

**ISSUING DEPARTMENT INPUT DOCUMENT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. IB7282-5/13-5 (Pool)  
Contract  
 Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES  NO  
 Requisition No./Project No.: RQID1900145   
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Time Equipment Maintenance and Repair Services

Description: The purpose of this solicitation is to establish a contract to provide maintenance and repair services for time clocks and related equipments for various Miami-Dade County departments (County).

Issuing Department: ISD/Procurement   
 Contact Person: Maria Nixon   
 Phone: 305-375-3689  
 Estimate Cost: \$196,856.00  
 Funding Source:   
 GENERAL:  Yes   
 FEDERAL:  Yes   
 OTHER:  Yes

Other Funding Sources: Clerk Revenue, DTPW Operating, Internal Service Funds, Proprietary Funds and State Funding.

**ANALYSIS**

<b>Commodity Codes:</b>	<u>939-18</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.				
	<b><u>EXISTING IB7282-5/13-5</u></b>	<b><u>EXISTING IB7282-5/13-4</u></b>	<b><u>EXISTING IB7282-5/13-3</u></b>	
<b>Contractors:</b>	Automated Business Machines Inc	Automated Business Machines Inc	Automated Business Machines Inc	
	Computer Based Associates Inc	Computer Based Associates Inc	Time Management Systems Inc	
	Time Management Systems Inc (Inactive)	Time Management Systems Inc (Inactive)		
	TMS, Inc dba Time Management Systems South Dakota Inc			
<b>Small Business Enterprise:</b>				
<b>Contract Value:</b>	<u>\$213,650.00</u>	<u>\$28,300</u>	<u>\$28,300</u>	

Comments:

Continued on another page (s):     YES     NO

**RECOMMENDATIONS**

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<u></u>	<u></u>	<u></u>	<u></u>

Basis of Recommendation: <div style="background-color: #cccccc; height: 30px; width: 100%;"></div>	
Signed: <i>Maria Nixon</i>	Date sent to SBD: August 28, 2019
	Date returned to SPD: <div style="background-color: #cccccc; width: 150px; height: 15px;"></div>

**SECTION 2**  
**SPECIAL TERMS AND CONDITIONS**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract to provide maintenance and repair services for time clocks and related equipments for various Miami-Dade County (County) departments.

**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, Strategic Procurement Division. The contract shall expire on the last day of the five (5) year period.

**2.3 METHOD OF AWARD**

Award of this contract will be made to the three lowest responsive, responsible Bidders who meet the qualifications listed below. Bidders must submit an offer for one item or all items listed within this solicitation.

**Qualifications**

Bidder shall comply with each requirement below:

- 2.3.1 Bidder shall provide a copy of its current business tax receipt to demonstrate it maintains an office from which it conducts business.
- 2.3.2 In accordance with Section 3, Paragraph 3.2.1(d) the Bidder must be certified to service the equipment(s) that was selected from the List of Manufacturers. The Bidder shall provide a signed manufacturer letter, on letterhead, confirming that the Bidder is certified to service its specific brand of equipment.
- 2.3.3 Bidder must provide the contact information of a designated representative to provide the County with support and information concerning orders placed. Bidder must provide the representative's name, title, email address, and telephone number.
- 2.3.4 Bidder shall provide three (3) signed reference letters, on company's letterhead, that describe the type of service, the quality of service and length of service that the Bidder provided. Said services must have been provided within the past two (2) years. Each letter must be on the letterhead of the company providing the reference letter. The person providing the reference shall be someone who has personal knowledge of the Bidder's past performance. The reference letter shall contain the name of a contact person and a phone number. These references should ascertain to the County's satisfaction that the Bidder has sufficient expertise and success providing the required services.

**2.4 PRICES**

The contract prices resultant from this solicitation shall remain firm and fixed for the term of the contract. Prices offered shall be deemed to provide full compensation to the Bidder(s) for labor, fees and any other element of cost or price.

**2.5 INSURANCE**

Section 1.22, Insurance Requirements of the General Terms and Conditions, applies to the resultant contract for this solicitation.

## 2.6 **EQUIPMNETS MAY BE ADDED OR DELETED**

It is hereby agreed and understood that while the County has listed all time equipments within this solicitation which are currently utilized in conjunction with its operations, similar equipment(s) may be purchased by client department(s) during the term of the contract resulting from this solicitation. Under these circumstances, the County may obtain a price quote for the maintenance and or repair of the similar equipment(s), except where the manufacturer's warranty still applies.

