

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency

Previous Contract/Project No.

RTQ-00923
6276-1/19-1
FB-00250

Contract

Re-Bid Other

LIVING WAGE APPLIES: YES NO

Requisition No./Project No.:

RTQ-01186

TERM OF CONTRACT

5

YEAR(S) WITH

YEAR(S)
OTR

Requisition /Project Title:

Purchase of Locks, Locksmith Service, and Security and Access Control Systems

Description:

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit all labor, supervision, equipment, and materials necessary to repair, replace, supply, or install locks, security hardware, security alarms, and access control systems 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 will be 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:

\$ 34,000,000.00

GENERAL

FEDERAL

OTHER

General Funds,

Federal

Proprietary Funds, Fire District, DTPW Operating Internal Services, Library,

Funding Source:

ANALYSIS

Commodity Codes:

680-02

910-48

450-55

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

Set-aside

Sub-contractor goal

Bid preference

Selection factor

SBE

Basis of recommendation:

Date sent to SBD: 02/14/2019

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 solicit all labor, supervision, equipment, and materials necessary to repair, replace, supply, or install locks, security hardware, security alarms, and access control systems 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 will be 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 a 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 Pool for specific goods and/or services; and evaluated and awarded based on best value.

2.3 TERM

This 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 five (5) year term.

2.4 SUBMITTAL REQUIREMENTS

Vendors shall meet the following requirements to be considered for placement in the Pool; and for participation in future competitions for the following groups:

Group 1: Locksmith Services

Group 2: Purchase of Various Types of Locks, Security Alarms, and Access Control Systems

Group 3: Purchase, Repair, and Installation of Security Alarm and Various Types of Access Control System

Requirements for all Groups:

- A. Vendors shall provide contact information for a designated representative who can be contacted to discuss matters pertaining to any products/services, resolve billing and delivery inquiries, and who is cognizant of the products/services being offered. Vendors shall provide the representative's name, phone number, and email address.

Additional Requirements for Group 1:

- B. Vendors shall be a Registered Locksmith with Miami-Dade County. A copy of the certification shall be provided with the Submittal.
- C. Vendors shall have at minimum one (1) employee (direct hire or subcontracted) licensed as one of the following:
- State of Florida Certified Electrical Contractor
 - State of Florida Certified Limited Energy Systems Contractor
 - Miami-Dade County Master Electrical Contractor
 - Miami-Dade County Low Voltage Specialty Contractor

A copy of at least one of the licenses listed above shall be provided with the Submittal.

Additional Requirement for Group 2:

- D. Vendors shall provide two (2) signed reference letters from their clients demonstrating the Vendor has experience providing locks, security alarms, and/or access control systems within the past two (2) years. The letters shall be on the client's company letterhead and shall contain at minimum the reference phone number, job title, and email address. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience in providing products relevant to this Group.

Additional Requirement for Group 3:

- E. Vendors shall have at minimum one (1) employee (direct hire or subcontracted) licensed as one of the following:
- State of Florida Certified Electrical Contractor License
 - State of Florida Certified Alarm System Contractor I License
 - State of Florida Certified Alarm System Contractor II License
 - Miami-Dade County Registered Alarm System Contractor I License
 - Miami-Dade County Registered Alarm System Contractor II License.

A copy of at least one of the licenses listed above shall be provided with the Submittal.

2.5 ADDITIONAL GROUPS

The County reserves the right to add additional groups, with applicable vendor requirements, to the pool as it deems necessary.

2.6 INSURANCE

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

2.7 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

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
- SBE Prompt Payment Terms
- Office of Inspector General Fee

When a requirement to procure services listed under a specific group is identified, Vendors pre-qualified under that group will be invited to quote. When a requirement to procure services falls under multiple groups, Vendors pre-qualified under the combination of those groups will be invited to quote. The County at its sole discretion and in its best interest may choose to quote services in the combination that best meets its needs.

2.8 **HUD SECTION 3 REQUIREMENT**

In order to be considered for award for spot market competitions issued by Miami-Dade Public Housing and Community Development Department, vendors must provide the documents listed below for review and approval by Housing. Therefore, the documents mentioned below are not a requirement to become prequalified under this pool; however, it is a requirement to be considered for an award for spot market competitions issued by Miami-Dade Public Housing and Community Development Department.

