

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. 7605-1/22-1

Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES  NO

Requisition No./Project No.: RTQ-01797   
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: VALVES, GAS/VAPOR, PARTS,SVS PRE-QUALIFICATION

Description:

The purpose of this solicitation is to prequalify bidders for future pricing competition for the purchase of gas and vapor valves, units, parts, and services. This initial solicitation provides for the submission of documents and forms intended to verify that the bidder meets or exceeds the minimum requirements set forth throughout this solicitation. Bidders who meet or exceed the requirements established in this solicitation shall be placed on a prequalification list, per group, that may be accessed by County departments to obtain quotes for the purchase and service of gas and vapor valves as defined in Section 3 Technical Specifications.

Issuing Department: Internal Services   
 Contact Person: Martha Garofolo   
 Phone: 305-375-4265

Estimate Cost: \$1,115,081.00

Funding Source: GENERAL   
FEDERAL   
OTHER Proprietary

### ANALYSIS

<b>Commodity Codes:</b>	<span style="border: 1px solid black; padding: 2px;">815-78</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>
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>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>	
<b>Contractor:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Small Business Enterprise:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Contract Value:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Comments:</b>	<span style="border: 1px solid black; padding: 2px;"></span>			
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO				

### RECOMMENDATION

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>
<b>Basis of Recommendation:</b>				
<span style="border: 1px solid black; padding: 2px;"></span>				
Signed: <span style="border: 1px solid black; padding: 2px;">Martha Garofolo</span>		Date sent to SBD: <span style="border: 1px solid black; padding: 2px;">4/20/21</span>		
		Date returned to SPD: <span style="border: 1px solid black; padding: 2px;"></span>		

## SECTION 2

### 2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit for the purchase of gas and vapor valves, units, parts, and services 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.

**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 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 months of the five year term.

### 2.4 METHOD OF AWARD QUALIFICATION CRITERIA

Responsive and responsible bidders that meet the minimum requirements set forth in this solicitation shall be prequalified to participate in future spot market purchases.

The Contract will consist of two Groups as follows:

Group 1 - Purchase of Vapor and Gas Valves, Parts, Accessories, and Supplies

Group 2 – Services for Gas and Vapor Valves.

Bidders may be prequalified for one of both groups in the solicitation.

### 2.5 Minimum Qualifications for all Bidders

In addition to other requirements included in this solicitation, all bidders shall meet or exceed the following requirements to be considered as a prequalified bidder for one or both groups in the solicitation:

1. Maintain an office equipped with modern office equipment, especially a facsimile (FAX) machine or an e-mail address. Either resource must be available twenty-four (24) hours a day to provide immediate support and expedite quotes and deliveries. The bidder's office address, and fax number and/or e-mail address shall be included in their submittal.

2. Have staff authorized to discuss matters pertaining to the contracted products and/or services. This staff must be cognizant of the industry, including engineering, applications, and technical queries. Bidders shall list this staff, including their roles and contact information, in their bidder's submittal. The list shall include the staff's applicable experience and their qualifications.

**2.5.1 Minimum Requirements for Group 1 - Purchase of Vapor and Gas Valves, Parts, Accessories, and Supplies for Vapor and Gas Valves, as described in Section 3 Technical Specifications.**

In addition to the minimum requirements for all bidders specified in Paragraph 2.5, and to other requirements included in this solicitation, bidders must meet the following requirements to qualify for Group 1:

1. Be a verifiable manufacturer, or a manufacturer approved, certified or designated agent, dealer, representative, or distributor, of the products proposed to the County. Bidders are required to submit proof of their firm's designation as a manufacturer, agent, dealer, representative or distributor. The proof may be in the form of any of the following:
2. Current correspondence from the manufacturer, designating the bidder as a manufacturer, agent, dealer, representative or distributor of the products proposed to the County.
3. A copy of the signed agreement between the manufacturer and the bidder designating the bidder as an agent, dealer, representative or distributor of the products proposed to the County.
4. A reference to the manufacturer's internet website, where the manufacturer clearly lists the bidder as an agent, dealer, representative or distributor of the products proposed to the County.

