

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. FB-00631

Contract  
 Re-Bid   
  Other \_\_\_\_\_
 LIVING WAGE APPLIES:  YES  NO

Requisition No./Project No.: RQID2100607   
 TERM OF CONTRACT: 5 YEAR(S) WITH   YEAR(S) OTR

Requisition /Project Title: Engine Oil, Lubricant Fluids, and Diesel Fuel Analysis Services

Description: 
 The purpose of this solicitation is to establish a contract for the purchase of engine oil, lubricant fluids, and diesel fuel analysis services for the Miami Dade County Department of Transportation and Public Works (DTPW) and ISD-FMD.

Issuing Department: DTPW, ISD-FMD   
 Contact Person: Rey Llerena/Wendy Mo   
 Phone: 7-469-5319/2744

Estimate Cost/Value: \$192,000   
 GENERAL    FEDERAL    OTHER  
 Funding Source: DTPW Oper         ISD

### ANALYSIS

<u>Commodity Codes:</u>	96222	99231		
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.				
	<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>	Eurofins Ana Laboratories			
<b>Small Business Enterprise:</b>				
<b>Contract Value:</b>	\$792,723.00			
<b>Comments:</b>	Current spend			
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO				

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>				

**Basis of Recommendation:**  
 

Signed:     
 Date sent to SBD: 12/19/2022

	Date returned to SPD:	
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Rev. 072518

## SECTION 2

### SPECIAL TERMS AND CONDITIONS

#### **2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of engine oil, lubricant fluids, and diesel fuel analysis services for the Miami Dade County Department of Transportation and Public Works (DTPW) Bus/Rail Maintenance Division and the Internal Services Department Fleet Management Division (ISD-FMD)

#### **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 issued by the Internal Services Department, Strategic Procurement Division. The Contract shall expire on the last day of the last month of the five (5) year period.

#### **2.3 METHOD OF AWARD**

Award of this contract will be made to the lowest priced, responsive, responsible bidder in the aggregate who meet the minimum qualification as per section 2.4 below

#### **2.4 QUALIFICATION QUALIFICATIONS**

Bidders must meet the following requirements to be considered for award. Bidder (s) must submit required documents, and attachments as proof of compliance with the minimum requirements.

**A.** Bidder or Bidder's Subcontractor shall be regularly engaged and has sufficient experience and expertise in the analysis of but no limited to engine oils of all types (gasoline, diesel, Compressed Natural Gas (CNG) all types of lubricant fluids (transmission, hydraulic oil, final drive oil, etc.), and gasoline, and diesel fuel, engine coolant and diesel exhaust fluid analysis services for all types of on road and off mobile equipment including experience with processing large quantities of samples from mass transit agencies.

**B.** Bidder or Bidder's Subcontractor shall provide three (3) ***different*** references from customers to whom the Bidder or Bidder's Subcontractor has provided or is currently providing engine oil, lubricant fluids, and diesel fuel analysis services as described throughout this Solicitation. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from Bidder's key personnel in accordance with Resolution No. 1122-21.

The references should include customers that are currently receiving or have received from the Bidder in the past five (5) years the services described in the solicitation. The references must include the Mass Transit Agency's Name, contact's name, title, address, telephone number and e-mail of the contact person who can verify that the Bidder/key personnel/Subcontractor has successfully provided the services (Section 4: Bid Submittal – Required Criteria).

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.

**2.5 PRICES**

Prices shall remain fixed and firm during the term of the contract. Bidder (s) shall complete the Price Submittal Sheet in Section 4.0

**2.6 METHOD OF PAYMENT**

The method of payment will be per oil or fuel sample analyzed.

**2.7 INVOICES**

In addition to the information listed in Section 1.0, Paragraph 1.35 the following applies:

The successful Bidder(s) shall submit a copy of the computerized invoice with each completed oil and/or fuel analysis results provided to the County repair facility and/or fuel services section that placed the order

Each invoice must contain at a minimum:

I. Vendor Information:

- Crediting invoices must contain originally charged invoice number as a cross-reference.

II. Remit to address.

III. County Information:

- County Purchase Order Number issued to the vendor
- The invoices are to be made out in the name of the County Department/Division/Location (aka repair facility) requesting the analysis service as indicated on the purchase order.
- Full name and phone number of the County employee requesting service.

