

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

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. **FB-00269**  
 Re-Bid   
  Other   
 LIVING WAGE APPLIES:   
 YES   
 NO

Requisition No./Project No.: **RQID2000082**   
 TERM OF CONTRACT: **5 Years**

Requisition /Project Title: **Furnish and Install Automotive Glass, Electric and Manual Window Regulators**

Description: **The purpose of this solicitation is to establish a contract to furnish and install automotive glass, electric and manual window regulators in conjunction with the County's needs on an as needed when needed basis.**

Issuing Department: **Internal Services Department**   
 Contact Person: **Brian Spradley**   
 Phone: **305-375-4706**

Estimate Cost: **\$200,000.00**

	GENERAL	FEDERAL	OTHER
Funding Source:	SW and PROS		Internal, Fire District and Proprietary

**ANALYSIS**

**Commodity Codes:**   
 **060-57**   
 \_\_\_\_\_   
 \_\_\_\_\_   
 \_\_\_\_\_   
 \_\_\_\_\_

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

	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>
<b>Contractor:</b>			
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>			
<b>Comments:</b>			

Continued on another page (s):   
 Yes   
 No

**RECOMMENDATIONS**

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>			Yes	
<b>Basis of recommendation:</b>				

Signed:	Brian Spradley	Date Sent To SBD:	03/23/2020
		Date Returned To SPD:	

## SECTION 2

### SPECIAL TERMS AND CONDITIONS

#### **2.1 PURPOSE**

The purpose of this solicitation is to establish a contract to furnish and install automotive glass, electric and manual window regulators in conjunction with the County's needs on an as needed when needed basis.

#### **2.2 SMALL BUSINESS CONTRACT MEASURES**

See paragraph 1.44 of the Section 1, General Terms and Conditions.

#### **2.3 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 Notice of Award Letter which is distributed by the County's Internal Service Department (ISD), Strategic Procurement Division; and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the sixtieth (60) month of the contract term.

#### **2.4 METHOD OF AWARD**

Award of this contract will be made to the two (2) responsive and responsible bidder(s), who submit the lowest aggregate cost of all groups (Groups 1-6) to the County. Failure to Bid on all items within a group and/or all groups shall render the Bid non-responsive. The County will compute the lowest aggregate cost to the County.

While the award will be made in the aggregate to the lowest responsive responsible bidder, (primary) and the next lowest responsive responsible bidder (secondary) to assure availability, the primary vendor will be given the first opportunity to perform under this contract. Award to multiple vendors is made for the convenience of the County and does not exempt the primary vendor from fulfilling its contractual obligations.

##### **Group 1 & 2: Glass and Window Regulator Replacement Service Labor**

A labor rate charge for service to any vehicle at any shop shall represent all charges inclusive of labor, transportation, tolls, fuel, clean up, installation and any expendable supplies (chemicals, glues, sealers, etc.) needed to complete all required repairs to that vehicle.

NOTE: In cases where both a door glass installation and a motor/regulator installation are required for the same door position on the same vehicle, only one labor charge from Group 2 shall be allowed.

##### **Group 3: Additional Hourly Labor Charges**

Additional hourly labor charges not covered in the typical glass or regulator services in Groups 1 and 2 services (rust removal, straightening, water leaks, etc.). Awarded bidder must notify and have approval of requesting department before any of the additional charges can be considered for approval.

##### **Group 4: National Auto Glass Specifications (NAGS) Glass Price**

This group comprises pricing for aftermarket Auto Replacement Glass (ARG). Percentage discount offered will be applied to the most current revision National Auto Glass Specifications (NAGS) pricing to determine the lowest cost to the County.

**Group 5: Glass or Other Glazing Material (cut to size)**

This group comprises pricing for Glass or Polycarbonate material that is cut to fit.

**Group 6: Additional Parts and Materials Pricing.**

This group comprises pricing for parts or material that is not covered or available in groups 4 & 5. The parts may be OEM, Aftermarket, Rebuilt or other type and will require approval from the requesting department. Percentage markup offered will be applied to the bidders cost submitted in Section 4. Bidder will be required to provide proof of cost when invoicing.

