

**ROADMAP FOR USE OF CONTRACT 8772-0/13 RENTAL OF OFFICE TRAILERS**

The purpose of this contract is to pre-qualify potential bidders through the submission of documents and forms which verifies that the vendor meets and/or exceeds the minimum criteria. All bidders which meet and/or exceed the criteria established herein shall be placed on a Pre-Qualification List that may be accessed by various Miami-Dade County Departments in order to obtain price quotations for the Rental of Office Trailers.

**Procedures for User Departments**

When spot market purchases are initiated, all the pre-qualified bidders shall be invited to offer a fixed price for a specific individual rental, or a specific lease period.

The vendor then offering the lowest fixed price shall be awarded for the specific period or specific rental.

The award to one bidder for a specific period or individual action does not preclude the remaining pre-qualified vendors from submitting spot market offers for other specific rentals.

When the need for an office trailer is identified, the using agency shall contact all pre-qualified bidders for the quotations. Sealed quotations must be submitted within the time frame specified on the Invitation to Quote.

Late quotations shall not be taken into consideration.

The using agency shall be responsible for obtaining and verifying the bidder(s) insurance certificate with the GSA/RISK MANAGEMENT. No purchase order or notice to proceed shall be issue until these requirements are met.

The department must explicitly establish the minimum requirements in the request for quotes form. The minimum requirements and any auxiliary items required such as stairs, ramps, etc. must be specified in the RFQ form.

The particular equipment standard or configuration that is being used shall be noted on the Purchase Order.

Trailers shall meet all applicable requirements of Florida /DCA CODE inclusive of mechanical and electrical systems.

The Department must verify that vendor holds a valid Certificate of Competency for General Contractor or Building Contractor certified by the Construction Industry Licensing Board under Chapter 489 and/or General Contractor or Building Contractor licensed by Construction Trade Qualifying Board under Chapter 10 of the Code of Miami Dade County which is issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed.

The vendor shall deliver the equipment required in conjunction with this contract within the same calendar days as stated in the spot market quote after the order is placed by the County's authorized representative. The vendor agrees to retain the equipment at the designated County premise until the termination of the lease, at which time the equipment shall be removed from the premises. The vendor shall be allowed to invoice the effected County department for any extension from the original lease period on a pro-rated basis. All bidders shall quote prices based on F.O.B. Destination (freight included) and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized County representative at Miami-Dade County.

The vendor shall be required to furnish and fully install the Trailer(s) as requested through sport market quotes and/or statement of work included in this solicitation and resultant contract at the facility designated by the County. The vendor shall also be required to provide adequate training to County personnel on the appropriate use of the materials or products as it may be deemed necessary

Vendors may attempt to provide the County with their own contractual documents for Execution in connection with the specific Rentals. The County department should discourage the presentation of such documents, as their inclusion will put the burden on the County to ensure that the language in such documents is not to the County's detriment and/or inconsistent with the solicitation processes conducted. If unavoidable, such documents will require the participation of the County's legal department in determining their acceptability for inclusion.

**User Department Responsibility:**

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

**Applicable Ordinances**

SBE Preference, Local Preference, Cone of Silence, UAP & Inspector General Ordinances shall be applicable to each solicitation issued under this contract.

**Record Retention:**

For each purchase order under the Contract, the user department shall maintain a record of the purchase including: all quotes sought, all quotes obtained, the Purchase Order 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.

**County Legal Requirements:**

Please note that all County procurement legislation and legal requirements apply to this contract and to the solicitation and award of each Purchase Order, including the Local Preference ordinance, (which now must also be applied to Broward County vendors), the Cone of Silence, and Inspector General Fees. For detailed information about these requirements, please read the "Instructions to Bidders" page attached to the Request for Quote Form.

**EMERGENCY SERVICE: Declared State of Emergency**

In the event an Emergency is declared for Miami-Dade County, the following emergency conditions shall pertain to this contract for the duration of the time period of the declared emergency:

- a) The County reserves the right to rent Office Trailers from vendors not awarded on this contract.
- b) All sign orders placed by Miami-Dade County will have first priority for fulfillment by all awarded vendors.
- c) Authorized personnel within the Department Procurement Management are granted the ability to waive geographic location during the duration of the State of Emergency for immediate delivery of Office Trailers to various departments.
- d) The pre-qualified pool of vendors will be the first to be contacted for delivery of Office Trailers in an emergency situation.