

OPENING: 6:00 PM

, 2014



MIAMI-DADE COUNTY, FLORIDA

I N V I T A T I O N
T O B I D

TITLE:
PUBLIC SAFETY UNIFORMS, REQUEST TO QUALIFY (RTQ)

BIDS WILL BE ACCEPTED UNTIL 6:00 PM
ON _____, 2014

FOR INFORMATION CONTACT:
Abelin Rodriguez, 305-375-4744, abelin@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.

**GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County 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-r14-2.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

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

This Request to Qualify (RTQ) will establish a pool of vendors capable of providing the County with various types of clothing used as public safety uniforms. Entry into the Pre-Qualification Pool is not a contract between Miami-Dade County and any Vendor, but an acknowledgement that included Vendors meet the qualifications as outline throughout this RTQ. Pre-qualified Vendors will be invited to participate in future competitions. The pool shall be open for Submitters to qualify at any time after the initial RTQ opening date.

DEFINITIONS

- A. Submittal – shall refer to the form(s) submitted in response to this Request to Qualify (RTQ).
- B. Submitter – shall refer to anyone responding to this Request to Quality.
- C. Request for Quote – (RFQ) shall refer to any subsequent quotations issued to the pre-qualified vendors listed under this RTQ.

2.2 TERM OF CONTRACT

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 Section, (ISD/PMS) and contingent upon the completion and submittal of all required bid documents. The Pre-Qualification Pool shall expire on the last day of the last month of the eight (8) year period.

2.3 QUALIFICATION CRITERIA

Submitters who meet the following minimum qualifications will be placed on a list for participation in future competitions.

1. If the submitter is a uniform manufacturer it shall provide a letter on company letterhead providing the brand names or styles it manufacturers. If submitter is other than a uniform manufacturer, provide letter(s) from the manufacturer authorizing the submitter to act as a distributor or reseller of their uniform items. Companies who bid products they have not been authorized to sell by the manufacturer or shown on the contract roadmap as approved to sell, may be found non responsible for the item bid. The County retains the right to request up dated letters at its discretion.
2. Submitters shall provide a list of no less than three client references who can confirm that the Submitter has successfully sold uniforms within the past twelve months. The following information shall be provided: name, telephone number and/or e-mail address, and point of contact.
3. Submitters shall provide the specified documents listed above with their submittal forms and affidavits as poof of compliance to the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow vendors to complete, supplement or supply the required documents.

It shall be the sole prerogative of the County as to the number of vendors who will be included under this RTQ. During the term of this RTQ, the County reserves the right to add or delete vendors as it deems necessary and in its best interests. After the initial opening of the RTQ, required documentation and forms must be submitted to: Internal Services Department, Procurement Management Division, 111 NW 1 ST., Suite 1300, Miami, Fl. 33128-1974. The outside of the envelope must show the RTQ number and name of the Contracting Officer managing the contract.

2.4 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Abelin Rodriguez, at (305) 375-4744 email – abelin@miamidade.gov.

2.5 EXEMPTION TO CERTAIN CLAUSES

Paragraph 1.21 (Insurance Requirements) will not apply to this RTQ nor to future solicitation.

Certain RFQ's issued under this RTQ will be funded through Federal grants or direct Federal funding. As a Federally-funded agency, certain clauses within this RTQ will not apply as defined in the RFQ. Below is a sampling of the paragraphs that would be affected for Federal/Grant funding.

Section 1 Paragraph 1.10 (Local Preferences), Section 1 Paragraph 1.27 (Office of the Inspector General), Section 1 Paragraph 1.35 (County User Access Program - UAP),. Section 1 Paragraph 1.43 (Small Business Contract Measures) and Section 1 Paragraph 1.44 (Local Certified Service-Disabled Veteran's Business Enterprise Preference), and Section 1 Paragraph 1.46 (First Source Hiring Referral Program).

For this reason the request for quotation will reflect a separate section for the pricing of these departments.

SECTION 3 – TECHNICAL SPECIFICATIONS**3.1 SCOPE**

This request to qualify is intended to pre-qualified vendors to provide various styles and sizes of uniforms.

3.2 CURRENT USE

Below is a sampling of uniform manufacturers brands whose products are currently being purchased by the County:

5.11 Inc.	Bates Shoes	Blauer
Boston Leather	Design Lab	Diport USA
Edwards Garments	Elbeco Inc.	Fechheimer Brothers Co.
Gould & Goodrich	Horace Small	Keystone Adjustable Cap Co.
Liberty Uniform	Mocean	New Balance
Port Authority	Propper	Red Kap
Safariland LLC.	Speedo	Spiewak & Sons
Tru-Spec	Uncle Mike	Under Armor

Solicitation No.		Solicitation Title: Public Safety Uniform, Request to Qualify (RTQ)		
Legal Company Name (include d/b/a if applicable): <input style="width: 95%;" type="text"/>		Federal Tax Identification Number: <input style="width: 95%;" type="text"/>		
If Corporation - Date Incorporated/Organized: <input style="width: 95%;" type="text"/>		State Incorporated/Organized: <input style="width: 95%;" type="text"/>		
Company Operating Address: <input style="width: 95%;" type="text"/>		City <input style="width: 95%;" type="text"/>	State <input style="width: 30px;" type="text"/>	Zip Code <input style="width: 30px;" type="text"/>
Remittance Address (if different from ordering address): <input style="width: 95%;" type="text"/>		City <input style="width: 95%;" type="text"/>	State <input style="width: 30px;" type="text"/>	Zip Code <input style="width: 30px;" type="text"/>
Company Contact Person: <input style="width: 95%;" type="text"/>		Email Address: <input style="width: 95%;" type="text"/>		
Phone Number (include area code): <input style="width: 95%;" type="text"/>	Fax Number (include area code): <input style="width: 95%;" type="text"/>	Company's Internet Web Address: <input style="width: 95%;" type="text"/>		
<p>Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.</p> <p><input type="checkbox"/> Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.</p>				
<p>LOCAL PREFERENCE CERTIFICATION: 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 has a valid Local Business Tax Receipt, issued by Miami-Dade County; has a physical business address located within the limits of Miami-Dade County from which business is performed; 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.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.</p>				
<p>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 or Broward County in accordance with the Interlocal Agreement between the two counties.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.</p> <p>The address of the Locally-headquartered office is: <input style="width: 95%;" type="text"/></p>				
<p>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.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with the bid.</p>				

SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)

An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs.asp>. The SBE/Micro Business Enterprise must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is your firm a Miami-Dade County Certified Small Business Enterprise? Yes No

If yes, please provide your Certification Number: _____

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space: _____. In such event, the Bidder shall furnish together with its bid response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Bidder agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

Bidder's Authorized Representative's Signature: <input style="width: 95%; height: 20px;" type="text"/>	Date <input style="width: 95%; height: 20px;" type="text"/>
Type or Print Name <input style="width: 95%; height: 20px;" type="text"/>	

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

Section 4.0

Submittals necessary to be qualified for award of this contract (see para 2.3).

If the vendor is a uniform manufacturer it shall provide a letter on company letterhead providing the brand names or styles it manufacturers. If vendor is other than the uniform manufacturer, provide a letter(s) from the manufacturer(s) authorizing the vendor to act as a distributor or reseller of their uniforms.

Vendors shall provide the following for informational purpose:

Company name	_____	Office Phone #	_____
Office location	_____	Fax #	_____
e-mail address	_____	Emergency contact #	_____
Contact Person	_____		