

	<p>The School Board of Miami-Dade County, Florida PROCUREMENT MANAGEMENT SERVICES 1450 N.E. 2nd Ave., Miami, Florida 33132 (305) 995-4288</p> <p align="center">Proposer Qualification Form</p>	<p align="center">REQUEST FOR INFORMATION</p>		
<p>DUE DATE: Proposals due on or before 1:00 p.m. Eastern Time (ET), Thursday May 9, 2024 EST via DemandStar.</p> <p align="center">**PLEASE REFER TO EXHIBIT 4 FOR BID OPENING INFORMATION**</p> <p>Check Addenda for any revised opening dates before submitting your proposal. Proposal(s) received, after the date and time stated above, shall not be considered for award. Hard copy, faxed and/or emailed proposals are not allowed and will not be considered for award.</p>		<p>RFI NO.: RFI-23-031-VF</p>	<p>RELEASE DATE: April 18, 2024</p>	<p>PURCHASING AGENT Vanessa Flores, CPSM vflores@dadeschools.net 305-995-2646</p>
		<p>RFI TITLE: COMPOSTING SERVICES</p>		
<p align="center">PROPOSER ACKNOWLEDGEMENT</p>				
<p>THIS SECTION MUST BE COMPLETED IN ITS ENTIRETY INCLUDING THE SIGNATURE OF AN AUTHORIZED REPRESENTATIVE WHERE INDICATED BELOW AND SUBMITTED WITH THE PROPOSAL. FAILURE TO PROVIDE THIS DOCUMENT, WITH THE PROPOSAL, WILL RESULT IN PROPOSAL BEING CONSIDERED NON-RESPONSIVE.</p>				
<p>Proposer's Name and state "Doing Business As", where applicable:</p>		<p>"REMIT TO" ADDRESS FOR PAYMENT: If payment(s) is/are to be mailed to address other than as stated on left, please complete section below. Check this box if address is the same as stated on the left.</p>		
<p>Address:</p>		<p>P.O. Box:</p>		
<p>City:</p>		<p>City:</p>		
<p>State:</p>		<p>State:</p>		<p>Zip Code:</p>
<p>Zip Code:</p>				
<p>Telephone Number:</p>		<p>Sales Contact:</p>		
<p>Sales E-Mail Address:</p>				
<p>E-mail Address to Send Purchase Orders:</p>				
<p>Federal Tax Identification Number:</p>				
<p>I hereby certify that: I am submitting the following information as my firm's Proposer and I am Proposer to do so. Proposer agrees to complete an unconditional acceptance of the contents of this Request For Proposals, and all appendices and the contents of any Addenda released hereto; Proposer released Addenda and understand that the following are requirements of this RFI and failure to comply will result in disqualification of proposal. submitted; Proposer has not divulged, discussed, or compared the proposal with other Proposers and has not colluded with any other Proposer or party to any other proposal.</p> <p>BIDDER CERTIFICATION AND IDENTIFICATION</p> <p>A. I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person.</p> <p>1. Submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid; and I certify that I am authorized to sign this bid for the bidder.</p> <p>2. Vendor certifies that it satisfies all necessary legal requirements as an entity to do business with The School Board of Miami-Dade County, Florida.</p> <p>3. I certify agreement with the School Board of Miami-Dade County Business Code of Ethics and agree to comply with this Code and all applicable School Board contracting and procurement policies and procedures.</p> <p>4. I certify that I, nor my company or its principals, or any wholly owned subsidiary are currently debarred or in default of any bid, purchase order or contract with the School board or any other private or governmental entity.</p> <p><i>I agree that this proposal cannot be withdrawn within 120 days from date due.</i></p>		<p>_____ <i>Signature of Authorized Representative (Manual)</i></p> <p>_____ <i>Name of Authorized Representative (Typed or Printed)</i></p> <p>_____ <i>Title of Authorized Representative</i></p> <p>_____ <i>E-Mail Address of Authorized Representative</i></p>		

Visit our web site at procurement.dadeschools.net to download a vendor registration package. The website also displays Bids, RFIs, bid opening, scheduled Selection Committee Meetings, award recommendations, and the current Board approved Procurement/Purchasing Regulations.

