I. Purchasing Instructions

A. **Award Description:**

To multiple vendors by item

Group 1 pricing schedule (non-federally funded purchases)

Group 2 pricing schedule (federally funded purchases)

B. **Prices:**

Prices shall be fixed with adjustment allowed as follows:

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.

C. Similar Items May be purchased (Re: Paragraph 2.23) - A County representative may obtain price quotes from the awarded bidders. The County reserves the right to award similar items to a contract bidder, or to acquire the items through a separate solicitation. Please contact Internal Services Department for request for additional items.

1) Cone of Silence - Pursuant to Section 2-11.1(t) of the County Code, all requests for quotes (RFQs) are subject to the Cone of Silence. All RFQs must be provided to the Small Business Development Division (SBD) of the Internal Services Department for placement on the Cone of Silence Report upon advertisement. Once an award recommendation is made, SBD must be notified to remove the competition from the report.

2) Bid and Local Preferences will be considered when evaluating the offered prices. For RFQs valued up to and including $100,000, a 10% (ten percent) bid preference shall apply for certified Micro Business Enterprise (Micro) vendors. For awards valued over $100,000 and up to $1,000,000, a 10% (ten percent) bid preference shall apply for certified Micro and SBE vendors. For awards valued over $1,000,000, a 5% (five percent) bid preference shall apply for certified Micro and SBE vendors. Micro Business Enterprises and Small Business Enterprises must be certified, at the time of quote, by Small Business Development under Business Affairs, a division of the Department of Regulatory and Economic Resources (RER) for the type of goods and/or services the enterprise provides in accordance with the applicable commodity code(s) for this solicitation.
The resulting Micro/SBE vendors' evaluation prices shall then be compared to the other offers to determine if Best and Final Offers (BAFO's) need be requested in accordance with the Local Preference legislation.

C. **Items Awarded:**

See Roadmap

D. **Delivery:**

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

E. **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.

F. **Event Log**

Event No.	Date	Event
1	3/15/13	Award approved by County Mayor. 8F5 (130044) R 156-13
2	3/25/13	Created BPO and published Contract Award Sheet and Roadmap.
3	3/27/13	Refer to award sheet addendums 1 – 12 for contract changes / additions / deletions
4	2/12/15	ITQ9592-0/17C Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: Miami-Dade Fire Rescue
5	2/12/15	ITQ9592-0/17D Issued for Group (2) Federally Funded Purchases see Roadmap for additional items added. Department requesting items: Miami-Dade Public Housing and Community Development
6	2/19/15	Modification for Animal Services Department Processed additional funds in the amount of $150,000 added to their allocation.
7	2/23/15	ITQ9592-0/17E Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: Miami-Dade Aviation
8	3/31/15	As per Section 2.7 Price Adjustments TotalPack, Inc., requested price increases as follows: Group (1) Non Federal Purchases and Group (2) Federal Purchases Line items 76 and 77 on both Groups refer to Roadmap for adjusted prices.
9	4/14/15	ITQ9592-0/17G Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: Miami-Dade Aviation and PROS

EVENT LOG

9592-0/17 JANITORIAL SUPPLIES AND RELATED ITEMS 7-31-15

Event No. ↓	Date ↓	Event ↓
10	5/1/15	Reference ITQ9592-0/17C Line item #8 Broom Handle, Wood, Tapered, 60" Under Group 1 Non-Federal Funded Purchases Effective immediately Faycroft Interior has been removed as the primary vendor for this item. The primary vendor for this item now is District Healthcare. Refer to updated Roadmap and Award Sheet Summary dated 5-1-15.
11	5/6/15	ITQ9592-0/17F Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: PROS
12	6/8/15	ITQ9592-0/17H Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: MDCR
13	6/11/15	Effective immediately line item #14 Toilet Bowl Cleaner, Liquid Phosphoric Acid Bowl Cleaning has been removed from the contract. This line item will be re-bid on the next ITQ Cycle.
14	7/31/15	Ronnie's Hardware Inc. d/b/a Ronnie's Ace Hardware FEIN# 650567688-01 requested d/b/a removed from company name. New FEIN# 650567688-02