

SECTION 2

ADDITIONAL/SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit for the purchase of appliances, and associated parts, installation, and repair/maintenance services for Miami-Dade County (County). Placement in the Pool is NOT a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

2.2 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services; and awarded based on lowest price, or other quantifiable criteria.

Prequalified Pool of Vendors (Pool) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

Submittal – Shall refer to all information, attachments and forms submitted in response to this RTQ.

Vendor – Shall refer to a business entity/individual responding to this RTQ.

Work Order Proposal Request (WOPR) – shall refer to a competitive process involving the solicitation of proposals, by the Internal Services Department Strategic Procurement Division, from the Pool for specific goods and/or services; and evaluated and awarded based on best value.

2.3 TERM

The Pool shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Purchase Order issued by the County. The Pool shall expire on the last day of the last month of the five-year term.

2.4 QUALIFICATION CRITERIA

Vendor shall meet the following criteria to be considered for placement in the Pool and for participation in future ITQs or WOPRS for the following groups:

Group 1 – Purchase of Appliances and/or Appliance Related Parts

Group 2 – Purchase of Installation, Repair and/or Maintenance Services – Commercial Electrical Appliances

Group 3 – Purchase of Installation, Repair and/or Maintenance Services– Residential Electrical Appliances

Group 4 – Purchase of Installation, Repair and/or Maintenance Services – Commercial and Residential Gas Appliances

Qualification for all Groups

A. Vendors shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions. Vendor shall provide the representative's name, phone number, and email address.

Additional Qualification for Group 1

- B. Vendors shall provide two (2) current reference letters on company letterhead and/or emails from the reference providers, signed to demonstrate that the Vendor is regularly engaged in the business of providing *appliances and/or appliance related parts*. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the goods. The references shall contain the reference provider's name, phone number, email address, company name, and position title.

Additional Qualification for Group 2

- C. Vendors shall provide two (2) current reference letters on company letterhead and/or emails from the reference providers, signed to demonstrate that the Vendor is regularly engaged in the business of providing *installation, repair, and/or maintenance services to commercial electrical appliances*. The references shall contain the reference provider's name, phone number, email address, company name, and position title. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the services. The references shall contain the reference provider's name, phone number, email address, company name, and position title.
- D. Vendors shall provide a copy of one (1) of the following current licenses with their bid submittal:
- a. Miami Dade County General Mechanical Contractor license
 - b. State of Florida Mechanical Contractor license

Additional Qualification for Group 3

- E. Vendors shall provide two (2) current references letters on company letterhead and/or emails from the reference providers, signed to demonstrate that the Vendor is regularly engaged in the business of providing *installation, repair, and/or maintenance services to residential electrical appliances*. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the services. The references shall contain the reference provider's name, phone number, email address, company name, and position title.

Additional Qualifications for Group 4

- F. Vendors shall provide two (2) current reference letters on company letterhead and/or emails from the reference providers, signed to demonstrate that the Vendor is regularly engaged in the business of providing *repair and/or maintenance services to commercial and/or residential gas appliances*. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the services. The references shall contain the reference provider's name, phone number, email address, company name, and position title.
- G. Vendors shall provide a copy of one (1) of the following current licenses with their bid submittal:
- a. Miami-Dade County Plumbing Contractors license
 - b. Miami-Dade County Gas Fitting Contractor license
 - c. State of Florida Plumbing Contractor license
 - d. State of Florida Liquefied Petroleum Gas Contractor license with one of the following categories:
 - i. Category I LP Gas Dealer (LG)
 - ii. Category V LP Gas Installer (LI)

Vendor shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Vendors as it deems necessary, and in its best interest.

2.5 **INSURANCE**

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ or WOPR.

