

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. **RTQ-00916**
Contract
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES
 NO

Requisition No./Project No.: **EVN0000313**
 TERM OF CONTRACT: **5 years**

Requisition /Project Title: **Tarpaulin Covers (Tarps) Parts, Installation and Related Services**

Description: This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit Tarpaulin Covers (tarps), parts, installation, and related services for Miami-Dade County (County).

Issuing Department: **ISD**
 Contact Person: **James Boyle**
 Phone: **305-375-5073**

Estimate Cost: **\$368,000.00**

	GENERAL	FEDERAL	OTHER
Funding Source:	<u>General Funds</u>		<u>Fire District Funds, Internal Services Funds, Proprietary Funds</u>

ANALYSIS

Commodity Codes: **93678**
 Contract/Project History of previous purchases three (3) years
 Check here if this is a new contract/purchase with no previous history.

EXISTING
2ND YEAR
3RD YEAR

Contractor: _____

Small Business Enterprise: _____

Contract Value: _____

Comments: _____

Continued on another page (s):
 Yes
 No

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE	_____	_____	_____	_____

Basis of recommendation: _____

Signed: James Boyle

Date sent to SBD: 12.01.2022

Date returned to DPM: _____

SECTION 2
ADDITIONAL/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 Tarpaulin Covers (tarps), parts, installation, and related services for Miami-Dade County (County). 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

Energy Star® – Shall refer to the government-backed symbol for energy efficiency which goal is to help consumers, businesses, and industry save money and protect the environment through the adoption of energy-efficient products and practices.

Original Equipment Manufacturer (OEM) - Refers to the manufacturer of Original Equipment and parts manufactured directly for or by the company.

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 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 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

Vendor shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations:

1. Group 1 Purchase of *Tarpaulin Covers (tarps) accessories and related parts*
2. Group 2 Purchase of *Installation Services for Tarpaulin Covers (tarps) and related systems*

Qualification for all Groups:

1. Vendor(s) shall provide contact information for a designated representative who shall be available 24 hours a day, 365 days a year to discuss matters pertaining to any products/services, resolve billing and delivery inquiries, and is cognizant of the products/services being offered. Vendors shall provide the representative's name, phone number, and email address.
2. Vendor shall provide three (3) signed professional reference on the references company's letterhead and/or emails, to demonstrate that Vendor is regularly engaged in the business of providing Tarpaulin Covers (tarps) parts, installation, and related services for government entities and/or commercial businesses. 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 references shall contain the reference provider's name, phone number, email address, company name, and position title. County shall be able to ascertain from these references to its satisfaction, at the County's sole discretion, that the Vendor has sufficient experience in providing Services relevant to applicable Group(s).

Additional Qualification for Group 1

3. Vendor shall provide three (3) signed professional reference on the references company's letterhead and/or emails, to demonstrate that the Vendor is regularly engaged in the business of Providing *Tarpaulin Covers (tarps) accessories and related parts* The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the goods. The references shall contain the reference provider's name, phone number, email address, company name, and position title.

Additional Qualification for Group 2:

4. Vendor shall provide three (3) signed professional reference on the references company's letterhead and/or emails, to demonstrate that the Vendor is regularly engaged at least two (2) years of satisfactorily installing *Tarpaulin Covers (tarps) related systems* for small and large projects. 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.
5. 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 Vendor(s) 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 Vendor(s) which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Vendor(s) 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 QUOTES

Vendor(s) 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 Measures
- Warranty Requirements

- Liquidated Damages
- Living Wage
- Bonds
- Insurance Requirements
- Response Time
- Special Security Procedures

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)

2.7 **Energy Star Products**

All Tarpaulin Covers (Tarps) purchased through this Pool shall be ENERGY STAR® certified with a Combined Energy Efficiency Ratio (CEER) of 15.0 or better. Products such as Tarpaulins Covers (Tarps) which are energy-intensive products shall be purchased with the most up-to-date energy efficiency functions and ratings. Products that are recognized as ENERGY STAR Most Efficient deliver cutting edge energy efficiency along with the latest in technological innovation. These Tarpaulin Covers (Tarps) represent the very best for energy savings and environmental protection. Purchase decisions shall be made using the latest version of the EPA's ENERGY STAR Certified Room Air Conditioners Buying Guidance as a standard, available in the following link: <https://www.energystar.gov/productfinder/product/certified-room-air-conditioners/results>.

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS

It is the intent of this solicitation to identify and make available to the County, Vendor(s) capable of providing to the County Tarpaulin Covers, parts, installation, and related services for multiple County departments, on an "as needed basis." This can include but, is not limited to the purchase, delivery, installation, and/or disposal of any replaced components (if applicable).

3.2 GOODS/SERVICES TO BE PROVIDED

Vendors may be required, in subsequent spot market solicitation, to provide Tarpaulin Covers and Accessories where the Vendor provide tarps for purchase or Installation services to the County's exact specifications. Furthermore, County departments anticipate using this pool to purchase Tarpaulin Covers and Accessories for use as, but not limited to related repairs, replacement, and installation services for creating temporary shelter for materials on trucks, trailers, open tops, containers, homes, merchandise pallets, trash, goods, and any items from rough conditions such as rain, winds, and sunlight, for stationary or transportation, within an establish time ending in a finished product.

