

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. **9244-0/13**
Contract
☐ Re-Bid ☐ Other: Emergency Purchase LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: **RQID1800043** TERM OF CONTRACT **8** YEAR(S) WITH **0** YEAR(S) OTR

Requisition /Project Title: **WEATHERIZATION, RETROFITTING AND REHAB. SERV. PREQUALIFICATION POOL**

Description: This Request to Qualify (RTQ) will establish a Prequalified Vendors (List) that will be used to solicit weatherization, retrofitting, and rehabilitation services for the Miami-Dade County (County).

Issuing Department: **Community Action** Contact Person: **Kimberly Craig** Phone: **786-469-4623**

Estimate Cost: **\$10,000,000.00** GENERAL FEDERAL OTHER
Funding Source: ☒ ☒ **State Funds**

ANALYSIS

Commodity Codes:	90638	96842	91438	92531	770
	67055	91060	91468	91484	96145
	90939				

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 Pool

Small Business Enterprise:

Contract Value:

Comments:

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

RECOMMENDATIONS

SBE	Set-aside	Sub-contractor goal	Bid preference	Selection factor

Basis of recommendation:

Date sent to SBD: 12/28/2017

Signed: **Adriana Antolinez**

Date returned to DPM:

SECTION 2

SPECIAL CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Vendors (List) that will be used to solicit weatherization, retrofitting, and rehabilitation services for the 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 entire term of the RTQ for placement on such List.

2.2 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.

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

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

Submittal – Shall refer to the forms submitted in response to this RTQ

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

2.3 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 ninety-sixth month.

2.4 QUALIFICATION CRITERIA

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

The following qualification criteria will apply to all groups:

- (1) Vendor(s) shall provide a copy of their Federal income tax returns or Articles of Incorporation showing that firm has been in business for a minimum of one (1) year.
- (2) Vendor(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. for quotations. Vendor(s) are required to provide their representative(s) name, office address, phone number, and e-mail address.

2.2.1 GROUP 1 – General Contractors

The County may purchase under this group services including but not limited to: Weather stripping, repairs and/or replacement of interior and exterior windows and doors, wall and attic insulation, seal

SECTION 2

SPECIAL CONDITIONS

attic bypass/hatch, water heater replacement (tank or tankless) relocation may be required), insulation of hot water pipes, door sweeps (thresholds), replace shower-heads and aerators, masonry repairs and wall construction, partial demolition, interior framing, drywall hanging, flooring, cabinetry, carpentry, interior and exterior painting, ceramic tile, plumbing, HVAC/mechanical, electrical and roofing, energy recovery ventilators, etc.

Award of Group 1 will be made to all responsive, responsible vendor(s) who meet the qualification as stated in 2.4 (1) and (2) as well as provide one of the following:

1. General Contractors (GC) license issued by the State of Florida Construction Industry Licensing Board.
2. General Contractors (GC) license issued by the Miami-Dade County Construction Trades Qualifying Board.
3. Residential Contractor license issued by the Miami-Dade County Construction Trades Qualifying Board.
4. Building Contractor License issued by the Miami-Dade County Construction Trades Qualifying Board.

2.2.2 GROUP 2 – Electrical Contractors

The County may purchase under this group services including but not limited to: Upgrade electric service breaker panels, installation of GFI outlets and smoke detectors; as well as repairs and/or upgrades of defective or missing electric components.

Award of Group 2 will be made to all responsive, responsible vendor(s) who meet the qualification as stated in 2.4 (1) and (2) as well as provide one of the following:

1. Electrical Contractors license issued by the State of Florida Construction Industry Licensing Board
2. Electrical Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board.

2.2.3 GROUP 3 – Roofing Contractors

The County may purchase under this group services including but not limited to: Repairs or replacement of a variety of existing roof coverings to include flashing, sheathing, soffit and fascia, secondary water barrier, and load path reinforcing clips or straps.

Award of Group 3 will be made to all responsive, responsible vendor(s) who meet the qualification as stated in 2.4 (1) and (2) as well as provide one of the following:

1. Roofing Contractors license issued by the State of Florida Construction Industry Licensing Board
2. Roofing Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board.

