

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

New contract OTR CO SS BW Emergency

Previous Contract/Project No.
IB7395-0/16

Re-Bid Other

LIVING WAGE APPLIES: __YES XNO

Requisition/Project No: **RQSW1800012**

Term Of Contract: 60 months with 0 Options-To-Renew

Requisition/Project Title: Check Guarantee Services

Description: Miami-Dade County Department of Solid Waste Management has many landfill/disposal facilities which accepts various methods of payment for the disposal of waste. Check payment is one of the various payment methods accepted at the landfill/disposal facilities. When a customer utilizes a check as their form of a payment, their disposal charge is determined using one of two methods. The two methods are predicated on whether a customer's disposal charge is known prior to dumping their load or if the disposal charge must be determined after a customer dumps their load and returns to the weight scale.

User Department(s): Miami-Dade County Department of Solid Waste Management

Issuing Department: Procurement Management

Contact Person: Tyrone White

Phone: 305-375-3835

Estimated Cost: \$200,000.00

Funding Source: Proprietary Fund

Revenue Generating: No

ANALYSIS

Commodity/Service No: 946, 94600, 96410, 94636 & 94649			
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	<u>PREVIOUS CONTRACT</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:	Encircle, Inc.		
Small Business Enterprise:	No		
Contract Value:	\$180,000		
Comments:			
Continued on another page (s): __Yes <u>X</u> No			

RECOMMENDATION: BID PREFERENCE

Basis of Recommendation:
There are 15 SBE firms certified in the commodity codes above.

Signed: Tyrone White

Date to SBD: 7-9-2018

Date Returned to PM: _____

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of Check Guarantee Services for Miami-Dade County Solid Waste Department in conjunction with the County's needs 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 distributed by the Procurement Management Division of the Internal Services Department. The contract shall expire on the last day of the last month of the five (5) year contract term.

2.3 METHOD OF AWARD

This solicitation shall be awarded to the responsive and responsible bidder, who submits the lowest check processing percentage. The check processing percentage shall be the percentage of each check to be paid to the awarded bidder for check guarantee services. Bidders shall submit their check processing percentage on the Bid Submittal form. The check processing percentage submitted by the awarded bidder shall remain fixed and firm throughout the duration of the contract; however, the check processing percentage can be reduced at any time, if the awarded bidder notifies the Department of Solid Waste Management and Procurement Management Division of the Internal Services Department and the reduction in percentage is approved by both departments.

2.4 METHOD OF PAYMENT

The awarded bidder shall submit proper invoices on a monthly basis through Imaging Workflow Automation (IWA). A proper invoice shall be an invoice which is submitted by the tenth (10) calendar day of month following the service period and lists the name and Federal Identification Number of the awarded bidder (consistent with the submittal information), a unique invoice number (awarded bidder shall not submit invoices with the same invoice number), the Contract number (), the Miami-Dade County purchase order number, the date of the invoice, the invoice period, a detailed description of the goods and/or services being provided, a detailed breakdown (unit price and extended total) of the costs associated with the goods and/or services provided for the period, any applicable discounts (if applicable), detailed description of all approved checks, bad checks submitted, prior open balances, payments received, other credits and debits and any supplemental information/documents required by the County prior to payment being released. Failure to submit a proper invoice may result in a delayed payment. The awarded bidder shall be paid in accordance with Section 218.74 F.S. and Section 2-8.1.4 of the Miami-Dade County Code, after the submittal of a proper invoice.

2.5 INDEMNIFICATION

The Bidder 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 Bidder or its employees, agents, servants, partners principals or subcontractors. The Bidder 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 Bidder expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Bidder 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.

2.6 INSURANCE

The Bidder shall furnish Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A.** Professional Liability Insurance in an amount not less than \$250,000 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.

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.

