

Title: Operating Procedures for the Janitorial and Landscaping Services Purchasing Program

AUTHORITY:

[Section 2-8.2.7.02 of the Code of Miami-Dade County](#), Ordinance No. 22-129, and Sections 1.01, 2.02 and 5.03(D) of the Miami-Dade County Home Rule Amendment and Charter.

POLICY:

Miami-Dade County (County) prioritizes equity, inclusion, local participation, small business participation, safe and equitable worker conditions, living wages, equal treatment of participants and worker retention in its procurements. This document establishes operating procedures to review applicable janitorial and landscaping services procurements to create greater economic opportunities for certified Small Business Enterprise (SBE) firms.

PURPOSE:

The purpose of this document is to establish process and protocol to ensure that the Janitorial and Landscaping Services Purchasing Program (JLS Purchasing Program) is utilized, as approved by the Board of County Commissioners (Board) via Ordinance 22-129, and that the work is awarded in a fair and equitable manner. The JLS Purchasing Program is intended to enhance contracting opportunities for certified SBE firms through the award of equitable and appropriately sized janitorial and landscaping services contract awards. The Strategic Procurement Department (SPD) is the administrator of the JLS Purchasing Program with support from the Small Business Development Division (SBD) of the Internal Services Department (ISD), or successor departments. The use of the JLS Purchasing Program shall be in strict adherence with all applicable local, state, and federal regulations and in accordance with the procedures herein.

This document establishes the operating procedures for administration of the JLS Purchasing Program. This document is applicable to the prequalification, award, and administration of the janitorial and landscaping service contracts. The JLS Purchasing Program has two pools set aside for prequalified certified SBE firms as defined in [Section 2-8.2.7.02](#): one pool for the purchase of janitorial services and one pool for the purchase of landscaping services. To qualify for inclusion in the pools, Suppliers/Vendors must be certified as SBE firms by SBD or its successor entity, be primarily engaged in the services of providing janitorial or landscaping services and shall meet the qualification criteria listed under each pool. Award of contracts under each of the pools shall be based on competitive sealed bids (ITQ) or proposals (WOPR) issued to prequalified Suppliers/Vendors.

The term of the pools established under the JLS Purchasing Program shall be for a term not to exceed five years and not to exceed fifty million dollars (\$50,000,000) per pool unless otherwise authorized through a resolution adopted by the Board. Individual contract awards within the JLS Purchasing Program shall be subject to the dollar limitations set forth in Section 2-8.1(b)1 for delegated contractual authority and [Section 2-8.1.1.1.1](#) for SBE set aside contracts.

RESPONSIBILITY:

SPD, or successor department, as the central procurement agency for the County, shall establish and maintain procurement policies for the JLS Purchasing Program; prepare and issue ITQs/WOPRs documents including addenda thereto; receive, open, and review bids and proposals; award or reject bids/proposals; and terminate contracts. SBD shall be responsible for reviewing and maintaining SBE compliance, attending pre-bid/proposal meetings and non-performance meetings, and monitoring of Living Wage Ordinance compliance, as needed. User departments shall be responsible to maintain well-trained, knowledgeable staff to provide proper and timely scopes of services, attend pre-bid/proposal meetings, attend non-performance meetings, and to manage resulting contracts from the JLS Purchasing Program.

DEFINITIONS:

Application – Shall refer to all information, attachments and forms submitted in response to participation in the JLS Purchasing Program.

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the applicable JLS Purchasing Program pool for specific services; and awarded based on lowest price, or other quantifiable criteria.

Janitorial Services – Shall refer to cleaning services at County-owned and/or operated facilities to include, but not limited to, furnishing all janitorial consumable supplies, materials, equipment, machinery, tools, supervision, labor and services necessary to ensure County facilities are adequately sanitized and cleaned. Services may include pressure washing, use of auto-scrub machines, carpet cleaning and shampooing, cleaning of whiteboards and trays, cleaning and disinfecting of toilets bowls, urinals, show room walls, fixtures, and floors, and drains, damp mopping of stairs and landings, deep cleaning, removal of graffiti, spot cleaning, waste removal, sweeping, dusting, and other related services. Details about the specific services shall be provided and described in the scope of work on future ITQs/WOPRs with additional terms and conditions.

Landscaping Services – Shall refer to services related to the treatment of County's land or land that the County is responsible to maintain, which include grounds maintenance services, treatment of plant material for pest and disease control for lawn and ornamental or for right of way and preventative maintenance work for irrigation/lawn sprinkler systems. Details about the specific landscaping services and any additional applicable licenses will be listed in the future ITQs/WOPRs with additional terms and conditions.

