

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. FB-00006 ; 9284-1/20

Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID2000098
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Odor Control Chemicals and Atomizing Systems, Parts and Service

Description: This new project is for the purchase of odor control chemicals and to establish a Pool of prequalified vendors for futute spot market competition for the purchase of odor control atomizing systems, parts and service.

Issuing Department: WASD, DSWM
 Contact Person: Marcelo Cam
 Phone: 305-375-4258

Estimate Cost: \$1,257, 197.00

Funding Source: GENERAL
 FEDERAL
 OTHER Proprietary

ANALYSIS

Commodity Codes:	031-69	885-76	740-09		
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.					
	EXISTING	2ND YEAR	3RD YEAR		
Contractor:	Total Connection Inc	All Ready Chute Inc	Cherokee Enterprises Inc		
Small Business Enterprise:					
Contract Value:	1,331,000.00	150,000.00	150,000.00		
Comments:					

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: Marcelo Cam
 Date sent to SBD: 4/28/2020

Date returned to SPD:

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase and delivery of odor control chemicals to various Miami-Dade County locations on an as-needed basis.

This solicitation will also establish a Prequalified Pool of Vendors (Pool) that will be used to solicit for the purchase of atomizing equipment, parts, installation, and maintenance and repair services for Miami-Dade 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 Solicitation. Vendor Submittals will be accepted throughout the term of the Solicitation for placement in the Pool.

2.2 DEFINITIONS

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 quote or proposal, at the time of need.

Submittal - Shall refer to all information, attachments, and forms submitted in response to Group 2 of this solicitation.

Vendor - Shall refer to a business entity/individual responding to Group 2a and Group 2b of this solicitation.

Work Order Proposal Request (WOPR) – Shall refer to the solicitation of offers from the Prequalified Pool of Vendors for specific goods and/or services; and evaluated and awarded based on best value.

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 Blanket Purchase Order issued by the County's Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the five-year term. The term of the pool shall run concurrent to the contract.

2.4 METHOD OF AWARD

Groups:

Group 1: Odor Control Chemicals

Group 2: Odor Control Atomizing Systems, Installation, Parts and Service

Group 2a: Purchase of Parts, Accessories and Components Only

Group 2b: Turnkey Projects, Installation, and Maintenance and Repair Services

2.4.1. Group 1: Odor Control Chemicals

Award of this Group will be made to the lowest priced, responsive, and responsible Bidder on an item-by-item basis and who meets the qualifications listed below.

Qualifications for Group 1: Odor Control Chemicals

- a) Bidder(s) shall be the product manufacturer and/or authorized distributor or reseller of the product offered.

If the bidder is the manufacturer:

1. A letter on company letterhead shall be provided indicating that the Bidder is the manufacturer of the product being offered.

If the bidder is an authorized distributor:

1. Provide a current letter (within the last 12 months from bid submission) from the manufacturer, stating that the Bidder is an authorized distributor. This letter must be signed and printed on the manufacturers' letterhead with the contact person name and phone number.

If the bidder is an authorized reseller:

1. Provide a current letter (within the last 12 months from bid submission) from the authorized distributor, stating that the bidder is an authorized reseller. This letter must be signed and printed on the authorized distributor's letterhead with the contact person name and phone number.

and

2. Provide a current letter (within the last 12 months from bid submission) from the manufacturer indicating the authorized distributor (reseller's supplier). This letter must be signed and printed on the manufacturers' letterhead with the contact person name and phone number.

- b) Bidder(s) shall provide Material Safety Data Sheet (MSDS) for the chemicals being offered.
- c) Bidder(s) shall provide the product testing and study results that substantiate or support that their product is non-toxic, non-corrosive, and non-irritating as defined by the Federal Hazardous Substance Labeling Act.

Bidders shall submit all of the specified information, documents and attachments listed above with their bid submittal form as proof of compliance to the requirements of this solicitation. However, The County at its sole discretion may allow Bidders to complete, supplement or supply the required documents during the evaluation period.

2.4.2 Group 2: Odor Control Atomizing Systems, Installation, Parts and Service

Vendor(s) shall meet the following qualification criteria to be considered for entry into the Pool, and for future spot market competition.

