

Appendix 4 - Current Scopes

**Solicitation FB-01166**

**JANITORIAL SERVICES FOR MIAMI INTERNATIONAL  
AIRPORT - ZONE 3**

**Solicitation Designation: Private**



**Miami-Dade County**

## Solicitation FB-01166

### JANITORIAL SERVICES FOR MIAMI INTERNATIONAL AIRPORT - ZONE 3

Solicitation Number	FB-01166
Solicitation Title	JANITORIAL SERVICES FOR MIAMI INTERNATIONAL AIRPORT - ZONE 3
Solicitation Start Date	Jun 7, 2019 5:50:28 PM EDT
Solicitation End Date	Aug 26, 2019 6:00:00 PM EDT
Question & Answer End Date	Jul 1, 2019 3:00:00 PM EDT
Solicitation Contact	Basia M. Pruna Assistant Division Director Internal Services Department bpruna@miamidade.gov
Solicitation Contact	Vendor Services ISD-VABIDS@miamidade.gov
Solicitation Contact	Clerk of the Board CLERKBCC@miamidade.gov
Solicitation Contact	Sade Chaney Procurement Contracting Officer 3 ISD - Procurement Managemnt Services Sade.Chaney@miamidade.gov
Solicitation Contact	Phillip Rincon Procurement Contracting Officer 2 ISD - Strategic Procurement Division Phillip.Rincon@miamidade.gov
Contract Duration	See Specifications
Contract Renewal	See Bid Documents
Prices Good for	See Bid Documents
Pre-Solicitation Conference	Jun 25, 2019 10:00:00 AM EDT Attendance is optional Location: Facilities Maintenance Building 3030 4331 NW 22 Street Miami, Florida 33122 Meeting Place: Conference Room #B209 Bldg 3030 â B Wing 2nd Floor

Solicitation Comments

The purpose of this solicitation is to establish a contract for janitorial Services for the Miami Dade Aviation Department (MDAD). The Services will be exclusive to all non-terminal buildings, airport properties, and other outlying buildings at Miami International Airport defined as Zone 3 (outlined in Exhibit A).

Added on Jul 24, 2019:

This addendum 2 addresses RFIs, extends the due date, and adds a newly approved vendor.

Added on Aug 15, 2019:

This addendum 3 extends the due date.

Added on Aug 21, 2019:

This addendum 4 addresses RFIs and revises the scope.

**Addendum # 1**

Pre-Bid Conference Changes	Pre-Bid Conference information has changed. Please review all Pre-Bid Conferences.
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**Addendum # 2**

New Documents	Addendum 1.pdf
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**Addendum # 3**

Previous End Date	Jul 12, 2019 6:00:00 PM EDT	New End Date	Jul 26, 2019 6:00:00 PM EDT
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**Addendum # 4**

New Documents	Addendum 2.pdf Addendum No. 2 - Current Contractor Invoices.pdf Addendum No. 2 - AOA Decal Operational Directive 01-02.pdf Addendum No. 2 - MDAD Summary of Rates Fees Charges.pdf Addendum No. 2 - Current Contract Estimated Man Hours Per Week.pdf		
Previous End Date	Jul 26, 2019 6:00:00 PM EDT	New End Date	Aug 16, 2019 6:00:00 PM EDT

**Addendum # 5**

New Documents	Addendum 3.pdf		
Previous End Date	Aug 16, 2019 6:00:00 PM EDT	New End Date	Aug 26, 2019 6:00:00 PM EDT

**Addendum # 6**

New Documents	Addendum 4.pdf Janitorial Services - MDAD Zone 3 Section 4 - Pricing Revised.pdf
Removed Documents	Janitorial Services - MDAD Zone 3 Section 4 - Pricing.pdf

**Item**                    **FB-01166--01-01 - JANITORIAL SERVICES FOR MIAMI INTERNATIONAL AIRPORTS**

**Quantity**              **1 See Bid Documents**

Prices are not requested for this item.

**Delivery Location**    **Miami-Dade County**

Miami-Dade County

111 NW 1st Street

Suite 1300

Miami FL 33128

Qty 1

**Description**

See Section 4 Price Sheet



**ADDENDUM NO. 4**

**DATE: August 21, 2019**

**TO: ALL PROSPECTIVE BIDDERS**

**SUBJECT: SOLICITATION NO. FB-01166**

**TITLE: FB-01166 - JANITORIAL SERVICES FOR MIAMI INTERNATIONAL AIRPORT - ZONE 3**

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This Addendum No. 4 becomes part of the above mentioned bid.

**A. The following are changes to the solicitation:**

1. Section 3.4(A), Areas of Responsibility, page 21, is hereby replaced with the following:

**A. Areas of Responsibility**

1. Cleaning of common-use areas such as lobbies, hallways, restrooms, stairwells, elevators, escalators, moving walkways, windows, excluding areas under exclusive lease to tenants.
2. As set forth in this solicitation, the work areas are identified, inclusive of the parameters and facilities under this Contract. Service shall encompass all parameters and facilities from the floor to the ceiling to maintain an inclusive standard cleanliness; measured at approximately 5,030,657 square feet.

<b>Common Areas</b>	
	<u>Square Footage</u>
Carpet	135,632
Terrazzo	68,499
Tile – Ceramic	79,073
Tile – Vinyl	19,257
Concrete	4,712,677
Steel	359
Wood	350
Rubber	363
	<u>Quantity</u>
Elevators	40
Escalators	3
Moving Walkways	2
Stairs (Flights)	55
<b>59 Restrooms</b>	
	<u>Square Footage</u>
Restrooms	14,447
	<u>Quantity</u>

Toilets	133
Urinals	52
Sinks	159
Showers	13

2. Section 3.4(B), Shift Assignment, pages 22-23, is hereby replaced with the following:

**B. Shift Assignment**

<b>ZONE 3 – DAY SHIFT DESIGNATED AREAS</b>
Building 3033
Building 3050 – Black Box area (1030 -1900)
Building 3030 B Wing (1030 -1900)
Building 3030 C Wing (1030 -1900)
Building 3040
Building 3064 South East Gate Booth
Building 3215
Taxi Lot Restrooms
Ride Sharing (Uber/Lyft) Lot Restrooms
Overflow Taxi Lot
Limo/Bus Lot
ATLV Operator/ Taxi Lot
Dolphin Garage & Lower Short Term Parking
Central Collection Plaza & Park 7 Employee Parking Lot
Flamingo Garage, Upper Short Term Parking, Park 6 Main Street
Building 3240 Mover Station MIA Mover Platform (Both Sides)
Building 3038
Building 3063 Heliport /Helipad (Vacant)
Building 3091
Building 3099 Central Chiller
Building 3215 Term Mover Station
Building 3241 Car Rental Center

<b>ZONE 3 – AFTERNOON SHIFT DESIGNATED AREAS</b>
Building 3033
Building 3050 – Black Box area (1030 -1900)
Building 3030 B Wing (1030 -1900)
Building 3030 C Wing (1030 -1900)
Building 3040
Building 3064 South East Gate Booth
Building 3215
Ride Sharing (Uber/Lyft) Lot Restrooms
Overflow Taxi Lot
Limo/Bus Lot

ATLV Operator/Taxi Lot
Dolphin Garage & Lower Short Term Parking
Central Collection Plaza & Park 7 Employee Parking Lot
Flamingo Garage, Upper Short Term Parking, Park 6 Main Street
Building 3240 Mover Station MIA Mover Platform (Both Sides)
Building 3038
Building 3091
Building 3099 Central Chiller
Building 3215 Term Mover Station
Building 3241 Car Rental Center

ZONE 3 – NIGHT SHIFT DESIGNATED AREAS
Building 3064 South East Gate Booth
Building 3215 Term Mover Station
Dolphin/Flamingo Garage Elevators & Stairwell
Dolphin/Flamingo Garage Elevators & Stairwell Washing/Disinfecting
Pressure Washing - As assigned
Dolphin Garage & Lower Short Term Parking
Flamingo Garage, Upper Short Term Parking
Auto Scrubber Operator
ATLV Operator/Taxi Lot
Taxi Lot Restrooms
Ride Sharing (Uber/Lyft) Lot Restrooms
Overflow Taxi Lot
Limo/Bus Lot
Park 8
Building 3240 Mover Station MIA Mover Platform (Both Sides)
Central Collection Plaza & Park 7 Employee Parking Lot
Building 3241 Car Rental Center

3. Section 3.7(t), Window (Glass cleaning), Table C, page 29, is hereby replaced with the following:

t. Windows (Glass cleaning):

Windows and glass surfaces are to be cleaned to a like new condition. Any unauthorized papers, notices, and the like taped or otherwise attached to glass surfaces are to be removed. Use a scraper or safety razor blade to remove these items. Use chewing gum remover to soften and remove tape and adhesive residues, if necessary. Use a brush, squeegee and bucket of glass cleaning solution to clean large expanses or areas of glass. After cleaning, the glass shall present a clean, uniform appearance and be free of any streaks, smudges, stain, or soil. See Table C.

Table C	
Window Washing frequency for Zone 3	
<u>Areas of Responsibility</u>	<u>Cleaning Frequency</u>

Building 3030 and Maintenance Complex Outside	Every 6 months
Building 3030 and Maintenance Complex Inside	Every 6 months
Building 3033 MDAD Police Station Outside	Every 6 months
Rental Care Center Platform	Every 6 months
<b>Note: Unless otherwise directed by the Department, all windows below fifteen (15) feet will be considered routine work and must be kept clean and streak free at all times.</b>	

**B. The following documents are hereby incorporated into and made a part of this bid:**

1. Janitorial Services – MDAD Zone 3 (Section 4 – Pricing) Revised

**C. The following are the inquiries received and the corresponding responses from the County:**

**Question 1. Section 3.4 - Designated Work Areas**

- a. How much of the 4,770,112 square feet of concrete is actually serviced? If it is primarily curbside or parking areas, please provide a trash can count.
- b. Can you provide a breakdown of concrete areas (parking garage, open lots, curbside, etc...)?
- c. Please provide a detail of square footage and floor type by building. It must be available to arrive at the totals provided. It is essential as the time it takes to do a small lobby in one building is different than a large open area in another. We are moving crews between buildings and there is time lost in travel, set up and break down.
- d. Please provide an estimated population by building so we can properly estimate disposable supply needs. Is there history of disposable product usage by building or as a total project wide?
- e. You ask for cost for washrooms. We will need a count of washrooms, fixture count and square footage by building

Answer 1. Please review the following for responses to Question 1.

- a. All 4,712,677\* square feet of concrete must be serviced. Employee Parking Lot 9 trash cans \*pick-up is only at bus stops. Please refer to Section A, Item 1, of this Addendum for further clarification.
- b. Please review the table below for the itemized list of concrete areas estimated square/feet per location:

Location	Concrete (SF)
Building 210 Central Collection Plaza	154,503
Building 3010 Taxi Parking Lot	126,196
Building 3030 - 1st Floor	14,336
Building 3030 - 2nd Floor	
Building 3030 - 3rd Floor	
Building 3033 Police Station - 1st Floor	7,689
Building 3033 Police Station - 2nd Floor	
Building 3038 MDAD Maintenance	12,232



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Building 3040	130,761
Building 3042 Limo Lot	855
Building 3050 - 2nd Floor	
Building 3062 Short Term Parking- Lower Drive	104,183
Building 3062 Short Term Parking- Upper Drive	110,745
Building 3063 Heliport ID - Offices	703
Building 3063 Helipad	11,815
Building 3064 Southeast Gate	
Building 3089 Park 8 - 1st Floor	58,317
Building 3089 Park 8 - 2nd - 7th Floor	380,718
Building 3091 Maintenance Shop - 1st Floor	
Building 3094 - Ground Floor	38,664
Building 3094 - 1st Floor	71,797
Building 3094 - 2nd - 6th Floor	358,985
Building 3094 - 7th Floor	58,498
Building 3099 Central Chiller - 1st Floor	6,397
Building 3099 Central Chiller - 2nd - 6th Floor	14,295
Building 3107 Dolphin Garage - Ground Floor	260,172
Building 3107 Dolphin Garage - 1st Floor	269,249
Building 3107 Dolphin Garage - 2nd Floor	268,201
Building 3107 Dolphin Garage - 3rd Floor	265,838
Building 3107 Dolphin Garage - 4th - 6th Floor	804,702
Building 3107 Flamingo Garage - Ground Floor	141,757
Building 3107 Flamingo Garage - 1st Floor	171,738
Building 3107 Flamingo Garage - 2nd Floor	171,876
Building 3107 Flamingo Garage - 3rd Floor	167,919
Building 3107 Flamingo Garage - 4th - 6th Floor	514,938
Building 3215 Terminal Mover Station - 1st Floor	
Building 3215 Terminal Mover Station - 2nd Floor	14,598
Building 3215 Terminal Mover Station - 3rd Floor	
Building 3240 MIA Mover station - 4th Floor	
Building 3241 Car Rental Center - 4th Floor	

- c. Please review the table below for the itemized list of flooring types estimated square/feet per location:

Location	Carpet (SF)	Terrazo (SF)	Ceramic Tile (SF)	Vinyl Tile (SF)
Building 210 Central Collection Plaza	698			927
Building 3010 Taxi Parking Lot			142	
Building 3030 - 1st Floor	25,363	3,289		7,699
Building 3030 - 2nd Floor	63,821	2,103		2,185
Building 3030 - 3rd Floor	4,706			412
Building 3033 Police Station - 1st Floor	7,359		817	1,866
Building 3033 Police Station - 2nd Floor	6,047		173	
Building 3038 MDAD Maintenance	12,232			

Building 3040	5,173		3,377
Building 3042 Limo Lot			
Building 3050 - 2nd Floor	1,799		
Building 3062 Short Term Parking- Lower Drive			
Building 3062 Short Term Parking- Upper Drive			
Building 3063 Heliport ID - Offices	5,373	351	
Building 3063 Helipad			
Building 3064 Southeast Gate			492
Building 3089 Park 8 - 1st Floor			
Building 3089 Park 8 - 2nd - 7th Floor			
Building 3091 Maintenance Shop - 1st Floor	824		
Building 3094 - Ground Floor			
Building 3094 - 1st Floor			
Building 3094 - 2nd - 6th Floor			
Building 3094 - 7th Floor			
Building 3099 Central Chiller - 1st Floor			
Building 3099 Central Chiller - 2nd - 6th Floor			
Building 3107 Dolphin Garage - Ground Floor	3,632	3,850	489
Building 3107 Dolphin Garage - 1st Floor		8,621	
Building 3107 Dolphin Garage - 2nd Floor		8,085	
Building 3107 Dolphin Garage - 3rd Floor		12,547	
Building 3107 Dolphin Garage - 4th - 6th Floor		24,255	
Building 3107 Flamingo Garage - Ground Floor	6,884	5,531	1,145
Building 3107 Flamingo Garage - 1st Floor		2,392	
Building 3107 Flamingo Garage - 2nd Floor		2,111	
Building 3107 Flamingo Garage - 3rd Floor		5,052	
Building 3107 Flamingo Garage - 4th - 6th Floor		5,319	
Building 3215 Terminal Mover Station - 1st Floor			
Building 3215 Terminal Mover Station - 2nd Floor	1,474		492
Building 3215 Terminal Mover Station - 3rd Floor	1,528	7,568	
Building 3240 MIA Mover station - 4th Floor		38,189	
Building 3241 Car Rental Center - 4th Floor		17,350	

d. Please review the table below for the estimated population by building. Disposable product usage data is not readily available.

Location	Estimated Population <i>Occupancy Levels Subject to Change at the Discretion of MDAD</i>
Building 210 Central Collection Plaza and Admin. Office	Approximately 45 Staff - 3 Shifts, 7 days per week.
Building 3010 Taxi Parking Lot and Over Flow	Lot Capacity 426 vehicles. Open 24-hours/7-days per week.
Uber/Lyft Lot and Over Flow	Lots Capacity 263 vehicles. Open 24-hours/7-days per week.

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Building 3030 Facilities Maintenance	110 Staff. Operational 24-hours/7-days per week.
Building 3033 Police Station	170 Staff. Operational 24-hours/7-days per week.
Building 3038 MDAD Maintenance	75 Staff. Operational 24-hours/7-days per week.
Building 3040 MDAD Maintenance	90 Staff. Operational 24-hours/7-days per week.
Building 3050	62 Staff. Operational 24-hours/7-days per week.
Building 3063 Heliport - Offices	Unoccupied at this time
Building 3064 Southeast Gate	3 to 6 Staff. Staffed 24-hours/7-days per week.
Building 3091 Maintenance Shop	8 Staff. Operational 24-hours/7-days per week.
Building 3099 Central Chiller	20 Staff. Operational 24-hours/7-days per week.
Building 3215 Terminal Mover Station - 2nd Floor	10 Staff. Operational 24-hours/7-days per week.

- e. Please review the table below for the itemized list of estimated fixture count and estimated square/feet per location:

Location	Restroom (SF)	# of Restrooms	Toilets	Urinals	Sinks	Showers
Building 210 Central Collection Plaza	384	2	4	1	5	
Building 3010 Taxi Parking Lot	580	3	11	11	8	
Building 3030 - 1st Floor	1233	9	19	6	29	
Building 3030 - 2nd Floor	2024	10	30	9	34	
Building 3030 - 3rd Floor	219	2	3	1	3	1
Building 3033 Police Station - 1st Floor	4800	3	6	2	8	4
Building 3033 Police Station - 2nd Floor	499	2	5	2	6	4
Building 3038 MDAD Maintenance	233	1	2		2	
Building 3040	5461	5	19	12	20	
Building 3042 Limo Lot	100	2	2	2		
Building 3050 - 2nd Floor	645	4	10	3	10	
Building 3063 Heliport ID - Offices	234	2	3	1	3	
Building 3064 Southeast Gate	164	1	1		1	
Building 3091 Maintenance Shop - 1st Floor	147	2	2		3	1
Building 3099 Central Chiller - 1st Floor	124	1	1		1	1
Building 3107 Dolphin Garage - Ground Floor	282	2	4		6	
Building 3107 Flamingo Garage - Ground Floor	391	2	4	2	5	
Building 3215 Terminal Mover Station - 2nd Floor	478	2	2	1	6	2
Building 3215 Terminal Mover Station - 3rd Floor	423	3	5	1	7	

**Question 2.** Section 3.6 - Cleaning procedures

- You specify cleaning upholstered furniture twice a year- We will need a count by size.
- You specify scrubbing long term parking stairwells weekly- We will need a count of stair flights.
- Curbside pressure washing - we need square footage.

- d. Parking garages pressure washed weekly??? That is extreme... How many square feet are garages and how much is to be done nightly and 5 x week or 7 x week.
- e. Pressure washing curbside drives and parking lots monthly - need square footage of each.

Answer 2. Please review the following for responses to Question 2.

- a. The upholstery includes over 500 office/conference rooms seating and waiting room seats.
- b. There are a total of 55 stairwells in Zone 3. The total number of stair flights is not readily available.
- c. Please refer to Answer 1(b) of this Addendum.
- d. Please refer to Answer 1(b) of this Addendum. Pressure washing shall be completed in phases on a weekly basis.
- e. Please refer to Answer 1(b) of this Addendum.

**Question 3.** Section 3.7 - Service standards

- a. Item t. Window Cleaning - Table C lists Building 3030 twice for the same work. Is this a mistake or is one meant to say inside and the other outside. We also understand that work is limited to up to 15 feet.
- b. We will need a window count for Buildings 3030 and 3033.

Answer 3. Please review the following for responses to Question 3.

- a. As listed in Section 3.7(t), Table C, the areas of responsibility for Building 3030 and the Maintenance complex are inside and outside. Please also refer to Section A, Item 3, of this Addendum for further clarification.
- b. Please review the table below for the estimated window count for Buildings 3030 and 3033:

Building	Total Window Count
Building 3030	302
Building 3033	49
<b>Total</b>	<b>351</b>

**Question 4.** Are you satisfied with the current staffing level?

Answer 4. The current contractor is compliant with the terms of the agreement.

**Question 5.** Is the Airport Identification price a yearly cost or a onetime fee?

Answer 5. The Airport Identification cost is a bi-annual fee.

**Question 6.** How many airside gates are included in Zone 3 and which ones are they?

Answer 6. The South-East (S.E.) gate is the only gate included in Zone 3.

**Question 7.** Are the exterior glasses on the rental car platform side required to be cleaned every 6 months because they are not included in Section 3.7(t) Table C?

Answer 7. Yes. Please refer to Section A, Item 3, of this Addendum for further clarification.

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**Question 8.** Are their designated positions Section 3.4 letter B for the MIA mover platform both sides, truck run, Crystal mover offices, SE Gate, Central Base Gate, NE Gate which were not included in the shift assignments for all three shifts?

Answer 8. Only the S.E. Gate, both sides of the MIA Mover platform, Building 3215 (Crystal Mover offices) are included in Zone 3 and shall be included in all three (3) shifts. The Central Base Gate and N.E. Gate are not included in Zone 3. Please refer to Section A, Item 2 of this Addendum for further clarification. Also, regarding the truck run, the Awarded Bidder shall be required to provide all equipment necessary to perform the services for all shifts throughout all locations, including vehicles.

**All other information remains the same.**

Miami-Dade County,

*Sade Chaney*

Sade Chaney  
Procurement Contracting Officer

c: Clerk of the Board



**ADDENDUM NO. 3**

**DATE: August 15, 2019**

**TO: ALL PROSPECTIVE BIDDERS**

**SUBJECT: SOLICITATION NO. FB-01166**

**TITLE: FB-01166 - JANITORIAL SERVICES FOR MIAMI INTERNATIONAL AIRPORT - ZONE 3**

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This Addendum No. 3 becomes part of the above mentioned bid.

**A. The Response due date has been extended to August 26, 2019 by 6:00 P.M. (local time).**

**All other information remains the same.**

Miami-Dade County,

*Sade Chaney*

Sade Chaney  
Procurement Contracting Officer

c: Clerk of the Board



**ADDENDUM NO. 2**

*2019*  
**DATE: July 24, 2019**

**TO: ALL PROSPECTIVE BIDDERS**

**SUBJECT: SOLICITATION NO. FB-01166**

**TITLE: FB-01166 - JANITORIAL SERVICES FOR MIAMI INTERNATIONAL AIRPORT - ZONE 3**

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This Addendum No. 2 becomes part of the above mentioned bid.

- A. The Response due date has been extended to August 16, 2019 by 6:00 P.M. (local time).**
- B. The following documents are attached hereto and hereby incorporated into and made a part of this solicitation and the resultant Contract to be awarded:**
1. Current Contractor Invoices
  2. Current Contract Estimated Man Hours Per Week
  3. AOA Decal Operational Directive No. 01-02
  4. Miami-Dade Aviation Department Summary of Rates, Fees and Charges

**C. The following are the inquiries received and the corresponding responses from the County:**

**Question 1.** Is this solicitation 100% set-aside for SBE?

Answer 1. Yes, the Small Business Enterprise (SBE) set-aside measure is applicable for this solicitation for 100% of the contract value. Refer to Sections 2-8.1.1.1.1 and 2-8.1.1.1.2 of the Miami-Dade County Code for guidance.

**Question 2.** Can Miami-Dade County pre-qualified janitorial vendors (non-SBE) participate in this solicitation?

Answer 2. No, this solicitation is set aside for competition among SBEs. Please refer to Answer 1 of this Addendum for further clarification.

**Question 3.** Section 2.13 - Invoicing specifies invoicing at the beginning of each month. Will we be paid by month's end for the month service? Or are we invoicing the previous month the first day of the following? What are the payment terms?

Answer 3. The Awarded Bidder shall submit an invoice for services completed the previous month, in accordance with Section 2.13, Invoicing, of the Solicitation. Additionally as a set aside contract, pursuant to Section 1.2.H, Prompt Payment of the Solicitation (General Terms and Conditions), invoices submitted by the Awarded Bidder/SBE shall be promptly reviewed and paid for those amounts not in dispute, within fourteen (14) calendar days of receipt of such billing or invoice.

**Question 4.** Section 2.19 – Parking - Are we obligated to pay employee parking?

Answer 4. Awarded Bidder's staff and Subcontractors are not obligated to park onsite. Please refer to Section 2.19, Parking, of the Solicitation, for parking fees.

**Question 5.** Section 3.7 - Service standards: Please provide an escalator and moving sidewalk count by location.

Answer 5. Please review the chart below for escalator and powerwalk count by location:

Location	Item/Count
Building 3107 Dolphin Garage - 3rd Floor	2 Powerwalk
Building 3063 Heliport ID - Offices	1 Escalator
Building 3240 MIA Mover station - 4th Floor	2 Escalator

**Question 6.** Union: The terminal custodial staff are organized as Teamsters - Are the staff serving Zone 3 union? If union, please provide a copy of the existing collective bargaining agreement.

- a. Please provide existing staffing hours.
- b. Please provide existing wages.

Answer 6. Yes, staff under the current contract for this Solicitation are members of the Teamster Union. Prospective Bidders should contact the Teamster Union directly to obtain information regarding the existing collective bargaining agreement.

- a. Please refer to Section B, Item 2, Current Contract Estimated Man Hours Per Week, of this Addendum.
- b. Please refer to Section B, Item 1, Current Contractor Invoices, of this Addendum.

**Question 7.** Who is the existing contractor?

- a. Please provide a copy of the existing service agreement with the contractor.
- b. Please provide the current providers service invoices for the last few months.

Answer 7. The existing contractor is N&K Enterprises, Inc.

- a. This is a public records request. Please email [Sade.Chaney@miamidade.gov](mailto:Sade.Chaney@miamidade.gov) to request the document.
- b. Please refer to Section B, Item 1, Current Contractor Invoices, of this Addendum.

**Question 8.** How often is the service?

Answer 8. Please refer to Section 3.1.A of the Solicitation for Work Hours and Shifts.

**Question 9.** What is the current staffing level for each location?

Answer 9. The current contractor has a total of 73 full time staff members that are assigned locations based on the level of service needed.

**Question 10.** Are we expected to honor the Collective Bargaining Agreement with the Teamsters?

Answer 10. Yes.

**Question 11.** Are we expected to hire all the incumbent contractor's employees?

Answer 11. The Awarded Bidder shall recruit, screen and employ such full time and/or part time personnel as required for the Awarded Bidder to competently fulfill its obligations under the terms of the Contract. It is the County's intent that the Awarded Bidder interview and/or offer the Custodians and Specialists of the incumbent contractor, the positions required under the Scope of Services of the



Contract, to provide necessary stability and continuity of services. Retention of individual employees shall be contingent upon their satisfactory performance.

**Question 12.** How many employees are currently being used per current contract on this project?

Answer 12. Please refer to Answer 9 of this Addendum.

**Question 13.** Are we expected to honor the same pay rates if they were negotiated by the union?

Answer 13. At a minimum, Bidders shall consider Living Wage annually for all offers/bids for the Services in accordance with County Code, Sec.2-8.9.C. Hourly wage rates established by the Teamster agreement shall be considered for union staff.

**Question 14.** Can the same contractor be awarded Zone 3 & 4?

Answer 14. Yes. Award shall be based on the lowest responsive, responsible Bidder.

**Question 15.** Is a vehicle required for this contract and does it have to be new?

Answer 15. Per Section 3.9.B, the services provided by the Awarded Bidder shall include all equipment necessary to perform the services as required by the solicitation. Therefore, equipment necessary to perform the services shall be determined by the Bidder.

**Question 16.** What are the cost and qualifications associated with getting access to bring a vehicle on the airside?

Answer 16. Please refer to Section B, Item 3, AOA Decal Operational Directive No. 01-02, of this Addendum.

**Question 17.** Will we get a living wage increase according to the CPI or are we to estimate and include in our pricing what the future living wage increases will be?

Answer 17. The County will not apply Consumer Price Index (CPI) adjustments to the Awarded Bidder's bid/contract price. Bidders shall consider Living Wage for all offers/bids for services, including annual adjustments, in accordance with County Code, Sec.2-8.9.C.

**Question 18.** Is there a wage differential between custodian 1 and custodian 2?

Answer 18. Please refer to Section B, Item 1, Current Contractor Invoices, of this Addendum.

**Question 19.** Is there a night-time differential in pay between night shift employees and day shift employees?

Answer 19. Please refer to Section B, Item 1, Current Contractor Invoices, of this Addendum.

**Question 20.** Was exterior window washing included in the previous scope of services?

Answer 20. Yes.

**Question 21.** Will office space and storage space be provided by the county? If so, is there a cost?

Answer 21. The County may make available to the Awarded Bidder support/storage space, if available, upon request. Provision of such support/storage space is at the sole discretion of MDAD, and MDAD does not guarantee that such support/storage space is available, or if available, is suitable for the needs of the Awarded Bidder. If provided, the Awarded Bidder shall pay monthly rental payments for the spaces in accordance with the prevailing rental rates, as determined by MDAD, for support space. Payments shall commence on the beneficial occupancy date. Review the current rental rates, please refer to Section B, Item 4, Miami-Dade Aviation Department Summary of Rates, Fees and Charges.

**Question 22.** Will landline phones be provided by the county or is that an additional cost?

Answer 22. Landline phones shall be at the expense of the Awarded Bidder.

**Question 23.** Are the 2 moving walkways from the train platform including glass cleaning included in Zone 3?

Answer 23. The skybridge moving walkways that lead to the train platform are not included in Zone 3.

**Question 24.** Are the trains to the rental car center to be cleaned by the janitorial contractor? Is the contractor also responsible for cleaning the outside of the trains?

Answer 24. Requirements for this Solicitation include interior and exterior cleaning of the MIA Mover trains that transport passengers to the Rental Car Center and MIA terminal.



N&K ENTERPRISES, INC.  
 MIAMI INTERNATIONAL AIRPORT  
 WEEKLY INVOICE

**RECEIVED**

JUN 12 2019

DIALIS BURKE-WHEELER

CY11 WK19 WEEK OF 06/02/19 to 06/08/19

	06/02/19	6/10/2019		ACCT #
LABOR AND WAGES - JANITORIAL	HOURS WORKED	2133.50	\$ 29,387.06	
LABOR AND WAGES - CLERICAL/OFFICE	HOURS WORKED	32.00	\$ 1,490.85	
LABOR AND WAGES - SUPERVISORY	HOURS WORKED	369.00	\$ 6,594.33	
	<b>SUBTOTAL</b>	<b>2534.50</b>	<b>\$ 37,472.24</b>	
PAID TIME OFF (PTO) - JANITORIAL	PTO HOURS	200.00	\$ 2,759.28	
PAID TIME OFF (PTO) - CLERICAL/OFFICE	PTO HOURS	88	\$ 1,502.16	
PAID TIME OFF (PTO) - SUPERVISORY	PTO HOURS	24	\$ 427.84	
	<b>SUBTOTAL</b>	<b>312</b>	<b>\$ 4,689.28</b>	
<b>TOTALS (Contract Hours Not To Exceed 2,960 Per Week)</b>		<b>2846.50</b>	<b>\$ 42,161.52</b>	700110
<b>TAXABLE WAGES (GROSS WAGES LESS PRETAX DEDUCTIONS)</b>		<b>\$ 42,014.63</b>		
PAYROLL TAXES - FICA (Social Security + Medicare) (7.65%)	FICA wages:	\$42,014.63	\$ 3,214.12	
PAYROLL TAXES - SUTA (.68%)	SUTA wages \$	570.00	\$ 3.88	
PAYROLL TAXES - FUTA (.60%)	FUTA wages: \$	570.00	\$ 3.42	
	<b>TOTAL TAXES</b>		<b>\$ 3,221.42</b>	
INSURANCE - GENERAL LIABILITY (Total Wages - (Clerical Wages and PTO) x .0265780)	2.6578%		\$ 1,041.02	
INSURANCE - WORKERS COMPENSATION (CODE 9014)(Total Wages-(Clerical Wages + PTO) x .02478)	2.4780%		\$ 970.60	
INSURANCE - WORKERS COMPENSATION (CLERICAL 8810) (Labor + PTO) x .00116	0.1160%		\$ 3.47	
	<b>TOTAL INSURANCE</b>		<b>\$ 2,015.09</b>	
<b>TOTAL PT &amp; I (PAYROLL TAXES + INSURANCE)</b>			<b>\$ 5,236.51</b>	700156
			<b>\$ 47,398.03</b>	
CLEANING MATERIALS AND SUPPLIES - (.005343 x 281,333)			\$ 1,503.16	749245
CLEANING MATERIALS AND SUPPLIES - (.000065 x 7,428,971)			\$ 482.88	749245
OVERHEAD AND PROFIT - (.000933 x 7,710,304)			\$ 7,193.71	749890
HEALTH INSURANCE PREMIUM (supporting documentation attached)				701110
EQUIPMENT COST - (.0001134 x 7,710,304)			\$ 874.35	743510
OTHER COSTS - (supporting documentation attached)				733050
			<b>\$ 57,452.13</b>	

Miami-Dade County

Reviewed by:   
 N&K Enterprises, Inc.