## 2.7 **COMPLIANCE WITH FEDERAL STANDARDS**

All services to be purchased under this contract shall be in accordance with all governmental standards, to include, but not limited to, those issued by the Occupational Safety and Health Administration (OSHA).

## 2.8 **DEFICIENCIES IN WORK**

Awarded Bidder(s) shall promptly correct errors and/or deficiencies in work, and/or any work that fails to conform to the contract documents and industry regulations, regardless of project completion status. All corrections shall be made within five (5) calendar days after such errors, deficiencies, and/or non-conformance are verbally reported to the Awarded Bidder(s) by the County. The Awarded Bidder(s) shall bear all costs of correcting such rejected work. If the Awarded Bidder(s) fail to correct the work within the five (5) calendar days, the County may, at its discretion, notify the Awarded Bidder(s), in writing, that the Awarded Bidder(s) is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the Awarded Bidder(s) fail to correct the work within the period specified in the notice, the County shall place the Awarded Bidder(s) in default, obtain the services of another Bidder to correct the deficiencies, and charge the Awarded Bidder(s) for these costs, either through a deduction from a payment owed to the Awarded Bidder(s) or through invoicing.

## 2.9 **DELIVERY REQUIREMENTS AND COMPLIANCE OF SERVICES**

2.9.1 All parts purchased under this contract shall be delivered or ready for pick-up by County Personnel within fifteen (15) business days.

All Awarded Bidders must be able to provide same day delivery for stocked parts, and an acceptable delivery time for special ordered parts from Manufacturer's stocks. The County shall be the sole judge of what would be a reasonable time, depending on its needs. Should the Awarded Bidder(s) fail to deliver within the specified number of days, the County may cancel the order and acquire the product through another source of supply and charge the Awarded Bidder(s) with any reprocuremet costs. If the Awarded Bidder(s) fail to honor the reprocurement costs, the County may terminate its contract with the Awarded Bidder(s).

2.9.2 The completion date for on-site repairs **shall not exceed twenty-four (24) hours** after receipt of service request, unless mutually agreed upon in writing between the Awarded Bidder(s) and the County department.

Should the Awarded Bidder(s) to whom repair and/or maintenance work is awarded fail to complete the work within the agreed upon number of days, the County reserves the right to cancel the order with the Awarded Bidder(s) and to secure the services through another source of supply to complete the work. If the County exercises this authority, the County may, at its option, request payment from the Awarded Bidder(s) through an

Commented [NM(1):

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invoice or credit memo, for any additional costs in excess of the original cost incurred by the County as a result of having to secure the services elsewhere. If the Awarded Bidder(s) fail to honor this invoice or credit memo, the County may terminate the Awarded Bidder(s) from this contract.

**2.10 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS AND/OR AGENCIES**

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department and/or agency may avail itself of this contract and purchase any and all items specified herein from the Awarded Bidder(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County department, which identifies the requirements of the County department(s) and/or agency(ies).

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**SECTION 3**  
**SCOPE OF WORK**

**3.1 SCOPE OF WORK**

The Awarded Bidder(s) shall furnish all labor, tools, equipment, materials, and supplies required to provide maintenance and repair services for time clocks and related equipments for various Miami-Dade County (County) departments.

The Awarded Bidder(s) shall be responsible for directly providing all of the required services. None of the services shall be sub-contracted.

**3.2 SERVICES TO BE PROVIDED**

Vendors shall provide services that may include, but not be limited to, maintenance, repair, cleaning, lubricating and all related services, as listed below for time equipment for each manufacturer listed in Section 3.3 of this solicitation.

**3.2.1. Maintenance**

- a) Minimum Maintenance Service will include repairing, adjusting, lubricating and replacement of all parts as necessary to keep machines in good operating condition. This service includes shop repairs, if necessary. Repairs due to accident or abuse are not included as part of the vendor's responsibility.
- b) Time equipment covered under this contract shall receive a minimum of two (2) regular preventative maintenance inspections every six (6) months, to include, but not limited to, general cleaning of the unit and unlimited service calls.
- c) Inspection includes the following services, where applicable, to include, but not limited to, remove dust cover plates; blow-out dust and dirt with compressed air; clean and lubricate all moving parts as required. Thoroughly check performance of equipment and make any necessary adjustments and/or repairs.
- d) Maintenance service on Time Equipment will consists of cleaning, adjusting, replacing parts, when needed, and keeping equipment in first rate operating conditions, including all intervening calls necessary between regular inspections, except those repairs necessitated by accident, current fluctuation or power failure.

**NOTE:** The prospective vendors bidding on the repair of the Time Equipment must be, if available, factory authorized. Documentation should be available upon request, prior to award.

