



**Verification of Availability**  
**EVN0000181, Recreational Programming**  
**October 17, 2022**

SBD is attempting to place a Small Business Measure on the subject solicitation. Please review this document to determine if your firm meets the requirements and can provide the requested good(s) and/or service(s). ***If your firm is interested, please include a copy of your firm's resume or list of projects or list 3 similar projects on the last page of this document.***

***The deadline to respond to this Verification of Availability is 12:00 PM, Thursday, October 20, 2022.***

**Tyrone White**

Capital Improvement Project Specialist

Miami-Dade County Internal Services Department – Small Business Development

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Phone: 305-375-2824 | Fax: 305-375-3160 | Email: [twj@miamidade.gov](mailto:twj@miamidade.gov)

**“Help stimulate Miami’s economy by supporting Small Businesses”**

**Please familiarize yourself with the Project Review Process Website:**

<http://www.miamidade.gov/smallbusiness/projects-under-review.asp>



## **SECTION 2 – SPECIAL TERMS AND CONDITIONS**

### **2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit for the purchase of recreational programming and concessions for Miami-Dade County (County). The nature of this pool includes both expenditure and revenue for services provided which will be determined in the subsequent spot market quotes. Placement in the Pool is not a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

### **2.2 DEFINITIONS**

**Invitation to Quote (ITQ)** – Shall refer to the solicitation of quotes from the Pool for specific services; and awarded based on lowest price, or other quantifiable criteria.

**Prequalified Pool of Vendors (Pool)** – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

**Submittal** – Shall refer to all information, attachments and forms submitted in response to this RTQ.

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

**Work Order Proposal Request (WOPR)** – shall refer to a competitive process involving the solicitation of proposals, by the Internal Services Department Strategic Procurement Division, from the Pool for specific services; and evaluated and awarded based on best value.

### **2.3 TERM**

The Pool 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 Purchase Order issued by the County. The Pool shall expire on the last day of the last month of the five (5) year term.

### **2.4 QUALIFICATION CRITERIA**

Vendors shall meet the following criteria to be considered for placement in the Pool and for participation in future ITQs or WOPRs:

Qualifications:

- A. Vendor shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions. Vendor shall provide the representative's name, phone number, and email address.

**Can your firm contact information of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions? Yes \_\_\_\_\_  
No \_\_\_\_\_**

- B. Vendor shall provide two (2) current reference letters on company letterhead and/or emails from the reference providers, to demonstrate that Vendor is regularly engaged in the business of providing the recreational programming and/or concessions as specified in Section 4. In lieu of the references

from the Vendor or Vendor's Subcontractor, the County will consider the references from Vendor's key personnel in accordance with Resolution No. 1122-21. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the services. The references shall contain the reference provider's name, phone number, email address, company name, and position title.

**Can your firm provide two (2) current reference letters on company letterhead and/or emails from the reference providers, to demonstrate that Vendor is regularly engaged in the business of providing the recreational programming and/or concessions as specified in Section 4? Yes \_\_\_\_\_ No \_\_\_\_\_**

C. Vendor(s) shall indicate in Section 4 which category of recreational programming and/or concessions they intend to make available to the County during subsequent spot market competitions.

Vendors shall submit the specified information listed above with their submittal as proof of compliance with the qualifications of this Solicitation. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement, or supply the required information during the term of the pool. It shall be the sole right of the County to determine the number of Vendors which will be included in the Pool to ensure proper competition amongst categories of programming and/or concessions, etc. During the term of the pool, the County reserves the right to add or delete Vendors as it deems necessary, and in its best interest.

## **2.6 INSURANCE**

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

## **2.7 SPOT MARKET QUOTES – GROUP 6: ENGRAVED AWARD AND SERVICE PINS, ID NAME PLATES AND RELATED ITEMS PRE-QUALIFICATION POOL**

Vendors in the Pool will be invited to participate in future spot market competition, as needed. The spot market competition will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded projects/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.

