

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. 00626

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

Requisition No./Project No.: RQID2100547
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Audio Visual Equipment and Supplies

Description: This Request of Qualify (RTQ) will establish a Prequalified Pool of Vendors (POOL) that will be used to for Audio Visual Equipment and Supplies.

Issuing Department: Various
 Contact Person: Arlene Campbell
 Phone: 305-375-5650

Estimate Cost: \$15,000,000.00

Funding Source:
 GENERAL Yes
 FEDERAL Yes
 OTHER Yes

ANALYSIS

Commodity Codes:	99828	93906	84069	84062	88011
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.					
	EXISTING	2ND YEAR	3RD YEAR		
Contractor:	Various	Various	Various		
Small Business Enterprise:					
Contract Value:	\$16,748.233.20				
Comments:					

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: Arlene Campbell
 Date sent to SBD: 10/5/2022

Date returned to SPD:



MIAMI-DADE COUNTY, FLORIDA

**REQUEST TO QUALIFY
(RTQ)**

Event Number: 00000171

Event Title: Audio Visual Equipment and Supplies

Solicitation Contact: Name: Arlene Campbell
Title: Procurement Contracting Officer 2
Department: Strategic Procurement Department
Email: E327296@miamidade.gov

Solicitation Contact: Name: Netanya Hogu
Title: Procurement Contracting Officer 2
Department: Strategic Procurement Department
Email: E330038@miamidade.gov

Solicitation Contact: Name: Angela Mathews-Tranumn
Title: Procurement Contracting Manager
Department: Strategic Procurement Department
Email: E313658@miamidade.gov

NOTICE TO ALL VENDORS:

To establish the pool of prequalified vendors, the County will accept electronic submittals through a secure mailbox at Integrated Financial Resources Management System (INFORMS) (<https://supplier.miamidade.gov>) until the end date and

time indicated in this solicitation document. There is no cost to the vendor submitting a response to a Miami-Dade County solicitation via INFORMS. Electronic submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files. To offer a submittal through INFORMS, all information and documents must be fully entered, uploaded, acknowledged ("Confirm") and recorded into INFORMS before the INFORMS Solicitation End Date.

To request information prior to the INFORMS Question & Answer End Date, use the question/answer feature provided within the solicitation by INFORMS at <https://supplier.miamidade.gov>. Material changes, if any, to the solicitation will only be transmitted by written addendum. (See Mandatory Online Forms and Addendum Acknowledgement section of INFORMS site).

Vendors in the Pool will be invited to participate in future spot market competitions, as needed. The spot market competition may be in the form of an ITQ that will include the specific goods and/or services required, and applicable provisions. Spot market competitions may not be restricted to vendors in this Pool; however, vendors must have a complete Submittal to be awarded a contract pursuant to this Pool.

Vendors must anticipate the inclusion of Section 1 - General Terms and Conditions of Miami-Dade County Procurement Contracts in all contracts resulting from spot market competitions. These general terms and conditions are considered non-negotiable. All current and applicable terms and conditions pertaining to a resultant contract may be viewed online at the Miami-Dade County Strategic Procurement Division's webpage here:

<https://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r22-1.pdf>

The below referenced Section 1 - General Terms and Conditions provisions **shall not** apply to federally funded projects:

- Article 1.2(H) Prompt Payment Terms
 - Article 1.11 Local Preference
 - Article 1.29 Office of the Inspector General (only the cost of the random audits, as specified)
 - Article 1.37 County User Access Program (UAP)
 - Article 1.45 Small Business Enterprise (SBE) Measures
 - Article 1.46 Local Certified Veteran's Business Enterprise Preference
 - Article 1.47 Application of Preferences
 - Article 1.49 First Source Hiring Referral Program (FSHRP)
-

SECTION 2
ADDITIONAL/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 and deliver various types of audio visual equipment such as, but is not limited to, commercial audiovisual equipment, podcasting equipment, equipment to create, mix, amplify, produce and record music, video games and equipment, virtual reality and augmented reality games and equipment, video production equipment, photography equipment, film production equipment, lighting equipment, sound booths, screens and green screens, audiovisual education materials, theatrical lighting, equipment and supplies, slide-tape presentations, films, televisions, VCR's, sound equipment and acoustic related products, videos, associated cables, items, and supplies, and all related products, consultation, repair, regular maintenance services and installation support 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 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.

