

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. **6657-1/18-1**
Contract
☐ Re-Bid ☐ Other: LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: **RQID1800151** TERM OF CONTRACT **5** YEAR(S) WITH **0** YEAR(S) OTR

Requisition /Project Title: **Purchase of Various Glass (Non-Automotive) Pre-Qual**

Description: his Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit for purchase of various types of glass (non-automotive) for Miami-Dade County (County).

Issuing Department: **ISD** Contact Person: **Brandon Nealey** Phone: **305-375-4884**
PROCUREMENT

Estimate Cost: **871,350.00** GENERAL **X** FEDERAL **X** OTHER **District Funds**
Internal Service Funds
Proprietary Funds

Funding Source:

ANALYSIS

Commodity Codes: **440-56** **440-05** **440-77**

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

EXISTING

2ND YEAR

3RD YEAR

Contractor Pool

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: 09/10/2018

Signed: **Brandon Nealey**

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 for purchase of various types of glass (non-automotive) 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 Pool for a specific good and/or service; 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

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, Strategic Procurement Division. The List shall expire on the last day of the five (5) year term.

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 provide the contact information of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions. Vendor shall provide the representative's name, phone number, and email address.
2. Vendor(s) shall demonstrate experience pertaining to the relevant sale of goods listed in this RTQ. As evidence, Vendor(s) are required to provide two (2) signed letters on company letterhead from their clients. The references shall ascertain to the County's satisfaction that the Vendor has sufficient expertise in selling and/or installing various types of glass.

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 make available to the County Various Types of (Non-Automotive) Glass in conjunction with the County's needs.

3.2 **DESCRIPTION**

This pool will be used to purchase various types of glass in various sizes, colors, opaqueness, thickness, single plated, double plated, tempered, polished wire, laminated finishes, bullet resistant, etc.

SECTION 4
SUBMITTAL FORM

SUBMITTER: _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL SUBMITTERS		
Refer to the Qualification Criteria Section to ensure that Submittal and attachments comply with solicitation requirements.		
Reference	Vendor Requirements	
2.4 (1)	Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions. Vendor shall provide the representative's name, phone number, and email address. Name: _____ Phone No.: _____ E-mail Address: _____	
2.4 (2)	Vendors(s) shall demonstrate experience pertaining to the relevant sale of goods requested in the RTQ. As evidence, Vendor(s) are required to provide two (2) signed letters on company letterhead from their clients. The references shall ascertain to the County's satisfaction that the Vendor has sufficient expertise in selling various glass types (Non-Automotive).	Copy Attached <input type="checkbox"/>