

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New    
 ☐ OTR    
 ☐ Sole Source    
 ☐ Bid Waiver    
 ☐ Emergency    
 Previous Contract/Project No. FB-00685  
Contract  
☐ Re-Bid    
 ☐ Other –    
 LIVING WAGE APPLIES: ☐ YES ☐ NO

Requisition No./Project No.: EVN0000921    
 TERM OF CONTRACT 5 YEAR(S) WITH    YEAR(S) OTR

Requisition /Project Title: Polo Shirts

Description:  
 Provide polo shirts for use by Miami-Dade County departments as needed. Funding Sources are; General, Federal, Proprietary, Internal Services, Library District, DTPW Operating, Clerk Revenue

Issuing Department: SPD    
 Contact Person: Shantrell Page    
 Phone: 305-375-4708  
 Estimate Cost/Value: \$2,831,057    
 GENERAL     FEDERAL     OTHER  
    General     Federal     Proprietary  
Funding Source:

### ANALYSIS

<u>Commodity Codes:</u>	<u>20086</u>				
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>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>		
<b>Contractor:</b>	<u>Paragon Uniform Group, II</u>				
<b>Small Business Enterprise:</b>	<u>Yes</u>				
<b>Contract Value:</b>	<u>2,159,745</u>				
<b>Comments:</b> <u> </u>					
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>				
<b>Basis of Recommendation:</b> <u> </u>				
Signed: <u>Shantrell Page</u>		Date sent to SBD: <u>06/20/23</u>		
		Date returned to SPD: <u> </u>		

## PART I. ITQ OVERVIEW AND GENERAL TERMS AND CONDITIONS

### A. Information

### B. Instruction to All Bidders

1. Section 1, General Terms and Conditions of Miami-Dade County (County) shall apply to all resultant Contracts from this ITQ. This Section is available on demand at the County's Strategic Procurement Department's (SPD) webpage: <https://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r23-1.pdf>  
General Terms and Conditions of Section 1 are non-negotiable.

<b>Event No.:</b> EVN0000921
<b>Event Title:</b> Polo Shirts
<b>This ITQ is issued pursuant to Miami-Dade County Pool of Prequalified Vendors No. and Title.</b> RTQ-00124 – Public Safety Uniforms
<p>Bids are to be submitted electronically through a secure mailbox via the Integrated Financial Resources Management System (INFORMS) (<a href="https://supplier.miamidade.gov">https://supplier.miamidade.gov</a>) until the date and time indicated in the INFORMS Solicitation End Date published in INFORMS and in this Solicitation document. It is the sole responsibility of the Bidder to ensure that its Bid is in INFORMS before the solicitation deadline. There is no cost to the Bidder to submit a Bid for a Miami-Dade County solicitation via INFORMS. 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.</p> <p>For information concerning this Solicitation, use the question/answer feature provided within the Solicitation by INFORMS at <a href="https://supplier.miamidade.gov">https://supplier.miamidade.gov</a>. Questions of a material nature must be received prior to the date and time of the INFORMS Solicitation Question &amp; Answer End Date specified in the Solicitation. Material changes, if any, to the Solicitation will be made only by written addendum. (See Mandatory Online Forms and Addendum Acknowledgement section of INFORMS site).</p> <p>Bidders must allow sufficient time to complete online forms and upload all bid documents. All information and documents must be fully entered, uploaded, acknowledged ("Confirm") and recorded into INFORMS before the date and time of the INFORMS Solicitation End Date, or the system will stop the process and the submission will be considered late and will not be accepted.</p> <p>No part of a Bid can be submitted by hardcopy, email or fax. Suppliers/Vendors are encouraged to access the links below to assist with submission of responses to the Solicitation.</p> <p><b>Recorded eSupplier Workshop</b> <a href="https://www.miamidade.gov/global/news-item.page?Mduid_news=news1652724628268780">https://www.miamidade.gov/global/news-item.page?Mduid_news=news1652724628268780</a> Password: q37%t+pG</p> <p><b>Submit a Bid Job Aid</b> <a href="https://www.miamidade.gov/technology/library/informs/job-aid/submit-a-bid.pdf">https://www.miamidade.gov/technology/library/informs/job-aid/submit-a-bid.pdf</a></p>
<b>County Department:</b> Strategic Procurement
<b>Department Contact:</b> Shantrell Page <b>E-Mail:</b> <a href="mailto:shantrell.page@miamidade.gov">shantrell.page@miamidade.gov</a>
<b>Delivery/Service Address:</b> Please see below.
<b>Delivery/Service Required:</b> Please see below.
<b>Method of Award:</b> Award of this Contract will be made to the lowest responsive and responsible Bidder: <input checked="" type="checkbox"/> on an item-by-item basis, per group.

b) Pursuant to Section 2-11.1 (t) of the Code of Miami-Dade County, as amended, a "Cone of Silence" is imposed upon issuance of this ITQ after advertisement and terminates at the time a written recommendation is issued.

2. The use of federal funds is anticipated in the resultant contract. As such, the following Section 1 General Terms and Conditions provisions **shall not apply to this ITQ:**
- Article 1.2(H) Prompt Payment Terms
  - Article 1.11 Local Preference
  - Article 1.29 Office of the Inspector General (*only the **cost** of the random audits, as specified*)
  - Article 1.37 County User Access Program (UAP)
  - Article 1.45 Small Business Enterprise (SBE) Measures
  - Article 1.46 Local Certified Veteran's Business Enterprise Preference
  - Article 1.47 Application of Preferences
  - Article 1.49 First Source Hiring Referral Program (FSHRP)
3. Pursuant to Section 2-11.1 (t) of the Code of Miami-Dade County, as amended, a "**Cone of Silence**" is imposed upon issuance of this ITQ after advertisement and terminates at the time a written recommendation is issued.

