**DEPARTMENTAL INPUT**

**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

- **New** [ ]  **OTR** [ ]  **Sole Source** [ ]  **Bid Waiver** [ ]  **Emergency** [ ]  **Previous Contract/Project No.**
- **Contract** Appliances, and Kitchen Equipment, (Gas and Electric) Repair/Parts
- **Re-Bid** [ ]  **Other** [ ]  **LIVING WAGE APPLIES: YES** [ ]  **NO**
- **Requisition No./Project No.** RQID1500098  **TERM OF CONTRACT** 5 YEAR(S) WITH 0 YEAR(S) OTR
- **Requisition /Project Title:** Repairs Replacement/Parts for Appliances and Kitchen Equipment (Gas and Electric)

**Description:**

This Request to Qualify (RTQ) will establish a pool of pre-qualified submitters capable of providing repair services for gas and electric appliances and kitchen equipment 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 an acknowledgement that the pool member satisfies the pre-qualification criteria. Pre-qualified submitters will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling submitters to qualify at any time after the initial RTQ opening date.

- **Issuing Department:** ISD
- **Contact Person:** Mary Hamnett  **Phone:** 375-375-5471
- **Estimate Cost:** $2,285,000.00

**ANALYSIS**

<table>
<thead>
<tr>
<th>Commodity Codes:</th>
<th>931-07</th>
<th>931-30</th>
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</table>

Contract/Project History of previous purchases three (3) years

Check here if this is a new contract/purchase with no previous history.

<table>
<thead>
<tr>
<th>Contractor:</th>
<th>EXISTING</th>
<th>2ND YEAR</th>
<th>3RD YEAR</th>
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<tbody>
<tr>
<td>Dade Restaurant Repair</td>
<td>Dade Restaurant Repair</td>
<td>Dade Restaurant Repair</td>
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</table>

<table>
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<tr>
<th>Small Business Enterprise:</th>
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<th>Contract Value:</th>
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<th>$615,000.00</th>
<th>$615,000.00</th>
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</table>

**Comments:**

Continued on another page (s): [ ] YES  [ ] NO

**RECOMMENDATIONS**

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<tr>
<th>SBE</th>
<th>Set-aside</th>
<th>Sub-contractor goal</th>
<th>Bid preference</th>
<th>Selection factor</th>
</tr>
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</table>

**Basis of recommendation:**

- Signed: Mary Hamnett  **Date sent to SBD:** 6/15/15
- **Date returned to DPM:**
REQUEST TO QUALIFY

TITLE:
Repairs Replacement/Parts for Appliances and Kitchen Equipment (Gas and Electric)

BIDS WILL BE ACCEPTED UNTIL 6:00 PM
ON , 2015

FOR INFORMATION CONTACT:
Mary Hammett, 305-375-5471, mhammet@miamidade.gov

IMPORTANT NOTICE TO SUBMITTERS/PROPSERS:

- READ THE ENTIRE SOLICITATION 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.

- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY SUBMITTER/PROPOSER RESPONDING TO THIS SOLICITATION.

- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.
SECTION 1

GENERAL TERMS AND CONDITIONS:

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Submitters/Proposers 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 general terms and conditions are considered non-negotiable.

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:


NOTICE TO ALL SUBMITTERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via HARDCOPY, EMAIL, OR FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.
SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.0 PURPOSE
This Request to Qualify (RTQ) will establish a pool of pre-qualified submitters capable of providing repair services for gas and electric appliances and kitchen equipment 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. Pre-qualified submitters will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling submitters to qualify at any time after the initial RTQ opening date.

2.1 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 RTQ documents. The pre-qualification pool shall expire on the last day of the last month of the 8 year period.

2.2 DEFINITIONS
a. Submittal: shall refer to the form submitted in response to this Request to Qualify
b. Submitter: shall refer to anyone responding to this Request to Qualify.

2.3 QUALIFICATION CRITERIA
Pool members that meet the following qualifications will be placed on a list for participation in future spot market competitions.

2.3.1 Group I: Commercial Electrical Appliances
Submitter shall have been in the business of repairing commercial electrical appliances for a minimum of three years.

