

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

New contract
 OTR
 CO
 SS
 BW
 Emergency

Previous Contract/Project No.
RTQ-00116

Re-Bid
 Other

LIVING WAGE APPLIES: __YES XNO

Project No:

Term of Contract: 5 Years

Project Title: Perishable Products

Requisition Number: RQID2100481

Description: The purpose of this solicitation is to establish a prequalification pool for the purchase of perishable products such as meats, poultry, dairy and frozen foods.

User Department(s): Various

Issuing Department: Internal Services

Contact Person: Chris Grant-Henriques

Phone: 305-375-3085

Estimated Value: \$16,615,000

Funding Source: General/Federal

Revenue Generating: No

ANALYSIS

| | | | |
|---|-------------------|----------------------|----------------------|
| Commodity/Service No: 38536, 38542, 39363, 39049, 38544, 38546, 39070, 38030, 39344, 38056, 38530, 38548, 38596 | | | |
| Trade/Commodity/Service Opportunities | | | |
| | | | |
| | | | |
| Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <u> </u> 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: | \$20,736,000 | | |
| Comments: | | | |
| Continued on another page (s): <u> </u> Yes <u> X</u> 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 perishable 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 perishable 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.
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.

DRAFT

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 perishable products for multiple County departments, on an “as needed basis.”

3.2 GOODS TO BE PROVIDED

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

- Grade A Eggs
- Fried Egg Patties
- Turkey Breast
- Canned and Baked Ham
- Cream Cheese
- Yogurt
- Chicken Breaded Patties
- Kosher American Cheese
- Mixed Vegetables

3.3 SPECIFICATIONS

Meat Products

- All meat shall be graded i.e. Prime, Choice, Standard, Utility, etc. by the United States Department of Agriculture (USDA).
- All meat shall comply with the specifications of the Institutional Meat Purchase Specifications (IMPS) for applicable IMPS item number as outlined in the County’s product detail provided for spot market pricing.
- Meat products with IMPS specifications shall be certified by the USDA meat grading and certification branch and an official grading certificate shall accompany each delivery except when certification is not required in the RTQ.
- Cases or boxes requiring IMPS certification shall be sealed in accordance with official meat grading instructions. Products that are not appropriately identified with the USDA “accepted as specified” stamp will not be accepted.
- Product packing, packaging, and closure shall be in accordance with IMPS General Requirements.

Poultry & Dairy Products

- Whole eggs purchased by all County departments must be 90% Grade A quality or better, shell protected, graded by USDA. All cartons must be sealed and stamped before delivery. Half of the stamp needs to be placed on the carton and the other half on the tape. Julian calendar pack date shall be within five (5) days from delivery date.
- All poultry must come from a USDA inspected plant for wholesomeness. All poultry, fresh or frozen shall be in durable, clean commercial packaging that adequately protects the product.
- Frozen poultry shall have no signs of having been defrosted and shall be frozen solid at zero (0) degrees Fahrenheit or below at time of local delivery.

Turkey Ham Products (Chunked, Formed and/or Frozen)

Formulation:

| Ingredients | Percentage (maximum allowable) |
|--|---|
| Turkey Thigh Meat | 85.0 |
| Salt | 2.0 |
| Dextrose or Corn Syrup Solids | 2.0 |
| Optional | |
| Ham Seasoning and/or Flavoring | 0.7 |
| Sodium Phosphate | 0.5 |
| Sodium Erythorbate or Sodium Ascorbate | 550 PPM |
| Sodium Nitrate | 156 PPM |
| Water/Ice | 12.0 |

Processing:

Products shall be cooked to a minimum of 155 degrees Fahrenheit. The product shall be packaged in casings yielding ten-pound units of finished product. Each casing of product shall be labeled. Product is to be stuffed to yield approximately ten pounds rolls with a 4-to-5-inch diameter. The turkey ham may be smoked at the option of the County. No fillers, extenders, or Monosodium Glutamate (MSG) are permitted. No Trans Fats are allowed.

