

DEPARTMENTAL INPUT CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

<input type="checkbox"/> <u>Accessing contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input type="checkbox"/> <u>SS</u>	<input type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No: IB6116-0/15 and 9231-0/18
<input type="checkbox"/> <u>Re-Bid</u>	<input checked="" type="checkbox"/> <u>Other</u>	LIVING WAGE APPLIES: YES <input checked="" type="checkbox"/> NO				

Requisition/Project No: RQID1500088

TERM OF CONTRACT: 4 YEARS

Requisition/Project Title: Badges, Insignias, Name Plates & Award Pins

Description: This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of providing the County with badges, insignias, ID nameplates, engraving and award pins.

Funding Source: Various
User Department(s): Various

Issuing Department: _____
Estimated Cost: \$881,692.50 for 4 year term

Contact Person: R. Campbell **Phone:** 305-375-3233

ANALYSIS

Commodity No.: 080-15	SIC:	
Trade/Commodity/Service Opportunities		
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>Contract/Project History of Previous Purchases for Previous Three (3) Years Check Here N/A if this is a New Contract/Purchase with no Previous History</p> <p>Both contracts have been in place for approximately five (5) years</p> <p style="text-align: center;">EXISTING</p> </div>		
Contractor: IB6116-0/15	Dana Safety Supply, Inc.	Metis, Inc.
Small Business Enterprise:		N/A
Contract Value:		\$248,023.40
Contractor: 9231-0/18	Entenmann Rovin Company	V H Blackinton & Company, Inc.
Small Business Enterprise:		N/A
Contract Value:		\$522,000.00
Continued on another page (s): ___ Yes ___ x ___ No		

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: *Roma Campbell*

Date to DBD: June 30, 2015

Date Returned to DPM: _____

SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of providing the County with badges, insignias, ID nameplates, engraving and award pins. Entry into the pre-qualification pool is not a contract between Miami-Dade County and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified vendors shall be invited to participate in future spot market competitions. The pool will remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

2.2 TERM

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter that is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required RFQ documents. The pre-qualification pool shall expire on the last day of the last month of the eight (8) year period.

2.3 QUALIFICATION CRITERIA

Vendors shall submit all of the qualifying documents with their submittal form. However, the County may, at its sole discretion and in its best interests, allow vendors to supplement submitted documents in order to satisfy the prequalification criteria. It shall be the sole prerogative of the County to determine the number of vendors who will be included under the pre-qualification pool. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified vendors.

2.3.1 Vendors shall maintain an office staffed by competent company representatives authorized to discuss matters pertaining to the Request to Qualify/Spot Market quoted items and who are cognizant of the industry and industry standards. Vendors shall provide contact information to include: Name of contact, company's main phone number, company's facsimile, contact phone number if different from company's phone number, e-mail address and cellular number (if applicable) for Primary (required) and Secondary (optional) staff within your company who will be responsible for providing a response to spot market quotes issued by Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 8:00 a.m. and 5:00 p.m. (local time).

2.3.2 Vendors shall submit a list of three (3) client references (only one of which may be a Miami-Dade County employee) who can confirm that the vendor has successfully supplied and is regularly engaged in the business of providing badges, insignias, ID nameplates, engraving and award pins.

2.4 DELIVERY REQUIREMENTS:

The bidder shall make deliveries within the number of days specified in the spot market quotation request, or on the purchase order at the time of specific purchase. All deliveries shall be made in accordance with good commercial practice and shall be adhered to by the bidder; except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the bidder shall

notify the County of the delays in advance of the delivery date so that a revised delivery schedule can be negotiated.

Should a bidder to whom the spot market quotation is awarded fail to deliver within the time period specified in the spot market request or purchase order; or after any negotiated delivery date has lapsed, the County reserves the right to cancel the order. If the order is cancelled, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge that bidder with any re-procurement costs; the County may terminate the bidder from the RTQ for default. Certain County employees may be authorized in writing to pick-up materials under this RTQ. Vendors shall require presentation of this written authorization. The bidder shall maintain a copy of the authorization. If the bidder is in doubt about any aspect of material pick-up, the bidder shall contact the appropriate user department to confirm the authorization.

