

I. Purchasing Instructions

A. Award Description

This Request to Qualify (RTQ) will establish a pool of bidders for future product installation and testing, evaluation and pricing competition for specific projects for commercial-type light emitting diode (LED) and induction lighting systems (i.e. fixtures, bulbs, retrofit kits and other high efficiency lighting).

B. Quotation Directives

- ❖ 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.
- ❖ The most recent version of the County's general terms and conditions apply to each quote. The latest version can be accessed by clicking on the following link <http://www.miamidade.gov/procurement/itb-terms-conditions.asp> , it is ISD Procurement Management's suggestion to print the T&Cs for each quote and add them to the specific quote folder.
- ❖ It is required that **ALL Invitation to Quote (ITQ) and Work Order Proposal Requests (WOPR) must be submitted to SBD prior to advertising for review and assignment of SBE- measures.** ITQs and WOPRS **MUST** be submitted to Laurie Johnson (LAURIE@miamidade.gov) at SBD with a copy to the Office of the Commission Auditor (OCA) (OCA@miamidade.gov), and the procurement contracting offer.

The e-mail to SBD must have the following information:

- List of the prequalified vendors.
- The estimated value of the ITQ or WOPR.
- ❖ The ITQ should include, at a minimum, language advising prequalified bidders that their bids should take account of all labor, supervision, material and equipment, permits, and any other items or incidentals. In addition, the ITQ or WOPR will notify bidders, if applicable, of the following: pre-bid solicitations or site visit, bid bond, performance security, liquidated damages, if the work is to be performed at night or on weekends, work completion deadline, method of award, the type of payment, time frames, the date for return of responses to the County of the ITQ or WOPR, as well as any additional requirements.
- ❖ The department issuing the ITQ or WOPR shall maintain a file; the file shall include the following documents: the ITQ or WOPR form (including any published addenda), the bidder responses, a Tally Sheet or Tabulation, the Notice of Award (may be in the form of a Release Purchase Order), and correspondence.

C. Insurance

Proof of insurance is not required in order to be pre-qualified under this RTQ. However, pool members **must submit a certificate of insurance** meeting the requirements listed in section 1.21 and 1.22 of the General Terms and Conditions for Indemnification and Insurance Requirements **in the event of award recommendation, and prior to commencing any work in County property.**

D. Preferences

❖ **SBE- measures**

If applicable, must be applied first.

❖ **Local Certified Disabled Veteran**

Preference should be applied in accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified 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. These preferences will only be used for evaluating and awarding the bids and shall not affect the contract price. However, if a Local Certified Service-Disabled Veteran Business Enterprise is the lowest bidder as a result of a Best and Final Bid (also known as a BAFO), then the price submitted as part of the Best and Final Bid shall be the contract price. At the time of bid submission, the bidder must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statute and submit this affirmation and a copy of the actual certification along with the bid.

❖ **Local and Locally-Headquartered Business Preference**

The evaluation of competitive bids is subject to Section 2-8.5 of the Miami-Dade County Code.

Definitions: *Local business* means the vendor has a valid business tax receipt issued by Miami-Dade County at least one year prior to bid or proposal submission, and a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. Firms who provide goods or services which are exempt from Miami-Dade Business Tax Receipt requirements shall be required to submit documentation, to the County's satisfaction, demonstrating the physical business presence of the firm within the limits of Miami-Dade County for at least one year prior to bid or proposal submission. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In addition to the foregoing, a vendor shall not be considered a "local business" unless it contributes to the economic development and well-being of Miami-Dade County 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. Vendors shall affirm in writing their compliance with the foregoing at the time of submitting their bid or proposal to be eligible for consideration as a "local business" under this section. A vendor who misrepresents the status of its firm under this Section in a proposal or bid submitted to the County will lose the privilege to claim any preference under this Section for a period of up to one year. The County Mayor, in his discretion, may also recommend that the firm be referred for debarment in accordance with [Section 2-8.4.1](#) of the Code of Miami-Dade County. *Locally Headquartered Business* means a Local Business as defined in this Section which has a Principal Place of Business in Miami-Dade County.

In any competitive bid process where award, if any, is to be made to the responsive and responsible bidder offering the lowest bid (the "Low Bidder" and "Low Bid" respectively), the following shall apply:

1. If the Low Bidder is not a Local Business, then any and all responsive and responsible Local Businesses submitting a price within ten percent of the Low Bid, the Low Bidder, and any and all responsive and responsible Locally Headquartered Businesses submitting a price within fifteen percent of the Low Bid, shall have an opportunity to submit a best and final bid equal to or lower than the Low Bid.
2. If the Low Bidder is a Local Business which is not a Locally Headquartered Business, then any and all responsive and responsible Locally Headquartered Businesses submitting a price within five percent of the Low Bid, and the Low Bidder shall have an opportunity to submit a best and final bid equal to or lower than the Low Bid.



ROAD MAP

BID NO. RTQ-00290 – LED and Induction Lighting Systems - RTQ

3. Award, if any, shall be made to the responsive and responsible bidder offering the lowest best and final bid.
4. Ties in best and final bid shall be resolved in the following order of priority: Locally Headquartered Business, Local Business, other business.
5. If no best and final bid is required in accordance with the provisions above, award, if any, shall be made to the Low Bidder.

At this time, there is an Interlocal Agreement for Reciprocity of Local Business and Locally-Headquartered Business Preferences in effect between Miami-Dade and Broward Counties.

II. Pre-qualified Vendors

Please view the attachment entitled “**RTQ-00290 - Road Map Table.xlsx**” to review pre-qualified vendors, groups and rates.

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

III. Award History / Addendums to the Award Sheet

<u>ADD NO.</u> ↓	<u>DATE ISSUED</u> ↓	<u>EVENT</u> ↓	<u>AGENT</u> ↓
1	7/8/16	Award Sheet Published.	Yuly Chaux-Ramirez