

REQUEST FOR PROPOSALS (RFP) No. _____
FOR
STEPHEN P. CLARK CENTER PHARMACY

PRE-PROPOSAL CONFERENCE AND SITE VISIT TO BE HELD:

August _____, 2012 at _____:00 A.M./P.M. (local time)
111 NW 1st Street, _____ Floor, Conf. Room _____, Miami, Florida

ISSUED BY MIAMI-DADE COUNTY:

Internal Services Department, Procurement Management Services
for
Internal Services Department, Real Estate Development Division

COUNTY CONTACT FOR THIS SOLICITATION:

Name and Title: Amelia M. Cordova-Jimenez, A&E Consultant Selection Coordinator
Address: 111 NW 1st Street, Suite 1300, Miami, Florida 33128
Telephone: (305) 375-2036
E-mail: ameliac@miamidade.gov

PROPOSALS ARE DUE AT THE CLERK OF THE BOARD NO LATER THAN:

_____, 2012 at 2:00 PM (local time)

at
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street, 17th Floor, Suite 202
Miami, Florida 33128-1983

The Clerk of the Board's (COB) business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Additionally, the COB is closed on holidays observed by the County.

All proposals received and time stamped by the COB prior to the proposal submittal deadline shall be accepted as timely submitted. The circumstances surrounding all proposals received and time stamped by the COB after the proposal submittal deadline will be evaluated by the procuring department in consultation with the County Attorney's Office (CAO) to determine whether the proposal will be accepted as timely. Proposals will be opened promptly at the time and date specified. The responsibility for submitting a proposal on or before the stated time and date is solely and strictly the responsibility of the Proposer. The County will in no way be responsible for delays caused by mail delivery or caused by any other occurrence. All expenses involved with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the Proposer(s).

The submittal of a proposal by a Proposer will be considered by the County as constituting an offer by the Proposer to perform the required services at the stated prices. A Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the proposal due date. The County will only consider the latest version of the proposal.

Requests for additional information or inquiries must be made in writing and received by the County's contact person for this Solicitation. The County will issue responses to inquiries and any changes to this Solicitation it deems necessary in written addenda issued prior to the proposal due date. Proposers who obtain copies of this Solicitation from sources other than the County's Internal Services Department (ISD) website at www.miamidade.gov/dpm or the Vendor Assistance Unit risk the possibility of not receiving addenda and are solely responsible for those risks.

1.0 PROJECT OVERVIEW AND GENERAL TERMS AND CONDITIONS

1.1 Introduction

Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County Internal Services Department (ISD), is soliciting proposals from qualified firms to operate a full service, drop-off/pick-up retail pharmacy at the Stephen P. Clark Center (SPCC). This solicitation is being issued following a recommendation to reject the proposal relating to RFP 829 entitled Stephen P. Clark Center Pharmacy. Any award resulting from this solicitation shall be made subject to and only upon approval of such rejection.

The County anticipates awarding a contract for a five year period, with one, five-year option to renew, at the County's sole discretion.

The anticipated schedule for this Solicitation is as follows:

- Solicitation issued: [redacted], 2012
- Pre-Proposal Conference and Site Visit: See front cover for date, time and place. Attendance is recommended but not mandatory. If you need a sign language interpreter or materials in accessible format for this event, please call the ADA Coordinator at (305) 375-1530 at least five days in advance. Please note that only one site visit will be held during the selection process. Additional site visits will be scheduled, after contract award, and upon request by the selected Proposer.
- Deadline for receipt of questions: [redacted], 2012
- Proposal due date: See front cover for date, time and place.
- Evaluation process: [redacted] 2012
- Projected award date: [redacted] 2012

1.2 Definitions

The following words and expressions used in this Solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

1. The word "Contractor" to mean the Proposer that receives any award of a contract from the County as a result of this Solicitation, also to be known as "the prime Contractor".
2. The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
3. The word "Proposer" to mean the person, firm, entity or organization, as stated on Form A-1, submitting a response to this Solicitation.
4. The words "Scope of Services" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
5. The word "Solicitation" to mean this Request for Proposals (RFP) or Request for Qualifications (RFQ) document, and all associated addenda and attachments.
6. The word "Subcontractor" to mean any person, firm, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and materials, in connection with the Services to the County, whether directly or indirectly, on behalf of the Contractor.
7. The words "Work", "Services", "Program", or "Project" to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services and the terms and conditions of this Solicitation.

