

MENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

<input type="checkbox"/> <u>New</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>Sole Source</u>	<input type="checkbox"/> <u>Bid Waiver</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No. IQ8224-2/23-1
<input checked="" type="checkbox"/> <u>Contract</u>					
<input checked="" type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>	LIVING WAGE APPLIES: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
Requisition No./Project No.: RQID1800127		TERM OF CONTRACT <u>5</u> YEAR(S) WITH <u>0</u> YEAR(S) OTR			
Requisition /Project Title: Ice and Ice related equipment					
Description: To establish a pool of vendors capable of delivering/providing Ice and Ice related equipment for various County departments.					
Issuing Department: Corrections & Rehab.		Contact Person: Debra Graham		Phone: 786-263-6359	
Estimate Cost: \$387,000		GENERAL X		FEDERAL X	OTHER X
Funding Source:					

ANALYSIS

Commodity Codes: 390-35				
Contract/Project History of previous purchases 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): <input type="checkbox"/> YES <input type="checkbox"/> NO				
<u>RECOMMENDATIONS</u>				
	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
Basis of recommendation:				
Signed: Sherry Clentscale		Date sent to SBD: 05/23/2018		
		Date returned to ISD-PM:		

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

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of delivering and providing Ice (not limited to Block, Cube, Crush, and Dry Ice) for various Miami-Dade County 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 membership in the pool. Pre-qualified vendors will be invited to participate in future spot market competitions. 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 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 year period.

2.3 QUALIFICATION CRITERIA

Vendors shall submit all of the qualifying documents with their submittal form. However, the County may, at its sole discretion and in its best interests, allow vendors to supplement submitted documents in order to satisfy the prequalification criteria. It shall be the sole prerogative of the County to determine the number of vendors who will be included under the pre-qualification pool. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified vendors.

Submitters shall provide the following documents to demonstrate qualifications to provide services:

- 2.3.1A** Copy of the most recent Local Business Tax receipt issued by Miami-Dade County or Broward County.
- 2.3.2A** Copy of the submitter's most current annual inspection report from the Florida Department of Agriculture and Consumer Services. The inspection report must be submitted with bid. The report must show corrective action, if applicable, where deficiencies are noted.
- 2.3.3A** References from two (2) existing customers. The references listed must be customers that are currently receiving or have recently received services being offered under this Solicitation. The references must include the customer's name, and the name, title, address, and telephone number of the contact person who can verify that the submitter has successfully provided the services that the submitter is offering under this solicitation. These references shall ascertain to the County's satisfaction that the submitter has sufficient experience and expertise in providing the services. The submitter may only use one Miami-Dade County department as a reference.

2.3.4A Bidder shall have a facility equipped with a telephone, facsimile (FAX) machine and/or an e-mail address. Resources must be available twenty-four hours a day to provide services.

2.3.5A Bidders shall provide a list of their facilities located inside and outside the State of Florida and information regarding their respective capabilities regarding electrical plants to operate their facilities in case of massive power outages.

2.4 INDEMNIFICATION AND INSURANCE

Additional or revised insurance requirements may be necessary when performing work in certain County facilities that limit or restrict access. Any change or addition in insurance requirements will be detailed in the RFQ.

2.5 EMERGENCY SERVICE: DECLARED STATE OF EMERGENCY

In the event an emergency situation is declared by Miami-Dade County, the following emergency conditions shall prevail.

1. All ice orders placed by Miami-Dade County will have first priority for fulfillment by all prequalified bidders.
2. During the duration of the emergency: Bidders are required to deliver within a four (4) hour notification by the County.
3. Due to unforeseen circumstances where the vendor is unable to meet the four (4) hour requirement. The vendor shall notify the County of earliest possible delivery time.

2.6 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION

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 must be purchased by the County during the term of this contract. Under these circumstances, a County representative will obtain a price quote for the similar items. The County reserves the right to award these similar items to another contract bidder based on the lowest price quoted, or to acquire the items through a separate solicitation.

