

**DEPARTMENTAL INPUT  
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

<input checked="" type="checkbox"/> <u>New contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input type="checkbox"/> <u>SS</u>	<input type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No. No Previous Contract
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<input type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>
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LIVING WAGE APPLIES:    YES    NO

**Project No:** RTQ-02306

**Term of Contract:** 5 Years

**Project Title:** Iguana Control Services

**Description:** This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to obtain services for the population control of Green and Black Spiny-Tailed Iguanas throughout the County parks system, including Zoo Miami. Population control services shall include appropriate methods of capture, removal, transportation, euthanasia, and disposal from PROS owned and maintained property.

**User Department(s):** Miami-Dade County Parks, Recreation and Open Spaces Department

**Issuing Department:** Strategic Procurement Division

**Contact Person:** Jason Edelstein

**Phone:** 305-375-4211

**Estimated Revenue:** \$700,000

**Funding Source:** General Fund

**Revenue Generating:** No

**ANALYSIS**

<b>Commodity/Service No: 065-08, 875-08, 910-59</b>			
<b>Trade/Commodity/Service Opportunities</b>			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">           Contract/Project History of Previous Purchases For Previous Three (3) Years            Check Here <input checked="" type="checkbox"/> if this is a New Contract/Purchase with no Previous History         </div>			
	<b>PREVIOUS CONTRACT</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
<b>Contractor:</b>	N/A		
<b>Small Business Enterprise:</b>	N/A		
<b>Estimated Revenue To Date:</b>	N/A		
<b>Comments:</b>			
Continued on another page (s): <u>  </u> Yes <u>  </u> No			

**RECOMMENDATION:**

<b>Basis of Recommendation:</b>

**Signed:** Jason B. Edelstein

**Date to SBD:** 01-26-22

**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 obtain services for the population control of Green and Black Spiny-Tailed Iguanas throughout the County parks system, including Zoo Miami. Population control services shall include appropriate methods of capture, removal, transportation, euthanasia, and disposal from PROS owned and maintained property. 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.

**Project Manager** – shall mean the Miami-Dade County Parks, Recreation and Open Spaces Department Director or the duly authorized representative designated to manage the Work. The Project Manager will provide the awarded ~~Bidder~~**Vendor** contact information for each designated park manager who will direct removal efforts for each Site.

**PROS** – to mean the Miami-Dade County Parks, Recreation and Open Spaces

**Site(s)** – to mean any County park lands designated by the Project Manager where iguana population control and related services are required.

**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 by the Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the last month of the three (3) 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:

- 2.4.1 Bidder/Vendor(s) shall provide a copy of their “**Eradication and Control of Nonnative Species Conditional/Prohibited/Nonnative Species Permit**” for the person and/or business issued by the Florida Fish and Wildlife Conservation Commission.
- 2.4.2 Bidder/Vendor(s) shall provide contact information to include name, title, email address and phone number for a designated company representative who can be contacted Mondays through Fridays from 8:00 a.m. to 5:00 p.m. to answer questions concerning the product or services provided.
- 2.4.3 Bidder/Vendor– or Bidder/Vendor’s Subcontractor shall be regularly engaged in the business of providing iguana control services to be considered for award. ~~Bidder/Vendor or Bidder/Vendor’s~~ Subcontractor shall provide three (3) **different** references from customers to whom the Bidder/Vendor– or Bidder/Vendor’s Subcontractor has provided or is currently providing iguana control services as described throughout this Solicitation. In lieu of the references from the Bidder/Vendor or Bidder/Vendor’s Subcontractor, the County will consider the references from Bidder/Vendor’s key personnel in accordance with Resolution No. 1122-21.

The references should include the customer’s company name, and the contact’s name, title, address, telephone number, and e-mail address of the contact person who can verify that the Bidder/Vendor/key personnel/Subcontractor has successfully provided the services (Section 4: Bid Submittal – Required Criteria). These references shall ascertain to the County’s satisfaction that the Bidder/Vendor/key personnel/Subcontractor has sufficient expertise in the industry and its firm is properly equipped to perform the required services.

## 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 SBE MEASURES – BID PREFERENCE~~

~~A Small Business Enterprise (SBE) Bid Preference has been applied to this Prequalification Pool.~~

## ~~2.8 SHANNON MELENDI ACT~~

~~The Awarded BidderVendor shall comply with Miami-Dade County Ordinance No. 08-07, Chapter 26, "Miami-Dade County Park and Recreation Department Rules and Regulations, Article III, The Shannon Melendi Act". The Awarded BidderVendor shall ensure that all management, staff, and volunteers:~~