## **PART II. ADDITIONAL TERMS**

Pursuant to Section 2, Special Terms and Conditions, of Pre-Qualification No. RTQ-00124, these Special Terms and Conditions apply to the resulting contract unless specified herein, as follows:

### **1. Term of Contract**

This Contract shall commence on the first calendar day of the month succeeding approval of the Contract by the County Mayor or designee, unless otherwise stipulated in the Purchase Order issued by the Department and shall remain in effect until August 31, 2024.

### **2. Submittal Requirements**

Award will be made to the lowest priced responsive, responsible bidders on an item-by- item basis, for items listed in Part III, Paragraph 3.1, Polos.

2.1. All Bidders shall provide pricing for all sizes of each item in which a price is provided for items listed in Part III, Paragraph 3.1, Polos.

2.2 All Bidders shall provide pricing for all embroidery/screening services for items listed in Part III, Paragraph 3.2, Embroidery/Screening.

Failure to provide a price for a required size and all embroidery/screening services may result in all or part of the bid to be rejected. In situations where a bidder wishes to provide the item or service at no cost to the County, enter zero (0) on the appropriate pricing line; do not leave the line blank. An 'item' is defined as the total of all prices for the required sizes and the total of all embroidery/screening required.

2.3 Bidder(s) shall provide proof from the manufacturer or an approved representative of the manufacturer for each brand that the Bidder provides a price, designating the Bidder as an agent, distributor or reseller. Proof may be provided in any of the following forms:

- A. A signed letter of authorization dated within one (1) year of the Bidder's submittal designating the Bidder as an agent, distributor or reseller.
- B. Indication on the manufacturer's or approved representative's website, listing the Bidder as an agent, distributor or reseller.
- C. Executed agreements between the Bidder and the manufacturer to sell the brands listed in the submittal.

2.4 Bidder(s) shall provide contact information to include name, email address and phone number for company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. for placing orders.

Note: Items proposed shall be available at the price bid in all colors offered by the manufacturer. Some items may combine both male and female shirts in same description. Prices bid shall apply to all colors offered by the product manufacturer. Bidder(s) shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this solicitation. However, the County may, at its sole discretion and in its best interest, allow Bidder(s) to complete, supplement or supply required documents during the evaluation period.

### **3. Pricing**

The pricing provided by the Awarded Bidder shall remain fixed for a period of no less than six (6) months after the commencement of the contract. After this period, the Awarded Bidder may submit a price adjustment to the County based on a manufacturer's written notification of price increases or other verifiable documentation (demonstrating an increase for awarded items (either by percentage or actual price increase in dollars). The substantiation for the price increase must be to the satisfaction of the County in its sole discretion.

It is the bidder's responsibility to request any price adjustment under this provision. The bidder's request for adjustment must be submitted to the County's Strategic Procurement Department for review. ). Awarded Bidder(s) shall submit price adjustment requests at least thirty (30) days prior to the end of the first six (6) month period. The County reserves the right to reject any price adjustments submitted by the bidder.

### **4. Products**

The mention of a particular manufacturer's brand name or style number in the specifications does not imply that this particular product is the only one that will be considered for purchase. This reference is intended solely to designate the style, color, type or quality of merchandise that will be acceptable. If an "equal" product is to be considered by the County in accordance with the pricing pages, the product shall be equal in style, color, quality and standards of performance to the item specified in the solicitation.

#### **A. Approved Equals**

The determination as to whether any alternate product is or is not equal shall be made solely by Miami-Dade County and such determination shall be final and binding upon all bidders. Miami-Dade County reserves the right to request and review additional information and samples to make a determination.

Each 'equal' item must be clearly identified on the submittal pages(s) as to manufacturer and style number. Failure to provide this information with the offer may result in rejection of the offer.

#### **B. Samples**

Bidders may be required to submit a sample of the goods to be supplied for evaluation by, and at no cost to the County. This sample will become property of the County, and may or may not be returned to the bidder at the County's option. If samples are required, the County will notify the bidder of such in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the bidder's name, bid number, bid title, manufacturer's name, brand name, and style number if applicable including a pre-paid return label which the County may use to return the sample to the bidder. If the bidder fails to submit the samples, properly labeled, by the specified date stipulated in the notice, the County may not consider the bidder's proposal for that item(s). Any sample submitted shall create an express warranty that the whole of the goods and/or services to be provided by the bidder during the contract period shall conform to the sample submitted.

### **5. Purchase Of Other Items**

While the County has listed items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased during the term of this contract. Under these circumstances, a representative of the Strategic Procurement Department will contact all Awarded Bidders to obtain a price quote. Award of these items will be made as described in Part II, Paragraph 2 In cases where a product has been awarded and additional

sizes, colors, or services are required by the County, the Bidders awarded the item shall be solicited for the new requirement. The County retains the right to reject any quote received and purchase the item through other means.

6. **Substitution Of Items**

Substitute brands and/or styles may be considered during the contract period. Awarded Bidder(s) shall not deliver any substitute item as a replacement to an awarded product without express written consent of the Strategic Procurement Department prior to such delivery. Substitute items must be provided at the contract price and be of equal or better quality than the awarded item.