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.

Invitation To Quote (ITQ)– 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 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 Purchase Order issued by the County. The Pool shall expire on the last day of the last month of the five-year term.

2.4 QUALIFICATION CRITERIA

Vendors shall submit all of the qualifying documents with their submittal form. However, the County may, at its sole discretion and in its best interests, allow vendors to supplement submitted documents in order to satisfy the prequalification criteria. It shall be the sole prerogative of the County to determine the number of vendors who will be included under the pre-qualification pool. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified vendors.

Vendor shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations:

1. Vendor shall provide three signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing audio visual equipment supplies, television

manufacturers and/or consultation, repair and maintenance reservices. If the qualifier is other than an audio visual equipment, supplies and television manufacturer, they must provide letter(s) from the manufacturer authorizing the qualifier to act as a service provider, distributor or reseller of their products. In lieu of the references from the Vendor or Vendor's Subcontractor, the County will consider the references from Vendor's key personnel in accordance with Resolution No. 1122-21. The County must be able to ascertain from Vendor provided references, to its satisfaction, at the County's sole discretion, that Vendor holds sufficient experience and capacity in providing audio visual equipment and related services.

2. Vendor shall provide contact information to include: Name of contact, company's main phone number, contact phone number if different from main phone number, facsimile, email address and cellular number (if applicable) for Primary (required) and Secondary (optional) staff within your company who will be responsible for providing a response to spot market quotes issued by Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 8:00 a.m. to 5:00 p.m. (local time) The Vendor's office address, contact person, phone, and e-mail shall be included in the Vendor's submittal.

Vendor 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 METHOD OF AWARD

This Request to Qualify (RTQ) will be made to all responsive, responsible qualifiers that meet the requirements set forth in this solicitation.

2.6 INSURANCE

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

2.7 SPOT MARKET QUOTES

Vendors in the 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 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

2.8 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the successful qualifier(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency (ies).

2.9 MANUFACTURERS MAY BE ADDED OR DELETED

Although this Request To Qualify identifies specific brands to be purchased, it is hereby understood and agreed that additional manufacturers may be added or deleted to this RTQ at the option of the County.

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 but not limited to, commercial audiovisual equipment, podcasting equipment, equipment to create, mix, amplify, produce and record music, video games and equipment, virtual reality and augmented reality games and equipment, video production equipment, photography equipment, film production equipment, lighting equipment, theatrical lighting, equipment and supplies, sound booths, screens and green screens, stage drapery, audiovisual education materials, slide-tape presentations, films, televisions, VCR's, sound equipment and acoustic related products, videos, associated cables, items, and supplies, and all related products, consultation, repair, maintenance reservices and installation support for Miami-Dade County (County).on an "as needed basis."

3.2 GOODS/SERVICES TO BE PROVIDED

Audio/Visual goods/services may include, but not be limited to, equipment currently being used by the County. Vendors may be required, in subsequent spot market solicitation, to provide new equipment in the market.