- ~~○ Have had nationwide criminal background checks conducted by a Professional Background Screener.~~
- ~~○ Have been screened through the Florida Department of Law Enforcement Sexual Predator/Offender Database, and a check of the National Sex Offender Public Registry.~~
- ~~○ Have been verified as being United States Citizens or having legal immigrant status employment.~~
- ~~○ Complete an affidavit affirming that no Services or volunteer duties will be performed on Park property owned or operated by Miami-Dade County in violation of this Ordinance and that an arrest will be reported to the Awarded BidderVendor within forty-eight (48) hours of such arrest.~~
- ~~○ Wear picture identification at all times while on County property and when in direct contact with patrons and the general public.~~
- ~~○ Retain all records demonstrating compliance with the background screening required herein for not less than three (3) years beyond the end of the contract term. The Awarded BidderVendor shall provide the County with access to these records annually, or at the request of the County.~~

## SECTION 3

### SCOPE OF WORK/TECHNICAL SPECIFICATIONS

#### 3.1 SCOPE OF SERVICES

~~It is the intent of this solicitation to identify and make available to the County. Vendors capable of providing The Awarded Bidder/Vendor shall provide iguana population control services for the Parks, Recreation and Open Spaces Department, on an "as needed basis", at each Site. Work may be performed any day of the week; Monday through Sunday, in consultation and agreement with the Project Manager and/or designee(s).~~

#### 3.2 SERVICE LOCATIONS

Iguana control services shall be performed at any Miami ~~Dade County park~~ Dade County Park as determined in the subsequent spot market quote.

#### 3.3 SERVICES TO BE PROVIDED, OPERATIONAL SPECIFICATIONS, AND CAPTURE METHODS

All methods used for trapping, euthanasia, and disposal must follow all federal, state, and local laws, ordinances, and guidelines. Guidelines of the Florida Fish and Wildlife Conservation Commission (or equivalent governing body) shall be closely followed regarding all population control methods used. It shall be the ~~a~~ Awarded Bidder/Vendor's sole responsibility to remain up-to-date with any changes in regulations that would affect services provided under this ~~contract~~ pool; inclusive of licensing or permitting requirements.

**The shooting of iguanas, pellet gun or otherwise, is strictly prohibited under this contract through this Pool. Euthanasia of iguanas must be conducted off-site in a safe and careful manner.**

Awarded Bidder/Vendor(s) shall be responsible for setting and baiting appropriately sized and approved traps (e.g. ~~Tomahawk Model 605SS, AAC Proline Skunk, Havahart Model 1085, or approved equal~~) in an area known or suspected to have iguana(s) present. ~~[The number of traps will be determined via site survey or at the time of the spot market quote with the Awarded Bidder/Vendor and with the approval of the Project Manager.~~ If there are iguana eggs identified at the Site, they shall be removed as well, if specified in the spot market quotation, PROS reserves the right to request physical and/or photographic carcass/egg verification at any time during the term of this Pool.

Following Florida law, all traps and snares must be checked at least once every twenty-four (24) hours. Any non-target wildlife captured shall be immediately released (unharmed) ~~}} at the S~~ site of capture. ~~The spot market quote may designate that a sticker or sign shall be placed on or near the trap to warn members of the public not to interact with the trap and prevent tampering.~~

~~Awarded Bidder shall exercise care to avoid damage to public and private properties. Any damages caused as a result of services provided under this contract shall be repaired or replaced at no costs to PROS or the County. Awarded Bidder will be solely responsible for any restitution payments that result from land or property damages.~~

Euthanasia of iguanas shall be humane as defined by, and follow regulations of, the American Association of Zoo Veterinarians, the American Veterinary Medical Association, and or the Florida Fish and Wildlife Conservation Commission.

Number of traps, distribution of traps and placement per locations ~~listed in Section 3.2~~ are subject to the approval of the Project Manager at the time of the spot market quote. ~~If a trap must be relocated or removed on short notice, the Project Manager and/or designee shall inform the vendor in writing and any such stipulated removal or relocation action will be performed by the Awarded Bidder within 24 hours of written notice.~~

### **3.4 SHANNON MELENDI ACT**

~~The aAwarded Vendor shall comply with Miami-Dade County Ordinance No. 08-07, Chapter 26, "Miami-Dade County Park and Recreation Department Rules and Regulations, Article III, The Shannon Melendi Act". The aAwarded Vendor shall ensure that all management, staff, and volunteers:~~

- ~~o Have had nationwide criminal background checks conducted by a Professional Background Screener.~~
- ~~o Have been screened through the Florida Department of Law Enforcement Sexual Predator/Offender Database, and a check of the National Sex Offender Public Registry.~~
- ~~o Have been verified as being United States Citizens or having legal immigrant status employment.~~
- ~~o Complete an affidavit affirming that no Services or volunteer duties will be performed on Park property owned or operated by Miami-Dade County in violation of this Ordinance and that an arrest will be reported to the Awarded Vendor within forty-eight (48) hours of such arrest.~~
- ~~o Wear picture identification at all times while on County property and when in direct contact with patrons and the general public.~~
- ~~o Retain all records demonstrating compliance with the background screening required herein for not less than three (3) years beyond the end of the contract term. The Awarded Vendor shall provide the County with access to these records annually, or at the request of the County.~~

