DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New  ☐ OTR  ☐ Sole Source  ☐ Bid Waiver  ☐ Emergency  Previous Contract/Project No.

☐ Re-Bid  ☐ Other

Requisition No./Project No.: RTQ-01129  RQID1900026  TERM OF CONTRACT 3 years

Requisition/Project Title: REFRACTORY FIRE BRICKS - PREQUALIFICATION

Description: This Request to Qualify (RTQ) will establish a Pool of Prequalified Vendors that will be used to solicit Harbison-Walker Refractory Fire Bricks and related material (anchors, harwaco bonding, shot tech, accelerator, wore fibers, etc.) for Miami-Dade County (County).

Issuing Department: WASD  Contact Person: Susan Pascul  Phone: (786) 552-8254

Estimate Cost: $340,000.00  GENERAL  FEDERAL  OTHER

Funding Source: ☒

ANALYSIS

Commodity Codes: 135-60  135-94  135-28  150-05

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: If competition yields any SBE vendors who meet the specified qualifications, Bid Preference is recommended.

Signed: Shereece George  Date sent to SBD: 11/26/18

Date returned to DPM:
Solicitation RTQ-01129

REFRACTORY FIRE BRICKS AND MATERIALS-
PREQUALIFICATION

Solicitation Designation: Public

Miami-Dade County
Solicitation RTQ-01129
REFRACTORY FIRE BRICKS AND MATERIALS- PREQUALIFICATION

Solicitation Number    RTQ-01129
Solicitation Title     REFRACTORY FIRE BRICKS AND MATERIALS- PREQUALIFICATION
Solicitation Start Date In Held
Solicitation End Date   Dec 17, 2018 6:00:00 PM EST
Question & Answer End Date Dec 10, 2018 3:00:00 PM EST
Solicitation Contact   Shereece George
                       Procurement Contracting Officer 1
                       ISD, Procurement Management services
                       305-375-3421
                       Sgeorge@miamidade.gov
Contract Duration       See Specifications
Contract Renewal        See Bid Documents
Prices Good for         See Specifications

Solicitation Comments   This Request to Qualify (RTQ) will establish a Pool of Prequalified Vendors that will be used to solicit Refractory Fire Bricks and related material (anchors, harwaco bonding, shot tech, accelerator, wore fibers, etc) for Miami-Dade County (County).

Item Response Form

Item                      RTQ-01129-01-01 - REFRACTORY FIRE BRICKS AND MATERIALS - PREQUALIFICATION
Quantity                   1 each
Unit Price
Delivery Location         Miami-Dade County

Miami-Dade County
111 NW 1st Street
Suite 1300
Miami FL 33128
Qty 1

Description
Complete and submit Section 4, of this solicitation to include all qualification items listed in Section 2.4 of this solicitation.
SOLICITATION NO.: RTQ-01129
REFRACTORY FIRE BRICKS AND MATERIALS-
PREQUALIFICATION
Dec 17, 2018

MIA M IA D A D E
COUNTY

MIA MIA D ADE COUNTY, FLORIDA
REQUEST TO QUALIFY

TITLE:
REFRACTORY FIRE BRICKS AND MATERIALS- PREQUALIFICATION

FOR INFORMATION CONTACT:
Sherrece George, 305-375-3421, Sgeorge@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

• READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND
  CONDITIONS (SECTION 1), AND SUBMIT ALL QUESTIONS/CLARIFICATION 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 BIDDER’S/PROPOSER’S BID/PROPOSAL NON-RESPONSIVE.
SECTION 1

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's, Strategic Procurement Division's webpage by clicking on the below link:


NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids/proposals 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 bid/proposal in response to a Miami-Dade County solicitation via BidSync. Electronic 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 the scope of work/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 all bid/proposal documents. Bidders/Proposers should not wait until the last minute to submit their bid/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 bid/proposal will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of Bidder's/Proposer's bid/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 bid/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 bid/proposal 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 Prequalified Vendors that will be used to solicit Refractory Fire Bricks and related material (anchors, harwaco bonding, shot tech, accelerator, wore fibers, etc) 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 will continue to be 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 of Prequalified Vendors for specific goods; and awarded based on lowest price, or other quantifiable criteria.

