



**SECTION 2**  
**ADDITIONAL/SPECIAL TERMS AND CONDITIONS**

**2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a Prequalified Pool of Suppliers/Vendors (Pool) that will be capable of providing pumps, drives, motors (inclusive of parts), and related pump, drive, motor and combination assembly services for Miami-Dade County (County). Placement in the Pool is **not** a contract between the County and the Supplier/Vendor, but an acknowledgement that the Supplier/Vendor meets the qualifications as outlined throughout this RTQ. Supplier 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 goods and/or services; and awarded based on lowest price, or other quantifiable criteria.

**Prequalified Pool of Suppliers/Vendors (Pool)** – Shall refer to business entities/individuals determined by the County's Strategic Procurement Department, 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.

**Supplier/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 Strategic Procurement Department, from the Pool for specific goods and/or 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-year term.

**2.4 QUALIFICATION CRITERIA**

Supplier/Vendor shall meet the following criteria to be considered for placement in the Pool and for participation in future competitions for the following groups:

**GROUP 1** – Purchase of New and Rebuilt Pumps, Drives and/or Motors

**GROUP 2** – Repair, Maintenance, and/or Overhaul Services for Pumps, Drives, and/or Motors

**GROUP 1 – PURCHASE OF NEW AND REBUILT PUMPS, DRIVES AND MOTORS**

**2.4.1** Supplier/Vendor shall provide verifiable proof they are a manufacturer or approved agent, dealer, reseller or distributor of the Original Equipment Manufacturer (OEM) products/brands listed in the Supplier/Vendor Submittal. Proof must be provided under this qualification in one of the following ways:

- **Manufacturer Letter** – The manufacturer letter(s) shall be on manufacturer's letterhead and shall be dated within six (6) months of the Supplier/Vendors' submittal and it shall be signed by an authorized manufacturer's representative.

- Manufacturer Website – The manufacturer’s website shall designate the Supplier/Vendor as the agent, dealer, reseller or distributor of the OEM.
- Manufacturer / Vendor Agreement – The Supplier/Vendor shall provide a copy the current agreement between the manufacturer and entity designating the Supplier/Vendor as the agent, dealer, reseller or distributor AND provide a letter from such entity authorizing the Supplier/Vendor as the agent, dealer, reseller, or distributor.
- Any other form of verifiable proof as determined by the County.

**GROUP 2 – REPAIR, MAINTENANCE, AND/OR OVERHAUL SERVICES FOR PUMPS, DRIVES AND/OR MOTORS**

**2.4.2** Supplier/Vendor shall provide two different signed professional reference letters on the referenced company’s letterhead and/or emails from the reference providers. The references should clearly demonstrate that Supplier/Vendor is regularly engaged in the business of providing repair, maintenance and/or overhaul services for pumps, drives, and/or motors. In lieu of the references from the Supplier/Vendor or Supplier’s/Vendor’s Subcontractor, the County will consider the references from Supplier’s Vendor’s key personnel in accordance with Resolution No. 1122-21. The County must be able to ascertain from Supplier/Vendor provided references, to its satisfaction, at the County’s sole discretion, that Supplier/Vendor holds sufficient experience and capacity in providing repair, maintenance and/or overhaul services for pumps, drives, and/or motors.

Supplier/Vendor shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Suppliers/Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Suppliers/Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Suppliers/Vendors 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 or WOPR.

**2.6 SPOT MARKET COMPETITION**

Suppliers/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

**Commented [EJ(1)]:** WASD can you please provide a definition for what an overhaul entails? Our worry is this might fall under MCC jurisdiction.

- 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)

**2.7 ADDITIONAL GROUPS/CATEGORIES**

The County reserves the right to add additional groups or categories (with applicable qualification criteria) or subgroups to the Pool, which are not listed within this solicitation.

**2.8 ECO-FRIENDLY PRODUCTS AND PACKAGING**

The County supports and encourages the use of eco-friendly products and/or product packaging. Vendor/Supplier prequalified under this pool is encouraged to provide products and/or product packaging that include recycled content and are plant-based, contain organic materials, and/or use unbleached or chlorine free manufacturing processes wherever possible. Vendor/Supplier should seek to provide products whose packaging is recyclable or compostable, providing environmentally safe recycle and reuse options.

