

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. FB-00718
Contract
 Re-Bid Other – LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID2100620 TERM OF CONTRACT 5 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: Nuts, Bolts, Screws , Rivets, Connectors and Electrical parts with inventory services

Description:
 The purpose of this solicitation is to establish a contract for the purchase Nuts, Bolts, Screws , Rivets, Connectors and electrical replacement parts with inventory services for the Department of Transportation and Public Works (DTPW) and the Miami Aviation Dept (MD)

Issuing Department: DTPW/MDAD Contact Person: Mike Ramos Phone: 786-469-5424
 Estimate Cost/Value: \$3,976,200 GENERAL FEDERAL OTHER
 Funding Source: Oper. & Prof

ANALYSIS

Commodity Codes:	<u>32042</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
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.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:	<u>American Fasteners Corp,</u>	<u>American Fasteners Corp</u>	<u>American Fasteners Corp.</u>		
Small Business Enterprise:	<u> </u>	<u> </u>	<u> </u>		
Contract Value:	<u> </u>	<u> </u>	<u> </u>		
Comments:	<u> </u>				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO					

RECOMMENDATIONS

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

Basis of Recommendation:

Signed: Date sent to SBD: 1/09/2023

	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 Nuts, Bolts, Screws, Rivets, Connectors and other electrical replacement parts with inventory services for the Department of Transportation and Public Works (DTPW) and the Miami Aviation Department (MDAD).

Commented [MT(1): All items listed on the list are included, please review, add and revise as needed

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 sixtieth (60) month.

2.3 METHOD OF AWARD

To Lowest Priced Vendor on an Item-by-Item Basis

Award(s) will be made on an item-by-item basis to the responsive and responsible vendor(s) who submits the lowest price for the item(s) being awarded.

To Lowest Priced Vendor by Group

Award (s) will be made on a group-by-group basis to the lowest priced responsive, responsible vendor. To be considered for award for a given group, the vendor shall offer prices for all items within the given group. The County will then select the vendor for award for each group by totaling either the unit prices for all of the items within each group, or if so structured, by totaling the extended pricing for each item within each group. If a vendor fails to submit an offer for all items within the group, its offer for that specific group may be rejected.

Group 1 – Fasteners: Bolts, Nuts, Screws, Rivets and Washers with Inventory Services

Group 2 - Connectors and Electrical Parts with Inventory Services

2.4 PRICES

Prices for this contract shall remain fixed and firm during the term of the contract. Prices submitted by Bidder/s shall include all costs, fees, and any applicable product specific taxes to deliver products FOB to the County.

Commented [MT(2): Please clarify, if the contract is through Inventory Service, why would items be delivered

2.4 QUALIFICATION CRITERIA FOR ALL GROUPS

Bidders shall be authorized dealers, distributors, or manufacturers who regularly supply parts with inventory services

Bidders must meet the following requirements to be considered for award:

2.4.1 Bidder or Bidder's Subcontractor shall be regularly engaged in the business of providing Fasteners and Connectors with inventory services to be considered for award. 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 purchasing 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 Bidder shall submit their references' contact information in Section 4 Bid Submittal Form which shall 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/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.

2.4.2 The Bidder shall provide letter from the manufacturer designating the bidder as a manufacturer agent, dealer, distributor, or reseller of the products being offered.

2.4.3 Bidder/s shall have local facilities or have specific agreements in force with a third party to provide local supplies and services. The local facility must be staffed by trained technicians and have sufficient inventory to provide what the County requires.

2.5 ADDITION AND DELETION OF SERVICES

While the County has listed the services and items to be covered under this contract (Section 3.5 Delivery and Location Sites and Hours) similar service/s may be purchased by user departments based on additional needs during the term of the contract. Under these circumstances, a County representative may obtain a price for the similar service/s. The County reserves the right to award these similar services to the Awarded Bidder, another contract bidder on the lowest price quoted, or to acquire the services through a separate solicitation.

The County also reserves the right to delete services/items from this contract if deemed necessary

2.6 ADDITION AND DELETION OF FACILITIES

The County may add or remove facilities and/or departments to receive services to this contract as deemed necessary.

2.7 INFORMS BID 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 a 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

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>

2.8 **SBD MEASURES**

To be submitted to SBD.

