

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No.
Contract **RTQ-00299**
 Re-Bid Other LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: **RQID2100684** TERM OF CONTRACT **Five (5) Years**

Requisition /Project Title: **HVAC Services and Related Equipment**

Description: **The purpose of this solicitation is to establish a full service contract to provide all necessary labor, transportation, material and equipment to furnish a comprehensive program of, inspections, testing, preventive maintenance, emergency repair, routine repair, boiler and water treatment services for all of the air conditioning and water treatment equipment including but not limited to the cooling tower HVAC, chillers, structural components, chilled water pumps and associated piping located at each awarded facility.**

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

Estimate Cost: **\$ 58,739,728.48**

	GENERAL	FEDERAL	OTHER
	X	X	X (Proprietary Funds)

Funding Source:

ANALYSIS

Commodity Codes: **03103** **90644** **90930** _____ _____

Contract/Project History of previous purchases 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

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE	_____	_____	_____	_____

Basis of recommendation: _____

Signed: Sherman Lewis

Date sent to SBD: 03/17/2023

Date returned to DPM: _____

SECTION 2
ADDITIONAL/SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendor(s) (Pool) that will be used to solicit HVAC services and related equipment, controls, and materials necessary to overhaul, repair, supply, install and service air conditioning, refrigeration parts other related, supplies, and to include but limited, providing labor, supervision, equipment and or rent HVAC 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.

Overhaul – Take apart (a piece of equipment) in order to examine it and repair it, if necessary. For this pool, it refers to the process of repairing the equipment, and bring it back to factory OEM standards.

Prequalified Pool of Vendors (Pool) – Shall refer to business entities/individuals determined by the County's 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.

Supplier/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 Strategic Procurement Department, from the Pool for specific goods and/or services; and evaluated and awarded based on best value.

Emergency - An unexpected situation or occurrence that develops due to system failure, power loss, acts of nature, or any life-threatening situation for building occupants or as declared at the sole discretion of the County.

HVAC - Shall refer to heating, ventilation, and air conditioning. The mechanical systems that provide thermal comfort and air quality in an indoor space are often grouped together because they are generally interconnected. HVAC systems include central air conditioners, heat pumps, furnaces, boilers, rooftop units, chillers, and packaged systems.

Original Equipment Manufacturer (OEM) - Shall refer to a manufacturer that produces goods for other companies to sell under their own name.

Site(s) - Shall refer to a place, building, room, or piece of equipment which was created to serve a specific purpose.

Commented [RC1]: There is no mention of OEM in the MR, however, it's a state brand. Incorporate the word OEM to show the relationship

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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 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

Supplier/Vendor ~~must~~ meet the following criteria to be considered for placement in the Pool and for participation in future competitions for the following groups:

GROUP A – Repair services, emergency repair, replace, supply, install and/or rent HVAC Equipment and Controls, Air Conditioning and Refrigeration parts (Manufacturer Authorized) – Prequalification

GROUP B – Repair services, emergency repair, replace, supply, install and/or rent HVAC Equipment and Controls, Air Conditioning and Refrigeration parts - Prequalification.

GROUP C – A/C Duct Cleaning & Sanitizing.

GROUP D - A/C and Refrigeration items and related material, Overhaul, and Exchange

GROUP E – Testing, Adjusting and Balancing (TAB) HVAC equipment

Groups A, B, C, D, E:

~~Supplier/Vendor's Vendors~~ ~~must~~ meet the criteria listed below for the respective Group to be considered for placement in the Pool and for participation in future solicitations:

Minimum Requirements/Qualification Criteria for All Groups:

2.4.1 ~~Supplier/Vendors~~ ~~Vendors~~ ~~must~~ assign a competent company representative who is cognizant of industry standards and is authorized to discuss matters pertaining to the goods and/or services applicable to the Group(s) or sub-Group(s) the Supplier/Vendor is submitting for consideration for award and/or prequalification. The company representative ~~must~~ have the knowledgeable and authority to discuss repair services covered under this contract and/or provide the County with support and information concerning orders placed through the pre-qualification pool. The company representative ~~must~~ be able to communicate with the County and ~~must~~ have full authority to act on behalf of the Supplier/Vendor on all matters related to operations. Supplier/Vendor shall provide their designated company representative's name, phone number, and e-mail address.

