

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No.

RTQ-01106

2979-0/14-1

Re-Bid Other

LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: ROID1900006 TERM OF CONTRACT 8 EAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Moving of Office Furniture, Equipment

Description:

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit Moving of Office Furniture, Equipment for Miami-Dade County.

Issuing Department: ISD-Procurement Contact Person: Mary Hammett Phone: 375-5471
 Estimate Cost: \$943,000.00 GENERAL FEDERAL OTHER
 Funding Source:

ANALYSIS

Commodity Codes:	<u>962-56</u>			
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.				
	EXISTING	Term	3RD YEAR	
Contractor:	<u>See attachment</u>	<u>See attachment</u>		
Small Business Enterprise:	<u>None</u>	<u>None</u>		
Contract Value:	<u>\$981,750.54</u>	<u>\$1,242,861.00</u>	<u>\$</u>	
Comments:				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO				

RECOMMENDATIONS

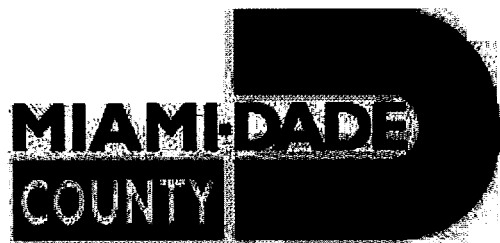
	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
Basis of recommendation:				
Signed: <u>Mary Hammett 10/19/18</u>		Date sent to DBD: _____		
		Date returned to DPM: _____		

Contractor:	Existing:	Term
	Office Elite Services Inc.	Office Elite Service Inc.
	Nobel van Lines Inc.	Nobel van Lines Inc. Inc.
	Bekins of South Florida	Bekins of South Flor Florida.
	Wegman associates of Georgia Inc.	Dainel Moving Systems Inc.
	Suddath Relocations Systems	Suddath Relocations Systems
	A-1 Fargo Van & Storage	Homestead Transfer & Storage Co.
	Millennium relocation SVC	A-1 Fargo Van & Storage
	Esquire Logistics Inc.	Morales Moving & Storage
		Millennium relocation SVC
		Compass Moving & Storage
		Esquire Logistics Inc.
		Nava Express Inc.

Solicitation RTQ-01106

Moving of Office Furniture

Solicitation Designation: Public



Miami-Dade County

Solicitation RTQ-01106
Moving of Office Furniture

Solicitation Number RTQ-01106
 Solicitation Title Moving of Office Furniture

 Solicitation Start Date In Held
 Solicitation End Date Nov 18, 2018 6:00:00 PM EST

Solicitation Contact Mary Hammett
 305-375-5471
 mhammet@miamidade.gov

Solicitation Contact Jessica Tyrrell
 Procurement Contracting Manager
 ISD
 305-375-4029
 tyrrell@miamidade.gov

Contract Duration See Bid Documents
 Contract Renewal 1 annual renewal
 Prices Good for 30 days

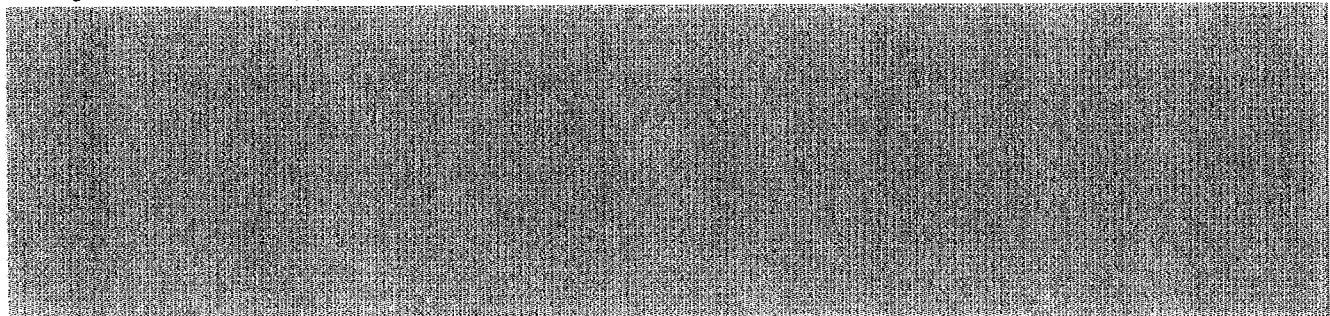
Solicitation Comments **This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit Moving of Office Furniture, Equipment for Miami -Dade County.**

