

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Contract Previous Contract/Project No. 6296-0/16
 Re-Bid Other LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RTQ-01722 TERM OF CONTRACT 5 Years

Requisition /Project Title: Fresh Produce

Description: This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to provide fresh produce 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 the Pool.

Issuing Department: Various Contact Person: Various Phone: Various

Estimate Cost: 4,900,000.00 GENERAL FEDERAL OTHER
Funding Source: Various

ANALYSIS

Commodity Codes: 39028 [] [] [] []

2ND YEAR

3RD YEAR

Comments: []

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: 09/15/2020

Date returned to DPM: []

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 provide fresh produce 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 the Pool.

2.2 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for specific goods; 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 quotes 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.

2.3 TERM

This 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 Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the 5 year term.

2.4 QUALIFICATION CRITERIA

Vendor(s) shall meet the following criteria to be considered for placement in the Pool; and for participation in future competitions:

1. Vendor(s) shall be regularly engaged in the business of providing fresh produce. Vendor(s) must provide at least three (3) references. The reference(s) must be from recent or current customers for whom the firm has provided the goods described throughout this solicitation. 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 Vendor has successfully provided the products that the Vendor is offering under this solicitation.
2. Vendor(s) shall maintain an office in South Florida area. This facility shall be staffed by company representatives who can be contacted Monday through Sunday 7:00 AM to 5:00 PM. Vendor(s) shall provide as proof of location a copy of their local tax receipt.

3. Vendor(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.
4. Vendor(s) shall provide a copy of their most recent satisfactory sanitation inspection from the Florida Department of Agriculture.
5. Vendor(s) shall maintain and provide all of the licenses required for dealers of Fresh Produce and Citrus Fruits in the State of Florida and United States as listed below. A copy of each license shall be submitted as proof of compliance.
 - a. U.S.C.499A-499s - Perishable Agricultural Commodities License
 - b. F.S.604.15-3064.34 - License Dealer in Agriculture
 - c. F.S.601.55(1) - Citrus Fruit Dealer License
 - d. F.S.500.12. – Annual Food Permit

Vendor(s) 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 may be detailed in the subsequent ITQ.

2.6 SPOT MARKET QUOTES

Vendor(s) in the Pool will be invited to participate in spot market competitions, as needed. The spot market competition will be in the form of an ITQ that will include the specific goods and/or services required, and may include provisions, as applicable.

For federally funded projects/programs, additional provisions may apply in accordance with the funding source.

2.7 FRESH STOCK AND SHELF LIFE

Unless otherwise specifically stated, Vendor(s) shall provide fresh stock, and shall insure that items with a limited shelf life are inspected and certified fresh by the Vendor prior to shipment to the County.

2.8 FOOD AND SAFETY RECALLS

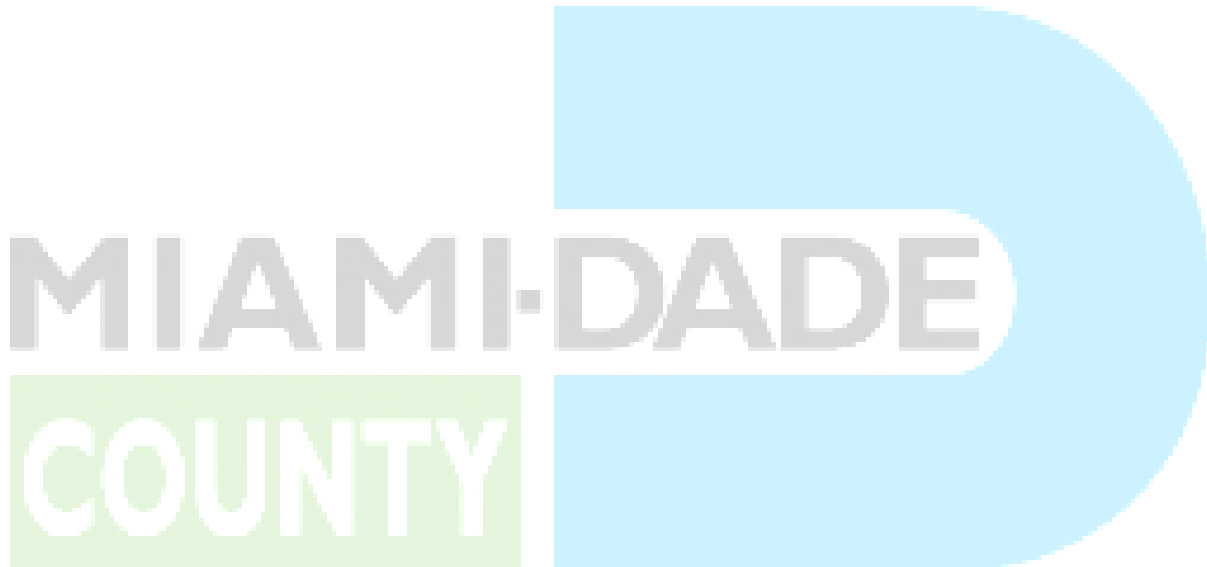
Vendor(s) are expected to comply with all federal, state and local laws and regulations pertaining to handling perishable produce. Recalls are an effective method of removing or correcting consumer products that are in violation of laws administered by the Food and Drug Administration. Vendors shall have a process in place to effectively respond to a food recall which should include the following objectives:

