

# DEPARTMENTAL INPUT CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

<input checked="" type="checkbox"/> <u>New contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input type="checkbox"/> <u>SS</u>	<input checked="" type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No.: NEW
<input type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>	LIVING WAGE APPLIES: ___ YES <input checked="" type="checkbox"/> NO				

Requisition/Project No: REQ NO. ROID1800005 / CONTRACT NO. RTQ-00695      TERM OF CONTRACT: 60 MONTHS  
 Requisition/Project Title: MOVING SERVICES

Description: REQUEST TO QUALIFY FOR MOVING SERVICES FOR PUBLIC HOUSING AND COMMUNITY DEVELOPMENT (PHCD)

User Department: HOUSING      Contact Person: MAGGIE REYNALDOS; 305-375-4435; MTC@MIAMIDADE.GOV  
 Issuing Department: ISD / PM      Funding Source: FEDERAL FUNDS  
 Estimated Cost: \$200,000

### ANALYSIS

Commodity/Service No: <u>962-56 (MOVING SERVICES)</u>		SIC:	
<b>Trade/Commodity/Service Opportunities</b>			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <span style="background-color: yellow;">      </span> if this is a New Contract/Purchase with no Previous History			
<u>EXISTING</u>		<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): ___ Yes <input checked="" type="checkbox"/> No			

### RECOMMENDATIONS

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

Basis of Recommendation:

Signed: Maggie Reynaldos

Date to DBD: 2/15/18

Date Returned to DPM: \_\_\_\_\_

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***This is not an advertisement.***

## **SECTION 2 - SPECIAL TERMS AND CONDITIONS**

### **2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit moving services for the Miami-Dade County Public Housing and Community Development (PHCD). Placement on the List is not a contract between the County and the Vendor, but an acknowledgement that the Vendor satisfies the requirements outlined throughout this RTQ. Vendors in the List will be invited to participate in future spot market competitions.

### **2.2 DEFINITIONS**

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

2.2.2 Submittal - Shall refer to the forms submitted by a Vendor in response to this RTQ.

2.2.3 List of Prequalified Vendors (List) – Shall refer to the business entities/individuals that respond to this RTQ, comply with the solicitation requirements, and are determined by the County's Internal Services Department Procurement Management Division as meeting the qualification criteria and minimum standards of business competence, financial ability, and/or product quality for placement on the List.

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

2.2.5 Work Order Proposal Request (WOPR) – Shall refer to the solicitation of offers from the List for specific goods and/or services; and evaluated and awarded based on best value.

### **2.3 TERM**

2.3.1 The 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 County's Internal Services Department Procurement Management Division. The List shall expire on the last day of the sixtieth month.

2.3.2 Vendor Submittals will continue to be accepted throughout the term of the List, enabling additional vendors to qualify at any time after the initial RTQ opening date. The County will determine the total number of vendors in the List. During the term of the List, the County may receive and evaluate submittals, and add or delete Vendors as it deems necessary and in its best interest.

### **2.4 QUALIFICATION CRITERIA**

2.4.1 Vendors shall meet the following criteria to be considered for placement on the List:

2.4.1.1 Vendor must be registered with the [Florida Department of Agriculture and Consumer Services \(FDACS\)](#) as an intrastate mover or moving broker, in accordance with [Florida Statutes Chapter 507.3](#). A copy of the certificate evidencing the Vendor's registration must be included with the Vendor's submittal.

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2.4.1.2 Vendor must be [registered as a mover](#) with Miami-Dade County, in accordance with [Chapter 8A, Article XVI, Sec. 8A-327](#) of the Miami-Dade County Code of Ordinances. A copy of the certificate evidencing the Vendor's registration must be included with the Vendor's submittal.

2.4.1.3 Vendor must be regularly engaged as a mover, as defined by [Florida Statutes Chapter 507.1](#). Vendor will provide references from customers to whom it has delivered services that are similar to those described in this solicitation, during the last three (3) years. The references should include the customer's entity name, and the name, title, address, telephone number, and e-mail address of the contact person who can verify that the vendor has successfully delivered moving services. These references should ascertain to the County's satisfaction that the Vendor has sufficient expertise and success providing the required services.

2.4.2 Submittals should include all the information and attachments required to prove the Vendor's compliance to the qualification criteria. Miami-Dade County may allow vendors to complete, or supplement, their proof of compliance to the qualification criteria but failure to provide such proof, as requested by the County, may result in the submittal being declared incomplete and not evaluated until such time as all documentation is received by the County.

