

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. RTQ-01404

Contract  
 Re-Bid   
 Other – \_\_\_\_\_

LIVING WAGE APPLIES:  YES     NO

Requisition No./Project No.: RQID2100843/EVN0000446   
 TERM OF CONTRACT: 5 YEAR(S) WITH   YEAR(S) OTR

Requisition /Project Title: Trained Canines and Training

Description: This Request to Qualify (RTQ) will establish a Prequalified Pool of Suppliers/Vendors (Pool) that will be used to solicit for trained canines and canine refresher training, for Miami-Dade County (County).

Issuing Department: SPD   
 Contact Person: Enke Plasari   
 Phone: 305-375-3905

Estimate Cost/Value: \$680,000   
 GENERAL    FEDERAL    OTHER  
 Funding Source: X         Proprietary

### ANALYSIS

<b>Commodity Codes:</b>	<span style="border: 1px solid black; padding: 2px;">04030</span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>
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.					
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>		
<b>Contractor:</b>	Pool - Multiple Vendors				
<b>Small Business Enterprise:</b>					
<b>Contract Value:</b>	\$500,000				
Comments: <span style="border: 1px solid black; padding: 2px;"> </span>					
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>				
Basis of Recommendation: <span style="border: 1px solid black; padding: 2px;"> </span>				
Signed: <span style="border: 1px solid black; padding: 2px;"> </span>		Date sent to SBD: <span style="border: 1px solid black; padding: 2px;">9/12/2023</span>		
		Date returned to SPD: <span style="border: 1px solid black; padding: 2px;"> </span>		

**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 used to solicit for trained canines and canine refresher training, 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 solicitations:

**Group 1:** Explosive/Illicit Substances Detection Canines & Training

**Group 2:** Public Safety Canines & Training

**Qualification Criteria for Group 1 Only**

**2.4.1** Supplier/Vendor shall be licensed by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) as a licensed provider of Accelerant Detection Canines. A copy of agency issued license or permit shall be provided.

**Qualification Criteria for Group 2 Only**

**2.4.2.a** Supplier/Vendor shall be certified as a Canine Handler with the Drug Enforcement Administration (DEA) for controlled substances. A copy of agency issued permit shall be provided.

**2.4.2.b** Supplier/Vendor shall provide two signed professional references on the referenced company's letterhead, to

demonstrate that Supplier/Vendor is regularly engaged in the business of providing public safety type canines. 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 public safety type canines.

**2.4.2.c** Supplier/Vendor shall employ at a minimum, a trainer who meets at minimum one of the qualifications listed below:

- a) Three (3) years of police canine training experience from a Professional Police Dog Trainer, Private Detection Handlers, K9 Security Officers, SAR K9 Handlers attached to a Volunteer SAR Team, Emergency Management, or Law Enforcement Agency. Supplier/Vendor shall provide a signed letter on the Agency's letterhead in the form of a reference.

or

- b) Provide a copy of a police canine training certification from a Professional Police Dog Trainer, Private Detection Handler, K9 Security Officers, SAR K9 Handlers attached to a Volunteer SAR Team, Emergency Management, or Law Enforcement Agency with issuing agency's name shown.

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
- 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)

**Award of Spot Market Competitions over \$5,000,000**

In accordance with Section 2-8.1(b)(5) of the Code of Miami-Dade County, as amended by Ordinance 23-28, any contract award for goods and services exceeding \$5,000,000 under this prequalification pool is subject to ratification by the Board of County Commissioners (Board). Any contract award not ratified by the Board, and such legislative action becomes final, the contract shall be deemed terminated. In such event, the Supplier/Vendor may be eligible for reasonable costs incurred prior to the notice of termination.

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

**3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

Supplier/Vendor shall be capable of providing explosive detection and public safety canines in addition to required training services on an as needed basis for Miami-Dade County (County). Patrol canines shall be certifiable by the Florida Department of Law Enforcement (FDLE) as working police dogs.

**3.2 GOODS/SERVICES TO BE PROVIDED**

**3.2.1 GROUP 1: EXPLOSIVE/ILLICIT SUBSTANCES DETECTION CANINES & TRAINING**

This group is for the purchase of canines with the capability of detecting explosives and other illicit substances; specifically trained to detect body-worn explosives on a moving target or conventional setting. Supplier/Vendor shall provide canines that are trained in live explosives in accordance with the department's current and applicable standards from an appropriately recognized certifying authority.

