

**REQUEST FOR QUOTE (RFQ)  
MIAMI-DADE COUNTY INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**

THIS QUOTATION IS REQUESTED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF INVITATION TO QUALIFY (ITQ) NO. 9562-5/22; Janitorial Services – Pre-qualification. Quotes will only be accepted from firms that are pre-qualified under group(s) specified.

**ITQ NO.:** RFQ9562-26ASD

**ITQ TITLE:** Janitorial Services for the Animal Services Department (ASD)

**RECOMMENDED SITE VISIT:** Pre-bid site visit is scheduled as follows:

Item	Groups Eligible to Quote	Facility	Location	Date and Time
1	1, 2, and 3	Animal Services	7401 NW 74 St. Miami, FL 33166	TBD
2	1, 2, and 3	Animal Services	3651 NW 79 Ave. Miami, FL 33166	TBD

It is **strongly recommended** that a representative of the firm attend this site visit as the "Cone of Silence" is not applicable during the course of the site visit and informal communication can take place. Bidders are requested to bring a copy of this solicitation document to the site visit.

Prospective Bidders shall carefully examine the specifications of the RFQ and to become thoroughly aware of any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions.

Note: Any changes to the quote requirements will be issued by Procurement Management via an addendum to this Request for Quote.

**QUOTATION DEADLINE:** \_\_\_\_\_ day, \_\_\_\_\_, 2016, \_\_\_\_\_ M

**SUBMIT SEALED QUOTE TO:** Miami-Dade County Internal Services Department  
Procurement Management Division  
111 NW 1<sup>ST</sup> Street, Suite 1300, Miami, FL 33128  
Attention: Robin Webb

**A sealed quote is required.** Bidders will submit the sealed quote by completing and returning the Quote Submittal pages by the specified deadline. **"Quotation No. RFQ9562-26ASD" should be clearly printed on the outside of the sealed envelope.** Telephone, fax, or e-mail quotes will not be accepted. All quotes received, time and date stamped by the Internal Services Department, Procurement Management Division, prior to the quotation deadline will be accepted as timely submitted. The circumstances surrounding all quotes received after the deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the quote will be accepted as timely.

**DIRECT ALL QUESTIONS TO:** Robin Webb  
Telephone: 305-375-4356  
E-mail: [drobin@miamidade.gov](mailto:drobin@miamidade.gov)

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**CONE OF SILENCE:**

Pursuant to Section 2-11.1(t) of the County Code, all solicitations, once advertised and until an award recommendation has been forwarded to the appropriate authority are under the “**Cone of Silence**”. Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the Procurement Officer identified in the solicitation. Such inquiries or request for information shall be submitted to the procurement officer in writing and shall contain the requester’s name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with Bidder’s facsimile number. The requestor must also file a copy of this written request with the Clerk of the Board, 111 NW 1<sup>st</sup> Street, 17<sup>th</sup> Floor, suite 202, Miami, Florida 33128-1983 or email [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).

**I. TERMS, CONDITIONS, AND SPECIFICATIONS IN ACCORDANCE WITH ITQ 9562-5/22 are applicable in addition to the following:**

A. Contract Term and Fixed Prices:

1) **Term of Award: Two (2) Years with two (2), two-year options to renew**  
The resultant contract shall commence of the first calendar day of the month succeeding approval unless otherwise stipulated in the notice of award distributed by the County and contingent upon the completion and submittal of all required bid documents.

2) **Prices Shall Be Fixed with Adjustment Allowed Based on Governmental Price Index/Living Wage Rate:**

If the Bidder is awarded a contract under this solicitation, the prices proposed by the Bidder shall remain fixed for the term of the contract with the following exception:

Except as provided for below for Living Wage contracts, adjustments to the rate(s) paid under this contract may be annually (i.e., on the contract award anniversary date) indexed to inflation as defined by the Consumer Price Index (CPI) calculated by the US Department of Labor as applied to Miami-Dade County using the Consumer Price Index, Miami-Ft. Lauderdale, All Urban Consumers.