Date: 6/10/19

Approved by: \_\_\_\_\_  
 MDAD - Project Manager

Date: \_\_\_\_\_

DATA ENTRY FROM PAYROLL SUMMARY

	Hours	Amount
Regular	2527	\$37,311.89
OT	7.5	\$160.35
Retro/Jury		
Sick	80	\$1,179.28
Holiday		
Vacation	200	\$2,998.80
Benefitment		
Personal (FH)	32	\$511.20
Total	2,846.50	
Variance	0.00	\$42,161.52
Gross Wages		\$42,161.52
Taxable Wages		\$42,014.63
125AFLAC deduct.		\$146.89
Taxes		
OASDI	2604.91	
Medicare	609.21	
FUTA	3.42	
SUTA	3.88	

DATA ENTRY FROM PAYROLL REGISTER REPORT

	Reg Pay	Sick Hrs	Sick Pay	Berev Hrs	Berev Pay	Vaca Hrs	Vaca Pay	Pers Hrs	Pers Pay	OT Hrs	OT Pay	Retro/Jury Hrs	Retro/Jury Pay	Hol Hrs	Hol Pay
2099 Z2 SC1 Spt Custodian	\$ 840.11	8	\$105.84					8	\$105.84						
2100-Z2 SC2 Specialist	\$ 2,613.12	8	\$108.88			80	\$1,088.80								
2101-Z2 DC1 Custodian	\$ 4,941.41	24	\$317.52												
2102-Z2 DC2 Specialist	\$ 2,939.76	16	\$217.76												
2103 - Z2 S1 Supervisor	\$ 1,756.56														
2104 -Z2 S1 Shift Mgr	\$ 630.40	8	\$157.60												
2109 Z2 Warehouse	\$ 540.48	8	\$135.12												
2201 - Z2 EC1 Custodian	\$ 3,486.11					40	\$544.40								
2202 - Z2 EC2 Specialist	\$ 2,868.31							16	\$270.24						
2203 - Z2 S2 Supervisor	\$ 962.73														
2301-Z-2 -NC1 Custodian	\$ 4,190.49									7.5	\$160.35				
2302 - Z2 NC2 Specialist	\$ 6,266.44														
2303 - Z2 S3 Supervisor	\$ 1,668.64														
2304 - Z2 S3 Shift Mgr	\$ 1,576.00														
2998 Z-2 Maintenance Worker	\$ 540.48					80	\$1,365.60	8	\$135.12						
2999-Admin	\$ 1,490.85	8	\$136.56												

TOTALS	\$ 37,311.89	80	\$1,179.28	0	\$0.00	200	2998.8	32	\$511.20	7.5	160.35	0	\$0.00	0	\$0.00
Variance	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Total Hours:	2,846.50														
Total Wages:	\$42,161.52														



N&K ENTERPRISES, INC.  
MIAMI INTERNATIONAL AIRPORT  
WEEKLY INVOICE

RECEIVED

JUL 16 2019

147 Alhambra Circle, Suite 220  
Coral Gables, Florida 33134

DIALIS BURKE-WHEELER

CY11 WK24 WEEK OF 07/07/19 to 07/13/19

07/03/19

7/16/2019

		HOURS	WAGES	ACCT #
LABOR AND WAGES - JANITORIAL	HOURS WORKED	2020.25	\$ 27,892.35	
LABOR AND WAGES - CLERICAL/OFFICE	HOURS WORKED	32.00	\$ 1,490.85	
LABOR AND WAGES - SUPERVISORY	HOURS WORKED	376.00	\$ 6,626.48	
	<b>SUBTOTAL</b>	<b>2428.25</b>	<b>\$ 36,009.68</b>	
PAID TIME OFF (PTO) - JANITORIAL	PTO HOURS	296.00	\$4,040.56	
PAID TIME OFF (PTO) - CLERICAL/OFFICE	PTO HOURS	8	\$ 136.56	
PAID TIME OFF (PTO) - SUPERVISORY	PTO HOURS	144	\$ 2,548.56	
	<b>SUBTOTAL</b>	<b>448</b>	<b>\$6,725.68</b>	
<b>TOTALS (Contract Hours Not To Exceed 2,960 Per Week)</b>		<b>2876.25</b>	<b>\$42,735.36</b>	700110
<b>TAXABLE WAGES (GROSS WAGES LESS PRETAX DEDUCTIONS)</b>		<b>\$42,318.36</b>		
PAYROLL TAXES - FICA (Social Security + Medicare) (7.65%)	FICA wages:	\$42,318.36	\$ 3,237.36	
PAYROLL TAXES - SUTA (0.68%)	SUTA wages:	\$ 570.00	\$ 3.88	
PAYROLL TAXES - FUTA (.60%)	FUTA wages:	\$ 570.00	\$ 3.42	
	<b>TOTAL TAXES</b>		<b>\$ 3,244.66</b>	
INSURANCE - GENERAL LIABILITY (Total Wages - (Clerical Wages and PTO) x .0265780)		2.6578%	\$ 1,092.57	
INSURANCE - WORKERS COMPENSATION (CODE 9014)(Total Wages-(Clerical Wages + PTO) x .02478)		2.4780%	\$ 1,018.66	
INSURANCE - WORKERS COMPENSATION (CLERICAL 8810) (Labor + PTO) x .00116		0.1160%	\$ 1.89	
	<b>TOTAL INSURANCE</b>		<b>\$ 2,113.12</b>	
<b>TOTAL PT &amp; I (PAYROLL TAXES + INSURANCE)</b>			<b>\$ 5,357.78</b>	700156
			<b>\$ 48,093.14</b>	
CLEANING MATERIALS AND SUPPLIES - (.005343 x 281,333)			\$ 1,503.16	749245
CLEANING MATERIALS AND SUPPLIES - (.000065 x 7,428,971)			\$ 482.88	749245
OVERHEAD AND PROFIT - (.000933 x 7,710,304)			\$ 7,193.71	749890
HEALTH INSURANCE PREMIUM (supporting documentation attached)			\$ 38,462.90	701110
EQUIPMENT COST - (.0001134 x 7,710,304)			\$ 874.35	743510
OTHER COSTS - (supporting documentation attached)			\$ 38.00	733050
			<b>\$ 96,648.14</b>	

Reviewed by:   
N&K Enterprises, Inc.

Date: 7/16/19

Approved by: \_\_\_\_\_  
MDAD - Project Manager

Date: \_\_\_\_\_

DATA ENTRY FROM PAYROLL SUMMARY

	Hours	Amount
Regular	2428.25	\$36,009.68
OT		
Retro/Jury		
Sick	104	\$1,533.52
Holiday		
Vacation	320	\$4,871.60
Bereavement		
Personal (FH)	24	\$320.56
Total	2,876.25	
Variance	0.00	\$42,735.36
Gross Wages		\$42,735.36
Taxable Wages		\$42,318.36
125AFLAC deduct.		\$417.00
Taxes		
OASDI	2623.74	
Medicare	613.62	
FUTA	3.42	
SUTA	3.88	

variance

DATA ENTRY FROM PAYROLL REGISTER REPORT

	Reg Pay	Sick Hrs	Sick Pay	Berev Hrs	Berev Pay	Vaca Hrs	Vaca Pay	Pers Hrs	Pers Pay	OT Hrs	OT Pay	Retro/Jury Hrs	Retro/Jury Pay	Hol Hrs	Hol Pay
2099 Z2 SC1 Split Custodian	70	\$	926.10					8	\$105.84						
2100-Z2 SC2 Specialist	168	\$	2,286.48	16	\$217.76			8	\$108.88						
2104-Z2 DC1 Custodian	303.5	\$	4,015.31	8	\$105.84	80	\$1,088.80	8	\$108.88						
2102 - Z2 DC2 Specialist	232	\$	3,157.52	8	\$108.88	40	\$529.20	8	\$105.84						
2103 - Z2 S1 Supervisor	88	\$	1,486.32	16	\$270.24										
2104 - Z2 S1 Shift Mgr															
2109 Z2 Warehouse	40	\$	675.60												
2201 - Z2 EC1 Custodian	216	\$	2,857.68	8	\$105.84										
2202 - Z2 EC2 Specialist	207.25	\$	2,820.68			40	\$544.40								
2203 - Z2 S2 Supervisor	104	\$	1,756.56			80	\$1,351.20								
2301-Z-2 -NC1 Custodian	279.75	\$	3,868.94	16	\$221.28										
2302 - Z2 NC2 Specialist	463.75	\$	6,608.44	16	\$228.00	40	\$570.00								
2303 - Z2 S3 Supervisor	104	\$	1,807.60	8	\$139.12										
2304 - Z2 S3 Shift Mgr	80	\$	1,576.00			40	\$788.00								
2998 Z-2 Maintenance Worker	40	\$	675.60												
2999-Admin	32	\$	1,490.85	8	\$136.56										

TOTALS	2428.25	\$	36,009.68	104	\$1,533.52	0	0	320	4871.6	24	\$320.56	0	0	0	\$0.00
Variance	0	\$0.00		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Total Hours:	2,876.25														
Total Wages:	\$42,735.36														



Miami-Dade County, Florida

Appendix B

RFP No. MDAD-09-08

**II. OTHER COSTS PORTION - ZONE 2**

LINE ITEM	DESCRIPTION		WEEKLY COST (\$)
<b>PAYROLL TAXES AND INSURANCE (PT&amp;I) PERCENTAGES</b>			
	PT&I ITEM	DESCRIPTION	PERCENT OF PAYROLL (%)
	A.	Federal Social Security Taxes (Paid on Actuals only)	7.650 %
	B.	*Workers Compensation Insurance (Paid on Actuals only)	6.290 %
	C.	State and Federal Unemployment Compensation (Paid on first \$7000 of payroll only)	1.120 %
	D.	General Liability Insurance (Paid on Actuals only)	4.829 %
	E.	Sum of Items A through D	%
<b>R-17</b>	<b>TOTAL WEEKLY PAYROLL TAXES AND INSURANCE (R-16 x (E/100))</b>		<b>\$ 5,252.20</b>

LINE ITEM	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	WEEKLY PRICE (\$)
<b>R-18</b>	WEEKLY CLEANING MATERIALS AND SUPPLIES	<del>\$.0053</del> PER SQUARE FOOT	203,466 S.F.	\$ 1,087
<b>R-19</b>	WEEKLY CLEANING MATERIALS AND SUPPLIES	<del>\$.0006</del> PER SQUARE FOOT	7,213,580 S.F.	\$ 466

**NOTE:** Line Item R-18 is for cleaning materials and supplies for all interior common areas and rentable space. Line Item R-19 is for cleaning materials and supplies for vehicular drives, parking garages, parking areas and ramps. These line items will be paid per square foot price shown above.

<b>R-20</b>	CONTRACTOR WEEKLY OVERHEAD AND PROFIT	<del>\$.0043</del> PER SQUARE FOOT	7,417,036 S.F.	\$ 6919
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**NOTE:** Line Item R-20 includes all miscellaneous costs such as bonds, bookkeeping, uniforms, personnel recruiting, vehicle, cellular phones, communication devices and service, paging and/or answering service, etc. and any other costs. This item will be paid per square foot shown above.

<b>R-21</b>	WEEKLY CLEANING EQUIPMENT COST	<del>\$.0011</del> PER SQUARE FOOT	7,417,036 S.F.	\$ 841
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**NOTE:** Line Item R-21 includes all equipment purchases, replacements, parts, and repairs needed for the duration of this contract. See Exhibit B, Part 2 of the Technical Specifications for existing equipment inventory. This item will be paid per square foot shown above.

LINE ITEM	DESCRIPTION	WEEKLY PRICE (\$)
<b>R-22</b>	TOTAL WEEKLY CHARGE FOR PRICE PROPOSAL SCHEDULE (Sum R-16 through R-21) Note: The amount stated in R-22 x 52 weeks will equal the annual unit price costs	\$ 40,973

**NOTE:** R-22 is inclusive of all costs in the Price Proposal Schedule. The price per square foot will be used to adjust the Price Proposal Schedule in the event that facilities are added or deleted from this Agreement.

**\* PROPOSER MUST ATTACH TO ITS PRICE PROPOSAL SCHEDULE A WORKERS COMPENSATION PRICE QUOTATION ISSUED BY A LICENSED INSURANCE AGENCY OR FIRM WHICH SETS FORTH RATES AND CHARGES FOR WORKERS COMPENSATION.**



PRICE PROPOSED FOR THE FIRST YEAR \$ 2,130,596.<sup>00</sup> (in numerals) (R-22 x 52)

PRICE PROPOSED FOR THE FIRST YEAR TWO MILLION ONE HUNDRED AND THIRTY THOUSAND FIVE HUNDRED AND NINETY SIX DOLLARS (in writing) (R-22 x 52)

The County shall have the right to correct obvious mathematical errors. In case of conflict between words and figures, the words will govern; provided, however that if the words are obviously incorrect, the County shall have the right to accept the Price Proposal Schedule based on the figures.

Signed By: Deville Jennings  
Title: PRESIDENT

In witness whereof, the Proposer has hereunto set its signature and affixed its seal the 2nd day of July, 2008.

\_\_\_\_\_ (SEAL)

By: DEVILLE JENNINGS  
(Printed)

By: Deville Jennings  
(Signature)

Title: PRESIDENT

NKK ENTERPRISES INC  
Company Name

13700 N.W. 19th. AVE. #2.  
Mailing Address

OPA LOCKA, FLORIDA, 33054  
City, State, Zip

305-953-5553  
Telephone Number

305-953-5540  
Facsimile Number

NEVILLE JENNINGS  
Contact Person

65-0007169  
Federal ID Number

MIAMI-DADE COUNTY, FLORIDA



CLERK OF THE BOARD

2016 DEC 29 AM 8:03

Miami Dade Aviation Department

P.O. Box 526624

Miami, FL 33152-6624

http://www.miami-airport.com

CLERK, CIRCUIT & COUNTY CLERK  
MIAMI-DADE COUNTY  
#1

**OPERATIONAL DIRECTIVE NO. 01-02**

**Last Amended: July 29, 2011**

**Effective: January 13, 2016**

**SUBJECT: AIR OPERATIONS AREA (AOA) DECAL, VEHICLE AND DRIVER PERMIT REQUIREMENTS**

**PURPOSE:** To comply with Federal, State, and County security measures governing vehicular access to and use of the Air Operations Area (AOA) at Miami International Airport (MIA).

**I. AUTHORITY:**

- A. Transportation Security Regulations, 49 CFR Parts 1500 et al. (Civil Aviation Security Rules), as amended.
- B. Chapter 25 of the Code of Miami-Dade County, (known as the Aviation Department (MDAD) Rules and Regulations).
- C. Operational Directive 99-02 (OD 99-02), as amended from time to time, most recently on January 8, 2008.
- D. Miami-Dade Aviation Department Authorized Schedule of Rates, Fees and Charges.
- E. American National Standard Z 24.5-1951.

**II. POLICY:**

- A. All motor vehicles as defined herein that are operated on the Air Operations Area (AOA) of MIA by employees of companies, airport tenants, or users of the airport including federal and local government agencies, must display a current AOA Vehicle Decal permanently affixed to the lower left side windshield. Undercover or plain vehicles are permitted to mount the decal on a Plexiglas panel placed as close to the lower left side windshield as reasonably possible.
- B. All operators or drivers of a motor vehicle on the AOA must have (i) a valid Florida State driver's license issued either by the State of Florida or by the state in which the employee has been a permanent resident and (ii) an AOA Driver/Movement Permit while operating any motor vehicle on the AOA.
- C. For a vehicle owned by a company, individual, or governmental agency (except for undercover vehicles), the name of the company, individual, or agency must be displayed on both sides of the vehicle (with a minimum 3-inch lettering) and the owner or user of the motor vehicle must be in full compliance with the requirements delineated in Sections IV and V of this Operational Directive.
- D. Vehicles registered or leased to private individuals, other than Miami-Dade County Firefighters assigned to the Mid-Field Fire Station, are not eligible for an AOA vehicle decal. Firefighter's vehicles do not require a company name on either side of the vehicle.

**Operational Directive 01-02****Effective: 1-15-16**

- E. For purposes of this OD, a "motor vehicle" refers to any four-wheeled passenger car or truck, or combination thereof, or device on wheels, which is self-propelled and used primarily for the transportation of persons or property on the AOA. Additionally, the term motor vehicle does include aircraft or baggage cart tugs or equipment used for the movement of aircraft or baggage, and aviation fueling and hydrant trucks for the pumping and temporary storage of fuels and lubricants used by aircraft and vehicles on the AOA, as well as golf carts, and paymovers.

**III. GENERAL REQUIREMENTS:**

- A. All companies, individuals, airport tenants, airport users, and government agencies requesting permission to operate vehicles on the AOA at MIA must submit a letter on company, individual, or agency letterhead with supporting documentation. Firefighters assigned to MDAD will submit the required documentation on Miami-Dade Fire Rescue Department (MDFR) letterhead with supporting documentation as described in Section IV.
- B. All supporting documentation must be submitted to the MDAD Airside Operations Office located on the ground floor of Concourse E between gates E-20 and E-22 in the International Satellite Building, (305) 876-7359, and must include the following:
1. Copy of the vehicle registration.
    - a. Leased vehicles require a copy of the lease agreement, listing each vehicle by the Vehicle Identification Number (VIN).
    - b. If the vehicle is leased, the vehicle owner's company name listed on the proof of ownership must match the company name on the leasing agreement, permit, or contract; and
  2. Vehicle Decal Permit Application Form (one for each vehicle) and a Letter of Agreement signed by an appropriate representative of the company, individual, or governmental agency for issuance of the Vehicle Decal and/or Permit. There is a fee for each decal. Cash, Company Check, American Express, VISA, Discover, MasterCard and/or MDAD account will be accepted.
- C. A certificate of Automobile Liability Insurance showing proof of insurance in the amounts listed below must be submitted to the MDAD Airside Operations Office and also the Risk Management Division, P.O. Box 025504, Miami, FL 33102. The certificate must show that Miami-Dade County is an additional insured for such coverage and must list MDAD Risk Management and Airside Operations as the certificate holders. The certificate must show insurance coverage applicable to the vehicles for which the Vehicle Decal or Vehicle Permit is sought in the following amounts and subject to the following conditions:
1. Automobile Liability Insurance covering all motor vehicles used on the AOA at MIA by the applicant, in an amount not less than five million dollars (\$5,000,000) combined single limit per occurrence for bodily injury and property damage.

**Operational Directive 01-02****Effective: 1-13-16**

2. The certificate will indicate that no modification or change in insurance shall be made without thirty (30) days advance notice to the certificate holder. If the insurance certificate is scheduled to expire during the period for which the Decal or Permit is issued, a new or renewed insurance certificate must be submitted to the MDAD Airside Operations Office and Risk Management Division at a minimum of thirty (30) calendar days in advance of such expiration. In the event that the insurance coverage or the certificate expires or is cancelled or is not replaced with a new or renewed certificate covering the remainder of the decal or permit period, the decal or permit will be in default and MDAD will terminate access to the AOA. A current certificate of insurance must be submitted annually to both the MDAD Airside Operations and Risk Management Divisions. Failure to provide MDAD's Risk Management Division directly with a copy of the Certificate may subject the Decal or Permit holder to a denial of access to the AOA until the Risk Management Division is provided with a copy of the certificate.

**IV. SPECIAL REQUIREMENTS:**

- A. Firefighters stationed at MIA - To obtain an MDAD AOA Fire Department Escort Only Decal, a letter must be submitted to the Airside Operations Office signed by the Airport Fire Chief with the following information: the Firefighter's name and vehicle description including the registered owner, make, model, color, tag, VIN number, and proof of insurance. Firefighters must maintain Automobile Liability Insurance covering their personal vehicles used on the AOA at MIA in the amounts of coverage required by MDAD, and updated from time to time. MDFR will be responsible for immediately confiscating and returning to Airside Operations the decals of Firefighters transferred, relocated or separated from the Mid-Field Fire Station. This decal will allow Firefighter-owned and operated private vehicles to enter the AOA only from the Southeast Gate and operate only under MDAD or MDFR escort directly between the Southeast Gate and the Mid-Field Fire Station and back to the Southeast Gate with no other deviation permitted. If any Firefighter vehicle needs to reposition to any other Fire Station, including but not limited to, Station 59, then the vehicle will need to be escorted from the Mid-Field Fire Station directly to the Southeast Gate and the relocation may then be carried out via the exterior (non-AOA) surface streets of Miami-Dade County.
- B. Construction Vehicles – Applications are obtained at the Airside Operations Office (see III (B) above) and must be signed by MDAD's Project Manager supervising the contractor's construction activities. The Project Manager may be contacted at MDAD's Construction Facilities Division, Building 3030.
- C. Delivery Vehicles – Companies providing delivery services to airport tenants or airport users on the AOA must first obtain an MDAD Operating Permit and appropriate AOA forms from the MDAD's Real Estate Management Division, (305) 876-7069. Delivery companies must also present letters from the customers they plan to serve on MIA's AOA, stating how many times a week each customer requires the delivery company to access the AOA.

**Operational Directive 01-02****Effective: 1-13-16**

- D. Environmental/Engineering Vehicles – Application forms can be obtained at the Airside Operations Office and then taken to the Environmental Engineering Division, Building 5A, 1<sup>st</sup> Floor, (305) 876-7928. Applications must be signed by MDAD's Environmental Engineering Project Manager prior to submittal to the Airside Operations Office.
- E. Companies requiring access between the hours of 6:00 p.m. and 6:00 a.m. Monday through Friday, or access after 6:00 p.m. Friday through 6:00 a.m. Monday and holidays must have prior approval from the Airside Operations Office.
- F. Prior to the decal being issued, all motor vehicles will be subject to a safety inspection of the vehicle and equipment mandated by Chapter 25 and by Florida's Motor Vehicle requirements.
- G. Service Vehicles – Companies providing services to customers on the AOA other than Delivery Services under Section IV(C) must have a lease agreement with MDAD for an MDAD facility located at MIA. A permit or a sub-lease will not be sufficient in order for a company providing services other than delivery services to access the AOA. The company must provide a complete copy of its MDAD lease at the same time it submits its application for the AOA Motor Vehicle Decal.

**V. PERSONAL IDENTIFICATION BADGES AND DRIVER TRAINING:**

- 1. All drivers of motor vehicles on the AOA must satisfactorily complete the MDAD AOA Driver and/or Movement Training Course prior to operating a vehicle on the AOA.
- 2. All drivers must keep on their person at all times while on the AOA (i) their MDAD identification card and (ii) their Florida driver's license or the comparable driver's license issued by the state of their most recent permanent residency.
- 3. Drivers who have Restriction A on their license regarding their vision must wear their prescription glasses or lenses to the required correction when operating a motor vehicle on the AOA. Drivers who have Restriction B on their license regarding their hearing must use corrective hearing aid(s) and the vehicle must be equipped with both rear view and right side mirrors. Such drivers must provide medical or audiometric proof (obtained within the previous 6 months) when applying for their AOA Driver's Permit that the driver does not have an average hearing loss in the driver's better ear greater than 40 decibels at 500 Hz, 1,000 Hz and 2000 Hz, with or without a hearing aid when the audiometric device is calibrated to the American National Standard Z 24.5-1951.
- 4. For an AOA Driver and/or Movement Training Course scheduling information contact the Airside Operations Office at (305) 876-7359.

**VI. EFFECTIVE DATE:**

This OD shall become effective 15 days after having been recorded with the Clerk of the Circuit Court as Clerk of the County Commission. The OD shall remain in effect until revoked or modified.

**Operational Directive 01-02**

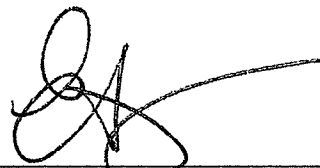
Effective: 1-13-16

**VII. AMENDMENTS:**

The Department reserves the right to amend this OD at any time and from time to time. ODs currently in effect may be viewed at [http://www.miami-airport.com/compliance\\_division.asp](http://www.miami-airport.com/compliance_division.asp)

**VIII. SEVERABILITY:**

If any court of competent jurisdiction determines that a provision in this OD is illegal or void, the remainder of this OD shall continue in full force and effect.



Emilio T. González, Aviation Director

Date: 12/18/15



IO No: 4-125  
 Ordered: 09/20/18  
 Effective: 10/01/18

Summary of Rates, Fees and Charges  
 Miami-Dade Aviation Department  
 Miami International Airport

*This Attachment is the Implementing Order of the Aviation Department and consists of (i) aircraft charges Aviation Fees as defined in the 2018 Airline Use Agreement, and (ii) all other charges for the use of MIA and General Aviation Airport facilities.\*\* All rates, fees and charges for Miami-Dade County's Airport system previously established or approved by the Board continue to apply except to the extent amended or modified in this Attachment*

Rate Description	Rate Application	FY 2018-19
<b>AIRFIELD</b>		
Landing Fees <sup>1</sup>	Per 1,000 lbs of Gross Landed Weight	\$1.62
Loading Bridge	Per Arrival and Per Departure	\$35.00
Preconditioned Air: Narrow-Body	Per Arrival	\$18.34
Preconditioned Air: Wide-Body	Per Arrival	\$40.58
Preconditioned Air: Jumbo-Body	Per Arrival	\$54.15
<b>TERMINAL</b>		
<b>Domestic Arrival Fee - Per Seat:</b>		
Concourse Use	Per Domestic Arriving Seat	\$4.26
Baggage Claim	Per Domestic Arriving Seat	\$1.56
<b>Total</b>		<b>\$5.82</b>
<b>Domestic Departure Fee - Per Seat:</b>		
Concourse Use	Per Domestic Departing Seat	\$4.26
Screening	Per Domestic Departing Seat	\$0.49
Baggage Make-up Maintenance (1)	Per Domestic Departing Seat	\$0.84
Baggage Make-up Capital (4)	Per Domestic Departing Seat	\$0.36
<b>Total</b>		<b>\$5.95</b>
<b>International Arrival Fee - Per Seat:</b>		
Concourse Use	Per International Arriving Seat	\$4.26
International Facilities	Per International Arriving Seat	\$2.36
<b>Total</b>		<b>\$6.62</b>
<b>International Departure Fee - Per Seat:</b>		
Concourse Use	Per International Departing Seat	\$4.26
Screening	Per International Departing Seat	\$0.49
Baggage Make-up Maintenance (1)	Per International Departing Seat	\$0.84
Baggage Make-up Capital (4)	Per International Departing Seat	\$0.36
<b>Total</b>		<b>\$5.95</b>

\*\* (a) Rates, fees and charges set forth in this IO are subject to change during the Fiscal Year in accordance with applicable, regulatory or contractual provisions. Approval of the 2018-19 Budget by the Board of County Commissioners based on the rates, fees, and charges stated herein constitutes the establishment and authorization of such rates, fees, and charges under Section 25-1.2(a) of the Code of Miami-Dade County.

(b) The Miami-Dade Aviation Department (MDAD) may waive any fee provided for herein for applicants or users that are federal, state, or local governmental or military users, foreign government or military users, or, to the extent a waiver or reduction of the fee is fair, reasonable, and not unjustly discriminatory, other applicants or users under circumstances determined by MDAD to justify a waiver or reduction of the fee.

<sup>1</sup> Total dollar amounts due for landing and other aviation fees applicable to each type of aircraft are listed on the document entitled "Aviation Charges at Miami International Airport" contained in Section 2 of "Rates, Fees & Charges, FY 2018-2019" available at MIA's website at [www.miami-airport.com](http://www.miami-airport.com). The amounts listed therein shall be used to calculate amounts due for aircraft and aviation activity as reflected in MDAD's invoices.



Rate Description	Rate Application	FY 2018-19
<b>TERMINAL RENTAL RATES PER SQ. FT.</b>		
Class I	Per Square Foot	\$89.88
Class II	Per Square Foot	\$134.82
Class III	Per Square Foot	\$89.88
Class IV	Per Square Foot	\$44.94
Class V	Per Square Foot	\$22.47
Class VI	Per Square Foot	\$89.88
<b>COMMON USE TERMINAL EQUIPMENT (CUTE):</b>		
<b>CUTE GATE RATES</b>		
Infrastructure Fee (2)	Per Departing Seat	\$0.02
Gate Usage Fee(CUTE Equipment Rental)	Per Departing Seat	\$0.19
<b>TICKET COUNTER FEES</b>		
Cute Equipment Rental	Per Departing Seat	\$0.49
Class I Rental Expense for Ticket Counter	Per Departing Seat	\$0.35
Class IV Rental Expense for Baggage Makeup	Per Departing Seat	\$0.82
CUTE Dynamic Signage (Backwall Displays) (3)	Per Departing Seat	\$0.03
<b>Total Ticket Counter Fee</b>	<b>Per Departing Seat</b>	<b>\$1.68</b>
The following footnotes are applicable to the items set forth above:		
(1) American Airlines is excluded from this charge because American Airlines maintains its own baggage system.		
(2) Fee is paid by all MIA passenger air carriers as an increase in the concourse use fee.		
(3) The FY 2018-19 monthly maximum for backwall display is \$50.00 per ticket counter position for CUTE-exempt carriers.		
(4) The Capital Recovery portion of Baggage Make-up is charged to all airlines.		
<b>TICKET COUNTER FEE (HOURLY)</b>		
Cute Equipment Rental	Per Ticket Counter Hour	\$5.19
Class I Rental Expense for Ticket Counter	Per Ticket Counter Hour	\$3.75
Class IV Rental Expense for Baggage Makeup	Per Ticket Counter Hour	\$9.60
CUTE Dynamic Signage(Back Wall Displays)	Per Ticket Counter Hour	\$0.31
<b>Total Hourly Ticket Counter Fee</b>	<b>Per Ticket Counter Hour</b>	<b>\$18.84</b>
Maximum daily rate	Per Ticket Counter = 12 hrs. x Ticket Counter Usage Fee	\$226.08
<b>CUTE DYNAMIC SIGNAGE (BACK WALL DISPLAYS)</b>		
Maximum monthly rate	Fee Per Exempt Ticket Counter Position	\$50.00
Annual rate for back-wall displays within leased areas	Fee Per Display	\$1,200.00
CUTE Back-office / Operations / Educational Equipment	Monthly Per Unit	\$105.27
<b>STANDARD MANUAL CUTE TICKET COUNTER RATES</b>		
Wide-body aircraft (over 200 seats)	Per Flight	\$527.45
Narrow aircraft (101 seats through 200 seats)	Per Flight	\$301.40
Regional Commuter aircraft (20 seats through 100 seats)	Per Flight	\$150.70
Small Turbo aircraft (under 20 seats)	Per Flight	\$75.35

Rate Description	Rate Application	FY 2018-19
<b>UNAUTHORIZED MANUAL CUTE TICKET COUNTER RATES (Hrly Rate + 100% Premium)</b>		
Wide-body aircraft (over 200 seats)	Per Flight	\$1,054.89
Narrow aircraft (101 seats through 200 seats)	Per Flight	\$602.80
Regional Commuter aircraft (20 seats through 100 seats)	Per Flight	\$301.40
Small Turbo aircraft (under 20 seats)	Per Flight	\$150.70
<b>MISCELLANEOUS CUTE CHARGES</b>		
TWOV lounges	Hourly Charges	\$5.19
ITI lounges	Hourly Charges	\$5.19
ITI baggage	Hourly Charges	\$5.19
Ramp Baggage Make-up	Hourly Charges	\$5.19
<b>CRUISE CHECK IN-FACILITY AT MIAMI SEAPORT - MAINTENANCE</b>		
On-site maintenance single circuit	Added to CUTE Hourly Usage Fees	\$10.00
On-site maintenance single circuit Back-up circuit	Added to CUTE Hourly Usage Fees	\$10.34
On-call maintenance (response within two hours) single circuit	Added to CUTE Hourly Usage Fees	\$3.16
On-call maintenance (response within two hours) back-up circuit	Added to CUTE Hourly Usage Fees	\$3.51
<b>COMMON USE SELF SERVICE (CUSS) CHARGES</b>		
Transaction Fee	Per Transaction	\$0.58
Monthly Fee (Desktop Unit)	Per Unit, Per Month	\$45.96
Monthly Fee (Standalone Unit) per unit, per month	Per Unit, Per Month	\$90.90
<b>CLOSED-CIRCUIT TELEVISION (CCTV)</b>		
<b>CAMERAS</b>		
PTZ (Pan-Tilt-Zoom)	Each, Per Month	\$24.00
Fixed	Each, Per Month	\$16.00
<b>VIEWING WORKSTATION</b>		
Cellstack/NICE	Each, Per Month	\$614.00
Cellstack	Each, Per Month	\$553.00
NICE	Each, Per Month	\$461.00
<b>RECORDING-PER PORT</b>		
NICE Pro (30-day recording)	Each, Per Month	\$14.00
NICE Harmony (20-day recording)	Each, Per Month	\$9.00
<b>PASSENGER AIRCRAFT PARKING FEES</b>		
Passenger Aircraft Regular Parking: Hard Stand	Per day for 1 – 5 days, after 2 hr. grace period	Per Formula
Passenger Aircraft Regular Parking: Remote Position	Per day for 1 – 5 days, after 2 hr. grace period	Per Formula
Passenger Aircraft Regular Parking: Terminal Gate	Per day for 1 – 5 days, after 4 hr. grace period	Per Formula

