

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

Rev 1

New contract   
  OTR   
  CO   
  SS   
  BW   
  Emergency

Previous Contract/Project No:  
8008-0/12

Re-Bid   
  Other

LIVING WAGE APPLIES: \_\_\_ YES \_\_\_ **X** NO

**Requisition/Project No:** RQID1300037  
**options-to-renew**

**TERM OF CONTRACT:** 5 years with n/a one year

**Requisition/Project Title:** DISPOSABLE INSERTS

**Description:** This contract will be utilized for the purchase of disposable inserts in conjunction with the County's needs. The disposable inserts are used with reusable plastic servers to provide meals.

**User Department(s):** Miami-Dade County on an as needed basis. Primarily this contract will be utilized by Miami-Dade Corrections and Rehabilitation Department

**Issuing Department:** Internal Services, Procurement Mgmt.

**Contact Person:** Mike Ramos

**Phone:** 305-375-5215

**Estimated Cost:** \$ 1,000,000

**Funding Source:** General Funds

**ANALYSIS**

Commodity/Service No: <b>640-60</b>		SIC:	
<b>Trade/Commodity/Service Opportunities</b>			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here ___ if this is a New Contract/Purchase with no Previous History			
<u>EXISTING</u>		<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): ___ Yes ___ No			

**RECOMMENDATIONS**

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation: Maintain SBE Bid Preference as current contract

RECEIVED  
 DEPT. BUSINESS DEV.  
 2013 JAN 16 PM 3:59

Signed: Mike Ramos

Date to DBD: 1/16/13

Date Returned to DPM: \_\_\_\_\_



**BID NO.:**

**OPENING: 2:00 P.M.  
Wednesday  
March 27 , 2012**

**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:  
Disposable Inserts**

**FOR INFORMATION CONTACT:  
Mike Ramos, 305-375-5215, ramosmi@miamidade.gov**

**IMPORTANT NOTICE TO BIDDERS:**

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

**INVITATION TO BID**

**Bid Number:**

**Bid Title: DISPOSABLE INSERTS**

**Procurement Officer: Mike Ramos, A&E Consultant Selection Coordinator**  
**Bids will be accepted until 2:00 p.m. on MARCH 27, 2012**

**Bids will be publicly opened.** The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

**Instructions:** The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

**NOTICE TO ALL BIDDERS:**

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**

SECTION 1  
GENERAL TERMS AND CONDITIONS

DISPOSABLE INSERTS

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>

**SECTION 2**  
**SPECIAL CONDITIONS**

**DISPOSABLE INSERTS**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of disposable inserts in conjunction with the County's needs. The disposable inserts are used with reusable plastic servers to provide meals.

**2.2 TERM OF CONTRACT: FIVE (5) YEARS**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department - Procurement Management Services Division, and contingent upon completion and submittal of all required bid documents. The contract shall expire on the last day of the five year period.

**2.3 OPTION TO RENEW**

Intentionally Omitted.

**2.4 METHOD OF AWARD**

Award of this contract will be made to two (2) responsive, responsible bidders who submit an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a bidder fails to submit an offer on all items, its overall offer will be rejected. The County will award this contract to the designated lowest priced vendor as the primary vendor and will award this contract to the designated second lowest priced vendor as the secondary vendor.

**2.5 PRICES**

The prices proposed by the vendor shall remain fixed and firm for no less than one year from the award of the contract. Annual price adjustments based on changes in the following pricing index: The latest Producer Price Index (PPI) for plastic products mfg, will be considered

Prices shall be inclusive of all costs, charges, and fees involved in providing the specified products and services. It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the anniversary of the contract term, the vendor's request for adjustment should be submitted 90 days prior to the anniversary of the contract term. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume that the vendor has agreed not to request a price adjustment. Any adjustment request received after the anniversary of the contract term may not be considered.

**2.6 "EQUAL" PRODUCT**

The specific items listed on Section 3 of this solicitation are the only products that will be accepted.

**2.7 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES:**

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that

**SECTION 2**  
**SPECIAL CONDITIONS**

**DISPOSABLE INSERTS**

must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the primary vendor to obtain a price quote for the similar items. If there are multiple vendors on the contract, the County representative may also obtain price quotes from these vendors. The County reserves the right to award these similar items to the primary contract vendor, another contract vendor based on the lowest price quoted, or to acquire the items through a separate solicitation.

**2.8 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, contact: Mike Ramos, at (305) 375-5215 or email [ramosmi@miamidade.gov](mailto:ramosmi@miamidade.gov)

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**DISPOSABLE INSERTS**

**SCOPE OF WORK**

**3.1 High Heat**

Inserts shall be made of FDA approved styrene of compatible plastic and must firmly fit in the appropriate section of the server. The disposable inserts may be used by the County for hot or cold food items. The disposable inserts must be capable of withstanding the rethermalization process nested in servers resting on retherm shelves that include a hot plate.