## **2.5 ABILITY TO PERFORM**

The County may verify the information submitted by any vendor and may obtain and evaluate additional information, as it deems necessary, to ascertain a vendor's ability to perform the required services. The County shall be sole judge of a vendor's ability to perform, and its decision shall be final.

## **2.6 SPOT MARKET COMPETITIONS**

The County will issue spot market competitions (ITQ'S and WOPR's) to the Vendors in the List, as needed, for all projects to be awarded under the List. The spot market competitions will include specific project information, such as, descriptions, locations, delivery requirements, special conditions, and timelines. Multiple spot market competitions may be issued simultaneously, as required by the County.

## **2.7 INSURANCE REQUIREMENTS**

2.7.1 As a condition of award of an ITQ or WOPR, the vendor being recommended for award shall comply with the insurance requirements specified in Paragraph 1.22 of Section 1 – General Terms and Conditions, except as hereby amended:

2.7.1.1 Delete Paragraph 1.22 A. 2. and replace with: Commercial General Liability Insurance on a comprehensive basis, in an amount not less than \$1,000,000 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.

2.7.1.2 Delete Paragraph 1.22 A. 3. and replace with: 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.

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## **2.8 REQUIREMENTS FOR FEDERALLY FUNDED SERVICES**

- 2.8.1 Since the services that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood [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 handicapped workers, is incorporated into this solicitation and any resultant contract by reference.
- 2.8.2 Every contract awarded under this solicitation will be used by a federally funded agency, the following requirements within this solicitation do not apply to the required services:
- 2.8.2.1 Section 1 General Terms and Conditions, Paragraph 1.11-Local Preference
- 2.8.2.2 The last sentence in Section 1 General Terms and Conditions, Paragraph 1.28-Office of the Inspector General, which reads: "The cost of random audits shall be incorporated into the contract price of all contracts and shall be one quarter (1/4) of one (1) percent of the contract price, except as otherwise provided in Section 2-1076 of the County Code."
- 2.8.2.3 Section 1 General Terms and Conditions, Paragraph 1.36-County User Access Program (UAP)
- 2.8.2.4 Section 1 General Terms and Conditions, Paragraph 1.44-Small Business Enterprises (SBE) Measures
- 2.8.2.5 Section 1 General Terms and Conditions, Paragraph 1.45-Local Certified Service-Disabled Veteran's Business Enterprise Preference
- 2.8.3 Minimum Wages (Federal Funds Utilized)
- The wage rate paid to all classifications of employees of the vendor for any work performed under any contract resulting from this solicitation shall not be less than the prevailing PHCD (FL016A) Maintenance Wage Rate Determination as published in HUD FORM 52158 by the U.S. Department of Housing and Urban Development Office of Labor Relations.
- 2.8.4 PHCD Section 3 Requirements
- This solicitation is a Section 3 covered activity for PHCD. Section 3 requires that job training, employment and contracting opportunities be directed toward low and very-low income persons and to businesses that provide economic opportunities to those persons. Vendor(s) are required to execute and submit Document 00400, "Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)", with their submittal (see Housing Affidavits Appendix "B" and Attachment 1). An executed Plan document is the vendor's certification that he or she will take all necessary affirmative marketing steps required, in connection with each PHCD project award, to (a) meet Section 3 training and employment goals, where feasible, when filling vacant or new positions resulting from PHCD awards, and also seek to recruit qualified minorities and women to fill vacant or new positions resulting from PHCD awards, and (b) meet Section 3 subcontracting goals and ensure small, minority and women subcontractors are used (where subcontracting is permitted). See Appendix B: Section 3 of the HUD Act of 1968.
- 2.8.5 PHCD-USHUD forms required

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2.8.5.1 HUD Instructions to Offerors Non-Construction 5369-B

