



INVITATION TO QUOTE

ITQ NO.: IQ9446-0/16

**THIS IS NOT
AN ORDER**

DRY CLEANING AND LAUNDRY SERVICES

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DUE DATE: Wednesday, December 11, 2013
TIME: 2:00 PM

All general terms and conditions of Miami-Dade County procurement contracts for Invitations To Quote (ITQ) are posted online. Persons and companies that receive an award from Miami-Dade County through Miami-Dade County's competitive and informal quotation procurement process must anticipate the inclusion of these requirements in the resultant contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

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

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-8.pdf>

Bidders shall submit a sealed quote to:

Miami-Dade County
Internal Services Department
Procurement Management Service
Vendor Assistance Section
Stephen P. Clark Center
111 N.W. 1st Street, Suite 1300
Miami, FL 33128-1989

1. Sealed quotes must have the following information clearly marked on the face of the envelope:
 1. Bidder's name and return address
 2. Quote number
 3. Quote opening date and time
2. Quotes received after the time and date specified, and after any other quotes have been opened may not be accepted.

SECTION 1 : SPECIAL CONDITIONS

1.1 PURPOSE

The Purpose of this ITQ is to establish a contract for the purchase of dry cleaning and laundry services for Miami-Dade County owned articles for various departments, on an as needed basis.

Definitions

Under this contract the dry cleaning and laundry services are defined to be:

- Dry Cleaning – The process of cleaning garments using “dry” Solvents.
- Laundry Service – The process of washing clothes as done commonly in most households.

1.2 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 Services Division, 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 four (4) year contact term.

1.3 METHOD OF AWARD

This contract shall be awarded on a group by group basis. Award of these groups will be made to the two (2) lowest priced responsive, responsible bidders by group in the aggregate. To be considered for award, the bidder shall offer prices for all items within the given group. The County will then select the bidders for award by totaling the extended prices for all of the items within the group. If a bidder fails to submit an offer for all items within the group, its offer for that group will be rejected.

While the method of award prescribes the method for determining the lowest responsive, responsible bidder, the County will award this contract to the designated lowest bidder as the primary bidder and will award this contract to the designated second lowest bidder as the secondary bidder respectively. If the County exercises this right, the primary bidder shall have the primary responsibility to initially deliver the goods identified and provide the services listed in this contract. If the primary bidder fails to perform, it may be terminated for default and the County shall have the option to seek the identified services from the secondary bidder. Award to multiple bidders is made for the convenience of the County and does not exempt the primary bidder from fulfilling its contractual obligations. Failure of any bidder to perform in accordance with the terms and conditions of the contract

may result in the bidder(s) being deemed in breach of contract. The County may terminate the contract for default and charge the bidder re-procurement costs, if applicable.

1.4 MINIMUM REQUIREMENTS

In addition, bidders shall meet the following minimum requirements in order to be considered for award:

- a. Bidders must submit a list of three current references. The references listed must be customers to whom the bidder has provided the services described in the ITQ. The references must include the customer’s company name, and the name, title, address, e-mail and telephone number of the contact person who can verify whether the bidder has successfully provided the services listed throughout this ITQ. The County may determine through the references the bidder has sufficient expertise and experience.

Reference No. 1	Company Name: _____ Street Address: _____ Contact Person: _____ Title: _____ Telephone No.: _____ E-mail Address: _____
Reference No. 2	Company Name: _____ Street Address: _____ Contact Person: _____ Title: _____ Telephone No.: _____ E-mail Address: _____
Reference No. 3	Company Name: _____ Street Address: _____ Contact Person: _____ Title: _____ Telephone No.: _____ E-mail Address: _____

- b. The bidder must be permitted as a commercial laundry and/or dry cleaner by the local municipality and/or The County. A copy of the permit shall be provided.

Permit No.: _____ Expiration Date: _____

Additional Requirement for Group 1

- c. The bidder must provide a copy of their Pechloroethylene (PERC) Dry Cleaner County Air Permit.

Permit No.: _____ Expiration Date: _____

Bidders shall submit all of the specified information, documents and attachments listed above with their bid submittal form as poof of compliance to the requirement of this ITQ. However, the County may, at its sole discretion and in its best interest, allow the Bidders to complete, supplement or supply the required documents during the evaluation period.

1.5 PRICES

The initial contract prices resulting from this ITQ shall prevail for 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 (CPI), for all urban consumers, Laundry and dry cleaning services in U.S. city average, 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.

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.

1.6 PICKUP AND DELIVERY SERVICES

Schedule will be provided by each user department. 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.

Should the bidder(s) to whom the contract is awarded fail to deliver in the number of days stated by the departments, the County reserves the right to cancel the contract on a default basis after any approved back order period has lapsed. If the contract is so terminated, it is hereby understood and agreed that the County has the authority to purchase the services elsewhere and to charge the incumbent bidder with any re-procurement costs.

