

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. **N/A**
Contract
☐ Re-Bid ☒ Other: Emergency Purchase LIVING WAGE APPLIES: ☐ YES ☐ NO

Requisition No./Project No.: **RQID1800072** TERM OF CONTRACT **N/A** YEAR(S) WITH **N/A** YEAR(S) OTR

Requisition /Project Title: **EMERGENCY CLEANUP AND RESTORATION SERVICES**

Description: Emergency Purchase Declared by the Miami-Dade County Internal Services Department. The emergency was due to water damage at building located on 2200 NW 7th Avenue on Thursday, January 11, 2017. Vendor was contacted to provide mitigation and remediation necessary to not cause extensive damage to the building. Service provided by Servpro of Brickell. Total cost \$43,473.65.

Issuing Department: **ISD** Contact Person: **Sheri Johnson** Phone: **305-876-8482**

Estimate Cost: **\$ 43,473.65** GENERAL FEDERAL OTHER
Funding Source: **Internal Service Fund**

ANALYSIS

Commodity Codes: **96273**

Contract/Project History of previous purchases three (3) years
Check here ☐ if this is a new contract/purchase with no previous history.

EXISTING

2ND YEAR

3RD YEAR

Contractor **Servpro. Of Brickell**

Small Business Enterprise:

Contract Value:

Comments:

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

RECOMMENDATIONS

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

Basis of recommendation:

Date sent to SBD: 3/05/2018

Signed: **Adriana Antolinez**

Date returned to DPM:

Revised April 2005



**SECTION #3
EMERGENCY PURCHASES**

NOTE TO DEPARTMENTS: COMPLETE ITEMS MARKED WITH (▶)

▶ REQUISITION #: RQID1800072 P.O. #: _____ BCC DATE: _____

▶ ACQUISITION DATE (Date Order Is Placed): August 1, 2017

▶ TITLE:	Emergency Cleanup & Restoration Services (Contract No. 021-PP06)
▶ DESCRIPTION:	Disaster Relief Services
▶ PURPOSE:	To establish a contract with firm fixed prices and with an approved pool of vendors to furnish all labor, supervision, equipment and materials necessary to perform Emergency Cleanup and Restoration Services

▶ Department(s):	▶ Funding Source(s):	▶ Allocation(s):
		\$
Internal Services 06	Internal Service Funds	\$ 43,473.65

▶ TERM OF CONTRACT:	<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Five <input checked="" type="checkbox"/> Year(s)
	<input type="checkbox"/> _____ Month(s)
	<input type="checkbox"/> Contract Period From _____ to _____
	<input type="checkbox"/> Upon Completion <input checked="" type="checkbox"/> From _____ to _____
	<input type="checkbox"/> Upon Delivery <input checked="" type="checkbox"/> _____ Days A.R.O. (after Receipt of Order)
	X Other: No contract in place at this time

Special Conditions:	<input type="checkbox"/> Insurance Type _____
	<input type="checkbox"/> Performance/Payment Bond
	<input type="checkbox"/> Certificate of Competency
	<input type="checkbox"/> Living Wage Applies

SBE Measures:	X None	Review Committee Date: _____ Item #: _____	
	<input type="checkbox"/> Set Aside		<input type="checkbox"/> SBE <input type="checkbox"/> Micro Enterprise
	<input type="checkbox"/> Bid Preference		<input type="checkbox"/> SBE <input type="checkbox"/> Micro Enterprise
	<input type="checkbox"/> Goal		<input type="checkbox"/> SBE <input type="checkbox"/> Micro Enterprise

▶ **Number of Price Quotation(s): Requested: N/A Received: N/A**

Awarded To Low Bidder: ☒ X ☐ YES ☐ NO, If "NO", provide explanation in the Comments section

Vendor: <u>ServPro of Brickell</u>	Vendor: _____
Vendor: _____	Vendor: _____

Contract Value: \$119,201.68

Did Local Preference affect the outcome of the Award?	<input type="checkbox"/> YES N/A NO, if "YES", provide detailed explanation in the "Comments" section
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UAP Included: <input type="checkbox"/> YES <input checked="" type="checkbox"/> X <input type="checkbox"/> NO • Will CITT Funds be used?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> X <input type="checkbox"/> NO
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SECTION #3
EMERGENCY PURCHASES

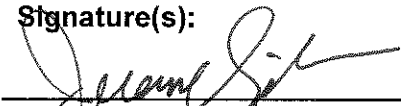
REQUISITION #RQID1800017

TITLE Emergency Cleanup & Restoration Services


- | |
|---|
| <ul style="list-style-type: none">• Will Federal Funds be used? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO• If UAP is not included, Attach written approval to waive UAP and provide an explanation in the "Comments" section |
|---|

► Justification and Comments:	The emergency was due to water damage at the building located on 2200 NW 7 Avenue on Thursday, January 11, 2017. Vendor was contacted to provide mitigation and remediation necessary to not cause extensive damage to the building. Invoice total \$43,473.65
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Background/Need to Know:	DPM accessed Contract 021-PP06-1 which was issued by the Dade County School Board and this contract expired on May 6, 2017. Department ISD had an allocation of \$200,000.00. At this time, there is not a contract in place for Emergency Cleanup & Restoration Services.
Potential Issues:	ID06 will continue to confer with DPM in the advantage of accessing the contract through Dade County Public Schools or create similar for Miami-Dade County. If Dade County Public Schools decides to not renew the contract, DPM will have to conduct market research, solicit vendors that would be able to provide these services award a yearly and/or multi-year contract.

► **Signature(s):**


Contact Person



Telephone

2-23-18
Date

Department Director Approval

Date

Procurement Management Services Use Only

Signatures(s):

Procurement Contracting Officer

Date

Procurement Manager

Date

Division Director

Date

SECTION #3
EMERGENCY PURCHASES

Theresa Thules

Assistant Director

3/1/18

Date

Isaac Smith

Director

3/1/18

Date

Vendor Assistance Section

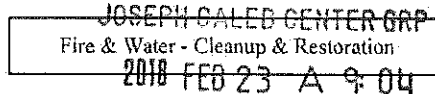
Date

Attach: 1. Explanation of the emergency situation. 2. Written price quotation(s) including terms and conditions. 3. Vendor(s) Certificate of Insurance. 4. Copy of invoice(s).

SERVPRO of Brickell

Invoice

2520 Coral Way
Suite 2-301
Coral Gables, FL 33145
CGC 1512183 EIN 20-3785775



Date	Invoice #
2/23/2018	954917

ISO/FUND
RECEIVED

Bill To
2200 Nw 7Ave Miami, FL 33128

Ship To
2200 Nw 7Ave Miami, FL 33128

Estimate No.		Terms	Due Date	Rep	Date of Loss
2018-01-22-1251		Due Upon Receipt	2/23/2018	O CJ	1/11/2018
Quantity	Description	Rate	Serviced	Amount	
	Commercial water damage restoration: Regular Hours-202.00 Overtime- 226.50 Air Mover-238 Dehumidifier L-54 Dehumidifier XL-39 Negative Air Mover-6	43,473.65		43,473.65	
A service charge of 1.5% per month, 18% APR will be added to past due accounts, minimum \$5.00. Customer is liable for all legal and collection fees. Make check payable to SERVPRO of Brickell. Thank you for your business.			Total \$43,473.65		
			Payments/Credits \$0.00		
			Balance Due \$43,473.65		
Ph:	Fax:	E-mail:		Web Site	
305-643-0710	305-643-0720	accounting@servpro9200.com		www.servprobrickell.com www.servprowynwood.com	