

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New  
  OTR  
  Sole Source  
  Bid Waiver  
  Emergency  
 Previous Contract/Project No. 9743-2/23  
 Re-Bid  
  Other  
 LIVING WAGE APPLIES:  YES  
 NO

Requisition No./Project No.: EVN0000497      TERM OF CONTRACT: 5-years term

Requisition /Project Title: Grounds Maintenance & Pest Control - PreQual

Description: The purpose of this Pool is to establish a Prequalified Pool of Supplier/Vendor s (Pool) that will be used to solicit grounds maintenance, pest control services and lawn sprinkler repair services are essential in keeping the appearance of County properties and in preserving the value of the County’s investment of plant material.

Issuing Department: PROS      Contact Person: Orlando Martinez Jr      Phone: 305-375-3805

Estimate Cost: \$153,000,000.00      GENERAL FEDERAL OTHER  
 Funding Source: X      X      X

**ANALYSIS**

Commodity Codes: 67540      67545      91027      93437      59510

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

EXISTING                          2<sup>ND</sup> YEAR                          3<sup>RD</sup> YEAR

Contractor: \_\_\_\_\_

Small Business Enterprise: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Comments: \_\_\_\_\_

Continued on another page (s):     Yes     No

**RECOMMENDATIONS**

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

Basis of recommendation: \_\_\_\_\_

Date sent to SBD: 02/27/2023

Signed: Orlando Martinez Jr.

Date returned to SPD: \_\_\_\_\_



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

**2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a Prequalified Pool of Supplier/Vendor s (Pool) that will be used to solicit grounds maintenance, pest control services and lawn sprinkler repair 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 Supplier/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.

**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 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 Strategic Procurement Department. The Pool shall expire on the last day of the last month of the five (5) year term.

**2.4 QUALIFICATION CRITERIA**

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

- Group 1: Grounds Maintenance
- Group 2: Pest Control Services: Lawn and Ornamental
- Group 3: Pest Control Services: Right of Way
- Group 4: Lawn Sprinkler Repair Services

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

**2.4.1 Qualification Requirements for All Groups**

- 1) Supplier/Vendor shall be regularly engaged in the business of providing grounds maintenance, pest control services and / or lawn sprinkler. Supplier/Vendor shall demonstrate its experience pertaining to services requested in this RTQ by providing two (2) professional references, related to the applicable group(s), in the Vendor's Submittal Form (see Section 4). 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 references shall include the customer's company name and address; the name, title, email address, telephone number of the contact person who can verify that the Supplier/Vendor has successfully provided the products and/or services that the Supplier/Vendor is offering under this solicitation and indicate the type of equipment and/or Services provided. These references shall ascertain to the County's satisfaction that the Supplier/Vendor has sufficient experience and expertise in providing lawn equipment and/or lawn equipment services for each applicable group. The County, at its sole discretion, may request additional information to assess Vendor responsibility.

- 2) Supplier/Vendor shall assign a company representative(s) who is cognizant of industry standards and is authorized to discuss matters pertaining to goods and / or services described in the RTQ and subsequent ITQs/WOPRs in order to provide the County with support and information. Supplier/Vendor shall provide their designated company representative(s) name, phone number, and e-mail address.

**2.4.2 Additional Qualifications for Group 1**

- 1) Supplier/Vendor or their approved subcontractor shall employ an Arborist certified by the International Society of Arborists. Supplier/Vendor shall provide a copy of the certification.

For more information link to: [www.floridaisa.org/](http://www.floridaisa.org/).

**2.4.3 Additional Qualifications for Group 2**

- 1) Supplier/Vendor or their approved subcontractor shall hold a current Pest Control license for Lawn and Ornamental Services issued by the Florida Department of Agriculture and Consumer Services. A copy of their current license issued by the Florida Department of Agriculture and Consumer Services shall be provided.
- 2) Supplier/Vendor or their approved subcontractor shall employ a Certified Operator. A copy of their current license issued by the Florida Department of Agriculture and Consumer Services shall be provided.

Both licenses are required in order to pre-qualify under Group 2.

For more information link to: [www.freshfromflorida.com/onestop/aes/pestapp.html](http://www.freshfromflorida.com/onestop/aes/pestapp.html) and [www.freshfromflorida.com/onestop/aes/pestcont.html](http://www.freshfromflorida.com/onestop/aes/pestcont.html).

