

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. **8197-0/16**
Contract **8197-0/16**
 Re-Bid Other LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: **RQPR1600009** TERM OF CONTRACT: **Five (5) years**

Requisition /Project Title: **Grandstand Assembly & Disassembly Services**

Description: **The purpose of this solicitation is to establish a contract for grandstand assembly and disassembly services at Crandon Tennis Center for the Temporary Aluminum Grandstand System manufactured by ALTO Seating Systems. The services are an annual occurrence for the Miami Open Tennis Tournament.**

Issuing Department: **PROS** Contact Person: **Bill Solomon** Phone: **305-755-7873**

Estimate Cost: **\$875,000** GENERAL FEDERAL OTHER
Funding Source:

ANALYSIS

Commodity Codes: **420-04** **962-76**

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

EXISTING **2ND YEAR** **3RD YEAR**

Contractor: **SCAFFORM EVENT SERVICES LLC**

Small Business Enterprise: **NO**

Contract Value: **\$662,400**

Comments: **[Redacted]**

Continued on another page (s): Yes No

RECOMMENDATIONS

SBE Set-aside Sub-contractor goal Bid preference Selection factor
[Redacted]

Basis of recommendation: **Per the contract specifications, the awarded vendor must possess the required license and have verifiable experience with like seating systems. If competition yields any SBE vendors who meet the specified qualifications, Bid Preference is recommended.**

Signed: **Shereece George** Date sent to SBD: **02/12/16**

Date returned to DPM: **[Redacted]**

GRANDSTAND ASSEMBLY AND DISASSEMBLY SERVICES

SECTION 2 - SPECIAL CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for grandstand assembly and disassembly services at Crandon Tennis Center for the Temporary Aluminum Grandstand System manufactured by ALTO Seating Systems. The services are an annual occurrence for the Miami Open Tennis Tournament.

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 distributed by the County's Procurement Management Services Division, and contingent upon the completion and submittal of all required bid documents. **The contract shall remain in effect for five (5) years.** The contract shall expire on the last day of the last month of the contract term.

2.3 METHOD OF AWARD

Award of this contract will be made to the 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 a bidder fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single bidder.

Minimum Requirements:

- 1) Bidder(s) must possess one of the below licenses. A copy of the valid license shall be submitted with the bid submittal
 - County Public Seating Contractor License,
 - County General or Building Contractor License
- 2) Bidder(s) shall provide contact information to include name of contact, email address, phone number and fax number for Primary (required) and Secondary (optional) Staff within your company who will be responsible for providing a response to Miami-Dade County.
- 3) Bidder(s) shall provide three (3) references. These references must be from customers for whom the bidder has successfully assembled/disassembled bleachers or **grandstands having a minimum of 3,000 seats.**

Note: it is the Bidder's responsibility to have staff sufficiently knowledgeable in the assembly and disassembly of temporary grandstand seating. All work shall be performed by persons with experience in assembly and disassembly of temporary grandstand seating.

2.4 PRE-BID CONFERENCE/SITE VISIT

A pre-bid conference/site visit will be required and scheduled prior to bid opening date.

It is recommended that a representative of the firm attend this site visit as the "Cone of Silence" is not applicable during the course of the conference/site visit and informal communication can take place. Bidders are requested to bring a copy of this solicitation document to the site visit.

Prospective Bidders shall carefully examine the specifications of the bid and become thoroughly aware of any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions.

2.5 PRICES

Prices proposed by the Bidder shall remain fixed for the term of the contract.

2.6 METHOD OF PAYMENT

In addition to the information contained in section 1.35 the following shall be added:

Awarded bidder shall submit an invoice for 50% (1/2) of the total price upon completion of assembly, inspection and written approval by the County representative of the bleachers per schedule. Awarded bidder shall submit an invoice for the balance of 50% (1/2) upon disassembly of the bleachers, inspection and approval by the County representative.

