

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency

Previous Contract/Project No.

Contract

RTQ-00255

☒ Re-Bid ☐ Other

LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: **RTQ-00662**

TERM OF CONTRACT **5 Years**

Requisition /Project
Title:

DEWATERING & TANK CLEANING SERVICES PRE-QUALIFICATION

Description: To establish a list of pre-qualified vendors capable of providing dewatering and/or tank cleaning services on an as needed basis.

Issuing Department: **WASD**

Contact
Person: **Susan Pascal**

Phone: **786-552-8254**

Estimate Cost: **\$8,600,000.00**

GENERAL FEDERAL OTHER

Proprietary

Funding Source: **Revenue**

ANALYSIS

Commodity Codes: **910-70**

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:

DENALI WATER SOLUTIONS LLC
IMC CONSULTING LLC
USI ENVIRONMENTAL INC
POSTON APPLIED TECHNOLOGIES LLC
BIO NOMIC SERVICES INC
ENVIROWASTE SERVICES GROUP INC
SYNAGRO SOUTH LLC
ENVIRONMENTAL MANAGEMENT
CONSERVATION OI

Small Business Enterprise:

Contract Value: \$1,000,000.00

Comments:

Continued on another page (s): ☐ Yes ☒ No

RECOMMENDATIONS

SBE

Set-aside

Sub-contractor goal

Bid preference

Selection factor

x

**Basis of
recommendation:**

Per the contract specifications, the pre-qualified vendor must meet . If competition yields any SBE vendors who meet the specified qualifications, Bid Preference is recommended.

Date sent to SBD: 01/29/2018

Signed: Lashonne Williams-Canty

Date returned to DPM:

Solicitation RTQ-00662

DEWATERING & TANK CLEANING SERVICES PRE-QUALIFICATION

Solicitation Designation: Public



Miami-Dade County

Solicitation RTQ-00662

DEWATERING & TANK CLEANING SERVICES PRE-QUALIFICATION

Solicitation Number RTQ-00662
Solicitation Title DEWATERING & TANK CLEANING SERVICES PRE-QUALIFICATION

Solicitation Start Date In Held
Solicitation End Date Feb 23, 2018 6:00:00 PM EST
Question & Answer End Date Aug 17, 2017 3:00:00 PM EDT

Solicitation Contact Lashonne Williams-Canty
Procurement Contracting Officer 1
ISD - Procurement Management Services
305-375-5650
Lashonne.Williams-Canty@miamidade.gov

Solicitation Contact Fredrick Taylor
Procurement Contracting Manager
ISD - PMS
305-375-1078
taylorf@miamidade.gov

Solicitation Contact Shereece George
Procurement Contracting Officer 1
ISD, Procurement Management services
305-375-3421
Sgeorge@miamidade.gov

Contract Duration See Bid Documents
Contract Renewal See Bid Documents
Prices Good for See Bid Documents

Solicitation Comments This Request to Qualify (RTQ) will establish a Prequalified Vendors List (List) that will be used to solicit dewatering and/or tank cleaning services for Miami-Dade County (County).

Item Response Form

Item RTQ-00662--01-01 - Meets Qualifications

Quantity 2 See Bid Documents

Prices are not requested for this item.

Delivery Location **Miami-Dade County**

Miami-Dade County Information Technology
Department (ITD)
5680 SW 87th Avenue

Miami-Dade County
111 NW 1st Street
Suite 1300

Miami FL 33173

Miami FL 33128

Qty 1

Qty 1

Description

Awarded Vendor shall provide dewatering and/or tank cleaning services for Miami-Dade County on an as needed basis using an approved suitable method.

SOLICITATION NO.: RTQ-00662

**DEWATERING & TANK CLEANING SERVICES PRE-
QUALIFICATION
Feb 23, 2018**



MIAMI-DADE COUNTY, FLORIDA

R E Q U E S T T O Q U A L I F Y

TITLE:

DEWATERING & TANK CLEANING SERVICES PRE-QUALIFICATION

FOR INFORMATION CONTACT:

Lashonne Williams-Canty , 305-375-5650, Lashonne.Williams-Canty@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- **READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.**
- **FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.**

**SECTION 1****GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r17-1.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

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SECTION 2 – SPECIAL TERMS AND CONDITIONS**2.0 PURPOSE**

This Request to Qualify (RTQ) will establish a Prequalified Vendors List (List) that will be used to solicit dewatering and/or tank cleaning services for Miami-Dade County (County). Placement on the List 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 on such List.