Qualifications for Group 2:

A. Group 2a: Purchase of Parts, Accessories and Components Only

- a) Vendors(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed and during spot market competition. The contact information shall include the representative's name, telephone number, and e-mail address.
- b) Vendor(s) shall provide two (2) references from clients to demonstrate that the Vendor is regularly engaged in the business of supplying Odor Control Atomizing System parts, accessories, and/or components.

B. Group 2b: Turnkey Projects, Installation, Maintenance and Repair Services

- a) Vendors(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed and during spot market competition. The contact information shall include the representative's name, telephone number, and e-mail address.
- b) Vendors(s) shall provide three (3) signed Reference Letters indicating the projects where they have performed similar work. The name, title, telephone number of the company's representative who can verify the information must be included in the letter.
- c) In accordance with the Code of Miami-Dade County, Florida, Section 10-2, Vendor(s) shall hold at least one of the following valid Licenses or Certificate of Competency:
 - General Contractor
 - General Mechanical Contractor
 - Pressure and Process Piping Contractor

The License or Certificate of Competency shall be issued by the Construction Industry Licensing Board, Department of Business and Professional Regulations of the State of Florida and/or the Construction Trade Qualifying Board of Miami-Dade County Building Code Compliance Office qualifying said person, firm, corporation or joint venture to perform the work proposed.

Vendor 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 for Group 2. 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 Pool. 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 Pool, the County reserves the right to add or delete Vendors as it deems necessary, and in its best interest.

2.5 PRICES

Group 1: Odor Control Chemicals

The initial contract prices resultant from this solicitation shall prevail for no less than a twelve (12) month period from the contract's initial effective date. A price adjustment upward or downward is allowed based on direct and documented price adjustments made by the manufacturer to the suppliers, or documented justification from the manufacturer to the County.

It is the Awarded Bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to be considered, the Awarded Bidder(s) request for adjustment shall be submitted no less than 90 calendar days prior to the ending of the initial 12 month period or the then current 12 month period. The Awarded Bidder(s) adjustment request shall not be in the excess of the relevant documented price adjustment or justification provided by the manufacturer.

Any adjustment received after the 90 calendar day timeframe may not be considered. If no adjustment request is received from the Awarded Bidder(s), the County will assume that the Awarded Bidder has agreed that the following 12 month period will be without any upward price adjustment. The County reserves the right to negotiate lower pricing based on the market research information, other factors that influence price, or the downward movement of the appropriate manufacturer documentation.

It shall be further understood that the County reserves the right to reject any price adjustments submitted by the Awarded Bidder(s) and/or to terminate the contract with the Awarded Bidder(s) based on such price adjustments.

The bidder's price quoted shall be inclusive of all costs, charges, and fees involved in providing the specified product. Additional charges of any kind added to the invoice submitted by the Awarded Bidder will be disallowed.

Group 2: Odor Control Atomizing Systems, Installation, Parts, and Maintenance and Repair Services

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

- Small Business Enterprise (SBE) 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 or WOPR.

- Local Preferences
- User Access Program (UAP) Fee
- SBE Measures
- Local Certified Veteran Business Enterprise Preference
- First Source Hiring Referral Program
- SBE Prompt Payment Terms
- Office of Inspector General Fee

2.6 DELIVERY (GROUP 1 ONLY)

Bidder(s) shall make deliveries within fourteen (14) calendar days after the date of the order from user departments. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframe shall be adhered to by the bidder, except in such cases where the delivery 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 delivery date so that a revised delivery schedule can be appropriately considered by the County.

Packing Slip / Delivery Ticket

Bidder(s) shall enclose a complete **packing slip** or **delivery ticket** with any items to be delivered in conjunction with this solicitation. The **packing slip / delivery ticket** shall be made available to the County's authorized representative during delivery. The **packing slip / delivery ticket** shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered; and back-order quantities and estimated delivery of back-orders if applicable.

Back Orders

If the bidder cannot deliver an ordered item in accordance with the scheduled delivery date due to a current existing backorder of that item with the awarded bidder's manufacturer or distributor; the bidder shall ensure that such backorders are discussed with the County department and agreed upon between both the County and awarded Bidder. The bidder shall not invoice the County for back ordered items until such back orders are delivered and accepted by the County's authorized representative.

