

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No. **BW-10051**  
Contract  
 Re-Bid     Other    LIVING WAGE APPLIES:     YES     NO

Requisition No./Project No.: **RQID2000079**    TERM OF CONTRACT **4** YEAR(S) WITH  OTR

Requisition /Project Title: **OFFICE SYSTEMS RECONFIGURATION SERVICES**

Description: The County is seeking to establish a contract for Office Systems Reconfiguration Services which include but are not limited to planning, reconfiguration, and repair services for various County departments on an as-needed basis. The selected Proposer shall provide supervision, tools, materials, transportation, and labor services to accomplish the modification and installation of Office Systems and associated furnishings, inclusive of corrective services, and systematic maintenance. The selected Proposer shall provide Services in accordance with the appropriate Office Systems manufacturer's published installation standards and comply with all applicable rules, regulations, and procedures established by the County in regards to elevators, loading docks, and protective equipment to ensure the orderly and safe delivery of materials and installation. The selected Proposer shall take all precautions to provide services in a safe manner and to safeguard against damages to County property.

Issuing Department: **ISD-Procurement**    Contact Person: **Alonzo Joseph**    Phone: **305-375-2774**

Estimate Cost: **\$ 753,000.00**    Funding Source:    GENERAL **General Funds,**    FEDERAL **Federal**    OTHER **Proprietary Funds, DTPW Operating Internal Services, Library,**

**ANALYSIS**

Commodity Codes: **931-46**    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

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

**EXISTING**                       **2<sup>ND</sup> YEAR**                       **3<sup>RD</sup> YEAR**

Contractor: \_\_\_\_\_

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: \_\_\_\_\_

Signed: **Alonzo Joseph**                      Date sent to SBD: 04/02/2020

Date returned to DPM: \_\_\_\_\_

## 2.0 SCOPE OF SERVICES

### 2.1 Background

The County is seeking to establish a contract for Office Systems Reconfiguration Services which include but are not limited to planning, reconfiguration, and repair services for various County departments on an as-needed basis.

Office Systems include an electrical system that is capable of distributing electrical service to several workstations from a central feed point. The electrical system usually has a minimum capacity of three (3) - 20-amp circuits. The electrical system provides access to electrical power through receptacles located in the panel raceway, located on the bottom, middle or top of the system. The system may include desk height or desk mounted receptacles. All electrical components are Underwriters Laboratories ("UL") listed and labeled or tested and labeled by other independent testing laboratories using recognized industry standards.

There are approximately 8,000 Office Systems located throughout Miami-Dade County. The existing manufacturers for the Office Systems used throughout the County include but are not limited to Steelcase, Knoll, Haworth, Herman Miller, Inscape, Kimball, Teknion, American Seating, Camilo, Ki, Global, and Allsteel.

### 2.2 Office Systems Reconfiguration Services

The selected Proposer shall provide supervision, tools, materials, transportation, and labor services to accomplish the modification and installation of Office Systems and associated furnishings, inclusive of corrective services, and systematic maintenance. The selected Proposer shall provide Services in accordance with the appropriate Office Systems manufacturer's published installation standards and comply with all applicable rules, regulations, and procedures established by the County in regards to elevators, loading docks, and protective equipment to ensure the orderly and safe delivery of materials and installation. The selected Proposer shall take all precautions to provide services in a safe manner and to safeguard against damages to County property.

#### 2.2.1 Planning Services

The selected Proposer shall:

- a. Respond to request for Services within three (3) business days from the date of receiving the request with a Work Plan for review and approval by the Department Project Manager. All Work shall be completed within fourteen (14) business days from the date the request was sent; unless otherwise agreed upon between the selected Proposer and the County;
- b. maximize re-use of existing Office Systems components and utility locations;
- c. provide a Work Plan with a not-to exceed cost for the work, anticipated project duration, and the requested start and end dates;
- d. prepare final detailed furniture assembly and assist the County to prepare Office Systems furniture, fixtures and equipment layout plans and coordinate detailed bills of lading identifying existing and/or additional Office Systems material required to implement layouts;
- e. be responsible for the planning, scheduling, delivery, installation, and providing guidance in relation to the ordering of materials, to include a punch list of necessary items to complete projects/workstations. The selected Proposer shall verify that orders are complete and include all necessary materials to complete the workstation/project;
- f. verify measurements prior to the ordering of products. The accuracy of measurements shall be the sole responsibility of the selected Proposer and any cost associated with inaccurate measurements shall be the sole responsibility of the selected Proposer; and
- g. coordinate and plan the moving of Office Systems including packing and unpacking, pickup, assembly and disassembly, delivery and installation of the Office Systems.