- **HUD Instructions to Offerors Non-Construction (Form HUD-5369-B)**
This provision is designed to provide information to prospective contractors about the solicitation stage of the procurement process. Terms and conditions which apply to the contract upon award are referred to as contract clauses. Form HUD-5369-B contains provisions to be included in all solicitations for non-construction work.
- **Certifications and Representations of Offerors Non-Construction Contract (Form HUD-5369-C)**
Form HUD-5369-C includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest.
- **General Conditions for Non-Construction Contracts Section I – (With or without Maintenance Work) (Form HUD-5370-C)**
This form is applicable to any contract agreement entered into between Miami-Dade County, as represented by PHCD, and the successful offeror(s). Form HUD-5370-C includes clauses required by 24 CFR 85.36(i) necessary for non-construction contracts.
- **Business Preference Claim Form Document 00200**
- **Section 3 Economic Opportunity And Affirmative Marketing Plan Document 00400**
- **Contractor Subcontractor Estimated Project Worksheet Document 00450**

SECTION 3
SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS

Vendors shall make available to the County locksmith services and various types of security equipment and services aimed towards reducing and deterring theft, controlling access to secure spaces, securing confidential information and sensitive information, and activity detection devices. Purchases may include; but are not limited to: the repair, maintenance, servicing, installation, and delivery of various types of locks, security systems, devices, parts.

3.2 EQUIPMENT TO BE SERVICED

Group 1: Locksmith services received from this group may require the installation, repair, rebuilding, rekeying, repining, recoding, adjusting, opening/picking or modifying of locks, mechanical and electronic security locking devices and peripherals, safes, vaults, and safe deposit boxes. Additionally, locks and parts to be serviced may include, but are not limited to: deadbolt locks, vertical-bolt locks, door anchor hinges with non-removable pins, all makes and types of (vehicle and building) locks, specialized door hardware and apparatus, and programming vehicle keys (including key FOB's).

Group 2: This group may be utilized for the purchase of products and services provided that they do not require the licensing and certification required for Group 1 and Group 3; which are identified in Section 2.4 of this Solicitation for those groups. Purchases and services may include, but are not limited to: set-up and/or installation of various types of locks and security items such as: locks to turn off water valve, padlocks, electronic security cabinets, security alarms, access control systems, and security hardware that may require a PIN, identification device, or biometric finger scanning system.

Group 3: This group may be utilized for the purchase, repair, and/or installation of security alarms, access control systems, and security hardware system.

SECTION 4
SUBMITTAL FORM

VENDOR: _____

SUBMITTAL REQUIREMENTS TO BE COMPLETED BY ALL VENDORS		
Refer to Section 2.4, to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Copy Attached
2.4 (A) All Groups	<p>Vendors shall provide contact information for a designated representative who can be contacted to discuss matters pertaining to any products/services, resolve billing and delivery inquiries, and who is cognizant of the products/services being offered. Vendors 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"/>
2.4 (B) Group 1 Only	Vendors shall be a registered Locksmith with Miami-Dade County. A copy of the certification shall be provided with the Submittal.	<input type="checkbox"/>
2.4 (C) Group 1 Only	Vendors shall have at minimum one (1) employee (direct hire or subcontracted) licensed as one of the following: State of Florida Certified Electrical Contractor, State of Florida Certified Limited Energy Systems Contractor, Miami-Dade County Master Electrical Contractor, or Miami-Dade County Low Voltage Specialty Contractor. A copy of at least one of the licenses listed above shall be provided with the Submittal.	<input type="checkbox"/>
2.4 (D) Group 2 Only	Vendors shall provide two (2) signed reference letters from their clients demonstrating the Vendor has experience providing locks, security alarms, and/or access control systems within the past two (2) years. The letters shall be on the client's company letterhead and shall contain at minimum the reference phone number, job title, and email address. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience in providing products relevant to this Group.	<input type="checkbox"/>
2.4 (E) Group 3 Only	Vendors shall have at minimum one (1) employee (direct hire or subcontracted) licensed as one of the following: State of Florida Certified Electrical Contractor License, State of Florida Certified Alarm System Contractor I License, State of Florida Certified Alarm System Contractor II License, Miami-Dade County Registered Alarm System Contractor I License, or Miami-Dade County Registered Alarm System Contractor II License. A copy of at least one of the licenses listed above shall be provided with the Submittal.	<input type="checkbox"/>