Testing / Non-Conformance of Products

During the term of the contract, samples of the delivered chemical product may be randomly selected and tested for compliance / performance. If it is found that the delivered product does not conform to the specifications, the County will notify the bidder of nonconformance within 20 calendar days. The County shall then require replacement of the item within 48 hours after notification.

Should the Awarded Bidder fail to deliver the product within the time frame specified, this may result in the Awarded Bidder being deemed in breach of contract.

Security of Deliveries

Bidder(s) shall not disclose any shipping information, e.g. delivery schedules, delivery routes, etc., to any person, company or organization without the written permission of the County designee. The Awarded Bidder(s) must seal all shipments made pursuant to this solicitation and the seal must remain unbroken until the delivery is received at the designated facility.

Delivery Locations

The following is a list of current County facilities; however, this list is neither exclusive nor complete. The County will confirm the delivery location at the time of the order.

1. Miami-Dade Water and Sewer Department

- A. Central District Wastewater Treatment Plant (Virginia Key)
3989 Rickenbacker Causeway
Key Biscayne, Florida

Deliveries will be accepted at this location Monday through Sunday, between the hours of 7:00 AM to 7:00 PM.

- B. North District Wastewater Treatment Plant (Interama)
2575 NE 151st Street
North Miami Beach, Florida

Deliveries will be accepted at these listed locations Monday through Friday, between the hours of 7:00 AM to 5:00 PM.

2. Miami-Dade County Department of Solid Waste Management

- A. West Transfer Station
2900 SW 72nd Avenue
Miami, Florida
- B. Northeast Transfer Station
18701 NE 6th Avenue
Miami, Florida
- C. Central Transfer Station
1150 NW 20th Street
Miami, Florida
- D. South Dade Landfill
23707 SW 97th Avenue
Miami, Florida
- E. 58th Street Collections Administration Building
8831 NW 58th Street
Miami, FL 33178

F. North Dade Landfill
21500 NW 47th Avenue
Miami, FL 33055

G. 3B Collections Administration Building
8000 SW 107th Avenue
Miami, FL 33173

Deliveries will be accepted at these listed locations Monday through Friday, between the hours of 7:00 AM to 5:00 PM.

2.7 COMPLIANCE / REGULATIONS

2.7.1 POLLUTION CONTROL

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by the vendor through the Department of Regulatory and Economic Resources (RER), 701 NW 1st Court, Suite 400, Miami, Florida 33136, Telephone (305) 372-6789.

2.7.2 ACCIDENT PREVENTION AND REGULATIONS

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, 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 by 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 vendor or an authorized representative of the County.

2.8 SUBSTITUTION OF ITEM DURING TERM OF CONTRACT (GROUP 1 ONLY)

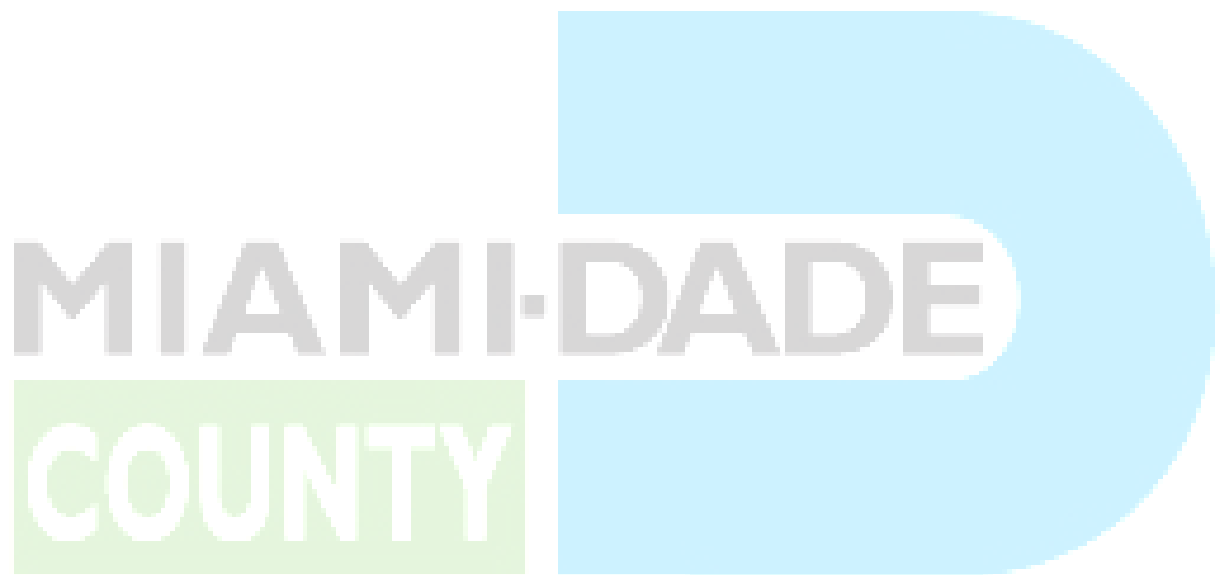
A substitute product may be considered during the contract period if the brands listed in Paragraph 3.1.1 is discontinued by the manufacturer. The Awarded Bidder(s) shall not deliver any substitute item as a replacement to the awarded product without the express written consent of the Internal Services Department, Strategic Procurement Division prior to such delivery. Substitute items must be of equal or better quality and performance than the awarded item at an equal or lower price. The County shall be the sole judge of equal product, and its decision in this regard shall be final.

