

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. **1182-0/19**
Contract
☐ Re-Bid ☐ Other LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: **RQID1800145**
RTQ-01014 TERM OF CONTRACT **3** YEAR(S) WITH **N/A** YEAR(S) OTR

Requisition /Project Title: **Termite Control Services**

Description: This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to provide services for the extermination of termites for Miami-Dade County (County). Placement in the Pool 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 in such Pool.

Issuing Department: **ISD - Procurement** Contact Person: **Alonzo Joseph** Phone: **(305) 375-2774**

Estimate Cost: **\$ 903,000.00** GENERAL FEDERAL OTHER
General Fund: **X Federal Funds:** **Internal Service Funds;;**
Proprietary Funds;
Proprietary Revenue;
Library District; Fire District

Funding Source:

ANALYSIS

Commodity Codes: **910-55**

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: 07/31/2018

Signed: **Alonzo Joseph**

Date returned to DPM:

SECTION 2

SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to provide services for the extermination of termites for Miami-Dade County (County). Placement in the Pool 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 in such Pool.

2.2 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for a specific good and/or service; and awarded based on lowest price, or other quantifiable criteria.

Prequalified Pool of Vendors (Pool) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Procurement Management Services, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

Vendor – Shall refer to a business entity/individual responding to this RTQ.

Submittal - Shall refer to all information, attachments and forms submitted in response to this RTQ.

Work Order Proposal Request (WOPR) – Shall refer to the solicitation of offers from the Prequalified Pool of Vendors for specific goods and/or services; and evaluated and awarded based on best value.

2.3 TERM

The Pool 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 Services. The Pool shall expire on the last day of the last month of the three (3) year term.

2.4 QUALIFICATION CRITERIA

Vendor shall meet the following criteria to be considered for placement in the Pool; and for participation in future competitions for the following groups

Group 1: Spot Treatment for Dry Wood Termites, and Partial & Total Treatment for Subterranean Termites

Group 2: General Fumigation for Dry Wood Termites

Qualification Criteria for all Groups:

1. 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.
2. Vendors shall be authorized by the Florida Department of Agriculture and Consumer Services to operate a pest control business per Chapter 482 of the Florida Statutes (F.S.). A copy of the current license or a print out from the website per location shall be included with the bid submittal.

Additional Criteria for Group 1:

3. Vendors shall provide proof that their employees are Certified Pest Control Operators (CPCO) in the category of Termite and Other Wood-Destroying Organisms. A copy of the current certification or a print out from the Florida Department of Agriculture and Consumer Services website for each employee who will provide services at a County facility shall be included with the bid submittal.
4. Vendors shall provide two (2) reference letters from commercial companies and/or government entities to which it has provided Dry Wood Termites services, and/or Partial & Total Treatment for Subterranean Termites. The letters shall be on the client's company letterhead, signed, and include the reference name, job title, phone number, and email address. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the services.

Additional Criteria for Group 2:

5. Vendors shall provide proof that their employees are Certified Pest Control Operators (CPCO) in the category of Fumigation. A copy of the current certification or a print out from the Florida Department of Agriculture and Consumer Services website for each employee who will provide services at a County facility shall be included with the bid submittal.
6. Vendors shall provide two (2) reference letters from commercial companies and/or government entities to which it has provided General Fumigation Services for Dry Wood Termites. The letters shall be on the client's company letterhead, signed, and include the reference name, job title, phone number, and email address. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the services.

Vendor 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 which will be included in the Pool. 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 in the Pool will be invited to participate in spot market competitions, as needed. The spot market competition 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 projects/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 WORK

3.1 SCOPE OF WORK

It is the intent of this solicitation to identify and make available to the County, a pool of pre-qualified vendors capable of providing all labor, supervision, equipment and materials necessary to perform termite services for various County departments. Vendors shall provide treatment services for the eradication of termites in facilities as detailed in the subsequent spot-market quotation. Services may include either of the following treatment methods: general fumigation and spot treatments for dry wood termites, and partial or total treatment for subterranean termites. For each spot market quotation, the County's Pest Control Manager (or site/facility manager) will define the treatment requirements in the RFQ. The procedure which provides long-term termite eradication and maximum economy for the County will be selected.

All species of termites found in South Florida maybe procured under this prequalification other wood destroying organisms such as wood boring beetles.

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	
2.4 (1)	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.	
	Designated company representative(s) name: _____	
	Phone Number: _____	
	E-mail address: _____	
2.4 (2)	Vendors shall be authorized by the Florida Department of Agriculture and Consumer Services to operate a pest control business per Chapter 482 of the Florida Statutes (F.S.). A copy of the current license or a print out from the website per location shall be included with the bid submittal.	Copy Attached <input type="checkbox"/>

<u>ADDITIONAL QUALIFICATION CRITERIA FOR GROUP 1</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 (3)	Vendors shall provide proof that their employees are Certified Pest Control Operators (CPCO) in the category of Termite and Other Wood-Destroying Organisms. A copy of the current certification or a print out from the Florida Department of Agriculture and Consumer Services website for each employee who will provide services at a County facility shall be included with the bid submittal.	<input type="checkbox"/>
2.4 (4)	Vendors shall provide two (2) reference letters from commercial companies and/or government entities to which it has provided Dry Wood Termites services, and/or Partial & Total Treatment for Subterranean Termites. The letters shall be on the client's company letterhead, signed, and include the reference name, job title, phone number, and email address. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the services.	<input type="checkbox"/>

ADDITIONAL QUALIFICATION CRITERIA FOR GROUP 1
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 (5)	Vendors shall provide proof that their employees are Certified Pest Control Operators (CPCO) in the category of Fumigation. A copy of the current certification or a print out from the Florida Department of Agriculture and Consumer Services website for each employee who will provide services at a County facility shall be included with the bid submittal	<input type="checkbox"/>
2.4 (6)	Vendors shall provide two (2) reference letters from commercial companies and/or government entities to which it has provided General Fumigation Services for Dry Wood Termites. The letters shall be on the client's company letterhead, signed, and include the reference name, job title, phone number, and email address. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the services.	<input type="checkbox"/>