DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New  ☐ OTR  ☐ Sole Source  ☐ Bid Waiver  ☐ Emergency

Previous Contract/Project No. 4909-4/13-4
LIVING WAGE APPLIES: ☐ YES  ☐ NO

Requisition No./Project No.: RTQ-00923
TERM OF CONTRACT 18 Months YEAR(S) WITH N/A OTR

Requisition/Project Title: Locks and Security Hardware

Description: This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit various types of locks and other security hardware 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 are accepted throughout the term of the RTQ for placement on such List.

Issuing Department: Public Housing and Community Development Department
Contact Person: Rajkumar-Futch, Indira (PHCD)
Phone: (786) 469-4164

Estimate Cost: $ 700,000.00
Funding Source:
GENERAL  FEDERAL  OTHER
X Federal Funds

ANALYSIS

Commodity Codes: 450-55

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

SBE

Set-aside  Sub-contractor goal  Bid preference  Selection factor

Basis of recommendation:

Date sent to SBD: 05/01/2018

Signed: Alonzo Joseph

Date returned to DPM:

Revised April 2005
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 various types of locks and other security hardware 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 are 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 specific goods; 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 eighteen (18) month term.

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 provide the contact information of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions. Vendor shall provide the representative’s name, phone number, and email address.

2. Vendor(s) shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing locks and/or other security hardware. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the padlocks and/or other security hardware.

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 types of locks and other related security hardware.

3.2 ITEMS TO BE PROVIDED
Items to be purchased include but are not limited to, padlocks, keys, key blanks, security hardware, etc.
SECTION 4

SUBMITTAL FORM

SUBMITTER: ________________________________

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<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>Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions. Vendor shall provide the representative's name, phone number, and email address.</td>
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<td>Representative Name:</td>
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<td>2.4 (2)</td>
<td>Vendor(s) shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing padlocks and/or other security hardware. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the padlocks and/or other security hardware.</td>
<td>☐</td>
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