~~Awarded Bidder must consult with and obtain approval from Animal Health Staff in decision making of release or euthanasia of bi-catch.~~

### **3.54 VENDOR DOCUMENTATION / VERIFICATION**

~~PROS reserves the right to request physical and/or photographic carcass verification at any time during contract term. Awarded Bidder's invoicing must include detailed tally reports submitted monthly. Tally report must contain at a minimum, a daily breakdown of:~~

~~Number of iguanas removed, by age (e.g. adult, juvenile, or hatchling)  
Number of iguana eggs removed (as applicable)~~

~~For the purposes of this reporting, the below descriptions may be used along with the professional judgement of the Awarded Bidder (e.g. time of year, coloring, spines, body mass, etc.):~~

~~Adult: greater than 24" snout to vent length (SVL)  
Juvenile: 4" - 24" SVL  
Hatchling: less than 4" SVL.~~

~~Method of capture (trap, snare, etc.)  
Location of removal (Park/Site Name & Address)  
Number of traps set each day and location(s)~~

~~All services must be conducted with adequate safety precautions to protect the Awarded Bidder, public, non-targeted species, and property.~~

~~Awarded Bidder/Vendor is prohibited from selling live iguanas (including eggs) captured through this contract/Pool. PROS reserves the right to terminate a Vendor from this the contract/Pool if the Vvendor is found to be selling live iguanas.~~

### ~~3.5 SITE INSPECTION~~

~~The County reserves the right to request a tour and inspection of the Awarded Bidder's facility throughout the duration of the Contract and any extensions thereof.~~

~~3.6 **SCHEDULING EXCEPTIONS**~~

- ~~A. The Awarded Bidder shall not work or perform any operations during inclement weather such as (rain/thunderstorms, flood warning, tropical storm warning, or a hurricane warning). The Awarded Bidder may submit a written request for additional time to complete scheduled work in the event the weather causes a delay.~~
- ~~B. The Awarded Bidder shall recognize that during the term of the contract, other activities and operations may be conducted by PROS and other Awarded Bidder(s), which may alter the assigned schedule.~~

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

VENDOR: \_\_\_\_\_

**SECTION 4**  
**QUALIFICATION CRITERIA SUBMISSION**

Section 2.4.1	<del>Bidder</del> <b>Vendor</b> (s) shall provide a copy of their " <b>Eradication and Control of Nonnative Species Conditional/Prohibited/Nonnative Species Permit</b> " for the person and/or business issued by the Florida Fish and Wildlife Conservation Commission.	Copy Attached <input type="checkbox"/>
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Section 2.4.2	<p><u>BidderVendor</u>(s) shall provide the contact information of a designated representative to provide the County. <u>BidderVendor</u> shall provide the representative's name, title, phone number, and email address.</p> <p>Representative Name: _____</p> <p>Title: _____</p> <p>Phone Number: _____</p> <p>E-Mail Address: _____</p>
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Paragraph Reference	Bidder Requirements
Section 2.4.3	<p><u>BidderVendor</u> or <u>BidderVendor</u>'s Subcontractor shall be regularly engaged in the business of providing iguana control and related services to be considered for award. <u>BidderVendor</u> or <u>BidderVendor</u>'s Subcontractor shall provide three (3) <b><u>different</u></b> references from customers to whom the <u>BidderVendor</u> has provided or is currently providing iguana control and related services as described throughout this Solicitation. In lieu of the references from the <u>BidderVendor</u> or <u>BidderVendor</u>'s Subcontractor, the County will consider the references from <u>BidderVendor</u>'s key personnel in accordance with Resolution No. 1122-21.</p> <p>The references should include the customer's company name, and the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the <u>BidderVendor</u>/Subcontractor/<u>BidderVendor</u>'s key personnel has successfully provided the services. These references shall ascertain to the County's satisfaction that the <u>BidderVendor</u> has sufficient expertise in the industry and its firm is properly equipped to perform the required services.</p> <p><b>Reference Company Name No. 1:</b> <input type="text"/></p> <p>Is reference for the <u>BidderVendor</u>, Subcontractor, or key pers <input type="text"/></p> <p>If <b>Subcontractor</b>, then identify the name of the Subcontractor: <input type="text"/></p> <p>If <b>key personnel</b>, then identify the name of the key personnel: <input type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 1."</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p>

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference Company Name No. 2:**

Is reference for the **Bidder/Vendor**, Subcontractor, **or** key person

If **Subcontractor**, then identify the name of the Subcontractor:

If **key personnel**, then identify the name of the key personnel:

and make sure that company key personnel worked for is listed above as "Reference Company 2."

Contact's name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference Company Name No. 3:**

Is reference for the **Bidder/Vendor**, Subcontractor, **or** key person

If **Subcontractor**, then identify the name of the Subcontractor:

If **key personnel**, then identify the name of the key personnel:

and make sure that company key personnel worked for is listed above as "Reference Company 3."

Contact's name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_