2.1 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the List of Prequalified Vendors for a specific goods and/or service; and awarded based on lowest price, or other quantifiable criteria.

Prequalified Vendors List (List) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Procurement Management Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement on the Prequalified Vendors List, and who may submit quotes/proposals, at the time of need.

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

Awarded Vendor – Shall refer to a business entity/individual recommended for award as a result of the evaluation of proposal in response to an ITQ.

Submittal - Shall refer to the forms submitted in response to this RTQ.

2.2 TERM

This List 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, Procurement Management Division. The List shall expire on the last day of the 60 month.

2.3 OPTION TO RENEW

Miami-Dade County shall have the option to renew this list for an additional five (5) years. Continuation of the list beyond the initial period is a County prerogative, and not a right of the Vendor. This prerogative may be exercised only when such continuation is clearly in the best interest of the County.

2.4 QUALIFICATION CRITERIA

Vendors shall meet the following criteria to be considered for placement on the List and for participation in future competitions:

- A. Vendors shall name and describe the method(s) their firm intends to use to dewater and/or clean the tanks. The County reserves the right to require a demonstration to test the proposed method(s). If the vendor intends to offer more than one method, each must be detailed in the proposed submittal page.
- B. Vendors shall be regularly engaged in the business of providing dewatering and/or tank cleaning services. Vendors must provide a minimum of three (3) projects within the past five (5) years completed as

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evidence the vendor meets this requirement. Vendor must provide this information for each proposed method if applicable.

- C. Provide three (3) References who can confirm that the vendor has completed projects for each of their proposed methods. References provided must include the company name, the contact name and email address, title, physical address, telephone number, and the method of dewatering utilized. Provide safety/incident status during project completion. These references shall ascertain to the County's satisfaction that the vendor has sufficient expertise in the methods being proposed.
- D. Vendor shall employ a superintendent with a minimum of five (5) years' experience in dewatering and cleaning services in the method being proposed. Vendor shall provide the superintendent's contact information and a resume with their proposed submittal.
- E. Vendor shall provide Safety Data Sheets including safety statistics or records indicating categories of accidents and their incidence or frequency rates for the past five years. Provide a list of applicable OSHA trainings conducted or attended including completion dates for each superintendent provided. List any additional training such as Confined Space, Trench Safety, etc.
- F. Vendor shall provide any license and permits that may be required for the transportation of disposal material adhering to OSHA standards.

Vendors shall provide all of 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 who will be included in the List. 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.

2.5 SMALL BUSINESS CONTRACT MEASURES

Section 1 from the General Terms and Conditions, Paragraph 1.44 - Small Business Enterprises (SBE) Measures, is exempt from this RTQ. The application of measures will be determined at the time the Invitation to Quote (ITQ) is issued and may include but not be limited to, a trade set-aside, a goal, proposed preference or other measures. All individual ITQ's will be reviewed by SBE for applicable measures prior to advertising.

2.6 SPOT MARKET QUOTES

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

- Small Business Measures
- Warranty Requirements
- Liquidated Damages

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

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- Local Preferences
- User Access Program (UAP) Fee
- Small Business Enterprises (SBE) Measure
- Local Certified Service-Disabled Veteran's Business Enterprise Preference
- First Source Hiring Referral Program
- Prompt Payment Terms
- Office of Inspector General (Fee)

2.7 PRICES

The prices proposed by the Vendor shall remain fixed and firm for the term of the awarded ITQ.

2.8 RECORD KEEPING

Vendor(s) shall prepare and submit all reports required by all applicable laws, regulations, rules, and permits. The vendor shall deliver to the County, one copy of all applications, permits, reports, records, and correspondence, within 30 calendar days of submission or receipt. Vendor(s) shall also maintain a file of the above items and make this file available for inspection by the County. Vendor shall maintain these files and make them available for inspection for the duration of the awarded ITQ, plus five (5) years.

