

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

Rev 1

**New contract**   
  **OTR**   
  **CO**   
  **SS**   
  **BW**   
  **Emergency**   
 Previous Contract/Project No

**Re-Bid**   
  **Other**

LIVING WAGE APPLIES: \_\_\_ YES  NO

Requisition/Project No: **ROAD1300001**

TERM OF CONTRACT: **FIVE YEARS WITH NO OPTIONS TO RENEW**

Requisition/Project Title: **VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS**

The purpose of this invitation to bid is for the purchase of veterinary cleaning chemical, dispenser and related items on as needed when needed basis.

User Department(s): **ANIMAL SERVICES**  
 Issuing Department: **INTERNAL SERVICES DEPARTMENT PROCUREMENT MANAGEMENT DIVISION**  
 Contact Person: **MARTHA GAROFALO** Phone: **305-375-4265**  
 Estimated Cost: **\$400,000**  
 Funding Source: **91% Proprietary funds 9% General funds**

**ANALYSIS**

Commodity/Service No: <b>485, 485-40, 486-65, 505-30, 825-26</b>		SIC:	
<b>Trade/Commodity/Service Opportunities</b>			
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			
<b>EXISTING</b>		<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): ___ Yes ___ No			

**RECOMMENDATIONS**

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

**Basis of Recommendation:**

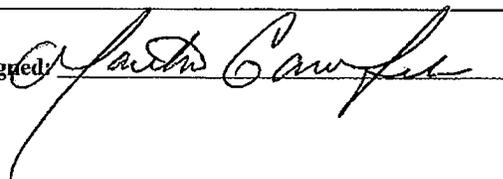
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Signed: 

Date to SBD: **December 13, 2012**

Date Returned to ISD: \_\_\_\_\_



**BID NO.: RQAD1300001**

**OPENING: 2:00 P.M.  
WEDNESDAY  
JANUARY XX , 2013**

12/13/12 DRAFT NO. 3

**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:  
VETERINARY CLEANING CHEMICAL,  
DISPENSER AND RELATED ITEMS**

**FOR INFORMATION CONTACT:**

Martha Garofolo, 305-375-4265, marthag@miamidade.gov

**IMPORTANT NOTICE TO BIDDERS:**

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number: RQAD1300001

Bid Title: VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS

Procurement Officer: Martha Garofolo

Bids will be accepted until 2:00 p.m. on Wednesday, January XX, 2013

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.
- THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.

MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS**

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

**<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>**

**SECTION 2**  
**SPECIAL CONDITIONS**

**VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS**

**2.1 PURPOSE**

The purpose of this invitation to bid is for the purchase of veterinary cleaning chemical, dispenser and related items on as needed when needed basis.

**2.2 SMALL BUSINESS CONTRACT MEASURES FOR SOLICITATIONS (Bid Preference)**  
**PENDING REVIEW FROM SPEE**

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

For awards valued up to and including \$100,000, a 10% (ten percent) bid preference shall apply for certified Micro Business Enterprise (Micro) bidders. For awards valued over \$100,000 and up to \$1,000,000, a 10% (ten percent) bid preference shall apply for certified Micro and SBE bidders. For awards valued over \$1,000,000, a 5% (five percent) bid preference shall apply for certified Micro and SBE bidders.

Micro Business Enterprises and Small Business Enterprises must be certified by Small Business Development under Business Affairs, a division of the Department of Regulatory and Economic Resources (RER) for the type of goods and/or services the enterprise provides in accordance with the applicable commodity code(s) for this solicitation. A Micro Business Enterprise is a certified SBE firm whose three year average gross revenues does not exceed \$2 million, or is a manufacturer with fifty (50) employees or less, or is a wholesaler with fifteen (15) employees or less. For certification information, contact RER at 305-375-CERT (2378) or at <http://www.miamidade.gov/business/business-certification-programs.asp>. The enterprises must be certified by bid submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference.

