

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. RFQ9562-36MDFR

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

Requisition No./Project No.: EVN0000558
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Janitorial Services Miami Dade Fire Rescue (MDFR)

Description: The purpose of this Request for Quote (RFQ) is to secure quotes for janitorial services Miami Dade Fire Rescue (MDFR) facilities as listed and specified herein and in accordance with the terms and conditions of ITQ9562-5/22-1.

Issuing Department: SPD
 Contact Person: Margarita Velazquez
 Phone: 305-375-3065

Estimate Cost/Value: \$300,000
 GENERAL FEDERAL OTHER

Funding Source: X

ANALYSIS

Commodity Codes:	91039				
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:	Tri County Lumping Servic				
Small Business Enterprise:	N/A				
Contract Value:	\$158,247				
Comments: 					
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: <i>Margarita Velazquez</i>	Date sent to SBD: 4/12/23
	Date returned to SPD:

SECTION 2

ADDITIONAL/SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this Request for Quote (RFQ) is to secure quotes for janitorial services for Miami Dade Fire Rescue (MDCR) facilities as listed and specified herein and in accordance with the terms and conditions of ITQ9562-5/22-1.

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 Purchase Order issued by the County. The Contract shall expire on the last day of the five (5) year term.

2.3 PRE-BID SITE VISIT

It is highly recommended that Bidders visit the sites of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required prior to submitting an offer. No additional allowances will be made because of lack of knowledge of these conditions.

Officials from the Miami Dade Fire Rescue will go over the specifications and what is expected for the Routing Work and/or Project Work.

A Pre-Bid Conference will be held via Zoom Web Conference on **December 1, 2022, at 9:00AM (Eastern Standard Time)**. To join the Zoom conference, please visit <https://miamidade.zoom.us/> and click "Join", meeting ID **XXX XXXX XXXX**. You can also join by phone at the following numbers:

One tap mobile:

Dial by your location:

Participants will be able to ask questions at the end of the pre-bid conference. In order to do so, attendees must use the "Raise Your Hand" functionality in Zoom by clicking on the three dots located in the lower right corner of the Zoom window and then select "Raise Your Hand".

Bidder(s) should join promptly, as the meeting will start on time. Bidder(s) are requested to have a copy of the solicitation available for review and reference during the conference. This meeting is exempt from the 'cone of silence', allowing for any questions to be addressed to representatives from Miami-Dade County.

Should you need an ADA accommodation to participate in Pre-Bid Conference (i.e., materials in alternate format, sign language interpreter, etc.), please contact the Internal

Services Department's ADA Office three (3) days prior to scheduled conference to initiate your request. The ADA Office may be reached by phone at (305) 375-3566 or via email at: Skarlex.Alorda@miamidade.gov or Heidi.Johnson-Wright@miamidade.gov. TTY users may reach the ADA Office by calling the Florida Relay Service at 711.

Site Visits will take place on **Month, DD, 2022**, at **9:00AM (Eastern Standard Time)**.

The Centers for Disease Control and Prevention (CDC) guidelines must be followed in order to participate. Follow the link for CDC recommended guidelines <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention/html>.

The pre-bid conference and site visits are exempt from the 'cone of silence', allowing for any questions to be addressed to officials from Miami-Dade County.

The sites visit schedule are as follows:

Item	Facility	Location	Date and Time
1	Hazmat Warehouse	8010 NW 60 St. Miami, FL 33166	
2	Air Rescue South	14150 SW 127 St. Miami, FL 33186	
3	Ops South	10850 SW 211 St. Cutler Bay, FL 33189	
4	Ops Central	6460 NW 27 Ave. Miami, FL 33147	

2.4 **METHOD OF AWARD**

Award will be made to the lowest, responsive, responsible Bidder in the aggregate who has been pre-qualified under Pool No. ITQ9562-5/22 for Group **1**. Bidder(s) must submit a price for all items to be considered for award and meet the qualifications listed below. If a Bidder fails to submit an offer for all items listed, its offer may be rejected. **Only vendors pre-qualified under Group 1 of the pool shall be eligible for award.**

Qualifications

- A. Bidders are to provide the name of the Project Manager and/or Supervisor, along with their contact information. The Supervisor shall be an individual in the organization who is knowledgeable and experienced in the Janitorial Services specified; and who will serve as the primary point of contact for the County. The Project Manager and/or Supervisor shall be able to communicate with the County and shall have full authority to act on behalf of the Bidder on all matters related to operations. The Project Manager and/or Supervisor shall be available by telephone, 24 hours per day, 7 days per week for emergency situations.
- B. Bidders are to complete the Responsibility Questionnaire contained in Section 4 as part of their bid submittal.