**2.9 ENERGY STAR PRODUCTS**

All applicable products purchased through this Pool shall be ENERGY STAR® certified with a Combined Energy Efficiency Ratio (CEER) of 15.0 or better. Products that are recognized as ENERGY STAR Most Efficient deliver cutting edge energy efficiency along with the latest in technological innovation. Purchase decisions shall be made using the latest version of the EPA's ENERGY STAR certification buying guidance as the standard which can be found at the following link: <https://www.energystar.gov/productfinder/>.

**2.10 SHANNON MELENDI ACT**

Vendor/Supplier 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 Vendor/Supplier 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 Vendor 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 Vendor shall provide the County with access to these records annually, or at the request of the County.

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

**3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

Supplier/Vendor shall be capable of providing pumps, drives, motors (inclusive of parts), and related pump, drive, motor and combination assembly services for multiple County departments, on an “as needed basis.”

These specifications cover are expected to include the acquisition of new or rebuilt pumps, drives and motors, the purchase of repair or replacement parts for the various makes and models of pumps and motors and drives utilized within the County, and repair services, in the field or in the Supplier/Vendor shop, as required by multiple County departments.

**3.2 GOODS/SERVICES TO BE PROVIDED**

Supplier/Vendor shall provide the following goods/services in subsequent spot market solicitations in the following groups:

**3.2.1 Group 1 – Purchase of New and Rebuilt Pumps, Drives and/or Motors**

Supplier/Vendor shall provide pumps, motors, drives, parts and/or related auxiliary equipment and parts. All new pumps, drives, and/or motors supplied must be of OEM quality as recognized by the product’s manufacturer. Any rebuilt pumps, drives, and/or motors must be identified as such and have approval by the manufacturer unless otherwise specified in the spot market.

**3.2.2 Group 2 – Repair, Maintenance and/or Overhaul Services for Pumps, Drives, and/or Motors**

Supplier/Vendor shall provide repair, maintenance, and/or overhaul services for pumps, drives, and/or motors. A significant amount of the repair/maintenance work will consist of the complete overhaul of pumps, drives, and/or motors, or combination assemblies. However, additional repair/maintenance work may be required above and beyond the scope of an overhaul, or units may require specific repairs or inspections/diagnostics only, as specified in the spot market.

**SECTION 4  
SUBMITTAL FORM**

SUPPLIER/VENDOR: \_\_\_\_\_

<b>QUALIFICATION CRITERIA TO BE COMPLETED BY ALL SUPPLIERS/VENDORS</b>		
Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Requirement Complete
<p><b>GROUP 1</b></p> <p>2.4.1</p>	<p>Supplier/Vendor shall provide verifiable proof they are a manufacturer or approved agent, dealer, reseller or distributor of the Original Equipment Manufacturer (OEM) products/brands listed in the Supplier/Vendor Submittal. Proof must be provided under this qualification in one of the following ways:</p> <ul style="list-style-type: none"> <li>• Manufacturer Letter – The manufacturer letter(s) shall be on manufacturer’s letterhead and shall be dated within six (6) months of the Supplier/Vendors’ submittal and it shall be signed by an authorized manufacturer’s representative.</li> <li>• Manufacturer Website – The manufacturer’s website shall designate the Supplier/Vendor as the agent, dealer, reseller or distributor of the OEM.</li> <li>• Manufacturer / Vendor Agreement – The Supplier/Vendor shall provide a copy the current agreement between the manufacturer and entity designating the Supplier/Vendor as the agent, dealer, reseller or distributor AND provide a letter from such entity authorizing the Supplier/Vendor as the agent, dealer, reseller, or distributor.</li> <li>• Any other form of verifiable proof as determined by the County.</li> </ul> <p>Brands (attach additional pages if more space is required):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>
<p><b>GROUP 2</b></p> <p>2.4.2</p>	<p>Supplier/Vendor shall provide two different signed professional reference letters on the referenced company’s letterhead and/or emails from the reference providers. The references should clearly demonstrate that Supplier/Vendor is regularly engaged in the business of providing repair, maintenance and/or overhaul services for pumps, drives, and/or motors. In lieu of the references from the Supplier/Vendor or Supplier’s/Vendor’s Subcontractor, the County will consider the references from Supplier’s Vendor’s key personnel in accordance with Resolution No. 1122-21. The County must be able to ascertain from Supplier/Vendor provided references, to its satisfaction, at the County’s sole discretion, that Supplier/Vendor holds sufficient experience and capacity in providing repair, maintenance and/or overhaul services for pumps, drives, and/or motors.</p>	<input type="checkbox"/>