7. **Delivery**

Bidder(s) shall make deliveries of ordered items in accordance with the time indicated on the Purchase Order issued by the County, with the exception of extended sizes which are defined as 3XL and larger which must be delivered within forty-five (45) calendar days of the order. All deliveries shall be made in accordance with good commercial practice and all required delivery time frames shall be adhered to by the bidder; except in such cases of Force Majeure. In these cases, the bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should the Awarded Bidder(s) fail to deliver in the number of days stated above, the County reserves the right to cancel the order on a default basis. If the order is terminated, it is hereby understood and agreed that the County has the authority to purchase the goods by other means and charge the incumbent bidder with any re-procurement costs. Repeated late delivery or failure to deliver complete order(s) may also result in default and contract termination.

8. **Small Business Measures**

9. **Federal Regulation Compliance**

Items shown on the pricing pages as Federally funded will be acquired under this solicitation in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.

10. **Insurance Requirement**

Pursuant to Section 2.6, Exemption to Certain Clauses, the insurance requirement shown in Section 1.0 Paragraph 1.22 do not apply to this solicitation.

### **PART III. SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

1. **Scope**

The purpose of this solicitation is to establish a contract for the purchase of polo shirts in conjunction with the County's needs. Awarded Bidders shall provide polo shirts for use by Miami-Dade County departments as needed. Prices bid for shirt(s) shall include the embroidery of the County logo and the department's name below it. The logo and department name may be required either on the front or on the sleeve of the shirt, as directed by the ordering department. In all cases, the price bid shall be inclusive of set up charges, flashing, backing or any other processing necessary to provide an image or logo that is acceptable to the ordering department

2. **Additional Services**

Additional embroidery may be required, in these cases, the County will pay per letter or logo being embroidered; the price bid shall be inclusive of any set up fees that are necessary in preparing the sewing machines to perform the embroidery. If the Awarded Bidder has any questions as to what additional embroidery is required they must contact the ordering department for written clarification of the order prior to processing the order. Awarded Bidder shall provide a sample of an image or logo and receive approval prior to its production.

Bidder shall provide for the sewn application of County provided patches. Patches shall be sewn on with matching color thread around the full perimeter of the patch and in a manner that the patch will be permanently affixed to the uniform. There shall be no loose threads allowed.

### **3. Specifications**

#### **3.1 Polos Shirts**

Some items may combine both male and female shirts in same description.

- 3.1.1 Polo shirt, 100% cotton, SS, all colors offered by manufacturer. Port Authority, style CS414
- 3.1.2 Men's and Women's, 100% Pima Cotton, 6.8 oz. fabric, short sleeve, three button placket, rib knit cuffs. Devon & Jones, D100 and D100W or equal.
- 3.1.3 Men's and Women's , 100% Cotton pique, 7 oz. fabric, short sleeve, three button placket, rib knit cuffs. Hanes, HX055 and HX035 or equal
- 3.1.4 Men's, 50/50 Cotton/Polyester (5% recycled content), short sleeve, two button placket. Hanes style H0504 or equal.
- 3.1.5 Men's, 100% Cotton pique, 7 oz. ring spun fabric, short sleeve, side vents, chest pocket. Port Authority, K420P or equal.
- 3.1.6 Men's, and Women's 65/35 Polyester/Cotton, 5 oz. pique fabric, short sleeve, flat knit cuffs, side vents. Port Authority, K500 and L500 or equal.
- 3.1.7 Men's, 65/35 Polyester/Cotton, 5 oz. pique fabric, short sleeve, pocket, flat knit cuffs, soft hand, side vents. Port Authority, K500P or equal.
- 3.1.8 Men's, 65/35 Polyester/Cotton, 5 oz. pique fabric, short sleeve, tall, flat knit cuffs, side vents. Port Authority, TLK500 or equal
- 3.1.9 Men's and Women's, 65/35 Polyester/Cotton, 5 oz. pique fabric, long sleeve, flat knit cuffs, side vents. Port Authority, K500LS and L500LS or equal.
- 3.1.10 Women's, 100% Polyester, 4.2 oz. fabric, short sleeve, V neck placket, antimicrobial and moisture wicking treatment. Port Authority, L572 or equal.
- 3.1.11 Men's, 60/40 Cotton/Polyester, short sleeve, 6.7oz., pocket, stain release, UV protection, non-curl collar. Blue Generation style BG7206 or equal.
- 3.1.12 Men's, ad Women's 100% Polyester, short sleeve, moisture wicking, antimicrobial, stain release, UV protection, three button placket. Blue Generation style BG7300 and BG6300 or equal.
- 3.1.13 Men's, 100% Polyester, 6.6 oz. fabric, short sleeve, pen pocket on sleeve, mic. clips on placket and shoulders, antimicrobial and moisture wicking treatment, flat knit collar, three button placket, long tail. Corner Stone, CS410 or equal.
- 3.1.14 Men's, 100% Polyester, 6.6 oz. fabric, long sleeve, pen pocket on sleeve, mic. clips on placket and shoulders, antimicrobial and moisture wicking treatment, flat knit collar, three button placket, long tail. Corner Stone, CS410LS or equal.

