

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

<input checked="checked" type="checkbox"/> New contract	<input type="checkbox"/> OTR	<input type="checkbox"/> CO	<input type="checkbox"/> SS	<input type="checkbox"/> BW	<input type="checkbox"/> Emergency	Previous Contract/Project No: 8535-5/13-5
<input type="checkbox"/> Re-Bid						
<input type="checkbox"/> Other - Access						

LIVING WAGE APPLIES: ____ YES X NO

Requisition/Project No: RQID1900098 TERM OF CONTRACT: Five years

Requisition/Project Title: PREQUAL for Off-Road and Heavy Equipment

Description: The purpose of this solicitation is to pre-qualify vendors for future pricing competition for the provision of off-road, construction, landfill, street maintenance, landscaping, and other heavy equipment as required. All vendors that meet the requirements of this solicitation will be placed in the prequalification pool and notified when additional quotations are requested.

User Department(s): Various County Departments

Issuing Department: ISD Contact Person: Katherine Sosa Phone: 305-375-2851
Estimated Cost: \$400,000.00 Funding Source: Mixed

ANALYSIS

Commodity/Service No: 07054			
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases for Previous Three (3) Years Check Here if this is a New Contract/Purchase with no Previous History			
EXISTING 2ND YEAR 3RD YEAR			
Contractor:			
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: Katherine Sosa

Date to SBD: 05/22/19

Date Returned to DPM: _____

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 for the purchase of ~~various off road, construction, landfill, and other heavy equipment 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.

The purpose of this solicitation is to pre-qualify vendors for future pricing competition. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth ~~elsewhere in Section 2.4, titled "Qualifications and Requirements",~~ within this solicitation. All vendors which meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification ~~List Pool~~ that may be accessed by County departments in order to obtain price quotations for the provision of off-road, construction, landfill, street maintenance, landscaping, and other heavy equipment as required.- All ~~companies-vendors~~ that meet the requirements of this solicitation will be placed in the prequalification pool and notified when additional quotations are requested.

2.2 DEFINITIONS

Complete Submittal – shall refer to a submittal that meets all solicitation qualifications and requirements, includes all necessary documents, and is from a vendor that meets the minimum standards of business competence, financial ability, and/or product quality. Only complete submittals may be considered for placement in a Pool.

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Incomplete Submittal – shall refer to a submittal that does not meet all solicitation qualifications and requirements, or does not include all necessary documents, or is from a vendor that does not meet the minimum standards of business competence, financial ability, and/or product quality.

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Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services; 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.

Registered Vendor – shall mean a firm that has completed the Miami-Dade County Business Entity Registration process via the County's online Vendor Portal (<http://www.miamidade.gov/procurement/vendor-registration.asp>) and has satisfied all requirements to enter into business agreements with the County. Vendor shall ~~a~~ be a Registered Vendor to be considered for placement in this Pool.

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Request to Qualify (RTQ) – shall refer to this solicitation, which is used to establish a Pool.

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 a competitive process involving the solicitation of proposals, by the Internal Services Department Strategic Procurement Division from the Pool, for specific goods and/or services; and evaluated and awarded based on best value.

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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 month of the five year term.~~

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~~The County may, in its sole discretion, extend the Pool term for up to one hundred-eighty (180) calendar days beyond the current Pool period, and will notify the Vendors in writing of the extension. The County may extend the Pool beyond the initial one hundred-eighty (180) calendar day extension period, upon approval by the Board of County Commissioners.~~

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~~2.4 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 sixtieth month.~~

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2.5.2.4 QUALIFICATIONS AND REQUIREMENTS

~~Vendors shall be Miami-Dade County Registered Vendors and meet the following qualifications and requirements to be considered for placement in the Pool and for participation in future competitions.~~

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~~2.5.3.A. The Bidder or Bidder's Vendor or Vendor's supplier and/or subcontractor shall be a licensed truck dealer in the state of Florida per statute 320.27. Bidders must supply a copy of the dealer's license with the Bid Submittal. Registration of the vehicle must be completed by the entity registered with the State of Florida as an authorized dealer.~~