Turkey Roll Products

Ingredients:

- White Turkey
- Water
- Turkey Skin (binder only)
- Modified Food Starch
- Salt
- Dextrose
- Sodium Phosphate

Each roll is to yield approximately ten pounds with a 4-to-5-inch diameter packed two rolls per master container. Skins may be used as a binder only. No MSG or trans-fat allowed.

Processing:

Product shall be cooked to a minimum of 155 degrees Fahrenheit. The product shall be packaged in casing yielding ten-pound units of finished products. Each casing of product shall be labeled. Product is to be stuffed to yield approximately ten-pound rolls with a 4 ½ to 5-inch diameter. The turkey ham may be smoked at the option of the County.

Turkey Bologna (Cooked, Smoked and/or Frozen)

Formulation (Raw Weight):

| Ingredients | Percentage (maximum allowable) |
|--|--------------------------------|
| Turkey | 60.50 |
| Skin | 20.50 |
| Salt | 1.50 |
| Spices and/or Flavoring | 1.50 |
| Corn Syrup Solids | 2.0 |
| Water/Ice | 14.0 |
| Sodium Phosphate | 0.5 |
| Cure Accelerators (Sodium Erythorbate) or Sodium Ascorbate | 550 PPM |
| Sodium Nitrite | 156 PPM |

Turkey Salami (Frozen)

Formulation (Raw Weight)

| Ingredients | Percentage (maximum allowable) |
|--------------------|--------------------------------|
| Dark Turkey Meat | 80.00 |
| Skin | 8.0 |
| Water | 7.50 |
| Salt | 2.00 |
| Flavoring Spices | 1.50 |
| Sodium Phosphate | .50 |
| Smoke Flavor | .50 |
| Sodium Nitrite | 156 PPM |
| Sodium Erythorbate | 550 M |

Processing:

Chopped or ground turkey is to be fully mixed with all ingredients to form a homogeneous mixture.

Product is to be stuffed to yield approximately ten-pound rolls with a 4 ½ to 5-inch diameter. Each roll of salami to be labeled and packed two rolls per master container.

Product to cooked to minimum of 155 degrees Fahrenheit internal temperature and chilled to 40 degrees Fahrenheit or lower as soon as possible after cooking.

No filler, extenders or MSG are permitted. No trans fats allowed.

Turkey Pastrami (Cooked Frozen)

Product shall be cooked to a minimum internal temperature of 155 degrees Fahrenheit. The product shall be stuffed into casings yielding ten pounds loaves of finished product. Product shall have a flat top and bottom with rounded ends and a rectangular configuration. Alternatively, the top may also have a rounded appearance. After cooking, the casing shall be removed and product rolled in a black pastrami rub to cover product. Product to be re-bagged after

addition of pastrami rub in cry-o-vac casing. Each casing of finished product must be labeled. Product to be packed 4 – 10 pounds loaves per master container.

Formulation

| Ingredients | Percentage (maximum allowable) |
|---|-----------------------------------|
| Dark Turkey Meat (No trim or mechanically deboned meat permitted) | 85.00 |
| Spices and/or flavorings | 2.0 |
| Salt | 2.0 |
| Dextrose (optional) | 1.50 |
| Pastrami Rub | 0.04 |
| Sodium Nitrite | 156 PPM |
| Cure Accelerators (Sodium Erythorbate or Sodium Ascorbate) | 550 PPM |
| Water/Ice | 10.00 |

The product shall conform in all respects to the following chemical analysis:

- Fat Analysis – Maximum 8 percent
- Moisture to poultry protein ratio – no greater than 4 to 1

No fillers, extenders or MSG are permitted. No trans fats allowed.

Testing for above chemical analysis may be performed by the receiving agency. Product not meeting above requirements will be subject to rejection to the Awarded Bidder.

Turkey Roast (Boneless, Raw and Frozen)

Product shall be prepared in accordance with and conform to requirements for raw turkey roasting specification contained in the USDA – Announcement PY-210 current edition.

Product is to be netted and placed in a cooking bag capable of withstanding dry heat temperature of 450 degrees Fahrenheit.

