

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 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID1800088 TERM OF CONTRACT One time purchase

Requisition /Project Title: One-Time Clearing Services to Old Dixie Highway, between SW 98 Street to SW 99 Street.

Description: The purpose of this solicitation is to establish a contract to purchase one-time clearing of vegetative debris and solid waste service to Old Dixie Highway, between SW 98 Street to 99 Street.

Issuing Department: ISD Contact Person: Jennyfer Calderon Phone: 305-375-5312
Estimate Cost: \$ 5,000.00 GENERAL FEDERAL OTHER
Funding Source: X

ANALYSIS

Commodity Codes: 96239 [REDACTED] [REDACTED] [REDACTED] [REDACTED]

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: [REDACTED]

Small Business Enterprise: [REDACTED]

Contract Value: [REDACTED]

Comments: [REDACTED]

Continued on another page (s): Yes No

RECOMMENDATIONS

Set-aside Sub-contractor goal Bid preference Selection factor
SBE [REDACTED] X

Basis of recommendation: [REDACTED]

Date sent to SBD: 3/19/2018

Signed:
Jennyfer Calderon

Date returned to DPM: [REDACTED]

SECTION 2: SPECIAL CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract to purchase one-time clearing of vegetative debris and solid waste service to Old Dixie Highway, between SW 98 Street to SW 99 Street.

DEFINITIONS

- a. All-Inclusive Price: refers to the total cost of service that will include all labor, personal protective equipment (e.g., reflective vest, hard hat, gloves, protective goggles, etc.), safety equipment (e.g. traffic cones, barricades, duty straps, etc.), transportation (trucks, trailer, over-cab work platform, dump truck, bobcat, etc.), hand held equipment (e.g. chain saws, hydraulic saw, circular saw, rake, shovel, hand tamper, etc.), travel time, dumping fee, and any other element of cost.
- b. Disposal: legally discarding the collected material.
- c. MDSW: refers to the Miami-Dade County Solid Waste Department.
- d. Notice to Proceed (NTP): refers to the written authorization to commence the work.
- e. Solid Waste: Debris or materials, such as: white goods (ex: appliances), house fixtures (e.g.: cabinets, bathtubs, sinks, etc.) fences, construction and demolition debris (concrete, cured asphalt, rocks, bricks, wood, gypsum wallboard, glass, rubber, and roofing), land clearing debris (such as stump, dirt, limbs, etc.), electronics (computer monitors), and tires.

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 Blanket Purchase Order issued by the Internal Services Department, Procurement Management Division. The Contract shall remain in effect until such time as the services acquired in conjunction with this solicitation have been completed and accepted by the County.

2.3 METHOD OF AWARD

Award of this contract will be made to the lowest priced responsive, responsible Bidder and who meets the requirement listed below.

Qualifications

- a. Bidders are required to provide in Section 4 the contact information for the manager/supervisor that will be assigned to project, who will have full authority to act on behalf of the Bidder on all matters related to operations. The contact information shall include the name, mobile phone and email address.
- b. Bidders shall hold a current General Hauling Permit issued by MDSW for the hauling vehicle that will be utilize to perform the services. Bidders shall provide in Section 4 the permit and vehicle tag number, and permit decal number assigned to that vehicle. Bidders are also to provide, along with their submittal, a copy of the letter provided by MDSW with permit information.

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

2.4 SMALL BUSINESS CONTRACT MEASURES

TBA

2.5 PRE-BID CONFERENCE

A **highly recommended** pre-bid conference will be held on Monday, March, 2018 at 8:00 AM, to discuss the special conditions and specifications included within this solicitation. It is imperative that Bidders become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required prior to submitting an offer. No additional allowances will be made because of lack of knowledge of these conditions. The **meeting point** will be at Old Dixie Highway and SW 98th Street, behind Jiffy Lube.

The 'cone of silence' will be lifted during the site visit to allow questions to be addressed by representatives from Miami-Dade County. Bidders shall arrive promptly as meeting will start on time. Bidders are requested to bring a copy of the solicitation to the site visit, as additional copies will not be available. This is a public meeting and multiple members of individual community councils may be present.

2.6 COMPLIANCE / REGULATIONS / SAFETY

a. Legal Requirement for Pollution Control

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by the Bidder through Regulatory and Economic Resources, 701 NW 1 Court, Miami, Florida 33130, Telephone (305) 372-6789.

b. Accident Prevention, Barricades and Safety

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, EPA, 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 Bidder. Barricades shall be provided by the Bidder when work is performed in areas traversed by persons, or when deemed necessary by the County.

