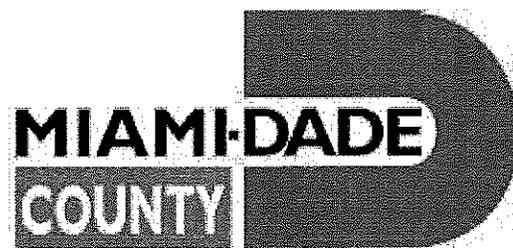


**Solicitation IB-00165**

**Laundry Services for Animal Services Department**

**Bid designation: Public**



**Miami-Dade County**

## Bid IB-00165 Laundry Services for Animal Services Department

Bid Number **IB-00165**  
Bid Title **Laundry Services for Animal Services Department**

Bid Start Date **In Held**  
Bid End Date **Nov 26, 2014 6:00:00 PM EST**  
Question & Answer End Date **Nov 20, 2014 12:00:00 PM EST**

Bid Contact **Abelin Rodriguez**  
**305-375-4744**  
**abelin@miamidade.gov**

Contract Duration **5 years**  
Contract Renewal **Not Applicable**  
Prices Good for **30 days**

Bid Comments **Pick-up, launder and deliver towels and blankets used as animal bedding.**

### Item Response Form

Item **IB-00165--01-01 - Laundry Services for Animal Services Department**  
Quantity **1 each**  
Prices are not requested for this item.  
Delivery Location **Miami-Dade County**  
No Location Specified

**Qty 1**

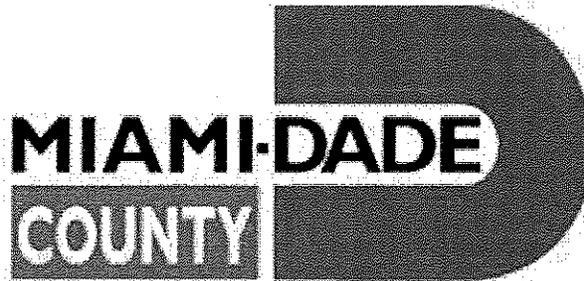
Description  
N/A

BID NO.: IB-00165

OPENING: 6:00 PM

Laundry Services for Animal Services Department

Nov 26, 2014



MIAMI-DADE COUNTY, FLORIDA

INVITATION  
TO BID

TITLE:

Laundry Services for Animal Services Department

BIDS WILL BE ACCEPTED UNTIL 6:00 PM

ON

Nov 26, 2014

FOR INFORMATION CONTACT:

Abelin Rodriguez, 305-375-4744, abelin@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

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

**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-r14-3.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:

SOLICITATION NO.:

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

The purpose of this solicitation is to establish a contract for laundry services in conjunction with the County's needs.

**2.2 TERM OF CONTRACT - FIXED PERIOD**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for sixty (60) months and upon completion of the expressed and/or implied warranty periods.

**2.3 METHOD OF AWARD**

Award of this contract will be made to the responsive, responsible bidder who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a bidder fails to submit an offer on all items, its overall offer may be rejected.

If the primary Bidders defaults, the County shall have the right to negotiated with the next responsive, responsible Bidder.

**2.4 PRICES SHALL BE FIXED WITH ADJUSTMENTS ALLOWED**

The initial contract prices resulting from this solicitation shall prevail for no less than a twelve (12) month period from the contract's initial effective date. The County may consider price adjustments which would take effect annually on the anniversary of the initial effective date. The price adjustment may be upward or downward but shall not be in excess of the Consumer Price Index, for all urban consumers, all items in the Miami – Ft. Lauderdale area, as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212, effective for the month in which the request is made.

It is the successful bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to be effective it must be submitted no less than ninety (90) days prior to the then current anniversary date/year. Any request received with less than ninety days' notice may not be considered. If no adjustment request is received from the successful bidder, the County will assume that the successful bidder has agreed that the next year term will be without any upward price adjustment. The County reserves the right to negotiate lower pricing based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing based on the downward movement of the applicable index.

SOLICITATION TITLE:

SOLICITATION NO.:

It shall be further understood that the County reserves the right to reject any price adjustments submitted by the successful bidder, and/or to terminate the contract with the bidder based on such price adjustments.

