

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. **None**
Contract
 Re-Bid
 Other: Emergency Purchase
 LIVING WAGE APPLIES:
 YES
 NO

Solicitation No.: **RTQ-00924**
 TERM OF CONTRACT **5** YEAR(S) WITH **0** YEAR(S) OTR

Requisition /Project Title: **SECURITY EQUIPMENT PURCHASE, INST., MAINT. PREQUAL**

Description: This Request to Qualify (RTQ) will establish a Prequalified Vendors (List) that will be used to solicit for the purchase, installation, maintenance, calibration, and/or repair of x-ray machines, electronic turnstiles, turnstiles, walk-through metal detectors and related security equipment and services for Miami-Dade County (County).

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

Estimate Cost: **3,012,000.00**
 GENERAL FEDERAL OTHER
 Funding Source: **Proprietary Funds**
Internal Service Funds

ANALYSIS

Commodity Codes: **03595** **68002** **68044** **93673** _____

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: 05/01/2018

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 for the purchase, installation, maintenance, calibration, and/or repair of x-ray machines, electronic turnstiles, turnstiles, walk-through metal detectors and related security equipment and 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 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: Equipment

Group 2: Maintenance, Calibration, and Repair Services

Qualification for all Groups:

- a. Vendor(s) shall assign a competent company representative who can be contacted seven (7) days a week from 6:00 a.m. to 10:00 p.m. local time for quotations and services. Vendor(s) are required to provide their representative(s) name, phone number, and e-mail address.
- 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 selling and installing and/or maintaining, calibrating, and repairing the goods and/or services requested in this solicitation. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the services.

SECTION 2
SPECIAL TERMS AND CONDITIONS

Additional Qualification for Group 1:

- c. Vendor(s) shall provide written evidence of being a manufacturer, authorized distributor, or dealer of the brands as listed in its Submittal. This evidence must be in the form of a signed letter from the manufacturer, an executed agreement, or a designation on the manufacturer's website.

Additional Qualification for Group 2:

- d. Vendor(s) shall provide evidence of being an authorized service center including maintenance, calibration, and repair of the brands as listed in its submittal. This evidence must be 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

This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit for the purchase, installation, maintenance, calibration, and/or repair of x-ray machines, electronic turnstiles, turnstiles, walk-through metal detectors and related security equipment and services for Miami-Dade County (County).

3.2 EQUIPMENT/SERVICES TO BE PROVIDED

Equipment: May include, but not be limited to, x-ray machines, belts and roller tables, electronic turnstiles, turnstiles, walk-through metal detectors, monitors and any other related security equipment that is used to prevent unauthorized entry into a facility or other areas including installation if necessary.

Maintenance, Calibration, Certification and Repair Services: May include but not be limited to preventive maintenance, cleaning of the equipment, repairs, spare parts replacement, reset of the equipment, replacement of worn cables and wires, etc.

3.3 MANUFACTURERS TO BE PURCHASED, MAINTAINED, CALIBRATED, AND REPAIRED

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

Smith Detection
CEIA
Garrett
Rapiscan Systems
Gunnebo
Hayward Turnstiles, Inc.
Boon Edam
Alvarado

SECTION 4
SUBMITTAL FORM

VENDOR: _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL VENDORS		
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: Equipment	<input type="checkbox"/>
	Group 2: Maintenance, Calibration, and Repair Services.	<input type="checkbox"/>
Reference	Qualification Criteria	Copy Attached
2.4 (a) For all Groups	<p>Vendor(s) shall assign a competent company representative who can be contacted seven (7) days a week from 6:00 a.m. to 10:00 p.m. local time for quotations and services. Vendor(s) are required to provide their representative(s) name, phone number, and e-mail address.</p> <p>Name: _____</p> <p>Phone Number: _____</p> <p>E-mail Address: _____</p>	
2.4 (b) For all Groups	<p>Vendor(s) shall provide two (2) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of selling and installing and/or maintaining, calibrating and repairing the goods and/or services requested in this solicitation. 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"/>

SECTION 4
SUBMITTAL FORM

VENDOR: _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL VENDORS		
Refer to the Qualification Criteria Section 2.4 to ensure that Submittal and attachments comply with solicitation requirements.		
Reference	Vendor Requirements	
2.4 (c) Group 1 only	Vendor(s) shall provide written evidence of being a manufacturer, authorized distributor, or dealer of the brands as listed in its Submittal. This evidence must be in the form of a signed letter from the manufacturer, an executed agreement, or a designation on the manufacturer's website. (If necessary you can make copy of this page).	
	Brand Name	Letter Attached
1		<input type="checkbox"/>
2		<input type="checkbox"/>
3		<input type="checkbox"/>
4		<input type="checkbox"/>
5		<input type="checkbox"/>
2.4 (d) Group 2 only	Vendor(s) shall provide evidence of being an authorized service center including maintenance, calibration, and repair of the brands as listed in its submittal. This evidence must be in the form of a signed letter from the manufacturer, an executed agreement, or a designation on the manufacturer's website. (If necessary you can make copy of this page).	
	Brand Name	Letter Attached
1		<input type="checkbox"/>
2		<input type="checkbox"/>
3		<input type="checkbox"/>
4		<input type="checkbox"/>
5		<input type="checkbox"/>