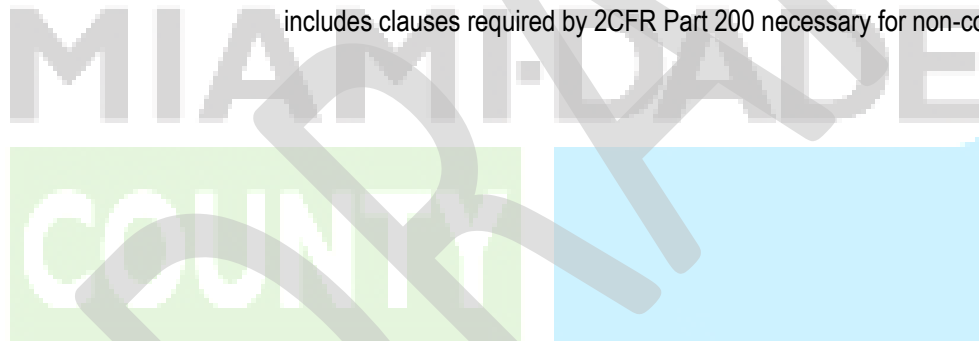
This provision is designed to provide information to prospective contractors about the solicitation stage of the procurement process. Terms and conditions which apply to a contract upon award are referred to as contract clauses. Form HUD-5369-B contains provisions to be included in all solicitations for Non-construction work.

2.8.5.2 Certifications and Representations of Offerors Non-Construction Contract (Form HUD-5369-C)

Form HUD-5369-C includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 2 CFR Part 200, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest.

2.8.5.3 General Conditions for Non-Construction Contracts Section I – (With or without Maintenance Work) (Form HUD-5370-C)

This form is applicable to any contract agreement entered into between Miami-Dade County, as represented by PHCD, and the successful offeror(s). Form HUD-5370-C includes clauses required by 2CFR Part 200 necessary for non-construction contracts.



## **SECTION 3 – TECHNICAL SPECIFICATIONS**

### **3.1 SCOPE OF WORK**

Miami-Dade Public Housing and Community Development (PHCD) needs moving services to relocate personal property from rental units owned and managed by PHCD.

### **3.2 SERVICES TO BE PROVIDED**

3.2.1 Vendors will be required to furnish all on-site supervision, labor, equipment, packing materials, and tools, as required, to deliver any or all of the following services, as indicated in the ITQ or WOPR:

3.2.1.1 Packing, which may include providing packing materials

3.2.1.2 Removal of personal property

3.2.1.3 Loading and unloading

3.2.1.4 Transportation

3.2.1.5 Relocation

3.2.1.6 Storage

3.2.2 Vendor services may be needed to respond to any of the following circumstances:

3.2.2.1 To execute legal tenant evictions. Typically, the vendor will be required to remove all personal property from premises and place said property outside the landlord's property boundary line.

3.2.2.2 To perform planned tenant relocations. Tenant relocation projects may range in size from one bedroom to complete multi-unit buildings.

3.2.2.3 To perform emergency tenant relocations. Immediate tenant relocations may be required due to unsafe structures and or hazardous conditions caused by unforeseen events such as fire, water damage, or natural disasters. Emergency tenant relocation projects may range in size from one bedroom to complete multi-unit buildings.

3.2.3 Dry Run

3.2.3.1 The term dry run will be defined as a condition existing when an awarded vendor is unable to complete an awarded project due to one of the following:

3.2.3.1.1 The personal property has already been removed from the unit.

3.2.3.1.2 A necessary witness (i.e. plaintiff, agent, or tenant) is not present at the premises to witness the removal and/or relocation of personal property, as required by law.

3.2.3.1.3 Any other situation, outside of the vendor's control, which prevents the vendor from delivering the ordered services.

3.2.3.2 Dry Run Charges – Vendors will quote Dry Run Charges, as requested by the County in the ITQ or WOPR. The payment of Dry Run Charges must be approved by the PHCD Site Manager in charge of the affected location.

### 3.2.4 Clean-Up

Vendors will be required to remove all unusable materials and debris from the premises at the end of each workday, and to dispose of such unusable materials in an appropriate manner. At completion of services for service area, vendors shall thoroughly clean up all areas where work has taken place.

### 3.2.5 Protection of Property

Vendors shall prevent damage to property by protecting floors, corridors, elevator areas, and other areas where hand trucks or dollies will be used while performing moving services. Furniture and equipment shall also be protected by vendors. Vendors will be responsible for any damages to property caused by improper protection.

### 3.2.6 Work Acceptance

All projects will be inspected by an authorized representative of the County. This inspection will be performed to determine acceptance of work and appropriate invoicing.

## 3.3 MOVERS LEGISLATION

Vendors shall comply with the following legislation at all times:

3.3.1 [Miami-Dade County Moving Ordinance](#) (Chapter 8A - Business Regulations, Article XVI of the Miami-Dade County Code of Ordinances)

3.3.2 Florida Statutes, Title XXXIII - Regulation of Trade, Commerce, Investments, and Solicitations, [Chapter 507](#) - Household Moving Services