2.9 COMPLIANCE WITH GOVERNMENT STANDARDS

All services to be purchased 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). Special attention is made to OSHA's 29CFR 1910 regulations relating to hazardous atmospheres in confined spaces. Vendor(s) shall be responsible for ventilation and Personal Protection Equipment (PPE) per OSHA requirements.

Vendor shall follow all applicable Federal and State Department of Transportation (DOT) regulations. Use or disposal of this material shall either be in accordance with Chapter 62-640 of the Florida Administrative Code F.A.C. and all other applicable laws, permits, and regulations. All disposal, storage, and/or use shall be in compliance with the operating permits for the Wastewater Treatment Plants.

2.10 LICENSES AND PERMITS

Vendor shall obtain all permits required by applicable laws, regulations, and rules. Vendor shall prepare and maintain all records required by all applicable laws, regulations, rules and permits. Vendor shall prepare and submit all reports required by all applicable laws, regulations, rules and permits. Vendor shall deliver to Water and Sewer Department (WASD) one copy of all applications, permits, reports, records and correspondence, within 30 calendar days of submission or receipt. Vendor shall also maintain a file of the above items and make this file available for inspection by the County and others authorized by it. Vendor shall maintain these files and make them available for inspection for the duration of the awarded ITQ, plus five (5) years.

2.11 CLEAN-UP

All unusable materials and spills shall be removed from the premises immediately, and disposed of in an appropriate manner. Upon final completion, the awarded vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

2.12 COMPLETION OF WORK

1. The Invitation to Quote (ITQ) will list the completion date for future projects.

2. All work shall be performed in accordance with good commercial practices. The work schedule and completion dates shall be adhered to by the awarded Vendor(s); except in such cases where the completion

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date will be delayed due to acts of nature, strikes, or other causes beyond the control of the Vendor. In these cases, the awarded Vendor shall notify the County of the delays in advance of the original completion date so that a revised delivery schedule can be appropriately considered by the County.

3. Should an awarded Vendor of an Invitation to Quote (ITQ) fail to complete the work within the number of days as stated in its offer, or the timeframe cited in the ITQ, the County may terminate the order, secure the services of another Vendor to complete the work. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate Work for cause and seek reprourement damages from the bidder.

2.13 **INDEMNIFICATION AND INSURANCE**

Vendor 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 Vendor or its employees, agents, servants, partners principals or sub-vendors. Vendor 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. Vendor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Vendor 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 Vendor shall furnish to the Internal Services Department / Procurement Management Services, 111 NW 1st Street, Suite 1300, Miami, Florida 33128-1989, 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 Vendor as required by Florida Statute 440.
- B. Commercial General Liability on a Comprehensive basis including Products and Completed Operations in an amount not less than \$300,000 Combined Single Limit per occurrence for Bodily Injury and Property Damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- C. 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 "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.

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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

2.14 METHOD OF PAYMENT

Vendor(s) must submit an original invoice to the user departments, after a service has been completed, when the specific service was authorized by County personnel.

2.15 STOP WORK ORDER

Any "Stop Work Order" given to the Awarded vendor will cause all physical work to stop and a complete cessation of all expenditures, ordering of materials, etc., on the part of the Awarded Vendor and /or their assignees.

2.16 SUBCONTRACTORS

The Vendor is fully responsible for all work performed under this solicitation. As part of its submittal, the Vendor is required to identify any and all subcontractors that will be used in the performance of the awarded ITQ, their capabilities and experience, and the portion of the work to be done by the subcontractor. If the Vendor fails to identify any and all sub-contractors in the submittal, the vendor may be allowed to submit this documentation to the County during the proposed evaluation period if such action is in the best interest of the County.

2.17 ADDITIONAL SERVICES

Although this solicitation and awarded ITQ identifies a specific service to be provided, it is hereby agreed and understood that additional services may be added to this solicitation at the option of the County. When required by the pricing structure of the awarded ITQ, Awarded Vendor(s) under this solicitation shall be invited to submit price quotes for the additional services. If these quotes are determined to be fair and reasonable, then the additional service will be awarded.

