

System Furniture Services

RQID1300133 - Verification of Availability

Find attached the “**Scopes of Work**” and “**Special Requirements**” for an upcoming **Invitation to Bid (ITB)**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same. Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL/MINIMUM**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

See **all sections and subsections** – Paying very close attention to all the requirements/special requirements for each. (While you are **not** bidding at this time, be mindful, your response strongly influences SBD’s determination as it relates to a potential **SBE Measure**). So please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

Are you able to satisfy the requirements of the attached documents (ITB)?
YES NO

Are you able to satisfy all the “scopes of work” of the attached documents (ITB)?
YES NO

Do you have prior experience consistent with the requirements of this ITB?
YES NO

.....
See Section 2.4 - Can you meet the “Criteria” for Award:

A. Do you own a 24 Ft Truck (or the ability to lease one)?
YES NO - OWN _____ Can LEASE _____

B. Do you have at least one employee certified to operate a forklift?
YES NO

C. Can you provide the two (2) required references?
YES NO

.....
Can you meet the insurance requirements of Section 2.8 (including the increasing of automotive coverage for the Aircraft Operating Side at Miami International Airport)?
YES NO

Can you meet the Standard Requirements of Section 3.3?
YES NO

Can you meet the Following “Required Services” of Section 3.4?

Pre-design Review & Analysis YES NO

Planning Services YES NO

.....
Can you meet the "Specialty Security Requirements at Miami-Dade Aviation Department? YES _ NO _

Name of Firm: _____ SBE Exp. Date: _____

Owner's Name: _____ Signature: _____

Please respond by **10:00am, Monday May 27, 2013**. Any questions, feel free to contact me at the number below.

(Respond to the "Verification" whether you are interested or not (choosing "Yes" or "No"), as this helps SBD in the determination of measures.

Regards,

Vivian O. Walters, Jr.
Contract Development Specialist II
Regulatory and Economic Resources Department
Small Business Development Division
111 NW 1st Street #19 Floor, Miami, Fl 33128
walterv@miamidade.gov
☎ Office (305) 375-3138 | 📠 Fax (305) 375-3160

Please provide three client references below:

Project Title:

Client Name:

Contact Number:

Scope Description:

Project Title:

Client Name:

Contact Number:

Scope Description:

Project Title:

Client Name:

Contact Number:

Scope Description:

SECTION 2
SPECIAL CONDITIONS

SYSTEM FURNITURE SERVICES

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for reconfiguration, modification and refurbishment of System Furniture for various County Departments in conjunction with the County's needs on an as needed basis.

2.2 TERM OF CONTRACT: SIXTY (60) MONTHS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Department of Procurement Management, Purchasing Division; and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the sixty month period.

2.3 OPTION TO RENEW

Intentionally Omitted

2.4 METHOD OF AWARD: TO TWO (2) BIDDERS IN THE AGGREGATE BASED ON HOURLY RATE

Award of this contract will be made to the two (2) lowest priced responsive, responsible bidder(s) who provides a verifiable reference to demonstrate that they have experience in installing system furniture and who offers hourly labor rates for all job classifications listed in this solicitation. The bidder(s) to whom award will be made shall be selected by adding all of the regular hourly labor rates, or if so structured, by adding all of the job classification extended dollar values, into an aggregate total. If a bidder fails to submit an offer on all of the stated regular hourly labor rates listed in this solicitation, its overall offer shall be rejected. The lowest responsive, responsible bidder shall be designated as the primary vendor for all job classifications listed in this solicitation.

Criteria for Award:

- Vendor must provide proof of either lease or ownership of a 24 ft. truck. Provide a weather proof Truck (vehicle) approximately 24 feet in length with a tailgate lift. Truck to be used to transport material between the storage warehouse and the work location(s).
- The successful bidder(s) must have at least one employee certified to operate a forklift in order to accept deliveries of furniture at Miami International Airport.
- Bidders must provide two (2) references of existing customers. The references listed must be customers that are currently receiving or have recently received from the bidder system furniture moving services. The references must include the customer's company's name, and the name and telephone number of the contact person who can verify that the bidder has successfully provided the services that the bidder is offering under this solicitation.

SECTION 2
SPECIAL CONDITIONS

SYSTEM FURNITURE SERVICES

IV. Goods or Services Provided per Contract:

- Description
- Quantity

V. Delivery Information:

- Delivery terms set forth within the Miami-Dade County Release Purchase Order
- Location and date of delivery of goods, services or property

VI. Failure to Comply:

Failure to submit invoices in the prescribed manner will delay payment.

2.7 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Sherry Clentscale, at (305) 375-2179, email – scents@miamidade.gov.