**2.4.4 Additional Qualifications for Group 3**

- 1) Supplier/Vendor or their approved subcontractor shall hold a current Commercial Applicator license for Right of Way and / or Ornamental and Turf issued by the Florida Department of Agriculture and Consumer Services. A copy of their current license issued by the Florida Department of Agriculture and Consumer Services shall be provided. A copy of their current license issued by the Florida Department of Agriculture and Consumer Services shall be provided.

For more information link to: [www.freshfromflorida.com/onestop/aes/pestapp.html](http://www.freshfromflorida.com/onestop/aes/pestapp.html) and [www.freshfromflorida.com/onestop/aes/pestcont.html](http://www.freshfromflorida.com/onestop/aes/pestcont.html).

**2.4.5 Additional Qualification for Group 4**

- 1) Supplier/Vendor or their approved subcontractor shall hold at a minimum one (1) of the following:
  - a. General Contractors (GC) license issued by the State of Florida Construction Industry Licensing Board
  - b. General Contractors (GC) license issued by the Miami-Dade County Construction Trades



- Qualifying Board
- c. Plumbing Contractors license issued by the State of Florida Construction Industry Licensing Board
  - d. Plumbing Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board
  - e. Lawn Sprinkler Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board

A copy of their current license shall be provided.

For more information link to: <http://www.miamidade.gov/development/contractors-licensing.asp> and <http://library.municode.com/index.aspx?clientId=10620>.

Supplier/Vendor s 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 Supplier/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 Supplier/Vendor s which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Supplier/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

Prequalified Suppliers/Vendors will be placed in the Pool on a "per group" basis, which will be accessed by the various County departments. Suppliers/Vendors in the Pool will be invited to participate in future spot market competition, as needed. User departments will invite Suppliers/Vendors that are prequalified for the group(s) containing the type of lawn equipment, parts, and/or services 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
- Insurance requirements
- 

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 [MO(1)]:** MJ, Have Insurance response from ISD Risk. You want to add to draft or have BU contact Risk every time like we do now?



- 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/ADDITIONAL SERVICES**

It is hereby agreed and understood that although this RTQ identifies specific groups, and services; the County reserves the right to add additional related groups/services, with applicable qualification criteria to this RTQ; or any subsequent ITQs/WOPRs at the option of the County. When required by the pricing structure of the awarded ITQ/WOPR, Suppliers/Vendors may be invited to submit price quotes for the additional services. If these quotes are determined to be fair and reasonable, then the additional service(s) may be awarded to the Supplier/Vendor.



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

**3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

Suppliers/Vendors prequalified under this Pool shall be capable of providing grounds maintenance services (Group 1), pest control services (Group 2 and 3), and lawn sprinkler repair services (Group 4) to multiple County departments, on an as needed basis.

Suppliers/Vendors providing services to the County shall comply at all times with all applicable Federal, State, County, and any other authority having jurisdiction or regulations guiding the service method(s) utilized. Additional technical specifications will be provided within the ITQ/WOPR.

**3.2 GOODS AND SERVICES TO BE PROVIDED**

**A. Group 1: Grounds Maintenance**

Prequalified Supplier/Vendors under Group 1 will be invited to respond to Spot Market quotations for the to provide grounds maintenance services. The grounds maintenance tasks includes, but is not limited to: turf mowing, grass trimming, edging, leaf removal, shrub, watering, ground cover and hedge trimming; tree and palm thinning and pruning; weed and vine control; clean yard trash pickup and disposal; clean-up, pest and disease reporting and control, mulching, and fertilization.

**B. Group 2: Pest Control Services: Lawn and Ornamental**

Prequalified Supplier/Vendors under Group 2 will be invited to respond to Spot Market quotations for the to provide treatment of plant material for pest and disease control for lawn and ornamental. The pest control services tasks includes, but is not limited to: Disease and Pest Control, inspection of disease infestation, report all plant material affected with pests or disease, recommendation to remedy the problem, and report the chemical to be used, method of application. Only products approved by the Federal Environmental Protection Agency (EPA) and registered and approved by the State of Florida shall be used.

