

**ISSUING DEPARTMENT INPUT DOCUMENT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. RTQ-00439  
Contract  
 Re-Bid   
  Other – \_\_\_\_\_   
 LIVING WAGE APPLIES:  YES   
 NO

Requisition No./Project No.: RQID2100557   
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Furniture Office and Non-Office

Description:  

 This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit various types of office and non-office furniture, including but not limited to replacement parts, upholstery, and related products and services.

Issuing Department: SPD   
 Contact Person: Margarita Velazquez   
 Phone: 305-375-3065  
 Estimate Cost/Value: \$118,688,000   
 GENERAL    FEDERAL    OTHER  
 Funding Source: X   
X   
X

**ANALYSIS**

<b>Commodity Codes:</b>	<span style="border: 1px solid black; padding: 2px;">15049</span>	<span style="border: 1px solid black; padding: 2px;">41033</span>	<span style="border: 1px solid black; padding: 2px;">41555</span>	<span style="border: 1px solid black; padding: 2px;">42003</span>	<span style="border: 1px solid black; padding: 2px;">42004</span>
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.					
	<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; height: 20px;"></span>	<span style="border: 1px solid black; height: 20px;"></span>	<span style="border: 1px solid black; height: 20px;"></span>		
<b>Small Business Enterprise:</b>	<span style="border: 1px solid black; height: 20px;"></span>	<span style="border: 1px solid black; height: 20px;"></span>	<span style="border: 1px solid black; height: 20px;"></span>		
<b>Contract Value:</b>	<span style="border: 1px solid black; height: 20px;"></span>	<span style="border: 1px solid black; height: 20px;"></span>	<span style="border: 1px solid black; height: 20px;"></span>		
<b>Comments:</b>	<span style="border: 1px solid black; height: 20px;"></span>				
Continued on another page (s): <input checked="" 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; height: 20px;"></span>	<span style="border: 1px solid black; height: 20px;"></span>	<span style="border: 1px solid black; height: 20px;"></span>	<span style="border: 1px solid black; height: 20px;"></span>

Basis of Recommendation:

Signed: <span style="border: 1px solid black; padding: 5px; display: inline-block;"><i>Margarita Velazquez</i></span>	Date sent to SBD: <span style="border: 1px solid black; padding: 2px;">10/11/2022</span>
	Date returned to SPD: <span style="border: 1px solid black; padding: 2px; display: inline-block; width: 150px; height: 20px;"></span>

Additional Commodity Codes: 42008, 42009, 42012, 42014, 42015, 42016, 42020, 42024, 42028, 42030, 42040, 42044, 42048, 42052, 42056, 42059, 42060, 42061, 42062, 42064, 42065, 42066, 42068, 42072, 42073, 42074, 42081, 42084, 42086, 42088, 42092, 42507, 42540, 42554, 42555, 42580, 42581, 42594

**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 solicit various types of office and non-office furniture, including but not limited to replacement parts, upholstery, and related products and services. 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 Department, 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.

**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 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**

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

1. Vendor shall be authorized manufacturers, dealers, or distributors of the brands being offered and shall provide verifiable proof of authorization to furnish such branded furniture, parts, and/or related services. The proof may be in one of the following forms:
  - **MANUFACTURER LETTER** – The manufacturer letter(s) shall be on manufacturer's letterhead, email or any other verifiable form, dated within six (6) months of the Vendors' submittal, shall be signed by an authorized manufacturer's representative, and contain the contact info for the authorizing representative (title, email, and phone number).
  - **MANUFACTURER WEBSITE** – The manufacturer's website shall designate the Vendor as the agent, dealer, reseller or distributor of the branded furniture, parts, and/or related services.
  - **MANUFACTURER / VENDOR AGREEMENT** – The Vendor shall provide a copy of the current agreement between the manufacturer and entity designating the Vendor as the agent, dealer, reseller or distributor AND provide a letter, email or any other verifiable form from such entity authorizing the Vendor as the agent,

dealer, reseller, or distributor and contain the contact info for the entity's authorizing representative (title, email, phone number).