**2.5.2 Minimum Requirements for Group 2 – Services for Gas and Vapor Valves, as described in Section 3 Technical Specifications.**

In addition to the minimum requirements for all bidders specified in Paragraph 2.5, and to other requirements included in this solicitation, bidders must meet the following requirements to qualify for Group 2:

1. Be a verifiable, manufacturer authorized service and repair center for the services proposed to the County. Bidders are required to submit proof of their firm's designation as an authorized service and repair center. The proof may be in the form of any of the following:
2. Current correspondence from the manufacturer, designating the bidder as an authorized service and repair center for the services proposed to the County.
3. A copy of the signed agreement between the manufacturer and the bidder designating the bidder as an authorized service and repair center for the services proposed to the County.
4. A reference to the manufacturer's internet website, where the manufacturer clearly lists the bidder as an authorized service and repair center for the services proposed to the County.
5. Have a current Certificate of Authorization and VR symbol stamp from the National Board of Boiler and Pressure Vessel Inspectors. A copy of the certificate shall be included with the bidder's submittal.
6. Bidders shall provide at least two references from customers to whom they have delivered services for gas and vapor valves. The references should include the customer's company name, and the name, title, address, and telephone number of the contact person who can verify that the bidder has successfully

provided services for gas and vapor valves. These references shall ascertain to the County's satisfaction that the bidder has sufficient expertise in this industry.

**2.6 Verification of Information**

The County reserves the right to verify the information submitted by a bidder and to obtain and evaluate additional information, as it deems necessary to ascertain a bidder's ability to perform under the contract. The County may elect to conduct a pre-award inspection of the bidder's facility. Bidders may be required to demonstrate their firm's financial support and organization to ensure that they can satisfactorily deliver the goods and/or services required by the County. The County may consider any evidence available to it of the financial, technical and other qualifications and abilities of any bidder responding hereunder, including past performance with the County, in determining bidder responsibility for the purposes of selecting a bidder for future spot market competitions. The County shall be sole judge of a bidder's ability to perform under the contract and its acceptance as a prequalified bidder, and its decision shall be final.

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.

**2.7 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

**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 “EQUAL” PRODUCT CANNOT BE CONSIDERED: ORIGINAL EQUIPMENT MANUFACTURER (OEM) PARTS REQUIRED**

The equipment to be repaired is critical to County operations; therefore, only parts produced by the original equipment manufacturer will be accepted under this solicitation.

**2.10 BACK ORDERS**

The County will not allow any late deliveries attributed to product back order situations under this contract. Accordingly, the bidder is required to deliver all items to the County within the time specified in this solicitation and resultant contract; and no grace period on account of back order situations shall be honored, unless written authorization is issued by the user department, and a new delivery date is mutually established. In the event that the bidder fails to deliver the products within the time specified, the County reserves the right to cancel the order, seek the items from another bidder, and charge the incumbent bidder for any re-procurement costs. If the bidder fails to honor these re-procurement costs, the County may terminate the bidder from the contract for default.

**2.11 WORK**

**Notification to Begin Work**

Bidders shall neither commence any work nor enter a County work premise, until a Work Order / Purchase Order directing the bidder to proceed with a work assignment has been received from an authorized County representative; provided however, that such notification shall be superseded by any emergency work that may be required in accordance with provisions included in the Invitation to Bid.

**Work Assignments Identified by the County**

All work assignments will be on an "as needed" basis, complying with notification requirements. Bidders shall assume no guarantees as to the number or frequency of work assignments or the amount of payments under the terms of this contract. Determination of material quantities and/or specifications for each assignment will be made by the using County department.

**Clean-Up**

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon completion of work, the bidder shall thoroughly clean up all areas affected by the work performed.

**Work Acceptance**

The project will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

**2.12 MATERIALS**

The bidder hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the bidder in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the County by the bidder are found to be defective or do not conform to specifications: (1) the materials may be

returned to the bidder at the bidder's expense and the order cancelled or (2) the County may require the bidder to replace the materials at the bidder's expense.

## **2.13 COMPLIANCE / REGULATIONS**

### **Federal Standards**

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), the Instrument Society of America (ISA), the International Standards Organization (ISO), the Environmental Protection Agency (EPA), the American National Standards Institute (ANSI), the American Society of Mechanical Engineers (ASME), the National Fire Protection Association (NFPA) and the National Board of Boiler and Pressure Vessel Inspectors.