2.4.2 ~~Supplier/Supplier/Vendors~~ ~~Vendor's Subcontractor will~~ provide two (2) different signed professional references on the reference company's letterhead and/or emails from the reference providers. The references should clearly demonstrate that the Supplier/Vendor is regularly engaged in the business of providing goods and/or services outlined in this solicitation for the Group(s) the Suppliers/Vendors wish to be considered. In lieu of the references from the Supplier/Vendor or Supplier's/Vendor's Subcontractor, the County will consider the references from Supplier's key personnel in accordance with Resolution No. 1122-21. The references ~~must~~ contain the reference provider's name, phone number, email address, company name, and position title. The County must be able to ascertain from the Supplier/Vendor/Supplier's Subcontractor provided references, to its satisfaction and at the County's sole discretion, that the Supplier/Vendor/Supplier's Subcontractor holds sufficient experience and capacity to provide the goods/services in accordance with Section 3 of this solicitation.

2.4.3 Additional Minimum Requirement/Qualification Criteria for Groups A, B, and C:

~~Supplier/Vendors or Supplier/Vendor's Subcontractor Bidder(s) must~~ have at minimum one (1) employee licensed as one of the following: 1) State of Florida Mechanical Contractor, or 2) Class "A" Air Conditioning Contractor, or 3) Miami-Dade County General Mechanical Contractor, or 4) Miami-Dade County Master Air Conditioning Unlimited Contractor, or 5) Miami-Dade County Master Refrigeration & Air Condition Contractor. A copy of the license ~~must~~ be provided with the Bid.

2.4.4 Additional Qualification for Groups A and B:

2.4.4.1 ~~Supplier/Vendors must assign a competent company representative when an Where an E~~emergency is deemed to exist by the County, the ~~Supplier/Vendors Awarded Bidder must~~ be required to respond upon a verbal or written notification. This response must result in the arrival of technicians at the affected site within two (2) hours of notification, 24 hours a day, 7 days a week, 365 days a year. Only time on the job site ~~will~~ be invoiced.

2.4.4.2 The initial hourly rate is inclusive of labor, travel time and equipment use and ~~will~~ prevail for a twelve (12) month period from the contract's initial effective date. The County may consider price adjustments which would take effect on the anniversary of the initial effective date. The pricing adjustment ~~must~~ not be in excess of the Producer Price Index: HVAC and commercial refrigeration equipment (PCU3334--3334), for all urban consumers, all items in the Miami – Ft. Lauderdale area, as published by the U.S. Department of Labor, Bureau of Labor Statistics. It is the ~~Supplier/Vendors Awarded Bidder's~~ responsibility to request any pricing adjustment under this provision. For any adjustment to be effective it must be submitted ninety (90) days prior to the expiration of the then current anniversary date/year. Any adjustment received with less than ninety days in the then current contract may not be considered. If no adjustment request is received from the ~~Supplier/Vendors Awarded Bidder~~, the County will assume that the ~~Supplier/Vendors Awarded Bidder~~ has agreed that the next year term will be without any upward price adjustment. The County reserves the right to reject any price adjustment submitted by the ~~Supplier/Vendors Awarded Bidder~~ and/or negotiate lower pricing based on market research information or other factors that influence price. Furthermore, the County reserves the right to apply a reduction in pricing based on the downward movement of the applicable index at any time during the contract duration.

2.5 Additional Qualification for Groups A:

A copy of one of the following ~~must~~ be provided with the submittal.