**C. Group 3: Pest Control Services: Right of Way**

Prequalified Supplier/Vendors under Group 3 will be invited to respond to Spot Market quotations for the to provide includes the treatment of plant material for pest and disease control for right of way. The pest control services tasks includes, but is not limited to: Disease and Pest Control, inspection of disease infestation, report all plant material affected with pests or disease, recommendation to remedy the problem, and report the chemical to be used, method of application. Only products approved by the Federal Environmental Protection Agency (EPA) and registered and approved by the State of Florida shall be used.

**D. Group 4: Lawn Sprinkler Repair Services**

Prequalified Supplier/Vendors under Group 4 will be invited to respond to Spot Market quotations for the to provide installation, repair, and maintenance for irrigation system and water pumps. The irrigation maintenance tasks includes, but is not limited to: spray head repair; rotor head repair; lateral line repair, main line repair; low voltage wire repair; controller repair; two wire system repair; valve repair; valve box repair; IQ device repair; rain sensor repair; check valve repair; pump station repair; sleeve repair; dripline system repair; two wire decoder repair; two wire search protector repair; two wire path repair; irrigation coverage repair; solenoid repair; ball valve repair; gate valve repair; suction line repair; well repair.

**3.3 DEFICIENCIES ON SERVICES**

After notification by the County, the Awarded Supplier(s)/Vendor(s) shall correct all apparent and latent faulty labor and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within five (5) business days after such notification. The Awarded Supplier(s)/Vendor(s)



**Miami-Dade County**  
**Strategic Procurement Department**  
111 NW 1st Street, Suite 1300, Miami, FL 33128

Event ID:

shall bear all costs of such correction. If the Awarded Supplier(s)/Vendor(s) fails to correct the work within the period specified, the County may (a) place the Supplier(s)/Vendor(s) in default of its contract, and/or (b) procure the products and or services through another solicitation and charge the Awarded Vendor for any additional costs that are incurred by the County for these corrections; either by deduction from the final payment owed to the Awarded Supplier(s)/Vendor(s), a credit memorandum or through invoicing. If the Awarded Vendor fails to honor this invoice or credit memo, the County may terminate the Awarded Supplier(s)/Vendor(s) from the contract for default.

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

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

<b>QUALIFICATION CRITERIA</b> <b>TO BE COMPLETED BY ALL SUPPLIERS/VENDORS</b>	
Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements. Supplier/Vendor shall indicate the applicable group(s) submission and provide the following information, documents, and attachments for each applicable group as requested in this Submittal Form:	

<input type="checkbox"/> <b>Group 1: Grounds Maintenance</b>	<input type="checkbox"/> <b>Group 2: Pest Control Services: Lawn and Ornamental</b>
<input type="checkbox"/> <b>Group 3: Pest Control Services: Right of Way</b>	<input type="checkbox"/> <b>Group 4: Lawn Sprinkler Repair Services</b>

Reference Section	2.4.1 Qualification Requirements for All Groups	Copy Attached
2.4.1 (1)	<p>Supplier/Vendor shall be regularly engaged in the business of providing grounds maintenance, pest control services and / or lawn sprinkler. Supplier/Vendor shall demonstrate its experience pertaining to services requested in this RTQ by providing two (2) professional references, related to the applicable group(s), in the Vendor's Submittal Form (see Section 4). 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 references shall include the customer's company name and address; the name, title, email address, telephone number of the contact person who can verify that the Supplier/Vendor has successfully provided the products and/or services that the Supplier/Vendor is offering under this solicitation and indicate the type of equipment and/or Services provided. These references shall ascertain to the County's satisfaction that the Supplier/Vendor has sufficient experience and expertise in providing lawn equipment and/or lawn equipment services for each applicable group. The County, at its sole discretion, may request additional information to assess Vendor responsibility.</p> <p><b>Reference No. 1:</b>            Reference Company Name: _____            Is reference for the Vendor, a Subcontractor or 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."</p> <p>Reference Company Address: _____            Reference Contact Name: _____ Title: _____            Telephone Number: _____ Email: _____            Equipment and/or Type of Services Provided: _____            _____            _____            _____</p> <p><b>Reference No. 2:</b>            Reference Company Name: _____            Is reference for the Vendor, a Subcontractor or key personnel?: _____</p>	<input type="checkbox"/>



