

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. 4703-5/16-5

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

Requisition No./Project No.: RQID2100040/ RTQ-01805   
 TERM OF CONTRACT 5 YEAR(S) WITH  YEAR(S) OTR

Requisition /Project Title: Prequalification for Signs, Road, and Traffic Materials

Description: This RTQ will establish a Prequalified Pool of Vendors that will be used to solicit Signs, Road and Traffic Related Materials for various County departments.

Issuing Department: ISD-SPD   
 Contact Person: Sherman Lewis   
 Phone: 305-375-4435

Estimate Cost: \$572,500

Funding Source:   
 GENERAL MDPD/PRO   
 FEDERAL PHCA   
 OTHER MDFR/SP

### ANALYSIS

|  |  |  |  |  |
|--|--|--|--|--|
| <b>Commodity Codes:</b>  | <span style="border: 1px solid black; padding: 2px;">550-66</span> |  |  |  |
| Contract/Project History of previous purchases three (3) years<br>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): <input type="checkbox"/> YES <input type="checkbox"/> 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> |
| <b>Basis of Recommendation:</b><br><span style="border: 1px solid black; padding: 2px;"></span> |  |  |  |  |
| <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**

The purpose of this solicitation is to establish a prequalification pool with multiple Vendors for the provision of Signs, Road and Traffic Related Materials for various Miami-Dade County departments.

The County, at its sole discretion, reserves the right to accept or reject any submittal, or prequalify or reject any Vendor, as well as their parts or services offered.

**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.

**Dealer:** Refers to a company authorized by the manufacturer to provide product support, parts and service, and warranty repairs.

**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.

**Invitation to Quote (ITQ)** – shall refer to a competitive process involving 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 Vendors determined by the County's Internal Services Department, Strategic Procurement Division, as having a complete submittal, and which may submit responses to ITQ's or WOPR's, as requested by the County.

**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 be Registered Vendor to be considered for placement in this Pool.

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

**Submittal** - shall refer to all information, attachments and forms submitted by a vendor in response to this RTQ.

**Vendor** – shall refer to a business entity/individual responding 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.

**2.3 TERM**

The prequalification pool shall commence on the first calendar day of the month succeeding approval of the pool 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.

**2.4 METHOD OF AWARD (Group Basis)**

Establishment of and prequalification under this pool will be made to all responding Vendors who meet the following minimum requirements as evidenced by submission of the documentation listed below, in order to participate in future pricing competition.

Future price competition may be in the form of an Invitation to Quote (ITQ) issued by the County. The County reserves the right not to prequalify any brand name, or remove any previously prequalified brand name, at its sole discretion.

Group 1: Prequalification of Vendors for procuring Signs, Road and Traffic Related Materials for all other County Departments for future price competition.

Group 2: Prequalification of Vendors for procuring Signs, Road and Traffic Related Materials for the Public Housing and Community Development and Community Action and Human Services (Federally Funded) for future price competition.

## 2.5 **MINIMUM REQUIREMENTS**

Vendors shall be Miami-Dade County Registered Vendors and meet the following requirements to be considered for placement in the Pool, which are applicable to both groups.

Vendors may participate in one or both groups.

**2.5.1.** Vendors shall provide proof that they are authorized distributors, dealers, and/or resellers of signs, road, and traffic related materials listed in Section 3, Scope of Work.

Proof from Vendors who are authorized distributors, dealers, and/or resellers may be in the form of:

- A letter or other documentation, clearly showing authorization from the manufacturer to the distributor or dealer by name, and/or;
- Authorization from an authorized distributor or dealer to the reseller with the contact information for verification purposes.
- An executed agreement, or;
- A designation on the manufacturer's distributor or dealer's website, or the distributor or dealer's reseller's website.

**2.5.2.** Vendor shall be regularly engaged in the business of providing signs, road, and traffic related materials.

Vendor shall provide three (3) reference letters, **or** contact information for three (3) business references, with their submittal.