IV. Pricing Information:

- Unit price of the analysis service provided.

V. Goods or Services Provided per Contract:

- Each unique oil sample service performed must be listed as a separate line item on the invoice and description of service(s) provided.
- The date service was requested and the date service was completed.

VI: Miami Dade County Vehicle Information:

- Miami Dade County Vehicle Number
- Year, Make, Model
- Current Mileage or Hours
- Work Order #

**2.8 ADDITION AND DELETION OF ITEMS**

The County reserves the right to add or delete items to the contract. Additions and deletions may result from, are not limited to, additional needs and replacements for discounted manufactures or products. In such events, any manufacturer/product submitted for addition to this contract will not be approved unless the prices are considered competitive.

**2.9 ADDITIONAL FACILITIES MAY BE ADDED OR DELETED**

The County will have the option to increase or decrease the frequency of quantities order as needed and when needed should the County determine that continuing to provide this level of services is no longer in the County's best interest.

Although this solicitation specifies departments to be serviced, it is hereby agreed and understood that any County department or agency facility may be added to the contract at the option of the County.

**2.8 SBD MEASURES**

**Need to submit to SBD**

**2.9 INDEMNIFICATION AND INSURANCE**

**Need to submit to Risk for verification or additional requirements**

See Section 1, Paragraph 1.21.

**2.10 INFORMS BUD SUBMITTAL ASSISTANCE**

To assist Bidder(s) with completing their response to solicitations, please access the links below to view a video tutorial of the INFORMS bidding process and a document that provides the steps on How to Submit Bid:

Miami-Dade County Portal (Select the Recorded eSupplier Workshop link at the bottom of the page and enter passcode: q37%t+pG)

[https://www.miamidade.gov/global/news-item.page?Mduid\\_news=news1652724628268780](https://www.miamidade.gov/global/news-item.page?Mduid_news=news1652724628268780)

and

Link to access the How to Submit a Bid Job Aid (Supplier Portal's FAQs tile):

<https://www.miamidade.gov/technology/library/informs/job-aid/submit-a-bid.pdf>

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**3.1 SCOPE**

These specifications shall provide the Department of Transportation and Public Works' (DTPW) Bus/Rail Maintenance Division and Internal Services Department's (ISD ) Light, Heavy, and Fuel Operations with an integrated engine oil (all types), all types of lubricant fluids but not limited to transmission, hydraulic oil, final drive oil, etc, gasoline and diesel fuel, engine coolant and diesel exhaust fluid analysis services.

The analysis services are required to test new and used oils, fluids and fuel (diesel and unleaded) for contamination, potential maintenance problems, and to confirm that the qualities of products in use are in compliance with, Original Equipment Manufacturer (OEM) and industry specifications. The testing of oils, fluids, and fuel will improve overall vehicle and component performance and reliability in the vehicle operated and maintained by the departments. These services are necessary for but no limited to engine (gasoline and diesel), gasoline and diesel fuel, transmission, differential, hydraulic fan drive, final drives, and power steering pump etc. found on road and off-road vehicles.

All services shall include the cost of training, analysis, testing, reporting, consultation, pick-up of samples via large package delivery company (i.e., UPS or FedEx), all supplies to include but not limited to sample bottles/containers, sampling pumps/guns, probalizers, identification tags/labels, plastic bags, and mailing boxes/tubes plus Awarded Bidder's pre-printed and pre-paid mailing address labels and any other costs to provide the services.

DTPW Bus Maintenance will ship fluid samples to the awarded Bidder for analysis. Testing shall include:

- A. Testing of used oil, coolant (antifreeze) and lubricants for the purpose of avoiding severe malfunction and/or failure on fleet engines, transmissions, hybrid drives, differentials, and hydraulic components.
- B. Testing of new oil, coolant (antifreeze), and lubricants for the purpose of confirming quality of product meets DTPW and industry specifications.
- C. Testing of used oil and lubricants identify and analyze levels of contamination and abnormal wear patterns
- D. Testing of diesel fuel deliveries for the purpose of assuring quality of product and to ensure that products are in compliance with specifications.

ISD Fleet Light and Heavy and Fuel Operations will ship fluid samples to the Awarded Bidder for analysis.

