



**BID NO.: 9592-0/17**

**OPENING: 2:00 P.M.  
WEDNESDAY  
FEBRUARY 1, 2012**

**MIAMI-DADE COUNTY, FLORIDA  
I N V I T A T I O N  
T O B I D**

**JANITORIAL SUPPLIES**

**THE FOLLOWING ARE REQUIREMENTS OF THIS BID, AS NOTED BELOW:**

<b>SMALL BUSINESS ENTERPRISE MEASURE:..</b>	See Section 2, Paragraph 2.2
<b>SAMPLES/INFORMATION SHEETS: .....</b>	See Section 2, Paragraph 2.9
<b>USER ACCESS PROGRAM: .....</b>	See Section 2, Paragraph 2.21
<b>SECTION 3 – MDHA: .....</b>	See Section 2, Paragraph 2.25

**FOR INFORMATION CONTACT:**

Martha Garofolo at 305-375-4265, or at [marthag@miamidade.gov](mailto:marthag@miamidade.gov)

**IMPORTANT NOTICE TO BIDDERS:**

- READ THIS ENTIRE DOCUMENT AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH SECTION 1, PARAGRAPH 1.2(D).
- FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON BID SUBMITTAL FORM IN SECTION 4 SHALL RENDER THE VENDOR INELIGIBLE FOR LOCAL PREFERENCE
- FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE



**MIAMI-DADE COUNTY, FLORIDA**

**INVITATION TO BID**

**Bid Number: 9592-0/17**

**Bid Title: JANITORIAL SUPPLIES**

**Procurement Officer: Martha Garofolo**

**Bids will be accepted until 2:00 p.m. on Wednesday FEBRUARY 1, 2012**

**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.**

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

**1.1. DEFINITIONS**

**Bid** – shall refer to any offer(s) submitted in response to this solicitation.

**Bidder** – shall refer to anyone submitting a Bid in response to this solicitation.

**Bid Solicitation** – shall mean this solicitation documentation, including any and all addenda.

**Bid Submittal Form** – defines the requirement of items to be purchased, and must be completed and submitted with Bid. The Bidder should indicate its name in the appropriate space on each page.

**County** – shall refer to Miami-Dade County, Florida

**DPM** – shall refer to Miami-Dade County's Department of Procurement Management.

**Enrolled Vendor** – shall refer to a firm that has completed the necessary documentation in order to receive Bid notifications from the County.

**Registered Vendor** – shall refer to a firm that has completed the Miami-Dade County Business Entity Registration Application and has satisfied all requirements to enter into business agreements with the County.

**The Vendor Registration Package** – shall refer to the Business Entity Registration Application.

For additional information about on-line vendor enrollment or vendor registration contact the Vendor Assistance Unit at 111 N.W. 1<sup>st</sup> Street, 13<sup>th</sup> Floor, Miami, FL 33128, Phone 305-375-6773. Vendors can enroll online and obtain forms to register by visiting our web site at [www.miamidade.gov/dpm](http://www.miamidade.gov/dpm)

**1.2. INSTRUCTIONS TO BIDDERS****A. Bidder Qualification**

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the Bid Solicitation are encouraged to submit Bids. Vendors may enroll with the County to be included on a notification list for selected categories of goods and services. To be eligible for award of a contract (including small purchase orders), Bidders must become a Registered Vendor. Only Registered Vendors can be awarded County contracts. Vendors are required to register with the County by contacting the Vendor Assistance Unit. The County endeavors to obtain the participation of all qualified small business enterprises. For information and to apply for certification, contact the Department of Small Business Development at 111 N.W. 1 Street, 19<sup>th</sup> Floor, Miami, FL 33128-1900, or telephone at 305-375-3111. County employees and board members wishing to do business with the County are referred to Section 2-11.1 of the Miami-Dade County Code relating to Conflict of Interest and Code of Ethics.

**B. Vendor Registration**

To be recommended for award the County requires that vendors complete a Miami-Dade County Vendor Registration Package. Effective June 1, 2008, a new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavit form), must be completed by vendors and returned to the Department of Procurement Management (DPM), Vendor Assistance Unit, within fourteen (14) days of notification of the intent to recommend for award. In the event the Vendor Registration Package is not properly completed and returned within the specified time, the County may in its sole discretion, award to the next lowest responsive, responsible Bidder. The Bidder is responsible for obtaining the Vendor Registration Package, including all affidavits by downloading from the DPM website at [www.miamidade.gov](http://www.miamidade.gov) or from the Vendor Assistance Unit at 111 N.W. 1<sup>st</sup> Street, 13<sup>th</sup> Floor, Miami, FL 33128.

Bidders are required to affirm that all information submitted with the Vendor Registration Package is current, complete and accurate, at the time they submit a response to a Bid Solicitation, by completing the provided Affirmation of Vendor Affidavit form.

In becoming a Registered Vendor with Miami-Dade County, the vendor confirms its knowledge of and commitment to comply with the following:

1. **Miami-Dade County Ownership Disclosure Affidavit**  
(Sec. 2-8.1 of the County Code)

2. **Miami-Dade County Employment Disclosure Affidavit**  
(County Ordinance No. 90-133, amending Section 2-8.1(d)(2) of the County Code)
3. **Miami-Dade County Employment Drug-Free Workplace Certification**  
(Section 2-8.1.2(b) of the County Code)
4. **Miami-Dade Disability and Nondiscrimination Affidavit**  
(Article 1, Section 2-8.1.5 Resolution R182-00 Amending R-385-95)
5. **Miami-Dade County Debarment Disclosure Affidavit**  
(Section 10.38 of the County Code)
6. **Miami-Dade County Vendor Obligation to County Affidavit**  
(Section 2-8.1 of the County Code)
7. **Miami-Dade County Code of Business Ethics Affidavit**  
(Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No. 00-1 amending Section 2-11.1(c) of the County Code)
8. **Miami-Dade County Family Leave Affidavit**  
(Article V of Chapter 11 of the County Code)
9. **Miami-Dade County Living Wage Affidavit**  
(Section 2-8.9 of the County Code)
10. **Miami-Dade County Domestic Leave and Reporting Affidavit**  
(Article 8, Section 11A-60 11A-67 of the County Code)
11. **Subcontracting Practices**  
(Ordinance 97-35)
12. **Subcontractor/Supplier Listing**  
(Ordinance 97-104)
13. **Environmentally Acceptable Packaging**  
Resolution (R-738-92)
14. **W-9 and 8109 Forms**  
The vendor must furnish these forms as required by the Internal Revenue Service.
15. **Social Security Number**  
In order to establish a file for your firm, you must provide your firm's Federal Employer Identification Number (FEIN). If no FEIN exists, the Social Security Number of the owner or individual must be provided. This number becomes your "County Vendor Number". To comply with Section 119.071(6) of the Florida Statutes relating to the collection of an individual's Social Security Number, be aware that DPM requests the Social Security Number for the following purposes:
  - Identification of individual account records
  - To make payments to individual/vendor for goods and services provided to Miami-Dade County
  - Tax reporting purposes
  - To provide a unique identifier in the vendor database that may be used for searching and sorting departmental records
16. **Office of the Inspector General**  
Pursuant to Section 2-1076 of the County Code.
17. **Small Business Enterprises**  
The County endeavors to obtain the participation of all small business enterprises pursuant to Sections 2-8.2, 2-8.2.3 and 2-8.2.4 of the County Code and Title 49 of the Code of Federal Regulations.
18. **Antitrust Laws**  
By acceptance of any contract, the vendor agrees to comply with all antitrust laws of the United States and the State of Florida.
- C. **PUBLIC ENTITY CRIMES**  
To be eligible for award of a contract, firms wishing to do business with the County must comply with the following:

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

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**D. Request for Additional Information**

1. Pursuant to Section 2-11.1(t) of the County Code, all Bid 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 Agent identified on the front page of the solicitation. Such inquiries or request for information shall be submitted to the procurement agent 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@miamidadecounty.gov](mailto:clerkbcc@miamidadecounty.gov).
2. The Department of Procurement Management may issue an addendum in response to any inquiry received, prior to Bid opening, which changes, adds to or clarifies the terms, provisions or requirements of the solicitation. The Bidder should not rely on any representation, statement or explanation whether written or verbal, other than those made in this Bid Solicitation document or in any addenda issued. Where there appears to be a conflict between this Bid Solicitation and any addenda, the last addendum issued shall prevail.
3. It is the Bidder's responsibility to ensure receipt of all addenda, and any accompanying documentation. The Bidder is required to submit with its Bid a signed "Acknowledgment of Addenda" form, when any addenda have been issued.

**E. Contents of Bid Solicitation and Bidders' Responsibilities**

1. It is the responsibility of the Bidder to become thoroughly familiar with the Bid requirements, terms and conditions of this solicitation. Pleas of ignorance by the Bidder of conditions that exist or that may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid to the Bidder.
2. In the event a Bidder wishes to protest any part of the General Conditions, Special Conditions and/or Technical Specifications contained in the Bid Solicitation it must file a notice of protest in writing with the issuing department no later than 48 hours prior to the Bid opening date and hour specified in the solicitation. Failure to file a timely notice of protest will constitute a waiver of proceedings.
3. This solicitation is subject to all legal requirements contained in the applicable County Ordinances, Administrative Orders, and Resolutions, as well as all applicable State and Federal Statutes. Where conflict exists between this Bid Solicitation and these legal requirements, the authority shall prevail in the following order: Federal, State and local.
4. It is the responsibility of the Bidder/Proposer, prior to conducting any lobbying regarding this solicitation to file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder/Proposer. The Bidder/Proposer shall also file a form with the Clerk of the Board at the point in time at which a lobbyist is no longer authorized to represent said Bidder/Proposer. Failure of a Bidder/Proposer to file the appropriate form required, in relation to each solicitation, may be considered as evidence that the Bidder/Proposer is not a responsible contractor.

**F. Change or Withdrawal of Bids**

1. Changes to Bid - Prior to the scheduled Bid opening a Bidder may change its Bid by submitting a new Bid, (as indicated on the cover page) with a letter in writing on the firms letterhead, signed by an

authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original Bid. No changes to a Bid will be accepted after the Bid has been opened.

2. **Withdrawal of Bid** - A Bid shall be irrevocable unless the Bid is withdrawn as provided herein. Only a written letter received by DPM prior to the Bid opening date may withdraw a bid. A bid may also be withdrawn ninety (90) days after the Bid has been opened and prior to award, by submitting a letter to the contact person identified on the front cover of this Bid Solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Bidder.

**G. Conflicts Within The Bid Solicitation**

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Bid Submittal Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Bid Submittal Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions.

**H. Prompt Payment Terms**

1. It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code, the time at which payment shall be due from the County or the Public Health Trust shall be forty-five (45) days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. All payments due from the County or the Public Health Trust, and not made within the time specified by this section, shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the County Mayor, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.
2. The Bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the Bid submittal signature page of the solicitation.

**1.3. PREPARATION OF BIDS**

- A. The Bid submittal form defines requirements of items to be purchased, and must be completed and submitted with the Bid. Use of any other form will result in the rejection of the Bidder's offer.
- B. The Bid submittal form must be legible. Bidders shall use typewriter, computer or ink. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the Bid to be rejected.
- C. An authorized agent of the Bidder's firm must sign the Bid submittal form. **FAILURE TO SIGN THE BID SUBMITTAL FORM SHALL RENDER THE BID NON-RESPONSIVE.**
- D. The Bidder may be considered non-responsive if bids are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.
- E. The Bidder may submit alternate Bid(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate Bid must meet or exceed the minimum requirements and be submitted on a separate Bid submittal marked "Alternate Bid".
- F. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- G. An optional electronic submittal shall not be considered a part of the bid if it differs in any respect from the required manual submittal in the original hard copy.

**1.4. CANCELLATION OF BID SOLICITATION**

Miami-Dade County reserves the right to cancel, in whole or in part, any invitation to Bid when it is in the best interest of the County.

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

**1.5. AWARD OF BID SOLICITATION**

- A. This Bid may be awarded to the responsible Bidder meeting all requirements as set forth in the solicitation. The County reserves the right to reject any and all Bids, to waive irregularities or technicalities and to re-advertise for all or any part of this Bid Solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low Bid or in whichever manner deemed in the best interest of the County.
- C. The County reserves the right to reject any and all Bids if it is determined that prices are excessive, best offers are determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. The County reserves the right to negotiate prices with the low bidder, provided that the scope of work of this solicitation remains the same.
- E. Award of this Bid Solicitation will only be made to firms that have completed the Miami-Dade County Business Entity Registration Application and that satisfy all necessary legal requirements to do business with Miami-Dade County. Firms domiciled in Miami-Dade County must present a copy of their Miami-Dade County issued Local Business Tax Receipt.
- F. Pursuant to County Code Section 2-8.1(g), the Bidder's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the Bid received for this Bid Solicitation.
- G. To obtain a copy of the Bid tabulation, Bidder(s) shall enclose an appropriately sized self-addressed stamped envelope or make a request by e-mail. Bid results will not be given by telephone or facsimile.
- H. The Bid Solicitation, any addenda and/or properly executed modifications, the purchase order, and any change order(s) shall constitute the contract.
- I. In accordance with Resolution R-1574-88, the Director of DPM will decide all the Bids.
- J. Award of this Bid may be predicated on compliance with and submission of all required documents as stipulated in the Bid Solicitation.
- K. The County reserves the right to request and evaluate additional information from any bidder after the submission deadline as the County deems necessary.

**1.6. CONTRACT EXTENSION**

- A. The County reserves the right to exercise its option to extend a contract for up to one hundred-eighty (180) calendar days beyond the current contract period and will notify the contractor in writing of the extension.
- B. This contract may be extended beyond the initial one hundred-eighty (180) day extension period upon mutual agreement between the County and the successful Bidder(s) upon approval by the Board of County Commissioners.

**1.7. WARRANTY**

All warranties express and implied, shall be made available to the County for goods and services covered by this Bid Solicitation. All goods furnished shall be fully guaranteed by the successful Bidder against factory defects and workmanship. At no expense to the County, the successful Bidder shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty. The Special Conditions of the Bid Solicitation may supersede the manufacturer's standard warranty.

**1.8. ESTIMATED QUANTITIES**

Estimated quantities or dollars are for Bidder's guidance only: (a) estimates are based on the County's anticipated needs and/or usage during a previous contract period and; (b) the County may use these estimates to determine the low Bidder. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other government, quasi-government or non-profit entities utilizing this contract under the Joint Purchase portion of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation and the resulting contract, if that section is present in this solicitation document. No guarantee is expressed or implied as to quantities or dollars that will be used during the contract period. The

County is not obligated to place any order for the given amount subsequent to the award of this Bid Solicitation.

**1.9. NON-EXCLUSIVITY**

It is the intent of the County to enter into an agreement with the successful Bidder that will satisfy its needs as describe herein. However, the County reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit, including but not limited to: award of other contracts, use of any contractor, or perform the work with its own employees.

**1.10. LOCAL PREFERENCE**

The evaluation of competitive bids is subject to Section 2-8.6 of the Miami-Dade County Code, which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. A local business shall be defined as:

1. a business that has a valid Local Business Tax Receipt, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased;
2. a business that has physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; and
3. a business that contributes to the economic development and well-being of Miami-Dade County 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 in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation:
  - (a) vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("full-time equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
  - (b) vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
  - (c) some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

When there is a responsive bid from a Miami-Dade local business within 10% of the lowest price submitted by a responsive non-local business, the local business and the non-local low bidder shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business.

At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 2012. Therefore, a vendor which meets the requirements of (1), (2) and (3) above for Broward County shall be considered a local business pursuant to this Section.

**1.11. CONTINUATION OF WORK**

Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the successful Bidder, continue until completion at the same prices, terms and conditions.

**1.12. BID PROTEST**

A recommendation for contract award or rejection of award may be protested by a Bidder in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Administrative Order No.3-21.

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

**1.13. LAWS AND REGULATIONS**

The successful Bidder shall comply with all laws and regulations applicable to provide the goods and/or services specified in this Bid Solicitation. The Bidder shall comply with all federal, state and local laws that may affect the goods and/or services offered.

**1.14. LICENSES, PERMITS AND FEES**

The awarded bidder(s) shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the County or an awarded bidder for failure to obtain and maintain required licenses, certifications, permits and/or inspections shall be borne by said awarded bidder.

**1.15. SUBCONTRACTING**

Unless otherwise specified in this Bid Solicitation, the successful Bidder shall not subcontract any portion of the work without the prior written consent of the County. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the County may result in termination of the contract for default. When Subcontracting is allowed the Bidder shall comply with County Resolution No. 1834-93, Section 10-34 of the County Code and County Ordinance No. 97-35.

**1.16. ASSIGNMENT**

The successful Bidder shall not assign, transfer, hypothecate, or otherwise dispose of this contract, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County.

**1.17. DELIVERY**

Unless otherwise specified in the Bid Solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the proposed price.

**1.18. RESPONSIBILITY AS EMPLOYER**

The employee(s) of the successful Bidder shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the County or any of its departments. The successful Bidder shall provide competent and physically employable employee(s) capable of performing the work as required. The County may require the successful Bidder to remove any employee it deems unacceptable. All employees of the successful Bidder shall wear proper identification.