- The references shall be from customers currently receiving, or that have received within the **past three (3) years**, signs, road, and traffic related materials, as well as delivery services from the Vendor.
- The references should include:
  - The customer's company name
  - Company address
  - Company contact person's name, title, e-mail address, telephone number, and length of business relationship.

These references should ascertain to the County's satisfaction that the Vendor has sufficient expertise and success providing signs, road, and traffic related materials required.

Vendors are required to submit with their submittal all the specified information, documents and attachments as proof of compliance with the minimum requirements; however, Miami-Dade County may, at its sole discretion, allow the Vendors to complete or supplement the information/ documents during the prequalification evaluation period.

**2.6 ADDITIONAL GROUPS**

The County reserves the right to add additional groups (with applicable qualification criteria) to the pool, which are not listed within this solicitation. The Internal Services Department, Strategic Procurement Division will issue a supplement to include the group(s) and allow existing and additional vendors the opportunity to prequalify for any groups added.

**2.7 ADD/DELETE VENDORS**

During the term of the prequalification pool, the County reserves the right to prequalify additional Vendors or delete Vendors, at its sole discretion. Additional Vendors shall meet or exceed the same prequalification requirements stated above. The County reserves the right to award and/or prequalify only those Vendors whose brand names and services are needed.

**2.8 INSURANCE (Groups 1 and 2)**

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

**2.9 SPOT MARKET QUOTES**

Vendors prequalified under this pool will be invited to participate in future spot market competition, 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 Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage
- Delivery Requirements

For federally funded projects/programs for the Public Housing and Community Development and Community Action and Human Services Department, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempt from such solicitations, as indicated in the ITQ or WOPR.

Additionally, the ITQ/WOPR may be subject to Special Terms and Conditions at the time of Spot Market Quotations. Examples of these Special Terms and Conditions are attached to this solicitation for informational purposes only, and may be subject to change at the time of Spot Market Quotations.

- Local Preferences
- User Access Program (UAP) Fee
- SBE Measures
- Local Certified Veteran Business Enterprise Preference
- First Source Hiring Referral Program
- SBE Prompt Payment Terms
- Office of Inspector General Fee

**SECTION 3**  
**SCOPE OF WORK**

**3.1 SCOPE OF WORK**

Prequalified vendors shall be capable of providing to the County ring Signs, Road and Traffic Related Materials.

**3.2 GROUPS**

**Group 1:** Prequalification of Vendors for procuring Signs, Road and Traffic Related Materials for all other County Departments for future price competition.

**Group 2:** Prequalification of Vendors for procuring Signs, Road and Traffic Related Materials for the Public Housing and Community Development and Community Action and Human Services (Federally Funded) for future price competition.

**3.3 TRAFFIC SIGN SPECIFICATIONS**

All traffic signs furnished shall conform to the following specifications. The following specifications may be augmented at the time of an ITQ/WOPR, however, are included for informational purposes below:

**3.3.1.** Standard Highway Signs Manual published by the U. S. Department of Transportation, 1979 or latest revision thereof.

**3.3.2.** Manual of Uniform Traffic Control Devices for Streets and Highway (ANSID6.1) published by the U. S. Department of Transportation.

**3.3.3.** FDOT Manual on Traffic Controls and Safe Practices for Street and Highway Construction Maintenance and Utility Operations.

**3.3.4.** FDOT Standard Specifications for Road and Bridge Construction, latest revision.

**3.3.5.** Reference Guide: Standard Alphabets for Highway Signs and Pavement Makings, published by the U. S. Department of Transportation.

**3.4 TYPES OF SIGNS**

**3.4.1. Regulatory and Warning Signs (R And W Type):**

General

Regulatory and Warning sign designation numbers refer to those listed in ANSI Standard D6.1 Standard Highway Signs Manual, and those sign faces shall conform to standards as to size, sign text, symbols and colors.

Sign Panel

The panel shall be of domestic aluminum 5052-H38 Alloy, .080 and its finish shall be Alodine 1200 using the power spray seven step or dip method free from burrs or sharp edges. The surface shall be flat and smooth with dents.