AUDIO-VISUAL MANUFACTURERS CURRENTLY BEING USED BUT ARE NOT LIMITED

1	3M	25	JVC
2	9x Media	26	Kodak
3	Audio Technica	27	Kupo
4	A1 Security	28	Magnavox
5	AJA Video Systems	29	Minolta
6	Anchor Audio, Inc	30	Mitsubishi
7	Astatic Commercial Audio	31	Nikon
8	Atlas sound	32	Olympus
9	Aventura Technologies	33	Panasonic
10	Avid Media Composer	34	Phillips
11	Axis	35	Pinnacle
12	Biamp	36	Polycom
13	Bosch	37	Promxima
14	Canon	38	RCA
15	Crown	39	Samsung
16	Dukane	40	Sanyo
17	Dynex	41	Sharp
18	Firebird systems, Inc.	42	Sony
19	Hewlett Packard	43	Systor Systems, Inc.
20	Hitachi	44	Toshiba
21	Honeywell	45	Vicon Industries Inc.
22	Infinova	46	Yamaha
23	InFocus	47	Zenith
24	JBL	48	

ITEMS FOR COMMUNICATION AND CUSTOMER EXPERIENCE DEPT. INCLUDE BY ARE NOT LIMITED TO

1	Watson AC Power	10	Nemal Electronics	19	Marshall Electronics
2	DJI	11	Decimator	20	Ross Video
3	Blackmagic	12	Eaton	21	ASUS
4	Leader	13	Hollyland	22	Lilliput
5	Teradek	14	LiveU	23	TVU
6	GVM	15	Atomos	24	Sennheiser
7	Luxli	16	SanDisk	25	Haivision
8	Rimage	17	Crispin	26	Canare
9	Lumantek	18	Tektronix Video		

ITEMS FOR LIBRARY DEPARTMENT PROGRAMS INCLUDE BUT ARE NOT LIMITED TO

1	Alesis	49	IK	98	PROAim
2	Alura	50	Impact	99	Promark
3	Anbotek	51	Insta360	100	Puroma
4	Andycine	52	IPEVO	101	Quasar
5	Anker	53	iRig	102	Rhino`
6	Antner	54	JBL	103	Rocketfish
7	Applie	55	JHS	104	RockJam
8	Aputure	56	JOBY	105	Roc-N-Soc
9	Audio-Technica	57	Kaotica	106	Rode
10	Auray	58	KF Concept	107	Rogue
11	Behringer	59	KI	108	Rokinon
12	Belkin	60	Kingston	109	Roland
13	Benfei	61	Kopul	110	Samsung
14	BenQ	62	Koss	111	SanDisk
15	Bessey	63	Kupo	112	Savage
16	Blue Yeti	64	LaCie	113	Senheiser
17	Boss	65	LG	114	Sensei
18	Bretford	66	Livewire	115	Shure
19	Caline	67	Logic Pro	116	Snark
20	Camvate	68	LPL	117	Sony
21	Canon	69	Luna	118	Sound Addicted
22	CaseMatrix	70	Luxli	119	Sphero
23	Chauvet	71	Mackie	120	Spieltek
24	Cloud	72	MacSports	121	Squier
25	D'Addario	73	Magnus	122	Star Tech
26	DayBetter	74	Manfrotto	123	STORi

27	Decimator	75	Matthews	124	Synchwire
28	DJI	76	Meini	125	Syntech
29	Donner	77	MeloAudio	126	Targus
30	Dunlop	78	Merge	127	TC-Helicon
31	DYMO	79	Mitutoyo	128	Thames & Kosmos
32	Eartec	80	Monster Jam	129	Thunderbolt
33	Elgato	81	Movo	130	Tiffen
34	Ernie Ball	82	Nanlite	131	Tilta
35	FeelWorld	83	ND	132	Toca Synergy
36	Fender	84	Nektar	133	TONOR
37	Focusrite	85	Neotech	134	Tripp Lite
38	Foldio	86	Neumann	135	UGREEN
38	Freewell	87	Nexilumi	136	Ulanzi
39	Gaffer	88	Nintendo	137	UltraPro
40	Gator	89	Orange Monkey	138	Van Eck
41	Gibraltar	90	Ortur	139	Vic Firth
42	Go Pro	91	Padcaster	140	Vivo
43	GVM	92	Pearstone	141	Wacom
44	Harrison	93	Pedaltrain	142	Watson
45	Hercules	94	Pelican	143	Westcott
46	Hosa	95	PhosNova	144	Xbox
47	Hoya	96	PowerExtra	145	Xuma
48	Ibanez	97	Premiere Pro	146	YC Orion