The County will review the information contained in the Responsibility Questionnaire to determine if a Bidder is responsible. The County reserves the right to deem any Bidder non-responsible and ineligible for award based on the Responsibility Questionnaire Responses.

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

If the Awarded Bidder fails to perform in accordance with the terms and conditions of the contract, the Awarded Bidder may be deemed in default of the contract. If the Awarded Bidder defaults, the County shall have the right to negotiate with the next responsive, responsible bidder.

2.5 STAFFING REQUIREMENTS / SCHEDULING

Minimum Staffing Requirements

In order to fulfill the requirements of the routine work herein the Award Bidder shall provide the following **minimum personnel**. The vendor shall determine how many additional personnel are necessary in order to perform all tasks as required. Awarded Bidder personnel shall provide continuous service outside any scheduled lunch break mutually agreed upon with the Building Manager. The County does not pay for lunch breaks.

Location:	Personnel Required
Hazmat Warehouse –	2 People
Air Rescue South –	3 People
Ops South –	2 Person
Ops Central –	1 Person

Personnel Assignments

The Building Manager and Successful Bidder shall mutually agree upon personnel assignments, based on personnel quantity, for equitable service coverage of the premises. The personnel assigned to a specific area shall be used exclusively in that area and shall not perform other duties not specified herein during that shift, unless approved by the Building Manger.

Holidays

The requirement of the Successful Bidder to provide full, limited, or no staffing on a holiday shall be at the discretion of the Building Manager and shall be at no additional cost to the County. The Successful Bidder may use holidays for performing service (such as carpet cleaning, floor waxing) upon approval by the Building Manager. The County will not pay

for holiday services are not performed. The County will not pay for days that service is not provided when the site is closed because of an emergency.

2.6 IDENTIFICATION AND UNIFORM

The Awarded Bidder's employees shall wear identification badges at all times. Awarded Bidder shall provide identification badges for each employee, showing the employee's picture, name, signature, company name/logo and expiration date. New or temporary employees may wear temporary badges. Awarded Bidder shall provide PPE (Personal Protective Equipment) at no cost to its employees.

2.7 SMALL BUSINESS MEASURES

The following small business measure will apply to the resultant contract:

TBD - Per Sec. 1, Para. 1.44

2.8 LIVING WAGE

The Living Wage Ordinance will apply to any resultant contract award that exceeds \$100,000 annually.

2.9 LIQUIDATED DAMAGES

Liquidated damages may be assessed in accordance with ITQ9562-5/22-1 Section 2.10, 3.9, and 3.10.

2.10 PRICES

The prices offered shall remain fixed and firm for the term of the contract. All prices shall be inclusive of all Routine and Project Work at frequencies stated in each item of Section 3.5 and contemplate any changes in economic factors (including living wage requirements) or any other factors that otherwise affect pricing.

2.11 CHANGES

Although this solicitation identifies specific sites to be serviced, it is hereby agreed and understood that the County may, at its discretion, add/delete sites, and/or services to the contract.

C. ADDITIONS

Should the County determine that additional sites or services need to be added to the contract, a quote shall be obtained from Awarded Bidder. If the County determines that the price submitted by the Awarded Bidder is not competitive, the County reserves the right to (a) negotiate a lower price, or to (b) acquire the services through a separate solicitation.

D. DELETION

Sites and/or Services may be deleted when services are no longer required during the contract period, upon written notice to the Awarded Bidder.

E. DECREASE/INCREASE SERVICE AND SERVICE SCHEDULES

The County may decrease or increase the service and service schedule at any time during the contract period. In the event that the service and service schedule frequency increases/decreases more than twenty-five percent (25%), County reserves the right to (a) negotiate a lower price, or to (b) acquire the services through a separate solicitation. If the service and service schedule frequency is resumed back to the original quoted amount, the County will adjust the payment to its original price.

DRAFT

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The Awarded Bidder shall furnish all supplies, materials, equipment, machinery, tools, supervision, labor, and services necessary to perform the work called for in the contract specifications. These responsibilities shall be carried out through planning, assignment, coordination, inspections, quality control, field operations, reporting, and other forms of administrative management required to optimize services and support in compliance with the terms of the contract specifications. Services shall be provided by the Awarded Bidder to the acceptance of the Building Manager and to maintain the facilities in an attractive, neat, clean, organized, and safe manner.

