

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

New contract
 QTR
 CO
 SS
 BW
 Emergency
 Previous Contract/Project No: N/A

Re-Bid
 Other
 LIVING-WAGE-APPLIES: YES NO

Requisition No: RQID1400040 Term of contract: 5 years with 1 five year option-to-renew

Requisition/Project Title: Dishwashing Compounds and Related Items

Description: The purpose of this solicitation is to establish a contract for the purchase of dishwashing compounds and related items to be used with Stero Flight Type 3 Tank Tray Washing Machines and/or manual dish washing components, and related items in conjunction with the County's needs on as needed when needed basis.

User Department(s): Miami Dade Corrections & Rehabilitation

Issuing Department: Internal Services Department Procurement Management Division

Contact Person: Martha Garofolo Phone: 305-375-4265

Estimated Cost: \$225,000.00 Funding Source: General Operating

ANALYSIS

Commodity/Service No: <u>485-38</u>		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): Yes <input type="checkbox"/> No <input type="checkbox"/>			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

RECEIVED
 DEPT. BUSINESS DEV.
 2014 JAN 17 PM 2:35
 Signed: Martha Garofolo

Date to SBD: 1/17/14
 Date Returned to ISD: _____



BID NO.: RQID1400040

OPENING: 2:00 P.M.
Wednesday
January xx , 2014

MIAMI-DADE COUNTY, FLORIDA

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

DISHWASHING COMPOUNDS AND RELATED ITEMS

FOR INFORMATION CONTACT:

Martha Garofolo, 305-375-4265, Marthag@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: RQID1400040

Bid Title: Dishwashing Compounds and Related items

Procurement Officer: Martha Garofolo

Bids will be accepted until 2:00 p.m. on Wednesday January xx, 2014

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

DISHWASHING COMPOUND AND RELATED ITEMS

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/boilerplate/general-terms-and-conditions-r13-8.pdf>

SECTION 2
SPECIAL CONDITIONS

DISHWASHING COMPOUND AND RELATED ITEMS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of dishwashing compounds to be used with Stero Flight Type 3 Tank Tray Washing Machines and/or manual dish washing components, and related items in conjunction with the County's needs on as needed when needed basis.

2.2 TERM OF CONTRACT FIVE YEARS

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 distributed by the County's Department of Internal Services, Procurement Management 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 contract term.

2.3 OPTION TO RENEW

Prior to, or upon completion of, the initial contract term of five (5) years, the County shall have the option to renew this contract for an additional five (5) year period.

The initial contract prices resultant from this solicitation shall prevail for a one (1) year period from the contract's initial effective date. Prior to completion of each one year period of the contract, the County may consider an adjustment to price effective the next contract year based on changes in the following pricing index: Consumer Price Index (CPI) for All Urban Consumer, Other Good and Services in the Miami/Ft. Lauderdale area.

It is the vendor's responsibility to request any pricing adjustment under this provision. The vendor's request for adjustment must be submitted 90 days prior to expiration of the then current contract year.

The vendor adjustment request cannot be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume that the vendor has agreed to maintain the then current pricing. Any adjustment request received after the annual contract anniversary date will only be considered for the following contract year.

The County reserves the right to negotiate lower pricing for the option to renew term based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the option to renew term based on the downward movement of the applicable index. The County reserves the right to reject any price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments.

Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

SECTION 2
SPECIAL CONDITIONS

DISHWASHING COMPOUND AND RELATED ITEMS

2.4 METHOD OF AWARD TO MULTIPLE VENDORS BY ITEM

Award of this solicitation will be made to the Two (2) lowest priced responsive, responsible bidders in the aggregate.

The County will use the estimated annual quantities multiplied by the unit price bid per item (adjusted as noted below) added in the aggregate to determine the lowest priced bidders. Additionally, for the products "or equal", the dilution ratio (shown on the product label or other documentation acceptable to the County) will be used to arrive at the cost per usable unit of product which will then be used to determine the price for that item (i.e., the cost to obtain usable amount of the "or equal" product that would equal the usable amount of the brand name product specified.

