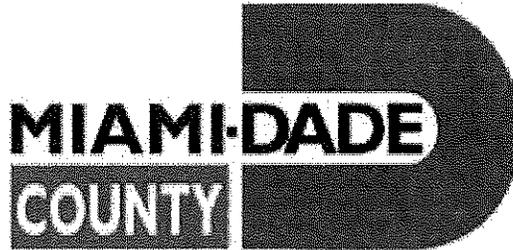


BID NO.:
OPENING: 6:00 PM
Wednesday
DATE:



MIAMI-DADE COUNTY, FLORIDA

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

TITLE:
Enhanced Visibility Polo Shirts

**BIDS WILL BE ACCEPTED UNTIL 6:00 PM
ON Wednesday, April 2016**

FOR INFORMATION CONTACT:
Abelin Rodriguez 305-375-4744 abelin@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION 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.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.



SECTION 1

GENERAL TERMS AND CONDITIONS:

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers 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 general terms and conditions are considered non-negotiable.

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/boilerplate/general-terms-and-conditions-r15-4.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY

The purpose of this solicitation is to establish a contract for the purchase of enhanced visibility polo shirts on an as needed, when needed basis.

2.2 TERM OF CONTRACT

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 which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for sixty (60) months and upon completion of the expressed and/or implied warranty periods.

2.3 METHOD OF AWARD

Award of this contract will be made to the responsive, responsible bidder who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a bidder fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single bidder. Manufacturers/styles awarded shall not be substituted for any other product without prior written approval of the county.

If the awarded bidder defaults, the County shall have the right to negotiated with the next responsive, responsible bidder.

2.4 PRICES

The prices proposed by the awarded bidder shall remain fixed for a period of no less than twelve (12) months after the commencement of the contract. After this period, the bidder may submit a price adjustment to the County based on documented adjustments by the product manufacturer, there will be no adjustments allowed for any modifications or embroidery made to the base shirt. Acceptable documentation for an adjustment may be an email or letter from the product manufacturer to its distributors notifying them of an adjustment. Adjustment request greater than five percent on any item will be dis-allowed. The County reserves the right to negotiate lower pricing based on market research information or other factors that influence price.

It is the bidder's responsibility to request any pricing adjustment under this provision. The bidder's request for adjustment must be submitted to the County's Internal Services Department for review no more than 90 days or less than 45 days prior to expiration of the then current contract period. The County reserves the right to reject any price adjustments submitted by the bidder

2.5 “EQUAL” PRODUCT

Unless otherwise specified, the mention of a particular manufacturer’s brand name or style number in the specifications does not imply that this particular product is the only one that will be considered for purchase. The reference is intended solely to designate the style, color and type or quality of merchandise that will be acceptable.

The determination as to whether any alternate product is or is not equal shall be made solely by Miami-Dade County and such determination shall be final and binding upon all bidders. Miami-Dade County reserves the right to request and review additional information and samples to make such a determination.

2.6 PURCHASE OF OTHER ITEMS

While the County has listed all major items within this solicitation which are utilized by County department in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a representative of Internal Services Department, Procurement Management Section will contact the awarded bidder to obtain a price quote. Award of these items will be made as described in paragraph 2.3. In cases where a product has been awarded and additional sizes, colors or services are required by the County, the bidder awarded the item shall be solicited for the new requirement. The County retains the right to reject any quote received and purchase the item through other means.

2.7 SAMPLES

Samples may be required from bidders being considered for award, if so they shall be submitted within ten (10) calendar days of request. Samples supplied are to be indicative of the garments proposed in the bid (including microphone pockets and embroidery. Samples must be identified with bidder name, manufacturer name and model, style number and bid item number. Samples will be carefully examined as to color, design, tailoring, workmanship and compliance to specifications. Samples are to be provided at no cost to the County. Samples must be approved by the County prior to award, the County’s decision is final. . Unsuccessful bidder(s) desiring the return of their samples after award may request them. The cost of returning such samples will be borne by the bidder. Samples not returned to the bidder shall be disposed of by the County within thirty days of the contracts award.

2.8 INSURANCE REQUIREMENT

The insurance requirement shown in Section 1.0 paragraph 1.22 does not apply to this solicitation.

2.9 DELIVERY AND RETURNS

Delivery shall be made within thirty calendar days of the County placing the order. Delivery of out of stock items and extended sizes (3XL and above) shall be made within forty five calendar days of the County placing the order. Orders may be placed; in person or by written purchase order. Prices quoted shall include all delivery charges applicable. Deliveries to the County site(s) shall be sorted and packaged by individual, with the employee's name marked on the outside of the packaging.

2.10 SUBSTITUTION OF ITEMS

Substitute brands or styles may be considered during the contract period for discontinued products. The bidder shall not provide any substitute item as a replacement to an awarded brand or style without express written consent of the Internal Services Department, Procurement Management Division prior to such delivery. Substitute items must be of equal or better quality than the awarded item. Substitutes may also be considered in emergency situations. Excessive substitution requests may be cause to cancel the contract.

2.11 EMBROIDERY



Colors;
Black

White

Grey

two tones of blue

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 Scope

Miami-Dade Aviation Department requires a high visibility polo shirt for use by employees whose duties include traffic control. Modification of currently available shirts or the manufacture of shirts may be required. Minimum orders of the awarded product are not acceptable.

3.2 Requirements

- a. Polo shirt styling, three button placket, no pocket, square bottom, short sleeve, ribbed collar and cuffs.
- b. Fabric; 100 % Polyester.
- c. Color Lime Yellow.
- d. Reflective piping along shoulders.
- e. Meets ANSI standard 2 for fabric and color.
- f. Moisture wicking and soil resistant.
- g. Reinforced microphone slits (approx. 1 3/4") on each shoulder leading to interior pockets. Pocket dimensions approx. 2.5" X 2.5". Pocket (slits) opening is hemmed and bartacked.
- h. Available in sizes Small to 5X.