Rate Description	Rate Application	FY 2018-19
Overtime Parking	Per 30 minute period – if applicable	\$100.00
Premium Charges	Percent added to existing charges – if applicable	50%
Major Maintenance (Plus Storage Parking Fees)	Per 24 hr. period	\$300.00
<i>Formula for Daily Base Parking Rate = Aircraft Length x Wingspan x (Land Rate + Pavement Rate) divided by 365.</i>		
<b>MAINTENANCE, REPAIR, and OVERHAUL TENANTS (MRO's)</b>	For the privilege of providing MRO services for aircraft at MIA, an MRO is responsible for payment to MDAD of all landing and aviation fees applicable to an aircraft undergoing the MRO's services from the time it arrives at MIA until the time it departs, except to the extent MDAD chooses to recover such fees directly from the owner or operator of the aircraft or any party responsible for the fees under a Sales Ticket Agreement.	Landing fees, parking charges and other aviation fees vary by aircraft
<b>CARGO AIRCRAFT PARKING POSITION FEES</b>		
<b>&lt; 60,000 lbs. landed weight:</b>		
First 4 hours		\$60.00
Each additional hour		\$15.00
24 hour maximum		\$360.00
<b>Between 60,001 and 270,000 lbs. landed weight</b>		
First 4 hours		\$120.00
Each additional hour		\$30.00
24 hour maximum		\$720.00
<b>&gt;270,000 lbs. in landed weight</b>		
First 4 hours		\$200.00
Each additional hour		\$60.00
24 hour maximum		\$1,400.00
<b>DERELICT OR NON-OPERATING AIRCRAFT</b> (Additional daily parking charges after 60 Days)		\$500.00
<b>VIP RAMP BUS ESCORT FEE (CHARTER AIRLINES, MIA)</b>		
Escort/attendant fee	Per hour with 2 hour minimum	\$150.00
<b>GROUND SUPPORT CHARGES</b>		
VDGS (Visual Docking Guidance System) Loading Bridge Fee	Per Aircraft Arrival - In addition to standard Loading Bridge Fee	\$12.00
Stair Truck Usage Fee	Per hour – waived for U.S. Military aircraft	\$100.00
Escort Fee for Aircraft at all GA Airports ( including Vehicle)	Per Escort	\$100.00
Escort Fee for Delivery Vehicles or Non-Passenger Vehicles at all GA Airports	Per Escort	\$10.00
Escort Fee for Vehicle Escort for VIP Pickup at General Aviation Aircraft	Per Escort	\$20.00

Rate Description	Rate Application	FY 2018-19
<b>FUEL STOP FEE</b>		
At Terminal Gate	Equal to concourse fee plus one loading bridge fee	Varies by Aircraft
At General Aviation Center	Equal to one-day parking charge up to two hours	Varies by Aircraft
<b>GENERAL AVIATION CENTER (GAC) FACILITY FEES</b>		
Domestic Fee – GAC Concourse Use Fee	Per Seat	\$4.26
International Fee – GAC Concourse Use Fee	Per Seat	\$4.26
International Facility Fee	Per Seat	\$2.36
<b>PUBLIC PARKING</b>		
Standard Vehicle Parking	Variable based on demand (time of day, day of week, availability, etc.)	\$8.00-\$38.00
Valet Parking	For first 1-3 hours or part thereof	\$18.00
Valet Parking - Maximum	Maximum per day	\$30.00
Parking Space Reservation Charge	In addition to vehicle parking rate	\$10.00
<b>EMPLOYEE PARKING</b>		
Employee Parking Decals	Per decal, per month	\$30.00
Motorcycle Parking Fee	Per decal, per year	\$180.00
Long-term Parking Magnetic Cards	Per employee, per month	\$100.00
Contractor Parking Cards	Per card, per year	\$200.00
Towed Vehicles	Per occurrence	\$50.00
<b>GROUND TRANSPORTATION</b>		
Security Deposit per company with less than 10 vehicles		\$500.00
Security Deposit per company with 10 or more vehicles		\$1,000.00
A1—Bus	Per Trip	\$7.00
A2—Van	Per Trip	\$3.00
A3—Limo	Per Trip	\$3.00
B1—Hotel/Motel (Small)	Per Trip	\$1.00
B2—Hotel/Motel (Large)	Per Trip	\$2.00
B3—Commercial (Small)	Per Trip	\$2.50
B4—Commercial (Large)	Per Trip	\$3.00
C1—Crew Service (Small)	Per Trip	\$1.00
C2—Crew Service (Large)	Per Trip	\$2.00
Class D—Delivery Service	Based on service performed and vehicle size	\$1-\$12.00
B5—Off-Airport Car Rental Companies with less than \$500,000 gross revenues	Each MIA Contract	\$3.00
B6—Off-Airport Car Rental Companies gross revenues between \$500,000 and \$4.9 million	Gross MIA Passenger Revenue	4.5%
B7—Off-Airport Car Rental Companies gross revenues in excess of \$5 million but less than \$20 million	Gross MIA Passenger Revenue	7.5%
B7—Off-Airport Car Rental Companies gross revenues in excess of \$20 million	Gross MIA Passenger Revenue	9.0%
B8—Off Airport Parking Lot Operators Upper Level	Per Trip	\$1.00
(Small vans) Lower Level	Per Trip	\$2.50
B9—Off Airport Parking Lot Operators Upper Level	Per Trip	\$2.00
(Large vans) Lower Level	Per Trip	\$3.00

Rate Description	Rate Application	FY 2018-19
Class E Vehicles Annual Permit Fee	Per vehicle, per calendar year	\$200.00
Mobile Food Truck Vendor Fee	Per vehicle, per calendar year	\$360.00
Taxicab Operation Fee	Per Trip	\$2.00
Ground Transportation Permit Renewal Fee	Per Permit, annually	\$100.00
Ground Transportation Permit Late Renewal Fee	Per Permit	\$100.00

**AUTHORITY TO REVISE OR ADJUST BUILDING AND LAND RENTAL RATES DURING FISCAL YEAR 2018-2019 FOLLOWING APPROVAL OF THE 2018-2019 IMPLEMENTING ORDER BY THE BOARD OF COUNTY COMMISSIONERS** – The Board hereby establishes the rental rates listed below as being fair, reasonable, and not unjustly discriminatory for the Fiscal year 2018-2019. If the rental rates listed below are adjusted by the appraisers for the 2018-2019 Fiscal Year either before the effective date of this Implementing Order or at any time during the Fiscal Year 2018-2019, the Aviation Department is authorized to amend the rates listed below and impose, during the 2018-2019 Fiscal Year, the fair market rental rates reflected by any such adjustments made by the appraisers.

#### MIA LAND RENTAL RATES

1 Airport	Per Sq. Ft.	\$1.95
1a Airport – vacant land with aircraft access	Per Sq. Ft.	N/A
2 Commercial sites at SEC of NW 36 <sup>th</sup> St & NW 72 <sup>nd</sup> Ave	Per Sq. Ft.	\$2.50
3 N.W. 21 <sup>st</sup> St. and N.W. 39 <sup>th</sup> Avenue	Per Sq. Ft.	\$3.00
4 Fuel Farm	Per Sq. Ft.	\$2.25
5 N.W. 16 <sup>th</sup> Street (non-buildable sites)	Per Sq. Ft.	\$0.50
6 Jai-Alai fronton land area & NW 36 <sup>th</sup> Street Frontage	Per Sq. Ft.	\$2.25
7 Commercial Sites on NW 12 <sup>th</sup> St & North of NW 36 <sup>th</sup> St	Per Sq. Ft.	\$2.00

#### PAVING RATES (in addition to land rental rates)

Standard (Vehicular) Existing	Per Sq. Ft.	\$0.45
Heavy Duty (Aircraft) Existing	Per Sq. Ft.	\$0.90

#### BUILDING RENTAL RATES - MIA

(The current building number is listed first; a number in parentheses appearing after the current building number is the former building number.)  
MDAD reserves the right to adjust the following rates to reflect any conditions identified by the appraisers in their reports.

Bldg. # 49 - Offices (A/C)	Annual Sq. Ft.	\$6.00
Bldg. # 49 - Shop (A/C)	Annual Sq. Ft.	\$6.00
Bldg. # 700 - Cargo (Non A/C)	Annual Sq. Ft.	\$10.15 (11)
Bldg. # 700 - Offices (A/C) 2nd Floor	Annual Sq. Ft.	\$11.75 (11)
Bldg. # 700 - Offices (A/C) 1st Floor	Annual Sq. Ft.	\$15.00 (11)
Bldg. # 700 - 3 <sup>rd</sup> Floor Storage (storage only)	Annual Sq. Ft.	\$10.00
Bldg. # 701 - Cargo (Non A/C)	Annual Sq. Ft.	\$10.15 (11)
Bldg. # 701 - Offices (A/C) 2nd Floor	Annual Sq. Ft.	\$11.75 (11)
Bldg. # 701 - Offices (A/C) 1st Floor	Annual Sq. Ft.	\$15.00 (11)
Bldg. # 701 - 3rd Floor Storage (storage only)	Annual Sq. Ft.	\$10.00
Bldg. # 702 - Cargo (Non A/C)	Annual Sq. Ft.	\$10.15 (11)
Bldg. # 702 - Offices (A/C) 2nd Floor	Annual Sq. Ft.	\$11.75 (11)
Bldg. # 702 - Offices (A/C) 1st Floor	Annual Sq. Ft.	\$15.00 (11)
Bldg. # 702 - 3rd Floor Storage (storage only)	Annual Sq. Ft.	\$10.00
Bldg. # 703 - Engine Test Cell Bldg. - Storage	Annual Sq. Ft.	\$5.25 (12)
Bldg. # 2120 - Reciprocating-Dynamometer Cells	Per Month	\$11,000.00 (8)(13)
Bldg. # 2120 - Large Jet Engine Cells	Per Month	\$13,000.00 (8)(13)
Bldg. # 703A - Test Cell	Per Month	\$13,000.00
Bldg. # 704 (2121) - Warehouse (Non A/C)/Cargo (Non A/C)	Annual Sq. Ft.	\$5.75 (12)

**Rate Description****Rate Application****FY 2018-19**

Bldg. # 704 (2121) - Offices (A/C)/Shop(A/C)/Storage(A/C)	Annual Sq. Ft.	\$6.25 (12)
Bldg. # 706 - Cargo (Non A/C)	Annual Sq. Ft.	\$16.75 (11)
Bldg. # 706 - Offices (A/C)	Annual Sq. Ft.	\$15.00 (11)
Bldg. # 706 - 3rd Floor Storage (storage only)	Annual Sq. Ft.	\$10.00
Bldg. # 707 - Cargo (Non A/C)	Annual Sq. Ft.	\$16.75 (11)
Bldg. # 707 - Offices (A/C)	Annual Sq. Ft.	\$15.00 (11)
Bldg. # 707 - 3rd Floor Storage (storage only)	Annual Sq. Ft.	\$10.00
Bldg. # 708 - Cargo (Non A/C)	Annual Sq. Ft.	\$16.75 (11)
Bldg. # 708 - Offices (A/C)	Annual Sq. Ft.	\$15.00 (11)
Bldg. # 708 - 3rd Floor Storage (storage only)	Annual Sq. Ft.	\$10.00
Bldg. # 714 - Cargo (Non A/C)	Annual Sq. Ft.	\$12.75
Bldg. # 714 - Offices (A/C)	Annual Sq. Ft.	\$13.25
Bldg. # 716A - Cargo (Non A/C)	Annual Sq. Ft.	\$13.25 (11)(15)
Bldg. # 716A - Offices (A/C) 2nd Floor	Annual Sq. Ft.	\$13.60 (11)(15)
Bldg. # 716A - Offices (A/C) 1st Floor	Annual Sq. Ft.	\$15.00 (11)
Bldg. # 716B-J - Cargo (Non A/C)	Annual Sq. Ft.	\$12.25 (11)(15)
Bldg. # 716B-J - Offices (A/C) 2nd Floor	Annual Sq. Ft.	\$12.60 (11)(15)
Bldg. # 716B-J - Offices (A/C) 1st Floor	Annual Sq. Ft.	\$15.00 (11)
Bldg. # 719 (2122) - Governmental Service Bldg. - CCC	Annual Sq. Ft.	\$19.50 (3)
Bldg. # 741 (2204) - Decompression Chamber	Per Year	\$52,000.00
Bldg. # 805 - Cargo (Non A/C)	Annual Sq. Ft.	\$12.00
Bldg. # 805 - Offices (A/C)	Annual Sq. Ft.	\$12.00
Bldg. # 820 (1011) - Warehouse (Non A/C)	Annual Sq. Ft.	\$9.00
Bldg. # 820 (1011) - Offices (A/C)	Annual Sq. Ft.	\$10.00
Bldg. # 836 (1054) - GSE Office/shop (AC)	Annual Sq. Ft.	Demolished
Bldg. # 839 - Hangar (Signature Flight Center)	Annual Sq. Ft.	\$12.00
Bldg. # 839 - Offices (A/C)	Annual Sq. Ft.	\$16.00
Bldg. # 840 - Signature Flight Support (Terminal)	Annual Sq. Ft.	\$20.00
Bldg. # 844 (101) - Hangar - Storage (Non A/C)	Annual Sq. Ft.	\$9.25 (1)
Bldg. # 844 (101) - Offices (A/C)	Annual Sq. Ft.	\$11.75
Bldg. # 844 (101) - Storage (A/C)	Annual Sq. Ft.	\$6.75
Bldg. # 845 (100) - Offices (A/C)	Annual Sq. Ft.	\$16.00 (3)
Bldg. # 845 (100) - Warehouse (Non-A/C)	Annual Sq. Ft.	\$10.60 (3)
Bldg. # 845 (100) - Warehouse (A/C)	Annual Sq. Ft.	\$12.00 (3)
Bldg. # 845 (100) - Warehouse Office (A/C)	Annual Sq. Ft.	\$12.00 (3)
Bldg. # 845 (100) - Simulator (A/C)	Annual Sq. Ft.	\$12.79
Bldg. # 845 (100) - Atrium Space—1st Floor (A/C)	Annual Sq. Ft.	\$19.00 (3)
Bldg. # 845 (100) - Atrium Space—Above 1st Floor (A/C)	Annual Sq. Ft.	\$19.00 (3)
Bldg. # 855 (53) - Storage (A/C)	Annual Sq. Ft.	\$5.75
Bldg. # 856 (52) - Storage (A/C)	Annual Sq. Ft.	\$5.50
Bldg. # 857 (55) - Wash Rack & Drum Storage	Annual Sq. Ft.	\$6.00
Bldg. # 861-862 (60) - Aircraft Hangars (#6 and #7)	Annual Sq. Ft.	\$10.00 (1)(12)
Bldg. # 861-862 (60) - Shops (A/C)	Annual Sq. Ft.	\$5.25 (12)
Bldg. # 861-862 (60) - Storage (A/C)	Annual Sq. Ft.	\$5.25 (12)
Bldg. # 861-862 (60) - Offices (A/C)	Annual Sq. Ft.	\$6.50 (12)
Bldg. # 863 (60-A) - Engine Overhaul and Service	Annual Sq. Ft.	\$5.50
Bldg. # 863 (60-A) - Storage 2nd Floor	Annual Sq. Ft.	\$4.00 (22)
Bldg. # 863 (60-A) - Offices (A/C) 1 <sup>st</sup> Floor	Annual Sq. Ft.	\$10.00
Bldg. # 863 (60-A) - Offices (A/C)	Annual Sq. Ft.	\$8.00

**Rate Description****Rate Application****FY 2018-19**

Bldg. # 871 (48) - Hangar (Non A/C)	Annual Sq. Ft.	\$9.00 (1)
Bldg. # 871 (48) - Office (A/C)	Annual Sq. Ft.	\$5.50
Bldg. # 871 (48) - Shop (A/C)	Annual Sq. Ft.	\$4.25 (22)
Bldg. # 875 (43) - Office (A/C) Pan Am	Annual Sq. Ft.	\$10.50 (19)
Bldg. # 875 (43) - Office (A/C) Individual Tenants	Annual Sq. Ft.	\$15.00 (3)
Bldg. # 875 (43) - Simulator Bays (A/C)	Annual Sq. Ft.	\$9.00 <sup>1</sup>
Bldg. # 888 (35-35A) – Maint. and Training (A/C) Office Space (A/C)	Annual Sq. Ft.	\$5.75
Bldg. # 896 (22) - Hangar—Maintenance (Non A/C)	Annual Sq. Ft.	\$10.00 (1)
Bldg. # 896 (22) - Office Space (A/C)	Annual Sq. Ft.	\$7.75
Bldg. # 896 (22) - Shops—Maintenance (A/C)	Annual Sq. Ft.	\$5.75
Bldg. # 896 (22) - Third Floor: Storage	Annual Sq. Ft.	\$3.00
Bldg. # 896 (22) - Composite Shop	Annual Sq. Ft.	\$10.00
Bldg. # 896 (22) - Paint Booth	Annual Sq. Ft.	\$10.00
Bldg. # 919 (5A) - Office - Entire Building (A/C)	Annual Sq. Ft.	\$10.50
Bldg. # 919 (5A) - Office - Per Floor or less (A/C)	Annual Sq. Ft.	\$13.00
Bldg. # 919 (5A) - Office - Second Floor (Full Service)	Annual Sq. Ft.	\$18.00
Bldg. # 919 (5A) - Storage	Annual Sq. Ft.	\$6.00 (22)
Bldg. # 919 (5A) - Loading Dock	Annual Sq. Ft.	\$1.75
Bldg. # 2082 - Warehouse (El Dorado)	Annual Sq. Ft.	\$2.50
Bldg. # 2082 - Offices (A/C)	Annual Sq. Ft.	\$2.50
Bldg. # 3010 - Cabstand Cafe (A/C)	Annual Sq. Ft.	\$30.00 (5)
Bldg. # 3030 - Offices	Annual Sq. Ft.	\$10.00 (12)
Bldg. # 3030A - Wing of Bldg. 3030	Annual Sq. Ft.	\$8.50
Bldg. # 3032 - Cafeteria (Non A/C)	Annual Sq. Ft.	\$4.75
Bldg. # 3032 - Cafeteria (A/C)	Annual Sq. Ft.	\$6.50
Bldg. # 3033 - Police Station (A/C)	Annual Sq. Ft.	\$10.00
Bldg. # 3037 - Maintenance-Garage (Non A/C)	Annual Sq. Ft.	\$6.00
Bldg. # 3037 - Offices (A/C)	Annual Sq. Ft.	\$6.50
Bldg. # 3038 - Building Services—Maintenance/Office (A/C)	Annual Sq. Ft.	\$6.50
Bldg. # 3040 - Maintenance Shops (Non A/C) and Offices (A/C)	Annual Sq. Ft.	\$6.60 (19)
Bldg. # 3034 - Triturator	Per Year	<i>Decommissioned</i>
Bldg. # 3046 - Offices (A/C)	Annual Sq. Ft.	\$10.00
Bldg. # 3046 - Shop (A/C)	Annual Sq. Ft.	\$6.25 (22)
Bldg. # 3047 - Offices (A/C)	Annual Sq. Ft.	\$10.00
<sup>1</sup> This rate excludes electric		
Bldg. # 3048 - Offices (A/C)	Annual Sq. Ft.	\$10.00
Bldg. # 3049 - Maintenance Garage (Non A/C)	Annual Sq. Ft.	\$7.00
Bldg. # 3050 - Administration Building (Multiple Tenancy)	Annual Sq. Ft.	\$14.25 (18)
Bldg. # 3074 - In-Flight Caterers Kitchen (A/C and Non A/C)	Annual Sq. Ft.	\$8.50 (22)
Bldg. # 3077 - Triturator	Per Year	\$22,000.00 (23)
Bldg. # 3078 - Fuel Building (A/C)	Annual Sq. Ft.	\$10.00
Bldg. # 3078 - Offices (A/C)	Annual Sq. Ft.	\$10.25
Bldg. # 3089 - Parking Garage	Per Position, Per Month	\$60.00 (4)
Bldg. # 3091 - Maintenance/Offices (A/C)	Annual Sq. Ft.	\$7.75
Bldg. # 3094 - Parking Garage	Per Position, Per Month	\$60.00 (4)
Bldg. # 3095-A - American Airlines	Adjusted annually by CPI	By agreement
Bldg. # 3095-A - Hangar Area (Non A/C) – 1 <sup>st</sup> Floor	Annual Sq. Ft.	\$11.75
Bldg. # 3095-A - Office – 1 <sup>st</sup> and 2 <sup>nd</sup> Floors (A/C)	Annual Sq. Ft.	\$9.00 (22)
Bldg. # 3095-A - Shops, Storage 1st and 2 <sup>nd</sup> Floors	Annual Sq. Ft.	\$8.00 (22)

**Rate Description****Rate Application****FY 2018-19**

Bldg. # 3095-B - Offices—Entire Building (A/C)	Annual Sq. Ft.	\$11.00
Bldg. # 3095-B - Offices—Per Floor (A/C)	Annual Sq. Ft.	\$17.00 (3)
Bldg. # 3095-B - Offices—Penthouse (A/C)	Annual Sq. Ft.	\$20.00 (3)
Bldg. # 3100 - Maintenance Garage (Non A/C)	Annual Sq. Ft.	Demolished
Bldg. # 3101 - Maintenance Garage—Storage (Non A/C)	Annual Sq. Ft.	\$6.00
Bldg. # 3110 - Offices—Security Building	Annual Sq. Ft.	\$21.00
Bldg. # 3150 - Offices (A/C)	Annual Sq. Ft.	\$11.50
Bldg. # 3151 - Maintenance—Shop (Non A/C)	Annual Sq. Ft.	\$6.00
Bldg. # 3151 - Offices (A/C)	Annual Sq. Ft.	\$11.00
Bldg. # 3152 - Service Station (Non A/C)	Annual Sq. Ft.	\$5.75
Bldg. # 3153 - Car Wash	Annual Sq. Ft.	\$5.75
Bldg. # 3241 - RCC Office (A/C)	Annual Sq. Ft.	\$26.00 (20)
Bldg. # 3241 - RCC Storage (A/C)	Annual Sq. Ft.	\$15.00 (20)
Bldg. # 4001 - Traffic Control Center	Annual Sq. Ft.	\$13.00
Bldg. # 4002 - Public Works Office	Annual Sq. Ft.	\$12.00
Bldg. # 4003 - Corrections Office (A/C)	Annual Sq. Ft.	\$7.50
Bldg. # 4003A - Offices (A/C)	Annual Sq. Ft.	\$7.00
Bldg. # 4003A - Storage (Non A/C)	Annual Sq. Ft.	\$6.00
Bldg. # 4004 - Sign Shop (Non A/C)	Annual Sq. Ft.	\$6.00
MIC - Platform - Unfinished space	Annual Sq. Ft.	\$30.00

**OTHER RENTAL RATES**

Loading Dock (additional area per sq. ft.)	Per Sq. Ft.	\$1.75
Trailer Parking & Modular Units (Single Wide)	Per Space, Per Month	\$250.00
Trailer Parking & Modular Units (Double Wide)	Per Space, Per Month	\$500.00
Trailer Parking & Modular Units (Triple Wide)	Per Space, Per Month	\$600.00
Trailer Parking & Modular Units (Single Wide) - Temporary	Per Space, Per Month	\$250.00
Trailer Parking & Modular Units (Double Wide) - Temporary	Per Space, Per Month	\$500.00
Trailer Parking & Modular Units (Triple Wide) - Temporary	Per Space, Per Month	\$650.00
Tractor Trailer Parking (less than 75 feet, inclusive of cab)	Per Month	\$525.00
Automobile Parking	Per Space, Per Month	\$55.00
Limousines (occupying standard parking space)	Per Space, Per Month	\$55.00
Larger limousines (occupying more than standard parking space)	Per Space, Per Month	\$100.00
Tour buses and buses in excess of 8 feet wide and 18 feet long	Per Space, Per Month	\$200.00
Antennae Installations:	Annually, Per Antenna	\$2,500.00

Any antenna and its associated equipment for data collection, reception, or transmission related to (i) the monitoring of aircraft movements in the air or on the ground or (ii) any other aviation activity as determined by MDAD, shall pay a fee of \$2,500.00 annually per antenna, plus rental charges for the land or any facility on which or in which any antenna or associated equipment is installed, based on MDAD's sole determination of the dimensions of the land or facility allocable to such antenna or equipment. For all other antenna and associated equipment for non-aviation or specialty use, fees and rental charges in an amount not to exceed \$250,000.00 annually shall be separately imposed by MDAD as a condition of a lease, license, or permit applicable to the installation of the antenna or equipment.

**Footnotes to "Building Rental Rates-MIA" above:**

- 1) Non-airline tenants shall pay the said per square foot rate or 3% of all gross revenues produced from providing aircraft maintenance services to others, whichever is greater. Airline tenants shall pay 3% of all gross revenues produced from providing aircraft maintenance services to others in addition to the said per square foot rental rates.
- 2) Rent includes land, electricity, and common area janitorial.
- 3) Rent includes land, electricity, water, sewer and common area janitorial.
- 4) Rent per position per month.
- 5) Tenant pays minimum guarantee.
- 6) The rental rate reflects the "As Is" condition of the building. The building has limited fire and electrical systems. (Not used in 2005.)



Rate Description	Rate Application	FY 2018-19
7) Rent includes water, sewer, electricity, and common area janitorial. (Not used in 2005.)		
8) Rent includes land.		
9) The rent includes water and sewer. (Not used in 2005.)		
10) Rates based on approved actual audited construction costs.		
11) Rent includes common area janitorial, excludes land.		
12) Additional rent may be applicable to recover costs of 40-year recertification and costs of repairs to comply with life safety codes.		
13) Rate includes amortization of 40-year recertification and costs of repairs to comply with life safety codes.		
14) Rate based on competitive bidding.		
15) Appraised rate includes a charge of \$.10 per square foot as a trash removal fee.		
16) No longer applicable <i>(was formerly "Rental based on 20-year lease. Adjusted annually on January 1<sup>st</sup>")</i>		
17) No longer applicable <i>(was formerly "Hangar is currently unusable and can only be used as aircraft parking until roof repairs are completed.")</i>		
18) Includes land rent and janitorial.		
19) Includes common area janitorial.		
20) Includes land rent and janitorial. Utilities are paid by rental car agencies in MIC.		
21) Tenant pays for all tenant improvements and for utilities.		
22) If A/C space the tenant pays applicable electric and is responsible for A/C repairs and replacement.		
23) In addition to the rent the tenant will pay an opportunity fee of 7.5% of the gross revenues collected. Tenant is responsible for all maintenance and repairs.		
<b>FUEL FLOWAGE FEES - MIA FUEL FARM</b>		
Truck Delivery (Opportunity Fee on service to commercial aircraft does not apply)	Per Gallon	0.013688
Hydrant Delivery (Opportunity Fee for into-wing service to commercial aircraft does not apply)	Per Gallon	0.019813
<b>GENERAL AVIATION AIRPORT FEES</b>		
Operational Closure Fee per Airport (or part thereof)	Per Day (or portion thereof)	\$4,800.00
Operational Closure Fee Government Entities	Per Hour (or portion thereof)	\$200.00
Aerial Advertising Fee (3 charges max per aircraft per day)	Per Pick Up and Drop Off	\$14.00
<b>AIRCRAFT PARKING AT GENERAL AVIATION AIRPORTS</b>		
M-1 type aircraft (15,000 lbs or less)	1 – 5 day rate applies for duration	M-1 rate
All other aircraft	Rates increase on days 6, 16 and 31	Same as MIA
<b>OTHER GENERAL AVIATION AIRPORT FEES</b>		
Conference Room Rental Fee (Miami Executive and Opa-Locka Airports) Non-profit entities	Per Use (4 hour limit)	\$10.00
Other than non-profit entities	Per Use (4 hour limit)	\$50.00
Off-Road Vehicle Parking Fee at Training and Transition Airport	Per Vehicle, Per Fiscal Year or fraction thereof	\$50.00
Fuel flowage fee at the General Aviation Airports	Per Gallon	\$0.08
Usage of Training and Transition Airport	Per Approach	\$28.00
AOA (Aircraft Operating Area) Decal for General Aviation Airport Commercial Vehicles and Equipment	Per Decal	\$10.00
AOA Decal for General Aviation Airport Privately Owned Vehicles and Equipment	Per Decal	\$5.00
AOA Decal Replacement Fee for General Aviation Airport Vehicles and Equipment	Per Decal	\$10.00
AOA Decal Late Application Fee	Per Decal	\$10.00
<b>LAND RENTAL - Opa Locka Executive Airport (OPF)</b>		
Aeronautical Land	(Rent/Sq. Ft./Year)	\$0.26

<b>Rate Description</b>	<b>Rate Application</b>	<b>FY 2018-19</b>
Runway 9L Clearance (appraise individually case-by-case as necessary)	(Rent/Sq. Ft./Year)	
Non-Aviation Land: (to be based on individual appraisals on a case-by-case basis as necessary)	(Rent/Sq. Ft./Year)	
<b>PAVEMENT RENTAL</b>		
Pavement	(Rent/Sq. Ft./Year)	\$0.05
<b>NON-AVIATION LAND (Lease No. and Tenant)</b>		
Lease No. O-216 - Miami-Dade Dept. of Corrections	(Rent/Sq. Ft./Year)	\$1.10
Lease No. O-1519 - Miami-Dade Water & Sewer Dept.	(Rent/Sq. Ft./Year)	\$0.90
Lease No. O-8088 - Schaecter – clear zone (see note 2)	(Rent/Sq. Ft./Year)	\$0.534
Lease No. O-7889 - Miami Lakes Office Condo - clearzone	(Rent/Sq. Ft./Year)	\$0.60
<b>BUILDING RENTAL (see note 1)</b>		
Building 40E (3)	(Rent/Sq. Ft./Year)	\$8.30
Building 40C (2)	(Rent/Sq. Ft./Year)	\$7.95
Building 40W (1)	(Rent/Sq. Ft./Year)	\$8.10
Building 41E (3)	(Rent/Sq. Ft./Year)	\$7.95
Building 41C (2)	(Rent/Sq. Ft./Year)	\$7.95
Building 41W (1)	(Rent/Sq. Ft./Year)	\$7.95
Building 45	(Rent/Sq. Ft./Year)	\$6.90
Building 46	(Rent/Sq. Ft./Year)	\$13.15
Building 47	(Rent/Sq. Ft./Year)	\$7.10
Building 107 Office	(Rent/Sq. Ft./Year)	\$19.00
Building 107 Dorm	(Rent/Sq. Ft./Year)	\$20.00
Note 1: Annual rent/SF excluding land or pavement		
Note 2: Rent subject to annual 3% increase		
<b>LAND RENTAL - Miami Executive Airport (TMB)</b>		
Aeronautical Land	(Rent/Sq. Ft./Year)	\$0.23
Non-Aviation Land: (to be based on individual appraisals on a case-by-case basis as necessary)	(Rent/Sq. Ft./Year)	
<b>PAVEMENT RENTAL</b>		
Pavement	(Rent/Sq. Ft./Year)	\$0.05
<b>FARM LAND</b>		
Farm Land – minimum bid	(Rent/Acre/Year)	\$500.00
<b>BUILDING RENTAL (Aviation Tenants)</b>		
Building 102	(Rent/Sq. Ft./Year)	\$3.35
Building 109	(Rent/Sq. Ft./Year)	\$3.60
Building 109A	(Rent/Sq. Ft./Year)	\$3.35
Building 109B	(Rent/Sq. Ft./Year)	\$3.35
Building 114	(Rent/Sq. Ft./Year)	\$3.30
Building 121	(Rent/Sq. Ft./Year)	\$5.60
Building 123	(Rent/Sq. Ft./Year)	\$5.55
Building 221	(Rent/Sq. Ft./Year)	\$3.65
Building 222	(Rent/Sq. Ft./Year)	\$2.30

<b>Rate Description</b>	<b>Rate Application</b>	<b>FY 2018-19</b>
Building 247	(Rent/Sq. Ft./Year)	\$6.10
Building 504	(Rent/Sq. Ft./Year)	\$4.95
Building 225	(Rent/Sq. Ft./Year)	\$3.40
Building 226	(Rent/Sq. Ft./Year)	\$1.25
Building 227	(Rent/Sq. Ft./Year)	\$3.75
Building 228	(Rent/Sq. Ft./Year)	\$6.45
Building 229	(Rent/Sq. Ft./Year)	\$6.20
Building 501	(Rent/Sq. Ft./Year)	\$8.10
Building 507	(Rent/Sq. Ft./Year)	\$16.50
<b>LAND RENTAL - Homestead General (X51)</b>		
Aeronautical Land	(Rent/Sq. Ft./Year)	\$0.07
<b>PAVEMENT RENTAL</b>		
Pavement	(Rent/Sq. Ft./Year)	\$0.05
<b>FARM LAND</b>		
Farm Land – minimum bid	(Rent/Acre/Year)	\$450.00
<b>BUILDING RENTAL - AVIATION TENANTS</b>		
Building 2	(Rent/Sq. Ft./Year)	\$3.85
Building 3	(Rent/Sq. Ft./Year)	\$2.65
Building 5	(Rent/Sq. Ft./Year)	\$3.55
Building 10	(Rent/Sq. Ft./Year)	\$3.85
Building 14	(Rent/Sq. Ft./Year)	\$2.65
<b>TELECOMMUNICATIONS</b>		
<b>WIRELESS SERVICE PROVIDERS</b>		
Cellular Telephone Cell Site	Per Cell Site	\$250,000.00
<b>CABLE TELEVISION (CATV) RECOVERY FEE</b>		
Private Offices and Break-Rooms	Per Month, Per Location	\$60.00
Bars, Restaurants and Clubs	Per Month, Per Location	\$215.00
<b>COAXIAL CABLE RECOVERY FEE</b>		
Recovery Fee	Per Month	\$35.00
Installation	Per Location	\$150.00
Additional work (plus material at cost)	Per Hour plus 25%	\$75.00
Equipment rental	Per Month, Per Television	\$20.00
Unauthorized Service	Per Location, Per Month + Monthly Fee)	\$1,000.00
Wireless Data Port with Internet Access Fee	Per Device, Per Month	\$47.50
Wireless Network Access Fee for Multiple Users and Proprietary Tenant	Per Month	\$600.00
<b>OFFSITE FIDS RATE (Flight Information Display)</b>		
Network Port Cost	Monthly, Per PC Connection	\$60.00
<b>EQUIPMENT RENTAL COSTS</b>		
42" LCD Display	Monthly	\$50.60
monitor mounting and security locks	Monthly	\$4.22
PC for Web FIDS	Monthly	\$13.49
Video Extender to drive monitor from PC	Monthly	\$3.37
Dual Video Output Card	Monthly	\$7.00
<b>TELECOMMUNICATIONS FEES (Voice and Data Network)</b>		
Switch Access	Monthly Unit Rental / Installation	\$15.00 / \$66.65
Network Access - Public ( Single Access)	Monthly Unit Rental / Installation	\$22.50 / \$66.65



