

## ISSUING DEPARTMENT INPUT DOCUMENT

### CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. FB-00229

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

Requisition No./Project No.: RQID2100025   
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Automotive Parts Washer Machine Lease and Maintenance Prequalification

Description: The purpose of this solicitation is to establish a prequalification pool with multiple vendors for the provision of leasing of automotive parts washer machines and preventive maintenance, parts and repairs for the automotive parts washer machines owned by various dept

Issuing Department: ISD   
 Contact Person: Brian Spradley   
 Phone: 305-375-4706

Estimate Cost: 465,867.27

Funding Source:   
 GENERAL     
 FEDERAL     
 OTHER    
 PROS     
 Int.,Prop,Op  

### ANALYSIS

Commodity Codes: 07519   
     
     
     
  

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

	<u>EXISTING</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
<b>Contractor:</b>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>
<b>Small Business Enterprise:</b>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>
<b>Contract Value:</b>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>
Comments: <span style="border: 1px solid black; padding: 2px;"> </span>			

Continued on another page (s):     YES     NO

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>

Basis of Recommendation:  

Signed: Brian Spradley   
 Date sent to SBD: 12/7/2020

Date returned to SPD:

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

**2.1 PURPOSE**

The purpose of this solicitation is to establish a prequalification pool with multiple Vendors for the provision of leasing automotive parts washer machines, preventive maintenance, parts and repairs for the automotive parts washer machines owned by various Miami-Dade County Departments.

The County, at its sole discretion, reserves the right to accept or reject any submittal, or prequalify or reject any Vendor, as well as their parts or services offered.

**2.2 DEFINITIONS**

**Aqueous Based Parts Washers** – Machine which uses water to dissolve an application of detergent and commonly use a heating process to speed the detergent dissolving and cleaning processes to aid with solvent dispersal and cleaning action.

**Complete Submittal** – shall refer to a submittal that meets all solicitation qualifications and requirements, includes all necessary documents. Only complete submittals may be considered for placement in a Pool.

Commented [OLS(1)]: How will you determine these?

**Dealer:** Refers to a company authorized by the manufacturer to provide product support, parts, services, and warranty repairs.

**Incomplete Submittal** – shall refer to a submittal that does not meet all solicitation qualifications and requirements, or does not include all necessary documents, or is from a vendor that does not meet the minimum standards of business competence, financial ability, and/or product quality.

**Invitation to Quote (ITQ)** – shall refer to a competitive process involving 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 Vendors determined by the County's Internal Services Department, Strategic Procurement Division, as having a complete submittal, and which may submit responses to ITQ's or WOPR's, as requested by the County.

Commented [JF2]: I thought we were writing this as one word, no hyphenation...

**Registered Vendor** – shall mean a firm that has completed the Miami-Dade County Business Entity Registration process via the County's online Vendor Portal (<http://www.miamidade.gov/procurement/vendor-registration.asp>) and has satisfied all requirements to enter into business agreements with the County. Vendor shall be Registered Vendor to be considered for placement in this Pool.

**Request to Qualify (RTQ)** – shall refer to this solicitation, which is used to establish a Pool.

**Solvent Based Parts Washers** – Machine which use a cleaner that has a solvent base. The solvent in the cleaner dissolves two or more ingredients to create a homogenous cleaner that is typically used without heat.

**Submittal** - shall refer to all information, attachments and forms submitted by a vendor in response to this RTQ.

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

**Work Order Proposal Request (WOPR)** – shall refer to a competitive process involving the solicitation of proposals, by the Internal Services Department Strategic Procurement Division from the Pool, for specific goods and/or services; and evaluated and awarded based on best value.

**2.3 TERM**

The prequalification pool shall commence on the first calendar day of the month succeeding approval of the pool 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 sixtieth month.

**2.4 METHOD OF AWARD (Group Basis)**

Establishment of and prequalification under this pool will be made to all responding Vendors who meet the following minimum requirements as evidenced by submission of the documentation listed below, in order to participate in future pricing competition, under two groups identified below:

Group 1: Prequalification of Vendors for the Leasing of Parts Washer Machines for future price competition.