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SECTION 3 – TECHNICAL SPECIFICATIONS**3.1 SCOPE OF WORK**

Awarded Vendor shall provide dewatering and/or tank cleaning services for Miami-Dade County on an as needed basis using an approved suitable method. Services to include but are not limited to wastewater/water plant structures, tanks, trains, clarifiers, contact basins, digesters, headwork, grit chambers, containment units, and other water and wastewater processing systems facilities and structures.

The awarded Vendor shall provide all supervision labor, equipment, material, fuel and other incidentals required perform and complete the Work.

3.2 GENERAL SPECIFICATIONS

1. Service consists of dewatering and tank cleaning services using an approved suitable method. WASD shall be the sole judge of the acceptable method and their decision shall be final. If applicable, vendor will provide the means and methods of dewatering, removal, and disposal with their proposed submission.

2. Awarded Vendor shall remove all grit, screenings, sludge, floatables, and other content to a watertight container or dump truck supplied by the Vendor.

3. Any Work not mentioned in the Scope of Work that is obviously required for a complete, workmanlike job shall be deemed to have been included at no additional cost to the County. The apparent silence of the Scope of Work as to any details, or the apparent omission of a detailed description concerning any Work to be performed or materials to be furnished by the Vendor shall be regarded as meaning that only the best, general practice is to prevail and that only the best material and workmanship is to be used.

4. Any ITQ issued under this solicitation will include project specific scope of services, technical specifications, site conditions (e.g., access, use of existing utilities such as water/electric/restroom availability), and applicable terms and conditions including but not limited to: pre-proposed/site visit, payment requirements such as retainage, time for performance, any submittal requirements including means and methods of dewatering, removal and disposal, volume of discharge flow, safety manual, confined space entry plan, construction schedules, schedule of values and product data, proposed and/or performance bond requirements, liquidated damage provisions, if the work is to be performed at night or on weekends, type of payment (lump sum vs. unit price), as well as any additional requirements.

3.3 MATERIAL AND METHOD OF REMOVAL

1. Material to be removed is composed of sludge, sand and other solid accumulation and is to be dewatered and disposed of offsite in an approved disposal facility. Solids must be transported offsite daily using leak proof trucks to an approved disposal site. No solid material storage will be allowed on site. Material removed must be transported off site daily. Any spills created MUST be cleaned up immediately.

2. The accumulated solids, which would be deposited at the bottom of vessels, typically consist of sand and gritty material. The amount of accumulated solids can vary by project; it is typically up to a depth of 4' to 6' feet but can accumulate to 9 feet or more. The material is not regulated as a hazardous waste, but it is considered "contaminated" and as such, its disposal is restricted by various regulations.

3. After removal and disposal of the bulk of the material, the awarded vendor shall be required to clean the vessel's walls, columns and floor of any remaining material by thoroughly pressure washing those surfaces, using a pressure of at least 2,500 psi, and removing the resultant water mixture. The vendor shall use squeegees or similar devices to rid the tank of any standing water.

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4. When provided by the ITQ, Vendor will be permitted to discharge liquid back into the plant gravity sewer manholes adjacent to the tank being cleaned. An estimated volume of flow must be presented with the ITQ submission and approved by WASD.

3.4 **SAFETY**

1. A confined space entry plan must be submitted as part of the ITQ and approved prior to starting work.
2. The use of warning devices such as traffic cones, barricades and warning lights to warn plant personnel of any potential hazard are considered necessary by the County.
3. No smoking or open flame shall be permitted in any areas within the tank or on the roof of the tank or any adjacent tanks. The awarded vendor shall provide suitable explosion proof blowers, as necessary to make up for any lack of ventilation and to provide comfortable working conditions for its personnel.
4. Awarded vendor's personnel will be in the vicinity of raw sewage. The awarded vendor shall check with the Miami Dade County Health Department, and based on their recommendation, have its personnel properly immunized against disease.
5. The contractor will be required to submit a safety manual; outlining the work sequence for review and approval by WASD.
6. The awarded vendor shall coordinate with the Construction Manager to arrange mandatory Project Safety Management (PSM) training for all his personnel who will be onsite. This training must be completed prior to mobilization or any other work on site. The awarded vendor shall also be responsible that all on-site personnel of his subcontractors, at whatever tier, receive this training. Contact information for the Construction Manager will be provided upon award approval.

