

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No.
RTQ-01583 7963-1/22, RTQ-0091, RTQ-01129, and
RTQ-00005

Re-Bid Other LIVING WAGE APPLIES: YES x NO
Requisition No./Project No.:RQ2000072 TERM OF CONTRACT 5 YEAR(S) WITH 0YEAR(S) OTR

Requisition /Project Title: Building Materials and Related Items

Description: This Request to qualify will establish a list of prequalified Vendors to solicit building materials, fasteners, paint and paint related items, and refractory fire bricks.

Issuing Department: ISD-Procurement Contact Person: Mary Hammett Phone: 375-5471
Estimate Cost: \$32,864,800.00 GENERAL FEDERAL OTHER
Funding Source: GENERAL FEDERAL OTHER

ANALYSIS

<u>Commodity Codes:</u> 998-19 320-92, 630-68, and 150-05			
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>Term</u>	<u>3RD YEAR</u>
<u>Contractor:</u>	See attachment of current contractors		
<u>Small Business Enterprise:</u>			
<u>Contract Value:</u>	\$32,854,800.00		\$

Comments:

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Basis of recommendation:

<u>Signed:</u> Mary Hammett	<u>Date sent to DBD:</u> 4/1/20
	<u>Date returned to DPM:</u> <input type="text"/>

SECTION 2
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 building materials and, related items 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 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.

Vendor – Shall refer to a business entity/individual responding to this RTQ.

Submittal - Shall refer to all information, attachments and forms submitted in response to this RTQ.

Work Order Proposal Request (WOPR) – Shall refer to the solicitation of offers from the Prequalified Pool of Vendors 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 Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the months of the five (5) 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 competition for the following groups:

Group A Building Materials

Group B Fasteners

Group C Paint and Paint Related items

Group D Refractory Fire Bricks

2.4.1 QUALIFICATIONS CRITERIA GROUP A-BUILDING MATERIALS

1. Vendor(s) shall provide two signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing building materials. 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 building materials.
2. Vendor(s) must be the manufacturer or manufacturer's authorized agent, dealer, representative or

distributor for building materials products. Vendor(s) shall submit letter(s) from the manufacturer's to the County or be listed as an authorized agent, dealer, representative or distributor on the manufacturer's website.

3. Vendor(s) shall be in the business of providing building materials for a minimum of one year. Vendor shall submit a copy of their articles of incorporation or federal income tax with the bid submittal.
4. Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning order placed. Vendor(s) shall provide the representative's name, phone number, and email address.

For emergency (24 Hours) purchases, vendor shall provide a designated representative Name, phone number, and email address.

2.4.2 QUALIFICATIONS CRITERIA GROUP B-FASTENERS

1. Vendor(s) shall provide two signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing fasteners. 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 fasteners.
2. Vendor(s) must be the manufacturer or manufacturer's authorized agent, dealer, representative or distributor for fasteners. Vendor(s) shall submit letter(s) from the manufacturer's to the County or be listed as an authorized agent, dealer, representative or distributor on the manufacturer's website.
3. Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning order placed. Vendor(s) shall provide the representative's name, phone number, and email address.

For emergency (24 Hours) purchases, vendor shall provide a designated representative Name, phone number, and email address.

2.4.3 QUALIFICATIONS CRITERIA GROUP C-PAINT AND PAINT RELATED ITEMS

1. Vendor(s) shall provide two signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing paint and paint related items. 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 paint and paint related items.
2. Vendor(s) must be the manufacturer or manufacturer's authorized agent, dealer, representative or distributor for paint and paint related items. Vendor(s) shall submit letter(s) from the manufacturer's to the County or be listed as an authorized agent, dealer, representative or distributor on the manufacturer's website.
3. Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning order placed. Vendor(s) shall provide the representative's name, phone number, and email address.

2.4.4 QUALIFICATIONS CRITERIA GROUP C-REFRACTORY FIRE BRICKS

1. Vendor(s) shall provide two signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing refractory fire bricks. 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 refractory fire bricks.
2. Vendor(s) must be the manufacturer or manufacturer's authorized agent, dealer, representative or distributor for refractory fire bricks. Vendor(s) shall submit letter(s) from the manufacturer's to the County or be listed as an authorized agent, dealer, representative or distributor on the manufacturer's website.
3. Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning order placed. Vendor(s) shall provide the representative's name, phone number, and email address.

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

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.

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

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

It is the intent of this solicitation to identify and make available to the County, vendors capable of providing Building materials, fasteners, paint and paint related items, refractory fire bricks; within the correspond groups for multiple County departments, on an "as needed basis."

3.2 BUILDING MATERIALS AND RELATED ITEMS

3.2.1 Group A-Building Materials

Furnish and deliver building materials items 1 through 9 (not all inclusive); these building materials will be competitively procured among awarded vendors. Vendors must indicate on Section 4, submittal form items (1 through 9) that their firm are pre-qualifying to provide:

- | | |
|--|---|
| 1. Lumber | 6. Plaster |
| 2. Doors | 7. Roofing materials |
| 3. Metals (Steel, Stainless Steel galvanized,
aluminum, etc.) | 8. Sheetrock |
| 4. Hardware | 9. Other building Materials including but not
limited to electrical paint, plumbing fixtures |
| 5. Cement | |

3.2.2 Group B-Fasteners

Furnish and delivery of fasters; the details and specification will be provided, in the invitation to quote.

