

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. 1001

Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES  NO

Requisition No. /Project No.: RQSW2000009   
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Bulk Hauling and Disposal Services

Description: Same as above.

Issuing Department: SPD   
 Contact Person: Dakota Thompson   
 Phone: 3053752356

Estimate Cost: \$950,000

Funding Source:   
 GENERAL XXXX   
 FEDERAL    
 OTHER

### ANALYSIS

<b>Commodity Codes:</b>	<span style="border: 1px solid black; padding: 2px;">962-39</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>
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>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Small Business Enterprise:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Contract Value:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Comments:</b>	<span style="border: 1px solid black; padding: 2px;"></span>			

Continued on another page (s):     YES     NO

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>

Basis of Recommendation:

Signed: Dakota Thompson   
 Date sent to SBD: 6/15/20

	Date returned to SPD:	
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## SECTION 2, SPECIAL CONDITIONS

### 2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Pre-qualified Pool of Vendors (Pool) that will be used to solicit for hauling of bulk materials for Miami-Dade County.

Placement in the Pool is not a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals will continue to be accepted throughout the term of the RTQ for placement in the Pool.

### 2.2 DEFINITIONS

**Invitation to Quote (ITQ)** – Shall refer to the solicitation of quotes from the Pool for a specific service and awarded based on lowest price, or other quantifiable criteria.

**Prequalified Pool of Vendors (Pool)** – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

**Project Manager** - Any person designated by the County to examine and inspect Vendor equipment and otherwise ensure compliance by the Vendor.

**Submittal** - Shall refer to all information, attachments and forms submitted in response to this RTQ.

**Vendor** – Shall refer to a business entity/individual responding to this RTQ.

**Work Order Proposal Request (WOPR)** – shall refer to a competitive process involving the solicitation of proposals, by the Internal Services Department Strategic Procurement Division, from the Pool for specific goods and/or services; and evaluated and awarded based on best value.

### 2.3 REQUIREMENTS

Vendors shall meet the following requirements to be considered for placement in the Pool and for participation in future competitions:

1. Vendors shall be regularly engaged in providing the services listed in this RTQ. Vendors shall provide a minimum of two (2) signed reference letters that describe the type of service, as well as the quality and length of service that the Vendor has provided. Said services must have been provided within the past two (2) years. The person providing the reference must have personal knowledge of the Vendor's past performance. The reference letters shall be printed on the letterhead of the company providing the reference and contain a contact person's name, email address, and phone number.
2. Vendors shall provide a copy of its General Hauler Permit that is issued by DSWM pursuant to Section 15.17 of the Miami-Dade County Code. Vendors may contact DSWM at (305) 514-6610 or visit the website at [www.miamidade.gov/solidwaste](http://www.miamidade.gov/solidwaste) to obtain information regarding a General Hauler Permit. Proof of a permit may be satisfied through an approved, first-tier subcontractor.
3. Vendors shall provide proof of ownership or lease agreement for a minimum of five (5) dump trucks with tandem rear axles. Proof may be satisfied through an approved, first-tier subcontractor. If a lease agreement is provided, the lease agreement shall be for at least a one (1) year period.
4. Vendors shall provide the contact information of a designated representative(s) to provide the County with support and information concerning orders placed and to receive future ITQ/WOPR requests. Vendors shall provide the representative's name, phone number, and email address. Representative(s) shall be available between the hours of 6:00 AM and 7:00 PM, Monday through Sunday to respond to County requests.

Vendors shall provide the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Vendors as it deems necessary, and in its best interest.

#### **2.4 TERM**

The Pool shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the last month of the five-year term.

#### **2.5 SPOT MARKET COMPETITIONS**

Vendors in the Pool may be invited to participate in future spot market competition, as needed. The spot market competition will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Local Preferences
- User Access Program (UAP) Fee
- SBE Measures
- Local Certified Veteran Business Enterprise Preference
- First Source Hiring Referral Program
- SBE Prompt Payment Terms
- Office of Inspector General Fee

#### **2.6 POLLUTION CONTROL**

Miami-Dade County is committed to preventing illegal dumping as well as unauthorized filling of wetlands and other impacts to natural resources in the wake of a hurricane. Disposal of hurricane-related/emergency debris in any location other than the authorized locations stated in the RTQ may constitute a violation of the Code of Miami-Dade County, and may subject the Vendor(s) to fines, penalties, and a requirement to correct the violation.