**2.5 MINIMUM REQUIREMENTS**

The bidder shall meet the following minimum qualifications set forth in this solicitation:

- A. The bidder shall provide three (3) references shall be provided who can verify that the vendors business has been in operation for a minimum of two (2) years.
- B. The bidder shall have no less than \$25,000 of glass or regulator/motor inventory on hand as stored in C. or D. below or provide letter(s) of credit from wholesalers that supply glass and or regulator/motor parts and supplies (on appropriate letterhead) to them indicating their ability to inventory that amount.
- C. The bidder shall own or lease a fully equipped office/warehouse, within the geographic boundaries of Miami-Dade.
- D. The bidder shall have at a minimum three (3) service trucks registered in the vendor(s) name at the time of bid submittal. The bidder will be required to provide a copy of the registration for each registered service truck if requested by the County.

**2.6 PRICES**

**Parts:** The MSRP discount percentage quoted, shall be fixed and firm for the term of the contract, and shall be applied to the Bidder(s) actual cost for parts. Bidder(s) shall be required to submit Parts invoice to confirm their actual cost for parts.

**Labor:** Prices for labor and services shall remain firm and fixed for a one-year period from the effective date of the Contract. Prior to the end of the initial one-year period and for each subsequent year thereafter, the County will review requests for price adjustments for services only based on the Consumer's Price Index: U.S. City Average, All Urban Consumers, Motor Vehicle Maintenance & Repair, Series ID: CUSR0000SETD. It is the awarded Bidder(s)' responsibility to request pricing adjustments under this provision ninety (90) days prior to anniversary of the effective date of the contract. Adjustments shall not be in excess of the relevant pricing index change. The County reserves the right to reject any price adjustments submitted by the awarded Bidder(s).

The County reserves the right to reject any price adjustments submitted by the awarded Bidder.

For Group 4 percentage discount bid will be fixed and firm for the term of the contract.

For Group 5 the prices bid per square foot will be fixed and firm for the term of the contract.

For Group 6 percentage markup offered from actual Bidders cost invoice (proof of invoice is required) for the purchase of glass and parts shall be firm and fixed for the term of the contract.

Additional charges for shipping charges, shop fees, disposal fees, or miscellaneous charges of any nature are forbidden except for those fees, which are mandated by State of Florida.

**2.7 INSURANCE**

To be determined by ISD Risk.

**2.8 METHOD OF PAYMENT**

**A. INTERNAL SERVICES DEPARTMENT (ISD) FLEET MANAGEMENT DIVISION ONLY**

The bidder shall submit an invoice(s) at the time of completion of each work order or delivery. Invoices shall be to the attention of the facility supervisor at the shop location where the goods were delivered or services rendered.

**2.9 DELIVERY**

See paragraph 1.19 of the Section 1, General Terms and Conditions.

**A. WORK REQUIREMENTS**

The bidder shall complete all required work to make the vehicle "ready for service" no later than the next business day after the date of the order.

All service work shall be made in accordance with good commercial practice and all required timeframes shall be adhered to by the bidder; except in such cases where the service work will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the bidder shall notify the County of the delays in advance of the original completion date so that a revised completion date can be considered by the County.

**B. NON STOCK EQUIPMENT/RELATED MATERIALS**

Due to the diversity of equipment operated by the County, the bidder may not have in stock all glass types, motors and controllers required by the County. The bidder shall be responsible for obtaining, delivering and installing any not in stock glass and or regulators/motors no later than the second business day after the order has been placed by the County.

**2.10 WARRANTY**

See paragraph 1.7 of the Section 1, General Terms and Conditions

**2.11 PURCHASE OF OTHER ITEMS NOT LISTED IN THE SOLICITATION BASED ON PRICE QUOTES**

While the County has listed all major items on the bid solicitation which are utilized by County departments, there may be additional items, glass types and/or other related accessories that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the awarded vendors to obtain a price quote for the additional items for which specifications will be provided at that time. The County reserves the right to award these additional items to the primary awarded vendor, or the secondary contract vendor based on the lowest price quote. The County may determine to obtain price quotes for the additional items from other vendors in the event that fair and reasonable pricing is not obtained from the current contract vendors, or for other reasons at the County's discretion.

**2.12 LABOR, MATERIALS AND EQUIPMENT SHALL BE SUPPLIED BY THE BIDDER**

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this solicitation the bidder shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of the same quality level and fitment as that of the original equipment manufacturer (OEM) although OEM replacement glass, motors or regulators are not a requirement of this invitation to bid. All material, workmanship, and equipment shall be subject to the inspection and approval of the requesting department.

