

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Bid NO. RTQ-00839

New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency ☐ Previous Contract/Project No. 5465-0/18
Contract ☐ Re-Bid ☐ Other

LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: RQID1800070 ☒ TERM OF CONTRACT ONE TIME PURCHASE

Requisition /Project Title: NEON SIGNS/LIGHTING SYSTEMS PREQUAL.

Description: Request to Qualify will establish a List of Prequalified Vendors (List) capable of providing installation, repair, and maintenance services on neon signs/lighting systems for Miami Dade County.

Issuing Department: Internal Services Depart. Contact Person: MARY HAMMETT Phone: 305-375-5471
Estimate Cost: \$900,000. GENERAL FEDERAL OTHER

Funding Source: ☒ Proprietary Funds

ANALYSIS

Commodity Codes: 936-74			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:	Acolite & Claude United Sign Co. Inc. Neon Sign Solutions Inc		
Small Business Enterprise:			
Contract Value:	\$850,000.	\$	\$
Comments:			
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO			

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
Basis of recommendation:				
Signed: Mary Hammett <i>Mary Hammett</i>		Date sent to SBD: 2/16/2018		
		Date returned to DPM:		

SECTION 2 SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) capable of providing installation, repair, and maintenance services on neon signs/~~lighting systems~~ inspection, maintenance, and repair services for Miami-Dade County. Placement on the List is not a contract between the County and the Vendor, but rather is an acknowledgement that the Vendor satisfies the qualification criteria as outlined in this RTQ. Vendors on the List will be invited to participate in future spot market competitions. The List shall remain open for the term of this RTQ, enabling Vendors to provide Submittals to be included in the List at any time after the initial RTQ opening date. Vendor Submittals will continue to be accepted throughout the term of this RTQ for placement on the List.

2.2 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the List of Prequalified Vendors for a specific goods and/or service; and awarded based on lowest price, or other quantifiable criteria.

List of Prequalified Vendors (List) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Procurement Management Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement on the List of Prequalified Vendors, and who may submit quotes/proposals, at the time of need.

Vendor – Shall refer to a business entity/individual responding to this RTQ.

Submittal - Shall refer to the forms submitted in response to this RTQ.

2.3 TERM

This List shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the County's Internal Services Department, Procurement Management Division, and contingent upon the completion and submittal of all required Submittal documents. The List shall expire on the last day of the eight (8) year term. ~~96 month term.~~

2.4 QUALIFICATION CRITERIA

Vendors shall meet the following criteria to be considered for placement on the List; and for participation in future spot market competitions:

I. Vendor shall provide a copy of a valid Electrical Contractor's License or Electrical Sign Contractor's License issued by the State of Florida or Miami-Dade County.

II. Vendor shall provide three (3) client references who can confirm that the Vendor has provided installation, repairsinspection, and maintenance, ~~and or repair~~ services for a minimum of one (14) year.

III. Vendor shall provide a designated contact person, phone number, fax number, and email.

IV. Vendor shall have a minimum 3 years of experience with installation, repair, and maintenance of interior and exterior commercial lighting systems.

Vendors shall provide all of the qualification criteria specified information, documents and attachments listed above with their Submittal as proof of compliance with the qualification criteria listed in this RTQ. However, the County may, at its sole discretion and in its best interest, allow Vendors to supplement provided documents in order to satisfy the qualification criteria. It shall be the sole right of the County to determine the number of Vendors who will be included in the List. During the term of the RTQ, the County reserves the right to add and/or delete Vendors from the List as it deems necessary and in its best interest.

2.5 **INSURANCE**

Insurance is not required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ.

2.6 **SPOT MARKET QUOTES**

Vendors on the List will be invited to participate in spot market competitions, as needed. The spot market competitions will be in the form of an ITQ, ~~WOPR~~, or method deemed in the best interest of the County that will include the specific goods and/or services required, and may include provisions, as applicable but not limited to:

- Site Visits
- Time Requirements
- Sign Locations
- Small Business Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ ~~or~~ ~~WOPR~~.