**1.19. INDEMNIFICATION**

The successful Bidder shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's 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 the agreement by the successful Bidder or its employees, agents, servants, partners, principals or subcontractors. The successful Bidder 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 be incurred thereon. The successful Bidder expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the successful Bidder 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.

**1.20. COLLUSION**

A contractor recommended for award as the result of a competitive solicitation for any County purchases of supplies, materials and services (including professional services, other than professional architectural, engineering and other services subject to Sec. 2-10.4 and Sec. 287.065 Fla Stats.), purchase, lease, permit, concession or management agreement shall, within five (5) business days of the filing of such recommendation, submit an affidavit under the penalty of perjury, on a form provided by the County; stating either that the contractor is not related to any of the other parties bidding in the

competitive solicitation or identifying all related parties, as defined in this Section, which bid in the solicitation; and attesting that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer. In the event a recommended contractor identifies related parties in the competitive solicitation its bid shall be presumed to be collusive and the recommended contractor shall be ineligible for award unless that presumption is rebutted in accordance with the provisions of Sec. 2-8.1.1. Any person or entity that fails to submit the required affidavit shall be ineligible for contract award.

- A. The Collusion Affidavit will be included in all solicitations and will be requested from bidders/proposers once bids/proposals are received and evaluated.
- B. Failure to provide a Collusion Affidavit within 5 business days after the recommendation to award has been filed with the Clerk of the Board shall be cause for the contractor to forfeit their bid bond.

**1.21. MODIFICATION OF CONTRACT**

The contract may be modified by mutual consent, in writing through the issuance of a modification to the contract, purchase order, change order or award sheet, as appropriate.

**1.22. TERMINATION FOR CONVENIENCE**

The County, at its sole discretion, reserves the right to terminate this contract without cause upon thirty (30) days written notice. Upon receipt of such notice, the successful Bidder shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the successful Bidder prior to notice of termination. The County shall be the sole judge of "reasonable costs."

**1.23. TERMINATION FOR DEFAULT**

The County reserves the right to terminate this contract, in part or in whole, or place the vendor on probation in the event the successful Bidder fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the successful Bidder in accordance with the appropriate County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the successful Bidder.

**1.24. FRAUD AND MISREPRESENTATION**

Pursuant to Section 2-8.4.1 of the Miami-Dade County Code, any individual, corporation or other entity that attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

**1.26. ACCESS TO RECORDS**

The County reserves the right to require the Contractor to submit to an audit by Audit and Management Services, the Commission Auditor, or other auditor of the County's choosing at the Contractor's expense. The Contractor shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. The Contractor shall retain all records pertaining to this Agreement and upon request make them available to the County for three years following expiration of the Agreement. The Contractor agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards.

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

**1.26 OFFICE OF THE INSPECTOR GENERAL**

Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts. The cost of random audits shall be incorporated into the contract price of all contracts and shall be one quarter (1/4) of one (1) percent of the contract price, except as otherwise provided in Section 2-1076 of the County Code.

**1.27 PRE-AWARD INSPECTION**

The County may conduct a pre-award inspection of the bidder's site or hold a pre-award qualification hearing to determine if the bidder is capable of performing the requirements of this bid solicitation.

**1.28 PROPRIETARY/CONFIDENTIAL INFORMATION**

Proposers are hereby notified that all information submitted as part of, or in support of bid submittals will be available for public inspection after opening of bids in compliance with Chapter 119 of the Florida Statutes; popularly known as the "Public Record Law." The proposer shall not submit any information in response to this solicitation, which the proposer considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the proposer. In the event that the proposer submits information to the County in violation of this restriction, either inadvertently or intentionally and clearly identifies that information in the bid as protected or confidential, the County may, in its sole discretion, either (a) communicate with the Proposer in writing in an effort to obtain the Proposer's withdrawal of the confidentiality restriction or (b) endeavor to redact and return that information to the Proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

**1.29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

Any person or entity that performs or assists Miami-Dade County with a function or activity involving the use or disclosure of "individually identifiable health information (IH) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy, security and electronic transfer standards that include but are not limited to:

1. Use of information only for performing services required by the contract or as required by law;
2. Use of appropriate safeguards to prevent non-permitted disclosures;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder/Proposer and reasonable assurances that IH/PHI will be held confidential;
5. Making Protected Health Information (PHI) available to the customer;
6. Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer;
7. Making PHI available to Miami-Dade County for an accounting of disclosures; and
8. Making internal practices, books and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Bidder/ Proposer must give its customers written notice of its privacy information practices including specifically, a description of the types of uses and disclosures that would be made with protected health information.

**1.30. CHARTER COUNTY TRANSIT SYSTEM SALE SURTAX**

When proceeds from the Charter County Transit System Sales Surtax levied pursuant to Section 29.121 of the Code of Miami-Dade County are used to pay for all or some part of the cost of this contract, no award for those portions of a Blanket Purchase Order (BPO) utilizing Charter County Transit System Sales Surtax funds as part of a multi-department contract, nor a contract utilizing Charter County Transit System Surtax funds shall be effective and thereby give rise to a contractual relationship with the County for purchases unless and until both the following have occurred: 1) the County Commission awards the contract, and such award becomes final (either by expiration of 10 days after such award without veto by the Mayor, or by Commission override of a veto); and, 2) either, i) the Citizens' Independent Transportation Trust (CITT) has approved inclusion of the Surtax funding on the contract, or, ii) in response to the CITT's disapproval, the County Commission reaffirms award of the contract by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final. Notwithstanding the other provisions of Section 1.30, award of an allocation for services in support of the CITT's oversight which does not exceed \$1000 will not require Commission or CITT approval and may be awarded by the Executive Director of the OCITT.

**1.31 LOBBYIST CONTINGENCY FEES**

A) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.

B) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependant on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

**1.32 COMMISSION AUDITOR - ACCESS TO RECORDS**

Pursuant to Ordinance No. 03-2, all vendors receiving an award of the contract resulting from this solicitation will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds.

**SECTION 2**  
**SPECIAL CONDITIONS**  
**JANITORIAL SUPPLIES**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of janitorial supplies in conjunction with the County's needs on an as needed basis.

**2.2 CONTRACT MEASURES SMALL BUSINESS ENTERPRISES PROGRAM SET-ASIDE**

This contract includes participation provisions for Miami-Dade County certified Small Business Enterprises (SBEs) as indicated in Appendix (A) of this solicitation. The contract measure applicable to this contract: SBE Set-aside.

The SBE/Micro Business Enterprise 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 PRE-BID CONFERENCE – INTENTIONALLY OMITTED****2.4 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 Procurement Management, 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.

**2.5 OPTION TO RENEW INTENTIONALLY OMITTED****2.6 METHOD OF AWARD TO MULTIPLE VENDORS BY ITEM****GROUP (A) STANDARD PRODUCTS**

Award of items will be made to the three (3) lowest priced responsive, responsible vendors by item for “**Standard Products**” (not Environmental Preferred Products (EPP) as specified in this solicitation. When applicable, vendors must provide the product manufacturer as well as all other relevant product information requested in this solicitation.

**GROUP (B) ENVIRONMENTAL PREFERRED PRODUCTS (EPP)**

Award of items will be made to the three (3) lowest priced responsive, responsible vendors per item for “**EPP**” as specified in this solicitation. Vendors who bid on an EPP product must also provide the product manufacturer as well as all other relevant product information requested in this solicitation.

If vendor cannot offer an EPP alternative, the vendor is still qualified to compete when pricing is submitted for Standard Products.

Vendors shall provide separate prices as per Section 4 pricing schedule for Group 1 and Group 2 as follows for Standard Products and Environmental Preferred Products (EPP):

**SECTION 2  
SPECIAL CONDITIONS  
JANITORIAL SUPPLIES**

**Group 1 pricing schedule (non-federally funded purchases):**

All clauses within this solicitation shall apply

**Group 2 pricing schedule (federally funded purchases):**

Vendors shall provide separate prices for Federal funded agencies and purchases. The contract to be awarded under this solicitation will be accessed by Federally-funded agencies; certain clauses within this solicitation do not apply to their allocation: Section 1 Paragraph 1.10 (Local Preferences), Section 1, Paragraph 1.26 (Office of the Inspector General), Section 2, Paragraph 2.2 (Small Business Contract Measures), and Section 2 Paragraph 2.21 (County User Access Program - UAP).

Evaluation for award of products bid as a concentrate will be conducted on a 'usable product' basis.

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 award will be made to multiple vendors to assure availability, the County intends to use the lowest priced vendor to meet its requirements. Award to multiple vendors is made for the convenience of the County and does not exempt vendors from fulfilling contractual obligations. Failure to perform as stipulated may result in the vendor being deemed in breach of contract. The County may terminate the contract for default and charge the vendor re-procurement costs, if applicable.

During the contract term, related items may be added, as necessary. For items estimated to be over \$1,000 per year, spot market quotes will be solicited from all awarded vendors. The vendor then offering the lowest fixed price shall be awarded for the specific period or specific purchase.

**SECTION 2**  
**SPECIAL CONDITIONS**  
**JANITORIAL SUPPLIES**

The award to one vendor for a specific period or individual action does not preclude the remaining awarded vendors from submitting spot market offers for other specific purchases. When such spot market purchases are initiated, a County representative will contact the primary vendor to obtain a price quote for the additional items that are closely related to the desired item and that are estimated to be under \$1,000 for a one-year period.

For ease of locating product types only, products have been listed under appropriate Category types. Category types are defined in Section 3 of this solicitation.

**2.7 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.

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.

**2.8 EXAMINATION OF COUNTY FACILITIES AND INSPECTION OF COUNTY EQUIPMENT - INTENTIONALLY OMITTED**

**2.9 EQUAL PRODUCT**

Where manufacturer name and number are specified the County will accept an equal product. Where manufacturer name and number are not specified the vendor may bid their suggested manufacturer.

This specific solicitation requires submission of the following documentation to enable County evaluation of "equal" products:

- : Product Information Sheets
- : Product Samples Upon Specific Request
- : Product labels

If an "equal" product may be considered by the County in accordance with the Bid/Proposal

**SECTION 2**  
**SPECIAL CONDITIONS**  
**JANITORIAL SUPPLIES**

Submission Form, the unit shall be equal in quality and standards of performance to the item specified in the solicitation.

Where an "or equal" item is offered, and product information sheets are required, the initial offer must be accompanied with two (2) complete sets of product information sheets (such as, standard manufacturer information sheets, catalogues, and brochures), and if required, two (2) copies of performance test results of the unit offered as an equal. Also for product information submittals, supporting documentation submitted by the vendor must in total meet the required specifications set forth in this solicitation.

Where the standard product literature submitted with the offer provides information that does not comply with the specifications, the vendor shall state, in an official letter on corporate letterhead as part of their initial offer, the differences between the items they are specifically offering, and the standard product literature, to substantiate compliance to all of the specifications set forth in this solicitation.

In such cases, any offer submitted with standard product literature but without the letter explaining compliance will result in the rejection of the offer for not meeting the solicitation specifications. If samples of all "or equal" items bid are required for evaluation, such items are to be provided at no cost to the County, and should be submitted with the initial offer, or at the time of specific request. Failure to meet this requirement may result in your offer being rejected.

For "equal" products to be evaluated based on submission of product labels, the initial offer should be accompanied with labels indicating the specification and ingredients for each "or equal" item offered. Failure to meet this requirement may result in your offer being rejected.

The County shall be sole judge of equality, based on the best interests of the County, and its decision in this regard shall be final. Items labeled "No Substitute" on the County's Bid/Proposal Submission Form are the only products that will be accepted under this solicitation.

**A. SAMPLES MAY BE REQUIRED DURING EVALUATION**

After the County opens the bid proposals, the vendors may be required to submit a sample for the goods to be supplied for evaluation by, and at no cost to the County.

If samples are required, the County will notify the vendors of such in writing and will specify the deadline for submission of the samples. Vendors should be prepared to provide samples no later than ten (10) calendar days after request by County. Each individual sample shall be clearly labeled with the vendors name, bid number, bid title, manufacturer's name and brand name, and style number if applicable. If the vendor fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the County may not consider the vendor's proposal for that item(s); provided however, that in the event of a category or aggregate award, the vendor's proposal will not be eligible for that category or in the aggregate as applicable. All samples shall become the property of Miami-Dade County.

The County reserves the right to perform its own testing procedures or to send all samples to the State of Florida's Department of General Services, Division of Purchasing, Bureau of Standards Laboratory or any other certifiable laboratory for analysis. Any costs for testing shall be borne by vendors.

**SECTION 2**  
**SPECIAL CONDITIONS**  
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Based on this testing and analysis, the County shall be sole judge of the acceptability of the sample in conformance with the bid specifications and its decision shall be final. Any sample submitted shall create an express warranty that the whole of the goods to be provided by the vendors during the contract period shall conform to the sample submitted. The vendors shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.

**B. TESTING OF RANDOM SAMPLES**

During the term of the contract, samples of delivered items may be randomly selected and tested for compliance with these specifications.

If a vendor provided product is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the item will be returned, at vendor expense, to the vendor. The county shall require replacement within a reasonable length of time and may cancel the order for cause.

At the County's own option, the vendor shall either provide a direct replacement for the item, or provide a full credit for the returned item. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

**C. SUBSTITUTION OF ITEMS DURING TERM OF CONTRACT**

Substitute brands or models may be considered during the contract period for discontinued products. The vendor shall not deliver any substitute item as a replacement to an awarded brand without express written consent of the client and Internal Services Department, Procurement Management prior to such delivery. Substitute items must be of equal or better quality than the awarded item.

Substitution requests for other than discontinued products may be cause to cancel the order, seek the items from another vendor, and charge the incumbent vendor for any re-procurement costs.

**2.10 LIQUIDATED DAMAGES – INTENTIONALLY OMITTED**

**2.11 INDEMNIFICATION AND INSURANCE – INTENTIONALLY OMITTED**

**2.12 BID GUARANTY – INTENTIONALLY OMITTED**

**2.13 PERFORMANCE BOND – INTENTIONALLY OMITTED**

**2.14 CERTIFICATIONS – INTENTIONALLY OMITTED**

**2.15 METHOD OF PAYMENT PERIODIC 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.

**SECTION 2**  
**SPECIAL CONDITIONS**  
**JANITORIAL SUPPLIES**

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

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

VI. Failure to Comply:

Failure to submit invoices in the prescribed manner will delay payment.

**2.16 SHIPPING TERMS SHIPPING TERMS F.O.B. DESTINATION**

All vendors shall quote prices based on F.O.B. Destination and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized County representative.

**SECTION 2**  
**SPECIAL CONDITIONS**  
**JANITORIAL SUPPLIES**

**2.17 DELIVERY SHALL BE FIVE (5) DAYS AFTER DATE OF ORDER**

The vendor shall make deliveries within five (5) calendar days after the date of the order, unless otherwise specified by the County representative.

All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the vendors; except in such cases where the delivery will be delayed due to acts of God, strikes, or other causes beyond the control of the vendor.

In these cases, the vendor shall notify the County of the delays in advance of the original delivery date so that the County can appropriately consider a revised delivery schedule.

Should the vendors to whom the contract(s) is awarded fail to deliver in the number of days stated above, the County reserves the right to cancel the order on a default basis. If the order is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent vendor with any re-procurement costs.

If the vendor fails to honor these re-procurement costs, the County may terminate the vendor from the contract for default. Certain County employees may be authorized in writing to pick-up materials under this contract.

Vendors shall require presentation of this written authorization. The vendor shall maintain a copy of the authorization. If the vendor is in doubt about any aspect of material pick-up, vendor shall contact the appropriate user department to confirm the authorization.

**A. PACKING SLIP/DELIVERY TICKET TO ACCOMPANY ITEMS DURING DELIVERY**

The vendor shall enclose a complete packing slip or delivery ticket with any items to be delivered in conjunction with this bid solicitation. The packing slip shall be attached to the shipping carton(s), which contain the items and shall be made available to the County's authorized representative during delivery.

The packing slip or delivery ticket shall include, at a minimum, the following information: purchase order number; date of order; and a complete listing of items being delivered.

**B. IDENTIFICATION OF EACH ITEM**

Each item must be clearly identified as to manufacturer, product name or number, stock number and or as specified in Section 4 of the bid submittal form. Use of terms such as, "As Specified" are unacceptable.

**C. MINIMUM ORDERS**

The awarded vendors shall not be required to deliver any product in less than manufacturer's case sizes.

**SECTION 2**  
**SPECIAL CONDITIONS**  
**JANITORIAL SUPPLIES**

**D. DAMAGED GOODS WHEN SHIPPING IS PROVIDED BY VENDOR**

Damaged goods shall be replaced immediately and no later than five (5) calendar days after notification by the County. The vendor shall be responsible for filing, processing, and collecting all damage claims against the shipper.

**2.18 BACK ORDER DELAYS IN DELIVERY SHALL NOT BE ALLOWED**

The County shall not allow any late deliveries attributed to product back order situations under this contract. Accordingly, the vendor is required to deliver all items to the County within the time specified in this solicitation and resultant contract; and no grace period because of back order situations shall be honored, unless the user department issues written authorization, and a new delivery date is mutually established.

