

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New Contract OTR Sole Source Bid Waiver Emergency Previous Contracts/Project No. None

Re-Bid Other LIVING WAGE APPLIES: YES NO
 Requisition No./Project No.: RQID1800040 TERM OF CONTRACT 8 YEAR(S) WITH 0 YEAR(S) OTR 0

Requisition /Project Title: AIRFIELD GUIDANCE SIGNS & REPLACEMENT PARTS

BID NO. RTQ-00078

Description: The contract will provide airfield guidance signs & replacement parts for the Aviation department

Issuing Department: ISD Contact Person: Mary Hammett Phone: 305-375- 5471
 Estimate Cost: \$8,400,000.00 GENERAL FEDERAL OTHER

Funding Source: Propri. Rev.

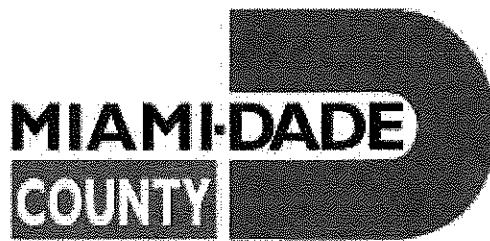
ANALYSIS

Commodity Codes: 035-79,035-70,035-22 and 035-20			
Contract/Project History of previous purchases six (6) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:	Miami Breaker Inc.		
Small Business Enterprise:			
Contract Value:	\$5,719,000.00		
Comments: [REDACTED]			
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO			
<u>RECOMMENDATIONS</u>			
	Set-aside	Sub-contractor goal	Bid preference
SBE			
Basis of recommendation: [REDACTED]			
Signed: <i>Mary Hammett</i>		Date sent to DBD: 1/31/18	
		Date returned to DPM: [REDACTED]	

Solicitation RTQ-00788

Airfield Guidance Signs and Replacement Parts

Solicitation Designation: Public



Miami-Dade County

Solicitation RTQ-00788

Airfield Guidance Signs and Replacement Parts

Solicitation Number RTQ-00788
 Solicitation Title Airfield Guidance Signs and Replacement Parts

Solicitation Start Date In Held
 Solicitation End Date Mar 19, 2018 6:00:00 PM EDT
 Question & Answer End Date Mar 12, 2018 4:00:00 PM EDT

Solicitation Contact Mary Hammett
 305-375-5471
 mhammet@miamidade.gov

Solicitation Contact Jessica Tyrrell
 PCO2
 procurement
 305-375-4946
 tyrrell@miamidade.gov

Contract Duration **See Bid Documents**
 Contract Renewal See Bid Documents
 Prices Good for **See Bid Documents**

Solicitation Comments **This Request to Qualify (RTQ) will establish a pool of pre-qualified submitters capable of delivering/providing Airfield Guidance Signs, and Replacement Parts for the Miami-Dade County .**

Item Response Form

Item RTQ-00788--01-01 - Airfield Guidance Signs

Quantity **1 each**

Prices are not requested for this item.

Delivery Location **Miami-Dade County**
No Location Specified

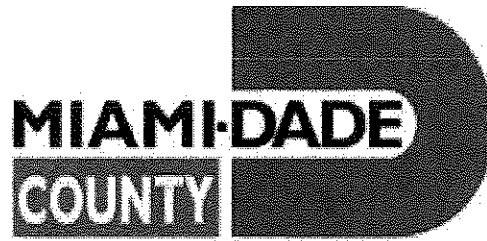
Qty 1

Description

Airfield Guidance Signs

SOLICITATION NO.: RTQ-00788

Airfield Guidance Signs and Replacement Parts
Mar 19, 2018



MIAMI-DADE COUNTY, FLORIDA

**I N V I T A T I O N
T O B I D**

TITLE:

Airfield Guidance Signs and Replacement Parts

FOR INFORMATION CONTACT:

Mary Hammett, 305-375-5471, mhammet@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- **READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.**
- **FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.**



SECTION 1

GENERAL TERMS AND CONDITIONS:

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r17-1.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal 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.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

SECTION 2

SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit airfield guidance signs and associated replacement parts for Miami-Dade County (County). Placement on the List 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 will continue to be accepted throughout the term of the RTQ for placement on such List.

