

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Previous Contract/Project No: 6083-0/14

Re-Bid
 Other
 LIVING WAGE APPLIES: ___ YES X NO

Requisition/Project No: RQID1400116 **TERM OF CONTRACT:** 5 years with one Options-to-Renew for 5 additional years

Requisition/Project Title: Groceries – Pre Qualification

Description: The purpose of this solicitation is to establish a pool of pre-qualified vendors capable of providing/delivering groceries to various Miami-Dade County Departments including PHCD – Federally Funded, CAHSD – Federally Funded, MDCR – General Funds, among others.

User Department(s): Miami-Dade County on an as needed basis.

Issuing Department: Internal Services, Procurement Mgmt.

Contact Person: Mike Ramos **Phone:** 305-375-5215

Estimated Cost: \$ 11,946,500 **Funding Source:** Various (General, Proprietary, Federal)

ANALYSIS

Commodity/Service No: 393-43		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD 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

Signed: *Mike Ramos* Date to DBD: 6/12/14 Date Returned to DPM: _____

RECEIVED
 DEPT. BUSINESS DEV.
 2014 JUN 12 PM 4:18

SECTION 2 – SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of providing/delivering groceries for various Miami-Dade County (MDC) Departments. Entry into the pre-qualification pool is not a contract between MDC and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for inclusion in the pool. Pre-qualified vendors will be invited to participate in future Request for Quotations (RFQ). The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

2.2 CONFERENCES

A. Request for Quotations (RFQ)
Pre-bid conferences may apply to subsequent RFQ if so defined.

2.3 TERM

The pre-qualification pool will begin on the first calendar day of the month succeeding approval 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 the completion and submittal of all required RFQ documents. The pre-qualification pool shall expire on the last day of the last month of the five (5) year period.

2.4 OPTION TO RENEW

Prior to, or upon completion, of the initial term, the County shall have the option to renew for **one additional five (5) year term**. The Pre-qualified vendors shall maintain, for the entirety of the additional period, the same terms, and conditions of the originally RTQ.

Continuation beyond the initial five year term is a County prerogative and not a right of the Pre-qualified vendors. This prerogative may be exercised only when such continuation is clearly in the best interest of the County.

2.5 QUALIFICATION CRITERIA

Submitters shall provide all of the qualifying information and or documents, as listed on this paragraph, with their submittal form in order to be placed on a list for participation in future requests for quotes.

1. Three current references of existing customers; other than the MDC. The references listed must be customers that are currently receiving or have recently received from the submitter the services described in this RTQ. These references shall ascertain to the County's satisfaction that the Submitter has sufficient experience and expertise in supplying groceries.
2. Submitter shall be equipped with a facsimile (FAX) and / or e-mail address. Either source must be available twenty-four (24) hours a day. The submitter's facility shall be staffed by representatives who can be contacted Monday thru Friday from 8:00 AM to 5:00 PM.

3. Proof of Integrated Pest Management from the pest control company. A letter by a licensed pest control company stating that the submitter's firm has scheduled pest control services performed within the last year at the submitter's place of business.

Submitters wishing to participate on future RFQ pertaining to PHCD are required to submit the forms listed on Section 2.6 (I).

Submitters shall provide all of the specified information, documents and attachments listed above with their submittal form as proof of compliance to the requirement of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Submitters to complete, supplement or supply the required documents.

It shall be the sole prerogative of the County as to the number of Submitters who will be included under this RTQ. During the term of this RTQ, the County reserves the right to add or delete Submitters as it deems necessary and in its best interests.

2.6 EXEMPTION TO CERTAIN CLAUSES

Quotes to be awarded under this RTQ may be accessed by federally funded department(s). As a federally funded department(s), certain clauses within this RTQ do not apply to that department's allocation:

Section 1 Paragraph 1.10 (Local Preferences); Section 1 Paragraph 1.27 (Office of the Inspector General); Section 1 Paragraph 1.35 (County User Access Program- UAP); Section 1 Paragraph 1.43 (Small Business Contract Measures); Section 1 Paragraph 1.44 (Local Certified Service-Disabled Veteran's Business Enterprises Preference); and Section 1 Paragraph 1.46 (First Source Hiring Referral Program).