The primary bidder shall have the responsibility to initially deliver the chemical(s) and install the necessary dispenser suitable for the chemical. If the primary bidder fails to perform, the County may obtain the chemical and dispenser from the secondary bidder, which will then become the primary. In the event the primary and the secondary vendors fail to perform, the County may seek the chemical and dispenser from another vendor, which will then become the primary. Additionally, the County reserves the right to re-assign the primary, secondary designations should the price adjustments pursuant to Section 2.4 result in a new order of low price.

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

2.5 Minimum Requirement

The bidder shall be regularly engaged in the business of providing similar products described in this solicitation for a (correctional institution or similar facility).

2.6 Documentation

- 1) Bidders shall provide at least one (1) reference for a (correctional institution or similar facility), which uses the chemical and equipment offered by bidder. The reference must be from a customer that is purchasing, or has previously purchased, similar products from the bidder within the past two years. The bidder's submittal shall include the reference's company name, contact name, telephone number, and e-mail address of the person who can verify to the County that the bidder has successfully provided similar products and services.

The reference shall provide, to the County's satisfaction, that the bidder has sufficient experience and expertise in the industry to meet the scope of work and all requirements of this solicitation.

SECTION 2
SPECIAL CONDITIONS

DISHWASHING COMPOUND AND RELATED ITEMS

- 2) Bidders shall provide at least one (1) reference confirming bidder has performed dishwashing compound dispenser installation, repair, cleaning, and delimiting services on flight type tray washers.
- 3) The bidder shall submit the Material Safety Data Sheet (MSDS, aka OSHA Form 174) for the chemical they are offering and or label.

The County may request from and allow bidders to provide additional information to satisfy any of the above requirements during evaluation.

2.7 COMPLIANCE WITH FEDERAL STANDARDS

All items 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).

A. 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 vendor through the Department of Permitting, Environment and Regulatory Affairs, 701 NW 1 Ct Suite 400, Miami, Florida 33136, Telephone (305) 372-6789.

B. TOXIC SUBSTANCES/Federal "Right to Know" Regulations

The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration (OSHA) requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace. Accordingly, the vendor(s) performing under this contract shall be required to provide two (2) complete sets of Material Safety Data Sheets to each User Department utilizing the awarded products. This information should be provided at the time when the initial delivery is made, on a department-by-department basis. For additional information on the Federal Right to Know Regulation, contact OSHA at www.OSHA.gov or call (954) 424-0242.

2.8 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE BIDDER

The primary bidder shall furnish all labor, material, and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

SECTION 2
SPECIAL CONDITIONS

DISHWASHING COMPOUND AND RELATED ITEMS

2.9 "OR EQUAL" PRODUCT CAN BE CONSIDERED UPON RECEIPT OF SPECIFIED DATA

The manufacturer's name, brand name and/or product number information contained in this solicitation are being used for the sole purpose of establishing the minimum requirement of level of quality, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer's items of equal material unless otherwise indicated on the Bid Submittal Form.

This specific solicitation requires submission of the following documentation to enable County evaluation of "or equal" products:

- : Product Information Sheets
- : Product Samples with Initial Offer
- : Product Samples Upon Specific Request
- : Product labels
- : Performance Test Results

If an "or equal" product may be considered by the County in accordance with the Bid Submittal Form, the product shall be equal in quality and standards of performance to the product specified in the solicitation. Where an "or equal" product is offered, the County may request from the Bidder two (2) complete sets of product information sheets, standard manufacturer information sheets, catalogues, and brochures. Also for product information submittals, all supporting documentation submitted by the Bidder must in total meet the required specifications set forth in this solicitation. Where the standard product literature submitted provides information that does not comply with the specifications, the County may request in official letter on corporate letterhead the differences between the product(s) they are specifically offering. If samples of all "or equal" products are required for evaluation, such product samples are to be provided at no cost to the County at the time of specific request. Failure to meet this requirement may result in your offer being rejected. The County shall be sole judge of equality, based on the best interests of the County, and its decision in this regard shall be final. Items labeled "No Substitute" on the County's Bid Submittal Form are the only products that will be accepted under this solicitation.

2.10 DELIVERY

The vendor shall make deliveries within five (5) calendar days after the date of the order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the vendor(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the vendor. In these cases, the vendor 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 vendor(s) to whom the contract(s) is awarded fail to deliver in the number of days stated above, the County reserves the right to cancel the contract on a default basis after any back order period that has been specified in this contract has lapsed.

