

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

☒ New      ☐ OTR      ☐ Sole Source      ☐ Bid Waiver  
☐ Re-Bid      ☐ Other

Previous Contract/Project No.

**8757-1/18-1**

LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: **RTQ-00888**

TERM OF  
CONTRACT

**Eight Years**

Requisition /Project Title: **Electrical and Electronic Components, Tools, Parts, and Supplies**

Description:

This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit electrical and electronic components, tools, parts, and supplies 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: **\$ 80,000,000**

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

**ANALYSIS**

Commodity Codes:

**060-37**

**175-49**

**285-34**

**285-61**

**285-69**

Contract/Project History of previous purchases three (3) years  
Check here ☐ if this is a new contract/purchase with no previous history.

**EXISTING**

**2<sup>ND</sup> YEAR**

**3<sup>RD</sup> YEAR**

Contractor:

See attached.

Small Business Enterprise:

Contract Value:

\$60,000,000

Comments:

See attached vendors.

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:

4/3/18

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 electrical and electronic components, tools, parts, and supplies 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 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: Electrical components, tools, parts, and supplies

Group 2: Electronic components, tools, parts, and supplies

Qualification for all Groups:

- A. Vendor(s) 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.

Additional Qualifications for Group 1:

- B. Vendor(s) shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing electrical components, tools, parts, and supplies. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the components, tools, parts, and/or supplies.
- C. Vendor(s) shall provide a list of electrical components, tools, parts, and supplies and corresponding brand names being offered under this RTQ.

Additional Qualification for Group 2:

- D. Vendor(s) shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing electronic components, tools, parts, and supplies. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the components, tools, parts, and/or supplies.
- E. Vendor(s) shall provide a list of electronic components, tools, parts, and supplies and corresponding brand names being offered 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 electrical and electronic components, tools, parts, and supplies.

#### **3.2 COMPONENTS/TOOLS/PARTS/SUPPLIES TO BE PROVIDED**

Group 1: Electrical components, tools, parts, and supplies may include but not be limited to: conduit fittings, raceways, boxes, ducts, wiring devices, service equipment, panel boards, emergency lighting, capacitors, relays, fans, cabinets, ballasts, electrical expendable tools, enclosures, wires, cables, circuit breakers, splicing materials, fuses, blowers, sockets, timers, motors, etc.

Group 2: Electronic components, tools, parts, and supplies may include but not be limited to: adapters, specialized electronic cables, conduit, raceways, breakers, jacks, plugs, static controls, terminal blocks, boxes, filters, hardware, panel instruments, resistors, switches, surge protectors, electronic expendable tools, etc.

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

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

<b><u>QUALIFICATION CRITERIA</u></b>		
Refer to the Qualification Criteria Section to ensure that Submittal and attachments comply with solicitation requirements.		
<b>Reference</b>	<b>Vendor Requirements</b>	<b>Copy Attached</b>
2.4 (A) <i>All Vendors</i>	<p>Vendor(s) 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>Group 1 Only</i>	Vendor(s) shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing <u>electrical</u> components, tools, parts, and supplies. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the components, tools, parts, and/or supplies.	<input type="checkbox"/>
2.4 (C) <i>Group 1 Only</i>	Vendor(s) shall provide a list of <u>electrical</u> components, tools, parts, and supplies and corresponding brand names being offered under this RTQ.	<input type="checkbox"/>
2.4 (D) <i>Group 2 Only</i>	Vendor(s) shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing <u>electronic</u> components, tools, parts, and supplies. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the components, tools, parts, and/or supplies.	<input type="checkbox"/>
2.4 (E) <i>Group 2 Only</i>	Vendor(s) shall provide a list of <u>electronic</u> components, tools, parts, and supplies and corresponding brand names being offered under this RTQ.	<input type="checkbox"/>