

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New Contract
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. **8913-3/14-3**
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: **RQID1900117**
 TERM OF CONTRACT: **5 Years**

Requisition /Project Title: **Closed Circuit Television (CCTV) Camera Equipment Maintenance and Repair Services Pre-qualification**

Description: This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to purchase equipment, parts, maintenance, training, software, software support, inspection, repair and installation services of Closed Circuit Television (CCTV) Camera Equipment for Miami-Dade County (County). Placement in the Pool is not a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in the Pool.

Issuing Department: **WASD**
 Contact Person: **Susan Pascal**
 Phone: **305-552-8254**

Estimate Cost: **\$4,000,000**
 GENERAL FEDERAL OTHER
 Funding Source: **Proprietary Funds**

ANALYSIS

Commodity Codes: **655-39**

	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Comments:	[Redacted]	
	[Redacted]	
	[Redacted]	

	Sub-contractor goal	Bid preference	Selection factor
		x	

Basis of recommendation: Per the contract specifications, the pre-qualified vendor must meet . If competition yields any SBE vendors who meet the specified qualifications, Bid Preference is recommended.

Date sent to SBD: 06/25/2019

Date returned to DPM: [Redacted]

SECTION 2: SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to purchase equipment, parts, maintenance, training, software, software support, inspection, repair and installation services of Closed Circuit Television (CCTV) Camera Equipment for Miami-Dade County (County). Placement in the Pool is not a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in the Pool.

2.2 DEFINITIONS

Closed Circuit Television (CCTV) Camera Equipment – Shall refer to devices used in an industrial environment to inspect and take pictures of the insides of pipes utilized to detect possible leaks.

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services; and awarded based on lowest price, or other quantifiable criteria.

Prequalified Pool of Vendors (Pool) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quotes at the time of need.

Submittal - Shall refer to all information, attachments and forms submitted in response to this RTQ.

Vendor – Shall refer to a business entity/individual responding to this RTQ.

2.3 TERM

This Pool shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the 5 year term.

2.4 QUALIFICATION CRITERIA

Vendor(s) shall meet the following criteria to be considered for placement in the Pool; and for participation in future competitions:

A. Group 1: Purchase of Equipment, Software, Parts and Accessories

Vendor(s) shall provide camera equipment/devices, software, software support, parts, and accessories.

1. Vendor(s) shall provide proof from the Original Equipment Manufacturer (OEM) or an approved representative of the OEM brands listed, designating the Vendor as an agent, distributor or reseller. Proof may be provided in any of the following forms:
 - A. A signed letter of authorization dated within one (1) year of the Vendors submittal designating the vendor as an agent, distributor or reseller.
 - B. Indication on the manufacturer's or approved representative's website, listing the Vendor as an agent, distributor or reseller.

- C. Executed agreements between the Vendor and the manufacturer to sell the brands listed in the submittal.

B. Group 2 Technical Support, Training, Maintenance & Repair Services

Vendor(s) shall provide technical support, training, maintenance and repair services for CCTV.

1. Vendor(s) shall provide documentation indicating that the Vendor is authorized by the manufacturer to provide technical support, maintenance and repair service(s) for the brands indicated in Section 4.0.
2. Vendor(s) shall provide signed reference letters from customers for whom the Vendor has provided maintenance, repairs and technical support within the past two (2) years. All references must include the customer's company name, email address, telephone number and detailed description of services provided.

Vendor(s) shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Vendors as it deems necessary, and in its best interest.

2.5 INSURANCE

Insurance is not required in order to be prequalified under this RTQ. Insurance requirements may be detailed in the subsequent ITQ.