Bidder agrees to perform all work in a manner that meets all accepted standards for safe practice, and to safely maintain and operate all the equipment used in the performance of this contract. Bidder's employees shall wear a safety vest or bright orange tee shirts at all times while performing the service cycle. The County, reserves the right to issue immediate restraint or cease and desist to a Bidder, when unsafe or harmful acts are observed or reported while performing under the contract. Hazardous conditions shall be immediately reported to the County.

c. Maintenance of Traffic (MOT)

The applicable portions of the Public Works Manual, Part I, as it pertains to the maintenance of traffic, and the "Manual on Uniform Traffic Control Devices for Streets and Highways" (MUTCD) and subsequent revisions and addenda, as published by the U.S. Department of Transportation, Federal Highway Administration shall apply.

Bidders shall install and maintain from beginning to end of the maintenance operation, warning signs and/or any other warning and safety devices advising motorists of work being done in the area. All signs shall be temporary and must be removed at the end of the work operation, or at the end of the day whichever comes first.

For additional information link to:

http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm

<http://www.dot.state.fl.us/rddesign/DS/17/STDs.shtm>

<http://www.motadmin.com/find-a-training-provider.aspx?pageNum=2&orderBy=TwoDecimalRating>

If the Bidder fails to comply with any of these requirements, the County may at its discretion, notify the Bidder that the Bidder is subject to being placed on probation. If deficiencies are found on an ongoing basis, the County may, at its discretion, notify the Bidder that the Bidder is subject to contract default.

2.7 VEHICLES AND EQUIPMENT

The awarded Bidder's vehicle and equipment shall be in proper working conditions, free from leaking fluids. All equipment shall include all safety devices, properly installed and maintained. If the County determines that the

equipment is deficient in safety devices, the Bidder will be notified immediately. The Bidder shall remove the deficient equipment from services and replace it with working equipment.

Bidder vehicles shall be clearly identified with the company name on both sides and must be legible at minimum of fifty (50') feet away during daylight hours. Company name and graphics shall be uniform in design and color on all vehicles.

2.8 IDENTIFICATION AND UNIFORM

All employees of the awarded bidder must carry a valid government issued photo identification at all time. All personnel shall wear a uniform shirt (or t-shirt) clearly displaying the Bidder's company name. Uniforms shall be maintained so all personnel are neat, clean and professional in appearance. Non-uniform clothing will not be permitted.

SECTION 3: SCOPE OF SERVICES

3.1 KICK OFF MEETING

After award of this solicitation, a kick off meeting will be held with the Awarded Bidder and the County to discuss the scheduling and scope of services.

3.2 SCHEDULING

The Awarded Bidder shall accomplish all tasks during daylight hours. The County will provide the Awarded Bidder with the NTP. Services shall start no later than five (5) calendar days after the NTP, and shall be completed within seventy-two (72) hours thereafter. The awarded Bidder shall inform the County the start date, as the job need to be coordinated with the users of the site and so that the completion date can be established.

For service which are delayed, the established County schedule shall prevail. On instances where the awarded Bidder falls behind schedule, the Awarded Bidder may, after receiving prior approval from the County, extend the work hours, bring additional staff and equipment, or a combination thereof in order to return to the established schedule at no additional cost to the County.

3.3 SCOPE OF WORK

Bidders shall provide an all-inclusive-price in Section 4 for the clearing of vegetation debris and solid waste located within Old Dixie Highway west side swales adjacent to Metrorail Busway, between SW 98 Street to about SW 99 Street. The price shall be remain fixed and firm during the term of contract.

The Awarded Bidder shall flush cut three (3) damaged trees, and load, haul and dispose of the debris generated by the removal of the trees. The Awarded Bidder shall also load, haul and dispose of about 20 cubic-yards of illegal dumping, to include clothing, furniture, shopping carts, and vegetation. Pictures are provided enclose for reference only.

The Awarded Bidder shall conduct the work in a manner, which shall not interfere with normal pedestrian traffic or adjacent sidewalks or vehicular traffic on adjacent streets, and shall not cause any annoyance to residents near the sites or users of the sites.

3.4 INSPECTION

The County shall perform inspections to insure that the work has been completed conforming to the requirements specified in this solicitation. The Awarded Bidder is responsible for all supervision of his employees and for establishing a quality control program that will ensure that all work is completed according to the specifications before the work is submitted to the County for inspection. Any delays, costs, or rejected work that results from the Bidder submitting work that is in any way incomplete or unsatisfactory are the sole responsibility of the Bidder.

The Awarded Bidder shall notify the County once the job is completed and ready for inspection. The County shall perform inspections within twenty-four (24) hours after notification of completion.