



**ROADMAP: REQUEST TO QUALIFY NO. 8727-1/24  
 WIRELESS PROGRAMMABLE TIME SWITCHES FOR THE ADVANCED TRAFFIC  
 MANAGEMENT SYSTEM**

**Contract Overview:**

This Request to Qualify (RTQ) establishes a pool of pre-qualified vendors capable of delivering/providing price quotations for the purchase and repair of solid state School Zone Flasher Control time switches and accessories for the Department of Transportation and Public Works (DTPW), Traffic Signals and Signs Division. Entry into the pre-qualification pool is not a contract between MDC and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth for membership in the pool. Pre-qualified vendors are invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

**Contract Term:**

Five (5) years, with one option to renew for a five (5) year term.

**Procurement Contracting Officer:** Sherry Y. Crockett, CPPB  
 Phone: (305) 375-4693  
 Fax: (305)-375-4407  
 Email: [crocket@miamidade.gov](mailto:crocket@miamidade.gov)

Authorized Departments and Associated Allocation:	
Department	Allocation
DTPW	\$200,000.00
<b>Total:</b>	<b>\$200,000.00</b>

**Part #1: PRE-QUALIFIED VENDORS**

For the most updated list of pre-qualified vendors on this pool please right click and open hyperlink to view the BPO and Award Sheet:

<https://www.miamidade.gov/DPMww/SearchAwardSheetAttachments.aspx?ContractId=8727-1/24>

Additional vendors may be added to the pre-qualified pool by Procurement Management once they have complied with the County requirements and submitted the qualification materials requested in the solicitation document.

**Part #2: VENDOR AUTHORIZATION**

As per the Section 2, Paragraph 2.4.1 (3), Bidders must appear on or must be an Authorized Dealer for a manufacturer appearing on the Florida Department of Transportation (FDOT) Approved Product List- Time Switches and the Miami Dade County Traffic Signal and Signs Qualified Product List. Vendors are instructed to provide documentation to illustrate how their firm meets this requirement with their bid submittal.



### **Part #3: APPLICABLE ORDINANCES**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r14-3.pdf>

### **Part #4: INSTRUCTIONS FOR EACH REQUEST FOR QUOTE**

#### **METHOD OF AWARD**

This contract requires each acquisition to go through a competitive, spot market Request for Quote (RFQ), prior to the award of a Work Order (WO). Per Section 2.4 of the Contract, when a Request for Quotation (RFQ) is initiated, the pre-qualified vendors shall be invited to offer a fixed price for a specific purchase or for a specific purchasing period. The vendor then offering the lowest fixed price shall be awarded for the specific period or specific purchase.

#### **AWARD SHEET**

The Award Sheet with the latest vendor contact information, instructions, forms, addenda, and BPO information will be maintained at the ISD Procurement Management Services web-site at: <https://www.miamidade.gov/DPMww/SearchAwardSheetAttachments.aspx?ContractId=8727-1/24>

Departments are to utilize all vendor contact information contained within the Award Sheet for the issuance of all RFQ's. These contacts are authorized to respond to County requests and are to be included in each RFQ issued against the contract. Failure to utilize all contacts for the vendors listed in the Award Sheet may result in cancellation or rejection of a RFQ solicitation. It is highly recommended that the RFQ's be issued via e-mail for tracking and reporting purposes.

#### **SCOPE**

This Request To Qualify (RTQ) is intended to establish a pool of Prequalified Vendors. Vendors prequalified through this pool shall:

- A. Comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of this solicitation by reference and may be obtained, through the Permitting, Environment and Regulatory Affairs, 33 SW 2nd Avenue, Miami, Florida 33130, Telephone (305) 372-6789.



- B. Furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications of the RFQ, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval by the County. Barricades shall be provided by the Vendor when work is performed in areas traversed by persons, or when deemed necessary by the County.
  
- C. Conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible Vendor. At the time of Spot Market Quote the prequalified bidders must appear on or must be an Authorized Dealer for a manufacturer appearing on the Florida Department of Transportation (FDOT) Approved Product List- Time Switches and the Miami Dade County Traffic Signal and Signs Qualified Product List.

