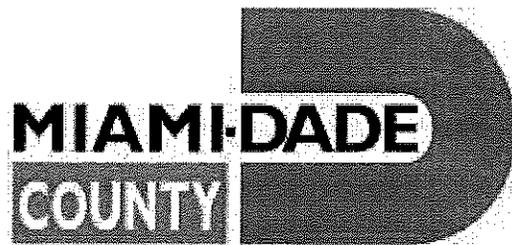


**Solicitation FB-00316**

**Wiping Cloths (Rags) and Fiber Wipers**

**Solicitation Designation: Public**



**Miami-Dade County**

**Solicitation FB-00316**  
**Wiping Cloths (Rags) and Fiber Wipers**

Solicitation Number **FB-00316**  
Solicitation Title **Wiping Cloths (Rags) and Fiber Wipers**

Solicitation Start Date **Dec 11, 2015 10:23:54 AM EST**  
Solicitation End Date **Dec 30, 2015 6:00:00 PM EST**  
Question & Answer End Date **Dec 18, 2015 7:00:00 AM EST**

Solicitation Contact **Ingrid Bernal**  
**305-375-4211**  
**ibernal@miamidade.gov**

Solicitation Contact **Vendor Services**  
**305-375-5289**  
**ISD-VABIDS@miamidade.gov**

Contract Duration **5 years**  
Contract Renewal **Not Applicable**  
Prices Good for **Not Applicable**

Solicitation Comments **The purpose of this solicitation is to establish a contract for the purchase of wiping cloths (rags) and fiber wipers in conjunction with the County's needs.**

**Item Response Form**

Item **FB-00316--01-01 - Wiping Cloths (Rags) and Fiber Wipers**  
Quantity **1 each**  
Prices are not requested for this item.  
Delivery Location **Miami-Dade County**  
No Location Specified  
na  
na  
na FL 33128  
Qty 1

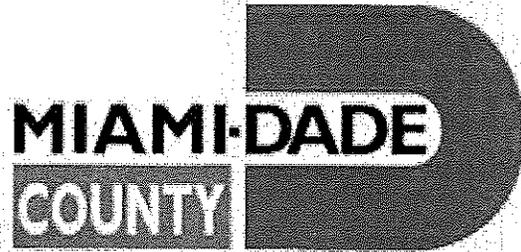
**Description**  
**Wiping Cloths (Rags) and Fiber Wipers**

BID NO.: FB-00316

OPENING: 6:00 PM

Wiping Cloths (Rags) and Fiber Wipers

Dec 30, 2015



MIAMI-DADE COUNTY, FLORIDA

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

TITLE:

Wiping Cloths (Rags) and Fiber Wipers

BIDS WILL BE ACCEPTED UNTIL 6:00 PM  
ON Dec 30, 2015

FOR INFORMATION CONTACT:

Ingrid Bernal 305-375-4211 [ibernal@miamidade.gov](mailto:ibernal@miamidade.gov)

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.

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

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r15-4.pdf>

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**NOTICE TO ALL BIDDERS/PROPOSERS:**

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

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

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

***PLEASE NOTE THE FOLLOWING:***

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

with all specifications contained in the solicitation electronically.

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SOLICITATION TITLE: WIPING CLOTHS (RAGS) AND FIBER WIPERS

SOLICITATION NO.: FB-00316

**SECTION 2 - SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of wiping cloths (rags) and fiber wipers in conjunction with the County's needs.

Group 1: Non – Federally Funded Departments

Group 2: Federally Funded Departments

**2.2 TERM OF CONTRACT**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for five (5) years. The contract shall expire on the last day of the month of the contract term.

**2.3 METHOD OF AWARD**

Award of this contract will be made to the lowest priced responsive, responsible bidder on a group-by-group basis. To be considered for award by group, the bidder shall offer prices for all items within a given group. The County will then select the bidder for award for each group by totaling the unit prices for all of the items within each group. If a bidder fails to submit an offer for all items within the group, its offer for that specific group may be rejected.

**2.4 SAMPLES**

Bidders 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 Bidder of such in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the Bidder's name, bid number and title, manufacturer's name and brand name, and style number if applicable. If the Bidder fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the County shall not consider the Bidder's proposal for that item(s); provided however, in the event of a group or aggregate award, the bidder's proposal will not be eligible for that group. All samples shall become the property of Miami-Dade County.

The County reserves the right to perform its own testing procedures or to send any and all samples to a certifiable laboratory for analysis. Any costs for testing shall be borne by Bidder. On the basis of this testing and analysis, the County shall be sole judge of the acceptability of the sample in conformance with the requirements 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 Bidder during the contract period shall conform to the sample submitted. The bidder 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.

SOLICITATION TITLE: WIPING CLOTHS (RAGS) AND FIBER WIPERS

SOLICITATION NO.: FB-00316

**2.5 PRICES**

The prices proposed by the Bidder(s) shall remain fixed and firm during the term of the contract. In addition, during the contract term the Bidder may offer the County discounts and price rebates for selected purchases/items.

