

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. 9633-1/22-1

Contract Re-Bid Other LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RTQ-01912 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Photographic Process, CCTV Broadcast Prequalification

Description: This request to qualify (RTQ) will establish a prequalified pool of vendors that will be used to solicit photographic processing services and supplies, close circuit television (CCTV), broadcast and audiovisual equipment, parts, and repair services.

Issuing Department: Various, ME Largest Contact Person: Aylin Concepcion Phone: 305-547-5721

Estimate Cost: \$455,000 Funding Source: GENERAL FEDERAL OTHER Prop., FireD

ANALYSIS

Commodity Codes: <u>65579</u>			
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.			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractors:	<u>B & H Foto & Electronics Corp, Pro Sound Inc, Security & Sound Systems Inc., Strike Industries Inc.</u>	<u>Same</u>	
Small Business Enterprise:			
Contract Value:	<u>\$905,000</u>	<u>\$904,826</u>	<u>\$</u>
Comments: <u></u>			
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: Sherry Clentscale Date sent to SBD: 12/13/21
 Date returned to ISD-SPD:

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 photographic processing services and supplies, close circuit television (CCTV), broadcast and audiovisual equipment, parts, and repair services as required 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 the Pool.

Vendors may be pre-qualified in one or both of the following groups:

- Group 1 - Photographic Processing Services and Supplies
- Group 2 – CCTV, Broadcast and Audio-Visual Equipment

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 This 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 Purchase Order issued by the County. The Pool shall expire on the last day of the five (5) year term.

2.4 QUALIFICATION CRITERIA FOR BOTH GROUPS

Vendor(s) shall meet the following criteria to be considered for placement in the Pool; and for participation in future competitions:

- a. Vendor(s) shall provide the contact information to include the name, email address and phone number of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions. The designated representative shall be available during the County's business hours (8:00a.m. to 5:00p.m.), Mondays through Fridays.
- b. Vendor(s) shall indicate what mill brands they will have available for purchase under this RTQ.

- c. Vendors shall provide two (2) client references for which they have provided similar supplies and services as those described within the solicitation. All client references shall include the name of the entity, a description of the supplies and services provided, period in which supplies and services were provided, and the contact person'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.

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

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.

- Article 1.2(H) Prompt Payment Terms
- Article 1.11 Local Preference
- Article 1.29 Office of the Inspector General (*only the cost of the random audits, as specified*)
- Article 1.37 County User Access Program (UAP)
- Article 1.45 Small Business Enterprise (SBE) Measures
- Article 1.46 Local Certified Veteran's Business Enterprise Preference
- Article 1.47 Application of Preferences
- Article 1.49 First Source Hiring Referral Program (FSHRP)

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 photographic processing services and supplies, close circuit television (CCTV), broadcast and audiovisual equipment, parts, and repair services for multiple departments, on an as needed basis.

3.2 SERVICES TO BE PROVIDED

Services are divided into the following groups:

Group 1 - Photographic Processing Services and Supplies

Group 2 – CCTV, Broadcast and Audio Visual Equipment

3.2.1 Group 1: Photographic Processing Services and Supplies

- a. Vendors shall provide all photographic services and supplies as needed by the County.
- b. All work and materials used in photographic processing services and supplies shall be of the highest acceptable standards in the industry. All prints, slides, color and density must be consistent of lightness or darkness. These acceptable standards and quality shall be judge by the County.
- c. Vendors are liable for any lost or exposed films and print slides in their possession. Vendors shall provide to the County at no cost the services and supplies of any lost film or documents.
- d. Vendors shall process work separately to assure the security and confidentiality of all materials in their possession for the Medical Examiner, Fire Department and Miami-Dade Police Department's Forensic Identification and Crime Laboratory Sections.
- e. All color negative 35MM and/or 120 Film will be furnished by Miami-Dade County.
- f. All routine 35MM developing and enlarging up to 8" X 10" shall be completed within one (1) day. Other enlargements, slide processing, inter-negatives, copy negatives, shall be completed on an as needed basis as required by the user agencies.
- g. All film provided to the County must be stored at temperatures recommended by the manufacturers.

Note: Gray Market Products shall not be allowed.

