

**ISSUING DEPARTMENT INPUT DOCUMENT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No. RTQ-01360  
Contract  
 Re-Bid     Other –    LIVING WAGE APPLIES:  YES     NO

Requisition No./Project No.: EVN0000479    TERM OF CONTRACT      YEAR(S) WITH      YEAR(S) OTR

Requisition /Project Title: Water/Wastewater Treatment Pts/Svc/Equip.

Description:

This Request to Qualify (RTQ) will establish a Prequalified Pool of Supplier/Vendor (Pool) that will be used to solicit water and wastewater treatment equipment, parts, units for rental and repair and installation 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.

Issuing Department: SPD    Contact Person: Martha Garofolo    Phone: 305-375-4265  
 Estimate Cost/Value: \$81,753,000    GENERAL    FEDERAL    OTHER  
 Funding Source: Proprietary

**ANALYSIS**

<b>Commodity Codes:</b>	<u>96896</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.				
	<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>	<u>    </u>	<u>    </u>	<u>    </u>	
<b>Small Business Enterprise:</b>	<u>    </u>	<u>    </u>	<u>    </u>	
<b>Contract Value:</b>	<u>    </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
<b>SBE</b>	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>
Basis of Recommendation: <u>    </u>				
Signed: <u>Martha Garofolo</u>		Date sent to SBD: <u>5/5/23</u>		
		Date returned to SPD: <u>    </u>		

## SECTION 2

### ADDITIONAL/SPECIAL TERMS AND CONDITIONS

#### **2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a Prequalified Pool of Supplier/Vendor (Pool) that will be used to solicit water and wastewater treatment equipment, parts, units for rental and repair and installation 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.

**OEM** – Shall refer to Original Equipment Manufacturer.

**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 for the following groups:

Group A: Purchase of OEM and Non-OEM Parts and Equipment

Group B: Repair and Installation Services of OEM and Non-OEM Parts, and Equipment

Group C: Rental of Water and Wastewater Treatment Units

##### **2.4.1 Qualifications for All Groups**

A. Supplier/Vendor shall provide contact information to receive future spot market quotations, and provide the County with general support to include answers to questions, information concerning orders placed, and repair services. An email address shall be available 24 hours a day to receive spot market quotations and orders from the County.

**B. Normal Business Hours**

Supplier/Vendor shall provide a designated representative(s) name, phone number, and e-mail address. The designated representative(s) shall be available during normal business hours, between 8 a.m. and 5 p.m. EST.

**C. After Business Hours**

Supplier/Vendor shall provide a designated representative(s) name, phone number, and e-mail address for emergency service requests after hours. The designated representative(s) shall be available to provide support after normal business hours, between 5 p.m. and 8 a.m. EST

- D.** Supplier/Vendor shall provide three signed professional references on the referenced company's letterhead, to demonstrate that Supplier/Vendor is regularly engaged in the business of providing water and wastewater treatment equipment, parts, units for rental and repair and installation services. 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 water and wastewater treatment equipment, parts, units for rental and repair and installation services.

**2.42 Group A Purchase of OEM and Non-OEM Parts and Equipment**

- A.** Vendor(s) shall provide a list of the proposed OEM and Non-OEM brand parts and equipment available for purchase (Section 4: Parts List for Purchase).
- B.** Vendor(s) shall be the manufacturer or manufacturer's authorized agent, dealer, representative or distributor of the brands proposed to the County. Vendor(s) shall submit a letter from the manufacturer, or be listed on the manufacturer's website, designating the vendor as an authorized agent, dealer, representative or distributor. The letter must include name and phone number of the manufacturer's contact person, must be signed by an authorized representative, and must be dated within 12 months of submittal. Should the vendor be unable to provide a letter from the manufacturer or be listed on the manufacturer's website, other verifiable proof of vendor's status may be accepted at the County's discretion.