Testing shall include but no limited to:

- A. Testing of used oil and lubricants for the purpose of avoiding severe malfunction and/or failure on fleet gasoline, diesel and CNG engines, transmissions all types (includes but no limited to units found on automobiles trucks, construction equipment, etc.), hybrid drives, differentials, final drives, hydraulic components, etc.
- B. Testing of new engine coolants and diesel exhaust fluid test to assure the quality of product and to ensure that products are in compliance with specifications and free of any contamination.
- C. Testing of used engine coolants.

- D. Testing of new oil and lubricants, diesel exhaust fluid and engine coolant for the purpose of confirming quality of product meets industry specifications.
- E. Testing of unleaded and diesel fuel found in fuel tanks of vehicles or unleaded or diesel fuel deliveries being delivered or unleaded or diesel fuel currently in stock at one of our 29 fuel site and 3 bulk fuel sites. The purpose of the test to assure the quality of product and to ensure that products are in compliance with specifications and free of any contamination.

The DTPW Superintendent of Reliability/Campaign and/or designee(s) is the main point of contact and liaison between the Awarded Bidder and the Bus Maintenance Division for this service contract.

For FMD, the repair facility or fuel section that ordered the analysis service(s) will be the main point of contact and liaison between the awarded bidder for the particular sample service requested.

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### 3.2 **SUPPORT REQUIREMENT**

The Awarded Bidder shall provide support (i.e., be available to discuss service & testing results) via telephone Monday through Friday, between the hours of 8:00 AM to 5:00 PM local time in Miami-Dade County, excluding County holidays and weekends. The Awarded Bidder shall be available to provide support via email 24 hours per day seven days a week including County holidays and weekends.

### 3.3 **ON-SITE TRAINING**

The Awarded Bidder shall provide a minimum of five (5) training sessions for each user department at their sites (DTPW Bus/Rail Maintenance Division and at FMD facility) during the term of the contract at times agreed upon after an award is made. A typical class size is 20 participants, and each training session shall be at least two (2) hours long.

Training will include but is not limited to the following:

- Sampling basics/techniques-how to correctly take oil and fuel sampling and avoid contamination
- Packaging and shipping of sample bottles
- Data interpretation of all samples
- Synthetic vs. non-synthetic oils
- Recent performance requirements, change and trend
- Oil analysis basics and requirements
- Corrective actions
- Lubricant oils basics-base oil, formulation, additives, and technology, etc.
- Power train systems/lubricant basic and maintenance requirements

An exact copy of the training presentation, in Microsoft PowerPoint, shall be provided to department representative, lead training instructor or contact person for this contract as stipulated in Section 3.6 Reporting, Section 2, Paragraph B, at no additional cost, prior to the first training session (as a permanent record and for future usage by DTPW) If, during the term of the Contract, processes or any technical items change or are modified by either the awarded Bidder or the County, two (2) additional training sessions shall

be delivered by the Bidder in conjunction with an updated copy of the training presentation for future usage by user departments at no cost.

### 3.4 **SAMPLES**

Samples for analysis shall consist of but no limited to

1. Diesel Fuel
2. Unleaded Fuel
3. Gasoline, Diesel and CNG Engine Oil
4. Transmission Fluid of all types
5. Hydraulic Fluid of all types
6. Power Steering Fluid of all types
7. Differential Fluid of all type
8. Final Drives
9. Engine coolants all types
10. Diesel exhaust fluid
11. Other Fluids on an as required basis and as determined by DTPW and ISD-FMD.

Awarded Bidder shall retain unused portion of all samples for thirty (30) days from date of receipt so that subsequent tests can be made if required. After thirty (30) days, all samples may be disposed of by the Awarded Bidder at no additional cost to the County, in accordance with applicable Federal, State and Local waste disposal regulations. Upon a written request from the ISD-FMD representative that ordered the sample or DTPW's Superintendent of Reliability Campaign and/or designee(s), the awarded Bidder may be required to keep samples for longer than thirty (30) days.