- 3.1.15 Men's, and Women's, 100% Polyester, pique fabric, short sleeve, three button placket, rib knit collar, taped neck seam. Cutter & Buck, Clique, MQK00023 and LQK00021 or equal.
- 3.1.16 Men's and Women's, 100% Polyester, 4.7 oz. fabric, short sleeve, three button placket, moisture wicking treatment, flat knit collar. Nike, 267020 and 286772 or equal.
- 3.1.17 Men's, 100% Polyester, short sleeve, three button placket, moisture wicking, soft hand. Nike Style 363807 or equal.
- 3.1.18 Blue Generation Ladies Teflon treated Pique Polo Style: BG6203 - White
- 3.1.19 Men's and Women's, 100% Polyester, 3.1.8 oz. tricot fabric, short sleeve, four button placket, moisture wicking treatment, taped neck, side vents. Sport-Tek, ST659 and LST659 or equal.
- 3.1.20 Men's and Women's, 65/35 Polyester/Cotton, short sleeve, knit collar, three button placket, contracting color on collar and sleeve. Harriton style M270 and M270W or equal.
- 3.1.21 Men's, 100% Polyester, short sleeve, moisture wicking, three button placket, mic. Loops, bartack at stress points. 5.11, Inc. style 71049 or equal.
- 3.1.22 Women's 100% Polyester, short sleeve, V neck, moisture wicking, double needle stitch. Port Authority, L540 or equal.
- 3.1.23 Men's, 100% Cotton, long sleeve, three button placket, flex collar stay. 5.11 Inc. style 42056 or equal.
- 3.1.24 Men's polo shirt, pencil pocket on sleeve, short sleeve, colors: Black, Red, and Navy, Dickies Style: LL950
- 3.1.25 Ladies Dry Zone Raglan accent Polo. Available in all colors offered by the manufacturer. Sport-Tek, Style: L475
- 3.1.26 Long sleeve Micropique Sport-Wick Polo. Available in all colors offered by the manufacturer. Sport-Tek, Style ST657
- 3.1.27 Women's polo shirt, 65/35 poly/cotton, short sleeve. Available in all colors offered by the manufacturer. Port Authority, Style: L520
- 3.1.28 Women's polo shirt, 65/35 poly/cotton, 3/4 sleeve, four button. Available in all colors offered by the manufacturer. Port Authority, Style: L562
- 3.1.29 Polo shirt, 100% cotton, short sleeve, mic loop at shoulder and placket, pen pocket on sleeve. Available in all colors offered by the manufacturer. 5.11, Inc., Style: 71182
- 3.1.30 Polo shirt, 100% cotton, long sleeve, mic loop at shoulder and placket, pen pocket on sleeve. Available in all colors offered by the manufacturer. 5.11, Inc., Style: 72360
- 3.1.31 Men's polo shirt, 50/50 poly/cotton, short sleeve with pocket, contrasting collar, wicking and soil resistant finish. Available in all colors offered by the manufacturer. Red Kap. Style: SK14
- 3.1.32 Polo shirt, female, 100% Polyester, min. 3.1.5 oz., wicking fabric, double needle arm seam, hem and shoulder, colors; Black, Gray, Navy, White. Embroider in silver or blue thread; 'Safety & Security Division; on left chest, PortMiami logo on right arm. Sport-Tek Style: L469
- 3.1.33 Polo shirt, 100% polyester, short sleeve, no pocket, available in all colors offered by the manufacturer. 5.11 Inc., Style: 71049

- 3.1.34 Women's polo shirt, 100% Polyester, short sleeve, all colors offered by the manufacturer. Embroidered with County logo and department name below it. Harriton, Style: M353W
- 3.1.35 Men's polo shirt, 100% Polyester, short sleeve, three button placket, moisture wicking, double needle stitch hem and sleeves, all colors offered by manufacturer. Harriton, Style: M353
- 3.1.36 Sentry Plus Short Sleeve with Hidden Zipper, Color: Tan. Embroidery and patch creation & application for Miami-Dade Public Library System - Placement as directed for Library Attendants Shirts/Polo, Horace Small, Style HS1248.
- 3.1.37 Cotton Polo, 100% pima cotton polo. 6.2-ounce, color: Stone, Double-needle stitching throughout. Embroidery and patch creation & application for Miami-Dade Public Library System Placement as directed for Library Attendants Shirts/Polo. Port Authority, Style K448.
- 3.1.38 Polo Shirt, select snag-proof pocket. Safety Yellow. All colors offered by the manufacture. Corner Stone, Style CS412P.
- 3.1.39 Polo shirt, high visibility, short sleeve, ANSI/ISEA 107-2010 – Type R, Class 2 compliant, 2" Heat Transfer Reflective Tape. 1 Horizontal Stripe, 100% Wicking 3.1.83 oz. Polyester Mesh, Max-Dri Moisture Wicking Mesh Technology Pockets: 1 Upper Left Front, Collar with 2 buttons, Color: Hi-Vis Green, 25 Wash Max. Requires Miami International Airport (MIA) logo imaging, Radians, Style ST12-2, or approved equal. Polo shirt shall have the same embroideries with the same Logo. See Attachment A, Images 1 and 2.
- 3.1.40 Polo shirt, 100% cotton, SS, all colors offered by manufacturer. Port Authority, style CS414
- 3.1.41 Harrington Polo Shirt Men's Micro-Pique Polo Style: M 354 - BLACK
- 3.1.42 Men's, 100% cotton, LS, flex collar stays, all colors. Horace Small, style HS5128.
- 3.1.43 Men's, 100% Cotton, long sleeve, flex collar stays. 5.11 Inc. 42056 or equal.
- 3.1.41 Polo, 100% Polyester, long sleeve, all colors offered by the manufacturer. 5.11 Inc. style 72049.
- 3.1.45 Polo shirt, 100% Polyester, short sleeve with pocket, all colors offered by manufacturer. Red Kap #SK02.
- 3.1.46 Women's V-neck, 100% Cotton, ¾ sleeve, all colors offered by manufacturer. Sport Shirt Plus #3577LAT.
- 3.1.47 Ladies Long Sleeve Dri-Fit stretch Tech Polo Shirt, Nike Style #545322, all colors offered by manufacturer.
- 3.1.48 Men's Long Sleeve Dri-Fit stretch Tech Polo Shirt, Nike Style #466364, all colors offered by manufacturer.
- 3.1.49 Polo Shirt, high visibility, short sleeve, ANSI class 2 compliant. Style 41007, color: high visibility yellow 320

## 3.2 Embroidery/Screening Services

Embroidery thread must be colorfast high quality rayon or polyester, embroidery shall have no loose threads.