Administrative Office of the Courts- Special pickup and delivery instructions:

- a. Pickup and delivery services provided every Tuesday and Friday between 8:30 AM and 4:00 PM
- b. All articles picked up on a Tuesday must be dropped off the following Friday and all articles picked up on Friday must be dropped off the following Tuesday.
- c. Discrepancies in the number of articles received by the bidder and what is stated in the ticket submitted by a bailiff/judge should be immediately addressed with the administrative court contact.

1.7 PICKUP AND DELIVERY LOCATIONS

The County reserves the right to add or delete locations from the following list at its discretion.

ADMINISTRATIVE OFFICE OF THE COURTS

- Dade County Courthouse
73 West Flagler Street, 16th Floor, Miami
- Richard E. Gerstein Bldg.
1351 NW 12 Street, 3rd Floor, Miami
- Lawson E. Thomas Courthouse Center
175 NW 1st Avenue, 11th Floor, Miami
- Juvenile Justice Center
3300 NW 27 Avenue, 2nd Floor, Miami
- South Dade Justice Center
10710 SW 211th St, Miami
- Hialeah Courthouse
11 East 6th Street, Hialeah
- North Dade Justice Center
15555 Biscayne Blvd, Miami
- Coral Gables Branch Court
3100 Ponce de León, Coral Gables
- Overtown Transit Village South
601 NW 1st Court, 2nd floor, Miami

MIAMI-DADE POLICE DEPARTMENT

MDPD Headquarters

- MDPD Head Quarters
9111 NW 25 Street, Doral
- Forensics Services Bureau/Crime Lab & Fingerprint Lab
9105 NW 25 Street, Doral

VIZCAYA

- Vizcaya Museum & Gardens
3251 S Miami Ave, Miami

REGULATORY & ECONOMIC RESOURCES

- R.E.R. Main Lab
211 West Flagler Street, Miami

1.8 AUTHORIZATION TO PICK-UP

Dade County employees are authorized to pick-up items against purchase orders issued to the bidder. Such authorization is provided for the County employee through an "Authorization to Pick-Up Materials" form. The authorized employee shall surrender the form to the bidder at the time of pick-up. If the bidder is in doubt about the authenticity of the person picking up the materials, the bidder shall contact the County Department representative.

1.9 DRY CLEANING TICKETS

The County shall be provided with sufficient stacks of tickets to give out upon request. Returned and pressed uniforms are to come accompanied by a dry cleaning ticket affixed on the right-hand side of plastic encasing.

1.10 METHOD OF PAYMENT/ INVOICES

In addition to the Prompt Payment Terms set forth in Section 1.2,H., Terms and Conditions, the following Method of Payment applies:

- I. Bidder(s) shall submit an invoice(s) to the County user department(s) on a weekly basis, after the services have been completed, whether the specific item(s) were picked up by authorized County personnel or delivered to the site by the bidder.
- II. The weekly invoices shall be in the arrears.
- III. Bidder(s) shall attach a spreadsheet listed by building, itemizing the items cleaned over the week.
- IV. A grand total of all tickets for the week shall also be reflected on the invoice.
- V. Invoices shall always include portion 4 of the delivery ticket.
A Four (4) part tickets consist of the following:
 - 1st part County
 - 2nd part Bidder copy
 - 3rd part attached to items upon delivery
 - 4th part bidder shall attach to the invoice submitted.
- VI. Under no circumstances shall invoices be submitted to the County in advance of the delivery and acceptance of the items.

1.11 ROUTE BOOK

Bidder must note and record all deliveries for verification of the same and shall make the route book available to the County upon request. The Route Book shall include the location, date, and item delivered.

1.12 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, 701 NW 1 Ct. Miami, Florida 33136, Telephone (305) 372-6789.

SECTION 2 : SCOPE OF SERVICES

2.1 SCOPE

The awarded bidder shall provide weekly dry cleaning and laundry services for County-owned articles. The articles include, but are not limited to: employee uniforms, tablecloths, lab coats, gloves, judge's robes, and vests. The bidder is responsible for picking-up the articles, inspecting, sorting, counting, dry cleaning/laundering, drying, ironing (where required), folding or hanging and delivering them to the original pickup site. Bidders are advised that the articles may have been exposed to oil, grease, wastewater and/or bio-hazardous contamination.

2.2 INSTRUCTIONS

All Items shall be washed and dried in accordance with the best commercial standards and returned dry and odor free.

Uniforms:

All uniforms shall be cleaned as determined in Section 3, neatly pressed (by an iron/steam), creased and delivered on hangers, one (1) set (shirt and pant) per hanger. Uniform patches shall not have creases. The pressing of the uniforms will be in accordance with best commercial standards.