2.6 **SPOT MARKET QUOTES**

Vendors in the Pool will be invited to participate in future spot market competition, as needed. When a requirement to procure goods/services listed under a specific group is identified, Vendors in the Pool for that group will be invited to quote. When a requirement to procure goods/services falls under multiple groups, Vendors in the Pool under the combination of groups will be invited to quote. The spot market competition will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage or other applicable wage requirements
- Insurance Requirements
- Response Time

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Article 1.2(H) Prompt Payment Terms
- Article 1.11 Local Preference
- Article 1.29 Office of the Inspector General (*only the cost of the random audits, as specified*)
- Article 1.37 County User Access Program (UAP)
- Article 1.45 Small Business Enterprise (SBE) Measures
- Article 1.46 Local Certified Veteran's Business Enterprise Preference
- Article 1.47 Application of Preferences
- Article 1.49 First Source Hiring Referral Program (FSHRP)

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS

It is the intent of this solicitation to identify and make available to the County, Vendors capable of providing appliances, and related parts, installation, and repair/maintenance services for multiple County departments, on an "as needed basis." Appliances and parts offered shall be Energy Star Certified for all appliances and parts in which the Energy Star has established standards.

3.2 GOODS/SERVICES TO BE PROVIDED

Group 1: Purchase of Appliances and/or Appliance Related Parts

Vendor(s) shall furnish and deliver various electric or gas appliances and/or appliance related parts, including but not limited to: Dishwashers, Pot and Pan Washers, Ranges, Range Hoods, 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, Stoves, 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, Retherm Units, Blast Chillers, Cook Tanks, Cook Tops, Retherms, Kitchen Hood Systems, Exhaust Fans, Refrigerators, Freezers, Washers and Dryers, as well as various parts, including but not limited to, water filters, air filters, motors, seals, etc. Delivery, set-up, and plug-in are to be included with purchase, when required or requested. No installation of items is included in this Group.

Group 2 – Purchase of Installation, Repair and/or Maintenance Services – Commercial Electrical Appliances

Vendor(s) shall provide services to commercial electrical appliances. Services may include but are not limited to: installation, repair of broken/inoperable commercial electrical appliances, or maintenance of operable commercial appliances. Repairs may include replacement parts to bring the broken/inoperable appliances back to working order. Maintenance may also include replacement parts as necessary to maintain and extend the life of operating appliances. Vendor(s) are to ensure and only offer energy efficient appliance products.

Group 3 – Purchase of Installation, Repair and/or Maintenance Services – Residential Electrical Appliances

Vendor(s) shall provide services to residential electrical appliances. Services may include but are not limited to: installation, repair of broken/inoperable residential electrical appliances, or maintenance of operable residential appliances. Repairs may include replacement parts to bring the broken/inoperable appliances back to working order. Maintenance may also include replacement parts as necessary to maintain and extend the life of operating appliances.

Group 4 – Purchase of Installation, Repair and/or Maintenance Services – Commercial and Residential Gas Appliances

Vendor(s) shall provide services to commercial or residential gas appliances. Services may include but are not limited to: installation, maintenance, and/or the repair of broken/inoperable commercial or residential gas appliances. Vendor(s) are to ensure and only offer energy efficient appliance products. Repairs may include replacement parts to bring the broken/inoperable appliances back to working order. Maintenance may also include replacement parts as necessary to maintain and extend the life of operating appliances.

SECTION 4
SUBMITTAL FORM

VENDOR: _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL VENDORS		
Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Copy Attached
2.4 (A) <i>For all Groups</i>	Vendor shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions. Vendor shall provide the representative's name, phone number, and email address. Representative Name: _____ Phone Number: _____ E-Mail Address: _____	
2.4 (B) <i>Additional Qualification for Group 1</i>	Vendors shall provide two (2) current reference letters on company letterhead and/or emails from the reference providers, signed to demonstrate that the Vendor is regularly engaged in the business of providing appliances and/or appliance related parts. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the goods. The references shall contain the reference provider's name, phone number, email address, company name, and position title.	<input type="checkbox"/>
2.4 (C) <i>Additional Qualification for Group 2</i>	Vendors shall provide two (2) current reference letters on company letterhead and/or emails from the reference providers, signed to demonstrate that the Vendor is regularly engaged in the business of providing installation, repair, and/or maintenance services to commercial electrical appliances. The references shall contain the reference provider's name, phone number, email address, company name, and position title. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the services. The references shall contain the reference provider's name, phone number, email address, company name, and position title.	<input type="checkbox"/>
2.4 (D) <i>Additional Qualification for Group 2</i>	Vendors shall provide one (1) of the following licensing requirements. a. Miami Dade County General Mechanical Contractor license b. State of Florida Mechanical Contractor license	<input type="checkbox"/>
2.4 (E) <i>Additional Qualification</i>	Vendors shall provide two (2) current references letters on company letterhead and/or emails from the reference providers, signed to demonstrate that the Vendor is regularly engaged in the business of providing installation, repair, and/or maintenance	<input type="checkbox"/>