3.5 **PROTECTION OF PROPERTY**

All existing structures, utilities, services, road, trees, shrubbery, etc., shall be protected against damage or interrupted services at all times by the awarded vendor during the term of the awarded ITQ; and the awarded vendor shall be held responsible for repairing or replacing property to the satisfaction of the County which is damaged by reason of the awarded vendor's operation on the property.

3.6 **SUPERVISION**

The awarded vendor shall employ a competent superintendent who shall be in attendance at the project site during the progress of the work. The superintendent shall be the primary representative for the awarded vendor and all communications given to and all decisions made by the superintendent shall be binding to the awarded vendor. Notwithstanding, the superintendent shall be considered to be, at all times, an employee of the awarded vendor under its sole direction and not an employee or agent of Miami-Dade County.

3.7 **LOCATIONS**

Dewatering services under the awarded ITQ shall be performed at various locations throughout the County.

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SECTION 4 – BID SUBMITTAL**FIRM NAME:** _____

Refer to Paragraph 2.4 to ensure that your firm's responses and attachments comply with the Solicitation's requirements.

QUALIFICATION CRITERIA

2.4.a	<i>Vendor shall name and describe the method(s) their firm intends to use to dewater and/or clean the tanks.</i>	
	Method: _____	Description: _____
	Method: _____	Description: _____
2.4.b	<i>Vendor must provide a minimum of three (3) projects within the past five (5) years completed as evidence the vendor meets this requirement. Vendor must provide this information for each proposed method if applicable.</i>	
	Project Title: _____	Dates of Project: _____
	Method Used: _____	Project Details: _____
2.4.b	Project Title: _____ Dates of Project: _____	
	Method Used: _____	Project Details: _____
	_____ _____	

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Project Title: _____ Dates of Project: _____	
Method Used: _____ Project Details: _____	
Initials: _____	
Provide three (3) References who can confirm that the vendor has completed projects for each of their proposed methods.	
Client Reference No. 1	Company Name: _____ Telephone No.: _____ Contact Name: _____ Title: _____ Email Address: _____ Address: _____ Method Used: _____
2.3.c Client Reference No. 2	Company Name: _____ Telephone No.: _____ Contact Name: _____ Title: _____ Email Address: _____ Address: _____ Method Used: _____
Client Reference No. 3	Company Name: _____ Telephone No.: _____ Contact Name: _____ Title: _____ Email Address: _____ Address: _____ Method Used: _____ Initials: _____
2.3.d	Vendor shall provide the superintendent's contact information and a resume with their proposed submittal. Attach resume(s)

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	<p><i>Superintendent Information</i></p>	<p>Name: _____ Telephone No.: _____</p> <p>Title: _____</p> <p>Email Address: _____</p> <p>Address: _____</p> <p>Name: _____ Telephone No.: _____</p> <p>Title: _____</p> <p>Email Address: _____</p> <p>Address: _____</p> <p style="text-align: right;">Initials: _____</p>
<p>2.3.e</p>		<p><i>Vendor shall provide Safety Data Sheets including safety statistics or records indicating categories of accidents and their incidence or frequency rates for the past five years. Provide a list of applicable OSHA trainings conducted or attended including completion dates for each superintendent provided. List any additional training such as Confined Space, Trench Safety, etc.</i></p> <p style="text-align: right;">Initials: _____</p>
<p>2.3.f</p>		<p><i>Vendor shall provide any license and permits that may be required for the transportation of disposal material adhering to OSHA standards. (If applicable)</i></p> <p>License _____</p> <p>License _____</p> <p style="text-align: right;">Initials: _____</p>