In the event that the vendor fails to deliver the products within the time specified, the County reserves the right to cancel the order, seek the items from another vendor, and charge the incumbent vendor for any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

**2.19 WARRANTY REQUIREMENTS - INTENTIONALLY OMITTED**

**2.20 CONTACT PERSONS**

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)

**2.21 COUNTY USER ACCESS PROGRAM (UAP) FEE**

**USER ACCESS FEE**

Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this contract, or any contract resulting from this solicitation and the utilization of the County contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP.

This fee applies to all contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.

The vendor providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Vendor participation in this invoice reduction portion of the UAP is mandatory.

**JOINT PURCHASE**

Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive Miami-Dade County contract pricing and terms and conditions.

**SECTION 2**  
**SPECIAL CONDITIONS**  
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The County will provide to approved entities a UAP Participant Validation Number. The vendor must obtain the participation number from the entity prior to filling any order placed pursuant to this section. Vendor participation in this joint purchase portion of the UAP, however, is voluntary. The vendor shall notify the ordering entity, in writing, within 3 work days of receipt of an order, of a decision to decline the order.

For all ordering entities located outside the geographical boundaries of Miami-Dade County, the successful vendor shall be entitled to ship goods on an "FOB Destination, Prepaid and Charged Back" basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.

Miami-Dade County shall have no liability to the vendor for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto.

All orders shall be placed directly by the ordering entity with the vendor and shall be paid by the ordering entity less the 2% UAP.

**VENDOR COMPLIANCE**

If a vendor fails to comply with this section, that vendor may be considered in default by Miami-Dade County in accordance with Section 1, Paragraph 1.23 of this contract solicitation and the resulting contract.

**2.22 LOCAL CERTIFIED SERVICE - DISABLED VETERAN'S BUSINESS PREFERENCE**

In accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service-Disabled Veteran Business Enterprise (VBE) that submits a bid for a contract shall receive a bid preference of five percent of the price bid. A VBE 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 proposal submittal 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. This preference will only be used for evaluating and awarding the bids and shall not affect the contract price. In procurements where Small Business Enterprises (SBE) measures are being applied, a VBE who is also an SBE shall not receive the veteran's preference provided in this section and shall be limited to any applicable SBE preferences.

At the time of bid or proposal submission, the bidder must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit this affirmation and a copy of the actual certification along with the bid or proposal submission.

**2.23 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.

**SECTION 2**  
**SPECIAL CONDITIONS**  
**JANITORIAL SUPPLIES**

**2.24 SPECIAL ORDERS**

For circumstances when it is determined by the County that the receipt of an item is time sensitive, and/or it is an emergency, the availability of the product or specific brands, geographic location or delivery time may be utilized as deciding factors for the basis of placing a special order with an awarded vendor. At the request of the County, the special order may be delivered by the vendor, delivered by the vendor's carrier, or picked-up from the vendor's designated location by authorized County personnel.

**2.25 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 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. PUBLIC HOUSING AND COMMUNITY DEVELOPMENT EXEMPTION TO CERTAIN CLAUSES**

The contract to be awarded under this solicitation will be accessed by Public Housing and Community Development). As a Federally-funded agency, certain clauses within this solicitation do not apply to that Department's allocation: Section 1 Paragraph 1.10 (Local Preferences), Section 1, Paragraph 1.26 (Office of the Inspector General), Section 2, Paragraph 2.2 (Small Business Contract Measures), and Section 2 Paragraph 2.21 (County User Access Program - UAP).

**SECTION 2**  
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**D. COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING**

Since some of the goods, services, and/or equipment that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.

Group 1 in Section 4 of this solicitation provides for pricing when goods are purchased with non-federal funds.

Group 2 in Section 4 of this solicitation provides for pricing when goods are purchased with federal funds.

**2.26 ADDITIONAL COUNTY DEPARTMENT OR GOVERNMENTAL AGENCY MAY BE ADDED**

It is hereby agreed and understood that any County department or other governmental agency may be added to this contract at the option of the County.

When required by the pricing structure of the contract, vendor(s) under this contract shall be invited to submit price quotes for these additional Departments or Governmental agencies. The County may determine to obtain price quotes for the additional Departments or Governmental agencies from other vendors in the event that fair and reasonable pricing is not obtained from the current contract vendors, or for other reasons at the County's discretion.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**  
**JANITORIAL SUPPLIES**

**3.1 SCOPE**

The purpose of this solicitation is to establish a contract for the purchase of janitorial supplies in conjunction with the County's needs on an as needed when needed basis.

**3.1.1 CATEGORY (A) GENERAL ALL PURPOSE CLEANERS, DETERGENTS, DEODORIZERS AND DISINFECTANTS**

**CONCENTRATED PRODUCTS**

Concentrate products shall not be designed for use with dilution/dispensing units and shall be suitable for manual diluting, unless otherwise stated. The dilution ratio and/or diluting instructions shall be included on each product label or enclosed with each order.

**POWDERED LAUNDRY DETERGENT**

Brite-White is packaged in a pre-measured water soluble pouch to eliminate waste and spill.

**Chemical Properties**

Compositional Information Formula contains approximately 14% Phosphorous, 0.45 GMS per gallon of average recommended use concentration. Biodegradable.

*	PH	11.5
*	Solubility in water	Appreciable
*	Flash Point	Product does not support combustion

Package: (250/1-1/2 oz.) individually wrapped.

**SCOURING POWDER**

This product shall be a powdered, mild-abrasive type cleanser containing a blend of mild abrasives, alkaline detergents, water softeners, wetting agents, and chlorinated. The product shall clean, deodorizes, provide stain removal, and not scratch glass. The product shall be USDA authorized in no heavier than a 2 1/2lb container. Zep-O-Brite, Product. #1038.

**CLEANER / DEGREASER, HEAVY DUTY**

This product shall be a heavy duty, all purpose cleaner and degreaser. The product shall consist of a blend of biodegradable, synthetic detergents, augmented by alkaline builders and a water-soluble, grease-dissolving solvent. The product shall contain polyphosphates for water softening and conditioning and have a mild, pleasant fragrance.

The product shall have fast action in different cleaning operations on a wide variety of surfaces and be non-flammable and non-corrosive. The product shall be effective in cleaning woodwork, chrome, stainless steel, terrazzo, white sidewall tires, floors, walls, hoods, vents, ovens, grills, machinery, light fixtures, and other areas and useful for such diverse cleaning operations as floor cleaning, wax stripping, concrete floor cleaning, steam cleaning, as a degreaser for automobile engines, a white wall tire cleaner, and many other applications.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**  
**JANITORIAL SUPPLIES**

The product shall be USDA applicable as a floor cleaner and in one gallon container. Spartan Green Solutions Industrial Cleaner, Product #3506; Canberra Maxi-Blend Product #4010.

**GLASS CLEANER**

This product shall be a heavy-duty glass cleaner, ready-to-use formulation, that removes film, greasy fingerprints, bugs, lipstick and other soils found on glass. The product shall be non-smearing usable on surfaces not harmed by water alone.

**FLOOR CLEANER**

This product shall be a quaternary-type disinfectant and cleaner that deodorizes and disinfects in one operation. The product shall be free-rinsing and contain a blend of synthetic detergents, emulsifiers, water softening agents, builders, corrosion inhibitors, and two quaternary ammonium germicides. The product shall be EPA registered, USDA applicable, and effective in soft or hard water containing less than 500 ppm calcium chloride. This product shall be in a one gallon container. Green Link Neutral Floor Cleaner, Product. # 191423.

**FLOOR STRIPPER**

This product shall be a fast-acting stripper that dissolves multiple coats of floor finish without scrubbing. Residue is easily mopped or vacuumed, eliminating the need for rinsing. No strong ammonia or solvent odors. No neutralizing needed. Low-foam, free-rinsing characteristics assure no residue to interfere with subsequent finish applications. This product shall be in a one gallon container. Zep Green Link Floor Stripper.

**WOOD CLEANER AND POLISH**

This product shall be a high-quality cleaner that replaces and feeds essential oils to any natural or treated wood finishes. The product shall be appropriate for furniture, woodwork, cabinets, floors, and any exposed wood surface. The product shall eliminate scratches and blemishes, clean, protect, and restore wood finishes. The product shall contain no wax or abrasive ingredients in minimum 20 oz. size aerosol can. Zep Wood Doctor, Product. #0067.

**BLEACH (SODIUM HYPOCHLORITE), LIQUID**

This product shall be a 5% solution of sodium hypochlorite in water. This product shall be in a one gallon container.

**AMMONIA**

This product shall be in a one gallon container.

**GRAFFITI REMOVER**

This product shall be a concentrated graffiti remover designed to remove unsightly marks, especially spray-paint graffiti, from restroom walls, signs, phone booths, and other vandalized public areas.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**  
**JANITORIAL SUPPLIES**

The product shall be usable on brick, ceramic tile, glass, porcelain, marble, granite, aluminum, steel, brass, chrome, and other surfaces. The product shall be in an aerosol can or spray bottle. Zep Erase, Product. #031101.

**TOILET BOWL CLEANER LIQUID PHOSPHORIC ACID**

Products shall contain a minimum of 20% phosphoric acid, detergent and corrosion inhibitors. Organic waste, scale, etc., Spartan product. #MLD7725 or equal, container size: Quart.

**3.1.2 CATEGORY (B) HAND SANITIZERS, CLEANERS, DISINFECTANTS, DEODORIZERS, DISPENSERS AND RELATED ITEMS**

**DISINFECTANT AEROSOL**

This product shall be a hospital grade disinfectant and deodorant aerosol with a fragrance that kills TB (Tubercule bacilli), Herpes Simplex Types 1 and 2, and the other viruses. The product shall inactivate HIV-1 (AIDS Virus) on pre-cleaned environmental surfaces/objects previously soiled with bloody/body fluids. The product shall contain a blend of phenolic germicides, disinfect germ-laden surfaces, deodorize areas where foul odors are present, EPA registered, USDA applicable, and in a minimum 20 fl. oz. can. Zepynamic A, Product #011001.

**SKIN (HAND) CLEANER, WATERLESS**

This category of products is intended for hand-cleaning without the use of water for removal of medium to heavy oils and greases, and combined fine, particulate soils. These products should not contain an antimicrobial agent, except for a low-level preservative if necessary. These products are not recommended for food service operations. These products must meet all applicable FDA standards.

**SKIN (HAND) CLEANER, LIQUID, SOAP**

This category of products is intended for hand-washing in combination with water for general usage. These products should not contain an antimicrobial agent, except for a low-level preservative if necessary. These products must meet all applicable FDA standards.

**SKIN (HAND) CLEANER, LIQUID, SOAP, ANTISEPTIC**

This category of products is intended for hand-washing in combination with water for use in health care and similar high-risk settings. These products should contain an EPA approved antimicrobial agent and must meet all applicable FDA standards.

**SKIN (HAND) CLEANER, BAR, SOAP**

Bar soap shall be well compressed in a firm, even, homogenous consistency of cake and shall be of uniform length, width and thickness in accordance with the best industry practice or the specific bar size ordered. The soap shall float in water, lather freely in cold water and be free of objectionable odors. Soap bars(s), shall not be of a crumbly nature and shall not have edge chips exceeding four per bar and 0.032 inch in depth. Bars shall not be cracked or in broken pieces and shall be formed by the pressing and stamping process.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**  
**JANITORIAL SUPPLIES**

These products should not contain an antimicrobial agent, except for a low-level preservative if necessary. These products must meet all applicable FDA standards.

**URINAL SCREEN WITH DEODORANT**

This product shall be a plastic screen, impregnated with a pleasant fragranced deodorant that controls odors for up to 60 days. The product shall eliminate clogged drains and be one-size that fits all urinals. House Chemical Product.#1600PA or equal.

**3.1.3 CATEGORY (C) BROOMS, BRUSHES, MOPS, BUFFING PADS, SCOURING PADS, SPONGES AND RELATED ITEMS**

**BROOM AND MOP HANDLES**

- A. Broom handles shall be lacquered hardwood with a  $1\frac{5}{16}$ " in diameter, unless otherwise specified in Section 4, Bid Submittal Form. Broom handles offered by the vendor shall be compatible and properly fit the vendor's offered broom, push type.
- B. Mop handles, will be compatible to both wet and dust mop heads, and shall be lacquered hardwood, unless otherwise specified in Section 4, Bid Submittal Form. Mop handles offered by the vendor shall be compatible and properly fit the vendor's offered mop heads both wet and dust.

**MOP HEADS**

- A. General mop heads shall be headband type designed to fit quick-change, wing-nut, and spring-grip style handles. Mop heads shall be made from cotton yarn with no more than 5% finishing or non-fibrous materials. Mop yarns shall be completely encircled at the middle by a heavy cotton band constructed and secured to industry standards.

<u>Physical Requirements</u>	<u>24 Ounces</u>	<u>32 Ounces</u>
1. Mop weight per dozen, in lbs.	18	24
2. Mop width at center, in inches	6-6½	6-6½
3. Yarn length, in inches	39-41	41-43
4. Number of yarns per mop (minimum)	145	190
5. Plies of yarn (minimum)	4	8
6. Yards per lbs. of yarn (minimum)	110	110
7. Twist in yarns per inch	1-1½	1-1½
8. Band width, in inches	¾-3	¾-3

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**  
**JANITORIAL SUPPLIES**

**BRUSH VEHICLE TYPE**

Brush, vehicle type shall be a 9"-10" long block, fountain style with threaded and tapered handle holes. The block shall consist of a bumper, which protects vehicle surfaces. Brush trim shall be 2"-3", soft bristles with flagged tips for scratch-free wash.

**FLOOR MAINTENANCE PADS**

- A. General all pads shall be made of high quality synthetic fiber in a non-woven web having abrasive cleaning or polishing particles dispensed throughout and bonded to the single unit structure. Pads shall be circular discs with 3 $\frac{3}{8}$ " pop out center holes. Floor maintenance pads shall be washable. Pads shall be those commonly used by the floor maintenance trade in the cleaning and polishing of floors – not significantly affected by water detergents and/or cleaners, which are suitable for floor maintenance. Pads shall not be spiral wound.
- B. Polishing Pads – shall be fit for use on ultra high speed floor machines with dry or with spray buff solution on soft to medium finishes.
- C. Buffing Pads – shall be fit for dry or spray buffing on a variety of floor finishes on a high speed machine.
- D. Scrubbing Pads – shall be fit for wet scrubbing with detergent solution to scrub hard surface floors with a low speed rotary or automatic floor machines.
- E. Stripping Pads – shall be designed for wet or dry stripping applications; fit for use with floor machine and floor finish stripping solutions to remove wax, dirt, and old soiled floor finishes and sealer; and to clean heavily soiled hard surface floors such as concrete when used with appropriate cleaning chemicals.

**3.1.4 CATEGORY (D) BUCKETS, WASTE RECEPTACLES, GARBAGE PAILS, PLASTIC BOTTLES AND RELATED ITEMS****WASTE RECEPTACLES**

- A. Garbage can, plastic shall be round, professional-grade construction, made entirely of heavy duty plastic, with built-in handles, and snap-on lid where specified.

**CARTS**

- A. Janitor Cart User friendly design with easy access broom, mop, and accessory storage. Structural plastic resists fading, cracking and chipping. 23 gallon heavy-duty bag requires less emptying. Pacific Style No.JP12 or equal.
- B. Utility Cart shall have two, flat shelves, with rounded corners and sides, molded handle and a minimum of four, 5" casters two of which will swivel, minimum load capacity 300 lbs. Dimensions: 38"-45" length, 33"-38" height, 17"-26" width. A third shelf shall be available for installation by the user. Rubbermaid Style No. REP9-65-71 or equal.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**  
**JANITORIAL SUPPLIES**

**3.1.5 CATEGORY (E) PLASTIC BAGS, CAN LINERS, AND RELATED ITEMS**

Bags will be used for varied task ranging from: wastebasket liners, to heavy-duty barrel liners used to contain waste generated by cafeteria, snack bars and mess halls. Case labeling shall conform to State of Florida standards.

**SEAMS**

Heat-sealed seams shall be continuous with no seal separations. Seals shall be parallel to and within 1 inch of the liner edge. At a minimum, all seams shall be as strong as the material used to make the liner.

**DIMENSIONS**

Liner dimensions shall be determined by overall outside measurements (including sealed seam end) of the liner laying in the flat position.

**WORKMANSHIP**

Liners shall be uniform in color, texture and finish. Liners shall be free of pinholes, tears, cuts, extraneous embedded matter or other visual defects, which might impair their usefulness. Case of liners shall be supplied with some type of methods of securing the bag opening when filled (metal tie, plastic tie, etc.).

Liners shall meet all applicable American Society for Testing and Materials (ASTM) performance standards. You may visit the following website for further information: [http://140.254.84.203/wiki/index.php/American Society for Testing and Materials \(ASTM\)](http://140.254.84.203/wiki/index.php/American_Society_for_Testing_and_Materials_(ASTM))

**(MINIMUM) RANGE OF MATERIAL**

Plastic bags and liners shall contain a quantity of recycled plastic post-consumer material equal to at least 10 percent of the weight of the bag.