Submitter shall provide as proof the following:

a. Three (3) references who can confirm that the Submitter has successfully provided repair service on commercial electrical appliances.

b. A copy of one of the following:

1. Miami Dade County General Mechanical Contractor license
2. State of Florida Mechanical Contractor license
2.3.2 Group II: Commercial and Residential Gas Appliances
Submitter shall have been in the business of repairing commercial and residential gas appliances for a minimum of three years.

Submitter shall provide as proof the following:

a. Three (3) references who can confirm that the Submitter has successfully provided repair services to commercial and residential gas appliances.

b. A copy of one of the following licenses:
   - Miami-Dade County Plumbing Contractors license
   - Miami-Dade County Gas Fitting Contractor license
   - State of Florida Plumbing Contractor license
   - Liquefied Petroleum Gas Contractor license
     (With one of the following subcategories)
     o Category 0407
     o Category 0408
     o Category 0601
     o Category 0803

2.3.3 Group III: Residential Electrical Appliances
Submitter shall provide as proof the following:

a. Three (3) references who can confirm that the Submitter has successfully provided repair service on residential appliances.

2.3.4 Group IV: Parts Only
Submitter shall provide as proof the following:

a. Three (3) references who can confirm that the Submitter has provided parts.

b. Submitter shall provide a current letter or a website that list their firm as an approved dealer, distributor or reseller of Original equipment manufacturer (OEM) or aftermarket parts.

2.3.5 Groups I thru IV
Submitter shall provide a contact person, telephone number, emergency number, fax number, and email address to expedite purchase orders.

2.4 INDEMNIFICATION AND INSURANCE REQUIREMENTS SECTION 1 PARAGRAPH
1.21

Insurance requirements shall be defined in the Request for Quote (RFQ).
2.5 CONTACT PERSON
For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Mary Hammett, at (305) 375-5471, email mhammet@miamidade.gov

2.6 SITE VISIT
Site visit may apply if so defined in the Request for Quote (RFQ)

2.7 PROTECTION AND CLEAN-UP
Precautions shall be exercised at all times for the protection of persons around the work area. The awarded Submitter of the RFQ shall conform to all applicable OSHA, state and local regulations. The awarded Submitter shall also insure the County’s property is protected from damage and defacement resulting from the awarded Submitter’s activities. Any such damage shall be corrected by the awarded Submitter at the Submitter’s sole expense. Prior to payment of the final invoice, all correction shall be inspected and accepted by the County’s authorized representative.

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the awarded Submitter shall thoroughly clean up all areas where work has been involved; as mutually agreed with the associated user department’s authorized representative.

Submitter’s materials, equipment and tools which are not in use shall be stored in a secured location supplied by the awarded Submitter.

Miami-Dade County is not responsible for loss of tools, equipment or supplies.

Awarded Submitter shall not block exits, hallways, corridors, driveways, delivery areas, nor impede ingress or egress.

2.8 WORK ACCEPTANCE
Project(s) will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

2.9 SECTION 3 OF THE HUD ACT OF 1968 - REQUIREMENTS FOR PUBLIC HOUSING AND COMMUNITY DEVELOPMENT PROJECTS ONLY
Section 3 is a provision of the United States Department of Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement and individual self-sufficiency.

Section 3 is to ensure that economic opportunities generated by certain HUD funded projects shall, to the greatest extent feasible, and consistent with existing Federal and State laws, be directed to low and very low income persons (Section 3 residents), and to
the businesses (Section 3 businesses) that provided economic opportunities to these persons.
SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

All work shall be done in a professional manner that meets or exceeds industry standards. When the items are quoted the applicable licenses for group I, II, and III will be identified in the Request for Quote, and will be enforced.