Submittal Form

Solicitation No. RTQ-00662		Solicitation Title: DEWATERING & TANK CLEANING SERVICES PRE-QUALIFICATION	
Legal Company Name (include d/b/a if applicable): <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Federal Tax Identification Number: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
If Corporation - Date Incorporated/Organized: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		State Incorporated/Organized: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Company Operating Address: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		City <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	State <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Miami-Dade County Address (if applicable): <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		City <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Zip Code <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Company Contact Person: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Email Address: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Phone Number (include area code): <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Company's Internet Web Address: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.</p> <p><input type="checkbox"/> Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.</p>			
<p>LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "local business" is a business located within the limits of Miami-Dade County that has a valid Local Business Tax Receipt issued by Miami-Dade County at least one year prior to bid submission; has a physical business address located within the limits of Miami-Dade County from which business is performed and which served as the place of employment for at least three full time employees for the continuous period of one year prior to bid submittal (by exception, if the business is a certified Small Business Enterprise, the local business location must have served as the place of employment for one full time employee); and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference</p>			
<p>LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.</p> <p>The address of the Locally-Headquartered office is: <div style="border: 1px solid black; height: 20px; width: 100%;"></div></p>			
<p>LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder is a Local Certified Veteran Business Enterprise. A copy of the certification must be submitted with the bid.</p>			
<p><u>SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)</u></p> <p>A Small Business Enterprise (SBE) must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-3111 or access http://www.miamidade.gov/smallbusiness/certification-programs.asp. The SBE must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.</p>			

Is Bidder's firm a Miami-Dade County Certified Small Business Enterprise? Yes ☐ No ☐

If yes, please provide Certification Number: _____

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space: _____ In such event, the Bidder shall furnish together with its bid response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Bidder agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida's Government in the Sunshine Laws and Public Records Laws as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County in public.

By submitting a Bid pursuant to this Solicitation, Bidder agrees that all such materials may be considered to be public records. The Bidder shall not submit any information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary or confidential.

In the event that the Bid contains a claim that all or a portion of the Bid submitted contains confidential, proprietary or trade secret information, the Bidder, by signing below, knowingly and expressly waives all claims made that the Bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

Acknowledgment of Waiver:

Bidder's Authorized Representative's Signature: _____ *	Date _____ *
Type or Print Name _____ *	
Type or Print Title * _____	

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RESPONSE THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.

Bidder's Authorized Representative's Signature: _____ *	Date _____ *
Type or Print Name _____ *	
Type or Print Title * _____	

Miami-Dade County**Contractor Due Diligence Affidavit**

Per Miami-Dade County Board of County Commissioners (Board) Resolution No. R-63-14, County Vendors and Contractors shall disclose the following as a condition of award for any contract that exceeds one million dollars (\$1,000,000) or that otherwise must be presented to the Board for approval:

- (1) Provide a list of all lawsuits in the five (5) years prior to bid or proposal submittal that have been filed against the firm, its directors, partners, principals and/or board members based on a breach of contract by the firm; include the case name, number and disposition;
- (2) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has defaulted; include a brief description of the circumstances;
- (3) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has been debarred or received a formal notice of non-compliance or non-performance, such as a notice to cure or a suspension from participating or bidding for contracts, whether related to Miami-Dade County or not.

All of the above information shall be attached to the executed affidavit and submitted to the Procurement Contracting Officer (PCO)/ AE Selection Coordinator overseeing this solicitation. The Vendor/Contractor attests to providing all of the above information, if applicable, to the PCO.

Contract No. :		Federal Employer Identification Number (FEIN):	
Contract Title:			
Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant	
Name of Firm	Date		
Address of Firm	State	Zip Code	

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20__

by _____ He or she is personally known to me _____ or has produced identification _____

Type of identification produced _____

Signature of Notary Public	Serial Number
Print or Stamp of Notary Public	Notary Public Seal

**FAIR SUBCONTRACTING PRACTICES**

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date



SUBCONTRACTOR/SUPPLIER LISTING
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Name of Bidder/Proposer: _____

FEIN No. _____

In accordance with Sections 2-8.1, 2-8.8 and 10-34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Bidders/Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Bidder/Proposer who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Bidder/Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Bidder/Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Bidder/Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplier/ Materials/ Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

☐ Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This date may be submitted to contracting department or on-line to the Small Business Development of the Internal Services Department at <http://www.miamidade.gov/businessdevelopment-contracts.asp>. As a condition of final payment, Bidder/Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at: <http://www.miamidade.gov/businessdevelopment/forms/subcontractors-payment.pdf>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Proposer

Print Name

Print Title

Date

MMA

Question and Answers for Solicitation #RTQ-00662 - DEWATERING & TANK CLEANING SERVICES PRE-QUALIFICATION

Overall Solicitation Questions

There are no questions associated with this Solicitation.