

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No.

Contract

Re-Bid
 Other – Access of Other Entity Contract

LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID1900047
 TERM OF CONTRACT 1 YEAR(S) WITH 1 YEAR(S) OTR

Requisition /Project Title: Elevator Consultant

Description:

This agreement is for elevator consultant to provide industry knowledge and conduct analysis to assist ISD in reviewing and evaluating various aspects of conveyance equipment operation and maintenance to improve County-wide performance of equipment.

Issuing Department: ISD
 Contact Person: Saba Musleh
 Phone: 305-375-5375

Estimate Cost: \$250,000

Funding Source:
 GENERAL General Fund
 FEDERAL
 OTHER Proprietary

ANALYSIS

<u>Commodity Codes:</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.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:				
Small Business Enterprise:				
Contract Value:				
Comments:				

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: 	Date sent to SBD:
	Date returned to SPD:

Scope of Services

The Consultant shall provide industry knowledge and conduct analysis to assist Miami Dade County's Internal Services Department (ISD) in reviewing and evaluating various aspects of elevator, escalators, and moving walkways, hereafter collectively referred to as Conveyance.

The consultant responsibilities may include but are not limited to, the following:

- Review and analyze relevant data to identify and evaluate issues related to Conveyances.
- Identify current, emerging, and projected trends and evaluate potential impacts, constraints, and opportunities related to Conveyances.
- Assist the County's established Elevator Workgroup in analyzing current industry practices in the public and private sectors for receiving maintenance and repair services from third party providers as well as bringing the services in-house.
- Provide industry knowledge, research, and analysis. Perform industry outreach to the Elevator Workgroup in developing an appropriate action plan to address ongoing issues with Conveyance.
- Review and make recommendations regarding all aspects of contractual requirements and procedural methods related to the County's Conveyance operations. This review will include, but is not limited to, the following:
 - The practices of each County department to ensure contractor compliance.
 - Procedures for reporting an elevator outage
 - Preventative Maintenance requirements
 - Oversight of contractor performance onsite
 - Personnel and recruitment aspects of elevator operations
 - Pricing comparisons
 - Industry competition perspectives
 - Approach to improve performance of contractors
 - County's contract management practices
- Recommend mechanisms and timeframes to develop and implement an action plan. Recommendations shall also be made regarding the process to keep the action plan current.
- Assist in the development of performance measures and metrics for actions under the action plan to allow for the accurate assessment of the effectiveness of the action plan.
- Produce bi-monthly status reports and any other Deliverables as directed by the County.