

**ISSUING DEPARTMENT INPUT DOCUMENT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

☒ New    ☐ OTR    ☐ Sole Source    ☐ Bid Waiver    ☐ Emergency    Previous Contract/Project No. 6050-1/24, FB-00088  
Contract  
☐ Re-Bid    ☐ Other – Access of Other Entity Contract    LIVING WAGE APPLIES: ☐ YES ☐ NO  
Requisition No./Project No.: RQID1900028    TERM OF CONTRACT 5 YEAR(S) WITH      YEAR(S) OTR

Requisition /Project Title: OVERHEAD DOORS AND SECURITY GATES PREQUAL

Description: This is a prequalification pool for to repair, replace, supply and install overhead doors and security gates.

Issuing Department: DTPW    Contact Person: Brandon Nealey    Phone: 305-375-4884  
Estimate Cost: 5,309,000  
Funding Source: GENERAL    FEDERAL    OTHER  
X    X    Fire, Propri

**ANALYSIS**

<b><u>Commodity Codes:</u></b>	<u>150-55</u>	<u>680-02</u>			
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.					
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>		
<b>Contractor:</b>					
<b>Small Business Enterprise:</b>					
<b>Contract Value:</b>					
<b>Comments:</b>					

Continued on another page (s):    ☐ YES    ☐ NO

**RECOMMENDATIONS**

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>				
<b>Basis of Recommendation:</b> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>				
Signed: <div style="border: 1px solid black; width: 150px; height: 20px;"></div>		Date sent to SBD: <u>12/06/2018</u>		
		Date returned to SPD: <div style="border: 1px solid black; width: 150px; height: 20px;"></div>		

**SECTION 2**  
**SPECIAL TERMS AND CONDITIONS**

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**2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit all labor, supervision, equipment, and materials necessary to repair, service, replace, supply, or install Roll-Up Doors, Security Gates and Communication Systems 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 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 the County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division~~Procurement Management Division~~. The List shall expire on the last day of the last month 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 competitions:

A. Submitters shall provide contact information of a designated representative who can be contacted to discuss matters pertaining to any purchased products/services, resolve billing and delivery inquiries, and who are cognizant of the Industrial Door/Security Gate industry. Vendor shall provide the representative's name, phone number, and email address.

~~B. Vendor(s) shall provide written evidence of being a manufacturer, authorized distributor, dealer, or reseller of the brands as listed in its Submittal. This evidence must be in the form of a signed letter from the manufacturer, an executed agreement, or a designation on the manufacturer's website.~~

**Group 1: Repair, replace, supply and install Overhead~~Roll-Up~~ Doors (Mechanical and Non-Mechanical):**

~~C.B.~~ Submitters must be a State of Florida Electrical Contractor or General Contractor. A copy of either license

shall be provided with the bid submittal.

~~D.C. The Submitter(s) must provide two (2) reference letters from their clients demonstrating their repairing, replacing, servicing, supplying and/or installing Overhead Roll-Up Doors, within the past two (2) years. The letters shall be on the submitter client's company letterhead and shall contain at minimum the reference phone number, job title, and email address. The County shall be able to ascertain from these references to its satisfaction that the Submitter has sufficient experience in providing products and services relevant to this solicitation. Submitter must be regularly engaged in the business of repairing, replacing, supplying and/or installing Roll-Up Doors. Vendors shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of repairing, replacing, supplying and/or installing Roll-Up Doors. The County shall be able to ascertain from these references to its satisfaction that the vendor has sufficient experience and expertise in the Industrial Door industry.~~

**Group 2: Repair, replace, supply, and install Security Gates and Communication Systems:**

~~E.D. Submitter must be a State of Florida Electrical Contractor, General Contractor or Certified Alarm System Contractor, Registered Alarm System Contractor II (for Miami-Dade County only) Registered Electrical Contractor (for Miami-Dade County Only), Specialty Contractor (must not exceed 98 volts). A copy of either license shall be provided with the bid submittal.~~

~~F.E. The submitter must be regularly engaged in the business of repairing, replacing, supplying and/or installing Security Gates and Communication Systems. Vendors shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of repairing, replacing, supplying and/or installing Security Gates and Communication Systems. The County shall be able to ascertain from these references to its satisfaction that the vendor has sufficient experience and expertise in the Security Gate and Control Access industry. Submitter(s) must provide two (2) reference letters from their clients demonstrating their experience repairing, replacing, servicing, supplying and/or installing Security Gates and Communication Systems, within the past two (2) years. The letters shall be on the submitter client's company letterhead and shall contain at minimum the reference phone number, job title, and email address. The County shall be able to ascertain from these references to its satisfaction that the Submitter has sufficient experience in providing products and services relevant to this solicitation.~~

**2.5 ADDITIONAL SERVICES GROUPS**

~~The County reserves the right to add additional groups (with applicable qualification criteria) to the contract, which are not listed within this solicitation. The County will solicit the industry and award said group on a competitive basis or establish a prequalification pool as it deems necessary. During the term of this contract, the County may require additional services including but not limited to emergency services. In those instances, the County may at its discretion, issue a request for pricing to the Awarded Bidder(s) of the applicable group(s). If the pricing is determined to be fair and reasonable, the services may be added to the contract. If the County determines that the prices submitted by the Awarded Bidder are neither fair nor reasonable, the County reserves the right to negotiate pricing or purchase services through a separate solicitation.~~

**2.5 CONFERENCES AND/OR SITE VISITS**

Conferences and/or site visits may apply if so defined in the subsequent ITQ or WOPR.

