

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. **3944-1/18-1**
 Contract Re-Bid Other: Emergency Purchase LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: **RQID1800057** TERM OF CONTRACT **8** YEAR(S) WITH **0** YEAR(S) OTR

Requisition /Project Title: **ACRYLIC AND POLYMER SHEETS (PRE-QUAL)**

Description: This Request to Qualify (RTQ) will establish a Prequalified Vendors (List) that will be used to solicit acrylic and polymer sheets for Miami-Dade County

Issuing Department: **ISD** Contact Person: **Adriana Antolinez** Phone: **305-375-4884**
PROCUREMENT

Estimate Cost: **\$648,800.00** GENERAL FEDERAL OTHER **District Funds**
X **Internal Service Funds**
 Funding Source: **Proprietary Funds**
DTPW Operating Funds

ANALYSIS

Commodity Codes: **665-18** [REDACTED] [REDACTED] [REDACTED]

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 [REDACTED]

Small Business Enterprise: [REDACTED]

Contract Value: [REDACTED]

Comments: [REDACTED]

Continued on another page (s): Yes No

RECOMMENDATIONS

Set-aside Sub-contractor goal Bid preference Selection factor

SBE [REDACTED]

Basis of recommendation: [REDACTED]

Signed: **Adriana Antolinez**

Date sent to SBD: 02/02/2018

Date returned to DPM: [REDACTED]

SECTION 2
SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit acrylic and polymer sheets and adhesives for 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 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 Services Department, Procurement Management Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement 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-six 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:

1. Vendor(s) shall demonstrate experience pertaining to the relevant sale of goods requested in this RTQ. As evidence, submitter(s) are required to provide at least two (2) signed letters of reference on company letter head from their clients. The references shall ascertain to the County's satisfaction that the submitter has sufficient expertise.
2. Vendor(s) shall assign a competent company representative who can be contacted Monday to Friday from 8:00 a.m. to 5:00 p.m. local time for quotations. Vendor(s) are required to provide their representative(s) name, office address, phone number, and e-mail address.

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.

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

SECTION 3
SCOPE OF WORK

3.1 SCOPE OF WORK

It is the intent of this solicitation to identify and make available to the County, various acrylic and polymer sheets in a range of grades, such as but not limited to: Lexan, Plexiglas, Lucite, Acrylite, Cyrolon and Perspex and furnish suitable adhesives.

DRAFT

SECTION 4
SUBMITTAL FORM

VENDOR: _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL VENDORS		
Refer to the Qualification Criteria Section to ensure that Submittal and attachments comply with solicitation requirements.		
Reference	Vendor Requirements	Copy Attached
2.4 (1)	Vendor(s) shall demonstrate experience pertaining to the relevant sale of goods requested in this RTQ. As evidence, submitter(s) are required to provide at least two (2) signed letters of reference on company letter head from their clients. The references shall ascertain to the County's satisfaction that the submitter has sufficient expertise	<input type="checkbox"/>
2.4 (2)	Vendor(s) shall assign a competent company representative who can be contacted Monday to Friday from 8:00 a.m. to 5:00 p.m. local time for quotations. Name: _____ Office Address: _____ _____ Phone Number: _____ E-mail Address: _____	