

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency

Previous Contract/Project No.

2553-3/12-3

Contract
 Re-Bid Other

LIVING WAGE APPLIES: YES NO

Requisition No./Project No.:

RQID1300079

TERM OF CONTRACT

3 YEAR(S) WITH

One (1) -three (3) year period

Requisition /Project Title:

Laundromat Services

Description:

This is competitive solicitation for the right to operate laundromats throughout the County. The awarded bidder shall furnish, install, maintain and operate all the laundry equipment as listed throughout the solicitation.

Issuing Department:

Public Housing Community Development

Contact Person:

Mari Saydal-Hamilton

Phone:

(786) 469-4156

Estimate Cost:

GENERAL FEDERAL OTHER

Funding Source: **REVENUE GENERATING**

ANALYSIS

Commodity Codes:

500

045-92

Contract/Project History of previous purchases three (3) years

Check here if this is a new contract/purchase with no previous history.

EXISTING

2ND YEAR

3RD YEAR

Contractor:

2553-3/12

Small Business Enterprise:

N/A

Contract Value:

\$0

Comments:

Previous contract has no measures or preferences. The user department is a federally-funded agency.

Continued on another page (s):

Yes No

RECOMMENDATIONS

Set-aside

Sub-contractor goal

Bid preference

Selection factor

SBE

Basis of recommendation:

RECEIVED
 DEPT. BUSINESS DEV.
 2013 FEB 27 PM 3:00

Guly Chaux-Ramirez

Date sent to RER: **2/27/13**

Date returned to ISD:



BID NO.:

OPENING: 2:00 P.M.

, 2012

MIAMI-DADE COUNTY, FLORIDA

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

**TITLE:
LAUNDROMAT SERVICES**

FOR INFORMATION CONTACT:

Yuly Chaux-Ramirez, 305-375-4263, ychaux@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

- READ THIS ENTIRE 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.
- FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number:

Bid Title: Laundromat Services

Procurement Officer: Yuly Chaux-Ramirez

Bids will be accepted until 2:00 p.m. on _____, 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.

MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION

SECTION 1
GENERAL TERMS AND CONDITIONS

LAUNDROMAT SERVICES

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies 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 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 website by clicking on the below link:

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

SECTION 2
SPECIAL CONDITIONS

LAUNDROMAT SERVICES

2.1 PURPOSE

This is a competitive solicitation for the right to operate laundromats throughout the County. The awarded bidder shall furnish, install, maintain and operate all the laundry equipment as listed throughout this solicitation.

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 **three (3) years** plus an extended thirty (30) day transitional period.

2.3 OPTION TO RENEW

Prior to, or upon completion, of that initial term, the County shall have the option to renew this contract for one (1) additional three (3) year period. Bidder shall maintain, for the entirety of the additional period, the same terms, and conditions of the originally awarded contract.

Continuation of the contract beyond the initial three-year term is a County prerogative and not a right of the bidder. This prerogative may be exercised only when such continuation is clearly in the best interest of the County.

Should the bidder decline the County's right to exercise the option period, the County will consider the bidder in default which decision may effect that bidder's eligibility for future contracts.

2.4 METHOD OF AWARD

Award of this contract will be made to the qualified responsive and responsible bidder offering the **highest percentage of annual gross receipts to the County**. This percentage shall be the competitive item. The percentage of gross receipts shall be a constant percentage applied to all receipts of the awarded bidder. Any bid conditioning the percentage of gross receipts may be considered non-responsive.

Bidder Requirements:

- A.** Bidders shall be regularly engaged in the business of providing laundry equipment and services.

Bidders shall provide evidence that the firm has been providing the goods and services requested in this solicitation. As evidence bidders are required to provide at least two (2) letters of reference from their clients including dates of service, and statement of work performed. Reference letters are to be submitted on client's letterhead and must clearly state the length of time products and services similar to those described throughout this solicitation. The references shall ascertain to the County's satisfaction that the bidder has sufficient expertise in this industry. The County, at its sole discretion, may choose to request additional information to assess the bidder's experience.

SECTION 2
SPECIAL CONDITIONS

LAUNDROMAT SERVICES

- B. Bidders shall provide a list of authorized staff who can be contacted to discuss matters pertaining to maintenance of equipment, resolve billing and reports inquiries, and who are cognizant of the laundry services industry and its standards.
- C. The bidder's list of proposed equipment shall be included in the bid submittal.