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SECTION 1 – RFI TIMETABLE

The anticipated schedule for this RFI and contract approval is as follows:

RFI available for distribution:	April 18, 2024
Pre-Proposal Conference date, time and place:	Friday, April 26, 2024 at 11 a.m. Via Zoom at: Join Zoom Meeting https://zoom.us/j/98152925865?pwd=eGhQc0hzMkpFTIZHbHNXWW5KMEk5UT09 Meeting ID: 981 5292 5865 Passcode: 349650
Deadline for receipt of questions:	Friday, April 26, 2024 at 5 p.m. EST Emailed to vflores@dadeschools.net Responses to questions will be posted to the District website and it is the responsibility of the responding entity to monitor this site for posting of response(s). The website link is the following: http://procurement.dadeschools.net/bidsol/asp/ENACT.asp
Deadline for receipt of proposals:	Thursday May 9, 2024 EST No later than 1 p.m. (local time)
Virtual Opening of Proposals:	Thursday May 9, 2024 EST 2:00pm Via Zoom
Virtual Opening Location	Via Zoom at: Meeting ID: 963 8325 8347 Passcode: 978824 One tap mobile +16468769923,,96383258347# US (New York) +13017158592,,96383258347# US (Germantown) (See instructions on Exhibit 4)

PRE-PROPOSAL CONFERENCE

A pre-proposal conference has been scheduled for **the date, time, and place specified in this RFI Timetable. Attendance is highly recommended but not mandatory.** Please note, Proposers may ask questions, however, all questions **MUST** be submitted in writing by the due date stated in this Section.

**Pre-Proposal Conference attendance is not required. In compliance with Florida Statutes, Chapter 119, commonly known as the Florida Sunshine Law, this meeting will be recorded in its entirety.*

SECTION 2 – SCOPE OF SERVICES

This section identifies the levels of performance that are desired by the District. Proposers are instructed to indicate a response to ALL service requirements and specifications contained in this Section in the order listed using the same numbering system.

SECTION - 2.1 GENERAL INFORMATION

Miami-Dade County Public Schools has released this Request for Information (RFI) to invite interested parties to submit conceptual ideas and information for the development of a Food Recovery and Compost Pilot Program to be utilized in Elementary, Middle and High Schools. The scope of the program is to reduce the waste stream by composting cafeteria organics.

SECTION - 2.2 – PURPOSE OF REQUEST FOR INFORMATION

The purpose of this RFI is to gauge the level of interest from entities knowledgeable and experienced with the development of Food Recovery and Composting Programs. Depending on the responses and level of interest received, the District may subsequently issue a formal Request for Proposals (RFP) or Invitation to Negotiate (ITN). Separate advertisements and notifications will be issued to the potentially interested parties at that time.

The desired effect is to pilot 27 schools (3 Per Board member district) consisting of elementary, middle and high schools to create conditions that would enable the District to:

1. Compost cafeteria organics and compostable trays;
2. Provide education and awareness of the need to compost including curriculum support that follows the District's scope and sequence as defined by Florida Standards, as well as signage promoting awareness of composting as a sustainable practice to be provided for participating schools;
3. Track, measure/weigh, collected material to reduce overall waste stream;
4. Create workforce opportunities for local vendors;
5. Ensure a fair share of finished compost material will be returned to the participating schools before the Spring planting season (March).
6. Provide the appropriate person protective equipment (PPE) to manage compost material in the school;
7. Provide all necessary materials such as sorting bins, scales, compostable liners, PPE, 64-gallon collection totes with wheels, proper signage to place in participating schools;
8. Develop an efficient pick-up school on a per-route basis with the ability to digitally request pick-ups and view progress of collected material weight;
9. Designate a staff member/(s) or team responsible for overseeing the composting program, including monitoring progress, troubleshooting issues, and coordinating educational activities. This staff member/(s) will also be responsible for educating teachers, custodial staff, and cafeteria personnel about the composting process, including what materials can be composted, proper sorting techniques, and safety procedures.

