

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

PREVIOUS CONTRACT 9749-0/18 Transportation Services	<input checked="" type="checkbox"/> NEW / REPLACEMENT CONTRACT	<input type="checkbox"/> OPTION TO RENEW	<input type="checkbox"/> CO	<input type="checkbox"/> SOLE SOURCE
NEW REQ/CONTRACT NO. RQ1D1800163 RTQ-01100	<input type="checkbox"/> BID WAIVER	<input type="checkbox"/> EMERGENCY	<input type="checkbox"/> RE-BID	<input type="checkbox"/> OTHER
CONTRACT TITLE: Transportation Services	ESTIMATED COST: \$1,770,000	TERM: THREE YEARS (3)	LIVING WAGE APPLIES: ___ YES ___ NO	

DESCRIPTION: FOR-HIRE TRANSPORTATION SERVICES (SEDANS, SUV, SCHOOL BUS, LIMO, COACH BUS)		
USER DEPARTMENT: BCC / FIRE / ISD / PARKS / SEAPORT	FUNDING SOURCE: VARIOUS – GENERAL / ISD / PROPRIETARY	
ISSUING DEPT: INTERNAL SERVICES / PROCUREMENT MGT.	CONTACT: DEBRA BUTLER CONTRACTING OFFICER	PHONE: 305-375-5663

ANALYSIS

COMMODITY / SERVICE NO.: 975-14			
TRADE / COMMODITY / SERVICE OPPORTUNITIES			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Contract/Project History of Previous Purchases, Previous Three (3) Years Check here ___ if this is a New Contract/Purchase with no Previous History </div>			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:	9749-0/18 AWARDED TO VARIOUS VENDORS		
Small Business Enterprise:			
Contract Value:	\$ 4,400,800		
Comments:			
Continued on another page (s): ___ Yes ___ No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: *Debra Butler*

Date to SBD: 10/24/2018

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 solicit Transportation Services 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 thirty-six month 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:

1. Drivers must have and maintain a valid Florida Commercial Driver's License (Class B or Class C), with one of the following endorsements; P (Passengers), or S (School Bus) in accordance with Florida Department of Highway Safety and Motor Vehicles' requirements.
2. Drivers must have and maintain a valid For-Hire Chauffer's Registration, issued by the County, in accordance with Miami-Dade County Code.
3. Drivers must have and maintain a valid Vehicle Operating Permit, issued by the County, in accordance with Miami-Dade County Code.
4. A valid Passenger Motor Carrier (PMC) Certificate of Transportation issued by the County, is required for vans, and minibuses with seating capacity between 9 and 28 passengers; in accordance of Miami-Dade County Code.
5. Local Business Tax Receipts for 2018 and 2017.

6. Two reference letters, from customers who've received transportation services from vendor/company, within the last two years.

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; and Living Wage.

When such spot market purchases are initiated, the prequalified vendors are expected to offer their best and most competitive pricing for the requested service and specified dates of service. In general an ITQ will be requested from at least three (3) vendors whenever possible. The prequalified vendor offering the lowest fixed price shall be awarded the order, provided the proposed vehicle and/or driver meets the specifications and requirements listed in the ITQ. The awarded vendor will be subject to a pre-award inspection of its fleet by County representatives.

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

2.7 COUNTY DEPARTMENTS

While this Solicitation is specific to the County Departments listed below, it is hereby agreed and understood that additional County departments or agencies may access the Pool at a later date.

<u>DEPARTMENTS</u>	<u>CONTACT</u>	<u>PHONE</u>	<u>EMAIL</u>
BCC	MIRIAM RIVERO	305-375-5120	miriam.Rivero@miamidade.gov
FIRE	MARIANELA BETANCOURT	786-331-4241	marianela.betancourt@miamidade.gov
PARKS	BERNIE RODRIGUEZ	305-755-7873	bernie.Rodriguez@miamidade.gov
SEAPORT	GYSELLE PINO	305-347-4833	gyselle.Pino@miamidade.gov

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK AND VEHICLE SPECIFICATIONS

It is the intent of this solicitation to identify and make available to the County a pool of prequalified vendors to provide transportation services to various Miami-Dade County Departments as needed. All Drivers and Vehicles utilized must comply with all requirements contained in Chapter 31 of the Miami-Dade County Code, including but not limited to the Department of Transportation and Public Works (DTPW) and/or Regulatory and Economic Resources Department (RER); For- Hire Passenger Transportation requirements.