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2.2.4 GROUP 4 – Plumbing

The County may purchase under this group services including but not limited to: Repair and/or replacement of bathtubs, showers, faucets, sinks and lavatories. Vendor(s) may be required to run new or replacement water service lines. Septic tank cleaning and drain field replacement may also be included.

Award of Group 4 will be made to all responsive, responsible vendor(s) who meet the qualifications as stated in 2.4 (1), and (2) as well as provide one of the following:

1. Plumbing Contractors license issued by the State of Florida Construction Industry Licensing Board.
2. Plumbing Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board.

2.2.5 GROUP 5 – Home Inspectors

The County may purchase under this group services including but not limited to: complete standard inspection, mold swab, appliances, observation for safety hazards & standards, structure, foundation, roof, attic, electrical outlets and switches, windows, doors, walls, ceiling, floor, kitchen cabinets, termite evidence, etc.

Award of Group 5 will be made to all responsive, responsible Vendor(s) who meet the qualifications as stated in 2.4 (1) and (2) as well as provide one of the following:

1. A home inspector licensed under s. 468.8314 who has completed at least 3 hours of hurricane mitigation training approved by the Construction Industry Licensing Board which includes hurricane mitigation techniques and compliance with the uniform mitigation verification form and completion of a proficiency exam;
2. A building code inspector certified under s. 468.607;
3. A general, building, or residential contractor licensed under s. 489.111;
4. A professional engineer licensed under s. 471.015;
5. A professional architect licensed under s. 481.213.

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 INSURANCE

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

SECTION 2

SPECIAL CONDITIONS

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 or WOPR 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

- Living Wage

For federally funded 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.

- 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 ADDITIONAL GROUPS

The County reserves the right to add additional groups (with applicable qualification criteria) to the RTQ which are not listed within this solicitation. The Internal Service Department, Procurement Management Division will solicit the industry and award said group on a competitive basis. It is hereby agreed and understood that although this RTQ identifies specific groups, additional groups, may be added to this pool at the County's option.

2.8 CLEAN-UP

All unusable material, debris and replaced equipment shall be removed from the premises at the end of each workday, and disposed in an appropriate manner. Upon final completion, the Vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated County department's project manager.

SECTION 3

TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

It is the intent of this solicitation to identify and make available to the County, qualified suppliers, installers and service providers for the purpose of retrofitting, repairing, and/or upgrading existing residential homes in Miami-Dade County in accordance with Request For Quotes (RFQ) or Work Order Proposal Requests (WOPR) that will be issued by the County. The work may require a General, Electrical, Roofing, and/or Plumbing Contractors and/or Home Inspectors.

3.2 GROUPS AND CATEGORIES

The groups described in Section 2.4 contain a representative listing of the services that may be required. That list is neither exclusive nor complete and may be revised as needs arise during the term of this pool.

Group 1: General Contractors

Group 2: Electrical Contractors

Group 3: Roofing Contractors

Group 4: Plumbing Contractors

Group 5: Home Inspectors

SECTION 4
SUBMITTAL FORM

FIRM NAME _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL VENDORS		
Refer to the Qualification Criteria Section to ensure your submittal and attachments comply with solicitation requirements.		
Reference	Vendor Requirements	Copy Attached
2.4 (1)	Vendor(s) shall provide a copy of their Federal income tax returns or Articles of Incorporation showing that firm has been in business for a minimum of one (1) year	<input type="checkbox"/>
2.4 (2)	<p>Vendor(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. for quotations. Vendor(s) are required to provide their representative(s) name, office address, phone number, and e-mail address.</p> <p>Representative's Name: _____</p> <p>Office Address: _____</p> <p>_____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p>	

