

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

PREVIOUS CONTRACT 8143-0/18 Truck Scale Purchase, Repair & Maint.	X	NEW/REPLACEMENT CONTRACT		OPTION TO RENEW		CO		SOLE SOURCE
		BID WAIVER		EMERGENCY		RE-BID		OTHER
NEW REQ/CONTRACT NO. RQ1D1800004/RTQ-00798	CONTRACT TITLE: Truck Scale Purchase, Maint. & Repair		ESTIMATED COST: \$2,013,797		TERM: TEN YEARS (10)		LIVING WAGE APPLIES: ___ YES ___ NO	

DESCRIPTION: PURCHASE, MAINTENANCE AND REPAIR OF SCALES TO WEIGH TRASH/WASTE FOR DSWM		
USER DEPARTMENT: DEPARTMENT OF SOLID WASTE MANAGEMENT & PORT MIAMI		FUNDING SOURCE: PROPRIETARY FUNDS
ISSUING DEPT: INTERNAL SERVICES / PROCUREMENT MGT.	CONTACT: DEBRA BUTLER PROCUREMENT CONTRACTING	PHONE: 305-375-5663

ANALYSIS

COMMODITY / SERVICE NO.: 938-79			
TRADE / COMMODITY / SERVICE OPPORTUNITIES			
<p style="text-align: center;">Contract/Project History of Previous Purchases, Previous Three (3) Years</p> <p style="text-align: center;">Check here if this is a New Contract/Purchase with no Previous History</p>			
EXISTING		2 ND YEAR	3 RD YEAR
Contractor:	VARIOUS – POOL		
Small Business Enterprise:			
Contract Value:	2,417,000		
Comments:			
Continued on another page (s): ___ Yes ___ No			

RECOMMENDATIONS

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

Basis of Recommendation:

Signed: *Debra Butler*

Date to SBD: 1/03/2018

Date Returned to DPM:

SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of providing maintenance and repair services to existing truck scales and the purchase of new truck scales for Miami-Dade County (MDC). Entry into the pre-qualification pool is not a contract between the County and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria. Pre-qualified vendors will be invited to participate in future spot market competitions. The pre-qualification pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

2.2 DEFINITIONS

Vendor:	Shall refer to anyone submitting a response to pre-qualify for this RTQ.
RTQ:	Request to Qualify; a solicitation that pre-qualifies a group or pool of vendors.
Submittal:	Shall refer to the form(s) submitted and all pre-qualification required documentation.
RFQ:	Request for Quote; a solicitation where pre-qualified vendors are invited to quote on a specific product or service, evaluated and awarded based on lowest price.
WOPR:	Work Order Proposal Request; a solicitation issued where pre-qualified vendors are invited to quote on a specific product or service, evaluated and awarded based on best value rather than lowest price.

2.3 TEN YEAR TERM

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required solicitation documents. The pre-qualification pool shall expire on the last day of the last month of the ten year period.

2.4 PRE-QUALIFICATION CRITERIA

Vendors who meet the following qualifications will be placed on a list and invited to participate in future pricing competitions. Vendors must be engaged in the business of selling, maintaining and repairing various types of truck scales, and must submit the following:

- Articles of Incorporation or Sunbiz Division of Corporation Registration
- Valid National, State, or Miami-Dade County Weights and Measures Certification
- Dedicated employee for expedited inquiries, must provide name, title, email, phone, and fax
- Copy of the current and previous two (2) years Local Business Tax Receipts (2018, 2017, 2016)
- Two (2) business reference letters, must state vendor has performed same or similar services within the last three (3) years

SECTION 2 – SPECIAL TERMS AND CONDITIONS

It shall be the sole prerogative of the County as to the number of vendors who will be initially included and subsequently added to this RTQ. During the term of this solicitation, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the County elects to add vendors, they must meet the same minimum qualification criteria established, herein.

2.5 EMERGENCY SERVICE

In the event of an emergency or natural disaster, the awarded vendor must give priority to Miami-Dade County's request for service.

2.6 INDEMNIFICATION AND INSURANCE: TYPE 1

After award recommendation, the vendor shall furnish to the Vendor Services Section of the Procurement Management Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meet the requirements as outlined in the link below.

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

- Indemnification - refer to section 1.21
- Insurance – refer to section 1.22

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

Miami-Dade County owns and operates 14 scales located at various facilities within Miami-Dade County. The scales are used to weigh incoming and outgoing garbage, trash trucks and trailers. Some scales may be at the end of their life cycle will require replacement, while others will only require routine maintenance, and repairs as needed. There are two (2) types of scales currently in use at County facilities, Motor Truck Deep Pit and Above Ground. Below is a list of the various types of services that may be required under this RTQ.