2.9 ADDITIONAL ITEMS MAY BE ADDED DURING THE TERM OF THE CONTRACT (GROUP 1 ONLY)

Although this solicitation and resultant contract identifies specific items to be purchased, it is hereby understood and agreed that additional items may be added to this contract at the option of the County. Vendor(s) under this contract shall be invited to submit a price quote. If price quote are considered to be fair and reasonable then award shall be made to the vendor offering the lowest price and acceptable product to the County or otherwise serving the best interest of the County. Award of these additional items shall be confirmed through the issuance of an addendum to the award sheet. These items shall become an integral part of the contract.

2.10 INDEMNIFICATION AND INSURANCE

Insurance detailed in Section 1.22 of this solicitation is required for Group 1. Insurance is **not** required in order to be prequalified for Group 2. Insurance requirements for Group 2b will be detailed in the subsequent ITQ or WOPR.



SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 GOODS AND SERVICES TO BE PROVIDED

3.1.1 Group 1: Odor Control Chemicals Description

- Big D Sewer-D
Product No.: 5-31800

Product shall be a non-flammable, non-carcinogenic, non-toxic, biodegradable, either pleasant smelling or have no aroma at all. It should completely water soluble odor neutralizing agent formulated to counteract organic sewage and processed wet and dry sludge odors. Product shall only be delivered in five gallon containers.

- Pyranha-Odaway Odor Control Concentrate
EPA Est. No: 47258-TX-1

Concentrated, broad spectrum odor absorber, clear liquid, citrus, floral odor, water soluble odor absorber. For use in the automatic spray master and handheld sprayers. Product in 47.9 gallon drums. Product non-hazardous, biodegradable, non-toxic, not regulated as dangerous goods.

EXISTING EQUIPMENT

Miami-Dade Water and Sewer Department:

The equipment consists of an overhead high pressure fine mist fogging system, with approximately 1,400 nozzles, installed around the sludge drying beds, and a similar high pressure fine mist fogging system consisting of approximately 200 nozzles, installed around the sludge storage barn. Both systems are designed for operation at 800 PSI pressure, 10 microns droplets size. The nozzle opening size is 8/1,000 inch. Each system is sized to handle approximately 20 gallon per minute of the product at a dilution ratio of 1/500 to 1/5,000.

Department of Solid Waste Management

Spray Master Systems are currently installed at various Department of Solid Waste Management facilities. This 55-gallon system has a ½ power electric motor-driven pump that is controlled by a solid-state electronic timer. The timer is programmed to dispense an insecticide formulation in the form of a very fine mist at specific intervals via special spray nozzles. The system can accommodate up to 80 nozzles.

3.1.2 Group 2a: Furnish of Parts, Accessories and Components Only

Prequalified vendors shall be able to furnish odor control atomizing systems parts, including but not limited to drop lines, universal nozzles, related accessories, and components as further defined in each subsequent ITQ/WOPR.