Adjustments to the rate(s) paid under contracts to which the Living Wage Ordinance applies may be annually indexed to the current Living Wage, which is adjusted every October 1.

The County reserves the right to negotiate and/or reject any price adjustments submitted by the Bidder and/or to terminate the contract with the Bidder based on such price adjustments.

B. Measure and Preferences:

1) **Measure**  
The following small business measures will apply this solicitation:

TBD

For set-aside contracts valued up to \$100,000, a 10% (ten percent) preference shall apply for certified Micro Business Enterprise bidders.

The provisions for the Miami-Dade County certified Small Business Enterprises (SBEs) Program are available at <http://www.miamidade.gov/business/business-development-legislation.asp>.

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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. 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) Local Preference**

Applicable per Para. 1.11 of the Miami-Dade County General Terms and Conditions

**3) Local Certified Veteran's Business Preference**

Applicable per Para. 1.45 of the Miami-Dade County General Terms and Conditions

C. Living Wage: The Living Wage Ordinance will apply to any resultant contract award that exceeds \$100,000 annually.

D. Scope: The awarded bidder shall furnish all supplies materials, equipment, machinery, tools, supervision, labor and services necessary to perform the work called for in the contract specifications. These responsibilities shall be carried out through planning, assignment, coordination, inspections, quality control, field operations, reporting, and other forms of administrative management required to optimize services and support in compliance with the terms of the contract specifications. Services shall be provided by the awarded bidder to the acceptance of the Building Manager and to maintain the facilities in an attractive, neat, clean, organized and safe manner.

E. Location of Services/  
Technical Specifications: Services shall be provided as specified in Invitation to Qualify No. 9562-5/22 and further detailed in Attachments A.

The awarded bidder shall provide services at the new animal shelter facility located at 3651 NW 79 Ave. Miami, FL 33166. The projected move-in date for the new facility is March-April 2016.

The awarded bidder shall not be responsible for cleaning the kennel areas. The kennel areas will be cleaned by the ASD kennel staff.

As can be expected in an animal shelter, the awarded bidder's staff are required to clean animal urine and fecal matter as needed.

Note: All square footage provided is approximate

**1) TOXIC SUBSTANCE/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.

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Additionally, the Contractor shall provide two (2) complete sets of Material Safety Data Sheets (MSDS) to the Operations or Building Manager for all products utilized in conjunction with the Contract prior to product use. The Contractor shall provide MSDS for product substitutes and additions as requested by the County.

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.

### 2) JCAHO HEALTHCARE LEVEL 1 TRAINING

The awarded bidder's janitorial staff working in the facility shall complete the Joint Commission on the Accreditation of Healthcare Organization (JCAHO) Healthcare Level 1 Training course within 90 days after award or as extended by the County in writing. This training includes:

- Specialized cleaning processes needed for sensitive patient-care areas
- Security and safety regulatory compliance, focusing on blood-borne pathogens
- Maintaining commonly identified problem areas
- Infection control that details universal precautions
- Quality assurance programs

F. Award:

Award will be made to the responsive, responsible bidder who submits the lowest monthly price.

**RFQ9562-18ASD  
QUOTE SUBMITTAL**

**II. Monthly Price for All Services**

**All Bidders qualified under Groups 1, 2, and 3 of ITQ9562-5/22 may bid**

Item	Description	Unit	Price
1	Animal Services Facility monthly janitorial services (inclusive of all work at frequencies stated in Attachment A)	Month	\$ _____

**III. Hourly Rate/Project Work Unit Prices**

Project Work unit pricing provided for use only in the event of an increase or decrease to project work frequency and not for evaluation purposes.

Task	Unit	Price
Special Request/Emergency Services per Sect. 2 Para. 2.58 of ITQ9562-5/22	Hour	\$ _____
Machine scrub restroom floors	Per sq ft	\$ _____
Strip and refinish non-carpeted floors	Per sq ft	\$ _____

**Addenda Received:** Yes  No  If yes, please indicate the number of addenda received: \_\_\_\_\_

**IV. RFQ Submittal:**

**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 2-8.5 of the Miami-Dade County Code of Ordinances 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, or Broward County in accordance with the Interlocal Agreement between the two Counties.