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~~2.5.4.B. The Bidder-Vendor, shall be regularly engaged in the business of providing trucks and related equipment. In order to meet this requirement, the Bidder shall provide three (3) reference letters or contact information with their submittal of "Like" vehicles that the Bidder-Vendor, has built. Reference letters or contact information shall be from customers currently receiving or have received related equipment (trucks) from the Bidder-Vendor, within the past three (3) years. The letter or contact information 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 Bidder has successfully provided the services described herein. The County, at its sole discretion, may request additional information in order to assess the Bidder's responsibility.~~

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~~C. The Bidder-Vendor shall be: 1) Have a service facility located in Miami-Dade or Broward County or 2) Provide proof of having a mutual agreement with a certified dealer or service facility of the same manufacturer or fabricator located in Miami-Dade or Broward County, capable of delivering and supporting the proposed sale in the manner described in subsequent paragraphs of this solicitation. The facility must be capable of performing warranty repairs and supplying needed parts and will be subject to the approval of the County. Bidders must provide documentation demonstrating compliance with this requirement.~~

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~~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~~

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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.

d. _____

2.7.52.5.4. Should a Vendor's submission be deemed an Incomplete Submittal, whether as part of the Pool's initial establishment or any time thereafter, the County will advise the Vendor of the submittal's missing components so that the Vendor may take the appropriate corrective action. It is the responsibility of the Vendor to ensure corrective action is taken.

2.7.9

2.6 ADDITIONAL GROUPS

The County may add additional groups (with applicable minimum requirements) to this solicitation, during the term of the Pool. Vendors in the Pool will have the opportunity to qualify for such additional groups.

2.62.8 INSURANCE

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

2.72.9 SPOT MARKET QUOTES

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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 various Off-Road, Construction, Landfill, Road Maintenance, Landscaping and other heavy equipment for multiple County departments, on an "as needed basis." When equipment is needed a quotation request will be sent to the pool of pre-qualified and awarded vendors.

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Due to the variety of work functions performed by the County the daily operation of some of this equipment is considered GENERAL USAGE and some is considered CRITICAL USAGE for day to day County operations.

Examples of CRITICAL USAGE equipment include Water and Sewer Line Break/Rupture Repair equipment, Refuse and Sanitary stream handling equipment, Landfill Operation equipment, and Road, Bridge and Canal equipment used for infrastructure support in emergency situations including Hurricane and storm cleanups.

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SECTION 4
SUBMITTAL FORM

Bidder: _____

Section 2.4	Description	Check / Submitted
A	The Bidder or Bidder's supplier and/or subcontractor shall be a licensed truck dealer in the state of Florida per statute 320.27. Bidders must supply a copy of the dealer's license with the Bid Submittal. Registration of the vehicle must be completed by the entity registered with the State of Florida as an authorized dealer.	
B	The Bidder shall be regularly engaged in the business of providing trucks and related equipment. In order to meet this requirement, the Bidder shall provide three (3) reference letters or contact information with their submittal of "Like" vehicles that the Bidder has built. Reference letters or contact information shall be from customers currently receiving or have received related equipment (trucks) from the Bidder within the past three (3) years. The letter or contact information 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 Bidder has successfully provided the services described herein. The County, at its sole discretion, may request additional information in order to assess the Bidder's responsibility.	
C	The Bidder shall be: 1) Have a service facility located in Miami-Dade or Broward County or 2) Provide proof of having a mutual agreement with a certified dealer or service facility of the same manufacturer or fabricator located in Miami-Dade or Broward County, capable of delivering and supporting the proposed sale in the manner described in subsequent paragraphs of this solicitation. The facility must be capable of performing warranty repairs and supplying needed parts and will be subject to the approval of the County. Bidders must provide documentation demonstrating compliance with this requirement.	

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