Commented [TJ(1)]: These were meant to be separate, correct?

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• Local Preferences

- User Access Program (UAP) Fee
- Small Business Enterprises (SBE) Measure
- Local Certified Service-Disabled Veteran's Business Enterprise Preference
- First Source Hiring Referral Program
- Prompt Payment Terms
- Office of Inspector General Fee

Future spot market competition(s) may be conducted by the County through the following ~~processes~~process:

ab. Invitation to Quote (ITQ): award based on the lowest price offered.

In addition to the methods stated above, the County reserves the right to conduct future spot market competition(s) using whichever process it determines to be in its best interest. The procurement process to be followed will be defined in the spot market documents at the time of competition.

2.7 — LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY VENDOR

~~As provided within the request for quotation, the successful Vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's project manager.~~

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SECTION 3 TECHNICAL SPECIFICATIONS

3.2 SERVICES TO BE PROVIDED

All Vendors on the List will ~~be invited~~be invited to participate in spot market competitions on an as needed basis.

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~~Listed below are some of the most commonly needed, installation, repairs, or maintenance this list is neither exclusive nor complete.~~

Installation~~Inspection~~

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Neon, incandescent, compact fluorescent, halogen, metal halide, and high intensity discharge lamps and light emitting diode, fluorescent tubes.

Maintenance

Cleaning, painting, touch up painting, maintenance of signs and cove lighting, checking time clocks, adjusting time clocks seasonally.

Repair

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Repairs

The List of Prequalified Vendors shall make service calls for repairs including, labor, materials, equipment, and parts on an as need when-need basis.

This workmanship and equipment shall be subject to the inspection and approval of the County's project manager. In addition, emergency repairs may be declared by the County, the time and location will be specified in the invitation to quote.

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Emergency Repair

Commented [TJ(5)]: We need to explain here some of the services that may be required under this RTQ. This is the meat and potatoes of the RTQ which is still relatively short. Just a few short sentences or bullets of what they may be expected to do should be included here.

- ~~1. The Vendor shall verify the condition of neon signs/light system at each location and determine the necessary repairs. After the inspection a detailed quote will be prepared by the submitters and submitted to the County department itemizing any replacement parts required for repair, including unit prices.~~

Commented [TJ(6)]: I don't get how this would work? Is this a site visit? Which vendor? Wouldn't this be under the Cone? Is this inspection?

a. ~~Supply the necessary lamps, neon, tubes, wiring, transformers, ballast and support mounts within sign cabinets and fixtures.~~

b. ~~Cleaning of neon sign components, replacement or adjustment of time clocks, as required.~~

Commented [TJ(7)]: What category does this fall under?

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Commented [TJ(8)]: Is this maintenance?

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Commented [TJ(9)]: Why do we want to say this? All of this would be discussed in an ITQ.

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SECTION 4 BID SUBMITTAL

VENDOR: _____

License Requirements	
Section 2.4 I Provide a copy of License	
Electrical Contractor's <u>L</u> icense or Electrical Sign Contractor's <u>L</u> icense	<input type="checkbox"/>
REFERENCES	
Section 2.4 II Provide three (3) Client <u>R</u> eferences	
Client Reference #1	
Client's Name: _____ Contact Person: _____ Title: _____ Phone number: _____ E-Mail address: _____	<input type="checkbox"/>
Client Reference #2	
Client's Name: _____ Contact Person: _____ Title: _____ Phone number: _____ E-Mail address: _____	<input type="checkbox"/>

Client Reference #3	
Client's Name: _____ Contact Person: _____ Title: _____ Phone number: _____ E-Mail address: _____	<input type="checkbox"/>
<u>Submitters Vendor</u> Contact Information	
Section 2.4 III Provide designated contract person	
Contact Person: _____ Phone Number: _____ Fax Number: _____ E-mail Address: _____	