2.5.1 ~~Supplier/Vendors or Supplier/Vendor's Subcontractor Vendors must~~ be authorized manufacturers, dealers, or distributors of Original Equipment Manufacturer (OEM) equipment and/or parts. Vendor(s) ~~must~~ be an agent, dealer, reseller or distributor of the Original Equipment Manufacturer (OEM) equipment and/or parts being offered and ~~must~~ provide verifiable proof of the authorization to furnish such branded equipment and/or parts. This proof may be in one of the following forms:

- Manufacturer Letter – The manufacturer letter(s) ~~must~~ be on manufacturer's letterhead and shall be dated within six (6) months of the Vendors' submittal and it shall be signed by an authorized manufacturer's representative.
- Manufacturer Website – The manufacturer's website ~~must~~ designate the Vendor as the agent, dealer, reseller or distributor of the OEM.
- Manufacturer / Vendor Agreement – The Vendor ~~must~~ provide a copy the current agreement between the manufacturer and entity designating the Vendor as the agent, dealer, reseller or distributor AND provide a letter from such entity authorizing the Vendor as the agent, dealer, reseller, or distributor.
- Any other form of verifiable proof as determined by the County.

2.6 Additional Qualification for Groups E:

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- Supplier/Vendors or Supplier/Vendor's Subcontractor Bidder(s)-musthall have at minimum one (1) of the following certifications: 1) National Environmental Balancing Bureau (NEBB), or 2) Associated Air Balance (AABC). A copy of the license musthall be provided with the Bid.

2.7 INSURANCE

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

2.8 SPOT MARKET COMPETITION

Suppliers/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/Responsible Wages
- Insurance Requirements
- Response Time

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 musthall 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)

2.9 SUSTAINABILITY

HVAC systems are designed to help reduce your system's environmental impact by reducing the amount of energy that they must consume to deliver heating and cooling. In accordance with sustainable procurement practices, it is desired to incorporate HVAC Refrigeration Parts, Supplies, Controls, and materials that provide eco-friendly options that may minimize indoor pollution and mitigate health problems. Sustainable HVAC systems are more efficient, and these efficient systems can help reduce your use of electricity or nonrenewable resources.

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2.10 COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING

Since the goods and/or services that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action Requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference. All items to be

purchased under this Pool using federal funds ~~must~~ be in accordance with all governmental standards, 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).

2.11 FEDERALLY FUNDED AGENCIES - EXEMPTION TO CERTAIN CLAUSES

Spot market quotations issued off this RTQ may be done by federally funded agencies, including Public Housing and Community Development Department. As federally funded agencies, certain clauses within this request to qualify will not apply to subsequent spot market quotations: The following provisions from Section 1, General Terms and Conditions ~~must~~ be exempted from such solicitations, as indicated in the ITQ.

- Local Preferences
- User Access Program (UAP) Fee
- Small Business Enterprises (SBE) Measure
- Local Certified Service-Disabled Veteran's Business Enterprise Preference
- First Source Hiring Referral Program
- Prompt Payment Terms
- Office of Inspector General Fee
- Any other clause that is not allowed due to the funding source.

2.12 HUD SECTION 3 REQUIREMENT (PHCD PROJECTS ONLY)

In order to be considered for award of spot market competitions issued by the Miami-Dade Public Housing and Community Development Department, Vendors must provide the documents listed below for review and approval by Housing. Therefore, the documents mentioned below are not a requirement to become prequalified under this Pool; however, it is a requirement to be considered for an award for spot market competitions issued by the Miami-Dade Public Housing and Community Development Department.

a. **HUD Instructions to Offerors Non-Construction (Form HUD-5369-B)**

This provision is designed to provide information to prospective contractors about the solicitation stage of the procurement process. Terms and conditions which apply to the contract upon award are referred to as contract clauses. Form HUD-5369-B contains provisions to be included in all solicitations for non-construction work.

b. **Certifications and Representations of Offerors Non-Construction Contract (Form HUD-5369-C)**

Form HUD-5369-C includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 2 CFR Part 200, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest.

c. **General Conditions for Non-Construction Contracts Section I – (With or without Maintenance Work) (Form HUD-5370-C)**

This form is applicable to any contract agreement entered into between Miami-Dade County, as represented by PHCD, and the successful offeror(s). Form HUD-5370-C includes clauses required by 24 CFR 85.36(i) necessary for non-construction contracts.