**2.13 MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS**

The bidder hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the bidder in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the County by the bidder are found to be defective or do not conform to specifications: (1) the materials may be returned to the bidder at the bidder's expense and the contract cancelled or (2) the County may require the bidder to replace the materials at the bidder's expense.

**2.14 RESPONSE TIME FOR ISD FLEET MANAGEMENT**

The bidder shall provide an answering machine, fax and email address available 24 hours, 7 days a week. During regular working hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.), service response time (defined as the time from acknowledged notification to arrival on-site) shall be within 24 hours after notification by the County. During other than regular working hours, the emergency response time, as defined above, shall be within 24 hours after notification by the County.

**2.15 NOTIFICATION TO BEGIN WORK**

The bidder shall neither commence any work, nor enter a County work premise, until a work order directing the bidder to proceed with various items of work has been received from any authorized County representative; provided however, that such notification shall be superseded by any emergency work that may be required in accordance with provisions included elsewhere in this solicitation and resultant contract.

**2.16 WORK ACCEPTANCE**

All installations, equipment and/or work will be inspected by an authorized representative of the County once work is completed. This inspection shall be performed to determine operational status, acceptance of work, appropriate invoicing, and warranty conditions. If any additional work is necessary the bidder shall obtain prior authorization from a department authorized County representative or designee.

**2.17 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS**

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

**2.18 ACCIDENT PREVENTION AND BARRICADES**

Precautions shall be exercised at all times for the protection of persons and property. All awarded Bidders performing services under this contract shall conform to all relevant OSHA, International Standards Operations (ISO) Procedures 14001;2015 or latest revision and 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 to the awarded Bidder. Barricades shall be provided by the awarded Bidder when work is performed in areas traversed by persons, or when deemed necessary by the shop supervisor.

**2.19 CLEAN-UP**

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the bidder shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's shop superior. All scrap metal (i.e. window regulators, motors, etc.) must be provided to the shop for proper recycling. For work performed for ISD Fleet the vendor must remove all hazardous chemicals and waste to comply with ISD Fleet Management ISO EMS fleet 12 and ISO EMS fleet-15 operational control attached below.

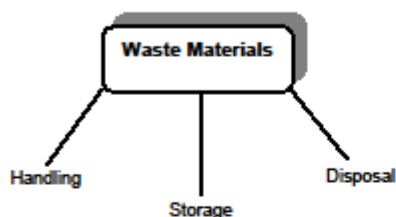
**WASTE MATERIAL HANDLING,  
STORAGE AND DISPOSAL  
OPERATIONAL CONTROL**



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## 1 PURPOSE AND SCOPE

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The purpose of this operational control is to describe the proper means for handling, storage and disposal of waste materials from maintenance operations, and other activities. Waste materials include but is not limited to used oil, used antifreeze, engine coolant, used oil filters and oily rags.

The Fleet Facility supervisors are responsible for ensuring that these handling, storage and disposal procedures are fully carried out.

Applicable compliance obligations:

1. *40 Code of Federal Regulations (CFR) 122.26 (b)(14)*
2. *29 CFR 1910.141 (a)(3)(ii) and .106(e)(g)(iii)*
3. *40 CFR 279.10 (a)*
4. *Florida Administrative Code (FAC) Chapter 24-12.3*

This operational control is only applicable for ISD buildings, shops and maintenance areas where waste materials are handled, stored and disposed of by ISD Fleet employees.

Vendors, tenants and contractors working on ISD Fleet facilities are informed and encouraged to adopt these practices in their working areas.

Used oil and used antifreeze is not a hazardous waste, but is a general environmental hazard, and an unauthorized release to surface water can be subject to penalties.

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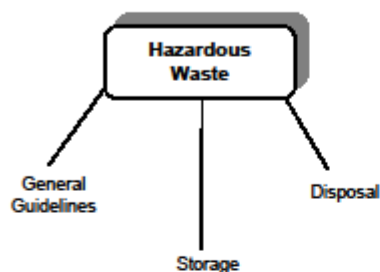
## 2 HANDLING

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- Use funnels – minimize decanting used oil into and from containers.
- Do not mix waste materials with any other types of oil and/or chemicals.