**3.1.6 CATEGORY (F) INSECTICIDES, PESTICIDES AND RELATED ITEMS**

See Section 4

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**  
**FEBRUARY 1, 2012**



**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.**                      DPM                      Date Issued: **1/10/12**                      This Bid Submittal Consists of Pages **18** through 60 **Plus affidavits**

Sealed bids are 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:**  
**JANITORIAL SUPPLIES**

A Bid Deposit in the amount of **N/A** of the total amount of the bid shall accompany all bids. A Performance Bond in the amount of **N/A** of 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 / 485-00 / 485-10 / 485-25 / 485-38 / 505-35</b>	
Procurement Contracting Officer	<b>MARTHA GAROFOLO</b>

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

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

**FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER THE BIDDER INELIGIBLE FOR LOCAL PREFERENCE.**

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

BID SUBMITTAL FOR JANITORIAL SUPPLIES  
GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (A)  
GENERAL ALL PURPOSE CLEANERS, DETERGENTS, DEODORIZERS AND DISENFECTANTS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		DESCRIPTION	ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE		UNIT PRICE	EXTENDED PRICE
1	24	Tubs	Powdered Laundry Detergent (Brite White) Manufacturer: Ecolab, Inc. "or equal" 250 Individual packets 1 - 1/2 oz. each. 250 packets = 1 tub.	\$ -	\$ -	Manufacturer: _____ 250 Individual packets 1 - 1/2 oz. each. 250 packets = 1 tub.	\$ -	\$ -
2	700	Tubs (100 lbs)	Powdered Laundry Detergent (Brite White) Manufacturer: Ecolab, Inc. "or equal" 100 pounds = 1 tub.	\$ -	\$ -	Manufacturer: _____ 100 pounds = 1 tub.	\$ -	\$ -
3	1,100	Gallons Drum	Dishwashing Compound, Liquid Manufacturer: Ecolab "or equal" Size: 30 Gallon Drum Dilution Formula: ___ Ounce(s) per gallon of water Gallon Drums Packed per Case:	\$ -	\$ -	Manufacturer: _____ Size: 30 Gallon Drum Dilution Formula: ___ Ounce(s) per gallon of water Gallon Drums Packed per Case:	\$ -	\$ -
4	1,000	Gallons	Cleaner/Degreaser, Medium/Heavy Duty cleaning of hard surfaces Manufacturer: Camberra "or equal" Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case:	\$ -	\$ -	Manufacturer: _____ Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case:	\$ -	\$ -
5	48	Gallons	Cleaner, Dishwashing, Manual, Liquid Routine manual cleaning food preparation and service surfaces Manufacturer: Dynasurf "or equal" Container Size: pre-mixed; max Gallon Gallons Packed per Case:	\$ -	\$ -	Manufacturer: _____ Container Size: pre-mixed; max Gallon Gallons Packed per Case:	\$ -	\$ -

BID SUBMITAL FOR JANITORIAL SUPPLIES  
GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (A)  
GENERAL ALL PURPOSE CLEANERS, DETERGENTS, DEODORIZERS AND DISENFECTANTS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
6	2,100	Quarts	Glass Cleaner Clean windows, glass, and polished surfaces mixed in pump sprayer Manufacturer: 3 M "or equal" Dilution Ratio (product to water): _____ Container Size: Quart Quarts Packed per Case:	\$ -	\$ -	\$ -	\$ -
7	168	Gallons	Stainless steel Cleaner / Other metals Manufacturer: Quality Chemical "or equal" Container Size: Gallon Gallons Packed per Case:	\$ -	\$ -	\$ -	\$ -
8	144	Gallons	Floor Cleaner Manufacturer: Green link neutral Product #191423 "or equal" Dilution Ratio (product to water): _____ Container Size: Gallon Gallons Packed per Case:	\$ -	\$ -	\$ -	\$ -
9	6,896	Gallons	Floor Cleaner Cleaning of impervious flooring Manufacturer: ZEP Green Seal "or equal" Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case:	\$ -	\$ -	\$ -	\$ -

SECTION 4  
 BID SUBMITAL FOR JANITORIAL SUPPLIES  
 GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (A)  
 GENERAL ALL PURPOSE CLEANERS, DETERGENTS, DEODORIZERS AND DISENFECTANTS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		DESCRIPTION	ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE		UNIT PRICE	EXTENDED PRICE
10	4,736	Gallons	<b>Floor Finish</b> Floor coating periodically stripped and reapplied Manufacturer: ZEP Green Seal "or equal" Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case: _____	\$ -	\$ -	Manufacturer: _____ Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case: _____	\$ -	\$ -
11	4,328	Gallons	<b>Floor Stripper</b> Removal of "Floor Finish" Manufacturer: ZEP "or equal" Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case: _____	\$ -	\$ -	Manufacturer: _____ Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case: _____	\$ -	\$ -
12	48	Gallons	<b>Carpet Cleaner</b> cleaning of carpets and rugs Manufacturer: ZEP Multi Clean Green Seal "or equal" Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case: _____	\$ -	\$ -	Manufacturer: _____ Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case: _____	\$ -	\$ -
13	144	Container	<b>Wood Cleaner and Polish Aerosol Only</b> Manufacturer: ZEP Wood Doctor Product # 0067 "or equal" Net Weight (for aerosols only): _____ Container Size : 20 oz. Containers Packed per Case: _____	\$ -	\$ -	Manufacturer: _____ Product # _____ Net Weight (for aerosols only): _____ Container Size : 20 oz. Containers Packed per Case: _____	\$ -	\$ -

BID SUBMITAL FOR JANITORIAL SUPPLIES  
GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (A)  
GENERAL ALL PURPOSE CLEANERS, DETERGENTS, DEODORIZERS AND DISENFECTANTS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		DESCRIPTION	ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE		UNIT PRICE	EXTENDED PRICE
14	1,200	Quarts	Toilet Bowl Cleaner, Liquid Phosphoric Acid Bowl cleaning (organic waste, scale, etc) Manufacturer: Spartan Product # MLD #7725 "or equal" Container Size: Quart Dilution Ratio (product to water): _____ Quarts Packed per Case: _____	\$ -	\$ -	Manufacturer: _____ Product # _____ Container Size: Quart Dilution Ratio (product to water): _____ Quarts Packed per Case: _____	\$ -	\$ -
15	600	Tubes	Pre-measured Toilet Bowl Cleaner in water soluble packets with fragrance Manufacturer: Johnson Diversey Product # DRF90652 "or equal" Container Size: ½ oz. Tubes Dilution Ratio (product to water): _____ Tubes Packed per Case: _____	\$ -	\$ -	Manufacturer: _____ Product # _____ Container Size: ½ oz. Tubes Dilution Ratio (product to water): _____ Tubes Packed per Case: _____	\$ -	\$ -
16	160	Gallons	Ammonia Manufacturer: _____ Dilution Ratio (product to water): _____ Container Size: Gallon Gallons Packed per Case: _____	\$ -	\$ -	Manufacturer: _____ Dilution Ratio (product to water): _____ Container Size: Gallon Gallons Packed per Case: _____	\$ -	\$ -
17	37,292	Gallons	Bleach, Sodium Hypochlorite, 5% solution Manufacturer: KIK International Regular Bleach "or equal" Container Size: Gallon Gallons Packed per Case: _____	\$ -	\$ -	Manufacturer: _____ Container Size: Gallon Gallons Packed per Case: _____	\$ -	\$ -

BID SUBMITTAL FOR JANITORIAL SUPPLIES  
**GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6**

GENERAL ALL PURPOSE CLEANERS, DETERGENTS, DEODORIZERS AND DISENFECTANTS  
 CATEGORY (A)

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
18	4,376	Container	Scouring Powder Manufacturer: ZEP Zep-o-brite Product #1038 "or equal" Container Size: 2 1/2 lb Containers Packed per Case:	\$ -	\$ -	\$ -	\$ -
19	300	Buckets	Multipurpose Disinfectant Cleaner Manufacturer: Dupont ReIyon Product # _____ Size: 5 Kilogram Bucket Buckets Packed per Case:	\$ -	\$ -	\$ -	\$ -
20	120	Bricks	Grill bricks (for grill cleaning) Manufacturer: 3M "or equal" Product # GB12 Brick Size (L x W x H): 4" x 4" x 9" Bricks Packed per Case:	\$ -	\$ -	\$ -	\$ -
21	550	Gallons	Acid Lime Remover Lime Away Manufacturer:Ecolab "or equal" Product # 12021 Container Size: Gallon Gallons Packed per Case:	\$ -	\$ -	\$ -	\$ -
22	576	Cans	Graffiti Remover Manufacturer: ZEP Erase Product # 031101 "or equal" Container Size: 20 oz. Cans Packed per Case:	\$ -	\$ -	\$ -	\$ -

BID SUBMITAL FOR JANITORIAL SUPPLIES  
GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (B)  
HAND SANITIZERS, CLEANERS, DISINFECTANTS, DEODORIZERS, DISPENSERS AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
23	1,744	Gallon	Auto wash and wax one step Concentrated, Premium Solution Manufacturer: ZEP "or equal" Size: Gallon Product #0382 Dilution Formula: ___ Ounce(s) per gallon of water Gallons Packed per Case:	\$ -	-	\$ -	-
24	576	Container	Disinfectant, Aerosol Manufacturer: ZEP Zepynamic A, Product #011001 "or equal" Net Weight (for aerosols only): _____ Container Size: 20 oz. Containers Packed per Case:	\$ -	-	\$ -	-
25	10,908	Gallons	Liquid Disinfectant pine or citrus fragrance Manufacturer: ZEP (Zepopine) Product #183424 "or equal" Dilution Ratio (product to water): _____ Container Size: Gallon Gallons Packed per Case:	\$ -	-	\$ -	-
26	84	Dispensers	Air Freshener Dispenser Manufacturer: Housechem Product # 110250 "or equal" Dispensers Packed per Case:	\$ -	-	\$ -	-

BID SUBMITAL FOR JANITORIAL SUPPLIES  
GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (B)  
HAND SANITIZERS, CLEANERS, DISINFECTANTS, DEODORIZERS, DISPENSERS AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		DESCRIPTION	ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE		UNIT PRICE	EXTENDED PRICE
27	288	Container	Air Freshener Dispenser Refill Manufacturer: Housechem Product # 040 "or equal" Net Weight (for aerosols only): Container Size: 6 oz Containers Packed per Case:	\$ -	\$ -	Manufacturer: _____ Product # _____ Net Weight (for aerosols only): _____ Container Size: 6 oz Containers Packed per Case:	\$ -	\$ -
28	288	Bottles	Deodorizer, Wick-Type restroom scented bottles Manufacturer: ZEP "or equal" Bottle Size: 1.5 oz Bottles Packed per Case:	\$ -	\$ -	Manufacturer: _____ Bottle Size: 1.5 oz Bottles Packed per Case:	\$ -	\$ -
29	288	Blocks	Urinal deodorant blocks Manufacturer: Fresh Product #FRS-12-4-CH "or equal" Block Size: 4 oz Blocks Packed per Case:	\$ -	\$ -	Manufacturer: _____ Product # _____ Block Size: 4 oz Blocks Packed per Case:	\$ -	\$ -
30	1,370	Cases	Urinal screen with deodorant Manufacturer: House Chemical Product # 1600PA "or equal" Screens Packed per Case:	\$ -	\$ -	Manufacturer: _____ Product # _____ Screens Packed per Case:	\$ -	\$ -
31	2,000	Gallons	Skin (Hand) Cleaner, Liquid, Soap, Lotionized Manufacturer: ZEP "or equal" Product # _____ Container Size: Gallon Gallons Packed per Case:	\$ -	\$ -	Manufacturer: _____ Product # _____ Container Size: Gallon Gallons Packed per Case:	\$ -	\$ -
32	200	Tubes	Skin (Hand) Cleaner, Waterless Removal of medium to heavy oils and greases Manufacturer: Camberra "or equal" Container Type: squeeze tube (self-dispenser) Tube Size: 16 oz Tubes Packed per Case:	\$ -	\$ -	Manufacturer: _____ Container Type squeeze tube (self-dispenser) Tube Size: 16 oz Tubes Packed per Case:	\$ -	\$ -

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

MIAMI DADE COUNTY

SECTION 4  
 BID SUBMITAL FOR JANITORIAL SUPPLIES  
 GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

BID NO: 9592-0/17

CATEGORY (B)  
 HAND SANITIZERS, CLEANERS, DISINFECTANTS, DEODORIZERS, DISPENSERS AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
33	60	Container	Skin (Hand) Cleaner, Waterless Removal of medium to heavy oils and greases (refill) Manufacturer: Camberra "or equal" Container Type: _____ Container Size: 4 pounds Containers Packed per Case:	\$ -	\$ -	\$ -	\$ -
34	10	Container	Skin (Hand) Cleaner, Waterless Manufacturer: Gojo Dispenser for Husky 545 Container Size: 4.5 oz Containers Packed per Case:	\$ -	\$ -	\$ -	\$ -
35	1,325	Bars	Skin (Hand) Cleaner, Bar Soap, Antiseptic Hand-washing with water Avalon Manufacturer: Savannah "or equal" Bar Size: 1.5 oz Bars Packed per Case:	\$ -	\$ -	\$ -	\$ -
36	576	Containers	Instant Hand Sanitizer Manufacturer: Purell Brand, Germ-X Brand "or equal" Size: 8 oz. Containers Packed per Case:	\$ -	\$ -	\$ -	\$ -

BID SUBMITAL FOR JANITORIAL SUPPLIES  
GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (B)  
HAND SANITIZERS, CLEANERS, DISINFECTANTS, DEODORIZERS, DISPENSERS AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
37	344	Containers	Hand Sanitizer Foam Refill Manufacturer: Gojo "or equal" Size: 1.2 liter Containers Packed per Case:	\$ -	\$ -	\$ -	\$ -
38	25	Containers	Emollient Ethyl Alcohol foam hand cleaner Manufacturer: Steris Product # 6395-57 "or equal" Size: 7 oz Containers Packed per Case:	\$ -	\$ -	\$ -	\$ -
39	60	Bars	Touch Free Foam Dispenser Manufacturer: Gojo "or equal" Bar Size: 4 oz bar, individually wrapped Bars Packed per Case:	\$ -	\$ -	\$ -	\$ -

BID SUBMITAL FOR JANITORIAL SUPPLIES  
 GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (C)  
 BROOMS, BRUSHES, MOPS, BUFFING SCOURING PADS, SPONGES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
40	4,342	Brooms	Broom, janitor type, 5 thread, all corn Manufacturer: Abco "or equal" Style No.:00312-NIB Brooms Packed per Case:	\$ -	\$ -	\$ -	\$ -
41	60	Brooms	Broom, upright, industrial size 100% African Bass Fiber, Metal Manufacturer: Abco "or equal" Style No.:BH-13002 Brooms Packed per Case:	\$ -	\$ -	\$ -	\$ -
42	264	Brooms	Broom, whisk, 2 thread, all corn, 10" handle, metal cap Manufacturer: Continental "or equal" Style No.: E 504000 Brooms Packed per Case:	\$ -	\$ -	\$ -	\$ -
43	288	Brooms	Broom, street, push type, 16" width, 6" trim, Palmyra Manufacturer: Carlisle "or equal" Style No.:36219416 Brooms Packed per Case:	\$ -	\$ -	\$ -	\$ -
44	40	Brooms	Broom, street, push type, 18 width, 6" trim, Palmyra Manufacturer: Abco "or equal" Style No.:BH-12002 Brooms Packed per Case:	\$ -	\$ -	\$ -	\$ -

BID SUBMITAL FOR JANITORIAL SUPPLIES  
GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (C)  
BROOMS, BRUSHES, MOPS, BUFFING SCOURING PADS, SPONGES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
45	60	Brooms	Broom, street, push type, 24" width, 6" trim, Palmyra Manufacturer: Abco "or equal" Style No.: BH-12003 Brooms Packed per Case:	\$ -	\$ -	\$ -	\$ -
46	2,476	Broom Handles	Broom handles, wood threaded, 54" length Manufacturer: Abco "or equal" Style No.: 01101 Brooms Packed per Case:	\$ -	\$ -	\$ -	\$ -
47	768	Broom Handles	Broom handles, die-cast aluminum threaded, 60" length Manufacturer: Abco "or equal" Style No.: 01104 Brooms Packed per Case:	\$ -	\$ -	\$ -	\$ -
48	1,320	Dust Pans	Dust pan, plastic, 12" wide, one piece with hang-up hole 4" handle Manufacturer: Abco "or equal" Style No.: 0200 Dust Pans Packed per Case:	\$ -	\$ -	\$ -	\$ -
49	24	Dust Pan	Dust pan, metal, black enamel finish, 20 gauge steel 12" wide one piece construction Manufacturer: Continental "or equal" Style No.: 715 Dust Pans Packed per Case:	\$ -	\$ -	\$ -	\$ -

BID SUBMITTAL FOR JANITORIAL SUPPLIES  
GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (C)