Pregualified Pool of Suppliers/Vendors (Pool) – Shall refer to business entities/individuals determined by SPD, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the applicable Pool under the JLS Purchasing Program, and which may submit quote or proposal, at the time of need.

SBE – Shall refer to Small Business Enterprise.

Supplier/Vendor – Shall refer to a business entity/individual responding to participating in JLS Purchasing Program.

Work Order Proposal Request (WOPR) – shall refer to a competitive process involving the solicitation of proposals, by the SPD, from the applicable JLS Purchasing Program pool for specific services; and evaluated and awarded based on best value.

PROCEDURES:

I. DEPARTMENT ELIGIBILITY AND INCLUSION OF CONTRACTS

All County departments are eligible to access the JLS Purchasing Program unless their funding source precludes SBE preferences. Inclusion of contracts in the JLS Purchasing Program shall be as established by Section 2-8.2.7.02 of the Code.

II. JLS PURCHASING PROGRAM PARTICIPATION REQUIREMENTS

To enroll and stay in the JLS Purchasing Program, Suppliers/Vendors shall comply with the following requirements:

- 1) Register as a Supplier/Vendor with SPD in order to enter into contract with the County at the following link:
https://www.miamidade.gov/global/service.page?mduid_service=ser1555532436896147. It is incumbent upon the Supplier/Vendor to ensure all contact information in the registration remains current to ensure that the Supplier/Vendor will receive ITQs/WOPRs.
- 2) Be certified as a County SBE Goods and Services (SBE-G&S) firm and maintain certification requirements with SBD; listed on the following link:
<https://www.miamidade.gov/global/business/smallbusiness/certification-programs.page>
- 3) Submit an application to the get prequalified for either the janitorial or landscaping pool and demonstrate the Supplier/Vendor meets the qualification requirements for the applicable pool. The Supplier/Vendor shall submit online all of the specified information, documents and attachments as listed in the Qualification Requirements section of the [Application for Janitorial Services Pool](#) or the [Application for Landscaping Services Program](#). The County may, at its sole discretion and in its

best interest, allow Supplier/Vendor to complete, supplement or supply the required documents throughout the term of the JLS Purchasing Program.

- 4) Suppliers/Vendors must anticipate the inclusion of the County's Section 1 - General Terms and Conditions in all contracts resulting from ITQs/WOPRs. These general terms and conditions are considered non-negotiable. All current and applicable terms and conditions pertaining to a resultant contract may be viewed online here:

<https://www.miamidade.gov/global/strategic-procurement/invitation-to-bid-terms-conditions.page>.

Note: It shall be the sole right of the County to determine the number of Suppliers/Vendors which will be included in the JLS Purchasing Program. During the term of the JLS Purchasing Program, the County reserves the right to add or delete Suppliers/Vendors as it deems necessary, and in the best interest of the County or JLS Purchasing Program.

III. QUALIFICATION CRITERIA FOR JANITORIAL SERVICES PURCHASING PROGRAM POOL

Group 1 – Facilities less than 50,000 square feet (sq. ft.)

Group 2 – Facilities 50,001 to 100,000 sq. ft.

Group 3 – Facilities 100,001 sq. ft. and up

Suppliers/Vendors shall meet the following qualification criteria to be considered for placement in the Janitorial Services Pool and for participation in future solicitations:

1) Qualification for Group 1

Supplier/Vendor shall provide two professional references to demonstrate that Supplier/Vendor is regularly engaged in the business of providing janitorial services. In lieu of the references from the Supplier/Vendor, the County will consider the references from Supplier's/Vendor's key personnel in accordance with Resolution No. R-1122-21. The County must be able to ascertain from Supplier/Vendor provided references, to its satisfaction, at the County's sole discretion, that Supplier/Vendor holds sufficient experience and capacity in providing janitorial services.

2) Qualification for Group 2

Supplier/Vendor shall provide two professional references to demonstrate that Supplier/Vendor is regularly engaged in the business of providing Janitorial Services for facilities at least 50,001 sq. ft. The minimum of 50,001 sq. ft. for a particular reference provider can be a single facility or a combination of facilities receiving services concurrently. In lieu of the references from the Supplier/Vendor, the County will consider the references from Supplier's/Vendor's key personnel in accordance with Resolution No. R-1122-21. The County must be able to ascertain from Supplier/Vendor provided references, to its satisfaction, at the County's sole discretion, that Supplier/Vendor holds sufficient experience and capacity in providing Janitorial Services.

