

**ISSUING DEPARTMENT INPUT DOCUMENT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

☒ New    ☐ OTR    ☐ Sole Source    ☐ Bid Waiver    ☐ Emergency    Previous Contract/Project No. 8076-0/17

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

Requisition No./Project No.: RTQ-01988    TERM OF CONTRACT 5 YEAR(S) WITH    YEAR(S) OTR

Requisition /Project Title: DRAINAGE MATERIALS PRE-QUALIFICATION

Description:

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit Drainage Materials 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.

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

Estimate Cost: \$2,821,000    GENERAL    FEDERAL    OTHER  
Funding Source: Various    None      

**ANALYSIS**

<b><u>Commodity Codes:</u></b>	<u>210-29</u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </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.					
	<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>	<u>  </u>	<u>  </u>	<u>  </u>		
<b>Small Business Enterprise:</b>	<u>  </u>	<u>  </u>	<u>  </u>		
<b>Contract Value:</b>	<u>  </u>	<u>  </u>	<u>  </u>		
<b>Comments:</b>	<u>  </u>				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO					

**RECOMMENDATIONS**

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>
<b>Basis of Recommendation:</b> <u>  </u>				
Signed: <u>Martha Garofolo</u>		Date sent to SBD: <u>10/21/21</u>		
		Date returned to SPD: <u>  </u>		



## SECTION 2

### ADDITIONAL/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 Drainage Materials 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 last 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:

1. Vendor shall be regularly engaged in the business of providing drainage materials. Vendor shall provide at least three (3) references. The reference(s) listed shall be from current or former customers receiving the services described in this solicitation within the past three years. Reference(s) shall be listed in the Vendor's Submittal (see Section 4). A department of Miami-Dade County is an acceptable reference; however, the other two references shall be from customers other than Miami-Dade County. The references shall include the customer's company name, and the name, title, address, Email address and telephone number of the contact person who can verify that the Vendor has successfully provided the products and/or service that the Vendor is offering under this solicitation. These references shall ascertain to the County's satisfaction that the Vendor has sufficient experience and expertise in supplying drainage materials. The County, at its sole discretion, may request additional information in order to assess Vendor responsibility.
2. Vendor shall maintain an office staffed by competent company representatives authorized to discuss matters pertaining to the contracted products, who can provide manufacturing information, and who are

cognizant of the industry and industry standards.

The Vendor's office address shall be included in the submittal. In addition, a list of the firm's key personnel, including their roles and contact information shall also be included. The list shall include the personnel's applicable experience and their qualifications.

3. The Vendor's office shall be equipped with modern office equipment, especially a dedicated facsimile (FAX) machine or an e-mail address. Either resource shall be available twenty-four (24) hours a day, to provide immediate technical support and expedite quotations. The Vendor's fax number and/or e-mail address shall be included in the submittal.
4. The Vendor shall be an authorized distributor, agent, dealer, representative, retailer, and/or reseller of a manufacturer of the products proposed to the County. These Vendor shall provide with their submittal a certificate, supply agreement, or letter of authorization from the manufacturer or other verifiable documentation stating authorization to the Vendor to sell each specific product/line item offered by the Vendor.

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 or WOPR.

## **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 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.

- 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)

**2.7 PRICES**

All prices to be quoted by the pre-qualified vendors shall be in accordance with the "Spot Market Quotations". Order prices shall be quoted as requested by the County department and shall remain fixed and firm until the delivery or pick-up and acceptance of the order is complete, or until the specific purchasing period of time included in the spot market quotation has expired. In the best interest of the County, for items either delivered by the vendor or picked-up from the vendor by authorized County personnel, the availability of the material, geographic location, and/or delivery time may be utilized as deciding factors for the basis of an award to a bidder when it is determined by a County department that a project is time sensitive to meet pre-established deadlines or it is an emergency situation.

**2.8 DELIVERY REQUIREMENT**

The spot-market quotation will identify the delivery requirement for each purchase. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the vendor(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the vendor. In these cases, the vendor shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should the vendor(s) to whom the spot-market purchase is awarded fail to deliver within the specified delivery time frame, including any County authorized back-order allowance; the County may cancel the spot market purchase for default. If the spot market purchase is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the affected vendor with any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract with the vendor for default.

**2.9 BACK ORDERS SHALL REQUIRE WRITTEN AUTHORIZATION**

The County shall not accept any back orders of deliveries from the vendor, unless written authorization is issued by the user department during the spot market quotation request. Accordingly, the vendor is required to deliver all items to the County within the time specified in this solicitation; and no grace period shall be honored.

**2.10 WARRANTY REQUIREMENT**

Written warranties will be applicable to specific orders as determined by the County. If applicable, the warranty requirements will be specified in the spot-market quotation and should be submitted by the pre-qualified bidder with its spot-market offer. If the vendor fails to satisfy the warranty requirements with its spot-market offer, the County may allow five (5) calendar days to submit the information. Failure to meet this requirement may result in rejection of all offers. The bidder hereby agrees to investigate any or all complaints resulting from items and/or services supplied by the bidder and must agree to accept the return of any items and/or services not found acceptable by the County. Refunds shall be either by check or a credit memorandum, whichever method is selected by the County. If additional warranties are offered, the bidder shall conspicuously state, and then attach such warranty documentation to any spot-market quotation.

