

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. RTQ-00570

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

Requisition No./Project No.: RTQ-01933
 TERM OF CONTRACT 5 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: Chemical Testing Supplies / Toxicology Pre-Qualification Pool

Description: The intent of the pre-qualification pool is to provide chemical test supplies and general laboratory supplies inclusive of Reagents, Organic Solvents, Consumables, Certified Reference Standards, Instrument Parts and Operational Materials to the toxicology labortory.

Issuing Department: Medical Examiner
 Contact Person: Aylin Concepcion
 Phone: 305.547.5721

Estimate Cost: 600K
 Funding Source:
 GENERAL
 FEDERAL
 OTHER

ANALYSIS

Commodity Codes:	17513	17574		
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>	
Contractor:				
Small Business Enterprise:				
Contract Value:				
Comments: 				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO				

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				
Basis of Recommendation: 				
Signed: 		Date sent to SBD: 		
		Date returned to SPD: 		

SECTION 2

SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of delivering/providing chemicals, reagents, instrument parts, consumables, and other general toxicology laboratory supplies for various County Departments. Entry into the pre-qualification pool is not a contract between MDC and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified vendors will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

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 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 Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the month of the five year term.

2.4 QUALIFICATION CRITERIA

Vendor shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations:

A. Vendor shall provide three signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing toxicology laboratory supplies. The references provided shall be from customers that are currently receiving or have recently received from the vendor the items described in this solicitation. 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 and capacity in providing toxicology laboratory supplies.

B. Vendor shall be a manufacturer, catalog dealer or distributor/reseller for at least one of the manufacturers' line and catalog for analytical reagents and general supplier to forensic toxicology laboratories as defined in Section 3, Items 3.2 & 3.3.

The vendor shall furnish one of the following as applicable:

1. Manufacturer – manufacturer’s price list or verifiable webpage for products.
2. Distributor – letter on manufacturer’s letterhead stating the Vendor is an authorized distributor.
3. Reseller – letter on distributor’s letterhead stating the Vendor is an authorized reseller of the distributor.

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.

It is possible for a vendor to be included on more than one manufacturer’s line and catalog.

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 competitions, as needed. The spot market competitions 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

2.7 ACCEPTANCE OF PRODUCT BY THE COUNTY

The product(s) to be provided hereunder shall be delivered to the County, and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this contract. If a vendor-provided product is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the item will be returned at vendor expense, to the vendor. At the County’s own option, the vendor shall either provide a direct replacement for the item, or provide a full credit for the returned item. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

SECTION 3
SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The intent of the resulting pre-qualification pool is to provide chemical test supplies and general laboratory supplies inclusive of Reagents, Organic Solvents, Consumables, Certified Reference Standards, Instrument Parts and Operational Materials to the toxicology laboratory; in accordance with current laboratory practices, quality control guidelines, and methodology.

3.2 GENERAL LABORATORY SUPPLIES, SOLVENTS AND CHEMICALS

A) General laboratory supplies as necessary that can include the following types of items:

1. Various Laboratory glassware; test tubes, flasks, beakers, measuring glassware, etc.
2. Various Pipette devices; glass, plastic pipettes, tips, bulbs, dispensing bottles, etc.
3. Various Laboratory Plastic ware; tips, pipettes, beakers, flasks, tubing, stoppers, storage containers, racks, bins, etc.
4. Indicating papers for pH and other specific measurements
5. Chromatography supplies including GC and LC columns, pre-columns, septum, liners, seals
6. Solid phase extraction columns, SPE and SPME materials
7. Safety devices, and personal protection supplies, gloves, goggles, bench paper, shields, wipes, etc.
8. Small miscellaneous devices for gravimetric and volumetric measuring, liquid mixing and measuring, pH analysis, temperature and pressure measurement, etc.
9. Filtration materials; filter papers, funnels, etc.
10. Various devices for measuring and regulating gas flow and pressure; tubing, fittings, valves, etc.
11. Instrument support materials and equipment; carts, tables, brackets, clamps, racks, etc.
12. Miscellaneous laboratory tools, hardware, fasteners, seals, o-rings, etc.
13. Light sources for UV and Visible wavelength measurements
14. Various vial types and caps for auto samplers, weighing vessels, sample containers, etc.
15. Various evidence containers and bags for storage and security of evidence

B) Consumables, Repair Parts and Related Operational Materials shall meet manufacturer's standards for instruments currently used in the Miami-Dade County laboratories including the following:

1. Abbott Laboratories: TDx and related auto-analyzers
2. Abbott Point of Care, Inc: i-Stat testing supplies
3. Agilent Technologies: chromatographs, auto samplers, spectrophotometers and mass spectrometers.
4. Artel, Inc.: pipette calibration systems
5. Bruker Inc, gas chromatographs, mass spectrometers, liquid chromatographs, and associated consumable parts
6. Dynex Technologies, Inc.: micro-plate systems
7. Eppendorf: pipettors and associated consumable supplies
8. Instrumentation Laboratories: co-oximeter systems
9. Orasure Technologies, Inc.: analyzers

10. Perkin Elmer: chromatographs, spectrophotometers and auto samplers
 11. Phenomenex: chromatography supplies
 12. Restek: chromatography supplies
 13. Shimadzu Scientific Instruments, liquid chromatograph, mass spectrometer and associated consumable parts
 14. Siemens: auto-analyzers
 15. Supleco: chromatography supplies including ALS and HS vials and caps, columns, filters, fittings, and seals
 16. Thermo Fisher Scientific: chromatographs, auto samplers and mass spectrometers
 17. Thermo Scientific Hamilton: automatic pipette systems
 18. United Chemical Technologies: SPE columns and related materials
- C) Organic Solvents offered by the Vendor(s) shall be High-Performance Liquid Chromatography (HPLC) or Liquid Chromatography-Mass Spectrometry (LCMS) grade quality solvents as required and shall at least include brands such as:
1. Burdick Jackson
 2. Chromasolv
 3. Omnisolve
 4. Fisher Chemical (Optima)

3.3 REAGENT VENDORS

Vendors/Manufacturers shall supply specific test reagents currently in use in the laboratory such as Enzyme Multiplied Immunoassay Technique (EMIT), Fluorescence Polarization Immunoassays (FPIA), Enzyme-Linked ImmunoSorbent Assay (ELISA), pipette calibration, mass spectrometry reagents, spectrophotometry reagents, biological materials, analytical standards and certified reference standards. Substitutes will not be accepted.

These include:

- a. Abbott Laboratories: FPIA/TDx reagents
- b. Artel, Inc.: pipette calibration reagents
- c. Biological Specialty Corporation: blank whole blood products
- d. Cayman Chemicals: certified reference drug standards
- e. Cerilliant Corporation: analytical drug standards
- f. Hemostat Laboratories: various clean blank blood matrices
- g. Immunalysis Corporation: ELISA and EMIT reagents
- h. Instrumentation Laboratory: co-oximeter reagents
- i. LGC: certified reference drug standards
- j. Lipomed, Inc: certified reference drug standards
- k. Neogen Corporation: ELISA reagents
- l. Orasure Technologies, Inc.: ELISA reagents
- m. Siemens: EMIT reagents
- n. Utak Laboratories, Inc.: custom analytical controls
- o. Venture Laboratories, Inc.: ELISA reagents