	<p>If <b>Subcontractor</b>, then identify the name of the Subcontractor: _____</p> <p>If <b>key personnel</b>, then identify the name of the key personnel: _____</p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference No. 2."</p> <p>Reference Company Address: _____</p> <p>Reference Contact Name: _____ Title: _____</p> <p>Telephone Number: _____ Email: _____</p> <p>Equipment and/or Type of Services Provided: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
2.4.1 (1)	<p>Supplier/Vendor shall assign a company representative(s) who is cognizant of industry standards and is authorized to discuss matters pertaining to goods and / or services described in the RTQ and subsequent ITQs/WOPRs in order to provide the County with support and information. Supplier/Vendor shall provide the designated representative(s) name, phone number, and e-mail address.</p> <p><b>Primary Company Representative:</b></p> <p>Name: _____ Title: _____</p> <p>Phone Number: _____ Email: _____</p> <p><b>Secondary Company Representative:</b></p> <p>Name: _____ Title: _____</p> <p>Phone Number: _____ Email: _____</p>	<input type="checkbox"/>
<b>Reference Section</b>	<b>2.4.2 Additional Qualifications for Groups 1: Grounds Maintenance</b>	<b>Copy Attached</b>
2.4.2 (2)	<p>Supplier/Vendor or their approved subcontractor shall employ an Arborist certified by the International Society of Arborists. Supplier/Vendor shall provide a copy of the certification.</p> <p>Name: _____ Certification #: _____ Expires: ___ / ___ / _____</p>	<input type="checkbox"/>
<b>Reference Section</b>	<b>2.4.3 Additional Qualifications for Group 2: Pest Control Services: Lawn and Ornamental</b> Both licenses are required in order to pre-qualify under Group 2.	<b>Copy Attached</b>
2.4.3 (1)	<p>Supplier/Vendor or their approved subcontractor shall hold a current Pest Control license for Lawn and Ornamental Services issued by the Florida Department of Agriculture and Consumer Services. A copy of their current license issued by the Florida Department of Agriculture and Consumer Services shall be provided.</p> <p>Name: _____ License #: JB _____ Expires: ___ / ___ / _____</p>	<input type="checkbox"/>
2.4.3 (2)	<p>Supplier/Vendor or their approved subcontractor shall employ a Certified Operator. A copy of their current license issued by the Florida Department of Agriculture and Consumer Services shall be provided.</p> <p>Name: _____ License #: JE _____ Expires: ___ / ___ / _____</p>	<input type="checkbox"/>
<b>Reference Section</b>	<b>2.4.4 Additional Qualifications for Group 3: Pest Control Services: Right of Way</b>	<b>Copy Attached</b>
2.4.4 (1)	<p>Supplier/Vendor or their approved subcontractor shall hold a current Commercial Applicator license for Right of Way and / or Ornamental and Turf issued by the Florida Department of Agriculture and Consumer Services. A copy of their current license issued by the Florida Department of Agriculture and Consumer Services shall be provided. A copy of their current license issued by the Florida Department of Agriculture and Consumer Services shall be provided.</p>	<input type="checkbox"/>

	Name: _____ License #: CM _____ Expires: __ / __ / _____	
<b>Reference Section</b>	<b>2.4.5 Additional Qualifications for Group 4: Lawn Sprinkler Repair Services</b>	<b>Copy Attached</b>
2.4.5 (1)	<p>Supplier/Vendor or their approved subcontractor shall hold at a minimum one (1) of the following:</p> <ul style="list-style-type: none"> <li>a. General Contractors (GC) license issued by the State of Florida Construction Industry Licensing Board</li> <li>b. General Contractors (GC) license issued by the Miami-Dade County Construction Trades Qualifying Board</li> <li>c. Plumbing Contractors license issued by the State of Florida Construction Industry Licensing Board</li> <li>d. Plumbing Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board</li> <li>e. Lawn Sprinkler Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board</li> </ul> <p>A copy of their current license shall be provided.</p> <p>Name: _____ License #: _____ Expires: __ / __ / _____</p>	<input type="checkbox"/>

**Note:** Supplier/Vendor shall comply with the qualifications outlined for each participating group. Vendor 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 Supplier/Vendor to complete, supplement or supply the required documents throughout the term of the RTQ.