

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. 6486-1/21-1; 7767-1/  
 Contract  
 Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES  NO  
 Requisition No./Project No.: RQID1800140   
 TERM OF CONTRACT 8 YEAR(S) WITH  YEAR(S) OTR

Requisition /Project Title: Park Operation Items

Description: Pre-qualified Vendors for purchase operational items and supplies for Miami-Dade County Departments.

Issuing Department: Parks   
 Contact Person: Bernie Rodriguez   
 Phone: 305-755-7873  
 Estimate Cost:    
 GENERAL    
 FEDERAL    
 OTHER   
 Funding Source: X

### ANALYSIS

<b>Commodity Codes:</b>	<span style="border: 1px solid black; padding: 2px;">05574</span>	<span style="border: 1px solid black; padding: 2px;">30550</span>	<span style="border: 1px solid black; padding: 2px;">62591</span>	<span style="border: 1px solid black; padding: 2px;">65066</span>	<span style="border: 1px solid black; padding: 2px;">68056</span>
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>		
<b>Contractor:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>		
<b>Small Business Enterprise:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>		
<b>Contract Value:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>		
<b>Comments:</b>	<span style="border: 1px solid black; padding: 2px;"></span>				

Continued on another page (s):     YES     NO

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>

Basis of Recommendation:

<b>Signed:</b> <span style="border: 1px solid black; padding: 2px;"></span>	Date sent to SBD: <span style="border: 1px solid black; padding: 2px;"></span>
	Date returned to SPD: <span style="border: 1px solid black; padding: 2px;"></span>

## **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 operational items 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 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 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, Strategic Procurement 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.

### **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, Strategic Procurement 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:

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.
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 may be detailed in the subsequent ITQ.

## 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 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.

- 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 operational items and supplies for County Parks.

**3.2 ITEMS TO BE PROVIDED**

The County requires a variety of operational items and supplies for its various business entities. The County currently operates golf courses, tennis centers, gun range, marina stores, swimming pools, specialty restaurants, etc. which require a variety of items and supplies in order to provide service through these business entities.

Typical items to be purchased under this RTQ includes, but is not limited to: clay targets, tag board targets, cardboard backers, skeet release machines, ball washers, rental golf bags, rental golf bag carts, hole cutters, club washers, cup setters, rakes, flag poles, flags, green markers, driving range mats, rubber golf tees, baskets, golf clubs, golf balls, chipping targets, tennis balls, tennis racquets, life jackets, buoys, ropes, brushes, hooks, nets, brooms, floor/gutter fittings, pool vacuums, pool equipment and solutions, kitchen equipment, and kitchen utensils.

DRAFT

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

**SUBMITTER:** \_\_\_\_\_

<b>QUALIFICATION CRITERIA TO BE COMPLETED BY ALL SUBMITTERS</b>		
Refer to Section 2.4, Qualification Criteria to ensure that Submittal complies with solicitation requirements.		
<b>Reference Section</b>	<b>Requirements</b>	<b>Copy Attached</b>
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"/>