#### 2.2.2 Receiving and Field Installation Services

The selected Proposer shall:

- a. Provide all labor, tools, materials, equipment, shipping, delivery and travel necessary to install, reconfigure, repair, adjust, modify, disassemble, and transport new, existing, and surplus furniture; including the reconfiguration of carpet tiles as authorized by County;
- b. provide adequate moving equipment, trucks/vehicles, and personnel necessary to move furniture between County facilities;
- c. move equipment, files, boxes and other items if required during the reconfiguration of departmental spaces;
- d. move non-Office Systems, fixtures and equipment such as office contents and boxes when required or requested by the County;

- e. have sufficient staff to accept deliveries of furniture at County facilities inclusive of qualified personnel, such as employees certified to operate a forklift and with access to necessary equipment; and
- f. be responsible for all damages that may occur to the Office Systems and/or other County property, including building structures, loading docks, elevators, and doors when providing Services.

### **2.2.3 Personnel and Working Environment**

The selected Proposer shall:

- a. Maintain a neat working environment and remove all materials and debris from the premises at the end of each workday;
- b. ensure employees wear a uniform or other identifiable form of dress and maintain a clean appearance while performing Services;
- c. have key personnel that are reachable via telephone or other communication device at all times during normal business hours;
- d. have an adequate number of employees available on a daily basis with applicable skillsets and certification necessary to perform work without delay;
- e. report damaged materials and/or missing parts; and
- f. complete background checks on all employees prior to providing Services to the County and on an annual basis, and the results shall be made available upon request.

### **2.2.4 Emergency Services**

The County reserves the right to elevate any service call to an Emergency. In that event, the selected Proposer shall be required to respond to a telephone call, email, or any other form of communication within two (2) hours of the notification being sent. There shall be no additional charge for these responses. Unless otherwise directed by the County, this response must result in the arrival of qualified personnel at the affected site within twenty-four (24) hours of notification, 24 hours a day, 7 days a week, year-round.

### **2.2.5 County Responsibilities**

The County will:

- a. Provide access to each site as needed, when needed.
- b. Provide access to disposal and/or storage areas (this may vary per departmental needs and accessibility). The disposal of material will require the selected Proposer to complete the appropriate forms required by each department.
- c. Assign a Department Project Manager per County department who will serve as the primary point of contact for the selected Proposer. The Departmental Project Manager will be able to communicate with the selected Proposer and have full authority to act on behalf of that County department on all matters related to operations, coordination with the department's end user, logistics, scheduling, and approval (when required) of sketches, proposals, and change orders. The Departmental Project Manager will also inspect work upon completion and authorize payment.
- d. Provide clear instructions of the Work to be done and monitor the progress of the Work.

### **2.2.6 Criminal Justice Information Systems Security Requirements**

Any contract awarded to a private contractor wherein a software application/program that accesses, processes, and stores criminal justice information ("CJI") or Personally Identifiable Information ("PII"), or the selected private contractor requires physical or logical access to the Miami-Dade Police Department's ("MDPD") network which contains CJI or PII, must comply with all security policy requirements outlined in the Florida Department of Law Enforcement's ("FDLE") Criminal Justice Information Systems ("CJIS") Security Policy. Additionally, the selected private contractor, and any of its employees or subcontractors, that requires logical access to MDPD's network must review the attached Federal Bureau of Investigation's ("FBI") CJIS Security Addendum (Annex A), and sign the FBI's CJIS Security Addendum Certification (Annex B) upon completion of a state and national fingerprint-based record check, criminal background check, proof of citizenship or authorization to be employed in the United States, biennially. Further, support personnel, contractors, and custodial workers with access to physically secure locations or controlled areas shall be subject to a state and national fingerprint-based record check unless these individuals are escorted by authorized personnel at all times.