DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New  □ OTR  □ Sole Source  □ Bid Waiver  □ Emergency  Previous Contract/Project No.  N/A
Contract  □ Re-Bid  □ Other
Requisition No./Project No.:  ROAV1500024  TERM OF CONTRACT  Eight (8) Years
Requisition /Project Title:  Manufactured (Modular) Buildings
Description:  The purpose of this Request to Qualify is to establish a pool of submitters capable of providing manufactured (modular) buildings.
Issuing Department:  MDAD  Contact:  Neivy Garcia  Phone:  305-876-8482
Estimate Cost:  $360,000
Funding Source:

GENERAL  FEDERAL  OTHER  X (Proprietary Revenue)

ANALYSIS

Commodity Codes:  155-46
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:
Small Business Enterprise:
Contract Value:
Comments:
Continued on another page (s):  □ Yes  □ No

RECOMMENDATIONS

Set-aside  Sub-contractor goal  Bid preference  Selection factor

Basis of recommendation:

Signed: Sasha Mera  Date sent to SBD: 07/16/2015
Date returned to DPM:

Revised April 2005
SECTION 2
SPECIAL CONDITIONS

2.1 PURPOSE
This Request to Qualify (RTQ) will establish a pool of Submitters capable of providing manufactured (modular) buildings. Entry into the pool is not a contract between Miami-Dade County and any Submitter, but an acknowledgement that the included Submitter(s) meet the qualifications as outlined throughout this RTQ. The pool shall be open for Submitters to qualify at any time after the initial RTQ opening date. Pre-qualified Submitters will be invited to participate in future competitions.

DEFINITIONS
A. Request For Quote (RFQ) – An invitation where pre-qualified Submitters are invited to quote on a specific product or service.
B. Submitter – shall refer to anyone responding to this Request to Qualify.
C. Submittal – shall refer to the form submitted in response to this Request to Qualify.
D. Florida Building Commission (FBC) – A body of individuals which are responsible for the development of the code, rules, regulation and the other elements of the system which support its implementation.
E. Manufactured (Modular) Buildings – Sectional prefabricated buildings or structures which are built to the Florida Building Code (FBC), pursuant to Ch. 553, Part I, Florida Statutes (FS) typically at an off-site construction area.

2.2 TERM OF CONTRACT
The pre-qualification pool will 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 Notice of Award Letter which is distributed by the County’s Internal Services Department, Procurement Management Division, and contingent upon the completion and submittal of all required documents. The pre-qualification pool shall expire on the last day of the last month of the eight-year period.

2.3 QUALIFICATION CRITERIA
Submitters who meet the following minimum qualifications will be placed on a list for participation in future competitions to for the purchase of manufactured (modular) buildings.

Minimum Qualifications

A. Submitters shall have a State of Florida Manufactured Buildings Program Certification Letter, pursuant to Chapter 553, Part I, Florida Statutes, to manufacture Manufactured Buildings for installation in Florida. For more information on certification requirements link to:
www.floridabuilding.org

B. Submitters shall provide a list of no less than three references who can confirm that the Submitter has successfully provided manufactured (modular) buildings. Each reference shall include the following: contact’s name, telephone number, e-mail address, and location in which modular building was intended for.

Submitters deemed pre-qualified by the County will participate in subsequent requests for quotations (RFQ) on an as needed basis. When a requirement to procure the needed goods and/or services, Submitters pre-qualified under that service will be invited to quote.
Submitters shall provide all of the specified information, documents and attachments listed above with their submittal form as proof of compliance to the requirement of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Submitters to complete, supplement or supply the required documents. It shall be the sole prerogative of the County as to the number of Submitters who will be included under this RTQ. During the term of this RTQ, the County reserves the right to add or delete Submitters as it deems necessary and in its best interests.

2.4 WARRANTY REQUIREMENTS
Warranty may apply if so specified in the Request for Quotations.

2.6 SMALL BUSINESS CONTRACT MEASURES
Section 1 from the General Terms and Conditions, Paragraph 1.44 - Small Business Enterprises (SBE) Measures, is exempt from this RTQ. The application of measures will be determined at the time the request is issued and may include but not be limited to, a set-aside, a goal, bid preference or other measures. All individual spot market quotes will be reviewed by SBD for applicable measures prior to advertising.

2.7 INSURANCE
Proof of insurance is not required in order to be pre-qualified under this RTQ. Insurance requirements will be detailed in the subsequent Request for Quote (RFQ).

2.8 CONTACT PERSON
For any additional information regarding the terms and conditions of this RTQ, contact Sasha Mera at 305-375-1620 or at sasham@miamidade.gov.
3.1 SCOPE OF SERVICE
This Request to Qualify (RTQ) is intended to establish a group of prequalified bidders capable of providing manufactured (modular) buildings that are engineered to FBC specification(s) from manufacturer(s) that are State of Florida Certified by the Manufactured Buildings Program on a turn-key or drop-ship basis. This can include but is not limited to: purchase, delivery, installation, and/or disposal of any replaced components (if applicable).
Good afternoon Ladies,

Please review the attachment and process as requested in the email below.

Thanks

Laurie Johnson, SBD Section Chief  
Internal Services Department  
Small Business Development  
111 NW 1st Street #19 Floor, Miami, Fl 33128  
Phone No. 305-375-3121 / Fax No. 305-375-3160

http://www.miamidade.gov/smallbusiness

“Delivering Excellence Every Day”

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.

☐ Please consider the environment before you print this email

---

From: Mera, Sasha (ISD)  
Sent: Friday, July 17, 2015 1:37 PM  
To: Johnson, Laurie (ISD)  
Cc: Office of Commission Auditor (OCA); Pruna, Basia (ISD)  
Subject: RQAV1500024 - Manufactured (modular) Buildings: Request for Measures

Good Afternoon Mrs. Johnson!

Please find the attached department input for the above subject requisition.

My manager, Ms. Basia Pruna wanted me to request that we use the below language and that measures be applied on the RFQ.

2.6 SMALL BUSINESS CONTRACT MEASURES
Section 1 from the General Terms and Conditions, Paragraph 1.44 - Small Business Enterprises (SBE) Measures, s exempt from this RTQ. The application of measures will be determined at the time the request is issued and may include but not be limited to, a set-aside, a goal, bid preference or other measures. All individual spot market quotes will be reviewed by SBD for applicable measures prior to advertising.

Should you have any questions, please do not hesitate to contact me. Thank you!

Sasha M. Mera, Procurement Contracting Officer  
Miami-Dade County Internal Services Department  
111 NW 1st Street, Suite 1300, Miami, Florida 33128
Please consider the environment before printing this email.

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Email messages are covered under such laws and thus subject to disclosure.