Item Response Form

Item RTQ-01106--01-01 - Moving of Office Furniture, Equipment
 Quantity 1 each
 Prices are not requested for this item.
 Delivery Location [REDACTED]
No Location Specified

 Qty 1

Description
 Moving of Office Furniture, Equipment



SOLICITATION NO.: RTQ-01106
Moving of Office Furniture
Nov 18, 2018



MIAMI-DADE COUNTY, FLORIDA
R E Q U E S T T O Q U A L I F Y

TITLE:
Moving of Office Furniture

FOR INFORMATION CONTACT:
Mary Hammett, 305-375-5471, mhammet@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS (SECTION 1), AND SUBMIT ALL QUESTIONS/CLARIFICATION IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER BIDDER'S/PROPOSER'S BID/PROPOSAL NON-RESPONSIVE.



SECTION 1

GENERAL TERMS AND CONDITIONS:

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County's, Strategic Procurement Division's webpage by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-and-conditions-r18-2.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids/proposals are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a bid/proposal in response to a Miami-Dade County solicitation via BidSync. Electronic submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning the scope of work/technical specifications, please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all bid/proposal documents. Bidders/Proposers should not wait until the last minute to submit their bid/proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged ("Confirm") and recorded into BidSync before the closing time or the system will stop the process and the bid/proposal will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of Bidder's/Proposer's bid/proposal can be submitted via **HARDCOPY, EMAIL, or FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid/proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire bid/proposal must be submitted in accordance with all specifications contained in the solicitation electronically.

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 Moving of Office Furniture, Equipment 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.

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 designed, 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 month of the eight (8) 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:

- I. Vendor shall provide three (3) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing installation, repairs, and/or maintenance services on neon signs and lighting systems. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the services.
- II. Vendor 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.

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 CLEAN-UP

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

2.6 LABOR, MATERIALS, AND EQUIPMENT

Unless otherwise provided in Section 3 (entitled "Technical Specifications") of this solicitation the vendor shall furnish all labor, material and equipment necessary for the satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All materials, workmanship and equipment shall be subject to the inspection and approval of the county's Project Manager.

2.7 WORK ASSIGNMENTS IDENTIFIED BY THE COUNTY

All work assignments during the contract period will be on an "as needed" basis, complying with notification requirements. Bidder shall assume no guarantees as to the number or frequency of work assignments.

Determination of material quantities and/or specification for each assignment will be made by the County in the invitation to quote.

2.8 NOTIFICATION TO BEGIN WORK SHALL BE GIVEN THROUGH A WORK ORDER

The vendor shall neither commence any work, nor enter a County work premise, until a work Order directing the vendor to proceed with various items of work has been received from any authorized County representative; provided however, that such notification shall be superseded by any emergency work that may be required in accordance with the provisions of this solicitation.

2.9 PROTECTION OF FLOORS, EQUIPMENT AND FURNITURE

During the course of the moves, the awarded bidder shall see that floors in lobbies, in corridors, or in front of the elevators or other areas where hand trucks or dollies are to be used shall be covered with building paper and ¼" plywood. Wheels of hand trucks and dollies shall be rubber covered. Furniture and equipment shall be protected with furniture covers. The awarded bidder will be held responsible for damage to office equipment or furniture during moving, consequently repairing or replacing to the satisfaction of the County.

2.10 SUPERINTENDENT SHALL BE SUPPLIED BY THE BIDDER

Awarded bidder shall employ a superintendent who shall be in attendance at the project site during the progress of the work. The superintendent shall be the primary representative for the bidder and all communications given to and all decisions made by the superintendent shall be binding to the bidder. Notwithstanding, the superintendent shall be considered to be, at all times, an employee of the awarded bidder under its sole direction and not an employee or agent of Miami-Dade County.

2.11 WORK ACCEPTANCE

All Projects will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work.

2.12 INSURANCE

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ or WOPR.

2.13 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
- Site Visits
- Time requirements
- Sign Locations

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

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, moving of office furniture and equipment for various Miami-Dade County departments, on an as needed basis.