<i>for Group 3</i>	services to residential electrical appliances. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the services. The references shall contain the reference provider's name, phone number, email address, company name, and position title.	
2.4 (F) <i>Additional Qualification for Group 4</i>	Vendors shall provide two (2) current reference letters on company letterhead and/or emails from the reference providers, signed to demonstrate that the Vendor is regularly engaged in the business of providing repair and/or maintenance services to commercial and/or residential gas appliances. The County shall be able to ascertain from these references to its satisfaction that the Vendor has sufficient experience and expertise providing the services. The references shall contain the reference provider's name, phone number, email address, company name, and position title.	<input type="checkbox"/>
2.4 (G) <i>Additional Qualification for Group 4</i>	Vendor shall provide a copy of one of the following current licenses with their bid submittal: <ul style="list-style-type: none"> a. Miami-Dade County Plumbing Contractors license b. Miami-Dade County Gas Fitting Contractor license c. State of Florida Plumbing Contractor license d. State of Florida Liquefied Petroleum Gas Contractor license with one of the following categories: <ul style="list-style-type: none"> i. Category I LP Gas Dealer (LG) ii. Category V LP Gas Installer (LI) 	<input type="checkbox"/>

MARKET RESEARCH

Contract No.: 9384-1/22-1, RTQ-00256, and 18-042 Combination	Recommendation: <input type="checkbox"/> Exercise Option to Renew (OTR) <input type="checkbox"/> Non-Competitive Acquisition <input checked="" type="checkbox"/> Solicit Competition <input type="checkbox"/> Access Contract <input type="checkbox"/> Other
Title: Appliances, Parts, Supplies and Accessories; Repairs Replacement/Parts Appl. & Kitc (Gas& Electric);	
Procurement Contracting Associate: Yesenia Gomez	

Background:

Miami-Dade County has a continued need to purchase various types of commercial and residential appliances, installation, replacement parts, supplies, accessories, and repair services on an as needed basis. Currently, the County uses the three (3) following contracts and pools, to obtain the needed goods and services:

Prequalification pool, 9384-1/22-1, was established for the purchase of appliances, replacement parts, supplies and accessories for various County Departments. This pool was established by the Board of County Commissioners on March 5, 2013, through Resolution No. R-156-13 for a five-year term, with one, five-year option to renew. The pool is currently in its one and only option to renew term and it expires March 31, 2023. The cumulative value of the pool is \$11,645,980.

Prequalification pool, RTQ-00256, was established for the purchase of gas and electric appliance repair services and replacement parts for various County Departments. This pool was established by the Board of County Commissioners on May 17, 2016, through Resolution No. R-386-16 for an eight-year term. The pool is set to expire May 31, 2024 and has a cumulative value of \$2,450,000.

Contract No. 18-042, provides equipment, kitchen and OEM parts to include delivery to various County Departments. The contract was accessed for hurricane preparedness to purchase ice machines on an as-needed basis. This contract was accessed under delegated authority on August 22, 2018, for a 55-month term. The contract is set to expire March 26, 2023 and has a cumulative value of \$500,000.

Research Conducted:

Market research has been conducted to determine how other entities are procuring these goods/services and to find vendors that may be interested in providing the County with these goods/services. Research findings are further detailed under the Comparable Contracts.

