**Contract/Project Measure Analysis and Recommendation**

- **New** ☑️  
- **OTR** ☐  
- **Sole Source** ☐  
- **Bid Waiver** ☐  
- **Emergency** ☐  

**Previous Contract/Project No.:** 8607-0/18

**Requisition No./Project No.:** RQID1900041

**Description:** The Pre-qualified Pool will be utilized to purchase necessary scuba equipment required for daily public safety, and other operational necessities. The Pool will include the purchase of equipment, repair parts, and services.

**Issuing Department:** ISD  
**Contact Person:** Alexis Castro  
**Phone:** 305-375-1291

**Estimate Cost:** $900,000

**Funding Source:**
- **X** GENERAL
- **Fed** FEDERAL
- **OTHER**

### Analysis

<table>
<thead>
<tr>
<th>Commodity Codes</th>
<th>120-83</th>
<th>962-26</th>
<th>396-26</th>
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</table>

Contract/Project History of previous purchases three (3) years  
Check here ☑️ if this is a new contract/purchase with no previous history.

<table>
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<tr>
<th>Contractor:</th>
<th>EXISTING</th>
<th>2ND YEAR</th>
<th>3RD YEAR</th>
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<tbody>
<tr>
<td>Small Business Enterprise:</td>
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</table>

**Contract Value:**

**Comments:**

Continued on another page (s): ☑️ YES  ☐ NO

### Recommendations

<table>
<thead>
<tr>
<th>SBE</th>
<th>Set-Aside</th>
<th>Subcontractor Goal</th>
<th>Bid Preference</th>
<th>Selection Factor</th>
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</table>

**Basis of Recommendation:**

**Signed:**  
**Date sent to SBD:**  
**Date returned to SPD:**

Rev. 072518
SECTION 2
SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE
This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit for the purchase of scuba/skin-diving equipment, repair parts, and related services for Miami-Dade County (County). Placement in the Pool 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 are accepted throughout the term of the RTQ for placement in such Pool.

2.2 DEFINITIONS
Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for a specific good and/or service; and awarded based on lowest price, or other quantifiable criteria.

Prequalified Pool of Vendors (Pool) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

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

Submittal - Shall refer to all information, attachments and forms submitted in response to this RTQ.

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

2.3 TERM
The Pool 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, Strategic Procurement Division. The Pool shall expire on the last day of the last month of the five-year term.

2.4 QUALIFICATION CRITERIA
Vendors shall meet the following criteria to be considered for placement in the Pool; and for participation in future competitions:

1. Vendors(s) shall submit three (3) current references on the reference’s company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing scuba/skin-diving equipment, repair parts, and or related services. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the listed items.

2. Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed. Vendor(s) shall provide the representative's name, phone number, and email address.

3. Vendor(s) shall indicate in Section 4 what category of items are available to be purchased under this RTQ.
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 which will be included in the Pool. 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 may be detailed in the subsequent ITQ or WOPR.

2.6 **SPOT MARKET QUOTES**  
Vendors in the Pool will be invited to participate in spot market competitions, as needed. When such spot market competitions are initiated, the pre-qualified vendors shall be invited to offer a fixed price for a detailed individual purchase, or a definite purchasing period. The award to one vendor for a specific period or individual acquisition does not preclude the remaining pre-qualified vendors from participating in impending spot market competitions. The spot market competition 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 projects/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/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS
It is the intent of this solicitation to identify and make available to the County, Vendors capable of providing scuba/skin-diving equipment, repair parts, and related services.

3.2 CATEGORIES OF ITEMS / SERVICES TO BE PROVIDED
The County requires a variety of equipment and services for various departments.

Typical items and services to be purchased under this RTQ include, but not limited to: dive cylinders & valves, regulators, wet suits, gloves, hoods, boots, fins, masks, snorkels, dive lights, weights, knives, buoyancy compensators, dive safety equipment, water rescue equipment, hydrostatic tests, air refills, electronic neck test, visual inspections, cylinder annual inspection, Buoyancy Compensator Device (BCD) annual inspection, wet suit repairs, and dry suit repairs.
# SECTION 4

## SUBMITTAL FORM

SUBMITTER: _________________________________________________________________

<table>
<thead>
<tr>
<th>Reference Section</th>
<th>Requirements</th>
<th>Copy Attached</th>
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<tbody>
<tr>
<td>2.4 (1)</td>
<td>Vendors(s) shall submit three (3) current references on the reference’s company letterhead, signed to demonstrate that the Bidder is regularly engaged in the business of providing scuba/skin-diving equipment, repair parts, and or related services. The County shall be able to ascertain from these references to its satisfaction that the Bidder has sufficient experience and expertise providing the listed items.</td>
<td>☐</td>
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<tr>
<td>2.4 (2)</td>
<td>Vendors(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed. Vendor(s) shall provide the representative’s name, phone number, and email address.</td>
<td>☐</td>
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<tr>
<td></td>
<td>Representative Name: __________________________________________</td>
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</tr>
<tr>
<td></td>
<td>Phone Number: ________________________________________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-mail address: ______________________________________________</td>
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<tr>
<td>2.4 (3)</td>
<td>Vendor(s) shall indicate below which category of items they can provide to be purchased under this RTQ. If “Other Items” is marked, please provide a list of additional categories of items that may be purchased under this RTQ.</td>
<td>☐</td>
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<tr>
<td></td>
<td>Categories:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Scuba Gear</td>
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</tr>
<tr>
<td></td>
<td>☐ Snorkeling Gear</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Scuba Equipment Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Other Items</td>
<td></td>
</tr>
</tbody>
</table>