Submitters wishing to participate on future RFQ pertaining to PHCD are required to submit, with their submittal form, the following documents: Forms HUD-5369-B, HUD-5369-C and HUD-5370-C.

I. PUBLIC HOUSING AND COMMUNITY DEVELOPMENT (PHCD) UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) GENERAL TERMS AND CONDITIONS

a) HUD Instructions to Offerors Non-Construction (Form HUD-5369-B)

This provision is designed to provide information to prospective contractors about the solicitation stage of the procurement process. Terms and conditions which apply to the contract upon award are referred to as contract clauses. Form HUD-5369-B contains provisions to be included in all solicitations for non-construction work.

b) Certifications and Representations of Offerors Non-Construction Contract (Form HUD-5369-C)

Form HUD-5369-C includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest.

c) General Conditions for Non-Construction Contracts Section I – (With or without Maintenance Work) (Form HUD-5370-C)

This form is applicable to any contract agreement entered into between Miami-Dade County, as represented by PHCD, and the successful offeror(s). Form HUD-5370-C includes clauses required by 24 CFR 85.36(i) necessary for non-construction contracts.

2.7 COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING

Since the goods, services, and/or equipment that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 4 of the United States Code, which addresses Affirmative Action requirements for handicapped workers, is incorporated into this solicitation and resultant contract by reference.

2.8 ENVIRONMENTALLY ACCEPTED PACKAGING

Effective June 16, 1992, all contracts in excess of ten thousand (\$10,000) dollars will be affected by Resolution Number R738-92 amending Miami-Dade County Administrative Order 3-2 (relating to the procurement of goods and services).

As a waste management alternative, and as an additional means of reducing the volume and toxicity of waste and by-products entering Florida's solid waste stream, Miami-Dade County has instituted the following policy with regard to source reduction.

In order to discourage excessive packaging of a product solely for marketing purposes and to encourage packaging for purposes of ensuring durability, re-usability and recyclability. No goods shall be purchased if the goods constitute less than 90 percent (by volume) of the item being purchased or if the goods contains more than 10 percent package and packing material (by volume). No packaging shall be purchased which is not environmentally acceptable packaging.

For purposes of meeting the requirements of this resolution, "Environmentally Acceptable" shall be defined as; any item that is returnable for reuse or recycling, or which is recyclable.

In order to insure compliance with this resolution, vendors shall indicate in the space provided on the Bid/Proposal Submission Form or elsewhere as required by this solicitation, the method to be used for returning packaging materials to the distributor in conjunction with this solicitation and/or by completing the General Services Certification of Recycled Product Content Form indicating the ability of the materials to be recycled through existing recycling collection programs.

Appeals for waiver of these requirements may be made in writing to the County Manager through the Director of Procurement Management. No waiver shall be effective unless approved by a majority vote of the Board of County Commissioners. Offers failing to provide this information may result in being declared non-responsive; however the vendor shall be given the opportunity to provide the information during the offer evaluation period. At such time, the vendor shall be given fifteen (15) calendar days to submit this information.

Vendors wishing to obtain a copy of the complete resolution should contact The Clerk of the Board at 305-375-5126.

2.9 SHELF LIFE OF STOCK

The successful bidder(s) shall supply the County with fresh stock only and shall insure that items with a limited shelf life are inspected and certified fresh by the bidder prior to shipment to the County. In light of the recent terrorist acts, successful bidders are required to implement any and all precautionary measures to ensure safety of all stock items required on the RFQ.

2.10 STOCK LEVELS SHALL BE MAINTAINED BY BIDDER

The successful bidder(s) shall ensure that adequate stock levels are maintained at its place of business in order to assure the County of prompt delivery. If the delivery terms specified in the RFQ are not fulfilled by the successful bidder(s), the County reserves the right to cancel the order, purchase the goods elsewhere, and charge the successful bidder(s) for any reprourement costs incurred by the County.