2.9 **INDEMNIFICATION AND INSURANCE (To be checked by RISK)**

Contractor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Contractor or its employees, agents, servants, partners principals, or subcontractors. The Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by The Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents, and instrumentalities as herein provided.

The Contractor shall furnish to **Strategic Procurement Division** 111 NW 1 Street, Ste.1300 Miami FL 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance as required by Florida Statute 440
- B. Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate including products/completed operations. **Miami-Dade County must be included as an additional insured CG 2037 or CG 2010 11/85 endorsements**
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles in an amount not less than \$1,000,000 combined single limit.

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 "ClassVII" 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.

or

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**

DRAFT

SECTION 3 : SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

Bidders shall provide, deliver, set-up, and maintain Fasteners - Nuts, Bolts, Screws, Rivets, Connectors, and electrical replacement parts through inventory services for ease and accessibility of the user departments; DTPW and MDAD.

Items shall be offered by stocking bins as needed or as scheduled by the individual service locations. Stocking and re-stocking visits shall be coordinated and supervised by the facility Project Manager and at the time/day designated as needed to maintain adequate levels of inventory. Merchandise shall be labeled and grouped properly to avoid stock duplication and out of stock situations. Items showing little or no use should be removed from shelves with prior approval from the Project Manager and full credit must be given to user departments.

The required items and services are divided into two (2) groups as follows:

Group 1 – Fasteners: Bolts, Nuts, Screws, Rivets and Washers with Inventory Services

Group 2 - Connectors and Electrical Parts with Inventory Services

3.2 BOLTS/CAPS SCREW

Bolts/cap crews supplied shall be Grade 8 HEX Head Cap Screws and conform to ANSI 18.2.1

Commented [MT(3)]: Please review, should Rivets, Pins etc be added

3.3 NUTS

Nuts must meet Federal Specifications FF- M-8360 Typell. Hexagon Style 4 – Plain up to grad 8 with Electro deposited Zinc Finish per QQ-Z0325 C (on all sizes) or as specified.

3.4 WASHERS

Washers must be hardened or up to Grade 8 to exceed ASTM F436 Mechanical & Chemical Specifications whichever is greater, with Electrodeposited finish per QQ-A-325C (on all sizes).

3.5 DELIVERY AND LOCATION SITES AND HOURS

The Bidder shall provide these inventory services at the following County Facilities:

Facility	Address
DTPW – Metrobus North East Ops & Inspection Garage	360 N.E. 185 Street Miami, FL 33179
DTPW - Metrobus Coral Way Ops & Inspection Garage	2775 N.W. 74 Avenue Miami, FL 33155
DTPW – Metrobus Major Overhaul Garage	3295 N.W. 31 Street Miami, FL 33142
DTPW – Metrobus Central Warehouse	3401 N.W. 31 Street Miami, FL 33142

DTPW – Metrobus Central Ops & Inspection Garage	3431 N.W. 31 Street Miami, FL 33142
DTPW – Metrorail Maintenance Garage	100 S.W. 1 Avenue Miami, FL 33128
DTPW – Metromover Maintenance Garage	6601 N.W 72 Avenue Miami, FL 33128
MOAD – Mobile Shop	4331 N.W. 22 Street, Bldg 3040 Miami, FL 33142

The hours of service delivery are:

Monday through Friday 8am – 3pm. Deliveries outside of these hours must be coordinated with the facility project manager.

3.6 BINS

Additional bins may be needed by user departments and shall be supplied by the Awarded Bidder at no cost to the County.

3.7 DEFECTIVE PRODUCTS

All defective products shall be replaced and exchanged by the Awarded Bidder as identified by the Project Manager. All replacement products must be received by the City within seven (7) days of initial notification.

3.8 EQUAL PRODUCT MAY BE CONSIDERED

The manufacture’s name, brand name and/or model number information contained in this solicitation are being used for the sole purpose of establishing the minimum requirements of level of quantity, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer’s item of equal material unless otherwise indicated on this solicitation.

This solicitation requires submission of the following documentation to enable County evaluation of “equal” products:

- Product Information Sheets (such as factory specifications, technical specifications, standard manufacturer Information sheets, catalogs, and brochures).