Group 2: Prequalification of Vendors for County-Owned Parts Washer Machines Preventive Maintenance for future price competition

Future price competition may be in the form of an Invitation to Quote (ITQ) or Work Order Proposal Request (WOPR) issued by the County.

**2.5 MINIMUM REQUIREMENTS**

Vendors shall be Miami-Dade County Registered Vendors and meet the following requirements to be considered for placement in the Pool.

Vendors may participate in one or both groups:

**2.5.1 Group 1: Prequalification of Vendors for the Leasing of Parts Washer Machines**

- A. The Vendor shall be regularly engaged in the business of Leasing Parts Washer Machines, similar to the services requested herein. The Vendor shall list three (3) references in the Vendor's submittal form. The references provided must be customers that have been provided similar goods and services within the last three years. The references must include the customer's company name, address, contact person's name, title, e-mail address, telephone number, and length of business relationship. These references should ascertain to the County's satisfaction that the Vendor has sufficient expertise and success. Also that Vendor is regularly engaged in the business of leasing of automotive part washer machines, and/or providing preventive maintenance, parts and repairs for the automotive parts washer machines.
- B. The Vendor shall provide the name of a Primary and (optional) Secondary designated representative(s) within your company who will be responsible for providing a response to service requests, support and information concerning orders placed by Miami-Dade County. Vendor shall provide the representative's name, phone number, and email address.

**2.5.2. Group 2: Prequalification of Vendors for County-Owned Parts Washer Machines Preventive Maintenance, Parts and Repairs**

- A. The Vendor shall be regularly engaged in the business of Leasing Parts Washer Machines, similar to the services requested herein. The Vendor shall list three (3) references in the Vendor's submittal form. The references provided must be customers that have been provided similar goods and services within the last three years. The references must include the customer's company name, address, contact person's name, title, e-mail address, telephone number, and length of business relationship. These references should ascertain to the County's satisfaction that the Vendor has sufficient expertise and success. Also that Vendor is regularly engaged in the business of leasing of automotive part washer machines, and/or providing preventive maintenance, parts and repairs for the automotive parts washer machines.
- B. The Vendor shall provide the name of a Primary and (optional) Secondary designated representative(s) within your company who will be responsible for providing a response to service requests, support and information concerning orders placed by Miami-Dade County. Vendor shall provide the representative's name, phone number, and email address.

**NOTE:** The County, at its sole discretion, reserves the right to request and evaluate additional information, as the County deems necessary, in order to assess the Vendor's capability.

**2.6 ADDITIONAL GROUPS**

The County reserves the right to add additional groups (with applicable qualification criteria) to the pool, which are not listed within this solicitation. The Internal Services Department, Strategic Procurement Division will issue a supplement to include the group(s) and allow existing and additional vendors the opportunity to prequalify for any groups added.

**2.7 ADD/DELETE VENDORS**

During the term of the prequalification pool, the County reserves the right to prequalify additional Vendors or delete Vendors, at its sole discretion. Additional Vendors shall meet or exceed the same prequalification requirements stated above. The County reserves the right to prequalify only those Vendors whose brand names and services are needed.

**2.8 INSURANCE (Groups 1 and 2)**

Insurance will be required and requested at the ITQ/WOPR level within the document advertised. All insurance requirements and specifications shall be detailed within the ITQ/WOPR.

### **SECTION 3**

#### **SCOPE OF WORK**

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

Prequalified vendors shall provide the ability to lease parts washer machines of all sizes and to provide preventive maintenance, as well as parts and repairs for the parts washer machines owned by Miami-Dade County Departments, according to each department's needs. The prequalified vendor(s) shall furnish all labor, equipment and necessary supervision to supply leased parts washer machines, preventive maintenance, parts and repairs for parts washer machines. Additionally, the size of parts cleaning equipment depends on both volume of use and nature of work performed at each shop location, as will be provided at the time of future spot market competition.

