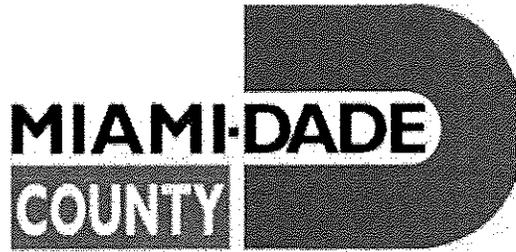


OPENING: 6:00 P.M.

, 2015



MIAMI-DADE COUNTY, FLORIDA

R E Q U E S T T O Q U A L I F Y

TITLE:

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

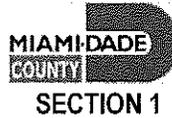
BIDS WILL BE ACCEPTED UNTIL 6:00 PM  
ON , 2015

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.

**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:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r15-1.pdf>

**NOTICE TO ALL SUBMITTERS/PROPOSERS:**

Electronic bids are to be submitted through a secure mailbox at BidSync ([www.bidsync.com](http://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](http://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 1: 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)
    - Category 0407
    - Category 0408
    - Category 0601
    - 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 REQUIRMENTS 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](mailto: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 COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING**

Since the goods and 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 4 of the United States Code, which addresses Affirmative Action requirements for handicapped workers, is incorporated into this Request to Qualify solicitation and resultant Request for Quote by reference.

**2.10 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 (USHUD) 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.

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### 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.

Commercial and residential gas and electrical Appliances, Commercial and Residential Gas Appliances, Residential Appliances repair service and parts for various Miami-Dade County Departments to include but not limited to the following items listed:

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, Steam kettles, Tilting kettles  
Grilles  
Waste dispensers, Waste extractors  
Steamers  
Punch mixers  
Utility distribution system  
Retherm Units  
Blast chiller  
Pumps fill Stations  
Cook tanks

#### **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 equipment shall be maintained at levels necessary for optimum performance as suggested in the manufacturer's service manual. The successful Submitter shall itemize the replacement parts, indicating unit prices on the invoice.

**3.6 OEM PARTS STOCK ITEMS/NON-STOCK ITEMS/AFTERMARKET ITEMS**

The awarded Submitter shall supply original equipment manufacturer (OEM) parts that are stock items from the manufacturer within 24 hours of determining the part(s) needed to complete the repairs. If this delivery schedule is not fulfilled by the awarded Submitter, the County reserves the right to cancel the order, purchase the parts/repairs from the next lowest Submitter, and charge the awarded Submitter for any re-procurement costs incurred by the County.

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**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.

Admiral		Crescor		Instamatic		Shelley Gas	
Aladdin Synergetics		Crystaltips		Kelvinator		Southbend	
Alto Shaam		Del Field		Kenmore		Speed Queen	
Alvey washing Equip.		Fisher		Likpak		Tappan	
Anchor Ind.		Frigidaire		Lang		Toledo Scale	
Anetsberger		G.E.		Magic Chef		Traulsen	
Blakeslee		Garland		Manitowak		Traycor	
Blickman		Gaylord		Market Forge		Udisco	
Brown		Gibson		Maytag		Vesta	
Calaoric		Glenwood		Mimco		Volcan	
Cambro		Groen		Pitco		Washburg & Granger	
Cecilware		Hatco		Precision		Wells	
Champion Ind.		Haviser		Reynolds		Whirlpool	
Cleveland Range		Hom Corp		Savory		White Westinghouse	
Cornelius		Hotpoint		Scottsman		Hobart	
Crathco		Husshan		Seco		Viking	
Unimac		True		Berkel		Stero	



**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 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.

**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 2.3.2 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: \_\_\_\_\_

GROUP III - RESIDENTIAL ELECTRICAL APPLIANCES

**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# \_\_\_\_\_

GROUP IV - PARTS ONLY

**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 \_\_\_\_\_