Pool of Prequalified 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 on the Pool of Prequalified Vendors, and who may submit quotes, 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.

2.3 TERM
This 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 initial prequalification pool shall prevail for a three (3) year period from the initial effective date. The Pool shall expire on the last day of the three (3) year term.

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

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.

B. Vendor(s) shall provide a minimum of two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing refractory fire bricks and materials. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing refractory fire bricks and materials.

C. Vendor(s) shall be an agent, dealer, reseller or distributor of Harbison-Walker Refractory and shall provide verifiable proof of the ability to furnish refractory fire bricks and materials manufactured by Harbison-Walker to determine their qualification. This proof may be in one of the following forms:
• Manufacturer Letter – The manufacturer letter(s) shall be on manufacturer’s letterhead and shall be dated within six (6) months of the vendors’ bid submittal and it shall be signed by an authorized manufacturer’s representative.

• Manufacturer Website – The manufacturer’s website shall designate the vendor as the agent, dealer, reseller or distributor of the OEM.

• Manufacturer / Vendor Agreement – The vendor shall provide a copy the current agreement between the manufacturer and vendor designating the vendor as the agent, dealer, reseller or distributor.

Vendors shall provide all of the specified information, documents and attachments pooled 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 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.

2.6 SPOT MARKET QUOTES
Vendors on the Pool will be invited to participate in spot market competitions, as needed. The spot market competitions 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 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

3.1 SCOPE OF WORK
It is the intent of this solicitation to identify and make available to the County Harbison-Walker Refractory Fire Bricks and related material (anchors, harwaco bonding, shot tech, accelerator, wore fibers, etc).

3.2 GOODS TO BE PROVIDED
The County will solicit prequalified vendors to provide Harbison-Walker refractory fire bricks as well as various related materials. Materials pooled are not exclusive, Miami Dade County may add or remove materials in conjunction or in lieu of the items pooled below. Harbison-Walker products may not be substituted for any other manufacturer.

- Anchors
- Harwaco bonding
- Shot tech
- Accelerator
- Wore Fibers
## SECTION 4
### SUBMITTAL FORM

**VENDOR:**

---

### QUALIFICATION CRITERIA

Refer to the Qualification Criteria Section to ensure that Submittal and attachments comply with solicitation requirements.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Vendor Requirements</th>
<th>Copy Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.4 (A)</strong></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>
<td></td>
</tr>
<tr>
<td><strong>All Vendors</strong></td>
<td>Representative Name: ____________________________________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone Number: ____________________________________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-Mail Address: ____________________________________________</td>
<td></td>
</tr>
<tr>
<td><strong>2.4 (B)</strong></td>
<td>Vendor(s) shall provide a minimum of two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing refractory fire bricks and materials. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing refractory fire bricks and materials.</td>
<td>□</td>
</tr>
<tr>
<td><strong>All Vendors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
</tbody>
</table>
Submittal Form

Solicitation No: RTQ-01129

Legal Company Name (Include DBA if applicable):

Federal Tax Identification Number:

If Corporation - Date Incorporated/Organized:

State Incorporated/Organized:

Company Operating Address:

City
State
Zip Code

Miami-Dade County Address (if applicable):

City
State
Zip Code

Company Contact Person:

Email Address:

Phone Number (Include area code):

Company's Internet Web Address:

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

☐ Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "local business" is a business located within the limits of Miami-Dade County that has a valid Local Business Tax Receipt issued by Miami-Dade County at least one year prior to bid submission; has a physical business address located within the limits of Miami-Dade County from which business is performed and which served as the place of employment for at least three full time employees for the continuous period of one year prior to bid submittal (by exception, if the business is a certified Small Business Enterprise, the local business location must have served as the place of employment for one full time employee); and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County’s tax base.

☐ Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor Ineligible for Local Preference.

LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County.

☐ Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.

The address of the Locally-Headquartered office is:

LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming the Bidder is a Local Certified Veteran Business Enterprise. A copy of the certification must be submitted with the bid.

SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (if Applicable)

A Small Business Enterprise (SBE) must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-5111 or access http://www.miamidade.gov/smallbusiness/certification-programs.asp. The SBE must be certified by the solicitation’s submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.
Is Bidder a Miami-Dade County Certified Small Business Enterprise?  Yes ☐  No ☐

If yes, please provide Certification Number:

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space. In such event, the Bidder shall furnish together with its bid response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Bidder agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida's Government in the Sunshine Laws and Public Records Laws as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County in public.

By submitting a Bid pursuant to this Solicitation, Bidder agrees that all such materials may be considered to be public records. The Bidder shall not submit any information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary or confidential.

In the event that the Bid contains a claim that all or a portion of the Bid submitted contains confidential, proprietary or trade secret information, the Bidder, by signing below, knowingly and expressly waives all claims made that the Bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

Acknowledgment of Waiver:

Bidder’s Authorized Representative’s Signature: ___________________________ Date ___________________________

Type or Print Name ___________________________

Type or Print Title ___________________________

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RESPONSE THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.

Bidder’s Authorized Representative’s Signature: ___________________________ Date ___________________________

Type or Print Name ___________________________

Type or Print Title ___________________________
FAIR SUBCONTRACTING PRACTICES

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

______________________________  ________________
Signature                        Date
# SUBCONTRACTOR/SUPPLIER LISTING

(Miami-Dade County Code Sections 2-4.1, 2-4.3 and 10-36)

<table>
<thead>
<tr>
<th>Name of Bidder/Proposer</th>
<th>FEIN/No.</th>
</tr>
</thead>
</table>

In accordance with Sections 2-4.1, 2-4.3 and 10-36 of the Miami-Dade County Code, the form must be submitted as a condition of award by all Bidder/Proposers on County contracts for purchases of supplies, materials or services, including professional services which involve expenditures of $100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of $100,000 or more. The Bidder/Proposer who is awarded this contract shall not change or substitute that the subcontractors or direct suppliers or the portion of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Bidder/Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on this contract and sign the form below.

In accordance with Ordinance No. 11-60, an entity contracting with the County shall report the race, gender and ethnicity origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Bidder/Proposer recommends to the County prior to award the race, gender, and ethnicity information is not reasonably available at that time, the Bidder/Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County no later than six (60) days after the contract is awarded and, in any event, prior to final payment under the contract.

(If applicable, complete the form as if additional spaces is needed.)

<table>
<thead>
<tr>
<th>Business Name and Address of First Tier Direct Supplier</th>
<th>Principal Owner</th>
<th>Principal Owner</th>
<th>Services to Be Provided by Supplier</th>
<th>Employer (Enter the number of male and female employees and the number of employees by race/ethnicity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Owner</td>
<td></td>
<td></td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>Principal Owner</td>
<td></td>
<td></td>
<td></td>
<td>N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Name and Address of First Tier Subcontractor/Subconsultant</th>
<th>Principal Owner</th>
<th>Principal Owner</th>
<th>Services to Be Provided by Subcontractor/Subconsultant</th>
<th>Employer (Enter the number of male and female employees and the number of employees by race/ethnicity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Owner</td>
<td></td>
<td></td>
<td></td>
<td>N</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>N</td>
</tr>
</tbody>
</table>

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Internal Services Department at http://sbd.miamidade.gov/developments.web. As a condition of final payment, Bidder/Proposer shall provide subcontractor information on the Subcontractor/Supplier Payment Report Sub 209 form which can be found at http://sbd.miamidade.gov/developments/form.. The contractor's payment is not complete until all necessary reports and forms are submitted.

I certify that the representations contained in the Subcontractor/Supplier listings are to the best of my knowledge true and complete.

Signature of Bidder/Proposer: ___________________________  Print Name: ___________________________  Print Title: ___________________________  Date: ___________________________

Question and Answers for Solicitation #RTQ-01129 - REFRACTORY FIRE BRICKS AND MATERIALS- PREQUALIFICATION

<table>
<thead>
<tr>
<th>Overall Solicitation Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no questions associated with this Solicitation.</td>
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</table>