ISSUING DEPARTMENT INPUT DOCUMENT CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

□ <u>New</u> □ <u>OTR</u> □ <u>Sole Source</u> □ <u>Bid Waive</u>					
Contract	6831-1/21-1				
Re-Bid Other – Access of Other Entity Contract	LIVING WAGE APPLIES: VES NO				
Requisition No./Project No.: RTQ-01723	TERM OF CONTRACT 5 YEAR(S) WITH YEAR(S) OTR				
Requisition /Project Title: Prequalification for the purchase	e of Bikes, Accessories, Parts and Repair Services				
	a pre-qualification pool with multiple Vendors for the naintenance and repair services, as required by the County.				
Issuing Department: Internal Services Contact Pe	erson: Katherine Sosa Phone: 305-801-2960				
Estimate Cost: \$816,000 Estimate Cost: \$816,000 Funding Source: MDPD, PRO Funding Source: MDPD, PRO Fundin					
	ALYSIS				
	f previous purchases three (3) years ontract/purchase with no previous history.				
EXISTING	<u>2ND YEAR</u> <u>3RD YEAR</u>				
Contractor:					
Small Business Enterprise:					
Contract Value:					
Comments:					
Continued on another page (s): \Box YES \Box NO					
	MENDATIONS				
Set-Aside Subcon	ntractor Goal Bid Preference Selection Factor				
SBE Subcon	ntractor Goal Bid Preference Selection Factor				
Basis of Recommendation:					
Signed:	Date sent to SBD:				
	Date returned to SPD:				

SECTION 2

SPECIAL TERMS AND CONDITIONS

2.1 <u>PURPOSE</u>

The purpose of this solicitation is to establish a pre-qualification pool with multiple Vendors for the provision of bicycles, parts and accessories, maintenance and repair services, as required by the County. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth, in Paragraph 2.5 of this solicitation. All vendors who meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed in order to obtain price quotation to purchase; bicycles; parts and accessories; and maintenance and repair services for bicycles for various Miami-Dade County departments.

The County, at its sole discretion, reserves the right to accept or reject any submittal, or pre-qualify or reject any Vendor, as well as their parts or services offered.

2.2 <u>DEFINITIONS</u>

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 a competitive process involving the solicitation of quotes from the Pool for specific goods and/or services; and awarded based on lowest price, or other quantifiable criteria.

OEM/OE - Manufacturer's Certified Dealer Original Equipment Manufacturers, which includes but not limited to parts and repair, maintenance and/or installation services.

OES - Original Equipment Supplier for manufacturers of parts incorporated by the OEM in assembling their vehicles, but whose part can be identified by, and purchased from, an OES or their authorized dealer, distributor, or reseller of the OES. When the same part is offered by an OEM and OES, the County may purchase OEM or OES parts at its discretion.

Pre-qualified 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.

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 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.

Submittal - shall refer to all information, attachments and forms submitted by a vendor 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 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 <u>TERM</u>

The pre-qualification pool shall commence on the first calendar day of the month succeeding approval of the pool 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 sixtieth month.

2.4 METHOD OF AWARD (Group Basis)

Establishment of and pre-qualification under this pool will be made to all responding Vendors who meet the following minimum requirements as evidenced by submission of the documentation listed below, in order to participate in future pricing competition.

Future price competition may be in the form of an Invitation to Quote (ITQ) issued by the County. The County reserves the right not to pre-qualify any brand name, or remove any previously pre-qualified brand name, at its sole discretion.

Group 1: Pre-qualification of Vendors for procuring bicycles.

Group 2: Pre-qualification of Vendors for procuring bicycle parts and accessories.

Group 3: Pre-qualification of Vendors for procuring bicycle maintenance and repair services.

2.5 <u>MINIMUM REQUIREMENTS</u>

Vendors shall be Miami-Dade County Registered Vendors and meet the following requirements to be considered for placement in the Pool.

Vendors may participate in any or all groups:

2.5.1 Group 1: Pre-qualification of Vendors to purchase bicycles by brand name for future price competition (Section 4: Bicycle List for Purchase).

a. Vendors shall provide proof that they are an authorized distributor, agent, dealer, representative, retailer, and/or reseller of an OEM, or OES for bicycles listed in Section 3.

