

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

| | | | | | | |
|---|---------------------------------------|---|------------------------------------|------------------------------------|---|---|
| <input checked="" type="checkbox"/> New contract | <input type="checkbox"/> OTR | <input type="checkbox"/> CO | <input type="checkbox"/> SS | <input type="checkbox"/> BW | <input type="checkbox"/> Emergency | Previous Contract/Project No: 8348-0/12 |
| <input type="checkbox"/> Re-Bid | <input type="checkbox"/> Other | LIVING WAGE APPLIES: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | | | | |

Requisition No: RQID1700074 **Term of contract:** 5 years with no option-to-renew

Requisition/Project Title: Various Laboratory Instruments Pre-Qualification

Description: The purpose of this solicitation is to establish a contract for the purchase of cremation and interment services in conjunction with the County's needs on an as needed when needed basis.

User Department(s): ME / MDPD / PROS/ RER / WASD

Issuing Department: Internal Services Department Procurement Management Division

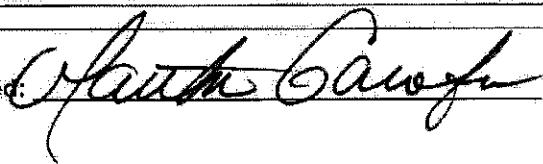
Contact Person: Martha Garofolo **Phone:** 305-375-4265

Estimated Cost: \$3,387,100 **Funding Source:** General / Proprietary / Federal

| ANALYSIS | | | |
|---|--|----------------------------|----------------------------|
| Commodity/Service No: 495 | | SIC: | |
| Trade/Commodity/Service Opportunities | | | |
| | | | |
| Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History | | | |
| EXISTING | | 2ND YEAR | 3RD YEAR |
| Contractor: | | | |
| Small Business Enterprise: | | | |
| Contract Value: | | | |
| Comments: | | | |
| | | | |
| Continued on another page (s): Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |

| RECOMMENDATIONS | | | | |
|---------------------------------|-----------|---------------------|----------------|------------------|
| SBE | Set-Aside | Sub-Contractor Goal | Bid Preference | Selection Factor |
| | | % | | |
| | | % | | |
| | | | | |
| Basis of Recommendation: | | | | |
| | | | | |
| | | | | |
| | | | | |

Signed:



Date to SBD: 4/19/17

Date Returned to ISD: _____

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of delivering/providing laboratory instruments and equipment for various County Departments. Entry into the pre-qualification pool is not a contract between MDC 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 will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

2.2 TERM OF CONTRACT

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 which 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 5 year period.

2.4 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.

Award of this contract will be made to all responsive, responsible vendors who meet the minimum criteria set forth in this solicitation. Those criteria are as follows:

2.4.1. GROUP 1 (PURCHASE OF EQUIPMENT)

Pre-Qualification Criteria

1. The vendor must provide evidence that the vendor is a legally registered entity authorized to engage in the business of supplying and/or installing and servicing medical or laboratory instruments and equipment. Such documentation may be in the form of copies of occupational licenses, local business tax receipts, incorporation documents, business registration as a corporation.
2. The vendor must submit information on three (3) references to which the vendor has provided laboratory equipment similar to the types identified in Section 3 - Technical Specifications. The information provided should include the name, address, contact number and/or e-mail of the references.
3. The vendor must submit one (1) copy of the manufacturer's catalogs that the vendor intends to use to supply the instruments and requirements under this contract.

2.4.2. GROUP 2 ((INSTALLATION/SERVICE OF EQUIPMENT))

1. The vendor must provide evidence that the vendor is a legally registered entity authorized to engage in the business of supplying and/or installing and servicing medical or laboratory instruments and equipment. Such documentation may be in the form of copies of occupational licenses, local business tax receipts, incorporation documents, business registration as a corporation.
2. The vendor must submit information on three (3) references to which the vendor has provide installation, service and/or maintenance of laboratory equipment similar to the types identified in Section 3 - Technical Specifications. The information provided shall include the name, address, contact number and/or e-mail.

The County may allow vendors to submit any missing or required documentation during the bid evaluation period.

The vendors who meet or exceed the above criteria shall then be deemed to be pre-qualified to participate in subsequent spot market purchases on either an as-needed or on a periodic basis. When such spot market purchases are initiated, the pre-qualified vendors will be invited to offer a fixed price for a specific individual purchase, or a specific purchasing period. Award will be made to the responsive, responsible vendor offering the lowest fixed price for the specific period or specific purchase. The award to one vendor for a specific period or individual action does not preclude the remaining pre-qualified vendors from submitting spot market offers for other specific purchases.

It shall be the sole prerogative of the County as to the number of vendors who will be initially included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the County elects to add vendors, they must meet the same minimum criteria established for the original competition.

2.4.3. SPOT MARKET PROCEDURES

Vendor(s) meeting minimum criteria shall be deemed pre-qualified to participate in periodic spot market purchases for toxicology laboratory supplies that are identified by the County on an as needed basis. When such spot market purchases are initiated, the pre-qualified vendors shall be invited to offer a fixed price for a specific individual purchase, or a specific purchasing period for toxicology laboratory supplies. Quotes shall include the specific items to be purchased, deadline for price submittal, location for delivery, delivery dates and any other special instructions. Facsimiles are acceptable and must be faxed back to the contact person listed in the quote within the time frame specified in the quote form.