As noted above, the District will accept submittal of conceptual ideas from interested parties that address/describe, how the development of a Food Recovery and Compost Pilot Program might be accomplished. Submittals from interested parties should be sufficiently detailed to demonstrate that they would be capable of undertaking this type of project, as described. Any costs associated with preparation of submittals prior to the submittal date, will be the sole responsibility of the responding entities.

SECTION 3 – SUBMISSION REQUIREMENTS

SECTION 3.1 – SUBMITTAL INSTRUCTIONS

The entire proposal packet must be submitted electronically via the e-bidding platform DemandStar. All proposals must be neatly typed on 8 1/2" X 11" page size, with normal margins and spacing. **It should be noted that M-DCPS is no longer accepting submittal of proposals in hard copy format. All proposals must be submitted electronically via DemandStar.**

Proposals must be received by the deadline for receipt of proposals specified in this RFI Timetable (Section 1).

For more information on how to register on DemandStar, please refer to the instructions set forth in **Exhibit 5**.

Please note that proposals are due to the District on the date and at the time indicated in **Section 1. Proposal response submission to the Procurement Management Services via DemandStar on or before the stated time and date will be solely and strictly the Proposer's responsibility. M-DCPS will not in any way be responsible for delays in Proposer's submission of their proposal.**

Proposals must be signed by an authorized officer of the Proposer who is legally authorized to enter into a contractual relationship in the name of the Proposer.

REQUIRED INFORMATION TO BE SUBMITTED

Responses to this RFI should be concise and straightforward. Please ensure that the following required areas are addressed in your response:

- A. Cover Sheet/Letter of Interest including the following:
 - a) Legal name of entity submitting RFI, including Joint Venture, etc. (as applicable)
 - b) Business Address
 - c) Phone Number
 - d) Electronic Mail Address for contact person
 - e) Website and/or LinkedIn
 - f) Organizational Chart
 - g) Two Letters of Recommendation from previous or current clients
 - h) Proof of Appropriate licenses and certifications to operate composting facilities and transport organic materials.
 - i) Proof of community service given back to the local Miami-Dade County community
- B. Narrative to include the following:
 - a) A summary of experience and qualifications with content examinations and related experience relative to the purpose of this RFI.
 - b) A list of references for previous experiences, to include government entities and school districts.
 - c) Potential limiting or enhancing areas of note.
 - d) Verification that the company complies with local regulations and permits for handling organic waste
 - e) Explain the company's capacity to handle the volume of organic waste generated by 27 schools and if successful, how quickly the company can grow to support larger capacities of organic waste
 - f) Explain the company's capacity to have adequate staffing and resources to meet customer needs
- C. Conceptual ideas to include the following:
 - a) Implementation – provide a conceptual approach to effectively perform the services and objectives solicited herein. Submittals from interested parties should be sufficiently detailed to demonstrate that respondents would be capable of undertaking this type of project, as described.
 - b) Financing- provide a conceptual approach to financing method(s) that will allow the District to enter into the most cost-effective solution as a government institution.
 - c) Cost Avoidance- Consider the overall value provided, including the quality of service, reliability, and potential cost savings from diverting organic waste from landfills.

