

I. Purchasing Instructions:

A. Award Description

Bidders have been pre-qualified to participate in spot market purchases for the purchase of padlocks, security hardware, to include installation and repair services.

B. Quotation Directives (RFQ)

1. When a spot market purchase is initiated, all prequalified vendors will be invited to participate in spot market purchases through an Invitation to Quote (ITQ). ITQs will include the contract number, due date and time, contact information, delivery address, full description of items needed, quantity and unit measure requirements. ITQs may be issued for immediate deliveries, or to establish pricing for items that may be ordered within a specified time period.
2. All quotations issued under this pre-qualification contract must utilize the current and active "terms and conditions" in place that includes the latest legislative changes. To retrieve the latest version of the General Terms and Conditions for inclusion in the ITQ, please refer the following Procurement Management link:

<http://www.miamidade.gov/procurement/itb-terms-conditions.asp>

3. Cone of Silence

Pursuant to Section 2-11.1(t) of the County Code, all ITQs are subject to the Cone of Silence. All RTQ's must be provided to the Small Business Development Division (SBD) of the Internal Services Department for placement on the Cone of Silence Report upon advertisement. Once an award recommendation is made, SBD must be notified to remove the competition from the report.

4. Application of Preferences

Bid and Local Preferences will be considered when evaluating the offered prices.

For ITQ awards valued up to and including \$100,000, a 10% (ten percent) bid preference shall apply for certified Micro Business Enterprise (Micro) bidders. For awards valued over \$100,000 and up to \$1,000,000, a 10% (ten percent) bid preference shall apply for certified Micro and SBE bidders. For awards valued over \$1,000,000, a 5% (five percent) bid preference shall apply for certified Micro and SBE bidders. Micro Business Enterprises and Small Business Enterprises must be certified, at the time of quote, by Small Business Development under Business Affairs, a division of the Department of Regulatory and Economic Resources (RER) for the type of goods and/or services the enterprise provides in accordance with the applicable commodity code(s) for this solicitation.

The resulting Micro/SBE bidders' evaluation prices shall then be compared to the other offers to determine if Best and Final Offers (BAFO's) need be requested in accordance with the Local Preference legislation.



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II. List of Pre-qualified Vendors:

VENDOR	FEIN	PHONE	FAX	E-MAIL
CRAFTMASTER HARDWARE CO INC	132733361-01	800-221-3212	800-501-7750	info@craftmaster.net
BELLS SECURITY SALES INC	221865858-01	973-743-3709	973-743-6357	bids@bellssecurity.com
INTERLINE BRANDS INC	222232386-02	800-476-5830	800-476-5848	dogeorge@interlinebrands.com
INDEPENDENT HARDWARE INC	231723845-01	215-925-5306	215-925-2107	fsj@independenthardware.com
ELECTRONIC ACCESS SPECIALIST INC	274576441-01	727-541-5536	727-546-7340	cfleming@southernlock.com
W. W. GRAINGER INC	361150280-01	305-594-3036	305-592-5611	gov480@grainger.com
FASTENAL COMPANY	410948415-01	507-453-8339	507-494-6423	govsales@fastenal.com
AMERICAN PLUMBING SUPPLY CO	591203555-01	305-532-3447	305-532-5540	hgross@americanplum.net
LOCKS CO	591218033-01	305-949-0700	305-949-3619	miami@locksco.com
BARO HARDWARE INC	591868477-01	305-885-3371	305-885-9229	baro1and2@aol.com
ALES GROUP INC	592157712-02	305-365-8539	305-262-1389	david@prolockandsafe.com
RENDERER INC	592932632-01	305-944-0469	954-981-6891	jrenderer@aol.com
LOCKMASTERS USA INC	593555281-01	850-914-2949	850-914-9754	padlocks@comcast.net
LOCKEY DISTRIBUTORS INC	650188886-01	305-593-5300	305-593-5305	lockey-dist@msn.com
ASAP LOCK SAFE & KEY INC	650420247-01	954-457-2727	954-455-8915	howie@asapsafes.com
RONNIES HARDWARE INC	650567688-01	305-251-3344	305-251-1003	ronnie@ronnieshardware.com

III. Special Notes/Instructions:

- A. An award supplement listing the manufacturers/brands available from each vendor, is available on the following Procurement website:
<https://www.miamidade.gov/DPMww/SearchAwardSheetAttachments.aspx?ContractId=4909-4/13-4>
- B. Roadmap – Always make sure to get the latest roadmap to see if any additions, deletions or other changes were made.
- C. This document is intended only as a brief overview of information and general guidance on how the contract should be utilized. Please refer to the solicitation documents for other specific information and details.