- Article 1.2(H) Prompt Payment Terms
- Article 1.11 Local Preference
- Article 1.29 Office of the Inspector General (*only the cost of the random audits, as specified*)
- Article 1.37 County User Access Program (UAP)
- Article 1.45 Small Business Enterprise (SBE) Measures
- Article 1.46 Local Certified Veteran's Business Enterprise Preference
- Article 1.47 Application of Preferences
- Article 1.49 First Source Hiring Referral Program (FSHRP)

## **2.8 POLYSTYRENE PRODUCTS BAN**

The Contractor shall comply with Ordinance 16-58 – Polystyrene Products Ban. Ordinance 16-58 amended Chapter 26 of the Code of Miami-Dade County adding Rule 36 that bans polystyrene (also known as Styrofoam) in Parks under many circumstances. A polystyrene article is defined as plates, bowls, cups, utensils, cutlery, tableware, containers, lids, trays, coolers, ice chests, bags, boxes, wrappings, bottles, and all similar articles that consist of polystyrene. This rule does not apply to polystyrene articles that are used for prepackaged food that have been filled and sealed prior to receipt by the Contractor.

## **2.9 SUSTAINABLE PRACTICES**

The County is committed to responsible stewardship of resources and to demonstrating leadership in sustainable business practices. The County will continue to explore and pursue sustainable procurement, development and business practices that: (a) reduce greenhouse gases; (b) foster and integrate supplier small business opportunities; (c) support safe and fair labor practices and ethical behavior throughout the supply chain, and (d) maximize fiscally responsible “high value, high impact” actions.

## **2.10 SHANNON MELENDI ACT**

The Contractor shall comply with Miami-Dade County Ordinance No. 08-07, Chapter 26, "Miami-Dade County Park and Recreation Department Rules and Regulations, Article III, The Shannon Melendi Act". The Contractor shall ensure that all management, staff, and volunteers:

- Have had nationwide level 2 criminal background checks conducted by a Professional Background Screener.
- Have been screened through the Florida Department of Law Enforcement Sexual Predator/Offender Database, and a check of the National Sex Offender Public Registry.
- Have been verified as being United States Citizens or having legal immigrant status employment.
- Complete an affidavit affirming that no Services or volunteer duties will be performed on Park property owned or operated by Miami-Dade County in violation of this Ordinance and that an arrest will be reported to the Contractor within forty-eight (48) hours of such arrest.
- Wear picture identification at all times while on County property and when in direct contact with patrons and the general public.
- Retain all records demonstrating compliance with the background screening required herein for not less than three (3) years beyond the end of the contract term. The Contractor shall provide the County with access to these records annually, or at the request of the County.

## **2.11 ADDITIONAL CATEGORIES**

The County retains the right to add additional categories as necessary.

## **SECTION 3 – SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

### **3.1 SCOPE OF WORK**

It is the intent of this solicitation to identify and make available to the County, Vendors capable of providing recreational programming and/or concessions, on an “as needed basis.”

#### **Category A: Baseball**

The County may solicit spot market competitions under Category (A) for various baseball recreational programming services including, but not limited to, baseball/softball leagues and tournaments, adult training programs, children’s programs, seniors programs, after-school activities, summer camps, individual/group coaching and other special events which promote the game of baseball/softball resulting in skill development, increased athletic fitness, teamwork and improved health and wellness.

#### **Category B: Basketball**

The County may solicit spot market competitions under Category (B) for various recreational programming services including, but not limited to, basketball camps, tournaments, adult training programs, children’s programs, seniors programs, after-school activities, summer camps, individual/group coaching and other special events which promote the game of basketball resulting in skill development, increased athletic fitness, teamwork and community involvement.

#### **Category C: Football & Cheerleading**

The County may solicit spot market competitions under Category (C) for various football and cheerleading programs including, but not limited to, camps, cheer events, tournaments, practices, adult programs, young women’s programs, after-school activities, summer camps, individual/group coaching and other special events which promote the game of football, the team spirit of cheerleading and resulting in skill development, increased athletic fitness, teamwork and community involvement.

#### **Category D: Soccer**

The County may solicit spot market competitions under Category (D) for various soccer programming services including, but not limited to, camps, tournaments, practices, adult programs, children’s programs, seniors programs, after-school activities, summer camps, individual/group coaching and other special events which promote the game of soccer resulting in skill development, increased athletic fitness, teamwork and community involvement.

#### **Category E: Tennis**

The County may solicit spot market competitions under Category (E) for various tennis programming services including, but not limited to, camps, tournaments, practices, adult programs, children’s programs, seniors programs, after-school activities, summer camps, individual/group coaching and other special events which promote the game of tennis resulting in skill development, increased athletic fitness, teamwork and community involvement.

