

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. **4227-5/18-1**
Contract
☐ Re-Bid ☐ Other: LIVING WAGE APPLIES: ☒ YES ☐ NO

Requisition No./Project No.: **RQID1800110** TERM OF CONTRACT **8** YEAR(S) WITH **0** YEAR(S) OTR

Requisition /Project Title: **Portable Generators Prequalification**

Description: This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit for the purchase, repair, and maintenance of portable generators 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.

Issuing Department: **Internal Services** Contact Person: **Lorena Zapustas** Phone: **(305) 375-3950**

Estimate Cost: **\$7,000,000.00** GENERAL FEDERAL OTHER
Funding Source: **Internal Services Funds**

ANALYSIS

Commodity Codes: **28537**

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

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: 04/19/2018

Signed: *Alonzo Joseph*

Date returned to DPM:

Revised April 2005

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 for the purchase, repair, and maintenance of portable generators 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 last month 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: Portable Generators and Parts

Group 2: Repair and Maintenance Services

Qualification Criteria for all Groups:

- A. Vendors 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.

Additional Qualification Criteria for Group 1:

- B. Vendors shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing portable generators and parts. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the portable generators and parts.

Additional Qualification Criteria for Group 2:

- C. Vendors shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing repair and maintenance services on portable generators. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the repair and maintenance services.

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 portable generators and repair and maintenance services for portable generators.

3.2 EQUIPMENT/SERVICES TO BE PROVIDED

Group 1: May include, but not be limited to, various sized diesel, electric, propane, and gasoline powered portable generators and portable generator related parts.

Group 2: May include, but not be limited to, repairs of broken portable generators including replacement parts as necessary, filter replacement, cleaning, oil change, belt inspection, etc.

3.3 MANUFACTURERS TO BE PURCHASED/REPAIRED

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

ASCO	Kohler
Baylor	Lake Shore
Broadcrown	Lima Electric
Caterpillar	Marathon
Cummins	Magna One
Cutler Hammer	Magnetek
Detriot Diesel	Minneapolis Milone
Generac	Onan
General Electric	Pavil
Honda	Russelectric
Hercules Engines	Superior & Enterprise
International Harvester	Waukesha
John Deere	Westinghouse
Katolight	White Diesel Engine

SECTION 4
SUBMITTAL FORM

SUBMITTER: _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL SUBMITTERS		
Refer to Section 2.4, Qualification Criteria to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Copy Attached
2.4 (A) <i>All Groups</i>	Vendors 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. Representative Name: _____ Phone Number: _____ E-Mail Address: _____	
2.4 (B) <i>Group 1 Only</i>	Vendors shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing portable generators and parts. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the portable generators and parts.	<input type="checkbox"/>
2.4 (C) <i>Group 2 Only</i>	Vendors shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing repair and maintenance services on portable generators. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the repair and maintenance services.	<input type="checkbox"/>