2.5 PERCENTAGE OF GROSS RECEIPTS (COMMISSIONS)

The percentage of gross receipts proposed by the bidder shall remain fixed and firm during the term of contract; however, the bidder may offer increases to the County at any time during the contractual term.

2.6 METHOD OF PAYMENT TO THE COUNTY

The percentage of the gross receipt shall be paid to the County within the first fifteen days of the month following the month in which the gross receipts are received. The successful bidder shall submit to the County detailed information of receipts for the preceding month for each development with payment. All payments shall be made to Public Housing and Community Development Department 701 NW 1st Ct. 16th Floor Miami, FL 33136.

2.7 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Yuly Chaux, at (305) 375-4263 email ychaux@miamidade.gov.

2.8 EXAMINATION OF SITE(S) (RECOMMENDED)

Prior to submitting its offer it is advisable that the bidder visit the site(s) of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required. The bidder is also advised to examine carefully the specifications to become thoroughly aware regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions. Site visits requests shall be submitted via e-mail to Yuly Chaux-Ramirez at ychaux@miamidade.gov by March, ---, 2013. Bidders will be notified through an addendum if site visits are scheduled.

2.9 ACCEPTANCE OF LAUNDRY EQUIPMENT BY THE COUNTY

The County shall review and approve the laundry equipment to be installed prior to installation. The County reserves the right to determine the number, and general type of laundry equipment to be installed in each location. **The vendor hereby acknowledges and agrees that all laundry equipment supplied by the vendor in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose.** In the event any of the equipment supplied to the County by the bidder is found to be defective or does not conform to specifications: the County may require the bidder to replace the equipment at the bidder's expense.

2.10 ADDITION / DELETION

SECTION 2
SPECIAL CONDITIONS

LAUNDROMAT SERVICES

A. Addition of Site Locations and Equipment

Although this solicitation and resultant contract identifies specific facilities to be serviced, it is hereby agreed and understood that the County may add additional facilities. The successful bidder shall agree to install, operate and maintain additional washers and dryers as requested by the County. It is hereby understood that additional locations may vary in size, type, and quantity. **The successful bidder shall pay the percentage of gross receipts for each additional machine.**

The successful bidder(s) shall not add any Machines without prior written approval from the County. Any such placement of machines by the successful bidder(s) without proper written approval from the County is a matter of default.

B. Deletion of Site Locations

Although this solicitation identifies specific site locations to be serviced, it is hereby agreed and understood that the County may delete or decrease service for any site when such service is no longer required during the contract period.

2.12 BUSINESS HOURS OF OPERATIONS

No work shall be done on Saturday and Sunday, or on any days between the hours of 5:00 P.M. and 8:00 A.M., unless authorized by the Miami-Dade County.

2.13 COMPLIANCE WITH FEDERAL STANDARDS

All products and services provided by the awarded bidder 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).

ADA Compliance

Front load washers are being requested to comply with ANSI A117.1 Section 4.32.6 (American National Standard for Building and Facilities: providing Accessibility and Usability for Physically Disable People) and HUD Fair Housing Act.

2.14 MIAMI-DADE PUBLIC HOUSING AND COMMUNITY DEVELOPMENT (PHCD) EXEMPTION TO CERTAIN CLAUSES

The contract to be awarded under this solicitation will be accessed by the Miami-Dade Public Housing Agency (PHCD). As Federally-funded agencies, certain clauses within this solicitation do not apply: Section 1 Paragraph 1.10 (Local Preference), Section 1 Paragraph 1.27 (Office of the Inspector General), Section 1 Paragraph 1.43 (Small Business Contract Measures), Section 1 Paragraph 1.35 (County User Access Program – UAP), and Section 1 Paragraph 1.44 (Disable Veteran's Business Preference).

2.15 ADDITIONAL PRODUCTS OR SERVICES

SECTION 2
SPECIAL CONDITIONS

LAUNDROMAT SERVICES

While the County has listed all major products and services that are utilized by County departments in conjunction with their operations. The County has the option of requesting smart card systems at any of our sites. A smart card system or similar system. The use of a card system allows the operation of laundry equipment through purchasing smart card (credit card with a chip) from a Value Transfer Machine (VTM), which loads monetary value by inserting \$1, \$5, \$10, \$20 bills into the VTM.

