

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

<input type="checkbox"/> <b>New contract</b>	<input type="checkbox"/> <b>OTR</b>	<input type="checkbox"/> <b>CO</b>	<input type="checkbox"/> <b>SS</b>	<input type="checkbox"/> <b>BW</b>	<input type="checkbox"/> <b>Emergency</b>	Previous Contract/Project No: 8193-0/12
<input type="checkbox"/> <b>Re-Bid</b>	<input checked="" type="checkbox"/> <b>Other-Pool Solicitation</b>	LIVING WAGE APPLIES: ___YES ___NO				

Requisition/Project No: RQID1900055 TERM OF CONTRACT: Five Year Term

Requisition/Project Title: Pre-Qualification to Purchase Vehicles, Motorcycles, and Associated Equipment

Description: Pool to purchase various type of vehicles County wide

User Department(s): County Wide

Issuing Department: ISD Contact Person: Hendry Lopez Phone: 305-375-3803  
 Estimated Cost: \$400,000 Funding Source: Mix Funding

**ANALYSIS**

Commodity/Service No: 070, 07012, 92962			
<b>Trade/Commodity/Service Opportunities</b>			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <span style="background-color: yellow; border: 1px solid black; padding: 0 5px;"> </span> if this is a New Contract/Purchase with no Previous History			
	<u>EXISTING</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
Contractor:		Same	
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:

Signed: Hendry Lopez

Date to SBD: 02/01/2019

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 vehicles, motorcycles and associated equipment, on an as-needed for Miami-Dade 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 are accepted throughout the term of the RTQ for placement on such List.

Pre-qualified Bidders may be invited to participate in future spot market price competitions via Invitation to Quote (ITQ). Bidders awarded future ITQs, or groups within future ITQs are referred to as awarded Bidders hereafter. ITQs may include additional minimum requirements based on specific future needs, and will contain specific terms, conditions, and Statement of Work (SOW). The Pool shall remain open for the term of the RTQ, enabling additional vendors to qualify for entry to the Pool or for pre-qualified vendors to join other groups within the Pool, at any time after the initial RTQ award.

#### 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.

#### 2.3 TERM : FIVE (5) YEARS

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 remain in effect for five (5) years and shall expire on the last day of the sixtieth (60) month.

#### 2.4 PRE-QUALIFICATION CRITERIA

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

- 2.4.1 **Group 1** – This group will be used to procure vehicles as diverse as hybrid sedans, automotive sedans, pickup trucks, cab and chassis units with or without a body, passenger and cargo vans, utility vehicles and other assorted vehicles up to and including medium duty vehicles through a 26,000 lbs. Gross Vehicle Weight Rating (GVWR).

#### Minimum Qualifications

Pre-Qualification into this pool will be made to all responsive, responsible vendors who meet the minimum qualifications set forth as follows:

- a) The Vendor must be registered or licensed by an original equipment vehicle manufacturer to provide equipment, parts and/or service for the south Florida area. Vendors must submit a copy of a letter dated within 30 days of this solicitation from the manufacturer(s) identifying them as an authorized dealer or reseller of the manufacturers' Vehicles.
- b) The Vendor must be licensed as a vehicle dealer in the state of Florida as per statute 320.27. Vendors must provide a copy of their dealer's license with the Bid Submittal.
- c) The Vendor shall be regularly engaged in the business of light and medium weight vehicles and associated equipment as stated in this solicitation. In order to meet this requirement, the Vendor shall provide three (3) reference letters with their submittal. Reference letters shall be from customers currently receiving or have received vehicles from the Vendor within the past three (3) years. The letter shall include at a minimum the company name, address, contact name, title, e-mail address, telephone number, and length of service to verify that the Vendor has successfully provided the services described herein. The County, at its sole discretion, may request additional information in order to assess the Vendor's responsibility.

**Note:** The County reserves the right to inspect any service facility for compliance with parts supply and service requirements at any time during the life of this contract. Failure to comply at any inspection point will result in the disqualification of that Vendor.