**2.3 TERM OF CONTRACT SIXTY (60) MONTHS**

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 Notice of Award Letter distributed by the County's Department of Internal Services, Procurement Management Division and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

**2.4 OPTION TO RENEW – INTENTIONALLY OMITTED**

**2.5 METHOD OF AWARD TO MULTIPLE LOWEST PRICED BIDDERS**

Award of this contract will be made to three (3) responsive, responsible bidders whose offer represents the lowest price per gallon and whose chemical and equipment meets the technical requirements of Section 3.

After the County opens the bid proposals, the chemical and equipment will be tested and evaluated for a period of three weeks on the County's designated site and at no cost to the County. The County will then determine the lowest priced bidder as a primary vendor and a second lowest priced bidder as a secondary vendor accordingly. This determination shall be based as per results attained by County representatives during the testing and evaluation period. In the event the primary and the secondary vendor fail to perform then the County

**SECTION 2  
SPECIAL CONDITIONS**

**VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS**

reserves, the right to request the third lowest price vendor to conduct the reference testing and evaluation as specified herein.

The dilution ratio shown on the product label will be used to arrive at the cost per usable unit of product; award will be made to the vendor who provides the County the lowest cost based on the dilution ratio and usable product. For example, (see table below): bidder 'A' bids \$10.00 per gallon for a product with a dilution ratio of 128 to 1 (128 units of water to 1 unit of product). Bidder 'B' bids \$12.50 a gallon for a product with a dilution ratio of 256 to 1. The computation for usable product of 'A' is \$10.00 divided by 128, which equals 7.8 cents per usable unit.

The usable unit price for 'B' is \$12.50 divided by 256, which equals 4.9 cents per usable unit. Award would be to bidder 'B'. Items, which are not concentrates, shall be awarded to the lowest price bid for acceptable products.

EXAMPLE	UNIT OF MEASURE	PRODUCT "X" PRICE	DILUTION RATIO	PRICE FOR USABLE PRODUCT
Bidder A	gallon	\$10.00	128	\$ 0.0781
Bidder B	gallon	\$12.50	256	\$ 0.0488

In the above example, the cost per gallon from Bidder B is greater however; the dilution ratio makes this product the most cost effective.

While the method of award prescribes the method for determining the lowest priced responsive, responsible bidder, if the County decides to award this contract, it will award this contract to the designated lowest priced bidder as the primary bidder and will award this contract to the designated second and third lowest priced bidders secondary and tertiary bidders respectively.

If the County exercises this right, the primary bidder shall have the responsibility to initially deliver the chemical(s) and install the necessary dispenser suitable for the chemical identified in this solicitation. If the primary bidder or the primary bidder's chemical fails to perform at any time, it may be terminated for default and the County will have the option to seek the chemical and dispenser from the secondary bidder, which will then become the primary. In the event, the primary and the secondary vendor fail to perform the County will then seek the tertiary vendor for the necessary chemical and equipment identified in this solicitation.

Award to multiple bidders is made for the convenience of the County and does not exempt the primary bidder from fulfilling their contractual obligations. Failure of any bidder to perform in accordance with the terms and conditions of the contract may result in the bidder being deemed in breach of contract. The County may terminate the contract for default and charge the bidder re-procurement costs, if applicable.

**SECTION 2**  
**SPECIAL CONDITIONS**

**VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS**

**2.5.1 Experience**

The bidder shall be regularly engaged in the business of providing similar products and the installation of equipment described in this solicitation. Bidders shall provide at least one (1) written reference with their bid submittal.

The reference must be from a customer that is purchasing, or has recently purchased, similar products and services from the bidder within the past five years.

The bidder shall submit the reference in the form of a signed letter on the reference's company stationary. The letter must specify the following:

- A. Confirmation of a contract, agreement, or other business relationship with the bidder and description of the product and delivery service provided by the bidder.
- B. Confirmation that the bidder successfully provided the product and services in accordance with the terms and conditions of the contract.
- C. Affirmation that the reference favorably recommends the bidder to Miami-Dade County for the product and services described herein.