BROOMS, BRUSHES, MOPS, BUFFING SCOURING PADS, SPONGES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		DESCRIPTION	ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE		UNIT PRICE	EXTENDED PRICE
50	144	Dust Pan	Lobby dust pan, one piece construction Manufacturer: Abco "or equal" Style No.: _____ Height: 36" Lobby Dust Pans Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No.: _____ Height: 36" Lobby Dust Pans Packed per Case:	\$ -	\$ -
51	226	Brushes	Brushes, pot scrubbing, with 20" handle, Palmyra Fiber, 2" trim Manufacturer: Abco "or equal" Style No.: 0004 Brushes Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No.: _____ Brushes Packed per Case:	\$ -	\$ -
52	60	Brushes	Brush, hand scrub, 8" block Palmyra fiber, square end with handing hole Manufacturer: Abco "or equal" Style No.: BH23003 Brushes Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No.: _____ Brushes Packed per Case:	\$ -	\$ -
53	360	Brushes	Brush, deck, Palmyra Fiber, 2" trim, 10" x 3" hardwood block with two threaded handle holes include 60" wood handle 1" diameter Manufacturer: Abco "or equal" Style No.: 00008+01102 Brushes Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No.: _____ Brushes Packed per Case:	\$ -	\$ -
54	528	Brushes	Brush, floor 18", soft, black trim, include threaded 60" wood handle 1" diameter Manufacturer: Abco "or equal" Style No.: BH1103+01102 Brushes Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No.: _____ Brushes Packed per Case:	\$ -	\$ -
55	480	Brushes	Brush, vehicle wash type Manufacturer: Abco "or equal" Style No. BH-18009 Brushes Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No.: _____ Brushes Packed per Case:	\$ -	\$ -

SECTION 4

BID SUBMITAL FOR JANITORIAL SUPPLIES

GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (C)

BROOMS, BRUSHES, MOPS, BUFFING SCOURING PADS, SPONGES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
56	288	Brushes	Toilet Brush "U" shape, non scratching fiber bristle, 20" overall length, hardwood handle with hanging ring  Manufacturer: Abco " or equal " Style No. BH-18001  Brushes Packed per Case:	\$ -	\$ -	\$ -	\$ -
57	60	Scrubber	Stainless Steel Scrubber, non rusting, non staining, splinter free multi purpose, rounded edging, non scratch for food service use  Manufacturer: Style No. _____ Scrubbers Packed per Case:	\$ -	\$ -	\$ -	\$ -
58	684	Mops	Mop, deck, 4ply cotton yarn, 20 oz industrial type, with 54" permanent wooden handle  Manufacturer: Abco " or equal " Style No. CD-50321 Mops Packed per Case:	\$ -	\$ -	\$ -	\$ -
59	7,700	Mops	Mop, wet, head 24 oz, cut end  Manufacturer: Abco " or equal " Style No. CM-20024 Mops Packed per Case:	\$ -	\$ -	\$ -	\$ -

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

BID NO: 9592-0/17

MIAMI DADE COUNTY

**SECTION 4  
 BID SUBMITAL FOR JANITORIAL SUPPLIES  
 GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6**

CATEGORY (C)  
 BROOMS, BRUSHES, MOPS, BUFFING SCOURING PADS, SPONGES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
60	350	Mops	Mop, wet, head 32 oz cut end Manufacturer: Abco " or equal " Style No. CM-20032 Mops Packed per Case:	\$ -	\$ -	\$ -	\$ -
61	288	Mop Handles	Mop handle, wet, quick change style with release bar, metal head 54" length Manufacturer: Abco " or equal " Style No. 01204-NB Mop handles Packed per Case:	\$ -	\$ -	\$ -	\$ -
62	300	Mop Handles	Mop handle, Wet, wing nut style, metal head 54" length Manufacturer: Abco " or equal " Style No. 01203-NB Mop handles Packed per Case:	\$ -	\$ -	\$ -	\$ -
63	3,264	Dust Heads	Mop, dust head 4-ply cotton, 24" length 4 1/2" width Manufacturer: Abco " or equal " Style No. DM-23524W Mops Packed per Case:	\$ -	\$ -	\$ -	\$ -
64	144	Mop Handles	Mop handle, dust, snap on, 60" length Manufacturer: Abco " or equal " Style No. 01406-NB Mops Packed per Case:	\$ -	\$ -	\$ -	\$ -

BID SUBMITAL FOR JANITORIAL SUPPLIES  
GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (C)  
BROOMS, BRUSHES, MOPS, BUFFING SCOURING PADS, SPONGES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		DESCRIPTION	ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE		UNIT PRICE	EXTENDED PRICE
65	144	Mops	Mop frame, dust 24" length Manufacturer: Abco " or equal " Style No. BH-24524 Mops Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No. _____ Mops Packed per Case:	\$ -	\$ -
66	1,440	Mops	Mop, toilet bowl, soft 4" head, 12" handle Manufacturer: Abco " or equal " Style No. 02000 Mops Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No. _____ Mops Packed per Case:	\$ -	\$ -
67	1,250	Pads	Polishing Pads for 20" diameter floor machine Manufacturer: Norton " or equal " Style No. 66261054212 Pads Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No. _____ Pads Packed per Case:	\$ -	\$ -
68	750	Pads	Scrubbing Pads for 20" diameter floor machine Manufacturer: Norton " or equal " Style No. 66261054264 Pads Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No. _____ Pads Packed per Case:	\$ -	\$ -
69	750	Pads	Stripping Pads for 20" diameter floor machine Manufacturer: Norton " or equal " Style No. 66261054230 Pads Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No. _____ Pads Packed per Case:	\$ -	\$ -

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

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MIAMI DADE COUNTY

SECTION 4  
 BID SUBMITAL FOR JANITORIAL SUPPLIES  
 GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (C)  
 BROOMS, BRUSHES, MOPS, BUFFING SCOURING PADS, SPONGES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
70	750	Pads	Buffing Pads for 20" diameter floor machine Manufacturer: Norton " or equal " Style No. 66261054279 Pads Packed per Case:	\$ -	\$ -	\$ -	\$ -
			Sponge, hand Manufacturer: ZEP O-Celo " or equal " Material: Synthetic Size (L x W x H): 7-1/2" x 4-1/2" x 2" Sponges Packed per Case:	\$ -	\$ -	\$ -	\$ -
71	6,768	Sponges	Sponge, hand, dual action scouring pad on one side, sponge on the other side Manufacturer: Calico Industries " or equal " Material: Synthetic Size (L x W x H): 6 1/4" x 3 3/8" x 7/8" Sponges Packed per Case:	\$ -	\$ -	\$ -	\$ -
72	5,400	Sponges	Sponge, hand, dual action scouring pad on one side, sponge on the other side Manufacturer: Calico Industries " or equal " Material: Synthetic Size (L x W x H): 6 1/4" x 3 3/8" x 7/8" Sponges Packed per Case:	\$ -	\$ -	\$ -	\$ -

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

MIAMI DADE COUNTY

SECTION 4

BID NO: 9592-0/17

BID SUBMITAL FOR JANITORIAL SUPPLIES  
GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (D)  
 BUCKETS, WASTE RECEPTACKLES, GARBAGE PAILS, PLASTIC BOTTLES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
73	144	Buckets	Bucket, mop, plastic 26 qt., with ball 2", ball casters Manufacturer: Continental " or equal " Style No. 226-3YW Buckets Packed per Case:	\$ -	\$ -	\$ -	\$ -
			Garbage can Manufacturer: Rubbermaid " or equal " Capacity: 20 gallon Material: Plastic Garbage cans Packed per Case:	\$ -	\$ -	\$ -	\$ -
74	12	Cans	Garbage can with lid Manufacturer: Rubbermaid " or equal " Capacity: 32 gallon Material: Plastic Garbage cans Packed per Case:	\$ -	\$ -	\$ -	\$ -
75	88	Cans	Trash/garbage container Manufacturer: Rubbermaid " or equal " Color: gray Capacity: 44 gallon Material: Plastic Containers Packed per Case:	\$ -	\$ -	\$ -	\$ -
76	144	Containers	Containers Packed per Case:	\$ -	\$ -	\$ -	\$ -

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

MIAMI DADE COUNTY

SECTION 4

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**BID SUBMITAL FOR JANITORIAL SUPPLIES**  
**GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6**

CATEGORY (D)  
 BUCKETS, WASTE RECEPTACKLES, GARBAGE PAILS, PLASTIC BOTTLES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		DESCRIPTION	ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE		UNIT PRICE	EXTENDED PRICE
77	48	Lids	Flat lid for gray 44 gallon trash/garbage container above Manufacturer: Rubbermaid " or equal " Lids Packed per Case:	\$ -	\$ -	Manufacturer: _____ Lids Packed per Case:	\$ -	\$ -
78	2,800	Bottle	Plastic bottle with trigger spray Manufacturer: _____ Container Size: 1 Quart Bottles Packed per Case:	\$ -	\$ -	Manufacturer: _____ Container Size: 1 Quart Bottles Packed per Case:	\$ -	\$ -
79	36	Carts	Janitorial cart Manufacturer: Pacific " or equal " Style No. JP 12 Carts Packed per Case: Utility cart	\$ -	\$ -	Manufacturer: _____ Style No. _____ Carts Packed per Case:	\$ -	\$ -
80	12	Carts	Sanitizer Station movable free standing unit, compatible for mounting item Manufacturer: Rubbermaid " or equal " Style No. REP9+65-71 Carts Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No. _____ Carts Packed per Case:	\$ -	\$ -
81	6	Units	Manufacturer: GOJO #2720-12 " or equal " Units Packed per Case:	\$ -	\$ -	Manufacturer: _____ Units Packed per Case:	\$ -	\$ -

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

MIAMI DADE COUNTY

SECTION 4

BID NO: 9592-0/17

BID SUBMITAL FOR JANITORIAL SUPPLIES

GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (E)  
PLASTIC BAGS, CAN LINERS AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		DESCRIPTION	ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE		UNIT PRICE	EXTENDED PRICE
82	19,800	Liners	Plastic Bag/Liner Opaque, Heavy Liner Manufacturer: Morex " or equal" Size : 36" x 36" Liners Packed per Case:	\$ -	\$ -	Manufacturer: _____ Size : 36" x 36" Liners Packed per Case:	\$ -	\$ -
83	1,500	Liners	Plastic Bag/Liner Manufacturer: All American Poly " or equal" Color: Clear Material: 2 mil, LLD Size : 30" x 36" Liners Packed per Case:	\$ -	\$ -	Manufacturer: _____ Color: _____ Material: _____ Size : 30" x 36" Liners Packed per Case:	\$ -	\$ -
84	13,000	Liners	Plastic Bag/Liner Flat seal liners Manufacturer: All American Poly " or equal" Color: Black Material: 3 mil, LLD Size : 36" x 58" Liners Packed per Case:	\$ -	\$ -	Manufacturer: _____ Color: _____ Material: _____ Size : 36" x 58" Liners Packed per Case:	\$ -	\$ -

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

MIAMI DADE COUNTY

SECTION 4

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BID SUBMITAL FOR JANITORIAL SUPPLIES  
**GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6**

CATEGORY (F)  
 INSECTICIDES, PESTICIDES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
85	880	Cans	Insecticide for ants & roaches with residual action  Manufacturer: ABC Compounding, Inc. Product # Assault II RA593 " or equal" Type: Aerosol can Size: 17 oz Dilution Formula: ___ Ounce(s) per gallon of water Cans Packed per Case: _____	\$ -	\$ -	\$ -	\$ -
86	2,160	Cans	Wasp & hornet killer with immediate and residual action sprays a minimum of 15 ft Manufacturer: AMREP  Product #Killer I#A00437 " or equal" Type: Aerosol can Size: 20 oz Dilution Formula: ___ Ounce(s) per gallon of water Case Packed: _____	\$ -	\$ -	\$ -	\$ -
87	1,136	Cans	Insect repellent spray Manufacturer: ZEP Stay-A-Way Ingredient: Minimum 30% DEET " or equal" Type: Aerosol can or Pump Size: 14 oz Dilution Formula: ___ Ounce(s) per gallon of water Cans Packed per Case: _____	\$ -	\$ -	\$ -	\$ -

For Federally funded agencies and purchases vendors shall provide separate pricing under this solicitation. Certain clauses within this solicitation do not apply to Federally funded purchases. Section 1, Paragraph 10 (Local Preferences), Section 1, Paragraph 12 (Office of the Inspector General), Section 2, Paragraph 22 (Small Business Contract Measures), and Section 2, Paragraph 22 (Commy User Access Program - UAP)

**GROUP (2) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6 (FEDERALLY FUNDED PURCHASES)**

CATEGORY (A)  
 GENERAL ALL PURPOSE CLEANERS, DETERGENTS, DEODORIZERS AND DISINFECTANTS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
1	24	Tubs	Powdered Laundry Detergent (Brite White) Manufacturer: Ecolab, Inc. "or equal" 250 Individual packets 1 - 1/4 oz. each. 250 packets = 1 tub.	\$ -	\$ -	\$ -	\$ -
2	700	Tubs (100 lbs)	Powdered Laundry Detergent (Brite White) Manufacturer: Ecolab, Inc. "or equal" 100 pounds = 1 tub.	\$ -	\$ -	\$ -	\$ -
3	1,100	Gallons Drum	Dishwashing Compound, Liquid Manufacturer: Ecolab "or equal" Size: 30 Gallon Drum Dilution Formula: ___ Ounce(s) per gallon of water Gallon Drums Packed per Case:	\$ -	\$ -	\$ -	\$ -
4	1,000	Gallons	Cleaner/Degreaser, Medium/Heavy Duty cleaning of hard surfaces Manufacturer: Canbera "or equal" Container Size: Gallon Dilution Ratio (product to water): Gallons Packed per Case:	\$ -	\$ -	\$ -	\$ -
5	48	Gallons	Cleaner, Dishwashing, Manual, Liquid service surfaces Manufacturer: Dynasurf "or equal" Container Size: pre-mixed; max Gallon Gallons Packed per Case:	\$ -	\$ -	\$ -	\$ -

SECTION 4

BID SUBMITAL FOR JANITORIAL SUPPLIES

GROUP (2) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6 (FEDERALLY FUNDED PURCHASES)

CATEGORY (A)

GENERAL ALL PURPOSE CLEANERS, DETERGENTS, DEODORIZERS AND DISENFECTANTS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
6	2,100	Quarts	<p>Glass Cleaner Clean windows, glass, and polished surfaces mixed in pump sprayer Manufacturer: 3 M "or equal" Dilution Ratio (product to water): _____ Container Size: Quart Quarts Packed per Case:</p>	\$ -	\$ -	\$ -	\$ -
7	168	Gallons	<p>Stainless steel Cleaner / Other metals Manufacturer: Quality Chemical "or equal" Container Size: Gallon Gallons Packed per Case:</p>	\$ -	\$ -	\$ -	\$ -
8	144	Gallons	<p>Floor Cleaner Manufacturer: Green link neutral Product #191423 "or equal" Dilution Ratio (product to water): _____ Container Size: Gallon Gallons Packed per Case:</p>	\$ -	\$ -	\$ -	\$ -
9	6,896	Gallons	<p>Floor Cleaner Cleaning of impervious flooring Manufacturer: ZEP Green Seal "or equal" Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case:</p>	\$ -	\$ -	\$ -	\$ -

BID SUBMITAL FOR JANITORIAL SUPPLIES  
**GROUP (2) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6 (FEDERALLY FUNDED PURCHASES)**

CATEGORY (A)  
 GENERAL ALL PURPOSE CLEANERS, DETERGENTS, DEODORIZERS AND DISENFECTANTS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		DESCRIPTION	ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE		UNIT PRICE	EXTENDED PRICE
10	4,736	Gallons	<b>Floor Finish</b> Floor coating periodically stripped and reapplied Manufacturer: ZEP Green Seal "or equal" Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case: _____	\$ -	\$ -	Manufacturer: _____ Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case: _____	\$ -	\$ -
11	4,328	Gallons	<b>Floor Stripper</b> Removal of "Floor Finish" Manufacturer: ZEP "or equal" Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case: _____	\$ -	\$ -	Manufacturer: _____ Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case: _____	\$ -	\$ -
12	48	Gallons	<b>Carpet Cleaner</b> cleaning of carpets and rugs Manufacturer: ZEP Multi Clean Green Seal "or equal" Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case: _____	\$ -	\$ -	Manufacturer: _____ Container Size: Gallon Dilution Ratio (product to water): _____ Gallons Packed per Case: _____	\$ -	\$ -
13	144	Container	<b>Wood Cleaner and Polish Aerosol Only</b> Manufacturer: ZEP Wood Doctor Product # 0067 "or equal" Net Weight (for aerosols only): _____ Container Size : 20 oz. Containers Packed per Case: _____	\$ -	\$ -	Manufacturer: _____ Product # _____ Net Weight (for aerosols only): _____ Container Size : 20 oz. Containers Packed per Case: _____	\$ -	\$ -

BID SUBMITAL FOR JANITORIAL SUPPLIES

GROUP (2) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6 (FEDERALLY FUNDED PURCHASES)

GENERAL ALL PURPOSE CLEANERS, DETERGENTS, DEODORIZERS AND DISINFECTANTS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
14	1,200	Quarts	<p>Toilet Bowl Cleaner, Liquid Phosphoric Acid                      Bowl cleaning (organic waste, scale, etc)                      Manufacturer: Spartan                      Product # MLD #7725 "or equal"                      Container Size: Quart                      Dilution Ratio (product to water): _____                      Quarts Packed per Case: _____</p>	\$ -	\$ -	\$ -	\$ -
15	600	Tubes	<p>Pre-measured Toilet Bowl Cleaner in water soluble packets with fragrance                      Manufacturer: Johnson Diversey                      Product # DRF90652 "or equal"                      Container Size: ½ oz. Tubes                      Dilution Ratio (product to water): _____                      Tubes Packed per Case: _____</p>	\$ -	\$ -	\$ -	\$ -
16	160	Gallons	<p>Ammonia                      Manufacturer: _____                      water): _____                      Container Size: Gallon                      Gallons Packed per Case: _____</p>	\$ -	\$ -	\$ -	\$ -
17	37,292	Gallons	<p>Bleach, Sodium Hypochlorite, 5% solution                      Manufacturer: KIK International Regular Bleach "or equal"                      Container Size: Gallon                      Gallons Packed per Case: _____</p>	\$ -	\$ -	\$ -	\$ -