- A preliminary inspection may be required to inspect existing County scales, assess current scale conditions and conduct a field survey of all equipment and components to be maintained. The purpose is to determine if any preliminary service or repairs are needed to bring the equipment to safe and proper working condition.
- Quarterly preventative maintenance services to include inspection, testing, and calibration of scales. All digital weight indicators, scoreboard displays and computer system components are covered by the maintenance terms of this solicitation. Below is a sample listing of our computer system components on existing scales:

1 each Dell OPTIPLEX 755	2 each Epson TM-T881V
1 each Dell 19" monitor	2 each Surge protectors
1 each Hayes internal model	2 each Scanners MAGTEK
with phone line	2 each Signature pads (Topaz)
- If during the course of a scheduled maintenance call, it is determined by the vendor that repairs are needed, the vendor shall notify the designated County Project Manager and provide a written itemized estimate identifying the item needing repair, hourly labor rate, cost of parts, supplies and warranty information. No repairs shall be made without prior authorization in writing from the designated County Project Manager.
- If a scale is determined to be damaged beyond economical repair, or has been confirmed to have reached the end of its life cycle, the vendor must submit supporting documentation such as service cost analysis, technical service diagnosis or part unavailability listing and the County will determine whether or not to remove equipment from operation and replace with a new scale.
- Testing must be performed with approved and/or certified weights and measurement testing equipment. Use of heavy load capacity test equipment, to perform the services, as necessary. All maintenance, calibration or service repairs must be performed by an authorized and qualified company, using State of Florida certified technicians. Any adjustments made must comply with the Department of Agriculture Weights and Measures requirements and be within the State of Florida accepted tolerance.
- Scale brand and type, by site location is listed on the following page. The County may add scales and site locations as needed.

- | | | |
|---|---------------------------------------|---|
| 1 | Site Location : | Northeast Transfer Station, 18701 NE 6 Avenue, Miami, FL 33179 |
| | Scale Brand, Model & Type: | Toledo Scale, 50/60, Mechanical |
| | Capacity & Instrument: | 120,000 lbs. & Cardinal 778 |
| | Sections & Dimensions: | 4 sections, 10 x 50 |
| | Quantity: | One (1) Scale |
| | Scale Brand, Model & Type: | Fairbanks Scale, 14-3394-15, 80/60 Mechanical |
| | Capacity & Instrument: | 160,000 lbs. & Cardinal 788 |
| | Sections & Dimensions: | 4 sections, 10 x 60 |
| | Quantity: | One (1) Scale |
-
- | | | |
|---|---------------------------------------|---|
| 2 | Site Location : | North Dade Landfill, 21500 NW 47 Avenue, Miami, FL 33055 |
| | Scale Brand, Model & Type: | Fairbanks Scale, 14-3394, Electronic |
| | Capacity & Instrument: | 100,000 lbs. & Cardinal 788 |
| | Sections & Dimensions: | 3 sections, 10 X 60 |
| | Quantity: | Two (2) Scales |
-
- | | | |
|---|---------------------------------------|---|
| 3 | Site Location : | Central Transfer Station, 1150 NW 20 Street, Miami, FL 33127 |
| | Scale Brand, Model & Type: | B-TEK Scale. BT-5010-200-FESD-SL-A |
| | Capacity & Instrument: | 100,000 lbs. & B-TEK D410 |
| | Sections & Dimensions: | 3 sections, 10 x 50 |
| | Quantity: | Two (2) Scales |
-
- | | | |
|---|---------------------------------------|--|
| 4 | Site Location : | Resources Recovery Facility, 6990 NW 97 Avenue, Miami, FL 33152 |
| | Scale Brand, Model & Type: | B-TEK Scale, AG-MAXX-AT, 50/60 Mechanical |
| | Capacity & Instrument: | 200,000 lbs. & B-TEK D410 |
| | Sections & Dimensions: | 4 sections, 10 x 60 |
| | Quantity: | Four (4) Scales |
| | Scale Brand, Model & Type: | B-TEK Scale, BS-6010-200-FESD-HDSR |
| | Capacity & Instrument: | 200,000 lbs. & B-TEK D410 |
| | Sections & Dimensions: | 3 sections, 10 x 60 |
| | Quantity: | One (1) Scale |
-
- | | | |
|---|---------------------------------------|--|
| 5 | Site Location : | West Transfer Station, 2900 SW 72 Avenue, Miami, FL 33155 |
| | Scale Brand, Model & Type: | B-TEK Scale, BT-5010-200-FESD-SL-A, Electronic |
| | Capacity & Instrument: | 100,000 lbs. & Cardinal 778 |
| | Sections & Dimensions: | 3 sections, 10 x 50 |
| | Quantity: | One (1) Scale |
-
- | | | |
|---|---------------------------------------|--|
| 6 | Site Location : | South Dade Landfill, 23707 SW 97 Avenue, Goulds, FL 33170 |
| | Scale Brand, Model & Type: | B-TEK Scale, AG-MAXX-AT, 50/60 Electronic |
| | Capacity & Instrument: | 200,000 lbs. & B-TEK D410 |
| | Sections & Dimensions: | 3 sections, 10 x 60 |
| | Quantity: | Two (2) Scales |
| | Scale Brand, Model & Type: | Cardinal Scale, 60503R-111L, 60/60 Mechanical |
| | Capacity & Instrument: | 120,000 lbs. & Cardinal 788 |
| | Sections & Dimensions: | 3 sections, 10 x 60 |
| | Quantity: | One (1) Scale |

SECTION 4 – BID SUBMITTAL CHECKLIST

COMPANY NAME:	REFERENCE SECTION 2.4	VENDOR INITIAL TO CONFIRM	PROCUREMENT OFFICER INITIAL IF RECEIVED
○ Articles of Incorporation or Sunbiz Division of Corporation Registration			
○ Valid National, State, or Miami-Dade County Weights and Measures Certification			
○ Dedicated employee for expedited inquiries, must provide name, title, email, phone & fax			
○ Copy of the current and previous two (2) years Local Business Tax Receipts (2018, 2017 and 2016)			
○ Two (2) business reference letters, must state vendor has performed same or similar services within the last three (3) years			