3.2.3 Group C-Paint and Paint Related Items

Furnish and deliver paint and paint related Items, to be provided, but (not all inclusive):

- | | |
|----------------|---------------------------|
| Paint | Paint cloths |
| Paint brushes | Plastic filers |
| Paint stirrers | Putty |
| Paint thinner | Other paint related items |
| Rollers | |

3.2.4 Group D-Refractory Fire Bricks

Furnish and deliver refractory fire bricks and related material (not all inclusive):

- | | |
|-----------------|------------------------------------|
| Anchors | Wore fibers |
| Harwaco bonding | Other related fire bricks material |
| Accelerator | |

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	Vendor Requirements Group A-Building Materials	Documents Attached Check Box
2.4.1 (1)	Vendor(s) shall provide two signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing building materials. 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 building materials.	<input type="checkbox"/>
2.4.1(2)	Vendor(s) must be the manufacturer or manufacturer's authorized agent, dealer, representative or distributor for building materials products. Vendor(s) shall submit letter(s) from the manufacturer's to the County or be listed as an authorized agent, dealer, representative or distributor on the manufacturer's website	<input type="checkbox"/>
2.4.1 (3)	Vendor(s) shall be in the business of providing building materials for a minimum of one year. Vendor shall submit a copy of their articles of incorporation or federal income tax with the bid submittal.	<input type="checkbox"/>
2.4.1.(4)	Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning order placed. Vendor(s) shall provide the representative's name, phone number, and email address. Name: _____ Phone No.: _____ Email address: _____ For emergency (24 Hours) purchases, vendor shall provide a designated representative Name, phone number, and email address. Name: _____ Phone No.: _____ Email address: _____	

Reference Section	<p align="center">Group A Building Materials</p> <p align="center">Mark an X on each product your firm is pre-qualifying to provide:</p>	
3.2.1	1. Lumber <input type="checkbox"/> 2. Doors <input type="checkbox"/> 3. Metals (Steel, Stainless Steel, galvanized, aluminum etc.) <input type="checkbox"/> 4. Hardware <input type="checkbox"/> 5. Cement (Bagged) <input type="checkbox"/> 6. Plaster <input type="checkbox"/> 7. Roofing <input type="checkbox"/> 8. Sheetrock <input type="checkbox"/> 9. Other building materials including but not limited to electrical paint, plumbing fixtures <input type="checkbox"/>	
Reference Section	<p align="center">Vendor Requirements</p> <p align="center">Group B-Fasteners</p>	<p align="center">Documents Attached</p> <p align="center">Check Box</p>
2.4.2 (1)	Vendor(s) shall provide two signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing fasteners. 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 fasteners.	<input type="checkbox"/>
2.4.2 (2)	Vendor(s) must be the manufacturer or manufacturer's authorized agent, dealer, representative or distributor for fasteners. Vendor(s) shall submit letter(s) from the manufacturer's to the County or be listed as an authorized agent, dealer, representative or distributor on the manufacturer's website.	<input type="checkbox"/>
2.4.2 (3)	<p>Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning order placed. Vendor(s) shall provide the representative's name, phone number, and email address.</p> <p>Name: _____</p> <p>Phone No.: _____</p> <p>Email address: _____</p> <p>For emergency (24 Hours) purchases, vendor shall provide a designated representative Name, phone number, and email address.</p> <p>Name: _____</p> <p>Phone No.: _____</p> <p>Email address: _____</p>	

Reference Section	Vendor Requirements Group C-Paint and Paint Related Items	Documents Attached Check Box
2.4.3 (1)	Vendor(s) shall provide two signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing paint and paint related items. 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 paint and paint related items.	<input type="checkbox"/>
2.4.3 (2)	Vendor(s) must be the manufacturer or manufacturer's authorized agent, dealer, representative or distributor for paint and paint related items. Vendor(s) shall submit letter(s) from the manufacturer's to the County or be listed as an authorized agent, dealer, representative or distributor on the manufacturer's website.	<input type="checkbox"/>
2.4.3 (3)	Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning order placed. Vendor(s) shall provide the representative's name, phone number, and email address. Name: _____ Phone No.: _____ Email address: _____	
Reference Section	Vendor Requirements Group D-Refractory Fire Bricks	Documents Attached Check Box
2.4.4 (1)	Vendor(s) shall provide two signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing refractory fire bricks. 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 refractory fire bricks.	<input type="checkbox"/>
2.4.4 (2)	Vendor(s) must be the manufacturer or manufacturer's authorized agent, dealer, representative or distributor for refractory fire bricks. Vendor(s) shall submit letter(s) from the manufacturer's to the County or be listed as an authorized agent, dealer, representative or distributor on the manufacturer's website.	<input type="checkbox"/>
2.4.4 (3)	Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning order placed. Vendor(s) shall provide the representative's name, phone number, and email address. Name: _____ Phone No.: _____ Email address: _____	