**GROUP (2) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6 (FEDERALLY FUNDED PURCHASES)**

GENERAL ALL PURPOSE CLEANERS, DETERGENTS, DEODORIZERS AND DISENFECTANTS  
 CATEGORY (A)

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
18	4,376	Container	Scouring Powder Manufacturer: ZEP Zep-o-brite Product #1038 "or equal" Container Size: 2 1/2 lb Containers Packed per Case:	\$ -	\$ -	\$ -	\$ -
19	300	Buckets	Multipurpose Disinfectant Cleaner Manufacturer: Dupont Reylon Product # _____ Size: 5 Kilogram Bucket Buckets Packed per Case:	\$ -	\$ -	\$ -	\$ -
20	120	Bricks	Grill bricks (for grill cleaning) Manufacturer: 3M "or equal" Product # GB12 Brick Size (L x W x H): 4" x 4" x 9" Bricks Packed per Case:	\$ -	\$ -	\$ -	\$ -
21	550	Gallons	Acid Lime Remover Lime Away Manufacturer: Ecolab "or equal" Product # 12021 Container Size: Gallon Gallons Packed per Case:	\$ -	\$ -	\$ -	\$ -
22	576	Cans	Graffiti Remover Manufacturer: ZEP Erase Product # 031101 "or equal" Container Size: 20 oz. Cans Packed per Case:	\$ -	\$ -	\$ -	\$ -

**GROUP (2) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6 (FEDERALLY FUNDED PURCHASES)**

CATEGORY (B)  
 HAND SANITIZERS, CLEANERS, DISINFECTANTS, DEODORIZERS, DISPENSERS AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
23	1,744	Gallon	Auto wash and wax one step Concentrated, Premium Solution Manufacturer: ZEP "or equal" Size: Gallon Product #0382 Dilution Formula: ___ Ounce(s) per gallon of water Gallons Packed per Case: _____	\$ -	- \$	\$ -	- \$
24	576	Container	Disinfectant, Aerosol Manufacturer: ZEP Zepdynamic A, Product #011001 "or equal" Net Weight (for aerosols only): _____ Container Size: 20 oz. Containers Packed per Case: _____	\$ -	- \$	\$ -	- \$
25	10,908	Gallons	Liquid Disinfectant pine or citrus fragrance Manufacturer: ZEP (Zepopine) Product #183424 "or equal" Dilution Ratio (product to water): _____ Container Size: Gallon Gallons Packed per Case: _____	\$ -	- \$	\$ -	- \$
26	84	Dispensers	Air Freshener Dispenser Manufacturer: Housechem Product # 110250 "or equal" Dispensers Packed per Case: _____	\$ -	- \$	\$ -	- \$

BID SUBMITAL FOR JANITORIAL SUPPLIES

GROUP (2) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6 (FEDERALLY FUNDED PURCHASES)

CATEGORY (B)  
HAND SANITIZERS, CLEANERS, DISINFECTANTS, DEODORIZERS, DISPENSERS AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
27	288	Container	Air Freshener Dispenser Refill Manufacturer: Housechem Product # 040 "or equal" Net Weight (for aerosols only): _____ Container Size: 6 oz Containers Packed per Case:	\$ -	\$ -	\$ -	\$ -
28	288	Bottles	Deodorizer, Wick-Type restroom scented bottles Manufacturer: ZEP "or equal" Bottle Size: 1.5 oz Bottles Packed per Case:	\$ -	\$ -	\$ -	\$ -
29	288	Blocks	Urinal deodorant blocks Manufacturer: Fresh Product #FRS-12-4-CH "or equal" Block Size: 4 oz Blocks Packed per Case:	\$ -	\$ -	\$ -	\$ -
30	1,370	Cases	Urinal screen with deodorant Manufacturer: House Chemical Product # 1600PA "or equal" Screens Packed per Case:	\$ -	\$ -	\$ -	\$ -
31	2,000	Gallons	Skin (Hand) Cleaner, Liquid, Soap, Lotionized Manufacturer: ZEP "or equal" Product # _____ Container Size: Gallon Gallons Packed per Case:	\$ -	\$ -	\$ -	\$ -
32	200	Tubes	Skin (Hand) Cleaner, Waterless Removal of medium to heavy oils and greases Manufacturer: Canberra "or equal" Container Type: squeeze tube (self-dispenser) Tube Size: 16 oz Tubes Packed per Case:	\$ -	\$ -	\$ -	\$ -

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

MIAMI DADE COUNTY

SECTION 4  
 BID SUBMITAL FOR JANITORIAL SUPPLIES

BID NO:9592-0/17

GROUP (2) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6 (FEDERALLY FUNDED PURCHASES)

CATEGORY (B)  
 HAND SANITIZERS, CLEANERS, DISINFECTANTS, DEODORIZERS, DISPENSERS AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
33	60	Container	<b>Skin (Hand) Cleaner, Waterless</b> Removal of medium to heavy oils and greases (refill) Manufacturer: Camberra "or equal" Container Type: _____ Container Size: 4 pounds Containers Packed per Case:	\$ -	\$ -	\$ -	\$ -
34	10	Container	<b>Skin (Hand) Cleaner, Waterless</b> Manufacturer: Gojo Dispenser for Husky 545 Container Size: 4.5 oz Containers Packed per Case:	\$ -	\$ -	\$ -	\$ -
35	1,325	Bars	<b>Skin (Hand) Cleaner, Bar Soap, Antiseptic Hand-washing with water Avalon</b> Manufacturer: Savannah "or equal" Bar Size: 1.5 oz Bars Packed per Case:	\$ -	\$ -	\$ -	\$ -
36	576	Containers	<b>Instant Hand Sanitizer</b> Manufacturer: Purell Brand, Germ-X Brand "or equal" Size: 8 oz. Containers Packed per Case:	\$ -	\$ -	\$ -	\$ -

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

MIAMI DADE COUNTY

SECTION 4

BID NO:9592-0/17

BID SUBMITAL FOR JANITORIAL SUPPLIES

GROUP (2) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6 (FEDERALLY FUNDED PURCHASES)

CATEGORY (B)

HAND SANITIZERS, CLEANERS, DISINFECTANTS, DEODORIZERS, DISPENSERS AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		DESCRIPTION	ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE		UNIT PRICE	EXTENDED PRICE
37	344	Containers	Hand Sanitizer Foam Refill Manufacturer: Gojo "or equal" Size: 1.2 liter Containers Packed per Case:	\$ -	\$ -	Manufacturer: _____ Size: 1.2 liter Containers Packed per Case:	\$ -	\$ -
38	25	Containers	Emollient Ethyl Alcohol foam hand cleaner Manufacturer: Steris Product # 6395-57 "or equal" Size: 7 oz Containers Packed per Case:	\$ -	\$ -	Manufacturer: _____ Product # _____ Size: 7 oz Containers Packed per Case:	\$ -	\$ -
39	60	Bars	Touch Free Foam Dispenser Manufacturer: Gojo "or equal" Bar Size: 4 oz bar, individually wrapped Bars Packed per Case:	\$ -	\$ -	Manufacturer: _____ Bar Size: 4 oz bar, individually wrapped Bars Packed per Case:	\$ -	\$ -

BID SUBMITAL FOR JANITORIAL SUPPLIES  
 GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (C)  
 BROOMS, BRUSHES, MOPPS, BUFFING SCOURING PADS, SPONGES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
40	4,342	Brooms	Broom, janitor type, 3 thread, all corn Manufacturer: Abco "or equal" Style No.:00312-NB Brooms Packed per Case:	\$ -	\$ -	\$ -	\$ -
41	60	Brooms	Broom, upright, industrial size 100% African Bass Fiber, Metal Manufacturer: Abco "or equal" Style No.:8H-13002 Brooms Packed per Case:	\$ -	\$ -	\$ -	\$ -
42	264	Brooms	Broom, whisk, 2 thread, all corn, 10" handle, metal cap Manufacturer: Continental "or equal" Style No.: E 504000 Brooms Packed per Case:	\$ -	\$ -	\$ -	\$ -
43	288	Brooms	Broom, street, push type, 16" width, 6" trim, Palmyra Manufacturer: Carlisle "or equal" Style No.:36219416 Brooms Packed per Case:	\$ -	\$ -	\$ -	\$ -
44	40	Brooms	Broom, street, push type, 18 width, 6" trim, Palmyra Manufacturer: Abco "or equal" Style No.:8H-12002 Brooms Packed per Case:	\$ -	\$ -	\$ -	\$ -

**SECTION 4  
 BID SUBMITAL FOR JANITORIAL SUPPLIES  
 GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6**

CATEGORY (C)  
 BROOMS, BRUSHES, MOPS, BUFFING SCOURING PADS, SPONGES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		DESCRIPTION	ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE		UNIT PRICE	EXTENDED PRICE
45	60	Brooms	Broom, street, push type, 24" width, 6" trim, Palmyra Manufacturer: Abco "or equal" Style No.: BH-12003 Brooms Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No.: _____ Brooms Packed per Case:	\$ -	\$ -
46	2,476	Broom Handles	Broom handles, wood threaded, 54" length Manufacturer: Abco "or equal" Style No.: 01101 Brooms Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No.: _____ Brooms Packed per Case:	\$ -	\$ -
47	768	Broom Handles	Broom handles, die-cast aluminum threaded, 60" length Manufacturer: Abco "or equal" Style No.: 01104 Brooms Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No.: _____ Brooms Packed per Case:	\$ -	\$ -
48	1,320	Dust Pans	Dust pan, plastic, 12" wide, one piece with hang-up hole 4" handle Manufacturer: Abco "or equal" Style No.: 0200 Dust Pans Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No.: _____ Dust Pans Packed per Case:	\$ -	\$ -
49	24	Dust Pan	Dust pan, metal, black enamel finish, 20 gauge steel 12" wide one piece construction Manufacturer: Continental "or equal" Style No.: 715 Dust Pans Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No.: _____ Dust Pans Packed per Case:	\$ -	\$ -

BID SUBMITAL FOR JANITORIAL SUPPLIES  
 GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (C)

BROOMS, BRUSHES, MOPS, BUFFING SCOURING PADS, SPONGES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
50	144	Dust Pan	Lobby dust pan, one piece construction Manufacturer: Abco "or equal" Style No.: _____ Height: 36" Lobby Dust Pans Packed per Case:	\$ -	\$ -	\$ -	\$ -
51	226	Brushes	Brushes, pot scrubbing, with 20" handle, Palmyra Fiber, 2" trim Manufacturer: Abco "or equal" Style No.:0004 Brushes Packed per Case:	\$ -	\$ -	\$ -	\$ -
52	60	Brushes	Brush, hand scrub, 8" block Palmyra fiber, square end with handing hole Manufacturer: Abco "or equal" Style No.:8H23003 Brushes Packed per Case:	\$ -	\$ -	\$ -	\$ -
53	360	Brushes	Brush, deck, Palmyra Fiber, 2" trim, 10" x 3" hardwood block with two threaded handle holes include 60" wood handle 1" diameter Manufacturer: Abco "or equal" Style No.:00008+01102 Brushes Packed per Case:	\$ -	\$ -	\$ -	\$ -
54	528	Brushes	Brush, floor 18", soft, black trim, include threaded 60" wood handle 1" diameter Manufacturer: Abco "or equal" Style No.:8H1103+01102 Brushes Packed per Case:	\$ -	\$ -	\$ -	\$ -
55	480	Brushes	Brush, vehicle wash type Manufacturer: Abco "or equal" Style No. BH-18009 Brushes Packed per Case:	\$ -	\$ -	\$ -	\$ -

BID SUBMITAL FOR JANITORIAL SUPPLIES

GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (C)

BROOMS, BRUSHES, MOPS, BUFFING SCOURING PADS, SPONGES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		DESCRIPTION	ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE		UNIT PRICE	EXTENDED PRICE
56	288	Brushes	Toilet Brush "U" shape, non scratching fiber bristle, 20" overall length, hardwood handle with hanging ring Manufacturer: Abco " or equal " Style No. BH-18001 Brushes Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No.: _____ Brushes Packed per Case:	\$ -	\$ -
57	60	Scrubber	Stainless Steel Scrubber, non rusting, non staining, splinter free multi purpose, rounded edging, non scratch for food service use Manufacturer: _____ Style No. _____ Scrubbers Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No.: _____ Scrubbers Packed per Case:	\$ -	\$ -
58	684	Mops	Mop, deck, 4ply cotton yarn, 20 oz industrial type, with 54" permanent wooden handle Manufacturer: Abco " or equal " Style No. CD-50321 Mops Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No. _____ Mops Packed per Case:	\$ -	\$ -
59	7,700	Mops	Mop, wet, head 24 oz, cut end Manufacturer: Abco " or equal " Style No. CIM-20024 Mops Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No. _____ Mops Packed per Case:	\$ -	\$ -

**SECTION 4  
 BID SUBMITAL FOR JANITORIAL SUPPLIES  
 GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6**

CATEGORY (C)  
 BROOMS, BRUSHES, MOPS, BUFFING SCOURING PADS, SPONGES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
60	350	Mops	Mop, wet, head 32 oz cut end Manufacturer: Abco " or equal " Style No. CM-20032 Mops Packed per Case:	\$ -	\$ -	\$ -	\$ -
61	288	Mop Handles	Mop handle, wet, quick change style with release bar, metal head 54" length Manufacturer: Abco " or equal " Style No. 01204-NB Mop handles Packed per Case:	\$ -	\$ -	\$ -	\$ -
62	300	Mop Handles	Mop handle, Wet, wing nut style, metal head 54" length Manufacturer: Abco " or equal " Style No. 01203-NB Mop handles Packed per Case:	\$ -	\$ -	\$ -	\$ -
63	3,264	Dust Heads	Mop, dust head 4-ply cotton, 24" length 4 1/2 width Manufacturer: Abco " or equal " Style No. DM-23524W Mops Packed per Case:	\$ -	\$ -	\$ -	\$ -
64	144	Mop Handles	Mop handle, dust, snap on, 60" length Manufacturer: Abco " or equal " Style No. 01406-NB Mops Packed per Case:	\$ -	\$ -	\$ -	\$ -

**SECTION 4  
 BID SUBMITAL FOR JANITORIAL SUPPLIES  
 GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6**

CATEGORY (C)  
 BROOMS, BRUSHES, MOPPS, BUFFING SCOURING PADS, SPONGES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
65	144	Mops	Mop frame, dust 24" length Manufacturer: Abco " or equal " Style No. BH-24524 Mops Packed per Case:	\$ -	\$ -	\$ -	\$ -
66	1,440	Mops	Mop, toilet bowl, soft 4" head, 12" handle Manufacturer: Abco " or equal " Style No. 02000 Mops Packed per Case:	\$ -	\$ -	\$ -	\$ -
67	1,250	Pads	Polishing Pads for 20" diameter floor machine Manufacturer: Norton " or equal " Style No. 66261054212 Pads Packed per Case:	\$ -	\$ -	\$ -	\$ -
68	750	Pads	Scrubbing Pads for 20" diameter floor machine Manufacturer: Norton " or equal " Style No. 66261054264 Pads Packed per Case:	\$ -	\$ -	\$ -	\$ -
69	750	Pads	Stripping Pads for 20" diameter floor machine Manufacturer: Norton " or equal " Style No. 66261054230 Pads Packed per Case:	\$ -	\$ -	\$ -	\$ -

BID SUBMITAL FOR JANITORIAL SUPPLIES

GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (C)

BROOMS, BRUSHES, MOPS, BUFFING SCOURING PADS, SPONGES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
70	750	Pads	Buffing Pads for 20" diameter floor machine Manufacturer: Norton " or equal " Style No. 66261054279 Pads Packed per Case:	\$ -	\$ -	\$ -	\$ -
			Sponge, hand Manufacturer: ZEP O-Celo " or equal " Material: Synthetic Size (L x W x H): 7-1/2" x 4-1/2" x 2" Sponges Packed per Case:	\$ -	\$ -	\$ -	\$ -
71	6,768	Sponges	Sponge, hand, dual action scouring pad on one side, sponge on the other side Manufacturer: Callico Industries " or equal " Material: Synthetic Size (L x W x H): 6 3/8" x 3 3/8" x 7/8" Sponges Packed per Case:	\$ -	\$ -	\$ -	\$ -
72	5,400	Sponges	Sponge, hand, dual action scouring pad on one side, sponge on the other side Manufacturer: Callico Industries " or equal " Material: Synthetic Size (L x W x H): 6 3/8" x 3 3/8" x 7/8" Sponges Packed per Case:	\$ -	\$ -	\$ -	\$ -