2.7 PERFORMANCE BOND BASED ON PERCENTAGE OF OFFER PRICE

The bidder to whom a contingent award is made shall duly execute and deliver to the County a Performance and Payment Bond each year in an amount that represents 100% of the bidder's yearly offer. The Performance and Payment Bond Form supplied by the County shall be the only acceptable form for these bonds. No other form will be accepted. The completed form shall be delivered to the County within 15 calendar days after formal notice of award. If the bidder fails to deliver the payment and performance bond within this specified time, including granted extensions, the County shall declare the bidder in default of the contractual terms and conditions, and the bidder shall surrender its offer guaranty/bid bond, and the County shall not accept any offer from that bidder for a twelve (12) month period following such default.

The following specifications shall apply to any bond provided:

- A. All bonds shall be written through surety insurers authorized to do business in the State of Florida as surety, with the following qualifications as to management and financial strength according to the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey:

<u>Bond Amount</u>	<u>Best Rating</u>
500,001 to 1,500,000	B V
1,500,001 to 2,500,000	A VI
2,500,001 to 5,000,000	A VII
5,000,001 to 10,000,000	A VIII
Over 10,000,000	A IX

- B. On contract amounts of \$500,000 or less, the bond provisions of Section 287.0935, Florida Statutes (2007) shall be in effect and surety companies not otherwise qualifying with this paragraph may optionally qualify by:

1. Providing evidence that the surety has twice the minimum surplus and capital required by the Florida Insurance Code at the time the solicitation is issued;
2. Certifying that the surety is otherwise in compliance with the Florida Insurance Code; and
3. Providing a copy of the currently valid Certificate of Authority issued by the United States Department of the Treasury under SS. 31 USC 9304-9308.

Surety insurers shall be listed in the latest Circular 570 of the U.S. Department of the Treasury entitled "Surety Companies Acceptable on Federal Bonds", published annually. The bond amount shall not exceed the underwriting limitations as shown in this circular.

- C. For contracts in excess of 500,000 the provisions of Section B will be adhered to plus the company must have been listed for at least three consecutive years, or holding a valid Certificate of Authority of at least 1.5 million dollars and on the Treasury List.
- D. Surety Bonds guaranteed through U.S. Government Small Business Administration or Contractors Training and Development Inc. will also be acceptable.
- E. In lieu of a bond, an irrevocable letter of credit or a cash bond in the form of a certified cashier's check made out to the Board of County Commissioners will be acceptable. All interest will accrue to Miami-Dade County during the life of this contract and/or as long as the funds are being held by Miami-Dade County.

F. The attorney-in-fact or other officer who signs a contract bond for a surety company must file with such bond a certified copy of power of attorney authorizing the officer to do so. The contract bond must be counter signed by the surety's resident Florida agent.

2.8 INSURANCE (1) - GENERAL SERVICE AND MAINTENANCE CONTRACT –THIS SECTION SUPERSEDES SEC. 1.22

The bidder shall furnish to the Bidder Assistance Section, Department of Procurement Management, Administration Division, 111 NW 1st Street, Suite 1300, Miami, Florida 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 for all employees of the bidder as required by Florida Statute 440.
- B. General Liability Insurance on a comprehensive basis in an amount not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage.
- C. Miami-Dade County must be shown as an additional insured with respect to this coverage.
- D. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

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 "B" as to management, and no less than "Class V" as to financial strength, 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 and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

NOTE CERTIFICATE HOLDER MUST READ: **MIAMI-DADE COUNTY**
111 NW 1ST STREET
SUITE 2340
MIAMI, FL 33128

Compliance with the foregoing requirements shall not relieve the bidder of his liability and obligation under this section or under any other section of this agreement.

The bidder shall submit a certificate of insurance within ten (10) business days after notification of recommendation to award. If certificate does not include the coverages outlined in the terms and conditions of this solicitation, the bidder shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the bidder to provide the required certificate of insurance within fifteen (15) business days, may result in the bidder being deemed non-responsible and the issuance of a new award recommendation.

The bidder shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the bidder in accordance with Section 2.5 of this solicitation. If insurance certificates are scheduled to expire during the contractual period, the bidder shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are

received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the bidder.