2.2 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the List of Prequalified Vendors for a specific goods and/or service; and awarded based on lowest price, or other quantifiable criteria.

List of Prequalified Vendors (List) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Procurement Management Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement on the List of Prequalified Vendors, and who may submit quotes/proposals, at the time of need.

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

Submittal - Shall refer to the forms submitted in response to this RTQ.

Work Order Proposal Request (WOPR) – Shall refer to the solicitation of offers from the List of Prequalified Vendors for specific goods and/or services; and evaluated and awarded based on best value.

2.3 TERM

This List shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Procurement Management Division. The List shall expire on the last day of the ninety sixth (96) month.

2.4 QUALIFICATION CRITERIA

Vendors shall meet the following criteria to be considered for placement on the List; and for participation in future competitions:

- a. Vendors shall provide a current letter from an autonomous decentralized bearing (ADB) manufacturer that their company is an authorized representative; approved dealer, distributor or reseller.

- b. Provide three (3) references from an organization or a government agency that can confirm that the Vendor has provided airfield guidance signs, and related materials, for installation in the United States of American. The references shall contain the Company's name, contact person name and title, email address, telephone number
- c. Vendor shall provide a designated contact person, phone number, fax number and email.

Vendors 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 who will be included in the List. 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 INDEMNIFICATION AND INSURANCE LISTED IN SECTION 1, PARAGRAPH 1.22 TERMS AND CONDITION ARE NOT APPLICABLE

2.6 SPOT MARKET QUOTES

Vendors on the List will be invited to participate in spot market competitions, as needed. The spot market competitions 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 Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded 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.

- 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

2.7 AVAILABILITY TO OTHER COUNTY DEPARTMENTS AND OTHER GOVERNMENT AGENCIES

Although this RTQ is specific to a County Department, it is hereby agreed and understood that any County Department or agency may access this pool of pre-qualified Contractors to issue make spot market competitions.

SECTION 3**SCOPE OF WORK****3.1 SCOPE OF WORK**

It is the intent of this solicitation to identify and make available to the County, airfield guidance signs and associated replacement parts

Replacement parts may include, but not be limited to:

- L-858y, Destination and Boundary (Informational sign)
- L-/8/R Mandatory SignL-858. Runway/Taxiway, location sign
- L-858B, Runway distance Remaining sign
- Lamps
- Fixture parts
- L-850C style 3 parts
- L-850A Style 3 parts
- L-862 Elevated runway edge fixture parts
- ADB Airfield solutions parts
- Signature series signs and transformers
- Crouse Hinds parts

SECTION 4
SUBMITTAL FORM

VENDOR: _____

<p>Section 2.4 Qualification Criteria for Airfield Guidance Signs and Replacement Parts</p> <p>Vendor shall provide the qualifying documents with their submittal form.</p> <p>a. Signed letter from an autonomous decentralized bearing (ADB) manufacturer confirming Vendor is an authorized representative, approved dealer, distributor, or reseller.</p> <p>b. Three (3) references from organizations or government agencies that can confirm that the Vendor has provided airfield guidance signs and replacement parts.</p> <p>c. Designated contact person information</p>	
<p>Section 2.4 A</p> <p>Manufacturer letter attached _____ Yes _____ No</p>	
<p>Section 2.4 B REFERENCES</p>	
<p>Reference No. 1</p>	<p>Organization or Government agency : _____</p> <p>Contact Name: _____ Telephone No.: _____</p> <p>Email Address: _____</p> <p>Type of Parts _____</p>
<p>Reference No. 2</p>	<p>Organization or Government agency : _____</p> <p>Contact Name: _____ Telephone No.: _____</p> <p>Email Address: _____</p> <p>Type of Parts _____</p>
<p>Reference No. 3</p>	<p>Organization or Government agency : _____</p> <p>Contact Name: _____ Telephone No.: _____</p> <p>Email Address: _____</p> <p>Type of Parts _____</p>
<p>Section 2.4 C Contact information</p>	
<p>Contact Name: _____</p> <p>Phone Number: _____</p> <p>Fax Number: _____</p> <p>Email : _____</p>	



