

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. 1046-1/21-1

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

Requisition No./Project No.: RQID2100180
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Refrigerant Gases, Pre-Qualification

Description: This Request to Qualify (RTQ) is to establish a Prequalified Pool of Vendors (POOL) that will be used to solicit Refrigerant Gases which are fluids used by various departments County-wide.

Issuing Department: DTPW
 Contact Person: Ana Rioseco
 Phone: 786-469-5279

Estimate Cost: \$2,933,064.00

Funding Source:
 GENERAL 2,400,000.00
 FEDERAL 100,000.00
 OTHER 433,064.00

ANALYSIS

Commodity Codes:	74055			
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:	Varies please see attached			
Small Business Enterprise:	N/A			
Contract Value:	2,245,200.00			
Comments: 				
Continued on another page (s): <input checked="" 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 Prequalified Pool of Vendors (Pool) that will be used to solicit Refrigerant gases which are fluids used in the cooling process for refrigerators, walk-in coolers, freezers, ice machines, air conditioners, central air conditioning systems, dehumidifiers, and automotive air conditioners for Miami-Dade County (County). Placement in the Pool is **not** a contract between the County and the Vendor, but an acknowledgment 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.

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 SMALL BUSINESS CONTRACT MEASURES FOR SOLICITATIONS GREATER THAN \$50,000

A small Business Enterprise (SBE) Measures – **to be verified**

2.4 TERM

The pre-qualification 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 sixtieth month.

2.5 QUALIFICATION CRITERIA

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

1. Vendor(s) shall be regularly engaged in the business of providing refrigerant gases. Vendor(s) shall provide three signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing refrigerant gases. The County must be able to ascertain from Vendor(s) provided references, to its satisfaction, at the County's sole discretion, that Vendor holds sufficient experience and capacity in providing refrigerant gases.
2. Vendor shall be an authorized distributor or certified refrigerant reclaimer capable of providing refrigerant

gases to the County. Vendor(s) shall provide the following to meet compliance with this requirement:

If the vendor is an authorized distributor, the vendor shall provide a certificate(s), supply agreement(s), letter from the manufacturer(s) on company letterhead, or other verifiable documentation stating authorization to the vendor to sell refrigerant gases.

If the vendor is a certified refrigerant reclaimer, the vendor shall provide proof of its certification issued by the Environmental Protection Agency (EPA). Vendor(s) shall maintain EPA certification active for the term of the contract.

3. Vendor(s) shall provide contact information to receive future spot market quotations, and provide the County with general support to include answers, to questions, information concerning orders placed, and manufacturing information. A dedicated e-mail address shall be available to receive ITQs and general information between 7 a.m. and 5 p.m. Monday through Friday, exclusive of observed County Holidays and Weekends.

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.

2.6 INSURANCE

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ.

2.7 SPOT MARKET QUOTES

Vendors in the Pool may 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

2.8 FEDERAL FUNDS

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

2.9 **MIAMI-DADE PUBLIC HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT (PHCD)**

PHCD will access the resultant pool of this RTQ, as a result, below are a list of forms PHCD may require for future ITQs. Samples of these forms are included for reference only as part of this RTQ.

1. **HUD Instructions to Offerors Non-Construction (Form HUD-5369-B)**
This provision is designed to provide information to prospective contractors about the solicitation stage of the procurement process. Terms and conditions which apply to the contract upon award are referred to as contract clauses. Form HUD-5369-B contains provisions to be included in all solicitations for non-construction work.
2. **Certifications and Representations of Offerors Non-Construction Contract (Form HUD-5369-C)**
Form HUD-5369-C includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest
3. **General Conditions for Non-Construction Contracts Section I – (With or without Maintenance Work) (Form HUD-5370-C)**
This form is applicable to any contract agreement entered into between Miami-Dade County, as represented by PHCD, and the successful offeror(s). Form HUD-5370-C includes clauses required by 24 CFR 85.36(i) necessary for non-construction contracts.