- 3.2.1 Embroidery of second, third..ect. County logo and department name as shown in Paragraph 3.4.
- 3.2.3 Embroidery of Animal Services CAL logo as shown in Paragraph 3.4.1
- 3.2.4 Embroidery of MIA (Miami International Airport) logo as shown in Paragraph 3.4.2
- 3.2.5 Embroidery of County Seal with department name below it. See paragraph 3.4.3.
- 3.2.6 Embroidery Head Start logo. Per Paragraph 3.4.4

- 3.2.7 Embroidery Foster Grandparent logo. Per Paragraph 3.4.5
- 3.2.8 Embroidery Retired and Senior Volunteer logo. Per Paragraph 3.4.6
- 3.2.9 Embroidery Senior Companion logo. Per Paragraph 3.4.7
- 3.2.10 Embroidery R.E.L.I.E.F. logo. Per Paragraph 3.4.8
- 3.2.11 Embroidery Family and Community logo. Per Paragraph 3.4.9
- 3.2.12 Embroidery of Government Information 311 logo as shown in Paragraph 3.4.10
- 3.2.13 Embroidery of Juvenile Services logo as shown in Paragraph 3.4.11
- 3.2.14 Embroidery of Medical Examiner logo as shown in Paragraph 3.4.12
- 3.2.15 Embroidery/Screening of MDPD package as specified in Paragraph 3.4.13 A
- 3.2.16 Embroidery/Screening of MDPD package as specified in Paragraph 3.4.13 B
- 3.2.17 Embroidery/Screening of MDPD package as specified in Paragraph 3.4.13 C
- 3.2.18 Embroidery of MDPD Badge as shown in Paragraph 3.4.14
- 3.2.19 Embroidery of MDPD County seal with Division Identification as shown in Paragraph 3.4.15
- 3.2.20 Embroidery of PROS Marinas identifier as specified in Paragraph 3.4.16
- 3.2.21 Embroidery of Metro Zoo logo as specified in Paragraph 3.4.17
- 3.2.22 Embroidery of Fruit and Spice logo as shown in Paragraph 3.4.18
- 3.2.23 Embroidery of Deering Estate logo as shown in Paragraph 3.4.19
- 3.2.24 Embroidery of Trail Glades Range logo as shown in Paragraph 3.4.20
- 3.2.25 Embroidery of Natural Areas logo as shown in Paragraph 3.4.21
- 3.2.26 Embroidery of PROS officer badge in either gold or silver as shown in Paragraph 3.4.22
- 3.2.27 Embroidery of PortMiami Globe Logo as shown in Paragraph 3.4.23
- 3.2.28 Embroidery of PortMiami Cruise Capital Logo as shown in Paragraph 3.4.24
- 3.2.29 Embroidery of PortMiami Global Gateway Logo as shown in Paragraph 3.4.25
- 3.2.30 Embroidery of WASD Logo as shown in Paragraph 3.4.26
- 3.2.31 Embroidery of Clerk of Courts logo
- 3.2.32 Embroidery, any color thread ordered, location as directed, 1/2" to 1"
- 3.2.33 Screening, any color ink ordered, location as directed, 1/2" to 1"

- 3.2.34 Embroidery, any color thread ordered, location as directed., 1" to 2 1/2"
- 3.2.35 Screening, any color ink ordered, location as directed., 1" to 2 1/2"
- 3.2.36 Embroidery, any color thread ordered, location as directed. 2 1/2" to 5"
- 3.2.37 Screening, any color ink ordered, location as directed. 2 1/2" to 5"
- 3.2.38 Sewing of County Provided patches
- 3.2.39 Embroidery of County Vision Statement per Paragraph 3.4
- 3.2.40 Screening of 'SECURITY' in 4"X1" letters on back of shirt. Color as directed.
- 3.2.41 Screening 'MIAMI-DADE PARK OFFICER' in 4" X 1" letters on back of shirt. Color as directed.
- 3.2.42 Screening 'PARK ENFORCEMENT DIVISION' in 4" X 1" letters on back of shirt. Color as directed.

### 3.3 Special Conditions

Specifications that refer to the following County departments may require department identifiers other than or in addition to the Miami-Dade County logo (hook) and department name.

#### A. Miami-Dade Police Department (MDPD)

MDPD uses numerous patches on their uniforms, prices shall include the sewing on of County provided patches. Fabric for taupe shirts is Delta 150 or Swift Galey 2077 tropical weave, pants fabric is Burlington-Raeford, color D056 Brown.

#### B. Miami-Dade Fire Rescue (MDFR)

MDFR assigns its uniform items an internal identifying/stock number, orders may be placed by this department using this stock

number. Some items specifications include instructions for the placement of images on the product, these images are identified

in Paragraph 3.6.12, pricing for MDFR items are inclusive of all required embroidery, silk screening and patches.

#### C. Miami-Dade Corrections and Rehabilitation Department (MDCR)

MDCR uses numerous patches on their uniforms, prices shall include the sewing on of County provided patches. Item 58 will

be purchased by MDCR employees using personal funds.

#### D. Department of Solid Waste Management (DSWM)

DSWM uses both the County logo and County provided patches on uniforms.