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 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.

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QUOTE SUBMITTAL

Firm Name: \_\_\_\_\_ F.E.I.N. ID No.: \_\_\_\_\_

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

Authorized Signature: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS BID. 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

**RFQ9562-26ASD Attachment A**  
**Appearance Level Expectation Matrix**

Level	General	Restrooms and Locker Rooms	Flooring	Carpet	Furniture	Surfaces	Light and Air Grills	Trash and Recycling Containers	Products
High Profile Areas (1)	This level is assigned to all public/common areas with cleaning is focused on public health concerns there are no personal spaces in these areas	Restrooms and Locker Rooms shall be clean and disinfected at all times - fixtures clean and polished - no buildup of dirt	Shall be free of visible dirt - surfaces clean and maintained according to mg recommendations - baseboards shall be clean with no buildup of dirt or cleaning products	All stains shall be addressed same day they occur	Shall show no dust, dirt, stains or smudges - cleaning shall be coordinated with bldg mgr	Shall be cleaned and polished - no accumulation of dirt, dust, streaks, or smudges	Light and Air Grills shall be cleaned at regular intervals and shall never show buildup of dirt or dust	Trash and Recycling Containers shall be emptied daily and there shall be no recycling containers shall not have any type of bag inside of them; if wet trash has been thrown into recycling container, the container will be cleaned	All commonly touched surfaces shall be wiped daily with disinfectant approved for prevention of communicable disease
General Areas (2)	This level is assigned to areas where there is tenant occupancy and cleaning is affected by personal spaces	See level 1	Shall be free of visible dirt - surfaces clean - mg recommendations - baseboards shall be clean with no buildup of dirt or cleaning products	No stains shall be left long enough to become permanent or require replacement of carpet	Shall be cleaned as needed - cleaning shall be coordinated with bldg mgr	Shall be no visible accumulation of dust and dirt - two work day period but never to the extent to cause IAQ problem	Shall be cleaned at regular intervals and shall never show buildup of dirt or dust	See level 1	See level 1
Low Traffic Areas (3)	This level is assigned to areas within the conditioned space of the facility, but not visited by personnel on a regular basis. Frequencies of cleaning can be decreased due to the lack of personnel traffic and reduced occurrences of work being performed within these areas. Areas shall be cleaned in such a manner so as not to spread dust from one surface to another, or raise the dust into the air.	See level 1	Shall be maintained, swept and kept so that there will be no IAQ or pest problems resulting from the dust and debris that may be left in the corners or hard to reach areas - protection shall be maintained according to the type of flooring and manufacturers recommendations - accumulation of dust and dirt allowable as long as they do not affect the IAQ of the area or the surrounding areas - carpet stains that could result in an IAQ problem or a pest problem will be dealt with the same day that they occur, no stains will be allowed to be left so long as to become a permanent stain or require replacement of the carpet - baseboards with dust or dirt will be allowed as long as they do not present an IAQ problem	See level 2	See level 2	Shall be cleaned so as never to create an IAQ problem or a health problem in any way - mild accumulation of dust or dirt - special care but never to the extent as to cause an IAQ problem - streaks or smudges will be allowed the condition of these unless they become a problem to clean or degrade the building surfaces - commonly touched areas that could assist in the spreading of communicable diseases shall be cleaned with areas disinfectant	See level 1	See level 1	See level 1
Storage and Unconditioned Areas (4)	This level is assigned to areas that are seldom used for their intended purpose, or areas used for storage of supplies that make it hard to clean around, and/or areas that fall inside the building envelope, but outside the conditioned portions of the building - loading docks and garages, both within the building footprint and outside the building footprint fall under this appearance level.	See level 1	Shall be maintained to an acceptable level of cleanliness so as not to affect the IAQ of the building or not violate any life/safety or health standards - cleaning should be performed so that there is no excessive buildup of dust and dirt - vacuuming of hard surfaces is recommended in these areas to allow custodial staff access to cluttered areas or around stored materials - in garages, large vacuum sweepers are recommended and in some areas ridding down of the floor is permissible	Generally not present in these areas, if so see level 2	Generally not present in these areas, if so see level 2	Shall be cleaned as to prevent infiltration of dust/dirt into conditioned areas of the facility envelope - when inside conditioned space, mild accumulation of dust, dirt will be acceptable for a short period, but never to the extent as to cause an IAQ problem - rooms with storage should be cleaned so that dust and/or debris do not fall on stored materials - commonly touched areas that could assist in the spreading of communicable diseases shall be wiped down with an approved disinfectant - if stored materials that fall outside the scope of this custodial solicitation require dusting, Contractor will inform the Building Manager so that arrangements can be made to have the stored materials cleaned	See level 1	See level 1	See level 1
Hardscape Areas (5)	This level is assigned to areas that fall outside the building envelope and covers the sidewalks, plazas, walkways, etc. as well as grounds that require maintenance and that fall outside the scope of work of the landscaping vendor.	See level 1	Most flooring in this level is concrete or exterior tiles and require pressure washing or auto scrubbing on a regular basis - pressure washing shall be performed in such a manner as to not wash cleaning chemicals or any other substances that could adversely affect the local ecosystem by leaching into the underground, and/or down the storm water system - all codes and standards that relate to the stormwater or other drainage systems must be followed	Generally not present in these areas, if so see level 2	Generally not present in these areas, if so see level 2	Cleaning of surfaces that affect the health and safety of the public and personnel shall be performed outside of operating hours of the facilities, so that the flow of traffic of employees and public into the facilities are not impaired in any way - all vertical and horizontal surfaces will be cleaned so that dust and/or dirt cannot be tracked or transferred airborne into the conditioned areas of the facility - areas will be cleaned to a height of 7'2" - windows that can be reached from a level surface will be cleaned all the way from top to bottom - exterior windows that cannot be reached from a level surface shall be cleaned using proper equipment and considered project work	See level 1 - chemicals should be used that greatly reduce the exposure of building occupants and maintenance personnel to potentially hazardous biological and particle contaminants Chemicals used for hardscape maintenance shall be minimal and when necessary, should be based on products or practices that conserve water and utilize biodegradable, low-		