Vendor(s) shall comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This Ordinance is made a part of this RTQ's specifications by reference and may be obtained, if necessary, by contacting the Miami-Dade County Regulatory and Economic Resources Department, Division of Environmental Resources Management (DERM), 701 NW 1st Court, Miami, Florida 33136, Telephone (305) 372-6789.

#### **2.7 ACCIDENT PREVENTION AND BARRICADES**

Precautions shall be exercised at all times for the protection of persons and property. Vendor(s) performing services pursuant to this solicitation shall conform to all relevant Occupational Safety and Health Administration (OSHA), State, and County regulations during the course of each event. Any fines levied by any of the above agencies, as well as any other regulatory agency, for failure to comply with any requirements shall be borne solely by the Vendors. Barricades shall be provided by the Vendor(s) when work is performed in the area traversed by persons, or when deemed necessary by the County Project Manager.

## 2.8 **INSURANCE REQUIREMENTS**

Section 1.22, Insurance Requirements, of the General Terms and Conditions is hereby amended to replace paragraph A with the following:

The Contractor shall furnish to the Internal Services Department/Strategic Procurement Division, 111 NW 1<sup>st</sup> Street, Suite 1300, Miami, Florida 33128, Certificate(s) of insurance which indicate that insurance coverage has been obtained which meets the requirements as outline below:

1. Worker's Compensation Insurance for all employees of the Bidder as required by Florida Statute 440.
2. Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

## 2.9 **DISPOSAL FACILITY FEE**

In accordance with Sections 15-25.1 – 15-25.3 of the Miami-Dade County Code, Vendors entering a contract with the County and providing the services mentioned below may be subject to the following:

It shall be unlawful for any private hauler operating in the Disposal Facility Fee Area as configured on February 1996 by Miami-Dade County Ordinance 96-30, to either collect, transport or deliver solid waste for disposal without payment of the Disposal Facility Fee to the County; this fee does not apply to the construction and demolition roll off service, recycling service, or compactor leasing service.

The Disposal Facility Fee is an amount equal to fifteen percent (15%) of the private hauler's total gross monthly receipts for solid waste collection and disposal services for all accounts located in the Disposal Facility Fee Area (less administrative fees and any surcharges that may be applicable).

By the twenty-fifth (25<sup>th</sup>) day of each month, all private haulers operating in the Disposal Facility Fee Area must file a report with the Department of Solid Waste Management and pay all Disposal Facility Fees owed for the preceding month (downloadable forms can be found at [www.miamidade.gov/solidwaste](http://www.miamidade.gov/solidwaste)). This report shall be audited by the County.

### **Penalties and/or Sanctions for Non-Compliance:**

Failure to comply may result in the imposition of penalties and/or sanctions as per the Governing Legislation. Contractors may contact the Audit and Compliance Section at (305) 514-6790 for additional information or visit [www.miamidade.gov/solidwaste](http://www.miamidade.gov/solidwaste).

Vendors are notified if the Disposal Facility Fee applies to them once a Hauler's Permit application is submitted.

## 2.10 **COMPLIANCE WITH FEDERAL STANDARDS**

All items to be purchased under this solicitation shall be in accordance with all applicable governmental standards, to include, but not limited to those issued by the Occupation Safety and Health Administration (OSHA), the National Institute of Safety Hazards (NIOSH), the National Fire Protection Association (NFPA) and It shall be the responsibility of the Awarded Bidders to be regularly informed to conform to any changes in standards issued by any regulatory agencies that govern the commodities or services applicable to this solicitation during the term of the contract.

When goods and/or services acquired under the RTQ will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference. When goods and/or services acquired under the RTQ will be purchased, in part or in whole, with federal funding and/or to meet Federal Emergency Management Agency's (FEMA) reimbursement requirements, as set forth in the Code of Federal Regulations (CFR), §200.317, General Procurement Standards, Vendor(s) shall agree to be bound by the terms and conditions detailed below that delete, modify, and add to Section 1.53, General Terms and Conditions of the solicitation.

**Deletions:**

The programs below shall NOT apply:

- Prompt Payment Terms.