Reflective Sheeting

The reflective sheeting shall be in conformance with U. S. Department of Transportation Federal Highway Administration Standard Specifications for Construction of Roads and Bridges on Federal

Highway Projects, FP-79-Section 633.06. Reflective sheeting and material for screening process shall be supplied by a single manufacturer and shall be manufactured by the **3M Company**, or approved equal.

#### Fabrications

Fabrication of signs shall conform to the requirements of the FDOT Standard Specifications for Road and Bridge Construction, latest supplement thereof. Material for screen-on text and symbols shall be compatible with the background material as recommended by the manufacturer of the background.

### **3.4.2. Directional and Informational Signs (1 Type)**

#### General

Individual Department Purchase Orders will provide sign text for units to be purchased. The bidder shall prepare shop drawings for directional signs and post assemblies and submit with Request for Quote Form for approval. Directional and informational signs and post assemblies shall be designated for 90 miles per hour wind loading. Other signs shall be fabricated for mounting and posts shall conform to the requirement of Article 3-05, Sign Posts.

#### Sign Panel

Sign panels shall be .080 aluminum meeting the requirements of the Aluminum Association Alloy 6061-T6 or 5052-H38 and ASTM Designation B209. The panels shall be degreased, etched, neutralized and treated with Alodine 1200, Iridite 14-2, Bonderite 721 or approved equal before background or lettering is applied.

#### Reflective Sheeting

Reflective Sheeting shall be in conformance with U. S. Department of Transportation Federal Highway Administration Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects, FP-79-Section 633-06.

Engineering Sheeting shall be Type II and High Intensity Grade shall be Type III. Type of adhesive, Class 1 pressure sensitive or Class 2 heat activated, shall be at the option of the fabrication. Application of the sheeting shall be in conformance with the FDOT Standard specifications and recommendations of the sheeting manufacturer. Sheeting shall be as manufactured by the 3M Company or approved equal.

#### Logo Color

Colors for Miami-Dade Logo, blue and green, shall match samples supplied by the County Department. (Imron Blue No. 6544U and Imron Green No.5081 UH). This logo will accompany departments Request for Quote Form.

Panel Framing and Posts: Panel wind beams, stiffeners and posts shall be of an aluminum, 6061-T6 alloy conforming to ASTM Designation B221 or B308.

#### Execution of Work

The vendor shall execute all work in accordance with the best sign construction practices, Section 700 of the Florida DOT Standard Specifications and recommendations of the sheeting manufacturer.

All work shall be first class workmanship in accordance with the best trade practices. All sign panel cutting, fabrication, and assembly will be done in the factory and shipped to the job site as one

complete unit. All mechanical fasteners shall match color and finish of the sign area where they occur. All exposed metal surfaces shall be smooth with unblemished finish.

All signs shall be flat, true, and free from waviness. All exposed surfaces shall deviate from flat by no more than 1/16-inch in any 36-inch distance.

All message pattern applications shall be crisp, sharp, clean and free of ticks, discontinuous curves, line waves and other imperfections. All paint colors and applications for both message and background shall be batch specified and have approved swatches and/or manufacturer's color number. All paint colors shall be consistent in manufacturer's color number. All paint colors shall be consistent in chroma and value, shall maintain proper capacity or translucency, and shall be free of blistering, bleeding, fading, and other imperfections.

All finished work shall be smooth, free of scratches, gouges and other imperfections. Sign edges shall be straight, smooth, free of cutting marks, and other defects. Sign material lamination shall utilize proper adhesives, and shall be smooth, consistent, free of bubbles, bulging, and foreign matter.

### **3.4.3. Silkscreened on 080 Aluminum Panels**

#### Pricing

1. Determine the area of sign in square feet.
2. Determine the quantity of each sign required.
3. Select base panel price from chart No. 1
4. Multiply the area of the sign in square foot by the amount shown in the appropriate square in chart No. 1 of the department's Request for Quote, to obtain the individual sign panel price.
5. Determine the number of characters required on the sign and add the amount shown on chart No. 2 (character set up charge) to the sign panel price.
6. If more than two (2) colors are required, the first color shall be included in the background color, the second color shall be include in the character set up charge.
7. Add the appropriate amount shown in chart No. 3 (additional color set up charge) to the amount of the base panel price and the character set up charge to obtain the total price of each sign.

