



SAFETY SHOES AND BOOTS
Program Estimated Cost – \$8,000,000.00
RQID2000137-Verification of Availability

September 30, 2020

SBD is attempting to place a Small Business Measure on **RQID2000137**. 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 5, 2020.

Jacqueline Stewart

SBD Capital Improvement Project Specialist

Miami-Dade County Internal Services Department – Small Business Development

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"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: SAFETY SHOES AND BOOTS

PROJECT NUMBER: RQID2000137

Estimated Contract Amount: \$8,000,000.00

(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

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract to provide safety shoes and boots on an as needed basis for Miami-Dade County (County).

Can your firm provide safety shoes and boots as indicated in Section 2.1 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 twenty-four (24) month term.

Does your firm understand the term of the contract as specified in Section 2.2? Yes No

2.3 METHOD OF AWARD

Award of this contract will be made to a maximum of two responsive, responsible bidders per manufacturer's brand, who meet the criteria listed below and who offer the highest percentage discount off of the Manufacturer's Suggested Retail Price (MSRP) list. The MSRP must be provided directly from the manufacturer within one week of the bid opening date. Failure to comply with this requirement may result in the affected brand not being included in the initial award of the contract. The price list must be common to and accepted by the industry in general.

Does your firm understand the method of award as specified in Section 2.3 in its entirety? Yes No

Qualifications

2.3.1a Bidder(s) shall have a store (brick and mortar) located within Miami-Dade County. Bidder(s) shall provide as proof of location a copy of their local tax receipt.

And/or

2.3.1b Bidder(s) shall have the capability to provide a mobile unit and an internet website. Bidder(s) claiming to have a mobile unit as their place of business must be able to provide services on a regularly scheduled basis (or at mutually agreed upon times). Bidder shall provide a website landing page as proof.

Vehicle shall be equipped with inventory and personnel capable of fitting and sizing County employees with various styles of shoes and boots and provide for delivery of special orders as required. Bidder(s) shall submit a detailed list of mobile unit(s) description (i.e. size, make, model), and a copy of latest Vehicle Registration documentation. If vehicle is leased, a copy of a long term lease (minimum of 1 year), and a description of the vehicle.

Does your firm meet ALL the qualifications identified in Section 2.3.1a 2.3.1b in its entirety? ___ Yes ___ No

If yes, please provide copy of requested information.

2.3.2 Bidder(s) shall provide proof from the Original Equipment Manufacturer (OEM) or an approved representative of the OEM brands listed, designating the Bidder as an agent, distributor or reseller. Proof may be provided in any of the following forms:

- A. A signed letter of authorization dated within one (1) year of the Bidders submittal designating the Bidder as an agent, distributor or reseller.
- B. Indication on the manufacturer's or approved representative's website, listing the Bidder as an agent, distributor or reseller.
- C. Executed agreements between the Bidder and the manufacturer to sell the brands listed in the submittal.

Does your meet the requirements listed in 2.3.2 in its entirety? ___ Yes ___ No

If yes, please provide the requested proof.

2.3.3 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.

Can your firm provide the contact information as listed in Section 2.3.3? ___ Yes ___ No

2.4 PRICES

With the exception of increases to the discount awarded, the percentage discount shall be fixed and firm for the duration of the Contract. Ninety (90) days prior to the end of each contract year, the shoe manufacturer must submit a new MSRP list to ISD/SPD at 111 N.W. 1 Street, Suite 1300, Miami, FL.

33128-1974 (Attention L. Williams-Canty). If accepted these MSRP's will become effective the first day of the new contract year. Failure to provide new MSRP's at the appropriate time will result in no adjustment in the base price for the following year.

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

2.5 INSURANCE

TBD by Risk

2.6 DELIVERIES

County employees expect to take delivery of shoes the day they try them on. It is the Awarded Bidder(s) responsibility, to sell only the type of shoes or boots authorized by the County for its employees on the County voucher or purchase order. On occasion, footwear may not be in the Awarded Bidder's inventory. In those instances, the Awarded Bidder(s) shall deliver the ordered footwear within thirty calendar days.

Delivery must be made within ten calendar days of the order being placed for all Internet sales. Delivery and return charges are not acceptable. Awarded Internet Bidder(s) must provide a pre-paid return label with all deliveries.

All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to, except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Can your firm meet the delivery requirements as listed in Section 2.6 in its entirety? ___ Yes ___ No

2.7 RETURNS

Returns within thirty (30) days of receipt of the order shall be accepted by the company for full credit. Replacement items or credit must be processed within seven (7) days of receipt of returned item.

Should the Awarded Bidder(s) to whom the contract is awarded fail to deliver in the number of days stated above, the County reserves the right to cancel the order, purchase the goods elsewhere and charge the incumbent bidder with re-procurement costs.

