

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

<input checked="" type="checkbox"/> New contract	<input type="checkbox"/> OTR	<input type="checkbox"/> CO	<input type="checkbox"/> SS	<input type="checkbox"/> BW	<input type="checkbox"/> Emergency	<div style="border: 1px solid black; padding: 2px;">Previous Contract/Project No: 8535 and 7855</div>
<input type="checkbox"/> Re-Bid	<input type="checkbox"/> Other - Access	LIVING WAGE APPLIES: ___ YES ___ NO				

Requisition/Project No: RTQ-01287 TERM OF CONTRACT: Five years

Requisition/Project Title: PREQUAL FOR OFFROAD AND HEAVY EQUIPMENT

Description: This Request to Qualify (RTQ) will be used to establish a Prequalified Pool of Vendors (Pool) for the purchase of medium and heavy trucks with varying body configurations, off-road construction and landfill equipment, agriculture equipment, and other heavy equipment as required.

User Department(s): Various County Departments

Issuing Department: ISD Contact Person: Katherine Sosa Phone: 305-375-2851
 Estimated Cost: \$400,000.00 Funding Source: Internal Services Funds

ANALYSIS

Commodity/Service No: 07054			
Trade/Commodity/Service Opportunities			
<div style="border: 1px solid black; padding: 5px;"> Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here if this is a New Contract/Purchase with no Previous History </div>			
	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: Katherine Sosa

Date to SBD: 06/13/2019

Date Returned to DPM: _____

SECTION 2
SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will be used to establish a Prequalified Pool of Vendors (Pool) for the purchase of medium and heavy trucks with varying body configurations, off-road construction and landfill equipment, agriculture equipment, and other heavy equipment as required. 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

Complete Submittal – shall refer to a submittal that meets all solicitation qualifications and 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 a Pool.

Incomplete Submittal – shall refer to a submittal that does not meet all solicitation qualifications and 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.

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 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.

Registered Vendor – shall mean a firm that has completed the Miami-Dade County Business Entity Registration process via the County's online Vendor Portal (<http://www.miamidade.gov/procurement/vendor-registration.asp>) and has satisfied all requirements to enter into business agreements with the County. Vendor shall be a Registered Vendor to be considered for placement in this Pool.

Request to Qualify (RTQ) – shall refer to this solicitation, which is used to establish a Pool.

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 a competitive process involving the solicitation of proposals, by the Internal Services Department Strategic Procurement Division from the Pool, 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 month of the five year term.

The County may, in its sole discretion, extend the Pool term for up to one hundred-eighty (180) calendar days beyond the current Pool period, and will notify the Vendors in writing of the extension. The County may extend the Pool beyond the initial one hundred-eighty (180) calendar day extension period, upon approval by the Board of County Commissioners.

2.4 PRE-QUALIFICATIONS AND REQUIREMENTS

Vendors shall be registered with Miami-Dade County and meet the following qualifications and requirements to be considered for placement in the Pool and for participation in future competitions. Vendors may participate in any or all groups.

2.4.1 Group 1: Medium and Heavy Truck Cab and Chassis

This group will be used to procure medium and heavy trucks with varying body configurations such as but not limited to refuse collection, box or van body, crane, dump, flatbed, street sweepers, sewer vacuum, utility, tanker, roll off etc.

2.4.2 Group 2: Off-Road Construction and Landfill Equipment

This group will be used to procure heavy vehicles such as but not limited to bull dozers, crawlers, backhoes, skid steers, excavators, wheel and track loaders, rollers, etc.

2.4.3 Group 3: Agriculture Equipment

This group will be used to procure Farm Tractors with varying implements, Trenchers, Specialized Slope Mowers, etc.

Vendors shall provide all of the specified information, documents and attachments listed below 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 who 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.

The requirements below apply to Groups 1, 2, and 3:

- A. The Vendor or Vendor's supplier and/or subcontractor shall be a licensed vehicle dealer in the state of Florida, per statute F.S.320.27. To satisfy this request, Vendors or Vendor's supplier and/or subcontractor must supply a copy of the dealer's license with the Bid Submittal. Registration of the vehicle must be completed by the entity registered with the State of Florida as an authorized dealer.
- B. The Vendor shall be regularly engaged in the business of providing vehicles and related equipment. To satisfy this request, the Vendor shall provide three (3) reference letters or contact information with their submittal of "Like" vehicles that the Vendor has built. Reference letters or contact information shall be from customers currently receiving or have received related equipment (trucks) from the Vendor within the past three (3) years. The letter or contact information shall include at a minimum the company name, address, contact name, title, e-mail address, telephone number, and length of service to verify that the Vendor has successfully provided the services described herein. The County, at its sole discretion, may request additional information in order to assess the Vendor's responsibility.
- C. The Vendor shall: 1) Have a service facility located in Miami-Dade County and/or Broward County or 2) Provide proof of having a mutual agreement with a certified dealer and/or service facility of the same manufacturer or fabricator located in Miami-Dade County and/or Broward County, capable of delivering and supporting the proposed sale in the manner described in subsequent paragraphs of this solicitation. Such service facility must be equipped to perform warranty repairs and supplying needed parts. This facility will be subject to the approval of the County. Vendors must provide documentation demonstrating compliance with this requirement, it is at the County's sole discretion to request additional documents.
- D. At the discretion of the County and when service is required for a declared EMERGENCY situation affecting the life, safety, health or critical service of any of the citizens of Miami-Dade County, the vendor is required to have a 24 hour a day, 7 day a week, 365 day a year EMERGENCY contact on file who can coordinate the repair of the equipment under those conditions.