1.3 General Proposal Information

The County may, at its sole and absolute discretion, reject any and all or parts of any or all responses; accept parts of any and all responses; further negotiate project scope and fees; postpone or cancel at any time this Solicitation process; or waive any irregularities in this Solicitation or in the responses received as a result of this process. A proposal shall be the Proposer's firm commitment to provide the goods and services solicited in the manner requested in the Solicitation and described in the proposal. In the event that a Proposer wishes to take an exception to any of the terms of this Solicitation, the Proposer shall clearly indicate the exception in its proposal. No exception shall be taken where the Solicitation specifically states that exceptions may not be taken. Further, no exception shall be allowed that, in the County's sole discretion, constitutes a material

deviation from the requirements of the Solicitation. Proposals taking such exceptions may, in the County's sole discretion, be deemed nonresponsive. The County reserves the right to request and evaluate additional information from any respondent regarding respondent's responsibility after the submission deadline as the County deems necessary. Proposals shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to the County contact person for this Solicitation, prior to the proposal due date or upon the expiration of 180 calendar days after the opening of proposals.

Proposers are hereby notified that all information submitted as part of, or in support of proposals will be available for public inspection after opening of proposals, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law". The Proposer shall not submit any information in response to this Solicitation which the Proposer considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this Solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to Proposer. In the event that the Proposer submits information to the County in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the proposal as protected or confidential, the County may, in its sole discretion, either (a) communicate with the Proposer in writing in an effort to obtain the Proposer's written withdrawal of the confidentiality restriction or (b) endeavor to redact and return that information to the Proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. Under no circumstances shall the County request the withdrawal of the confidentiality restriction if such communication would in the County's sole discretion give to such Proposer a competitive advantage over other proposers. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

Any Proposer who, at the time of proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law, may be found non-responsible. To request a copy of any ordinance, resolution and/or administrative order cited in this Solicitation, the Proposer must contact the COB at (305) 375-5126.

1.4 Cone of Silence

Pursuant to Section 2-11.1(t) of the Miami-Dade County Code, as amended, a "Cone of Silence" is imposed upon each RFP or RFQ after advertisement and terminates at the time a written recommendation is issued. The Cone of Silence prohibits any communication regarding RFPs or RFQs between, among others:

- potential Proposers, service providers, lobbyists or consultants **and** the County's professional staff including, but not limited to, the County Manager and the County Manager's staff, the Mayor, County Commissioners or their respective staffs;
- the Mayor, County Commissioners or their respective staffs **and** the County's professional staff including, but not limited to, the County Manager and the County Manager's staff; or
- potential Proposers, service providers, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs **and** any member of the respective selection committee.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Assistance Unit, the responsible Procurement Agent or Contracting Officer, provided the communication is limited strictly to matters of process or procedure already contained in the solicitation document;
- oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meeting, public presentations made to the Board of County Commissioners during any duly noticed public meeting; or
- communications in writing at any time with any county employees, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFP or RFQ documents.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any written correspondence concerning the particular RFP or RFQ with the

COB, which shall be made available to any person upon request. The County shall respond in writing (if County deems a response necessary) and file a copy with the COB, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the COB at clerkbcc@miamidade.gov.

1.5 Public Entity Crimes

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (\$10,000) for a period of thirty-six months from the date of being placed on the convicted vendor list.