2.13 SECTION 3 OF THE HUD ACT OF 1968 - REQUIREMENTS FOR PUBLIC HOUSING AND COMMUNITY DEVELOPMENT (PHCD) PROJECTS ONLY.

Section 3 is a provision of the United States Department of Housing and Urban Development (USHUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement and individual self-sufficiency. Spot market quotations issued off this request in whole or in part, will be assisted through the Miami-Dade County Public Housing and Community Development with Federal Funding and is covered under 24 CFR Part 75, Section 3 Economic Opportunities. Section 3 requires that job training, employment and contracting opportunities be directed to very low and low-income persons or businesses owners who lives in the project area.

For more information on the Section 3 requirements, or to request and application you may contact Public Housing and Community Development (PHCD) Section 3 Coordinator by email at Section3@miamidade.gov, or visit PHCD's website at <http://www.miamidade.gov/housing/section-3.asp>.

2.14 MIAMI-DADE HOUSING MINIMUM WAGES BASED ON THE MAINTENANCE WAGE RATE DETERMINATION (PHCD PROJECTS ONLY)

Since this RTQ and subsequent spot market quotations are being processed in conjunction with federal funding, the wage rate paid to all classifications of employees of the Vendor for the work under specific spot market quotations, issued by PHCD, ~~must~~ not be less than the maintenance wage rates for similar classification of work in Dade County, Florida, as established in the Federal Wage Decision HUD form 52158 by the United States Department of Labor. Additionally, all federal regulations and statutes adopted by U.S. Department of Labor as a result of the Maintenance Wage Rate Determination ~~must~~ prevail during the term of this RTQ and ~~must~~ be used only when federal funds are utilized for specific project.

2.15 ADDITIONAL GROUPS/CATEGORIES

The County reserves the right to add additional groups or categories (with applicable qualification criteria) or subgroups to the Pool, which are not listed within this solicitation.

2.16 ECO-FRIENDLY PRODUCTS AND PACKAGING

The County supports and encourages the use of eco-friendly products and/or product packaging. Vendor/Supplier prequalified under this pool is encouraged to provide products and/or product packaging that include recycled content and are plant-based, contain organic materials, and/or use unbleached or chlorine free manufacturing processes wherever possible. Vendor/Supplier should seek to provide products whose packaging is recyclable or compostable, providing environmentally safe recycle and reuse options.

2.17 ENERGY STAR PRODUCTS

All applicable products purchased through this Pool shall be ENERGY STAR® certified with a Combined Energy Efficiency Ratio (CEER) of 15.0 or better. Products that are recognized as ENERGY STAR Most Efficient deliver cutting edge energy efficiency along with the latest in technological innovation. Purchase decisions ~~must~~ be made using the latest version of the EPA's ENERGY STAR certification buying guidance as the standard which can be found at the following link: <https://www.energystar.gov/productfinder/>.

2.18 WARRANTY REQUIREMENTS

In addition to all other warranties that may be supplied for goods and services purchased from the OEM and Non-OEM, ~~Supplier/Vendors Awarded Bidder must~~ warrant its product and/or service against faulty labor and/or defective materials for a minimum period of one (1) full year after the date of acceptance of the labor, materials and/or equipment by the County or the date of expiration of this contract; whichever occurs last. This warranty requirement ~~must~~ remain in force for the full one (1) year period; regardless of whether the ~~Supplier/Vendors Awarded Bidder~~ is under contract with the County at the time of defect. All repair and/or replacement parts supplied by the ~~Supplier/Vendors Awarded Bidder must~~ be warranted of one (1) full year after the parts have been installed in County equipment or from the expiration date of this

contract; whichever occurs last. Any payment by the County for the goods or services received from the [Supplier/Vendors Awarded Bidder](#) does not constitute a waiver of these warranty provisions.

