

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency

Previous Contract/Project No.

**9408-1/14-1, 9020-1/19-1, and
9303-1/20-1**

Contract

☐ Re-Bid ☐ Other: Emergency Purchase

LIVING WAGE APPLIES: ☐ YES ☒ NO

Solicitation No.:

RTQ-01039

TERM OF
CONTRACT

8

YEAR(S) WITH

0

YEAR(S)
OTR

Requisition /Project Title:

**Fertilizers, Pesticides, Weed Killers, and Landscaping/Gardening
Materials**

Description:

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit for the purchase of fertilizers, pesticides, weed killers, and landscaping/gardening materials for Miami-Dade County (County).

Issuing Department:

ISD-SPD

Contact
Person:

**Jonathan
Desvergunat**

Phone:

305-375-5375

Estimate Cost:

\$37,000,000

GENERAL FEDERAL

OTHER

**Various - Proprietary
Funds, General Fund,
Federal Funds, DTPW
Operating, Fire District,
etc.**

Funding Source:

ANALYSIS

Commodity Codes:

335

020-46

485-60

486-60

790-70

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 See attached.

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: 10/30/2018

Signed: Jonathan Desvergunat

Date returned to DPM:

Revised April 2005

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 solicit for the purchase of fertilizers, pesticides, weed killers, and landscaping/gardening materials 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, Strategic Procurement Division, 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.

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, Strategic Procurement Division. The Pool shall expire on the last day of the last month of the eight-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: Fertilizers

Group 2: Pesticides and Weed Killers

Group 3: Landscaping and Gardening Materials

Qualification for all Groups:

- A. 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.

Additional Qualification for Group 1:

- B. Vendor(s) shall provide a current copy of its Fertilizer License issued by the State of Florida Department of Agriculture and Consumer Services pursuant to Chapter 576, Florida Statutes.

Additional Qualification for Group 2:

- C. Vendor(s) shall provide a current copy of its Dealer's License issued by the State of Florida Department of Agriculture and Consumer Services pursuant to Chapter 487, Florida Statutes.

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.

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 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.

- 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/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS

It is the intent of this solicitation to identify and make available to the County, fertilizers, pesticides, weed killers, and landscaping/gardening materials.

3.2 ITEMS TO BE PROVIDED

Group 1: Fertilizers, including but not limited to, granular/liquid fertilizers and nutrient spray additives.

Group 2: Pesticides and weed killers, including but not limited to, insecticides, nematocides, miticides, herbicides, plant growth suppression, fungicides, adjuvants, adulticides, and larvicides.

Group 3: Landscaping/gardening materials, including but not limited to, mulch, Chattahoochee gravel, topsoil, and top dressing material.

SECTION 4
SUBMITTAL FORM

VENDOR: _____

| <u>QUALIFICATION CRITERIA</u> | | |
|--|---|--------------------------|
| Refer to Section 2.4, Qualification Criteria to ensure that Submittal complies with solicitation requirements. | | |
| VENDOR TO BE PREQUALIFIED FOR: | | |
| 2.4 | Group 1: Fertilizers | <input type="checkbox"/> |
| | Group 2: Pesticides and Weed Killers | <input type="checkbox"/> |
| | Group 3: Landscaping/Gardening Materials | <input type="checkbox"/> |
| QUALIFICATION FOR ALL GROUPS | | |
| Reference Section | Requirement | |
| 2.4 A | <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> | |
| ADDITIONAL QUALIFICATION FOR GROUP 1 | | |
| Reference Section | Requirement | Copy Attached |
| 2.4 B | Vendor(s) shall provide a current copy of its Fertilizer License issued by the State of Florida Department of Agriculture and Consumer Services pursuant to Chapter 576, Florida Statutes. | <input type="checkbox"/> |
| ADDITIONAL QUALIFICATION FOR GROUP 2 | | |
| Reference Section | Requirement | Copy Attached |
| 2.4 C | Vendor(s) shall provide a current copy of its Dealer's License issued by the State of Florida Department of Agriculture and Consumer Services pursuant to Chapter 487, Florida Statutes. | <input type="checkbox"/> |