Proof from Vendors who are authorized distributor, agent, dealer, representative, retailer, and/or reseller of an OEM, or OES for bicycles may be in the form of:

- A letter or other documentation describing the brand and type of bicycles being offered to the County, clearly showing authorization from the manufacturer to the distributor or dealer by name, and/or;
- Authorization from the distributor or dealer to the reseller with the contact information for verification purposes.
- A certificate, supply agreement, or letter of authorization from the OEM, or OES, distributor, agent, dealer retailer or reseller, on company letterhead, or other verifiable documentation showing authorization to the vendor to sell the specific brand of bicycle.
- A designation on the manufacturer's distributor or dealer's website, or the distributor or dealer's reseller's website.
- b. Vendors shall provide their contact information and brand list for the brand names of bicycles they are offering the County in the Group 1 Submittal Form. Such brand list can be provided either through an attachment or via a link where the County can access an internet based catalog.
- c. Vendor shall clearly list the official brand names it is offering in Section 4, Group 1, and complete all the required information by indicating (YES or NO) in the adjoining columns.

Vendor may list brand names and manufacturers not listed in Section 3, as the list provided is only a limited representation of the brand names most commonly used by the County. Additional brand names/ manufacturers must be relevant to the scope of work of this solicitation. This information will be used to create and identify groups of vendors and facilitate the spot-market quotation process. The County reserves the right not to award any brand name suggested by vendors.

2.5.2. Group 2: Pre-qualification of Vendors to purchase bicycle parts and accessories for future price competition (Section 4: Manufacturer Parts and Accessories).

a. Vendors shall provide proof that they are an authorized distributor, agent, dealer, representative, retailer, and/or reseller of an OEM, or OES for bicycles listed in Section 3.

Proof from Vendors who are authorized distributor, agent, dealer, representative, retailer, and/or reseller of an OEM, or OES for bicycle parts and accessories may be in the form of:

- A letter or other documentation describing the brand and type of bicycle parts and/or accessories being offered to the County, clearly showing authorization from the manufacturer to the distributor or dealer by name, and/or;
- Authorization from the distributor or dealer to the reseller with the contact information for verification purposes.
- A certificate, supply agreement, or letter of authorization from the OEM, or OES, distributor, agent, dealer retailer or reseller, on company letterhead, or other verifiable documentation showing authorization to the vendor to sell the specific bicycle parts and/or accessories.
- A designation on the manufacturer's distributor or dealer's website, or the distributor or dealer's reseller's website.
- b. Vendors shall provide their contact information and brand list for the brand names of bicycles they are offering the County in the Group 2 Submittal Form. Such brand list can be provided either through an attachment or via a link where the County can access an internet based catalog.
- c. Vendor shall clearly list the official brand names it is offering in Section 4, Group 2, and complete all the required information by indicating (YES or NO) in the adjoining columns. Vendor may list brand names and manufacturers not listed in Section 3, as the list provided is only a limited representation of the brand names most commonly used by the County. Additional brand names/ manufacturers must be relevant to the scope of work of this solicitation. This information will be used to create and identify groups of vendors and facilitate the spot-market quotation process. The County reserves the right not to award any brand name suggested by vendors.

2.5.3 Group 3: Pre-qualification of Vendors to purchase bicycle maintenance and repair service for future price competition (Section 4: Manufacturer Maintenance and Repair Service).

- a. Vendors shall provide proof they are the OEM capable of performing work, including work under warranty for bicycles listed in Section 3.
 - Proof from OEMs may be in the form of a letter on company letterhead or other company documentation.
- b. Vendors shall provide proof of a service location. Such proof may be in the form of any legal document identifying the location, such as a Local Business Tax Receipt for their facility.
- c. Vendor shall be regularly engaged in the business of providing maintenance and repair services

for bicycles.

Vendor shall provide three (3) reference letters, or contact information for three (3) business references, with their submittal.

- The references shall be from customers currently receiving, or that have received within the **past three (3) years**, vehicle repair services from the Vendor.
- The references should include:
 - The customer's company name
 - Company address
 - Company contact person's name, title, e-mail address, telephone number, and length of business relationship.

These references should ascertain to the County's satisfaction that the Vendor has sufficient expertise and success providing maintenance and repair services for the bicycles required.

Vendors are required to submit with their bid submittal all the specified information, documents and attachments as proof of compliance with the minimum requirements; however, Miami-Dade County may, at its sole discretion, allow the Vendors to complete or supplement the information/ documents during the bid evaluation period.

