

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver
 Re-Bid Other

Previous Contract/Project No.

IB7529 and 4904

LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: **RTQ-00892**

TERM OF
CONTRACT

Eight Years

Requisition /Project Title: **Park Items for Resale**

Description: This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit items for resale 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: **\$ 5,000,000**

Funding Source: **General**

ANALYSIS

Commodity Codes: **200-10** **209-44** **390-15** **393-59** **805-78**

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.**

Small Business Enterprise:

Contract Value: **\$7,500,000**

Comments: **See attached vendors.**

Continued on another page (s): Yes No

RECOMMENDATIONS

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

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 items for resale 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 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 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:

1. 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.
2. Vendor(s) shall provide a list of its items available to be purchased 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 items for resale at County Parks.

3.2 ITEMS TO BE PROVIDED

The Parks, Recreation, and Open Spaces Department (PROS) requires a variety of resale items for its various business entities. PROS is currently operating golf courses, tennis centers, marina stores, specialty restaurants, etc. which require a variety of goods to be available for purchase by the general public.

Typical items to be purchased under this RTQ includes, but is not limited to: books, prepackaged snacks and beverages, jellies, cookies, creams, lotions, postcards, apparel, posters, garden supplies, seeds, fishing supplies, tennis supplies, golf supplies and equipment, toys, ponchos, etc.

DRAFT

SECTION 4
SUBMITTAL FORM

VENDOR: _____

QUALIFICATION CRITERIA 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)	<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 (2)	Vendor(s) shall provide a list of its items available to be purchased under this RTQ.	<input type="checkbox"/>