Judicial Robes and Judicial Robes with Velvet Panels:

All Judicial Robes shall be cleaned as determined in Section 3, neatly pressed (by steam), creased, and delivered on hangers. The recommended steam process is to place the steamer a minimum of two (2) inches away from the material to smooth the fabric, and to use a velvet brush if necessary. Check the care label and follow the tag instructions.

Starch:

Starch preference shall be included and available when requested by end user on the laundry ticket.

- Starch preferences as indicated on the ticket (none, some or heavy)

Inspection of articles/items:

All items shall be inspected for damage, loose hems, stains (especially ink mark, necklines and armpits), loose/broken buttons, etc. Items found with minor damages shall be repaired at no extract cost to the County. All items found with loose hems and loose/broken buttons shall be repaired. All items found with minor stains shall be removed.

2.3 ADDITIONAL SERVICES

While the County has listed the dry cleaning and laundry services within this solicitation which are utilized by County departments in conjunction with their operations, there may be additional services that must be purchased by the County during the term of this contract. When required by the pricing structure of the ITQ, awarded bidders under this ITQ shall be invited to submit price quotes for these additional services. If these quotes are determined to be fair and reasonable, then the additional services will be awarded to the current awarded bidder that offers the lowest acceptable pricing. The County may determine to obtain price quotes for additional services from other prospective bidders in the event that fair and reasonable pricing is not obtained from the current awarded bidders, or for other reasons at the County's discretion.

2.4 DAMAGED ARTICLES/ITEMS

All items shall be inspected for damages. Item found by the bidder to be damaged with tears and/or permanent stains which cannot be removed, shall be bundled and returned to the facility with appropriate notations made to the delivery ticket.

2.5 LOST ARTICLES/ITEMS

Items not returned within two weeks shall be deemed lost by the successful bidder. Any article not returned within two (2) weeks of being picked up will be considered lost. Lost or damaged items will be reimbursed by the contractor at one hundred percent (100%) of the replacement cost to the County. The County will provide a copy of the latest purchase order or contract award sheet reflecting the current cost of the item. At the County's discretion, replacement charges may be deducted from the bidder's invoice(s) or the County may invoice the bidder.

SECTION 3: PRICES

3.1 PRICE SUBMITTAL

Group 1

Dry Cleaning Services in the Aggregate			
Item	Annual Est. Qty.	Item Description	Unit Price
1	250	Judicial Robe - <i>100% Polyester</i>	\$ /Ea.
2	250	Judicial robe with Velvet Panels - <i>100% Polyester</i>	\$ /Ea.
3	6,000	Long and/or Short Sleeve Shirts : <i>65% Polyester/35% Rayon</i>	\$ /Ea.
4	25	Ties - <i>Polyester/Wool Blend</i>	\$ /Ea.
5	15	Skirts – <i>100% Polyester</i>	\$ /Ea.
6	2,040	Pants – <i>100% Polyester</i>	\$ /Ea.
7	10	Jacket with Detachable Liner – <i>100% Nylon</i>	\$ /Ea.
8	10	Windbreaker – <i>100% Polyester</i>	\$ /Ea.
9	100	Winter Jacket with Fur Collar	\$ /Ea.
10	4	Leather Coat	\$ /Ea.

Group 2

Laundry Services in the Aggregate			
Item	Annual Est. Qty.	Item Description	Unit Price
1	550	Long or short Sleeve Shirts- <i>65% Polyester/35% Rayon</i>	\$ /Ea.
2	100	Pants - <i>100% Polyester</i>	\$ /Ea.
3	100	Pants - <i>100% Cotton</i>	\$ /Ea.
4	150	Khaki Long Sleeve T-Shirts – <i>Polyester/Cotton Blend</i>	\$ /Ea.
5	150	Knit Shirts - <i>Polyester/Lycra Blend</i>	\$ /Ea.
6	100	Knit Shirts - <i>100% Cotton</i>	\$ /Ea.
7	150	Jacket - <i>Shell & Lining 100% Nylon - Insulation 100% Polyester</i>	\$ /Ea.
8	25	Long Trench Coat with Lining and Belt – <i>100% Cotton</i>	\$ /Ea.
9	143	Lab Coats - <i>65% Polyester/35% Cotton</i>	\$ /Ea.
10	108	Safety Vest – <i>100% Polyester</i>	\$ /Ea.
11	58	Gloves- <i>Cotton Blend</i>	\$ /Ea.
12	480	Tablecloth <i>156" x 90" – 100% Polyester</i>	\$ /Ea.

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 bidder registration. Failure to register as a bidder 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 at the time of bid or proposal submission.

Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer 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 proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: _____. In such event, the proposer shall furnish together with its proposal 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 proposer 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 proposer 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.

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) may render the bidder 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, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

Place a check mark here **only** if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the bidder 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 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 1.35 of this contract solicitation, if that section is present in this solicitation document. Bidder 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 interest 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 (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: _____ (Signature of authorized agent)
***"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."**

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