#### E. Port Miami

Port Miami uses both the County logo and the PortMiami logo on their uniforms.

#### F. Aviation

Aviation uses both the County logo and the Aviation logo on their uniforms. The department name "Miami International Airport" embroidered along the bottom of the combined logos (see Image 2). Left sleeve has both MIA logo and County logo one on top of the other.

### 3.4 County Logos

The official County logo is the default logo, as shown below, unless specifically stated, otherwise. The logo should be no less than 2-1/2 inches across and shall not be modified without written instruction from the Strategic Procurement Department.

**Color Standards:** The colors of the logo are PMS 576 Green (bar under the word MIAMI) & PMS 300 blue, with the text 100% Black. The bar with the word county in the logo is of specific proportion to the type, the proportion must be maintained as the size of the logo increases or decreases. When color is not required the logo must appear in black or reversed out in white. For embroidery applications the tread brand will be Madeira, and thread colors are Green #1769, Blue #1797, Black #1800 and White #1801.



Colors:  
Green: Pantone 576  
Blue:  
Black: Pantone Black

Embroidery  
Green: Madeira 1769  
Pantone 300  
Black: Madeira 1800 White Madeira 1801  
White: Madeira 1801

**County Vision Statement:** The County’s Vision Statement is “Delivering Excellence Every Day” it may or may not be required. If required, the font should not be used for any other purpose on the item ordered.

### 3.4.1 Animal Services Department

Logo A



Logo B



### 3.4.2 Aviation

**Embroidery:** The unit price per shirt as defined in Part III, Paragraph 2, shall include the embroidery of MIA’s logo and County logo on the left chest (next to each other). Miami International Airport embroidered along the bottom of the combined logos (see Image 2). Left sleeve has both MIA logo and County logo one on top of the other.

Logo A

IMAGE 1



MIA LOGO AND COUNTY LOGO SIDE BY SIDE.

BELOW IT:

MIAMI INTERNATIONAL AIRPORT

SEE IMAGE 2

MIA LOGO AND COUNTY LOGO ONE ON TOP OF EACH OTHER

IMAGE 2



This image will be embroidered by the vendor.

## -DADE COUNTY LOGO

Miami-Dade County logo must accompany the MIA logo. The Miami-Dade County logo consists of 3 colors as stated above and is approximately 2¾" wide and 1½" tall including the lettering.

## MIAMI INTERNATIONAL AIRPORT LOGO

Three Colors	CMYK equivalent
PMS 294	C100 -M56 -Y0 -K18
PMS 877	Silver = Process Black at 25%
Process Black	Black = Process Black at 100%

MIA logo consists of 3 colors as stated above.  
MIAMI INTERNATIONAL AIRPORT - 3/8" letters

DO NOT alter the logo type in any way.  
DO NOT change letter spacing or placement in logo type.  
DO NOT use logo type in unapproved colors.  
DO NOT rule lines through the logo.  
DO NOT alter logo without prior approval from County.

## Logo B

### MIA Customer Service Ambassador Program Logo

The logo may ONLY be used in one of 3 ways:

- Three color (PMS 294, PMS 354)
- one color black
- Reverse out (all white)

Official logo font:  
- Bank Gothic

**DO NOT** alter the logo type in any way  
**DO NOT** change letter spacing or placement in logo type  
**DO NOT** use logo type in unapproved colors  
**DO NOT** rule lines through the logo  
**DO NOT** alter logo without prior approval  
from Creative Services Supervisor

If you have any questions regarding the  
Miami Dade Aviation Department  
Customer Services Ambassador Program logo  
contact:

**RICHARD ETIENNE**  
Creative Services Supervisor

Creative Services Unit / Marketing Division  
Miami-Dade County Aviation Department  
T 305.876.7376  
F 305.876.7827  
retienne@miami-airport.com  
miami-airport.com



Two Colors



CMYK equivalent  
PMS 294 = C100 -M56 -Y0 -K21  
PMS 354 = C80 -M0 -Y90 -K0



One Color

■ Black

(Grey color does not print)



Reverse Out (all white)

□ White (reversed)

## Logo C

### MIA Galleries Shirt Guidelines

DO NOT alter the logo type in any way  
DO NOT change letter spacing or placement in logo type  
DO NOT use logo type in unapproved colors  
DO NOT rule lines through the logo  
DO NOT alter logo without prior approval from Chief of Creative Services



If you have any questions regarding the MIA Galleries logo contact:

RICHARD ETIENNE  
Section Chief - Creative Services

Marketing Division  
Miami-Dade County Aviation Department  
T 305.876.7376  
F 305.876.7827  
retienne@miami-airport.com  
rtyMIA.com



Font: Futura



Three colors

■ PMS 3262C ■ PMS Cool Grey 8  
■ PMS 632C



One color □ White (reversed)

## Logo D

### MIA/MDC Joint Logo Guidelines

The logo may ONLY be used in one of 3 ways.