- Any other form of verifiable proof as determined by the County.

2. Vendor shall submit the current website address or a copy of manufacturer's catalog(s) for the brands being offered to the County.
3. Vendor shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market quotes. Vendor shall provide the representative's name, phone number, and email address.

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 **INSURANCE**

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

## 2.6 **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 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

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- 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 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 types of office and non-office furniture, including replacement parts, upholstery, related products and services.

#### **3.2 GOODS/SERVICES TO BE PROVIDED**

The County anticipates using this pool to purchase a number of items and services, including but not limited to, desks, chairs, tables, cruise and airport terminal counters, terminal seating furniture, workstations, file cabinets, household furniture, systems furniture, outdoor furniture, bunk beds for inmates, warehouse shelving, therapeutic seats, medically approved ergonomic furniture, children's furniture, parts, installation, delivery, assembly, repairs, minor space planning drawings, warehousing, etc. Vendors may also be required to perform Electrical Hook-Up as further described below.

#### **3.3 ELECTRICAL HOOK-UP**

Vendors shall be responsible, when required by the County in the subsequent ITQ or WOPR. to install and connect the electrical supply including outlets, junction boxes and installation of power supply to the house power panel and components of the "systems furniture" when such electrical components are to be part of the furniture procured from the Vendor. Electrical components shall be installed by a licensed electrician competent to perform each connection. A building permit is required and is the responsibility of the Vendor.

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

VENDOR: \_\_\_\_\_

<b><u>QUALIFICATION CRITERIA</u></b> <b>TO BE COMPLETED BY ALL VENDORS</b>																		
Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.																		
<b>Reference Section</b>	<b>Requirements</b>	<b>Copy Attached</b>																
2.4 (1)	<p>Vendor shall be authorized manufacturers, dealers, or distributors of the brands being offered and shall provide verifiable proof of authorization to furnish such branded furniture, parts, and/or related services. The proof may be in one of the following forms:</p> <ul style="list-style-type: none"> <li>• MANUFACTURER LETTER – The manufacturer letter(s) shall be on manufacturer's letterhead, email or any other verifiable form, dated within six (6) months of the Vendors' submittal, shall be signed by an authorized manufacturer's representative, and contain the contact info for the authorizing representative (title, email, phone number).</li> <li>• MANUFACTURER WEBSITE – The manufacturer's website shall designate the Vendor as the agent, dealer, reseller or distributor of the branded furniture, parts, and/or related services.</li> <li>• MANUFACTURER / VENDOR AGREEMENT – The Vendor shall provide a copy of the current agreement between the manufacturer and entity designating the Vendor as the agent, dealer, reseller or distributor AND provide a letter, email or any other verifiable form from such entity authorizing the Vendor as the agent, dealer, reseller, or distributor and contain the contact info for the entity's authorizing representative (title, email, phone number).</li> <li>• Any other form of verifiable proof as determined by the County.</li> </ul>	<input type="checkbox"/>																
2.4 (2)	<p>Vendor shall submit the current website address or a copy of manufacturer's catalog(s) for the brands being offered to the County.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Brand Name</th> <th style="width: 50%; padding: 5px;">Website URL</th> </tr> </thead> <tbody> <tr><td style="height: 15px;"> </td><td> </td></tr> <tr><td style="height: 15px;"> </td><td> </td></tr> <tr><td style="height: 15px;"> </td><td> </td></tr> <tr><td style="height: 15px;"> </td><td> </td></tr> <tr><td style="height: 15px;"> </td><td> </td></tr> <tr><td style="height: 15px;"> </td><td> </td></tr> <tr><td style="height: 15px;"> </td><td> </td></tr> </tbody> </table> <p>If no Website URL is provided, Vendor shall submit a copy of the catalog for that brand.</p>	Brand Name	Website URL															<input type="checkbox"/>
Brand Name	Website URL																	

2.4 (3)	<p>Vendor shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market quotes. Vendor shall provide the representative's name, phone number, and email address.</p> <p>Representative's Name: _____</p> <p>Phone Number: _____</p> <p>Email: _____</p>	<input type="checkbox"/>
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