3) Qualification for Group 3

Supplier/Vendor shall provide two professional references to demonstrate that Supplier/Vendor is regularly engaged in the business of providing Janitorial Services for facilities at least 100,001 sq. ft. The minimum of 100,001 sq. ft. for a particular reference provider can be a single facility or a combination of facilities receiving services concurrently. In lieu of the references from the Supplier/Vendor, the County will consider the references from Supplier's/Vendor's key personnel in accordance with Resolution No. R-1122-21. The County must be able to ascertain from Supplier/Vendor provided references, to its satisfaction, at the County's sole discretion, that Supplier/Vendor holds sufficient experience and capacity in providing Janitorial Services.

IV. QUALIFICATION CRITERIA FOR LANDSCAPING SERVICES PURCHASING PROGRAM POOL

Suppliers/Vendors shall meet the following qualification criteria to be considered for placement in the for the Landscaping Services Pool and for participation in future solicitations:

- 1) Supplier/Vendor shall provide two professional references to demonstrate that Supplier/Vendor

is regularly engaged in the business of providing landscaping services. In lieu of the references from the Supplier/Vendor or Supplier's/Vendor's Subcontractor, the County will consider the references from Supplier's/Vendor's key personnel in accordance with Resolution No. R-1122-21. The references shall include the customer's company name, and the name, title, address, email address and telephone number of the contact person who can verify that the Supplier/Vendor has successfully provided landscaping services. These references shall ascertain to the County's satisfaction that the Supplier/Vendor has sufficient experience and expertise in providing landscaping services.

- 2) Supplier/Vendor or its approved subcontractor shall employ an arborist certified by the International Society of Arborists. Supplier/Vendor shall provide a copy of the certification.

V. DEPARTMENT'S REQUEST FOR ITQ/WOPR

The solicitation process begins when a user department creates and submits a complete [Allocation Request Form \(ARF\)](#) to SPD.

VI. JLS PURCHASING PROGRAM SOLICITATION ADVERTISEMENT PROCESS

ITQ's/WOPR's issued for the applicable JLS Purchasing Program are not publicly advertised and only Suppliers/Vendors registered in the janitorial or landscaping services pools are eligible to bid. The user department and the SPD staff will work on an ITQ/WOPR that meets the needs of the user department while adhering to the parameters of the JLS Purchasing Program. Once the user department approves a completed ITQ/WOPR, SPD will forward the ITQ/WOPR to SBD for review and the Risk Management Division within the Internal Services Department for insurance recommendations. SPD will consider and incorporate feedback from SBD and Risk Management Division, as applicable. SPD shall invite all Suppliers/Vendors registered in the respective pool to bid competitively through the County's Integrated Financial Resources Management System (INFORMS) and all questions and offers from Suppliers/Vendors must be submitted in INFORMS. The spot market competition will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage
- Insurance requirements
- Applicable Licenses

VII. JANITORIAL AND LANDSCAPING SOLICITATION EVALUATION AND AWARD PROCESS

A. SBD Compliance

All submittals will be forwarded from SPD to SBD for SBE compliance review.

B. Evaluation

All submittals will be reviewed by SPD for responsiveness and responsibility. In the event a determination of responsiveness is required, the Supplier/Vendor response in question will be submitted to the County Attorney's Office for a responsiveness opinion. In the event a determination of responsibility is required, the Supplier/Vendor response in question will be submitted to the SPD Director for a responsibility determination.

C. De Diligence

A [Pre-Award Supplier/Vendor Compliance Checklist](#) shall be completed by SPD staff for the Supplier/done prior to the Recommendation for Award.

D. Award Recommendation

An award recommendation letter will be issued by SPD to the responsive and responsible bidder/proposer in accordance with the method of award.

E. Purchase Order (PO)

The user department shall only approve, execute and release the Purchase Order (PO) after SPD approves the child contract in INFORMS. The executed PO constitutes a contract with the County for the JLS Purchasing Program and shall incorporate by referencing the Solicitation documents available at the time of execution of the PO. No work shall begin prior to the approval of the Solicitation and issuance of the PO.

VIII. CHANGE ORDERS (CO) OR REVISIONS TO THE RESULTANT CONTRACTS

The County may process change orders (COs), which result in additions to, or reductions from, the amount, type or value of the work described in the resultant awarded contract. User departments shall notify SPD when submitting a CO.

COs must have all required authorizations prior to submittal to SPD and shall be submitted in writing. Changes to the contracts shall be made by formal written modification. No work shall begin prior to the approval of the CO and issuance of the revised or new PO.