DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

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

Previous Contract/Project No. 9408-1/14-1, 9020-1/19-1, and 9303-1/20-1

Contract ☐ Re-Bid ☐ Other: Emergency Purchase ☐

LIVING WAGE APPLIES: ☐ YES ☒ NO

Solicitation No.: RTQ-01039 TERM OF CONTRACT 8 YEAR(S) WITH 0 YEAR(S)

OTR

Emergency

Emergency

Previous Contract/Project No.

SBE

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 See attached.

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:

Date sent to SBD: 10/30/2018

Signed: Jonathan Desvergunat

Date returned to DPM: 

Revised April 2005

Issuing Department: ISD-SPD Contact Person: Jonathan Desvergunat Phone: 305-375-5375

Estimate Cost: $37,000,000

Description: This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit for the purchase of fertilizers, pesticides, weed killers, and landscaping/gardening materials for Miami-Dade County (County).

Requisition /Project Title: Fertilizers, Pesticides, Weed Killers, and Landscaping/Gardening Materials

ANALYSIS

Commodity Codes: 335 020-46 485-60 486-60 790-70

Contract/Project History of previous purchases three (3) years

Various - Proprietary Funds, General Fund, Federal Funds, DTPW Operating, Fire District, etc.
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 fertilizers, pesticides, weed killers, and landscaping/gardening materials 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.

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 eight-year term.

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

Group 1: Fertilizers

Group 2: Pesticides and Weed Killers

Group 3: Landscaping and Gardening Materials

Qualification for all Groups:

A. 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. The email address provided must be available twenty-four (24) hours a day to provide support and to receive spot market quotations and orders from the County.

Additional Qualification for Group 1:

B. Vendor(s) shall provide a current copy of its Fertilizer License issued by the State of Florida Department of Agriculture and Consumer Services pursuant to Chapter 576, Florida Statutes.
**Additional Qualification for Group 2:**

C. Vendor(s) shall provide a current copy of its Dealer’s License issued by the State of Florida Department of Agriculture and Consumer Services pursuant to Chapter 487, Florida Statutes.

Vendor 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 will be detailed in the subsequent ITQ.

2.6 **SPOT MARKET QUOTES**

Vendors in the Pool will be invited to participate in spot market competitions, as needed. The spot market competition will be in the form of an ITQ 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.

- 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, fertilizers, pesticides, weed killers, and landscaping/gardening materials.

3.2 ITEMS TO BE PROVIDED

Group 1: Fertilizers, including but not limited to, granular/liquid fertilizers and nutrient spray additives.

Group 2: Pesticides and weed killers, including but not limited to, insecticides, nematicides, miticides, herbicides, plant growth suppression, fungicides, adjuvants, adulticides, and larvicides.

Group 3: Landscaping/gardening materials, including but not limited to, mulch, Chattahoochee gravel, topsoil, and top dressing material.
### SECTION 4

**SUBMITTAL FORM**

**VENDOR:** ________________________________________________________________

#### QUALIFICATION CRITERIA

Refer to Section 2.4, Qualification Criteria to ensure that Submittal complies with solicitation requirements.

**VENDOR TO BE PREQUALIFIED FOR:**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Requirement</th>
</tr>
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<tbody>
<tr>
<td>2.4 A</td>
<td>Group 1: Fertilizers □</td>
</tr>
<tr>
<td></td>
<td>Group 2: Pesticides and Weed Killers □</td>
</tr>
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<td></td>
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#### QUALIFICATION FOR ALL GROUPS

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</tr>
<tr>
<td></td>
<td>Representative Name: ____________________________________________</td>
</tr>
<tr>
<td></td>
<td>Phone Number: _________________________________________________</td>
</tr>
<tr>
<td></td>
<td>E-Mail Address: _______________________________________________</td>
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#### ADDITIONAL QUALIFICATION FOR GROUP 1

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