<b>Rate Description</b>	<b>Rate Application</b>	<b>FY 2018-19</b>
Lost or Unaccounted Employee ID Badge Fee	2 <sup>nd</sup> Replacement	\$100.00
Failure to NOTIFY and RETURN Terminated Employee ID Badge Fee	Per Badge	\$100.00
TSA 5% Rule Violation Fee	Per Badge	\$125.00
Fingerprinting Fee	Per Person	\$38.00
<b>Airside Vehicle, Training and Decal/Permit Replacement</b>		
Aircraft Operating Area (AOA) Decal	Per Vehicle	\$20.00
AOA Decals (Lost or Unaccounted) 1st replacement	Per Vehicle	\$75.00
AOA Decals (Lost or Unaccounted) 2nd replacement	Per Vehicle	\$100.00
AOA Driver Training	Per Person	\$15.00
AOA Movement Area Training	Per Person	\$15.00
Loading Bridge Training	Per Person	\$15.00
AOA Permit Replacement Fee (Driver, Movement, Loading Bridge)	Per Permit	\$15.00
AOA Decals Late Application Fee	Per Decal	\$10.00
<b>INTO-PLANE FUELING</b>		
Non-commercial Aircraft Fueling	Per Gallon	\$0.08
Commercial Service Fueling into Commercial Aircraft	Opportunity Fee and Gallonage Fee Not Applicable to Service	N/A
<b>AIRLINE VIP CLUBS</b>		
Opportunity Fee	Percentage of VIP Club Fee Received	35%
Concession Fee - Liquor	Gross Liquor Sales	18%
Concession Fee - Other	Gross Amenities	10%
<b>LETTER OF DETERMINATION (LOD), TECHNICAL REVIEWS AND WRITTEN COMMENTS</b>		
Airspace Evaluations	Per Evaluation	\$1,000.00
Preliminary LOD Fee (Airspace & Land Use (Height) Restrictions)	Per Building Structure	\$1,700.00
Final LOD Fee (Airspace & Land Use (Height) Restrictions)	Per Building Structure	\$1,700.00
Letter of Determination Fee (Land Use Zoning Analysis)	Per Analysis	\$700.00
<b>MDAD Technical Reviews and Written Comments</b>		
Cell towers and other structures under 200 feet above mean sea level		\$360.00
Request for written comments		\$360.00
Request for written comments (revised plans)		\$90.00
Development Impact Committee or Equivalent Large-Scale Zoning Hearing Application		\$360.00
Permissible Crane (or Equipment) Height Determination		\$360.00
Permissible Crane (or Equipment) Height Determination Extension Fee		\$90.00
Permissible Crane (or Equipment) Height Determination Additional Coordinates (per set)		\$45.00
Request for New Letter of Determination Due to Expiration		\$360.00
<b>PASSENGER FACILITY CHARGE (PFC)</b>	Per Enplaned Passenger	\$4.50
<b>OTHER FEES</b>		
Auditorium Use Fee (Miami International Airport)	Per Use, Per Day	\$700.00
Room #1	Per Use, Per Day	\$200.00
Room #2	Per Use, Per Day	\$250.00
Room #3	Per Use, Per Day	\$250.00

<b>Rate Description</b>	<b>Rate Application</b>	<b>FY 2018-19</b>
Room #1 (4 hour blocks)	Per Use	\$100.00
Room #2 (4 hour blocks)	Per Use	\$125.00
Room #3 (4 hour blocks)	Per Use	\$125.00
Consular Lounge Annual Membership Fee	Per Use	\$500.00
Consular Lounge Rental Fee for Non-Member Organizations (1 – 4 hours)	Per Use	\$500.00
Consular Lounge Rental Fee for Non-Member Organizations (8 hours)	Per Use	\$900.00
Interfaith Chapel Fee	Per Scheduled or Secular Service	\$100.00
Digital Media Sales Fee – Fixed	Variable rate depending on unit and other factors	\$50.00 to \$30,000.00
Digital Media Sales Fee – Per 1,000 Impressions	Per 1,000 impressions	\$5.00 to \$50.00
Electric Cart Registration Fee	Per Cart, Per Year	\$25.00
Electric Cart Lost Registration Fee	Per Cart	\$75.00
Electric Cart Late Registration Fee	Per Cart	\$10.00
Permit Penalty Fee for Non-Compliance	Per Permit, First 30-day period	\$50.00
<b>PENALTY FEES FOR TENANTS AND USERS</b>		
Penalty Fee for Tenants, Subtenants and Other Users Employing Unpermitted Service Vendors:		
First occurrence (if cured within 60 days of MDAD notice to the tenant or user)	Per Unpermitted Vendor	\$500.00
Incremental assessments for failure to cure after the 60 day notice to tenant or user	Each 30-day period after cure date	\$500.00
Permit Penalty Fee for Non-Compliance	Per Permit, Each subsequent 30-day period after first 30-day period	\$100.00
Fee for Tenant's Failure to Disclose its Vendors, Sub-tenants, Assignees, Contractors or Sub-contractors	Per each day the failure occurs and continues	\$100.00
Fee for Permittee's failure to Disclose its Customers	Per each day the failure occurs and continues	\$50.00
Late Revenue Reporting Fee (Daily)	Per Day	\$50.00
Late Revenue Reporting Fee (Monthly Maximum)	Maximum per day violation for each monthly period the late reporting occurs	\$750.00
Interest Charged on any Under-reported or Non-reported Revenue	Per month for each month in which the under-reported or non-reported revenue occurs, regardless of the number of days in the month it occurs	1.5%
ATM Transaction Fee – Banking and ATM Concessionaire	Per Transaction, increases annually by agreement, maximum \$2.50	\$0.11
ATM Transaction Fee – ATM Services Concessionaire	Per Transaction, increases annually by agreement, maximum \$2.50	\$0.50

Rate Description	Rate Application	FY 2018-19
Wheelchair Lift Fee	Per Use	\$15.00
Security Violation Fee - 1st Offense		\$100.00
Security Violation Fee - 2nd Offense		\$250.00
Security Violation Fee - 3rd Offense		\$500.00
Permit Application Fee for providers of goods and services to airlines and airport tenants	Per Application (Non-Refundable)	\$1,000.00
Permit Extension Fee for providers of goods and services to airlines and airport tenants	Per Extension	\$500.00
Aircraft Demolition Fee, per month for months 1 through 3	Per Aircraft, Per Month for Months 1 through 3	\$2,000.00
Aircraft Demolition Fee, per month for month 4 and greater	Per Aircraft, Per Month for Month 4 and greater	\$4,000.00
Baggage or Property Impound Fee		
For 1 through 15 days	Per Day, Per Piece	\$5.00
For 16 through 30 days	Per Day, Per Piece	\$10.00
For 31+ days	Per Day, Per Piece	\$20.00
Background Check Fee	Per Background Check	\$168.00 + 15%
<b>ANIMAL INSPECTION FACILITY USER FEES</b>		
Small Ruminants (Sheep, goats, pigs, swine)	Flat Fee Per Air Waybill	\$25.00
Small Animals (Dogs, cats, & other pet types)	Flat Fee Per Air Waybill	\$15.00
Livestock (Equine, cattle, calves, ovine, caprine, porcine, Ostrich, etc.)	Per Head	\$45.00
Alpaca	Per Head	\$25.00
Poultry (Birds, baby chicks, turkey, etc.)	Flat Fee Per Air Waybill	\$25.00
Other	Flat Fee Per Air Waybill	\$25.00
Remittance Fee Retained by Freight Handler on behalf of MDAD	Percentage of Inspection Fee	5%
Average Electrical Consumption per kilowatt hour (kWh) Charge		\$0.1065
Airside Enforcement Processing Fee	Per Civil Violation	\$100.00
<b>VIOLATION FEES FOR AIRPORT CONCESSIONAIRES AND TENANTS</b>		
Violation of permitted use of a location	Per Day, Per Location	\$100.00
Failure to maintain required hours of operation	Per Day, Per Location	\$50.00
Failure to submit required documentation and reports	Per Day, Per Report	\$50.00
Failure to submit required documentation and reports	Per Month Maximum	\$750.00
Failure to comply with request for mandatory response	Per Day	\$100.00
Unauthorized advertising	Per Day, Per Location	\$50.00
Failure to maintain premises in a clean state	Per Day, Per Location	\$50.00
Failure to maintain pricing at a level required by agreement, or to conduct surveys as required	Per Day, Per Location	\$50.00
Installation of unapproved items in locations	Per Day, Per Location	\$50.00
Violation of other terms and conditions under a lease, license, permit, or other document: at MDAD's option, (i) a \$75.00 per day rate, (ii) the penalty, rate, or fee provided in the contractual document for the violation, (iii) recovery of the damages to MDAD resulting from the violation, or (iv) termination of the lease or document.	Per Day, Per Location	\$75.00



ADDENDUM NO. 1

*Bmo*

DATE: July 10, 2019

TO: ALL PROSPECTIVE BIDDERS

SUBJECT: SOLICITATION NO. FB-01166

TITLE: FB-01166 - JANITORIAL SERVICES FOR MIAMI INTERNATIONAL AIRPORT - ZONE 3

This Addendum No. 1 becomes part of the above mentioned bid.

- Response due date has been changed to: Friday July 26<sup>th</sup>, 2019 at 6:00 PM (EST)

Miami-Dade County  
*Sherece George*  
Sherece George  
Procurement Contracting Officer

c: Clerk of the Board



BID NO.: FB-01166  
JANITORIAL SERVICES FOR MIAMI INTERNATIONAL  
AIRPORT - ZONE 3  
Aug 26, 2019



**MIAMI-DADE COUNTY, FLORIDA**

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

TITLE:  
**JANITORIAL SERVICES FOR MIAMI INTERNATIONAL AIRPORT - ZONE 3**

FOR INFORMATION CONTACT:  
Basia M. Pruna, 305-375-5018, [bpruna@miamidade.gov](mailto:bpruna@miamidade.gov)

**IMPORTANT NOTICE TO BIDDERS/PROPOSERS:**

- **READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS (SECTION 1), AND SUBMIT ALL QUESTIONS/CLARIFICATION IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ALL BIDDERS/PROPOSERS RESPONDING TO THIS SOLICITATION.**
- **FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER BIDDER'S/PROPOSER'S BID/PROPOSAL NON-RESPONSIVE.**



## SECTION 1

### GENERAL TERMS AND CONDITIONS:

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

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County, Strategic Procurement Division's webpage by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r18-2.pdf>

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### NOTICE TO ALL BIDDERS/PROPOSERS:

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

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

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

### PLEASE NOTE THE FOLLOWING:

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

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**SECTION 2**  
**SPECIAL TERMS AND CONDITIONS**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a Contract for janitorial Services for the Miami Dade Aviation Department (MDAD). The Services will be exclusive to all non-terminal buildings, airport properties, and other outlying buildings at Miami International Airport defined as Zone 3 (outlined in Exhibit A).

**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 Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Contract shall be effective for a four (4) year term.

**2.3 DEFINITIONS**

**Awarded Bidder** The awarded respondent to the solicitation that will carry out the Services as outlined.

**Blanket Purchase Order** Also known as BPO, will be issued by MDAD once the solicitation has been awarded. The BPO will list the items to be provided by the Awarded Bidder along with an exact unit price per item. The BPO issue date will initiate the Insurance and Bond delivery requirements. The Awarded Bidder shall use the BPO amount to apply for the required Bond. This BPO is NOT to be used in lieu of a Purchase Order

**Carpet Cleaning**

- **Deep Extraction** - Carpet cleaning that involves that deep penetration of cleaning solution into the carpet fibers and removal through a vigorous suction method, usually measured by pounds of lift.
- **Surface Cleaning** - The cleaning of the surface of the carpet fibers with very little cleaning solution penetrating into the carpet surface.
- **Non-residual Cleaner** - Cleaning solution or cleaning method that is designed to dry in a state (or cleaning) that leaves little or no cleaning compound that will cause rapid re-soiling of the carpet surface.
- **Gum Residue** - Refers to the sticky surface that can be left by gum even after the bulk material has been removed. This residue will cause rapid re-soiling of the carpet by capturing dirt into the sticky substance.

**Chemical Supplies** Please refer to Attachment A, titled Chemicals Supply Specifications

**Clean** The removal of loose, adhered and impregnated matter.

**Common Areas** Areas in constant use by the public, airport staff, and tenants.

**Contract** To mean collectively these terms and conditions, the Scope of Services, all other appendices and attachments hereto, all amendments issued hereto.

**Department** Miami Dade Aviation Department (MDAD)

**Dirt** Sand, soil, dust or other matter that is not adhered to a surface.

**Dressing/Finish** The generic name for any penetrating covering.

**Emergency** Services due to unforeseen, unanticipated issues that require immediate attention for the safety and operational use for the patrons and employees at Miami International Airport.

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<b>Equipment</b>	Tools that may be electric, mechanical, or fixed that are used in the cleaning activities and are generally not consumed during their use.
<b>Facility</b>	The buildings, grounds and their components that comprise the airport complexes.
<b>Foreign Object Debris</b>	Substance, debris or article which may potentially cause damage.
<b>Frequency</b>	The number of times a task is accomplished in a defined time period.
<b>Furnishings</b>	Includes mobile or fixed items in an area; such as tables, chairs, planters, desks, ashtrays, cabinets, clocks, bookcases, couches, water fountains, telephones, trash cans, etc.
<b>Janitorial Supplies</b>	Supplies that are used up in the process of performing janitorial work. Examples included rags, dusters, cleaning chemicals, floor finish, pads, etc.
<b>Light Scrubbing</b>	The use of a rotary machine and a mild pad to remove the surface coat of floor finish, leaving some finish and all floor sealer. The intent is to remove surface abrasion and marks that cannot be removed with cleaning, spray buffing or burnishing, and preparing the floor for a light recoating of finish.
<b>Litter/Trash</b>	Debris that have been discarded, but not deposited in a collection container.
<b>Litter /Trash removal and disposal</b>	The removal of trash/litter in a manner that meets MDAD's and any other government agency's requirements for such disposal.
<b>Location</b>	An area that has been identified with a name or unique reference.
<b>Monitoring</b>	The on-going process of observing an area to ensure Services are being carried out under the highest quality standards.
<b>Pressure Washing</b>	The use of pressurized water dispensed through a special hose to remove deeply embedded dirt and soil from surfaces.
<b>Project Cleaning</b>	The periodic Services that are intended to clean to a "like-new" condition. This service includes, but is not limited to, high dusting, wall washing, deep extraction of carpets, steam cleaning, complete stripping and refinishing of hard floor surfaces, and other detailed Services not included in daily cleaning.
<b>Routine / Project Cleaning Schedule</b>	The scheduling of all Cleaning in a manner which ensures that the required frequencies, detailed in Section 3 will be performed. Project Cleaning shall be performed during low traffic times, generally during the night shift. A detailed schedule of Project Cleaning shall be submitted to MDAD for approval.
<b>Routine Cleaning</b>	Cleaning functions that keep the appearance and sanitation at an acceptable level, but may not be sufficient to keep areas at their optimal levels without the periodic application of more aggressive cleaning methods.
<b>Sanitizing</b>	The application of specific anti-microbial chemical formulas that cause the destruction of germs and bacteria to a level regarded as sanitized, according to industry standards.

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<b>Services</b>	All parameters and facilities from the floor to the ceiling to maintain an inclusive standard of cleanliness.
<b>Scheduling</b>	The written, timed projection of all work to be accomplished in order to satisfy the cleaning and administrative requirements of this Contract.
<b>Shift (Work Shift)</b>	Refers to an 8-hour time frame within a 24-hour period.
<b>Sidewalk</b>	A pedestrian walking area usually adjacent to a road.
<b>Specifications</b>	Also referred to as Technical Specifications to mean all directions, provisions, and requirements contained herein or attached hereto, together with all written correspondence made or to be made, setting out or relating to the method and manner of performing the Work or to the quantities and qualities of materials and labor to be furnished under the Contract.
<b>Spot Cleaning</b>	The selective cleaning of an obvious stain or soil condition in such a manner that the selective cleaning does not leave a noticeable difference in appearance between the selective area cleaned and the area that surrounds it.
<b>Staff</b>	Employees of the Awarded Bidder who will provide Services as outlined.
<b>Surety</b>	The corporate bond company, who is primarily liable, and which engages to be responsible for the Awarded Bidder's acceptable performance of the Services delimited in the solicitation.
<b>Travel</b>	The physical movement from the check-in area to the assigned area, and the return from the assigned work area to the check-out area.
<b>Vacuuming</b>	The use of equipment that creates suction to remove soil or liquid. Carpet (dry) vacuums typically include agitation to help dislodge soil which is then removed through suction. Liquid (wet) vacuums typically have specialized components that keep the liquid from entering into the electrical motor.

**2.4 METHOD OF AWARD**

Award of this solicitation will be made to the lowest priced responsive, responsible Bidder in the aggregate who meets the qualifications listed below and who has been prequalified in Group 3 of ITQ9562-5/22 by the close of this solicitation. If a Bidder fails to submit an offer for all items in Section 4 the overall offer may be rejected.

In the event the Awarded Bidder fails to perform in accordance with Contract requirements, the Bidder may be terminated in accordance with terms and conditions, and charged re-procurement costs. MDAD may award the next responsive and responsible Bidder.

**QUALIFICATIONS**

- A. Bidder(s) shall employ key personnel that can make decisions and who can communicate with County representatives 24 hours per day, seven (7) days per week. Bidder shall provide representatives' name, email address, telephone number and fax number.
- B. Bidder(s) shall provide current references on company letterhead, signed from customers for whom the Bidder has provided janitorial Services. MDAD shall be able to ascertain from these references to its satisfaction that

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the Bidder has sufficient expertise in providing the Services defined throughout this solicitation. Bidder(s) experience shall be in similar commercial, high traffic facilities of similar square footage. Reference letters shall include the below information:

- Facility type (i.e. stadium/arena, hospital, airport, etc)
- Address of the facility
- Size of facility (in square feet)
- Number of employees servicing the facility
- Frequency of Services (daily, 24/7, shift, etc)
- Description of overall performance of the Bidder

- C. Bidder(s) shall provide with the bid, a letter of Intent from a Surety company indicating the Bidder's ability to bond in an amount equal to 25% of the Bidder's proposed annual price. The Surety company shall be currently listed with the United States Treasury in accordance with the Section 2.7, Performance and Payment Bond of the Contract.

## 2.5 CONTRACT MEASURES

A Small Business Enterprises (SBE) Set-aside measure is applicable to this solicitation. Refer to Sections 2-8.1.1.1.1 and 2-8.1.1.1.2 of the Miami-Dade County Code for guidance.

***The SBE/Micro Business Enterprise must be certified by bid submission deadline, at Contract award and for the duration of the Contract to remain eligible for the preference.***

## 2.6 PRE-BID CONFERENCE/SITE VISIT

Attendance to the pre-bid conference/site visit is **highly recommended** and will take place as follows:

Wednesday June 25<sup>th</sup> at 10:00am  
Miami International Airport  
2100 NW 42nd Ave,  
Miami, FL 33126

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***All Bidder's MUST RSVP no later than June 17<sup>th</sup>, 2019***

Each Bidding company must send an email to [sgeorge@miamidade.gov](mailto:sgeorge@miamidade.gov)

Include:

Company Name

Attendee(s) Name

Attendee(s) Email and Phone Number

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It is recommended that a representative of the firm attend this site visit as the "Cone of Silence" is lifted during the conference/site visit and informal communication can take place. Bidders are requested to bring a copy of this solicitation document to the site visit. Prospective Bidders shall carefully examine the specifications of the bid and become thoroughly aware of any and all conditions and requirements that may in any manner affect the Services to be performed under the Contract. No additional allowances will be made because of lack of knowledge of these conditions.

## 2.7 INSURANCE

The requirements below supersedes Section 1, Paragraph 1.22 General Terms & Conditions.

The Awarded Bidder is required to furnish to the Internal Services Department / Strategic Procurement Division, located at: 111 NW 1st Street, Suite 1300, Miami, Florida 33128-1989, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

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- A. Worker's Compensation Insurance for all employees of the Awarded Bidder as required by Florida Statute 440.
- B. Commercial General Liability Insurance on a comprehensive basis, in an amount not less than \$1,000,000 per occurrence including Products Liability. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength, by Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of MDAD Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services.

**NOTE: CERTIFICATE HOLDER MUST READ:      MIAMI-DADE COUNTY  
111 NW 1ST STREET  
SUITE 2340  
MIAMI, FL 33128**

## 2.8 **PERFORMANCE AND PAYMENT BOND**

The Bidder to whom a contingent award is made shall duly execute and deliver to MDAD a Performance and Payment Bond each year in an amount equal to twenty-five percent (25%) of the Bidder's annual offer. The Performance and Payment Bond Form supplied by MDAD shall be the only acceptable form for these bonds. No other form will be accepted. The completed form shall be delivered to MDAD within 30 business days after issuance of a Blanket Purchase Order. If the Bidder fails to deliver the payment and performance bond within this specified time, including granted extensions, MDAD shall declare the Bidder in default of the Contractual terms and conditions, and the Bidder shall surrender its offer guaranty/bid bond. The following specifications shall apply to any bond provided:

- A. All bonds shall be written through surety insurers authorized to do business in the State of Florida as surety, with the following qualifications as to management and financial strength according to the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey:

Bond Amount	Best Rating
500,001 to 1,500,000	B V
1,500,001 to 2,500,000	A VI
2,500,001 to 5,000,000	A VII
5,000,001 to 10,000,000	A VIII
Over 10,000,000	A IX

- B. On Contract amounts of \$500,000 or less, the bond provisions of Section 287.0935, Florida Statutes (2007) shall be in effect and surety companies not otherwise qualifying with this paragraph may optionally qualify by:
  1. Providing evidence that the surety has twice the minimum surplus and capital required by the Florida Insurance Code at the time the solicitation is issued;

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2. Certifying that the surety is otherwise in compliance with the Florida Insurance Code; and
3. Providing a copy of the currently valid Certificate of Authority issued by the United States Department of the Treasury under SS. 31 USC 9304-9308.

Surety insurers shall be listed in the latest Circular 570 of the U.S. Department of the Treasury entitled "Surety Companies Acceptable on Federal Bonds", published annually. The bond amount shall not exceed the underwriting limitations as shown in this circular.

4. For Contracts in excess of 500,000 the provisions of Section B will be adhered to plus the company must have been listed for at least three consecutive years, or holding a valid Certificate of Authority of at least 1.5 million dollars and on the Treasury List.
5. Surety Bonds guaranteed through U.S. Government Small Business Administration or The Awarded Bidders Training and Development Inc. will also be acceptable.
6. In lieu of a bond, an irrevocable letter of credit or a cash bond in the form of a certified cashier's check made out to the Board of County Commissioners will be acceptable. All interest will accrue to Miami-Dade County during the life of this Contract and/or as long as the funds are being held by Miami-Dade County.
7. The attorney-in-fact or other officer who signs a Contract bond for a surety company must file with such bond a certified copy of power of attorney authorizing the officer to do so. The Contract bond must be counter signed by the surety's resident Florida agent.

## 2.9 **MIAMI-DADE COUNTY LIVING WAGES SUPPLEMENTAL GENERAL CONDITIONS**

The Awarded Bidder providing a covered service is advised that the provisions of Section 2-8.9 of the Code of Miami-Dade County (Code) as amended by Ordinance [Governing Legislation], will apply to any solicitation(s) Awarded pursuant to this solicitation or issuance of a GASP/Permit or other Service Solicitation by Miami-Dade County. By submitting a bid pursuant to these specifications, a Bidder is hereby agreeing to comply with the provisions of Section 2-8.9, and to acknowledge awareness of the penalties for non-compliance. A copy of this Code Section may be obtained online at [www.miamidade.gov](http://www.miamidade.gov).

## 2.10 **PRICING AND COMPENSATION**

Pricing submitted shall be for monthly janitorial Services for the Common Areas and Restrooms outlined in Section 3 of the solicitation. The monthly rates shall include all labor, materials, supplies, overhead, and expenses (**NO ADDITIONAL COST WILL BE REIMBURSED BY THE COUNTY**). Pricing shall be provided for all line items listed in Section 4.

- A. Bidder(s) shall review the requirements and expectations in order to determine the monthly rate proposed to complete the Services to be performed under this solicitation. Rates shall be priced per month, and shall remain firm and fixed for the term of the Contract.
- B. All Services completed by the Awarded Bidder outside of the Scope of Services outlined in Section 3 of this solicitation or prior to MDAD's approval, shall be at the Awarded Bidders' risk and expense.
- C. Additional Service approved in writing by the County will be reimbursed separately. The County shall have no obligation to pay the Awarded Bidder any additional sum in excess of those stated herein, except for a change and/or modification to the Contract, which is approved and executed in writing by the County and the Awarded Bidder.



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If there are deductions or penalties, MDAD may pay a reduced or prorated amount. The Awarded Bidder fails to provide the Services as specified throughout this solicitation, the amount paid to the Awarded Bidder shall be adjusted in accordance with Section 2.14.

**2.11 MODIFICATION IN SERVICES**

In addition to the designated service areas outlined in Section 3 of the solicitation, MDAD reserves the right to add or remove a designated area and/or specific facility. In the event a designated service area and/or specific facility is added, a quote shall be obtained from the Awarded Bidder. Upon removal of a designated area and/or specific facility MDAD will reduce the compensation to the Awarded Bidder by pro-rating the square footage for that designated area and/or specific facility. The square footage will be prorated if the removal of the designated area or specific facility meet the below criteria:

- Location is a minimum of 50 square feet and,
- Area will remain un-serviced for a minimum of 72 hours consecutively

**2.12 INSPECTIONS**

MDAD shall have the right to examine the Services, materials and equipment used by the Awarded Bidder and to observe the operations of the Awarded Bidder. Inspections will be scheduled with the Awarded Bidder's shift supervisor for each shift. A Janitorial Quality Control Review Form (Exhibit B) shall be completed for each shift inspection. In the event of an unsatisfactory inspection, the Awarded Bidder shall immediately correct any life safety issues and correct all other deficiencies in accordance with Section 2.14 of this solicitation. In the event that the Awarded Bidder does not agree with the findings, the Awarded Bidder shall provide specific evidence to substantiate its disagreement and subsequently request to escalate the matter to the Facilities Maintenance management staff.

**2.13 INVOICING**

On the first (1<sup>st</sup>) day of each month, unless otherwise authorized by MDAD, the Awarded Bidder shall submit to the Departments' representative for review, an invoice for the Services performed during the previous month that shall be reviewed in conjunction with the inspection reports and/or any resulting CPR's for that month as described in Section 2.14. MDAD will verify the accuracy of the invoice as submitted and subsequent to the verification shall issue payment to the Awarded Bidder in the verified amount.

**2.14 LIQUIDATED DAMAGES: DRAW DOWN ON MONTHLY INVOICES**

All Services provided and all materials furnished shall be in conformity with Contractual requirements of this solicitation. Performance of a Service will be evaluated throughout the day to determine compliance with the performance requirements of the solicitation, as defined in Section 3.7. In the event MDAD determines that the Services performed or materials furnished by the Awarded Bidder are not in conformity with the Contract requirements, or have resulted in an inferior or unsatisfactory level of Service, MDAD shall notify the Awarded Bidder through a Contract Performance Report (CPR) issued by MDAD, to correct the nonconforming condition within the cure periods identified below upon receipt of CPR. The CPR shall include the MDAD Janitorial Quality Control Review Form, as exemplified in Exhibit B, identifying the specific conditions requiring corrective service. **Listed below in Table 1, The Awarded Bidder Performance Measurement, are examples of nonconforming Services, and their respective response times:**

Table 1 The Awarded Bidder Performance Measurement			
	Service Defect	Defect Type*	Response Time
1.	Failure to Carry out Work and Meet Service Levels Specified in the Technical Specification	Cycle Defect	Two (2) Hours After Notification

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2.	<b>Failure to Maintain, Complete or Deliver Reports, Records or Forms</b>	Cycle Defect	Two (2) Hours After Notification
3.	<b>Failure to Maintain Sufficient Stock of Supplies</b>	Cycle Defect	Two (2) Hours After Notification
4.	<b>Failure to Respond to Emergency Services within the Timeframes in Section 3.10</b>	Patrolling Defect	Thirty (30) Minutes After Notification
5.	<b>Failure to Maintain Emergency Standby Supply Inventory</b>	Cycle Defect	Two (2) Hours After Notification
6.	<b>Failure to Maintain Equipment On-Site, in Sufficient Quantities and Specified Condition</b>	Cycle Defect	Two (2) Hours After Notification
7.	<b>Failure to Maintain EPA-Approved Labeling, Warnings and Antidote Requirements for Chemicals as per the Solicitation</b>	Cycle Defect	Two (2) Hours After Notification
8.	<b>Complaints from MDAD Staff, Users/Tenants, or Customers Regarding the Responsiveness or Professionalism of the Awarded Bidder.</b>	Patrolling Defect	Thirty (30) Minutes After Notification

**Note:** *Patrolling Defects shall include activities that require immediate response or attention. Cycle Defeats shall include all daily and cycle cleaning as required by the Technical Specifications.*

- A. **Initial Inspection:** Each CPR received will result in a deduction of one hundred dollars (\$100). The CPR will be evaluated for a 24-Hour period. The Awarded Bidder shall respond to each CPR by addressing the defect within the cure period and completing the “Awarded Bidder Action” section of the CPR. Upon receipt of the updated CPR, the Department will reevaluate the defect to determine satisfactory performance. Reevaluations will result in a reevaluation fee of one hundred dollars (\$100.00) for each CPR issued. **CPRs issued and satisfactorily completed by the Awarded Bidder within the allocated time frame will not be charged the CPR deduction rate, however, the reevaluation fee will enforced for all CPRs issued.**
- B. **Failed Reevaluation:** If the Department determines that the Awarded Bidder’s cure of the defect is unsatisfactory after reevaluation, the Awarded Bidder will be charged for the initial CPR fee, plus an additional CPR will be issued (resulting in an additional CPR fee). This will initiate another cure period and the subsequent reevaluation process will begin as stated in 2.14.A.
- C. The Awarded Bidder and MDAD expressly agree that calculation of actual damages to MDAD’s reputation which may result from the Awarded Bidder’s failure to perform (i.e., loss of passenger goodwill or negative publicity) are incapable of precise determination, and that the Liquidated Damages listed herein are fair, reasonable, and not a penalty.
- D. If the Awarded Bidder fails to perform its obligations hereunder, and actual damages resulting from Awarded Bidder’s failure to perform are capable of determination, such as damages to persons or property, then the Awarded Bidder shall be liable to the County for such damages.
- E. For default by the Awarded Bidder, of any performance measure, County may offset against the next check owed to the Awarded Bidder the amount of such liquidated damages or the amount of the actual damages, or may at County’s option, draw down on the monthly invoice due to the Awarded Bidder in an amount equal to the actual damages determinable by County or in an amount equal to the deduction and fees as outlined in Section 2.14.A and 2.14.B.
- F. Upon failure of the Awarded Bidder to comply within the response time, MDAD shall have the authority to correct the condition by other means, including the use of County employees or by separate Contract. The costs of the action taken by MDAD to remedy the nonconforming situation/condition as determined by MDAD

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shall be deducted from any monies due or to become due the Awarded Bidder under this Contract.

- G. Notwithstanding, nothing in this Section shall limit MDAD's rights or remedies in the event of a material default by the Awarded Bidder, and the specification of Liquidated Damages herein is supplemental to, and not in derogation of, MDAD's right to terminate this Contract in the event of a material default or otherwise provided for at law.
- H. Notwithstanding the above notice provisions, if MDAD determines that a condition exists which may adversely affect the health or safety of a person or property, MDAD shall order the Awarded Bidder to correct the condition immediately. Upon the refusal of the Awarded Bidder to comply with the order or a determination by MDAD that the Awarded Bidder is unable to correct the condition, MDAD will have the authority to correct the condition by other means without further notice. If MDAD has cause to correct a condition that, in MDAD's opinion, should have been corrected by the Awarded Bidder, MDAD may elect to assess financial damages and/or the additional cost to MDAD, to obtain other means to correct the nonconforming item. The Awarded Bidder shall be responsible for this cost, which will be deducted from the monthly invoice. Continual or intentional breaches of Contract may be causes for termination.

### 2.15 **SUBCONTRACTOR USAGE**

The Awarded Bidder shall be permitted to use Subcontractors, with prior approval from MDAD. All Subcontractors are required to obtain MDAD Security Clearance prior to commencement of work and will be the responsibility of the Awarded Bidder.

1. The Awarded Bidder's right to subcontract shall be governed by the provisions of the Contract as described herein.
2. The Awarded Bidder shall be fully responsible to MDAD for the acts and omissions of a Subcontractor and of its personnel as the Awarded Bidder is responsible for acts and omissions of persons directly employed by it.

