

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. 9524-0/16
 Contract
 X Re-Bid Other LIVING WAGE APPLIES: YES NO
 Requisition No./Project No.: RQID1600077 TERM OF CONTRACT 96 MONTHS(S) WITH 0YEAR(S) OTR

Requisition /Project Title: DOCK LEVELERS PURCAHSE, INSTALLATION AND REPAIR

Description: This Request to Qualify (RTQ) will establish a pool of pre-qualified Submitters capable of delivering/providing Dock Levelers Purchase, Installation and Repairs for the (Aviation department).

Issuing Department: Internal Services Depart. Contact Person: Mary Hammett Phone: 305-375-5471
 Estimate Cost: 250,000.00 GENERAL FEDERAL OTHER
 Funding Source: Proprietary Funds

ANALYSIS

Commodity Codes: 545,545-39			
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.			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:	AWS Building & Equipment Inc.		
Contractor:	Curlin Inc.		
Contractor:	Jobbers Equipment Wareho		
Small Business Enterprise:			
Contract Value:	\$250,000.	\$	\$
Comments:			

Continued on another page (s): YES NO

RECOMMENDATIONS

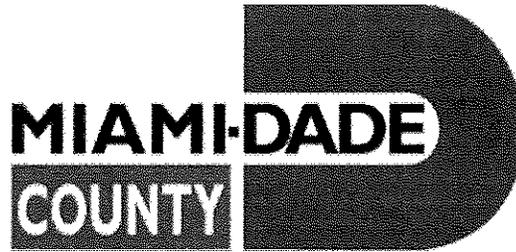
	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: Mary Hammett *Mary Hammett* Date sent to SBD: 8/23/2016
 Date returned to DPM: _____

OPENING: 6:00 P.M.

, 2016



MIAMI-DADE COUNTY, FLORIDA

R E Q U E S T T O Q U A L I F Y

TITLE:

DOCK LEVELERS PURCHASE, INSTALLATION AND REPAIR

BIDS WILL BE ACCEPTED UNTIL 6:00 PM
ON _____, 2016

FOR INFORMATION CONTACT:

Mary Hammett, 305-375-5471, mhammet@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.
- IT IS THE POLICY OF MIAMI-DADE COUNTY THAT ALL ELECTED AND APPOINTED COUNTY OFFICIALS AND COUNTY EMPLOYEES SHALL ADHERE TO THE PUBLIC SERVICE HONOR CODE (HONOR CODE). THE HONOR CODE CONSISTS OF MINIMUM STANDARDS REGARDING THE RESPONSIBILITIES OF ALL PUBLIC SERVANTS IN THE COUNTY. VIOLATION OF ANY OF THE MANDATORY STANDARDS MAY RESULT IN ENFORCEMENT ACTION. (SEE IMPLEMENTING ORDER 7-7)

**GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r16-2.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a pool of pre-qualified Submitters capable of delivering/providing Dock Levelers Purchase, Installation and Repairs for the (Aviation department). Entry into the pre-qualification pool is not a contract between MDC 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 Submitters 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.

2.2 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 RFQ documents. The pre-qualification pool shall expire on the last day of the last month of the 8 year period

2.3 DEFINITIONS

- Submittal: Shall refer to the form submitted in response to this Request to Qualify
- Submitter: Shall refer to anyone responding to this Request to Qualify

2.4 QUALIFICATION CRITERIA

Submitters shall submit all of the qualifying documents with their submittal form. However, the County may, at its sole discretion and in its best interests, 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. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified Submitters.

2.4.1 Group 1: Repair of Dock Levelers

Submitter shall have been in the business of repairs Dock Levelers for a minimum of three (3) years.

Submitter shall provide as proof the following:

- a. Submitter shall provide a contact person, telephone number, emergency number, fax number, and email address to expedite purchase orders.
- b. Three (3) references who can confirm that the Submitter has successfully provided repairs for Serco WL series dock levelers.

SECTION 2 – SPECIAL TERMS AND CONDITIONS**2.4.2 Group 2: Purchase and Installation of SERCO WL Series dock levelers or approved equal**

Submitter shall have been in the business of Selling and installing Dock Leveler for a minimum of three years.

Submitter shall provide as proof the following:

- a. Submitter shall provide a designated contact person, telephone number, emergency number, fax number, and email address to expedite quotes.
- b. Provide Three (3) references who can confirm that the Submitter has successfully provided Serco WL Series Dock levelers or approved equal.
- c. Submitter shall provide a current letter or a website that list their firm as an approved dealer, distributor or reseller of the equipment that is listed in section 3 paragraph 3.3 (a). The letter shall be dated within six (6) months of this submittal and it shall be signed by an authorized manufacturer's representative.