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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 labor, supervision, equipment and materials necessary to overhaul, repair services, emergency repair, replacement, supply, install or rent HVAC equipment and controls and related components. To include but limited to air conditioning and refrigeration parts and supplies, and other related HVAC items and related components for multiple County departments, on an "as needed basis."

These specifications cover are expected to include the acquisition of overhaul or exchange of air compressors, the purchase of repair services or replacement parts for the various makes and models of HVAC equipment, air conditioning and refrigeration equipment utilized within the County.

3.2 GOODS/SERVICES TO BE PROVIDED

Projects may include any combination of interior and exterior work involving all types of equipment. Pre-qualified members may also be required to perform all associated and incidental work, including, but not limited to repair, emergency repair of chillers, piping, cooling towers and supporting structures, air handlers, controls, ductwork, unit ventilators, mounting structures, slabs enclosures and incidental electrical work.

Supplier/Vendor mustshall provide the following goods/services in subsequent spot market solicitations in the following groups:

3.2.1 Group A – Repair services, emergency repair, replace, supply, install and/or rent HVAC Equipment and Controls, Air Conditioning and Refrigeration parts (Manufacturer Authorized) – Prequalification

Supplier/Vendor mustshall provide repair services, emergency repair, replacement, supply, install and/or rent HVAC Equipment and Controls and related components, Air Conditioning and Refrigeration parts and/or related auxiliary equipment and parts. All new parts and supplies must be of OEM quality as recognized by the product's manufacturer. The county willshall not incur separate demurrages costs from suppliers/vendors who supply containers on an interim basis to the County. Any rental or demurrage cost for such containers that are normally charges by the supplier/vendor must be reflected in the unit prices offer by the supplier/vendor upon spot market.

3.2.2 Group B – Repair services, emergency repair, replace, supply, install and/or rent HVAC Equipment and Controls, Air Conditioning and Refrigeration parts - Prequalification

Supplier/Vendor mustshall provide repair services, emergency repair, replacement, supply, install and/or rent HVAC Equipment and Controls and related components, Air Conditioning and Refrigeration parts and/or related auxiliary equipment and parts. The county wishall not incur separate demurrages costs from suppliers/vendors who supply containers on an interim basis to the County. Any rental or demurrage cost for such containers that are normally charges by the supplier/vendor must be reflected in the unit prices offer by the supplier/vendor upon spot market.

3.2.3 Group C – A/C Duct Cleaning & Sanitizing

Conduct to industry standards.

3.2.4 Group D – HVAC, A/C and Refrigeration items and related material, Overhaul and Exchange

Supplier/Vendor mustshall provide overhaul services and exchange for all types and makes of HVAC, air conditioning and refrigeration items and related material. Products may include but not

limited to compressors, semi-hermetic stators, pumps, drives, and/or motors. A significant amount of the repair/maintenance work will consist of the complete Overhaul of HVAC, A/C and Refrigeration items and related material. However, additional repair/maintenance work may be required above and beyond the scope of an Overhaul, or units may require specific repairs or inspections/diagnostics only, as specified in the spot market.

3.2.5 Group E – Testing, Adjusting and Balancing (TAB) HVAC equipment
Conduct to industry standards.

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**SECTION 4
SUBMITTAL FORM**