CERTIFICATE HOLDER MUST READ:

**MIAMI-DADE COUNTY
111 NW 1st STREET
SUITE 2340
MIAMI, FL 33128.**

2.7 ADDITION OF OTHER COUNTY DEPARTMENTS AND/OR AGENCIES

The awarded bidder understands and agrees that any County department and/or agency may be added to this contract to procure the goods and/or services established herein. The County shall notify the awarded bidder when a County department and/or agency has been added to this contract. A separate purchase order identifying the requirements of the additional County department(s) and/or agency(ies) shall be issued to the awarded bidder.

2.8 ADDITIONAL SERVICES

The County may request additional check guarantee related goods and/or services during the duration of this contract. If additional check guarantee related goods and/or services are requested, the user department will provide the Procurement Management Division of the Internal Services Department with a scope, detailing what the additional related goods and/or services are. The Procurement Management Division of the Internal Services Department will contact the awarded bidder to determine if the bidder can provide the additional related goods and/or services and to negotiate quotes/pricing.

SECTION 3 - SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 BACKGROUND

Miami-Dade County Department of Solid Waste Management has many landfill/disposal facilities which accepts various methods of payment for the disposal of waste. Check payment is one of the various payment methods accepted at the landfill/disposal facilities. When a customer utilizes a check as their form of a payment, their disposal charge is determined using one of two methods. The two methods are predicated on whether a customer's disposal charge is known prior to dumping their load or if the disposal charge must be determined after a customer dumps their load and returns to the weight scale.

3.2 SCOPE OF WORK

The County is seeking the services of a bidder who can provide check guarantee services for check payments received from customers whose disposal charge is determined after they dump their load and returns to the weight scale. Miami-Dade Solid Waste Management Department currently processes approximately 1,300 checks per month for aggregate total of approximately \$200,000 a month (these figures are provided for informational purposes only and are not guaranteed).

3.3 CHECK GUARANTEE SERVICES

The awarded bidder will provide the County with check guarantee services. For the purpose of this solicitation, check guarantee services shall be the process in which checks submitted by customers at various landfill sites, are processed and guaranteed by the awarded bidder by reimbursing the County for all checks returned by the County's bank. Miami-Dade County landfill sites are open daily, from 6:00 AM – 7:00 PM. The County reserves the right to modify these hours upon request. As such, the awarded bidder shall be able to provide check guarantee services while the landfills are open.

3.4 CHECK PROCESSING ACCEPTANCE/VERIFICATION

Due to the nature of how the landfills scale system works, the County shall place all checks valued at \$750.00 and below on a check acceptance list. If the face value of a checks is \$750.01 or greater, the County shall contact the awarded bidder via telephone for verification/acceptance purposes. The County shall deposit all verified/accepted checks. The County shall create a daily list of accepted/verified checks to send to the awarded bidder via facsimile or email. The awarded bidder shall review the list of checks. The awarded bidder shall guarantee the face value of each check listed on the daily report. The awarded bidder shall also provide a detailed description of all checks processed with each the monthly invoice.

3.5 CHECK REIMBURSEMENT

The awarded bidder shall guarantee each check on the daily report by reimbursing the County for each check returned by the County's bank. The County's bank will deposit checks processed by the awarded bidder a maximum of two times. When a processed check is returned by the County's bank, the County shall provide the awarded bidder with the check number, face value of check, customer/business name, etc. and all fees associated with the returned check. The awarded bidder shall reimburse the face value of each returned check, up to \$5,000.00, plus all fees associated with the returned check within thirty (30) calendar days of notification from the County. The awarded bidder may pursue collection of the funds from the customer after the County has been reimbursed.

3.6 MINIMUM REQUIREMENTS

Bidders must comply with each qualification below. Failure to meet any sub-section below, may result in the bidder being deemed non-responsive.

- 3.6.1** Bidder shall have at least one (1) year of experience providing electronic verification, authorization and guarantee of checks presented to business/entity accounts by their customers.

