# I. Purchasing Instructions

## A. Award Description

Awarded vendors have been pre-qualified to participate in spot market competitions.

## B. Quotation Directives

- **Each quotation must be open and COMPETITIVE.**
- Quotes may be issued for immediate deliveries, or to establish pricing for items that may be ordered within a specified time period.
- Quotes may be awarded in the aggregate, per-group, or in a per-item basis.
- Bid tabulations **MUST** be provided to vendors upon request, prior to award.
- All quotations are subject to the Cone of Silence. Per section 2-11.1(t) of the County code.
- Local and Disabled Veteran Preferences are not applicable if the lowest priced vendor is a certified SBE or Micro/SBE.

**Orders over $500**

Invitations to Quote (ITQ) need to be sent to all pre-qualified vendors, or to pre-qualified vendors authorized to sell a specific brand.

- Whenever possible, user departments should provide opportunities to bid "equal product(s)". If an "equal" product is considered by the County in accordance with the quotation request, the County shall be sole judge of "product equality" and its decision in this regard shall be final. Departments may only accept products from vendors who bid the authorized manufacturer brand(s) as indicated in the attachment entitled "**9535-1/21 Road Map Table.xlsx**".

- If the purchase of a specific brand is imperative, user departments may restrict the ITQ to the vendors representing that specific brand. When the ITQ is limited to pre-qualified vendors for a specific brand, the user department will document the reason for this action in the quotation file.

**Orders under $500**

User departments may elect to place the order from the vendor offering the highest percentage discount for the manufacturer/brand needed. Please see the file entitled "**9535-1/21 Road Map Table.xlsx**".

**Emergency Orders**

A pre-qualified vendor's willingness and ability to expedite a purchase may be used as a deciding factor for the basis of an award when **a project is time sensitive, or it is an emergency situation**. This provision does not preclude competition within the contract. Whenever possible, user departments will obtain guidance from the Internal Services Department, Procurement Management Services Division prior to placing an order under this provision.

**PREFERENCES (Re: ITB Paragraphs 1.10, 2.2 and 2.25) except for federally funded entities.**

**TALLIES and AWARD RECOMMENDATION**

- **The Bid Preference shall be applied first** to the offers received from certified SBE and/or Micro/SBE vendors (This preference is given to vendors that are certified as SBE or Micro/SBE **ONLY,** NOT DBE**)**. An SBE and /or Micro/SBE vendor must be certified by the Internal Services Department Small Business Development Division for the type of goods and/or services the vendor provides in accordance with the following Commodity code(s)

| Commodity Code Numbers | Commodity Code Names |
|---|---|
| 031-55 | Hand Tools – Air Conditioning and Heating Service Type (Including leak detectors). |
| 075-33 | Hand Tools – Automotive Air Conditioner (Including refrigerant charging equipment). |
| 075-34 | Hand Tools – Body Rebuilders |
| 075-35 | Hand Tools – Special Automotive (Brake tools, body and fender dollies, hand operated pullers, mechanic's inspection mirror). |
| 340-40 | Fire Suppression Hand Tools. |
| 445 | Hand Tools – Powered and Non-Powered Accessories |
| 445-00 | Hand Tools – Powered and Non-Powered Accessories and Supplies |
| 445-03 | Axes, Adzes, Bush Hooks, Hatchets, Mattocks, Picks, etc. |
| 445-06 | Bits, Dies, Drivers, Reamers, Taps, etc. (For hand tools, powered and non-powered) |
| 445-08 | Blades, Hand Saw (Non-Powered) |
| 445-09 | Blades, Hand Saw, (Powered), Circular, and Reciprocating (For Powered and Non-Powered Portable Saws). |
| 445-12 | Caulking Guns, Putty Knives, Scrapers, etc. |
| 445-15 | Chisels, Drawknives, Planes, etc. |
| 445-18 | Clamps, Bar, Carriage, Hand, Spring, and Clamp Fixtures |
| 670-15 | Hand Tools, including Plungers |
| 740-40 | Hand Tools, Refrigeration |

The following link may be accessed to verify if a firm is a SBE or Micro/SBE vendor http://www.miamidade.gov/sba/library/certify_all_by_firms.pdf

For contracts valued over $1 million, an SBE Preference of 5% is applied to a SBEs offer (for the purpose of evaluation ONLY). For contracts valued up to $1 million, an SBE Preference of 10% is applied (for the purpose of evaluation ONLY). If the SBE is the responsible, responsive low vendor following the evaluation process, the price that the County will pay the awarded firm is the original price offered (excluding the 5% or 10% evaluation factors).

- **Local Certified Service – Disabled Veteran** should be applied in accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service Disabled Veteran Business Enterprise (VBE) shall receive a bid preference of 5% of the price bid (for the purpose of evaluation ONLY). A VBE who is also an SBE shall not receive the Veteran's preference and shall be limited to any applicable SBE preferences. At the time of bid submission, the vendor must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit this affirmation and a copy of the actual certification along with the bid.