**2.4.2 Group 2** – This group will be used to procure various types of motorcycles and associated equipment.

**Minimum Qualifications**

- a) Be registered or licensed by an original equipment motorcycle manufacturer to provide equipment, parts and/or service for the south Florida area. Vendors must submit a copy of a letter dated within 30 days of this solicitation from the manufacturer(s) identifying them as an authorized dealer or reseller of the manufacturers' motorcycles.
- b) The Vendor must be licensed as a motorcycle dealer in the state of Florida as per statute 320.27. Vendors must provide a copy of their dealer's license with the Bid Submittal.
- c) The Vendor shall be regularly engaged in the business of providing motorcycles and associated equipment. In order to meet this requirement, the Vendor shall provide three (3) reference letters with their submittal. Reference letters shall be from customers currently receiving or have received motorcycles from the Vendor within the past three (3) years. The letter shall include at a minimum the company name, address, contact name, title, e-mail address, telephone number, and length of service to verify that the Vendor has successfully provided the services described herein. The County, at its sole discretion, may request additional information in order to assess the Vendor's responsibility.

**Note:** The County reserves the right to inspect any service facility for compliance with parts supply and service requirements at any time during the life of this contract. Failure to comply at any inspection point will result in the disqualification of that Vendor.

**2.5 INSURANCE**

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

**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 that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

**2.7 ADDITIONAL GROUPS**

The County reserves the right to add additional groups (with applicable qualification criteria), which are not listed within this solicitation. The Internal Services Department, Strategic Procurement Division will solicit the industry and add vendors accordantly.

---

**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 light, medium duty automotive vehicles, motorcycles and associated equipment as required by the County. This pool may include vehicles and motorcycles as diverse as hybrid sedans, automotive sedans, pickup trucks, cab and chassis units with or without a body, passenger and cargo vans, utility vehicles and other assorted vehicles up to and including medium duty vehicles through a 26,000 lbs. Gross Vehicle Weight Rating (GVWR).

**SECTION 4 – BID SUBMITTAL FORM**

Vendor's Name: \_\_\_\_\_

**Group 1** – This group will be used to procure vehicles as diverse as hybrid sedans, automotive sedans, pickup trucks, cab and chassis units with or without a body, passenger and cargo vans, utility vehicles and other assorted vehicles up to and including medium duty vehicles through a 26,000 lbs. Gross Vehicle Weight Rating (GVWR).

Item 2.4.1	Description	Check / Submitted
A	The Vendor must registered or licensed by an original equipment vehicle manufacturer to provide equipment, parts and/or service for the south Florida area. Vendors must submit a copy of a letter dated within 30 days of this solicitation from the manufacturer(s) identifying them as an authorized dealer or reseller of the manufacturers' Vehicles.	<input type="checkbox"/>
B	The Vendor must be licensed as a vehicle dealer in the state of Florida as per statute 320.27. Vendors must provide a copy of their dealer's license with the Bid Submittal.	<input type="checkbox"/>
C	The Vendor shall be regularly engaged in the business of light and medium weight vehicles and associated equipment as stated in this solicitation. In order to meet this requirement, the Vendor shall provide three (3) reference letters with their submittal. Reference letters shall be from customers currently receiving or have received vehicles from the Vendor within the past three (3) years. The letter shall include at a minimum the company name, address, contact name, title, e-mail address, telephone number, and length of service to verify that the Vendor has successfully provided the services described herein. The County, at its sole discretion, may request additional information in order to assess the Vendor's responsibility.	<input type="checkbox"/>

**Group 2** – This group will be use to procure various types of motorcycles and associated equipment.

Item 2.4.2	Description	Check / Submitted
A	Be registered or licensed by an original equipment motorcycle manufacturer to provide equipment, parts and/or service for the south Florida area. Vendors must submit a copy of a letter dated within 30 days of this solicitation from the manufacturer(s) identifying them as an authorized dealer or reseller of the manufacturers' motorcycles.	<input type="checkbox"/>
B	The Vendor must be licensed as a motorcycle dealer in the state of Florida as per statue 320.27. Vendors must provide a copy of their dealer's license with the Bid Submittal.	<input type="checkbox"/>
C	The Vendor shall be regularly engaged in the business of providing motorcycles and associated equipment. In order to meet this requirement, the Vendor shall provide three (3) reference letters with their submittal. Reference letters shall be from customers currently receiving or have received motorcycles from the Vendor within the past three (3) years. The letter shall include at a minimum the company name, address, contact name, title, e-mail address, telephone number, and length of service to verify that the Vendor has successfully provided the services described herein. The County, at its sole discretion, may request additional information in order to assess the Vendor's responsibility.	<input type="checkbox"/>