2.7 EXEMPTION CERTAIN CLAUSES

Quotes to be awarded under this Request to Qualify may be accessed by federally funded department(s). As a federally funded department(s), certain clauses within the General Terms and Conditions do not apply to that department's allocation:

Public Housing and Community Development (PHCD)) Exempt to Requirements. The contract to be awarded under this solicitation will be used by the PHCD. As a Federally-funded department, the following requirements within this solicitation do not apply to their required services when using federal funds:

- a) Section 1 General Terms and Conditions, Paragraph 1.11-Local Preference
- b) Section 1 General Terms and Conditions, Paragraph 1.28–Office of the Inspector General

- c) Section 1 General Terms and Conditions, Paragraph 1.36-County User Access Program (UAP)
- d) Section 1 General Terms and Conditions, Paragraph 1.44-Small Business Enterprises (SBE) Measures
- e) Section 1 General Terms and Conditions, Paragraph 1.45-Local Certified Service-Disable Veteran's Business Enterprise Preference

2.7.1 PHCD Minimum Wages Based on the Davis Bacon Act (When Federal Funds are Utilized)

Since this solicitation is being processed in conjunction with federal funding, the wage rate paid to all classifications of employees of the bidder for the work under this solicitation shall not be less than the prevailing wage rates for similar classification of work in Dade County, Florida, as established in the Federal Area Wage Decision by the United States Department of Labor. Additionally, all federal regulations and statutes adopted by U.S. Department of Labor as a result of the Davis Bacon Act shall prevail during the term of this contract. Bidder(s) shall comply with the regulations of the Davis Bacon Act, pay wages in accordance with the act, submit to the County certify copies of their payroll whenever requested, allow the County to perform interviews to their work force and allow the County to inspect their payrolls as it may deem necessary. The above agreement shall be used only when federal funds are utilized for specific project not exceeding \$50,000.00 each.

2.7.2 PHCD Section 3 Requirements

This contract is a Section 3 covered activity for PHCD. Section 3 requires that job training, employment and contracting opportunities be directed toward low and very-low income persons and to businesses that provide economic opportunities to those persons. Bidder(s) are required to execute and submit Document 00400, "Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)", with the bid (see Housing Affidavits Appendix "B" and Attachment 1). An executed Plan document is the bidder's certification that he or she will take all necessary affirmative marketing steps required, in connection with each PHCD project award, to (a) meet Section 3 training and employment goals, where feasible, when filling vacant or new positions resulting from PHCD awards, and also seek to recruit qualified minorities and women to fill vacant or new positions resulting from PHCD awards, and (b) meet Section 3 subcontracting goals and ensure small, minority and women subcontractors are used (where subcontracting is permitted). See Appendix B: Section 3 of the HUD Act of 1968.

2.7.3 PHCD USHUD Forms Required

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

His 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 2 CFR part 200, 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.

2.8 COMPLIANCE WITH FEDERAL REGULATION DUE TO USER OF FEDERAL FUNDING

Since the services 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 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.

2.9 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE SUBMITTER

Submitter shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

This section of the solicitation is to provide and deliver ice and ice related equipment to various Miami-Dade County Departments. Subsequent quotes will outline the needs for a specific site, which is generally different for each department.

3.2 SAFETY REGULATIONS

Ice must meet the bacteriological standard for drinking water. Crushed and cubed ice used for food or drink preparation is to be delivered in poly bags as per the Health Department regulation. Ice must be clean, no broken bags will be accepted. Plants may be inspected by the Miami-Dade County Health Department.

3.3 GOODS AND SERVICES TO BE PROVIDED

The following are samples of items that may be quoted through a spot market during the term of the contract.

