

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project -RTQ-0018  
**RTQ-01547**

X Re-Bid     Other    LIVING WAGE APPLIES:  YES    NO X

Requisition No./Project No.: ROID2000058 TERM OF CONTRACT 5 YEAR(S) WITH 0YEAR(S) OTR

Requisition /Project Title: Window Treatments, Window Filming & Related Items

Description: This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit Window treatments, Window Filming and Related Items 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.

Issuing Department: ISD-Procurement    Contact Person: Mary Hammett    Phone: 375-5471

Estimate Cost: \$998,000.

Funding Source: GENERAL, Clerk Revenue, Fire District, Internal Services /CLLP, Proprietary, and Federal Funds

**ANALYSIS**

<b>Commodity Codes:</b> 910-11 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
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.			
	<b><u>EXISTING</u></b>	<b><u>Term</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>
<b>Contractor:</b>	Commercial Window Shield	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contractor:</b>	Commercial Interior Contractors Co.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contractor:</b>	Total Window Inc.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contractor:</b>	Solar Tint Inc	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contractor:</b>	South Kendall Interiors Inc.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contractor:</b>	Cube Care Company	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contractor:</b>	Plastic-View ATC Inc.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contractor:</b>	Electric shade Company	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contractor:</b>	Home Flooring contractors Inc.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contractor:</b>	NGS Films and Graphics	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contractor:</b>	Public Safety USA	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contractor:</b>	United Vertical Blinds LLC	<input type="checkbox"/>	<input type="checkbox"/>
<b>Small Business Enterprise:</b>	<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contract Value:</b>	\$915,000.00	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>
Comments: <input type="checkbox"/>			
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO			

**RECOMMENDATI**

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>				

Basis of recommendation:

Signed: <input type="text" value="Mary Hammett"/>	Date sent to DBD:
	Date returned to DPM: 2/24/2020

**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 window treatments, window filming, and related items 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 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.

**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 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 months 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 competition for the following groups:

Group A Window Treatments

Group B Window Filming

**2.4.1 QUALIFICATION FOR GROUP A**

1. Vendor(s) shall provide two signed professional references on the reference company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing window treatments products. 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 providing window treatment products.
2. Vendor(s) must be the manufacturer or manufacturer's authorized agent, dealer, representative or distributor for Window treatment products. Vendor(s) shall submit letter(s) from the manufacturers to the County or be listed as an authorized agent, dealer, representative or distributor on the manufacturer's

website.

3. Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed. Vendor(s) shall provide the representative's name, phone number, and email address.

#### **2.4.2 QUALIFICATION FOR GROUP B**

1. Vendor(s) shall provide two signed professional references on the reference company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing window filming. 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 providing window filming.
2. Vendor(s) must be the manufacturer or manufacturer's authorized agent, dealer, representative or distributor for Window treatment products. Vendor(s) shall submit letter(s) from the manufacturers to the County or be listed as an authorized agent, dealer, representative or distributor on the manufacturer's website.
3. Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed. Vendor(s) 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 INSURANCE**

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

#### **2.6 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, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages/Living Wage

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
- SBE Measures
- Local Certified Veteran Business Enterprise Preference
- First Source Hiring Referral Program

- SBE Prompt Payment Terms
- Office of Inspector General Fee

### SECTION 3

#### SCOPE OF WORK/TECHNICAL SPECIFICATIONS

##### **3.1 SCOPE OF WORK/**

It is the intent of this solicitation to identify and make available to the County, vendors capable of providing Window Treatments, Window Filming, and related items within the corresponding groups for multiple County departments, on an "as needed basis."

##### **3.2 WINDOW TREATMENTS, WINDOW FILMING AND RELATED ITEMS**

**Group A:** The following is a list (Not all inclusive) of window treatment products that may be procured from the successful awarded vendors:

Vertical Blinds	Fabric Drapery
Mini Blinds	Fabric Ripplefold Drapery
Laminated shades	Valances
Wood shades	Window Film
Wood shutters	

**Group B:** Window filming

##### **3.3 MANUFACTURES**

The following is a list (Not all inclusive) of manufactures:

Maharam Fabric Corporation	Llumar
Kasmir-Frank Associates	Solar Gard
Coral	X-Sun
Dazion	3M
Design Tex Fabrics	S & S Fabrics
Arc Com Fabrics	Graber
Boris Kroll Fabrics Inc.	Joanna Western
Phifer Wire Products	Webb Textiles
American Textile Co., Inc.	Kirsch
Levolor	

The County reserves the right to add or remove manufacturers of blinds, drapery and window films as needed during the term of this solicitation.

**SECTION 4**  
**SUBMITTAL FORM**

**VENDOR:** \_\_\_\_\_

<b>QUALIFICATION CRITERIA</b>		
Refer to Section 2.4, Qualification Criteria to ensure that Vendors comply with solicitation requirements.		<b>Documents Attached Check Box</b>
<b>Reference</b>	<b>Vendor Requirements Group A – Window Treatments</b>	
2.4.1 (1)	Vendor(s) shall provide two signed professional references on the reference company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing window treatment products. 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 providing window treatment products.	<input type="checkbox"/>
2.4.1 (2)	Vendor(s) must be the manufacturer or manufacturer's authorized agent, dealer, representative or distributor Window Treatment products. Vendor(s) shall submit letter(s) from the manufacturers to the County or be listed as an authorized agent, dealer, representative or distributor on the manufacturer's website.	<input type="checkbox"/>
2.4.1 (3)	Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed. Vendor(s) shall provide the representative's name, phone number, and email address.  Representative Name: _____  Phone Number: _____  E-Mail Address: _____	
<b>Reference</b>	<b>Vendor Requirements Group B - Window Filming</b>	
2.4.2 (1)	Vendor(s) shall provide two signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing window filming. 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 providing window filming.	<input type="checkbox"/>
2.4.2 (2)	Vendor(s) shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed. Vendor(s) shall provide the representative's name, phone number, and email address.  Representative Name: _____  Phone Number: _____  E-Mail Address: _____	