



Verification of Availability
FB-02276 – Carbonated & Non-Carbonated Beverages
March 2, 2022

SBD is attempting to place a Small Business Measure on the subject solicitation. Please review this document to determine if your firm meets the requirements and is able to provide the requested good(s) and/or service(s). ***If your firm is interested, please include a copy of your firm's resume or list of projects or list 3 similar projects on the last page of this document.***

The deadline to respond to this Verification of Availability is 5:00 PM, Monday, March 7, 2022.

Tyrone White

Capital Improvement Project Specialist

Miami-Dade County Internal Services Department – Small Business Development

111 N.W. 1st Street, 19th Floor, Miami, Florida 33128

Phone: 305-375-2824 | Fax: 305-375-3160 | Email: twj@miamidade.gov

“Help stimulate Miami’s economy by supporting Small Businesses”

Please familiarize yourself with the Project Review Process Website:

<http://www.miamidade.gov/smallbusiness/projects-under-review.asp>

VERIFICATION OF AVAILABILITY

INTERNAL SERVICES DEPARTMENT (ISD)
SMALL BUSINESS DEVELOPMENT (SBD) DIVISION
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19th FLOOR
MIAMI, FLORIDA 33128
PHONE: 305-375-2824 | Email: twj@miamidade.gov

CONTRACT SPECIALIST: **Tyrone White**

I am herewith submitting this letter of verification of availability and capability to bid, provided the proposed scope of work attached. (**NOTE:** Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE: CARBONATED & NON-CARBONATED BEVERAGES

PROJECT NUMBER: FB-02276

Estimated Contract Amount: \$217,890.00

(Scope of work and minimum requirements for this project are attached.)

NAME OF FIRM

ADDRESS

CITY

ZIP CODE

Telephone: (___ ___) ___ ___ - ___ ___

PRINT NAME AND TITLE

SIGNATURE OF COMPANY REPRESENTATIVE

DATE

Currently Awarded Projects (Name of Project and Owner)	Project Completion Date	Contract Amount	Anticipated Awards

SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of canned/bottled carbonated and non-carbonated products for various Miami-Dade County Departments on an as needed basis. Awarded Bidder shall furnish, install and service the equipment (vending machines and coolers) used to dispense the purchased products at no charge to the County during the contract period.

2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the three (3) year term.

2.3 METHOD OF AWARD

Award of this contract will be made to the lowest priced responsive, responsible Bidder when all items are added in the aggregate, who meet the bid submittal requirements listed below. If a Bidder fails to submit an offer on all items, its offer may be rejected. If the Awarded Bidder fails to perform in accordance with the terms and conditions of the contract, the Awarded Bidder may be deemed in default of the contract.

2.4 BID SUBMITTAL REQUIREMENTS

To be considered for award recommendation, Bidders are to provide the documentation requested below:

- a. Bidder(s) shall provide the contact information of a designated representative who can be reached during the County's business hours (8:00am to 5:00pm), Mondays through Fridays to address matters relating to the contract. Bidder(s) shall provide the representative's name, title, phone number, and email address.

Can your firm provide the contact information of a designated representative who can be reached during the County's business hours (8:00am to 5:00pm), Mondays through Fridays to address matters relating to the resultant contract? Yes _____ No _____

- b. Bidder(s) shall provide one (1) client reference of comparable scope for which they have provided similar products and equipment as those requested herein. All client references shall include the name of the company, a description of the products and equipment provided, period in which the products and equipment were provided, and the contact person's name, phone number, and email address.

Can your firm provide one (1) client reference of comparable scope for which they have provided similar products and equipment as those requested herein? Yes _____ No _____

Bidder(s) shall submit with their bid all the specified information, documents, and attachments as proof of compliance to the requirements above; however, Miami-Dade County may, at its sole discretion, allow the Bidder(s) to complete or supplement the requirement information/documents during the evaluation process. Failure to provide proof of compliance to the requirements, as specified by the County, may result in the Bidder not being recommended for award. The County shall be sole judge of the Bidder's conformance with the requirements and its decision shall be final.

2.5 PRICING

Prices shall remain fixed for a period of one (1) year (initial term) after the commencement of the contract. Prices may change annually based on the Consumer Price Index – All Items (All Urban Consumers, Not Seasonally Adjusted, Miami-Ft. Lauderdale-West Palm Beach, FL); however, the annual increase shall not exceed five percent (5%). Awarded Bidder shall submit rate adjustment requests at least sixty (60) days prior to the end of each 12-month period.

The period used to calculate the adjustment will include no more than twelve (12) months, starting from the effective date of the contract, using the index above and include as many months as published (available) in the 12th month, including preliminary [P] numbers during the current twelve (12) months, as not all months may be available for calculation. If the County authorizes an adjustment, the awarded rate(s) will be multiplied times the index percentage change, and the new awarded rate(s) for the next twelve (12) months. The rate adjustment, if any, will take effect on the first month of the next twelve (12) month period.

The County reserves the right to apply any reduction in pricing for each contract year based on the downward movement of the applicable index.