##### **3.2 GROUPS**

**Group 1:** Prequalification of Vendors for the Leasing of Parts Washer Machines

**Group 2:** Prequalification of Vendors for County-Owned Parts Washer Machines Preventive Maintenance, Parts and Repairs

##### **3.3 GOODS AND SERVICES TO BE PROVIDED**

The following goods and services will be augmented at the time of an ITQ/WOPR, however, are included for informational purposes below:

Upon award, as a result of the Invitation to Quote (ITQ) or Work Order Proposal Request (WOPR) process, the awarded Vendor shall coordinate with County staff to develop and provide a proposed preventive maintenance service schedule and implement the preventive maintenance service schedule. The preventive maintenance service schedule shall consist of time and materials to replace the filter elements, to drain and replace cleaning solvent, clean accumulated sludge from machine, refill the machine with clean solvent and properly recycle/dispose of dirty solvent and sludge. The County reserves the right to adjust the preventive maintenance service schedule as needed. The awarded Bidder shall also provide a detailed description of recycling and/or disposal methods for all leased and owned County machines.

The awarded Vendor is required to remove and dispose the dirty solvent and sludge from the County premises for recycling, reuse, or as a last resort, disposal in accordance to the Environmental Protection Agency (EPA) and Department of Regulatory and Economic Resources (RER) policies and procedures.

Any leased equipment that wears out from normal use shall be replaced by the awarded Vendor at no additional charge to the County.

County owned equipment shall be maintained and/or repaired with original parts in accordance with manufacturer's standards. The awarded Vendor shall provide all cleaning aqueous solution and/or solvent solution, filter conversion kits, spare parts and labor to maintain and service the County owned machines that are placed under a preventive maintenance service schedule agreement on a quarterly basis.

**Maintenance Requirements:**

Further maintenance requirements shall consist of, but are not be limited to, the following tasks:

- Service or Replacement of filter elements
- Drain and replace cleaning solvent and/or aqueous solution
- Provide cleaning solvent and/or aqueous solution
- Clean accumulated sludge from machine
- Properly recycle/dispose of dirty solvent and sludge

NOTE: In response to any specific job quotation, the Vendor must identify all subcontractors to be used in completing the work.

Commented [SV(3)]: Should be a requirement on ITQ

Commented [SK(4R3)]: Will be moved to ITQ

**3.4 EQUIPMENT**

The prequalified Vendor shall provide either aqueous solution based parts washing machines or solvent based parts washing machines or a combination of both at the requested County facility. The aqueous and/or solvent based immersion parts cleaning equipment must have a suspended parts basket, and an agitation system with timer. The construction shall allow for the parts to be separated from the bottom of the reservoir where sludge settles. This may be accomplished either by being suspended in a wire basket, or by having the parts cleaning container separate from the reservoir.

Commented [SV(5)]: Pre-qualified?

Commented [SK(6R5)]: Oops, sorry, you are correct!

For identification purposes, the aqueous and/or solvent based parts washer machines shall be categorized based on fluid capacity, as follows:

- Small aqueous/solvent based parts washer machine shall contain 0-20 gallons of parts cleaning fluid.
- Medium aqueous/solvent based parts cleaner shall contain 21-42 gallon of parts cleaning fluid.
- Large aqueous/solvent based parts cleaner shall contain 43-100 gallons of parts cleaning fluid.
- Extra-large aqueous/solvent based parts cleaner shall contain 101-150 gallons of parts cleaning fluid. All sizes must be suitable for continuous commercial use.

The County reserves the right to lease additional, or decrease, aqueous and/or solvent based automotive parts washer machines and accessories from the awarded Vendor as required to maintain efficient vehicle maintenance operations. The County shall determine whether a piece of equipment is adequate.


**3.5 TECHNICAL SPECIFICATIONS**

Technical specifications will be provided at the time an ITQ or WOPR is issued under Groups 1 and/or 2.