**ITEMS FOR CULTURAL AFFAIRS DEPARTMENT PROGRAMS AND CULTURAL FACILITIES
INCLUDE BUT ARE NOT LIMITED TO**

1	Aviom	49	Lex Products
2	AKG	50	Lightronics
3	Allen & Heath	51	Listen
4	Altman Stage Lighting	52	Lycian Stage Lighting
5	Analog Way	53	Martin Harman
6	Apollo Design	54	Meyer Sound Laboratories;
7	Applied Electronics	55	Middle Atlantic
8	Arri	56	NEC Display Solutions
9	Audio-Technica	57	Netgear
10	Audix	58	Neumann
11	Avid Prime System	59	NewTek
12	Barco	60	Panasonic System Communications;
13	Belden	61	Pathway Connectivity
14	Blackmagic Design	62	Pathway Connectivity
15	Bosch Security System	63	Peavey Commercial Audio;
16	Bose Professional System	64	Peerless-AV
17	Broadcast Pix	65	Philips – Strand Lighting
18	BTX Technologies	66	Plura Broadcast
19	Chauvet	67	Premier Mounts;
20	Chief	68	QSC
21	Christie Digital System	69	QSC
22	City Theatrical	70	RADIOL
23	Clear Com	71	RDL
24	Community Professional Loudspeakers	72	RGB Spectrum
25	Countryman	73	Robe
26	Creston Electronics	74	Rosco
27	D&B Audio Technik Corporation	75	Shure Incorporated
28	Da-Lite Screen Company	76	Sony
29	Dante	77	Symetrix
30	DAS	78	Synnex
31	Denon/Marantz	79	Synnex Corporation
32	Digico	80	Tascam America
33	Digital Projection	81	Tecnec Distributing
34	DPA Microphones	82	Tektronix
35	Draper, Inc	83	Telemetrics
36	Eiki International	84	TMB
37	Elation Professional	85	TOA
38	Elite Core	86	TV One
39	ETC	87	Ultimate Support
40	ETC Controls	88	Vaddio
41	Extron Electronics	89	Vitec Videocom
42	Furman	90	Vivitek
43	Gator Cases	91	Whirlwind Music
44	High End Systems	92	West Penn Wire

45	Hosa Technology	93	Williams Sound
46	Ikegami Electronics	94	WolfVision, Inc.
47	Imagine Communications;	95	Yamaha
48	Leviton	96	Yoke

TELEVISIONS AND VCERS MANUFACTURERS CURRENTLY BEING USED BUT ARE NOT LIMITED

1	JVC	8	RCA
2	Magnavox	9	Samsung
3	NEC	10	Sharp
4	Norma	11	Sony
5	Panasonic	12	Systor Systems, Inc.
6	Phillips	13	Toshiba
7	Promark Brands	14	Zenith

“EQUAL” PRODUCT CAN BE CONSIDERED UPON RECEIPT OF SPECIFIED DATA

There may be times when the manufacturer’s name, brand name and/or model number information contained in this solicitation are being used for the sole purpose of establishing the minimum requirement of level of quality, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer’s items of equal material unless otherwise indicated on the Request For Quote (RFQ) Form.

Each RFQ Form may require only submission of the following documentation to enable the County to evaluate the “equal” products:

- X: Product Information Sheets
- X: Product labels

If an “equal” product may be considered by the County in accordance with the Bid/Proposal Submission Form, the unit shall be equal in quality and standards of performance to the item specified in the solicitation. Where an “or equal” item is offered, and product information sheets are required, the initial offer must be accompanied with two (2) complete sets of product information sheets (such as factory specifications, standard manufacturer information sheets, catalogues, and brochures), and if required, two (2) copies of performance test results of the unit offered as an equal.. Also, for product information submittals, all supporting documentation submitted by the offeror must in total meet the required specifications set forth in this solicitation. Where the standard product literature submitted with the offer provides information that does not comply with the specifications, the offeror shall state, in an official letter on corporate letterhead as part of their initial offer, the differences between the item they are specifically offering, and the equipment described by the standard product literature, to substantiate compliance to all of the specifications set forth in this solicitation. In such cases, any offer submitted with standard product literature but without the letter explaining compliance will result in the rejection of the offer for not meeting the solicitation specifications.

