

## ROADMAP FOR BID NO. 5038-1/23 – PUBLIC SAFETY VEHICLE ACCESSORIES

### **PURPOSE**

The purpose of this solicitation is to pre-qualify bidders for future pricing competition. This initial solicitation provides for the submission of documents and forms intended to verify that the bidder meets or exceeds the minimum criteria set forth elsewhere in this solicitation. All bidders which meet or exceed the criteria established in this solicitation will be placed on a Pre-Qualification List that may be accessed by County departments in order to obtain price quotations for the purchase of various types of public safety vehicle accessories and related items, including installation, de-installation, and repairs as needed.

### **METHOD OF AWARD USING PRE-QUALIFICATION AND SUBSEQUENT SPOT MARKET PROCEDURES:**

Award of this contract will be made to all responsive, responsible vendors who meet the minimum qualifications set forth in this solicitation. Vendors will be placed on a Pre-qualified Vendors List, identified by the manufacturer they represent, which will be accessed by the County to obtain spot market quotations to purchase of public safety vehicle accessories and related items, including installation, de-installation, and repairs as needed.

These vendors shall then be deemed to be pre-qualified to participate in subsequent spot market purchases as required by the County on either an as-needed or on a periodic basis. When such spot market purchases are initiated, the pre-qualified vendors shall be invited to offer a fixed price for a specific individual purchase, or a specific purchasing period. The vendor then offering the lowest fixed price shall be awarded for the specific period or specific purchase. The award to one vendor for a specific period or individual action does not preclude the remaining pre-qualified vendors from submitting spot market offers for other specific purchases.

It shall be the sole prerogative of the County as to the number of vendors who will be initially included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the County elects to add vendors, they must meet the same minimum qualifications established for the original competition.

No quotes are necessary for purchases under \$500.00. In emergency situations or for purchases under \$50000, availability of materials and geographic locations of the vendor may be the deciding factor in quotation requests and/or award of some orders.

### **DELIVERY REQUIREMENTS WILL BE SPECIFIED AT SPOT MARKET QUOTATION**

The bidder shall make deliveries within the number of days specified in the spot market quotation request, or on the purchase order at the time of specific purchase. All deliveries shall be made in accordance with good commercial practice and shall be adhered to by the bidder; except in such cases where the delivery will be delayed due to acts of nature, strikes, or other

causes beyond the control of the bidder. In these cases, the bidder shall notify the County of the delays in advance of the delivery date so that a revised delivery schedule can be negotiated.

Should a bidder to whom a spot market quotation is awarded fail to deliver within the time period specified in the spot market request or purchase order; or after any negotiated delivery date has lapsed, the County reserves the right to cancel the order. If the order is cancelled, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge that bidder with any re-procurement costs; the County may terminate the bidder from the contract default.

Certain County employees may be authorized in writing to pick-up materials under this contract. Bidders shall require presentation of this written authorization. The bidder shall maintain a copy of the authorization. If the bidder is in doubt about any aspect of material pick-up, the bidder shall contact the appropriate user department to confirm the authorization.

**SMALL BUSINESS CONTRACT MEASURES FOR SOLICITATIONS GREATER THAN \$50,000 (Bid Preference)**

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

For 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 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. A Micro Business Enterprise is a certified SBE firm whose three year average gross revenues does not exceed \$2 million, or is a manufacturer with fifty (50) employees or less, or is a wholesaler with fifteen (15) employees or less. For certification information, contact RER at 305-375-CERT (2378) or at <http://www.miamidade.gov/business/business-certification-programs.asp>. The enterprises must be certified by bid submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference.

A 10% percent bid preference shall apply to awards valued up to \$1 million and a 5% percent bid preference shall apply to awards greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Sustainability, Planning, and Economic Enhancement Department, Small Business Development (SBD) Division for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact the Department of Small Business Development at 305-375-CERT (2378) or access [Miami-Dade County - Small Business Development - Certification Process](#)

The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

**APPLYING BID PREFERENCE TO QUOTES: (Federal Funding is exempt from this process)**

A Small Business Enterprise (SBE) bid preference applies to each quotes not utilizing federal funding.

Only one preference shall be awarded per bidder per quote. Bid preferences shall be given to:

a Bidders that are identified herein as certified SBE.

The bid preference shall be calculated and subtracted from the total quote price. This difference shall be used in evaluating the quote. The bid preference is used only to calculate an amount to be used in evaluating the quote and does not affect the quote price. **EXAMPLE:** Quote Total Price \$1,000.00 x 10.0% = \$100.00 - \$1,000.00 = \$900.00

If the preference is the lowest after the calculation, the preference should be awarded the quote total price of \$1,000.00 not the \$900.00.

Whenever a quote contains both, Bid Preference (SBE) and Local Preference, departments must apply the Bid Preference first. Once the bid preference is applied and department determine that the apparent low bidder is a non-local firm and the second low bidder is a local firm which prices are within 10% of the low bidder, department must proceed to apply local preference and obtain the "Best and Final" in accordance with Section 2-8.5 of the Miami-Dade County Code and Ordinance No. 01-21.