

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

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

Previous Contract/Project No.

Contract

N/A

☐ Re-Bid

☐ Other

LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.:

RQAV1900019

RTQ-01251

TERM OF
CONTRACT

60 MONTHS

Requisition /Project Title: **IED Systems Services**

Description:

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit Innovative Electronic Designs (IED) hardware, replacement parts, repair services, maintenance, and installation services for various IED systems for the Miami Dade Aviation Department (MDAD). Placement in the Pool is **not** a contract between Miami Dade County (County) and the Vendor, but an acknowledgement that the Vendor meets the qualifications outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

Issuing Department:

AV

Contact
Person:

Elena Varona

Phone:

305-869-3010

Estimate Cost:

\$750,000.00

GENERAL FEDERAL

OTHER

Funding Source: **X**

ANALYSIS

Commodity Codes:

80356

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:

Signed:

Phillip A. Rincon

Date sent to SBD:

04/11/2019

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 Innovative Electronic Designs (IED) hardware, replacement parts, repair services, maintenance, and installation services for various IED systems for the Miami Dade Aviation Department (MDAD). Placement in the Pool is **not** a contract between Miami Dade County (County) and the Vendor, but an acknowledgement that the Vendor meets the qualifications outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

2.2 DEFINITIONS

Complete Submittal – Shall refer to a submittal that meets all solicitation requirements, includes all necessary documents, and is from a vendor that meets the minimum standards of business competence, financial ability, and/or product quality. Only complete submittals may be considered for placement in the Pool.

Incomplete Submittal – Shall refer to a submittal that does not meet all solicitation requirements, or does not include all necessary documents, or is from a vendor that does not meet the minimum standards of business competence, financial ability, and/or product quality. Incomplete submittals may

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

Prequalified Pool of Vendors (Pool) – Shall refer to Vendors determined by the County's Internal Services Department, Strategic Procurement Division, as having a complete submittal, and which may submit responses to ITQ's or WOPR's, as requested by the County.

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

Vendor – Shall refer to a business entity/individual responding 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, Strategic Procurement Division. The Pool shall expire on the last day of the last month of the five (5) year term.

2.4 QUALIFICATION CRITERIA

Vendor(s) shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations:

1. Vendor(s) shall provide three signed professional references on company's letterhead, to demonstrate that the Vendor is regularly engaged in the business of providing IED systems hardware, replacement parts, repair services, maintenance, and installations. The County must be able to ascertain from Vendor provided references, to its satisfaction, at the County's sole discretion, that Vendor holds

sufficient experience in providing the goods and services that will be procured through this solicitation.

2. Vendor(s) shall be an IED Certified Vendor. This proof shall be provided in the following form:
 - a. Manufacturer Letter of Certification– The manufacturer Letter of Certification shall be a letter detailing the Vendor's active status as an IED Certified Contractor for the current year, on the manufacturer's letterhead and shall be signed by an authorized manufacturer's representative.
3. Vendor(s) shall provide the contact information of a designated representative that will 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(s) 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 may be detailed in the subsequent ITQ or WOPR.

2.6 SPOT MARKET QUOTES

Vendors in the Pool will be invited to participate in future spot market competition, 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.

For federally funded purchases, 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
- SBE Measures
- Local Certified Veteran Business Enterprise Preference
- First Source Hiring Referral Program
- SBE Prompt Payment Terms
- Office of Inspector General Fee

SECTION 3

TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

It is the intent of this solicitation to identify and make available to the County, Vendors who are IED Certified Contractors, capable of providing hardware and parts, repairs, maintenance, and installation services on various IED systems, for Miami Dade Aviation Department (MDAD), on an "as needed basis".

Future Spot Market Competitions will solicit Goods and Services for IED systems, but not necessarily limited to, the IED 500 ACS and the Globalcom Announce Control System, the overhaul of not-certified IED systems with manufacturer certified systems, and other services related to IED systems yet to be specified.

All replacement parts and components must be Original Equipment Manufactured (OEM). No equal or aftermarket parts will be accepted.

3.2 GOODS/SERVICES TO BE PROVIDED

Hardware and Replacement Parts

Hardware and replacement parts will be purchased as necessary for installation by County staff.

Repairs

Repair services may include, but are not necessarily limited to, the repair of equipment, hardware, and core system components as deemed necessary. Replacement parts may also be requested in conjunction with a repair request.

Maintenance

Maintenance may include, but not necessarily be limited to, routine on-site maintenance performed as indicated by the OEM, or done periodically to keep or restore the functionality and condition of the designated equipment and associated components. Maintenance may also include the exchange of parts and on-site assembly and installation of new parts.

Installation

Installation services shall include, but not necessarily limited to, the installation of new hardware, parts, equipment, and core system components.

SECTION 4
SUBMITTAL FORM

VENDOR: _____

<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)	Vendor(s) shall provide three signed professional references on company's letterhead, to demonstrate that the Vendor is regularly engaged in the business of providing IED systems hardware, replacement parts, repair services, maintenance, and installation. The County must be able to ascertain from Vendor provided references, to its satisfaction, at the County's sole discretion, that Vendor holds sufficient experience in providing the goods and services that will be procured through this solicitation.	<input type="checkbox"/>
2.4 (2)	Vendor(s) shall be an IED Certified Contractor. This proof shall be provided in the following form: a. Manufacturer Letter of Certification– The manufacturer Letter of Certification shall be a letter detailing the Vendor's active status as an IED Certified Contractor for the current year, on the manufacturer's letterhead and shall be signed by an authorized manufacturer's representative.	<input type="checkbox"/>
2.4 (3)	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. Phone Number: _____ E-Mail Address: _____ Representative Name: _____	<input type="checkbox"/>