<u>DEPARTMENTAL INPUT</u> CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

X New contract OTR	<u>co</u> <u>ss</u>	BW Eme	Previous Contract/Project N	0.		
Re-Bid Other	LIVING WAGE APPLIES: _YES XNO					
Project No: Term of Contract: <u>1 Years</u>						
Project Title: Hazardous Materials State Certification Course						
Requisition Number: RQID2100546						
Description : The purpose of this solicitation is to establish a contract for two (2) Hazardous Materials State Certification classes for Miami-Dade County Fire Rescue Department.						
User Department(s): Fire						
Issuing Department: Strategic Procurement Contact Person: Kiara Moyer Lee Phone: 305-375-2356						
Estimated Value: \$70,000 Funding Source: General/Federal Revenue Generating: No						
	ANA	LYSIS				
Commodity/Service No: 9244	0 and 92425					
Trade/Commodity/Service Opportunities						
	Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here X if this is a New Contract/Purchase with no Previous History					
l	PREVIOUS CONTRACT 2 ND YEAR		NR 3RD YEA	<u>IR</u>		
Contractor:						
Small Business Enterprise:						
Estimated Value To Date:						
Comments:						
Continued on another page (s):YesX_ No						
RECOMMENDATION: No Measures						

Signed: <u>Kiara L. Moyer Lee</u> Date to SBD: <u>10/13/2022</u>

SECTION 2

SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for two (2) Hazardous Materials State Certification classes for Miami-Dade County Fire Rescue Department. The Hazardous Materials certification course is intended to develop Hazardous Materials Technicians following guidelines set by NFPA 1072 and NFPA 472.

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 Purchase Order (PO) issued by the Internal Services Department, Strategic Procurement Division, and shall remain in effect for a one (1) year period.

2.3 METHOD OF AWARD

Award of this contract will be made to the lowest priced responsive, responsible bidder. Awarded Bidder may be deemed in default if the Awarded Bidder fails to deliver the service(s) in a timely manner, or the course(s) provided do not meet the Scope of Services. The County shall have the right to negotiate with the next lowest responsive, responsible Bidder.

SUBMITTAL REQUIREMENTS

Bidder(s) shall comply with each requirement below. Failure to meet any sub-section may result in the bidder being deemed non-responsive.

2.3.1 Bidder or Bidder's Subcontractor(s) shall be regularly engaged in the business of providing training courses and/or certifications to be considered for award. Bidder or Bidder's Subcontractor(s) shall provide two (2) different references demonstrating that they have successfully certified Hazardous Materials Technicians within the last 5 years. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from the Bidder's key personnel in accordance with Resolution No. 1122-21.

The reference should include the customer's company name, the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the Bidder/key personnel/Subcontractor has successfully provided the services. These references shall ascertain to the County's satisfaction that the Bidder/key personnel/Subcontractor has sufficient expertise in the industry and its firm is properly equipped to perform the required services.

2.3.2 Bidder(s) shall provide the contact information for the main point of contact that will be assigned to this project. The designated representative shall be available during the County's business hours (8:00a.m. to 5:00p.m.), Mondays through Fridays.

2.4 PRICES

Prices shall remain fixed and firm during the term of the contract.

2.5 INSURANCE

The following clause replaces the insurance requirements listed in Section 1, General Terms and Condition, Paragraph 1.22A:

The Bidder shall furnish to Miami-Dade County, Internal Services Department at 111 N.W 1st Street, Miami, FL 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the additional requirements as outlined below:

- A. <u>Worker's Compensation Insurance</u> for all employees of the Contractor as required by Florida Statute 440.
- B. <u>Commercial General Liability Insurance</u> in an amount not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, not to exclude coverage for Products and Completed Operations. Miami-Dade County must be shown as an additional insured with respect to this coverage.
- C. <u>Automobile Liability Insurance</u> covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- D. Professional Liability Insurance in an amount not less than \$1,000,000 per claim.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength, by Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

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The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services.