### 2.16 **RESTRICTED AREAS**

All of Awarded Bidders' employees requiring access to federally-regulated secure areas including, but not limited to, the Airfield Operations Area (AOA), the Federal Inspection Services (FIS) areas, and areas beyond security checkpoints, MUST undergo individual background screening (e.g., 10-year employment history verification, fingerprinting, etc.) completed by MDAD and comply with all security rules and regulations mandated by U.S Customs and Border Protection (CBP), the U.S. Transportation Security Administration (TSA), and the Federal Aviation Administration (FAA).

### 2.17 **IDENTIFICATION BADGES**

The Awarded Bidder shall be responsible for requesting from MDAD identification badges for all employees and other personnel under its control who require access to restricted areas on the airport as part of their regularly assigned duties, and shall be responsible for the return of the identification badges of all personnel transferred or terminated from employment or upon termination of this Contract. The fee for fingerprinting for Criminal History Records Check (CHRC) is \$38.00 and \$20.00 for the issuance of an identification (ID) badge, for a total charge of \$58.00 per applicant. The Awarded Bidder shall promptly report to MDAD the names of all persons who were employed by the Awarded Bidder from whom they were unable to obtain and return Department issued identification badges. In the event that an identification badge is not returned, the Awarded Bidder shall refund MDAD established charge for lost or stolen identification badges.

Personnel with an active ID badge issued by MDAD under employment with another Bidder shall only incur a \$20.00 fee per application, to receive a new ID badge with the expiration date of this Contract. However if access is lost during previous tenure, personnel shall be required to complete a new application.

- A. **Lost, Stolen, or Unreturned Badges**

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A replacement ID Badge may only be issued if declared in writing that the ID Badge has been lost, stolen, or destroyed. A non-refundable fee of \$75.00 will be assessed for the first replacement and \$100.00 for the second replacement within 24 months of original issuance. There will not be a replacement issued for a third time within 24 months of original issuance. The Security Credentialing Section will collect the fee before a replacement ID Badge is issued. **The ID Badge is the property of MDAD. You must immediately return your ID Badge to your employer or the MDAD Credentialing Section at the end of employment or upon receiving notification that your MDAD ID Badge is being revoked. The MDAD ID Office will issue a receipt as proof of ID Badge return. Failure to comply within 24 hours is in direct violation of the Airport Security Program ASP and you can be subject to a potential \$10,000 Civil Penalty Fine assessed by the Transportation Security Administration TSA under title 49 of the Code of Federal Regulations CFR Part 1540.105; 49 USC 46301.**

**2.18 UNIFORM REQUIREMENTS**

Employees of the Awarded Bidder shall present a clean, neat and professional appearance at all times and discharge their duties in a cooperative, safe, courteous and efficient manner. The Awarded Bidder shall provide uniforms for all employees.

- A. The Awarded Bidder shall be specifically prohibited from utilizing any uniform style that resembles the approved uniform(s) of any other Awarded Bidder at Miami International Airport.
- B. Uniforms that are permanently stained, torn, disheveled or unsightly, must be replaced by the Awarded Bidder.
- C. The uniform shall have identification insignia. Employees of the Awarded Bidder must wear only the approved uniform while on site and performing Services. The shoes and socks shall be neat, clean, and in good condition. Management shall wear generally accepted business attire.
- D. Failure of the employee to wear proper uniforms in a proper manner during work hours shall be cause for the Department to require removal of said employee from the site for that day.
- E. Employees assigned to work at the curbside, along the street, and on the AOA shall wear a reflective vest issued by the Awarded Bidder. This vest shall be worn on the outside of any other clothing worn by the employee at all times while working in these areas.
- F. The Awarded Bidder shall require all personnel, except non-public contact and managerial employees to wear visibly on their person, at all times while on duty, a distinctive name tag identifying the individual by name as an employee of the Awarded Bidder and, if appropriate, displaying an employee number or title. The name tag must be approved by MDAD.
- G. Employees assigned to work outdoors shall be issued appropriate outerwear for winter weather, to be approved by the Department and conforming to the identification requirements of the uniform shirts.

**2.19 PARKING**

Parking for the Awarded Bidder, its staff and any Subcontractors shall be provided per decal at the following rates:

- Four (4) months – Fee of \$120
- Eight (8) months – Fee of \$240
- Twelve (12) months – Fee of \$360

**2.20 LOST AND FOUND**

All items of value found by the Awarded Bidder personnel or any Subcontractor during the performance of duties

## Janitorial Services at MIA – Zone 3: Sec 2

under this Contract shall be immediately turned into the Department's Lost and Found office, located on the fourth (4th) floor of Terminal D. The Awarded Bidder shall be responsible for ensuring these policies are thoroughly understood by each employee and strictly enforced at all times.

**2.21 PROTECTION OF PHYSICAL PROPERTY**

The Awarded Bidder shall employ procedures that protect and enhance physical surfaces to achieve their expected or specified look. The Awarded Bidder shall be responsible for costs associated with repair of damages caused by the Awarded Bidder or Subcontractor personnel through abuse, neglect, or misuse of equipment or supplies, considered other than normal wear and tear. The Awarded Bidder shall be responsible for claims to repair or replace physical property as a result of the actions of its staff or those of its Subcontractor that result in damage to physical property.

**A. Repair of Damage**

The Awarded Bidder shall repair all damage to the facilities that may be caused by any of its employees, its actions or omissions. Repairs must return the facility to "like new" conditions, matching adjacent areas. Repairs will be subject to approval of the Department. The Awarded Bidder shall complete said repairs within seven (7) days of receipt of a written letter. Upon failure of the Awarded Bidder to comply, MDAD shall have the authority to complete the repair by other means, including the use of a third party the Awarded Bidder or claims against the Awarded Bidder's insurance policy. The costs of the action taken by MDAD to remedy the damage as determined by MDAD shall be deducted from any monies due or to become due to the Awarded Bidder under this Contract.

**2.22 INJURY OR DAMAGE**

- A. The Awarder Bidder shall promptly notify the Department of any incidents or accidents arising out of the performance of this Contract involving property damage or injury. Notice must include an assessment of any damage or injury which may result from such action.
- B. The Awarder Bidder's personnel shall immediately report all accidents or incidents to the Department's Operations Control Room, and shall, within 24 hours, complete any forms required by the Department to document and describe the incident or accident.
- C. Unusual or catastrophic events involving personnel or equipment shall, within twenty-four (24) hours, be followed by a written report to the Department detailing the circumstances surrounding the event and the actions taken or to be taken by the Awarded Bidder.
- D. The Awarder Bidder shall be responsible for all claims arising out of any such incident or accident as provided in Section 1, Paragraph 1.21, Indemnification of this solicitation.

**2.23 ACCIDENT PREVENTION AND BARRICADES**

Precautions shall be exercised at all times for the protection of persons and property. The Awarder Bidder performing Services under this Contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the Awarded Bidder. Barricades shall be provided by the Awarded Bidder when Services are performed in areas traversed by persons, or when deemed necessary by MDAD.

**2.24 FEDERAL RIGHTS TO CONSENT**

The Awarded Bidder shall understand and agree that all persons entering and working in or around arriving international aircraft and facilities used by various Federal Inspection Services agencies may be subject to the consent and approval of such agencies and any bonding that may be imposed by such agencies. Persons not approved or authorized by the Federal Inspection Services agencies may not be employed by the Awarded Bidder in areas under the jurisdiction or control of such Federal Inspection Agencies.

The Department has security rules and policies in place that the Awarded Bidder and their personnel must be in compliance with when performing duties at Miami International Airport (MIA). These policies include provisions of the Miami-Dade County Code for Aviation Department Rules and Regulations Chapter 25, MDAD Security Directives and

## Janitorial Services at MIA – Zone 3: Sec 2

Notices, and Transportation Security Administration (TSA) requirements under Title 49, CFR, Parts 1540, 1542, and 1544.

**2.25 COUNTY USER ACCESS PROGRAM (UAP)**

Section 1, Paragraph 1.36 does not apply to this Solicitation.

**2.26 FEDERAL AVIATION ADMINISTRATION (FAA) SPECIAL PROVISIONS****I. Compliance with Nondiscrimination Requirements**

During the performance of this Contract, the Awarded Bidder(s), for itself, its assignees, and successors in interest (hereinafter referred to as the “The Awarded Bidder”) shall agree as follows:

1. Compliance with Regulations: The Awarded Bidder (hereinafter includes consultants) shall comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this Contract.
2. Nondiscrimination: The Awarded Bidder, with regard to the work performed by it during the Contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of the Awarded Bidders, including procurements of materials and leases of equipment. The Awarded Bidder shall not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the Contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Awarded Bidder for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential Awarded Bidder or supplier will be notified by the Awarded Bidder of the Awarded Bidder’s obligations under this Contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
4. Information and Reports: The Awarded Bidder shall provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a The Awarded Bidder is in the exclusive possession of another who fails or refuses to furnish the information, the Awarded Bidder will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a The Awarded Bidder’s noncompliance with the Nondiscrimination provisions of this Contract, the sponsor will impose such Contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the Awarded Bidder under the Contract until the Awarded Bidder complies; and/or
  - b. Cancelling, terminating, or suspending a Contract, in whole or in part.
6. Incorporation of Provisions: The Awarded Bidder shall include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, Required Contract Provisions Issued on January 29, 2016 Page 19 AIP Grants and Obligated Sponsors Airports (ARP) unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Awarded Bidder shall take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Awarded Bidder becomes involved in, or is threatened with litigation by the Awarded Bidder, or supplier because of such direction, the Awarded Bidder may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the Awarded Bidder may request the United States to enter into the litigation to protect the interests of the United States.

## Janitorial Services at MIA – Zone 3: Sec 2

7. During the performance of this Contract, the Awarded Bidder, for itself, its assignees, and successors in interest (hereinafter referred to as the “The Awarded Bidder”) shall agree to comply with the following nondiscrimination statutes and authorities; including but not limited to:
  - a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
  - b. 49 CFR part 21 (Nondiscrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
  - c. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
  - d. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
  - e. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
  - f. Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
  - g. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and The Awarded Bidders, whether such programs or activities are Federally funded or not);
  - h. Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
  - i. The Federal Aviation Administration’s Nondiscrimination statute (49 U.S.C. § 47123 (prohibits discrimination on the basis of race, color, national origin, and sex);
  - j. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
  - k. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
  - l. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
- II. All Contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers. The Awarded Bidder shall have full responsibility to monitor compliance to the referenced statute or regulation. The [The Awarded Bidder | consultant] must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division
- III. All Contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The Awarded Bidder must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Awarded Bidder retains full responsibility to monitor its compliance and their Subcontractor’s compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The Awarded

## Janitorial Services at MIA – Zone 3: Sec 2

Bidder must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

**2.27 MIAMI-DADE COUNTY UNITED STATES SOCCER FEDERATION 2026 WORLD CUP**

The terms of this solicitation are subordinate to the terms of the Airport Agreement submitted by Miami-Dade County to the United States Soccer Federation on February 21, 2018. In carrying out its obligations under this Contract, the Awarded Bidder shall not take or omit any action which is inconsistent with, or in derogation of, MDAD's obligations under the Airport Agreement. Where the Awarded Bidder's rights or obligations under this Contract are in conflict with MDAD's obligations under the Airport Agreement, and upon notice by MDAD to Awarded Bidder, the terms of this Contract shall be deemed conformed to MDAD's obligations under the Airport Agreement. Where such conformance would cause a material change in this Contract, Awarded Bidder shall have the right, upon written notice to MDAD within five (5) days of receipt of notice of such a conflict, to terminate this Contract for convenience; in such termination, the Awarded Bidder shall have no cause of action for money damages of any kind, including but not limited to direct damages, unamortized costs or debt, stored or ordered materials, indirect damages, lost profits, loss of opportunity, loss of goodwill, or otherwise. In the event that the Awarded Bidder does not elect to terminate this Contract within the time specified herein, this Contract shall be deemed to have been amended via consent of the parties to conform its terms to the requirements of the Airport Agreement, but only to the extent needed to avoid conflict with same.



## Janitorial Services at MIA – Zone 3: Sec 3

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**3.1 SCOPE OF SERVICES**

The Awarded Bidder shall provide an effective janitorial program through an on-site management team that supervises and supports competent staff that will provide high standards of cleanliness and infection/bacterial control at Miami International Airport and its properties. These responsibilities shall be carried out by the Awarded Bidder through planning, assignment, coordination, inspections, quality control, field operations, reporting, and other forms of administrative management required to optimize services and support.

**A. Work Hours and Shifts**

Services are required 24 hours per day, seven days per week, including holidays. Unless otherwise directed by the County, the Awarded Bidder shall work the following shift hours:

DAY SHIFT	6:00 A.M. to 2:30 P.M.
AFTERNOON SHIFT	2:00 P.M. to 10:30 P.M.
NIGHT SHIFT	10:00 P.M. to 6:30 A.M.

The Awarded Bidder may offer a different schedule for review and approval of MDAD.

**3.2 PERSONNEL REQUIREMENTS AND EXPECTATIONS**

The Awarded Bidder shall recruit, screen and employ such full time/part time personnel as required to competently fulfill its obligations under the terms of this Contract. Assigned personnel shall be completely trained, properly supervised, and shall be technically qualified to safely and efficiently provide the Services as described throughout the solicitation. The Awarded Bidder shall make every effort to retain the same personnel on daily job assignments to ensure familiarity with the areas and procedures for proper Service accomplishment.

1. Bidder(s)' supervisory and administrative personnel shall be sufficiently bi-lingual to be able to take instructions from the County and be able to properly supervise and communicate effectively with its employees.
2. A valid Florida driver's license is required of all personnel operating motor vehicles on roadways in or around the airport.
3. Awarded Bidder shall maintain a list, available to the County, showing the names, addresses and telephone number of all employees and the positions of said employees who perform Services under this contract.
4. All employees or supervisory staff of the Awarded Bidder shall be able to communicate via radio equipment.
5. The Awarded Bidder, Awarded Bidder personnel, and any subcontractor shall not solicit or accept, for any reason whatsoever, any gratuity from passengers, tenants, customers, or any other persons using the premises.

**3.3 COMMUNICATION BETWEEN THE COUNTY AND THE AWARDED BIDDER**

- A. At the start of this Contract, the Department Director will designate the County Project Manager for this Contract. The County's Project Manager may designate a representative to be responsible for day-to-day communication with the Awarded Bidder.

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- B. The County's Project Manager will monitor the quality of the Services performed, the manner of performance, rate of progress of the Services and the acceptability of chemicals, supplies, tools and equipment furnished.
- C. The County's Project Manager will interpret the Scope of Services and the Department's satisfaction with the level of the Awarded Bidder's performance of the Contract.
- D. Should the Awarded Bidder disagree with the County Project Manager's determination regarding any question or issue, the Awarded Bidder may request to escalate the matter to the Facilities Maintenance Management staff.

**3.4 DESIGNATED WORK AREAS**

The Awarded Bidder shall provide Services to all non-terminal buildings and airport properties including public parking garages, employee parking areas, maintenance shops, Taxi Lot, Central Collection Plaza, Miami-Dade Police station, and other outlying buildings.

**A. Areas of Responsibility**

1. Cleaning of common-use areas such as lobbies, hallways, restrooms, stairwells, elevators, escalators, moving walkways, windows, excluding areas under exclusive lease to tenants.
2. As set forth in this solicitation, the work areas are identified, inclusive of the parameters and facilities under this Contract. Service shall encompass all parameters and facilities from the floor to the ceiling to maintain an inclusive standard cleanliness; measured at approximately 5,623,651 square feet.

<b>Common Areas</b>	
	<b><u>Square Footage</u></b>
Carpet	119,741
Terrazzo	622,909
Tile - Ceramic	79,064
Tile - Vinyl	18,765
Concrete	4,770,112
	<b><u>Quantity</u></b>
Elevators	38
Escalators	3
Moving Walkways	2
Stairs (Flights)	47
<b>57 Restrooms</b>	
	<b><u>Square Footage</u></b>
Restrooms	13,060
	<b><u>Quantity</u></b>
Toilets	132
Urinals	53
Sinks	154
Showers	11

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**B. Shift Assignment**

<b>ZONE 3 – DAY SHIFT DESIGNATED AREAS</b>
Building 3033
Building 3050 – Black Box area (1030 -1900)
Building 3030 B Wing (1030 -1900)
Building 3030 C Wing (1030 -1900)
Building 3040
Taxi Lot & Restrooms
Ride Sharing (Uber/Lyft) Lot & Restrooms
Overflow Taxi Lot
Limo/Bus Lot
ATLV Operator
Dolphin Garage & Lower Short Term Parking
Central Collection Plaza & Park 7
Flamingo Garage, Upper Short Term Parking, Park 6 Main street

<b>ZONE 3 – AFTERNOON SHIFT DESIGNATED AREAS</b>
Building 3033
Building 3030
Taxi Lot & Restrooms
Ride Sharing (Uber/Lyft) Lot & Restrooms
Overflow Taxi Lot
Limo/Bus Lot
ATLV Operator
Dolphin/Flamingo Garage
Dolphin/Flamingo Plaza
Building 3050 & 3030
Park 8 & Park 3095

<b>ZONE 3 – NIGHT SHIFT DESIGNATED AREAS</b>
Dolphin/Flamingo Garage Elevators & Stairwell
Dolphin/Flamingo Garage Elevators & Stairwell Washing/Disinfecting
Pressure Washing - As assigned
Dolphin Garage & Lower Short Term Parking
Flamingo Garage, Upper Short Term Parking
Auto Scrubber Operator
ATLV Operator/Taxi Lot
Taxi Lot & Restrooms
Ride Sharing (Uber/Lyft) Lot & Restrooms

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Overflow Taxi Lot
Limo/Bus Lot
Park 8

**3.5 RESTROOMS**

The following designated areas of work are exclusive to Zone 3. The outlined frequencies are minimum requirements according to the shift and work area. However, it is the responsibility of the Awarded Bidder to ensure order and cleanliness in accordance with this solicitation, and shall increase the frequencies as deemed necessary.

**RESTROOM CLEANING FREQUENCY – ZONE 3**

Restroom	Cleaning Day Shift	Cleaning Afternoon Shift	Cleaning Night Shift
Building 3010 Taxi Lot	Hourly	Hourly	Hourly
Building 3030 Loading Dock 1 <sup>st</sup> & 2 <sup>nd</sup> Floors	2 Times/Shift	2 Times/Shift	2 Times/Shift
Building 3030 - 1st Floor (Wing A-D)	2 Times/Shift	2 Times/Shift	2 Times/Shift
Building 3030 - 2nd Floor (Wing A-D)	2 Times/Shift	2 Times/Shift	2 Times/Shift
Building 3030 - 3rd Floor (Wing A)	2 Times/Shift	2 Times/Shift	2 Times/Shift
Building 3033 Police 1 <sup>st</sup> Floor	2 Times/Shift	2 Times/Shift	2 Times/Shift
Building 3033 Police 2 <sup>nd</sup> Floor	2 Times/Shift	2 Times/Shift	2 Times/Shift
Building 3038 Maintenance Shop	2 Times/Shift	2 Times/Shift	2 Times/Shift
Building 3040 Warehouse	2 Times/Shift	2 Times/Shift	2 Times/Shift
Building 3042A Limo/Bus Lot Ride Sharing (Uber/Lyft) Lot	Hourly	Hourly	3 Times/Shift
Overflow Taxi Lot	2 Times/Shift	2 Times/Shift	2 Times/Shift
Building 3050 2 <sup>nd</sup> Floor	2 Times/Shift	2 Times/Shift	2 Times/Shift
Building 3064 South East Gate	3 Times/Shift	3 Times/Shift	2 Times/Shift
Building 3091 Maintenance Shop	3 Times/Shift	3 Times/Shift	2 Times/Shift
Building 3099 Central Chiller	2 Times/Shift	2 Times/Shift	2 Times/Shift
Building 3107 Dolphin Garage	3 Times/Shift	3 Times/Shift	3 Times/Shift
Building 3108 Flamingo Garage	3 Times/Shift	3 Times/Shift	3 Times/Shift
Building 3215 Terminal Mover Station Floor 1 - 3	3 Times/Shift	3 Times/Shift	3 Times/Shift
Building 3215 Offices	2 Times/Shift	2 Times/Shift	2 Times/Shift
Employee Parking Lot	2 Times/Shift	2 Times/Shift	2 Times/Shift
Building 3240 MIA Mover station 4 <sup>th</sup> Floor	Hourly	Hourly	3 Times/Shift
Building 3241 Car Rental Center 4 <sup>th</sup> Floor	2 Times/Shift	2 Times/Shift	2 Times/Shift

**3.6 ROUTINE & PROJECT CLEANING PROCEDURES**

The Awarded Bidder shall adhere to the below schedule for both Routine and Project Cleaning duties for all shifts and frequencies to ensure optimum care and attention to all areas within Zone 3. Routine Cleaning entails the thorough cleaning of the following areas:

- Public Areas (Interior & Exterior)
- Public Restrooms
- Sidewalks and Outside Areas
- Elevators
- Concrete Stairs
- Offices, Lounges, and Conference Rooms

## Janitorial Services at MIA – Zone 3: Sec 3

<b>TABLE A</b>		
<b>ROUTINE CLEANING FREQUENCY TABLE</b>		
<b>JOB AREAS</b>	<b>SHIFT</b>	<b>FREQUENCY</b>
Interior Public Areas	All Shifts	Continuously Throughout Each Shift
Public Restrooms	Day And Afternoon	Every 30 Minutes
Public Restrooms	Night Shift	Continuously Throughout Each Shift
Sidewalks And Outside Areas	All Shifts	Continuously Throughout Each Shift
Curbside Areas (Medians)	All Shifts	Continuously Throughout Each Shift
Elevators	All Shifts	Once Per Shift
Escalators & Moving Sidewalks	All Shifts	Continuously Throughout Each Shift
Concrete Stairs	All Shifts	Continuously Throughout Day/Afternoon Shifts
Offices, Lounges And Conference Rooms	Day And Afternoon	Continuously Throughout Day/Afternoon Shifts
Carpet Spot Cleaning	Day And Afternoon	Continuously Throughout Day/Afternoon Shifts
Vinyl Seating Cleaning	Day And Afternoon	Continuously Throughout Day/Afternoon Shifts
<b>TABLE B</b>		
<b>PROJECT CLEANING FREQUENCY TABLE</b>		
<b>JOB AREAS</b>	<b>SHIFT</b>	<b>FREQUENCY</b>
Clean Elevator Interiors	Night Shift	Weekly
Deep Clean Restrooms	Night Shift	Weekly
Clean Interior Graphics	Night Shift	5 Times/Year As Designated By MDAD
Clean Air Conditioning Vents	Night Shift	Monthly
Carpet Extraction	Night Shift	Weekly Or More Frequently If Needed
Rotary Scrub Carpet	Night Shift	As Designated By MDAD
Recycling Containers	Night Shift	Weekly Or More Frequently If Needed
Scrub/Burnish Terrazzo	Night Shift	Daily
Stairwell Dusting	Night Shift	Weekly
Strip And Refinish Terrazzo Floors	Night Shift	4 Times/Year
Spray Buffing	Night Shift	Daily
Clean Doors	Day And Afternoon	Daily
Strip, Oil, Polish Elevator Doors	Night Shift	Monthly
Strip, Oil, And Polish Escalators	Night Shift	Weekly Or More Frequently If Needed
Strip, Oil, And Polish Moving Walkways	Night Shift	Weekly Or More Frequently If Needed
Clean And Restore The Vinyl Seating Units	Night Shift	Monthly
Clean Exterior Podiums And Kiosks	Night Shift	Monthly

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Scrub Pavers, Curbside Drives & Parking Lots	Night Shift	Monthly
Clean Upholstered Furniture	Night Shift	2 Times/Year And Spot Clean As Needed
Clean Hotel/Motel Informational Units	Night Shift	Weekly
Scrub Long Term Parking Stairwells	Night Shift	Weekly Or More Frequently If Needed
Pressure Washing - Curbside	Night Shift	Weekly
Pressure Washing – Parking Garages	Night Shift	Weekly

### 3.7 **SERVICE STANDARDS**

The Awarded Bidder shall perform all of its obligations with the highest quality standards and in a professional manner to ensure that the Services are performed in an efficient, effective, and uninterrupted fashion. The Awarded Bidder shall use its best efforts to coordinate and adjust its activities to meet the needs and requirements of MDAD and perform the Services in a manner that does not impede, disturb, endanger, unreasonably interfere with, or delay airport operations and activities of airport operators.

- A. The Services provided by the Awarded Bidder shall include, but is not limited to, supplying all labor, supervision, materials, supplies, equipment, and all other items necessary or proper for, or incidental to, such janitorial work as described throughout this solicitation. All material, workmanship, and equipment shall be subject to the inspection and approval of MDAD.
- B. Maintain a clean and safe physical environment that is free from loose, adhered or impregnated soil, gum or debris. Floors free from spots, spills, liquids, leaks, all substances, and stains; and proper sanitation of highly regulated service areas, such as in public restrooms.
- C. The County will have the right to require the Awarded Bidders' personnel to perform other cleaning duties on the premises as the County deems necessary or desirable and the Awarded Bidder shall promptly comply with those requirements. The County may authorize minor changes or alterations in the Services not involving additional cost that are not inconsistent with the overall intent of the Contract.
- D. The Awarded Bidder shall perform both Routine and Project Cleaning. The Awarded Bidder shall perform all Services to the highest standard of performance recognized by custom and usage in the industry.
  - a. Carpets:  
At the end of every night shift, upon completion of the required Routine and Project Cleaning, the carpet condition shall be as follows:
    - Free of all loose or embedded gum.
    - Free of all spots, except for those that have been identified as “permanent.”
    - Thoroughly vacuumed in all areas.
    - No dust build-up at, or around, carpet edges, corners, chair bases, or other objects that are place on the carpet.

The Awarded Bidder shall develop and utilize a system for the removal of surface and embedded sand, soil, stains, spots, and bacteria on a regular and frequent schedule in order to ensure an acceptable appearance, and to remove soil that would shorten the useful life of the carpets. Carpet spots shall be removed on a daily basis in accordance with the manufacturer's recommendation. Spot cleaning shall be attempted only after the carpet has been completely cleaned and vacuumed.

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- b. Curbside Areas (Adjacent to terminal):  
Curbside areas will be kept litter free. Seating and floor surfaces kept free of embedded gum, debris, sand, soil, grime, spots, liquids. No build-up on edges, wall and column bases. Ashtrays are to be kept empty and clean, free of surface stains and embedded gum. Pressure washing will be done according to schedule (See Table B) and in close coordination with the Landside Operations Division.
- c. Custodial Rooms:  
Custodial rooms must be kept clean and maintained free of odors at all times. Entrance doors must be kept closed at all times, except when actively working in the room. All materials must be kept out of passenger and/or public view. Non work-related materials as well as trash shall not be stored in these rooms.
- d. Drinking Fountains:  
Drinking fountains shall be disinfected using germicidal detergent or crème cleanser. All obvious soil, streaks, smudges, etc. shall be removed from the drinking fountains and cabinets. All polished metal surfaces including the orifices and drain shall be clean and free of buildup. Staff shall report any leaks or malfunctions to their supervisors. After cleaning, the entire fountain shall be free of streaks, stains, spots, smudges, scale, and other removable soil. Germicidal detergent shall be used in drinking fountains.
- e. Dusting and Furniture surfaces:  
Use a lightly treated dust cloth, lightly treated hand-held dusting tool, lambs-wool dusting tool, tank vacuum with dusting attachments, or combination of these dusting tools to remove all dust, lint, litter, dry soil, etc., from the horizontal surfaces of desks, chairs, file cabinets, and other types of furniture and equipment, and from horizontal ledges, window sills, blinds, hand rails, etc. Items on desktops are not to be disturbed. After regular dusting, all such surfaces shall have a uniform appearance, be free of any streaks, smudges, dust, lint, or litter. Dusting shall be accomplished by removal of soil from the area, not by displacing it from one surface to another. Desktops, laboratory counter tops, tile cabinets and the like, shall be completely cleared before dusting. In stairwells, the tops and sides of any exposed, wall mounted lighting fixtures shall be dusted as well as the tops of suspended light fixtures in other areas of the buildings.
- f. Elevators:  
Elevators shall be cleaned using a cloth and neutral detergent solution, damp wiping the inside and outside of the elevator doors and elevator walls. A dry cloth shall be used to polish metal surfaces to a shine. The desired results are as follows:
- All stainless steel, formica, and elevator panels shall be clean, free of spots, smudges, stains and streaks.
  - Floors are to be free of gum, sand, dirt, soil, liquids.
  - No build-up in corners or edges.
  - No odors.
  - Door tracks shall be clean and free of debris.

Additionally, Awarded Bidder shall vacuum and damp wipe ceiling vents in the elevator; vacuum the door tracks, clean with metal polish to a shine, complete wash of all stainless steel surfaces, and polish to a shine.

- g. Escalators and Moving Sidewalks:  
Using a soft cloth and neutral detergent solution, spot clean the insides of the escalator or moving sidewalk to remove hand prints, smudges, stickers, gum and other visible soil. Stubborn soil may be removed with a stainless steel cleaner. Do not use green pads or abrasive cleansers. A dry cloth

## Janitorial Services at MIA – Zone 3: Sec 3

shall be used to polish metal surfaces to a shine. A push broom or wide deck brush shall be used daily during the 24 hours shift coverage to remove larger particles of debris from to unit's surface. Damp mop the entry exit platforms to remove visible soil, gum, stickers, etc. Equipment specifically designed for escalator and/or moving walkways shall be used periodically, see Project Cleaning 3.6 Table B.

h. Furniture, Fixtures, Walls, Partitions, Doors, etc.:

Use a clean cloth and spray bottle of neutral detergent, germicidal detergent, or glass cleaner to remove fingerprints, smudges, marks, streaks, etc., from washable surfaces of walls, partitions, doors, desks, laboratory counter tops (must be completely cleared), furniture, fixtures, appliances, etc. Crème cleanser shall be used on hard-to-remove spots. After spot cleaning, there shall be no streaks, spots, or other evidence of removable soil. This includes both sides of glass in exterior doors and vestibules and in offices.

i. Hard Surfaces (Floors):

Monitoring of hard surfaces shall be done at all times to ensure that streaks, smudges, spills, gum and loose materials are removed. The floor will be kept in a clean and presentable manner at all times. Each day, by the end of the night shift, when routine and heavy cleaning is performed, the condition of hard surfaces will be as follows:

- Free of all loose or embedded gum, labels or sticky residue.
- Free of all deep surface scratches and abrasions that haze the floor's appearance.
- Floors will have a clear luster produced by floor finish that has been maintained to an "as new" condition.
- Free of spots and finish discoloration.
- No dust or grime build-up at, or around, floor surface edges, corners, chair bases, stations, or other objects that are placed on the floor.

j. Mop Cleaning and Disinfecting:

Prior to being damp mopped and disinfected, floor surfaces shall be swept or dust mopped. A wet mop, mop bucket and wringer, and a germicidal detergent solution shall be used to remove soil and non-permanent stains from the entire area. The detergent solution shall be changed periodically and remain clear. All accessible areas shall be damp mopped. Chairs, trash receptacles, etc. shall be moved when necessary to mop underneath. After being damp mopped, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc. or mop strands remaining in the area.

k. Office Cleaning:

Clean loose dirt and debris from resilient floors with dry mops. Clean offices to include, but not limited to desks, chairs, tables, file cabinets, lamps, telephones; vacuum rugs. Dust all surfaces which can be reached from floor level. Remove spots and smudges from doors, woodwork, wall partitions, and glass surfaces. Spot clean and damp mop floors. Vacuum carpeted areas and remove stains as necessary. Clean all metal and formica surfaces.

l. Parking Garages:

Parking areas shall be kept free of surface or embedded gum, debris, sand, soil, grime, spots, liquids, and free of oil. All parking garage stairwells are to be kept clean and odor free on a daily basis. Pressure washing will be done according to schedule (See Table B) and in close coordination with the Landside Operations Division.

m. Rearranging of Furniture as Required:

All furniture, desks, and the like moved by the staff during the performance of the services shall be



## Janitorial Services at MIA – Zone 3: Sec 3

returned to its appropriate location. Additionally, all other office furniture such as chairs and waste receptacles shall be returned to their appropriate locations. Furniture must be placed in specified locations and missing items be reported. All furniture such as desks, chairs, tables, and the like in classrooms must be returned to their original or specified configurations, as designated by the Department, after every cleaning.

n. Restrooms:

Restrooms are to be maintained clean, free of odors, and fully stocked with supplies at all times.