### **ACCEPTANCE CRITERIA**

The County will consider the time switches and accessories acceptable for use by the Traffic Signals & Signs Division (TSS) after performing the following test:

- The time switch will be powered up, connected to the antenna at the traffic Control Center, and configured to operate with the existing RTC CPR system in use by the County.
- The time switch will also be tested for compatibility with County approved and accepted cellular modem(s).
- Two messages will be transmitted to the time clock (time update and plan set).
- A failure to receive and process these messages will constitute a failed unit.
- The vendor shall replace the failed unit with no additional charge to the County.

### **RECORD RETENTION**

For each purchase order issued under this contract, the user department shall maintain a record of the purchase including: market research performed, all quotes sought, all quotes obtained, required exception forms, and any other documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The record shall be maintained by the user department in a location (either electronic or paper) easily accessible for review or audit in accordance with the County Records Retention regulations.

### **USER DEPARTMENT RESPONSIBILITY**

It is the responsibility of the User Department Director to ensure compliance with the above-mentioned procedures. Purchase under this contract will be subject to random review or audit by County authorities, including the Procurement Management Services Division, Audit and Management, and the Office of the Inspector General.



## PRIOR TO AWARD

Prior to making an award under this pool, departments are reminded to:

- Obtain a signed Collusion Affidavit from the vendor to be recommended for award.
- Check that the recommended vendor is responsible, including checking the Pre-Award Vendor Website at <http://intra.miamidade.gov/procurement/vendor-compliance.asp>  
Department may want to include a check of the vendor's performance history in BTS. (Go to Vendors Home Page, click on Registered Vendors, locate the vendor, in that vendor's profile, click on the Non.Perf.Hist. button.)
- In your notice to participants of the of the quote results, copy the Clerk of the Board (clerkbcc@miamidade.gov) and include language advising the vendor that the Cone of Silence is lifted.

(sample language - In accordance with the referenced solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the \_\_\_ department, recommends award of this quote to:\_\_\_\_\_. Our 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 business day protest period, beginning the day after the award recommendation is posted with the Clerk and notification is sent to all participants.



## REQUEST FOR QUOTE

### GENERAL TERMS AND CONDITIONS:

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r15-3.pdf>

 <b>REQUEST FOR QUOTATION (RFQ)          FOR SMALL PURCHASE ORDERS          (This is not an order)</b>		<b>Reference or Requisition          Number:</b>		<b>Page of Pages</b>	
<b>RFQ NO:</b>		<b>DATE ISSUED:</b>		<b>QUOTE DUE DATE:</b>	
<b>REQUESTING DEPARTMENT INFORMATION</b>					
<b>DEPARTMENT:</b>			<b>CONTACT PERSON:</b>		
<b>TELEPHONE NO:</b>		<b>FAX:</b>		<b>E-MAIL:</b>	
<b>ADDRESS:</b>					
<b>QUOTE REQUESTED FROM:</b>					
<b>COMPANY:</b>			<b>FEIN NO:</b>		
<b>CONTACT: E-MAIL:</b>			<b>TELEPHONE NO: FAX NO:</b>		
<b>QUOTE INFORMATION: Method Of Award:</b>					
<b>SCOPE OF WORK \ TECHNICAL SPECIFICATIONS \ ADDITIONAL ITEMS : Attached <input type="checkbox"/></b>					
<b>Delivery required: _____ days after receipt of PO</b>			<b>Delivery address:</b>		
<b>Item No.:</b>	<b>Commodity/Service Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>	
<b>IMPORTANT:</b> All deliveries are to be FOB Destination. This is a RFQ and quotations furnished are not offers. This request does not commit MIAMI-DADE COUNTY to pay any costs incurred in the preparation of the submission on this quotation or to contract for supplies and services. The quote must complete and submit requested documentation and/or certification and attach to this RFQ.					
<b>BIDDER INFORMATION:</b>					
<b>LOCAL PREFERENCE CERTIFICATION:</b> For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with Section 2-8.5 of the County Code and described in the Local Preference section of this solicitation, 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. <input type="checkbox"/> Place a check mark here only if affirming bidder meets requirements for Local Preference. <b>Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.</b>					



**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a “locally-headquartered business” is a Local Business whose “principal place of business” is in Miami-Dade County, as defined in Section 2-8.5 of the County Code and described in the Local Preference section of this solicitation.