1.6 Lobbyist Contingency Fees

- A) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.
- B) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Manager or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

1.7 Collusion

Where two or more related parties, as defined herein, each submit a proposal for any contract, such proposals shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such proposals. Related parties shall mean Proposer or the principals thereof which have a direct or indirect ownership interest in another Proposer for the same contract or in which a parent company or the principals thereof of one Proposer have a direct or indirect ownership interest in another Proposer for the same contract. Furthermore, any prior understanding, agreement, or connection between two or more corporations, firms, or persons submitting a proposal for the same services shall also be presumed to be collusive. Proposals found to be collusive shall be rejected. Proposers who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

2.0 SCOPE OF SERVICES

2.1 Background

The County, as represented by the Internal Services Departments, Real Estate Development Division, is soliciting proposals from qualified firms to operate a full-service, drop-off/pick-up retail pharmacy (the Pharmacy) at the SPCC.

The Pharmacy area is located on the first floor of the SPCC and is comprised of 1,787 square feet which opens into the lobby. The SPCC houses approximately 2,000 County employees and is adjacent to approximately 2,500 additional County employees working out of surrounding County buildings. Both County employees and the general public have unrestricted access to the SPCC between 8:00 A.M. and 5:00 P.M., and during the hours of operation of both the Metrorail and Metro-Mover, which are 5:30 A.M. to 12:00 A.M., with reduced hours of operations during weekends and County observed holidays. County employees with Identification Cards have access to the SPCC 24 hours a day, seven days a week. The Pharmacy must

operate at a minimum from 7:30 A.M. to 5:30 P.M., however, hours of operation may be extended as deemed appropriate by the selected Proposer and approved by the County.

Included in the space for the Pharmacy is availability for T1, Fiber Optic, or DSL line(s), fixtures and equipment, such as shelving units, cash registers, displays, one refrigerator, and one cooler to provide the selected Proposer a ready to operate pharmacy. While the County does not have cut sheets of the fixtures with dimensions, interested Proposers may refer to Exhibit B, Site Sketch, for standard dimensions showing distances (FROM WHAT?) of the pharmacy box and sales floor.

Public paid parking is available at various locations surrounding the SPCC. Pharmacy staff and Pharmacist will not have designated parking. The SPCC does have an available truck loading dock that can be used for merchandise deliveries. The dock can accommodate a trailer up to [REDACTED] feet long. The hours of operation of the dock are from 6:30 A.M. to 4:00 P.M. All deliveries must be made through the loading dock. Furthermore, trucks making deliveries cannot remain running upon being stationed at the dock.

The SPCC currently has security service. However, said service does not extend inside the pharmacy. The selected Proposer will be responsible for the security of the pharmacy. In addition, the selected Proposer may participate in the SPCC's recycling process which presently recycles paper, cardboard, aluminum and printer cartridges.

A Tenant Handbook is currently not available.

2.2 Preferred Experience

The selected Proposer should have the following experience:

- (1) Operation of retail pharmacies with annual gross sales in excess of \$250,000 per year (exclusive of prescription drugs).
- (2) Knowledge of the legal requirements that are involved in this type of operation.
- (3) Adequate financial strength to provide start-up operations and reasonable working capital.
- (4) A minimum of five years of employment as an owner/licensed, and registered pharmacist with the State of Florida.

(* NOTE: Preference will not be given to Pharmacist owned establishments.

2.3 Objective

The selected Proposer shall have the use of the Pharmacy as shown on the attached building plan (See Exhibits A and B). The selected Proposer shall operate a first-class retail pharmacy offering a high level of service in dispensing prescription drugs and the sale of retail items which may include sundry items, health and beauty aids, personal assistance products including medical equipment and supplies, personal care products, small appliances, candles, magazines, greeting cards, soft drinks, Florida Lottery Tickets and Games, and related products. There will be a limited amount of retail space allowed for the sales of snacks, candy and beverages not to exceed 400 square feet. (ARE WE OPENING THIS UP?) The selected Proposer may also include prescriptions by mail services.