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

MIAMI DADE COUNTY

SECTION 4

BID NO:9592-0/17

BID SUBMITAL FOR JANITORIAL SUPPLIES

GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (D)  
BUCKETS, WASTE RECEPTACKLES, GARBAGE PAILS, PLASTIC BOTTLES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		DESCRIPTION	ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE		UNIT PRICE	EXTENDED PRICE
73	144	Buckets	Bucket, mop, plastic 26 qt., with ball 2", ball casters Manufacturer: Continental " or equal " Style No. 226-3YW Buckets Packed per Case:	\$ -	\$ -	Manufacturer: _____ Style No. _____ Buckets Packed per Case:	\$ -	\$ -
74	12	Cans	Garbage can Manufacturer: Rubbermaid " or equal " Capacity: 20 gallon Material: Plastic Garbage cans Packed per Case:	\$ -	\$ -	Manufacturer: _____ Capacity: 20 gallon Material: _____ Garbage cans Packed per Case:	\$ -	\$ -
75	88	Cans	Garbage can with lid Manufacturer: Rubbermaid " or equal " Capacity: 32 gallon Material: Plastic Garbage cans Packed per Case:	\$ -	\$ -	Manufacturer: _____ Capacity: 32 gallon Material: _____ Garbage cans Packed per Case	\$ -	\$ -
76	144	Containers	Trash/garbage container Manufacturer: Rubbermaid " or equal " Color: gray Capacity: 44 gallon Material: Plastic Containers Packed per Case:	\$ -	\$ -	Manufacturer: _____ Color: _____ Capacity: 44 gallon Material: _____ Containers Packed per Case:	\$ -	\$ -

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

MIAMI DADE COUNTY

SECTION 4

BID NO:9592-0/17

BID SUBMITAL FOR JANITORIAL SUPPLIES

GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (D)  
 BUCKETS, WASTE RECEPTACKLES, GARBAGE PAILS, PLASTIC BOTTLES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
77	48	Lids	Flat lid for gray 44 gallon trash/garbage container above Manufacturer: Rubbermaid " or equal " Lids Packed per Case:	\$ -	\$ -	\$ -	\$ -
78	2,800	Bottle	Plastic bottle with trigger spray Manufacturer: _____ Container Size: 1 Quart Bottles Packed per Case:	\$ -	\$ -	\$ -	\$ -
79	36	Carts	Janitorial cart Manufacturer: Pacific " or equal " Style No. JP 12 Carts Packed per Case:	\$ -	\$ -	\$ -	\$ -
80	12	Carts	Utility cart Manufacturer: Rubbermaid " or equal " Style No. REP9+65-71 Carts Packed per Case:	\$ -	\$ -	\$ -	\$ -
81	6	Units	Sanitizer Station movable free standing unit, compatible for mounting item Manufacturer: GOJO #2720-12 " or equal " Units Packed per Case:	\$ -	\$ -	\$ -	\$ -

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

MIAMI DADE COUNTY

SECTION 4

BID NO:9592-0/17

BID SUBMITAL FOR JANITORIAL SUPPLIES

GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (E)  
PLASTIC BAGS, CAN LINERS AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
82	19,800	Liners	Plastic Bag/Liner Opaque, Heavy Liner Manufacturer: Morex " or equal" Size : 36" x 36" Liners Packed per Case:	\$ -	- \$	\$ -	- \$
83	1,500	Liners	Plastic Bag/Liner Manufacturer: All American Poly " or equal" Color: Clear Material: 2 mil, LLD Size : 30" x 36" Liners Packed per Case:	\$ -	- \$	\$ -	- \$
84	13,000	Liners	Plastic Bag/Liner Flat seal liners Manufacturer: All American Poly " or equal" Color: Black Material: 3 mil, LLD Size : 36" x 58" Liners Packed per Case:	\$ -	- \$	\$ -	- \$

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

MIAMI DADE COUNTY

SECTION 4

BID NO:9592-0/17

BID SUBMITAL FOR JANITORIAL SUPPLIES

GROUP (1) PRICING SCHEDULE AS PER SECTION 2, PARAGRAPH 2.6

CATEGORY (F)  
INSECTICIDES, PESTICIDES AND RELATED ITEMS

ITEM NO.	ESTIMATED QUANTITY	UNIT OF PRICING	DESCRIPTION	STANDARD PRODUCT		ENVIRONMENTALLY PREFERRED PRODUCTS	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
85	880	Cans	Insecticide for ants & roaches with residual action Manufacturer: ABC Compounding, Inc. Product # Assault II RA593 " or equal" Type: Aerosol can Size: 17 oz Dilution Formula: ___ Ounce(s) per gallon of water Cans Packed per Case:	\$ -	\$ -	\$ -	\$ -
86	2,160	Cans	Wasp & hornet killer with immediate and residual action sprays a minimum of 15 ft Manufacturer: AMREP Product #Killer I#A00437 " or equal" Type: Aerosol can Size: 20 oz Dilution Formula: ___ Ounce(s) per gallon of water Case Packed:	\$ -	\$ -	\$ -	\$ -
87	1,136	Cans	Insect repellent spray Manufacturer: ZEP Stay-A-Way Ingredient: Minimum 30% DEET " or equal" Type: Aerosol can or Pump Size: 14 oz Dilution Formula: ___ Ounce(s) per gallon of water Cans Packed per Case:	\$ -	\$ -	\$ -	\$ -

SECTION 4  
BID SUBMITTAL FORM

ACKNOWLEDGEMENT OF ADDENDA

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INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**PART I:**

LIST BELOW ARE 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: JANITORIAL SUPPLIES**

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

Place a check mark here only if 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 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) shall render the vendor ineligible for Local Preference.**

**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. Vendor 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 interested 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

**\*\*By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract\*\* (Please see paragraph 1.2 H of General Terms and Conditions)**

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

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**



Miami-Dade County  
 Department of Procurement Management  
**Affirmation of Vendor Affidavits**

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

**Contract No. :** \_\_\_\_\_ **Federal Employer Identification Number (FEIN):** \_\_\_\_\_  
**Contract Title:** \_\_\_\_\_

**Affidavits and Legislation/ Governing Body**

1. <b>Miami-Dade County Ownership Disclosure</b> Sec. 2-8.1 of the County Code	6. <b>Miami-Dade County Vendor Obligation to County</b> Section 2-8.1 of the County Code
2. <b>Miami-Dade County Employment Disclosure</b> County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code	7. <b>Miami-Dade County Code of Business Ethics</b> Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. <b>Miami-Dade County Employment Drug-free Workplace Certification</b> Section 2-8.1.2(b) of the County Code	8. <b>Miami-Dade County Family Leave</b> Article V of Chapter 11 of the County Code
4. <b>Miami-Dade County Disability Non-Discrimination</b> Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9. <b>Miami-Dade County Living Wage</b> Section 2-8.9 of the County Code
5. <b>Miami-Dade County Debarment Disclosure</b> Section 10.38 of the County Code	10. <b>Miami-Dade County Domestic Leave and Reporting</b> Article 8, Section 11A-60 11A-67 of the County Code

Printed Name of Affiant \_\_\_\_\_ Printed Title of Affiant \_\_\_\_\_ Signature of Affiant \_\_\_\_\_  
 Name of Firm \_\_\_\_\_ Date \_\_\_\_\_  
 Address of Firm \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Notary Public Information**

Notary Public – State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_ He or she is personally known to me  or has produced identification

Type of Identification produced \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_ Serial Number \_\_\_\_\_

Print or Stamp of Notary Public \_\_\_\_\_ Expiration Date \_\_\_\_\_ Notary Public Seal \_\_\_\_\_



**SUBCONTRACTOR/SUPPLIER LISTING**  
(Ordinance 97-104)

Firm Name of Prime Contractor/Respondent: \_\_\_\_\_

Bid No.: \_\_\_\_\_ Title: \_\_\_\_\_

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104 **MUST** be completed, signed and submitted by all bidders and respondents on County contracts for purchases of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders and respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. A bidder or respondent who is awarded the contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County.  
This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, **MUST** be completed, signed and submitted even though the bidder or proposer will not utilize subcontractors or suppliers on the contract. The bidder or proposer should enter the word "NONE" under the appropriate heading of sub form 100 in those instances where no subcontractors or suppliers will be used on the contract.

Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	(Principal Owner)	
			Gender	Race
Business Name and Address of Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	(Principal Owner)	
			Gender	Race

I certify that the representations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and accurate

\_\_\_\_\_  
Prime Contractor/Respondent's Signature

\_\_\_\_\_  
Print Name  
(Duplicate if additional space is needed)

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Date

FORM 100

**SMALL BUSINESS ENTERPRISE PROGRAM (SBE)  
(Ordinance 05-29 and Administrative Order 3-41)**

**PARTICIPATION PROVISIONS**

Applies to set-asides and/or subcontractor goals

**Acknowledgement of an Agreement form\***

See Appendix for further details.

**DEPARTMENT OF SMALL BUSINESS DEVELOPMENT  
111 NW 1<sup>st</sup> STREET, 19<sup>th</sup> FLOOR  
MIAMI, FLORIDA 33128  
PHONE: (305) 375-3111 FAX: (305) 375-3160**

Revised October 2008

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## A. DEFINITIONS

The definitions in this section apply only to these Participation Provisions, hereafter referred to as "Provisions".

1. *Agreement* means a duly executed legally binding contract.
2. *Available or availability* means to have prior to bid submission, the ability to provide goods or services under a contract, by having:
  - a. Reasonably estimated, uncommitted capacity;
  - b. All necessary licenses, permits, registrations and certifications, including Small Business Enterprise (SBE) or Micro Enterprise certification to provide the type of goods or services being purchased under the contract;
  - c. The ability to obtain financing/insurance that is reasonably required and consistent with normal industry practice; and
  - d. The ability to otherwise meet bid specifications.
3. *Bid* means a quotation proposal, letter of interest or offer by any bidder in response to any kind of invitation, request or public announcement to submit such quotation, proposal, letter of interest or offer for a contract.
4. *Bidder or Proposer* means any person, partnership, corporation or other business entity that submits a bid or proposal.
5. *Board* means the Miami-Dade County Board of County Commissioners, Miami-Dade County, Florida.
6. *Certificate of Unavailability* means a document signed by an SBE stating that the SBE is not available to participate on a specific project at a specific time.
7. *Certification List* means a list maintained by the Department of Business Development that contains the names, addresses, and certification expiration date, of certified SBEs, sorted by trade, service, and/or commodity.
8. *Commercially Useful Function* means contractual responsibility for the execution of a distinct element of the work of a contract by a business enterprise and the carrying out of its contractual responsibilities by actual performing, managing, and supervising the work involved other than acting as a broker. The determination of whether an activity is a commercially useful function shall include the evaluation of the amount of work subcontracted, normal industry practices, the skills, qualifications, or expertise of the enterprise to perform the work, whether the business owner himself or herself performs, manages, and/or supervises the work involved, and other relevant factors.
9. *Compliance Monitor* means the Director of the Department of Business Development or designee assigned to review compliance in accordance with Ordinance 05-29 and Administrative Order 3-41.

10. *Contract* means an agreement for the purchase of goods or services, including professional services. Professional services as used in this section includes but is not limited to accounting, legal, health care, consulting and management services. Contract does not mean an agreement to purchase, lease, or rent real property; a grant, license, permit, franchise or a concession; an agreement to acquire professional architectural, engineering, landscape architectural or land surveying and mapping services; or a contract for construction or construction management services.
11. *Contract Measure* means a contract set-aside, a subcontract goal, a bid preference, or a selection factor, singly or in any combination.
12. *Contracting Officer* means the person assigned under a contract, usually a department director or his or her designee, who prior to award manages the bid process or post award has primary responsibility to manage the contract and enforce contract requirements.
13. *County* means Miami-Dade County, Florida, a political subdivision of the State of Florida.
14. *SBD* means the Department of Small Business Development.
15. *DPM* means the Department of Procurement Management.
16. *Goods* mean any tangible product, material or supply that is not a service.
17. *Joint venture* means an association of two or more persons, partnerships, corporations or other business entities under a contractual agreement to conduct a specific business enterprise for a specified period with both sharing profits and losses.
18. *Joint Venture Agreement* means a document submitted to SBD by a joint venture that provides information regarding the nature of the joint venture.
19. *MDC* means Miami-Dade County, Florida.
20. *Prompt Payment* is the intent of the Board that all firms, including SBEs and Micro Enterprises providing goods and services to the County, receive payments promptly in Accordance with Ordinance 05-29, and Administrative Order 3-41.
21. *Review Committee or RC* means the committee established by the County Mayor to review proposed contracts for the application of contract measures and for administrative and/or appeal hearings.
22. *Service* means work offered for public or private consumption that does not consist primarily of goods.
23. *Set-aside* means the designation of a given contract for competition among SBEs.
24. *Small Business Enterprise (SBE)* means a business entity certified by SBD, providing goods or services, which has an actual place of business in Miami-Dade County and whose three year average gross revenues does not exceed \$5 million. The term Small Business Enterprise shall also include a manufacturer with one hundred (100)

employees or less or wholesaler with fifty (50) employees or less without regard to gross revenues. Representations as to a business entity's average gross revenues and payroll shall be subject to audit.

25. *Subcontractor goal* means a proportion of a total contract value stated as a percentage to be subcontracted to SBE(s) to perform a commercially useful function.

26. *Successful Bidder* means the bidder to which the contract is awarded.

27. *Utilization Report* means a report completed and submitted by the successful bidder on a contract with goals, listing all work performed in the past by the SBE identified on the Agreement.

28. *Work* means the provision of goods or services.

## B. GENERAL INFORMATION

1. The bidder shall fully comply with these Provisions which implement Miami- Dade County Ordinance 05-29 and Administrative Order 3-41.
2. SBD monitors the compliance of the successful Bidder with the requirements of these Provisions during the course of the work to be performed under the contract.
3. Forms necessary for submittal of information pertaining to these Provisions are included in the appendix. Additional copies may be obtained at: Miami-Dade County Department of Small Business Development (SBD) at 111 N.W. 1<sup>st</sup> Street, 19<sup>th</sup> Floor, Miami, Florida 33128 or by telephone at (305) 375-3111, facsimile (305) 375-3160, online at [www.miamidade.gov/sba](http://www.miamidade.gov/sba).

## C. CERTIFICATION

1. In order to participate as an SBE on this contract, an SBE must have a valid certification at the time of bid submittal, bid award, and throughout the duration of the contract.
2. Bidders shall use the most recent Certification List available prior to bid submission. Certification List may be obtained by contacting SBD at telephone number (305) 375-3111 during normal business hours or online [www.miamidade.gov/sba](http://www.miamidade.gov/sba).
3. The SBE firms on the Certification List will be identified by commodity code. An SBE must be certified in a commodity code and/or service area in order to be eligible to participate as an SBE on contracts in such commodity code and service area. In order to be eligible to participate as an SBE subcontractor, the SBE must be certified in the commodity code or service area in which they are to perform the work.
4. Bidders/Awardees are governed by the certification policies and procedures set forth by SBD for the certification of SBEs.
5. Joint Ventures: Only SBE joint ventures approved by SBD in accordance with Administrative Order 3-41 are eligible to participate as joint ventures in the Program.

Joint ventures must be lawfully established. A joint venture is permissible only where the SBE lacks the necessary capacity to perform the contract on its own and the agreement is fair and equitable and will be of substantial benefit to the SBE. However, where SBD concludes that an SBE brings only its certification as contribution to the joint venture relationship SBD will not approve the joint venture. The small business member of the joint venture must be certified as an SBE before the joint venture can be approved.

#### D. APPLIED CONTRACT MEASURES

##### 1. Set-asides

- a. Set-asides are for bidding solely among SBEs. AN SBE awarded a set-aside contract shall not transfer to a non-SBE through subcontracting or otherwise, any part of the actual work of the contract unless the bid documents expressly and specifically require and/or permit such transfer as consistent with normal industry practice, or the SBE requests and receives prior to bid award an approval letter from SBD.
- b. If the SBE is using subcontractors to meet a portion of the set-aside on a contract, an Agreement is required and is subject to the requirements for the submittal of Agreements of Section D.2.c.
- c. An SBE may perform 100% of the set-aside with its own workforce.
- d. Bids that contain a defective Agreement shall be allowed up to 48 hours from bid submission to cure correctable defects. Correctable defects may include, but are not limited to: SBE percentage not indicated, prime or subcontractor failed to sign the Agreement, or calculation errors.
- e. Bidders that fail to correct defects in the Agreement within 48 hours after bid submission shall be non-responsive.