2.6 SPOT MARKET QUOTES

Vendor(s) in the Pool will be invited to participate in spot market competitions, as needed. The spot market competition will be in the form of an ITQ that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

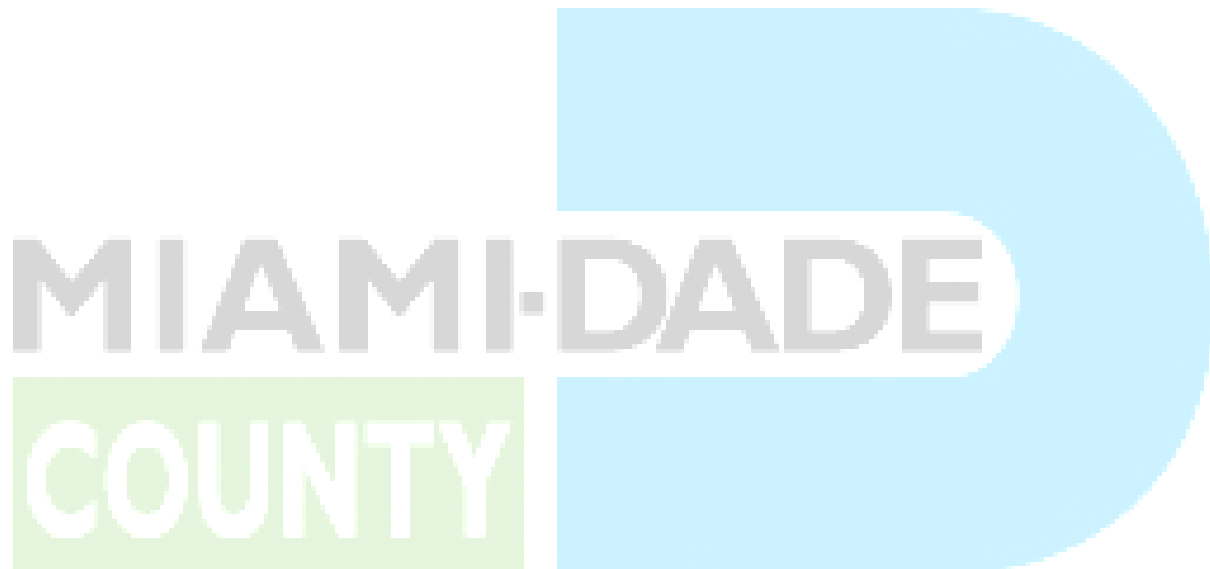
For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ.

- Local Preferences
- User Access Program (UAP) Fee
- Small Business Enterprises (SBE) Measure
- Local Certified Service-Disabled Veteran's Business Enterprise Preference
- Prompt Payment Terms
- Office of Inspector General Fee

2.7 ACCEPTANCE OF PRODUCT BY THE COUNTY

The products furnished by the Vendor(s) shall be maintained and delivered to the County in excellent condition. If a product does not meet specifications detailed in the ITQ, the products shall be returned to the Vendor and exchanged for suitable merchandise or for full credit at no additional cost to County. The Vendor shall be responsible for arranging all shipping or pick-up and shall bare all costs incurred.

In the event a Vendor fails to pick-up such material or arrangements to have such material returned, the County will return to the Vendor at Vendor's expense.



SECTION 3: TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

This Request to Qualify (RTQ) will establish a Pool of pre-qualified Vendors to furnish equipment, parts, maintenance, training, software, software support inspection, repair and installation services of Closed Circuit Television (CCTV) Camera Equipment. Vendor(s) shall furnish all supplies, materials, tools, equipment, labor, personnel, supervision and all other direct and indirect costs necessary to provide such services.

Group 1 Purchase of Equipment, Software, Parts and Accessories

Vendor(s) shall provide parts and accessories for the following Brands currently in use by the County:

- Cues Co.
- Envirosight LLC
- Pearpoint Inc.
- Logiball Inc.
- Deep Trekker, Inc.

Group 2 Technical Support, Training, Maintenance & Repair Services

Vendor(s) shall provide technical support, training, maintenance and repair services for the following Brands:

- Cues Co.
- Envirosight LLC
- Pearpoint Inc.
- Logiball Inc.
- Deep Trekker, Inc.

All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager

3.2 SERVICE REQUIREMENTS

1. Vendor(s) shall be responsible for providing full service, factory authorized maintenance for the Brands of equipment identified in the solicitation.
2. When providing maintenance, Vendors shall inspect, and repair equipment in accordance with the manufacturer's recommendations as contained in the Operations and Maintenance manuals generally available from the OEM.
3. Vendor(s) shall be responsible for providing training and retraining on the use of the IP or CCTV when necessary.