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## 1 PURPOSE AND SCOPE



The purpose of this operational control is to promote safe work and responsible environmental practices, including compliance with regulations and reducing the potential for management of hazardous waste and other negative environmental impacts from activities conducted by Fleet employees.

The Fleet EMS manager and Facility Supervisors are responsible for ensuring their employee's compliance with this procedure. The Facility Supervisors are responsible to provide necessary training for hazardous waste disposal.

Applicable compliance obligations:

1. *40 Code of Federal Regulations (CFR) 122.26 (b)(14)*
2. *40 CFR 262.11*
3. *40 CFR 265 Subpart I*
4. *29 CFR 1910.141 (a)(3)(ii) and .106(e)(g)(iii)*
5. *40 CFR 273.33 (a)(i)*
6. *40 CFR 279.10 (a)*

This operational control is only applicable for fleet shops and other areas where hazardous waste is generated in Fleet areas operated by ISD Fleet employees.

This operational control shall be reviewed with all employees connected with maintenance and management of hazardous waste. Vendors, tenants and contractors working on ISD Fleet Shops are informed and encouraged to adopt these practices in their working areas.

Employees should always try to minimize the generation of hazardous waste by searching for alternate, greener methods; working on smaller scales when possible; purchasing only the quantities of chemicals necessary to complete the task; reusing chemicals whenever possible; and recycling

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## SECTION 3

### SCOPE OF WORK/TECHNICAL SPECIFICATIONS

#### **3.1 SCOPE OF WORK**

The purpose of this solicitation is to establish a contract to furnish and install automotive glass and electric and manual window regulators and motors in conjunction with the County's needs on an as needed when needed basis. It shall be understood that in almost every case this will require the successful vendor to go to a County facility and do all work required on a County facility site. All services must be completed no later than 24 hours after notification.

#### **3.2 GLASS INSTALLATION AND SERVICES TO BE PROVIDED**

Vendor(s) shall be responsible for the installation of all glazing and glass inclusive of windshields, windows, vent, quarter and rear windows and all other vehicle and equipment glass. Vendors shall use fast curing polyurethane adhesive to allow guaranteed two (2) hour safe drive away time after application.

#### **3.3 WINDOW MOTOR OR REGULATOR INSTALLATION AND SERVICES TO BE PROVIDED**

The bidder shall be responsible for the installation of all motors and regulators inclusive of all operating windows and openings in all vehicles and equipment.

#### **3.4 LAMINATED SAFETY FLAT GLASS INSTALLATION AND/OR SERVICE FOR THE LANDFILL OR OTHER OFF ROAD EQUIPMENT**

The bidder shall be responsible for the installation of glazing and glass. The bidder is advised that the County has a variety of equipment to be serviced and for this category the vendor will quote, the price of glass per foot of glass installed and related labor charges.

#### **3.5 GLASS, GLAZING, MOTORS, REGULATORS, ETC**

Regardless of the location the glass, glazing, motor or regulator is to be installed, (i.e. windshield, door, vent, rear, etc.) or any other opening on a vehicle or other mobile equipment, all service to be provided and installed shall meet or exceed the most current regulations and standards set by the following industry and governmental regulators:

- Auto Glass Safety Council (AGSC)
- American National Standards Institute (ANSI)
- Society of Automotive Engineers (SAE)
- Federal Motor Vehicle Safety Standards (FMVSS)
- National Highway Traffic Safety Administration (NHTSA)

Types of vehicles and equipment requiring repair service will included but not limited to:

- Automotive Vehicles with a GVWR under 14,001 lbs. including Sedans, Pickup Trucks, Vans and SUV and brands including Chevrolet, Ford , Dodge, Jeep, Ram, Nissan and Toyota, etc.
- Medium and Heavy Trucks with a GVWR of 14,001 lbs. or greater including Waste collection, Van body, Dump trucks, Tractors, Fire Rescue Trucks, Cranes and Tankers and vehicles brands include but not limited to Ford, Dodge, Ram, Chevrolet, Autocar, Isuzu, Peterbilt, Freightliner, American LaFrance, Condor, Sterling, Grove, etc.
- Off-road, Landfill, Construction and Agricultural equipment including Loaders, Dozers, Excavators, Backhoes, Farm Tractors, Tankers and vehicles brands including Caterpillar, John Deere, Volvo, New Holland, etc.