SECTION 2
SPECIAL CONDITIONS

DISHWASHING COMPOUND AND RELATED ITEMS

If the contract 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 vendor with any re-procurement costs. If the vendor 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. Vendors shall require presentation of this written authorization. The vendor shall maintain a copy of the authorization. If the vendor is in doubt about any aspect of material pick-up, vendor shall contact the appropriate user department to confirm the authorization.

2.11 PURCHASE OF OTHER 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 must be purchased by the County during the term of this contract. Any additional items required may be purchased as needed.

2.12 ADDITIONAL FACILITIES MAY BE ADDED

Although this solicitation and resultant contract identifies specific facilities to be serviced, it is hereby agreed and understood that any County department or agency facility may be added to this contract at the option of the County. When required by the pricing structure of the contract the primary vendor under this contract shall be invited to submit price quotes for these additional facilities. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the primary vendor. The County may determine to obtain price quotes for the additional facilities from other vendors.

2.13 DELETION OF FACILITIES

Although this solicitation identifies specific facilities to be serviced, it is hereby agreed and understood that the County may delete service for any facility(ies) when such service is no longer required during the contract period

2.14 INSURANCE * PENDING RISK MANAGEMENT TO REVIEW *

Refer to Section 1, General Terms and Conditions, Subsection 1.21, Insurance Requirements.

2.15 SAMPLES MAY BE REQUIRED DURING EVALUATION

After the County opens the Bids, the 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, bid 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 bid for that item(s); provided however, that in the event of a group or aggregate award, the bidder's

SECTION 2
SPECIAL CONDITIONS

DISHWASHING COMPOUND AND RELATED ITEMS

bid will not be eligible for that group or in the aggregate as applicable. 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 any 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 bid specifications and its decision shall be final. Any sample submitted shall create an express warranty that the whole of the goods and/or services 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.

2.16 SUBSTITUTION OF ITEMS DURING TERM OF CONTRACT

Substitute brands may be considered during the contract period for discontinued products. The vendor shall not deliver any substitute products as a replacement to an awarded brand or model without express written consent of the Internal Services Department, Bids & Contracts Division prior to such delivery. Substitute items must be of equal or better quality than the awarded item. Unauthorized or excessive substitution request may be cause to cancel the contract.

2.17 TESTING OF RANDOM SAMPLES OF DELIVERED PRODUCTS

During the term of the contract, samples of delivered items may be randomly selected and tested for compliance with these specifications. If it is found that the delivered commodities do not conform to the specifications, the county shall require replacement within reasonable length of time and may cancel the contract for cause.

2.18 EMERGENCY SERVICE

The vendor shall provide 24 hours, 7 days a week emergency service to the County under the contract. During regular working hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.), emergency service response time (defined as the time from acknowledged notification to arrival on-site) shall be within two (2) hours after notification by the County. During other than regular working hours, the emergency response time, as defined above, shall be within (4) hours after notification by the County. The vendor shall provide the name and telephone number of the contact person for emergency services.

2.19 CONTACT PERSON

For any additional information regarding the specification and requirements of this contract, Contact: Martha Garofolo, at (305) 375-4265 or email: marthag@miamidade.gov

SECTION 3
TECHNICAL SPECIFICATIONS

DISHWASHING COMPOUND AND RELATED ITEMS

3.1 SCOPE

The purpose of this solicitation is to establish a contract for the purchase of dishwashing compounds to be used with Stero Flight Type 3 Tank Tray Washing Machines and/or manual dish washing components, and related items.

GENERAL REQUIREMENTS

- A) Each product container shall be clearly labeled with product name, manufacturer, instructions for use, recommended dilution formula and any cautions or hazard warning necessary for safe use.
- B) Each drum or pail of liquid (when applicable) shall include one metering pump dispenser to fit on the drum or pail container and dispense a measured amount per stroke; powdered products will contain a measuring scoop to maintain dilution control.
- C) Bidder shall furnish, install and maintain the appropriate equipment at no cost to the County for properly dispensing compounds into the dishwashing machines and manual ware washing components at locations determined by the County on an as needed basis.
- D) Products shall be designed for use in hard water, (i.e., D-15 Grain Hardness).