- Toilets seats and all porcelain surfaces shall be thoroughly cleaned, disinfected, and swabbed with sanitizer. Before leaving each stall, clean the partitions and the doors. Wipe both side of the door and door latch. Where stainless steel doors are present, clean with a dry cloth and polish to a shine.
- All sinks and fixtures shall be thoroughly cleaned and disinfected with sanitizer. No dust or grime build-up shall be present at any time.
- Clean and check all soap dispensers and refill if less than half full. Test each for proper operation. The soap used shall be resistant to bacterial growth, have no bacteria, or odor from bacteria.
- Walls, partitions and mirrors will be kept free of spots, stains, streaks, fingerprints and smudges at all times.
- Floors shall be thoroughly cleaned and mopped with sanitizer to ensure no build-up along edges, around toilets, partitions or urinals. Floor grout will be kept in like new condition and free of stains. Floors will be sealed as needed to prevent staining.
- Paper towel, toilet tissue and toilet liner dispensers will be kept fully stocked and completely cleaned with sanitizer, free of spots, stains, streaks, fingerprints and smudges.
- Germicidal detergent shall be used in restrooms and drinking fountains.

o. Stainless Steel:

All stainless steel surfaces will be cleaned and kept free of spots, smudges, stains and streaks at all times.

p. Stairways:

Stairways shall be kept litter free. Embedded gum, debris, sand, soil, grime, spots and liquids shall be removed daily or as soon as reported. Urine and urine odors shall be neutralized as soon as reported. Handrails shall be damp wiped using a neutral detergent solution. Other surfaces, including doors, kick plates, jambs and thresholds shall be cleaned to remove hand prints, smudges and other visible soil.

q. Trash Receptacles and Removal:

Trash receptacles will be kept free of debris, liquid or food on interior and exterior surfaces. Surfaces shall be thoroughly cleaned, disinfected and kept free of fingerprints, smudges and odors at all times. Receptacles shall be emptied when they are half full and trash transported to designated dumpsters. The Awarded Bidder will follow County recycling programs. All waste receptacles and other trash containers within the area shall be emptied and returned to their designated locations. All waste from such trash receptacles shall be removed from the area and placed at a designated location in such a manner as to prevent the adjacent area from becoming littered by such trash. The exterior of waste

Janitorial Services at MIA – Zone 3: Sec 3

receptacles shall be damp wiped with germicidal detergent solution from a spray bottle and a synthetic fiber cloth to remove evident soil. A lotion type cleanser and an abrasive pad shall be used to remove stubborn soils. All plastic liners that are torn or obviously soiled shall be removed from trash receptacles and replaced with new plastic liners. The liners shall be folded back over the rim of the receptacle and made secure. Recycling containers shall be removed (see Table B). All solid waste removal and collection of recycling materials shall conform to the Recycling Policies and Procedures.

- r. Vacuuming:  
Carpeted areas shall be completely vacuumed; collect surface soil and embedded grit from all areas accessible to a carpet vacuum cleaner. Chairs and trash receptacles should be tilted or moved as necessary to vacuum underneath. Additionally, as necessary, to prevent any visible accumulation of soil or litter in carpeted areas inaccessible to an upright carpet vacuum cleaner, a crevice tool and brush attachment shall be used. After the carpeted floor has been completely vacuumed, it shall be free of all visible litter, soil, and embedded grit.
- s. Walls:  
Monitoring of the wall surfaces shall be done to ensure that streaks, smudges, spills, gum and loose materials are removed. The walls shall be kept in a clean and presentable manner at all times.
- t. Windows (Glass cleaning):  
Windows and glass surfaces are to be cleaned to a like new condition. Any unauthorized papers, notices, and the like taped or otherwise attached to glass surfaces are to be removed. Use a scraper or safety razor blade to remove these items. Use chewing gum remover to soften and remove tape and adhesive residues, if necessary. Use a brush, squeegee and bucket of glass cleaning solution to clean large expanses or areas of glass. After cleaning, the glass shall present a clean, uniform appearance and be free of any streaks, smudges, stain, or soil. See Table C

<b>Table C</b>	
<b>Window Washing frequency for Zone 3</b>	
<u>Areas of Responsibility</u>	<u>Cleaning Frequency</u>
Building 3030 and Maintenance Complex Outside	Every 6 months
Building 3030 and Maintenance Complex Inside	Every 6 months
Building 3033 MDAD Police Station Outside	Every 6 months
<b>Note: Unless otherwise directed by the Department, all windows below fifteen (15) feet will be considered routine work and must be kept clean and streak free at all times.</b>	

**3.8 ADDITIONAL SERVICES**

Additional Service approved in writing by MDAD will be reimbursed separately. MDAD shall have no obligation to pay the Awarded Bidder any additional sum in excess of those stated herein, except for a change and/or modification to the Contract, which is approved and executed in writing by MDAD and the Awarded Bidder.

**3.9 GENERAL JANITORIAL CHEMICALS, EQUIPMENT & SUPPLIES**

Cleaning equipment, supplies and chemicals used to perform Services under this Contract shall be subject to MDAD's

## Janitorial Services at MIA – Zone 3: Sec 3

approval and will be in compliance with manufacturers' recommendations as outlined in Attachment A. Materials proposed for use shall comply with all applicable regulations for protection of the environment and the health and safety of employees and the public. Materials shall be appropriate, as recognized by the highest standard of custom and usage in the industry, for purposes utilized and shall be non-destructive of surfaces. No product used by the Awarded Bidder shall decrease the slip resistance of flooring or floor surface throughout the premises covered by this Contract. The Awarded Bidder shall provide to the County and shall update from time to time a list of all cleansers, chemicals, solvents, paper products and the like used by it in provision of cleaning services.

The Awarded Bidder shall store all supplies, materials and equipment in storage areas and custodial closets designated by the Department. The Awarded Bidder shall keep these areas neat and clean at all times and in accordance with all applicable fire regulations.

**A. Chemicals for Routine and Project Cleaning**

The Awarded Bidder shall be responsible for providing and maintaining an adequate supply of cleaning chemicals necessary to complete the Services. All cleaning products used in performance of the Services under this Contract shall meet the County's Technical Specifications and shall conform to and be used in strict compliance with all federal, state and local environmental and safety laws and regulations in accordance with Attachment A of this solicitation. The Awarded Bidder shall be restricted from use of chemicals containing ammonia, chlorine, bleach or powdered abrasive cleaners without permission from the County.

All approved cleaning chemicals shall have:

- A label which contains instructions for use and antidotes for misuse.
- A Material Safety Data sheet on file and accessible to Awarded Bidder's employees.

Chemicals required:

- Carnauba Wax Lotion
- Degreaser Solution
- Food Grade Mineral Oil
- Glass Cleaner
- Non-ammoniated Floor Stripper
- Phosphoric/Citric Acid Descaler
- Quaternary Cleaner

**B. Equipment for Routine and Project Cleaning**

The Awarded Bidder shall furnish, all equipment for use in performing the services as required by this contract. All equipment is to be new at the beginning of the contract and shall be maintained in good, clean, totally functional operating condition at all times throughout the term of this Contract. An evaluation of all other equipment shall be periodically completed by the County. Any equipment judged as unsatisfactory, shall be replaced by the Awarded Bidder at their expense. All equipment shall be subject to the approval of MDAD.

Each of the Awarded Bidders' vehicles used in the performance of the Services shall have the Awarded Bidders' business name and/or logo prominently displayed on its doors.

**C. Supplies for Routine and Project Cleaning**

The Awarded Bidder shall provide suitable/necessary supplies to fulfill the work outlined. All materials and supplies are to be new at the beginning of the contract and shall be maintained in good, clean, totally functional operating condition at all times throughout the term of this Contract. These items shall be subject to the approval of MDAD.

## Janitorial Services at MIA – Zone 3: Sec 3

**D. Standby Supply Inventory**

The Awarded Bidder shall maintain Standby Supply Inventory on site at all times. This inventory is in addition to any day to day inventories required to service the Contract and shall be subject to "no notice" audits and verification by the County at any time. A minimum of the following items shall be "on-hand" at all times, unless otherwise authorized by the Department:

1. Paper Towels – 100 Cases
2. Toilet Tissue – 50 Cases
3. Toilet Seat Covers – 20 Cases
4. Lotion Type Hand Soap – 30 Gallons

**E. Storage**

All Routine Cleaning equipment and supplies (including Standby Inventory) may be housed in a storage area(s) designated by MDAD. Any use of alternative or additional area(s) not designated by MDAD shall be prohibited.

**3.10 EMERGENCY SERVICES**

The Awarded Bidder shall provide the County with Emergency Services, upon request. Emergency response time shall be within thirty (30) minutes after verbal notification later confirmed in writing by the MDAD Project Manager. Timely response to emergency conditions, 24 hours a day, 7 days a week, which involves the coordination and deployment of its staff and equipment in order to maintain facility operations and protect the safety of the public and airport personnel at all times and in specified areas within the Zone is required.

No additional cost shall be charged to the County for the diversion of personnel from their normal work to the emergency work; however, the Awarded Bidder will not be penalized if normal work has been impacted. Under emergency conditions, personnel normally assigned to one location can be temporarily assigned to another location. When the employees are no longer needed for the emergency work, they shall be directed by the Awarded Bidder to return to their normal work.

**Water Damage** - In case of any emergency condition involving water leakage or flooding in a building or other occurrences requiring immediate correction, or what is of such magnitude that it cannot be addressed with its normal workforce, the Awarded Bidder will coordinate with the County's project manager to perform the services no later than two (2) hours after emergency has been reported.

The County may pay for equipment rental and any specialized products used to mitigate the specific emergency that are not normally used during the day to day Services provided. MDAD will determine what products and/or equipment are necessary that fall outside of the standard required for normal Services.

**3.11 BIO-HAZARDOUS WASTE DISPOSAL**

The Awarded Bidder is required, as part of its routine daily work, to clean, disinfect, decontaminate, and dispose of potentially infectious blood borne pathogen materials.

**3.12 MAINTENANCE REPORTING**

The Awarded Bidder shall fully support and comply with the Department's airport maintenance requirements at all times, and shall promptly notify the Department of any needed repairs or damages to fixtures, building and appurtenances by placing a Work Order via the Work Order Center. MDAD will utilize the Work Order Center to dispatch prioritized Work Orders to be completed by the Awarded Bidder.

**3.13 KEYS**

The County will issue the Awarded Bidder keys needed to accomplish the Services exclusive of keys for access to federally restricted areas. Awarded Bidder shall be responsible for the security of such keys at all times and shall:

## Janitorial Services at MIA – Zone 3: Sec 3

1. Not permit keys to be taken off airport property;
2. Keep keys not in use in a locked box;
3. Restrict access to keys and grant access to essential personnel only; and
4. Maintain a key inventory and perform audits of the issuance of keys as directed by County or Federal Agencies.

The Department shall have the right to determine which of the Awarded Bidder's employees shall service controlled sensitive areas within the Airport complex. Awarded Bidder shall promptly report any lost or missing keys to the Department and shall be responsible for all costs to install new locks or to replace keys.

**SECTION 4**

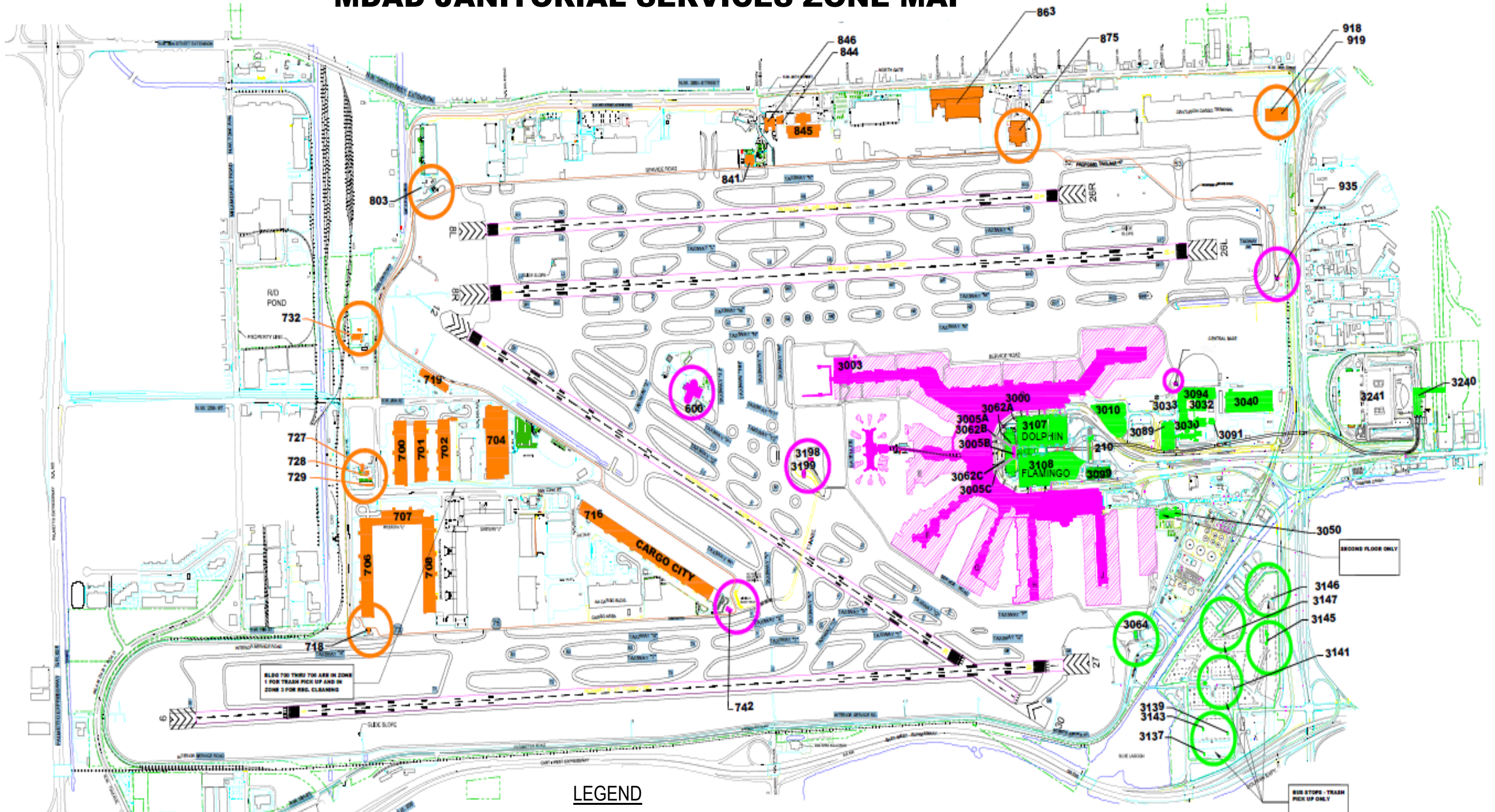
**PRICING**

*The pricing provided below shall encompass all costs associated with efficient janitorial services as outlined in Section 3 of this solicitation to include but not limited to labor, supplies, equipment, travel, etc.*

DESCRIPTION		UNIT OF MEASURE	MONTHLY PRICE
YEAR ONE (1)	Zone 3 Common Areas: 5,030,657 square feet	PER MONTH	\$ _____
	Zone 3 Restrooms: 14,447 square feet	PER MONTH	\$ _____
	Year 1 - Total for Janitorial Services at MIA, Zone 3		\$ _____
DESCRIPTION		UNIT OF MEASURE	MONTHLY PRICE
YEAR TWO (2)	Zone 3 Common Areas: 5,030,657 square feet	PER MONTH	\$ _____
	Zone 3 Restrooms: 14,447 square feet	PER MONTH	\$ _____
	Year 2 - Total for Janitorial Services at MIA, Zone 3		\$ _____
DESCRIPTION		UNIT OF MEASURE	MONTHLY PRICE
YEAR THREE (3)	Zone 3 Common Areas: 5,030,657 square feet	PER MONTH	\$ _____
	Zone 3 Restrooms: 14,447 square feet	PER MONTH	\$ _____
	Year 3 - Total for Janitorial Services at MIA, Zone 3		\$ _____
DESCRIPTION		UNIT OF MEASURE	MONTHLY PRICE
YEAR FOUR (4)	Zone 3 Common Areas: 5,030,657 square feet	PER MONTH	\$ _____
	Zone 3 Restrooms: 14,447 square feet	PER MONTH	\$ _____
	Year 4 - Total for Janitorial Services at MIA, Zone 3		\$ _____
<b>TOTAL FOUR (4) YEAR TERM FOR JANITORIAL SERVICES AT MIA, ZONE 3</b>			\$ _____

(Revised)

# MDAD JANITORIAL SERVICES ZONE MAP



- LEGEND**
- Zone 1 & 2
  - Zone 3
  - Zone 4



<b>EXHIBIT B - MDAD JANITORIAL QUALITY CONTROL REVIEW FORM</b>
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<b>Contractor:</b>	
<b>Zone/Concourse/Building:</b>	
<b>Floor/Location:</b>	
<b>Employee Performing Audit:</b>	
<b>Audit Date:</b>	
<b>Shift:</b>	

The result of the audit hereto will result in the financial damages assessed in accordance with Section 2.14 of the solicitation.

Task/Area	Pass	Fail
All trash and recycling containers are clean		
All furniture, fixtures, walls, partitions and doors, etc. are clean		
All trash and recycling containers are emptied		
All paper and soap products are stocked appropriately		
All restrooms, lockers, and shower fixtures are clean and disinfected		
All stalls, toilets and urinals are clean and disinfected		
All exposed surfaces of escalator treads, risers and landings are clean		
All garage strainers and drains clean and free of debris		
All parking and security equipment cleaned		
All ashtrays and urns are clean		
All spills of toner, inks, paper clips, staples are removed		
All non-carpeted floors are swept or dust moped		
All horizontal furniture surfaces are dusted		
All upholstered chairs are clean, vacuumed, and brushed		
All gum removed on or around desks, chairs, finishes and floors		
All building and furniture surfaces are dusted		
All light fixtures lenses, air diffusers, and grilles are clean		
All vertical surfaces are clean and dusted		
All non-carpeted floors have an acceptable shine/luster		
All carpet stains previously noted are removed within one week or reported as unremovable		
All Isles are free from debris		
All carpets are completely vacuumed		
All common surfaces, public phones, etc. are clean and disinfected		
All building finishes properly cleaned and/or polished where required		
All windows, storefront doors, mirrors and glass partitions clean		



<b>EXHIBIT B - MDAD JANITORIAL QUALITY CONTROL REVIEW FORM</b>
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Task/Area	Pass	Fail
All entry mats are clean and dry		
All drinking fountains clean		
All empty boxes are removed		
All track doors are clean and free of debris		
All metal surfaces polished		
All gum or gum stains removed		
All graffiti previously noted by building management is removed		
All exterior areas free from hazardous body fluids		
All walkways and elevator landings clean and free of debris		
All stairwells are clean and free of debris		
All paper on floor removed		
All handrails and door hardware clean and free from dust		
All building surfaces are cleaned up to a height of 72"		
All surface parking areas/lots are free from grease and oil stains		
All areas around kitchen appliances and vending machines are clean		
All cabinets and book shelves are clean inside		
All areas around trash compactors and loading docks policed and no odors or pests.		
All equipment and supplies are stored properly		
All air vents clean		
All spills are removed		
Other:		
Comments/Findings:		
<b>FINAL AUDIT DETERMINATION (Pass/Fail):</b>		
<b>Contractor Performance Report (CPR) Issued:</b>	<b>Yes / No</b>	
<b>Reason for CPR Issued:</b>		
<b>MDAD Project Manager Signature:</b>		<b>Date:</b>

**ATTACHMENT A****CHEMICAL SUPPLY SPECIFICATIONS**

The following chemicals shall be used by the awarded bidder to clean and maintain all designated areas to the standards as outlined in Section 3 of this solicitation. All items shall conform to and be used in strict compliance with all federal, state and local environmental and safety laws and regulations. All chemical shall have a label which contains instructions for use and antidotes for misuse. The awarded bidder maintain a Material Safety Data sheet on file.

**Specification for: Enzyme Spotter and Odor Control**

**General Description:** A concentrated liquid containing specialized strains of live, but safe to use (non-pathogenic) bacteria that will produce enzymes capable of digesting organic matter.

**Performance Requirements:** When used as directed the product will digest and remove organic deposits and stains including urine, feces, vomit, blood milk, wine, coffee from in and around toilet fixtures and urinals ( grout lines), drain lines, waste containers, upholstery, carpets and fabric. The product shall be non-staining and have a pleasant, fresh fragrance.

**Use Directions:** For odor control or to remove organic stains: Pre-clean using product at a dilution of 8 - 16 oz. per gallon of water and then use as-is to digest the foul odor. Keep wet and allow to work several hours.

For drain and septic tank maintenance: Initially pour 1 pint to 1 quart when the tank is not being used. Then maintain, using 4 oz, 2 -3 times per week.

**Specifications / Composition:**

- **Appearance:** Water-thin liquid with pleasant odor
- **pH:** 6 - 8
- **Flashpoint:** None in concentrate form.
- **VOC Content:** Compliant with all Federal, State and Local Regulations
- **DOT Rating:** Non-hazardous
- **Bacteria Count:** Not less than 50 billion enzyme bacteria per gallon
- **Bacteria Cultures:** Not less than 3 different bacillus bio-strains or bacterial cultures capable of digesting fats, grease, proteins, starch and cellulose. Product must be certified free of salmonella.
- **Excluded Ingredients:**
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
  - \*Carcinogenic or Suspect Carcinogens
  - \*Hazardous Air Pollutants ("HAPs")
  - \*EPA, SARA Section 313 reportable substances
  - \*Substances problematic to the sewage or waste treatment process
  - employed or restricted by agencies regulating waste discharges from the facility.

**Additional Requirements:**

- **MSDS:** A completed Material Safety Data Sheet which complies with all OSHA requirements.
- **Containers:** Product labeling must comply with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use

- instructions in English and Spanish.
- Quality Assurance: Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging.
  - Secondary Labels: If requested, producer must supply OSHA compliant secondary labels in English and Spanish for use on containers containing use-diluted product.

### **Specification for: Enzyme Drain Maintainer/Opener**

**General Description:** A concentrated, ready to use liquid containing specialized strains of live, but safe to use (non-pathogenic) bacteria that will produce enzymes capable of digesting organic matter including grease, fats and other blockages in drains and grease traps.

**Performance Requirements:** When used as directed, product shall remove organic drain clogs quickly, and as maintainer, prevent clogs from occurring and allow free flow. It shall deodorize drain lines as it works.

**Use Directions:** Start with drains on lowest level and work up; when top level is reached, add at top level only. Remove as much water from line as is practical, and treat when water flow is lowest.

Use the following guide for daily addition, based on drain condition:

Pipe Size	1"	2"	4"
<b>Blocked</b>	8 oz.	16 oz.	32 oz.
<b>Sluggish</b>	4 oz.	8 oz.	16 oz.
<b>Odors</b>	2 oz.	4 oz.	8 oz.

When drain is clear and flowing, continue "sluggish" addition rate for 3 days, then add every 2-4 weeks to avoid buildup.

### **Specifications / Composition:**

- Appearance: Water-thin liquid with pleasant odor
- pH: 6 - 8
- Flashpoint: None in concentrate form.
- VOC Content: Compliant with all Federal, State and Local Regulations
- DOT Rating: Non-hazardous
- Bacteria Count: Not less than 100 billion enzyme bacteria per gallon
- Bacteria Cultures: Not less than 7 different bio-strains or bacterial cultures capable of digesting fats, grease, proteins, starch and cellulose. Product must be certified free of salmonella.
- Excluded Ingredients:
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
  - \*Carcinogenic or Suspect Carcinogens
  - \*Product shall contain no acids, caustic or chlorine based ingredients.
  - \*EPA, SARA Section 313 reportable substances
  - \*Substances problematic to the sewage or waste treatment process employed or restricted by agencies regulating waste discharges from the facility.

**Additional Requirements:**

- **MSDS:** A completed Material Safety Data Sheet which complies with all OSHA requirements.
- **Containers:** Product labeling must comply with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.
- **Quality Assurance:** Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging.

**Specification for: General Purpose Carpet Spotter**

**General Description:** A ready-to-use liquid formulated to remove most common stains from carpets caused by food, beverage, grease, blood, ink and paint. It shall be safe for use on all carpet fibers including 5th generation stain resistant nylon. Normal use of product must not adversely affect carpet, backing or pad.

**Performance Requirements:** When used as directed, product must penetrate, solubilize and remove those common stains listed above when applied to spot within 24 hours, before it has a chance to become set. No other product or treatment should be used before using the General Purpose Carpet Spotter.

**Use Directions:** Vacuum or blot stain to remove loose soil. Spray fluid directly onto spot and allow to work 1 minute. Spray lightly again. Blot dry with clean towel. Do not rub - this will only spread spot. Repeat until spot is removed. For more difficult stains, spray and agitate with clean brush or bone scraper.

**Specifications / Composition:**

- **Appearance:** Water-thin liquid with pleasant odor
- **pH:** Neutral (pH 6.0 -8.0)
- **Flashpoint:** None
- **VOC Content:** Compliant with all Federal, State and Local Regulations
- **DOT Rating:** Non-hazardous
- **Excluded Ingredients:**
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
  - \*Carcinogenic or Suspect Carcinogens
  - \*Hazardous Air Pollutants ("HAPs")
  - \*EPA, SARA Section 313 reportable substances
  - \*Petroleum hydrocarbon or chlorinated solvents
  - \*Substances problematic to the sewage or waste treatment process
  - employed or specifically restricted by agencies regulating waste discharges from the facility.

**Additional Requirements:**

- **MSDS:** Material Safety Data Sheet compliant with all OSHA requirements.
- **Containers:** Product labeling compliant with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.
- **Quality Assurance:** Producer must have documented evidence of inspection and testing of product

to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging.

- Secondary Labels: If requested, producer must supply OSHA compliant secondary labels in English and Spanish for use on containers containing use-diluted product.

### **Specification for: Pretreat and Traffic Lane Cleaner**

**General Description:** A concentrated liquid formulated as a pretreatment before carpet extraction for use in heavy traffic lanes or as an interim maintenance product for high traffic zones.

**Performance Requirements:** When used as directed, the product shall penetrate and loosen ground-in grit, grime, tracked-in soil, food, condiment and beverage spills and greasy, oily soil. It can also be used with a bonnet as an interim maintenance product for area cleaning in high traffic zones. The product will dry quickly and residue free to prevent resoiling. It shall not lighten, loosen or damage the carpet.

**Use Directions:** When used as a pretreatment, dilute according to label directions in a backpack-type tank sprayer. Place WET FLOOR signs to mark work area. Divide the work into manageable segments. Apply liberally to carpet immediately prior to deep extraction. Allow to work a few minutes, then extract.

When used as a traffic lane maintenance cleaner, dilute according to label directions in a lined rolling mop bucket. Soak one or more carpet bonnets in the solution. Place WET FLOOR signs to mark work area. Divide the work into manageable segments. Remove bonnet from bucket, wring excess solution and place beneath single-disk floor machine. Clean area with a steady back and forth motion. Turn or replace pad frequently to avoid resoiling.

#### **Specifications / Composition:**

- Appearance: Water-thin liquid with pleasant odor
- pH: Neutral (pH 6.0 -8.0)
- Flashpoint: None
- VOC Content: Compliant with all Federal, State and Local Regulations
- DOT Rating: Non-hazardous
- Excluded Ingredients:
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
    - \*Carcinogenic or Suspect Carcinogens
    - \*Petroleum hydrocarbon or chlorinated solvents
    - \*Substances problematic to the sewage or waste treatment process
    - employed or restricted by agencies regulating waste discharges from the facility.

#### **Additional Requirements:**

- MSDS: A completed Material Safety Data Sheet which complies with all OSHA requirements.
- Containers: Product Primary and Secondary labeling must comply with all OSHA and DOT requirements. Labels must also include the Hazardous Material requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use

instructions in English and Spanish.

- Quality Assurance: Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging.
- Secondary Labels: If requested, producer must supply OSHA compliant secondary labels in English and Spanish for use on containers containing use-diluted product.

### **Specification for: Carpet Extraction Cleaner**

**General Description**: A highly concentrated liquid formulated for use in carpet extraction equipment for deep cleaning carpets.

**Performance Requirements**: When used as directed, the product will penetrate deep into carpet fibers to remove oily soils, ground-in grit, grime, food, condiment and beverage spills. The product shall be effective in hot or cold water extraction systems and leave minimal residue in order to prevent resoiling. It shall be solvent free, low foaming and safe for use on all carpet fibers including stain resistant nylon.

**Use Directions**: Vacuum to remove loose soil. Dilute according to label directions in extractor tank. In lightly soiled areas, apply, scrub and extract in single pass. In more heavily soiled areas, apply with first pass, and scrub and extract with second pass. (See Pretreat and Traffic Lane Cleaner for combined instructions.)

### **Specifications / Composition**:

- Appearance: Water-thin liquid with pleasant odor
- pH: Neutral (pH 6.0 -8.0)
- Flashpoint: None
- VOC Content: Compliant with all Federal, State and Local Regulations
- DOT Rating: Non-hazardous
- Solvent Content: None
- Excluded Ingredients:
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
  - \*Carcinogenic or Suspect Carcinogens
  - \*Hazardous Air Pollutants ("HAPs")
  - \*EPA, SARA Section 313 reportable substances
  - \*Substances problematic to the sewage or waste treatment process
  - employed or restricted by agencies regulating waste discharges from the facility.

### **Additional Requirements**:

- MSDS: A completed Material Safety Data Sheet which complies with all OSHA requirements.
- Containers: Product labeling must comply with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.
- Quality Assurance: Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging

### **Specification for: Gum Remover**

**General Description:** A ready to use aerosol formulated to remove chewing gum, candle wax, putty and other gummy substances from carpet , upholstery and other surfaces.

**Performance Requirements:** Product will function by freezing the substance so that it cracks off for easy removal . The product shall leave no staining or chemical residue

**Use Directions:** Apply directly to gummy substance with a short spray. Use extender tube if necessary. Use scraper or knife to carefully pry frozen substance from surface. Repeat if necessary.

### **Specifications / Composition:**

- Type: Aerosol
- **Excluded Ingredients:**
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
  - \*Carcinogenic or Suspect Carcinogens
  - \*EPA, SARA Section 313 reportable substances
  - \*Substances problematic to the sewage or waste treatment process
  - employed or restricted by agencies regulating waste discharges from the facility.

### **Additional Requirements:**

- **MSDS:** A completed Material Safety Data Sheet which complies with all OSHA requirements.
- **Containers:** Product labeling must comply with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.
- **Quality Assurance:** Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging

### **Specification for: Metal Cleaner and Polish**

**General Description:** A ready to use aerosol product formulated to clean and polish metal surfaces.

**Performance Requirements:** When used as directed, product shall clean, polish and protect metal surfaces. It shall remove fingerprints, smudges and smears. It will protect the surface and resist resoiling. When applied, it will achieve a sheen without hard rubbing and leave no oily residue.

**Use Directions:** Apply sparingly to a clean, dry wiper. Wipe on to surface, repeating as necessary. Turn cloth frequently to avoid resoiling. Allow to air dry.

### **Specifications / Composition:**

- Appearance / Type: Aerosol with pleasant odor
- pH: N/A
- VOC Content: Compliant with all Federal, State and Local Regulations
- Excluded Ingredients:
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
  - \*Carcinogenic or Suspect Carcinogens
  - Must contain no chlorinated solvents
  - Must contain no acids or abrasives
  - \*Substances problematic to the sewage or waste treatment process employed or restricted by agencies regulating waste discharges from the facility.

### **Additional Requirements:**

- MSDS: A completed Material Safety Data Sheet which complies with all OSHA requirements.
- Containers: Product labeling must comply with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.
- Quality Assurance: Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging

### **Specification for: Flax Wood Cleaner**

**General Description:** A concentrated liquid formulated to clean and protect fine wood surfaces without drying them out or raising the grain.

**Performance Requirements:** When used as directed, the product shall remove smears, smudges, food, condiment and beverage spills and oily soils from wood surfaces. It shall not have a detrimental effect on the wood such as drying, or raising the grain, even with repeated use. It shall leave a buffable flax sheen on the surface as protection.



**Use Directions:** For light cleaning, dilute 128:1 (1 oz. per gallon)

For normal soil, dilute 64:1 to 42:1 (2-3 oz. per gallon)

For heavy soil, dilute 20:1 to 12:1 (6-10 oz. per gallon)

Dilute with warm water for best results. Apply using a clean, damp wiper. Turn frequently to avoid resoiling. Buff after drying to raise a sheen.

**Specifications / Composition:**

- Contains natural flax oils for wood protection.
- Appearance: Water-thin liquid with pleasant odor
- pH: 9 - 11 in concentrate form
- Flashpoint: None in concentrate form.
- VOC Content: Compliant with all Federal, State and Local Regulations
- DOT Rating: Non-hazardous
- Solvent Content: Less than 1%
- Excluded Ingredients:
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
    - \*Carcinogenic or Suspect Carcinogens
    - \*Hazardous Air Pollutants ("HAPs")
    - \*EPA, SARA Section 313 reportable substances
    - \*Substances problematic to the sewage or waste treatment process employed or restricted by agencies regulating waste discharges from the facility.

**Additional Requirements:**

- MSDS: A completed Material Safety Data Sheet which complies with all OSHA requirements.
- Containers: Product labeling must comply with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.
- Quality Assurance: Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging.
- Secondary Labels: If requested, producer must supply OSHA compliant secondary labels in English and Spanish for use on containers containing use-diluted product.

**Specification for: General Purpose Cleaner**

**General Description:** A concentrated liquid formulated to clean floors and other hard surfaces of daily soil build ups such as tracked-in dirt, oil and grime, food, condiment and beverage spills, blood and vomitus. Normal use of the product shall not dull, check, haze or damage floor finish and it shall be low foaming to allow use in an auto scrubber.

**Performance Requirements:** When used as directed, product must penetrate, soften, loosen and emulsify soils mentioned above on hard surfaces for easy removal. It shall not require repeat scrubbing to remove the soils mentioned above and shall not require flood rinsing.

**Use Directions:** Dispense product into rolling mop bucket or scrubber using chemical dispensing station. Place WET FLOOR signs to mark work area. Divide your work into manageable segments.

If applying by auto scrubber, use blue or green scrubbing pads, and apply solution to the floor and pick it up in one pass. For heavier soil deposits, apply solution to the floor and scrub, but do not pick up; on second pass, lower squeegee on scrubber, scrub and pick up. No rinse is necessary.