It shall be the responsibility of the bidder to be regularly informed and conform to any changes in standards issued by any of the regulatory agencies that govern the commodities on this ITB during the term of the contract

### **Accident Prevention and Barricades**

Precautions shall be exercised at all times for the protection of persons and property. All bidders performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible bidder. Barricades shall be provided by the bidder when work is performed in areas traversed by persons, or when deemed necessary by the County.

### **Quality Control**

In addition to complying with the requirements outlined in this ITB, the bidder shall conform to all local, state, and federal guidelines and regulations and standards concerning chain of custody documentation, QA/QC protocol; parts disposal, worker safety and training, plus all other aspects involving maintenance of the products listed herein. The bidder shall agree to submit to the County, as part of its offer or upon request, all licenses, permits, registrations, certificates, and other approvals required for every aspect of the performance of the bidder's services outlined within this Solicitation.

## **2.14 CHANGES IN MANUFACTURER DESIGNATION DURING THE CONTRACT TERM**

Bidders will report to the County any changes in their designation as an agent, dealer, representative, distributor, or authorized service and repair center of the manufacturer of the products or services in the contract. Should a bidder cease to be a manufacturer authorized, certified or designated agent, dealer, representative, distributor, or authorized service and repair center of a product or service in the contract, the product or service will be removed from the bidder's award. Should a bidder become a manufacturer authorized, certified or designated agent, dealer, representative, distributor, or authorized service and repair center of a product or service that conforms to the contract's specifications, the bidder may submit proof of their firm's designation, in accordance with the contract terms and conditions.

## SECTION 3

### SCOPE OF WORK/TECHNICAL SPECIFICATIONS

#### **3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

Gas and vapor valves and related equipment are used in various applications throughout water and wastewater treatment plants and sewer pipelines to control, restrict, or relieve gas or vapor pressure and flow of various types of gases such as methane, chlorine, oxygen, ammonia, natural gas, and liquid petroleum gas (LPG). The contract will ensure that the County can obtain the goods and services needed to maintain the gas and vapor valves in the water and wastewater system in optimum condition.

#### **3.2 GROUP NO. 1 - PURCHASE OF VAPOR AND GAS VALVES, AND PARTS, ACCESSORIES AND SUPPLIES FOR VAPOR AND GAS VALVES**

##### **3.2.1 Valve Types**

Bidders shall provide new original equipment manufacturer (OEM) units, parts, accessories and supplies for the following valve types: gas/vapor, pressure/vacuum relief, check valves, control valves, safety valves, safety relief valves, flame arrestors, emergency relief covers, air release valves, bio-gas valves, etc. Supplies and accessories that shall be available for purchase include: spring, seal, poppet, and handle kits, insulated tubing, and stamping and testing supplies.

##### **3.2.2 Valve Manufacturers**

The following is a representative listing of the manufacturer's units presently in use by various Miami-Dade County departments. This list is neither exclusive nor complete:

- Anderson Greenwood Varec Vapor Control, Inc.
- APCO
- A.R.I. Flow Control Accessories
- Crosby Valve & Gage Company
- Flow Safe Incorporated
- Lonergan Valve Services
- Oceco Incorporated
- Rego Cryo-Flow Products
- Rockwood Swendeman, LLC
- Shands & Jurs
- Squibb
- Teledyne Technologies-Taylor
- Varec Biogas
- Walker Process Equipment

#### **3.3 GROUP NO. 2 - SERVICES FOR GAS AND VAPOR VALVES**

##### **3.3.1 Types of Service**

Bidders shall inspect, test, certify, assemble, and/or repair gas/vapor valves, in accordance to the requirements in the ITQ, to ensure the valves' optimum performance and safety. Bidders may be required to furnish all OEM parts, accessories, and/or supplies required to successfully perform the services, as specified in the ITQ. Examples of valves to be serviced under this contract include but are not limited to pressure relief valves, flame arrestors, emergency relief covers, and tank blanketing valves.

### 3.3.2 **Valve Manufacturers**

The following is a representative listing of the manufacturer's units presently in use by various Miami-Dade County departments that may require services. This list is neither exclusive nor complete.