### **3.4.4. Daymarks**

#### General

Daymarks shall be of the type and size to conform to the requirement of the U. S. Coast Guard Standards. The units shall be constructed for platform mounting. All framing shall be provided for mounting to the platform and railing. Numbers to be included on daymarks shall be designated on the departments' individual Purchase Order.

#### Materials

Panel shall be 0.125 gauge aluminum meeting the requirements of ASTM, Designation B 209, alloy 6061-T6 or 5082-H38.

Framing shall be of aluminum meeting the requirements of ASTM Designation B221 or B308, alloy 6061-T6.

Panel facing material shall be of pigmented film, fluorescent elastomeric film or type high intensity reflective sheeting as required. Films and sheeting and shall be as manufactured by 3M Company, "No Substitute."

Fasteners and hardware shall be of aluminum or stainless steel and adequate strength for the design loadings.

#### Fabrication

Units shall be fabricated in conformance with the requirements specified herein under subparagraph 3-10 for Directional and Informational Signs.

#### Material

Galvanized Steel U post shall be rolled from material meeting the properties established in ASTM Designation A 499, except that a 60,000 psi minimum yield and 90,000 psi minimum tensile strength are required. The minimum weight of each post, before holes are drilled, shall be 3 pounds per foot. Weight tolerance shall be plus or minus 5 percent. The finish shall be galvanized in conformance with ASTM Designation A 123. Galvanizing shall be the final step in processing and shall be accomplished after all fabrication and punching has been completed.

The finish posts shall be machine straightened and have a smooth, uniform finish free from defects affecting strength, durability or appearance. Bolt holes shall be punched on the center line having a finished diameter of 7/16-inch spaced on 1-inch centers beginning 1 inch from the top and continued for the length of the post. Bolt holes shall be carefully spaced both horizontally and vertically so that they will register for back to back application. All holes and sheared ends shall be substantially free from burrs.

Posts shall be of a uniform, modified flanged channel section of specified length so that the area of contact between the post and sign is symmetrical to the vertical axis of both the sign and the post. The back side of each post shall be formed in a manner to insure a solid bearing surface for the entire length when signs are mounted back to back. Each U type sign post shall be provided with a base post assembly consisting of a 30-inch base post, retainer strap and bolting hardware as supplied by Franklin Steel Company, PA., or approved equal. The base post shall conform to the above requirements for signs posts and shall be pointed in one end for driving. The retainer strap shall be AISI 1020 steel, 17.0" long X1.00" wide x .25 thick with .375 offset and shall be galvanized conforming to ASTM A 123 after fabrication. The connection between the sign post and base post shall be designed with a breakaway feature equal to the EZE-Erect Sign Post design. The breakaway design shall conform to the requirements of Federal Highway Administration Notice N5040.20 and shall provide for a 70 mile per hour wind loading on a 10.6 sq. ft. sign panel mounted on a 3 pound per foot post with bottom of sign panel 7 feet above the ground.

#### Sign Hardware

The sign hardware shall consist of nuts, bolts, and lockwashers, post manufacturers recommended for FHWA approved spliced breakaway systems. The bolts shall be 3/8" x 16 UNC Long Hex Head, integral flange conforming to ASTM A 354, Grade BD. The nuts shall be 3/8" x 16 UNC Hex Head, integral flange conforming to ASTM A 563, Grade DH. The lockwashers shall be 3/8" extra duty helical spring. All bolts, nuts and lockwashers shall be mechanically galvanized to ASTM B 454-76, Class 25.

### **3.4.5. Replacement Signs**

#### General

Replacement sign shall consist of a reflective sheet with sign text applied to a light gauge aluminum sheet coated with a pressure sensitive adhesive which shall be protected, with an easy release liner. Fabricated sign shall be suitable for shop or field application to properly clean old sign surfaces.



