

**DEPARTMENTAL INPUT**

**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

**Bid NO. RTQ-00866**

New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency ☐ Previous Contract/Project No. 7555-2/12-2  
Contract ☐ Re-Bid ☐ Other

LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: RQID1800085 ☒ TERM OF CONTRACT Five(5) Years

Requisition /Project Title: Reflective Lettering & Application

Description: Request to Qualify will establish a List of Prequalified Vendors (List) capable of providing reflective lettering & application to Miami Dade County.

Issuing Department: Internal Services Depart. Contact Person: MARY HAMMETT Phone: 305-375-5471  
Estimate Cost: \$ 2,190,000. GENERAL FEDERAL OTHER  
Funding Source: ☒ Proprietary Funds

**ANALYSIS**

<b>Commodity Codes:</b> 550-45			
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>EXISTING</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
<b>Contractor:</b>	Expose yourself Southern Custom Creations Superior Office Services Walter HAAS Graphics Inc Graphic Designs International	Southern Custom Creations Graphic Designs International Inc	Southern Custom Creations Graphic Designs International Inc
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	\$1,796,204.44	\$287,899.24	\$419,275.84
<b>Comments:</b>			
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO			

**RECOMMENDATIONS**

	<b>Set-aside</b>	<b>Sub-contractor goal</b>	<b>Bid preference</b>	<b>Selection factor</b>
<b>SBE</b>				
<b>Basis of recommendation:</b>				
<b>Signed:</b> Mary Hammett		<b>Date sent to SBD:</b> 03/14/2018		
		<b>Date returned to DPM:</b>		

**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 reflective lettering, striping and application 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 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 fifth (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:

- I. Vendor shall provide three (3) client references who can confirm that the Vendor has successfully provided reflective lettering, striping and application services for a minimum of one (1) year.
- II. Vendor shall provide a letter within the last three (3) months from the manufacture that affirms that the Vendor as an approved dealer, distributor or reseller of their products.

- III. Vendor shall provide a designated contact person, phone number, fax number, and email. This person shall be knowledgeable to discuss matters pertaining to the contracted products for future quotes.

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

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

**3.0 SCOPE OF WORK**

It is the intent of this solicitation to identify and make available to the County, reflective lettering, striping and application services.

**3.1 VEHICLE GRAPHICS**

Graphics for these vehicles will include the following:

All stripes and lettering a long each side and the trunk lid	Large bold roof vehicle numbers	Smaller vehicle number on each side and at the rear
All ancillary graphics e.g. emergency and non-emergency number and department accreditation decal	D.O.T. red and white safety reflective material located on the rear bumper, inside trunk lid, and inside doors	

All graphics and striping must be shaped to fit the contour of various vehicles utilized by the department and they must be free of damage and deformities.

**3.2 APPROVED GRAPHICS MATERIAL**

Two types of approved decal material will be utilized for this bid; 3-M 680 series high performances fade resistant scotchlite reflective sheeting and Avery Denison reflective 911 E.V.G. series graphic material.

**3.3 APPLICATION REQUIREMENTS FOR VEHICLE GRAPHICS**

The successful Vendor shall be required to decal these vehicles within three (3) working days from notification. Work shall be performed at the designated locations listed below.

GSA/FLEET Management, New Car Get Ready 2100 NW 41 St Street	GSA/Fleet Management Shop 2 6100 SW 87th Avenue	GSA/Fleet Management Shop 1A 10710 SW 211th Street
GSA/Fleet Management, Shop 1 703 NW 25th Street	GAS/Fleet Management Headquarter Shop 9111 NW 25th Street	

Other locations may need to be utilized on a case-by-case basis and the Miami-Dade County Departments will provide addresses when needed.

Miami-Dade County hours 7:00 A.M. to 5:00 P.M. Monday through Friday excluding observed County holidays.

### **3.4 GRAPHIC MATERIAL INSPECTIONS**

All sheeting material, strip, lettering, numbering, etc. will be inspected prior to application to ensure type of product used conforms to specifications. To ensure quality control there will be a series of inspections throughout the graphic application process. Each inspection shall include a Miami-Dade County representative of the successful vendor.

All striping of each body panel shall be performed with continuous lengths of graphic material. Splices shall only be permitted at point where the direction of the stripe changes, or upon express written consent of Miami-Dade County representative. No bubbles blisters, tears or other application defects shall be permitted.

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

**VENDOR:** \_\_\_\_\_

**REFERENCES**

Section 2, Paragraph 2.4 I Three (3) client references who can confirm that the Vendor has successfully provided reflective lettering, striping and application services for a minimum of one (1) year.

**REFERENCE 1** Client's Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**REFERENCE 2** Client's Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**REFERENCE 3** Client's Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**MANUFACTURE LETTER**

Section 2, Paragraph 2.4 II provide a letter within the last three (3) months from the manufacture that affirms that the Vendor as an approved dealer, distributor or reseller of their products.

Manufacture letter attached \_\_\_\_\_ Yes \_\_\_\_\_ No

**CONTACT PERSON**

Section 2, Paragraph 2.4 III Designated contact person

Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

, 2017



MIAMI-DADE COUNTY, FLORIDA

R E Q U E S T   T O   Q U A L I F Y

TITLE:

Reflective Lettering, Striping and Application Services

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.

**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-r16-3.pdf>

**NOTICE TO ALL BIDDERS/PROPOSERS:**

Electronic bids are to be submitted through a secure mailbox at BidSync ([www.bidsync.com](http://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](http://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.