**SECTION 3**  
**SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

**3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

It is the intent of this solicitation to identify and make available to the County, vendors capable of providing drainage materials for multiple County departments, on an "as needed basis." The drainage materials that will be purchased through this contract include but are not limited to the following:

**Closed Joint Pipe:**

- Standard concrete pipe culvert
- Corrugated steel pipe and pipe arch culvert bituminous coated
- Corrugated aluminum pipe culvert
- Aluminum structural pipe, pipe arch and structural plate pipe and pipe arch culvert
- Corrugated aluminum fully bituminous coated and paved interior pipe culvert
- Corrugated Polyethylene Pipe Culvert

**Open Joint Pipe:**

- Corrugated Aluminum Alloy
- Corrugated Polyethylene Pipe

**Catch Basins, Frames, Grates, Top Slabs, Swale Inlets and Accessories**

- Concrete, Corrugated Aluminum, Corrugated Galvanized Steel, and Corrugated Polyethylene Catch Basins and Slabs
- Frame and Grate Combinations, Frames, Grates and Grate Sets
- Type "RV" Swale Inlets
- Adjusting Rings
- Manhole Cover Lifting Devices
- Manhole Rings

**3.2 MANUFACTURERS:**

The following is a listing of the manufacturers' materials presently in use by Miami-Dade County. This list is neither exclusive nor complete.

- Bristol Pipe
- Contech
- Dresser
- Griffin Pipe
- Grinnell
- National Pipe
- U.S. Pipe

**SECTION 4**  
**SUBMITTAL FORM**

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

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

<b>Reference Section</b>	<b>Requirements</b>	<b>Copy Attached</b>
2.4.1	<p>Vendor shall be regularly engaged in the business of providing drainage materials. Vendor shall provide at least three (3) references. The reference(s) listed shall be from current or former customers receiving the services described in this solicitation within the past three years. Reference(s) shall be listed in the Vendor's Submittal (see Section 4). A department of Miami-Dade County is an acceptable reference; however, the other two references shall be from customers other than Miami-Dade County. The references shall include the customer's company name, and the name, title, address, Email address and telephone number of the contact person who can verify that the Vendor has successfully provided the products and/or service that the Vendor is offering under this solicitation. These references shall ascertain to the County's satisfaction that the Vendor has sufficient experience and expertise in supplying drainage materials. The County, at its sole discretion, may request additional information in order to assess Vendor responsibility.</p> <p><b><u>Reference Number 1:</u></b></p> <p>Customer's Company Name: _____,</p> <p>Name and Title: _____</p> <p>Address: _____ City and State _____</p> <p>Email Address: _____</p> <p>Telephone Number: _____</p> <p><b><u>Reference Number 2:</u></b></p> <p>Customer's Company Name: _____,</p> <p>Name and Title: _____</p> <p>Address: _____ City and State _____</p> <p>Email Address: _____</p> <p>Telephone Number: _____</p>	<input type="checkbox"/>

	<b><u>Reference Number 3:</u></b>  Customer's Company Name: _____,  Name and Title: _____  Address: _____ City and State _____  Email Address: _____  Telephone Number: _____	
2.4.2	Vendor shall maintain an office staffed by competent company representatives authorized to discuss matters pertaining to the contracted products, who can provide manufacturing information, and who are cognizant of the industry and industry standards. The Vendor's office address shall be included in the submittal. In addition, a list of the firm's key personnel, including their roles and contact information shall also be included. The list shall include the personnel's applicable experience and their qualifications.	<input type="checkbox"/>
2.4.3	The Vendor's office shall be equipped with modern office equipment, especially a dedicated facsimile (FAX) machine or an e-mail address. Either resource shall be available twenty-four (24) hours a day, to provide immediate technical support and expedite quotations. The Vendor's fax number and/or e-mail address shall be included in the submittal.	<input type="checkbox"/>
2.4.4	The Vendor shall be an authorized distributor, agent, dealer, representative, retailer, and/or reseller of a manufacturer of the products proposed to the County. These Vendor shall provide with their submittal a certificate, supply agreement, or letter of authorization from the manufacturer or other verifiable documentation stating authorization to the Vendor to sell each specific product/line item offered by the Vendor.	<input type="checkbox"/>

List all the manufacturer brand names/makes, per categories, that will be available from your firm. Each brand/make listed must be supported by a certificate, supply agreement, or letter of authorization from the manufacturer or other verifiable documentation (reference, section 2, paragraph 2.4.4).

Closed Joint Pipe:	Open Joint Pipe:	Catch Basins, Frames, Grates, Top Slabs, Swale Inlets and Accessories:	Miscellaneous