3.1.3 Group 2b: Turnkey Projects, Installation, and Maintenance and Repair Services

Prequalified vendors shall furnish all labor, materials, tools, equipment and transportation necessary for the installation of odor control atomizing systems, accessories and related components as defined in each subsequent RFQ. Installation may include but not be limited to control boxes, interval timers, drop lines, universal nozzles, cables and related components. Additionally, Prequalified vendors shall be able to repair and service all equipment and components associated with odor control atomizing systems.

SECTION 4
SUBMITTAL FORM

SUBMITTER: _____

GROUP 1: ODOR CONTROL CHEMICALS

PRICE SCHEDULE FORM

Item No.	Description	Estimated Annual Quantity	Unit Price
1	Big D, Sewer-D, Odor Eliminator Concentrated in 5-gallon container as defined in Section 3.1.1 NO SUBSTITUTE	21,635 gallons	\$ _____ /gallon
2	Pyranha-Odaway Odor Control Concentrate in 47.9 gallon drum, per description in Section 3.1.1 NO SUBSTITUTE	150 Drums	\$ _____ /drum
MINIMUM REQUIREMENTS			
Reference Section	Refer to Section 2.4, Groups, Minimum Requirements to ensure that Submittal complies with solicitation requirements. Bidder(s) shall provide a corresponding manufacturer letter included with the bid submittal.	Check as completed	
2.4.1	<p>a)</p> <ol style="list-style-type: none"> 1. Product Manufacturer Letter (if bidder is the product manufacturer) 2. Authorized Distributor Product Manufacturer Letter (if bidder is an authorized distributor of the product) 3. Authorized Re-seller Product Distributor Letter and Authorized Distributor Product Manufacturer Letter (if bidder is an authorized re-seller of the product) <p>Provide one of the above</p>	<input type="checkbox"/>	<input type="checkbox"/>
2.4.1	b) Bidder shall provide Material Safety Data Sheet (MSDS)	<input type="checkbox"/>	<input type="checkbox"/>
2.4.1	c) Bidder shall provide product testing and study results showing that the chemical product is non-toxic, non-corrosive, and non-irritating as defined by the Federal Hazardous Substance Labeling Act.	<input type="checkbox"/>	<input type="checkbox"/>

GROUP 2: ODOR CONTROL ATOMIZING SYSTEM (AOCS) - PREQUALIFICATION

Reference Section	Requirements	Check as Completed
	Group 2a: Furnish of Parts, Accessories and Components Only	<input type="checkbox"/>
2.4.2	<p>a) Vendors(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed and during spot market competition. The contact information shall include the representative's name, telephone number, and e-mail address.</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<input type="checkbox"/>
2.4.2	<p>b) Vendor(s) shall provide two (2) references from clients to demonstrate that the vendor is regularly engaged in the business of supplying Odor Control Atomizing System parts, accessories and/or components.</p> <p>Reference No. 1:</p> <p>Company Name: _____</p> <p>Contact Person: _____</p> <p>Title: _____</p> <p>Telephone: _____</p> <p>E-mail Address: _____</p> <p>Reference No. 2:</p> <p>Company Name: _____</p> <p>Contact Person: _____</p> <p>Title: _____</p> <p>Telephone: _____</p> <p>E-mail Address: _____</p>	

Reference Section	Requirements	Check as Completed
	Group 2b: Turnkey Projects, Installation and Maintenance and Repair Services	<input type="checkbox"/>
2.4.2	a) Vendors(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed and during spot market competition. The contact information shall include the representative's name, telephone number, and e-mail address. Name: _____ Phone: _____ Email: _____	<input type="checkbox"/>
2.4.2	b) Vendors(s) shall provide three (3) signed Reference Letters indicating the projects where they have performed similar work. The name, title, and telephone number of the company's representative who can verify the information must be included in the letter. <i>Provide three (3) signed reference letters indicating projects with similar work</i>	<input type="checkbox"/>
2.4.2	c) In accordance with the Code of Miami-Dade County, Florida, Section 10-2, Vendor(s) shall hold any of the following valid Licenses or Certificate of Competency: 1. General Contractor License Number: _____ Exp. Date: _____ 2. General Mechanical Contractor License Number: _____ Exp. Date: _____ 3. Pressure and Process Piping Contractor License Number: _____ Exp. Date: _____ <i>Please attach a copy of License(s)/Certificate of Competency</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>