

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver
 Re-Bid Other

Previous Contract/Project No.

7831-0/13

LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: **RTQ-00837**

TERM OF CONTRACT

Five Years

Requisition /Project Title: **Purchase/Maintenance/Repair of Physical Fitness Equipment**

Description: This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit for the purchase, maintenance, and repair of physical fitness equipment 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.

Issuing Department: **ID**

Contact Person: **Jessica Tyrrell**

Phone: **305-375-4029**

Estimate Cost: **\$ 950,000**

Funding Source: **Various – Proprietary, General, Fire District Funds**

ANALYSIS

Commodity Codes: **931-11** **967-01** **909-17** _____

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: **Various**

Small Business Enterprise: **N/A**

Contract Value: **\$1,285,000**

Comments: **See attached.**

Continued on another page (s): Yes No

RECOMMENDATIONS

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

Basis of recommendation:

Signed: Jessica Tyrrell

Date sent to SBD: **2/16/18**

Date returned to PMS: _____

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 for the purchase, maintenance, and repair of physical fitness equipment 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 last month of the five (5) year term.

2.4 QUALIFICATION CRITERIA

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

1. Vendor shall provide written evidence of being a manufacturer or authorized distributor, dealer, or repairer of physical fitness equipment brands as specified in Section 3.2 or for brands as approved by the County at a later date. This evidence must be in the form of a letter from the manufacturer stating that the Vendor is a manufacturer or authorized distributor, dealer, or repairer of its physical fitness equipment.
2. 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 competitions. Vendor shall provide the representative's name, phone number, fax number, and/or email address. The fax and/or email address provided must be available twenty four (24) hours a day to provide support and to receive spot market quotations and orders from the County.

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 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

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 physical fitness equipment and repair and maintenance services for the physical fitness equipment.

3.2 EQUIPMENT/SERVICES TO BE PROVIDED

Equipment to be provided may include, but not be limited to, new gym equipment such as ellipticals, treadmills, weight training equipment, bicycles, etc.

Repair services may include, but not be limited to, repairs of broken equipment including replacement parts as necessary.

Maintenance services may include, but not be limited to, safety checks; cleaning of equipment and associated parts; lubrication; inspection of all electrical parts; inspection of all cables, pulleys, and bushings, etc.

3.3 MANUFACTURERS TO BE PURCHASED, REPAIRED, AND/OR MAINTAINED

The following list outlines manufacturers that the County may purchase or require maintenance and repair services. This list is not comprehensive and the County may approve additional manufacturers as needed:

AB Core
Concept 2 Rowers
Cybex
EFX
Freemotion
Gym Source
Hampton
Humane
Keiser
Life Fitness
Matrix
MF Athletic
Nautilus
Olympic
Precor
Promaxima
Schwinn
Star Trac
Tactical Fitness
Tag
TKO
UCS
Versa Climber
York
TRUE

SECTION 4
SUBMITTAL FORM

VENDOR: _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL VENDORS		
Refer to the Qualification Criteria Section to ensure that Submittal and attachments comply with solicitation requirements.		
Reference	Vendor Requirements	Copy Attached
2.4 (1)	Vendor shall provide written evidence of being a manufacturer or authorized distributor, dealer, or repairer of physical fitness equipment brands as specified in Section 3.2 or for brands as approved by the County at a later date. This evidence must be in the form of a letter from the manufacturer stating that the Vendor is a manufacturer or authorized distributor, dealer, or repairer of its physical fitness equipment.	<input type="checkbox"/>
2.4 (2)	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 competitions. Vendor shall provide the representative's name, phone number, fax number, and/or email address. The fax and/or email address provided must be available twenty four (24) hours a day to provide support and to receive spot market quotations and orders from the County. Representative Name: _____ Phone Number: _____ Fax Number: _____ E-Mail Address: _____	