The bidder's submittal shall include the reference's company name, contact name, telephone number, and e-mail address of the person who can verify to the County that the bidder has successfully provided similar products and services. The reference shall provide, to the County's satisfaction, that the bidder has sufficient experience and expertise in the industry to meet the scope of work and all requirements of this solicitation.

**2.5.2 Documentation**

- A) The bidder shall submit with its bid the Material Safety Data Sheet (MSDS, aka OSHA Form 174) for the chemical they are offering and shall clearly indicate the pH level for its intended use as described in Section 3 herein.
- B) The bidder shall submit with its bid information pertaining to type of Personal Protective Equipment (PPE) required for the chemical they are offering.

The County may request from and allow bidders to provide additional information to satisfy any of the above requirements during evaluation.

**2.6 PRICES SHALL BE FIXED WITH ADJUSTMENTS ALLOWED**

Vendors' prices shall remain fixed and firm for a period of no less than twelve (12) months from the time of contract commencement. After this period, vendors shall have the option to request price adjustments prior to each contract anniversary date.

The County may consider an adjustment to price based on changes in the following pricing index: Producer Price Index (PPI) Series #WPUSOP3500 for Finished Goods Less Food and Energy.

**SECTION 2**  
**SPECIAL CONDITIONS**

**VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS**

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of the contract anniversary date, the vendor's request for adjustment shall be submitted 90 days prior to expiration of the then current contract term. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will proceed without pricing adjustment for the next contract anniversary year.

Any adjustment request received after the commencement of a new contract anniversary may not be considered.

The County reserves the right to negotiate lower pricing for the additional anniversary year based on market research information or other factors that influence price. The County will apply any reduction in pricing to the next anniversary based on the downward movement of the applicable index. The County reserves the right to reject any price adjustments submitted by the vendor.

**2.7 METHOD OF PAYMENT INVOICES FOR COMPLETED PURCHASES**

The vendor(s) shall submit an invoice(s) to the County user department(s) after purchase has been completed, whether the specific item(s) were picked up by authorized County personnel or delivered to the site by the vendor. In addition to the general invoice requirements set forth below, the invoices shall reference the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the following basic information:

I. Vendor Information:

- The name of the business organization as specified on the contract between Miami-Dade County and vendor
- Date of invoice
- Invoice number
- Vendor's Federal Identification Number on file with Miami-Dade County

II. County Information:

- Miami-Dade County Release Purchase Order or Small Purchase Order Number

III. Pricing Information:

- Unit price of the goods, services or property provided
- Extended total price of the goods, services or property
- Applicable discounts

**SECTION 2**  
**SPECIAL CONDITIONS**

**VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS**

IV. Goods or Services Provided per Contract:

- Description
- Quantity

V. Delivery Information:

- Delivery terms set forth within the Miami-Dade County Release Purchase Order
- Location and date of delivery of goods, services or property

**2.8 CONTACT PERSON**

For any additional information regarding the specification and requirements of this contract, Contact: Martha Garofolo, at (305) 375-4265 or email: [marthag@miamidade.gov](mailto:marthag@miamidade.gov)

**2.9 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE BIDDER**

The primary bidder shall furnish all labor, material, and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

**2.10 COMPLIANCE WITH FEDERAL STANDARDS**

All items purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

**A. LEGAL REQUIREMENT FOR POLLUTION CONTROL**

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code.

This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by the vendor through the Department of Permitting, Environment and Regulatory Affairs, 701 NW 1 Ct Suite 400, Miami, Florida 33136, Telephone (305) 372-6789.