2.11 TESTING OF RANDOMS SAMPLES

During the term established on the RFQ, samples of delivered items may be randomly selected and tested for compliance with these specifications. If it is found that the delivered commodities do not conform to the specifications, the county shall require replacement within a reasonable length of time and may cancel the order for cause.

2.12 SAMPLES MAY BE REQUIRED DURING EVALUATION

After the County opens the bids received through a RFQ, the successful bidder(s) may be required to submit a sample for the goods to be supplied for evaluation by, and at no cost to the County. If samples are required, the County will notify the bidder of such in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the bidder's name, bid number, bid title, manufacturer's name and brand name, and style number if applicable. If the bidder fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the County shall not consider the bidder's proposal for that item(s); provided however, that in the event of a group or aggregate award, the bidder's proposal will not be eligible for that group or in the aggregate as applicable. All samples shall become the property of Miami-Dade County.

The County reserves the right to perform its own testing procedures or to send any and all samples any certifiable laboratory for analysis. Any costs for testing shall be borne by bidder. On the basis of this testing and analysis, the County shall be sole judge of the acceptability of the sample in conformance with the bid specifications and its decision shall be final. Any sample submitted shall create an express warranty that the whole of the goods and/or services to be provided by the bidder during the contract period shall conform to the sample submitted. The bidder shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.

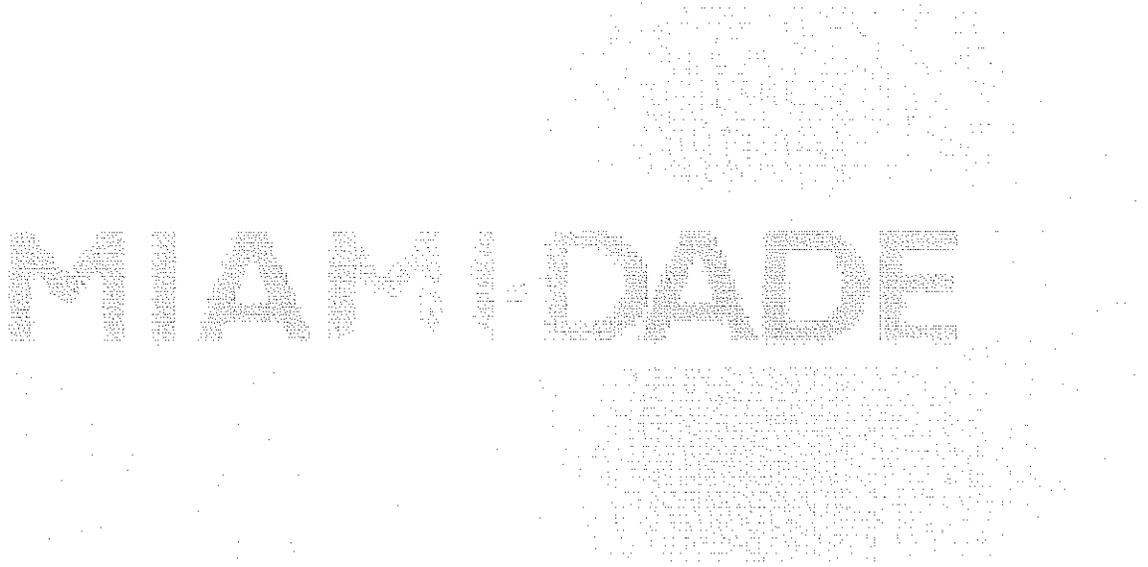
2.13 PURCHASE OF OTHER ITEMS

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

2.14 CONTACT PERSON:

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Mike Ramos, at (305) 375-5215 email _ramosmi@miamidade.gov.



SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

This solicitation is intended to establish a pool of Prequalified Vendors capable of providing / delivering groceries for Miami-Dade County (MDC). Pre-Qualified Vendors will participate on future RFQ.

