

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. 7312-1-22-1

Contract
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RTQ-02159_ TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Library Supplies and Archival Supplies

Description: This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) for purchase of library supplies and archival supplies, as required for Miami-Dade County.

Issuing Department: Library
 Contact Person: Kimberly Craig
 Phone: 305-375-5701

Estimate Cost: \$350,000

Funding Source: GENERAL
FEDERAL
OTHER
Library Dist

ANALYSIS

| | | | | | |
|--|---|--|--|--|--|
| Commodity Codes: | 52580 | | | | |
| 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: | \$207,150 | \$ | \$ | | |
| Comments: | | | | | |
| Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |

RECOMMENDATIONS

| | Set-aside | Sub-contractor goal | Bid preference | Selection factor |
|---|--|---|--|--|
| SBE | | | | |
| Basis of recommendation: | | | | |
| | | | | |
| Signed: Sherry Clentscale | | Date sent to SBD: 1/19/2022 | | |
| | | 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) for purchase of library supplies and archival supplies, 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.

2.2 DEFINITIONS

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.

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 TERM

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

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 contact information to include the name, email address and phone number of a designated representative to provide the County with support and information concerning spot market competitions and orders placed. 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 provide digital catalog information / website.

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 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 library supplies and archival supplies as needed.

3.2 SUPPLIES TO BE PROVIDED

The following is a non-exhaustive list of items that may be solicited through spot market competitions:

- A. Classification labels, audio cassette albums, book bags, book displays, book cards, book covers, book pockets, book repair tape, book return carts, book supports, book ends, circulation supplies, hanging bags, literature, magazine, and newspapers displays, DVD and video cases, security case for Digital Video Disk (DVD), security case magnetic detacher, literature, magazine and newspaper displays, supplies, incentives and giveaways for special library programs and activities, and other library supplies not mentioned above.
- B. Archival storage supplies, print, photo and art preservation materials, conservation tools, exhibit display supplies, environmental control tools, archival cleaning supplies, and other archival supplies not mentioned above.

3.3 CATALOG PRODUCT LISTS

Catalogs listed below are a sample and are not exhaustive:

- Archival Products
- Brodart Company
- Budget Library Supplies
- Childcraft Education Corp.
- Demco, Inc
- Fun Express
- Gaylord Bros, Inc.
- Gressco LTD
- Highsmith Company, Inc.
- Hollinger Corp
- Kaplan Early Learning Materials
- Lakeshore Learning Materials
- Office Depot
- Real Way, Inc.
- School Specialty, Inc.
- The Library Store
- University Products Inc
- Vernon Library Supplies
- Worthington Direct

**SECTION 4
SUBMITTAL FORM**

VENDOR: _____

| <u>QUALIFICATION CRITERIA</u> | |
|---|--|
| 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 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. 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 provide digital catalog information / website(s).</p> <p>_____</p> |