

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. **5838-0/18**
Contract
☐ Re-Bid ☐ Other: Emergency Purchase LIVING WAGE APPLIES: ☐ YES ☒ NO

Solicitation No.: **RTQ-00877** TERM OF CONTRACT **5** YEAR(S) WITH **0** YEAR(S) OTR

Requisition /Project Title: **TARPAULIN COVERS & ACCESSORIES/FURN/INST PREQ.**

Description: This Request to Qualify (RTQ) will establish a Prequalified Vendors (List) that will be used to solicit golf cart and turf vehicle rental for Miami-Dade County

Issuing Department: **ISD** Contact Person: **Adriana Antolinez** Phone: **305-375-4884**
PROCUREMENT

Estimate Cost: **227,500.00** GENERAL ☒ FEDERAL ☐ OTHER ☐
X **Proprietary Funds**
Fire District Funds
Internal Service Funds

Funding Source:

ANALYSIS

Commodity Codes: **06525** **45077** **93678**

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 Pool

Small Business Enterprise:

Contract Value:

Comments:

Continued on another page (s): ☐ Yes ☒ No

RECOMMENDATIONS

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

Basis of recommendation:

Date sent to SBD: 04/24/2018

Signed: **Adriana Antolinez**

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 tarpaulin covers (tarps) and related 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 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 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 for the following groups:

Group 1: Purchase of Tarps and Related Systems and Parts for Trucks and Trailers.

Group 2: Repair, Removal, and/or Installation of Tarps or Tarp Systems for Trucks and Trailers

Group 3: Purchase of Additional Tarp Items

Qualifications for all Groups:

1. Vendor(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. (local time) for quotations. Vendor(s) are required to provide their representative(s) name, phone number, and e-mail address.
2. Vendor(s) shall demonstrate experience pertaining to the relevant sale of goods and/or services requested in this RTQ. As evidence, Vendor(s) are required to provide two (2) signed letters on company letterhead from their clients. The references shall ascertain to the County's satisfaction that the Vendor has sufficient expertise in providing tarps and/or installation of tarp products.

SECTION 2
SPECIAL TERMS AND CONDITIONS

Additional Qualifications for Group 1:

3. Vendor(s) shall provide written evidence of being a manufacturer, authorized distributor, or dealer of the tarps and tarp related systems and parts brands as listed in its Submittal. This evidence must be in the form of a letter from the manufacturer stating that the Vendor is a manufacturer, authorized distributor, or dealer of its tarps and tarp related systems and parts.

Additional Qualification for Group 2:

4. Vendor(s) shall be an authorized service center for the brands listed in its submittal. Vendor(s) shall provide documentation showing compliance with this requirement in the form of a signed letter from the manufacturer, an executed agreement, or a designation on the manufacturer's website.

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

3.1 SCOPE OF WORK

It is the intent of this solicitation to identify and make available to the County tarpaulin covers and related repair, replacement and/or installation services.

3.2 ITEMS/SERVICES TO BE PROVIDED

Group 1: May include, but not be limited to, manual operated tarps, roller units, electronic operated tarps, and replacement parts for tarp systems, etc.

Group 2: May include, but not be limited to, repairs, replacement, installation of tarp covers and tarp systems on County owned trucks and trailers. Such services may require the Vendor(s) to inspect or pick up vehicles from County sites and complete services at Vendor(s) place of business.

Group 3: May include but not be limited to tarpaulin covers, neoprene coated nylon mesh, heavy duty and hurricane protection tarps, olive drab, poly tarps, construction tarps, water repellent shade cloth, tennis shade windbreak, roof tarps, etc.

3.3 BRANDS TO BE PURCHASED AND/OR SERVICES

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

Donovan
Shurco LLC

SECTION 4
BID SUBMITTAL FORM

VENDOR: _____

<u>QUALIFICATION CRITERIA</u>		
Refer to the Qualification Criteria Section (2.4) to ensure that Submittal and attachments comply with solicitation requirements.		
VENDOR TO BE PREQUALIFIED FOR:		
2.4	Group 1	<input type="checkbox"/>
	Group 2	<input type="checkbox"/>
	Group 3	<input type="checkbox"/>
QUALIFICATION FOR ALL GROUPS		
Reference	Vendor Requirements	Copy Attached
2.4 (1)	<p>Vendor(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. (local time) for quotations. Vendor(s) are required to provide their representative(s) name, phone number, and e-mail address.</p> <p>Name: _____</p> <p>Phone No.: _____</p> <p>E-mail Address: _____</p>	<input type="checkbox"/>
2.4 (2)	<p>Vendor(s) shall demonstrate experience pertaining to the relevant sale of goods and/or services requested in this RTQ. As evidence, Vendor(s) are required to provide two (2) signed letters on company letterhead from their clients. The references shall ascertain to the County's satisfaction that the Vendor has sufficient expertise in providing tarps and/or installation of tarp products.</p>	<input type="checkbox"/>

SECTION 4
BID SUBMITTAL FORM

VENDOR: _____

ADDITIONAL QUALIFICATION FOR GROUP 1		
Reference	Vendor Requirements	Copy Attached
2.4 (3)	<p>Vendor(s) shall provide written evidence of being a manufacturer, authorized distributor, or dealer of the tarps and tarp related systems and parts brands as listed in its Submittal. This evidence must be in the form of a letter from the manufacturer stating that the Vendor is a manufacturer, authorized distributor, or dealer of its tarps and tarp related systems and parts.</p> <p>Brand name(s) offered:</p> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>	<input type="checkbox"/>
ADDITIONAL QUALIFICATION FOR GROUP 2		
Reference	Vendor Requirements	Copy Attached
2.4 (4)	<p>Vendor(s) shall be an authorized service center for the brands listed in its submittal. Vendor(s) shall provide documentation showing compliance with this requirement in the form of a signed letter from the manufacturer, an executed agreement, or a designation on the manufacturer's website.</p> <p>Brand name(s) offered:</p> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>	<input type="checkbox"/>