IV. Pool Contract Award Checklist:

The following is provided as a reminder of some important items that each department should check/ complete/ document prior to making an award:

- A Bid Preference applies to all Spot Market Quotation issued under this contract excluding federally funded purchases (Section 2, paragraph 2.2). For an updated SBD certification list visit the following website: www.miamidade.gov/business/reports-certification-list.asp



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- Local, Locally-Headquartered and Veteran’s Preference applies to all Spot Marker Quotations issued under this contract (Section 1, paragraph 1.10 of the “terms and conditions). Preference to be applied at the time of spot market quotation.
- Collusion Affidavit must be obtained at the time of spot market quotation from the recommended vendor.
- In your award notice to all participants of the quote results, copy the Clerk of the Board (clerkbcc@miamidade.gov) and include language advising the vendors that the Cone of Silence is lifted.
SAMPLE LANGUAGE: *In accordance with the reference solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the (_____ Dept. name _____) recommends award of this quote to: (_____ Company name _____). Provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-11.1(t) of the County Code.*
- **Allow a three (3) business day protest-period**, beginning the day after the award recommendation is posted with the Clerk, prior to completing award if applicable with your award value (over \$25K).

V. Event Log:

Event No.	Date	Event
1	4/23/08	Bells Security Sales Inc added to the list of pre-qualified bidders
2	6/22/08	Increase the contract value and revised allocation for the Library Dept.
3	6/30/08	Revised allocation for Miami Dade Aviation Department, GS09 and Library
4	6/30/08	Corrections Products Company LTD added to the list of pre-qualified bidders
5	10/29/08	Interline Brands Inc. added to the list of pre-qualified vendors
6	8/25/09	Increase the contract value and the allocation for Corrections, Parks and Miami Dade Police
7	9/21/09	Increase the contract value and revise the allocation for WASD
8	11/04/09	Change the address and fax number for Cerrajera Ales Inc.
9	10/07/10	Increase the allocation for Vizcaya – Reduce WASD’s allocation, as agreed by both departments
10	2/02/11	Increase the allocated funds for Vizcaya – Reduce the allocation for Aviation, as agreed by both departments
11	2/17/11	Increase the allocated funds for Police – Reduce the allocation for Corrections, as agreed by both departments
12	5/15/12	Increase the allocation for Seaport from Unallocated funds
13	6/15/12	Fastenal Company added to the list of pre-qualified bidders
14	6/17/12	Change the vendor name and Federal ID for Southern Lock and Supply Company to Electronic Access Specialist Inc d/b/a/ Southern Lock and Supply Company, Federal ID # 274576441-01
15	9/17/12	Increase the allocated funds for CO from unallocated



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Event No.	Date	Event
16	11/20/12	Revised the allocation per department
17	2/22/13	Change suffix for Lockey Distributors, Inc. from 01 to 02
18	2/27/13	Increase the allocation for Aviation Department – Decrease the allocation for Corrections, as agreed by both departments
19	4/18/13	Extend the contract for five years with proration – Revised expiration date: 4/30/18
20	5/29/13	Change suffix for Lockey Distributors, Inc. from 02 to 01
21	8/14/13	Delete the following vendor from the list of pre-qualified bidders: 650154675-01 ALEX INTERIORS & MARINE CANVAS INC (This vendor was added to the BPO by mistake)
22	12/19/14	Baro Hardware Inc. added to the list of prequalified vendors.
23	2/13/15	Add Southern Folger Detention Equipment Company to the list of manufacturers available for Craftmaster Hardware Co.