3.2 QUALITY ASSURANCE

The County shall be entitled to a satisfactory performance of all services described herein and to full and prompt cooperation by the Awarded Bidder in all aspects of the services.

The Awarded Bidder shall at all times employ, maintain and assign to the performance of the services a sufficient number of competent and qualified professionals and other personnel to meet the requirements to which reference is herein made. The Awarded Bidder agrees to adjust its personnel staffing levels or to replace any of its personnel if so directed upon reasonable request from the County, should the County make a determination, in its sole discretion that said personnel staffing is inappropriate or that any individual is not performing in a manner consistent with the requirements for such a position.

The Awarded Bidder warrants and represents that its personnel have the proper skill, training, background, knowledge, experience, rights, authorizations, integrity, character and licenses as necessary to perform the services described herein, in a competent and professional manner. The Awarded Bidder must implement a training program and train all personnel in the hazards, use, maintenance, disposal and recycling of cleaning chemicals, etc. Procedures set forth by the Center for Disease Control (CDC) for the prevention of Infectious disease must be implemented and followed.

Awarded Bidder shall train all employees on the building fire alarm system, and procedures to follow in the event of fire or other emergency to include pulling of fire alarms, when necessary.

The Awarded Bidder shall at all times cooperate with the County and coordinate its respective work efforts to most effectively and efficiently maintain the progress in performing the services.

3.3 EMERGENCY OR SPECIAL EVENT SERVICES

The Awarded Bidder shall provide emergency custodial services as directed by the site Building Manager. Emergency situations (i.e. broken water pipes, urinal overflow, etc.) may require the Awarded Bidder operating on an extended basis.

The Awarded Bidder shall ensure all staff, on a daily basis, actively seek out and immediately report to the Building Manager, upon discovery, any needed repairs or damages to the facility fixtures, mechanical equipment, appurtenances etc., or items of a critical, priority, or emergency nature in any area where janitorial work is performed.

3.4 SUPPLIES, MATERIALS AND EQUIPMENT

- a. Awarded Bidder shall provide all materials and supplies to include sanitizing products, tools, chemicals, cleaning equipment, safety equipment and transportation necessary for the cleaning process, including but not limited to floor stripping, cleaning, carpet care and waxing materials, cleansers, and dusting polish. All products shall be of best value and quality and shall be harmless to the finishes and surfaces on which they are used and shall leave no harmful residues. All materials used in all facilities shall meet Federal, State, and local laws.
- b. Awarded Bidder shall ensure that employees are sufficiently experienced, trained, and capable of handling all chemicals and cleaning products according to product directions, instructions, and precautions and in such a manner so as to minimize the possibility of exposure of facility occupants to any materials.
- c. All equipment (floor machines, vacuums, buckets, ladders, etc.) used by the Awarded Bidder shall be maintained in good, safe, clean, and operable condition at all times to prevent damage to County property.
- d. Supplies will be kept in a secure location designated by the facility Building Manager and shall be kept a neat and organized fashion.

The Awarded Bidder shall furnish to the Building Manager a list of products to be used, subject to approval by the County. Awarded Vendor shall provide complete Safety Data Sheets (SDS) in which the Section 3 (Composition/Information on Ingredients) MUST include ALL ingredients totaling to 100% of volume. This includes all proprietary ingredients. The Awarded Bidder shall ensure the Building Manager receives updates so that the list of cleaning products, materials, and supplies used in conjunction with the Contract is current and accurate. Substitute equipment and products may be considered throughout the Contract. Substitute items must be of equal or better quality than the previously approved item. Should the substitute material require a different dispenser or equipment, the Awarded Bidder will be responsible for the purchase and installation of the dispensers after approval by the County. The Awarded Bidder shall not substitute items without express written consent of the County, prior to use. Failure to comply with this requirement may result in applying administrative charges for use of non- authorized items. Excessive substitution requests may be cause for default.

The Awarded Bidder may be required to furnish, at no cost to the County, samples of cleaning products, materials, and supplies used in conjunction with the Services for the purpose of approval by the County based on suitability for use on the premise, compliance of the item to the terms and conditions of the Contract, or other reasons at the discretion of the County. The County will notify the Awarded Bidder of the request in writing and will specify the requested sample(s) and the deadline for submission of the sample(s). All samples shall become the property of the County. Any sample submitted

shall create an express warranty that the whole of the items used or to be used by the Awarded Bidder during the Contract shall conform to the sample submitted. Failure to submit the samples may be cause for finding the Awarded Bidder in default of the Contract.