2.4 Requirements and Services to be Provided

A. Operation and Quality of Services

The selected Proposer shall:

1. Demonstrate, to the satisfaction of the County, that the selected Proposer shall comply with the Florida Pharmacy Act, Chapter 465.018, F.S., at the time of contract award, through contract award, and as a continuing condition of award.
2. Obtain a license to operate a pharmacy for this facility. A full service pharmacy must have an on-staff registered pharmacist on-site during normal business hours.

3. Employ a qualified full-time on-site manager having experience in the management of this type of operation, who shall be available during normal business hours, and be delegated sufficient authority to ensure the competent performance and fulfillment of the responsibilities of the selected Proposer.
4. Have the Pharmacy in operational order and open for business within 60 days from contract award.
5. Operate the Pharmacy, at a minimum, five days a week, Monday through Friday, continuously from 7:30 A.M. to 5:30 P.M., except on County, State and Federal designated holidays. Twenty-four hour, seven day a week Pharmacy operation is also allowed. Any changes in the hours of operation require the express written prior approval of the County.
6. Develop and submit a detailed operation and marketing plan, to ISD for approval, 30 days from contract award. At a minimum, the plan shall include the budget for operation and marketing of the Pharmacy including advertising, signage, marketing, and promotions. The marketing portion of the plan shall include the budget for marketing and promotions of the Pharmacy, and must be updated quarterly and submitted to ISD for approval.
7. Provide sufficient employees to provide prompt, courteous, and efficient service to Pharmacy patrons.
8. Mandate and enforce that employees be distinctly uniformed and displaying name tags so as to be distinguishable as the selected Proposer's employees.
9. Purchase Access and Identification Cards for permanent Pharmacy employees. All persons and employees with access to the Pharmacy/building must go through the County's background check service. The cost for said service, per person, is \$45.00, plus an additional \$15.00 for each Identification/Access Card.
10. Accept the insurance plans currently provided to County employees, such as: (a) AvMed POS, (b) AvMed HMO (High-Option), and (c) Avmed HMO (Low-Option). The County may change, add or cancel its health plan providers.

B. Facility Renovation and Maintenance

The selected Proposer shall:

1. Prepare and submit, for ISD approval, a proposed Conceptual Plan, if after award alteration/remodeling of the Pharmacy is needed after contract award. The alteration/remodeling shall be completed within 60 days from contract award. No alterations, changes or additions to the premises shall be made by the selected Proposer without the prior written consent of the County. All work will be in compliance with applicable building codes and the American with Disabilities Act (ADA) and performed by licensed and insured contractors. In the event the selected Proposer fails to make necessary alterations, changes, additions, repairs, rebuilding, remodeling or repainting of the Pharmacy, the County may make the needed corrections, on behalf of the selected Proposer, and the expenses shall be the responsibility of the selected Proposer. The County will not pay to white box the existing space, the expense of such is the responsibility of the selected Proposer.
2. Keep and maintain the site in a clean and neat condition. Janitorial services and interior maintenance including air conditioning maintenance and repairs shall be the responsibility and sole expense of the selected Proposer. The selected Proposer shall contract a licensed and insured air conditioning contractor to perform regular monthly maintenance and necessary repairs to the separate air conditioning unit servicing the Pharmacy. The selected Proposer shall provide a copy of the air conditioning maintenance agreement with a licensed and insured air conditioning contractor within 30 days from contract award.

- 3. Provide security for the Pharmacy at its own discretion. The County is not responsible for the selected Proposer's furnishings, fixtures, equipment, soft goods, or supplies.

C. Stock Items

- 1. The County has the exclusive right to approve any and all items to be sold, and to deny the sale of any items if and when the County so deems, at its sole discretion. There is no exception to this requirement. The selected Proposer shall immediately discontinue the sale of any item upon the request of the County. It is not the intention of the County to place unreasonable restrictions upon the selected Proposer, which could seriously affect the selected Proposer's earning ability. However, the County reserves the right to restrict the sale of products which may be potentially damaging to its interest.
- 2. Tobacco and alcoholic products may not be sold by the Pharmacy.
- 3. The County shall allow a maximum amount of leased space of 400 square feet (ARE WE OPENING THIS UP?) for the display and sale of snacks, soft drinks, and candy.