3.2 PRODUCT SPECIFICATIONS

DISHWASHING DETERGENT, SOLID POWER XL

Product shall be 100% active extra heavy duty, low foam machine dishwashing compound packaged in a plastic container designed to be used in automatic dispensing equipment. Product shall contain alkaline detergents for optimum cleaning power at low concentration, chlorine for detaining, water conditioners and defoamer to control sudsing. Solid Power XL, Product No. 6100185 by Ecolab or approved equal. Vendor shall include the dispenser at no-charge to the County. (See above).

LIQUID POT AND PAN SOAP

Liquid concentrated manual ware washing detergent, high sudsing and high detergency, organic compound, biodegradable, non-irritating to skin when used in recommended concentrations. The product contains no phosphates or Nitrilotracetic Acid (NTA) and shall be USDA approved. The product shall be capable of being dispensed from 5 gallon pails via a wall mounted dispenser designed to work with the product specified herein. The bidder shall install wall mounted dispensers at various facilities as requested for dispensing liquid pot and pan soap. Pan Dandy, Product No. 11288 by Ecolab or approved equal. Vendor shall include the dispenser at no-charge to the County. (See above).

SECTION 3
TECHNICAL SPECIFICATIONS

DISHWASHING COMPOUND AND RELATED ITEMS

LIME REMOVER

Product shall be effective in removing hard water lime deposit from dishwashing machines and other food service equipment. Product shall contain a minimum of 35% phosphoric acid, combined with wetting agents, defoamer and corrosion inhibitors.

Product shall be listed by United States Department of Agriculture (USDA) OR Environmental Protection Agency (EPA) as being safe for use in food handling areas. Lime Away, Product No. 18700 by Ecolab or approved equal.

3.3 SERVICE REQUIREMENTS / REPAIR AND MAINTENANCE

Bidder shall perform the following services for the bidder's dispensers at no cost to the County:

- A) Perform a monthly preventative maintenance check on the dispensing equipment such as:
 - 1) Clean spray nozzles
 - 2) Check dispensers and ensure proper dispensing
 - 3) Correct any problems
 - 4) Clean dispensing lines
- B) Provide monthly service reports for each location the vendor is providing dishwashing compounds.
- C) Perform minor repairs to the dispensing equipment to keep the dispenser continually operable. If equipment is inoperable and can't be repaired, the bidder shall replace the equipment.
- D) Provide monthly or as needed deliming services as follows:

Dismantle parts, spray manifolds, assemblies, and/or spray and perform deliming of machine and parts utilizing deliming solution provided by the using agency in accordance with dishwashing machine's and deliming solution manufacturer's instructions. Prior to performing deliming service, the vendor shall contact the using agency to verify if the deliming solution is available on site.
- E) Provide water analysis as needed at each location to insure that the dishwashing products are compatible for usage with water hardness and appropriate dispensing concentrations are set on all dishwashing compound(s) dispensers.

3.4 LOCATIONS FOR ANALYSIS:

- | | |
|---|--|
| <ul style="list-style-type: none"> 1) Metro West Detention Center
1350 N.W. 41 Street
Miami, Florida | <ul style="list-style-type: none"> 2) Pre-Trial Detention Center
1321 N.W. 13 Street
Miami, Florida |
|---|--|

The vendor shall contact Debra Graham at (786) 263-6360 for analysis.

SECTION 3
TECHNICAL SPECIFICATIONS

DISHWASHING COMPOUND AND RELATED ITEMS

3.5 TECHNICAL SUPPORT

The vendor shall provide technical assistance verbally and/or in writing to the using department staff as needed.

3.6 TRAINING

Vendor shall provide, on-site as requested by the using agency, personnel training in the proper use of dishwashing compound products and dispensers.

**SECTION 4
BID SUBMITTAL FORM**

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

OPENING: 2:00 P.M.
Wednesday
January xx , 2014



**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: **M.G.**

ISD/PM

Date Issued:

This Bid Submittal Consists of
Pages **10** through **12**, plus
affidavits

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:
DISHWASHING COMPOUND AND RELATED ITEMS

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: 485-38	
Procurement Contracting Officer: MARTHA GAROFOLO	

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:
DISHWASHING COMPOUND AND RELATED ITEMS**

FIRM NAME: _____

Bidders shall provide all required documentation as specified in Section 2, Paragraph 2.5 and 2.19 of this solicitation with bid submittal.