### 3.5 **REQUIRED ANALYSIS**

#### **A. GASOLINE, DIESEL and COMPRESSED NATURAL GAS (CNG) ENGINE OIL-USED**

- a. Required spectro-chemical analysis of engine oils using ASTM D6595 or ASTM D5185 ICP or other applicable ASTM standards shall identify each of the following trace elements parts per million:

Aluminum, Antimony, Barium, Boron, Calcium, Cadmium, Chromium, Copper, Iron, Lead, Manganese, Magnesium, Molybdenum, Nickel, Phosphorus, Silicon, Silver, Sodium, Titanium, Potassium, Lithium, Tin, Vanadium and Zinc.

- b. Elements not present shall be indicated by <1ppm, zero or N/A.
- c. Required physical property test shall identify:
1. % water by volume (ASTM D6304 or ASTM E203)
  2. Fuel dilution (gasoline or diesel) by gas chromatography (ASTM D3524)
  3. Total Base Number (TBN) (ASTM D2896 or D4739)
  4. Kinematics' Viscosity at 100 degrees C. (ASTM-D-445)
  5. Soot, % solids by volume
  6. Glycol (ASTM D2982)
  7. SAE/ISO Grade



**B. TRANSMISSION, HYDRAULIC AND POWER STEERING FLUID (SYNTHETIC – TRANSYND TES 295 and other fluids) – USED**

- a. Required spectro-chemical analysis of transmission, hydraulic and power steering fluids using ASTM D6595 or ASTM D5185 ICP or other applicable ASTM standards for the type of equipment the sample was taken from shall identify each of the following trace elements parts per million:
- Aluminum, Antimony, Barium, Boron, Calcium, Cadmium, Chromium, Copper, Iron, Lead, Manganese, Magnesium, Molybdenum, Nickel, Phosphorus, Silicon, Silver, Sodium, Titanium, Potassium, Lithium, Tin and Zinc.
- b. Elements not present shall be indicated by <1ppm, zero or N/A.
- c. Required physical property tests shall identify:
1. % Water by volume (ASTM D6304 or ASTM E203)
  2. Total Acid Number (TAN) (ASTM-D 974)
  3. Kinematics' Viscosity at 100 degrees C. (ASTM-D445)
  4. Glycol (ASTM D2982)
  5. Solids percentage (%) by volume

**C. DIFFERENTIAL OIL All Types – USED**

- a. Required spectro-chemical analysis of oils using ASTM D6595 or ASTM D5185 ICP or other applicable ASTM standards for the type of equipment the sample was taken from shall identify each of the following trace elements parts per million:
- Aluminum, Antimony, Barium, Boron, Calcium, Cadmium, Chromium, Copper, Iron, Lead, Manganese, Magnesium, Molybdenum, Nickel, Phosphorus, Silicon, Silver, Sodium, Titanium, Potassium, Lithium, Tin and Zinc.
- b. Elements not present shall be indicated by "N/A" or zero.
- c. Required physical property tests shall identify:
- i. % Water by volume % Water by volume (ASTM D6304 or ASTM E203)
  - ii. Total Acid Number (TAN) (ASTM-D 974)
  - iii. Kinematics' Viscosity at 100 degrees C. (ASTM-D445)
  - iv. Solids percentage (%) by volume

**Commented [MT(3):** Spoke to incumbent vendor, test replace with ICP should we removed

**D. ENGINE OIL- NEW PRODUCT (BULK DELIVERY) TESTING FOR SPECIFICATION COMPLIANCE**

In addition to capturing the required physical properties test listed above (paragraph 3.5.B.c. 1 - 7), the following test will be required:

1. Flash Point, deg C (ASTM D92)
2. Viscosity @ 100 deg C, cST (ASTM D445)
3. Viscosity Index (ASTM 2270)
4. HT/HS Viscosity, cP@150 deg C (ASTM D4683)
5. Sulfated Ash, % (ASTM D874)

**E. ALL TYPES of TRANSMISSION, HYDRAULIC AND POWER STEERING FLUID AND DIFFERENTIAL, etc. OILs NEW**

Occasionally, new transmission, hydraulic, power steering fluid, differential and other oils may be submitted for analysis. The fluid/oil manufacturer's specifications will be submitted along with the sample. The analysis will verify the sample meets the manufacturer's submitted specifications.