Products List:

- A. Side Dish – approximately overall dimensions are 5.1 inches in length by 3.9 inches in width 1.0 inches in height. Part Number Aladdin Temp Rite (Aladdin) (A07A0) or Dinex (HH1)
- B. Entrée Dish – 1 cavity, approximately overall dimensions 7.6 inches in length by 5.1 inches in width by 1.0 inches in height. Part Number Aladdin (A44) or Dinex (HH8)
- C. Rectangular Soup Bowl – approximately overall dimensions 4.7 inches in length by 3.7 inches in width by 1.7 inches in height. The bowl shall have the capacity of approximately 10 ounces (brim fill) and 8 ounces (normal fill) level. Part Number Aladdin (B19) or Dinex (HH20)

Lids shall be made of polystyrene and have a plasticized finish and fit snugly on the appropriate counterpart.

- D. Soup Bowl Lid – must fit soup bowl. Approximately overall dimensions 4.9 inches in length by 3.8 inches in width by 0.3 inches in height. Part Number Aladdin (B82) or Dinex (HH30)

**3.2 Cold**

Inserts shall be made of polystyrene and have a textured finish and nest in the appropriate section of the server. Disposable inserts may be used for hot and cold items without leakage.

- E. Entrée Dish – one cavity, approximate overall dimensions 7.6 inches in length by 5.1 inches in width by 1.0 inches in height. Part Number Aladdin (A10A) or Dinex (TT8)
- F. Side Dish – one cavity, approximately overall dimensions 5.1 inches in length by 3.9 inches in width by 1.0 inches in height. Part Number Aladdin (A50A) or Dinex (TT1)

**3.3 Trays Mats**

Mats are "L" shape with dimensions 2.125" X 5.75" for the stem and 5.75" x 7.5" for the body. The total dimensions are 11.5" high by 7.5" wide, 35 lb paper weight. Part Number Aladdin (J492) or Dinex (Temprite II)

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

**Submit Bid To:**  
**CLERK OF THE BOARD**  
**Stephen P. Clark Center**  
**111 NW 1<sup>st</sup> Street**  
**17<sup>th</sup> Floor, Suite 202**  
**Miami, Florida 33128-1983**

**OPENING: 2:00 P.M.**  
**Wednesday**  
**March 27 , 2012**



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES, DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: **Mike Ramos**                      **ISD/PM**                      Date Issued:                      This Bid Submittal Consists of Pages through

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**Title:**  
**Disposable Inserts**

A Bid Deposit in the amount of                      the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of                      the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

<b>DO NOT WRITE IN THIS SPACE</b>	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: <b>640-60</b>	
Procurement Contracting Officer: <b>Mike Ramos</b>	

FIRM NAME \_\_\_\_\_

**RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.**

**FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.**

**SECTION 4  
BID SUBMITTAL FOR:**

**FIRM NAME:** \_\_\_\_\_

<u>Item No.</u>	<u>Quantity Per Tray</u>	<u>Description &amp; Product Number</u>	<u>Unit Price Per Tray</u>	<u>Please Check Box to Identify Product's Manufacturer</u>
<b>Aladdin Temp Rite (Aladdin) or Dinnex Inc products only.</b>				
<b>Per specification Section 3 paragraph 3.1 - High Heat</b>				
1	1,000,000	Side Dish, high heat (As defined in paragraph 3.1 A)	\$ _____ Per Each	Aladdin (A07A) _____ Dinnex (HH1) _____
2	2,300,000	Entrée Dish, high heat (As defined in paragraph 3.1 B)	\$ _____ Per Each	Aladdin (A44) _____ Dinnex (HH8) _____
3	1,440,000	Rectangular Soup Bowl, high heat (As defined in paragraph 3.1 C)	\$ _____ Per Each	Aladdin (B19) _____ Dinnex (HH20) _____
4	540,000	Soup Bowl Lid, high heat (As defined in paragraph 3.1 D)	\$ _____ Per Each	Aladdin (B82) _____ Dinnex (HH30) _____
<b>Per specification Section 3 paragraph 3.2 – Cold</b>				
5	800,000	Entrée Dish-One Cavity Cold (As defined in paragraph 3.2 E)	\$ _____ Per Each	Aladdin (A01A) _____ Dinnex (TT8) _____
6	1,500,000	Side Dish-One Cavity Cold (As defined in section 3.2 F)	\$ _____ Per Each	Aladdin (A05A) _____ Dinnex (TT1) _____
<b>Per specification Section 3 paragraph 3.3 – Tray Mats</b>				
7	440,000	11.5" HIGH BY 7.5" WIDE (As defined in section 3.3)	\$ _____ Per Each	Aladdin (J492) _____ Dinnex (Temprite II) _____

SECTION 4  
BID SUBMITTAL FOR:  
Disposable Inserts

ACKNOWLEDGEMENT OF ADDENDA

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INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**PART I:**

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

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**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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FIRM NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE OF OFFICER: \_\_\_\_\_



**Bid Title:** Disposable Inserts

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder. Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is \_\_\_\_\_.



LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ FEIN No. \_\_\_-\_\_\_\_

Prompt Payment Terms: \_\_\_% \_\_\_ days net \_\_\_ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: \_\_\_\_\_ (Signature of authorized agent)

\*\*By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract.\*\*

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



# **APPENDIX**

## **AFFIDAVITS FORMAL BIDS**