(*NOTE: There are no types of maintenance drugs that the County would like the selected Proposer to focus on for educational purposes.

2.5 Rent Schedule (NEED NEW % LANGUAGE FROM REDD)

The selected Proposer shall pay a Base Rent (Minimum Annual Guarantee [MAG]) of no less than \$29,547.00 annually, due in twelve equal monthly payments (\$2,462.25), for the first year with an increase based on the Consumer Price Index (All Urban Consumers) not to exceed five percent per annum, including option to renew years. The guaranteed MAG payment is due on or before the first day of each month in advance, without billing or demand. The selected Proposer shall also be responsible for payment of the following fees:

- (a) Fixed Common Area Maintenance Fee (subject to 7% State sales tax) = \$119.51
- (b) Monthly Building Services Fees for Water and Electricity (sales tax does not apply) = \$277.00
(Fee based on usage and is reconciled on an annual basis based on sub-meter readings).

3.0 RESPONSE REQUIREMENTS

3.1 Submittal Requirements

In response to this Solicitation, Proposer should return the entire completed Proposal Submission Package (see attached). Proposers should carefully follow the format and instructions outlined therein. All documents and information must be fully completed and signed as required.

The proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the proposed services. However, overly elaborate responses are not requested or desired.

4.0 EVALUATION PROCESS

4.1 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this Solicitation. A responsive proposal is one which follows the requirements of this Solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

4.2 Evaluation Criteria

Proposals will be evaluated by an Evaluation/Selection Committee which will evaluate and rank proposals on criteria listed below. The Evaluation/Selection Committee will be comprised of appropriate County personnel and members of the community, as deemed necessary, with the appropriate experience and/or knowledge, striving to ensure that the Evaluation/Selection Committee is balanced with regard to both ethnicity and gender. The criteria are itemized with their respective weights for a maximum total of one hundred (100) points per Evaluation/Selection Committee member.

<u>Technical Criteria</u>	<u>Points</u>
1. Proposer’s relevant experience, qualifications, and past performance	40
2. Relevant experience and qualifications of key personnel, including key personnel of subcontractors, Pharmacist and Store Manager assigned to this project, and experience and qualifications of subcontractors	20
3. Proposer’s approach to providing the services requested in this Solicitation	25
<u>Base Rent and Financial Criteria</u>	<u>Points</u>
4. Proposer’s financial capabilities, pro-forma statement, and Base Rent	15

4.3 Oral Presentations

Upon completion of the technical criteria evaluation indicated above, rating and ranking, the Evaluation/Selection Committee may choose to conduct an oral presentation with the Proposer(s) which the Evaluation/Selection Committee deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. (See **Form A-2** regarding registering speakers in the proposal for oral presentations.) Upon completion of the oral presentation(s), the Evaluation/Selection Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

4.4 Base Rent and Financial Evaluation

After the evaluation of the technical proposal, in light of the oral presentation(s) if necessary, the County will evaluate the price proposals of those Proposers remaining in consideration.

The Base Rent proposal will be evaluated subjectively in combination with the technical proposal, including an evaluation of how well it matches Proposer’s understanding of the County’s needs described in this Solicitation, the Proposer’s assumptions, and the value of the proposed services. The Base Rent evaluation is used as part of the evaluation process to determine the highest ranked Proposer. The County reserves the right to negotiate the final terms, conditions and pricing of the contract as may be in the best interest of the County.

4.5 Selection Factor

A Selection Factor is not applicable to this Solicitation.