3.3 MAINTENANCE AND REPAIR

Vendor(s) shall be able to provide the following services:

- Inspect, test, check, clean, and make minor adjustments of system for optimal performance
- Check history of IP or CCTV system since last maintenance visit
- Diagnose any potential system issues, and make recommendations for repair or alterations

- Check each camera for any viewing issues. This shall include but not limited to: outages, out of focus cameras, out of home position cameras, obstructed view by dirty or damaged lenses or housing windows
- Visually inspect, and test, all major security components including cabling and connections where accessible for signs of deterioration or damage
- Check all control equipment (servers, workstations) for proper operation. This shall include a health alert status on the hard drives and storage utilization
- Check and clean camera lenses and housing. The cleaning shall include wiping the dome and/or camera housing internally and externally. Deteriorating weather seals and latches shall be cleaned or replaced as necessary
- Check lenses for correct field of view and correct focusing
- Inspect brackets, bolts, housings, and associated fittings for signs of corrosion or damage
- Repair minor faults
- Check recording and playback quality. This shall include but not limited to, changing camera settings or server settings for the best quality for optimization and system performance
- Provide a report after every inspection based on findings of the inspection to the agency
- Provide a current status of the IP or CCTV system, and recommendation for new equipment and technology for improvement for the IP or CCTV system

3.4 INSTALLATION AND REPAIR STANDARDS

Installations and repairs shall be performed in accordance with the following codes:

- National Electric Code (NEC)
- Florida Building Code
- State Requirements for Educational Facilities (SREF)

3.5 TRAINING

Vendor(s) shall be responsible for the following in-house training:

- Ensure County employees properly operate the equipment installed
- Provide safety tools to prevent injuries of County employees when operating equipment
- Provide desired level of service based on County's normal standards of operation

3.6 SYSTEM TESTING

Should the County require on site services, (upon completion of all repairs, calibration, system start up and checkout procedures, and while the systems are in a "normal operating" condition), the Vendor and authorized County staff shall jointly demonstrate system performance to determine that the equipment operates properly and is acceptable. If control system loop checks are required, proper operation of the system loop shall be verified by operating all devices in the loop. Any failures shall be deemed as not meeting OEM requirements and shall require retesting and return of the equipment to the Vendor for further evaluation.

3.7 DATA CONFIDENTIALITY

All financial, statistical, personnel and technical data supplied by the County to the Vendor(s) are confidential. All Vendor(s) are required to use reasonable care to protect the confidentiality of such data. Any use, transfer, sale or offering of this data in any form by the Vendor(s), or any individual

or entity in the Vendor's charge or employ, will be considered a violation of this Pool and may result in termination and the Vendor's suspension or debarment from County pools. In addition, such conduct may be reported to the County's Inspector General for possible criminal prosecution.

3.8 SECURITY

All personnel provided by Vendor(s) working on-site at any County facility must be current employees and have photo identification prominently displayed at all times. The photo identification must contain the employee's full name, the firm's official logo or name and an employee identification number.

3.9 REGULATORY REPORTING SERVICES

Vendor(s) shall prepare, sign as the authorized, certified, and licensed (OEM) service provider, all reports and forms required by any regulatory agency. Complete and accurate records of all tests and results of such tests shall be maintained by the Vendor or manufacturer and provided to the authorized County representative

3.10 CLEAN-UP

Vendor(s) shall be responsible for the proper disposal of all debris resulting from the onsite installation or repairs of equipment. Vendors shall maintain a clean and safe work area at all times. If applicable, all work equipment and tools shall be stored in an area designated by the County when not in use.



SECTION 4: PRE-QUALIFICATION SUBMITTAL FORM

Firm Name: _____

<u>Qualification Criteria</u>																										
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**	<p>For Informational Purpose Only: Indicate if you currently hold a current Certificate of Calibration, it shall be traceable to the National Institute of Standards and Technology (NIST) or other recognized and approved standards to include, but is not limited to, the American National Standards Institute (ANSI), the American Association for Laboratory Accreditation (A2LA), and the International Engineering Consortium (IEC).</p> <p style="text-align: center;"> <input type="radio"/> Yes <input type="radio"/> No </p>																									