

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. RTQ-01100
 Contract
 Re-Bid Other – LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: EVN0000382 TERM OF CONTRACT 5 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: Transportation Services Prequalification

Description:
This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit for-hire transportation services for Miami-Dade County (County).

Issuing Department: SPD Contact Person: Debra Butler Phone:
Estimate Cost/Value: \$1,960,000 GENERAL FEDERAL OTHER
Funding Source:

ANALYSIS

Commodity Codes:	<u>97514</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
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.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:	<u> </u>	<u> </u>	<u> </u>		
Small Business Enterprise:	<u> </u>	<u> </u>	<u> </u>		
Contract Value:	<u>1,770,000</u>	<u> </u>	<u> </u>		
Comments:	<u> </u>				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO					

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Basis of Recommendation:

Signed: Date sent to SBD:

	Date returned to SPD:	
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Rev. 072518

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 for-hire transportation 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

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 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.

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

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

Applicable to all groups:

1. Vendor shall provide three signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing for-hire transportation services for other governmental agencies, or similar entities of like-capacities. 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 must be able to ascertain from Vendor provided references, to its satisfaction, at the County's sole discretion, that Vendor holds sufficient experience and capacity in providing for-hire transportation services.
2. Vendor must maintain a minimum fleet of two vehicle(s) or more. To demonstrate this, Vendor must complete the attached Vehicle Inventory List in Section 4 of this solicitation.
3. Per § 31-104. Operating Permits, of the Miami-Dade County Code, vendors shall provide proof of all current for-hire operating permits for the vehicles to be used for the purpose of this pool. If the vendor is in the middle of renewals of such permits during the submittal, please provide proof from the appropriate authority to verify the renewals underway.

4. 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 solicitations. Vendor shall provide the representative's name, phone number, and email address.

Additional requirements for Group 1 and 3 only:

5. Vendor shall maintain and provide proof of a current Miami-Dade County chauffeur registration license.

Additional requirements for Group 4 only:

6. Vendor shall provide proof of a valid Passenger Motor Carrier (PMC) Certificate of Transportation issued by the County, or similar document issued by another County, as required for buses and vans with seating capacity between 9 and 28 passengers, in accordance with the Miami-Dade County Code.
7. Vendor shall maintain and provide proof of a current Miami-Dade County chauffeur registration license.
8. Vendor must provide proof of and maintain a valid Florida Commercial Driver's License (Class B or Class C), with one of the following endorsements; P (Passengers), or S (School Bus) in accordance with Florida Department of Highway Safety and Motor Vehicles' requirements.

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 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 Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete 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 QUOTES

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

Drivers employed by the Vendor must have and maintain a valid Florida Commercial Driver's License (Class B or Class C), with one of the following endorsements: P (Passengers) or S (School Bus), in accordance with Florida Department of Highway Safety and Motor Vehicles' requirements. Some Drivers employed by the Vendor may also be required to have and maintain a valid For-Hire Chauffeur's Registration, issued by the County, in accordance with Miami-Dade County Code.

Commented [SK(1)]: Should we limit to only MDC, or is Broward acceptable?

2.7 FEDERAL FUNDING

The use of Federal funds is anticipated in the resultant contract. As such, the following Section 1 General Terms and Conditions provisions marked with an “X” **shall not apply to this RTQ:**

- 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 INFORMS BID SUBMITTAL ASSISTANCE

To assist Bidder(s) with completing their response to solicitations, please access the links below to view a video tutorial of the INFORMS bidding process and a document that provides the steps on **How to Submit a Bid:** Miami-Dade County Portal (Select the *Recorded eSupplier Workshop* link at the bottom of the page and enter passcode: **q37%t+pG**)

https://www.miamidade.gov/global/news-item.page?Mduid_news=news1652724628268780

and

Link to access the *How to Submit a Bid Job Aid* (Supplier Portal’s FAQs tile):

<https://www.miamidade.gov/technology/library/informs/job-aid/submit-a-bid.pdf>

SECTION 3
SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS

Vendor shall be capable of providing for-hire transportation services for multiple County departments, on an "as needed basis." It is the intent of this Pool to identify and make available to the County, three groups of prequalified vendors to provide various types of for-hire transportation services to multiple Miami-Dade County Departments, as needed.

All vendors, drivers and vehicles utilized must comply with all requirements contained in Chapter 31 of the Miami-Dade County Code including, but not limited to, the Department of Transportation and Public Works (DTPW), Passenger Transportation Regulatory Division requirements, and any federal or state codes.

Individual detailed transportation service requirements and any vehicle technical specifications will be provided by the issuing County Department, during each ITQ request. All vehicles must be in good working condition (new or like new), clean interiors and exteriors, and comply with all manufacturers' safety and mechanical standards.

3.2 GROUPS BASED ON TYPES OF VEHICLES

The list of required vehicle types for for-hire transportation services to be requested by the County, includes but is not limited to the below. The list is for reference and evaluation purposes only. The County may, at its discretion, add additional vehicle types as needed.