The VTM creates a corresponding value onto the computer chip in the smart card. Once the smart card is inserted into the card slide (special device mounted on every laundry machine) the machine will automatically deduct from the value on the smart card for each use of the laundry equipment and will start operation the equipment. When the smart card is out of money, the user must return to the VTM to add money to repeat the cycle

Under these circumstances, a County representative will contact the bidder to obtain a price quote, and negotiate the implementation of the card system.

SECTION 3
TECHNICAL SPECIFICATIONS

LAUNDROMAT SERVICES

3.1 SCOPE

The successful bidder shall provide, install, operate and maintain washers and dryers at locations listed below. These washers and dryers shall be distributed among the housing developments, including the Adult Living Facilities (ALF).

WASHER & DRYER INVENTORY - MIAMI DADE HOUSING AGENCY

2013

REGION 1						
Site No.	Dev. No.	Development Name	Development Address	No. Elec. Washer	No. Elec. Dryer	No. Gas Dryer
				Front Load	Front Load	Front Load
110	5-027B	Gwen Cherry 20	76 NW 77 St.	2	2	0
110	5-031	Newberg	7151 NE Miami Ct.	4	3	0
110	5-051	Lemon City	150 NE 69 St.	3	3	0
120	5-044	Ward Towers	2200 NW 54 St.	8	0	8
120	5-144	Ward Towers-ALF	5301 NW 23 Ave.	12	10	0
130	5-039	Peters Plaza	191 NE 75 St.	6	4	0
130	5-037	Emmer Turnkey	7820 N Miami Ave.	2	2	0
130	5-046	Kline Nunn	8300 N Miami Ave.	2	2	0
130	5-067	Little River Plaza	8255 N Miami Ct.	3	2	0
150	5-036	Twin Lakes	1205 NW 95 St.	3	3	0
150	5-043	Palm Towers	950 NW 95 St.	3	3	0
150	5-065	Palm Courts	930 NW 95 St.	7	0	7
160	5-088	Palmetto Gardens	16850 NW 55 Ave.	4	0	2
160	5-095A	OpaLocka Elderly	2329 NW 136 St.	3	2	0
180	5-056	Edison Plaza	200 NW 55 St.	4	0	4
190	5-009	Jollivette	2400 NW 63 ST.	2	0	2
TOTAL REGION 1				68	36	23

REGION 2						
Site No.	Dev. No.	Development Name	Development Address	No. Elec. Washer	No. Elec. Dryer	No. Gas Dryer
				Front Load	Front Load	Front Load
210	5-094	Wynwood Elderly	3000 NW 3 Ave.	3	3	0
221	5-054	Parkside I Apts.	333 NW 4 Ave.	1	1	0
221	5-054	Parkside II Apts.	357 NW 3 St.	1	1	0
221	5-041	Jack Orr Plaza	550 NW 5 St.	6	0	4
230	5-028	Green Turnkey	1500 NW 7 Ct.	1	1	0
230	5-091	Phyllis Wheatley	1701 NW 2 Ct.	2	0	2
231	5-057	Helen Sawyer-ALF	1150 NW 11 ST. RD.	5	2	3
232	5-025	Claude Pepper Tower	750 NW 18 Terr.	5	5	0
240	5-026	Haley Sofge Towers	750 & 800 NW 13 Ave.	24	14	0
240	5-048	Martin Fine Villas	1307 NW 7 St	8	8	0

**SECTION 3
TECHNICAL SPECIFICATIONS**

LAUNDROMAT SERVICES

241	5-013	Robert King High	1403 NW 7 St.	18	18	0
250	5-008	Donn Gardens	1861 NW 28 ST.	2	2	0
250	5-011	Abe Arronovitz	2701 NW 18 Ave.	2	1	0
250	5-027D	Scattered Site # 9	3169 NW 21 Ave.	1	1	0
250	5-27D	Scattered Site # 11	1919 NW 29 St.	2	2	0
260	5-062	Three Round Towers	2920 NW 18 Ave.	12	9	0
270	5-018	Smathers Plaza	2970 SW 9 St.	4	3	0
270	5-018	Smathers Plaza	935 SW 30 Ave.	4	4	0
270	5-090	Jose Marti	154 SW 17 Ave.	4	2	0
270	5-100A	Little Havana Homes	1255 SW 1 St.	3	2	0
270	5-030	Falk Turnkey	455 SW 16 Ave.	3	2	0
280	5-012	Joe Moretti	SW 6Ave & 6 St.	2	4	0
280	5-012	Joe Moretti	SW 8 Ave. & 6 St.	2	1	0
280	5-089	Harry Cain Towers	490 NE 2 Ave.	6	0	4
TOTAL REGION 2				121	86	13