##### 2. Subcontractor goals

- a. Bid documents to which a subcontractor goal is applied shall require bidders to submit a signed Agreement at the time of bid submission identifying all SBEs to be utilized to meet the subcontractor goal. Each Agreement shall be in writing, shall be executed by the bidder and the SBE, and shall specify the scope of work, percentage of services the SBE will provide, and commodity code the SBE will perform. The Agreement constitutes a written representation by the bidder that to the best of the bidders' knowledge the SBEs listed are available and have agreed to perform as specified, or that the Bidder will demonstrate unavailability. Upon notification from SBD, bidders/proposers shall be allowed up to 48-hours after bid submission to cure correctable defects in the Agreement. Correctable defects may include, but are not limited to: SBE percentage not indicated, prime or subcontractor failed to sign the Agreement, or calculation errors. Failure to submit an Agreement and SBE joint venture agreement, if applicable, shall deem a bid non-responsive.
- b. The Agreement shall incorporate;
  - i. The scope of work to be performed by the SBE; and

- ii. The percentage of services the SBE will provide; and
  - iii. The prompt payment obligation; and
  - iv. The SBE joint venture Agreement; if applicable
- c. A bidder that is an SBE may meet up to 100% of the subcontractor goal with its own workforce.
- d. A bidder challenging or protesting the subcontractor goal must submit to the office or person to whom the bid is submitted, no later than the time of bid submission, written reasons for such challenge or protest. Challenges or protests to an SBE subcontractor goal by bidders after the time of bid submission, or challenges based on reasons not previously provided in writing prior to bid submission, shall not be heard by the County Commission.
- e. After a bid is advertised with a subcontractor goal, it may be reduced only with the approval of the County Commission.
- f. Expenditures to subcontracting SBEs shall be counted toward meeting specified goals as follows:
  - i. One hundred percent (100%) of the expenditures to SBEs, that perform a commercially useful function in the supply of goods or services required for fulfillment of the contract;
  - ii. One hundred percent (100%) of the expenditures to SBEs that subcontract work further to non-SBEs only if bid documents expressly and specifically permit such subcontracting as consistent with normal industry practice, or the bidder or SBE requests and receives prior to bid award an approval letter from SBD.
  - iii. One hundred percent (100%) of the expenditures to SBEs who are vendors, working as subcontractors, that perform actual work with their own force;
  - iv. None of the expenditures to SBEs that act essentially as a conduit to transfer funds to a non-SBE unless bid documents expressly and specifically permit such transfers as consistent with normal industry practice or the bidder or SBE requests and receives prior to bid award an approval letter.
- g. To prove lack of availability, at time of bid submission, bidders must submit the following:
  - i. Certificate of Unavailability (Form No. SBD 502) either completed and signed by the SBEs or completed and signed by the bidder explaining the contacts with the SBE's statement or actions of the SBEs showing unavailability, and the reason(s) why the SBE's signature could not be obtained; and

- ii. A listing of any bids received from SBEs, the scope of work and price of each bid, and the bidder's reasons for rejecting each bid; and
- iii. A statement of the bidder's contacts with SBD for assistance in determining available SBEs; and
- iv. A complete description of the bidder's process for soliciting and evaluating bids from SBEs; and
- v. Bidders may establish an SBE as unavailable if the bidder provides evidence proving the SBE's bid is not reasonably competitive with comparable bids of non-SBEs, for the same scope of work.

#### E. PRE-AWARD COMPLIANCE

1. The Compliance Monitor reviews bids for compliance with these Provisions on every contract on which an SBE set-aside and/or subcontractor goal has been applied.
2. When there is non-compliance with these Provisions, the Compliance Monitor notifies the bidder in writing, stating the facts and the reasons on which the non-compliance is based. Upon notification from SBD, the bidder may request a meeting in writing within two business days from the date of the notification of non-compliance. If requested, the bidder shall supply further relevant information as required by the Compliance Monitor. However, no new or altered agreement will be accepted.
3. Upon completion of its compliance review, the Compliance Monitor shall issue a written recommendation to the Contracting Officer that includes facts and reasons for the bidder's compliance or non-compliance.
4. The Contracting Officer, in conjunction with the Compliance Monitor, may conduct an informal meeting with the respondent. Other parties may be invited to offer information relevant to the issue of the respondent's non-compliance.
5. The Contracting Officer shall in writing determine whether the bidder complies with the requirements of these Provisions and whether to recommend to the County Mayor that the contract be awarded to the bidder. Such recommendation shall not restrict the Board of County Commissioners from rejecting the bid for any reason or to take such action at the recommendation of the Contracting Officer as the Board deems appropriate.

#### F. PROMPT PAYMENT

1. All firms, including SBEs and Micro Enterprises providing goods and services to the County, shall receive payments promptly in order to maintain sufficient cash flow.
2. Invoices from SBE prime vendors shall be promptly reviewed and payment made by the County or Public Health Trust, where applicable, on those amounts not in dispute within 30 calendar days of invoices.
3. A prime vendor on a contract with SBE measures shall include in its invoices to the County or Public Health Trust, where applicable, copies of undisputed invoices from SBE subcontractors within 14 calendar days of receipt of such invoices, or by the next

scheduled invoice, whichever comes first. The prime vendor shall pay those amounts not in dispute to subcontracting SBEs within 2 days of receipt of payment from the County. If the prime vendor fails to submit undisputed invoices from an SBE to the County as specified herein or chooses not to submit any invoice to the County pursuant to the invoice schedule, the prime vendor must pay the full amount of the received SBE invoice by the next invoice cycle or 40 calendar days from receipt, whichever is less.

4. The County or prime vendor in direct privity with an SBE on a contract with SBE measures must notify the SBE and SBD, in writing, of those amounts billed by the SBE which are in dispute, and the specific reasons why they are in dispute, within fourteen (14) calendar days of submittal of such invoice, or by the next scheduled invoice whichever comes first. Failure of the County or prime vendor to comply with the applicable requirements of this subsection shall result in the forfeiture of the right to use the dispute as justification for not paying the SBE and payment shall be forthcoming from the County or prime vendor as appropriate by the next invoice date or 40 calendar days from receipt of invoice date, whichever is less.
5. An SBE may invoice the County or prime vendor, as appropriate, 1% interest per month for any undisputed amount that is not promptly paid.

#### G. POST AWARD COMPLIANCE AND MONITORING

1. SBD shall monitor and enforce the compliance of the vendor with the requirements of the Administrative Order, and any related program requirements during the duration of the contract and may monitor for up to one year after notice of completion of the work or full payment of contract obligations, whichever comes last.
2. Successful Bidders and SBEs/Micro Enterprises shall permit the County to have access during normal business hours to all books and records relating to the compliance with the contract measure applied to the contract or relating to compliance with certification requirements. This right of access shall be granted for one year after completion of the work or full payment of contract obligations, whichever comes last, or for one year after the expiration of SBE certification.
3. Successful Bidders and SBEs/Micro Enterprises shall permit the County to have access to employees performing work during normal business hours in order to conduct visual inspections and interviews that may be conducted privately when necessitated by County staff.
4. Successful Bidders and SBEs/Micro Enterprises shall comply with all reporting requirements established by SBD. Failure to comply with the reporting requirements may result in the imposition of contractual sanctions or administrative penalties by the County.
5. In the event that during the performance of a contract containing an SBE subcontractor goal, an SBE is not able to provide the services specified in the Agreement submitted at the time of bid, the Successful Bidder must locate an SBE to substitute. The Successful Bidder must receive approval for substitution from SBD. A Successful Bidder that cannot secure a substitute SBE must provide a written statement to the Compliance Monitor.

The Compliance Monitor shall be responsible for monitoring the performance of the Successful Bidder regarding compliance with a contract measure applied to the contract. The Compliance Monitor may, at his or her discretion, investigate deviations in the utilization of SBEs from that required by the contract and make recommendations regarding compliance to the Contracting Officer. The Contracting Officer shall not make a final determination without a recommendation regarding compliance from the Compliance Monitor. Deviations from the contract measure stated in the contract that shall be monitored include, but are not limited to:

- a. Termination of an SBE's Agreement;
  - b. Reduction in the scope of work to be performed by an SBE
  - c. Modifications to the terms of payment or price to be paid to an SBE
  - d. Failure to enter into a contract with an SBE being utilized to meet a contract measure.
6. If, after execution of an agreement, the Successful Bidder submits a written request to the Contracting Officer and demonstrates to the satisfaction of the Contracting Officer that, as a result of a change in circumstances beyond his/her control of which he/she was not aware and could not reasonably have been aware, until subsequent to the date of execution of such subcontract, an SBE, who entered into such subcontract has committed a material breach of the agreement, the Successful Bidder shall be entitled to exercise such rights as may be available to him/her to terminate the Agreement.
7. County's Determination of Bidder's Excuse or Termination.

If the Successful Bidder at any time submits a written request to the Contracting Officer under the prior two paragraphs, the Contracting Officer as soon as practicable, shall determine whether the Successful Bidder has made the requisite demonstration, and shall not determine that such a demonstration has not been made without first providing the Successful Bidder, upon notice, an opportunity to present pertinent information and arguments.

8. Alternative Subcontracts

If the Successful Bidder is excused from entering into a subcontract or rightfully terminates a subcontract under the Administrative Order and without such subcontract the Successful Bidder will not achieve the level of SBE participation upon which the contract was awarded, the Successful Bidder shall make every reasonable effort to propose and enter into an alternative subcontract or subcontracts for the same work to be performed by another available SBE as appropriate, for a subcontract price or prices totaling not less than the subcontract price under the excused or terminated subcontract, less all amounts previously paid there under. The Successful Bidder must submit to the Compliance Officer an Agreement with the new SBE and provide all documentation required by the County. A successful bidder that cannot secure a substitute SBE must provide all supporting documentation required by the County as detailed previously in this document (Section D.2.g).

- a. The Compliance Monitor may require the Successful Bidder to produce such information, as the Compliance Monitor deems appropriate and may obtain

further information from other sources. The Compliance Monitor shall make his/her recommendation under this paragraph to the Contracting Officer and forward a copy to the bidder.

- b. The Contracting Officer will consider objections to the Compliance Monitor's recommendation only if such written objections are received by the Contracting Officer within five business days from the Successful Bidder's receipt of the Compliance Monitor's recommendation. The Contracting Officer with or without a hearing, and as he/she in his/her discretion may determine, will reply to the Successful Bidder's written objection within ten business days of receipt of these objections.

#### H. CONTRACTUAL SANCTIONS

1. Bid and contract documents shall provide that, notwithstanding any other penalties or sanctions provided by law, a bidder's violation of or failure to comply with the Small Business Enterprise Program Ordinance and Administrative Order may result in the imposition of one or more of the following sanctions:
  - a. The suspension of any payment or part thereof until such time as the issues concerning compliance are resolved;
  - b. Work stoppage;
  - c. Termination, suspension, or cancellation of the contract in whole or part;
  - d. Loss of SBE certification.
2. In the event a bidder or SBE attempts to comply with the provisions of the SBE ordinance through fraud, misrepresentation, or material misstatement, the County shall, whenever practicable, terminate the contract or require the termination or cancellation of the subcontract for the project on which the bidder or SBE committed such acts. In addition, and as a further sanction, the County may impose any of the above-stated sanctions on any other contracts and subcontracts the bidder or SBE has on other County projects. In each instance, the bidder or SBE shall be responsible for all direct and indirect costs associated with such termination or cancellation including attorney's fees and costs. The bidder or SBE may also be subject to debarment.
3. The foregoing notwithstanding, the County Mayor shall include language in all prospective projects containing an SBE goal which provides that, in addition to any other sanction for failure to fulfill the SBE goal requirements for such contract, the contractor's eligibility to receive any future County contract shall be conditioned upon the contractor making up the deficit in SBE participation in such future contract by having SBEs perform work equal to double the dollar value of the deficiency in the SBE goal in the prior contract.
4. The foregoing obligation shall be in addition to any SBE goal otherwise applicable to the future contract. The procedures for making up the SBE deficit shall follow SBD policy.

5. Some of the contractual violations that may result in the imposition of sanctions listed in the administrative order include, but are not limited to, the following:
  - a. An SBE serving as a conduit for SBE work awarded to a firm as an SBE, but which is being performed by a non-SBE firm;
  - b. A prime vendor not meeting an SBE contract measure;
  - c. Not obtaining or retaining SBE certification while performing work designated for SBE firms;
  - d. Failure to timely submit utilization reports;
  - e. Failure to comply with SBE certification requirements, including not maintaining a place of business in Miami-Dade County, not reporting organizational and operational changes, providing inaccurate or false information, and other certification related violations;
  - f. Failure to maintain certification;
  - g. Deviations from the SBE agreement without prior approval from SBD;
  - h. Termination of the SBE's agreement without prior approval from SBD;
  - i. Reduction of the scope of work of the SBE subcontract without prior approval from SBD; or
  - j. Modifications to the terms and/or prices of payment to an SBE without prior approval from SBD

I. Administrative Penalties

Administrative penalties may range from de-certification to debarment.

J. Appeals Process

A respondent may initiate the appeals process after administrative penalties are imposed.

K. APPENDIX

1. Forms

- a. Certificate of Unavailability SBD 502 Utilization Report SBD 503

# APPENDIX A

## Small Business Enterprise (SBE) Certificate of Unavailability

RFP/BID No. \_\_\_\_\_

\_\_\_\_\_  
(Name of Prime Contractor)

\_\_\_\_\_  
(Firm Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone No.)

I contacted the \_\_\_\_\_ to obtain a bid for work items to be  
performed on Miami-Dade County project but, the SBE firm was unavailable to perform or submit a bid  
due to the following reasons:

**\*SBE Firm**

- a. \_\_\_\_\_ SBE firm did not respond to the invitation.
- b. \_\_\_\_\_ SBE firm was not available to work.
- c. \_\_\_\_\_ SBE firm was not the lowest acceptable bidder.

Prime not meeting the goal must provide details of their efforts in soliciting to SBE firms, i.e., advertising, personal calls, mailing lists, etc. Information provided will be verified. Attach all supporting documents such as newspaper ads, phone lists, mailing lists, etc.

If you did not get any responses to your solicitation of SBE firms contractors, please detail your efforts to recruit eligible firms, i.e., advertising, personal calls, mailing lists, etc. Information provided will be verified. Attach all supporting documents such as newspaper ads, phone lists, mailing lists, etc.

\_\_\_\_\_  
(Prime Contractor Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Title

If multiple SBE firms are contacted, please make additional copies as deemed necessary.

## Instructions for the Monthly Utilization Report (MIUR)

**FINAL:** Indicate if MIUR is the final submission (Final MIUR should be submitted upon the completion and final payment of project)

**Reporting Period:** The period for which the MUR payment information is being submitted

**Project Name:** The assigned project name as it is identified in the contract documents

**Project Number:** The assigned project number as it is identified in the contract documents

**Project Location:** The address or descriptive location of project work site

**Projected Start Date:** Notice to Proceed Date or date of work commencement

**CSBE Project Measures:** Percentage of measure applicable to this project (enter value in appropriate measure type)

**Prime Contractor:** Name of Awardee, Address and Phone Number

**Contract Award Date:** Date of contract award

**Contract Award Amount:** The dollar amount awarded in the contract documents

**Change Order Amount:** The total dollar value of all approved change orders

**Contract Period:** Total number of days of Contract as listed in contract documents and all approved Change Orders

**% Complete To Date:** The Proportion of work that has been completed for this project stated as a percentage

**Completion Date:** The anticipated date project will be completed

**Amount Requisitioned this Period:** The dollar amount billed to MDC for work performed during the listed reporting period

**Date Requisitioned:** The date requisitioned amount was submitted to MDC

**Total Amount Requisitioned to Date:** The total dollar amount requisitioned for work performed during reporting period.

**Last Payment by Miami Dade County (MDC):** The last dollar amount paid to Prime by MDC for reporting period

**Date of Last Payment by MDC:** The date of the last payment by MDC for the reporting period

**Was last MDC payment within 14 days of Prime's requisition:** Check YES if payment by MDC was made within 14 days of prime's requisition; Check NO if payment by MDC was not made within 14 days of prime's undisputed requisition

**Did last MDC Payment Equal Requisition Amount:** If requisition was paid in full check YES; if requisition amount was not paid in full check NO and explain reasons for payment difference in space provided

**Total Amount Paid by MDC:** The total amount paid to date by MDC in reporting period for the reporting period

**Name of CSBE:** The legal name of all subcontractor(s) meeting a goal listed on the Prime's Schedule of Intent (SOI) or Set-aside List of Subcontractor(s)

**Tier (1, 2, 3, 4):** The level of subcontractor participation (Tier 1 = subcontractor has a contract with the Prime; Tier 2 = subcontractor has a contract with the Tier 1 Subcontractor; Tier 3 = Subcontractor has a contract with the Tier 2 subcontractor; Tier 4 = subcontractor has a contract with the Tier 3 subcontractor)

**Contract Period:** The anticipated start and end dates of the subcontractor(s)

**Goal % If Applicable:** The goal percentage that is being fulfilled by subcontractor(s)

**Description of Work:** A brief description of the scope of work to be performed by subcontractor(s)



# Acknowledgement of an Agreement

## Small Business Enterprise (SBE) Program

In response to Miami-Dade County's RFP/RFQ/Bid No. \_\_\_\_\_, the undersigned hereby acknowledges receipt and accepts the requirements of the applicable SBE subcontractor goal measure to utilize the Small Business Enterprise (SBE) firm(s) listed below; if awarded the contract. **The undersigned must enclose with the bid/proposal submittal a signed SBE Agreement as required by the SBE Participation Provisions.** This form or any other form contained in this solicitation does not represent the 'Agreement' as required by Section 2 of the SBE Participation Provisions.

\_\_\_\_\_  
Name of Prime Contractor/Owner or Authorized Representative

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

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

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Name of SBE Subcontractor\*

SBE Certification No.: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Prime Contractor/Owner or Authorized Representative

*\*If multiple SBE firms are to be utilized, please make additional copies as deemed necessary.*

For further information, contact the Department of Small Business Development (SBD) at 305-375-3111.

Department of Small Business Development  
Stephen P. Clark Center (SPCC)  
111 NW 1st Street, 19th Floor  
Miami, Florida 33128  
Phone (305) 375-3111 Fax (305) 375-3160

SBD FORM 504 / SBD 502