

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No.

Contract
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES
 NO

Requisition No./Project No.: RQID1600019
 TERM OF CONTRACT: 2 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: Storage Containers Request to Qualify

Description: To establish a pool of pre-qualified vendors for the purchase of various types and sizes of storage containers.

Issuing Department: Procurement
 Contact Person: Erin Gore-Morris
 Phone: 375-4254

Estimate Cost: \$500,000

Funding Source: GENERAL
FEDERAL
OTHER Proprietary

ANALYSIS

Commodity Codes:	100-21		
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:			
Small Business Enterprise:			
Contract Value:	\$	\$	\$
Comments:			

Continued on another page (s): YES NO

RECOMMENDATIONS

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

Basis of recommendation:

Signed: Erin Gore-Morris	Date sent to SBD: 2/11/2016
	Date returned to DPM:

SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.0 PURPOSE

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors for the purchase of various types and sizes of storage containers. Entry into the pre-qualification pool is not a contract between Miami-Dade County and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified vendors will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling Submitters to qualify at any time after the initial RTQ opening date.

2.1 DEFINITIONS

Submitter: shall refer to anyone responding to this Request to Qualify (RTQ)

Submittal: shall refer to the form submitted in this Request to Qualify (RTQ)

Request for Quote (RFQ): shall refer to any subsequent quote issued to pre-qualified vendors who will be invited to participate in spot market solicitations.

Any RFQ issued under this contract 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-bid/site visit, payment requirements such as retainage, time for performance, any submittal requirements including construction schedules, schedule of values, and product data, bid 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.

2.2 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 RTQ documents. The pre-qualification pool shall expire on the last day of the last month of the **two (2) year period**.

2.3 QUALIFICATION CRITERIA

Submitters that meet the following qualifications will be placed on a list for participation in future spot market competitions.

A. References shall be provided that can confirm that the Submitter has successfully provided storage containers. References provided must include the company name, and the name, title, address, telephone number, and e-mail address of the contact person and the method used. These references shall ascertain to the County's satisfaction that the Submitter has sufficient expertise in the in the services being proposed.

Submitters shall provide all of the qualifying documents with their submittal form. However, the County may, at its sole discretion and in its best interest, allow Submitters to supplement submitted documents in order to satisfy the prequalification criteria. It shall be the sole prerogative of the County to determine the number of Submitters who will be included under the pre-qualification pool.

2.4 ACCIDENT PREVENTION AND BARRICADES

Precautions shall be exercised at all times for the protection of persons and property. All Submitters performing work under this contract shall demonstrate that each unit to all relevant Occupational Safety and Health Administration (OSHA), State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible Submitter. Barricades shall be provided by the Submitter when work is performed in areas traversed by persons or when deemed necessary by the County Project Manager.

All services to be purchased 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 Occupations 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. Contractor will be responsible for ventilation and Personal Protection Equipment (PPE) per OSHA requirements.

2.5 COMPLETION OF WORK

All work shall be performed in accordance with good commercial practices. The work schedule and completion dates shall be adhered to by the successful Submitter(s); except in such cases where the completion date will be delayed due to acts of nature, strikes, or other causes beyond the control of the Submitter. In these cases, the successful Submitter shall notify the County of the delays in advance of the original completion date so that a revised delivery schedule can be appropriately considered by the County.

Should an awarded Bidder of a Request for Quote (RFQ) fail to complete the work within the number of days as stated in its offer, or the timeframe cited in the RFQ, the County may terminate the order, secure the services of another Submitter to complete the work, and/or terminate the contract with the Bidder.

2.6 WORK ACCEPTANCE

Projects(s) will be inspected by authorized representative of the County. This inspection shall be performed to determine the acceptance of work, appropriate invoicing, and warranty conditions.

2.7 INSURANCE

Submitters are not required to provide proof of insurance to be added to this pre-qualification pool. However for any subsequent Request for Quote, if insurance is required it shall be in accordance with the standard insurance requirements per section 1.22 of the Miami-Dade County terms and conditions.



SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The County's Request for Quotation (RFQ) will be issued to all pre-qualified companies requesting prices for the purchase of various types and sizes of storage containers. The County may purchase sizes ranging from but not limited to 8X20X8'6" to 8X53X8'6" . The specific RFQ would specify the type of container, delivery, and the set-up requirements.

MIAMI-DADE