Award will be made to the lowest responsive responsible vendor for each spot market quote. The County reserves the right to award the project to the lowest vendor based on the written price or to reject all prices and obtain the required services from another source. The award of a specific purchase to one vendor does not preclude the ability of the remaining pre-qualified vendor(s) from submitting offers for other spot market purchases.

Spot market pricing procedures may be initiated by either the using County department or by ISD.

2.6 INDEMNIFICATION AND INSURANCE PENDING RISK MANAGEMENT TO REVIEW

Additional or revised insurance requirements may be necessary when performing work in certain County facilities that limit or restrict access. Any change or addition in insurance requirements will be detailed in the RFQ.

2.5 BACK ORDER DELAYS IN DELIVERY MAY NOT BE ALLOWED

The County shall not allow any late deliveries attributed to product back order situations under this contract. Accordingly, the vendor is required to deliver all items to the County within the time specified in this solicitation and resultant contract; and no grace period on account of back order situations shall be honored, unless written authorization is issued by the user department, and a new delivery date is mutually established. In the event that the vendor fails to deliver the products within the time specified, the County reserves the right to cancel the order, seek the items from another vendor, and charge the incumbent vendor for any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

2.6 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 contract, in full compliance with the specifications and requirements set forth in this contract. If a vendor-provided product is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the item will be returned, at vendor expense, to the vendor. 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.

2.7 COMPLIANCE WITH FEDERAL STANDARDS

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

SECTION 3 TECHNICAL SPECIFICATIONS

3.1 SCOPE

Pre-qualification of vendors for the purchase, service, maintenance, parts, and accessories for forensic toxicology analytical instrumentation including but not limited to; immunoassay analyzers, spectroscopy, chromatography, spectrophotometry, gravimetric analyses, volumetric analyses, automated extraction, laboratory ovens, centrifuges, balances, and related instrumentation.

EQUIPMENT/SERVICE REQUIREMENTS

Listed below are various types of analytical laboratory instrumentation utilized daily in a forensic toxicology laboratory. These instruments shall require if necessary service, maintenance, parts and accessories. The listing below is only a sampling of the instrumentation but not limited to:

- Immunoassay analyzers and accessories
- Spectroscopic instrumentation and accessories
- Spectrophotometric instrumentation and accessories
- Automated extraction systems and accessories
- Balances
- Centrifuges
- Ovens
- Volumetric dispensers
- Solvent evaporators
- High purity gas generators and regulators
- Interface hardware and software
- Equipment installation
- Parts and supplies
- Equipment service and maintenance

VARIOUS LABORATORY INSTRUMENTS PRE-QUALIFICATION SECTION 4 BID SUBMITTAL FORM

Per Section 2, Paragraph 2.4, award of this contract will be made to the responsive, responsible vendors who meet the following minimum pre-qualification criteria:

| Section 2 Special Conditions | Minimum Qualifications |
|--|--|
| <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> Purchase of Equipment Section 2, Paragraph 2.4.1 </div> | <p>The vendor must provide evidence that the vendor is a legally registered entity authorized to engage in the business of supplying and / or installing and servicing medical or laboratory instruments and equipment. Such documentation may be in the form of copies of the following documents:</p> <p>Place a check mark indicating documents provided</p> <p><input type="checkbox"/> Occupational licenses</p> <p><input type="checkbox"/> Local business tax receipts</p> <p><input type="checkbox"/> Incorporation documents</p> <p><input type="checkbox"/> Business registration as a corporation</p> |
| | <p>The vendor must submit information on three (3) references to which the vendor has provided laboratory equipment similar to the types identified in Section 3 - Technical Specifications.</p> <p>Business Name: _____</p> <p>Contact Person: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p> |
| | <p>The vendor must submit one (1) copy of the manufacturer's catalogs that the vendor intends to use to supply the instruments and requirements under this contract.</p> |

| Section 2 Special Conditions | Minimum Qualifications |
|--|--|
| <div>Installation / Service of Equipment</div> <div>Section 2, Paragraph 2.4.1</div> | <p>The vendor must provide evidence that the vendor is a legally registered entity authorized to engage in the business of supplying and/or installing and servicing medical or laboratory instruments and equipment. Such documentation may be in the form of copies of the</p> <p>Such documentation may be in the form of copies of the following documents:</p> <p>Place a check mark indicating documents provided</p> <p><input type="checkbox"/> Occupational licenses</p> <p><input type="checkbox"/> Local business tax receipts</p> <p><input type="checkbox"/> Incorporation documents</p> <p><input type="checkbox"/> Business registration as a corporation</p> |
| | <p>The vendor must submit information on three (3) references to which the vendor has provided installation, service and/or maintenance of laboratory equipment similar to the types identified in Section 3 - Technical Specifications.</p> <p>Business Name: _____</p> <p>Contact Person: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p> |