Submittal Form

Solicitation No. RTQ-00788		Solicitation Title: Airfield Guidance Signs and Replacement Parts	
Legal Company Name (include d/b/a if applicable): <input style="width:90%;" type="text"/>		Federal Tax Identification Number: <input style="width:90%;" type="text"/>	
If Corporation - Date Incorporated/Organized : <input style="width:90%;" type="text"/>		State Incorporated/Organized: <input style="width:90%;" type="text"/>	
Company Operating Address: <input style="width:95%;" type="text"/>	City: <input style="width:90%;" type="text"/>	State: <input style="width:30%;" type="text"/>	Zip Code: <input style="width:30%;" type="text"/>
Miami-Dade County Address (if applicable): <input style="width:95%;" type="text"/>	City: <input style="width:90%;" type="text"/>	State: <input style="width:30%;" type="text"/>	Zip Code: <input style="width:30%;" type="text"/>
Company Contact Person: <input style="width:90%;" type="text"/>	Email Address: <input style="width:95%;" type="text"/>		
Phone Number (include area code): <input style="width:80%;" type="text"/>	Company's Internet Web Address: <input style="width:95%;" type="text"/>		
<p>Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.</p> <p><input type="checkbox"/> Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.</p>			
<p>LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "local business" is a business located within the limits of Miami-Dade County that has a valid Local Business Tax Receipt issued by Miami-Dade County at least one year prior to bid submission; has a physical business address located within the limits of Miami-Dade County from which business is performed and which served as the place of employment for at least three full time employees for the continuous period of one year prior to bid submittal (by exception, if the business is a certified Small Business Enterprise, the local business location must have served as the place of employment for one full time employee); and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.</p>			
<p>LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.</p> <p>The address of the Locally-Headquartered office is: <input style="width:95%;" type="text"/></p>			
<p>LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder is a Local Certified Veteran Business Enterprise. A copy of the certification must be submitted with the bid.</p>			
<p><u>SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (if Applicable)</u></p> <p>A Small Business Enterprise (SBE) must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-3111 or access http://www.miamidade.gov/smallbusiness/certification-programs.asp. The SBE must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.</p>			

Is Bidder's firm a Miami-Dade County Certified Small Business Enterprise? Yes No

If yes, please provide Certification Number: _____

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space: _____ In such event, the Bidder shall furnish together with its bid response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Bidder agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida's Government in the Sunshine Laws and Public Records Laws as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County in public.

By submitting a Bid pursuant to this Solicitation, Bidder agrees that all such materials may be considered to be public records. The Bidder shall not submit any information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary or confidential.

In the event that the Bid contains a claim that all or a portion of the Bid submitted contains confidential, proprietary or trade secret information, the Bidder, by signing below, knowingly and expressly waives all claims made that the Bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

Acknowledgment of Waiver:

Bidder's Authorized Representative's Signature: _____*	Date _____*
Type or Print Name _____*	
Type or Print Title * _____	

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RESPONSE THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.

Bidder's Authorized Representative's Signature: _____*	Date _____*
Type or Print Name _____*	
Type or Print Title * _____	



FAIR SUBCONTRACTING PRACTICES

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date



SUBCONTRACTOR/SUPPLIER LISTING
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Name of Bidder/Proposer: _____ FEIN No. _____

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Bidders/Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Bidder/Proposer who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Bidder/Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Bidder/Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Bidder/Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplier/Materials/ Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Internal Services Department at <http://www.miamidade.gov/business/business-development-contracts.asp>. As a condition of final payment, Bidder/Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 293 form which can be found at <http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Proposer: _____ Print Name: _____ Print Title: _____ Date: _____

■ ■ ■

Question and Answers for Solicitation #RTQ-00788 - Airfield Guidance Signs and Replacement Parts

Overall Solicitation Questions

There are no questions associated with this Solicitation.