- **Local preference** should be applied 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% of the lowest price submitted by a responsive non-local business, the local 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.

**C. Delivery / Pick-up (Re: ITB Paragraph 2.17)**

The vendor(s) shall make deliveries as specified within the confines for the ITQ. Certain County employees may be authorized in writing to pick-up materials under this contract. Vendors shall require presentation of this written authorization. The vendor shall maintain a copy of the authorization. If the vendor is in doubt about any aspect of material pick-up, vendor shall contact the appropriate user department to confirm the authorization.

**NOTE:** Additional vendors that meet the pre-qualification requirements may be added by ISD Procurement Management Services via addendum. **Always check the addenda log table for latest award sheet addenda and additional vendors.**

## II. Pre-qualified Vendors

| AWARDED VENDORS | | | | |
|---|---|---|---|---|
| **BUSINESS NAME** | **CONTACT** | **PHONE** | **E-MAIL** | **FAX** |
| *A & B Pipe & Supply, Inc.* | Mario Amador<br>Aroddy Morejon | 305-691-5000 | marioa@abpipe.net<br>aroddym@abpipe.net | 305-696-6810 |
| *A M Leonard, Inc.* | Brookes Kelley<br>Tinika Tilton | 888-558-8665 | bkelley@amleo.com<br>ttilton@amleo.com | 800-4330633 |
| *American Fasteners Corp* | Samantha Linville | 305-885-1717 | samanthal@amerifast.com<br>mannyb@amerifast.com | 305-885-5278 |
| *American Plumbing Supply Co, Inc. d.b.a American Plumbing and Electrical Supply* | Howard Gross<br>Andrew Gross | 305-532-3447 | hgross@americanplum.net<br>drew911@hotmail.com | 305-532-5540 |
| *Applied Industrial Technologies* | Darlene Vergara<br>David Cotton | 954-974-800 | dvergara@applied.com<br>dcotton@applied.com<br>sc0214@applied.com | 954-974-8000 |
| *Best Plumbing Specialties, Inc.* | Jimmie Jiampetti<br>Missy Baugher | 800-448-6710 | jjiampetti@bestplumbingonline.com<br>mbaugher@bestplumbingonline.com | 800-700-2378 |
| *Blanchard Machinery, Inc.* | Ray Diaz<br>Scott S Baxter | 305-949-2581<br>305-949-2581 | blanchardnmiami@aol.com<br>rayatblanchard@aol.com | 305-949-9813 |
| *Desert Diamond Industries LLC* | Nicholas Mione<br>Gionni Mione | 800-654-5890<br>800-654-5890 | ddii08@yahoo.com<br>gmioneddi@yahoo.com<br>ddi@desertdiamondindustries.com | 702-685-3238<br>702-685-4939 |
| *Fastenal Company* | Don Heckman<br>Michael Gualandi | 813-482-8193<br>407-557-5969 | dheckman@fastenal.com<br>mgualand@fastenal.com<br>govbids@fastenal.com | 507-494-3422 |
| *Ferguson Enterprises, Inc. d/b/a Ferguson Waterworks* | Jason Mueller<br>Pat Murphy | 954-325-1591<br>786-573-7140 | Jason.mueller@ferguson.com<br>Patrick.murphy@ferguson.com | 305-969-0361 |
| *Florida hardware LLC* | Clifford Shapiro<br>Don Thieman | 954-430-8029<br>800-793-0926 | Cliff.shapiro@floridahardware.com<br>don@floridahardware.com | 904-783-4556 |
| *Hilti, Inc.* | Andres Barreda<br>Tom Bail | 305-951-0399<br>800-950-6119 | Andres.barreda@hilti.com<br>government@hilti.com | 800-950-6610 |
| *I.T.W., Inc.d/b/a AAA Tool & Supply* | David Aronson<br>Dean Francese | 954-549-1003<br>954-972-1381 | davea@aaatool.net<br>deanf@aaatool.net | 954-549-1007 |