**2.43 Group B Repair and Installation Services of OEM and Non-OEM Parts and Equipment**

- A.** Vendor(s) shall provide a list of the proposed OEM and Non-OEM brand parts and equipment available for service, repairs, and installations (Section 4: Manufacturer Brands for Repair and Installation Services).
- B.** Vendor(s) shall be a manufacturer's certified or authorized service provider for repairs, installation and service of the brands proposed to the County. Vendor(s) shall submit a letter from the manufacturer, provide an executed agreement, or be listed on the manufacturer's website as an authorized service provider. The letter must include name and phone number of the manufacturer's contact person, must be signed by an authorized representative, and must be dated within 12 months of submittal. Should the vendor be unable to provide a letter from the manufacturer or be listed on the manufacturer's website, other verifiable proof of vendor's status may be accepted at the County's discretion.

**2.44 Group C Rental of Water and Wastewater Treatment Units**

- A.** Vendor shall provide a list of its equipment available to be rented under this RTQ (Section 4: Equipment Rental List).
- B.** Vendor shall provide either two signed professional reference letters on the referenced company's letterhead, or provide two different Commercial Business and/or Governmental Agency references to demonstrate that the

Vendor is regularly engaged in the business of renting water and wastewater treatment equipment. The references shall provide the customer's company name, and the name, title, e-mail address and telephone number of the contact person who can verify that the vendor has successfully provided or is providing the requested rental services (Section 4: Vendor References). The County must be able to ascertain from Vendor provided references, to its satisfaction and at the County's sole discretion, that the Vendor has sufficient experience and capacity in providing the rental services.

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.

**2.45 INSURANCE**

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

**2.46 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)

**2.47 SERVICES AND FACILITIES MAY BE ADDED OR DELETED**

It is hereby agreed and understood that similar or additional services may be added to this contract at the County's option. It is also agreed and understood that the County may add or delete facilities to this contract at the County's option. Vendor(s) under this contract shall be invited to submit price quotes for these additional services and/or facilities. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the current contract Vendor(s) that offers the lowest acceptable pricing. The County may determine to obtain price quotes for the additional services from other Vendors in the event that fair and reasonable pricing is not obtained from the current contract Vendors, or for other reasons at the County's discretion.

**2.48 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS**

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract.

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## SECTION 3

### SCOPE OF WORK/TECHNICAL SPECIFICATIONS

#### **3.1 SCOPE OF WORK**

Suppliers/Vendors shall be capable of providing equipment and parts used in the water and wastewater treatment processes, water and wastewater treatment units for rental, and related repair and installation services for the Miami-Dade Water and Sewer Department (WASD), on an “as-needed” basis. The Miami-Dade Water and Sewer Department is tasked with treating drinking water being delivered to customers, along with treating wastewater collected from residents and businesses to inject back into the earth’s surface. As part of the drinking water and wastewater treatment processes a wide array of equipment is used by WASD. Some of this equipment includes influent screens, aerated grit chambers, oxygenation basins, settling tanks, sand filters, belt presses, thickeners, valves, centrifuges, clarifiers, agitators, mixers, degritters, cyclones, bar screens, sluice gates, filters, hydro-treaters, and macerator pumps.

#### **3.2 GROUP 1 PURCHASE OF OEM AND NON-OEM EQUIPMENT AND PARTS**

Suppliers/Vendors prequalified under this group will receive spot market quotations for the purchase of water and wastewater treatment related equipment and parts for specified OEM or manufacturer equivalent Non-OEM brands. Suppliers/Vendors shall provide products for which they are the manufacturer, authorized agent, dealer, representative or distributor.

**3.2.1 OEM Parts** - Suppliers/Vendors shall furnish and deliver certified original equipment manufacturer parts on subsequent spot market quotes.

**3.2.2 Non-OEM Parts** - Suppliers/Vendors shall furnish and deliver parts that are equal to the certified OEM parts on subsequent spot market quotes. If the Suppliers/Vendors quotes items under this category, the Suppliers/Vendors may be required to provide additional documentation to demonstrate the products being proposed meet the County’s standard of performance, design and level of quality.