If applying by mop (use a clean mop head), apply solution to floor, allow it to work, and pick it up. Wring mop thoroughly, and repeat procedure. Change solution frequently to avoid resoiling floor.

Lightly rinse if necessary.

**Specifications / Composition:**

- Appearance: Water-thin liquid with pleasant odor
- pH (concentrate): 10.5 to 11.5
- Flashpoint (TCC): None
- % Caustic soda (NAOH): None
- %Caustic potash (KOH): None
- % Phosphorous: None
- Stability (40 - 120 F): OK in closed containers
- Freeze/thaw stability: OK, 3 cycles with thawing and agitation
- VOC Content: Compliant with all Federal, State and Local Regulations
- Excluded Ingredients:
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
  - \*Carcinogenic or Suspect Carcinogens
  - \*Hazardous Air Pollutants (“HAPs”)
  - \*EPA, SARA Section 313 reportable substances
  - \*Substances problematic to the sewage or waste treatment process
  - employed or restricted by agencies regulating waste discharges from the facility.

**Additional Requirements:**

- MSDS: A completed Material Safety Data Sheet which complies with all OSHA requirements.
- Containers: Product labeling must comply with all OSHA and DOT requirements. Primary and Secondary labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.
- Quality Assurance: Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging.
- Secondary Labels: If requested, producer must supply OSHA compliant secondary labels in English and Spanish for use on containers containing use-diluted product.

### **Specification for: Spray and Wipe Cleaner**

**General Description:** A ready to use liquid formulated to remove fingerprints, smudges, food, condiment and beverage spills, ball-point ink, smoking residues and oily smears from tabletops, walls, kiosks, phone booths, railings, doorways, plastic chairs and other non-glass surfaces.

**Performance Requirements:** When used as directed, product must quickly penetrate, emulsify and loosen soils mentioned above for easy removal with a clean wiper or sponge. It shall not damage the surface during cleaning, nor leave sticky residue after cleaning.

**Use Directions:** Dispense product into proper spray bottle using chemical dispensing station. Apply to surface to be cleaned in wet mist. Allow some time to work, then thoroughly wipe with clean damp cloth. Turn cloth frequently to avoid resoiling. Avoid over spraying.

### **Specifications / Composition:**

- **Appearance:** Water-thin liquid with pleasant odor
- **pH:** Less than 10.0 at use dilution. Less than 11.5 in concentrate form.
- **Flashpoint:** None in concentrate form.
- **VOC Content:** Compliant with all Federal, State and Local Regulations
- **DOT Rating:** Non-hazardous
- **Excluded Ingredients:**
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
  - \*Carcinogenic or Suspect Carcinogens
  - \*Hazardous Air Pollutants (“HAPs”)
  - \*Petroleum hydrocarbon or chlorinated solvents
  - \*EPA, SARA Section 313 reportable substances
  - \*Substances problematic to the sewage or waste treatment process employed or restricted by agencies regulating waste discharges from the facility.

### **Additional Requirements:**

- **MSDS:** A completed Material Safety Data Sheet which complies with all OSHA requirements.
- **Containers:** Product labeling must comply with all OSHA and DOT requirements. Primary and Secondary labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.
- **Quality Assurance:** Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging.
- **Secondary Labels:** If requested, producer must supply OSHA compliant secondary labels in English and Spanish for use on containers containing use-diluted product.

### Specification for: Floor Finish

**General Description:** A metal-crosslinked, polymer based floor finish exhibiting long wearing properties under severe foot traffic conditions. A milky liquid composed of complexed acrylic polymers, synthetic resins and waxes developed to give excellent gloss retention, scuff and black mark resistance.

**Performance Requirements:** The finish shall be suitable for use on and not harmful to asphalt, vinyl, vinyl composition, vinyl asbestos, rubber, sealed or painted wood, and terrazzo when used as directed. It shall be a homogeneous, easy-flowing liquid that, when applied to the afore-mentioned floor surfaces, shall flow out evenly without streaking, and dry to a glossy, uniform film. The finish shall adhere to the afore-mentioned surfaces, when properly prepared, and form a tough, durable continuous film which will not powder under normal conditions. It shall be water, detergent and oil resistant. The finish shall possess the capability of being readily removed, when desired, by a floor finish remover designed to remove metal-crosslinked finishes.

**Use Directions:** Strip to completely remove old coatings. Remove all cleaner and soil residue with a thorough rinse. Complete stripping and rinsing, especially of buildups along edges and in corners, ensure the best possible appearance and durability of the finish. In most cases, a sealer is not necessary. A water emulsion sealer is recommended on extremely porous floors. A sealer designed for use on terrazzo is recommended before applying floor finish on that surface. If a sealer is used, two coats are recommended on a completely stripped floor.

Do not buff a bare dry floor before coating. If tile is vinyl asbestos, asbestos may be released into the air. The floor must be thoroughly dry before applying a sealer or finish. Line bucket with liner and pour in finish. Pour in only what you plan to use. Use clean blended rayon mop. Dip into finish and press out excess, do not use wringer. Outline area to be finished, then fill in using figure eight motion. Stay 6" away from edges. Allow 45 minutes between coats. Last coat should cover edges.

#### **Specifications / Composition:**

- Appearance: Opaque liquid
- Odor: Characteristic
- pH (concentrate): 8.0 to 9.0
- Non-volatile (ASTM#D2834-84): 16.0 to 25.0%
- Flashpoint (TCC): None
- Drying time ( 75 F,50%R.H.): 20 to 30 minutes
- Slip resistance (ASTM #D2047-82): Exceeds Underwriters Laboratories requirements for slip resistance.
- Stability (40 to 120 F): OK in closed containers
- Freeze/thaw stability: Protect from freezing
- VOC Content: Compliant with all Federal, State and Local Regulations
- Coverage: 1st coat: 1500 - 2000 sq. ft./gal. 2nd coat: 1800 - 2500 sq. ft./gal.

#### **Additional Requirements:**

- MSDS: Material Safety Data Sheet compliant with all OSHA requirements.
- Containers: Product labeling compliant with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use

instructions in English and Spanish.

- Quality/Assurance: Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging.

### **Specification for: Floor Sealer**

**General Description:** A polymer based floor sealer/undercoater designed to be used in combination with a metal-crosslinked, polymer based floor finish. A milky liquid composed of acrylic polymers and plasticizers developed to provide a tough, detergent resistant initial foundation coating on asphalt, vinyl, vinyl composition, vinyl asbestos and terrazzo floors.

**Performance Requirements:** The sealer shall be suitable for use on and not harmful to asphalt, vinyl, vinyl composition, vinyl asbestos and terrazzo when used as directed. It shall be an easy-flowing liquid that, when applied to the afore-mentioned floor surfaces, shall flow out evenly without streaking, and dry to a tough, uniform film. The sealer shall adhere to the afore-mentioned surfaces, when properly prepared, and form a tough, durable continuous film which will not powder under normal conditions. It shall be water, detergent and oil resistant.

**Use Directions:** Strip to completely remove old coatings. Remove all cleaner and soil residue with a thorough rinse. Complete stripping and rinsing, especially of buildups along edges and in corners, ensure the best possible appearance and durability of the sealer. In most cases, a sealer is not necessary, but it is recommended on extremely porous floors. A sealer designed for use on terrazzo is recommended before applying floor finish on that surface. If a sealer is used, two coats are recommended on a completely stripped floor. Do not use the sealer as a finish, it will scuff and mark. Do not apply sealer each time you scrub and recoat, unless the floor is stripped bare every time. A heavy sealer buildup or sealing over finish may cause a cracking, unsightly appearance which will be difficult to remove.

Do not buff a bare dry floor before coating. If tile is vinyl asbestos, asbestos may be released into the air. The floor must be thoroughly dry before applying the sealer. Line bucket with liner and pour in sealer. Pour in only what you plan to use. Use clean blended rayon mop. Dip into sealer and press out excess, do not use wringer. Outline area to be sealed, then fill in using figure eight motion. Stay 6" away from edges. Allow 30 minutes between coats. Second coat should cover edges.

### **Specifications / Composition:**

- Appearance: Opaque liquid
- Odor: Characteristic
- pH (concentrate): 8.5 to 9.5
- Non-volatile (ASTM #D2834-84): 16.0 to 20.0%
- Flashpoint (TCC): None
- Drying time ( 75 F.50% R.H.): 20 to 30 minutes
- Slip resistance (ASTM #D2047-82): Exceeds Underwriters Laboratories requirements for slip resistance
- Stability (40 to 120 F): OK in closed containers

- Freeze/thaw stability: Protect from freezing
- VOC Content: Compliant with all Federal, State and Local Regulations
- Coverage: 1st coat: 1500 - 2000 sq. ft./gal. 2nd coat: 1800 - 2500 sq. ft./gal.

**Additional Requirements:**

- MSDS: Material Safety Data Sheet compliant with all OSHA requirements.
- Containers: Product labeling compliant with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.
- Quality/Assurance: Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots of batches must be traceable via clearly marked coding system on product packaging.

### Specification for: Floor Finish Maintainer

**General Description:** A concentrated, water-based cleaner and maintainer formulated to be used in conjunction with high speed buffing equipment to maintain finished floors at peak appearance even under heavy traffic.

**Performance Requirements:** The floor finish maintainer shall be suitable for use on floors which have an existing base of floor finish. It shall be formulated to be diluted at the rate of two ounces per gallon of water in a bucket or in an automatic scrubber and applied to the floor by damp mopping or light scrubbing mode. If unbuffered, the maintainer will act as a neutral cleaner and not haze or dull the floor. When buffed with a high speed buffer and pad, however, the floor will be restored to a bright, slip resistant shine without buildup or powdering.

**Directions for use:**

- Remove gross soils (labels, gum) with a scraper. Dust mop the floor daily.
- Automatic Scrubber Use: Dilute 2 ounces of Maintainer per gallon of water. Scrub floor area and pickup. Allow floor to dry. Burnish with high speed buffing machine with appropriate buffing pad. Dust mop the floor.
- Mop and Bucket Use: Dilute 2 ounces of Maintainer per gallon of water. Damp mop floor and allow to dry. Burnish with high speed buffing machine with appropriate buffing pad. Dust mop the floor.

**Specifications / Composition:**

- |                                  |   |
|----------------------------------|---|
| ○ <u>Appearance:</u>             | Clear liquid  |
| ○ <u>pH (concentrate):</u>       | 9.0 to 10.0   |
| ○ <u>Flashpoint (TCC):</u>       | Greater than 150 F.                                     |
| ○ <u>% Caustic soda (NAOH):</u>  | None  |
| ○ <u>% Caustic potash (KOH):</u> | None  |
| ○ <u>% Phosphorous:</u>          | None  |
| ○ <u>Stability (40 - 120 F):</u> | OK in closed containers                                 |
| ○ <u>Freeze/thaw stability:</u>  | OK, 3 cycles with thawing and agitation                 |
| ○ <u>VOC Content:</u>            | Compliant with all Federal, State and Local Regulations |

**Additional Requirements:**

- MSDS: Material Safety Data Sheet compliant with all OSHA requirements.
- Containers: Product labeling compliant with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) rating as well as complete use instructions in English and Spanish.
- Quality/Assurance: Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots of batches must be traceable via clearly marked coding system on product packaging.

### Specification for: Floor Finish Stripper

**General Description:** A concentrated, water-based stripper for water emulsion floor finishes designed to re-emulsify metal-crosslinked and other polymers without vigorous mechanical agitation or rinsing.

**Performance Requirements:** The stripper shall be suitable for use on and not harmful to vinyl, vinyl composition, vinyl asbestos or terrazzo when used as directed. It shall contain no harmful alkali or caustic. The stripper shall be formulated in such a way as to penetrate and remove multiple coats of metal-crosslinked floor finishes, even after frequent burnishing, with moderate scrubbing.

**Use Directions:** Remove gross soils (labels, gum) with a plastic scraper. Dust mop floor. Divide floor into workable areas to prevent stripper solution from drying. Place wet floor caution signs near work areas. Dilute stripper at recommended dilution in a bucket or automatic scrubber with warm water to enhance stripping action. Apply solution liberally to surface with a mop or auto scrubber. Allow 5 to 10 minutes for the stripper to work. Keep floor wet. Stripping solution that dries is very, very difficult to remove.

Scrub thoroughly with a stripping pad on automatic scrubber or single disk floor machine to remove all old coatings and pick up solution with automatic or wet vac. For very heavy build up, be prepared to reapply stripper to remove all old coatings. Check edges and baseboards for buildup. Remove with edge tool or pad center. Unstripped edges and "low spots" will darken and become unsightly and are more difficult to remove next time. Use of a tool designed for edge work is easier on the back and arms. Be sure to pick up as much solution as possible.

Damp mop lightly with cool clean water to remove all residues. Even when using a "no rinse" stripper, unsightly residues can result from skips during the solution pick up process. Use of a conventional stripper requires a flood rinse and/or a neutralizer to assure that the floor is prepared properly for coating. Allow the floor to dry thoroughly before applying sealer or floor finish. Do not buff a dry floor before coating. If the tile is vinyl asbestos, you may release asbestos into the air.

#### **Specifications / Composition:**

- |                                   |   |
|-----------------------------------|---|
| ○ <u>Appearance:</u>              | Clear liquid  |
| ○ <u>pH (concentrate):</u>        | 12.0 to 13.2  |
| ○ <u>Flashpoint (TCC):</u>        | Greater than 150 F.                                     |
| ○ <u>% Caustic soda (NAOH):</u>   | None  |
| ○ <u>% Caustic potash (KOH):</u>  | None  |
| ○ <u>% Phosphorous:</u>           | None  |
| ○ <u>Stability (40 - 120 F.):</u> | OK in closed containers                                 |
| ○ <u>Freeze/thaw stability:</u>   | OK, 3 cycles with thawing and agitation                 |
| ○ <u>VOC Content:</u>             | Compliant with all Federal, State and Local Regulations |

#### **Additional Requirements:**

- MSDS: Material Safety Data Sheet compliant with all OSHA requirements.
- Containers: Product labeling compliant with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.



- Quality/Assurance: Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots of batches must be traceable via clearly marked coding system on product packaging.

### **Specification for: Glass Cleaner**

**General Description:** A ready to use film-free liquid formulated to remove fingerprints, oily smears, smudges, food, condiment and beverage spills, smoking residues and tape adhesive from glass and plastic surfaces.

**Performance Requirements:** When used as directed, the product must quickly penetrate and remove the soils mentioned above for easy removal with a clean wiper or squeegee without leaving a hazy film.

**Use Directions:** Dispense product into proper spray bottle using chemical dispensing station. Apply to surface to be cleaned in wet mist. Allow some time to work, then squeegee and/or wipe thoroughly with clean damp cloth. Turn cloth frequently to avoid resoiling. Avoid over spraying

#### **Specifications / Composition:**

- Appearance: Water-thin liquid
- Odor: Characteristic solvent
- pH (concentrate): 11.0 to 12.0
- Flashpoint (TCC): Greater than 85 F.
- % Caustic soda (NAOH): None
- % Caustic potash (KOH): None
- % Phosphorous: None
- Stability (40 - 120 F.): OK in closed containers
- Freeze/thaw stability: OK, 3 cycles with thawing and agitation
- VOC Content: Compliant with all Federal, State and Local Regulations
- Excluded Ingredients:
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
  - \*Carcinogenic or Suspect Carcinogens
  - \*Hazardous Air Pollutants ("HAPs")
  - \*EPA, SARA Section 313 reportable substances
  - \*Substances problematic to the sewage or waste treatment process employed or restricted by agencies regulating waste discharges from the facility.

#### **Additional Requirements:**

- MSDS: A completed Material Safety Data Sheet which complies with all OSHA requirements.
- Containers: Product labeling must comply with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.
- Quality Assurance: Producer must have documented evidence of inspection and testing of product

- to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging
- Secondary Labels: If requested, producer must supply OSHA compliant secondary labels in English and Spanish for use on containers containing use-diluted product.

### **Specification for: Bowl Cleaner**

**General Description:** A ready to use liquid formulated to clean and disinfect porcelain, toilet bowls and urinals.

**Performance Requirements:** When used as directed, the product shall solubilize and remove soil, calcium and other hard water salts and rust from toilet bowl interiors. The product shall also clean and disinfect hard surfaces, killing the following microorganisms:

- Staphylococcus aureus
- Salmonella choleraesuis
- Pseudomonas aeruginosa
- HIV-1 (associated with AIDS)

The product shall contain detergents to clean soiled hard surfaces and shall not be classified as only a disinfectant. Product shall be an effective disinfectant in the presence of organic soil ( 5% blood serum).

**Use Directions:** Back flush commode with bowl mop or brush. Apply a small amount of bowl cleaner to bowl mop, brush or sponge. (If cleaning is done infrequently, apply some product directly to bowl, especially under rim.) Allow to work a few minutes. Scrub bowl thoroughly with bowl mop, brush or sponge. Flush toilet when done.

### **Specifications / Composition:**

- Acid Content / Type: Product shall contain a minimum of 9% Hydrochloric acid.
- Appearance: Water-thin liquid with pleasant odor
- Type Germicides: Quaternary and Hydrogen Chloride
- pH: Less than 1.5
- Flashpoint: None
- VOC Content: Compliant with all Federal, State and Local Regulations
- Excluded Ingredients:
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
  - \*Carcinogenic or Suspect Carcinogens
  - \*Substances problematic to the sewage or waste treatment process employed or restricted by agencies regulating waste discharges from the facility.

### **Additional Requirements:**

- MSDS: A completed Material Safety Data Sheet which complies with all OSHA requirements.
- Containers: Product labeling must comply with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use

- instructions in English and Spanish.
- Quality Assurance: Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging.
  -

### **Specification for: Antibacterial Hand Cleaner**

**General Description:** A ready to use hand cleaning liquid formulated to clean and reduce bacteria on hands.

**Performance Requirements:** When used as directed, product shall clean hands thoroughly and reduce bacteria with a single use. It shall not cause over drying or irritation, even with repeated use. The product shall rinse easily and have a pleasant fragrance.

**Use Directions:** Wet hands with warm water. Dispense a small amount of hand cleaner on hands and scrub thoroughly. Rinse. Dry hands.

#### **Specifications / Composition:**

- Active Antiseptic: PCMX or Triclosan
- Odor / Appearance: Viscous liquid with pleasant odor
- pH (concentrate): 8.0 to 9.0
- Flashpoint (TCC): None
- % Caustic soda (NAOH): None
- % Caustic potash (KOH): None
- % Phosphorous: None
- Stability (40 - 120 F): OK in closed containers
- Freeze/thaw stability: OK, 3 cycles with thawing and agitation
- Excluded Ingredients:
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
  - \*Carcinogenic or Suspect Carcinogens
  - \*Hazardous Air Pollutants ("HAPs")
  - \*EPA, SARA Section 313 reportable substances
  - \*Substances problematic to the sewage or waste treatment process employed or restricted by agencies regulating waste discharges from the facility.

#### **Additional Requirements:**

- MSDS: A completed Material Safety Data Sheet which complies with all OSHA requirements.
- Containers: Product labeling must comply with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.
- Quality Assurance: Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging



## **Specification for: Wall Cabinet Odor Control**

**General Description:** A wall-mounted cabinet containing odor control products for the elimination of malodors, especially in restrooms.

**Performance Requirements:** Odor control must be effective in eliminating recurring odors from waste, feces, urine and vomit. For extreme cases, unit must have space to allow for additional odor control to be added. Product must have hardware to enable wall mounting, contain a fan to dispense odor control, contain micro circuitry to shut fan off when restroom is not in use and have an "alert" feature for low battery. Unit must contain sufficient odor control for a minimum 30 day period.

**Use Directions:** Place cabinet at least 6' above floor on wall where air flow is good. Install one cabinet for each 100 square feet in restroom. Monitor cabinet(s) on monthly basis for replacement of odor control and batteries as needed. Add more odor control if required in extreme cases.

### **Specifications / Composition:**

- **Cabinet:** Made of chemical resistant ABS plastic.
- **VOC Content:** Compliant with all Federal, State and Local Regulations
- **Excluded Ingredients:**
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
  - \*Carcinogenic or Suspect Carcinogens
  - \*Substances problematic to the sewage or waste treatment process employed or restricted by agencies regulating waste discharges from the facility.

### **Additional Requirements:**

- **MSDS:** A completed Material Safety Data Sheet which complies with all OSHA requirements.
- **Containers:** Product labeling must comply with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.
- **Quality Assurance:** Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging

## **Specification for: Concentrated 2 Oz. Disinfectant**

**General Description:** A concentrated liquid formulated to clean and disinfect hard surfaces.

**Performance Requirements:** When used as directed, the product shall clean and disinfect hard surfaces, killing the following microorganisms:

- HBV (Hepatitis B Virus)
- Herpes Simplex ( type 1 and 2)
- Influenza A2-Asian
- Staphylococcus aureus
- Salmonella choleraesuis
- Pseudomonas aeruginosa
- Pseudorabies virus
- Poliovirus type 1
- HIV-1 (associated with AIDS)
- Trichophyton mentagrophytes (Athlete's Foot Fungus)
- Vaccinia virus
- (and a broad range of other microorganisms not listed here)

The product shall contain detergents to clean soiled hard surfaces and shall not be classified as only a disinfectant. Product shall be an effective disinfectant in the presence of organic soil ( 5% blood serum).

**Use Directions:** Dispense product into rolling mop bucket using chemical dispensing station. Place WET FLOOR signs to mark work area. Use a clean mop designated for disinfectant cleaner only. Apply to floor liberally. Allow to work 10 minutes to assure full germicidal activity. Pick up with mop. Change solution frequently to assure full cleaning and germicidal potency.

### **Specifications / Composition:**

- Appearance: Liquid with pleasant odor
- Type Germicides: Quaternary
- pH: 12.5 (+/- 1.0) in concentrate form
- Flashpoint: None
- VOC Content: Compliant with all Federal, State and Local Regulations
- DOT Rating: Non-hazardous
- Excluded Ingredients:
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
  - \*Carcinogenic or Suspect Carcinogens
  - \*EPA, SARA Section 313 reportable substances
  - \*Substances problematic to the sewage or waste treatment process
  - employed or restricted by agencies regulating waste discharges from the facility.

**Additional Requirements:**

- **MSDS:** A completed Material Safety Data Sheet which complies with all OSHA requirements.
- **Containers:** Product labeling must comply with all OSHA, EPA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.
- **Quality Assurance:** Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging.
- **Secondary Labels:** If requested, producer must supply OSHA compliant secondary labels in English and Spanish for use on containers containing use-diluted product.

**Specification for: General Purpose Deodorant**

**General Description:** A highly concentrated, dilutable, multi-purpose, broad-spectrum odor counteractant in water soluble form.

**Performance Requirements:** Product must be non-staining and counteract malodors from sickness, human incontinence, animals, pet accidents, sewage, garbage, mildew, cooking fire, smoke, cigars, cigarettes, liquor, fats, oils, etc.

**Use Directions:** Squirt a few drops of concentrated liquid on the bottom of chair seats, in waste baskets and garbage cans, sinks and drains. Squirt directly on source of odor to make clean-up more pleasant. For rug shampoos and cleaning solutions: Add one squirt per gallon of mixed solution. Use also in water for rinsing mops and cleaning cloths. Dilute with water at 2-10 ounces per gallon and use as a space spray.

**Specifications / Composition:**

- **Appearance:** Water-thin liquid with pleasant odor
- **pH:** 6 - 10 in concentrate form
- **VOC Content:** Compliant with all Federal, State and Local Regulations
- **Solubility:** Complete in water
- **Excluded Ingredients:**
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
  - \*Carcinogenic or Suspect Carcinogens
  - \*EPA, SARA Section 313 reportable substances
  - \*Substances problematic to the sewage or waste treatment process employed or restricted by agencies regulating waste discharges from the facility.

**Additional Requirements:**

- **MSDS:** A completed Material Safety Data Sheet which complies with all OSHA requirements.
- **Containers:** Product labeling must comply with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use

instructions in English and Spanish.

- Quality Assurance: Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging.
- Secondary Labels: If requested, producer must supply OSHA compliant secondary labels in English and Spanish for use on containers containing use-diluted product.

### **Specification for: Germicidal Spray and Wipe**

**General Description:** A ready to use liquid formulated to clean and disinfect hard surfaces.

**Performance Requirements:** When used as directed, the product shall clean and disinfect hard surfaces, killing the following microorganisms:

- Mycobacterium tuberculosis ("TB")
- Staphylococcus aureus
- Salmonella choleraesuis
- Pseudomonas aeruginosa
- HIV-1 (associated with AIDS)
- Trichophyton mentagrophytes (Athlete's Foot Fungus)

The product shall contain detergents to clean soiled hard surfaces and shall not be classified as only a disinfectant. It shall leave no filmy residue after wiping. Product shall be an effective disinfectant in the presence of organic soil ( 5% blood serum).

**Use Directions:** The product shall be supplied only in ready to use form. Apply product liberally to walls, sinks, partitions, doors, commodes and changing tables. Allow to work 10 minutes to assure full germicidal activity. Wipe with a clean damp cloth.

### **Specifications / Composition:**

- Appearance: Water-thin liquid with pleasant odor
- Type Germicides: Quaternary
- pH: 12.5 (+/- 1.0)
- Flashpoint: None
- VOC Content: Compliant with all Federal, State and Local Regulations
- DOT Rating: Non-hazardous
- Excluded Ingredients:
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
  - \*Carcinogenic or Suspect Carcinogens
  - \*Substances problematic to the sewage or waste treatment process
  - employed or restricted by agencies regulating waste discharges from the facility.



**Additional Requirements:**

- **MSDS:** A completed Material Safety Data Sheet which complies with all OSHA requirements.
- **Containers:** Product labeling must comply with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.
- **Quality Assurance:** Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging.
- **Secondary Labels:** If requested, producer must supply OSHA compliant secondary labels in English and Spanish for use on containers containing use-diluted product.

**Specification for: Antibacterial Extractor**

**General Description:** A concentrated liquid formulated to extract soil from carpets while killing odor causing (putrefactive) bacteria.

**Performance Requirements:** When used as directed, product shall thoroughly clean carpets of tracked-in grit and grime, food, beverage and condiment spills and oily soils and kill putrefactive bacteria. Such claims must be made on the product label and be confirmed by an EPA registration number. It shall be effective either through an extractor for deep cleaning or with a bonnet for interim maintenance. It shall not require the use of hot water to be effective. The product shall not leave a residue after cleaning that would cause resoiling and shall be low foaming.

**Use Directions:** Place WET FLOOR signs to mark the work area. For deep cleaning extraction, dilute product 64:1 (2 oz. per gallon) in extractor tank. For bonnet maintenance cleaning, dilute 8:1 (16 oz. per gallon). Do not use this product on stain resistant nylon carpets.

**Specifications / Composition:**

- **Appearance:** Liquid with pleasant odor
- **Type Germicides:** Quaternary
- **pH:** 12.5 (+/- 1.0) in concentrate form
- **Flashpoint:** None
- **VOC Content:** Compliant with all Federal, State and Local Regulations
- **DOT Rating:** Non-hazardous
- **Excluded Ingredients:**
  - Materials defined by Federal, State or Local Regulatory Agencies to be:
    - \*Carcinogenic or Suspect Carcinogens
    - \*Hazardous Air Pollutants ("HAPs")
    - \*EPA, SARA Section 313 reportable substances
    - \*Substances problematic to the sewage or waste treatment process
    - employed or restricted by agencies regulating waste discharges from the facility.

**Additional Requirements:**

- **MSDS:** A completed Material Safety Data Sheet which complies with all OSHA requirements.
- **Containers:** Product labeling must comply with all OSHA and DOT requirements. Labels must also include the Hazardous Material Identification System (HMIS) ratings as well as complete use instructions in English and Spanish.
- **Quality Assurance:** Producer must have documented evidence of inspection and testing of product to ensure compliance to specification. Production lots or batches must be traceable via a clearly marked coding system on product packaging

**Specification for: Green Seal Compliance**

**General Description:** Green Seal pursues standard development to clearly define sustainability leadership for products, cleaning services, hotels, and restaurants. The standard development process is based on International Organization for Standardization (ISO) standards for environmental labeling programs - [ISO14020 and 14024](#) - international standards for Environmental Labels and Declaration. Each Green Seal standard has been developed according to a life-cycle-based approach and an open, transparent stakeholder process.

**Performance Requirements:** Contractor shall make every effort to comply with the following Green Seal Standards:

- GS-01 Sanitary Paper Products
- GS-37 Cleaning Products for Industrial and Institutional Use
- GS-40 Floor-Care Products for Industrial and Institutional Use
- GS-41 Hand Cleaners for Industrial and Institutional
- GS-42 Commercial and Institutional Cleaning Services
- GS-53 Specialty Cleaning Products for Industrial and Institutional

**For additional information please go to the Green Seal website at:**

<http://www.greenseal.org/GreenBusiness/Standards.aspx>



**Submittal Form**

Solicitation No.FB-01166		Solicitation Title: JANITORIAL SERVICES FOR MIAMI INTERNATIONAL AIRPORT - ZONE 3	
Legal Company Name (include d/b/a if applicable): <input style="width:95%;" type="text"/>	Federal Tax Identification Number: <input style="width:95%;" type="text"/>		
If Corporation - Date Incorporated/Organized : <input style="width:95%;" type="text"/>	State Incorporated/Organized: <input style="width:95%;" type="text"/>		
Company Operating Address: <input style="width:95%;" type="text"/>	City <input style="width:95%;" type="text"/>	State <input style="width:95%;" type="text"/>	Zip Code <input style="width:95%;" type="text"/>
Miami-Dade County Address (if applicable): <input style="width:95%;" type="text"/>	City <input style="width:95%;" type="text"/>	State <input style="width:95%;" type="text"/>	Zip Code <input style="width:95%;" type="text"/>
Company Contact Person: <input style="width:95%;" type="text"/>	Email Address: <input style="width:95%;" type="text"/>		
Phone Number (include area code): <input style="width:95%;" type="text"/>	Company's Internet Web Address: <input style="width:95%;" type="text"/>		

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "local business" is a business located within the limits of Miami-Dade County that has a valid Local Business Tax Receipt issued by Miami-Dade County at least one year prior to bid submission; has a physical business address located within the limits of Miami-Dade County from which business is performed and which served as the place of employment for at least three full time employees for the continuous period of one year prior to bid submittal (by exception, if the business is a certified Small Business Enterprise, the local business location must have served as the place of employment for one full time employee); and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

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

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County.

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

The address of the Locally-Headquartered office is:

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

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

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

A Small Business Enterprise (SBE) must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-3111 or access <http://www.miamidade.gov/smallbusiness/certification-programs.asp>. The SBE must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is Bidder's firm a Miami-Dade County Certified Small Business Enterprise? Yes  No

If yes, please provide Certification Number:

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

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

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

**WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID**

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida's Government in the Sunshine Laws and Public Records Laws as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County in public.

**By submitting a Bid pursuant to this Solicitation, Bidder agrees that all such materials may be considered to be public records. The Bidder shall not submit any information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary or confidential.**

In the event that the Bid contains a claim that all or a portion of the Bid submitted contains confidential, proprietary or trade secret information, the Bidder, by signing below, knowingly and expressly waives all claims made that the Bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

**Acknowledgment of Waiver:**

<b>Bidder's Authorized Representative's Signature:</b> <input type="text"/> *	<b>Date</b> <input type="text"/> *
<b>Type or Print Name</b> <input type="text"/> *	
<b>Type or Print Title *</b> <input type="text"/>	

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

<b>Bidder's Authorized Representative's Signature:</b> <input type="text"/> *	<b>Date</b> <input type="text"/> *
<b>Type or Print Name</b> <input type="text"/> *	
<b>Type or Print Title *</b> <input type="text"/>	



**FAIR SUBCONTRACTING PRACTICES**

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

**NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT**

Signature

Date



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

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

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Bidders/Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Bidder/Proposer who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Bidder/Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, 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 Bidder/Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Bidder/Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

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

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

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)								
			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	Oth		

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

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

\_\_\_\_\_  
 Signature of Bidder/Proposer                      Print Name                      Print Title                      Date

### Miami-Dade County

### Contractor Due Diligence Affidavit

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

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

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

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

Contract Title:

Printed Name of Affiant       Printed Title of Affiant       Signature of Affiant

Name of Firm       Date

Address of Firm       State       Zip Code

**Notary Public Information**

Notary Public - State of \_\_\_\_\_ County of \_\_\_\_\_

**Subscribed and sworn to** (or affirmed) before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_

by \_\_\_\_\_ He or she is personally known to me \_\_\_\_\_ or has produced identification

Type of identification produced \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public      Serial Number

\_\_\_\_\_  
Print or Stamp of Notary Public      Expiration Date      Notary Public Seal

## Question and Answers for Solicitation #FB-01166 - JANITORIAL SERVICES FOR MIAMI INTERNATIONAL AIRPORT - ZONE 3

### Overall Solicitation Questions

#### Question 1

Is this solicitation 100% set-aside for SBE? (Submitted: Jun 11, 2019 12:33:00 PM EDT)

#### Answer

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

#### Question 2

Can Miami-Dade County pre-qualified janitorial vendors (non-SBE) participate in this solicitation? (Submitted: Jun 11, 2019 12:35:16 PM EDT)

#### Answer

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

#### Question 3

Section 2.13-Invoicing

Specifies invoicing at the beginning of each month... Will we be paid by month's end for the month service? or are we invoicing the previous month the first day of the following? What are the payment terms? (Submitted: Jun 27, 2019 3:41:01 PM EDT)

#### Answer

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

#### Question 4

Section 2.19 - Parking

Are we obligated to pay employee parking? (Submitted: Jun 27, 2019 3:41:37 PM EDT)

#### Answer

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

#### Question 5

Section 3.4 - Designated Work Areas

a How much of the 4,770,112 square feet of concrete is actually serviced?