The County further reserves the right to perform its own analysis and testing procedures such as applying the sample(s) to conditions of its expected use or to send any and all samples to the State of Florida's Department of General Services, Division of Purchasing, Bureau of Standards Laboratory or any other certifiable laboratory for analysis. On the basis of this testing and analysis, the County shall determine the acceptability/approval of the sample(s). The County's decision shall be final. The approval or rejection of samples by the County does not relieve the Awarded Bidder from full responsibility and liability for using the necessary supplies and material properly and as required by the Contract.

3.5 REQUIREMENTS

As identified in ITQ9562-5/22-1, Section 3, Awarded Bidder is required to perform Routine Work per Area Types and Project specified below.

Item 1- Hazmat Warehouse

Address:	8010 NW 60 St, Miami, FL 33166	
No. of days/week services required:	5 (M-F)	
Time frame per day services required:	10:30am to 1:30pm	
No. of floors:	1	
No. of occupants	5	
Total Square Feet to be cleaned:	2,480	
Interior Floor Types		
Type	Sq. Ft	
Vinyl Tile	2,480	
Total Int. Sq. Ft.	2,480	
Routine Work per Area Types		
Type	Qty	Appearance Level
Conference/Meeting Room	1	As assigned per ITQ9562-5/22-1
Corridor	1	As assigned per ITQ9562-5/22-1
Equipment Room	1	As assigned per ITQ9562-5/22-1
Kitchen/Lounge	1	As assigned per ITQ9562-5/22-1
Lobby	1	As assigned per ITQ9562-5/22-1
Office (Private and Chambers)	4	As assigned per ITQ9562-5/22-1
Restrooms (Tenant and Private)	3	As assigned per ITQ9562-5/22-1
Project Work		
Task	Frequency	
Machine scrub tile restroom floors	Quarterly	
Shampoo carpeted areas	Semi-Annual	
Strip and apply suitable finish to non-carpeted areas	Semi-Annual	

Item 2- Air Rescue South

Address:	14150 SW 127 th St, Miami, FL 33186	
No. of days/week services required:	2 Days /Tuesday and Thursday	
Time frame per day services required:	10:30am to 2:30pm	
No. of floors:	1	
No. of occupants	8	
Total Square Feet to be cleaned:	7,700	
Interior Floor Types		
Type	Sq. Ft	
Carpet Tile	2,844	
Ceramic Tile	4,856	
Total Int. Sq. Ft.	7,700	
Routine Work per Area Types		
Type	Qty	Appearance Level
Conference/Meeting Room	1	As assigned per ITQ9562-5/22-1
Copy Room	1	As assigned per ITQ9562-5/22-1
Corridor	1	As assigned per ITQ9562-5/22-1
Kitchen/Lounge	1	As assigned per ITQ9562-5/22-1
Lobby	1	As assigned per ITQ9562-5/22-1
Office (Private and Chambers)	13	As assigned per ITQ9562-5/22-1
Restrooms (Public)	2	As assigned per ITQ9562-5/22-1
Project Work		
Task	Frequency	
Machine scrub tile restroom floors	Quarterly	
Shampoo carpeted areas	Semi-Annual	
Strip and apply suitable finish to non-carpeted areas	Semi-Annual	

Item 3- Ops South

Address:	10850 SW 211 th St, Cutler Bay, FL 33189	
No. of days/week services required:	2 Days /Tuesday and Thursday	
Time frame per day services required:	10:30am to 1:30pm	
No. of floors:	1	
No. of occupants	4	
Total Square Feet to be cleaned:	2,032	
Interior Floor Types		
Type	Sq. Ft	
Ceramic Tile	2,032	
Total Int. Sq. Ft.	2,032	
Routine Work per Area Types		
Type	Qty	Appearance Level
Conference/Meeting Room	1	As assigned per ITQ9562-5/22-1
Corridor	1	As assigned per ITQ9562-5/22-1
Kitchen/Lounge	1	As assigned per ITQ9562-5/22-1
Lobby	1	As assigned per ITQ9562-5/22-1
Mail Room	1	As assigned per ITQ9562-5/22-1
Office (Private and Chambers)	4	As assigned per ITQ9562-5/22-1
Restrooms (Public)	2	As assigned per ITQ9562-5/22-1