3.2.2 Group 2 – CCTV, Broadcast and Audio-Visual Equipment

- a. All materials and replacement parts used in the repair and servicing of CCTV, broadcast and audiovisual equipment shall be of the best quality and original manufacturers parts or those approved as equal by the user agency.
- b. Vendors are required to pick up and deliver each project as ordered by the user agency.
- c. Vendors may be required to provide repair services to CCTV, broadcast, and audiovisual equipment. This type of work may include but not be limited to the following:
 - Broadcast quality (multiple M/E) video switchers and audio mixers
 - Video and Waveform/Vectorscope Monitors

- Television cameras, Camcorders, and Cameras
 - Broadcast quality video and audio tape recorders including multi-track systems
 - CD Players
 - Video edit controllers
 - Comprehensive understanding of video and audio patch panels
 - Master timing equipment
 - Robotic camera positioning devices and controllers
 - Digital video effects controllers
 - Betacam 3/4", vHS and 8MM video formats
 - Television intercom systems
 - Video and Audio DA's
 - Off Air monitoring devices
 - GPI triggers
 - Video/Audio signal routers
 - RF modulators/de-modulators
 -
- d. Vendors may be required to provide signal testing. This type of work may include but not be limited to the following:
- Master Black, Color Bars and Genlock principles
 - System time including full understanding of termination
 - Overall video levels
 - Chroma to luminance ratios
 - Chromaking
 - Vertical and Horizontal Blanking widths
 - Insertion gains for both audio and video signals
 - Frequency response for both video and audio signals
 - Horizontal, subcarrier and SCH phases
 - RGB, NTSC and R-Y signals
 - DC levels in the video signals
 - Ground potential and HUM levels
 - Audio levels
 - Time code
- e. Vendors should be familiar with the fabrication of:
- XLR wires and adapters
 - BNC wires and adapters
 - Multiple conductor wires and adapters for use in a television environment
- f. Vendors shall comply with all local codes and licenses requirements but not limited to, when servicing closed circuit television (CCTV) cable plants and underground cable systems. CCTV equipment may include but are not limited to:
- Video cameras
 - Digital video recorders
 - Surveillance camera
 - Broadcast quality computer-controlled component

- Industrial grade cameras
 - Recorders and playback decks
 - All accessories
- g. Vendors shall provide forms, instruction manuals, advice, technical assistance, frequency modulation and power measurements to aid in meeting Federal Communications (FCC) requirements for broadcast equipment.

SECTION 4
SUBMITTAL FORM

VENDOR: _____

Place an X in the box(es) for the Group(s) for which the response is being submitted. Vendor may apply for more than one group.

- Group 1 – Photographic Processing Services and Supplies
- Group 2 – CCTV, Broadcast and Audio Visual Equipment

QUALIFICATION CRITERIA
TO BE COMPLETED BY ALL VENDORS

Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.

a	<p>Vendor(s) shall provide the contact information to include the name, email address and phone number of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions. The designated representative shall be available during the County’s business hours (8:00a.m. to 5:00p.m.), Mondays through Fridays.</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>										
b	<p>Vendor(s) shall indicate what mill brands they will have available for purchase under this RTQ.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>										
c	<p>Vendors shall provide two (2) client references for which they have provided similar supplies and services as those described within the solicitation. All client references shall include the name of the entity, a description of the supplies and services provided, period in which supplies and services were provided, and the contact person’s name, phone number, and email address.</p>										
	Reference # 1										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Entity</td> <td></td> </tr> <tr> <td>Description of supplies and services provided</td> <td></td> </tr> <tr> <td>Period in which supplies and services were provided</td> <td></td> </tr> <tr> <td>Contact Person’s Name</td> <td></td> </tr> <tr> <td>Contact Person’s Phone Number</td> <td></td> </tr> </table>	Entity		Description of supplies and services provided		Period in which supplies and services were provided		Contact Person’s Name		Contact Person’s Phone Number	
Entity											
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Period in which supplies and services were provided											
Contact Person’s Name											
Contact Person’s Phone Number											

	Contact Person's E-mail Address	
	Reference # 2	
	Entity	
	Description of supplies and services provided	
	Period in which supplies and services were provided	
	Contact Person's Name	
	Contact Person's Phone Number	
	Contact Person's E-mail Address	