Below is a list of commonly repaired commercial and residential gas and electrical appliances:

Refrigerators, Freezers, Walk in freezers
Washer and Dryers
Dishwashers, Pot and Pan Washer
Ranges, Ovens, Microwaves
Ice Machines
Juice dispensers, Juice machines
Drink dispensers, Beverage openers, Can openers
Food cutters, Choppers, Slicers, Mixers
Electric dough rollers
Fryers
Coffee makers, Coffee urns, Coffee pots
Hot plates, Food warmers, Hot food tables, Cold food tables
Conveyors
Toasters, Conveyor toasters
Water heaters, Booster water heaters
Commercial size scales
Steel-dish carts, Dish tables
Broilers
Kettles, Stearn kettles, Tilting kettles
Grilles
Waste dispensers, Waste extractors
Steamers
Punch mixers
Utility distribution system
Retherm Units
Blast chiller
Pumps fill Stations
Cock tanks
Retherms
Kitchen Hood Systems
Exhaust Fans
3.2 **SERVICES**

All servicing shall be performed by qualified personnel, using procedures as recommended in the manufacturer's service manuals. The equipment shall not be subjected to mechanical abuse. The successful Submitter shall itemize the replacement parts, indicating unit prices on the invoice.
**MANUFACTURERS**

The successful Submitter shall be required to perform repairs to include but not limited to the following manufacturers listed: Please place a check mark (✓) next to the items you can repair. The County reserves the right to add or delete manufacturers as deemed necessary.

<table>
<thead>
<tr>
<th>Admiral</th>
<th>Crescor</th>
<th>Instamatic</th>
<th>Shelley Gas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aladdin Synergetics</td>
<td>Crystaltips</td>
<td>Kelvinator</td>
<td>Southbend</td>
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<tr>
<td>Alto Shaam</td>
<td>Del Field</td>
<td>Kenmore</td>
<td>Speed Queen</td>
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<tr>
<td>Alvey washing Equip.</td>
<td>Fisher</td>
<td>Likpak</td>
<td>Tappan</td>
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<tr>
<td>Anchor Ind.</td>
<td>Frigidaire</td>
<td>Lang</td>
<td>Toledo Scale</td>
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<td>Anetsberger</td>
<td>G.E.</td>
<td>Magic Chef</td>
<td>Traulsen</td>
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<tr>
<td>Blakeslee</td>
<td>Garland</td>
<td>Manitowak</td>
<td>Traycor</td>
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<tr>
<td>Blickman</td>
<td>Gaylord</td>
<td>Market Forge</td>
<td>Udisco</td>
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<td>Brown</td>
<td>Gibson</td>
<td>Maytag</td>
<td>Vesta</td>
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<td>Calacoric</td>
<td>Glenwood</td>
<td>Mimco</td>
<td>Volcan</td>
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<td>Cambro</td>
<td>Groen</td>
<td>Pitco</td>
<td>Washburg &amp; Granger</td>
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<tr>
<td>Cecilware</td>
<td>Hatco</td>
<td>Precision</td>
<td>Wells</td>
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<tr>
<td>Champion Ind.</td>
<td>Havisier</td>
<td>Reynolds</td>
<td>Whirlpool</td>
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<tr>
<td>Cleveland Range</td>
<td>Horn Corp</td>
<td>Savory</td>
<td>White</td>
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<td>Westinghouse</td>
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<td>Cornelius</td>
<td>Hotpoint</td>
<td>Scottsman</td>
<td>Hobart</td>
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<td>Crathco</td>
<td>Husshan</td>
<td>Seco</td>
<td>Viking</td>
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<tr>
<td>Unimac</td>
<td>True</td>
<td>Berkel</td>
<td>Stero</td>
</tr>
<tr>
<td>Captive Aire, Inc.</td>
<td>BPA Air Quality Solutions, LLC</td>
<td>Exhaust Fans</td>
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</table>
List the applicable manufacturer catalogs that your company is an authorized dealer and/or distributor for, and submit the letter of certification from manufacturers:

**MOST RECENT CATALOGS**

<table>
<thead>
<tr>
<th>Catalog 1</th>
<th>Catalog 2</th>
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*If submitters need additional sheets, attach with form*
Section 2, paragraph 2.3.1 a
Submitter shall provide a list of no less than three (3) client references from companies or organizations who can confirm that the Submitter has provided commercial electrical appliances repairs.

The following information shall be provided: Company name, telephone and/or e-mail address, and length of service.

