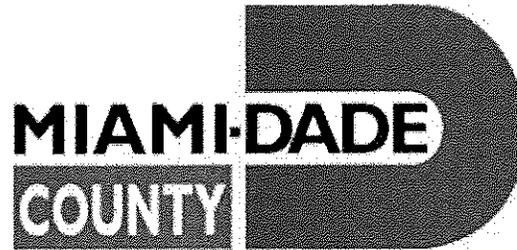


OPENING: 6:00 P.M.

, 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)

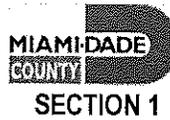
BIDS WILL BE ACCEPTED UNTIL 6:00 PM
ON , 2015

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) 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

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a pool of pre-qualified submitters capable of providing repair services for kitchen appliance equipment (Gas and Electric), for various Miami-Dade County (MDC) departments. The appliances and kitchen equipment that shall be repaired will be commercial and residential. 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 submitters will be invited to participate in future spot market Request for Quote (RFQ) 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.

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

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: All appliances requiring hardwire installation or modifications and related parts and or repair.

Submitter shall be regularly engaged in the business of making repairs on commercial/residential appliances, and kitchen equipment:

- a. Submitter shall have been in the business of repairing commercial/residential appliances a minimum of three (3) years. Submitter shall provide as proof three (3) years of business taxes.
- b. Submitter shall provide a list of no less than three (3) references who can confirm that the Submitter has successfully provided service on appliances listed in the Request to Qualify (RTQ); such as washers, dryers, refrigerators, ranges, ovens and other kitchen appliance or equipment.

- c. Submitter shall submit a copy of the following licenses:

General Mechanical Contractor license or State of Florida Contractor license
Miami Florida Refrigeration Contractor license

2.3.2 Group II: Commercial/residential gas appliance equipment installation repairs, alteration, addition or changes; and related parts for repair.

Submitter shall be regularly engaged in the business of making repairs on gas appliances and kitchen equipment.

- a. Submitter shall have been in business of repairing gas appliances a minimum of three (3) years. Submitter shall provide as proof three (3) years of business taxes.
- b. Submitter shall provide a list of no less than three (3) references who can confirm that the Submitter has successfully provided gas appliance repairs.
- c. Submitter shall provide the following Miami-Dade County Plumbing Contractor licenses:
- State of Florida 0408 installer C
 - State of Florida 0601 category I liquid petroleum gas dealer
 - State of Florida 0803 installer A

2.3.3 Group III: Commercial/residential appliances not requiring any hardwire or modifications (Plug in only) excluding air conditioning; and related parts for repair.

- a. Submitter shall have been in business of repairing appliances a minimum of three (3) years. Submitter shall provide as proof the past three (3) years of business taxes.
- b. Submitter shall provide a list of no less than three (3) references who can confirm that the Submitter has successfully made repairs on appliances not requiring hardwire or modification.

2.3.4 Group IV: Parts Only

- a. Submitter shall provide a list of no less than three (3) references who can confirm that the Submitter has provided parts.
- b. Submitter shall provide a letter (within the last 6 months) or a website that list their firm as an approved dealer, distributor or reseller of 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 is required for Groups I, II, and III. Insurance requirement shall be define 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

The awarded submitter of the RFQ shall conform to all applicable OSHA, state and local occupants of the County and the general public in and around the work area. The awarded submitter shall also insure the County 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 LIMITATION OF OPERATIONS

No work shall be done on Sunday or on any days between the hours of 5:00 P.M. and 8:00 A.M. except when such work is necessary for the proper care and protection of the work already performed, and when permission to do such work is secured from the Miami-Dade County Department representative.

2.9 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.

2.10 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 Request to Qualify solicitation and resultant Request for Quote by reference.

