



ROADMAP

CONTRACT NO-6097-0/15-INVASIVE SPECIES CONTROL SERVICES-REQUEST TO QUALIFY

CONTRACT AWARD HISTORY:

No. ↓	Event Date ↓	Event ↓
2	5/23/2013	Ginley Lawn Service & Landscaping, Inc. has been added to the contract.
1	5/9/2013	Publish original roadmap

*Handwritten signature/initials*

Vendor Name	Contact Name	Address	Phone	Fax	E-mail
Clarke Aquatic Services, Inc.	Frank Clarke	3035 Michigan Avenue Kissimmee, FL	407-944-0520	407-944-0709	fclarke@clarke.com
Deangelo Brothers, Inc.	John Greene	851 W. 13 <sup>th</sup> Court Riviera Beach, FL	561-881-1291	561-881-1293	jgreene@dbiservices.com
Ginley Lawn Service & Landscaping, Inc.	Efrain Dominguez	12148 SW 188 <sup>th</sup> Terrace Miami, FL	786-486-0709	305-969-7097	eframpr@gmail.com

Purchasing Instructions

User departments will access the pool of pre-qualified vendors to obtain price quotations as needed. The user departments should invite all the pre-qualified vendors to offer a fixed price for each project. The vendor offering the lowest fixed price shall be awarded the project.

- 1) **Cone of Silence**  
Pursuant to Section 2-11.1(t) of the County Code, Request for Quotation (RFQ) are subject to the Cone of Silence. A copy of the Section may be obtained online at <http://library.municode.com/index.aspx?clientId=10620>
- 2) **The Bid Preference shall be applied first** to the offers received from certified Micro/SBE vendors. A Micro/SBE vendor must be certified by the Small Business Development under Business Affairs, a division of the Department of Regulatory and Economic Resources for the type of services the vendor provides in accordance with the following Commodity code(s) (988). The following link may be accessed to verify if a firm is a Micro/SBE vendor [http://www.miamidade.gov/sba/library/certify\\_all\\_by\\_firms.pdf](http://www.miamidade.gov/sba/library/certify_all_by_firms.pdf). For the County Code log on to <http://library.municode.com/index.aspx?clientId=10620>. For RFQs valued up to and including \$100,000, a 10% (ten percent) bid preference shall apply for certified Micro Business Enterprise (for the purpose of evaluation ONLY). If the SBE is the responsible, responsive low bidder following the evaluation process, the price that the county will pay the awarded firm is the original price offered (excluding the 10% evaluation factors).
- 3) **Local Preference should be applied second** in accordance with Section 2-8.5 of the Miami Dade County Code (<http://library.municode.com/index.aspx?clientId=10620&stateId=9&stateName=Florida>) at the time user departments request quotations from the pre-qualified vendors. When a responsive bid from a Miami-Dade local business is within 10% and / or a locally-headquarter business is within 15% of the lowest price submitted by a responsive non-local business, the local business or the locally headquarter business and the non-local low vendor shall have the opportunity to submit a **best and final (BAFO)** bid equal to or lower than the amount of the low bid previously submitted by the non-local business. For definition of a local business see Section 1.10 of the Request to Qualify.
- 4) **Departments using Federal Funds**  
The County uses a variety of funding sources, including grants to pay for products and services that may prohibit the application of measures (Section 1.35); local preference (Section 1.10); IG (Section 1.27) and; UAP (Section 1.35). When a issuing an RFQ you must identify the section(s) that are not applicable to the service being purchased in the form.
- 5) **Method of Award**  
User departments must clearly state in the RFQ the method it's going to utilize to award the project. For example item by item / in the aggregate / by group, etc.
- 6) **Scope of Work**  
User departments must clearly define the services being requested in the RFQ.
- 7) **Language**  
The following language, if applicable, should be defined in the RFQ.
  - a. Pre-quotation Conference (Section 2, Paragraph 2.3)
  - b. Site Visits (Section 2, Paragraph 2.6)
  - c. Liquidated Damages (Section 2, Paragraph 2.7)
  - d. Warranty (Section 2.9)