

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev I

New contract
 OTR
 CO
 SS
 BW
 Emergency

Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO

Requisition No: RQME1700002 **Term of contract:** Two years with no options to renew

Requisition/Project Title: MORGUE TRANSPORTATION TROLLEY AND RELATED ITEMS

Description: The purpose of this solicitation is to establish a contract for the purchase of morgue transportation trolley and related items for the Medical Examiner Department (ME) on an as needed basis.

User Department(s): Medical Examiner

Issuing Department: Internal Services Department Procurement Management Division

Contact Person: Martha Garofolo **Phone:** 305-375-4265

Estimated Cost: \$80,000 **Funding Source:** General Funds

ANALYSIS			
Commodity/Service No: <u>410-12 / 410-42 / 465-61 / 560-02</u>		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here: <input checked="" type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	EXISTING	2 ND YEAR	3 RD YEAR
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		

Basis of Recommendation:

Signed *Martha Garofolo*
 Martha Garofolo
 Procurement Contracting Officer

Date to SBD: May 26, 2017

Date Returned to ISD: _____

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of morgue transportation trolley and related items for the Medical Examiner Department (ME) on an as needed basis.

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 Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the two (2) year period.

2.3 METHOD OF AWARD

Award of this contract will be made to the lowest responsive, responsible Bidder who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If the awarded Bidder fails to perform in accordance with the terms and conditions of the contract, the Bidder may be deemed in default of the contract. Failure of any vendor to perform in accordance with the terms and conditions of the contract may result in the vendor being deemed in breach of contract. The County may terminate the contract for default and charge the vendor re-procurement costs, if applicable. If the awarded Bidder defaults, the County shall have the right to negotiate with the next responsive, responsible Bidder.

2.4 PRICES

The prices resultant from this solicitation shall prevail for the term of the contract, except as hereby noted. The County will consider yearly price adjustments, to be effective on the contract's anniversary date, based on the Consumer Price Index (CPI) for Services for All Urban Consumers, Miami-Fort Lauderdale, FL, area. It is the vendor responsibility to request any pricing adjustment under this provision. Requests for price adjustment should be submitted to the Internal Services Department Procurement Management Division at least 40 days prior to the contract's anniversary date. The County reserves the right to negotiate prices, approve or disapprove price adjustments, or cancel its contract with the vendor, in its best interest.

2.5 ADDITIONAL ITEMS

While the County has listed all major items within this solicitation, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the primary vendor to obtain a price quote for the similar items. The County reserves the right to award these similar items or services to the awarded vendor, or to acquire the items through a separate solicitation.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The purpose of this solicitation is to establish a contract for the purchase of morgue transportation trollies and related items for the Medical Examiner Department on an as needed basis. The transportation trolley is used for mobilization of the diseased, i.e., from morgue intake to freezer to autopsy suite etc.

3.2 TRANSPORTATION TROLLEY SPECIFICATIONS

- H 28" with a slop down to H 26.5" W 21" L 35 .25" with
- Four 8" swivel casters with each having the ability to lock
- Must be 1.5 square and .12" thick tubing, with Grade 304 stainless steel base frame.
- Bottom of trolley must have wire mesh grid for storage and or fluid leakage.
- Must fit trays measuring W 21.5 ", L 80"
- Must have the capability to hold cadavers weighting up to 600 lbs.

Refer to attachment (A) for sample illustration of transportation trolley solicited. This illustration is for reference only.