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

The address of the locally-headquartered office is \_\_\_\_\_

**LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Service-Disabled 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 service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

A **Micro/SBE or SBE Business Enterprise** must be certified by bid submission deadline, at award and for the duration of the purchase order to remain eligible for the preference. Is your firm a Miami-Dade County Certified Small Business Enterprise?

yes  no If yes: \_\_\_ Micro \_\_\_ SBE and Certificate No.: \_\_\_\_\_

Company:	Authorized Signature:
Address:	Name (print):
City:	Tel: Fax:
State: Zip Code:	E-mail:

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

**INSTRUCTIONS TO BIDDERS**

1. A sealed quote is not required, thus the bidder may submit its written quotation by fax, mail, or e-mail (provided that it includes a scanned signed quote), to the contact person identified on the front of this document, unless otherwise specified.
2. Quotes received after the time and date specified shall not be accepted.
3. Bidder shall insert unit price and extension, as required, opposite each item. Where the unit price and the extension price are at variance, the unit price shall prevail.

**Legal Requirements**

Bidders are advised that this contract is subject to all legal requirements contained in the County’s Implementing Order 3-38 and all other applicable County Ordinances and/or State and Federal Statutes. Where conflicts exist between this bid solicitation and these legal requirements, the higher authority shall prevail.

**Local Preference**

The award of this solicitation is subject to Section 2-8.5 of the County Code which, except where Federal or State law mandates to the contrary, allow preference to be given to a local business. For the purposes of the applicability of this Code section, “local business” means the bidder has a valid business tax receipt issued by Miami-Dade County at least one year prior to bid submission, and a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. A Post Office Box cannot be used to establish a physical address.

As a result of a reciprocal agreement with Broward County, Broward County vendors shall have the same consideration as Miami-Dade County vendors when applying this Local Preference Code section.

Additionally, a Locally-Headquartered Business shall mean a Local Business as defined above which has a “principal place of business” in Miami-Dade County. “Principal place of business” means *the nerve center or the center of overall direction, control, and coordination of activities of the bidder*. If the bidder has only one business location, such business location shall be its principal place of business.

**A.** If the Low Bidder is a not a Local Business, then any and all responsive and responsible Local Businesses submitting a price within ten percent of the Low Bid, the Low Bidder, and any and all responsive and responsible Locally-Headquartered



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Businesses submitting a price within fifteen percent of the Low Bid, shall have an opportunity to submit a best and final bid equal to or lower than the Low Bid.

**B.** If the Low Bidder is a Local Business which is not a Locally-Headquartered Business, then any and all responsive and responsible Locally Headquartered Businesses submitting a price within five percent of the Low Bid, and the Low Bidder shall have an opportunity to submit a best and final bid equal to or lower than the Low Bid.

Ties in best and final bid shall be resolved in the following order of priority: Locally-Headquartered Business, Local Business, other business.

### **SMALL/MICRO BUSINESS CONTRACT MEASURES**

In accordance with Section 2-8.1.1.1.1 of the Miami-Dade County Code, contracts valued up to \$100,000 are set-aside for certified Micro Business Enterprises (Micro) and Small Business Enterprises (SBE) firms, if there is sufficient availability (three or more firms certified under the commodity code). If there is insufficient availability, a 10% (ten percent) preference shall apply for certified Micro bidders on awards valued up to and including \$100,000.

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. 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. For certification information, contact RER at 305-375-CERT (2378) or at <http://www.miamidade.gov/business/business-certification-programs.asp>.

### **Cone of Silence:**

#### **Request for Additional Information**

Pursuant to Section 2-11.1(t) of the County Code, this RFQ is subject to the “**Cone of Silence**” until an award recommendation has been made. Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the contact person identified on the front page of the solicitation. Such inquiries or requests for information shall be submitted to the departmental contact person in writing and shall contain the requester’s name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with Bidder’s facsimile number. The requestor must also file a copy of this written request with the Clerk of the Board, 111 NW 1<sup>st</sup> Street, 17<sup>th</sup> Floor, suite 202, Miami, Florida 33128-1983 or email [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).

### **Office of the Inspector General**

Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts.

For additional details regarding the requirements above, please visit the Procurement Management web site at <http://www.miamidade.gov/procurement/legislative-policies.asp>

### **County User Access Program (UAP) - User Access Fee**

Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this quote and any resulting order is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). The vendor providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement department. Vendor participation in the UAP is mandatory.