2.6 ADDITIONAL GROUPS

The County reserves the right to add additional groups (with applicable qualification criteria) to the pool, which are not listed within this solicitation. The Internal Services Department, Strategic Procurement Division will issue a supplement to include the group(s) and allow existing and additional vendors the opportunity to pre-qualify for any groups added.

2.7 ADDITION OR DELETION OF ITEMS AND SERVICES

It is hereby agreed and understood that items may be added or deleted from this contract at the County's discretion. The County reserves the right to negotiate the price of any new item that may be added to the Contract at a later date.

While the County has stated the main services within this solicitation, there may be similar services that must be purchased by the County during the term of this contract. It is hereby agreed and understood that additional services may be added to this contract at the County's discretion. Awarded Vendors under this contract may be invited to submit price quotes for additional or similar services.

2.8 ADD/DELETE VENDORS

During the term of the pre-qualification pool, the County reserves the right to pre-qualify additional Vendors or delete Vendors, at its sole discretion. Additional Vendors shall meet or exceed the same pre-qualification requirements stated above. The County reserves the right to award and/or pre-qualify only those Vendors whose brand names and services are needed.

2.9 <u>INSURANCE</u>

- **2.9.1.** Section 1.22 Insurance Requirements of the Terms and Conditions, Section A; Items 1, 2 and 3 are superseded and replaced in their entirety as follows:
 - 1. Worker's Compensation Insurance for all employees of the Vendor as required by Florida Statute 440.

- Commercial General Liability Insurance including Garage Liability in an amount not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, not to exclude Products and Completed Operations. Miami-Dade County must be shown as an additional insured with respect to this coverage.
- 3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

<u>*Under no circumstances</u> are Vendors permitted on the Aviation Department, Aircraft Operating Airside (A.O.A) at Miami International Airport without increasing automobile coverage to \$5 million. Only vehicles owned or leased by a company will be authorized. Vehicles owned by individuals will not be authorized.

2.9.2. In addition, the following insurance requirements shall apply as follows:

Garage Keepers Liability in an amount not less than \$1,000,000 per occurrence. Miami-Dade County must be shown as an additional insured with respect to this coverage.

This is the note for Vendor insurance to drive on the AOA:

Under no circumstances are Successful Vendors permitted on the Aviation Department, Aircraft Operating Airside (A.O.A) at Miami International Airport without increasing automobile coverage to \$5 million. Only vehicles owned or leased by a company will be authorized. Vehicles owned by individuals will not be authorized. \$1 million limit applies at all other airports.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength, by Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services.

NOTE: CERTIFICATE HOLDER MUST READ:

MIAMI-DADE COUNTY 111 NW 1st STREET SUITE 2340 MIAMI, FL 33128

2.10 SPOT MARKET QUOTES

Vendors pre-qualified under Group 2 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

• Delivery Requirements

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 exempt 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

3.1 SCOPE OF WORK

Pre-qualified vendors shall be capable of providing to the County Original Equipment Manufacturer (OEM) bicycle replacement parts, accessories, maintenance and repair services for various brands of bicycles and various components thereof, all of which are subject to change at the time of Spot Market quotes.

3.2 GROUPS

The lists below are a representation of manufacturers commonly used throughout the County. These lists are not all inclusive and additional brands may be added at the discretion of the County.

3.2.1. Group 1: Pre-qualification of Vendors for Procuring Bicycles

Vendors prequalified under this group shall provide new bicycles fully assembled and ready to use. Bicycles shall conform to all manufacturer standards and shall include all safety features recommended by the manufacturer, as standard equipment. The County may purchase the following types, including but not limited to: Mountain Bicycles, Cruiser Bicycles, Surrey Bicycles, etc.

Additional information and requirements will be provided in the subsequent Spot Market Quotations, issued by the County department(s).

LIST OF MANUFACTURER BRAND BICYCLES

- Sirenetta
 - Quickie Wheelchairs
 - Raleigh
 - Trek
 - Kona

Mercedes Benz

Kona Safariland

• Mongoose

Delphino

Invacare

Cannondale

•

3.2.2. Group 2: Pre-qualification of Vendors for Procuring Bicycle Parts and Accessories.

Vendor(s) prequalified under this group shall provide new parts and accessories, as required by the County, and as described in subsequent spot market quotations.