3.2 GRADING BY THE UNITED STATES DEPARTMENT OF AGRICULTURE

All canned products must be packed under the United State Government supervision. The U.S. Grade stamp is required on all cans. U.S. Grade standards are shown to establish minimum acceptable standards. Any pre-qualified vendor bidding on items not graded by or having lot inspection certificate by the United States Department of Agriculture (USDA) Grading Service must submit samples for inspection prior to awards. Miami-Dade County shall be the sole determiner of acceptance of products. These samples will be checked as applicable for:

Drained Weight
 Fill of Container
 Net Weight
 Total Number of Half Cup Servings
 Size and uniformity of Size
 Texture and General Acceptance
 Flavor
 Color
 Absence of Defects
 Packing Medium

3.3 FRUIT JUICES, NECTARS, AND DRINK MIX

Beverage base must meet the following specifications based on an 8 ounce serving.

Serving Size: 8 Ounces

Nutritive Sweetener: 2.6 ready to drink

Vitamin C 25% Recommended Dietary Allowance (RDA) per serving

Vitamin B1 25% RDA per serving

Vitamin A 25% RDA per serving

Taste and flavor characteristics of named flavor.

Sample of each flavor of product and a complete label must be submitted for approval prior to award of a RFQ. No generic brands will be approved. **PRODUCTS MUST BE PAREVE.**

3.4 SAMPLE ITEMS

The following are samples of items that may be purchased during the term of the contract:

Canned Fruit (i.e. canned peaches, pears, pineapple, and applesauce)
Starch National (100 LB)
Beans (i.e. black, vegetarian baked)
Corn Meal (50 LB)
Mayonnaise, Individual (Foil Pack)
Jello – Cherry, Lemon, Lime, Orange, etc.
Jelly, Individual Packed
Basil
Bijol
Onion, Dehydrated
Thyme
Worcestershire Sauce
Soup Base – Beef, Chicken
Soup Base, NB – Beef, Chicken, White, Vegetable (12/1 LB)
Sugar, Light Brown - (24/1 LB)
Sugar, Substitute - (1000 per Case)
Canned Fruit, Diet - 24/3030 (i.e. peaches, pears)
Canned Juice – Grape, Apple, Orange, Etc. (12/46 OZ)
Oatmeal Pie
Raisin Crème Pie

3.5 TRANS FATS

All items purchased from this contract must not contain Trans Fats.

MIAMI-DADE COUNTY

BID NO.: TBD

BID SUBMITTAL FOR:

Groceries

FIRM NAME: _____

Section 2 Paragraph 2.6 Pre-Qualification Criteria #1

Three current references of existing customers; other than the MDC. The references listed must be customers that are currently receiving or have recently received from the submitter the services described in this solicitation. These references shall ascertain to the County's satisfaction that the Submitter has sufficient experience and expertise in supplying meats and miscellaneous items.

Company Name	Contact Person's Name	Contact Person Title	Customer Address	Telephone Number	E-mail Address
1.					
2.					
3.					

MIAMI-DADE COUNTY

BID NO.: TBD

BID SUBMITTAL FOR:

Groceries

FIRM NAME: _____

Section 2 Paragraph 2.6 Pre-Qualification Criteria #2 &3

Submitter shall be equipped with a facsimile (FAX) and / or e-mail address. Either source must be available twenty-four (24) hours a day to provide immediate support and expedite request for quotes. The submitter's facility shall be staffed by representatives who can be contacted Monday thru Friday from 8:00 AM to 5:00 PM.

Company Name	Contact Person's Name	Company Phone Number	Company Fax Number	Company E-Mail Address	Company Address
1.					

The submitter's facility is staffed by representatives who can be contacted Monday thru Friday from 8:00 AM to 5:00 PM: Yes ___ No ___

BID SUBMITTAL FOR:

Groceries

FIRM NAME: _____

Section 2 Paragraph 2.6 Pre-Qualification Criteria #4				
Proof of Integrated Pest Management from the pest control company. A letter by a licensed pest control company stating that the submitter's firm has scheduled pest control services performed within the last year at the submitter's place of business.				
Company Name	Contact Person's Name	Company Phone Number	Company Fax Number	Company E-Mail Address
1.				