2.11 MIAMI-DADE COUNTY LIVING WAGES

If the total Request for Quote (RFQ) value, per term, exceeds \$100,000 the provisions of Section 2-8.9 (Living Wages) of the code of Miami-Dade County (Code) as amended by Ordinance [Governing Legislation], will apply. A copy of this code Section may be obtained online at www.miamidade.gov. A copy of the Administrative Order may be obtained on line at:

<http://www.miamidade.gov/apopdfodoc/aopdf/pdf/A03-30.pdf>

2.12 MIAMI-DADE HOUSING MINIMUM WAGES BASED ON THE DAVIS BACON ACT - REQUIREMENT FOR PUBLIC HOUSING AND COMMUNITY DEVELOPMENT PROJECTS ONLY

Since this Request to Qualify (RTQ) and subsequent Request for Quote RFQ are being processed in conjunction with federal funding, the wage rate paid to all classifications of employees of the submitter for the work under specific RFQ, issued by PHCD, 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 the awarded RFQ and shall be used only when federal funds are utilized for specific project not exceeding \$50,000.00 each.

Submitter(s) shall comply with the regulations of the Davis Bacon Act, pay wages in accordance with the act, submit to the County certified copies of its payroll whenever requested, allow the County to perform interviews to its work force, and allow the County to inspect its payroll(s) as it may deem necessary.

2.13 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.

DRAFT

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.

These specifications cover appliances and kitchen equipment (Gas and Electric) repair service and parts for various Miami-Dade County Departments to include but not limited to the following items listed:

Commercial and residential appliances
Refrigerators, freezers, walk in freezers
Washer and Dryers
Dishwashers, pot & 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.

3.3 PERSONNEL

The Awarded Submitter shall maintain personnel that can make commercial/residential repairs for the duration of the quote.

3.4 EMERGENCY SERVICE

The submitter shall provide 24 hours, 7 days a week emergency service to the County under the RTQ. During regular working hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.), emergency service response time (defined as the time from acknowledged notification to arrival on-site) shall be within 2 hours after notification by the County. During other than regular working hours, the emergency response time, as defined above, shall be within 3 hours after notification by the County.

3.5 RESPONSE TIMES FOR THE DEPARTMENT OF CORRECTIONS

Response times for Turner Guilford Knight Correctional Center's kitchen, and Pre Trial Detention Center's Kitchen will be within two (2) hours of the call to the awarded submitter during regular business hours and within four (4) hours for overtime hours (hours stated above).

Response times for Training and Treatment Center's kitchen, Metro West Detention Center's kitchen and Women's Detention Center should be within eight (8) regular business hours, unless the situation is deemed an emergency. In emergency situations, response time will be within four (4) hours. Situations are declared an "emergency situation" at the sole discretion of Miami-Dade County.

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.

The awarded submitter shall supply OEM parts that are non-stock items from the manufacturer within 72 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. In the event the OEM part required is not available, awarded submitter may provide a non-OEM/aftermarket part(s) that are compatible; with the County's approval.

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 2.3.1a

Submitter has attached a copy of business taxes three (3) years
Yes No

Section 2, paragraph 2.3.1 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 commercial/residential appliances requiring hardwire installation or modification:

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 c

Submitter has attached a copy of the following licenses:

- General Mechanical or State of Florida Contractor license
- Miami Florida refrigeration License

Yes No

Section 2, paragraph 2.3.5

Submitter shall provide a contact information to expedite purchase orders

Contact person name: _____

Phone number: _____

Fax number: _____

Email address: _____

Emergency Services Phone Number _____

Section 2, Paragraph 2.3.2 a

Submitter has attached a copy of business taxes three (3) years:

Yes No

Section 2, Paragraph 2.3.2 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 gas appliance commercial/residential or equipment installation repairs, alteration, addition or changes

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 c

Submitter has attached a copy of the following licenses:

- State of Florida 0408 Installer C
- State of Florida 0601 Category I liquid Petroleum Gas Dealer
- State of Florida 0803 Installer A

Yes No

Section 2, paragraph 2.3.5

Submitter(s) shall provide a 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 a

Submitter has attached a copy of business taxes three (3) years:

Yes No

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 commercial/residential appliances not requiring any hardware or modification.

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 a 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 a contact information to expedite purchase orders

Contact person name: _____

Phone number: _____

Fax number: _____

Email address _____

Emergency Services Phone Number _____

Group IV- PARTS ONLY