

<input checked="" type="checkbox"/> <u>New</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>Sole Source</u>	<input type="checkbox"/> <u>Bid Waiver</u>	<input type="checkbox"/> <u>Emergency</u>	<b>Previous Contract/Project No.</b>
					<b><u>5726-0/17</u></b>
<u>Contract</u>					
<input type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other: Emergency Purchase</u>				
LIVING WAGE APPLIES:					<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Requisition /Project Title: **GOLF CART AND TURF VEHICLE RENTAL (PRE-QUAL)**

<u>Issuing Department:</u>	<b><u>ISD</u></b> <b>PROCUREMENT</b>	<u>Contact Person:</u>	<b><u>Adriana</u></b> <b>Antolinez</b>	<u>Phone:</u>	<b><u>305-375-4884</u></b>
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<u>Estimate Cost:</u>	<b><u>224,000.00</u></b>	GENERAL	FEDERAL	OTHER
		<b><u>X</u></b>		<b><u>Proprietary Funds</u></b>
<u>Funding Source:</u>				<b><u>DTPW Operating</u></b>

**Commodity Codes:** 070-18

**EXISTING**

## 2<sup>ND</sup> YEAR

### 3<sup>RD</sup> YEAR

## Contractor Pool

## Small Business Enterprise:

**Contract Value:**

Comments:

Continued on another page (s): ☐ Yes ☒ No

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>				

Basis of recommendation:

Date sent to SBD: 03/01/2018

Signed: Adriana Antolinez

Date returned to DPM:

## **SECTION 2**

### **SPECIAL TERMS AND CONDITIONS**

#### **2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit rental golf carts, and turf vehicles for Miami-Dade County (County). Placement on the List 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 will continue to be accepted throughout the term of the RTQ for placement on such List.

#### **2.2 DEFINITIONS**

**Invitation to Quote (ITQ)** – Shall refer to the solicitation of quotes from the List of Prequalified Vendors for a specific goods and/or service; and awarded based on lowest price, or other quantifiable criteria.

**List of Prequalified Vendors (List)** – Shall refer to business entities/individuals determined by the County's Internal Services Department, Procurement Management Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement on the List of Prequalified Vendors, and who may submit quotes/proposals, at the time of need.

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

**Submittal** - Shall refer to the forms submitted in response to this RTQ.

**Work Order Proposal Request (WOPR)** – Shall refer to the solicitation of offers from the List of Prequalified Vendors for specific goods and/or services; and evaluated and awarded based on best value.

#### **2.3 TERM**

This List 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, Procurement Management Division. The List shall expire on the last day of the **eight year** term. (Will be updated once the NOEC's are received)

#### **2.4 QUALIFICATION CRITERIA**

Vendors shall meet the following criteria to be considered for placement on the List; and for participation in future competitions:

1. Vendor(s) shall demonstrate experience pertaining to the relevant sale of items requested in this RTQ. As evidence, Vendor(s) are required to provide three (3) signed letters of reference on company letterhead from their clients. The references shall ascertain to the County's satisfaction that the Vendor has sufficient expertise in providing the items.
2. Vendor(s) shall assign a competent company representative who can be contacted Monday to Friday from 8:00 a.m. to 5:00 p.m. (local time) for quotations. Vendor(s) are required to provide their representative(s) name, office address, phone number, and e-mail address.

Vendors 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 who will be included in the List. 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 on the List will be invited to participate in spot market competitions, as needed. The spot market competitions 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 Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded 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
- Small Business Enterprises (SBE) Measure
- Local Certified Service-Disabled Veteran's Business Enterprise Preference
- First Source Hiring Referral Program
- Prompt Payment Terms
- Office of Inspector General Fee

**SECTION 3**  
**SCOPE OF WORK**

**3.1 SCOPE OF WORK**

It is the intent of this solicitation to identify and make available to the County, various utility vehicles for short term rental such as but not limited to: golf carts, passenger carrier vehicles, turf vehicles, etc.

DRAFT

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

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

<b><u>QUALIFICATION CRITERIA</u></b> <b>TO BE COMPLETED BY ALL VENDORS</b>		
Refer to the Qualification Criteria Section to ensure that Submittal and attachments comply with solicitation requirements.		
<b>Reference</b>	<b>Vendor Requirements</b>	<b>Copy Attached</b>
2.4 (1)	Vendor(s) shall demonstrate experience pertaining to the relevant sale of items requested in this RTQ. As evidence, Vendor(s) are required to provide three (3) signed letters of reference on company letterhead from their clients. The references shall ascertain to the County's satisfaction that the Vendor has sufficient expertise in the items.	<input type="checkbox"/>
2.4 (2)	Vendor(s) shall assign a competent company representative who can be contacted Monday to Friday from 8:00 a.m. to 5:00 p.m. local time for quotations.  Name: _____  Office Address: _____ _____  Phone Number: _____  E-mail Address: _____	