

☒ New
☐ OTR
☐ Sole Source
☐ Bid Waiver
☐ Emergency
 Previous Contract/Project No. 9540-2/17-2

☐ Contract

☐ Re-Bid
☐ Other
 LIVING WAGE APPLIES: ☐ YES ☐ NO

Requisition No./Project No.: RTQ-00197
 TERM OF CONTRACT 10 YEAR(S) WITH 0 YEAR(S) OTR

<u>Description:</u>	<p>The purpose of this solicitation is to establish a list of prequalified Bidders for the purchase of vinyl seat covers, upholstery, and refurbishing services.</p>
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Issuing Department:	MDAD-LB-DTPW	Contact Person:	Neivy Garcia	Phone:	305-876-8482
Estimate Cost:	\$200,000	MDAD-Proprietary funds – LIB-Library District-DTPW-DTPW Operations			
Funding Source:					

<b>Commodity Codes:</b>			
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>			
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	\$	\$	\$
Comments:			
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>				
Basis of recommendation:				
Signed: Lourdes Betancourt		Date sent to SBD: 4/23/2018		
		Date returned to DPM:		

## **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 upholstery and refurbishing services, 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 are 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 ten-year period.

#### **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. The Vendor must own or operate a service facility located in Miami-Dade or Broward Counties, capable of providing upholstery and refurbishing services. The vendor shall also assign a dedicated employee to respond to the County's inquiries during normal business hours; provide name, title, phone, and email.
- b. The Vendor must provide at least two (2) verifiable business references that the firm has provided same or similar services within the last five (5) years.

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 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 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 SAMPLES MAY BE REQUIRED FROM VENDORS DURING EVALUATION OF ITQ**

After the County opens the ITQ or WOPR, the Vendors may be required to submit a sample of the goods to be supplied for evaluation by, and at no cost to the County. If samples are required, the County will notify the Vendor of such in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the Vendor's name, bid number, bid title, manufacturer's name and brand name, and style number if applicable. If the Vendor fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the County shall not consider the Vendor's bid for that item(s); provided however, that in the event of a group or aggregate award, the Vendor's bid will not be eligible for that group or in the aggregate as applicable. All samples shall become the property of Miami-Dade County.

**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, upholstery and refurbishing services, from pre-qualified Vendors through future spot market competitions.

**3.2 Upholstery and Refurbishing Services**

Below is a general listing of upholstery services typically used by the County. This list is non inclusive and only provides the minimum service requirements. Detailed requirements will be specified in the spot market quotations.

**3.2.1 Wood Refurbishing**

All wood furniture shall be stripped and the broken parts shall be re-fabricated. All broken dowel pins are replaced and all gluing of all wood joints are to be completed with bar clamps under pressure to insure strength. Wood putty of the same type of wood shall be used to fill all holes and dents. Mica requirements are also performed at this step of refurbishing.

All wood items shall be hand sanded to ensure that the item is ready for hand staining of superior quality penetrating oil stain which exposes the beauty of the wood grain of the finished item. All items shall be sprayed with a wood sealer to close the grain of the wood before a superior quality of clear acrylic lacquer is applied. The acrylic lacquer shall have catalyst hardener added to insure scratch resistance. All items shall have three coats applied with the exception of desks and tables which shall have four coats. Any major replacement of veneer shall be quoted on an individual requirement basis.

**3.2.2 Upholstered Wood Furniture**

All fabrics and vinyl shall be treated with fire retardant materials. The process of the refurbishing of upholstered items shall be that all old fabrics or vinyl are removed, and any foam padding that is worn out is also removed and replaced with all new superior quality (above others in quality) padding as needed. All spring, inner supports, shall be repaired.

**3.2.3 Upholstered Metal Furniture**

All upholstered metal furniture shall be taken apart. All metal products are first welded to repair broken parts. Hand sanding shall then be performed on the item in which the finish is completely smoothed; all dents shall be then removed by straightening with body shop tools. Resin filler and putty shall be used to obtain a smooth finish on surfaces. The next step in producing the finished product shall be primer sprayed on bare metal surfaces. Three coats of Acrylic Enamel Paint shall be applied to produce the finished product.

The paint shall have catalyst hardener mixed with the paint to obtain a scratch resistant finish. All fabrics shall be treated with fire retardant materials and Certification will be required. The process of the refurbishing of upholstered items, old material shall be removed, and any foam padding that is worn out shall also be removed and replaced with all new superior quality padding as needed. Any and all springs, and inner support shall be repaired at this time. When complete, the piece of furniture shall be reassembled and inspected for any defects.

### 3.2.4 **Metal Refurbishing**

Sandblasting shall be used for removal of rust and old finishes from some heavy gauged metal products, but not on file cabinets, desks, or chairs. All desks, file cabinets, and other metal products shall be first welded to repair any broken parts. Hand sanding is then performed on the item in which the finish is completely smoothed; all dents are then removed by straightening with body shop tools. Resin filler and putty shall be used to obtain a smooth finish on surfaces. Desks shall have new Formica tops placed on them. Primer shall be sprayed on bare metal surfaces. Three coats of Acrylic Enamel Paint are then applied to produce the finished product. Acrylic enamel paint shall be of the highest quality. Paint shall have a catalyst hardener additive mixed with paint to obtain a scratch resistant finish. Epoxy paint may also be required on specialized jobs in auditoriums.

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

**SUBMITTER:** \_\_\_\_\_

<b><u>QUALIFICATION CRITERIA</u></b> <b>TO BE COMPLETED BY ALL SUBMITTERS</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	<p>a. The Vendor must own or operate a service facility located in Miami-Dade or Broward Counties, capable of providing upholstery and refurbishing services. The vendor shall also assign a dedicated employee to respond to the County's inquiries during normal business hours; provide name, title, phone, and email.</p> <p>Name: _____</p> <p>Title: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<input type="checkbox"/>
2.4	<p>b. The Vendor must provide at least two (2) verifiable business references that the firm has provided same or similar services within the last five (5) years.</p> <p>Company Name: _____</p> <p>Company Address: _____</p> <p>Contact Person: _____</p> <p>Title: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<input type="checkbox"/>