**F. DIESEL FUEL**

Required testing of new diesel fuel inclusive of fuel in existing fuel site, bulk storage and fuel in a vehicle fuel tank/system shall include:

1. Sulfur content (ASTM-D-2622 or D5453)
2. Water (ASTM D6304 or ASTM E203)
3. Sediment (ASTM-D2276 OR 5452)
4. BTU/LM (ASTM-D4868)
5. Cetane Index (ASTM-D4737)
6. Distillation (ASTM-D-86)
7. API Gravity at 60 degrees F (ASTM D287)
8. Specific gravity at 60 degrees F (ASTM D1298)
9. Flash Point (ASTM D93)
10. Lubricity (ASTM D6079)
11. Fuel Stability (ASTM D2274)
12. Ash (ASTM D482)
13. Microbiological contamination (ASTM D7464, ASTM D6469).

**G. UNLEADED FUEL**

Required testing of new unleaded fuel inclusive of fuel in existing fuel site, bulk storage and fuel in a vehicle fuel tank/ system shall include:

1. Water (ASTM D6304 or ASTM E203)
2. Diesel Fuel contamination present in sample if any
3. Sediment (ASTM-D2276 OR 5452)
4. Octane rating of Fuel
5. Standard Specification for Automotive Spark-Ignition Engine Fuel ASTM D4814-13b
6. Testing of fuel for Microbial Contamination ASTM D6469-11
7. Any other applicable ASTM method not cited.

**H. ENGINE COOLANT**

Required testing of new or used engine coolant in a vehicle cooling system:

1. Reserve Alkalinity (ASTMD1121)
2. Specific Gravity by Hydrometer (ASTMD1122)
3. PH (ASTMD1287)
4. Corrosion Test (Cooper, Solder, Brass, Steel, Cast Iron, Aluminum) (ASTM D1384)
5. Corrosion of Cast Aluminum Alloys (ASTM D4340)

## I. DIESEL EXHAUST FLUID (DEF)

Required testing of new or used DEF in a vehicle DEF system:

1. Density (ISO 3675 and ISO 12185)
2. Urea Content (Total Nitrogen) (ISO 22241-2)
3. UREA Concentration (ASTM D7821)

### 3.6 REPORTING

The Awarded Bidder's required reporting system shall consist of Individual Unit Reports, Critical Reports, Summary Batch Reports (upon request), Monthly Reports, and Quarterly Exception Reports. All reports shall be e-mailed, available on-line (electronic data transfer), and available for download by the County.

1. The Awarded Bidder shall:
  - a. Prepare and distribute to DTPW's Superintendent of Reliability Campaign and/or Maintenance Reliability Clerk or designee(s) analysis reports for all samples tested. All reports shall identify the bus number, test results, analysis and recommendations based on critical limits established by DTPW for each type of lubricant.
  - b. Review and analyze reports for unusual/abnormal results and/or parameters (extremely high wear metals, drastic change in oil condition, etc.) and notify DTPW of results immediately.
  - c. Prepare (as requested) and submit ad hoc trend analysis reports.
  - d. Maintain a website with a Report Database that can be viewed by all necessary DTPW parties of all buses, and bulk samples tested.
  - e. Contact the lubricant manufacturer's directly and obtain additional analytical information, such as but not limited to product updates and changes that would impact lubricant physical and chemical property requirements, as required from DTPW's various lubricants, engine and transmission Bidders as needed (information and points of contact to be provided at later date by the County).
2. Individual Unit Reports shall:
  - a. Contain analytical results in numerical values, prior history, and laboratory analysis maintenance recommendations. Component Manufacturer, Oil Type, Unit ID #, Component S/N, Status, Component Model #.
  - b. Be submitted within 48 hours upon receipt of samples. The report shall be e-mailed to the Superintendent of Reliability Campaign and/or designee(s):  
  
Superintendent of Reliability Campaign  
Phone: (305) 637-3741  
Phone: E-Mail: Yeldo.varkey@miamidadade.gov  
Fax: (305) 636-6702

