

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New contract
 OTR
 CO
 SS
 BW
 Emergency

Previous Contract/Project No.
RTQ-00112

Re-Bid
 Other

LIVING WAGE APPLIES: YES NO

Project No:

Term of Contract: 5 Years

Project Title: **Groceries & Shelf Stable Products**

Requisition Number: **RQID2100480**

Description: The purpose of this solicitation is to establish a contract for the purchase of Frozen Kosher Meals for use in Miami-Dade County facilities on an as-needed basis.

User Department(s): **Various**

Issuing Department: Internal Services

Contact Person: Chris Grant-Henriques

Phone: 305-375-3085

Estimated Value: **\$19,495,000**

Funding Source: General/Federal

Revenue Generating: No

ANALYSIS

Commodity/Service No: 39331, 39310, 39347, 39350, 393, 39380, 39387, 39343, 39335, 39348, 39378, 39381, 39341			
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	PREVIOUS CONTRACT	2 ND YEAR	3 RD YEAR
Contractor:	Various		
Small Business Enterprise:	No	Yes	
Estimated Value To Date:	\$19,526,000		
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

RECOMMENDATION: No Measures

Basis of Recommendation: As this is a Prequalification Pool, there are no prices being requested for inclusion in the Pool. Subsequent Spot Market Quotes will be issued to SBD for measures.

Signed: Chris Grant-Henriques

Date to SBD: 07/01/2022

SECTION 2

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 grocery and shelf stable products 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 solicitations:

1. Vendor shall provide two signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing similar goods described in this solicitation with the last two years. In lieu of the references from the Vendor or Vendor's Subcontractor, the County will consider the references from Vendor's key personnel in accordance with Resolution No. 1122-21. The County must be able to ascertain from Vendor provided references, to its satisfaction, at the County's sole discretion, that Vendor holds sufficient experience and capacity in providing grocery and shelf stable products.
2. Vendor shall maintain a warehouse/distribution center in South Florida (Miami-Dade/Broward/Palm Beach/Monroe) area. This warehouse/distribution center shall be staffed by company representatives who can be contacted Monday through Sunday 6:00 AM to 5:00 PM. Vendor shall provide a copy of their local tax receipt as proof of this requirement.
3. Vendor shall provide proof of integrated pest management, for their facility(ies), from a licensed pest control company. A letter or executed agreement between the Vendor and a licensed pest control company, clearly

stating that the submitter's firm has scheduled pest control services performed within the last year at the Vendor's place of business shall serve as proof of this requirement.

4. Vendor shall provide proof of a Retail Food Establishment Permit, issued by the Florida Department of Agriculture and Consumer Services.
5. Vendor shall provide a copy of their most recent satisfactory sanitation inspection report from the Florida Department of Agriculture.
6. Vendor shall provide contact information to include the name, e-mail address and telephone number of a company representative who can be contacted Monday through Friday from 8:00 AM to 5:00 PM for placing orders and coordinating deliveries.

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. 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

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)

2.7 **SHELF LIFE OF STOCK**

Vendor shall supply the County with fresh stock only and shall ensure that items with a limited shelf life are inspected and certified fresh by the Vendor prior to shipment to the County.

2.8 INVENTORY

Vendor shall ensure that adequate stock levels are maintained at its place of business in order to assure the County of prompt delivery.

2.9 LOCAL PRODUCTS

Vendors are encouraged to source products from local vendors.

2.10 BUY GREEN

Vendors are encouraged to provide products that are environmentally friendly.

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SECTION 3
SCOPE OF WORK

3.1 SCOPE OF WORK

It is the intent of this solicitation to identify and make available to the County, vendors capable of providing grocery and shelf stable products for multiple County departments, on an “as needed basis.”

3.2 GOODS/SERVICES TO BE PROVIDED

Grocery and shelf stable products may include, but not be limited to:

- Canned Fruits
- Beans
- Individually Packaged Condiments
- Packaged Herbs and Spices
- Soup Base
- Packaged Sugar
- Cookies

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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	Complied
2.4 (1)	Vendor shall provide two signed professional references on the referenced company's letterhead, to demonstrate that Vendor is regularly engaged in the business of providing similar goods described in this solicitation with the last two years. In lieu of the references from the Vendor or Vendor's Subcontractor, the County will consider the references from Vendor's key personnel in accordance with Resolution No. 1122-21. The County must be able to ascertain from Vendor provided references, to its satisfaction, at the County's sole discretion, that Vendor holds sufficient experience and capacity in providing grocery and shelf stable products.	
2.4 (2)	Vendor shall maintain a warehouse/distribution center in South Florida (Miami-Dade/Broward/Palm Beach/Monroe) area. This warehouse/distribution center shall be staffed by company representatives who can be contacted Monday through Sunday 6:00 AM to 5:00 PM. Vendor shall provide a copy of their local tax receipt as proof of this requirement.	
2.4 (3)	Vendor shall provide proof of integrated pest management, for their facility(ies), from a licensed pest control company. A letter or executed agreement between the Vendor and a licensed pest control company, clearly stating that the submitter's firm has scheduled pest control services performed within the last year at the Vendor's place of business shall serve as proof of this requirement.	
2.4 (4)	Vendor shall provide proof of a Retail Food Establishment Permit, issued by the Florida Department of Agriculture and Consumer Services.	
2.4 (5)	Vendor shall provide a copy of their most recent satisfactory sanitation inspection report from the Florida Department of Agriculture.	
2.4 (6)	Vendor shall provide contact information to include the name, e-mail address and telephone number of a company representative who can be contacted Monday through Friday from 8:00 AM to 5:00 PM for placing orders and coordinating deliveries.	

CONTACT INFORMATION

Bidder(s) shall provide contact information to include the name, e-mail address, phone number, and facility address for a designated company representative to provide the County with information and support on all matters related to orders placed. The company representative shall be available Sundays through Saturdays from 7:00 A.M. to 5:00 P.M.

Contact Name: _____

Phone: _____

Email: _____