

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

☐ New    ☐ OTR    ☐ Sole Source    ☐ Bid Waiver    ☐ Emergency    Previous Contract/Project No. **5317-0/17**  
Contract  
☒ Re-Bid    ☐ Other    LIVING WAGE APPLIES: ☒ YES    ☐ NO

Requisition No./Project No.: **RQID1800007**    TERM OF CONTRACT **3** YEAR(S) WITH ☐ YEAR(S) OTR

Requisition /Project Title: **Fire Hydrants and Associated Parts**

Description: This Request to Qualify (RTQ) is intended to establish a pool of prequalified submitters for the purchase of fire hydrants and associated parts in conjunction with the needs of Miami-Dade County on an as needed basis. This can include but, is not limited to: purchase, delivery, installation, and/or disposal of any replaced components. Further technical specifications will be provided within the RFQ or WOPR.

Issuing Department: **WASD**    Contact Person: **Cheryl Thomas-Hughes**  
**Susan Pascul**    Phone: **786-552-8058**  
**786-552-8254**

Estimate Cost: **\$ 500,000.00**    GENERAL    FEDERAL    OTHER  
Funding Source: **X Proprietary Revenue**

**ANALYSIS**

Commodity Codes: **340-60**               

Contract/Project History of previous purchases three (3) years  
Check here ☐ if this is a new contract/purchase with no previous history.

**EXISTING**

**2<sup>ND</sup> YEAR**

**3<sup>RD</sup> 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:

Date sent to SBD: 10/19/2017

Signed:  Alonzo Joseph

Date returned to DPM:

## **SECTION 2**

### **SPECIAL CONDITIONS**

#### **2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a pool of pre-qualified Submitter(s) for the purchase of fire hydrants and associated parts in conjunction with the needs of Miami-Dade County. Entry into the pool is not a contract between Miami-Dade County and any Submitter, but an acknowledgement that the included Submitter(s) meet the qualifications as outlined throughout this RTQ. The pool(s) shall be open for Submitters to qualify at any time after the initial RTQ opening date.

#### **DEFENITIONS**

- A. **Request For Quote (RFQ)** – An invitation where pre-qualified Submitters are invited to quote on a specific product or service.
- B. **Submitter** – shall refer to anyone responding to this Request to Qualify.
- C. **Submittal** – shall refer to the form submitted in response to this Request to Qualify.
- D. **Work Order Proposal Request (WOPR)**: a solicitation where pre-qualified bidders are invited to quote on a specific product or service, evaluated and awarded based on best value rather than upon the lowest price.

#### **2.2 TERM**

The pre-qualification pool will 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 Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Division, and contingent upon the completion and submittal of all required documents. The pre-qualification pool shall expire on the last day of the last month of the three (3) year period.

#### **2.3 QUALIFICATION CRITERIA**

Submitters who meet the following qualification criteria will be placed on a list for participation in future competitions:

- A. Submitters shall demonstrated experience providing Fire Hydrants. As evidence, submitters(s) are required to provide at least two (2) letters of reference from their clients. Each letter shall include the following: contact's name, telephone number, and e-mail address. The letters shall ascertain to the County's satisfaction that the submitter has sufficient expertise.

Submitters shall provide all of the specified information, documents and attachments listed above with their submittal form as poof of compliance to the requirement of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Submitters to complete, supplement or supply the required documents. It shall be the sole prerogative of the County as to the number of Submitters who will be included under this RTQ. During the term of this RTQ, the County reserves the right to add or delete Submitters as it deems necessary and in its best interests.

#### **2.4 ADDITIONAL GROUPS**

The County reserves the right to add additional groups (with applicable qualification criteria) to the RTQ which are not listed within this solicitation. The Internal Services Department, Procurement Management Division will solicit the industry and award said group on a competitive basis.

#### **2.5 WARRANTY REQUIREMENTS**

Warranty may apply if so specified in the Request for Quotations.

#### **2.6 INDEMNIFICATION AND INSURANCE**

Section 1.21 (Insurance Requirements) does not apply, proof of insurance is not required in order to be pre-qualified under this RTQ. Insurance requirements will be detailed in the subsequent RTQ or WOPR.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**3.1 SCOPE OF SERVICE**

This Request to Qualify (RTQ) is intended to establish a pool of prequalified submitters for the purchase of fire hydrants and associated parts in conjunction with the needs of Miami-Dade County on an as needed basis. This can include but, is not limited to: purchase, delivery, installation, and/or disposal of any replaced components. Further technical specifications will be provided within the RFQ or WOPR.

**3.2 PURCHASE OF FIRE HYDRANTS, REPLACEMENT PARTS, SUPPLIES, AND/OR ACCESSORIES**

Submitter(s) shall be able to offer quotes in response to spot market quotations for the purchase of Fire Hydrants, Fire Hydrant Locks, Key Wrenches, and/or Accessories.

**SECTION 4 – SUBMITTAL FORM**

**FIRM NAME:** \_\_\_\_\_

**Purchase of Fire Hydrants, Parts, Supplies, and/or Accessories**  
**TO BE COMPLETED BY ALL SUBMITTERS**

Refer to Section 2.3 to ensure that your firm's responses and attachments comply with solicitation requirements. Submitter(s) must submit the following:

Reference	Submitter Requirements	Copy Attached
A.	My firm has experience providing Fire Hydrants. As evidence, submitters(s) are required to provide at least two (2) letters of reference from their clients. Each letter shall include the following: contact's name, telephone number, and e-mail address. The letters shall ascertain to the County's satisfaction that the submitter has sufficient expertise.	<input type="checkbox"/>