| | | | | |
|---|---|---|---|---|
| *IDSC Holdings LLC d/b/a Snap On Industrial* | Jimmie Padgett<br>Gabriel Segrera | 813-928-2912<br>786-972-4844 | Jimmie.m.padgett@snapon.com<br>Gabriel.segrera@snapon.com | 786-221-4113 |
| *Jobbers Equipment Warehouse, Inc.* | Ron Ahearn<br>Alex Arevalo | 305-592-8730 | support@jobbersmiami.com<br>alex@jobbersmiami.com | 305-592-6571 |
| *Midwest Motor Supply Co d/b/a Kimball Midwest* | Adam Beach | 614-951-2458 | adam.beach@kimballmidwest.com | 614-951-2459 |
| *Miller Bearings, Inc.* | Gabriel Fernandez | 305-593-1724 | Miami@millerbearings.com | 305-593-9423 |
| *National Diamond Enterprises LLC* | Jami Reiling | 800-659-5843 | Jreiling345@aol.com | 954-570-6830 |
| *National Tool Supply, Inc.* | Lawrence Weiner<br>Steve Weiner | 954-963-7222 | lw@nationaltoolsupply.com<br>sweiner407@gmail.com<br>nattool@bellsouth.net | 954-987-1204 |
| *Paramount Electrical Distributors, Inc.* | Dario Borges Jr.<br>Dario Borges St. | 305-591-2200 | Dariojr4650@att.net<br>dariosr@att.net | 305-591-1235 |
| *Power Mower Corp* | Ernie Rodriguez | 305-235-5382 | ernie@powermowersales.com | 305-254-3043 |
| *Ramar Enterprise of Broward, Inc. d/b/a L & L Distributors* | Mark Minteer<br>Tim Wrains | 954-979-1200 | tbormett@bellsouth.net<br>twrains@bellsouth.net | 954-970-3187 |
| *Sid Tool Co, Inc. d/b/a MSC Industrial Supply Co.* | Cristian Suarez<br>Andres Leyva | 305-582-0406<br>305-406-2556 | suarezc@mscdirect.com<br>leyvaa@mscdirect.com<br>branchmia@mscdirect.com | 305-477-6123 |
| *Southern Electric Supply Co Inc.d/b/a Rexel-Datacom* | Gilbert Avila<br>Aramis Montenegro | 305-345-6081<br>305-597-1940 | Gilbert.avila@rexelusa.com<br>Aramis.montenegro@rexelusa.com | 786-331-9426 |
| *Tim Halpin Equipment Corp* | Tim Halpin Jr<br>Marvin Torres | 305-591-3164 | tshalpin@aol.com | 305-592-1732 |
| *Tool Place Corporation* | Edgar Bischoff<br>Martha Idarraga | 305-591-5650 | edbischoff@toolplacecorp.com<br>sales@toolplacecorp.com<br>catalina@toolplacecorp.com | 305-591-5653 |
| *Tools Man, Inc. d/b/a Tools Man Industrial Supply* | Rafael Gonzalez<br>Trina Gonzalez | 305-975-7607<br>954-581-2546 | Rafael.gonzalez@thetoolsman.com<br>office@thetoolsman.com | 954-495-9376 |
| *W W Grainger d/b/a Grainger* | George Joseph<br>Jorge Apericio | 305-594-3036 | miamigovteam@grainger.com | 800-459-2727 |

**III. Award History / Addendums to the Award Sheet**

| ADD NO. ↓ | DATE ISSUED ↓ | EVENT ↓ | AGENT ↓ |
|---|---|---|---|
| 11 | 7/28/14 | The Animal Services Department has been added to this contract with an allocation of $115,000.00 | Marcia Casamayor |
| 10 | 11/6/13 | Jobbers Equipment Warehouse is an authorized distributor for Quantum Storage Services. Letter of authorization received. | Marcia Casamayor |
| 9 | 7/25/13 | The following vendor has met all the criteria and is added to the pool of vendors: ***Jobbers Equipment Warehouse.*** (590970927-01) | Yuly Chaux-Ramirez |
| 8 | 6/21/13 | Contact information for *Midwest Motor Supply Co d/b/a Kimball Midwest* was updated. | Yuly Chaux-Ramirez |
| 7 | 6/10/13 | The following vendor has met all the criteria and is added to the pool of vendors: ***A M Leonard Inc.*** (310558693-01) | Yuly Chaux-Ramirez |
| 6 | 5/2/13 | Contact information for *IDSC Holdings LLC* was updated. | Yuly Chaux-Ramirez |
| 5 | 3/8/13 | The following vendor has met all the criteria and is added to the pool of vendors: ***Midwest Motor Supply Co d/b/a Kimball Midwest*** (314408759-01) | Yuly Chaux-Ramirez |
| 4 | 2/8/13 | The following vendor has met all the criteria and is added to the pool of vendors: **Tim Halpin Equipment Corp** (592796492-01) | Yuly Chaux-Ramirez |
| 3 | 2/5/13 | The following vendor has met all the criteria and is added to the pool of vendors: **American Plumbing Supply Co d/b/a American Plumbing and Electrical Supply** (591203555-01) | Yuly Chaux-Ramirez |
| 2 | 10/9/12 | The following vendor has met all the criteria and is added to the pool of vendors: **Ferguson Enterprises Inc. d/b/a Ferguson Waterworks** (541211771-03) | Yuly Chaux-Ramirez |
| 1 | 5/30/ 12 | The following vendors have met all the criteria and are added to the pool of vendors: **W.W. Grainger, Inc. d/b/a Grainger** (361150280-01), **ISDC Holding LLC d/b/a Snap On Industrial.** (364070294-04), | James Munn, Jr., |