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

Rev 1

New contract   
  OTR   
  CO   
  SS   
  BW   
  Emergency

Previous Contract/Project No:  
RFQ841

Re-Bid   
  Other

LIVING WAGE APPLIES:  YES  NO

Requisition/Project No: RFQ9562-26ASD

TERM OF CONTRACT: 2 years with 2 one, 2-year options-to-renew

Requisition/Project Title: Janitorial Services for Animal Services Department

Description: Routine janitorial services at the new animal shelter

User Department(s): Animal Services

Issuing Department: ISD/PM

Estimated Cost: \$900,000,000

Contact Person: Robin Webb Phone: 305-375-4356

Funding Source: General Fund

**ANALYSIS**

Commodity/Service No: <u>910-39</u>		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:	Jesus Martinez d/b/a Servicemaster Professional Cleaning Solutions	Jesus Martinez d/b/a Servicemaster Professional Cleaning Solutions	Jesus Martinez d/b/a Servicemaster Professional Cleaning Solutions
Small Business Enterprise:	Y	Y	Y
Contract Value:	\$158,300.00 (18 mos)	\$58,590.00 (1 yr)	\$58,590.00 (1 yr)
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

**RECOMMENDATIONS**

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

Basis of Recommendation:  
 The new shelter is a much larger facility than the existing one with more specialized cleaning requirements and the contract is estimated to be well over \$100,000.00.

Signed: *Robin Webb*

Date to DBD: 1-11-16

Date Returned to DPM: \_\_\_\_\_