

SECTION 2 – SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a pool of pre-qualified Submitters capable of delivering/providing Dock Levelers Purchase, Installation and Repairs for the (Aviation department). 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 below for membership in the pool. Pre-qualified Submitters will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling Submitters to qualify at any time after the initial RTQ opening date.

2.2 TERM

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required RFQ documents. The pre-qualification pool shall expire on the last day of the last month of the 8 year period

2.3 DEFINITIONS

- Submittal: Shall refer to the form submitted in response to this Request to Qualify
- Submitter: Shall refer to anyone responding to this Request to Qualify

2.4 QUALIFICATION CRITERIA

Submitters shall submit all of the qualifying documents with their submittal form. However, the County may, at its sole discretion and in its best interests, allow Submitters to supplement submitted documents in order to satisfy the prequalification criteria. It shall be the sole prerogative of the County to determine the number of Submitters who will be included under the pre-qualification pool. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified Submitters.

2.4.1 Group 1: Repair of Dock Levelers

Submitter shall have been in the business of repairs Dock Levelers for a minimum of three (3) years.

Submitter shall provide as proof the following:

- a. Submitter shall provide a contact person, telephone number, emergency number, fax number, and email address to expedite purchase orders.
- b. Three (3) references who can confirm that the Submitter has successfully provided repairs for Serco WL series dock levelers.

SECTION 2 – SPECIAL TERMS AND CONDITIONS**2.4.2 Group 2: Purchase and Installation of SERCO WL Series dock levelers or approved equal**

Submitter shall have been in the business of Selling and installing Dock Levelers for a minimum of three years.

Submitter shall provide as proof the following:

- a. Submitter shall provide a designated contact person, telephone number, emergency number, fax number, and email address to expedite quotes.
- b. Provide Three (3) references who can confirm that the Submitter has successfully provided Serco WL Series Dock levelers or approved equal.
- c. Submitter shall provide a current letter or a website that list their firm as an approved dealer, distributor or reseller of the equipment that is listed in section 3 paragraph 3.3 (a). The letter shall be dated within six (6) months of this submittal and it shall be signed by an authorized manufacturer's representative.

2.5 INDEMNIFICATION AND INSURANCE

Additional or revised insurance requirements may be necessary when performing work in certain County facilities that limit or restrict access. Any change or addition in insurance requirements will be detailed in the RFQ.

2.6 CONTACT PERSON

For any additional information regarding the terms and condition of this solicitation e-mail- mhammet@miamidade.gov

2.7 SITE VISIT

Site visit may apply if so defined in the Request for Quote (RFQ)

2.8 PROTECTION AND CLEAN-UP

Precautions shall be exercised at all times for the protection of persons around the work area. The awarded Submitter of the RFQ shall conform to all applicable OSHA, state and local regulations. The awarded Submitter shall also insure the County's property is protected from damage and defacement resulting from the awarded Submitter's activities. Any such damage shall be corrected by the awarded Submitter at the awarded Submitter's sole expense. Prior to payment of the final invoice, all correction shall be inspected and accepted by the County's authorized representative.

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All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the awarded Submitter shall thoroughly clean up all areas where work has been involved; as mutually agreed with the associated user department's authorized representative.

Submitter's materials, equipment and tools which are not in use shall be stored in a secured location supplied by the awarded Submitter.

Miami-Dade County is not responsible for loss of tools, equipment or supplies.

Awarded Submitter shall not block exits, hallways, corridors, driveways, delivery areas, nor impede ingress or egress.

2.9 WORK ACCEPTANCE

Project(s) will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

SECTION 3 – TECHNICAL SPECIFICATIONS**3.1 SCOPE OF WORK**

This Request to Qualify (RTQ) is for repairs and the purchase and installation of mechanical dock levelers for future competition.

3.2 REPAIR TO DOCK LEVELERS

Submitters will be pre-qualified to quote on repair services of SERCO WL series dock levelers through subsequent spot-market quotation as needed by the County.

The awarded submitter shall be responsible for obtaining /and performing the following:

- a. Building permits
- b. Rental of Heavy equipment
- c. Hauling away construction debris
- d. Pressure cleaning the bay area

The description of repair service(s) will be define in the request for quote(s).

3.3 PURCHASE AND INSTALLATION OF DOCK LEVELERS

Submitters will be pre-qualified to quote for the purchase, and installation of dock levelers.

- a) SERCO WL series dock levelers or approved equal:

The request for quote, will define the requirements for dock levelers.