

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. RTQ-00662
Contract
 Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO
 Requisition No./Project No.: RTQ-02214
 TERM OF CONTRACT 5 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: DEWATERING & TANK CLEANING SERVICES

Description:
 This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit dewatering and/or tank cleaning services for Miami-Dade County (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 are accepted throughout the term of the RTQ for placement in such Pool.

Issuing Department: ISD
 Contact Person: MARTHA GAROFOL
 Phone: 305-375-4265
 Estimate Cost: \$14,717,500
 Funding Source: GENERAL
FEDERAL
OTHER
XX*
*PROPRIETARY AND STORM WATER UTILITY

ANALYSIS

<u>Commodity Codes:</u>	<u>910-710</u>	<u> </u>	<u> </u>	<u> </u>
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.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:	<u> </u>	<u> </u>	<u> </u>	
Small Business Enterprise:	<u> </u>	<u> </u>	<u> </u>	
Contract Value:	<u> </u>	<u> </u>	<u> </u>	
Comments:	<u> </u>			
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO				

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Basis of Recommendation: <u> </u>				
Signed: <u>MARTHA GAROFOLO</u>		Date sent to SBD: <u>12/17/21</u>		
		Date returned to SPD: <u> </u>		

SECTION 2

ADDITIONAL/SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit dewatering and/or tank cleaning services for Miami-Dade County (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 are accepted throughout the term of the RTQ for placement in such Pool.

2.2 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services; 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.

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 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.

2.4 QUALIFICATION CRITERIA

Vendor shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations:

- A. Vendor 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 proposal submittal page.
- B. Vendor 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 evidence the Vendor meets this requirement. Vendor must provide this information for each proposed method if applicable.
- C. Vendor shall provide three (3) references who can confirm that the Vendor has completed projects for each of the 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 tank cleaning services in the method being proposed. Vendor shall provide the superintendent's contact information and a resume with its submittal. The contact information shall include the name, email address and phone number.
- 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 licenses and/or permits that may be required for the transportation of disposal material adhering to OSHA standards.

Vendor 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 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 SMALL BUSINESS CONTRACT MEASURES PENDING TO BE REVIEWED BY SBD

2.5 INSURANCE

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ or WOPR.

2.6 SPOT MARKET QUOTES

Vendors in the Pool will 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.

- Article 1.2(H) Prompt Payment Terms
- Article 1.11 Local Preference
- Article 1.29 Office of the Inspector General (*only the cost of the random audits, as specified*)
- Article 1.37 County User Access Program (UAP)
- Article 1.45 Small Business Enterprise (SBE) Measures
- Article 1.46 Local Certified Veteran's Business Enterprise Preference
- Article 1.47 Application of Preferences

- Article 1.49 First Source Hiring Referral Program (FSHRP)

2.7 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

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS

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 shall 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.

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 awarded vendor 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 and/or Tank Cleaning Services under the awarded ITQ shall be performed at various locations throughout the County.

3.8 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.

3.9 COMPLIANCE WITH GOVERNMENT STANDARDS

All services provided 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.

3.10 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.

3.11 CLEAN-UP

All unusable materials and spills shall be removed by the vendor 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.

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 reprocurement damages from the bidder.

3.12 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.

SECTION 4 – BID SUBMITTAL

FIRM NAME:

QUALIFICATION CRITERIA TO BE COMPLETED BY ALL VENDORS	
Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.	
2.4.A	Vendor 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 proposal submittal page. Method: _____ Description: _____ _____
	Method: _____ Description: _____ _____
	Method: _____ Description: _____ _____ Initials: _____
2.4.B	Vendor 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 evidence the Vendor meets this requirement. Vendor must provide this information for each proposed method if applicable. Project Title: _____ Dates of Project: _____ Method Used: _____ Project Details: _____ _____ _____
	Project Title: _____ Dates of Project: _____ Method Used: _____ Project Details: _____ _____ _____

	Project Title: _____ Dates of Project: _____ Method Used: _____ Project Details: _____ _____ _____ Initials: ____						
2.3.C	<p>Vendor shall provide three (3) references who can confirm that the Vendor has completed projects for each of the 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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; vertical-align: middle;">Client Reference No. 1</td> <td> Company Name: _____ Telephone No.: _____ Contact Name: _____ Title: _____ Email Address: _____ Address: _____ Method Used: _____ </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">Client Reference No. 2</td> <td> Company Name: _____ Telephone No.: _____ Contact Name: _____ Title: _____ Email Address: _____ Address: _____ Method Used: _____ </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">Client Reference No. 3</td> <td> Company Name: _____ Telephone No.: _____ Contact Name: _____ Title: _____ Email Address: _____ Address: _____ Method Used: _____ Initials: _____ </td> </tr> </table>	Client Reference No. 1	Company Name: _____ Telephone No.: _____ Contact Name: _____ Title: _____ Email Address: _____ Address: _____ Method Used: _____	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: _____
Client Reference No. 1	Company Name: _____ Telephone No.: _____ Contact Name: _____ Title: _____ Email Address: _____ Address: _____ Method Used: _____						
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	<p>Vendor shall employ a superintendent with a minimum of five (5) years' experience in dewatering and tank cleaning services in the method being proposed. Vendor shall provide the superintendent's contact information and a resume with its submittal. The contact information shall include the name, email address and phone number.</p>						

	<p>Superintendent Information</p>	<p>Name: _____ Telephone No.: _____ Email Address: _____</p> <p>Name: _____ Telephone No.: _____ Email Address: _____ Initials: _____</p>
<p>2.3.E</p>	<p>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.</p> <p style="text-align: right;">Initials: ____</p>	
<p>2.3.F</p>	<p>Vendor shall provide any licenses and/or permits that may be required for the transportation of disposal material adhering to OSHA standards.</p> <p>License _____ License _____</p> <p style="text-align: right;">Initials: ____</p>	

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