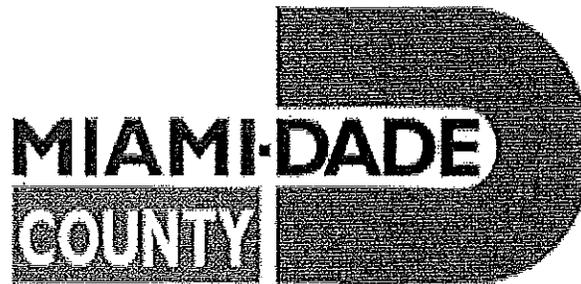


SOLICITATION NO.: RTQ-00117

OPENING: 6:00 P.M.
RECYCLING SERVICES - PRE-QUALIFICATION
Aug 28, 2014



MIAMI-DADE COUNTY, FLORIDA

R E Q U E S T T O Q U A L I F Y

TITLE:

RECYCLING SERVICES - PRE-QUALIFICATION

BIDS WILL BE ACCEPTED UNTIL 6:00 PM
ON Aug 28, 2014

FOR INFORMATION CONTACT:

Marla Hevia, 305-375-5073, mhevia@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 general terms and conditions are considered non-negotiable.

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 pre-qualified vendors capable of providing recycling services as required by the County on either an as-needed basis or on a periodic basis. 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 vendors will be 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.

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 documents. The pre-qualification pool shall expire on the last day of the last month of the ninety-six (96) month period.

2.6 QUALIFICATION CRITERIA

Vendors 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 vendors 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 vendors 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 vendors.

2.6.1 MINIMUM QUALIFICATION REQUIREMENTS

- a) Vendors are required to demonstrate that their firm has been providing recycling services as requested in this solicitation and outlined in Section 3, Technical Specifications. To demonstrate this past experience, bidder(s) are required to provide three (3) client references. Reference information shall include the following:
 - Dates of service
 - Type of recycling services performed
 - Client contact information
- b) Vendors shall have a General Hauler Permit issued by the Miami-Dade County Public Works and Waste Management Department. A copy of the General Hauler Permit should be submitted with the bid submittal.

- c) Vendors shall have a representative available to respond to spot market quotes Monday through Friday from 8:00 AM until 5:00 PM. Contact information shall include the following:
- Contact name
 - Email address
 - Phone number

The County reserves the right to request additional information to the bidder's ability and qualification as it deems necessary to ensure competent and satisfactory service.

2.4 METHOD OF PAYMENT

Since this is a revenue producing solicitation, the standard payment terms listed in the General Terms and Conditions do not apply to this solicitation.

The successful vendor shall submit monthly payments for the preceding months by the tenth (10th) calendar day of each month. All payments by the Vendor to the County should be accompanied by a monthly report and shall be submitted by company check, payable to: Miami-Dade Board of County Commissioners and mailed to: Miami-Dade County Public Works & Waste Management, 2525 NW 62nd Street, 5th Floor, Miami, FL 33147, attention: Accounting Department. Failure to pay within the required time period will result in the vendor's default.

Returned check charges will apply in accordance with Florida Law FS 832.07.

2.5 EXEMPTION TO CERTAIN CLAUSES

- Section 1, paragraph 1.2, H (Prompt Payment Terms)
- Section 1, paragraph 1.7 (Warranty)
- Section 1, paragraph 1.8 (Estimated Quantities)
- 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 Enterprises (SBE) Measure)

2.6 AVAILABILITY OF SERVICE TO OTHER COUNTY

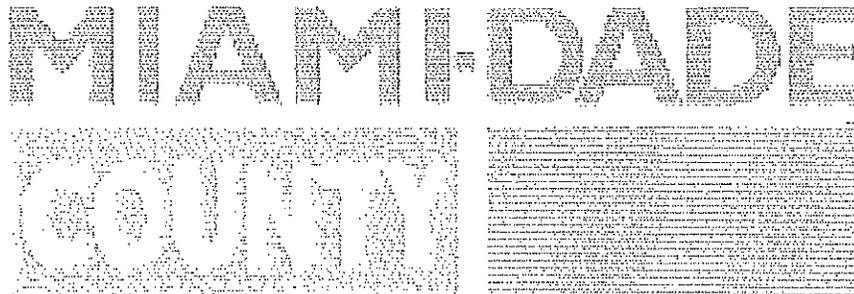
Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or government agency may avail itself of the services from the successful vendors. Under these circumstances, separate quotations will be issued, which identifies the requirement of the additional County department or other government agency.