### Reflective Sheeting

Reflective sheeting shall be in conformance with the Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects, FP-79 Section 633-06 for Type II material and shall be Scotchlite, High Intensity Grade 9800, System 5 as manufactured by the **3M company** or approved equal.

### Aluminum Backing

The thickness for the hardened aluminum substrate shall be between .005 inches and .010 inches. The aluminum shall be cleaned, degreased and properly prepared in accordance with the approved method recommended by the sheeting manufacturer.

### Adhesive

The hardened aluminum backed reflective sheeting shall include a pre-coated pressure sensitive adhesive backing (Class 1) which may be applied to properly prepared, smooth surfaces without the necessity of additional adhesive coats on either the sheeting or application surface.

The Class 1 adhesive shall be a pressure sensitive adhesive of the aggressive tack type requiring no heat, solvent or other preparation for adhesion to smooth, clean surface.

The protective liner on the adhesive shall be removed by peeling without soaking in water in other solvent, breaking, tearing or removing any adhesive from the backing. The protective liner shall be easily removed following accelerated storage for four (4) hours at 160 F under a weight of 2.5 pounds per square inch when tested as specified in Section 718-01 of the Standard Specification for Construction of Roads and Bridges on Federal Highway Projects, FP-79 1979 or latest supplement thereof.

The adhesive on the aluminum backing of the sheeting shall produce a bond to support a 4-pound weight for five minutes and prevent the bond from peeling for a distance of more than 2.0 inches when applied to a smooth aluminum surface and tested as specified in Section 718.01.

**SECTION 4**  
**QUALIFICATION CRITERIA FORM**

Vendor: \_\_\_\_\_

| Section<br>2.5 | Description  | Check /<br>Submitted  |
|----------------|--|---|
| 2.5            | <p>Vendors shall be Miami-Dade County Registered Vendors and meet the following requirements to be considered for placement in the Pool, which are applicable to both groups.</p> <p>Vendors may participate in one or both groups.</p> <p><b>2.5.1.</b> Vendors shall provide proof that they are authorized distributors, dealers, and/or resellers of signs, road, and traffic related materials listed in Section 3, Scope of Work.</p> <p>Proof from Vendors who are authorized distributors, dealers, and/or resellers may be in the form of:</p> <ul style="list-style-type: none"> <li>○ A letter or other documentation, clearly showing authorization from the manufacturer to the distributor or dealer by name, and/or;</li> <li>○ Authorization from an authorized distributor or dealer to the reseller with the contact information for verification purposes.</li> <li>○ An executed agreement, or;</li> <li>○ A designation on the manufacturer's distributor or dealer's website, or the distributor or dealer's reseller's website.</li> </ul> <p><b>2.5.2.</b> Vendor shall be regularly engaged in the business of providing signs, road, and traffic related materials.</p> <p>Vendor shall provide three (3) reference letters, <b>or</b> contact information for three (3) business references, with their submittal.</p> <ul style="list-style-type: none"> <li>○ The references shall be from customers currently receiving, or that have received within the past three (3) years, signs, road, and traffic related materials, as well as delivery services from the Vendor.</li> <li>○ The references should include: <ul style="list-style-type: none"> <li>▪ The customer's company name</li> <li>▪ Company address</li> <li>▪ Company contact person's name, title, e-mail address, telephone number, and length of business relationship.</li> </ul> </li> </ul> | <div style="display: flex; flex-direction: column; align-items: center; gap: 20px;"> <div style="width: 40px; height: 20px; background-color: #4a90e2;"></div> <div style="width: 40px; height: 20px; background-color: #4a90e2;"></div> </div> |

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

Vendor: \_\_\_\_\_

|  |  |                          |
|--|--|--------------------------|
|  | <b>Please indicate which group Vendor is pursuing:</b>   |                          |
|  | Group 1: Prequalification of Vendors for procuring Signs, Road and Traffic Related Materials for all other County Departments for future price competition.  | <input type="checkbox"/> |
|  | Group 2: Prequalification of Vendors for procuring Signs, Road and Traffic Related Materials for the Public Housing and Community Development and Community Action and Human Services (Federally Funded) for future price competition. | <input type="checkbox"/> |