2.9 COMPLETION OF WORK FROM DATE OF NOTICE TO PROCEED

The awarded bidder will be provided with a purchase order which shall identify the approval to begin the assembly process of the Temporary Aluminum Grandstand System. The bidder shall assemble and disassemble the bleachers per the bid specifications and the schedule noted in Section 3, Paragraph 3.2.

All work shall be performed in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the bidder; except in such cases where the completion date will be delayed due to acts of nature.

Should the bidder to whom the contract is awarded fail to complete the work within the number of days as stated in this solicitation, it is hereby agreed and understood that the County reserves the authority to cancel the contract with the bidder and to secure the services of another bidder to complete the work. The County may, at its option, demand payment from the bidder, through an invoice or credit memo, for any additional costs over and above the original contract price which were incurred by the County as a result of having to secure the services of another bidder. If the incumbent bidder fails to honor this invoice or credit memo, the County may terminate the contract for default.

2.10 ACCEPTANCE BY THE COUNTY

The awarded bidder shall assemble and disassemble the Alto Seating system in full compliance with the specifications and requirements set forth in this contract. Upon completion of the grandstand assembly by the awarded bidder, the County shall inspect the entire seating system and all its components. The comprehensive inspection will ensure assembly accuracy and safety. If the seating system is determined not to meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the awarded bidder shall reassemble the seating system to meet the proper specifications, at the bidder's expense. The County will complete all repairs and/or modifications needed to the Alto Seating system post accurate assembly by the awarded bidder. Upon completion of the grandstand disassembly, the awarded bidder shall relocate and store the Alto Seating system per the direction of the County. The awarded bidder will provide a list of items what must be repaired and/or replaced prior to assembly for the following year. The County will ensure said items are repaired or obtained to optimum functionality and safety upon assembly.

2.11 LICENSES, PERMITS AND FEES

The bidder shall obtain and pay for all licenses, permits and inspection fees required for this project; and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. Damages, penalties and or fines imposed on the County or the bidder for failure to obtain required licenses, permits or fines shall be borne by the bidder.

The bidder is required to obtain the required Special Events Permit or any other permits applicable to performance of services under the resultant contract. Please contact the Parks, Recreation, and Open Spaces Coastal Region Manager at 305-755-7910 for assistance.

2.12 ACCIDENT PREVENTION BARRICADES

Precautions shall be exercised at all times for the protection of persons and property. All bidders performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible bidder. Barricades shall be provided by the bidder when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager.

2.13 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 bidder shall thoroughly clean up all areas where work has been performed as mutually agreed with the associated user department's project manager.

GRANDSTAND ASSEMBLY AND DISASSEMBLY SERVICES

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The awarded bidder will be responsible for the assembly and disassembly of the Temporary Aluminum Grandstand System manufactured by ALTO Seating Systems located at the Crandon Tennis Center Stadium. This seating system is used for the Miami Open Tennis Tournament, according to a work schedule prescribed by the County in paragraph 3.2. Additional information and photos of the site conditions and seating system are provided in Appendix 1 of this solicitation. ALTO Seating System information and associated diagrams, instructions, and install documentation are provided in Appendix 2 of this solicitation.

3.2 WORK SCHEDULE

The awarded bidder shall adhere to the work schedule provided by the County on an annual basis, and therefore will be provided by the County to the awarded bidder at least sixty (60) calendar days prior to commencement of work.

Annual assembly is scheduled to be completed approximately twenty (20) days prior to the start of the Miami Open Tennis Tournament. Full assembly and inspection must be completed within fifteen (15) days. Disassembly is scheduled to commence one (1) day after the end of the Miami Open Tennis Tournament and shall be completed within twenty-six (26) days.

The length of time for assembly and disassembly for future years is estimated to be the same numbers of days as the contract commencement year. Subsequent annual scheduled commencement dates for assembly and disassembly are expected to fluctuate from year to year.