- Five color color (PMS 294, Black, PMS 877, PMS 300, PMS 576)
- one color black
- Reverse out (all white)

Official logo font:  
- Bank Gothic



Five Colors



CMYK equivalent  
PMS 294 = C100 -M56 -Y0 -K18  
PMS 877 = Process Black at 25%  
Black = Process Black at 100%  
PMS 300 = C100 -M44 -Y0 -K0  
PMS 576 = C49 -M0 -Y100 -K39

One Color



DO NOT alter the logo type in any way  
DO NOT change letter spacing or placement in logo type  
DO NOT use logo type in unapproved colors  
DO NOT rule lines through the logo  
DO NOT alter logo without prior approval from Advertising Services Supervisor

If you have any questions regarding the Miami-Dade County Aviation Department logo contact:

RICHARD ETIENNE  
Creative Services Supervisor

Creative Services Unit / Marketing Division  
Miami-Dade County Aviation Department  
T 305.876.7376  
F 305.876.7827  
retienne@miami-airport.com  
miami-airport.com



(Grey color does not print)



Reverse Out (all white)

□ White (reversed)

## Logo E

### Front



### Back



## 3.4.3 Board of County Commissioners



#### 3.4.4 Community Action And Human Services Department (CAHSD)

Community Action and Human Services Department (CAHSD) – Federally Funded  
Head Start / Early Head Start Program

Instructions: Place Head Start embroidered Logo on the Left and Right Sleeves Embroidered logo size 2”  
1/4 long by 2” wide.



##### 3.4.4.1 Foster Grandparent Program / Retired and Senior Volunteer Program / Senior Companion Program

Instructions: Place Corporation for National and Community Service embroidered Logo on the Left Sleeve. Embroidered logo size 3 ½ X 3 ½



Instructions: Place Senior Corps Foster Grandparents embroidered Logo on Right Sleeve. Embroidered Logo Size: 3 ½ x 3 ½



#### 3.4.4.2 Retired and Senior Volunteer Program

Instructions: Place Corporation for National and Community Service embroidered Logo on the Left Sleeve.  
Embroidered logo size 3 ½ X 3 ½



Instructions: Place Senior Corps Foster Grandparents embroidered Logo on Right Sleeve. Embroidered Logo  
Size: 3 ½ x 3 ½

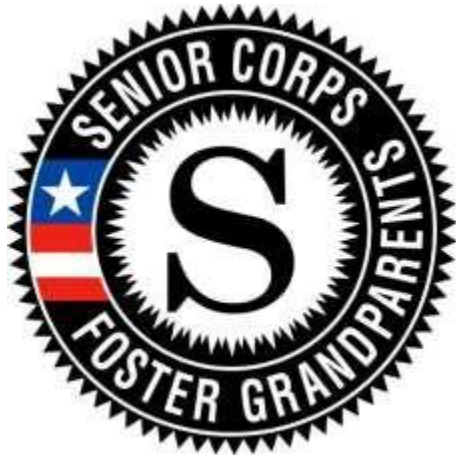


3.4.4.3 Senior Companion Program

**Instructions:** Place Corporation for National and Community Service embroidered Logo on the Left Sleeve. Embroidered logo size 3 ½ X 3 ½



**Instructions:** Place Senior Corps Foster Grandparents embroidered Logo on Right Sleeve. Embroidered Logo Size: 3 ½ x 3 ½



3.4.4.4 Respite for Elders Living in Everyday Families (R.E.L.I.E.F.) Volunteer Program

Instructions: Place R.E.L.I.E.F embroidered Logo on Right Sleeve. The embroidery should be centered from the top of the sleeve to the bottom of the sleeve. Embroidered Logo Size: 3 ½ x 3 ½



3.4.4.5 Family and Community Services Division

Instructions: Place Community Action Partnership embroidered Logo on the Left and Right Sleeves.



3.4.5 Government Information Center

Underlined numbers '311' separated by a dash, over miamidade.gov with a blacked out County logo (hook), all in black.

**3-1-1**  
**miamidade.gov**





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### 3.4.6 Library

# MDPLS Embroidery Specifications Logo Sheet - Library Staff

September 2021

## Shirts/Polos/Fleece Jackets



### Font - ITC Avant Garde Gothic Std

#### Colors



Black



PMS 306C



PMS  
Process Blue



PMS 308C

#### Embroidery

Library logo size 3.75" w x 2" h  
to be placed on upper left.

Blue Navy - Madeira 1743

Calypso Blue - Madeira 1797

Medium Blue - Madeira 1828

Black - Madeira 1800

White - Madeira 1801

On color logo embroidery, "miami-dade" should be white but black can be requested at time of order.

#### County Logo

Size 2" w x 1" h to be placed on the lower right sleeve 1/2" from seam for short sleeve items or 5" from shoulder seam for long sleeve items.

County logo embroidery colors/font to match official County selections:

Green - Madeira 1769

Blue - Madeira 1797

Black - Madeira 1800

White - Madeira 1801

Juvenile Services uses standard Miami-Dade County logo with hook.



**3.4.8 Miami-Dade Police Department (MDPD)**

**Logo A**

MDPD Badge

Approximately 3½ inches high by 2¼ inches wide.



- A. Embroider Miami-Dade Police Department Badge, “Miami-Dade Police Department” under it either one or two lines as required and in designated color. “MIAMI-DADE POLICE” silk screened on back in designated color. Unit designator may also be required.
  
- B. Miami-Dade County Seal Insignia, approximately 3½ inches high by 2¼ inches wide. Centered below the Miami-Dade County Seal Insignia shall be “MDPD”. Two lines may be used, as necessary. All lettering shall be in the color designated by the department, and shall be in capital letters. All lettering will be in a horizontal line. All embroidery shall begin 3 inches below the left front shoulder seam

Front:

Line 1	(Miami-Dade County Seal Insignia)	3½ X 2¼ inches
Line 2	“MDPD”	3/8 inch letters

- C. Embroidery shall begin 3 inches below the left front shoulder seam. “Miami-Dade” shall be centered on the left chest in a horizontal line. Centered below Miami-Dade shall be “Police Department” in a horizontal line. The Miami-Dade Police Department badge outline, approximately 3½ inches high by 2¼ inches wide, shall

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be centered below Police Department. All front embroidery shall be in the color designated by the department and shall be in capital letters.

