

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

<input type="checkbox"/> <u>New contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input type="checkbox"/> <u>SS</u>	<input type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	<input type="text" value="Previous Contract/Project No:"/>
<input checked="" type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>	LIVING WAGE APPLIES: ___ YES ___ X ___ NO				

**Requisition/Project No:** RQID1400111/AVCW1400205      **TERM OF CONTRACT:** 5 years  
**Requisition/Project Title:** Performers, Artists and Exhibitions

**Description:** This Request to Qualify (RTQ) will establish a pool of pre-qualified Bidders consisting of performers, artists and exhibitions of cultural, educational and entertainment purposes for special programs and events for County Departments. The standard competitive spot market purchase process is waived to allow departments to award to bidders based on their specific needs.

User Department(s): Library & Aviation  
 Issuing Department: ISD-PMS      Contact Person: Martha Perez      Phone: 305-375-5375  
 Estimated Cost: \$583,000.00      Funding Source: Library District and Proprietary

**ANALYSIS**

Commodity/Service No: <u>232</u> SIC: _____			
<b>Trade/Commodity/Service Opportunities</b>			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	<u>EXISTING</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
Contractor:	Over 100 vendors currently awarded under contract BW8970-4/14-4		
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): ___ Yes ___ No			

**RECOMMENDATIONS**

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:


Signed: Martha Perez  
 DEPT. BUSINESS DEV.  
 2014 MAY 20 PM 6:35

Date to DBD: 05/20/14

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

The purpose of this solicitation is to pre-qualify vendors for future pricing competition. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth elsewhere in this solicitation. All vendors who meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed by County departments in order to obtain price quotations for the provision of performers, artists and exhibitions of cultural, educational and entertainment purposes for special programs and events for County Departments.

**2.2 TERM OF CONTRACT: SIXTY (60) MONTHS**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

**2.3 METHOD OF AWARD: PRE-QUALIFICATION OF BIDDERS/ BID WAIVER PROCESS**

Bidders 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 bidders to supplement submitted documents in order to satisfy the prequalification criteria. This pool of pre-qualified bidders will allow the County to have one source to procure specific art exhibits, artists, and arts related professionals and services, on an as needed basis. It shall be the sole prerogative of the County to determine the number of bidders who will be included under the pre-qualification pool. During the term of the contract, the County reserves the right to add and/or delete pre-qualified Bidders.

Pursuant to Section 2-8.1 of the Miami-Dade County Code, Contracts and Purchases Generally, Subsection (b)(2), the Board of County Commissioners authorized waiving competitive bidding for the purchase of goods and services when competition is unavailable, impractical or constrained as a result of the need to continue to operate an existing County system. Although this contract establishes a pool of pre-qualified Bidders that can provide specific services, the County, its own discretion, will elect a Bidder to perform the required services and waive the competitive process. The purpose of this process is to award a contract/ agreement without the formal competitive bidding. This method is used when, after considering all options to obtaining the goods or services, a non-competitive contract represents the best method for the County.

A selection committee composed of Miami Dade Public Library System's (MDPLS) and Miami Dade Aviation Department's (MDAD) staff and arts and culture representatives, from the community, will conduct extensive market research to identify and select companies and individuals offering distinct art exhibits and cultural and arts-related services.

**2.3.1 Minimum Requirements:**

Per County Ordinance No. 10-47, engagement performers, honorariums or trainers are exempt from completing the standard vendor registration process, as stipulated in Section 1, Para. 1.2-B, of the General Terms and Conditions.

However, in order to be considered to participate in the pre-qualification pool, Bidders must meet the minimum qualifications as stipulated herein. The County may, at its sole discretion and in its best interest, allow the Bidder(s) to provide the required documents during the bid evaluation period.

Miami-Dade County's user departments is responsible for attaining the minimum requirements stipulated below:

1. Bidders must submit a completed W9, Request for Taxpayer Identification Number and Certification number (Attachment A).
2. Bidders must submit completed Business Entity/ Information Form (Attachment B).

**2.3.2 Purchases/ Agreements**

When a purchase/ agreement is required and upon attaining the required documentation as stipulated in Section 2.3.1, the following steps shall be exercised:

1. The user departments will execute an agreement with the selected Bidder offering the specific services required. Prior to the commencement of any work Bidders must complete a Proposal of Event (Attachment C), specifying the work to be performed, price offered and specific terms and conditions for that particular agreement with the individual awarded Bidder/ individual performing the work.
2. The user departments shall be responsible for verifying that the selected Bidder meets the insurance requirements as stipulated in Section 1, General terms and Conditions, subsection 1.21, Insurance requirements. The user department may opt to omit this requirement at its own discretion. Inclusion or exclusion of insurance requirement shall be stipulated on the Proposal of Event (Attachment C).
3. Although the formal agreements with the Bidders are executed by the user departments, Internal Service's Procurement Management will conduct the registration process and will add bidders(s) to the pre-qualification pool to allow for payment. User departments shall provide copies of all completed exhibits to the Procurement Officer, to be kept on file for future reference and audit purposes.

**2.5 METHOD OF PAYMENT: INVOICES FOR COMPLETED PURCHASES**

The Bidder (s) shall submit an invoice(s) to the County user department(s) after purchase/ performance has been completed. Submittal of these periodic invoices shall

not exceed fifteen (15) calendar days from the completed work/ performance. Under no circumstances shall the invoices be submitted to the County in advance of the acceptance of services by the County.