**B. TOXIC SUBSTANCES/Federal "Right to Know" Regulations**

The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration (OSHA) requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace. Accordingly, the vendor(s) performing under this contract shall be required to provide two (2) complete sets of Material

**SECTION 2**  
**SPECIAL CONDITIONS**

**VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS**

Safety Data Sheets to each User Department utilizing the awarded products. This information should be provided at the time when the initial delivery is made, on a department-by-department basis. For additional information on the Federal Right to Know Regulation, contact OSHA at [www.OSHA.gov](http://www.OSHA.gov) or call (954) 424-0242.

**C, EFFICACY REPORT**

Vendor must provide a copy of the Efficacy report, which validates the efficacy, and effectiveness of the product. (Efficacy reports require EPA approval).

**2.11 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES**

While the County has listed all major items within this solicitation, which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Any additional items required shall be purchased in accordance with Section 2, Paragraph 2.6.

**2.12 INDEMNIFICATION AND INSURANCE (1) - GENERAL SERVICE AND MAINTENANCE CONTRACT PENDING FINAL SCOPE FROM ASD FOR RISK TO EVALUATE**

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The vendor shall furnish to the Vendor Assistance Section, Department of Procurement Management, Administration Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
- B. General Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than

**SECTION 2**  
**SPECIAL CONDITIONS**

**VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS**

\$300,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

**NOTE CERTIFICATE HOLDER MUST READ:**

**MIAMI-DADE COUNTY  
111 NW 1<sup>ST</sup> STREET  
SUITE 2340  
MIAMI, FL 33128**

**Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.**

The vendor shall submit a certificate of insurance within ten (10) business days after notification of recommendation to award. If certificate does not include the coverages outlined in the terms and conditions of this solicitation, the vendor shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the vendor to provide the required certificate of insurance within fifteen (15) business days, may result in the vendor being deemed non-responsible and the issuance of a new award recommendation.

The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the vendor in accordance with Section 2.5 of this solicitation. If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section 1.23 of this solicitation.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS**

**3.1 SCOPE OF WORK**

The purpose of this invitation to bid is for the purchase of veterinary cleaning chemical, dispenser and related items on as needed when needed basis. Miami-Dade Animal Services utilizes the cleaning chemical to clean animal cages, equipment, quarters enclosed premise treatment, clinic enclosed premise treatment, transportation vehicles, lobbies, hallways and common areas.

**3.2 ITEM DESCRIPTION VETERINARY CLEANING CHEMICAL**

The product solution shall be strictly made to primarily handle the needs of animals rather than humans. It would be considered a MULTI-SPECIES cleaner and disinfectant capable of allowing a one (1) step, single product performance process for the cleaning staff. The cleaning chemical is an all in one cleaner as specified below that shall include a device that releases its contents in convenient or measured quantities when operated:

**NAME OF CHEMICAL FOR REFERENCE ONLY: 1 STROKE VQ ( OR EQUAL ) PRODUCT WILL BE ACCEPTED**

Cleaner, Disinfectant, Non-Food Contact Sanitizer, Deodorizer, Fungicide, Mildew stat, Virucide.

Olfactory: Product solution shall absolutely NOT impair the olfactory sense of canine and felines. This is a MULTI-SPECIES environment. Additionally, the chemical must be unscented – odor neutralizer.

Damage: Product solution must not damage or destroy metal, painted usfaces, formica, plastics, vinyl, ball bearings, stainless steel, nor most non-porous surfaces.

Animal Safety: Product solution should show no signs of contact allergies or irritation to sensitive areas, such as eyes, skin, paws, scrotum, etc... of animals.

Human Safety: Product solution should show no signs of contact allergies or irritation to sensitive areas, such as eyes, skin, respiratory system, etc... when used as directed.

**Formulation:** Soluble Concentrate; product solution must be blended quaternary ammonium compound or equal and biodegradeable.