Packaging and packing shall be in accordance with PY Announcement requirements, except for the cooking bag specified above.

Whole Fryers (Frozen)

USDA Grade A whole frying chickens, without necks and giblets, weighing 2 ½ to 3 pounds each. Product shall be individually packaged. Kill date to be stamped on box. Packaged in corrugated fiber cases, tops taped, ten to fourteen head per container.

Chicken Meat (Pulled, Diced, Frozen and/or Individually Quick Frozen)

Prepared from chilled or frozen ready-to-cook whole frying chicken.

- A. The metacarpus-phalanges sections of the wings and giblets shall be excluded from the product. Bones, skin, blood clots, bruises, and discolored meat exceeding 0.3 inch in any dimension shall be excluded from the product.
- B. The deboned chicken meat shall consist of not less than 50 percent white meat.

- C. The pulled meat shall be mechanically diced with dice setting a 1 inch by 1 inch by 1 inch.
- D. Fines shall not exceed 15% which pass through a U.S. Standard ¼ inch sleeve.
- E. No comminuted meat is permitted in this product.
- F. Product may not be made from a chicken roll.
- G. No MSG permitted.

Product to be packed in 2/15 pounds – 2 mil. Polyethylene bags per corrugated fiber master container.

Smoked Turkey Picnic (Frozen, Ham Flavored)

Formulation:

| Ingredients | Percentage (maximum allowable) |
|---------------------------|-----------------------------------|
| Boneless Dark Turkey Meat | 45.00 |
| Desinewed Drum | 40.00 |
| Brine Solution | |
| Water | 12.484 |
| Salt | 1.62 |
| Brown Sugar | 0.647 |
| Sodium Phosphate | 0.323 |
| Corn Syrup Solids | 0.323 |
| Flavorings | 0.291 |
| Nitrite Cure | 0.248 |
| Smoke Flavoring | 0.032 |
| Sodium Erythorbate | 0.029 |

Dark Trim may be substituted for desinewed drum.

Processing:

Meat components are to be mixed with brine ingredients after grinding through a 1-inch plate and stuffed into an easy peel or smoke casing giving finished product a 4 ½ to 5-inch diameter.

Product to be smoked and cooked to 155 degrees Fahrenheit or higher.

After cooking, the product is to be repacked in a moisture proof casing yielding approximately 10 pounds. Rolls are to be packed 2 per master container.

No fillers, extenders or MSG are permitted. No trans fats allowed.

Frozen Egg Products

- A. Frozen egg products must not contain any extender.
- B. Frozen egg products must be produced under the supervision and control of the United States Department of Agriculture or the Florida Department of Agriculture.
- C. Frozen egg products shall have no signs of having been defrosted and shall be hard frozen at 0 degrees Fahrenheit or lower at the time of local delivery.
- D. Frozen egg products shall have citric acid added as color stabilizer.

Frozen Foods

- A. Frozen foods shall have no signs of having been defrosted and shall be hard frozen at 0 degrees Fahrenheit or below, at the time of local delivery. Partially thawed food will not be accepted. It will be the Awarded Bidder's responsibility to deliver properly frozen food.
- B. Carrier shall utilize only properly insulated, mechanical or thermostatic temperature control to protect the product.

Frozen Vegetables

Frozen vegetables must be USDA certified and stamped Grade B or better.

3.4 REDUCED SODIUM PRODUCTS

Products requested as "reduced sodium" must meet the U.S. Food Drug Administration (FDA) regulations indicating the products contains at least 25% less sodium than an appropriate reference food.

3.5 PINK SLIME

Pursuant to Resolution No. R-478-12, as approved by the Board of County Commissioners on June 5, 2012, the Awarded Bidder(s) agrees it will not use meat products containing "pink slime" in food that is provided or served as part of a Miami-Dade County or Public Health Trust operated or funded food program, including but not limited to Head Start / Early Start Program, Meals for the Elderly, and Elderly Meals on Wheels.

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 perishable 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: _____