- c. Be derived from cumulative computer files on each unit.
  - d. Accompany each batch of Individual Unit Reports.
  - e. Contain an analysis of results with possible causes and detailed recommendations for corrective action.
  - f. When requested, Summary Batch Reports shall accompany each batch of Individual Unit Reports.
3. On-line reports should include the following capabilities:
- a. Sorting by severity code, status, Unit ID (Bus or Rail Car Number), date of sample, Division of work site, analysis number.
  - b. Graphical analysis and charting to identify trends.
  - c. Charts for comparing equipment and vehicles.
  - d. Search function to identify specific problems such as: coolant or fuel contamination, soot, or other problem.
  - e. Calculate and graph wear levels for a specific unit.
  - f. Graphic display of specific fleet.
  - g. Units overdue for analysis.
  - h. Search function to identify the top twenty (20) buses or rail cars including division of work site with the most frequent critical (C) status only, and the specific reasons/problems causing this critical status such as high coolant, exceeding the critical point for fuel contamination, soot, iron, lead, silicone, copper, and viscosity at 100 degrees Celsius.

4. Monthly Reports

The Awarded Bidder shall submit a consolidated monthly report to the DTPW's Chief of Superintendent of Reliability Campaign and/or Maintenance Reliability Clerk or designee(s), detailing all sample test dates, special testing and the total breakout of samples by type (engine, transmission, differential, hydraulic, and diesel fuel). The report shall be provided each month for the preceding month.

5. Quarterly Exception Reports

Provide a quarterly exception report to the DTPW's Superintendent of Reliability Campaign and/or designee(s) containing a list of buses that have not been sampled in compliance with the scheduled DTPW sampling intervals. The report shall be provided each quarter for the preceding quarter.

6. Critical Reports

Critical reports shall be clearly identified. In case of alarming conditions, the Supervisor of Reliability Campaign and/or designee(s) shall be contacted immediately by telephone Phone: (786) 469-5336.

Critical Reports can be for Individual Units or groups of units. When critical reports are e-mailed, they shall be distinguished from routine reports to alert the Superintendent of Reliability Campaign and/or designee(s).

### **3.7 SOFTWARE AND HARDWARE**

The Awarded Bidder shall supply access to oil analysis reports via internet in a Secure Socket Layer (SSL) encrypted website. Reports shall be in Microsoft Office 2010 compatible Excel format. DTPW users shall have unique logins giving them access to export reports that can be loaded on DTPW file servers. The Bidder(s) shall ensure 99.99% uptime through server redundancy to ensure business continuity. DTPW users requiring assistance with login lockouts or account issues shall have access to support awarded Bidder's personnel from 8AM to 5PM local time in Miami-Dade County.

### **3.8 PICK UP AND PROCESSING OF SAMPLES**

At no additional cost, the Awarded Bidder shall arrange for pick-up via large package delivery company (i.e., UPS or FedEx), of samples daily from:

DTPW Materials Management Warehouse  
3401 NW 31 Street  
Miami FL 33142

### **3.9 SUPPLIES**

The Awarded Bidder shall ensure that user departments (DTPW and ISD-FMD) are furnished with an adequate supply of materials to support the engine oil, lubricant fluids, and diesel fuel analysis services. The materials to be supplied by the awarded Bidder at no additional cost during the contract period are:

- a. 2,000 sampling bottles/containers at the beginning of the contract. Sample containers submitted for analysis are to be replaced on a one for one basis, every month.
- b. 2,000 pre-affixed identification tags/labels for sample containers at the beginning of the contract. Pre-affixed identification tags/labels for sample containers are to be replenished one for one basis, every month.
- c. 2,000 Probalizer needles at the beginning of the contract. Probalizer needles are to be replenished one for one basis, every month.
- d. 15 Sampling pumps/guns and any other attachments to obtain oil samples at the beginning of the contract. Sampling pumps/guns and any other attachments are to be replaced when damaged or inoperable through the contract period.
- e. Plastic bags for shipping samples.
- f. UPS or FedEx shipping boxes, mailing tubes and packaging materials. In addition, the Bidder's pre-printed pre-paid mailing labels to include name, mailing address and account information.

For the initial launch of the service, the Awarded Bidder will provide the following to each shop per the below table. The Awarded Bidder will provide additional bottles, tubing that must fit thru an automotive dipstick found on cars and pickup, etc. and be no less than 36 inches in length for the light equipment shop and no less than 48 inches in length for the heavy equipment shops, and labels at no additional cost to FMD on an as needed when needed basis.