2.7 ADDITIONAL RECYCLING SERVICES

Although this solicitation identifies specific recycling services to be provided, it is hereby understood and agreed that additional services may be added at the option of the County. Under these circumstances a County representative will issue a quotation.

2.8 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.



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

The work and services to be provided will include furnishing labor, materials, equipment and transportation necessary to perform all operations in connection with the collection, removal and disposal of recycling materials as listed in section 3.3.

Vendors will be invited to participate in spot market competitions via a Request for Quotation that will outline the goods and services to be purchased on an as needed basis.

3.2 SITE LOCATIONS

- a. White Goods: 8801 NW 58 Street, Miami, FL
- b. Batteries: West Dade, 8801 NW 58th Street, Miami, FL
South Dade, 23707 SW 97th Avenue, Gate B, Miami, FL
Traffic Signals and Signs Division, 7100 NW 36th Street, Miami, FL

The County reserves the right to add other locations as needed

3.3 TYPE OF MATERIAL

- a. White Goods: Refrigerators, air conditioning (A/C) units, washers, hot water heaters and dryers. White Good Piles are piles of commingled materials containing more than or equal to 80% white goods and about 20% non-white goods. The non-white goods materials may or may not be recyclable. This material may contain scrap metals, fencing, auto-body scrap, bicycles, etc. The County will not segregate any piles to white goods and non-white goods. The vendor's quotation is for the commingled materials of about 80% white goods and 20% non-white goods.
- b. Batteries: All sizes and types of liquid or gel-filled lead acid batteries, including:
- Automotive, Marine
 - Industrial
 - Back-up (Small Sealed Lead Acid – SSLA)
 - Sealed Rechargeable Lead-Acid Batteries (12B)

3.4 PICK-UP REQUIREMENTS

- a. White goods: Before collecting the materials, all vehicles must be weighed empty. After the truck is loaded, it must be weighed again. The weight must be a Certified Weight Scale. The vendor and the County must have copies of the two receipts, empty vehicles weight receipt and loaded vehicles weight receipt. In order to get the correct poundage for the pick-up, the empty vehicle weight must be subtracted from the loaded vehicle weight. This sequence shall be repeated for each and all vehicle collecting County items. The weights of the trucks will be documented accordingly and signed for by a County representative at the receiving facility. The tare weight of all the vehicles that will be used have been calculated by the County and entered

into the County's database. All scale tickets will be turned in with the monthly report to confirm the tonnages.

The estimated combined yearly tonnage varies widely depending on the local and global prevailing economic situations, as well, as the numbers disposed by the County citizens. Historical estimate is about 6,000 tons of white goods annually. Note this quantity is not guaranteed. Vendors must have the ability to pick-up recyclable materials from various locations twice a week to six (6) days a week (excluding Sunday). It is the vendor's responsibility to ensure that the piles of white goods are cleaned entirely by the end of the week except for the material that arrives on that day.

- b. Batteries: Vendor shall respond to all scheduled service calls within 24-48 hours after receipt of notification. The County will notify the vendor when a minimum of twenty-five (25) automotive or marine lead acid batteries or 600 pounds of Small Sealed Lead Acid Batteries or Sealed Rechargeable Lead Acid Batteries have been collected at each site. Pick-ups will be scheduled on an as needed when needed basis between the hours of 9:00 AM and 5:00 PM, Tuesday through Friday. The vendor shall have the necessary equipment to load batteries on to their vehicles.

3.5 FAILURE TO COMPLY

Failure to provide the service within the time stated on the spot market quotations, to the satisfaction of the County or failure to provide the monthly report will constitute a non-performance. The first time a vendor fails to complete a project in accordance with the requirements and to the satisfaction of the County a non-performance will be issued. Any further failure to comply with the requirements of this solicitation may result in removal of the vendor from the list of pre-qualified vendors.