- a. Ensure that unsafe products are removed from the County sites in an expedient, effective and efficient manner.
- b. Streamline the process for reimbursement for any recalled product that is removed from County locations. Credits should be issued within 5-7 business days of product removal.

2.9 ACCEPTANCE OF PRODUCT

The products furnished by the Vendor(s) shall be maintained and delivered to the County in excellent condition. If a product does not meet specifications detailed in the ITQ, the products shall be returned to the Vendor and exchanged for suitable merchandise or for full credit at no additional cost to County. The Vendor shall be responsible for arranging all shipping or pick-up and shall bare all costs incurred.

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



SECTION 3: TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

This Request to Qualify (RTQ) will establish a Pool of pre-qualified Vendors to furnish fresh produce for Miami-Dade County on an as needed basis.

3.2 PACKING SLIPS OR DELIVERY TICKETS

All shipments shall be accompanied by Packing Slips or Delivery Tickets, and shall contain the following information for each item delivered: (1) The purchase order number (2) unit price (case, bag, carton, lb., each) and weight/count (3) quantity ordered/shipped (4) name of the Vendor.

3.3 COMMONLY PURCHASED PRODUCE

Apples,us,#1 red delicious	Oranges, us #1 small
Bananas	Papaya
Beets	Parsley
Broccoli	Peaches
Cabbage, green	Peanuts
Cantaloupe	Pears
Carrot sticks	Peppers, green
Carrots	Pineapples
Cauliflower	Plantains
Celery	Plum
Celery sticks	Pomegranate
Chicori	Potatoes, sweet jumbo
Collard greens	Potatoes, us#1 bakers
Corn on the cob	Potatoes, us#1 white
Cucumbers	Radishes
Egg plant	Red peppers
Grapefruit, white	Romaine lettuce
Grapes, red seedless	Shredded carrots
Grapes, white seedless	Shredded red cabbage
Honeydew melon	Spinach
Kale	Squash, yellow
Leaf lettuce	Strawberries
Lemons	Tangerines
Lettuce, California	Tomatoes 5/6
Limes	Tomatoes 6/7
Nectarines	Watermelon
Onions, us#1 yellow	Zucchini

SECTION 4: PRE-QUALIFICATION SUBMITTAL FORM

Firm Name: _____

Qualification Criteria

<p>1.</p>	<p>Vendor(s) shall be regularly engaged in the business of providing fresh produce. Vendor(s) must provide at least three (3) references. The reference(s) must be from recent or current customers for whom the firm has provided the goods described throughout this solicitation. 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 Vendor has successfully provided the products that the Vendor 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>	
<p>2.</p>	<p>Vendor(s) shall maintain an office in South Florida area. This facility shall be staffed by company representatives who can be contacted Monday through Sunday 7:00 AM to 5:00 PM. Vendor(s) shall provide as proof of location a copy of their local tax receipt.</p>	<input type="checkbox"/>
<p>3.</p>	<p>Vendor(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>4.</p>	<p>Vendor(s) shall provide a copy of their most recent satisfactory sanitation inspection from the Florida Department of Agriculture.</p>	<input type="checkbox"/>

5.	<p>Vendor(s) shall maintain and provide all of the licenses required for dealers of Fresh Produce and Citrus Fruits in the State of Florida and United States as listed below. A copy of each license shall be submitted as proof of compliance.</p> <ul style="list-style-type: none">a. U.S.C.499A-499s - Perishable Agricultural Commodities License <input type="checkbox"/>b. F.S.604.15-3064.34 - License Dealer in Agriculture <input type="checkbox"/>c. F.S.601.55(1) - Citrus Fruit Dealer License <input type="checkbox"/>d. F.S.500.12. – Annual Food Permit <input type="checkbox"/>
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