**Pesticide Type:** Virucide, Algaecide, Fungicide/fungistat, Sanitizer, Disinfectant.

**The chemical must terminate the following:**

- Adenoviruses
- Algae
- Ammonia-producing Bacteria
- Animal Pathogenic Bacteria (g- And G+ Vegetative)
- Animal Pathogenic Fungi
- Anthraxnose
- Aspergillus Niger
- Avian Infectious Bronchitis Virus

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS**

Avian Influenza A/turkey/wisconsin  
Avian Influenza Virus  
Avian Influenza Virus A  
Avian Reovirus  
Blight  
Bordetella Bronchiseptica  
Botrytis Spp.  
Bovine Rhinotracheitis Virus  
Bovine Viral Diarrhea Virus  
Campylobacter Jejuni  
Canine Coronavirus  
Canine Distemper Virus  
Canine Parvovirus  
Coronavirus  
Crown Rot  
Downy Mildew  
Drosophila Flies  
Equine Arteritis Virus  
Erwinia  
Feline Leukemia Virus  
Feline Picornavirus (feline Calicivirus)  
Feline Rhinotracheitis Virus  
Fungal Rot/decay  
Hepatitis B  
Hepatitis C Virus (hcv)  
Herpes Simplex Virus I  
Hiv-i (human Immunodeficiency Virus)  
Infectious Canine Hepatitis Virus  
Influenza A (h1n1)  
Influenza Virus A2 (japan)  
Laryngotracheitis Virus  
Leaf Rot  
Listeria Monocytogenes  
Mold/mildew  
Newcastle Disease Virus  
Parainfluenza Virus Type 1  
Parainfluenza Viruses  
Parvovirus  
Phorid Flies  
Porcine Parvovirus  
Porcine Rotavirus Vr-893  
Porcine Transmissible Gastroenteritis Virus  
Pseudomonas Spp.  
Pseudorabies Virus  
Rabies Virus  
Root Rot  
Salmonella Typhi  
Slime-Forming Bacteria  
Stem Rot  
Vaccinia Virus

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS**

**3.3 CLEANLINESS OF FLOOR**

The chemical must wash off completely with no residue or film left behind.

**3.4 DAMAGE**

Product must not damage or destroy metal, painted surfaces, formica, plastics, vinyl, ball bearings, stainless steel, nor most non-porous surfaces.

**3.5 TRAINING**

Vendor must provide start-up and ongoing bi-annual staff training for proper use of chemical and dispensing equipment at no charge to the County. Multiple classes may be necessary to accommodate different shifts. Outline of what training plan covers must be provided.

**3.6 STANDARD OPERATING PROCEDURES (SOP) FOR PRODUCT USE**

Vendor must provide standard operating procedures for proper product use.

**3.7 METER DISPENSER MACHINE**

Bidder shall install six (6) meter dispensing machines. The dispensers shall have easy to follow color-coded dials to identify multiple settings for different applications (i.e. filling of spray bottles, mop buckets, etc).

The meter dispenser machine shall release its contents in measured quantities that will also facilitate the dispensing of content into plastic spray bottles with trigger.

**3.8 PLASTIC SPRAY BOTTLES WITH TRIGGER**

Plastic spray bottles with trigger shall be able to hold 32 ounces of the chemical, along with product label.

**SECTION 4**  
**BID SUBMITTAL FORM**

**Submit Bid To:**  
**CLERK OF THE BOARD**  
**Stephen P. Clark Center**  
**111 NW 1<sup>st</sup> Street**  
**17<sup>th</sup> Floor, Suite 202**  
**Miami, Florida 33128-1983**

**OPENING: 2:00 P.M.**  
**WEDNESDAY**  
**JANUARY XX , 2013**



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES, DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued  
by: **M.G.**

ISD/PM

Date Issued:

This Bid Submittal Consists of  
Pages **11** through **15**, plus  
**affidavits**

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**Title:**

**VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS**

A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

<b>DO NOT WRITE IN THIS SPACE</b>	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: <b>485, 485-40, 486-65, 505-30, 825-26</b>	
Procurement Contracting Officer: <b>MARTHA GAROFOLO</b>	

FIRM NAME \_\_\_\_\_

**RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.**

**FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.**

**SECTION 4  
BID SUBMITTAL FOR:  
VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS**

**FIRM NAME:** \_\_\_\_\_

Bidders shall provide all required documentation as specified in Section 2, Paragraph 2.5 of this solicitation with bid submittal.