**3.2.2 GROUP 2: PUBLIC SAFETY CANINES & TRAINING**

This group is for purchase of canines with the capability of detecting the following:

- Narcotics
- Currency
- Guns and ammunition
- Human remains
- Missing persons

**3.3 CANINE REQUIREMENTS**

Supplier/Vendor shall be capable of providing canines that meet the following physical/mental specifications:

The canines shall:

1. be pure breed German Shepherd, Belgian Malinois, or other breeds specified by the County.
2. be approximately 1 – 3 years of age, except for pup purchase.
3. display a high social temperament and be able to engage suited decoys with a strong mouth bite.
4. have acceptable prey, fight and defense drives.
5. be physically sound, free of any genetic defects and in good health as following:
  - a) Absence of hip dysplasia and front limb/elbow inferiority as determined and verified radiographically by the County retained veterinarian.
  - b) Absence of heart worms as confirmed by negative test results, administered by the County retained veterinarian.
  - c) Successful completion of routine physical examination by the County retained veterinarian. The examination is to include: blood work, parasite check, oral exam (i.e., dental, gums), weight and overall physical evaluation to establish that the animal is suited for and will endure the stress of training and street work. The County will bear the cost of successful veterinary examinations.

**3.4 CANINE TRAINING REQUIREMENTS & SUPPLEMENTAL TRAINING**

Supplier/Vendor shall provide canines with minimal training in: Obedience, Tracking, Bite Work, Aggression, and Introduced to Buildings. Supplier/Vendor must be willing and able to provide, problem solving and additional reinforcement training as needed for any canine purchased and trained under this contract for a one year period at no additional cost. Failure to correct a canine's unacceptable behavior after repeated retraining attempts may result in Supplier/Vendor disqualification for future spot market purchases. The County may request, on an as needed basis, additional training and/or re-training of canines already owned by the County. The Canine Unit Supervisor will approve the type of training required.

~~Specific training requirements shall be identified in each subsequent spot market quotation issued by the County.~~

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**SECTION 4**  
**SUBMITTAL FORM**

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

**Place an X in the box(es) for the Group(s) for which the Supplier/Vendor is applying. Supplier/Vendor may apply for more than one group.**

- Group 1:** Explosive/Illicit Substances Detection Canines & Training  
 **Group 2:** Public Safety Canines & Training

<b><u>QUALIFICATION CRITERIA</u></b> <b>TO BE COMPLETED BY ALL VENDORS</b>		
Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Copy Attached
<b>To be completed by Group 1 Supplier/Vendor only</b>		
<b>2.4.1</b>	Supplier/Vendor shall be licensed by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) as a licensed provider of Accelerant Detection Canines. A copy of agency issued license or permit shall be provided.	<input type="checkbox"/>
<b>To be completed by Group 2 Supplier/Vendor only</b>		
<b>2.4.2.a</b>	Supplier/Vendor shall be certified as a Canine Handler with the Drug Enforcement Administration (DEA) for controlled substances. A copy of agency issued permit shall be provided.	<input type="checkbox"/>
<b>2.4.2.b</b>	Supplier/Vendor shall provide two signed professional references on the referenced company's letterhead, to demonstrate that Supplier/Vendor is regularly engaged in the business of providing public safety type canines. 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 public safety type canines.	

<b>2.4.2.c</b>	<p>Supplier/Vendor shall employ at a minimum, a trainer who meets at minimum one of the qualifications listed below:</p> <p>a) Three (3) years of police canine training experience from a Professional Police Dog Trainer, Private Detection Handlers, K9 Security Officers, SAR K9 Handlers attached to a Volunteer SAR Team, Emergency Management, or Law Enforcement Agency. Supplier/Vendor shall provide a signed letter on the Agency's letterhead in the form of a reference.</p> <p style="text-align: center;">or</p> <p>b) Provide a copy of a police canine training certification from a Professional Police Dog Trainer, Private Detection Handler, K9 Security Officers, SAR K9 Handlers attached to a Volunteer SAR Team, Emergency Management, or Law Enforcement Agency with issuing agency's name shown.</p>	
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## INDEMNIFICATION AND INSURANCE

Contractor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the contractor or its employees, agents, servants, partners principals or subcontractors. Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The Contractor shall furnish to **insert your Department's name and address**, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440.
- B. Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, to include Products & Completed Operations. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength, by Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services.

**NOTE: CERTIFICATE HOLDER MUST READ:**

**MIAMI-DADE COUNTY  
111 NW 1<sup>st</sup> STREET  
SUITE 2340**