#### **3.3 GROUP 2 REPAIR AND INSTALLATION SERVICES OF OEM AND NON-OEM EQUIPMENT AND PARTS**

Suppliers/Vendors prequalified under this group will receive spot market quotations for the repair or installation of water and wastewater treatment related equipment and parts. Suppliers/Vendors shall provide repair or installation services for manufacturers which they are a manufacturer’s authorized service provider.

#### **3.4 GROUP 3 RENTAL OF WATER AND WASTEWATER TREATMENT UNITS**

Suppliers/Vendors prequalified under this group will receive spot market quotations for the rental of water and wastewater treatment related units. Units to be provided may include, but are not limited to: belt presses, centrifuges, filtration devices such as carbon filtration, and sand filtration systems, purification systems, mobile sludge dewatering units, evaporation systems, and reverse osmosis systems.

#### **3.5 MAKES, MODELS AND BRANDS OF WATER AND WASTEWATER TREATMENT EQUIPMENT AND PARTS**

The list below is a representation of brands commonly used throughout the County. This list is not all inclusive and additional brands may be added at the discretion of the County.

Alfa Laval	Amwell/McNish Corp	Andritz-Ruthner	BDP Industries
Bird Machine Brand	ClorTec by Severm Trent	De Nora Water Technologies	Dorr Oliver
Evoqua Water Technologies LLC	F.B. Leopold	FL Smidth	Fontaine Aquanox Water Control
GEA	Huber Technology	Humboldt Products	Hydra Service Inc
Hydro-Dyne Engineering	John Meunier Screening	JWC Environmental	Kusters Water
Lakeside Brand	Lightnin Brand	M2T/Lotepro	Muffin Monster Brand

Nord Gear Products	Pennwalt Sharples	Philadelphia Brand	Polychem System
Power Screen	Rodney Hunt	SPX Products	U.S Filter/Envirex
Vulcan Industries	Waterman Brand	Wemco Pumps	WSG & Solutions

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

VENDOR: \_\_\_\_\_

<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.		
Supplier/Vendor shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations for the following groups:		
Reference Section	Requirements for Groups:	Copy Attached
	<b>Group A:</b> Purchase of OEM and Non-OEM Parts and Equipment <b>Group B:</b> Repair and Installation Services of OEM and Non-OEM Parts, and Equipment <b>Group C:</b> Rental of Water and Wastewater Treatment Units	
2.4.1-A	Supplier/Vendor shall provide contact information to receive future spot market quotations, and provide the County with general support to include answers to questions, information concerning orders placed, and repair services. An email address shall be available 24 hours a day to receive spot market quotations and orders from the County.  Email Address: _____	
2.4.1-B	<b><u>Normal Business Hours</u></b> Supplier/Vendor shall provide a designated representative(s) name, phone number, and e-mail address. The designated representative(s) shall be available during normal business hours, between 8 a.m. and 5 p.m. EST.  Designated Representative Name: _____ Phone number: _____ Email Address: _____	<input type="checkbox"/>
2.4.1-C	<b><u>After Business Hours</u></b> Supplier/Vendor shall provide a designated representative(s) name, phone number, and e-mail address for emergency service requests after hours. The designated representative(s) shall be available to provide support after normal business hours, between 5 p.m. and 8 a.m. EST  Designated Representative Name: _____ Phone number: _____ Email Address: _____	<input type="checkbox"/>
2.4.1-D	Supplier/Vendor shall provide three signed professional references on the referenced company's letterhead, to demonstrate that Supplier/Vendor is regularly engaged in the business of providing water and wastewater treatment equipment, parts, units for rental and repair and installation services. 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	<input type="checkbox"/>