Can your firm meet the return requirements as listed in Section 2.7 in its entirety? ___ Yes ___ No

2.8 EMPLOYEE PAYMENT

The maximum allowable reimbursement cost is one hundred dollars (\$100.00) and quantity of one (1) provided by the County shall not be exceeded during each eligible employee footwear allowance cycle. Each first (1st) one hundred dollars (\$100.00) for each transaction shall be tax exempt.

All County employees shall be authorized to pay the difference between the amount authorized in the voucher/purchase order and the discounted price of the shoe, this payment may be made via cash, check or the employee's credit card.

Does your firm understand the employee payment as identified in Section 2.8 in its entirety?
 Yes No

2.9 COMPLIANCE WITH FEDERAL STANDARDS

All items to be purchased under this contract shall be in accordance with governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA) Regulation 29, CFF part 1910-136, American Society for Testing Material (ASTM) International Standards, F2412-11 and F2413-11, Current Edition and the National Institute of Occupational Safety Hazards (NIOSH).

Does your firm understand Section 2.9 in its entirety? Yes No

2.10 REBATES AND SPECIAL PROMOTIONS

All rebates and special promotions offered by a manufacturer during the term of the contract shall be passed on by the Awarded Bidder(s) to the County. It shall be the responsibility of the Bidder to notify the County of such rebates and/or special promotions during the contract term.

Special promotions shall be offered by the Awarded Bidder(s) to the County provided that the new price charged for the item(s) is lower than would otherwise be available through the contract. It is understood that these special promotions may be of a limited duration. At the end of such promotion, the standard contract price shall prevail.

Does your firm understand Section 2.10 in its entirety? Yes No

2.11 ACCEPTANCE OF PRODUCTS BY THE COUNTY

The service(s) to be provided hereunder shall be in full compliance with the manufacturer specifications and requirements. If the Awarded Bidder's service is determined not to meet the manufacturer specifications and requirements and operating at optimal functionality, either prior to acceptance or upon initial inspection, the County shall deem the job as incomplete. The Bidder(s) shall continue work until the County has deemed the job as successfully meeting specification outlined and has accepted an invoice for said job completion.

Does your firm understand Section 2.11 in its entirety? Yes No

2.12 SUBSTITUTION OF ITEMS

Substitute styles may be considered during the contract term for discontinued models. Substituted products delivered, or provided to the County without prior approval are prohibited and, may be returned at the Awarded Bidder's expense, and may lead to termination of the contract.

In the event the product specified can no longer be provided for reasons beyond the Awarded Bidder's control (i.e. product discontinuance), the Awarded Bidder(s) shall provide an alternate product request to the County. The substituted product must meet (or exceed) the specifications applicable to the originally specified product. A product sample for review may be required by the County prior to acceptance.

Does your firm understand the substitution of items in Section 2.12 in its entirety? ___ Yes ___ No

2.13 PURCHASE OF ADDITIONAL BRANDS

While the County has listed certain brands in Section 3.2 of this solicitation to be utilized by County departments in conjunction with their operations, there may be additional brands that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the Awarded Bidder(s) to obtain a price quote for similar additional items. The County reserves the right to award these additional brands to the Awarded Bidder(s) or to acquire the items through a separate solicitation.

Does your firm understand the purchase of additional brands in Section 2.13 in its entirety? ___ Yes ___ No



SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

It is the intent of this solicitation to establish a contract to provide safety shoes and boots for Miami-Dade County (County) on an as needed basis. Awarded Bidder(s) shall be required to furnish, supply and provide fitting, in addition to a facility, tools, equipment and personnel required to size and fit County employees.

Can your firm meet the scope of work as identified in Section 3.1 in its entirety? ___ Yes ___ No

3.2 MANUFACTURERS/BRANDS

The following are some of the manufacturer’s/brands of footwear that Miami-Dade purchases, the list is provided for information purposes only, additional brands may be proposed for use.

5.11 Tactical	Haix	Puma Safety Wear
Ariat	Harley-Davidson Footwear	Red wing
Avenger	HYTEST Safety Footwear	Redback
Bates Uniform Footwear	Irish Setter	Reebok
Belleville	Iron Age	Rhino
carhartt	Ironwear	Ridge
Caterpillar	Keen	Rockport Works
Cofra	Knapp	Rocky Duty and Works
Danner	LaCrosse	Saloman
Dickies	Magnum	Sketchers Work
Dr. Martens Industrial	Mellow Walk	Sperry
Florsheim	Merrell	Thorogood Shoes
Genuine Grip Footwear	Nautilus Safety Footwear	Timberland Pro Series
Georgia Boot	Nord Trail	Under Armour
Grabbers	Original Swat	Wolverine Boots and Shoes

Does your firm understand that in addition to the brands listed above additional brands may be proposed for use? ___ Yes ___ No