REQUIRED DOCUMENTATION:

Bidders shall provide at least one (1) reference for a (correctional institution or similar facility), which uses the chemical and equipment offered by bidder. The reference must be from a customer that is purchasing, or has previously purchased, similar products and services to those requested herein from the bidder within the past two years.

REFERENCE Section 2, Paragraph 2.6 Documentation (1)

Reference for a correctional institution or similar facility:

Business Name: _____

Contact Name: _____

Telephone Number: _____ Alternate Number: _____

REFERENCE Section 2, Paragraph 2.6 Documentation (2)

Reference confirming bidder has performed dishwashing compound dispenser installation, repair, cleaning and delimiting services on flight type tray washers:

Business Name: _____

Contact Name: _____

Telephone Number: _____ Alternate Number: _____

EMERGENCY SERVICE Section 2, Paragraph 2.19

Contact Information:

Contact Name: _____

Telephone Number: _____ Alternate Number: _____

**SECTION 4
 BID SUBMITTAL FOR:
DISHWASHING COMPOUND AND RELATED ITEMS**

FIRM NAME: _____

ITEM	ESTIMATED ANNUAL QUANTITY	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE
1	15,000	Pounds	Dishwashing Detergent, Solid, concentrate Including dispenser at no-charge Mfg.: <u>Ecolab Inc.</u> Brand: <u>Solid Power XL #6100185</u> Packaging: <u>Pound</u> <u>Bidder complete this section only if bidding on "Or Equal" Product</u> Brand: _____ Packaging: _____ EPA Req. No. _____ USDA Approved _____ Yes _____ No Dilution ratio: _____ ounce of concentrate per one gallon of water	\$ _____ Per lb.
2	800	5 Gallon	Liquid Pot & Pan Soap Including dispenser at no-charge Mfg.: <u>Ecolab</u> Brand: <u>Pan Dandy #11288</u> Packaging: <u>5 gallon pails</u> <u>Bidder complete this section only if bidding on "Or Equal" Product</u> Brand: _____ Packaging: _____ Must be USDA Approved Dilution ratio: _____ ounce(s) of concentrate per one gallon of water	\$ _____ Per 5 gallon pail.
3	1,200	Gallon	Acid Lime Remover Mfg.: <u>Ecolab Inc.</u> Brand: <u>Lime Away #18700</u> Packaging: <u>Gallon</u> <u>Bidder complete this section only if bidding on "Or Equal" Product</u> Brand: _____ Packaging: _____ EPA Req. No. _____ USDA Approved _____ Yes _____ No Dilution ratio: _____ ounce(s) of concentrate per one gallon of water	\$ _____ Per gal.

SECTION 4
BID SUBMITTAL FOR:
DISHWASHING COMPOUND AND RELATED ITEMS

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: Dishwashing Compound and Related Items

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 vendor registration. Failure to register as a vendor 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 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, 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 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 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

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

Name of Proposer: _____ FEIN No. _____

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all 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 Proposers 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 Proposers 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. 11-90, 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 Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the 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 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)							Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			Gender		Race/Ethnicity					Gender		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
Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Material s/Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)							Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			Gender		Race/Ethnicity					Gender		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

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 Department of Regulatory and Economic Resources at <http://www.miamidade.gov/business/business-development-contracts.asp>. As a condition of final payment, 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>.

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

Signature of Proposer _____

Print Name _____

Print Title _____

Date _____

Walters, Vivian (ISD)

From: Garofolo, Martha (ISD)
Sent: Friday, January 17, 2014 9:24 AM
To: Walters, Vivian (ISD)
Cc: Johnson, Laurie (ISD); Garofolo, Martha (ISD)
Subject: REQ#RQID1400040 Dishwashing Compounds and Related Items Contract Project Measure Analysis
Attachments: SBD.pdf; Scope of Work.pdf

Good morning attached please find the scope of work for RQID1400040 Dishwashing Compounds and Related Item for contract project measure analysis and recommendation.

Funding Source: General Operating
Estimated Cost: \$225,000 for a five year initial term.

Regards,

Martha Garofolo
Procurement Contracting Officer
Miami-Dade County Internal Services Department
111 N.W. 1st Street, Suite 1300 Miami, Florida 33128
(305) 375-4265 Fax (305) 375-4407
www.miamidade.gov/internal

"Delivering Excellence Every Day"