2.5 INDEMNIFICATION AND INSURANCE

Additional or revised insurance requirements may be necessary when performing work in certain County facilities that limit or restrict access. Any change or addition in insurance requirements will be detailed in the RFQ.

2.6 CONTACT PERSON

For any additional information regarding the terms and condition of this solicitation e-mail- mhammet@miamidade.gov

2.7 SITE VISIT

Site visit may apply if so defined in the Request for Quote (RFQ)

2.8 PROTECTION AND CLEAN-UP

Precautions shall be exercised at all times for the protection of persons around the work area. The awarded Submitter of the RFQ shall conform to all applicable OSHA, state and local regulations. The awarded Submitter shall also insure the County's property is protected from damage and defacement resulting from the awarded Submitter's activities. Any such damage shall be corrected by the awarded Submitter at the awarded Submitter's sole expense. Prior to payment of the final invoice, all correction shall be inspected and accepted by the County's authorized representative.

SECTION 2 – SPECIAL TERMS AND CONDITIONS

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the awarded Submitter shall thoroughly clean up all areas where work has been involved; as mutually agreed with the associated user department's authorized representative.

Submitter's materials, equipment and tools which are not in use shall be stored in a secured location supplied by the awarded Submitter.

Miami-Dade County is not responsible for loss of tools, equipment or supplies.

Awarded Submitter shall not block exits, hallways, corridors, driveways, delivery areas, nor impede ingress or egress.

2.8 LIMITATION OF OPERATIONS

~~_____ No work shall be done on Sunday or on any days between the hours of 5:00 P.M. and 8:00 A.M. except when such work is necessary for the proper care and protection of _____ the work already performed, and when permission to do such work is secured from the _____ Miami-Dade County Department representative.~~

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2.9 WORK ACCEPTANCE

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

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

This Request to Qualify (RTQ) is for repairs and the purchase and installation of mechanical dock levelers for future competition.

3.2 REPAIR TO DOCK LEVELERS

Submitters will be pre-qualified to quote on repair services of SERCO WL series dock levelers through subsequent spot-market quotation as needed by the County.

The awarded submitter shall be responsible for obtaining /and preforming the following:

- a. Building permits
- b. Rental of Heavy equipment
- c. Hauling away construction debris
- d. Pressure cleaning the bay area

The description of repair service(s) will be define in the request for quote(s).

3.3 PURCHASE AND INSTALLATION OF DOCK LEVELERS

Submitters will be pre-qualified to quote for the purchase, and installation of dock levelers.

- a) SERCO WL series dock levelers or approved equal.

The request for quote, will define the requirements for dock levelers.

ATTACHMENT - A

All submitters shall return the following:

- a) Section 2, Paragraph 2.4.1 (a) and 2.4.2 (a) submitter shall provide a designated contact person, phone number, fax number, and e-mail address to expedite quotes.

Contact Person: _____

Phone number: _____

Emergency Phone Number: _____

Fax Number: _____

E-Mail: _____

DRAFT

ATTACHMENT- B

Section 2, Paragraph 2.4.1 (b) Submitter shall provide a list of no less than three (3) client references from companies or organizations who can confirm that the submitter has provided repairs for Serco WL series.

Reference No.1

Company's Name: _____

Contact Person: _____

E-mail: _____ Phone# _____

Reference No.2

Company's Name: _____

Contact Person: _____

E-mail: _____ Phone# _____

Reference No.3

Company's Name: _____

Contact Person: _____

E-mail: _____ Phone# _____

Have you included the above with your Bid Submittal Yes _____ No _____

GROUP 1 - REPAIR OF DOCK LEVELERS

ATTACHMENT - C

Section 2, Paragraph 2.4.2 (b) Submitter shall provide a list of no less than three (3) client references from companies or organizations who can confirm that the Submitter has provided Serco WL series dock levelers or an approved equal.

The following information shall be provided:

Purchase and Installation

Reference No.1

Company's Name: _____

Contact Person: _____

E-mail: _____ Phone# _____

Purchase and Installation

Reference No.2

Company's Name: _____

Contact Person: _____

E-mail: _____ Phone# _____

Purchase and Installation

Reference No.3

Company's Name: _____

Contact Person: _____

E-mail: _____ Phone# _____

Section 2, Paragraph 2.4.2 (c) provide current letters from the manufacturer, on the manufacturer's letterhead, designating the submitter as a manufacturer agent, dealer, representative, distributor and/or reseller of the equipment listed in Section 3, Paragraph 3.3 (a). The letter shall be dated within six (6) months of this submittal and it shall be signed by an authorized manufacturer's representative.

Have you included the above with your Bid Submittal Yes _____ No _____

GROUP 2 - PURCHASE AND INSTALLATION

DATA