2.8 INDEMNIFICATION AND INSURANCE (11) – CONTRACTOR/MAINTENANCE/REPAIR

Provider 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 Provider or its employees, agents, servants, partners principals or subcontractors. Provider 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. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider 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 Vendor Assistance Section, Internal Services Department, Administration Division, 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 Insurance 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.**

SECTION 2
SPECIAL CONDITIONS

SYSTEM FURNITURE SERVICES

- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than *\$500,000 combined single limit per occurrence for bodily injury and property damage.

****Under no circumstances are Contractors permitted on the Aviation Department, Aircraft Operating Airside (A.O.A) at Miami International Airport without increasing automobile coverage to \$5 million. Only vehicles owned or leased by a company will be authorized. Vehicles owned by individuals will not be authorized. \$1 million limit applies at all other airports.**

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 "B" as to management, and no less than "Class V" as to financial strength, by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

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 and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

NOTE CERTIFICATE HOLDER MUST READ: MIAMI-DADE COUNTY
111 NW 1ST STREET
SUITE 2340
MIAMI, FL 33128

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

The vendor shall submit a certificate of insurance within ten (10) business days after notification of recommendation to award. If certificate does not include the coverages outlined in the terms and conditions of this solicitation, the vendor shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the vendor to provide the required certificate of insurance within fifteen (15) business days, may result in the vendor being deemed non-responsible and the issuance of a new award recommendation.

The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed

SECTION 3
TECHNICAL SPECIFICATIONS

SYSTEM FURNITURE SERVICES

3.1 SCOPE

The purpose of this solicitation is to establish a contract for reconfiguration, modification and refurbishment of system furniture for various County departments. Successful bidders will provide supervision and labor services to accomplish the refurbishment, modification, and installation of systems furniture and associated furnishings, inclusive of corrective services, and systematic maintenance. The Systems Furniture referred to in this contract encompass the entire system which includes electrical components – raceways, terminal blocks, jumpers, infeeds, outlets, etc., as well as the panels, connectors, posts, top caps, trim, overhead cabinets, work surfaces, task lights and pedestals to name a few parts of the whole. There are approximately eight thousand (8,000+) existing work stations located throughout Miami-Dade County.

- a. The existing manufacturers for Systems Furniture used throughout the County include: Steelcase, Knoll, Haworth, Herman Miller, Inscape, Kimball, Teknion, American Seating, Camilo, and Allsteel.
- b. The existing manufacturers for Terminal Seating used throughout the Miami-Dade Aviation department include: PHC Ind. and Zenky Beam seating by Zoeffig.

3.2 SYSTEMS FURNITURE DEFINITION

Systems furniture comprises of an electrical system capable of distributing electrical service to several workstations from a central feed point. The electrical system usually has a minimum capacity of three 20-amp circuits. The system provides access to electrical power through receptacles located in the panel raceway, located on the bottom, middle or top of the system. The system may include desk height or desk mounted receptacles. All electrical components are UL listed and labeled or tested and labeled by other independent testing laboratories using recognized industry standards.

3.3 STANDARD REQUIREMENTS

- a. All work performed shall conform to the appropriate system furniture manufacturer's published installation standards. The awarded vendor(s) shall insure that the work performed by its employees will not void any manufacturers' existing warranties.
- b. The awarded vendor(s) shall comply with all rules, regulations and procedures established by Internal Services Department (ISD) Facilities and Utilities Management Division or other County Departments with regard to elevators, loading docks, protective equipment and the like, to insure the orderly and safe delivery of materials.
- c. The awarded vendor(s) employees shall wear a uniform or other identifiable form of dress and shall maintain a clean appearance while performing service.
- d. The awarded vendor(s) foreman and key personnel must carry with them a telephone or other communication device allowing the county project manager to contact and dispatch personnel during the normal work day at the vendor's expense.

SECTION 3
TECHNICAL SPECIFICATIONS

SYSTEM FURNITURE SERVICES

- e. Awarded Vendor(s) must have a truck readily available for use within a 24 hour notification and for at least eight (8) hours a day. Use of the truck will be required to move furniture between County facilities in addition to moving furniture between the designated warehouses.
- f. Systems Furniture installers must be able to reconfigure, move, connect, disconnect and address all of the systems furniture power and electrical component requirements of systems furniture and have the proper training, qualifications or certifications from the systems furniture manufacturers to do so.

3.4 REQUIRED SERVICES

Maintenance services, reconfiguration, modifications or adding systems furniture, furnishings, fixtures and equipment as follows:

1. Pre-Design Review and Analysis

- a. By the use of existing as-built drawings, bills of lading and field surveys, awarded vendor(s) will assist the County to establish and maintain a complete system furniture inventory as required to perform the requested modifications.
- b. Review of existing layouts and/or proposed changes.
- c. Data collection of any information required to perform needed services.