These parts may include, but are not limited to: chains, pedals, seats, shocks, wheels, tires, lights, baskets, handlebars, brakes, helmets, pumps and inflators, bike tools, padding, bike gloves, inner tubes, tires, frame bags, mounts, bottle cages, lighting, horns, and bike racks. MDPD has a Bicycle Response Team consisted of certified cyclists.

3.2.3. Group 3: Pre-qualification of Vendors for Procuring Bicycle Maintenance and Repair Services.

Vendor(s) prequalified under this group shall provide maintenance and repair services for bicycle brands for the manufacturer(s) represented by the vendor. All maintenance and repairs shall be performed at the vendor's repair shop, in accordance with the purchase order requirements, the manufacturer's standards and best practices in the industry. The County may require the vendor to

pick up and deliver the bicycles needing repairs.

3.3 STANDARD OF WORK REQUIREMENTS

The following standards will be augmented at the time of an ITQ, however, are included for informational purposes below:

- **3.3.1** Pre-qualified Vendors will submit their quote for job-specific tasks upon issuance of an ITQ by the requesting Department(s). The quotations will include all required materials and supplies required for turnkey completion of the specific task.
- **3.3.2** Pre-qualified Vendors will be required to make all necessary adjustments to produce a furnished job.
- **3.3.3** Pre-qualified Vendors will be required to remove and replace all items furnished by Miami-Dade County as part of or supplemental to the collision repairs.

NOTE: In response to any specific job quotation, the Vendor must identify all subcontractors to be used in completing the work.

3.4 <u>TECHNICAL SPECIFICATIONS</u>

Technical specifications will be provided at the time an ITQ or WOPR is issued under Groups 1, 2, and/or 3.

SECTION 4

SUBMITTAL FORM

Vendor: _____

Section 2.5	Description	Check / Submitted
	Group 1: Pre-qualification of Vendors to purchase bicycles by brand name for future price competition (Section 4: Bicycle List for Purchase).	
	a. Vendors shall provide proof that they are an authorized distributor, agent, dealer, representative, retailer, and/or reseller of an OEM, or OES for bicycles listed in Section 3.	
	Proof from Vendors who are authorized distributor, agent, dealer, representative, retailer, and/or reseller of an OEM, or OES for bicycles may be in the form of:	
	 A letter or other documentation describing the brand and type of bicycles being offered to the County, clearly showing authorization from the manufacturer to the distributor or dealer by name, and/or; 	
	 Authorization from the distributor or dealer to the reseller with the contact information for verification purposes. 	
2.5.1	 A certificate, supply agreement, or letter of authorization from the OEM, or OES, distributor, agent, dealer retailer or reseller, on company letterhead, or other verifiable documentation showing authorization to the vendor to sell the specific brand of bicycle. 	
	 A designation on the manufacturer's distributor or dealer's website, or the distributor or dealer's reseller's website. 	
	b. Vendors shall provide their contact information and brand list for the brand names of bicycles they are offering the County in the Group 1 Submittal Form. Such brand list can be provided either through an attachment or via a link where the County can access an internet based catalog.	
	c. Vendor shall clearly list the official brand names it is offering in Section 4, Group 1, and complete all the required information by indicating (YES or NO) in the adjoining columns. Vendor may list brand names and manufacturers not listed in Section 3, as the list provided is only a limited representation of the brand names most commonly used by the County. Additional brand names/ manufacturers must be relevant to the scope of work of this solicitation. This information will be used to create and identify groups of vendors and facilitate the spot-market quotation process. The County reserves the right not to award any brand name suggested by vendors.	
2.5.2	Group 2: Pre-qualification of Vendors to purchase bicycle parts and accessories for future price competition (Section 4: Manufacturer Parts and Accessories).	
2.J.Z	a. Vendors shall provide proof that they are an authorized distributor, agent, dealer, representative, retailer, and/or reseller of an OEM, or OES for bicycles listed in Section 3.	