Payment terms under Sections 2-8.1.1.1 or 2-8.1.1.2, respectively, that are a SBE contract set-aside, bid preference or contain a subcontractor goal, shall NOT apply.

- Local Preference.

Section 2-8.5 of the Miami-Dade County Code, which provides that preference shall be given to local businesses shall NOT apply.

- County User Access Program (UAP).

The UAP fee in the amount of two percent (2%) shall NOT apply.

- Small Business Enterprises (SBE) Measures

The above bid preferences or set-asides shall NOT apply.

- Local Certified Veteran's Business Enterprise Preference

The above bid preference shall NOT apply.

- First Source Hiring Referral Program ("FSHRP")

**Modifications:**

- Inspector General

The cost of random audits of one quarter (1/4) of one (1) percent will be NOT be incorporated into the contract price. All else remains the same.

**SECTION 3**  
**SCOPE OF WORK**

**3.1 SCOPE OF WORK**

Prequalified Vendors shall provide bulk hauling for Miami-Dade County. At the time of spot market competition, it shall be the responsibility of the successful Vendors to furnish, and include in their bid price, dump truck(s), driver(s), fuel, maintenance, repairs, insurance, license tags, current inspection stickers, permits, licenses, tolls, and incidentals necessary for the legal operation of dump trucks. The successful Vendor shall be responsible for compliance with all Federal, State, County or municipal regulations and shall be fully accountable for any penalties resulting from infractions thereby. Damages, penalties and or fines imposed on the County or the Vendor for failure to obtain required licenses, permits or fines shall be borne by the Vendor.

**Note: The County shall be responsible for disposal charges, if any. As such, the Vendor should not incorporate this cost in their bid price, at the time of spot market competition.**

**3.2 SERVICES TO BE PROVIDED**

Services may include, but are not limited to, the hauling of the following:

- Ash
- Bulky debris, including garbage and trash
- Coarse aggregates, including stone, rock, and sand

The hauling of other material may be needed as deemed necessary by the County via an ITQ or WOPR.

**SECTION 4**

**SUBMITTAL FORM**

VENDOR: \_\_\_\_\_

<b><u>MINIMUM REQUIREMENTS</u></b> <b>TO BE COMPLETED BY ALL BIDDERS</b>		
<b>Reference Section</b>	<b>Requirements</b>	<b>Copy Attached</b>
2.3.(1)	Vendors shall be regularly engaged in providing the services listed in this RTQ. Vendors shall provide a minimum of two (2) signed reference letters that describe the type of service, as well as the quality and length of service that the Vendor has provided. Said services must have been provided within the past two (2) years. The person providing the reference must have personal knowledge of the Vendor's past performance. The reference letters shall be printed on the letterhead of the company providing the reference and contain a contact person's name, email address, and phone number.	<input type="checkbox"/>
2.3 (2)	Vendors shall provide a copy of the General Hauler Permit that is issued by DSWM pursuant to Section 15.17 of the Miami-Dade County Code. Contractors may contact DSWM at (305) 514-6610 or visit the website at <a href="http://www.miamidade.gov/solidwaste">www.miamidade.gov/solidwaste</a> to obtain information regarding a General Hauler Permit. Proof of a permit may be satisfied through an approved, first-tier subcontractor.	<input type="checkbox"/>
2.3 (3)	Vendor shall provide proof of ownership or lease agreement for a minimum of five (5) dump trucks with tandem rear axles. Note: the leasing agreement shall be for at least a one (1) year period. Proof may be satisfied through an approved, first-tier subcontractor.	<input type="checkbox"/>
2.3 (4)	Vendors shall provide the contact information of a designated representative(s) to provide the County with support and information concerning orders placed and to receive future ITQ/WOPR requests. Vendors shall provide the representative's name, phone number, and email address. Representative(s) shall be available between the hours of 6:00 AM and 7:00 PM, Monday through Sunday to respond to County requests.	<input type="checkbox"/>

**VENDOR CHECKLIST**

Byrd Anti-Lobbying Amendment Certification Form (Attachment A)	<input type="checkbox"/>
Suspension and Debarment Certification Form (Attachment B)	<input type="checkbox"/>
Contractor Due Diligence Affidavit	<input type="checkbox"/>
Subcontracting Form	<input type="checkbox"/>