All invoices shall contain the following basic information:

I. Vendor Information:

- The name of the business organization as specified on the contract between Miami-Dade County and vendor
- Date of invoice
- Invoice number
- Vendor's Federal Identification Number on file with Miami-Dade County

II. County Information:

- Miami-Dade County Release/ Purchase Order Number

III. Pricing Information:

- Description, location and Price of services provided
- Applicable discounts

**2.7 CRIMINAL BACKGROUND CHECKS**

Criminal Background checks may be required depending on the on the type of event and/or audience expected. The County, at its own discretion, may require performers to provide a recent criminal back ground check report. The background check must be conducted by a governmental law enforcement agency.

In instances were a criminal background check is required, the awarded Bidder shall be responsible for paying all costs associated with the background checks and must provide a copy to the County prior to the commencement of any performances.

### **SECTION 3 – TECHNICAL SPECIFICATIONS**

#### **3.1 SCOPE OF WORK**

This contract is used by the Miami-Dade Public Library System (MDPLS) and Miami-Dade Aviation Department (MDAD) for performers, artists, arts consultants, and exhibitions and exhibition-related services. The presentations and exhibits will provide community access to free special programs, cultural events and high quality art. These services will support MDPLS's mission to improve public library services by heightening the library's visibility in the community, cultivating broader community involvement and support, and encouraging visual and cultural literacy.

Similarly, these services support MDAD's mission to humanize and enrich the airport environment. MDAD will utilize the contract for the commission of contemporary artwork and the presentation of exhibitions that communicate culture, environment and art resources of an international scope with special emphasis on those areas served by Miami International Airport. MDPLS and MDAD utilize the contract to procure art and art installation services, historical or arts conservation services, digitization and preservation of art objects for MDPLS and Miami International Airport.

#### **3.2 SERVICES TO BE PROVIDED**

The selected Bidder is required to provide all required materials to perform special activities and other services as described in Section 3.3 and as deemed necessary by MDPLS and MDAD. The activities include but are not limited to exhibitions, presentations, cultural programs, and services for special programs and events involving adults, teens, children, and persons with disabilities.

The selected Bidder shall:

- 1) provide own transportation to and from event sites
- 2) supply their own materials and supplies for the activities and performances

Services may be provided by curators, historians, educators, community organizers, scholars, storytellers and literacy professionals, and artists working in all media, including but not limited to painting, drawing, sculpture, book art, printmaking, textile art, installation art, video, film, performance art, and sound art.

#### **3.3 TYPES OF PROGRAMS & EVENTS**

##### **a. Exhibitions:**

Exhibitions will include, but are not limited to, contemporary art, material culture, folk art, and art education (for example, exhibitions of student work organized by teachers or other educators), as well as exhibitions in the humanities about literary, historical, cultural, and interdisciplinary topics.

##### **b. Performances:**

Including but not limited to musical, theatrical, dance, spoken word, folkloric, multi-genre, and multimedia performances, puppet shows, and fashion shows by dancers, choreographers, actors, musicians, conductors, vocalists, designers, and other performing artists.

**c. Support Services:**

Including but not limited to preparers, installers, exhibition designers, arts professional services, arts conservators and preservationist, fine art frame designers, sound technicians, projectionists, industrial and graphic designers, fabricators, carpenters, sign makers, and other audiovisual and technical consultants.

**d. Literary Presentations:**

Including but not limited to author readings and lectures, storytelling, author/character appearances, panel discussions, and other programs provided by writers, editors, storytellers, scholars, poets, performers, and other literary professionals.

**e. Educational Presentations:**

Including but not limited to games, workshops, classes, interactive activities, demonstrations, and lectures by authors, entertainers, teachers, artists, culinary professionals, researchers, performers, composers, and other arts, cultural, and education professionals.

**f. Film Presentations:**

To be provided by filmmakers, organizers, directors, curators, archivists, educators, entertainers, and others.

**g. Additional Types of Entertainment:**

Clowns, stilt walkers, face painters, dancers, puppeteers, makers of balloon characters, children's book character actors, professional impersonators, etc.

**h. Children's Amusement:**

Furnish to site – pony rides, moon walk, bounce house, art/program supplies, etc.

**i. Other:**

Other related services and performances as necessary.

## Walters, Vivian (ISD)

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**From:** Perez-Garviso, Martha D. (ISD)  
**Sent:** Tuesday, May 20, 2014 1:01 PM  
**To:** Walters, Vivian (ISD)  
**Subject:** Item for RC Review  
**Attachments:** FB\_Draft\_051914.docx; Attachment A.pdf; Attachment B.pdf; Attachment C.pdf

Hello Vivian,

Please see attached ITB draft for your review. This pre-qual is a little different in that it is being created to create a pool of vendors that consist of performers (educational and entertainment), artists and exhibitions of culture. The standard competitive spot market purchase process will be waived to allow departments to award bidders based on the department's specific needs.

Most of the vendors awarded under the current bid waiver (BW8970) are individuals. The current contract was created simply as a vehicle for payment to these individuals.

Please advise of any further information required.

Thanks.

*Martha Perez, CPPB  
Procurement Contracting Officer  
Internal Services Department  
111 N.W. 1 St. 13<sup>th</sup> Floor  
Miami, FL 33128  
Ph.: 305-375-5375 Fax: 305-375-4407*



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