Licensing Requirements:

After consulting with Department of Regulatory and Economic Resources (RER) the following license(s) will be required as qualification criteria for each specific group(s), when it pertains to the following; When the purchase of commercial appliances include installation and to be tied into the electrical system (permanent fixture), then a state of Florida Mechanical Contractors License and/or Miami Dade County General Contractors license will be required. If the work being performed is described in the scope of work of any of the categories described in the licensing laws, i.e., Chapter 10, Code of Miami Dade County or Florida State Statute 489, it requires a contractor's license. Generally, the sale or installation of any finished products, materials, or articles of merchandise that are not fabricated into and do not become a permanent fixed part of the structure do not require a contractor's license. When the purchase and installation of commercial and residential gas appliances is needed, then providing one (1) of the following current licenses, will be sufficient for qualification criteria to provide work:

- a. Miami-Dade County Plumbing Contractors license
- b. Miami-Dade County Gas Fitting Contractor license
- c. State of Florida Plumbing Contractor license
- d. State of Florida Liquefied Petroleum Gas Contractor license with one of the following subcategories
 - i. Category I LP Gas Dealer (LG)
 - ii. Category V LP Gas Installer (LI)

As per Jose Lezcano with RER, holding one of the following contractors' licenses above (plumbing, gas fitting, liquefied petroleum gas with sub-category certification) means that the vendor can perform repair, maintenance, and installation services of commercial and residential gas appliances.

Comparable Contracts:

City of Philadelphia #B2110982, Repair services for Electrical Appliances and Kitchen Equipment.

This solicitation is currently under evaluation and was advertised through the City of Philadelphia's PHL Contracts Hub website, and BidSync. The advertisement was to establish pricing for the purchase of appliances and/or parts for cafeteria kitchen equipment, commercial equipment, and maintenance and repair services, for normal hours of operation, overtime hours, and holidays. This contract is inaccessible as award is still pending and there is no current contract value to assess to determine if this is accessible.

City of Philadelphia #B2213014, Kitchen Appliances/Refrigerators

Review of this solicitation has shown that it was advertised for the purchase of two different sized refrigerators. The bid due date has come and past and no award was made of this advertisement. This contract is inaccessible as it was not awarded, nor does it meet the full needs of our client departments.

City of Philadelphia # B2111689, Appliances

Review of this bid shows that it was for a micro purchase of a French door Refrigerator, a convection toaster oven, and a microwave. The bid due date has come and gone, and the City of Philadelphia did not award this advertisement. This contract is inaccessible as it was not awarded, nor does it meet the full needs of our client departments.

City of Philadelphia #B2212337, Appliances

This solicitation was advertised through the City of Philadelphia's PHL Contracts Hub website and BidSync. After review, this solicitation was for the purchase of one refrigerator, and therefore is not accessible as it will not meet the full needs of our client departments.

Lawrence Housing Authority # BD-21-1142-221-221-63240, Appliance Repairs and Services

This solicitation was located via BidSync. A request was made for the bid documents and award documents; however, a response was never received from the issuing entity.

Manatee County Board of County Commissioners, FL # 21-R076080TB, Kitchen Appliance Repair Services.

This solicitation issued for the County's Detention Facilities and other County Facilities for provision of kitchen appliance repair services. The contract was awarded to ITQ Food Equipment Group, LLC dba Hobart Service for a three-year term with two, one-year options to renew with an estimated annual cost of \$10,000. This contract is not accessible as the value is too low for the needs of the County and overall does not meet the full needs of our client departments. ITQ Food Equipment Group, LLC will be invited to participate in the upcoming solicitation.

Contra Costa County, CA # 2003-392, Cooking Appliance Services

This solicitation was advertised for qualified firms or individuals who could provide Weatherization Program Services for Cooking Appliances for Contra Costa County. No bids were received for this advertisement and therefore it is inaccessible.

Hamilton County, OH # ITB 026-20/TT, Kitchen Appliance Maintenance and Repair Contract

This solicitation was advertised to obtain maintenance, and repair services for kitchen appliances at the Hamilton County Justice Center in Cincinnati, Ohio. It was established for a one-year term, with a one-year option to renew (OTR) and is currently in the OTR term. The advertisement was sent out to 1491 vendors via BidSync, in which 20 vendors viewed the advertisement, and 9 vendors downloaded the packet. One response was received and awarded to vendor: Hobart Service, ITW Food Equipment Group, LLC., in the amount of \$64,150.71, per year which totals, \$128,301.42. After detailed review, this solicitation will not meet the needs of our client departments. Hobart Service will be invited to participate in the upcoming solicitation.

