOTIFICATION**

The County will give a minimum lead time of one (1) week notice to the vendor prior to the desired starting date for any specific assignment, provided however, that such notification shall be superseded by any emergency services that may be required one (1) or two (2) days prior to the event date in accordance with provisions included elsewhere in this solicitation and resultant contract. When possible, longer lead times will be given.

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

The purpose of this solicitation is to establish a contract by Groups for the rental of turnkey sound system services, equipment, labor and supplies and to pre-qualify vendors for future Spot market quotes.

Group A – This group will be awarded to the lowest price responsive, responsible bidder in the aggregate who offers prices for all items within the given group as outlined in Section 2.3.1.

Group B – This group is to establish a prequalified pool of vendors who will be required to participate in spot market quotes as outlined in Section 2.3.2.

**3.2 RENTAL EQUIPMENT PHYSICAL CHARACTERISTICS – GROUP A**

1. Sound Systems Small, maximum of 16 input channels, two or less monitors, must have media play back capability; power supply must be self-contained.
2. Sound Systems Medium, 24- 32 input channels, maximum of four (4) monitors, must have media play back capability; power supply must be self-contained.
3. Sound Systems Large, more than 32 input channel input, five (5) or more monitors, must have media play back capability and power supply.
4. Conference System maximum 32 input channels, with gooseneck desktop microphones, Shure micro- flex or equivalent.
5. Stage Small, up to 16' X 16' and up to 5' stage height
6. Stage Medium, up to 24' X 30' and up to 5' stage height
7. Stage Large, up to 40' X 60' and up to 5' stage height
8. Stage Lighting Small, less than 6KW
9. Stage Lighting Medium, up to 16KW
10. Stage Lighting Large, up to 100KW
11. LED light Fixtures (stationary) controlled via DMX System a set of fixtures
  - a. Set of 4
  - b. Set of 12
  - c. Set of 24

12. SMART light Fixtures (moving lights) controlled via DMX System a set of fixtures
  - a. Set 4
  - b. Set 12
  - c. Set of 24
13. LED Screens (modular panel screens)
  - a. 9' X 6',
  - b. 12' X 8'
  - c. 16' X 9'
  - d. 24' X 16'
14. LED screens (by square footage)
  - a. 50-79 square footage
  - b. 80-119 square footage
  - c. 120-199 square footage
  - d. 200-400 square footage)
15. LED monitors (single screen, 3 diagonal size groups)
  - a. 45"
  - b. 46"-59"
  - c. 60" and above

### **3.3 SET-UP, DISMANTLING AND REMOVAL OF EQUIPMENT**

- A. Vendor(s) shall provide, at its expense, all sound equipment, electrical equipment, lighting, and adequate competent personnel to erect and dismantle their equipment on a timely basis mutually agreed upon by the County Representative and the vendor.
- B. All items should include the rental price, delivery, labor (set-up/break-down) and supplies.
- C. All electrical installation required during the event must be Miami-Dade code compliant.
- D. All vendors' employees must wear uniforms with the vendor company's logos at the events for easy identification.
- E. Should vendors be required to set-up or dismantle outside of regular working hours (6:00 a.m. to 6:00 p.m.) set-forth for by Miami-Dade Representative or Event Coordinator, the setup/dismantle charges listed under Group A, Section 4, Item 16 shall be billed per event.
- F. The County reserves the right to cancel any event or delivery of equipment within 24 hours' notice at no charge.

### **3.4 VENDOR(S) SHALL**

1. Abide by all requests of the designated County personnel for the purpose of protecting Miami-Dade County property.

2. Music and loud yelling must not occur during set-up and dismantling equipment.
3. Areas occupied by vendor must be checked and left clean after event. No items such as food, cans, etc., consumed by vendor are to be left behind.
4. Abide by parking rules and regulations set-forth by Miami-Dade event coordinator

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## SECTION 4

## BID SUBMITTAL FORM

## 4.0 Note: Contract Term is 60 Months

Items	Estimated Quantities (60 Months)	Description	Prices
1	5	Sound Systems Small, maximum of 16 input channels, two or less monitors, must have media play back capability; power supply must be self-contained.	\$
2	15	Sound Systems Medium, 24- 32 input channels, maximum of four (4) monitors, must have media play capability; power supply must be self-contained.	\$
3	12	Sound Systems Large, more than 32 input channel input, five (5) or more monitors, must have media play back capability and power supply.	\$
4	6	Conference System maximum 32 input channels, with gooseneck desktop microphones, Shure micro-flex or equivalent.	\$
5	5	Stage Small, up to 16' X 16' and up to 5' stage height	\$
6	5	Stage Medium, up to 24' X 30' and up to 5' stage height	\$
7	12	Stage Large, up to 40' X 60' and up to 5' stage height	\$
8	3	Stage Lighting Small, less than 6KW	\$
9	5	Stage Lighting Medium, up to 16KW	\$
10	10	Stage Lighting Large, up to 100KW	\$
11	5	LED light Fixtures (stationary) controlled via DMX System: a. Set of 4 b. Set of 12 c. Set of 24 fixtures	\$ \$ \$
12	5	Smart light Fixtures (moving lights) controlled via DMX System: a. Set of 4 b. Set of 12 c. Set of 24	\$ \$ \$
13	5	LED Screens (modular panel screens) a. 9' X 6' b. 12' X 8' c. 16' X 9' d. 24' X 16'	\$ \$ \$ \$

14	5	LED screens (by square footage) a. 50-79 square footage b. 80-119 square footage c. 120-199 square footage d. 200-400 square footage	\$ \$ \$ \$
15	5	LED monitors (single screen, 3 diagonal size groups) a. 45" b. 46"-59" c. 60" and above	\$ \$ \$
16	12 events	Setup/dismantlement of tent outside of regular working hours 6:00 a.m. to 6:00 p.m.	\$

**4.1 CHECKLIST OF REQUIREMENTS – PREQUALIFICATION FOR GROUP B**

Section 2 Paragraph 2.3.2B	Bidders must be able to demonstrate that they have experience in providing sound system services for at least two (2) years to at least three (3) client references. Reference information shall include but not limited to: event location, contact information, and turnaround time.	Initial as Completed
	<b>Client Reference Letter #1</b>	
	Contact Name:	
	Address:	
	Contact Phone Number:	
	Email address:	
	Event location	
	<b>Client Reference Letter #2</b>	
	Contact Name:	
	Address:	
	Contact Phone Number:	
	Email address:	
	Event location	
	<b>Client Reference Letter #3</b>	
	Contact Name:	
	Address:	
	Contact Phone Number:	
	Email address:	
	Event location	

<b>Section 2 Paragraph 2.3.2.C</b>	<b>Bidders are required to provide contact information to include: Name of contact, email address, phone number for primary (required) and secondary (optional) contact staff within their company who will be responsible for providing a response to quotes. These services shall be required Monday through Friday with the hours of 7:30 a.m. to 6:00 p.m. eastern standard time.</b>	<b>Initial as Completed</b>
	<b>Primary Contact Information:</b>	
	Primary Contact Name:	
	Primary Address:	
	E-Mail Address:	
	Company Main Phone Number:	
	Facsimile:	
	Primary Contact Cellular Phone Number (if applicable):	
	<b>Secondary Contact Information (optional):</b>	
	Secondary Contact Name:	
	Secondary Address:	
	E-Mail Address:	
	Company Main Phone Number	
	Facsimile:	
	Secondary Contact Cellular Phone Number (if applicable):	