3.3 GENERAL REQUIREMENTS

1. Awarded Bidder(s) shall have the ability to provide a variety of shoes and boots in both men’s and women’s sizes, in medium and wide widths.
2. All footwear shall be constructed of durable and commercially acceptable materials, such as Leather, Nylon, PVC, Polyurethane, Nitrile, Rubber, or other man-made materials.
3. Safety shoes and boots offered shall include but are not limited to the following features:

- a. Steel Toe to meet or exceed ASTM F2412-11 and F2413-11, Class 75 Impact & Compression Standards or latest version.
- b. Shall meet or exceed ASTM, Metatarsal Standards, where applicable.
- c. Shall meet or exceed ASTM, Conductive Standards, to reduce or minimize static electricity and reduce possibility of ignition of volatile chemicals or explosives, where applicable.
- d. Shall meet or exceed ASTM F1116 and F1117 Electrical Hazard Standards or latest version, in order to reduce the potential for electric shock to the wearer when soles are exposed to open circuits under dry conditions, where applicable.
- e. Shall meet or exceed ASTM, Puncture Resistant Standards, which reduce the possibility of puncture wounds to the soles of the feet by objects that could penetrate the soles, where applicable.
- f. Shall meet or exceed ASTM, Electro-Static Dissipative Standards, where applicable.
- g. Shall be constructed in such a manner as to make the footwear 100% waterproof, where applicable.
- h. Insoles shall be cushioned as to minimize or reduce fatigue caused by the extended periods of time standing and/or walking.
- i. Outsoles shall be made of a non-marring material and designed or manufactured in a way as to make them Oil resistant, Chemical resistant, Slip resistant, Heat resistant, Metal Chip resistant and Abrasion resistant for extended periods of time, where applicable.
- j. Footwear soles shall be made in a way which makes them cushioned and shock absorbing.
- k. The collars and tongue shall be cushioned so as to provide comfort and support to the ankle, wherever applicable.
- l. Safety Shoes & Boots shall also be available in styles which provide protection and at the same time are made of a non-metallic material.
- m. Safety Shoes & Boots shall also provide adequate arch support, where applicable.

4. Awarded Bidder(s) shall pass on all rebates and special promotions offered by a manufacturer during the term of the Contract.

Can your firm meet ALL the general requirements as listed in Section 3.3 in its entirety?
 Yes No

3.4 FACILITY/MOBILE UNIT

In addition to a facility, the Awarded Bidder may include a mobile unit that will drive to various County sites, to assist in the selection, sizing/fitting and purchase. If a local store is available, the various County Departments may choose to schedule employees, as appropriate within County or Departmental Guidelines, to go to the establishment for assistance in the selection, sizing/fitting and/or purchase of the footwear.

Can your firm meet the facility/mobile unit requirement as listed in Section 3.4? Yes No

3.5 SPECIAL SIZES

Shoes and boots shall be made available in sizes ranging from 7 through 13, and widths of D, E, EE, EEE (men's) and sizes 6 through 11, medium, and extra wide (women's), where applicable.

Extra charge for special shoe sizes shall be stated on the bid submittal or it shall be assumed that the price includes all sizes.

Does your firm understand Section 3.5 in its entirety? ___ Yes ___ No

3.6 PERSONNEL

All authorized personnel assisting County employees with sizing and selection of shoes and boots shall be sufficiently trained and possess the knowledge and experience to advise proper fitting and correct application for all areas of usage (dress, sport, safety, etc.).

Can your firm meet the personnel requirements as listed in Section 3.6 in its entirety? ___ Yes ___ No

3.7 INTERNET PURCHASES

Within thirty (30) days of award, Awarded Bidder(s) providing internet sales shall provide a dedicated link within the company's website for Miami-Dade's use only.

This password protected site must show all shoes/boots available for purchase by the County, the manufacturer's suggested retail price (MSRP) from which the bidder's percentage discount will be deducted to arrive at the County's invoice price. Prices on this site may only change in accordance with paragraph 2.4 of this solicitation.

A minimum of AES128 bit encryption or above is required for the user session. This is normally accomplished through the implementation of a certificate on the web server which enables https: Session must be encrypted in its entirety, from login, through order placement and credit card acceptance. User ID's and Passwords (login credentials) must also be stored in an encrypted fashion (minimum AES 128 bit) on the vendor's infrastructure. The successful bidder shall immediately advise the County as soon as it becomes aware of any breaches to internet security.

Site must be capable of capturing at a minimum; the name of the authorizing official, employee for which the item(s) is being ordered, delivery address and the identifying number of the purchase voucher, purchase order, work order number). In certain circumstances the employee is authorized to pay the difference between the amount authorized in the voucher/purchase order and the discounted price of the shoe, this payment may be made via the employee's credit card.

Can your firm meet the internet purchases as identified in Section 3.7 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, MONDAY, OCTOBER 5, 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):