Can your firm provide fixed and firm pricing for one (1) year? Yes _____ No _____

2.6 DELIVERY

Awarded Bidder shall make deliveries within five (5) calendar days from the date of the Purchase Order. All deliveries shall be made in accordance with good commercial practice and within the required delivery time frames; except in such cases where the delivery will be delayed due to acts of nature or causes beyond the control of the Awarded Bidder. In cases where a delivery will be delayed, the Awarded Bidder shall notify the County of the delay prior to the original scheduled delivery so that a revised delivery date can be scheduled or other accommodations can be made.

The County shall not allow any late deliveries attributed to back-order situations. No grace period on account of back-order situations shall be honored unless written authorization is issued by the County and a new delivery date is mutually established. In the event that the Awarded Bidder fails to deliver the products within the time specified, the County reserves the right to cancel the order, seek the products from another Bidder, and charge the Awarded Bidder for any directly associated re-procurement costs. If the Awarded Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

Can your firm make deliveries within five (5) calendar days from the date of a purchase order? Yes _____ No _____

2.7 ACCEPTANCE OF PRODUCTS BY THE COUNTY

The products to be provided hereunder shall be delivered to the County, and maintained in full compliance with industry standards, and the specifications and requirements set forth in this contract. If the Awarded Bidder provides a product that is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the product will be returned to the Awarded Bidder at the Awarded Bidder's expense. At the County's own option, the Awarded Bidder shall either provide a direct replacement for the product or provide a full credit for the returned product. Awarded Bidder shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

Does your firm understand this section? Yes _____ No _____

2.8 STOCK MAINTAINED BY AWARDED BIDDERS

Awarded Bidder shall ensure that adequate stock levels are maintained in order to assure the County of prompt delivery. If the delivery terms specified in the solicitation are not fulfilled by the Awarded Bidder, the County reserves the right to cancel the order, purchase the products elsewhere, and charge the Awarded Bidder for any re-procurement costs incurred.

Can your firm ensure that adequate stock levels are maintained in order to assure prompt delivery?
Yes _____ No _____

2.9 ADDITIONAL PRODUCTS

While the County has listed all major products within the scope of this solicitation which are utilized by County Departments in conjunction with their operations, there may be similar products that need to be purchased during the term of this contract. Under these circumstances, a County representative will contact the Awarded Bidder and obtain pricing for the similar products. The County reserves the right to award these similar products to the Awarded Bidder based on the prices quoted, negotiate pricing, or acquire the products through a separate solicitation.

Does your firm understand this section? Yes _____ No _____

2.10 ADDITION/DELETION OF EQUIPMENT LOCATIONS

Although this solicitation and resultant contract identifies specific facilities to be serviced, it is hereby agreed and understood that any County department or agency facility may be added to this contract at the option of the County.

The County may delete service for any facilities when such service is no longer required during the contract period.

Does your firm understand this section? Yes _____ No _____

2.11 INSURANCE

The following clause replaces the insurance requirements listed in Section 1, General Terms and Condition, Paragraph 1.22A; all other terms and conditions remain:

1. Worker's Compensation Insurance for all employees of the Bidder as required by Florida Statute 440.
2. Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, not to exclude Products & Completed Operations. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
4. Inland Marine in an "all risk" basis in an amount not less than one hundred percent (100%) of the replacement value of the equipment and materials. Policy must provide coverage for property in transit. The policy shall list Miami Dade County as a Loss Payee A.T.I.M.A.

Can your firm provide the required insurance as per Section 2.11? Yes _____ No _____

SECTION 3 - TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The County is seeking to establish a contract to purchase carbonated and non-carbonated beverages to provide to staff and patrons at various facilities. Corrections and Rehabilitation Department will purchase canned and bottled beverages for staff during emergencies, such as hurricanes and Alpha/Bravo events, and to serve during catering events. Parks, Recreation and Open Spaces Department will purchase canned and bottled beverages for vending machines and coolers (equipment) to retail at their parks and restaurants. Seaport Department will purchase canned and bottled beverages for various meetings, workshops and seminars for their employees and visiting dignitaries.

Awarded Bidder shall provide equipment to dispense beverages at no cost to the County and serviced as required by industry standards.

Unless otherwise noted, products to be provided shall be of nationally recognized and accepted brands, including but not limited to: Coca-Cola, Pepsi, Sprite, 7-Up, Diet Pepsi, Diet Coke, Diet Sprite, Diet 7-Up, Cherry Coke, Fanta, Fresca, Surge, Bargs Root Bear & Cream Soda, Minute Maid, Nestea, Seagrams Ginger Ale, Wild Cherry, Mountain Dew, Sunkist, Mug Root Bear, Dr. Pepper, Lipton Tea, Powerade, Gatorade, Dasani, Aquafina, and Evian.

Can your firm provide any of the brands listed above? Yes _____ No _____

3.2 PRODUCTS TO BE PROVIDED

1. CANNED ASSORTED BEVERAGES (packed 24/12 oz. cans per case)

Assorted carbonated and non-carbonated flavored drinks: Cola, diet cola, lemon/lime and/or citrus, fruit punch, lemonade, ginger ale, root beer, iced tea.