REGION 3						
Site No.	Dev. No.	Development Name	Development Address	No. Elec. Washer	No. Elec. Dryer	No. Gas Dryer
				Front Load	Front Load	Front Load
320	5-074A	Biscayne Plaza	15201 SW 288 St.	3	3	0
330	5-080	Fla. City Elderly	900 NW 6 Ave.	4	2	0
330	5-083	W Homestead Gdns.	SW 4 St. & SW 4 Ct. Ave.	1	1	0
330	5-095B	E Homestead Gdns.	1350 NE 13 St.	2	2	0
340	5-082	Perrine Villas	10000 W Jessamine St.	2	2	0
340	5-22	Perrine Gdns.	10044 W Evergreen St.	3	3	0
351	5-081	Moody Garden	26826 SW 135 Ave.	4	4	0
361	5-079	Goulds Plaza	11455 SW 213 th St.	4	3	0
TOTAL REGION 3				23	32	0
TOTAL REGION 1, 2 & 3				212	154	36

3.2 EQUIPMENT TYPE

A. Heavy Duty, Commercial Grade

The capacity of the heavy duty commercial washers shall be the industry 14-pound standard. The dryer's capacity shall be the industry standard to dry a normal load of a 14-pound washer.

B. Technology

Equipment shall be new, "energy star rated" and water efficient.

SECTION 3
TECHNICAL SPECIFICATIONS

LAUNDROMAT SERVICES

3.3 INSTALLATION

All listed sites of the County have complete connections for installation of the washers and dryers. The successful bidder shall be responsible for the complete installation of all laundry equipment. Installation shall include, but not limited to, setting in place and connecting to existing water, electrical, sewer, and exhaust systems. The successful bidder shall furnish at their own expense all labor, materials, supplies, and services necessary to connect all laundry equipment to the existing utilities.

Installation of the machines shall conform to the South Florida Building Code, and factory-approved installations. Bidders must be familiar with all laws, ordinances rules and regulations that may in any way affect the work.

The successful bidder shall coordinate the implementation of laundry services with the current bidder and the County, as applicable, for the installation of new laundry equipment. Site managers will approve that the work has been performed successfully.

The bidder shall also be required to provide adequate training to County staff on the appropriate use of equipment as and if necessary.

3.4 DELIVERY AND REMOVAL

The successful bidder(s) shall deliver and install the washers and dryers required in conjunction with this solicitation within thirty (30) calendar days after the time of award. Upon arrival bidder must check in and check out after installation with the site manager. In the event of an emergency work order the delivery time must be no later than seven (7) calendar days. In the final month of the contract, including any options to renew, the County will coordinate with regional offices to prepare a transition schedule, in the instance a new bidder is awarded. This transition schedule shall identify the timeframe for the removal of the successful bidder(s)'s washers and dryers on a phased basis by region depending on when the new awarded bidder can supply the replacement machines. The successful bidder(s) shall pay a commission based on the receivables to date.

3.5 MAINTENANCE /REPAIRS AND REPLACEMENT

The successful bidder shall maintain the washers and dryers in the best working conditions at all times during the contract period. The County reserves the right to determine the condition of the equipment. At no time shall any machine be out of service for more than 24 hours, excluding weekends and holidays after receiving notice of required service by the County. If a machine is out of service for more than 24 hours, the successful bidder must provide a temporary machine until the existing machine is functional. If the bidder fails to provide the service, the County has the right to rent a machine and charge the rent to the successful bidder until the machine(s) are functional.

Routine maintenance on Laundry Equipment and connections to utilities shall be the responsibility of the successful bidder. The successful Bidder shall maintain all Laundry Equipment and connections to utilities in excellent operating condition at all times.

The successful bidder shall identify Laundry Equipment by numbers and/or letters to facilitate the reporting of repair service.

SECTION 3
TECHNICAL SPECIFICATIONS

LAUNDROMAT SERVICES

The successful bidder at the County's request shall replace any washer or dryer that has had three or more malfunctioning calls within a thirty day period. Laundry equipment replaced during the term of the contract shall be of the new.

The successful bidder must keep all work areas in a neat and orderly condition at all times when servicing equipment. Service technicians are responsible for leaving work site in a clean and safe condition. All trash must be removed in a professional and safe manner.