NOTE: CERTIFICATE HOLDER MUST READ: MIAMI-DADE COUNTY

111 NW 1st STREET

SUITE 2340

MIAMI, FL 33128

2.6 GOODS/SERVICES PURCHASED USING FEDERAL FUNDS

Any goods or services purchased using federal funds shall be:

- Exempt from any local, locally headquartered and small business preferences and/or measures.
- Exempt from Small Business Enterprise payment terms distinction.
- Exempt from the Inspector General Fee.
- Exempt from the User Access Program Fee

SECTION 3

SCOPE OF WORK

3.1 SCOPE OF WORK

Miami Dade Fire Rescue (MDFR) is required to have State certified Hazardous Materials training. Each course shall be a four (4) week intensive program designed to train and prepare approximately forty-eight (48) fire service personnel to respond to both accidental and intentional release of a hazardous materials or the intentional release of a weapons of mass destruction onto a highly populated area.

3.2 SPECIFICATIONS

The course shall cover a multitude of topics that should be considered when responding to the release of hazardous materials. The first course shall consist of two (2) weeks of training with a two (2) week break followed by the remaining two (2) weeks of training. Once the first class is completed, the second four (4) week class will follow in the same format as the first. The scheduling between classes will be approximately a month.

Each course shall be 160 hours of instructor led trainings, consisting of both lecture and hands on training to reinforce knowledge and retention. Awarded Bidder shall provide all training materials to be used in the administration of each course. Following the SERC Haz-Mat Technician Training Guidelines and completing the SERC Haz-Mat Technician Task Book, must be included in the course curriculum. Some focus areas will include risk and threat analysis found on scene, chemical and physical properties of hazardous materials, Personal Protective Equipment (PPE) selection based on hazards and risk, atmospheric detection equipment and tactical procedures for mitigation control. These topics are just a few covered in the course curriculum.

Awarded Bidder shall evaluate participants through written examination and performance objective to gauge mastery. Participants must pass the state 100-question examination with a grade of at least 70.

All hazardous training materials shall be removed by the Bidder upon completion of each course. Awarded Bidder shall make every effort to avoid damage to County property. Awarded Bidder shall be solely financially responsible for any damages caused by the Awarded Bidder's personnel during the administration of this course.

SECTION 4 BID SUBMITTAL

	TO BE COMPLETED BY ALL BIDDERS Refer to Paragraph 2.3 to ensure that Bidder's responses and attachments comply with the Solicitation requirements.			
Paragraph Reference	Bidder Requirements			
2.3.1	Bidder or Bidder's Subcontractor(s) shall be regularly engaged in the business of providing these audio visual services to be considered for award. Bidder or Bidder's Subcontractor(s) shall provide two (2) different references demonstrating that they have successfully certified Hazardous Materials Technicians within the last 5 years. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from the Bidder's key personnel in accordance with Resolution No. 1122-21. The reference should include the customer's company name, the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the Bidder/key personnel/Subcontractor has successfully provided the services. These references shall ascertain to the County's satisfaction that the Bidder/key personnel/Subcontractor has sufficient expertise in the industry and its firm is properly equipped to perform the required services. Reference Company Name No. 1: Is reference for the Bidder, Subcontractor, or key personnel: If Subcontractor, then identify the name of the Subcontractor: If key personnel, then identify the name of the key personnel:			
	Contact's name: Title:			
	Address:			
	Phone Number: Email:			
	Reference Company Name No. 2:			
	Contact's name: Title:			
	Address: Email:			

	Bidder(s) shall provide the contact information for the main point of contact that will be assigned to this project.	
2.3.2	Contact's name: Title:	
	Address:	
	Phone Number: Email:	
	Bidder(s) shall provide the contact information for a service representative who shall be available 24	
	hours a day for County personnel to contact for support and service for the duration of the contract.	
2.3.3	Contact's name: Title:	
	Address:	
	Phone Number: Email:	
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