In an “equal” product is considered by the County in accordance with the Price Submittal Form, the product shall be equal in quality and standards of performance to the item specified in the solicitation. Where an “or equal” product is offered, and product information sheets are required, the initial offer must be accompanied with two (2) complete sets of product information sheets (such as factory specifications, standard manufacturer information sheets, catalogues, and brochures), and if required, two (2) copies of performance test results of the unit offered as an equal. Also for product information submittals, all supporting documentation submitted by the bidder shall in total meet the required specifications set forth in this solicitation. Where the standard product literature submitted with the offer provides information that does not comply with the specifications, the bidder shall state, in an official letter on corporate letterhead as part of their initial offer, the differences between the item they are specifically offering, and the equipment described by the standard product literature, to substantiate compliance to all of the specifications set forth in this

solicitation. In such cases, any offer submitted with standard product literature but without the letter explaining compliance will result in the rejection of the offer for not meeting the solicitation specifications.

If samples of all "or equal" products are required for all evaluation, such items are to be provided a no cost to the County, and should be submitted with the initial offer, or at the time of specific request. Failure to meet this requirement may result in your offer being rejected.

For "equal" products to be evaluated based on submission of products labels, the initial offer should be accompanied with labels indicating the specification for each or "equal" product offered. Failure to meet this requirement may result in your offer being offered.

The County shall be sole judge of equality, based on the best interests of the County, and its decision in this regard shall be final. Items label "No Substitute" on the County's Price Submittal Form are the only products that will be accepted under this solicitation.

3.9 BACKORDERS

If the Awarded Bidder/s cannot deliver an ordered item in accordance with the scheduled delivery dated due to a current existing backorder of that item with the Bidder's manufacture or distributor, the Bidder shall ensure that such back orders are filled within five (5) calendar days from the initial scheduled delivery date for the item. The Awarded Bidder/s shall not invoice the County for back ordered items until such items are delivered and accepted by the County's authorized representative. It is understood and agreed that County may, at its discretion, verbally cancel back ordered items after the grace period identified in this paragraph has lapsed, seek the items for another Bidder, and charge the incumbent Bidder under this contract for any directly associated re-procurement costs. If the Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

3.10 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 Awarded Bidder shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

3.11 COMPLIANCE WITH FEDERAL STANDARDS

All items purchased under this contract shall be in accordance with all governmental standards, to include, but not limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational; Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

SECTION 4: BID SUBMITTAL AND PRICING

QUALIFICATION CRITERIA TO BE MET BY ALL BIDDERS

Refer to Paragraph 2.4 QUALIFICATION CRITERIA to ensure that Bidder's responses and attachments comply with the Solicitation's requirements.

Paragraph Reference	Bidder Qualifications
2.41	<p>Bidder or Bidder's Subcontractor shall be regularly engaged in the business of providing Nuts, Bolts, Screws, Rivets, Connectors, and electrical replacement parts with inventory services Fasteners and Connectors with inventory services to be considered for award. 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 Nuts, Bolts, Screws, Rivets, Connectors, and other electrical replacement parts with inventory services.</p> <p>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.</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/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.</p> <p>Reference Company Name No. 1: <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If Subcontractor, then identify the name of the Subcontractor: <input type="text"/></p> <p>If key personnel, 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: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p> <p>Reference Company Name No. 2: <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If Subcontractor, then identify the name of the Subcontractor: <input type="text"/></p> <p>If key personnel, 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>

Commented [MT(4): All items listed on the list are included, please review, add and revise as needed

	<p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p> <p>Reference Company Name No. 3: _____</p> <p>Is reference for the Bidder, Subcontractor, or key personnel: _____</p> <p>If Subcontractor, then identify the name of the Subcontractor: _____</p> <p>If key personnel, then identify the name of the key personnel: _____</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: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p>	
2.4.2	The Bidder shall provide letter from the manufacturer designating the bidder as a manufacturer agent, dealer, distributor, or reseller of the products being offered.	<input type="checkbox"/>
2.4.3	<p>Bidder/s shall have local facilities or have specific agreements in force with a third party to provide local supplies and services. The local facility must be staffed by trained technicians and have sufficient inventory to provide what the County requires.</p> <p>Facility Name: _____ Address: _____</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p>	<input type="checkbox"/>