GROUPS	VEHICLE TYPE	PASSENGER CAPACITY
Group 1	Business or Luxury Sedan	Up to 4 passengers
	Business or Luxury SUV	Up to 6 passengers
	Limousine	6 to 12 passengers
Group 2	Coach / Charter Bus	Up to 55 passengers
Group 3	School Bus	Grades K-6 up to 60 passengers Grades 6-8 up to 54 passengers Grades 9-12 up to 48 passengers
Group 4	Minibus or Van -including handicap accessible	9 to 28 passengers

3.3 FOR-HIRE OPERATING PERMITS

Section 31-104, *Operating Permits* of the Miami-Dade County Code, notes that it shall be unlawful for any passenger motor vehicle to be operated in Miami-Dade County without first obtaining a Miami-Dade County operating permit and maintaining such permit current and valid in accordance with this chapter. The for-hire operating permit shall, at all times, be displayed within the vehicle and shall be available for inspection by any police officer or authorized agent of the DTPW.

Since all permits are issued for up to a one-year period, vendors must keep their permits current. The term of the permit shall be concurrent with the term of the certificate and may be renewed upon compliance with this section.

SECTION 4
SUBMITTAL FORM

VENDOR: _____

QUALIFICATION CRITERIA TO BE COMPLETED BY ALL VENDORS		
Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Attached
Applicable to all Groups		
2.4 (1)	Vendor shall provide three signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing for-hire transportation services for other governmental agencies, or similar, 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 must be able to ascertain from Vendor provided references, to its satisfaction, at the County's sole discretion, that Vendor holds sufficient experience and capacity in providing for-hire transportation services.	<input type="checkbox"/>
2.4 (2)	Vendor must maintain a minimum fleet of two vehicle(s) or more. To demonstrate this, Vendor must complete the attached Vehicle Inventory List in Section 4 of this solicitation.	<input type="checkbox"/>
2.4 (3)	Per § 31-104. Operating permits., of the Miami-Dade County Code, vendors shall provide proof of a current for-hire operating permit. If the vendor is in the middle of renewal of such permit during the submittal, please provide proof from the appropriate authority to verify the renewal process.	<input type="checkbox"/>
2.4 (4)	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 solicitations. Vendor shall provide the representative's name, phone number, and email address.	<input type="checkbox"/>
2.4 (5)	Applicable to groups 1 and 3 only: Vendor shall maintain and provide proof of a current Miami-Dade County chauffeur registration license.	<input type="checkbox"/>
2.4 (6)	Applicable to group 4 only: Vendor shall provide proof of a valid Passenger Motor Carrier (PMC) Certificate of Transportation issued by the County, or similar document issued by another County, as required for buses and vans with seating capacity between 9 and 28 passengers, in accordance with the Miami-Dade County Code.	<input type="checkbox"/>
2.4 (7)	Applicable to group 4 only: Vendor shall maintain and provide proof of a current Miami-Dade County chauffeur registration license.	<input type="checkbox"/>
2.4 (8)	Applicable to group 4 only: Vendor must provide proof of and maintain a valid Florida Commercial Driver's License (Class B or Class C), with one of the following endorsements; P (Passengers), or S (School Bus) in accordance with Florida Department of Highway Safety and Motor Vehicles' requirements	<input type="checkbox"/>

SECTION 4:
REFERENCE CONTACT INFORMATION

Vendor Name: _____

Reference Contact Information (2.4.1)	
Provide contact information for three references to demonstrate that Vendor is regularly engaged in the business of providing for-hire transportation services for other governmental entities. If providing reference letters instead, this form may be left blank.	
<u>Reference #1:</u>	
Reference Company Name:	
Reference Company Address:	
Reference Company Contact Person Name and Title:	
Reference Company Contact Telephone Number:	
Reference Company Contact E-Mail Address:	
Reference Company Length of Business Relationship:	
<u>Reference #2:</u>	
Reference Company Name:	
Reference Company Address:	
Reference Company Contact Person Name and Title:	
Reference Company Contact Telephone Number:	
Reference Company Contact E-Mail Address:	
Reference Company Length of Business Relationship:	
<u>Reference #3:</u>	
Reference Company Name:	
Reference Company Address:	
Reference Company Contact Person Name and Title:	
Reference Company Contact Telephone Number:	
Reference Company Contact E-Mail Address:	
Reference Company Length of Business Relationship:	

SECTION 4:
VENDOR CONTACT INFORMATION

Vendor Name: _____

Vendor Contact Information (2.4.4)	
Provide name and contact information of a designated representative capable of providing information and support to the County during normal business hours (8 A.M. and 5 P.M. Monday through Friday, exclusive of observed County Holidays and Weekends).	
Company Contact Person Name:	
Contact Telephone Number:	
Contact E-Mail Address:	
Provide an e-mail address available to receive spot market quotations and orders from the County. This e-mail address should be closely monitored by designated staff to ensure timely receipt of communications from the County.	
Contact E-Mail Address:	