Reference No. 1
Company’s Name:________________________________________
Contact Person:_________________________________ Length of Service_______
E-mail:_________________________ Phone#________________________

Reference No.2
Company’s Name:________________________________________
Contact Person:_________________________________ Length of Service_______
E-mail:_________________________ Phone#________________________

Reference No.3
Company’s Name:________________________________________
Contact Person:_________________________________ Length of Service_______
E-mail:_________________________ Phone#________________________

Section 2, paragraph 2.3.1 b
Submitter has attached a copy of the following licenses:

- General Mechanical or State of Florida Contractor license

Yes ☐ No ☐

Section 2, paragraph 2.3.5
Submitter shall provide contact information to expedite purchase orders

Contact person’s name:________________________________________
Phone number:________________________________________
Fax number:________________________________________
Email address:________________________________________
Emergency Services Phone Number________________________________________
Section 2, Paragraph 2.3.2 a

Submitter shall provide a list of no less than three (3) client references from companies or organizations who can confirm that the submitter has provided commercial and residential gas appliances repairs.

The following information shall be provided: Company name, telephone and/or e-mail address, and length service

<table>
<thead>
<tr>
<th>Reference No.1</th>
<th>Company’s Name:</th>
<th>Contact Person:</th>
<th>Length of Service:</th>
<th>Phone#:</th>
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<thead>
<tr>
<th>Reference No.3</th>
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<th>Contact Person:</th>
<th>Length of Service:</th>
<th>Phone#:</th>
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Section 2, paragraph 2.3.2 b

Submitter has attached one of the following licenses:

- Miami-Dade County Plumbing Contractors license
- Miami-Dade County Gas Fitting Contractor License
- State of Florida Plumbing Contractor license
- Liquefied Petroleum Gas Contractor License
  (With one of the following Subcategories)
  - Category 0407
  - Category 0408
  - Category 0601
  - Category 0803

Yes ☐ No ☐

Section 2, paragraph 2.3.5

Submitter(s) shall provide contact information to expedite purchase orders

Contact person name: ______________________________________________________
Phone number: ____________________________________________________________
Fax number: _____________________________________________________________
Email address: ____________________________________________________________
Emergency Services Phone Number: __________________________________________
Section 2, paragraph 2.3.3 b

Submitter shall provide a list of no less than three (3) client references from companies or organizations who can confirm that the Submitter has provided Residential Electrical Appliances repairs.

The following information shall be provided: Company name, telephone and/or e-mail address, and length service.

Reference No.1
Company's Name: ________________________________

Contact Person: ____________________ Length of Service ________
E-mail: ____________________________ Phone# ________

Reference No.2
Company's Name: ________________________________

Contact Person: ____________________ Length of Service ________
E-mail: ____________________________ Phone# ________

Reference No.3
Company's Name: ________________________________

Contact Person: ____________________ Length of Service ________
E-mail: ____________________________ Phone# ________

Section 2, paragraph 2.3.5

Submitter(s) shall provide contact information to expedite purchase orders

Contact person name: ________________________________
Phone number: ________________________________
Fax number: ________________________________
Email address: ________________________________
Emergency Services Phone Number ________________________________
Section 2, Paragraph 2.3.4

Submitter shall provide a list of no less than three (3) client references from companies or organizations who can confirm that the submitter has provided parts and supplies.

The following information shall be provided: Company name, telephone and/or e-mail address, and length service.

Reference No.1
Company's Name: 

Contact Person: __________________ Length of Service: ______________
E-mail: _____________________ Phone#: ______________________

Reference No.2
Company's Name: 

Contact Person: __________________ Length of Service: ______________
E-mail: _____________________ Phone#: ______________________

Reference No.3
Company's Name: 

Contact Person: __________________ Length of Service: ______________
E-mail: _____________________ Phone#: ______________________

Section 2, paragraph 2.3.5

Submitter(s) shall provide contact information to expedite purchase orders

Contact person name: ____________________________
Phone number: ________________________________
Fax number: _________________________________
Email address: ________________________________
Emergency Services Phone Number: _______________