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reta	of from Vendors who are authorized distributor, agent, dealer, representative, iler, and/or reseller of an OEM, or OES for bicycle parts and accessories may be e form of:	
0	A letter or other documentation describing the brand and type of bicycle parts and/or accessories being offered to the County, clearly showing authorization from the manufacturer to the distributor or dealer by name, and/or;	
0	Authorization from the distributor or dealer to the reseller with the contact information for verification purposes.	
0	A certificate, supply agreement, or letter of authorization from the OEM, or OES, distributor, agent, dealer retailer or reseller, on company letterhead, or other verifiable documentation showing authorization to the vendor to sell the specific bicycle parts and/or accessories.	
0	A designation on the manufacturer's distributor or dealer's website, or the distributor or dealer's reseller's website.	
bicy can	dors shall provide their contact information and brand list for the brand names of cles they are offering the County in the Group 2 Submittal Form. Such brand list be provided either through an attachment or via a link where the County can ess an internet based catalog.	
and colu the useo scop grou	dor shall clearly list the official brand names it is offering in Section 4, Group 2, complete all the required information by indicating (YES or NO) in the adjoining mns. Vendor may list brand names and manufacturers not listed in Section 3, as list provided is only a limited representation of the brand names most commonly d by the County. Additional brand names/ manufacturers must be relevant to the be of work of this solicitation. This information will be used to create and identify ups of vendors and facilitate the spot-market quotation process. The County erves the right not to award any brand name suggested by vendors.	
Group	3: Pre-qualification of Vendors to purchase bicycle maintenance and repair service for future price competition (Section 4: Manufacturer Maintenance and Repair Service).	
	dors shall provide proof they are the OEM capable of performing work, including under warranty for bicycles listed in Section 3.	
0	Proof from OEMs may be in the form of a letter on company letterhead or other company documentation.	
any	dors shall provide proof of a service location. Such proof may be in the form of legal document identifying the location, such as a Local Business Tax Receipt for facility.	
	dor shall be regularly engaged in the business of providing maintenance and air services for bicycles.	
	dor shall provide three (3) reference letters, or contact information for three (3) ness references, with their submittal.	
0	The references shall be from customers currently receiving, or that have received within the past three (3) years , vehicle repair services from the Vendor.	

 The references should include: 	
 The customer's company name 	
 Company address 	
 Company contact person's name, title, e-mail address, telephone number, and length of business relationship. 	
These references should ascertain to the County's satisfaction that the Vendor has sufficient expertise and success providing maintenance and repair services for the bicycles required.	

SECTION 4

SUBMITTAL FORM

Vendor: _____

	Please indicate which group Vendor is pursuing:	
Group 1	Pre-qualification of Vendors to purchase bicycles by brand name for future price competition (Section 4: Bicycle List for Purchase).	
Group 2:	Pre-qualification of Vendors to purchase bicycle parts and accessories for future price competition (Section 4: Manufacturer Parts and Accessories).	
Group 3	Pre-qualification of Vendors to purchase bicycle maintenance and repair service for future price competition (Section 4: Manufacturer Maintenance and Repair Service).	

SECTION 4:

PARTS LIST FOR PURCHASE

Vendor Name: _____ FEIN: _____

Group 1: Pre-qualification fire							
Vendor(s) shall provide a list of the parts for fire equipment listed in S							
authorized agent, dealer, representa							
Manufacturer/Brand	OEM	OES	Aftermarket Manufacturer	Agent	Dealer	Representative	Distributor
Cannondale							
Delphino							
Invacare							
Kona							
Kona Safariland							
Mercedes Benz							
Mongoose							
Quickie Wheelchairs							
Raleigh							
Sirenetta							
Trek							
			□ litional pages if r				

SECTION 4:

MANUFACTURER BRANDS FOR REPAIR AND INSTALLATION SERVICES

Vendor Name: _____ FEIN: _____

Group 2: Major repair/ refurbishment services for various brands of medium and heavy duty trucks, tractors, construction equipment, tractors, on/off road equipment, fire equipment and components (2.5.2). Vendor(s) shall provide a list of the proposed OEM and Non-OEM brand parts and equipment available for service, repairs, and installation. Vendor(s) shall be the manufacturer, or be designated by the manufacturer as an authorized service provider. Authorized Service Non-Manufacturer/Brand OEM Manufacturer OEM Provider Cannondale \square \square Delphino Invacare \square \square \square Kona Kona Safariland \square \square Mercedes Benz \square Mongoose \square \square \square Quickie Wheelchairs Raleigh \square \square \square Sirenetta Trek \square \square

Please print additional pages if necessary.