SECTION 4
SUBMITTAL FORM

VENDOR: _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL VENDORS		
Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Copy Attached
2.4 (A) <i>For all Groups</i>	<p>Vendor(s) shall provide contact information for a designated representative who shall be available 24 hours a day, 365 days a year to discuss matters pertaining to any products/services, resolve billing and delivery inquiries, and is cognizant of the products/services being offered. Vendors shall provide the representative's name, phone number, and email address.</p> <p>Name: _____</p> <p>Phone Number: _____</p> <p>Email Address: _____</p>	<input type="checkbox"/>
2.4 (B) <i>For all Groups</i>	<p>Vendor shall provide three (3) signed professional reference on the references company's letterhead and/or emails, to demonstrate that Vendor is regularly engaged in the business of providing Tarpaulin Covers, parts, installation, and related services for government entities and/or commercial businesses. 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 references shall contain the reference provider's name, phone number, email address, company name, and position title. County shall be able to ascertain from these references to its satisfaction, at the County's sole discretion, that the Vendor has sufficient experience in providing Services relevant to applicable Group(s).</p>	<input type="checkbox"/>
2.4 (C) <i>Additional Qualification for Group 1</i>	<p>Vendor shall provide three (3) signed professional reference on the references company's letterhead and/or emails, to demonstrate that the Vendor is regularly engaged in the business of Providing <i>Tarpaulin Covers (tarps) accessories and related parts</i>. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the goods. The references shall contain the reference provider's name, phone number, email address, company name, and position title.</p>	<input type="checkbox"/>

<p>2.4 (D) <i>Additional Qualification for Group 2</i></p>	<p>Vendor shall provide three (3) signed professional reference on the references company's letterhead and/or emails, to demonstrate that the Vendor is regularly engaged at least two (2) years of satisfactorily installing <i>Tarpaulin Covers (tarps) and related systems</i> for small and large projects. 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.</p>	<p><input type="checkbox"/></p>
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MARKET RESEARCH

Contract No.:	Recommendation:
RTQ-00916	<input type="checkbox"/> Exercise Option to Renew (OTR)
Title:	<input type="checkbox"/> Non-Competitive Acquisition
Procurement Contracting Officer/Associate:	<input type="checkbox"/> Solicit Competition
James Boyle / Richard Celestin	<input type="checkbox"/> Access Contract
	<input type="checkbox"/> Other

Background:

This research aims to determine the need and acquire a replacement pool for Tarpaulin Covers & Accessories. The current pool established a list of Prequalified Vendors used to solicit covers (tarps) and related services for Miami-Dade County. The pool was used to identify and make available to the County tarps, related repairs, replacement, and installation services. The current RTQ-00916 has an allocation of \$265,419.28 and is set to expire on 8/31/2023. RTQ-00916 allowed the County to obtain Tarpaulin Covers & Accessories on an as-needed basis.

Research Conducted:

Research was conducted to explore should the County seek to still need to procure services for Tarpaulin Covers & Accessories for Miami-Dade County end-users. The current allocation requested for this replacement pool is \$367,184.80. Tarpaulin Covers & Accessories include the following but are not limited to manually operated tarps, roller units, and electronically operated ones.

Commented [JA(1): Establish the need, or still have the need to procure... and the method in which this need should be sourced.

Examples:





Tarpaulin Covers



Hurricane Protection Tarps



Construction Tarps



Poly Tarps

The research provided Tarpaulin Covers & Accessories offers precautionary steps needed to maintain safety and prevent loss of goods. Tarpaulins are large plastic sheets, classified as tarps, naturally used to provide water-resistant protection in poor weather conditions. Often tarps mitigate damage caused after a storm and provide safety for trucks to prevent items from flying and endangering other motor vehicles or falling debris from becoming projectile. Tarpaulins covers come in various sizes and colors and offer a vast range of uses and proper transportation and creating temporary shelter for materials on trucks, trailers, open tops, containers, homes, merchandise pallets, trash, goods, and any items from rough conditions such as rain, strong winds, and sunlight.

Installation of a Tarpaulin Cover varies for different applications. A full install on vehicles may require; but is not limited to all hardware needed, wiring for electronic components, schematics by manufacturer, tarp housing, trailer size and operating controls, underbody spring assemblies, swing arm, welding of brackets, cab-mounted switch, tarps, roller bar, and flip tarp system, identifying and locating pivot point arm installation, and replacing tarps as needed. Although these systems provide a step-by-step process for installation, additional knowledge and experience are required to maintain a product warranty for mechanical tarps systems installation. Another installation of a Tarpaulin Cover is for emergencies such as roofs and other unforeseen circumstances.

These services require purchasing the materials and then installation. The application for Tarpaulin Covers & Accessories varies due to its procuring reason. County departments seeking these services should consider materials and labor for Trucks and Trailers Tarpaulin covers installations. In addition, for vehicle installs, a select vendor may need to relocate or move county vehicles for installation application. The selected vendor should provide an elected operator, approved by the County, following County operating specifications, to supervise, install, complete, and return the County vehicle. There is no industry license required, only adequate field experience, references, and general knowledge to meet industry installation standards.

Comparable Contracts:

Recommendation:

There is no industry license required. It is in the County's best interest to consider establishing a solicitation to populate a pool of prequalified vendors capable of furnishing and installing a turnkey Tarpaulin Covers & Accessories product and installation for county end users. It is recommended to consider an adequate field experience to include at least two (2) years of satisfactorily installing Tarpaulin Covers & Accessories on a turnkey solution for small and large projects. The County end user should consider a vendor capable of having access to moving county vehicles for installation application. This will allow the Miami Dade County end users to tailor their needs on an as-needed basis.