3.3 ALTO SEATING SYSTEMS – GENERAL SPECIFICATIONS

Design Specifications

- 2004 Florida Building Code.
- 1998 Aluminum Association Specifications for Building Structures.
Total number of seats: Approximately 6,800

Design Loads

- Live Load 100 psf
- Sway Load (para) to seating 24 lb/ft
- Sway Load (perf) to seating 24 lb/ft

Material Specifications

- Aluminum Alloys – 6082-T2 for structural members
6063-T6 for decking

3.4 EGRESS CALCULATIONS

Seats per Row

- Florida Building Code 2004 1024.10.2
- Minimum aisle access way = 12"
- Aisle at both ends = 0.3" extra per seat over 18 but not required to exceed 22"
- Aisle at one end = 0.6" extra per seat over 9 but not required to exceed 22"
- ALTO tip up chair clear access way = 19"

Aisle at both ends

- $19" - 12" = 7"$
- $7" / 0.3" = 23.33$ seats

- Therefore 12" for 18 plus 23.33 = 41.33 seats per row. ALTO layout has 33 seats between aisles.

Aisle at one end

- $19" - 12" = 7"$
- $7" / 0.6" = 11.66$ seats
 - Therefore 12" for 9 plus 11.66 = 20.66 seats per row. ALTO layout has 15 max seats from end of aisle. Aisle and Stair Widths
- Florida Building Code 2004 1024.6.3
- For an outdoor smoke protected assembly with occupant load not greater than 18,000 the clear width shall be 0.08" x occupant load served by egress element.
- ALTO stairs = $48' / 0.08 = 600$ occupant load
- ALTO aisles = $55.125' / 0.08 = 689$ occupant load

3.5 GENERAL DESCRIPTION OF TEMPORARY ALUMINUM GRANDSTAND SYSTEM

The ALTO Grandstand system is comprised of an arrangement of frames, ties, braces, beams & deck units that lock together using tamper proof locking mechanisms to form a quick erect, structural aluminum support system. Please refer to Attachment B, which contains a manufacturer's manual from ALTO Seating Systems for the Temporary Grandstand System at the Crandon Park Tennis Stadium.

Frames are linked together to provide a support structure with a principal beam onto which deck units are installed to provide a continuous terraced surface.

Seat units and guardrails are fixed to the terraced decks to provide a safe secure seating area with a rise of 452mm(17.75")

- Frames
Frames 1.4m (55.118") wide incorporate two upright frame members in 70mm x 70mm x 4mm thick (2.75" x 2.75" x 0.157") box together with horizontal members comprising 48mm dia. X 3mm thick (1.890" dia. x 0.118") aluminum tube. The structure is fully welded to produce a rigid framework.

The frames incorporate locking devices onto which the tie and bracing members are attached. The device automatically locks the bracing members to the frames that can only be removed using a unique removal tool which is attached to each bleacher section. Frames are locked together vertically using a similar device.

- Braces and Ties
Braces and ties are constructed from an "A" shaped aluminum extruded section having a base 71mm wide and a height of 70mm (2.79" x 2.75") incorporating holes at each end that locate over the tamper proof locking devices in the frames.
- Beams
Beams, comprising of a 180mm x 71mm x 4.5mm (7.087" x 2.795" x 0.177") special extruded section, are spigoted onto the top of the frames and secured with automatically locking pins. The beams incorporate deck support cleats on the upper face that locate the deck units securely and accurately at the required positions.
- Deck Units
Deck units (platforms) are constructed from twin aluminum stiles connected together using aluminum extruded planks and are riveted and welded to provide a robust construction. Deck units, when installed in the grandstand, are captive within the beam cleats.
- Seat Units
Steel framed seat units with self-tip molded seats attached are fixed to the decks with integral hooks and are locked onto the decks with a hidden locking bolt.
- Balustrades and Safety Rails
Side balustrades are connected to the deck units and to the main structural beam and are positioned to provide a barrier height of 1067mm (42") above the deck level. Front and rear balustrades are connected to high-strength posts

that are connected directly to the main structural beam.

- Back Drops

A screen type material will be covering the back of the bleachers throughout all sections; this needs to be completed when total assembly is done and then removed in the dissemble process.

MIAMI-DADE