3.5 REQUIRED REPORTS/RECEIPT

- a. White Goods: The vendor shall submit a monthly report by the tenth (10th) calendar day of the month. The report shall be in the form of a spreadsheet and should provide the following information: date of the report, solicitation number, date when the service was provided, poundage for the month should match the weight tickets for the month and must include a space for the vendor's signature. The report must be submitted to: Miami-Dade County Public Works & Waste Management Department, 2525 NW 62nd Street, 5th Floor, Miami, FL 33147.
- b. Batteries: A pick-up receipt for the batteries shall be provided by the awarded bidder's operator to the County's project manager at each site at the time of each pick-up. The receipt shall have the name and contact information of the vendor and include the following information: the department's name and project manager's name, pick-up address and or specific site location, pick-up date and time of day, number of batteries or total of pounds picked up and the signature and printed name of the driver/operator picking up the batteries.

Enter Company's Legal Name → _____
 Enter Company's Federal Tax Identification Number → _____

BID SUBMITTAL FORM

REFERENCE	SUMMARIZED REQUIREMENT:	ENTER A CHECKMARK TO INDICATE YOU HAVE COMPLIED WITH THE REQUIREMENT
Section 2, paragraph 2.3.1, a)	Provide three references as follows: Reference # 1: _____ Date of Service: _____ Type of Recycling Service Performed: _____ Client Contact Information: _____ Reference # 2: _____ Date of Service: _____ Type of Recycling Service Performed: _____ Client Contact Information: _____ Reference # 3: _____ Date of Service: _____ Type of Recycling Service Performed: _____ Client Contact Information: _____	<input type="checkbox"/>
Section 2, paragraph 2.3.1, b)	Copy of the General Hauler's Permit issued by the Miami-Dade County Department of Public Works and Waste Management Department.	<input type="checkbox"/>
Section 2, paragraph 2.3.1, c)	Provide contact information for the representative of the company who will be responsible for providing a response to the spot market quotes Monday through Friday from 8:00 AM and until 5:00 PM. Contact Name: _____ E-Mail Address: _____ Phone Number: _____	<input type="checkbox"/>



**Miami-Dade County
Procurement Management Services
Solicitation Submittal Form**

111 NW 1st Street, Suite 1300, Miami, FL 33128

Solicitation No. RTQ-00117		Solicitation Title: RECYCLING SERVICES - PRE-QUALIFICATION		
Legal Company Name (include d/b/a if applicable): <input type="text"/>		Federal Tax Identification Number: <input type="text"/>		
If Corporation - Date Incorporated/Organized: <input type="text"/>		State Incorporated/Organized: <input type="text"/>		
Company Operating Address: <input type="text"/>		City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>
Remittance Address (if different from ordering address): <input type="text"/>		City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>
Company Contact Person: <input type="text"/>		Email Address: <input type="text"/>		
Phone Number (include area code): <input type="text"/>	Fax Number (include area code): <input type="text"/>	Company's Internet Web Address: <input 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 type="text"/></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.

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.

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 type="text"/>	Date: <input type="text"/>
Type or Print Name <input 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.



FAIR SUBCONTRACTING PRACTICES

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date



SUBCONTRACTOR/SUPPLIER LISTING
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Name of Bidder/Proposer: FEIN No.

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Bidders/Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Bidder/Proposer who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Bidder/Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Bidder/Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Bidder/Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/ Materials/ Services to be Provided by Supplier	Principal Owner								Employee(s)							
			(Enter the number of male and female owners by race/ethnicity)				(Enter the number of male and female owners by race/ethnicity)				(Enter the number of male and female employees and the number of employees by race/ethnicity)				(Enter the number of male and female employees and the number of employees by race/ethnicity)			
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other
Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

[] Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Internal Services Department at <http://www.miamidadecounty.gov/business/business-development-contracts.asp>. As a condition of final payment, Bidder/Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at <http://www.miamidadecounty.gov/business/library/forms/subcontractors-payment.pdf>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Proposer

Print Name

Print Title

Date