3.2 SERVICES TO BE PROVIDED

Vendor (s) that is awarded the quote from this solicitation shall provide the following:

- All labor
- Moving equipment
- Furniture pads
- Mats
- Supervision
- Transportation to perform the moving of the physical property (Office furniture, equipment, and supplies) from and to the location as designated by the department.
- Responsible for the protection of floors, equipment and furniture.

3.3 COUNTY'S RESPONSIBILITY

The County's designated employees shall pack all cartons, barrel, drums, etc. It will be the obligation of the County to dismantle any equipment or furniture too large to handle and will reassemble same after moving has been completed.

SECTION 4
SUBMITTAL FORM

SUBMITTER: _____

Refer to Section 2.4, Qualification Criteria to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Copy Attached
2.4 (1)	Vendor shall provide three (3) current references on company letterhead, signed to demonstrate that the Vendor is regularly engaged in the business of providing installation, repairs, and/or maintenance services on neon signs and lighting systems. 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"/>
2.4 (2)	<p>Vendor 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.</p> <p>Representative Name: _____</p> <p>Phone Number: _____</p> <p>E-mail Address: _____</p>	<input type="checkbox"/>



Submittal Form

Solicitation No. RTQ-01106		Solicitation Title: Moving of Office Furniture	
Legal Company Name (include d/b/a if applicable): <input style="width:90%;" type="text"/>		Federal Tax Identification Number: <input style="width:90%;" type="text"/>	
If Corporation - Date Incorporated/Organized: <input style="width:90%;" type="text"/>		State Incorporated/Organized: <input style="width:90%;" type="text"/>	
Company Operating Address: <input style="width:90%;" type="text"/>		City: <input style="width:90%;" type="text"/>	State: <input style="width:90%;" type="text"/>
Miami-Dade County Address (if applicable): <input style="width:90%;" type="text"/>		City: <input style="width:90%;" type="text"/>	State: <input style="width:90%;" type="text"/>
Company Contact Person: <input style="width:90%;" type="text"/>		Email Address: <input style="width:90%;" type="text"/>	
Phone Number (include area code): <input style="width:90%;" type="text"/>		Company's Internet Web Address: <input style="width:90%;" type="text"/>	
<p>Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.</p> <p><input type="checkbox"/> Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.</p>			
<p>LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "local business" is a business located within the limits of Miami-Dade County that has a valid Local Business Tax Receipt issued by Miami-Dade County at least one year prior to bid submission; has a physical business address located within the limits of Miami-Dade County from which business is performed and which served as the place of employment for at least three full time employees for the continuous period of one year prior to bid submittal (by exception, if the business is a certified Small Business Enterprise, the local business location must have served as the place of employment for one full time employee); and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.</p>			
<p>LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.</p> <p>The address of the Locally-Headquartered office is: <input style="width:90%;" type="text"/></p>			
<p>LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder is a Local Certified Veteran Business Enterprise. A copy of the certification must be submitted with the bid.</p>			
<p><u>SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)</u></p> <p>A Small Business Enterprise (SBE) must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-3111 or access http://www.miamidade.gov/smallbusiness/certification-programs.asp. The SBE must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.</p>			

Is Bidder's firm a Miami-Dade County Certified Small Business Enterprise? Yes No

If yes, please provide Certification Number:

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space: In such event, the Bidder shall furnish together with its bid response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Bidder agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida's Government in the Sunshine Laws and Public Records Laws as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County in public.

By submitting a Bid pursuant to this Solicitation, Bidder agrees that all such materials may be considered to be public records. The Bidder shall not submit any information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary or confidential.

In the event that the Bid contains a claim that all or a portion of the Bid submitted contains confidential, proprietary or trade secret information, the Bidder, by signing below, knowingly and expressly waives all claims made that the Bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

Acknowledgment of Waiver:

Bidder's Authorized Representative's Signature: <input type="text"/> *	Date <input type="text"/> *
Type or Print Name <input type="text"/> *	
Type or Print Title * <input type="text"/>	

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RESPONSE THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.

Bidder's Authorized Representative's Signature: <input type="text"/> *	Date <input type="text"/> *
Type or Print Name <input type="text"/> *	
Type or Print Title * <input type="text"/>	



FAIR SUBCONTRACTING PRACTICES

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date

Question and Answers for Solicitation #RTQ-01106 - Moving of Office Furniture

Overall Solicitation Questions

There are no questions associated with this Solicitation.