Vendors Notified:

Below are the incumbent vendors that currently participate in the pools and contract for appliances and related services. They were sent an email to confirm the interest in a future bid. Responses are included below.

Vendor Name	Current Contract/Pool	Contact Info	Interested?
ABC Restaurant Supplies & Equipment Inc.	9384-1/22-1	lensequipdepot@yahoo.com ; abcbob@bellsouth.net	No response
American Plumbing Supply Co. Inc. dba	9384-1/22-1	hgross@americanplum.net ; rrobertson@americanplum.net	No response

American Plumbing & Electrical Supply			
Century AA LTD d/b/a AAA Supply	9384-1/22-1	ruas@aaasupply.com ; dag@aaasupply.com ; info@aaasupply.com	No response
HD Supply Facilities Maintenance, LTC.	9384-1/22-1	joel.alonso@hdsupply.com harold.swann@hdsupply.com mdpartners@hdsupply.com	Yes
Lace Foodservice Corporation	9384-1/22-1	luis@lacefoodservice.com	No response
Gulf Ice Systems, Inc.	9384-1/22-1 and 18-042	sales@gulficesystems.com	Yes
PDQ Supply Inc.	9384-1/22-1	cyoulsey@pdqupplying.com	No response
Ware Group LLC dba Johnstone Supply	9384-1/22-1	dcsupport@johnstonewaregroup.com	No response
Advance Case Parts, Inc.	RTQ-00256	service@advancecaseparts.com	No response
Aladdin Temp Rite LLC	RTQ-00256	pricingbids@aladdin-atr.com	No response
Fat Free Inc.	RTQ-00256	Gail.mathieson@fatfreeinc.com	No response
Heritage Food Service Group, Inc.	RTQ-00256	contractservices@hfse.com	No response
Whaley Food Service Repairs, Inc.	RTQ-00256	Carl.palmgren@whaleyparts.com	No response

Additionally, the tax collector's office website was searched which located 257 vendors who will be contacted to participate in the solicitation.

Finally, a search of the Small Business Enterprise Business Management Workforce System (BMWS) was utilized to locate registered small businesses who are registered under the following commodity codes: 045 (appliances and Equipment, Household Type), 931 (Equipment Maintenance and Repair Services for Appliance, Athletic, Cafeteria, Furniture, Musical Instruments, and Sewing Equipment). Nine firms were located as listed below and will be notified of a new solicitation if advertised.

Vendor Name	Contact Info
Alexander Air & Heating, Inc.	Priscilla Alexander (305) 519-0312 Prisann@bellsouth.net
Apex-Tech Electrical & Air Conditioning, Inc.	Fabiah Lherisson (954) 534-4723 Miamiapex@gmail.com
Condo Electric Industrial Supply, Inc.	Mr. J. G. Espinosa (305) 691-5400 condoel@condoelectric.com
Paramount Electric and Lighting, Inc.	Darren M. Borges (305) 591-3656 Abmar84@att.net
Presidential Builders, Inc.	Chandra Whitehouse (305) 252-9211 Presbuild@bellsouth.net
Rock Intl Distributors, Inc.	Amado L. Ortiz (305) 513-3314 Amadosr@Rockdistributing.com
TC & F Builders, Corp.	Antonio Chaljub

	(305) 382-3392 Achaljub@comcast.net
The Tool Place Corp.	Edgar Bischoff (305) 591-5650 Sales@toolplacecorp.com
Total Connection, Inc.	Joseph Orukotan (305) 651-3771 email: Totalconnection06@yahoo.com

Recommendation:

Based on the information provided above, it is recommended to proceed with a prequalification pool with different groups based on good/services being provided in order to allow departments to tailor their spot markets to varying items and needs which are difficult to quantify at this time. Additionally, consolidation of the three pools/contracts above will reduce duplicate efforts amongst vendors and County staff as this pool will provide a prequalification pool meeting all needs for appliances and related services.

Procurement Contracting Officer: _____

Date: _____