If it is primarily curbside or parking areas, please provide a trash can count.

b Can you provide a breakdown of concrete areas (parking grage, open lots, cubside, etc...)?

c Please provide a detail of square footage and floor type by building. It must be available to arrive at the totals provided.

It is essential as the time it takes to do a small lobby in one building is different than a large open area in another

We are moving crews between buildings and there is time lost in travel, set up and break down.

d Please provide an estimated population by building so we can properly estimate disposable supply needs

Is there history of disposable product usage by building or as a total project wide?

e You ask for cost for washrooms.. We will need a count of washrooms, fixture count and square footage by building. (Submitted: Jun 27, 2019 3:51:20 PM EDT)

#### Answer

- Thank you for your inquiry. An addendum will be issued with the response. (Answered: Jul 24, 2019 5:27:28 PM EDT)

- Please refer to Addendum 4. (Answered: Aug 26, 2019 12:39:29 PM EDT)

#### Question 6

Section 3.6 - Cleaning procedures

a You specify cleaning upholstered furniture twice a year- We will need a count by size

b You specify scrubbing long term parking stairwells weekly- We will need a count of stair flights

c Curbside pressure washing - we need square footage



d Parking garages pressure washed weekly??? That is extreme! How many square feet are garages and how much is

to be done nightly and 5 x week or 7 x week.

e. Pressure washing curbside drives and parking lots monthly - need square footage of each (Submitted: Jun 27, 2019 3:54:43 PM EDT)

**Answer**

- Thank you for your inquiry. An addendum will be issued with the response. (Answered: Jul 24, 2019 5:27:28 PM EDT)

- Please refer to Addendum 4. (Answered: Aug 26, 2019 12:39:29 PM EDT)

**Question 7**

Section 3.7 - Service standards

Please provide an escalator & moving sidewalk count by location (Submitted: Jun 27, 2019 3:55:12 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 8**

Section 3.7 - Service standards

a Item t. Window Cleaning - Table C lists Building 3030 twice for the same work.

Is this a mistake or is one meant to say inside and the other outside. We also understand that work is limited to up to 15 feet

b We will need a window count for Buildings 3030 and 3033 (Submitted: Jun 27, 2019 3:56:31 PM EDT)

**Answer**

- Thank you for your inquiry. An addendum will be issued with the response. (Answered: Jul 24, 2019 5:27:28 PM EDT)

- Please refer to Addendum 4. (Answered: Aug 26, 2019 12:39:29 PM EDT)

**Question 9**

Union

The terminal custodial staff are organized as Teamsters - Are the staff serving Zone 3 union?

If union, please provide a copy of the existing collective bargaining agreement.

a Please provide existing staffing hours.

b Please provide existing wages. (Submitted: Jun 27, 2019 3:57:17 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 10**

Who is the existing contractor?

a Please provide a copy of the existing service agreement with the contractor.

b Please provide the current providers service invoices for the last few months. (Submitted: Jun 27, 2019 3:57:43 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 11**

How often is the service (Submitted: Jun 27, 2019 4:49:00 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 12**

What is the current staffing level for each location? (Submitted: Jun 27, 2019 4:49:24 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 13**

Are you satisfied with the current staffing level? (Submitted: Jun 27, 2019 4:50:01 PM EDT)

**Answer**

- Thank you for your inquiry. An addendum will be issued with the response. (Answered: Jul 24, 2019 5:27:28

**PM EDT)**

- Please refer to Addendum 4. (Answered: Aug 26, 2019 12:39:29 PM EDT)

**Question 14**

Are we expected to honor the Collective Bargaining Agreement with the Teamsters? (Submitted: Jun 29, 2019 6:58:20 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 15**

Are we expected to hire all the incumbent contractor's employees? (Submitted: Jun 29, 2019 6:58:41 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 16**

How many employees are currently being used per current contract on this project? (Submitted: Jun 29, 2019 6:59:07 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 17**

Are we expected to honor the same pay rates if they were negotiated by the union? (Submitted: Jun 29, 2019 6:59:27 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 18**

Is the Airport Identification price a yearly cost or a onetime fee? (Submitted: Jun 29, 2019 6:59:52 PM EDT)

**Answer**

- Thank you for your inquiry. An addendum will be issued with the response. (Answered: Jul 24, 2019 5:27:28 PM EDT)

- Please refer to Addendum 4. (Answered: Aug 26, 2019 12:39:29 PM EDT)

**Question 19**

Can the same contractor be awarded zone 3 & 4? (Submitted: Jun 29, 2019 7:00:14 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 20**

Is a vehicle required for this contract and does it have to be new? (Submitted: Jun 29, 2019 7:00:35 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 21**

How many airside gates are included in zone 3 and which ones are they? (Submitted: Jun 29, 2019 7:00:56 PM EDT)

**Answer**

- Thank you for your inquiry. An addendum will be issued with the response. (Answered: Jul 24, 2019 5:27:28 PM EDT)

- Please refer to Addendum 4. (Answered: Aug 26, 2019 12:39:29 PM EDT)

**Question 22**

What are the cost and qualifications associated with getting access to bring a vehicle on the airside? (Submitted: Jun 29, 2019 7:01:16 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 23**

Will we get a living wage increase according to the CPI or are we to estimate and include in our pricing what the future living wage increases will be? (Submitted: Jun 29, 2019 7:01:47 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 24**

Is there a wage differential between custodian 1 and custodian 2? (Submitted: Jun 29, 2019 7:02:06 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 25**

Is there a night-time differential in pay between night shift employees and day shift employees? (Submitted: Jun 29, 2019 7:02:33 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 26**

Was exterior window washing included in the previous scope of services? (Submitted: Jun 29, 2019 7:02:56 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 27**

Are the exterior glasses on the rental car platform side required to be cleaned every 6 months because they are not included in Section 3.7 Table C? (Submitted: Jun 29, 2019 7:03:19 PM EDT)

**Answer**

- Thank you for your inquiry. An addendum will be issued with the response. (Answered: Jul 24, 2019 5:27:28 PM EDT)

- Please refer to Addendum 4. (Answered: Aug 26, 2019 12:39:29 PM EDT)

**Question 28**

Are their designated positions Section 3.4 letter B for the MIA mover platform both sides, truck run, Crystal mover offices, SE Gate, Central Base Gate, NE Gate which were not included in the shift assignments for all three shifts? (Submitted: Jun 29, 2019 7:03:51 PM EDT)

**Answer**

- Thank you for your inquiry. An addendum will be issued with the response. (Answered: Jul 24, 2019 5:27:28 PM EDT)

- Please refer to Addendum 4. (Answered: Aug 26, 2019 12:39:29 PM EDT)

**Question 29**

Will office space and storage space be provided by the county? If so, is there a cost? (Submitted: Jun 29, 2019 7:04:24 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 30**

Will landline phones be provided by the county or is that an additional cost? (Submitted: Jun 29, 2019 7:04:42 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 31**

Are the 2 moving walkways from the train platform including glass cleaning included in Zone 3? (Submitted: Jun 29, 2019 7:05:00 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)

**Question 32**

Are the trains to the rental car center to be cleaned by the janitorial contractor? Is the contractor also responsible for cleaning the outside of the trains? (Submitted: Jul 1, 2019 2:18:24 PM EDT)

**Answer**

- Please refer to Addendum 2. (Answered: Jul 24, 2019 5:25:24 PM EDT)



# INVITATION TO QUOTE

MIAMI-DADE COUNTY  
 Aviation Department  
 P O Box 025504  
 Miami, Florida 33102-5504

**THIS IS NOT  
 AN ORDER**

QUOTATION : MDAD-ZONE3ADDTL ISSUE DATE: 02/01/22

DUE DATE: 02/01/2022

CONTRACT NO: FB-01166  
 (Janitorial Services Zone 3)

SEALED QUOTE  
 REQUIRED:  YES  
 NO

CONTACT NAME: Sylvia Novela  
 PHONE: 305-876-7048

*See Terms & Conditions and  
 Instructions to Bidders  
 Attached*

ITEM	DESCRIPTION	MONTHLY PRICE
	<p>Pursuant to Section 2.11 of Contract No. FB-01166, the following locations are being added as part of the scope of services. The vendor shall provide monthly pricing for these additional sites.</p> <p>Miami Intermodal Center (MIC), located at 3811 NW 21<sup>st</sup> Street: The Miami-Dade County Department of Transportation and Public Works (DTPW) was the owner of this facility since 2018. MDAD will assume ownership of the MIC and responsibility for janitorial services of the locations and spaces identified below:</p> <ol style="list-style-type: none"> <li>1. Common-use areas, (interior and exterior, including pavement and parking areas) and office spaces:               <ol style="list-style-type: none"> <li>a. Support Building</li> <li>b. Bicycle Building</li> <li>c. Tri-Rail West Head House</li> <li>d. Elevators Electrical Room</li> <li>e. Mechanical Room</li> <li>f. Second Floor Concourse East and West</li> </ol> <p>*Frequency of services: Daily, three times a day (three shifts) - 24 hours/7-days a week</p> <p><u>Total sq. ft. = 198,599 at a rate of \$1.5525183 per sq. ft.</u></p> </li> <li>2. Restrooms:               <ol style="list-style-type: none"> <li>a. Three (3) restrooms in the Support Building</li> <li>b. Two (2) restrooms in the Bicycle Building</li> </ol> <p>*Frequency of services: Daily, three times a day (three shifts) - 24 hours/7-days a week</p> <p><u>Total sq. ft. = 1,114 at a rate of \$20.58672 per sq. ft.</u></p> </li> </ol> <p><i>Note: Attached as "Exhibit A" is the price Proposal submitted by N &amp; K Enterprises Inc. and an email from Ultimo De Oliveira confirming approval of the proposed fees/costs.</i></p> <p><u>Delivery is required beginning February 2, 2022 and will continue until MDAD provides Contractor notice to stop providing services to the aforementioned locations.</u></p>	<p>\$25,694.05</p> <p>\$ 1,911.13</p>



# INVITATION TO QUOTE

MIAMI-DADE COUNTY  
Aviation Department  
P O Box 025504  
Miami, Florida 33102-5504

**THIS IS NOT  
AN ORDER**

QUOTATION : MDAD-ZONE3ADDTL ISSUE DATE: 02/01/22 DUE DATE: 02/01/2022

Payment Terms: In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami Dade County Code payment shall be 45 days from the receipt of a proper invoice (30 days to small firms)

It is hereby certified and affirmed that the bidder shall accept any awards made as a result of this quotation. Bidder further agrees that prices quoted will remain fixed for a period of forty-five (45) days from date quotation is due.

Authorized Signature: *Neal* Title: VP  
Print/Type Name: NEAL JENNINGS Phone: 305 869-4857  
E-mail: NJENNINGS@NKJANITORIAL.COM Fax: 305 869-4851  
Firm Name: NK ENTERPRISES INC FEIN.: 615-01010711619  
Address: 147 ALHAMBRA CIRCLE SUITE 220 City: CORAL GABLES State: FL  
CORAL GABLES FL 33134

*THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF THE PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BELOW BY AN AUTHORIZED REPRESENTATIVE MAY 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*

Pursuant to Miami Dade Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

Place a check mark here only if bidder has such a conviction to disclose to comply with this requirement

### LOCAL PREFERENCE CERTIFICATION:

The responding vendor hereby attests, by checking one of the following blocks, that it is , or is not , a local business. 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 paragraph 19 of the 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. Failure to complete this certification at this time (by checking the appropriate box above) shall render the vendor ineligible for Local Preference.

### 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 the 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 Status.

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.

### 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 2-8.5 of the County Code and described in the Local Preference section 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 line above) may render the vendor ineligible for the LHP.

The address of the locally-headquartered office is 147 ALHAMBRA CIRCLE CORAL GABLES, FL

### SMALL/MICRO BUSINESS CONTRACT MEASURES FOR SOLICITATIONS (Bid Preference)

A 10% bid preference for Micro Business Enterprises (Micro/SBE) applies to this solicitation if the resultant contract is \$100,000 or less. A 10% bid preference for Small Business Enterprises (SBE) applies to this solicitation if the resultant contract is greater than \$100,000 unless otherwise noted. A Micro/SBE or SBE Business Enterprise must be certified by Small Business Affairs for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact Small Business Affairs at 305-375-3111 or access [www.miamidade.gov/dbd](http://www.miamidade.gov/dbd).



# INVITATION TO QUOTE

MIAMI-DADE COUNTY  
Aviation Department  
P O Box 025504  
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The Micro/SBE or SBE Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

Is your firm a Miami-Dade County Certified Small Business Enterprise?    Yes     No   
If yes, please provide your Certification Number: 10639

Is your firm a Miami-Dade County Certified Micro Business Enterprise?    Yes     No   
If yes, please provide your Certification Number: \_\_\_\_\_

Do you accept purchasing/credit cards for these purchases? NO

### First Source Hiring Referral Program ("FSHRP")

Pursuant to Section 2-2113 of the Code of Miami-Dade County, for all contracts for goods and services, the successful Bidder, prior to hiring to fill each vacancy arising under a County contract shall (1) first notify the South Florida Workforce Investment Board ("SFWIB"), the designated Referral Agency, of the vacancy and list the vacancy with SFWIB according to the Code, and (2) make good faith efforts as determined by the County to fill a minimum of fifty percent (50%) of its employment needs under the County contract through the SFWIB. If no suitable candidates can be employed after a Referral Period of three to five days, the successful Bidder is free to fill its vacancies from other sources. Successful Bidders will be required to provide quarterly reports to the SFWIB indicating the name and number of employees hired in the previous quarter, or why referred candidates were rejected. Sanctions for non-compliance shall include, but not be limited to: (i) suspension of contract until Contractor performs obligations, if appropriate; (ii) default and/or termination; and (iii) payment of \$1,500/employee, or the value of the wages that would have been earned given the noncompliance, whichever is less. Registration procedures and additional information regarding the FSHRP are available at <https://iapps.southfloridaworkforce.com/firstsource/> or by contacting the SFWIB at (305) 594-7615, Extension 407.

### Cone of Silence:

Request for Additional Information Pursuant to Section 2-11.1(t) of the County Code, this RFQ is subject to the "Cone of Silence" until an award recommendation has been forwarded to the appropriate authority. Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the contact person identified on the front page of the solicitation. Such inquiries or requests for information shall be submitted to the contact person in writing and shall contain the requester's name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with Bidder's facsimile number. The requestor must also file a copy of this written request with the Clerk of the Board, 111 NW 1st Street, 17th Floor, suite 202, Miami, Florida 33128-1983 or email [clerkbcc@miamidadegov](mailto:clerkbcc@miamidadegov).

### Office of the Inspector General

Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts. For additional details of the ordinances mentioned above, please visit our web site.

## INSTRUCTIONS TO BIDDERS

1. Where a sealed quote is indicated, bidder must submit the sealed quote by the specified time and date indicated on the front of this form to the Department of Procurement Management, to the attention of the Bids and Contracts Section, at the address indicated on this form. The envelope must state that it is a sealed quote and include the quote number and opening date. No telephone or fax quotes will be accepted.
2. Where a sealed quote is not required, the bidder may submit its written quotation by fax, mail, etc. to the Specialist identified on the front of this document, unless otherwise specified.
3. Quotes received after the time and date specified, and after any other quotes have been opened shall not be accepted.
4. Recommended Pre-bid Conference and site visitation.



# INVITATION TO QUOTE

MIAMI-DADE COUNTY  
Aviation Department  
P O Box 025504  
Miami, Florida 33102-5504

**THIS IS NOT  
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QUOTATION : MDAD-ZONE3ADDTL ISSUE DATE: 02/01/22

DUE DATE: 02/01/2022

There will be a RECOMMENDED pre-bid conference and site visitation. The "cone of silence" is lifted during the publicly note meeting visit to allow for any questions to be addressed with the representatives of MIA-Procurement who will be present during the time allotted at the sites. The pre-bid conference will take place on Thursday, February 27<sup>th</sup>, 2020 at 9:30AM at Miami International Airport - Miami-Dade Aviation Department Offices.

Requests for additional information or clarification must be made in writing to the person identified on the front of this form. The County will issue additional information by written addenda prior to the scheduled opening date. It is the bidder's responsibility to assure receipt of all addenda.

## GENERAL TERMS AND CONDITIONS (All Contract Terms and Conditions Apply)

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

1. Dade County is tax exempt and no taxes shall be included unless otherwise specified, by the County, on the quote form.
2. The County may reject any or all quotations, or any portion of the quotation, as it deems, in the best interest of the County.
3. In case of default by a successful bidder, Dade County may procure the goods or services from other sources and charge the bidder, any excess cost or damages occasioned thereby, and debar the bidder from further County contracts in accordance with the Dade County Code.
4. It is agreed that items or services quoted shall comply with all Federal, State, and local laws relative thereto, and that the bidder shall defend actions or claims brought, and save harmless the County from loss, cost or damage by reason of actual or alleged infringements of patents, copyrights, etc.
5. Bidder shall insert unit price and extension, as required, opposite each item. Where the unit price and the extension price are at variance, the unit price shall prevail.
6. Where equal (substitute) is quoted, items must be equal to or exceed the specifications of the goods specified. The County shall be the sole judge of equality and the decision rendered shall be final. Where the bidder quotes an equal product, the bidder must include the manufacturer, model, description, and any other information necessary for the County to make an evaluation. The County, at its sole discretion, may request additional information during the evaluation period.
7. This quote form, any addenda, and/or properly executed modifications, the purchase order (if issued), and a change order (if applicable), constitute the entire contract.
8. All material specified herein shall be fully guaranteed by the bidder against factory defects. The bidder at no cost to the County will correct any defects, which may occur as the result of faulty material or workmanship, within the period of the manufacturer's standard warranty. The County does not waive the implied warranties granted under the Uniform Commercial Code.
9. All goods and materials shall be new and unused, unless otherwise specified by the County as part of this Invitation to Quote.
10. The County may, at its sole discretion, extend the delivery date where the County determines that it is in the best interest of the County.
11. Rejected goods remain the property of the bidder and all risk of loss remains with the bidder. Bidder must remove all rejected goods from County property within the time frame established by the County.
12. Method of award is in the aggregate, unless otherwise specified by the County.
13. Any bidder may protest any recommendation for contract award in accordance with the applicable provisions of the Miami-Dade County Code.
14. Costs of mandatory random audit by the Inspector General are incorporated into this contract as 1/4 of 1% of the contract price.

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### Purpose





# INVITATION TO QUOTE

MIAMI-DADE COUNTY  
Aviation Department  
P O Box 025504  
Miami, Florida 33102-5504

**THIS IS NOT  
AN ORDER**

QUOTATION : MDAD-ZONE3ADDTL ISSUE DATE: 02/01/22

DUE DATE: 02/01/2022

The purpose of this Invitation to Quote is to secure sealed quotes (when required) for the goods and/or services as listed and specified herein.

**Submitting A Sealed Quote (SEALED BIDS REQUIRED for this solicitation)**

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

All quotes shall be submitted in a sealed envelope when required, on or before the due date and time, to:

Miami-Dade Aviation Department (MDAD)  
Miami International Airport - Commodities Management Division - Procurement  
4331 NW 22<sup>nd</sup> Street Building 3040  
Miami, Florida 33122

**Legal Requirements**

Bidders are advised that this contract is subject to all legal requirements contained in the County's Administrative Order 3-38 and all other applicable County Ordinances and/or State and Federal Statutes. Where conflicts exist between this bid solicitation and these legal requirements, the higher authority shall prevail.

The award of this bid solicitation is subject to County Ordinance No. 01-21 which, except where Federal or State law mandates to the contrary, allow preference to be given to a local business. For the purposes of the applicability of this Ordinance, "local business" means the bidder, as of the date of the bid opening, has a valid occupational license issued by Miami-Dade County to do business in Miami-Dade County, that authorizes the bidder to provide the goods, services or construction to be purchased, and has a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. A Post Office Box cannot be used to establish a physical address

When a responsive, responsible non-local business submits the lowest price bid, and the bid submittal by one or more responsive, responsible local businesses is within 10% of the price submitted by the non-local business, then the non-local business and each of the aforementioned local businesses shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. The best and final bid will be requested by the County within five working days of the bid opening. In the case of a tie in the best and final bid between a local business and a non-local business, contract award shall be made to the local business.

**Special Provisions - Miami-Dade Aviation Department Contracts**

**A. Compliance with Nondiscrimination Requirements.**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Non-discrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.



# INVITATION TO QUOTE

MIAMI-DADE COUNTY  
Aviation Department  
P O Box 025504  
Miami, Florida 33102-5504

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QUOTATION : MDAD-ZONE3ADDTL ISSUE DATE: 02/01/22

DUE DATE: 02/01/2022

4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, Required Contract Provisions Issued on January 29, 2016 Page 19 AIP Grants and Obligated Sponsors Airports (ARP) unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.
7. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:
  - Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
  - 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
  - The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
  - Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
  - The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
  - Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
  - The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not);
  - Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 - 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
  - The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123 (prohibits discrimination on the basis of race, color, national origin, and sex);
  - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
  - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure



# INVITATION TO QUOTE

MIAMI-DADE COUNTY  
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AN ORDER**

QUOTATION : MDAD-ZONE3ADDTL    ISSUE DATE: 02/01/22    DUE DATE: 02/01/2022

compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

B. All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

C. All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor - Occupational Safety and Health.

2026 World Cup - The terms of this agreement are subordinate to the terms of the Airport Agreement submitted by Miami-Dade County to the United States Soccer Federation on February 21, 2018. In carrying out its obligations under this Contract, Contractor shall not take or omit any action which is inconsistent with, or in derogation of, the County's obligations under the Airport Agreement. Where the Contractor's rights or obligations under this Contract are in conflict with the County's obligations under the Airport Agreement, and upon notice by the County to Contractor, the terms of this Contract shall be deemed conformed to the County's obligations under the Airport Agreement. Where such conformance would cause a material change in this Contract, Contractor shall have the right, upon written notice to the County within five (5) days of receipt of notice of such a conflict, to terminate this Contract for convenience; in such termination, the Contractor shall have no cause of action for money damages of any kind, including but not limited to direct damages, unamortized costs or debt, stored or ordered materials, indirect damages, lost profits, loss of opportunity, loss of goodwill, or otherwise. In the event that the Contractor does not elect to terminate this Contract within the time specified herein, this contract shall be deemed to have been amended via consent of the parties to conform its terms to the requirements of the Airport Agreement, but only to the extent needed to avoid conflict with same.

### Insurance Requirements

A. The contractor shall furnish to the MDAD Purchasing or MDAD Risk Management, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

1. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
2. General Liability Insurance on a comprehensive basis in an amount not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage. Miami-Dade County must be shown as an additional insured with respect to this coverage.
3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000.00 combined single limit per occurrence for bodily injury and property damage.

B. All required insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey or its equivalent, subject to the approval of the MDAD Risk Management Division OR

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to do Business in Florida", issued by the State of Florida Department of Financial Services.

C. Certificates of Insurance must meet the following requirements:

1. Certificate must indicate that no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder.
2. Signature of agent must be included.
3. If Automobile Liability Insurance is required above, insurance must be provided for all of the following vehicles:
  - a) Owned
  - b) Non-owned
  - c) Hired



# INVITATION TO QUOTE

MIAMI-DADE COUNTY  
Aviation Department  
P O Box 025504  
Miami, Florida 33102-5504

**THIS IS NOT  
AN ORDER**

QUOTATION : MDAD-ZONE3ADDTL    ISSUE DATE: 02/01/22    DUE DATE: 02/01/2022

4. If General or Public Liability Insurance is required above, Certificate of Insurance must show Miami-Dade County as an additional insured for that coverage.

5. Certificate Holder must read exactly as presented below:

Miami-Dade County  
P.O. Box 025504  
Miami, Florida 33102  
Attention: MDAD Risk Management

D. Compliance with the requirements in this Section shall not relieve the successful Bidder of its liability and obligation under this, or under any other, section of the Contract. The successful Bidder shall provide to the County the insurance documents within ten (10) business days after notification of recommendation to award. If the certificate submitted does not include the coverages outlined in the terms and conditions of this solicitation, the successful Bidder shall have an additional five (5) business days to submit a corrected certificate to the County. Failure of the successful Bidder to provide the required insurance documents in the manner and within the timeframes prescribed within five (5) business days may result in the bidder being deemed non-responsible and the issuance of a new award recommendation.

No work shall be authorized or shall commence under the Contract until the successful Bidder has complied with the foregoing insurance requirements.

E. The successful Bidder shall assure that the Certificates of Insurance required in conjunction with this Section remain in full force for the term of the Contract, including any renewal or extension periods that may be exercised by the County. If the Certificate(s) of Insurance is scheduled to expire during the term of the Contract, the successful Bidder shall submit new or renewed Certificate(s) of Insurance to the County a minimum of ten (10) calendar days before such expiration.

F. In the event that expired Certificates of Insurance are not replaced or renewed to cover the Contract period, the County may suspend the Contract until the new or renewed certificates are received by the County in the manner prescribed herein. If such suspension exceeds thirty (30) calendar days, the County may, at its sole discretion, terminate the Contract for cause and the successful Bidder shall be responsible for all direct and indirect costs associated with such termination.

**COUNTY USER ACCESS PROGRAM (UAP) (if applicable based on contract terms)**

**User Access Fee**

Pursuant to Miami Dade County Ordinance No. 03-192, this contract is subject to a user access fee under the County User Access Program (USP) in the amount of two percent (2%). All sales resulting from this contract, or any contract resulting from this solicitation and the utilization of the County contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all contract usage whether by County Departments or by any other government, quasi-governmental or not-for-profit entity.

The vendor providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for the use by the County to help defray the cost of the procurement program. Vendor participation in this invoice reduction portion of the UAP is mandatory.

**Joint Purchase**

Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive Miami Dade County contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The vendor must obtain the participation number from the entity prior to filling any order placed pursuant to this section. Vendor participation in this joint purchase portion of the UAP, however, is voluntary. The vendor shall notify the ordering entity, in writing, within 3 working days of receipt of an order, of a decision to decline the order.

For all ordering entities located outside the geographical boundaries of Miami Dade County, the successful vendor shall be entitled to ship goods on an "FOB Destination, Prepaid and Charged Back" basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.

Miami Dade County shall have no liability to the vendor for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the vendor and shall be paid by the ordering entity less the 2% UAP.



## INVITATION TO QUOTE

MIAMI-DADE COUNTY  
Aviation Department  
P O Box 025504  
Miami, Florida 33102-5504

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DUE DATE: 02/01/2022

### Vendor Compliance

If a vendor fails to comply with this section, that vendor may be considered in default of the contract by Miami Dade County.

### SUBCONTRACTORS - RACE, GENDER AND ETHNIC MAKEUP OF OWNERS AND EMPLOYEES

Pursuant to Sections 2-8.1, 2-8.8 and 10.34 of the County Code (as amended by Ordinance No. 11-90), for all contracts which involve the expenditure of one hundred thousand dollars (\$100,000) or more, the entity contracting with the County must report to the County the race, gender and ethnic origin of the owners and employees of its first tier subcontractors using the Subcontractor/Supplier Listing form. In the event that the successful bidder demonstrates to the County prior to award that the race, gender and ethnic information is not reasonably available at that time, the successful bidder shall be obligated by contract to exercise diligent efforts to obtain that information and to provide the same to the County no later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract. As a condition of final payment under a contract, the successful bidder shall identify subcontractors used in the work, the amount of each subcontract, and the amount paid and to be paid to each subcontractor (refer to the Subcontractor Payment Report Sub 200 form at <http://www.miamidade.gov/business/libray/gorms/subcontractors-payment.pdf>).



# INVITATION TO QUOTE

MIAMI-DADE COUNTY  
 Aviation Department  
 P O Box 025504  
 Miami, Florida 33102-5504

**THIS IS NOT  
 AN ORDER**

QUOTATION : MDAD-ZONE3ADDTL

ISSUE DATE: 02/01/22

DUE DATE: 02/01/2022

## SUBCONTRACTOR/SUPPLIER LISTING

(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Firm Name of Prime Contractor/Respondent FB-GILL FEIN # 65-000 7169  
 Project/Contract Number WTK F-123456789 INC

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 bidders/respondents on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders/respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The bidder/respondent who is awarded this bid/contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The bidder/respondent 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 successful bidder demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the successful bidder 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		Employee(s)															
			(Enter the number of male and female owners by race/ethnicity)		(Enter the number of male and female employees by race/ethnicity)															
			Gender	Race/Ethnicity	Gender	Race/Ethnicity	Hispanic	Black	White	Asian/Pacific Islander	Native American/Alaskan	Other								
			M	Other	M	Other														
			F	Other	F	Other														

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to Contracting/User department or on-line to Small Business Development of the Department of Regulatory and Economic Resources at <http://www.miamidade.gov/business/business-development-contracts.asp>.

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

Signature of Bidder/Respondent

Print Name NICOLE JENNINGS

Print Title VP

Date 2/2/2022

# EXHIBIT A



2/1/22

Michael Simm, Division Director  
Facilities Maintenance / GA Airports  
Miami-Dade Aviation Department

Mr. Simms,

Here are the numbers for the new area at that MIC:

## Year 1:

For the restrooms, which have a total of 1,114 square feet, our sq ft price is \$20.58672, our yearly price is \$22,933.61, and our monthly price \$1,911.13

For the office spaces, common areas, and parking areas, which have a total square footage of 198,599 square feet, our sq ft price is \$1.5525183, our yearly price is \$308,328.58, and our monthly price \$25,694.05

## Year 2:

For the restrooms, which have a total of 1,114 square feet, our sq ft price is \$21.205, our yearly price is \$23,622.37, and our monthly price \$1,968.53

For the office spaces, common areas, and parking areas, which have a total square footage of 198,599 square feet, our sq ft price is \$1.60, our yearly price is \$317,758.40, and our monthly price \$26,479.87

Below is how N&K Enterprises, Inc, will service the contract per MDAD specs.

### First Shift - 1 Employee 7 days a week:

This employee will be responsible for cleaning all restrooms, offices, and common areas. In addition, this employee would also be responsible for policing and conducting janitorial maintenance of all assigned elevators, escalators, and the 3<sup>rd</sup> floor platform. (This also includes all parking lots). Because of the high traffic in those areas, a constant presence of policing is required to maintain that area at the levels that N&K Enterprises, Inc is used to providing (as per MDAD contract specs).

2<sup>nd</sup> Shift - 1 employee 7 days a week and will follow the same pattern as the first shift.



3<sup>rd</sup> Shift employee - 2 employees 7 days a week:

One employee would be used nightly to maintain 3<sup>rd</sup> floor platform which would include stripping and waxing, buffing, recoating, and scrubbing.

One Employee would be used to pressure wash the cement areas of the parking lot and pavers, taxi stops and bus stops on a nightly basis.

This price also includes the Bi-annual cleaning of all exterior windows.

N&K Enterprises, Inc. is confident that using this schedule will meet and/or exceed MDAD contract specs.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carlos L. Ruiz', is written over the typed name and title.

Carlos L. Ruiz, CPA  
CFO



## Carrillo, Virginia (Aviation)

---

**From:** De Oliveira, Ultimo (Aviation)  
**Sent:** Tuesday, February 1, 2022 3:50 PM  
**To:** Novela, Sylvia (Aviation)  
**Cc:** Simm, Michael (Aviation); Carrillo, Virginia (Aviation); 'cruiz@nkjanitorial.com'; Neale Jennings  
**Subject:** FW: MIC Pricing  
**Attachments:** MIC Pricing Final.pdf

Good afternoon Sylvia,

As per my conversation and agreement with Michael, I am forwarding the final revised and approved proposal from N&K Enterprises, Inc., to incorporate the MIC at their current janitorial contract.

Upon our review, we agreed that the prices are reasonable and will allow us to move forward providing continuity in servicing the MIC with our vendor (N&K) that was already working at the area.

In case you have any questions, please feel free to contact me.

Respectfully,

**Ultimo De Oliveira**, Chief  
Facilities Maintenance & GA Airports  
**Miami-Dade Aviation Department (MDAD)**  
Office 305-876-8047  
[UDeOliveira@FlyMIA.com](mailto:UDeOliveira@FlyMIA.com)  
[www.miami-airport.com](http://www.miami-airport.com)

**Connect With Us** on [Twitter](#) | [Facebook](#) | [Instagram](#)

**From:** Carlos Ruiz <cruiz@nkjanitorial.com>  
**Sent:** Tuesday, February 1, 2022 3:02 PM  
**To:** Simm, Michael (Aviation) <MSimm@FlyMIA.com>  
**Cc:** De Oliveira, Ultimo (Aviation) <UDeOliveira@FlyMIA.com>; Carrillo, Virginia (Aviation) <VCarrillo@FlyMIA.com>; Neale Jennings <njennings@nkjanitorial.com>  
**Subject:** MIC Pricing

This is an EXTERNAL email. **Exercise Caution.** DO NOT open attachments or click links from unknown senders or unexpected emails. Please use your Report Spam button if this is a suspicious message.

This is an EXTERNAL email. **Exercise Caution.** DO NOT open attachments or click links from unknown senders or unexpected emails. Please use your Report Spam button if this is a suspicious message.

Michael,

Attached is our pricing for the MIC.

Thanks,