- Block Ice
- Crushed or Snow Ice
- Cube Ice
- Dry Ice

RENTAL OR PURCHASE

- Ice making machines
- Ice boxes

Pre-Qualification Criteria																			
	Refer to the details in Section 2.3 to insure that your firm's response and attachments comply with the solicitation's requirements.																		
Section 2.3	<p>Company Name: _____ Contact Person _____</p> <p>Street Address: _____</p> <p>Telephone No.: _____</p> <p>Cell Phone No.: _____</p> <p>Fax: _____</p> <p>E-mail Address: _____</p> <p>Electrical Backup: Yes _____ No _____</p> <p>Copy of a current Local Business Tax Receipt was provided with your bid in accordance with Section 2.3, Paragraph, 2.3.1A: Yes _____ No _____</p> <p>Copy of a current satisfactory sanitation inspection from the Florida Department of Agriculture was provided with your bid in accordance with Section 2.3, Paragraph 2.3.2A: Yes _____ No _____</p>																		
Section 2.3.5A	<p><u>Information regarding additional facilities located inside of Florida:</u></p> <table border="1"> <tbody> <tr> <td>Company Address: _____</td> <td>Electrical Backup: Yes _____ No _____</td> </tr> <tr> <td colspan="2">Copy of a current satisfactory sanitation inspection from the Florida Department of Agriculture was provided with your bid in accordance with Section 2.3, Paragraph 2.3.2A: Yes _____ No _____</td> </tr> <tr> <td>Company Address: _____</td> <td>Electrical Backup: Yes _____ No _____</td> </tr> <tr> <td colspan="2">Copy of a current satisfactory sanitation inspection from the Florida Department of Agriculture was provided with your bid in accordance with Section 2.3, Paragraph 2.3.2A: Yes _____ No _____</td> </tr> <tr> <td>Company Address: _____</td> <td>Electrical Backup: Yes _____ No _____</td> </tr> <tr> <td colspan="2">Copy of a current satisfactory sanitation inspection from the Florida Department of Agriculture was provided with your bid in accordance with Section 2.3, Paragraph 2.3.2A: Yes _____ No _____</td> </tr> </tbody> </table> <p><u>Information regarding additional facilities located outside of Florida:</u></p> <table border="1"> <tbody> <tr> <td>Complete Address: _____</td> <td>Electrical Backup: Yes _____ No: _____</td> </tr> <tr> <td>Complete Address: _____</td> <td>Electrical Backup: Yes _____ No: _____</td> </tr> <tr> <td>Complete Address: _____</td> <td>Electrical Backup: Yes _____ No: _____</td> </tr> </tbody> </table>	Company Address: _____	Electrical Backup: Yes _____ No _____	Copy of a current satisfactory sanitation inspection from the Florida Department of Agriculture was provided with your bid in accordance with Section 2.3, Paragraph 2.3.2A: Yes _____ No _____		Company Address: _____	Electrical Backup: Yes _____ No _____	Copy of a current satisfactory sanitation inspection from the Florida Department of Agriculture was provided with your bid in accordance with Section 2.3, Paragraph 2.3.2A: Yes _____ No _____		Company Address: _____	Electrical Backup: Yes _____ No _____	Copy of a current satisfactory sanitation inspection from the Florida Department of Agriculture was provided with your bid in accordance with Section 2.3, Paragraph 2.3.2A: Yes _____ No _____		Complete Address: _____	Electrical Backup: Yes _____ No: _____	Complete Address: _____	Electrical Backup: Yes _____ No: _____	Complete Address: _____	Electrical Backup: Yes _____ No: _____
Company Address: _____	Electrical Backup: Yes _____ No _____																		
Copy of a current satisfactory sanitation inspection from the Florida Department of Agriculture was provided with your bid in accordance with Section 2.3, Paragraph 2.3.2A: Yes _____ No _____																			
Company Address: _____	Electrical Backup: Yes _____ No _____																		
Copy of a current satisfactory sanitation inspection from the Florida Department of Agriculture was provided with your bid in accordance with Section 2.3, Paragraph 2.3.2A: Yes _____ No _____																			
Company Address: _____	Electrical Backup: Yes _____ No _____																		
Copy of a current satisfactory sanitation inspection from the Florida Department of Agriculture was provided with your bid in accordance with Section 2.3, Paragraph 2.3.2A: Yes _____ No _____																			
Complete Address: _____	Electrical Backup: Yes _____ No: _____																		
Complete Address: _____	Electrical Backup: Yes _____ No: _____																		
Complete Address: _____	Electrical Backup: Yes _____ No: _____																		

Reference No. 1	The references listed must be customers that are currently receiving or have recently received services being offered under this Solicitation.
Section 2.3.3A	Company Name: _____ Contact Person: _____ Title: _____ Street Address: _____ Contact Person Telephone Number: _____ E-mail Address: _____
Reference No. 2	The references listed must be customers that are currently receiving or have recently received services being offered under this Solicitation.
Section 2.3.3A	Company Name: _____ Contact Person: _____ Title: _____ Street Address: _____ Contact Person Telephone Number: _____ E-mail Address: _____