

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 space for training/conferences and/or the provision of hotel/motel accommodations 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 be a hotel, motel, and/or venue having a location(s) within Miami-Dade County. Vendor shall provide a copy of its current Miami-Dade County Local Business Tax Receipt as proof of its business location. If Vendor has multiple locations, a Miami-Dade County Local Business Tax Receipt shall be provided for each location.
2. Vendor shall provide a list of hotel, motel, and/or venue options available from the Vendor, including details regarding room sizes and capacity limitations.
3. Vendor shall provide the contact information of a designated representative to receive future spot market solicitations and to provide the County with support for future events, emergencies, to resolve billing inquiries. 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 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 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 LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

The services that will be acquired under this RTQ and subsequent spot market competitions 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 4 of the United States Code, which addresses Affirmative Action requirements for handicapped workers, is incorporated into this solicitation and any resultant contract by reference.

All services to be provided under this contract shall be in accordance with governmental standards to include, but not limited to, those issued by the Occupational Safety and Health Administration (OHSA) and the National Institute of Occupational Safety Hazards (NIOSH).

Vendor agrees to comply, subject to applicable professional standards, with the provisions of any and all applicable Federal, State, and the County orders, statutes, ordinances, rules and regulations which may pertain to the Services required under this RTQ, but not limited to,:

- a) Equal Employment Opportunity (EEO) in compliance with Executive Order 11246, as amended, and applicable to this contract.
- b) Environmental Protection Agency (EPA) as applicable to this contract.
- c) Miami-Dade County Code, Chapter 11A, Article 3. All contractors and subcontractors performing work in connection with this Contract shall provide equal opportunity for employment without regard to race, religion,

color, age, sex, national origin, sexual preference, disability, or marital status. The aforesaid provision shall include, but not limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in a conspicuous place available for employees and applicants for employment such notices as many be required by the Dade County Fair Housing and employment Commission, or other authority having jurisdiction over the work setting for the provisions of the nondiscrimination law.

- d) "Conflicts of Interest" Section 2-11 of the County Code, and Ordinance 01-100.
- e) Miami-Dade County Code Section 10-38 "Debarment"
- f) Miami-Dade County Ordinance 99-5, codified at 11A-60 et. Seq. of Miami-Dade Code pertaining to complying with the County's Domestic Leave Ordinance
- g) Miami-Dade County Ordinance 99-152, prohibiting the presentation, maintenance, or prosecution of false or fraudulent claims against Miami-Dade County

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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, conference/training room space and hotel/motel room accommodations.

3.2 SPACE TO BE PROVIDED

Conference/training room space needs may include, but not be limited to, a variety of room sizes and variety of floor plan layouts. In addition, future spot market competitions may include the need for catering services and audio visual equipment needs.

Hotel/motel room space needs may include, but not be limited to, single or double bed accommodations.

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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 be a hotel, motel, and/or venue having a location(s) within Miami-Dade County. Vendor shall provide a copy of its current Miami-Dade County Local Business Tax Receipt as proof of its business location. If Vendor has multiple locations, a Miami-Dade County Local Business Tax Receipt shall be provided for each location.	<input type="checkbox"/>
2.4 (2)	Vendor shall provide a list of hotel, motel, and/or venue options available from the Vendor, including details regarding room sizes and capacity limitations.	<input type="checkbox"/>
2.4 (3)	<p>Vendor shall provide the contact information of a designated representative to receive future spot market solicitations and to provide the County with support for future events, emergencies, to resolve billing inquiries. 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 from the County.</p> <p>Representative Name: _____</p> <p>Phone Number: _____</p> <p>Fax Number: _____</p> <p>E-Mail Address: _____</p>	