

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency Contract
 Previous Contract/Project No. _____
 Re-Bid
 Other
 LIVING WAGE APPLIES:
 YES
 NO

Requisition No./Project No.: RTQ-01729
 TERM OF CONTRACT 2 Years

Requisition /Project Title: PLEXIGLASS SAFETY SHIELD INSTALLATION

Description: This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used for the purchase and installation of plexiglass safety shields 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 qualification criteria outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement the Pool.

Issuing Department: Aviation
Contact Person: Neivy Garcia
Phone: 305-876-8482

Estimate Cost: \$150,000
 GENERAL FEDERAL OTHER
Funding Source: Various

ANALYSIS

Commodity Codes: 425-58 465-84 665-72 _____ _____

2ND YEAR

3RD YEAR

Comments: _____

Sub-contractor goal

Bid preference

Selection factor

x

Basis of recommendation: Per the contract specifications and qualification requirements that a vendor must meet . If competition yields any SBE vendors who meet the specified qualifications, Bid Preference is recommended.

Date sent to SBD: 10/02/2020

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 for the purchase and installation of plexiglass safety shields 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 qualification criteria outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement the 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

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 two 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 competitions:

1. Vendor(s) shall have experience in plexiglass installation services. Proof of this qualification must be demonstrated by providing a minimum of three (3) references, consisting of existing customers. These references shall be customers who have received services similar to those referenced in this solicitation.
2. Vendor(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. for quotations. Vendor(s) are required to provide their representative(s) name, office address, phone number, and e-mail 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 will be detailed in the subsequent ITQ.

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 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

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

2.7 USE OF BRAND NAMES

Unless otherwise provided in this solicitation or future ITQ, the name of a certain brand, make or manufacturer does not restrict Vendors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the Vendor(s), in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.

The Vendor is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the product offered meets the requirements of the ITQ. This is required even if offering the exact brand, make or manufacturer specified.

2.8 COMMERCIAL WARRANTY

Vendor(s) agree that the goods or services furnished shall be covered by the most favorable commercial warranties the Vendor gives for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the County by any other clause of this solicitation. All material and workmanship must be warranted for a minimum of one year.

SECTION 3 - TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

It is the intent of this solicitation to identify and make available to the County, firms to furnish all material, equipment, supervision and labor to fabricate and install plexiglass safety shields.

3.2 GENERAL REQUIREMENTS

1. Vendor shall have knowledge of furniture and custom millwork in order to address counters that may require a custom solution.
2. Vendor shall have the ability to provide shields in various custom sizes for installation at counters, desks, podiums etc.
3. Vendor shall have the ability to provide shields in various custom materials, colors, thickness, including custom fasteners and hardware, as required.

3.3 Material and Workmanship

All equipment and material used to provide services under this solicitation, shall be new and of the most suitable grade for the purpose intended, unless otherwise specifically provided in this solicitation. All work under this solicitation shall be performed in a skillful and workmanlike manner.



SECTION 4 - SUBMITTAL FORM

SUBMITTER: _____

QUALIFICATION CRITERIA TO BE COMPLETED BY ALL SUBMITTERS	
Refer to Section 2.4, Qualification Criteria to ensure that Submittal complies with solicitation requirements.	
Requirements	
2.4 (1)	<p>Vendor(s) shall have experience in plexiglass installation services. Proof of this qualification must be demonstrated by providing a minimum of three (3) references consisting of existing customers. These references shall be customers who have received services similar to those referenced in this solicitation.</p> <p><u>Reference No. 1</u></p> <p>Business Name: _____</p> <p>Contact Person: _____ Title: _____</p> <p>Address: _____ City: _____ State: _____</p> <p>Phone Number: _____ Email: _____</p> <p><u>Reference No. 2</u></p> <p>Business Name: _____</p> <p>Contact Person: _____ Title: _____</p> <p>Address: _____ City: _____ State: _____</p> <p>Phone Number: _____ Email: _____</p> <p><u>Reference No. 3</u></p> <p>Business Name: _____</p> <p>Contact Person: _____ Title: _____</p> <p>Address: _____ City: _____ State: _____</p> <p>Phone Number: _____ Email: _____</p>

2.4 (2)	<p>Vendor(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. for quotations. Vendor(s) are required to provide their representative(s) name, phone number, and e-mail address.</p> <p>Contact Name: _____</p> <p>Contact Phone: _____</p> <p>Contact Email: _____</p>
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