

TDC Capital Project Competitive Solicitation Guidelines

Any purchase or contract estimated to cost \$50,000.00 or greater shall be awarded by competitive solicitation, unless it meets one of the exclusions/exemptions listed below in which case a notarized statement as to why this was unobtainable must be provided:

- 1) When goods or services sought are available through an existing contract between a vendor and the state, United States, or county, municipality, special district or other governmental entity; not-for-profit organization or cooperative purchasing unit when the goods or services have been competitively awarded. This is generally referred to as a “piggyback” contract.
- 2) When goods or services are only available from a sole source.
- 3) Professional services (i.e. Architecture; engineering, and registered land surveying services) should be covered through the Consultant’s Competitive Negotiations Act (F.S. 287.055), but other professional services may be exempt when price is only a minor concern compared to qualitative consideration.

Purchasing Goods or Services that are less than \$50,000.00

When purchasing goods or services of \$20,000.00 to \$49,999.99, two (2) or more written price quotes from potential vendors should be obtained and documented by the Grantee or a notarized statement as to why this was unobtainable.

Competitive Solicitation Process

Competitive Solicitation specifications should set forth the goods or services that are sought and should be written broadly enough to encourage responses from potential vendors.

Notice/Advertisements

Notice of the competitive solicitation should be advertised in the Key West Citizen and other local newspapers (Keynoter and Reporter) and other appropriate means in order to solicit potential vendors. All public notices for competitive solicitations must include a notification of the date, time, and place that the responses will be accepted and opened. Any and all responses received after the time and date specified should not be considered or accepted.

If the goods or services sought are projected to cost:

\$100,000.00 or more should be advertised for 21 days or more;

\$100,000.00, but less than \$500,000.00, should be advertised for 30 days or more; and

\$500,000.00 or more should be advertised for 45 days.

Method of Acquisition

Competitive solicitations may be in the form of request for bids (RFB), request for proposals (RFP) or request for qualifications (RFQ).

Request for bids (RFB) is a solicitation of the response for prices and terms for goods and/or services for which the specifications can be closely defined. Evaluation of a bid is based upon price, conformance with the specifications and deemed submitted by a responsible bidder.

Request for Proposals (RFP) is a solicitation of the responses for prices and terms for goods and/or services for which the specification cannot be reasonably defined. Evaluation of a proposal is based on prior established criteria which may include but may or may not be totally limited to price.

Request for Qualifications (RFQ) a solicitation of responses from vendors whereby vendors are to submit a summary of their particular qualification and to state their interest in performing a specific job or service for the Grantee. From such submissions, the Grantee’s or its selection committee determines the highest ranked firm/individual to negotiate with to reach a contract for the goods or services sought.

Professional Services will typically be acquired through a request for qualifications. Responding firms/vendors are ranked based upon criteria set forth in the RFQ.

Design/Build Contracts are for design and construction of construction project and may be obtained through a single contract. (See Monroe County’s Purchasing Policy- Chapter 5)

Addenda

An addendum to a specification shall be defined as an addition or change in the already prepared specification for which an invitation has been mailed for formal quotations or an announcement/advertisement which has been posted.

Review and Selection

The Grantee shall review the information submitted in the responses in determining a responsible respondent/vendor as per MCC Section 2-347(h). After a comprehensive review of the responses, the Grantee (or a selection committee if utilized) shall analyze, evaluate, and rank/rate the applicable responses received.

Tie responses shall be awarded to respondent/vendor whose principal place of business. Otherwise the tie will be resolved by draw.

Award of the contract

After a respondent/vendor has been selected, the Grantee shall award the contract by entering into a contract for the goods and services contained in the competitive solicitation specifications.