

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. 8607-0/18

Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES  NO

Requisition No./Project No.: RQID1900041   
 TERM OF CONTRACT 5 YEAR(S) WITH  YEAR(S) OTR

Requisition /Project Title: Pre-qualification Pool Scuba/Skin Diving Equipment, Repair Parts, and Related Services

Description: The Pre-qualified Pool will be utilized to purchase necessary scuba equipment required for daily public safety, and other operational necessities. The Pool will include the purchase of equipment, repair parts, and services.

Issuing Department: ISD   
 Contact Person: Alexis Castro   
 Phone: 305-375-1291

Estimate Cost: \$900,000

Funding Source:   
 GENERAL    
 FEDERAL    
 OTHER

### ANALYSIS

<b>Commodity Codes:</b>	<span style="border: 1px solid black; padding: 2px;">120-83</span>	<span style="border: 1px solid black; padding: 2px;">962-26</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>
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>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Small Business Enterprise:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Contract Value:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Comments:</b>	<span style="border: 1px solid black; padding: 2px;"></span>			

Continued on another page (s):     YES     NO

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>

Basis of Recommendation:

<b>Signed:</b> <span style="border: 1px solid black; padding: 2px;"></span>	Date sent to SBD: <span style="border: 1px solid black; padding: 2px;"></span>
	Date returned to SPD: <span style="border: 1px solid black; padding: 2px;"></span>

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

**2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit for the purchase of scuba/skin-diving equipment, repair parts, and related services 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**

The Pool 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 Pool shall expire on the last day of the last month of the five-year term.

**2.4 QUALIFICATION CRITERIA**

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

1. Vendors(s) shall submit three (3) current references on the reference's company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing scuba/skin-diving equipment, repair parts, and or related services. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the listed items.
2. Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed. Vendor(s) shall provide the representative's name, phone number, and email address.
3. Vendor(s) shall indicate in Section 4 what category of items are available to be purchased under this RTQ.

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 which will be included in the Pool. 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 may be detailed in the subsequent ITQ or WOPR.

## **2.6 SPOT MARKET QUOTES**

Vendors in the Pool will be invited to participate in spot market competitions, as needed. When such spot market competitions are initiated, the pre-qualified vendors shall be invited to offer a fixed price for a detailed individual purchase, or a definite purchasing period. The award to one vendor for a specific period or individual acquisition does not preclude the remaining pre-qualified vendors from participating in impending spot market competitions. 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**

It is the intent of this solicitation to identify and make available to the County, Vendors capable of providing scuba/skin-diving equipment, repair parts, and related services.

#### **3.2 CATEGORIES OF ITEMS / SERVICES TO BE PROVIDED**

The County requires a variety of equipment and services for various departments.

Typical items and services to be purchased under this RTQ include, but not limited to: dive cylinders & valves, regulators, wet suits, gloves, hoods, boots, fins, masks, snorkels, dive lights, weights, knives, buoyancy compensators, dive safety equipment, water rescue equipment, hydrostatic tests, air refills, electronic neck test, visual inspections, cylinder annual inspection, Buoyancy Compensator Device (BCD) annual inspection, wet suit repairs, and dry suit repairs.

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

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

<b><u>QUALIFICATION CRITERIA</u></b> <b><u>TO BE COMPLETED BY ALL SUBMITTERS</u></b>		
Refer to Section 2.4, Qualification Criteria to ensure that Submittal complies with solicitation requirements.		
<b>Reference Section</b>	<b>Requirements</b>	<b>Copy Attached</b>
2.4 (1)	Vendors(s) shall submit three (3) current references on the reference's company letterhead, signed to demonstrate that the Bidder is regularly engaged in the business of providing scuba/skin-diving equipment, repair parts, and or related services. The County shall be able to ascertain from these references to its satisfaction that the Bidder has sufficient experience and expertise providing the listed items.	<input type="checkbox"/>
2.4 (2)	Vendors(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed. Vendor(s) shall provide the representative's name, phone number, and email address.  Representative Name: _____  Phone Number: _____  E-mail address: _____	<input type="checkbox"/>
2.4 (3)	Vendor(s) shall indicate below which category of items they can provide to be purchased under this RTQ. If "Other Items" is marked, please provide a list of additional categories of items that may be purchased under this RTQ.  <u>Categories:</u>  <input type="checkbox"/> Scuba Gear  <input type="checkbox"/> Snorkeling Gear  <input type="checkbox"/> Scuba Equipment Services  <input type="checkbox"/> Other Items	<input type="checkbox"/>