- e) All new parts supplied must be of Original Equipment Manufacturer (OEM) as recognized by the product's manufacturer.
- f) As requested by the County department, the vendor will supply to the County with the manufacturer's original packaging for any new part used in the service job, and will return to the County any old part replaced.

**3.2.2. Repair**

- a) Repairs shall be made in accordance with commercial practices and shall be performed during normal working hours between 8:30 a.m. to 4:30 p.m., Monday thru Friday, excluding Saturdays, Sundays and Holidays observed by the County.

- b) All parts used in connection with repair of the equipment shall be new standard parts manufactured by the equipment manufacturer.
- c) Those pieces of equipment that are determined by the vendor's experience and expertise to be obsolete or beyond economical repair will be reported to the County with supporting references, such as service notes, technical service bulletins and parts availability.
- d) Successful Bidder shall complete repairs within twenty-four (24) hours after being notified that repairs are needed.
- e) Whenever an equipment needs to be removed to the Vendor's establishment for repair, the Vendor shall be responsible for any loss or damage while the equipment is away from the County's facility and until said equipment is returned to the County's facility in good operating condition. A loaner of the same type of equipment, if required, will be furnished to the County, by the Bidder, without additional expense.
- f) All repair tickets must contain at least the following information:
  - i. Date of Service
  - ii. Equipment Type and Model
  - iii. Location of Equipment
  - iv. Serial Number
  - v. Problem or Complaint
  - vi. Corrective Action, Including Parts
  - vii. Purchase Order Number

**3.3 MANUFACTURERS**

Listed below, but not limited to, are the brands of time equipment currently in use throughout the County:

<b><u>Manufacturer / Make and Model</u></b>
Acro Print
Amano/Cincinnati
Dimep
Lathem
Rapid Print
Simplex
Stromberg
Widmer

**Note: The above list outlines the Manufacturers / Make / Models that the County may require to be serviced. However, this list might not be comprehensive and the County may delete and/or approve additional brands to be added, as needed.**

**SECTION 4**  
**BID SUBMITTAL**

4.1 FIRM NAME: \_\_\_\_\_

<b><u>QUALIFICATIONS</u></b> <b>TO BE COMPLETED BY ALL VENDORS</b>		
Refer to Section 2.4, Qualifications, to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Document Attached
2.3.1	Bidder shall provide a copy of its current business tax receipt to demonstrate it maintains an office from which it conducts business.	<input type="checkbox"/>
2.3.2	In accordance with Section 3, Paragraph 3.2.1(d) the Bidder must be certified to service the equipment(s) that was selected from the List of Manufacturers. The Bidder shall provide a signed manufacturer letter, on letterhead, confirming that the Bidder is certified to service its specific brand of equipment.	<input type="checkbox"/>
2.3.3	Bidder must provide the contact information of a designated representative to provide the County with support and information concerning orders placed. Bidder must provide the representative's name, title, email address, and telephone number.	<input type="checkbox"/>
2.3.4	<p>Bidder shall provide three (3) signed reference letters, on company's letterhead, that describe the type of service, the quality of service and length of service that the Bidder provided. Said services must have been provided within the past two (2) years. Each letter must be on the letterhead of the company providing the reference letter. The person providing the reference shall be someone who has personal knowledge of the Bidder's past performance. The reference letter shall contain the name of a contact person and a phone number. These references should ascertain to the County's satisfaction that the Bidder has sufficient expertise and success providing the required services.</p> <p><i>The County shall be able to ascertain from these references, to its satisfaction, that the Vendor has sufficient experience and expertise providing the listed items and services.</i></p>	<input type="checkbox"/>



<b>Item No.</b>	<b>Estimated Qty. Per Year</b>	<b>Unit</b>	<b>Description</b>	<b>Unit Price</b>
1	280,000	Linear Ft.	Jetting & Cleaning Services per section 3.2	\$
2	580,000	Linear Ft.	Video Inspection Services per section 3.3	\$
3	300,000	Linear Ft.	Water Blasting Services per section 3.4	\$
4	500	Hours	Vactor Services per section 3.5	\$

**4.2 CONTACT INFORMATION**  
Refer to Section 2.4 (2)

<b>PRIMARY CONTACT (REQUIRED)</b>	
Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Local or Toll Free Fax Number:	
Mobile Telephone Number:	
E-mail Address:	
<b>SECONDARY CONTACT (OPTIONAL)</b>	
Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Local or Toll Free Fax Number:	
Mobile Telephone Number:	
E-mail Address:	