**2.6 INSURANCE**

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ or WOPR.

**2.7 SPOT MARKET QUOTES**

Vendors in the Pool will be invited to participate in spot market competitions, 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 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
- 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/TECHNICAL SPECIFICATIONS**

##### **3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

This pool is intended to provide a list of prequalified submitters for the purchase of various types of doors and gates; including but not limited to: industrial doors, security gates (including communication systems), and garage doors. Purchases may include; but are not limited to: the repair, maintenance, servicing, installation, and delivery of various standard and specialized doors and gates.

It is the intent of this solicitation to identify and make available to the County various types of industrial doors, security gates, communication systems and repair and maintenance services for these various types of doors and security gates.

##### **3.2 EQUIPMENT/SERVICES TO BE PROVIDED**

Group 1: May include, but are not be limited to: aircraft hangerhanger doors, garage doors, loading bay doors, industrial roll-up doors, and grille gates.

Group 2: May include, but are not be limited to: rolling slide gates, swing gates, vertical lift gates, and bi-folding gates. Some of these security gates may include a two a communication system.

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

**SUBMITTER:** \_\_\_\_\_

QUALIFICATION CRITERIA TO BE COMPLETED BY ALL SUBMITTERS		
Refer to Section 2.4, Qualification Criteria to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Copy Attached
2.4 (A) All Groups	<del>Submitters shall provide contact information of a designated representative who can be contacted to discuss matters pertaining to any purchased products/services, resolve billing and delivery inquiries, and who are cognizant of the Industrial Door/Security Gate industry. Vendor shall provide the representative's name, phone number, and email address.</del> <del>Submitters shall provide contact information of a designated representative who can be contacted to discuss matters pertaining to any purchased products/services, resolve billing and delivery inquiries, and who are cognizant of the Industrial Door/Security Gate industry. Vendor shall provide the representative's name, phone number, and email address.</del> Representative Name: _____ Phone Number: _____ E-mail Address: _____	<input type="checkbox"/>
2.4 (B) All Groups	<del>Vendor(s) shall provide written evidence of being a manufacturer, authorized distributor, dealer, or reseller of the brands as listed in its Submittal. This evidence must be in the form of a signed letter from the manufacturer, an executed agreement, or a designation on the manufacturer's website.</del>	<input checked="" type="checkbox"/>
2.4 (B) Group 1 Only	Submitter must be a State of Florida Electrical Contractor or General Contractor. A copy of either license shall be provided with the bid submittal.	<input type="checkbox"/>
2.4 (C) Group 1 Only	<del>Submitter(s) must provide two (2) reference letters from their clients demonstrating their experience repairing, replacing, servicing, supplying and/or installing Roll-Up Doors, within the past two (2) years. The letters shall be on the submitter client's company letterhead and shall contain at minimum the reference phone number, job title, and email address. The County shall be able to ascertain from these references to its satisfaction that the Submitter has sufficient experience in providing products and services relevant to this solicitation.</del> <del>The submitter must be regularly engaged in the</del>	<input type="checkbox"/>

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	<del>business of repairing, replacing, supplying and/or installing Roll-Up Doors. Vendors shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of repairing, replacing, supplying and/or installing Roll-Up Doors. The County shall be able to ascertain from these references to its satisfaction that the vendor has sufficient experience and expertise in the Industrial Door industry.</del>	
2.4 (DE) Group 2 Only	Submitter must be a State of Florida Electrical Contractor, General Contractor or Certified Alarm System Contractor. A copy of either license shall be provided with the bid submittal.	<input type="checkbox"/>
2.4 (EF) Group 2 Only	<del>Submitter(s) must provide two (2) reference letters from their clients demonstrating their experience repairing, replacing, servicing, supplying and/or installing Security Gates and Communication Systems, within the past two (2) years. The letters shall be on the submitter client's company letterhead and shall contain at minimum the reference phone number, job title, and email address. The County shall be able to ascertain from these references to its satisfaction that the Submitter has sufficient experience in providing products and services relevant to this solicitation. The submitter must be regularly engaged in the business of repairing, replacing, supplying and/or installing Security Gates and Communication Systems. Vendors shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of repairing, replacing, supplying and/or installing Security Gates and Communication Systems. The County shall be able to ascertain from these references to its satisfaction that the vendor has sufficient experience and expertise in the Security Gate and Control Access industry.</del>	<input type="checkbox"/>