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. 9562-6/22; 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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Groups Eligible to Quote</th>
<th>Facility</th>
<th>Location</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1, 2, and 3</td>
<td>Animal Services</td>
<td>7401 NW 74 St. Miami, FL 33166</td>
<td>TBD</td>
</tr>
<tr>
<td>2</td>
<td>1, 2, and 3</td>
<td>Animal Services</td>
<td>3651 NW 79 Ave. Miami, FL 33166</td>
<td>TBD</td>
</tr>
</tbody>
</table>

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 1ST 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

Quotation No.: RFQ9562-26ASD
CONCE 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 1st Street, 17th Floor, suite 202, Miami, Florida 33128-1983 or email 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.

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.
RFQ9562-25ASD

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 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 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.
II. **Monthly Price for All Services**

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Animal Services Facility monthly janitorial services (inclusive of all work at frequencies stated in Attachment A)</td>
<td>Month</td>
<td>$</td>
</tr>
</tbody>
</table>

III. **Hourly Rate/Project Wwk 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.

<table>
<thead>
<tr>
<th>Task</th>
<th>Unit</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Request/Emergency Services per Sect. 2 Para. 2.58 of ITQ9562-5/22</td>
<td>Hour</td>
<td>$</td>
</tr>
<tr>
<td>Machine scrub restroom floors</td>
<td>Per sq ft</td>
<td>$</td>
</tr>
<tr>
<td>Strip and refinish non-carpeted floors</td>
<td>Per sq ft</td>
<td>$</td>
</tr>
</tbody>
</table>

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.

Quotation No.: RFQ9562-18ASD

Page 5 of 6
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.

Quotation No.: RFQ9562-26ASD
<table>
<thead>
<tr>
<th>Level</th>
<th>General</th>
<th>Restrooms and</th>
<th>Laundry Rooms</th>
<th>Flooring</th>
<th>Carport</th>
<th>Furniture</th>
<th>Surfaces</th>
<th>Light and Air Grills</th>
<th>Trash and Recycling Containers</th>
<th>Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Traffic Areas (1)</td>
<td>This level is assigned to all, shall be clean and well maintained free of debris, dirt, dust, grime, and other objectionable accumulations of dirt. Surfaces shall be smooth and free of rough edges. A trash shall be provided.</td>
<td>Shall be free of visible dirt - surfaces clean and free of dust, grime, and other objectionable accumulations.</td>
<td>Shall be free of visible dirt - surfaces clean and free of dust, grime, and other objectionable accumulations.</td>
<td>Shall be cleaned and polished - no accumulation of dirt, dust, dirt, dust, or grime.</td>
<td>Shall be cleaned at regular intervals and shall never show buildup of dirt or dust.</td>
<td>Shall be emptied daily and shall be closed.</td>
<td>Shall be closed at regular intervals and shall never show buildup of dirt or dust.</td>
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<td>Shall be closed at regular intervals and shall never show buildup of dirt or dust.</td>
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</tr>
<tr>
<td>Low Traffic Areas (2)</td>
<td>This level is assigned to areas where there is light traffic and where dirt or dust are not an issue.</td>
<td>See Level 1</td>
<td>Shall be maintained, swept, and kept clean.</td>
<td>Shall be maintained, swept, and kept clean.</td>
<td>Shall be cleaned as needed - no accumulation of dirt, dust, dirt, dust, or grime.</td>
<td>Shall be cleaned at regular intervals and shall never show buildup of dirt or dust.</td>
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</tr>
<tr>
<td>Storage and Unoccupied Areas (3)</td>
<td>See Level 1</td>
<td>Shall be maintained in an acceptable level of cleanliness so as not to affect the IAQ of the building or building system.</td>
<td>Shall be maintained in an acceptable level of cleanliness so as not to affect the IAQ of the building or building system.</td>
<td>Generally not present in these areas.</td>
<td>Generally not present in these areas.</td>
<td>Shall be left in their current state.</td>
<td>Shall be left in their current state.</td>
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<td>Shall be left in their current state.</td>
</tr>
<tr>
<td>Hardwood Areas (4)</td>
<td>This level is assigned to areas that fall outside the building, driveway, and general environment.</td>
<td>Shall be maintained in an acceptable level of cleanliness so as not to affect the IAQ of the building or building system.</td>
<td>Shall be maintained in an acceptable level of cleanliness so as not to affect the IAQ of the building or building system.</td>
<td>Generally not present in these areas.</td>
<td>Generally not present in these areas.</td>
<td>Shall be left in their current state.</td>
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DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

New contract ☒ OTR ☐ SO ☐ SS ☐ RW ☐ Emergency ☐
Prev Contract/Project No: RFQ041

Ex-Bid ☐ Other ☐

LIVING WAGE APPLIES: ☒ YES ☐ NO

Requisition/Project No: RFQ0569-26/A

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

Contact Person: Robin Webb

Phone: 805-375-4386

Estimated Cost: $960,000.00

Funding Source: General Fund

Commodity/Service No: 910-39

Trade/Commodity/Service Opportunities

Contract/Project History of Previous Purchases For Previous Three (3) Years

Check Here ☐ ☐ If this is a New Contract/Purchase with no Previous History

Contractor:

Existing 2nd Year 3rd Year

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: ☐ ☐ ☐

Contract Value: $158,500.00 (18 mos) $58,500.00 (1 yr) $58,500.00 (1 yr)

Comments:

Continued on another page(s): ☐ Yes ☒ No

RECOMMENDATIONS

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

☒ % ☒ % ☐ %

Basis of Recommendation:
The new shelter is much larger than the existing one with more specialized cleaning requirements and the contract is estimated to be well over $300,000.00.

Signed: Date to DBD: 1-11-16

Date Returned to DPM: ______________________

Page 1 of 1 1/12/2016