3.6 CHARGE TO USERS

The successful bidder shall install the machines and charge the users no more than:

- A. Electric washing Machine shall be equipped with coin attachment and shall operate a one dollar (1.00) per load basis for the length of time recommended by the manufacturer of the equipment.
- B. Electric/Gas Dryers shall be equipped with a coin attachment and shall operate a fifty cent (.50) per load basis for minimum of 45 minutes.

During the term of the contract the County reserves the right to initiate price changes and the right to reject any prices changes requested by the bidder. All price changes must be approved in writing by the County department representative at least (14) calendar days in advance.

3.7 UTILITIES

The cost of utilities used in the operation of the laundry equipment will be the responsibility of the County (at no cost to the bidder).

3.8 SECURITY

The successful bidder shall take adequate measures by installing locks to each machine and/or cage mechanism over the coin box to ensure security and minimize acts of vandalism.

3.9 ACCOUNTABILITY

The successful bidder shall take adequate measures to insure accountability of the usage of the equipment. The County shall have the right to verify the amount collected by each machine at the time of collection in each development as specified below.

A. SALES COLLECTION, SALES REPORTING, AND AUDITING RIGHTS

The successful bidder(s) shall collect all revenues. On the 15th of each month, the successful bidder must remit to the County, or designated parties, a sales report. The successful bidder shall keep separate accounts of the gross receipts per machine. These reports shall be provided in an excel spreadsheet, styled in columns each headed

SECTION 3
TECHNICAL SPECIFICATIONS

LAUNDROMAT SERVICES

with the following information and sorted by location: name and address of facility; Machine number and location outlined in coded suffixes; total revenue for the month.

The reports should also include removal or replacement of machines in and out of County facilities. The County may also require the bidder to provide sales information by grouped location. These reports shall be transmitted electronically via e-mail. **Attachment A** includes a sample report.

All books and records related to the contract must be made available for inspection and audit. The County shall have the right to verify the reports of payments and examine the accounting books. The County shall give reasonable notice to the successful bidder of the time of such examinations. Records must conform to generally accepted accounting principles (GAAP) as promulgated by the American Institute of Certified Public Accountants. Violation of this procedure may result in re-procurement charges, restitution, and/or termination.

**SECTION 4
BID SUBMITTAL FORM**

OPENING: 2:00 P.M.

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

, 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:
YC

ISD/PM

Date Issued:

This Bid Submittal Consists of
Pages **10** through **15**

Sealed bids 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:
Laundromat Services**

A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 500, 045-92	
Procurement Contracting Officer: Yuly Chaux-Ramirez	

FIRM NAME _____

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

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

SECTION 4
 BID SUBMITTAL FOR:

LAUNDROMAT SERVICES

FIRM NAME: _____

TO BE COMPLETED BY ALL BIDDERS

<u>Reference:</u>	<u>Summarized Requirement:</u>
Paragraph 2.4.A	Bidders are required to provide at least two (2) letters of reference from their clients to include dates of service, and statement of work performed. Reference letters are to be submitted on client's letterhead and must clearly state the length of time products or services similar to those described herein have been provided.
Paragraph 2.4.B	List staff authorized staff to discuss matters pertaining to maintenance of equipment, resolve billing and reports inquiries, and who are cognizant of the laundry services industry and its standards. Name: _____ Title: _____ Phone Number: _____ E-mail: _____ Name: _____ Title: _____ Phone Number: _____ E-mail: _____
Paragraph 2.4.C	Provide list of proposed equipment: <u>Front Loader Electric Washing Machine</u> Brand: _____ Model #: _____ Capacity: _____ <u>Gas Dryers</u> Brand: _____ Model #: _____ Capacity: _____ <u>Electric Dryers</u> Brand: _____ Model #: _____ Capacity: _____

SECTION 4
BID SUBMITTAL FOR:

LAUNDROMAT SERVICES

FIRM NAME: _____

COMPETITIVE ITEM

Item	Estimated Annual Gross Receipts	Percentage of Annual Gross receipts to be paid to the County	Commission to the County
1	\$ 280,000	_____ %	\$ _____
Total			\$ _____

SECTION 4
BID SUBMITTAL FOR:
LAUNDROMAT SERVICES

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW 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 _____

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____



Bid Title: Laundromat Services

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 2.21 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**