2.5 AVAILABILITY OF RTQ:

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or government agency may avail itself of this RTQ and purchase any and all items specified herein from the successful bidder(s). Under these circumstances, separate spot markets solicitations will be issued that identify the requirements of the additional County department or other government agency.

2.6 PRICES:

The prices offered shall remain fixed and firm until the delivery or pick-up and acceptance of the order is completed and invoiced at the original price quoted to the County through the Request for Quote process. The prices quoted shall be inclusive of all costs, fees, materials, labor and transportation necessary to pick-up, deliver and produce a finished product involved in providing these services and supplies. No changes or additions shall be allowed without prior written consent from the user department.

2.7 ACCEPTANCE OF PRODUCT BY THE COUNTY:

The product(s) to be provided hereunder shall be delivered to the County, and maintained if applicable to the RTQ/Spot Market Quote, in full compliance with the specifications and requirements set forth in this RTQ/Spot Market Quote. If a vendor-provided product is determined to not meet the specifications and requirements of this RTQ/Spot Market Quote, either prior to acceptance or upon initial inspection, the item will be returned to the vendor at the vendor's expense. At the County's own option, the vendor shall either provide a direct replacement for the item, or provide a full credit for the returned item. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

2.8 PACKING SLIP/DELIVERY TICKET TO ACCOMPANY ITEMS DURING PICK-UP AND OR DELIVERY:

The successful bidder shall enclose a complete packing slip or delivery ticket with any items to be picked-up or delivered in conjunction with this bid solicitation. The packing slip shall be attached to the shipping carton(s) which contain the items and shall be made available to the County's authorized representative during delivery and or pick-up. The packing slip shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered and or picked-up.

2.9 COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING:

Since the goods, services, that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that *Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code*, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.

2.10 SAMPLES MAY BE REQUIRED DURING EVALUATION:

The bidders may be required to submit upon request a sample of the product(s) which they propose to furnish for evaluation by and at no cost to the County. If samples are required, the County will notify the vendor of such in writing and will specify the deadline for submission of the samples.

2.11 INDEMNIFICATION AND INSURANCE

Intentionally Omitted

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The purpose of this solicitation and resulting Request to Qualify (RTQ) is to establish a pool of pre-qualified vendors for future pricing competition to provide badges, insignias, ID nameplates and award pins for various Miami-Dade County departments.



SECTION 4 - BID SUBMITTAL FORM

Enter Company's Legal Name _____
Enter Company's Federal tax Identification Number _____

RESPONSE FORM

CONTACT INFORMATION:



Section 2, Paragraph 2.3.2	Primary Contact Information (required):	Initial as completed
	Primary Contact Name:	
	Company's Main Phone Number:	
	Company's Facsimile:	
	Contact Phone Number if different from main number:	
	E-Mail Address:	
	Cellular Phone Number (if applicable)	
	Secondary Contact Information (optional):	
	Secondary Contact Name:	
	Company's Main Phone Number:	
	Company's Facsimile:	
	Contact Phone Number if different from above:	
	E-Mail Address:	
	Cellular Phone Number (if applicable)	

REFERENCES:

Section 2, Paragraph 2.3.3.	Client Reference Letter #1	Initial as completed
Project Type:	Badges, Insignias, ID Name Plates, Engraving and Award Pins	
Project Description		
Project Manager:		
Name & Title:		
Phone Number:		
E-mail address		
	Client Reference Letter #2	
Project Description		
Project Manager:		
Name & Title:		
Phone Number:		
E-mail address		
	Client Reference Letter #3	
Project Description		
Project Manager:		
Name & Title:		
Phone Number:		
E-mail address		