## **2.5 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 bidder through the Regulatory and Economic Resources Department, Telephone (305) 372-6789.

## **2.6 PURCHASE OF OTHER ITEMS/SERVICES NOT LISTED WITHIN THIS SOLICITATION**

While the County has listed all major items and services within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items and/or services that must be purchased by the County during the term of this contract. Under these circumstances, a representative of the Internal Services Department will contact the successful bidder to obtain a price quote. If there are multiple bidders on the contract, the County representative may also obtain price quotes from these bidders. The County reserves the right to award these similar items to one of the successful bidder(s) based on the lowest price quoted, or to acquire the items/services through a separate solicitation.

## **2.7 PICKUP AND DELIVERY SERVICES**

Pick-up and delivery schedules will be mutually agreed upon. All deliveries shall be made in accordance with good commercial practice and all required delivery time frames shall be adhered to by the bidder, 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 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.

Items not delivered as scheduled shall be delivered within five calendar days of the missed delivery date. Loss of County property may result in the cancellation of the contract.

SOLICITATION TITLE:

SOLICITATION NO.:

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

Provide pick-up of soiled bedding, laundering of same and delivery of cleaned bedding. County shall be billed based on the weight of the clean laundry.

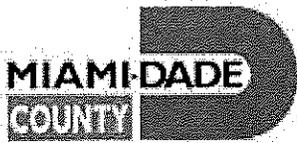
**3.2 LAUNDERING OF ANIMAL BEDDING**

Animal Services Department provides the dogs and cats being kept for adoption with towels, sheets or blankets as bedding. Soiled bedding may be contaminated with animal urine and/or feces, precautions should be taken in its handling.

Soiled bedding is collected by County employees, placed in plastic bags which are then placed into laundry carts, laundry will be collected by the successful bidder, transported to its facility, washed, dried, folded, and delivered. Prior to loading clean laundry into the rolling carts, the cart shall be sanitized to insure that cleaned laundry will be suitable for its intended purpose. Sanitizing may be accomplished by the spraying of a bleach and water solution over all interior areas of the bin. Bins shall be dry when clean laundry is placed into them. Although the County owns some laundry carts the successful bidder must be able to provide additional carts during high usage periods. The County cannot provide a loading dock or platform therefore the bidder may need a truck with lift gate.

**3.3 PLATFORM SCALE**

Successful bidder shall provide a low profile floor scale appropriate for the weighing of the laundry carts prior to leaving the County facility. Scale shall be electric with a digital read out and have the necessary ramps to allow for the rolling of the carts onto the scale. Bidder shall maintain ownership of the scale and insure it is properly maintained. The County assumes no liability for damages to the equipment.



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

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

Solicitation No. IB-00165		Solicitation Title: Laundry Services for Animal Services Department		
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 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 the Bidder is a Local Certified Service-Disabled 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.**

<b>GROUP 1 - ANIMAL BEDDING</b>				
Item Number	Estimated Annual Usage	Description	Unit Price	Unit of Measure
1	50,000	Laundry services for animal bedding.	\$ _____	Per Pound
2	12	Monthly rental of platform scale	\$ _____	Month



**SUBCONTRACTOR/SUPPLIER LISTING**  
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Name of Bidder/Proposer: \_\_\_\_\_ FEIN No. \_\_\_\_\_

In accordance with Sections 2-8.1, 2-8.5 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Bidders/Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Bidder/Proposer who is awarded this 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. The Bidder/Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-80, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Bidder/Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Bidder/Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)							Employees (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)							Employees (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Internal Services Department at <http://www.miamidade.gov/businesshub/development-contracts.asp>. As a condition of final payment, Bidder/Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at [http://www.miamidade.gov/business/library/forms/subcontractors\\_payment.pdf](http://www.miamidade.gov/business/library/forms/subcontractors_payment.pdf).

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

\_\_\_\_\_  
Signature of Bidder/Proposer

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date



**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

### 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

## Question and Answers for Bid #IB-00165 - Laundry Services for Animal Services Department

### OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.