**3.6 DEFICIENCIES IN WORK TO BE CORRECTED BY THE AWARDED BIDDER**

The awarded Bidder shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within two (2) business days after such rejected defects, deficiencies, and/or non-conformances are reported in writing to the awarded Bidder by the requesting department.

The awarded Bidder shall bear all costs of correcting such rejected work. If the awarded Bidder fails to correct the work within the period specified, the County may, at its discretion, notify the awarded Bidder, in writing, that the awarded Bidder is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within two (2) calendar days of receipt of the notice.

If the awarded Bidder fails to correct the work within the period specified in the notice, the County shall place the awarded Bidder in default, obtain the services of the secondary bidder or another Bidder to correct the deficiencies, and charge the awarded Bidder for these costs; either through a deduction from the final payment owed to the awarded Bidder or through invoicing. If the awarded Bidder fails to honor this invoice or credit memo, the County may terminate the contract for default.

**3.7 DEPARTMENT LOCATION LISTING**

**A. INTERNAL SERVICES DEPARTMENT (ISD) FLEET MANAGEMENT DIVISION**

<b>Light Equipment Operations</b>				
<b>Shop</b>	<b>Address</b>	<b>Phone #</b>	<b>Fax #</b>	<b>Shop #</b>
Shop 1 Main-	703 NW 25 <sup>th</sup> St, 33127	305 638-6071	305 638-5790	10
Downtown Motor Pool	201 NW 1 <sup>st</sup> St, 33128	305 375-4053	305 375-3650	15
Shop 3 Body Shop	8801 NW 58th St.	305 468-2518	305 468-2552	43
Shop 3-Auto	8801 NW 58th St., 33178	305 470-1787	305 406-2978	33

<b>Light Equipment Operations cont.</b>				
<b>Shop</b>	<b>Address</b>	<b>Phone #</b>	<b>Fax #</b>	<b>Shop #</b>
Police Headquarters	9109 NW 25 <sup>th</sup> St., 33172	305 471-2930	305 593-8867	18
Station 1	5975 Miami Lakes Dr., 33014	305 557-9844	305 275-7780	16
Station 9	18805 NW 27 <sup>th</sup> Ave., 33056	305 627-7180	305 627-7293	19
Station 2	799 NW 81 <sup>st</sup> Street., 33150	305 691-3134	305 694-8672	14
Station 6	15665 Biscayne Blvd., 33160	305 947-4429	305 275-7799	12
Shop 2-Auto	6100 SW 87 <sup>th</sup> Ave., 33173	305 273-4127	305 270-4932	24
Station 5,	7707 SW 117 <sup>th</sup> Ave., 33173	305 271-5342	305 275-7790	13
Station 8	10000 SW 142 <sup>nd</sup> Ave., 33186	305 383-6820	305 382-1445	17
South Dade Gov't Cen.	10740 SW 211 <sup>th</sup> St., 33189	305 251-3125	305 232-2434	11
New Car Get Ready	6100 SW 87 <sup>th</sup> Ave., 33173	305 270-6367	305 271-9531	40
<b>Heavy Equipment Operations</b>				
<b>Shop</b>	<b>Address</b>	<b>Phone #</b>	<b>Fax #</b>	<b>Shop #</b>
Shop 2-Truck	6100 SW 87 <sup>th</sup> Ave., 33173	305 273-4125 305 375-4126	305 270-4912	20
Shop 3	8801 NW 58 <sup>th</sup> St. 33178	305 591-9515	305 470-1613	30
Shop 3A	18701 NE 6 <sup>th</sup> Ave, 33179	305 652-0764	305 770-3142	31
Shop 3B-SW	7900 SW 107 <sup>th</sup> Ave., 33173	305 279-5050	305 273-7418	32
Shop 3C-Const. /Weld.	8801 NW 58 <sup>th</sup> St., 33178	305 477-1008	305 499-5466	38
Tire Shop	8801 NW 58 <sup>th</sup> St., 33178	305 470-1769	305 468-2569	39
Shop 3D	10820 SW 211 <sup>th</sup> St., 33189	305 233-5297 305 251-0097	304 255-5345	35