	<p>capacity in providing water and wastewater treatment equipment, parts, units for rental and repair and installation services.</p> <p><b>Reference Number 1:</b>  Customer's Company Name: _____  Is reference for the Vendor a Subcontractor <b>or</b> key personnel? _____  If <b>Subcontractor</b>, then identify the name of the Subcontractor: _____  If <b>key personnel</b>, then identify the name of the key personnel: _____  and make sure that company key personnel worked for is listed <u>above</u> as "Reference No. 1."  Name and Title: _____  Address: _____ City and State _____  EmailAddress: _____  TelephoneNumber: _____</p> <p><b>Reference Number 2:</b>  Customer's Company Name: _____  Is reference for the Vendor a Subcontractor <b>or</b> key personnel?: _____  If <b>Subcontractor</b>, then identify the name of the Subcontractor: _____  If <b>key personnel</b>, then identify the name of the key personnel: _____  and make sure that company key personnel worked for is listed <u>above</u> as "Reference No. 1."  Name and Title: _____  Address: _____ City and State _____  EmailAddress: _____  TelephoneNumber: _____</p> <p><b>Reference Number 3:</b>  Customer's Company Name: _____  Is reference for the Vendor a Subcontractor <b>or</b> key personnel?: _____  If <b>Subcontractor</b>, then identify the name of the Subcontractor: _____  If <b>key personnel</b>, then identify the name of the key personnel: _____  and make sure that company key personnel worked for is listed <u>above</u> as "Reference No. 1."  Name and Title: _____  Address: _____ City and State _____  EmailAddress: _____  TelephoneNumber: _____</p>	
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**Requirements: 2.4.2 Group A- Purchase of OEM and Non-OEM Parts and Equipment**

2.42-A	Supplier/Vendor) shall provide a list of the proposed OEM and Non-OEM brand parts and equipment available for purchase (Section 4: Parts List for Purchase).	<input type="checkbox"/>
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2.4.2-B	Supplier/Vendor shall be the manufacturer or manufacturer's authorized agent, dealer, representative or distributor of the brands proposed to the County. Vendor(s) shall submit a letter from the manufacturer, or be listed on the manufacturer's website, designating the Supplier/Vendor as an authorized agent, dealer, representative or distributor. The letter must include name and phone number of the manufacturer's contact person, must be signed by an authorized representative, and must be dated within 12 months of submittal. Should the Supplier/Vendor be unable to provide a letter from the manufacturer or be listed on the manufacturer's website, other verifiable proof of Supplier/Vendor status may be accepted at the County's discretion.	<input type="checkbox"/>
<b>Requirements: 2.4.3 Group B- Repair and Installation Services of OEM and Non-OEM Parts and Equipment</b>		
2.4.3-A	Supplier/Vendor shall provide a list of the proposed OEM and Non-OEM brand parts and equipment available for service, repairs, and installations (Section 4: Manufacturer Brands for Repair and Installation Services).	<input type="checkbox"/>
2.4.3-B	Supplier/Vendor shall be a manufacturer's certified or authorized service provider for repairs, installation and service of the brands proposed to the County. Supplier/Vendor shall submit a letter from the manufacturer, provide an executed agreement, or be listed on the manufacturer's website as an authorized service provider. The letter must include name and phone number of the manufacturer's contact person, must be signed by an authorized representative, and must be dated within 12 months of submittal. Should the Supplier/Vendor be unable to provide a letter from the manufacturer or be listed on the manufacturer's website, other verifiable proof of Supplier/Vendor status may be accepted at the County's discretion.	<input type="checkbox"/>
<b>Requirements: 2.4.4 Group C- Rental of Water and Wastewater Treatment Units</b>		
2.4.4-A	Vendor shall provide a list of its equipment available to be rented under this RTQ (Section 4: Equipment Rental List).	<input type="checkbox"/>
2.4.4-B	Vendor shall provide either two signed professional reference letters on the referenced company's letterhead, or provide two different Commercial Business and/or Governmental Agency references to demonstrate that the Vendor is regularly engaged in the business of renting water and wastewater treatment equipment. The references shall provide the customer's company name, and the name, title, e-mail address and telephone number of the contact person who can verify that the vendor has successfully provided or is providing the requested rental services (Section 4: Vendor References). The County must be able to ascertain from Vendor provided references, to its satisfaction and at the County's sole discretion, that the Vendor has sufficient experience and capacity in providing the rental services.	<input type="checkbox"/>

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.