Can your firm provide canned assorted beverages packed 24/12 oz. cans per case? Yes _____ No _____

2. BOTTLED ASSORTED BEVERAGES (packed 24/20 oz. bottles per case)

Assorted carbonated and non-carbonated flavored drinks: Cola, diet cola, lemon/lime and/or citrus, fruit punch, lemonade, ginger ale, root beer, iced tea, sports drinks, bottled water.

Can your firm provide bottled assorted beverages packed 24/20 oz. bottles per case? Yes _____ No _____

3.3 EQUIPMENT

Equipment (vending machines and coolers) provided by the Awarded Bidder must be new or "like new" in condition and appearance when installed. All equipment shall contain the necessary safety devices, which shall always be maintained in operating condition. If the equipment is deemed unsuitable or is in frequent disrepair, the Awarded Bidder must replace said equipment at the County's option.

Equipment shall be delivered, installed and operational at all designated locations within sixty (60) days of commencement of the contract. Awarded Bidder shall coordinate with the County Project Manager and the incumbent vendor to ensure previous equipment is removed and new ones are installed within the established timeframe. Equipment shall be removed and/or installed without damage to the building and property. Installation and/or removal will be at no cost to the County. Awarded Bidder shall be solely

financially responsible for any damage caused to County property during the installation or removal of equipment.

Awarded Bidder shall also be required to provide adequate training to County personnel on the appropriate use of the equipment or products, if necessary.

Can your firm abide by Section 3.3? Yes _____ No _____

3.4 EQUIPMENT & LOCATIONS

Location	Quantities	
	Vending Machines	Cooler
Amelia Earhart	-	1
Arcola	-	-
Arcola Lakes	-	-
Briar Bay Golf	-	1
Country Club of Miami	-	2
Country Village	-	-
Crandon Tennis Center	-	2
Deering Estate	1	-
Fruit & Spice Park Store	-	1
Greynolds Golf Course	-	1
Kendall Indian Hammocks	-	1
Larry & Penny	-	-
MLK	-	-
North Glade	-	-
Oak Grove	-	-
Pelican Harbor Marina	-	1
Southridge	-	-
Trail Glades Range	2	1
Equipment Needed	3	11

Can your firm abide by Section 3.4? Yes _____ No _____

3.5 REVENUE COLLECTION

Collection of revenue from vending machines will be performed and retained by Miami-Dade County personnel.

SECTION 4 – SUBMITTAL

PRICING

Item	Estimated Annual Quantity	Description	Unit of Measure	Can your firm provide this item?
1	940	Cola Soft Drink, 24/12 oz. cans per case	Case	
2	342	Dietetic Soft Drinks, 24/12 oz. cans per case	Case	
3	100	Lemon/Lime Flavored Soft Drinks, 24/12 oz. cans per case	Case	
4	265	Assorted Soft Drinks, 24/12 oz. cans per case	Case	
5	852	Bottled Soft Drinks, 24/20 oz. bottles per case	Case	
6	855	Bottled Sports Drinks, 24/20 oz. bottles per case	Case	
7	1270	Bottled Water, 24/20 oz. bottles per case	Case	
8	600	Bottled Water, 24/12 oz. bottles per case	Case	

CONTRACTOR QUALIFICATIONS QUESTIONNAIRE

This questionnaire will assist SBD in identifying the qualified contractors that can provide the aforementioned good(s)/service(s). Indicate yes “Y” or no “N” on the empty line on the left side of this questionnaire and forward it completely filled out to this e-mail address:

twj@miamidade.gov or via fax (305) 375-3160 attention Tyrone White.

_____ PROPOSER (PRIME) has experience completing projects with a similar size and scope as this project, meets the requirements of the PROPOSER (if any) and can perform the work as required.

_____ PRIME **DOES NOT** have experience providing the required good(s) and/or services required by this solicitation.

I certify that to the best of my knowledge all the information provided is verifiable and correct.

Name of Firm: _____

Representative's Name: _____

Title: _____ Signature: _____

Please respond by **5:00 PM, MONDAY, MARCH 7, 2021.**

Any questions feel free to contact me at (305) 375-2824.

PLEASE LIST YOUR FIRMS HISTORY OF SIMILAR PROJECTS, REASON(S) WHY YOUR FIRM DOES NOT MEET THE EXPERIENCE REQUIREMENTS (IF APPLICABLE) AND ANY COMMENTS YOU MAY HAVE ON THE NEXT PAGE

SIMILAR PROJECTS AS PRIME OR SUB- CONTRACTOR

Project Title: _____

Client Name: _____

Contact #: (____) ____ - ____ / _____

Contract Amount: \$ _____

Scope of Service(s):

Project Title: _____

Client Name: _____

Contact #: (____) ____ - ____ / _____

Contract Amount: \$ _____

Scope of Service(s):

Project Title: _____

Client Name: _____

Contact #: (____) ____ - ____ / _____

Contract Amount: \$ _____

Scope of Service(s):