**2.6 ADDITIONAL ITEMS**

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 may need to be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the awarded bidder to obtain a price quote for the similar items. The County reserves the right to award these similar items to the awarded bidder, or another contract bidder based on the lowest price quoted, or to acquire the items through a separate solicitation.

**2.7 DELIVERY / PACKING SLIP****A. Delivery:**

Awarded Bidder shall make deliveries within seven (7) business days of receipt of the Purchase Order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to; except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the Bidder. In these cases, the Awarded Bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should the Awarded Bidder to whom the contract is awarded, fail to deliver within seven (7) business days of receipt of the Purchase Order, 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 Bidder with any re-procurement costs. If the Awarded Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

Certain County employees may be authorized in writing to pick-up materials under this contract. Bidders shall require presentation of this written authorization. Awarded Bidder shall maintain a copy of the authorization. If the Awarded Bidder is in doubt about any aspect of material pick-up, Awarded Bidder shall contact the appropriate user department liaison, which will be provided in the purchase order to confirm the authorization.

**B. Packing Slip / Delivery Ticket:**

Bidders shall enclose a complete packing slip / delivery ticket with any items to be delivered in conjunction with this bid solicitation. The packing slip/ delivery ticket 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 /delivery ticket shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered; and back-order quantities and estimated delivery of back-orders if applicable.

SOLICITATION TITLE: WIPING CLOTHS (RAGS) AND FIBER WIPERS

SOLICITATION NO.: FB-00316

**2.8 ACCEPTANCE OF PRODUCT BY THE COUNTY**

The products to be provided hereunder shall be delivered to the County, and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this contract. If the Awarded Bidder provides product that is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the item(s) will be returned to the Awarded Bidder at Bidder's expense. At the County's own option, the Bidder shall either provide a direct replacement for the item, or provide a full credit for the returned item. The Awarded Bidder shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

**2.9 COMPLIANCE WITH REGULATIONS**

All items to be 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).

**2.10 SUBSTITUTION OF ITEMS**

Substitute manufacturer brands and/ or model numbers may be considered during the contract period for discontinued items. The Awarded Bidder shall not deliver any substitute items as a replacement to an awarded brand or model number without express written consent of the Internal Services Department, Procurement Management Division prior to such delivery. Substitute items must be of equal or better quality than the awarded item. Substitutes shall be considered only in emergency situations and excessive substitution requests may be cause to cancel the contract.

**2.11 FEDERALLY FUNDED (Group 2)**

Since the services 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.

**2.12 EXEMPTION TO CERTAIN CLAUSES**

The following clauses within this solicitation **do not apply to Group 2**

Section 1, Paragraph 1.11 (Local Preferences), Section 1, Paragraph 1.28 (Office of the Inspector General Fee), Section 1, Paragraph 1.36 (County User Access Program-UAP), Section 1, Paragraph 1.44 (Small Business Contract Measures), Section 1, Paragraph 1.45 (Local Certified Service-Disabled Veteran's Business Enterprise Preference).

SOLICITATION TITLE: WIPING CLOTHS (RAGS) AND FIBER WIPERS

SOLICITATION NO.: FB-00316

**SECTION 3 – TECHNICAL SPECIFICATIONS****3.1 SCOPE OF WORK**

Awarded Bidder(s) shall provide the County with wiping cloths (rags) and fiber wipers for various Miami-Dade County Departments, per the requirements stated herein. Orders will be placed on an as needed basis.

**3.2 REQUIREMENTS**

All wiping cloths shall be of good quality recycled material. All materials must be free of hooks, pins, buttons, zippers or any other plastic or metal fittings. Materials must be free of mesh openings, dirt, stains, dust, abrasives and tatters larger than 3" wide and 6" long. All wiping cloths shall be washed and dried.

Wiping cloths shall be in new cartons and marked with gross weight, tare weight and net weight in compliance with Florida State Law.

All prices quoted on wiping cloths (rags) sheeting (Items 1, 2 & 4) shall be priced per pound net weight of the cloths and sheeting.

**3.3 ITEMS****A. WIPING CLOTHS GRADE NO. 1 (WHITE) (Items 1 & 2):**

Material shall consist of recycled material, light weight soft and absorbent blend of 65% Dacron and 35% cotton. Each wiping rag shall have an area of not less than two (2) square feet, with a minimum of dimensions of not less than 15" wide and not more than 36" long. Weight of the material shall be from 3.0 to 5.0 per ounce per square yard.

**B. DISPOSABLE WIPERS, FIBER (FABRIC) (Item 3):**

DuPont Spun Lace, Color Blue, size: 13½" X 14".

**C. SHEETING – COTTON, (WHITE) (Item 4):**

Material shall consist of recycled material light weight soft and absorbent white cotton sheeting, 50% Dacron and 50% cotton blend. Each wiping rag shall have an area of approximately four (4) square feet, average dimensions of 24" wide x 24" long, weight of the material shall be from 3.0 to 4.0 ounces per square yard.