**2.5.1 EXPERIENCE**

Bidders shall provide at least one (1) written reference with their bid submittal as specified in Section 2, paragraph 2.5 of this solicitation.

Company name: \_\_\_\_\_  
 Contact name: \_\_\_\_\_  
 Telephone number \_\_\_\_\_ E-mail address \_\_\_\_\_

**2.5.2 DOCUMENTATION**

The Bidder shall submit with its bid the Material Safety Data Sheet (MSDS), also known as OSHA Form 174) for the chemical they are offering and shall clearly indicate the pH level for its intended use as described in Section 3 herein.

The Bidder shall submit with its bid information pertaining to type of Personal Protective Equipment (PPE) required for the chemical they are offering.

The County may request from and allow Bidders to provide additional information to satisfy any of the above requirements during evaluation.

LINE ITEM	ANNUAL ESTIMATED QUANTITY	UNIT OF PURCHASE	DESCRIPTION	UNIT COST
1	40	55 Gallon Drum	Veterinary Cleaning Chemical 1 Stroke VQ ( or equal ) Cleaner, Disinfectant, Non-Food Contact Sanitizer, Deodorizer, Fungicide, Mildew stat, Virucide Manufacturer: _____ Product name: _____ Dilution ratio: _____ ounces per gallon of water Size: 55 Gallon drum	\$
2	6	Each	Meter dispenser machine with color-coded dials to identify multiple settings for different applications (i.e. filling of spray bottles, mop buckets, etc.)	\$
3	6	Each	Installation of Meter Dispenser Machine	\$
4	200	Each	Plastic spray bottles with trigger and product label / size: 32 ounces	\$

SECTION 4  
BID SUBMITTAL FOR:  
VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS

ACKNOWLEDGEMENT OF ADDENDA

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INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**PART I:**

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

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**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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FIRM NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE OF OFFICER: \_\_\_\_\_



**Bid Title: VETERINARY CLEANING CHEMICAL, DISPENSER AND RELATED ITEMS**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder. Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

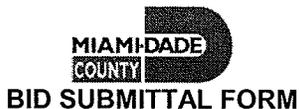
**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is \_\_\_\_\_.

**LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to



bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ FEIN No. \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Prompt Payment Terms: \_\_\_\_ % \_\_\_\_ days net \_\_\_\_ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: \_\_\_\_\_ (Signature of authorized agent)

\*\*By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract.\*\*

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



# **APPENDIX**

## **AFFIDAVITS FORMAL BIDS**

DRAFT







## **Walters, Vivian (RER)**

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**From:** Garofolo, Martha (ISD)  
**Sent:** Thursday, December 13, 2012 11:42 AM  
**To:** Walters, Vivian (RER)  
**Cc:** Johnson, Laurie (RER); Garofolo, Martha (ISD); Silva, Rita (ISD)  
**Subject:** RQAD1300001 Contract Project Analysis and Recommendation Request  
**Attachments:** SBD Contract Project Analysis and Recommendation.pdf; ITB DRAFT 12-12-12 NO. 3.docx

Good morning, attached is a draft for Animal Services Veterinary Chemical, Dispenser and Related Items please review for contract measures.

REQ# RQAD1300001  
TITLE: Veterinary Chemical, Dispenser and Related Items  
VALUE: \$400,000 for five years, no options to renew  
FUNDING SOURCE: 91% Proprietary funds 9% General funds

Regards,

Martha Garofolo  
Procurement Contracting Officer  
Internal Services Department  
111 N.W. 1<sup>st</sup> Street, Suite 1300  
Miami, Florida 33128-1974  
(305) 375-4265 Fax (305) 375-4407  
Email: [marthag@miamidade.gov](mailto:marthag@miamidade.gov)