ISD FMD Light Equipment Shops				
Shop Name	Address	Qty of Pumps	Qty of Bottles with Labels	Qty of Tubing
Shop 1 Main	703 NW 25 Street, Miami, FL 33127	<u>2</u>	<u>12</u>	<u>12</u>
Downtown Motor Pool	201 NW 1 Street, Miami, FL 33128	<u>2</u>	<u>12</u>	<u>12</u>
Shop 3 Auto	8801 NW 58 Street, Miami, FL 33178	<u>2</u>	<u>12</u>	<u>12</u>
Police Headquarters	9109 NW 25 Street, Miami, FL 33172	<u>3</u>	<u>18</u>	<u>18</u>
Station 1	5975 Miami Lakes Drive, Miami Lakes, FL 33014	<u>1</u>	<u>6</u>	<u>6</u>
Station 9	18805 NW 27 Avenue, Miami, FL 33056	<u>1</u>	<u>6</u>	<u>6</u>
Station 2	799 NW 81 Street, Miami, FL 33150	<u>1</u>	<u>6</u>	<u>6</u>
Station 6	15665 Biscayne Blvd, Miami, FL 33160	<u>1</u>	<u>6</u>	<u>6</u>
Shop 2 Auto	6100 SW 87 Avenue, Miami, FL 33173	<u>2</u>	<u>12</u>	<u>12</u>
Station 5	7707 SW 117 Avenue, Miami, FL 33173	<u>1</u>	<u>6</u>	<u>6</u>
Station 8	10000 SW 142 Avenue, Miami, FL 33186	<u>1</u>	<u>6</u>	<u>6</u>
South Dade Gov't Center	10740 SW 211 Street, Miami, FL 33189	<u>2</u>	<u>12</u>	<u>12</u>

ISD FMD Heavy Equipment Shops				
Shop Name	Address	Qty of Pumps	Qty of Bottles with Labels	Qty of Tubing
Shop 2 Truck	6100 SW 87 Avenue, Miami, FL 33173	2	12	12
Shop 3 Main	8801 NW 58 Street, Miami, FL 33178	2	12	12
Shop 3A	18701 NE 6 Avenue, Miami, FL 33179	2	12	12
Shop 3B	7900 SW 107 Avenue, Miami, FL 33173	2	12	12
Shop 3C	8801 NW 58 Street, Miami, FL 33178	4	32	32
Shop 3D	10820 SW 211 Street, Miami, FL 33189	2	12	12

Fueling Operations 8801 NW 58 Street, Miami, FL 33178:

The Awarded Bidder will provide supplies on an as needed when needed basis upon request of fueling operations due to the different pumps, bottles and containers that may be needed.

### 3.10 IDENTIFICATION TAGS/LABELS

A. The DTPW identification tag or label shall contain spaces for information as indicated below:

Bus # \_\_\_\_\_

ENGINE OIL, FLUIDS  
AND DIESEL ANALYSIS SERVICES

EVN0000

Division \_\_\_\_\_

Date of Sample \_\_\_\_\_

Oil Type \_\_\_\_\_

Oil time \_\_\_\_\_

Mileage \_\_\_\_\_

If sample labels are not completed properly, the awarded Bidder shall contact the DTPW's Chief of Performance Analysis Division and/or Maintenance Reliability Clerk or designee(s) for additional information via e-mail. When cloudy or milky samples are received, the awarded Bidder shall call the DTPW's Chief of Performance Analysis Division and/or Maintenance Reliability Clerk or designee(s).

Phone: (786) 469-5336

Fax: (786) 469-5578

B. The FMD identification tag or label for oil sample or fuel samples taken from a vehicle shall contain spaces for information as indicated below:

Shop Name \_\_\_\_\_

Vehicle # \_\_\_\_\_

Date of Sample \_\_\_\_\_

Component Sampled (e.x. engine, transmission, etc) \_\_\_\_\_

Fuel or Oil Type \_\_\_\_\_

Oil time \_\_\_\_\_

Current Mileage or Hours \_\_\_\_\_

If sample labels are not completed properly, the awarded Bidder shall contact the shop the submitted the sample additional information via e-mail or telephone for the additional information.

### 3.11 **CONSULTATION**

Consultation, if required, shall be available from the Awarded Bidder as to lubricant quality and unleaded and diesel fuel selection. The Awarded Bidder shall provide consultation services to the County via toll free number or the acceptance of collect calls from the County's contact person Monday through Friday, between the hours of 8:00 AM to 5:00 PM local time in Miami-Dade County, excluding County holidays and weekends. The Awarded Bidder shall be available to provide consultation via email 24 hours per day seven days a week including County holidays and weekends.

Consultation shall comprise of, but not be limited to, the provisions of:

- a. Assistance with specifications, selection, formulation and blending as well as evaluation of proper lubricants and fuel.
- b. Direction for program modification and tailoring to meet specific needs as they may arise



**SECTION 4**

**SUBMITTAL FORM**

**SUBMITTAL REQUIREMENTS  
TO BE COMPLETED BY ALL BIDDERS**

Bidder Name:  
Federal Employer ID Number (FEIN):

**Complete each section below and check the box next to indicate the Bidder meets all  
Qualification Criteria per Section 2.1**

Section	Requirements	
2. 4.1	<p>Bidder or Bidder's Subcontractor shall be regularly engaged and has sufficient experience and expertise in the analysis of but no limited to engine oils of all types (gasoline, diesel, Compressed Natural Gas (CNG) all types of lubricant fluids (transmission, hydraulic oil, final drive oil, etc.), and gasoline, and diesel fuel, engine coolant and diesel exhaust fluid analysis services for all types of on road and off mobile equipment including experience with processing large quantities of samples from mass transit agencies.</p> <p>The references should include the customer's company name, and the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the Bidder/Subcontractor/Bidder's key personnel has successfully provided the services. These references shall ascertain to the County's satisfaction that the Bidder has sufficient expertise in the industry and its firm is properly equipped to perform the required services.</p> <p><b>Reference Company Name No. 1:</b> <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If <b>Subcontractor</b>, then identify the name of the Subcontractor: <input type="text"/></p> <p>If <b>key personnel</b>, then identify the name of the key personnel: <input type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 1."</p> <p>Contact's name: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p>Email: _____</p> <p><b>Reference Company Name No. 2:</b> <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If <b>Subcontractor</b>, then identify the name of the Subcontractor: <input type="text"/></p> <p>If <b>key personnel</b>, then identify the name of the key personnel: <input type="text"/></p>	

	<p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 2."</p> <p>Contact's name: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p>Email: _____</p> <p><b>Reference Company Name No. 3:</b> <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, <b>or</b> key personnel: <input type="text"/></p> <p>If <b>Subcontractor</b>, then identify the name of the Subcontractor: <input type="text"/></p> <p>If <b>key personnel</b>, then identify the name of the key personnel: <input type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 3."</p> <p>Contact's name: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p>Email: _____</p>	

**BID SUBMITTAL**

<b>BID PRICING TO BE COMPLETED BY ALL BIDDER (\$)</b>				
ITEM NO	ESTIMATED ANNUAL QUANTITY SAMPLES	DESCRIPTION	UNIT PRICE PER SAMPLE	EXTENDED PRICE (ESTIMATED ANNUAL QUANTITIES OF SAMPLES X UNIT PRICE PER SAMPLE)
1		Used Engine Oil (3.5A)	\$	\$
2		Used Transmission Fluid (3.5B)	\$	\$
3		Used Hydraulic & Power Steering Fluid (3.5B)	\$	\$
4		Used Differential Oil (3.5C)	\$	\$
5		New Engine Oil (3.5D)	\$	\$
6		New Transmission Fluid (3.5E)	\$	\$
7		New Hydraulic Fluid (3.5E)	\$	\$
8		New Steering Fluid	\$	\$
9		New Differential Oil	\$	\$
10		New Diesel Fluid (3.5F)	\$	\$
11		Unleaded Fuel	\$	\$
12		Gasoline, Diesel and CNG Engine Oil	\$	\$
13		Transmission Fluid of all types	\$	\$
14		Hydraulic Fluid of all types	\$	\$
15		Power Steering Fluid of all types	\$	\$
16		Final Drives	\$	\$
17		Engine coolants all types	\$	\$
18		Diesel exhaust fluid	\$	\$