

SECTION 2: SPECIAL CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to purchase, rent, lease and repair lawn equipment, and purchase replacement parts, accessories, and miscellaneous items for Miami-Dade 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

- A. **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.
- B. **Lease** - shall refer to a long-term agreement for the use of equipment for a set period of time with periodic payment terms.
- C. **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.
- D. **Mobile Services** - refers to repair provided at County Facilities.
- E. **OEM** - shall refer to Original Equipment Manufacturer
- F. **Rental** - shall refer to a short-term use of equipment.
- G. **Submittal** - shall refer to the form submitted in response to this solicitation.
- H. **Vendor** – Shall refer to a business entity/individual responding to this RTQ.
- I. **Work Order Proposal Request (WOPR)** - shall refer to a solicitation issued where pre-qualified Vendors are invited to quote on a specific product or service, evaluated and awarded based on best value rather than upon the lowest price.

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:** Purchase of Lawn Equipment, Replacements Parts, and Accessories
- **Group 2:** Repair Services; Sub-Group **(A)** In-Shop and Sub-Group **(B)** Mobile
- **Group 3:** Rental/Lease of Lawn Equipment and Trailers

Qualification 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. Vendors shall provide the representative's name, phone number, and email address.

Additional Qualification for Group 1

- b. Vendor(s) shall list the brands of lawn equipment and/or replacement parts they can provide under this RTQ. In addition, they must provide written evidence of being the manufacturer, authorized distributor, dealer or reseller of the brands listed in its Submittal. This evidence may be in the form of a signed letter from the manufacturer, an executed agreement, or a designation on the manufacturer's website. the manufacturer's website

Additional Qualification for Group 2 (Sub-Groups A & B) and Group 3

- c. Vendors shall provide than three letters of references from clients who can confirm that the Vendor has successfully provided the goods and/or services listed under the Group(s) that the Vendor wishes to be prequalify. The letters shall include a small description of the services surrendered by the Vendor, length of service provided, company name, contact person and title, telephone number, and e-mail address.

Additional Qualification for Group 2 (Sub-Group 2A)

- d. Vendors shall have a facility equipped to conduct lawn equipment repair services. Vendor shall provide the address of the location(s), and the local business tax receipt as proof of compliance.

Additional Qualification for Group 3

- e. Vendors shall provide in Section 4 a list of manufacturer name(s) and type of equipment available to rent and/or lease.

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 AUTHORIZATION TO PICK-UP

The Vendor who a contract is awarded, may be required to pick-up the equipment from the County and deliver it within the timeframe specified in the Work Order or Purchase Order. Certain authorized Miami-Dade County employees shall be able to pick-up equipment, and/or replacement parts from the awarded Vendor's facility. Such authorization is provided for the County employee through an "Authorization to Pick-up Materials/Parts" who shall surrender the form to the Vendor during each pick-up. If the Vendor is in doubt about the authenticity of the person picking up the materials, the Vendor shall contact the appropriate County department for assistance.

2.6 INSURANCE REQUIREMENT

Vendors prequalified under **Group 1 and 3** are **not** required to comply with Section 1.0, Paragraph 1.22.

2.7 SPOT MARKET QUOTES

Vendors on the List will be invited to participate in spot market competitions, as needed. The County shall reserve the right to solicit quotes to prequalified vendors under one group or from a combination of groups. 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
- Delivery terms
- Shannon Melendi
- Davis-Bacon Act
- Special Clauses for Public Housing & Community Development (PHCD)

2.8 USE OF FEDERAL FUNDING

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

DRAFT

SECTION 3: SCOPE OF SERVICES

3.1 SCOPE OF SERVICES

It is the intent of this solicitation to identify and make available to the County three Groups of Prequalified Vendors to purchase, rent, and lease lawn equipment, and to purchase replacement parts, accessories, and repair services for Miami-Dade County.

Group 1: Purchase of Lawn Equipment, Replacement Parts, and Accessories

The purchases under this group include, but are not limited to, hand held, riding, and tractor mowers; mower attachments (e.g.: bagger, utility cart, deck, dump card, dethatched, spreader, aerator, roller, etc.); edgers, trimmers, chain saws, weed eaters, blowers, leaf sweepers, and related parts; miscellaneous supplies (e.g.: oils, fish-lines, edger blades, spark plugs, filters); batteries and accessories (e.g.: switches, terminals and ends, trays, etc.); tires, protective wears (e.g.: eyes, ears, head and face protective wear, chaps, vests, etc.); mower coves, etc.

Group 2: Repair Services

The work under this group includes, but are not limited to, mechanical repair for out of warranty lawn equipment, painting, welding, installation of parts, etc. This group has been divided in to two sub-groups:

- Sub-Group A, In-Shop Repair Services: for repair conducted at the Vendor's repair shop. Vendors under this sub-group may be required to pick-up the equipment from the County's facilities and deliver them back within the timeframe specified in the ITQ or WOPR from the County.
- Sub-Group B, Mobile Repair Services: for repair conducted at County's facilities.

Group 3: Rental/Lease of Lawn Equipment and Trailers

The rentals and leases under this group includes, but are not limited to, hand held, riding, and tractor mowers; miscellaneous lawn equipment and its attachments; and trailers. The rental or lease time frame as well as the return policy, warranty, maintenance, and any other relevant term will be specified in the ITQ or WOPR.