

**REQUEST FOR STATEMENT OF  
QUALIFICATIONS (RSQ)**  
Procurement Services website  
 352-343-9839  
 315 West Main Street, Suite 441  
 Tavares, Florida 32778



**RSQ Number:** 21-0509  
**Solicitation Title:** COUNTY-WIDE MEDICAL GASES  
**Contracting Officer:** Bill Ponko  
**CLOSING DATE:** 12/03/2020  
**CLOSING TIME:** 3:00 P.M. Eastern

Vendors shall complete and return all information requested in Section 8.0. Failure to submit the solicitation response by the specified time and date will result in rejection of Proposal. Failure to sign the Proposal response may be cause for rejection of the Proposal.

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**1.0 PURPOSE OF SOLICITATION**

The purpose of this Request For Statement of Qualifications (RSQ) is to solicit competitive sealed Proposals to select a Vendor(s) to supply **COUNTY-WIDE MEDICAL GASES** on an as-required basis for Lake County, Florida. The County reserves the right to make multiple awards if deemed appropriate. Use of a continuing contract and selection of contract vendors for task assignments under a multiple award continuing contract will be in consonance with Florida Statute 287.055.

**1.1 SCOPE OF WORK**

Refer to Exhibit A – Scope of Work for full details.

**1.2 EXHIBITS**

Exhibit A – Scope of Work

Exhibit B – Insurance Requirements

Exhibit C – Review the [Lake County General Terms and Conditions page](#) dated 10/10/2019.

**1.3 ATTACHMENTS**

Attachment 1 – Bid Submittal Form

Attachment 2 – References Form

Attachment 3 – Team Composition Form

**2.0 POINT OF CONTACT**

Inquiries concerning any portion of this solicitation should be directed to the Contracting Officer below who will be the official point of contact for this solicitation.

Bill Ponko, Contracting Officer  
Telephone: 352-343-9839  
Fax : 352.343.9473  
E-mail: Bponko@lakecountyfl.gov

**3.0 PROPOSED SCHEDULE**

10/28/2020..... Request For Statement of Qualifications Available  
11/13/2020..... Last Day to Receive Written Questions  
12/03/2020..... Solicitation Closing Date

**4.0 QUESTIONS, EXCEPTIONS, AND ADDENDA**

Vendors should carefully examine this solicitation package including the [Lake County General Terms and Conditions page](#). All communication, inquiries, or requests for exceptions are to be directed to the Contracting Officer listed in Section 2.0. The last day for questions or requests for exceptions is 11/13/2020. An addendum may be issued in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation. No answers given in response to questions submitted will be binding upon this solicitation unless released in writing as an addendum to the solicitation and posted on the [Lake County Formal Bid site](#) for this solicitation. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued will prevail.

It is the Vendor’s responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

Clarification of process or procedure questions may be asked at any time to the Contracting Officer.

## 5.0 METHOD OF AWARD

Each Proposal submittal will be evaluated for conformance as responsive and responsible using the following criteria:

- A. Proper submittal of ALL documentation as required by this Solicitation. (Responsive)
- B. Proposals will be evaluated based upon the greatest benefits to Lake County and the following criteria listed in order of descending importance: (Responsible)
  1. Firm's qualifications;
  2. Past Performance. In order to evaluate past performance, all Vendors are required to submit a list of three (3) verifiable references / relevant projects completed within the last three (3) years that are the same or similar in magnitude to this RSQ. The County may be listed as a reference. Use Attachment 2 – References Form;
  3. Proposed materials and plans to accomplish tasks;
  4. All technical specifications associated with this Solicitation;
  5. Financial Stability: A Dun and Bradstreet report may be used by the County to evaluate Vendor's financial stability. All Vendors shall be prepared to supply a financial statement upon request, preferably a certified audit of the last available fiscal year.

Awards will be made to the most responsive, responsible, Vendor whose Proposal represents the best overall value to the County when considering all evaluation factors.

The County reserves the right to make awards to one or more Vendors and to reject any and all offers or waive any minor irregularity or technicality in Proposals received.

Proposals received before the date and time listed will be opened, recorded, and accepted for consideration. Vendors' names will be read aloud and recorded. Proposals will be available for inspection during normal business hours in the Office of Procurement Services thirty (30) calendar days after the solicitation due date or after recommendation of award, whichever occurs first.

## 6.0 DELIVERY AND SUBMITTAL REQUIREMENTS

- A. Hand delivery of submittals will not be accepted.
- B. RESPONSES MUST BE SUBMITTED THROUGH THE SOLICITATION RESPONSE PORTAL TO BE CONSIDERED – [Click Here for the Submission Portal](#).
- C. A response will not be accepted if completed and submitted after the official due date and time.
- D. Submission indicates a binding offer to the County and agreement of the terms and conditions referenced in this Solicitation. Do not make any changes to the content or format of any form without County permission. All information must be legible.
- E. Submittal must be organized into the following major sections. Create and upload a file for each section:

### 1. Vendor Profile

Statement of Interest & Understanding of Project.

- Firm Profile / Firm History.
- Completed Attachment 3 – Reference Form.
- Program Manager: List the name, business address, telephone number and e-mail address of the program manager for the project. Provide a resume of the individual's background and skills in managing similar projects.
- Include copies of any required licenses or permits.

## 2. Forms

- Completed Attachment 1 – Submittal Form;
  - Submittal must be signed by an official authorized to legally bind the firm to its provisions. Include a memorandum of authority signed by an officer of the company if the signor is not listed as a corporate officer on the firm's SunBiz registration.
- Proof of [Sunbiz.org](http://Sunbiz.org) registration;
- Include a completed W-9 form;
- Completed Addenda issued. Failure to include signed addenda may be cause for Submittal to be considered non-responsive;
- Proof of insurance or evidence of insurability at levels in Exhibit B – Insurance Requirements;
- Any Contractor required licenses;

## 3. Proposed Solution

- Provide a concise description of the approach and process to successfully complete the work to be performed including any specific staffing or equipment resources.

## 4. Subcontractors/Joint Ventures

- Provide a list of proposed subcontractors or joint venture arrangements that may be used on the project.

## 5. Completed Pricing Sheet

- Completed Attachment 2 – Pricing Sheet;
- Provide supporting documentation for proposed pricing.

## 6. Financial Stability

- Provide a financial stability statement indicating the firm has the necessary resources (human and financial) to provide the services at the level required by the County. The County reserves the right to request a financial statement, a certified audit, or a third party prepared financial statement. The County reserves the right to use a third-party company to verify financial information provided. Provide similar information for a subcontractor or joint venture arrangement.

## 7. Litigation

- Provide information on the nature and outcome of litigation and proceedings for the previous three (3) years where the firm has been involved in any matter related to professional activities.

## F. PRESENTATIONS/ POST-DISCUSSIONS AFTER PROPOSAL RESPONSE

1. The County, at its sole discretion, may ask for an oral presentation or demonstration without charge to the County. The County reserves the right to require the Vendor to demonstrate to the satisfaction of the County that the Firm has the fiscal and technical ability to furnish the requirements of the RFP. The demonstration must satisfy the County and the County will be the sole judge of compliance.
2. The County may commence contract negotiations in accordance with the method of award specified. The County reserves the right to conduct discussions with Vendors having a realistic possibility of contract award to include requests for additional information and requests for “best and final” offers.
3. Vendors must not assume they will be asked to make a presentation or asked for a “best and final” offer and must include all pertinent and required information in their original Proposal.

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