- 3.6.2 Bidder(s) shall be regularly engaged in providing check guarantee services to businesses and/or public entities, consistent with those listed in Section 3.1 of this Invitation to Bid..
- 3.6.3 Bidder shall be able to guarantee up to \$5,000.00 per check.
- 3.6.4 Bidder(s) shall list three (3) or more references for which the bidder currently/previously provides/provided check guarantee services. Each reference shall list the name of the business/entity in which the bidder provided check guarantee services, the business'/entity's address, business'/entity's contact person, contact person's phone number, contact person's email address, description of the goods and/or services provided, the number of checks approximately processed per month for the business/entity, the aggregate total of the checks processed per month for the business/entity, maximum guaranteed amount, percentage charged per check and the time period in which the bidder provided the goods and/or services. The County shall contact bidder's references to verify that the bidder can provide the goods and/or services being procured through this Invitation to Bid.

3.7 LIST OF FACILITIES & FACILITY CONTACT

The awarded bidder will provide check guarantee services at the following facilities:

Facility	
1	SWM Main Office 2525 NW 62 nd Street, 5 th Floor Miami, Florida 33147
2.	Coupon Office (N Dade & S Dade) 2525 NW 62 nd Street, 5 th Floor Miami, Florida 33147
3	Central Transfer Station Scale House 1150 NW 20 th Street Miami, Florida 33127
4	Northeast Transfer Station Scale House 18707 NE 6 th Avenue Miami, Florida 33179
5	West Transfer Station Scale House 2900 SW 72 nd Avenue Miami, Florida 33155
6	North Dade Landfill Scale House 21300 NW 47 th Avenue Miami, Florida 33055

7	South Dade Landfill Scale House 24000 SW 97 th Avenue Miami, Florida 33170
8	Resource Recovery Landfill Scale House 6990 SW 97 th Avenue Doral, Florida 33178

3.8 ADDITION AND/OR DELETION OF FACILITIES TO BE SERVICED

Although this Invitation to bid identifies specific facilities to be serviced, it is hereby agreed and understood that additional facilities can be added and previous facilities can be deleted, upon the County notifying the awarded bidder at least fourteen (14) calendar days prior to the addition and/or deletion of a given facility.

DRAFT

SECTION 4 – BID RESPONSE FORM

NAME OF BIDDER: _____

4.1 SOLICITATION REQUIREMENTS

4.1.1 Bidder has at least one (1) year of experience providing electronic verification, authorization and guarantee of checks presented to business/entity accounts by their customers:

Yes _____ **No** _____

4.1.2 Bidder is regularly engaged in providing check guarantee services to businesses and/or public entities, consistent with those listed in Section 3.1 of this Invitation to Bid.

Yes _____ **No** _____

4.1.3 Bidder is able to guarantee up to \$5,000.00 per check.

Yes _____ **No** _____

4.1.4 List three (3) or more references for which the bidder currently/previously provides/provided check guarantee services.

Reference No. 1	
Name of Business/Entity	
Organization Address	
Contact Person's Name & Title	
Contact Person's Telephone Number Contact Person's Email Address	
Contact Name and Title	
Contract/Project Number & Title (if applicable)	
Contract/Project Dates (Start – Completion)	
Description of Goods and/or Services Provided	_____

Reference No. 2	
Name of Business/Entity	
Organization Address	
Contact Person's Name & Title	
Contact Person's Telephone Number Contact Person's Email Address	
Contact Name and Title	
Contract/Project Number & Title (if applicable)	
Contract/Project Dates (Start – Completion)	
Description of Goods and/or Services Provided	<hr/> <hr/> <hr/>

Reference No. 3	
Name of Business/Entity	
Organization Address	
Contact Person's Name & Title	
Contact Person's Telephone Number Contact Person's Email Address	
Contact Name and Title	
Contract/Project Number & Title (if applicable)	
Contract/Project Dates (Start – Completion)	
Description of Goods and/or Services Provided	<hr/> <hr/> <hr/>

Percentage of each check to be paid to the awarded bidder for check guarantee services	_____ %
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Initial to confirm the information listed above.	_____
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