



COFFEE AND TEA SERVICES
Program Estimated Cost – \$65,000.00
RQID2000136-Verification of Availability

September 30, 2020

SBD is attempting to place a Small Business Measure on **RQID2000136**. Please review this document to determine if your firm would be able **provide the contract's scope of services and is willing to participate on this solicitation**. 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 2:00 p.m., October 2, 2020.

Jacqueline Stewart

SBD Capital Improvement Project Specialist

Miami-Dade County Internal Services Department – Small Business Development

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

Phone: 305-375-3164

Fax: 305-375-3160

Email: Jdavis@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 TO BID

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: 375-3164 **FAX: 375-3160**

CONTRACT SPECIALIST: **Jacqueline Stewart**

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: COFFEE AND TEA SERVICES

PROJECT NUMBER: RQID2000136

Estimated Contract Amount: \$65,000.00

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

NAME OF FIRM

ADDRESS

CITY

ZIP CODE

Certification Expires: _____

DATE: _____

Telephone: (____) _____ - _____

PRINT NAME AND TITLE

SIGNATURE OF COMPANY REPRESENTATIVE

DATE

Please complete the following:

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

MIAMI-DADE
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).

Does your firm understand the purpose (Section 2.1) of this solicitation as mentioned above in its entirety? Yes No

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.

Does your firm understand the term of the contract (Section 2.2) as mentioned above in its entirety? Yes No

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

Does your firm meet the qualifications in Section 2.3.1 as mentioned above? Yes No

If yes, please provide the information requested above.

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.

Does your firm meet the qualifications in Section 2.3.2 as mentioned above? Yes No

If yes, please provide the information requested above.

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.

Does your firm understand Section 2.4 in its entirety? Yes No

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.

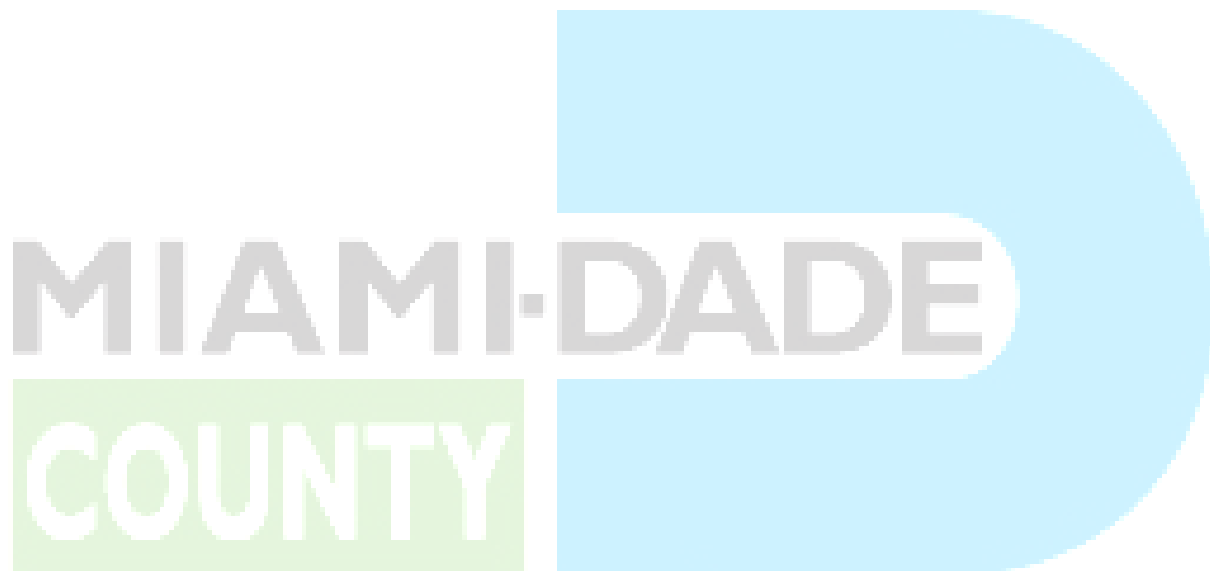
In the event the Awarded Bidder fails to pick-up such material or arrangements to have such material returned, the County will return to the Awarded Bidder at Bidder's expense.

Does your firm understand the acceptance of product by the county in its entirety? Yes No

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.

Does your firm understand Section 2.7 in its entirety? ___ Yes ___ No



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.

Does your firm understand Section 3.1 in its entirety? Yes No

Can you provide all the items listed in Section 3.1? Yes No

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.

Can your firm meet the general requirements as listed in Section 3.2? Yes No

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

Can your firm provide ALL the products listed in Section 3.3? Yes No

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.

Can your firm provide Coffee as specified in Section 3.4? Yes No

3.5 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).

Can your firm package the products as specified in Section 3.5? Yes No

3.6 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

Can your firm provide ALL the related items listed in section 3.6? ___ Yes ___ No

3.5 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.

Can your firm provide dispensing equipment as specified in Section 3.5 In its entirety? ___ Yes ___ No



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: jdavis@miamidade.gov

or via fax (305) 375-3160 attention Jacqueline Stewart.

____ 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: _____ Certification #: _____

Representative's Name: _____

Title: _____ Signature: _____

Please respond by **2:00 PM, FRIDAY, OCTOBER 2, 2020.**

Any questions feel free to contact me at (305) 375-3164.

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):

