

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver
 Re-Bid Other

Previous Contract/Project No.

8341-1/18-1

LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: **RTQ-00880**

TERM OF CONTRACT

Eight Years

Requisition /Project Title: **Special Event Equipment Rental**

Description: This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit special event equipment rental 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: **\$ 5,745,000**

Funding Source: **Various – Operating, General, Federal**

ANALYSIS

Commodity Codes:

962-34

962-60

981-52

981-72

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: See attached.

See attached.

Small Business Enterprise: N/A

N/A

Contract Value: \$3,075,000

\$2,575,000

Comments:

Continued on another page (s): Yes No

RECOMMENDATIONS

SBE

Set-aside

Sub-contractor goal

Bid preference

Selection factor

Basis of recommendation:

Signed: Jessica Tyrrell

Date sent to SBD: **3/26/18**

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 special event equipment rental 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 eight (8) 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: Tents

Group 2: Equipment

Qualification for all Groups:

- A. 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, and email address. The 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.
- B. Vendor shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of renting special event equipment. The County shall be

able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the services.

Additional Qualification for Group 1:

C. Vendor shall provide a list of its tents available to be rented under this RTQ.

Additional Qualification for Group 2:

D. Vendor shall provide a list of its equipment available to be rented under this RTQ.

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, special event equipment rental.

3.2 EQUIPMENT TO BE PROVIDED

Tents to be provided may include, but not be limited to, various sizes and shapes of tents, clear-view tents, frame tents, etc. including applicable set-up and dismantling.

Equipment to be provided may include, but not be limited to, various tables, chairs, flooring, staging, podiums, linens, lighting, etc. including applicable set-up and dismantling.

DRAFT

SECTION 4
SUBMITTAL FORM

VENDOR: _____

<u>QUALIFICATION CRITERIA</u>		
Refer to the Qualification Criteria Section to ensure that Submittal and attachments comply with solicitation requirements.		
Reference	Vendor Requirements	Copy Attached
2.4 (A) <i>All Vendors</i>	<p>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, and email address. The 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.</p> <p>Representative Name: _____</p> <p>Phone Number: _____</p> <p>E-Mail Address: _____</p>	
2.4 (B) <i>All Vendors</i>	<p>Vendor shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of renting special event equipment. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the services.</p>	<input type="checkbox"/>
2.4 (C) <i>Group 1 Only</i>	<p>Vendor shall provide a list of its tents available to be rented under this RTQ.</p>	<input type="checkbox"/>
2.4 (D) <i>Group 2 Only</i>	<p>Vendor shall provide a list of its equipment available to be rented under this RTQ.</p>	<input type="checkbox"/>