**D. WIPERS – 4-PLY (Item 5)**

Nylon Reinforced, Quarter fold, Color White, approximate size 13" X 14".

## Section 4

## Price Proposal

Bid No. FB-00316 - WIPING CLOTHS (RAGS) AND FIBER WIPERS

NAME OF FIRM:

FEIN No:

## GROUP 1: NON - FEDERALLY FUNDED

Item No.	Estimated Yearly Quantities	Unit	Description	Vendor Stock No.	Package Quantity	Unit Price
1	51675	LB	Wiping Cloth No. 1 (White)			\$ _____
2	1900	LB	Wiping Cloth No. 1 (Colored)			\$ _____
3	100	CASE	Wiper, Disposable 13 1/2" X 14" - Spun Lace, Color Blue			\$ _____
4	83000	LB	Sheeting, Cotton 24" X 24", White			\$ _____
5	394	CASE	Wipers, 4-Ply, quarter fold, White - Nylon Reinforced, approx. size 13" X 14 3/4"			\$ _____

## GROUP 2: FEDERALLY FUNDED

Item No.	Estimated Yearly Quantities	Unit	Description	Vendor Stock No.	Package Quantity	Unit Price
1	850	LB	Wiping Cloth No. 1 (White)			\$ _____
2	850	LB	Wiping Cloth No. 1 (Colored)			\$ _____
3	1	CASE	Wiper, Disposable 13 1/2" X 14" - Spun Lace, Color Blue			\$ _____
4	2,550	LB	Sheeting, Cotton 24" X 24", White			\$ _____
5	1	CASE	Wipers, 4-Ply, quarter fold, White - Nylon Reinforced, approx. size 13" X 14 3/4"			\$ _____



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

111 NW 1<sup>st</sup> Street, Suite 1300, Miami, FL 33128

Solicitation No. FB-00316		Solicitation Title: Wiping Cloths (Rags) and Fiber Wipers		
Legal Company Name (include d/b/a if applicable): <input style="width:90%;" type="text"/>		Federal Tax Identification Number: <input style="width:90%;" type="text"/>		
If Corporation - Date Incorporated/Organized: <input style="width:90%;" type="text"/>		State Incorporated/Organized: <input style="width:90%;" type="text"/>		
Company Operating Address: <input style="width:90%;" type="text"/>		City <input style="width:90%;" type="text"/>	State <input style="width:90%;" type="text"/>	Zip Code <input style="width:90%;" type="text"/>
Remittance Address (if different from ordering address): <input style="width:90%;" type="text"/>		City <input style="width:90%;" type="text"/>	State <input style="width:90%;" type="text"/>	Zip Code <input style="width:90%;" type="text"/>
Company Contact Person: <input style="width:90%;" type="text"/>		Email Address: <input style="width:90%;" type="text"/>		
Phone Number (include area code): <input style="width:90%;" type="text"/>	Fax Number (include area code): <input style="width:90%;" type="text"/>	Company's Internet Web Address: <input style="width:90%;" type="text"/>		

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 the Bidder has such conviction to disclose to comply with this requirement.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that has a valid Local Business Tax Receipt, issued by Miami-Dade County; has a physical business address located within the limits of Miami-Dade County from which business is performed; and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. **Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.**

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County or Broward County in accordance with the Interlocal Agreement between the two counties.

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

**The address of the Locally-headquartered office is:**

**LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

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

**SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)**

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

Is your firm a Miami-Dade County Certified Small Business Enterprise? Yes  No

If yes, please provide your Certification Number:

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

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space: . In such event, the Bidder shall furnish together with its bid response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Bidder agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

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

Bidder's Authorized Representative's Signature.

Date

Type or Print Name

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

### Miami-Dade County

### Contractor Due Diligence Affidavit

Per Miami-Dade County Board of County Commissioners (Board) Resolution No. R-63-14, County Vendors and Contractors shall disclose the following as a condition of award for any contract that exceeds one million dollars (\$1,000,000) or that otherwise must be presented to the Board for approval:

- (1) Provide a list of all lawsuits in the five (5) years prior to bid or proposal submittal that have been filed against the firm, its directors, partners, principals and/or board members based on a breach of contract by the firm; include the case name, number and disposition;
- (2) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has defaulted; include a brief description of the circumstances;
- (3) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has been debarred or received a formal notice of non-compliance or non-performance, such as a notice to cure or a suspension from participating or bidding for contracts, whether related to Miami-Dade County or not.

All of the above information shall be attached to the executed affidavit and submitted to the Procurement Contracting Officer (PCO)/ AE Selection Coordinator overseeing this solicitation. The Vendor/Contractor attests to providing all of the above information, if applicable, to the PCO.

Contract No. :  Federal Employer Identification Number (FEIN):

Contract Title:

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



**FAIR SUBCONTRACTING PRACTICES**

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date



**Question and Answers for Solicitation #FB-00316 - Wiping Cloths (Rags) and Fiber Wipers**

**Overall Solicitation Questions**

**There are no questions associated with this Solicitation.**

**Question Deadline: Dec 18, 2015 7:00:00 AM EST**