ATTACHMENT – A

Sample Report

Miami Dade Public Housing and Community Development

- Month - Year -

Location (code suffixes)	Location Name	Site No.	Dev. No.	Machine Number	Collections	Commissions
Ex: 14373	Gwen Cherry 20	110	5-027B	Ex: 0234	\$	\$
14373	Gwen Cherry 20	110	5-027B	0235	\$	\$
14373	Gwen Cherry 20	110	5-027B	0236	\$	\$
14373	Gwen Cherry 20	110	5-027B	0237	\$	\$
14374	Newberg	110	5-031	0238	\$	\$
14374	Newberg	110	5-031	0239	\$	\$
14374	Newberg	110	5-031	0240	\$	\$
14374	Newberg	110	5-031	0241	\$	\$
14374	Newberg	110	5-031	0242	\$	\$
14374	Newberg	110	5-031	0243	\$	\$
14374	Newberg	110	5-031	0244	\$	\$
14375	Lemon City	110	5-051	0245	\$	\$
14375	Lemon City	110	5-051	0246	\$	\$
14375	Lemon City	110	5-051	0247	\$	\$
14375	Lemon City	110	5-051	0248	\$	\$
14375	Lemon City	110	5-051	0249	\$	\$
14375	Lemon City	110	5-051	0250	\$	\$
14376	Ward Towers	120	5-044	0251	\$	\$
14376	Ward Towers	120	5-044	0252	\$	\$
14376	Ward Towers	120	5-044	0253	\$	\$
14376	Ward Towers	120	5-044	0254	\$	\$
14376	Ward Towers	120	5-044	0255	\$	\$
14376	Ward Towers	120	5-044	0256	\$	\$
14376	Ward Towers	120	5-044	0257	\$	\$
14376	Ward Towers	120	5-044	0258	\$	\$
14376	Ward Towers	120	5-044	0259	\$	\$
14376	Ward Towers	120	5-044	0260	\$	\$
14376	Ward Towers	120	5-044	0261	\$	\$
14376	Ward Towers	120	5-044	0262	\$	\$
14376	Ward Towers	120	5-044	0263	\$	\$
14376	Ward Towers	120	5-044	0264	\$	\$
14376	Ward Towers	120	5-044	0265	\$	\$
14376	Ward Towers	120	5-044	0266	\$	\$
14377	Ward Towers-ALF	120	5-144	0267	\$	\$
14377	Ward Towers-ALF	120	5-144	0268	\$	\$
14377	Ward Towers-ALF	120	5-144	0269	\$	\$
14377	Ward Towers-ALF	120	5-144	0270	\$	\$
14377	Ward Towers-ALF	120	5-144	0271	\$	\$
14377	Ward Towers-ALF	120	5-144	0272	\$	\$
14377	Ward Towers-ALF	120	5-144	0273	\$	\$
14377	Ward Towers-ALF	120	5-144	0274	\$	\$
14377	Ward Towers-ALF	120	5-144	0275	\$	\$

Walters, Vivian (RER)

From: Chaux-Ramirez, Yuly (ISD)
Sent: Wednesday, February 27, 2013 1:08 PM
To: Walters, Vivian (RER)
Subject: RE: Revenue Generating Contract
Attachments: DBD DEPARTMENT INPUT.doc; Laundromat Services 2-26-13.docx

Thank you Vivian.

Attached you may find a DBD Department Input, and a copy of the contract for review and recommendation.

Thank you,

Yuly Chaux-Ramirez
Internal Services Department
Miami Dade County
Ph: 305-375-4263
Fax: 305-375-4407
E-mail: ychaux@miamidade.gov
Website: www.miamidade.gov/dpm

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes

From: Walters, Vivian (RER)
Sent: Wednesday, February 27, 2013 9:09 AM
To: Chaux-Ramirez, Yuly (ISD)
Subject: RE: Revenue Generating Contract

Yes we do.

Vivian O. Walters, Jr.
Contract Development Specialist II
Regulatory and Economic Resources Department
Small Business Development Division
111 NW 1st Street #19 Floor
Miami, FL 33128
walterv@miamidade.gov
Office (305) 375-3138 | Fax (305) 375-3160
"Delivering Excellence Every Day"

"For the New Project Review & Analysis Process"



click on our new website



<http://www.miamidade.gov/sba/about-project-review-and-analysis.asp>

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Status concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.



From: Chaux-Ramirez, Yuly (ISD)
Sent: Tuesday, February 26, 2013 1:55 PM