Sleeping Quarters/Barracks	1	As assigned per ITQ9562-5/22-1
Project Work		
Task	Frequency	
Machine scrub tile restroom floors	Quarterly	
Shampoo carpeted areas	Semi-Annual	
Strip and apply suitable finish to non-carpeted areas	Semi-Annual	

Item 4- Ops Central

Address:	6460 NW 27 Ave, Miami, FL 33147	
No. of days/week services required:	5 Days (M-F)	
Time frame per day services required:	Between 10:30am and 12:30pm	
No. of floors:	1	
No. of occupants	2	
Total Square Feet to be cleaned:	1325	
Interior Floor Types		
Type	Sq. Ft	
Ceramic Tile	1,325	
Total Int. Sq. Ft.	1,325	
Routine Work per Area Types		
Type	Qty	Appearance Level
Conference/Meeting Room	1	As assigned per ITQ9562-5/22-1
Corridor	1	As assigned per ITQ9562-5/22-1
Kitchen/Lounge	1	As assigned per ITQ9562-5/22-1
Lobby	1	As assigned per ITQ9562-5/22-1
Mail Room	1	As assigned per ITQ9562-5/22-1
Office (Private and Chambers)	1	As assigned per ITQ9562-5/22-1
Restrooms (Public)	1	As assigned per ITQ9562-5/22-1
Sleeping Quarters/Barracks	1	As assigned per ITQ9562-5/22-1
Project Work		
Task	Frequency	
Machine scrub tile restroom floors	Quarterly	
Shampoo carpeted areas	Semi-Annual	
Strip and apply suitable finish to non-carpeted areas	Semi-Annual	

SECTION 4

PRICING

4.1 PRICES

Bidder must provide a monthly price for Years 1 through 5 for each item to be considered for award. All prices shall be inclusive of all Routine and/or Project Work at frequencies stated in each item of Section 3.5.

Item	Description	Monthly Price Year 1	Monthly Price Year 2	Monthly Price Year 3	Monthly Price Year 4	Monthly Price Year 5
1	Hazmat Warehouse	\$	\$	\$	\$	\$
2	Air Rescue South	\$	\$	\$	\$	\$
3	Ops South	\$	\$	\$	\$	\$
4	Ops Central	\$	\$	\$	\$	\$

4.2 HOURLY RATE/ PROJECT WORK UNIT PRICES

Will apply for additional services/emergencies requested outside of schedule per ITQ9562 5/22-1 Sect 2.58. Additional, Special Request/Emergency Services inclusive of all equipment and supplies needed (ref Sect. 2 Para. 2.58 of ITQ9562-5/22-1). Pricing provided herein for use only in the event of an increase or decrease to project work frequency and/or Special Request/Emergency requests and **NOT FOR EVALUATION PURPOSE.**

Item	Description	Unit	Price Year 1	Price Year 2	Price Year 3	Price Year 4	Price Year 5
1	Special Request/Emergency Services per Sect. 2 Para.2.58 of ITQ9562-5/22-1	Hourly Rate	\$	\$	\$	\$	\$

4.3 QUALIFICATIONS

4.3.1 Project Manager and/or Supervisor Contact Info

Name: _____ Phone: _____

Title: _____

4.3.2 Responsibility Questionnaire

In order to determine if your firm has the capacity and is able to provide Janitorial Services to all locations listed in Section 3.5, the County would like you to provide answers to the questions below. If the space provided is not sufficient, attach a separate page.

1. Provide a list of employees and supervisors. If the employees or supervisors are not yet hired, please identify your approach to obtaining the necessary staff.

2. Provide a plan to demonstrate that your firm will be able to provide services to this contract, in conjunction with all other contracts awarded to your firm.

3. Provide a sample schedule to reflect the employee's assignment to provide services within the required time frame as specified in Section 3.5.

4. If awarded, how soon can your firm begin work?

5. Provide a plan to address scheduling concerns should they arise.

6. Does the bid price consider the necessary equipment and personnel required to complete the tasks timely within the scheduled timeframe given?

7. Provide a list of products to be used subject to approval by the County. Awarded Bidder shall provide complete Safety Data Sheets (SDS) documents in which the Section 3 (Composition/Information on Ingredients) MUST include ALL ingredients totaling to 100% of volume. This includes all proprietary ingredients.

8. Awarded Bidder shall provide signed training sheet of supervisors and employees regarding proper use and application of cleaning products. Will your firm be able to provide the training and subsequent signed training sheet prior to commencement of work?

9. If awarded, will the Awarded Bidder be able to comply with the badging requirements and complete the required background's checks for all the personnel prior to commencing work?