- Anderson Greenwood Varec Vapor Control, Inc.
- Crosby Valve & Gage Company
- Flow Safe Incorporated
- Lonergan Valve Services
- Rego Cryo-Flow Products
- Rockwood Swendeman, LLC

### 3.4 **NATIONAL BOARD OF BOILER AND PRESSURE VESSEL INSPECTORS – CERTIFICATE OF AUTHORIZATION**

The National Board of Boiler and Pressure Vessel Inspectors promotes greater safety to life and property through uniformity in the construction, installation, repair, maintenance, and inspection of pressure equipment. The National Board membership oversees adherence to laws, rules, and regulations relating to boilers and pressure vessels. The National Board offers the Certificate of Authorization and VR symbol stamp for the repair of pressure relief valves. These certificates are valid for three years from their issue date. Bidders under Group 2 must maintain their Certificate of Authorization and VR symbol stamp throughout the life of the contract, including the option-to-renew term, if exercised by the County.

DRAFT



**SECTION 4 SUBMITTAL FORM**

**QUALIFICATION CRITERIA**  
**TO BE COMPLETED BY ALL VENDORS**

**2.5 Minimum Qualifications for all Bidders:**

In addition to other requirements included in this solicitation, all bidders shall meet or exceed the following requirements to be considered as a prequalified bidder for one or both groups in the solicitation:

1. Maintain an office equipped with modern office equipment, especially a facsimile (FAX) machine or an e-mail address. Either resource must be available twenty-four (24) hours a day to provide immediate support and expedite quotes and deliveries. The bidder's office address, and fax number and/or e-mail address shall be included in their submittal.
2. Have staff authorized to discuss matters pertaining to the contracted products and/or services. This staff must be cognizant of the industry, including engineering, applications, and technical queries. Bidders shall list this staff, including their roles and contact information, in their bidder's submittal. The list shall include the staff's applicable experience and their qualifications.

<b>Reference Section</b>	<b>Requirements</b>	<b>Copy Attached</b>
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**2.5.1 Minimum Requirements for Group 1 - Purchase of Vapor and Gas Valves, Parts, Accessories, and Supplies for Vapor and Gas Valves, as described in Section 3 Technical Specifications.**

1. Be a verifiable manufacturer, or a manufacturer approved, certified or designated agent, dealer, representative, or distributor, of the products proposed to the County. Bidders are required to submit proof of their firm's designation as a manufacturer, agent, dealer, representative or distributor. The proof may be in the form of any of the following:
2. Current correspondence from the manufacturer, designating the bidder as a manufacturer, agent, dealer, representative or distributor of the products proposed to the County.
3. A copy of the signed agreement between the manufacturer and the bidder designating the bidder as an agent, dealer, representative or distributor of the products proposed to the County.
4. A reference to the manufacturer's internet website, where the manufacturer clearly lists the bidder as an agent, dealer, representative or distributor of the products proposed to the County.

**2.5.2 Minimum Requirements for Group 2 – Services for Gas and Vapor Valves, as described in Section 3 Technical Specifications.**

1. Be a verifiable, manufacturer authorized service and repair center for the services proposed to the County. Bidders are required to submit proof of their firm's designation as an authorized service and repair center. The proof may be in the form of any of the following:
2. Current correspondence from the manufacturer, designating the bidder as an authorized service and repair center for the services proposed to the County.
3. A copy of the signed agreement between the manufacturer and the bidder designating the bidder as an authorized service and repair center for the services proposed to the County.
4. A reference to the manufacturer's internet website, where the manufacturer clearly lists the bidder as an

authorized service and repair center for the services proposed to the County.

5. Have a current Certificate of Authorization and VR symbol stamp from the National Board of Boiler and Pressure Vessel Inspectors. A copy of the certificate shall be included with the bidder's submittal.
6. Bidders shall provide at least two references from customers to whom they have delivered services for gas and vapor valves. The references should include the customer's company name, and the name, title, address, and telephone number of the contact person who can verify that the bidder has successfully provided services for gas and vapor valves. These references shall ascertain to the County's satisfaction that the bidder has sufficient expertise in this industry.

**Reference Number 1.**

Customer's Company Name: \_\_\_\_\_,

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_ City and State \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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**Reference Number 2.**

Customer's Company Name: \_\_\_\_\_,

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_ City and State \_\_\_\_\_

Telephone Number: \_\_\_\_\_