#### **Category F: Water-Based Activities**

The County may solicit spot market competitions under Category (F) for various water-based activity programming services including, but not limited to, kayaking, aqua fit exercises, canoeing, surfing,

wakeboarding, waterskiing, kiteboarding, snorkeling and scuba diving resulting in skill development, increased athletic fitness, team-work and community involvement.

**Category G: Fitness Instruction**

The County may solicit spot market competitions under Category (G) for various fitness instruction services including, but not limited to, enhanced fitness, Silver Sneakers, Zumba (Party, Power and Glutes), yoga, body pump, boot camp, high intensity interval training, spin & sculpt, children’s programs, adult programs, boot camps, classes, retreats, individual/group coaching and other special events which promote health and fitness resulting in skill development, increased athletic fitness, teamwork and community involvement.

**Category H: Roller Hockey**

The County may solicit spot market competitions under Category (H) for various roller hockey services including, but not limited to, children’s programs, adult programs, after-school activities, summer camps, individual/group coaching and other special events which promote the game of roller hockey resulting in skill development, increased athletic fitness, team work and community involvement.

**Category I: Mobile Food/Food Truck Services**

The County may solicit spot market competitions under Category (I) for various mobile food/food truck services including, but not limited to, park vending, special events, tournaments, summer camps and after school mobile food services. This service shall be an enhancement and amenity to established programming and special events for the betterment of the participants, spectators and patrons of the parks.

**Category J: Other**

The County may solicit spot market competitions under Category (J) for various other recreational programming and/or concession services including, but not limited to, recreational programming and/or concession services not included under above categories. This service shall be an enhancement and amenity to established programming and special events for the betterment of the participants, spectators and patrons of the parks

**Please indicate below which categories your firm wishes to participate in:**

- Category A: Baseball**
- Category B: Basketball**
- Category C: Football & Cheerleading**
- Category D: Soccer**
- Category E: Tennis**
- Category F: Water-Based Activities**
- Category G: Fitness Instruction**
- Category H: Roller Hockey**
- Category I: Mobile Food/ Food Truck Services**
- Category J: Other - \_\_\_\_\_**  
**(enter other category(ies) here)**

**CONTRACTOR QUALIFICATIONS QUESTIONNAIRE**

This questionnaire will assist SBD in identifying the qualified contractors that can provide the aforementioned good(s)/service(s). Indicate yes “Y” or no “N” on the empty line on the left side of this questionnaire and forward it completely filled out to this e-mail address:

[twj@miamidade.gov](mailto:twj@miamidade.gov) or via fax (305) 375-3160 attention Tyrone White.

\_\_\_\_\_ PROPOSER (PRIME) has experience completing projects with a similar size and scope as this project, meets the requirements of the PROPOSER (if any) and can perform the work as required.

\_\_\_\_\_ SUBCONTRACTOR (SUB) has experience working on projects with a scope as this project and can perform the work as a SUB.

\_\_\_\_\_ PRIME **DOES NOT** have experience providing the required good(s) and/or services required by this solicitation.

I certify that to the best of my knowledge all the information provided is verifiable and correct.

Name of Firm: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Please respond by **12:00 PM, THURSDAY, OCTOBER 20, 2022.**

Any questions feel free to contact me at (305) 375-2824.

**PLEASE LIST YOUR FIRMS HISTORY OF SIMILAR PROJECTS, REASON(s) WHY YOUR FIRM DOES NOT MEET THE EXPERIENCE REQUIREMENTS (IF APPLICABLE) AND ANY COMMENTS YOU MAY HAVE ON THE NEXT PAGE**



# SIMILAR PROJECTS AS PRIME OR SUBCONTRACTOR

**Project Title:** \_\_\_\_\_

**Client Name:** \_\_\_\_\_

**Contact #:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

**Contract Amount:** \$ \_\_\_\_\_

**Scope of Service(s):**

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**Project Title:** \_\_\_\_\_

**Client Name:** \_\_\_\_\_

**Contact #:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

**Contract Amount:** \$ \_\_\_\_\_

**Scope of Service(s):**

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**Project Title:** \_\_\_\_\_

**Client Name:** \_\_\_\_\_

**Contact #:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

**Contract Amount:** \$ \_\_\_\_\_

**Scope of Service(s):**

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