2.10 **COMPLIANCE WITH FEDERAL STANDARDS**

All items to be purchase 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), National Fire Protection Association (NFPA), Air Conditioning Heating and Refrigeration Institute (AHRI), Underwriter's laboratories (UL), and the Environmental Protection Agency (EPA) – Clean Air Act.

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS

It is the intent of this pre-qualification pool to identify and make available to the County, vendors capable of providing refrigerant gases, and related services for multiple County departments, on an "as needed basis." These specifications cover the purchase of refrigerant gases in cylinders to include, but not limited to the following:

<u>REFRIGERANT GAS TYPE</u>	<u>SIZE OF CYLINDER</u>	<u>TYPES OF CYLINDERS</u>
#11	100 lb.	Disposable
#12	30 lb.	White Disposable
#12	50 lb.	White Disposable
#12	145 lb.	Recovery Cylinder Non-Disposable
#12	30 lb.	Disposable with leak Detection Dye
#22	30 lb.	Disposable with Access/Service Valve
#22	30 lb.	Disposable with leak Detection Dye
#22	50 lb.	Disposable
#22	125 lb.	Recovery Cylinder Non-Disposable
#123	100 lb.	Disposable
#134A (Non-Automotive)	30 lb.	Light Blue - Disposable
#134A (Automotive)	30 lb.	Light Blue – Disposable with an automotive type fitting
#404A	25 lb.	Disposable
#407C	30 lb.	Disposable
#410A	25 lb.	Disposable
#502	30 lb.	Disposable
#113	100 lb.	Trichlorotrifluoroethane C2C13F3 Disposable

3.2 **RECORD KEEPING**

- A. Awarded vendor(s) shall maintain a list of disposable and non-disposable cylinders delivered to the County with the following information:
 - 1. Department, division and the address where the cylinders were delivered to.
 - 2. Delivery date, number of cylinders delivered, type of refrigerant gas, cylinder size, and cylinder serial number (**Note:** Cylinder Serial Number applies only to non-disposable cylinders).
 - 3. **Return date** for each non-disposable cylinder only.
 - 4. Purchase order (PO) or release number for reference.
- B. Vendor(s) shall affix a label on each non-disposable cylinder(s) with the following information:
 - 1. Name of vendor, address, phone number and cylinder serial number.

3.3 **NON-DISPOSABLE CYLINDERS (Return)**

- A. After acceptance of a purchase(s) of non-disposable cylinders, the user department will contact awarded bidder(s), with a date not to exceed sixty (60) days of use, to pick up the empty non-disposable cylinders at no charge to the County.
- B. The pick-up instructions will include the following:
 - 2. Number of empty non-disposable cylinder(s) being returned.
 - 3. The refrigerant type and size of the empty non-disposable cylinder(s) being returned, i.e., R12 (145 lb.).
 - 4. Contact name and telephone number of the responsible County representative responsible at location of emptied non-disposable cylinder(s).
 - 5. Purchase order (PO) or release number for reference.
- C. Awarded bidder(s) shall submit to the user department a refund, via check, of the non-disposable cylinder deposit amount as stated in the vendor's bid within fifteen (15) days after pickup of empty cylinders.

SECTION 4
SUBMITTAL FORM

VENDOR: _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL VENDORS		
Refer to Section 2.5, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Copy Attached
2.5 (1)	Vendor shall be regularly engaged in the business of providing refrigerant gases. 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 refrigerant gases.	<input type="checkbox"/>
2.5 (2)	If the vendor is an authorized distributor, the vendor shall provide a certificate(s), supply agreement(s), letter from the manufacturer(s) on company letterhead, or other verifiable documentation stating authorization to the vendor to sell refrigerant gases.	<input type="checkbox"/>
2.5 (3)	If the vendor is a certified refrigerant reclaimer, the vendor shall provide proof of its certification issued by the Environmental Protection Agency (EPA). Vendor(s) shall maintain EPA certification active for the term of the contract.	<input type="checkbox"/>
2.5 (4)	Vendor shall maintain an office staffed by competent company representative(s) authorized to discuss matters pertaining to the contracted products, and manufacturing information, relevant to the industry and industry standards. The Vendor's office address shall be included in the vendor submittal.	<input type="checkbox"/>