2. Planning Services

- a. Awarded vendor(s) shall be familiar with existing building conditions and installed system furniture, fixtures and equipment to maximize re-use of existing material and utility locations.
- b. Assist the County to prepare system furniture, fixtures and equipment layout plans and coordinate detailed bills of lading identifying existing and/or additional systems furniture material, required to implement layouts.
- c. Prepare and submit estimates of labor for reconfiguration when requested.
- d. Obtain written approval of design layout(s) as directed by the authorized Project Manager.

3. Receiving and Field Installation Services

- a. When requested, receive and forward bills of material for furniture to the authorized County Project Manager, unload and inventory material stored in the County's warehouse.
- b. Deliver materials during normal work hours, unless otherwise directed in writing by the County.
- c. Communicate status of work orders at end of each month to designated County authorities.
- d. Have one foreman and if necessary a minimum of two installers available on a daily basis.
- e. Disassemble, relocate, install and compute for inventory control existing and/or new material in accordance with approved layouts.
- f. Return to inventory any material not utilized by the County after a reconfiguration (work completion).
- g. Reconfiguration of carpet tiles as authorized by County.

SECTION 3.
TECHNICAL SPECIFICATIONS

SYSTEM FURNITURE SERVICES

- h. Assist County personnel in the movement of equipment, files, boxes and other items as may be required during the reconfiguration of departmental space.
- i. Report damaged material and/or missing parts.
- j. Provide a weather proof Truck (vehicle) approximately 24 feet in length with a tailgate lift. Truck to be used to transport material between the storage warehouse and the work location(s).
- k. Move non-systems furniture, fixtures and equipment when required
- l. Move office contents & boxes when required.

3.5 SPECIAL SECURITY REQUIREMENTS AT MIAMI-DADE AVIATION DEPARTMENT

Miami-Dade Aviation Department (MDAD) operates under strict security regulations. The Vendor must follow all security procedures required of workers at MDAD. This will include security checks and passes for all employees, a special driving course for those who operate a vehicle on the aircraft operating area (AOA), additional badges to work within the US Customs service area and may include bonding for a Customs I.D.

For Customs ID, call 786-265-5715 or email cbp-miami-airport-security@dhs.gov for information. For Miami Dade Aviation Department ID, call 305-876-7418 for appointment and to pick-up package. Vendors are responsible for all costs incurred in obtaining security badges. Security clearance must be obtained prior to start of contract.

**SECTION 4
 BID SUBMITTAL FOR:
 SYSTEM FURNITURE SERVICES**

FIRM NAME: _____

1.) PRICING

In accordance with Section 3.0 technical specifications, bidders are to provide hourly prices for all items listed below to be evaluated for award.

STANDARD HOURLY RATES (Monday – Friday 8:00am – 5:00pm)

ITEM	DESCRIPTION	ANNUAL ESTIMATED HOURS	UNIT PRICE PER HOUR
1	Installation Foreman	4,240	\$ _____
2	Installer	6,320	\$ _____
3	Helper	4,240	\$ _____
4	Truck Driver/ Truck Service	3,096	\$ _____

AFTER HOUR / WEEKEND RATES (Monday – Friday (5:01 pm – 7:59am), Saturday, Sunday)

ITEM	DESCRIPTION	ANNUAL ESTIMATED HOURS	UNIT PRICE PER HOUR
5	Installation Foreman	800	\$ _____
6	Installer	660	\$ _____
7	Helper	500	\$ _____
8	Truck Driver / Truck Service	384	\$ _____

OPTIONAL SERVICES:

ITEM	DESCRIPTION	ANNUAL ESTIMATED HOURS	UNIT PRICE PER HOUR
9	Mini Van Services	516	\$ _____

ALL HOURS STATED ABOVE ARE ESTIMATES ONLY AND IS NOT A GUARANTEE OR COMMITMENT TO THE VENDOR OF ACTUAL HOURS TO BE USED.

SECTION 4
BID SUBMITTAL FOR:
SYSTEM FURNITURE SERVICES

FIRM NAME: _____

2.) VENDOR CONTACT INFORMATION

Primary Contact Person: _____ *Phone No.:* _____ *E-mail Address:* _____

Secondary Contact Person: _____ *Phone No.:* _____ *E-mail Address:* _____

3.) CLIENT REFERENCE INFORMATION

Client Reference #1
Company Name:
Contact Name:
Contact Title:
Contact Address:
Contact Telephone Number:
Contact E-mail Address:
Number of Years as Vendor:
Systems Furniture Manufacturer(s) Serviced:
Client Reference #2
Company Name:
Contact Name:
Contact Title:
Contact Address:
Contact Telephone Address:
Contact E-Mail Address:
Number of Years as Vendor:
Systems Furniture Manufacturer(s) Serviced: