

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency Contract
 Previous Contract/Project No. 0925-1/21-1
 Re-Bid
 Other
 LIVING WAGE APPLIES:
 YES
 NO

Requisition No./Project No.: RQID2000136/FB-01734
 TERM OF CONTRACT 5 Years

Requisition /Project Title: Coffee and Tea Services

Description: The purpose of this solicitation is to establish a contract to purchase coffee, tea and related products on an as needed basis for Miami-Dade County (County).

Issuing Department: Various
Contact Person: Various
Phone: Various

Estimate Cost: \$65,000
 GENERAL FEDERAL OTHER
Funding Source: Various

ANALYSIS

Commodity Codes: [Redacted] [Redacted] [Redacted] [Redacted]

2ND YEAR

3RD YEAR

Comments: [Redacted]

Sub-contractor goal

Bid preference

Selection factor

x

Basis of recommendation: Per the contract specifications and qualification requirements that a vendor must meet . If competition yields any SBE vendors who meet the specified qualifications, Bid Preference is recommended.

Date sent to SBD: 09/30/2020

Date returned to DPM: [Redacted]

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract to purchase coffee, tea and related products on an as needed basis for Miami-Dade County (County).

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 Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the five (5) year period.

2.3 METHOD OF AWARD

Award of this contract will be made to the lowest priced responsive, responsible Bidder in the aggregate who meets the qualifications listed below. If a Bidder fails to submit an offer for all items, its overall offer may be deemed non-responsive. If the Awarded Bidder defaults, the County shall have the right to negotiate with the next responsive and responsible Bidder.

Qualifications

2.3.1 Bidder(s) shall provide contact information to include name, email address and phone number for company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. for placing orders and coordinating deliveries

2.3.2 Bidder(s) shall be regularly engaged in the business of providing similar products as detailed in this solicitation. Bidder(s) shall provide at least three (3) references. At least one reference must be one large commercial or government account. The references must include the customer's company name, and the name, title, address, and telephone number of the contact person who can verify that the Bidder has successfully provided the products that the Bidder is offering under this solicitation.

2.4 PRICES

The initial contract prices resulting from this solicitation shall prevail for no less than a twelve (12) month period from the contract's initial effective date. The Awarded Bidder may request a price adjustment annually. Such request should be submitted, at least ninety (90) days prior to the anniversary month of the Contract effective date. The County may consider price adjustments based on the Producers Price Index, as published by the U.S. Department of Labor, Bureau of Labor Statistics for the following Series Id: PCU3119203119207 (Coffee and tea manufacturing-Tea in consumer packages).

It is the Awarded Bidder's responsibility to request any price adjustment under this provision. The County reserves the right to reject price adjustment requests or to negotiate prices. Concessions and/or deviations from the price adjustments terms will not be made. In the event that the Awarded Bidder does not comply with the price adjustment terms, the initial pricing provided upon award will be utilized for that Contract term.

2.5 INSURANCE

Insurance requirements listed in Section 1, Paragraph 1.22 of the Terms and Conditions are not applicable.

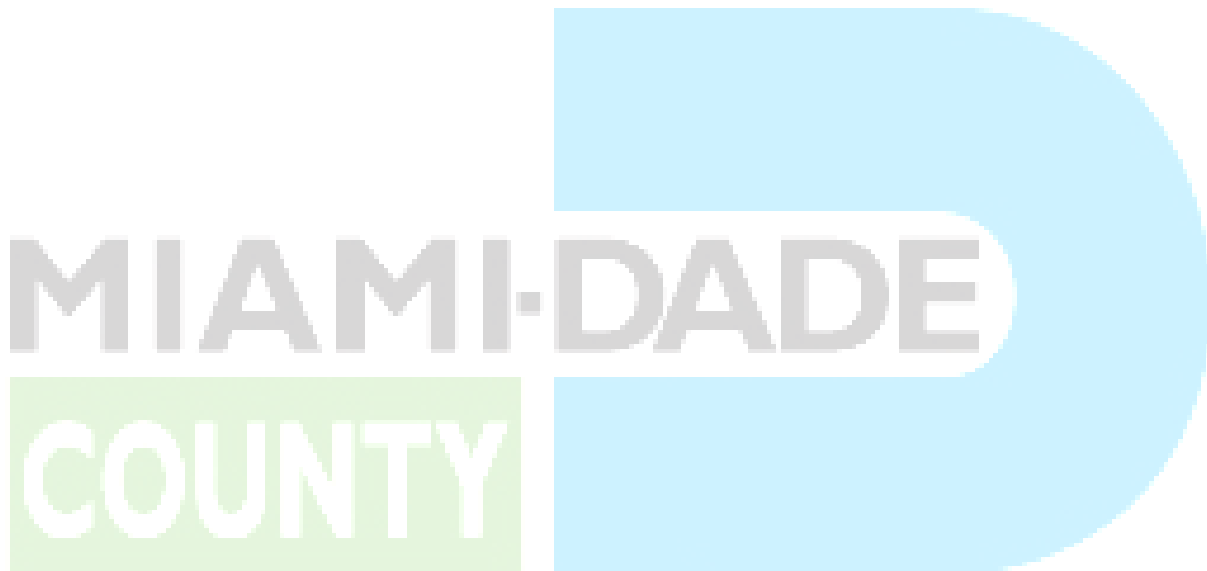
2.6 ACCEPTANCE OF PRODUCT BY THE COUNTY

The products furnished by the Awarded Bidder shall be maintained and delivered to the County in excellent condition. If a product does not meet specifications detailed in Section 3 of this solicitation, the products shall be returned to the Bidder and exchanged for suitable merchandise or for full credit at no additional cost to County. The Awarded Bidder shall be responsible for arranging all shipping or pick-up and shall bare all costs incurred.

In the event the Awarded Bidder fails to pick-up such material or arrangements to have such material returned, the County will return to the Awarded Bidder at Bidder's expense.

2.7 PURCHASE OF ANCILLARY ITEMS

While the County has listed certain items within this solicitation to be utilized by County departments in conjunction with their operations, there may be ancillary items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the Awarded Bidder to obtain a price quote for similar additional items. The County reserves the right to award these ancillary items to the Awarded Bidder or to acquire the items through a separate solicitation.



SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The Awarded Bidder shall provide coffee, tea and related products including dispensing equipment and preventative maintenance on an as needed basis.

3.2 GENERAL REQUIREMENTS

1. There shall be no “small order”, “minimum order”, or “special order” charges or surcharges.
2. There shall be no return fees for inaccuracies or other errors on the part of the Awarded Bidder.

3.3 PRODUCTS TO BE PROVIDED

Awarded Bidder shall provide the below items:

- Coffee and Specialty Coffee
- Tea and Specialty Tea
- Coffee Creamer
- Sugar
- Plastic Stir Sticks

3.4 COFFEE

All coffee furnished shall be of first grade quality as specified in the, blended, roasted and packaged and shall be prepared and handled in accordance with good sanitary commercial practices. Must be 100% pure coffee, no fillers will be accepted.

3.4 PACKAGING

All products shall be hermetically sealed to assure freshness. Each shipping container/case must be clearly stamped with the name of the manufacturer and/or distributor, the date of packaging and best usage date. The container must also be properly marked as required by law or in accordance with any U.S. Food & Drug Administration regulations (FDA).

3.5 RELATED ITEMS TO BE SUPPLIED

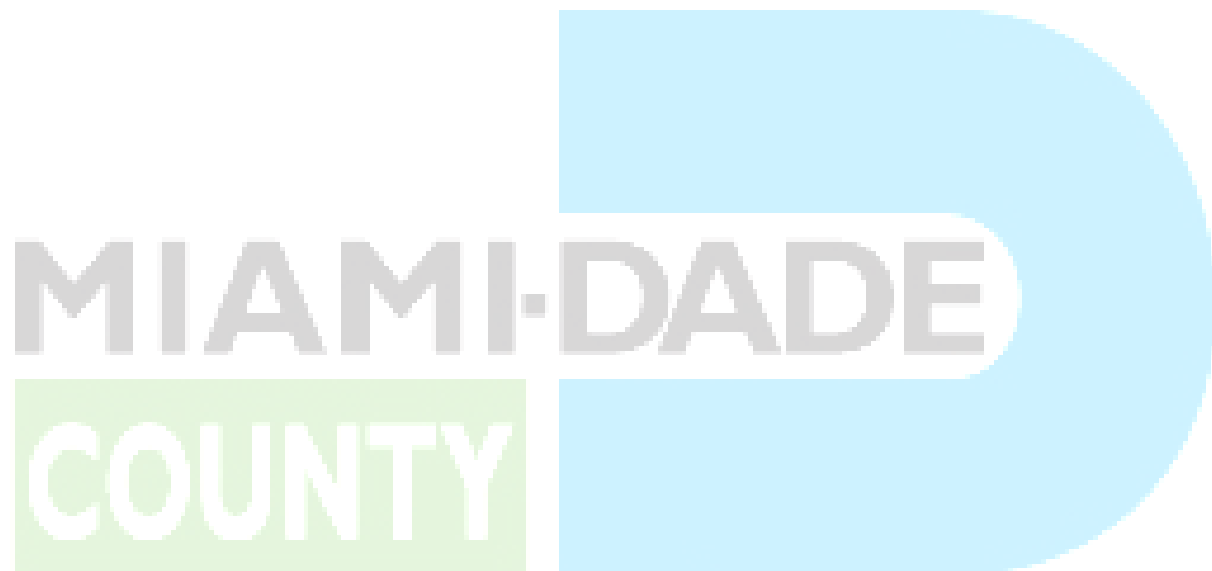
Awarded Bidder shall provide the items listed equipment/items below at no additional charge to the County. The equipment provided will be on loan to the County for the term of the Contract. Measurements provided below are currently being used by the County, however additional sizes maybe requested throughout the Contract term.

- Coffee maker/dispensing equipment (double warmer brewers with 2-warming pads)
- Coffee filters
- Urns
- Urn bags
- Carafes
- Cleaners
- Filter paper, filter clothes
- Paper size 13” X 5”
- Size 25” X 11” for 10 gallon urn
- Size 4 1/2 “ wide for 12 cup brewer
- Size 18” x 6” 3 gallon

3.6 DISPENSING EQUIPMENT

1. The dispenser(s) meant for brewing ground coffee shall have the capability of dispensing hot water, regular coffee and decaffeinated coffee. Dispenser product hoppers must have a locking device, to prevent unauthorized access.

2. Temperature at point of dispensing must fall within manufacturer's recommendation for the product being dispensed. Equipment pumping systems must be electrical, not carbon dioxide. Carbon Dioxide containers are not acceptable and shall not be used.
3. Electric dispensing equipment must carry the seals of approval of Underwriters Laboratory, Inc. and the National Sanitation Foundation.



SECTION 4 – BID SUBMITTAL

FIRM NAME: _____

<u>Qualification Criteria</u>	
	<p>Bidder(s) shall provide contact information to include name, email address and phone number for company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. for placing orders and coordinating deliveries.</p> <p>Contact Name: _____ Contact Title: _____</p> <p>Phone: _____ Email: _____</p>
	<p>Bidder(s) shall be regularly engaged in the business of providing similar products as detailed in this solicitation. Bidder(s) shall provide at least three (3) references. At least one reference must be one large commercial or government account. The references must include the customer's company name, and the name, title, address, and telephone number of the contact person who can verify that the Bidder has successfully provided the products that the Bidder is offering under this solicitation.</p> <p><u>Reference 1</u></p> <p>Name _____ Title _____ Company _____</p> <p>Phone _____ Email _____</p> <p><u>Reference 2</u></p> <p>Name _____ Title _____ Company _____</p> <p>Phone _____ Email _____</p> <p><u>Reference 3</u></p> <p>Name _____ Title _____ Company _____</p> <p>Phone _____ Email _____</p>

PRICE SHEET

Item #	Estimated Annual Quantity	Description	Unit Price	Unit of Measure
1	30	Regular Roasted Ground Coffee 1.5 oz. bags Brand _____ Packed: bags per case	\$ _____	per Case
2	10	Regular Roasted Ground Decaffeinated Coffee 1.5 oz. bags Brand _____ Packed: 42 bags per case	\$ _____	per Case
3	20	Bustelo Premium or Pilon or comparable Express Coffee Beans 10 oz. bags Brand _____	\$ _____	Each
4	10	Regular Tea Bags Brand Lipton Packed: ____ boxes per case	\$ _____	per Case
5	9	Decaffeinated Tea Bags Brand Lipton Packed: ____ boxes per case	\$ _____	per Case
6	8	Chamomile Tea Brand: Bigelow Packed: 24 packets per box	\$ _____	per Box
7	8	Calm Tea Brand: TAZO - Zen Packed: 24 packets per box	\$ _____	per Box

SOLICITATION TITLE: COFFEE AND TEA SERVICES

8	8	Earl Grey Tea Brand: TAZO - Awake Packed: 24 packets per box	\$_____	per Box
9	8	Swiss Miss Hot Chocolate Marshmallow Packed: 24 packets per box	\$_____	per Box
10	8	Swiss Miss Hot Chocolate Packed: 24 packets per box	\$_____	per Box
11	8	Swiss Miss Hot Chocolate Sugar Free Packed: 24 packets per box	\$_____	per Box
12	33	Land O Lakes Mini Moos ½ and ½ Coffee Creamer or comparable 3/8 oz Brand _____ Packed: 180 portions per case	\$_____	per Case
13	22	Domino Powdered creamer 12 oz Canister Packed: 24 canisters per case	\$_____	per Case
14	8	Coffeemate Liquid Creamer Regular (non dairy) Packed: _____ canisters per case	\$_____	per Case
15	11	Splenda 1 gram packets 500 packets per case	\$_____	per Case
16	10	Dixie Crystals Pure Cane Granulated 3 gram Packets 2000 packets per case	\$_____	per Case

SOLICITATION TITLE: COFFEE AND TEA SERVICES

17	8	Plastic Stir Sticks 1000 Stir Sticks per case	\$_____	per Case
18	10	Espresso cups 1oz 200 per sleeve, _____ sleeves per case	\$_____	per Case