SECTION 4
SUBMITTAL FORM

FIRM NAME _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL VENDORS		
Reference	Vendor Requirements	Copy Attached
Group 1	<p><u>General Contractors</u></p> <p>The County may purchase under this group services including but not limited to: Weather stripping, repairs and/or replacement of interior and exterior windows and doors, wall and attic insulation, seal attic bypass/hatch, water heater replacement (tank or tankless) relocation may be required), insulation of hot water pipes, door sweeps (thresholds), replace shower-heads and aerators, masonry repairs and wall construction, partial demolition, interior framing, drywall hanging, flooring, cabinetry, carpentry, interior and exterior painting, ceramic tile, plumbing, HVAC/mechanical, electrical and roofing, energy recovery ventilators, etc.</p> <p>Award of Group 1 will be made to all responsive, responsible vendor(s) who meet the qualification as stated in 2.4 (1) and (2) as well as provide one of the following:</p> <ol style="list-style-type: none">1. General Contractors (GC) license issued by the State of Florida Construction Industry Licensing Board.2. General Contractors (GC) license issued by the Miami-Dade County Construction Trades Qualifying Board.3. Residential Contractor license issued by the Miami-Dade County Construction Trades Qualifying Board.4. Building Contractor License issued by the Miami-Dade County Construction Trades Qualifying Board.	<input type="checkbox"/>

SECTION 4
SUBMITTAL FORM

FIRM NAME _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL VENDORS		
Reference	Vendor Requirements	Copy Attached
Group 2	<p><u>Electrical Contractors</u></p> <p>The County may purchase under this group services including but not limited to: Upgrade electric service breaker panels, installation of GFI outlets and smoke detectors; as well as repairs and/or upgrades of defective or missing electric components.</p> <p>Award of Group 2 will be made to all responsive, responsible vendor(s) who meet the qualification as stated in 2.4 (1) and (2) as well as provide one of the following:</p> <ol style="list-style-type: none">1. Electrical Contractors license issued by the State of Florida Construction Industry Licensing Board2. Electrical Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board.	<input type="checkbox"/>

SECTION 4
SUBMITTAL FORM

FIRM NAME _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL VENDORS		
Reference	Vendor Requirements	Copy Attached
Group 3	<p><u>Roofing Contractors</u></p> <p>The County may purchase under this group services including but not limited to: Repairs or replacement of a variety of existing roof coverings to include flashing, sheathing, soffit and fascia, secondary water barrier and load path reinforcing clips or straps.</p> <p>Award of Group 3 will be made to all responsive, responsible vendor(s) who meet the qualification as stated in 2.4 (1) and (2) as well as provide one of the following:</p> <ol style="list-style-type: none">1. Roofing Contractors license issued by the State of Florida Construction Industry Licensing Board2. Roofing Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board.	<input type="checkbox"/>

SECTION 4
SUBMITTAL FORM

FIRM NAME _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL VENDORS		
Reference	Vendor Requirements	Copy Attached
Group 4	<p><u>Plumbing</u></p> <p>The County may purchase under this group services including but not limited to: Repair and/or replacement of bathtubs, showers, faucets, sinks and lavatories. Vendor(s) may be required to run new or replacement water service lines. Septic tank cleaning and drain field replacement may also be included.</p> <p>Award of Group 4 will be made to all responsive, responsible vendor(s) who meet the qualifications as stated in 2.4 (1), and (2) as well as provide one of the following:</p> <ol style="list-style-type: none">1. Plumbing Contractors license issued by the State of Florida Construction Industry Licensing Board.2. Plumbing Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board.	<input type="checkbox"/>

SECTION 4
SUBMITTAL FORM

FIRM NAME _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL VENDORS		
Reference	Vendor Requirements	Copy Attached
Group 5	<p><u>Home Inspectors</u></p> <p>The County may purchase under this group services including but not limited to: complete standard inspection, mold swab, appliances, observation for safety hazards & standards, structure, foundation, roof, attic, electrical outlets and switches, windows, doors, walls, ceiling, floor, kitchen cabinets, termite evidence, etc.</p> <p>Award of Group 5 will be made to all responsive, responsible vendor(s) who meet the qualifications as stated in 2.4 (1) and (2) as well as provide one of the following:</p> <ol style="list-style-type: none">1. A home inspector licensed under s. 468.8314 who has completed at least 3 hours of hurricane mitigation training approved by the Construction Industry Licensing Board which includes hurricane mitigation techniques and compliance with the uniform mitigation verification form and completion of a proficiency exam;2. A building code inspector certified under s. 468.607;3. A general, building, or residential contractor licensed under s. 489.111;4. A professional engineer licensed under s. 471.015;5. A professional architect licensed under s. 481.213.	<input type="checkbox"/>