SUPPLIER/VENDOR: _____

QUALIFICATION CRITERIA TO BE COMPLETED BY ALL SUPPLIERS/VENDORS		
Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Requirement Complete
All Groups (A, B, C, D and E) 2.4.1	<p>Supplier/Vendors Bidder(s) must assign a competent company representative when an emergency is deemed to exist by the County, the Supplier/Vendors must be required to respond upon a verbal or written notification. This response must result in the arrival of technicians at the affected site within two (2) hours of notification, 24 hours a day, 7 days a week, 365 days a year who is cognizant of industry standards and is authorized to discuss matters pertaining to the resultant contract in order to provide the County with support and information.</p> <p>Designated company representative name: _____ Phone Number: _____ E-mail address: _____</p>	<input type="checkbox"/>
Group A 2.4.2-3	<p>Supplier/Vendors or Supplier/Vendor's Subcontractor must provide two (2) different signed professional references on the reference company's letterhead and/or emails from the reference providers. The references should clearly demonstrate that the Supplier/Vendor is regularly engaged in the business of providing goods and/or services outlined in this solicitation for the Group(s) the Suppliers/Vendors wish to be considered. In lieu of the references from the Supplier/Vendor or Supplier's/Vendor's Subcontractor, the County will consider the references from Supplier's key personnel in accordance with Resolution No. 1122-21. The references must contain the reference provider's name, phone number, email address, company name, and position title. The County must be able to ascertain from the Supplier/Vendor/Supplier's Subcontractor provided references, to its satisfaction and at the County's sole discretion, that the Supplier/Vendor/Supplier's Subcontractor holds sufficient experience and capacity to provide the goods/services in accordance with Section 3 of this solicitation.</p>	<input type="checkbox"/>
Groups A, B and C 2.4.3-4	<p>Supplier/Vendors or Supplier/Vendor's Subcontractor Bidder(s) must have at minimum one (1) employee licensed as one of the following: 1) State of Florida Mechanical Contractor, or 2) Class "A" Air Conditioning Contractor, or 3) Miami-Dade County General Mechanical Contractor, or 4) Miami-Dade County Master Air Conditioning Unlimited Contractor, or 5) Miami-Dade County Master Refrigeration & Air Condition Contractor. A copy of the license must be provided with the Bid.</p>	<input type="checkbox"/>

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QUALIFICATION CRITERIA TO BE COMPLETED BY ALL SUPPLIERS/VENDORS		
Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Requirement Complete
Group A and B <u>2.4.4.1</u>	Supplier/Vendors) must assign a competent company representative who is cognizant of industry standards and is authorized to discuss matters pertaining to the resultant contract in order to provide the County with support and information. Designated company representative name: _____ Phone Number: _____ E-mail address: _____	<input type="checkbox"/>
Group A and B <u>2.4.4.2-2</u>	Provide the hourly rate from your firm. Hourly rate(s) quoted will shall be deemed be inclusive of labor, travel time and equipment use. Hourly rate for skilled mechanic: _____ Hourly rate for unskilled helper: _____	<input type="checkbox"/>
GROUP A <u>2.54.3.1</u>	Supplier/Vendors or Supplier/Vendor's Subcontractor Supplier/Vendor must shall provide verifiable proof they are a manufacturer or approved agent, dealer, reseller or distributor of the Original Equipment Manufacturer (OEM) products/brands listed in the Supplier/Vendor Submittal. Proof must be provided under this qualification in one of the following ways: <ul style="list-style-type: none"> • Manufacturer Letter – The manufacturer letter(s) mustshall be on manufacturer's letterhead and shall be dated within six (6) months of the Supplier/Vendors' submittal and it shall be signed by an authorized manufacturer's representative. • Manufacturer Website – The manufacturer's website mustshall designate the Supplier/Vendor as the agent, dealer, reseller or distributor of the OEM. • Manufacturer / Vendor Agreement – The Supplier/Vendor mustshall provide a copy of the current agreement between the manufacturer and entity designating the Supplier/Vendor as the agent, dealer, reseller or distributor AND provide a letter from such entity authorizing the Supplier/Vendor as the agent, dealer, reseller, or distributor. • Any other form of verifiable proof as determined by the County. Brands (attach additional pages if more space is required): _____ _____	<input type="checkbox"/>
Group E <u>2.64.4</u>	Supplier/Vendors or Supplier/Vendor's Subcontractor Bidder(s) shall must have at minimum one (1) of the following certifications: 1) National Environmental Balancing Bureau (NEBB), or 2) Associated Air Balance (AABC). A copy of the license shall be provided with the Bid.	<input type="checkbox"/>