4.6 Local Certified Service-Disabled Veteran’s Business Enterprise Preference

This Solicitation includes a preference for Miami-Dade County Local Certified Service-Disabled Veteran Business Enterprises (VBE) in accordance with Section 2-8.5.1 of the Code of Miami-Dade County. A VBE is entitled to receive an additional five percent of the total technical evaluation points on the technical portion of such Proposer’s proposal. If a Miami-Dade County Certified Small Business Enterprise (SBE) measure is being applied to this Solicitation, a VBE which also qualifies for the SBE measure shall not receive the veteran’s preference provided in this section and shall be limited to the applicable SBE preference.

4.7 Local Preference

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to Federal or State law, or any other funding source requirements, provides that preference be given to local businesses (see **Form A-4**). If, following the completion of final rankings by the Evaluation/Selection Committee, a non-local Proposer is the highest ranked responsive and responsible Proposer, and the ranking of a responsive and responsible local Proposer is within five percent of the ranking obtained by said non-local Proposer, then the Evaluation/Selection Committee will recommend that a contract be negotiated with said local Proposer.

4.8 Negotiations

The County may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposer's best terms from a monetary and technical standpoint.

The Evaluation/Selection Committee will evaluate, score and rank proposals, and submit the results of their evaluation to the County Mayor or designee with their recommendation. The County Mayor or designee will determine with which Proposer(s) the County shall negotiate, if any, taking into consideration the Local Preference Section above. In his sole discretion, the County Mayor or designee may direct negotiations with the highest ranked Proposer, negotiations with multiple Proposers, or may request best and final offers.

Notwithstanding the foregoing, if the County and said Proposer(s) cannot reach agreement on a contract, the County reserves the right to terminate negotiations and may, at the County Mayor's or designee's discretion, begin negotiations with the next highest ranked Proposer(s). This process may continue until a contract acceptable to the County has been executed or all proposals are rejected. No Proposer shall have any rights against the County arising from such negotiations or termination thereof.

Any Proposer recommended for negotiations shall:

- a) Complete a Collusion Affidavit, in accordance with Sections 2-8.1.1 of the Miami-Dade County Code. (If a Proposer fails to submit the required Collusion Affidavit, said Proposer shall be ineligible for award.)

Any Proposer recommended for negotiations may be required to provide to the County:

- a) Its most recent certified business financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.
- b) Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors is or has been involved within the last three years.

4.9 Contract Award

Any contract, resulting from this Solicitation, will be submitted to the County Mayor or designee for approval. All Proposers will be notified in writing when the County Mayor or designee makes an award recommendation. The contract award, if any, shall be made to the Proposer whose proposal shall be deemed by the County to be in the best interest of the County. Notwithstanding the rights of protest listed below, the County's decision of whether to make the award and to which Proposer shall be final.

4.10 Rights of Protest

A recommendation for contract award or rejection of all proposals may be protested by a Proposer in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Implementing Order No. 3-21.

5.0 TERMS AND CONDITIONS

The anticipated form of agreement is attached. The terms and conditions summarized below are of special note and can be found in their entirety in the agreement:

A. Vendor Registration

Prior to being recommended for award, the Proposer shall complete a Miami-Dade County Vendor Registration Package. Effective June 1, 2008, the new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavit form), must be completed. The Vendor Registration Package, including all affidavits can be obtained by downloading from the website at http://www.miamidade.gov/DPM/vendor_registration.asp or from the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL. The recommended Proposer shall affirm that all information submitted with its Vendor Registration Package is current, complete and accurate, at the time they submitted a response to the Solicitation, by completing an Affirmation of Vendor Affidavit form.

B. Insurance Requirements

The Contractor shall furnish to the County, Internal Services Department, Procurement Management Division, prior to the commencement of any work under any agreement, Certificates of Insurance which indicate insurance coverage has been obtained that meets the stated requirements.

6.0 ATTACHMENTS

- Form of Agreement
- Proposal Submission Package
- Attachment 1 – Sample Pro-Forma
- Exhibit A – Site Location
- Exhibit B – Site Sketch

Walters, Vivian (RER)

From: Bethel, Pearl (ISD)
Sent: Monday, August 20, 2012 5:24 PM
To: Walters, Vivian (RER)
Cc: Clark, Veronica (RER)
Subject: Reissue, RFP846, Stephen P. Clark Center Pharmacy
Attachments: rfp-829-sbd-final-recommendation.pdf; Pharmacy - DRAFT - 08-20-12.docx; Input Doc-Project Measure Worksheet.doc

Hi Vivian,

This project was submitted on June 22, 2012 and we have since advertised and received a proposal. The proposal was found non-responsive by the CAO and therefore we are re-issuing as RFP 846. Attached is the recommendation for RFP829, SPCC Pharmacy. The attached scope is very similar with just a few minor changes. Project is still revenue generating and my recommendation would be no measures.

From: Cordova, Amelia (ISD)
Sent: Monday, August 20, 2012 5:05 PM
To: Bethel, Pearl (ISD)
Cc: Osborne, Lydia S. (ISD)
Subject: FW: RFP829, Stephen P. Clark Center Pharmacy - Signed Worksheet

From: Walters, Vivian (SPEE)
Sent: Friday, June 29, 2012 4:31 PM
To: Bethel, Pearl (ISD); Cordova, Amelia (ISD)
Cc: Johnson, Laurie (SPEE)
Subject: RE: RFP829, Stephen P. Clark Center Pharmacy - Signed Worksheet

Find attached the “**Executed Worksheet**” for the subject project with a “**No Measure**” (due to the “**Lease of Real Property**” – measures exempted as per the SBE Program – **I.O. #3-41**).

Please advise as to any “*errors, omissions, and/or misunderstanding*”.

Regards,

Vivian O. Walters, Jr.

Contract Development Specialist II
Regulatory and Economic Resources Department
Small Business Development Division
111 NW 1st Street #19 Floor
Miami, FL 33128
walterv@miamidade.gov

☎ Office (305) 375-3138 | 📠 Fax (305) 375-3160

“Delivering Excellence Every Day”

"For the New Project Review & Analysis Process"



Click on our new website

<http://www.miamidade.gov/sba/about-project-review-and-analysis.asp>



From: Bethel, Pearl (ISD)
Sent: Monday, June 25, 2012 4:47 PM
To: Walters, Vivian (SPEE)
Subject: RE: RFP829, Stephen P. Clark Center Pharmacy, Measures

Thanks Vivian.

From: Walters, Vivian (SPEE)
Sent: Monday, June 25, 2012 4:46 PM
To: Bethel, Pearl (ISD)
Cc: Cordova, Amelia (ISD); Johnson, Laurie (SPEE)
Subject: RE: RFP829, Stephen P. Clark Center Pharmacy, Measures

Please proceed with the "**Procurement Process**" for the subject project. The signed worksheet with a "**No Measure**" (due to the "**Lease of Real Property**" – measures exempted as per the SBE Program – **I.O. #3-41**), will be forwarded once available.

Advise as to any "*error, omissions, and/or misunderstanding*".

Regards,

Vivian O. Walters, Jr.

Contract Development Specialist II
Regulatory and Economic Resources Department
Small Business Development Division
111 NW 1st Street #19 Floor
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walterv@miamidade.gov

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From: Bethel, Pearl (ISD)
Sent: Friday, June 22, 2012 3:26 PM
To: Walters, Vivian (SPEE)
Cc: Cordova, Amelia (ISD)
Subject: RFP829, Stephen P. Clark Center Pharmacy, Measures

Hi Vivian

Please review the attached RFP for a determination of the SBE measure to be applied. A copy of the input doc/project measures worksheet is also attached. The funding source is Revenue Generating and the user department is Internal Services/GSA Real Estate Division. Because this is a revenue generating project my recommendation would be that no measures are applied.

Thanks.

Pearl for Amy Cordova

Pearl P. Bethel, Procurement Contracting Officer 1
Miami-Dade County Internal Services Department
111 NW 1st Street, Suite 1300, Miami, Florida 33128
305-375-2102 Phone 305-372-6128 Fax
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