**SECTION 4**  
**SUBMITTAL FORM**

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Vendor: \_\_\_\_\_

Section 2.4	Description	Check / Submitted
2.4.1	<p><b>Group 1: Prequalification of Vendors for the Leasing of Parts Washer Machines</b></p> <p>A. The Vendor shall be regularly engaged in the business of Leasing Parts Washer Machines, similar to the services requested herein. The Vendor shall list three (3) references in the Vendor's submittal form. The references provided must be customers that have been provided similar goods and services within the last three years. The references must include the customer's company name, address, contact person's name, title, e-mail address, telephone number, and length of business relationship. These references should ascertain to the County's satisfaction that the Vendor has sufficient expertise and success. Also that Vendor is regularly engaged in the business of leasing of automotive part washer machines, and/or providing preventive maintenance, parts and repairs for the automotive parts washer machines.</p> <p><u>Reference 1</u></p> <p>Company Name: _____</p> <p>Contact Person: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p><u>Reference 2</u></p> <p>Company Name: _____</p> <p>Contact Person: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p><u>Reference 3</u></p> <p>Company Name: _____</p> <p>Contact Person: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p>	

**SECTION 4**  
**SUBMITTAL FORM**

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Vendor: \_\_\_\_\_


Section 2.4	Description	Check / Submitted
2.4.1	<b>Group 1: Prequalification of Vendors for the Leasing of Parts Washer Machines</b>  B. The Vendor shall provide the name of a Primary and (optional) Secondary designated representative(s) within your company who will be responsible for providing a response to service requests, support and information concerning orders placed by Miami-Dade County. Vendor shall provide the representative's name, phone number, and email address.	<input type="checkbox"/>



**SECTION 4**  
**SUBMITTAL FORM**

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Vendor: \_\_\_\_\_

Section 2.4	Description	Check / Submitted
2.4.2	<p><b>Group 2: Prequalification of Vendors for County-Owned Parts Washer Machines Preventive Maintenance, Parts and Repairs</b></p> <p>A. The Vendor shall be regularly engaged in the business of Leasing Parts Washer Machines, similar to the services requested herein. The Vendor shall list three (3) references in the Vendor's submittal form. The references provided must be customers that have been provided similar goods and services within the last three years. The references must include the customer's company name, address, contact person's name, title, e-mail address, telephone number, and length of business relationship. These references should ascertain to the County's satisfaction that the Vendor has sufficient expertise and success. Also that Vendor is regularly engaged in the business of leasing of automotive part washer machines, and/or providing preventive maintenance, parts and repairs for the automotive parts washer machines.</p> <p><u>Reference 1</u>            Company Name: _____            Contact Person: _____            Title: _____            Address: _____            Phone Number: _____</p> <p><u>Reference 2</u>            Company Name: _____            Contact Person: _____            Title: _____            Address: _____            Phone Number: _____</p> <p><u>Reference 3</u>            Company Name: _____            Contact Person: _____            Title: _____            Address: _____            Phone Number: _____</p>	

**SECTION 4**  
**SUBMITTAL FORM**

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Vendor: \_\_\_\_\_

Section 2.4	Description	Check / Submitted
2.4.2	<p><b>Group 2: Prequalification of Vendors for County-Owned Parts Washer Machines Preventive Maintenance, Parts and Repairs</b></p> <p>B. The Vendor shall provide the name of a Primary and (optional) Secondary designated representative(s) within your company who will be responsible for providing a response to service requests, support and information concerning orders placed by Miami-Dade County. Vendor shall provide the representative's name, phone number, and email address.</p>	<input type="checkbox"/>
	<p style="text-align: center;"><b>Please indicate which Group(s) Vendor is pursuing:</b></p> <p><b>Group 1:</b> Prequalification of Vendors for the Leasing of Parts Washer Machines.</p> <p><b>Group 2:</b> Prequalification of Vendors for County-Owned Parts Washer Machines Preventive Maintenance, Parts and Repairs.</p>	<input type="checkbox"/>  <input type="checkbox"/>