SECTION 4 – FORMS AND EXHIBITS

Exhibit 1	Cover Page
Exhibit 2	Acknowledgment of Amendments
Exhibit 3	Statement of No Response (If applicable)
Exhibit 4	Bid Opening Instructions
Exhibit 5	DemandStar Registration Instructions
Exhibit 6	Foreign Country of Concern Attestation (PUR 1355)

**Exhibit 1
Cover Page for Proposal**

PROPOSER'S NAME (Name of firm, entity or organization):

FEDERAL EMPLOYER IDENTIFICATION NUMBER:

NAME AND TITLE OF PROPOSER'S CONTACT PERSON:

Name: _____ Title: _____

MAILING ADDRESS:

Street Address: _____

City, State, Zip: _____

TELEPHONE:

FAX:

E-MAIL ADDRESS:

PROPOSER'S ORGANIZATIONAL STRUCTURE:

____ Corporation ____ Partnership ____ Proprietorship ____ Joint Venture

____ Other (Explain): _____

PROPOSER'S SERVICE OR BUSINESS ACTIVITIES:

PROPOSER'S AUTHORIZED SIGNATURE:

The undersigned hereby certifies that this bid is submitted in response to this solicitation.

Sign Name: _____ Date: _____

Print Name: _____ Title: _____

Exhibit 2
ACKNOWLEDGEMENT OF AMENDMENTS

Instructions: Complete Part I or Part II, whichever is applicable.

PART I: Listed below are the dates of issue for each addendum received in connection with this RFI.

Please include a signed copy of each addendum.

Addendum #1, Dated _____,	20__
Addendum #2, Dated _____,	20__
Addendum #3, Dated _____,	20__
Addendum #4, Dated _____,	20__
Addendum #5, Dated _____,	20__
Addendum #6, Dated _____,	20__
Addendum #7, Dated _____,	20__
Addendum #8, Dated _____,	20__

PART II:

☐ No Addendum was received in connection with this RFI.

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

Federal Employer Identification Number: _____

Firm Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Exhibit 3 - STATEMENT OF "NO RESPONSE"

If your company shall not be submitting a response to this Request for Information, please complete this Statement of "No Bid" sheet and submit via DemandStar, prior to the Due Date established herein.

Company Name: _____

Contact: _____

Address: _____

Telephone: _____ Email: _____

√	Reasons for "NO Bid":
	Unable to comply with product or service specifications.
	Unable to comply with scope of work.
	Insufficient time to respond to the RFI.
	Our schedule would not permit us to perform.
	Other (Specify below)

Comments:

Signature: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

EXHIBIT 4 – BID OPENING INSTRUCTIONS

RFI-23-031-VF

COMPOSTING SERVICES

SUBMITTALS DUE: Sealed submittals will be received by The School Board of Miami-Dade County, Florida until **1:00 P.M. local time, on Thursday May 9, 2024 EST via the e-bidding platform DemandStar.**

NOTE: M-DCPS is no longer accepting submittal of proposals in hard copy format. All proposals must be submitted electronically via DemandStar.

For submittal requirements or instructions, please refer to Section 3 of this RFI.

The bid opening will take place virtually at 2:00pm via zoom.

Thursday May 9, 2024 EST EST 2:00pm via Zoom

Meeting ID: 963 8325 8347

Passcode: 978824

One tap mobile

+16468769923,,96383258347# US (New York)

+13017158592,,96383258347# US (Germantown)

Exhibit 5 – DEMANDSTAR REGISTRATION INSTRUCTIONS

To register for free as a vendor in the DemandStar Platform, you must complete the registration form.

1. Navigate to the DemandStar page by going to:
<https://www.demandstar.com/app/registration>.
2. On the **Get Started! Create your free DemandStar account** page, fill in your **E-mail address** and your **Company Name**.
3. Read and accept the Terms of Use and Privacy Policy.
4. Choose your Free Agency: Please type **Miami-Dade County Public Schools** and select it, click next.
5. Input your Company Contact Information and click Submit.
6. Input your Contact Information and click Submit.
7. An email will be sent for you to confirm your account.
8. If you need further assistance, please contact DemandStar Support at support@demandstar.com or call (206) 940-0305.

EXHIBIT 6

FOREIGN COUNTRY OF CONCERN ATTESTATION

(PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

(name of vendor) is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name:

Title:

Signature:

Date: