



## **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 purchase engineering, drafting and art supplies 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 the Pool.

### **2.2 DEFINITIONS**

**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 quotes at the time of need.

**Submittal** - Shall refer to all information, attachments and forms submitted in response to this RTQ.

**Vendor** – Shall refer to a business entity/individual responding to this RTQ.

### **2.3 TERM**

This 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 three (3) year term.

### **2.4 QUALIFICATION CRITERIA**

Vendor(s) shall meet the following criteria to be considered for placement in the Pool; and for participation in future competitions:

1. Vendor(s) shall provide a minimum of three (3) references preferably from large commercial business, schools and/or government agencies, for which the Vendor has provided engineering, drafting and/or art supplies as listed in Section 3 of this solicitation.
2. Vendor(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. for quotations. Vendor(s) are required to provide their representative(s) name, office address, phone number, and e-mail address.
3. Vendor(s) shall provide a website landing page demonstrating that they provide engineering, drafting and art products and supplies.

Vendor(s) 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.

**2.6 SPOT MARKET QUOTES**

Vendor(s) 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 that will include the specific goods required and may include provisions, as applicable.

For federally funded projects/programs, additional provisions may apply in accordance with the funding source.

**2.7 DELIVERIES**

Vendor(s) shall make deliveries within the stated timeframe indicated in the ITQ. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the Vendor(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the Vendor. In these cases, the Vendor shall notify the County of the delays so that a revised delivery schedule can be appropriately considered by the County.

**2.8 BACK ORDERS**

Should the Vendor(s) to whom a contract is awarded fail to deliver in the number of days indicated in the ITQ, the Vendor shall insure that such back orders are discussed with the County department and agreed upon. The County reserves the right to cancel the order on a default basis after any back order period exceeds the timeframe provided and accepted by the County. If the order is terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the awarded Vendor with any re-procurement costs. If the Vendor fails to honor these re-procurement costs, the County may terminate the Vendor for default.

The Vendor shall not invoice the County for back ordered items until such back orders are delivered and accepted by the County's authorized representative.

**2.9 ACCEPTANCE OF PRODUCT BY THE COUNTY**

The products furnished by the Vendor(s) shall be delivered to the County in excellent condition. If a product does not meet specifications detailed in the ITQ, the products shall be returned to the Vendor and exchanged for suitable merchandise or for full credit at no additional cost to County. The Vendor shall be responsible for arranging all shipping or pick-up and shall bare all costs incurred.

In the event a Vendor fails to pick-up such material or arrangements to have such material returned, the County will return to the Vendor at Vendor's expense.

**SECTION 3: TECHNICAL SPECIFICATIONS**

**3.1 SCOPE OF WORK**

This Request to Qualify (RTQ) will establish a Pool of pre-qualified Vendors capable of providing engineering, drafting and art supplies, on an as needed basis for various County departments.

**3.2 LIST OF ITEMS**

The following is a list of items that Miami Dade County may purchase under this solicitation. This list is neither exclusive nor complete.

<i>Drawing Instruments</i>	<i>Illustration Boards and Pads</i>	<i>Coordinate Sheets &amp; Rolls</i>
Technical Pens and Sets	Bristol, Mat	Transfer letters: Various type and styles
Mechanical Pencils	Fome-core	San Serif
Replacements Points	Poster	Decorative
Leads	Railroad	Letters and Number sheets in print
Inks	Tracing Pads	
Pens and Markers	Adhesives	
Reservoir Pens	Spray Products	
Lead Pointer	Rubber Cement	
Erasers	Tape Dots	
Lettering Templates	Tape Knives & Blades	
Lettering Sets	Related Items	
Related items		

**3.3 PACKAGE SLIP/DELIVERY TICKET**

Vendor(s) shall enclose a complete packing slip / delivery ticket with any items to be delivered in conjunction with the subsequent quotations. The packing slip/ delivery ticket shall be attached to the shipping carton(s) which contain the items and shall be made available to the County's authorized representative during delivery. The packing slip/ delivery ticket shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered; and back-order quantities and estimated delivery of backorders if applicable.

**SECTION 4: PRE-QUALIFICATION SUBMITTAL FORM**

Firm Name: \_\_\_\_\_

**2.4 Qualification Criteria**

*Vendor(s) shall provide a minimum of three (3) references preferably from large commercial business, schools and/or government agencies, for which the Vendor has provided engineering, drafting and/or art supplies as listed in Section 3 of this solicitation.*

**Reference No. 1**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference No. 2**

1.

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference No. 3**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

*Vendor(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. for quotations. Vendor(s) are required to provide their representative(s) name, phone number, and e-mail address.*

2.

Contact Name: \_\_\_\_\_

	Contact Phone: _____ Contact Email: _____
3.	<i>Vendor(s) shall provide a website landing page demonstrating that they provide engineering, drafting and art products and supplies.</i> www. _____