2.5 EVALUATION PROCESS

- 2.5.1.** A Vendor wishing to be prequalified when the pool is initially established must provide its submittal via BidSync, by the submittal deadline outlined therein.
- 2.5.2.** A Vendor wishing to be prequalified after the Pool's initial establishment, may mail its submittal to the Strategic Procurement Division of the Internal Services Department, 111 NW 1st Street, Suite 1300, Miami, FL 33128.
- 2.5.3.** Submittals will be evaluated and deemed either Complete Submittals or Incomplete Submittals. Vendors with Complete Submittals will be recommended for inclusion in the Pool.
- 2.5.4.** Should a Vendor's submission be deemed an Incomplete Submittal, whether as part of the Pool's initial establishment or any time thereafter, the County will advise the Vendor of the

submittal's missing components so that the Vendor may take the appropriate corrective action. It is the responsibility of the Vendor to ensure corrective action is taken.

2.5.5. The County reserves the right to request and evaluate additional information from any Vendor, as the County deems necessary.

2.5.6. The County may perform such investigation as may be reasonable to determine if the Vendor meets minimum standards of business competence, financial ability, and/or product quality. In making that determination, the County may conduct an inspection of the Vendor's site or hold a qualification hearing to determine if the Vendor meets the requirements of this Solicitation, or is otherwise responsible. Pursuant to Section 2-8.1(g) of the Miami-Dade County Code of Ordinances, the Vendor's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the Vendor's submittal for this Solicitation.

2.6 ADDITIONAL GROUPS

The County may add additional groups (with applicable minimum requirements) to this solicitation, during the term of the Pool. Vendors in the Pool will have the opportunity to qualify for such additional groups.

2.7 TERMINATION FOR CONVENIENCE

The County, at its sole discretion, may terminate the Pool without cause upon thirty (30) days written notice. Upon receipt of such notice, the Vendors shall not incur any additional costs under the Pool.

2.8 INSURANCE

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

2.9 SPOT MARKET QUOTES

Vendors in the Pool will be invited to participate in future spot market competition, as needed. The spot market competition may be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and will include all applicable provisions.

2.10 SPECIAL CONDITIONS FOR BIDDING

2.10.1. Vendors and/or their local service representative(s) may be required, at the discretion of the County and prior to the placing of any equipment order, to enter into an Original Equipment Manufacturer parts and service supply agreement within sixty days (60) of receiving a recommendation of award. This maintenance support agreement would be to supply parts, repairs and training or service at the County's discretion. By the submission of a bid, the Vendor agrees to enter into such agreement at the County's discretion. Should the Vendor and/or their local service representative fail to enter into an Original Equipment Manufacturer parts and service supply agreement, the County may rescind the recommendation for award and proceed to award the next lowest responsive vendor.

SECTION 3
SCOPE OF WORK

3.1 SCOPE OF WORK

It is the intent of this solicitation to identify and make available to the County, vendors capable of providing medium and heavy trucks with varying body configurations, off-road construction and landfill equipment, and agriculture equipment for multiple County departments, on an “as needed basis.”

3.2 GROUPS FOR PARTS AND SERVICES

Group 1: Medium and Heavy Truck Cab and Chassis

This group will be used to procure medium and heavy trucks with varying body configurations such as but not limited to refuse collection, box or van body, crane, dump, flatbed, street sweepers, sewer vacuum, utility, tanker, roll off etc.

Group 2: Off-Road Construction and Landfill Equipment

This group will be used to procure heavy vehicles such as but not limited to bull dozers, crawlers, backhoes, skid steers, excavators, wheel and track loaders, rollers, etc.

Group 3: Agriculture Equipment

This group will be used to procure Farm Tractors with varying implements, Trenchers, Specialized Slope Mowers, etc.

3.3 TECHNICAL SPECIFICATIONS

Technical specifications will be provided at the time of an Invitation to Bid is issued.

SECTION 4
SUBMITTAL FORM

Vendor: _____

Section 2.4	Description	Check / Submitted
A	The Vendor or Vendor's supplier and/or subcontractor shall be a licensed vehicle dealer in the state of Florida, per statute F.S.320.27. To satisfy this request, Vendors or Vendor's supplier and/or subcontractor must supply a copy of the dealer's license with the Bid Submittal. Registration of the vehicle must be completed by the entity registered with the State of Florida as an authorized dealer.	<input type="checkbox"/>
B	The Vendor shall be regularly engaged in the business of providing vehicles and related equipment. To satisfy this request, the Vendor shall provide three (3) reference letters or contact information with their submittal of "Like" vehicles that the Vendor has built. Reference letters or contact information shall be from customers currently receiving or have received related equipment (trucks) from the Vendor within the past three (3) years. The letter or contact information shall include at a minimum the company name, address, contact name, title, e-mail address, telephone number, and length of service to verify that the Vendor has successfully provided the services described herein. The County, at its sole discretion, may request additional information in order to assess the Vendor's responsibility.	<input type="checkbox"/>
C	The Vendor shall: 1) Have a service facility located in Miami-Dade County and/or Broward County or 2) Provide proof of having a mutual agreement with a certified dealer and/or service facility of the same manufacturer or fabricator located in Miami-Dade County and/or Broward County, capable of delivering and supporting the proposed sale in the manner described in subsequent paragraphs of this solicitation. Such service facility must be equipped to perform warranty repairs and supplying needed parts. This facility will be subject to the approval of the County. Vendors must provide documentation demonstrating compliance with this requirement, it is at the County's sole discretion to request additional documents.	<input type="checkbox"/>
D	At the discretion of the County and when service is required for a declared EMERGENCY situation affecting the life, safety, health or critical service of any of the citizens of Miami-Dade County, the vendor is required to have a 24 hour a day, 7 day a week, 365 day a year EMERGENCY contact on file who can coordinate the repair of the equipment under those conditions.	<input type="checkbox"/>