3.3 Embroidery

Embroider Miami International Airport's (MIA) logo and County logo on the left chest (next to each other). 'Miami International Airport' embroidered along the bottom of the combined logos. Left sleeve has both MIA logo and County logo one on top of the other

3.4 Background

Mr. Anthony Horne, an employee of Aramark Uniform, Inc. presented an unsolicited sample of a polo shirt to Miami Dade Aviation Department in April 2015. This polo shirt had been modified from a stock item to reflect the microphone pocket vs a microphone strap on the shoulders. The style number Aramark gave the modified product was Wear Guard #99-L1631.

SECTION 4
Pricing Section

Item Number	Estimated Annual Usage	Description	Unit Cost	Unit of Measure
1		Enhanced visibility polo shirts as specified.		
	7000	Size S - XL	\$	Each
	600	Size 2XL - 3XL	\$	Each
	400	Size 4XL - 5XL	\$	Each
		Base shirt manufacturer: _____		
		Style No.: _____		

**Miami-Dade County
Procurement Management Services
Solicitation Submittal Form**

111 NW 1st Street, Suite 1300, Miami, FL 33128

Solicitation No.		Solicitation Title: Enhanced Visibility Polo Shirts		
Legal Company Name (include d/b/a if applicable): <input type="checkbox"/> * <input style="width: 150px;" type="text" value="{request.rfpdtb1_enc}"/> * \${request.rfpdtb1_enc}		Federal Tax Identification Number: <input type="checkbox"/> * <input style="width: 150px;" type="text" value="{request.rfpdtb2_enc}"/> * \${request.rfpdtb2_enc}		
If Corporation - Date Incorporated/Organized: <input type="checkbox"/> * <input style="width: 150px;" type="text" value="{request.rfpdtb3_enc}"/> * \${request.rfpdtb3_enc}		State Incorporated/Organized: <input type="checkbox"/> * <input style="width: 150px;" type="text" value="{request.rfpdtb4_enc}"/> * \${request.rfpdtb4_enc}		
Company Operating Address: <input type="checkbox"/> * <input style="width: 150px;" type="text" value="{request.rfpdtb5_enc}"/> * \${request.rfpdtb5_enc}		City <input type="checkbox"/> * <input style="width: 100px;" type="text" value="{request.rfpdtb6_enc}"/> * \${request.rfpdtb6_enc}	State <input type="checkbox"/> * <input style="width: 100px;" type="text" value="{request.rfpdtb7_enc}"/> * \${request.rfpdtb7_enc}	Zip Code <input type="checkbox"/> * <input style="width: 100px;" type="text" value="{request.rfpdtb8_enc}"/> * \${request.rfpdtb8_enc}
Remittance Address (if different from ordering address): <input type="checkbox"/> * <input style="width: 150px;" type="text" value="{request.rfpdtb9_enc}"/> * \${request.rfpdtb9_enc}		City <input type="checkbox"/> * <input style="width: 100px;" type="text" value="{request.rfpdtb10_enc}"/> * \${request.rfpdtb10_enc}	State <input type="checkbox"/> * <input style="width: 100px;" type="text" value="{request.rfpdtb11_enc}"/> * \${request.rfpdtb11_enc}	Zip Code <input type="checkbox"/> * <input style="width: 100px;" type="text" value="{request.rfpdtb12_enc}"/> * \${request.rfpdtb12_enc}
Company Contact Person: <input type="checkbox"/> * <input style="width: 150px;" type="text" value="{request.rfpdtb13_enc}"/> * \${request.rfpdtb13_enc}		Email Address: <input type="checkbox"/> * <input style="width: 150px;" type="text" value="{request.rfpdtb14_enc}"/> * \${request.rfpdtb14_enc}		
Phone Number (include area code):	Fax Number (include area code):	Company's Internet Web Address:		

*
\${request.rfpdtb15_enc} *
\${request.rfpdtb15_enc}

*
\${request.rfpdtb16_enc} *
\${request.rfpdtb16_enc}

*
\${request.rfpdtb17_enc} *
\${request.rfpdtb17_enc}

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 prior to entering into a contract with or receiving funding from the County.

checked > Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.

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 has a valid Local Business Tax Receipt, issued by Miami-Dade County; has a physical business address located within the limits of Miami-Dade County from which business is performed; 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.

checked > Place a check mark here only if affirming the Bidder meets the 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.

checked > Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.

The address of the Locally-headquartered office is:

*
\${request.rfpdtb18_enc} *
\${request.rfpdtb18_enc}

LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified 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 veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

checked > Place a check mark here only if affirming the Bidder is a Local Certified Veteran Business Enterprise. A copy of the certification must be submitted with the bid.

SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)

An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs.asp>. The SBE/Micro Business Enterprise must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is your firm a Miami-Dade County Certified Small Business Enterprise?
checked >

Yes * checked > No

If yes, please provide your Certification Number: * * {request.rfpdtb19_enc}

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder 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 Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the

bid response package through a duly authorized representative and shall also initial this space: *

* {request.rfpdtb20_enc}. In such event, the Bidder shall furnish together with its bid response 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 Bidder 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 Bidder 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.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

**Bidder's Authorized Representative's
Signature:**

*

* {request.rfpdtb21_enc}
dtb21_enc}

Date

* * {request.rfpdtb22_enc}

Type or Print Name

* * {request.rfpdtb23_enc}

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