Individual detailed transportation service requirements and any vehicle technical specifications will be provided during each ITQ request, by the issuing County Department.

3.2 TYPES OF VEHICLES

Vendors will be prequalified by Vehicle Types. Below is a list of vehicles the County may request for transportation services. The list is for reference and evaluation purposes only. The County may, at its discretion, add additional vehicle types as needed. The vendor must also submit an inventory listing of their current Fleet.

<u>VEHICLE TYPE</u>	<u>PASSENGER CAPACITY</u>
Business or Luxury Bus	Up to 36 passengers
Business or Luxury Sedan	Up to 4 passengers
Business or Luxury SUV	Up to 6 passengers
Business or Luxury Van	Up to 14 passengers
Coach Bus	Up to 55 passengers
Limousine	6 to 12 passengers
School Bus*	Grades K-6 up to 60 passengers Grades 6-8 up to 54 passengers Grades 9-12 up to 48 passengers

3.3 DRIVER REQUIREMENTS

Prior to placing a driver in service, the awarded vendor shall conduct a thorough driver's license check for the previous five (5) years, to ensure that all drivers providing services to the County have no history of DUI, DWI, reckless driving convictions, leaving the scene of an accident, or any other serious offenses. All drivers providing services shall have no more than three (3) moving violation points on their State driver's license within the last three (3) years.

*All vendors submitting to provide **School Bus Transportation Services**, must require their drivers complete and pass a National criminal background check to include sexual predator/offender search and driving record. Proof of compliance with this section must be supplied to the County upon request.

SECTION 4
SUBMITTAL FORM

COMPANY NAME AND FEIN: _____

PRIMARY VENDOR CONTACT INFO	
Name:	
Title:	Email:
Phone:	Fax:


<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL VENDORS		
Refer to Section 2.4, Qualification Criteria to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Copy Attached
2.4 (1)	Drivers must have and maintain a valid Florida Commercial Driver's License (Class B or Class C), with one of the following endorsements; P (Passengers), or S (School Bus) in accordance with Florida Department of Highway Safety and Motor Vehicles' requirements.	<input type="checkbox"/>
2.4 (2)	Drivers must have and maintain a valid For-Hire Chauffer's Registration, issued by the County, in accordance with Miami-Dade County Code.	<input type="checkbox"/>
2.4 (3)	Drivers must have and maintain a valid Vehicle Operating Permit, issued by the County, in accordance with Miami-Dade County Code.	<input type="checkbox"/>
2.4 (4)	A valid Passenger Motor Carrier (PMC) Certificate of Transportation issued by the County, is required for vans, and minibuses with seating capacity between 9 and 28 passengers; in accordance of Miami-Dade County Code.	<input type="checkbox"/>
2.4 (5)	Local Business Tax Receipts for 2018 and 2017.	<input type="checkbox"/>
2.4 (6)	Two reference letters, from customers who've received transportation services from vendor/company, within the last two years.	<input type="checkbox"/>

SECTION 4
SUBMITTAL FORM

TO BE COMPLETED BY ALL VENDORS

Reference Section 3.2

Place a Check next to all of the Vehicle Types your company can offer to the County, for Transportation Services and list the vehicle year, condition, and passenger capacity.

CHECK 	<u>VEHICLE TYPE</u>	<u>YEAR</u>	<u>CONDITION</u>	<u>PASSENGER CAPACITY</u>
	Business or Luxury Bus			
	Business or Luxury Sedan			
	Business or Luxury SUV			
	Business or Luxury Van			
	Coach Bus			
	Limousine			
	School Bus*			
	OTHER:			