If samples of all “or equal” items bid are required for evaluation, such items are to be provided at no cost to the County, and should be submitted with the initial offer, or at the time of specific request. Failure to meet this requirement may result in your offer being rejected.

For “equal” products to be evaluated based on submission of product labels, the initial offer should be accompanied with labels indicating the specification and ingredients for each “or equal” item offered. Failure to meet this requirement may result in your offer being rejected.

The County shall be sole judge of equality, based on the best interests of the County, and its decision in this regard shall be final. Items labeled "No Substitute" on the County's Bid/Proposal Submission Form are the only products that will be accepted under this solicitation.

DELIVERY

The vendor shall deliver and or install as established on the RFQ. 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 God, strikes or other causes beyond the control of the vendor. In these cases, the vendor shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County. Other than acts of God, if the qualifier does not deliver all items to the departments within the time specified in the request for quote, the order will be cancelled and the Department will place the order with the next low Qualifier. In this event, all re-procurement cost shall be borne by the initial vendor awarded the order. Back orders will not be accepted or allowed under this RTQ.

DAMAGED GOODS

The vendor shall be responsible for filing, processing, and collecting all damage claims against the shipper when the shipping is provided by the vendor.

BACK ORDER DELAYS IN DELIVERY SHALL NOT BE ALLOWED

The user Departments shall not allow any back order situations under this contract. Accordingly, the qualifier is required to deliver all items to the departments within the time specified in the request for quote. In the event that the qualifier fails to deliver the products within the time specified, the user department reserves the right to cancel the order, seek the items from the next qualifier.

CLEAN-UP

All unusable materials and debris shall be removed from the premises. At completion, the successful vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the Department Project Manager.

COMPLIANCE WITH FEDERAL STANDARDS

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

SECTION 4
SUBMITTAL FORM

VENDOR: _____

Contact Information

Provide contact information for Primary (Required) and Secondary (Optional) staff within your Company who will be responsible for providing a response to the request for quotes issued by Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 8:00 AM and 5:00 P.M. (Local Time).

Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.
PRIMARY CONTACT (REQUIRED) and SECONDARY CONTACT (OPTIONAL)

Primary Contact Person:	
Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Local or Toll Free Fax Number:	
Mobile Telephone Number:	
E-mail Address:	
Secondary Contact (Optional):	
Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Mobile Telephone Number:	
E-mail Address:	

SECTION 4
SUBMITTAL FORM

VENDOR: _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL VENDORS		
Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Copy Attached
2.4 (1)	Vendor shall provide three signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing audio visual equipment supplies, and television manufacturers. If the qualifier is other than an audio visual equipment, supplies and television manufacturer, they must provide letter(s) from the manufacturer authorizing the qualifier to act as a distributor or reseller of their products. In lieu of the references from the Vendor or Vendor's Subcontractor, the County will consider the references from Vendor's key personnel in accordance with Resolution No. 1122-21. The County must be able to ascertain from Vendor provided references, to its satisfaction, at the County's sole discretion, that Vendor holds sufficient experience and capacity in providing audio visual equipment.	<input type="checkbox"/>
2.4 (2)	Vendor shall provide contact information to include: Name of contact, company's main phone number, contact phone number if different from main phone number, facsimile, email address and cellular number (if applicable) for Primary (required) and Secondary (optional) staff within your company who will be responsible for providing a response to spot market quotes issued by Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 8:00 a.m. to 5:00 p.m. (local time) The Vendor's office address, contact person, phone, and e-mail shall be included in the Vendor's submittal.	<input type="checkbox"/>