“POLICE” will be either silk-screened or heat transferred to the back of the shirt, 6 inches below the collar seam. The lettering will be 4 inches by 1 inch, bold letters, centered across the back.

Front:

Line 1 “MIAMI-DADE” 3/8-inch letters

Line 2 “POLICE DEPARTMENT” 3/8-inch letters

Line 3 (Miami-Dade Police Department badge outline) 3 X 2¼ inches

Back:

Line 1 “MIAMI-DADE” 2 X ½ inch letters

Line 2 POLICE” 3 7/8 X 1-inch letters

D.

<u>Shirt Color</u>	<u>Embroidery/Silk Screening Color</u>
Light stone (aka Miami tan)	Chocolate brown
Black	Silver/gray
Red	Black
Steel gray	Black

### **Logo B**

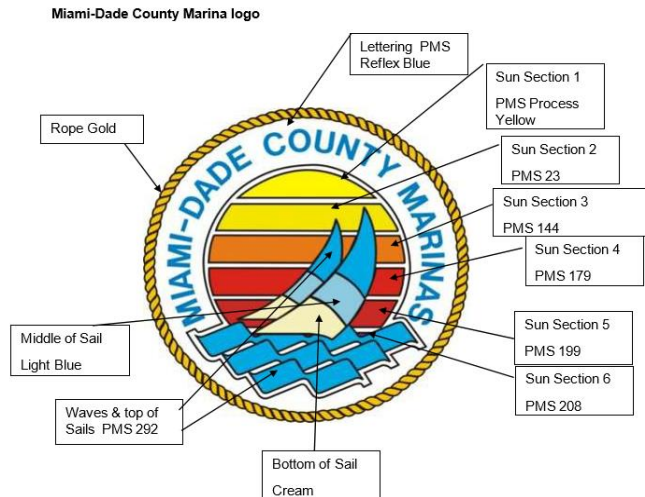
MDPD Seal (Miami-Dade County seal, with unit identifier)



### 3.4.9 Parks, Recreation and Open Spaces (PROS)

#### Logo A

#### Miami-Dade County Marina logo



# STAFF

The logo is 3" in diameter the word STAFF is to be centered directly under the logo and centered, the color is black.

All sections of the sun are separated with white stitching and the wave also between the black outline. Exceptions are made for white shirts can substitute the stitching and allow the shirt color to show as determined by the department. 12 colors total including white.

#### 3.4.9.1 Zoo Miami (PROS)

Miami Zoo shirts have the Zoo logo on the left chest and the County's logo (hook) and department's name on the right sleeve. Six color logo (for zoo) used for one division Parks, Recreation and Open Spaces Department. Animals and palm must be filled in with white thread.

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- **Top Line:**  
Aquamarine Blue  
# 2307 rayon thread
- **Bottom Line:**  
Erin Green  
#2320 rayon thread
- **Lettering:**  
Charcoal  
# 2265 rayon thread



- **Top Line/Rhino/  
Flamingo area:**  
Aquamarine Blue  
# 2307 rayon thread
- **Bottom Line/Monkey  
area:**  
Erin Green  
#2320 rayon thread
- **Lettering:**  
Charcoal  
# 2265 rayon thread
- **Alligator area:**  
Yellow  
# 5513 polyester thread  
(Visually an orange tone)



color palette

- PMS 144 ■
- PMS 312 ■
- PMS 376 ■
- PMS 425 ■

3.4.9.2 Fruit & Spice Logo (PROS)



F&S RED		F&S GREEN		F&S BLACK
C = 7		C = 43		C = 0
M = 90	+	M = 22	+	M = 0
Y = 84		Y = 100		Y = 0
K = 0		K = 0		K = 100
#E1413A		#A1A83A		#231F20
PMS 179		PMS 383		PMS BLACK

3.4.9.3 Deering Estate Logo



3.4.9.4 Trail Glades Range Logo



3.4.9.5 Natural Areas Logo



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3.4.9.6 Park Officer Logo – to be silver or gold



3.4.10 Seaport (Port of Miami)

MIAMI-DADE COUNTY Solidation PB-00685  
**PORT MIAMI | LOGO GUIDELINES**

Port Miami without globe

<p><b>CLEAR SPACE</b> The length of the clear space around all four sides of the Port Miami logo must be equal or greater than half the Cap height.</p>	
<p><b>LOGO DON'TS</b> Port Miami logo should never be rotated to any angle, and its colors should never be changed from original.</p>	
<p><b>FONTS</b> The Port Miami logo should be used with the fonts Century Gothic Regular and Century Gothic Bold.</p>	<p>Aa Bb Cc Dd Ee Ff Gg Hh Ii...</p> <p><b>Aa Bb Cc Dd Ee Ff Gg Hh Ii...</b></p>

**Logo A**

Port Miami with Globe



**Logo B**

Port Miami – Cruise Capital



**Logo C**

Port Miami – Gateway



**3.4.11 Water And Sewer**

Water and Sewer Department uses standard Miami-Dade County logo with hook.



3.4.12 Communication and Customer Experience Department (CCED)





## INVITATION TO QUOTE (ITQ)

### PART IV. SUBMITTAL FORM

	TO BE COMPLETED BY ALL BIDDERS	
	Refer to Part II, Paragraph 2 to ensure that Bidders responses comply with the Solicitation's requirements. All Bidders must include initials next to each Paragraph Reference below, as the Bidder's acknowledgement and provision of required information.	
Paragraph Reference	Bidder Requirements	Bidder Initials
2.1	All Bidders shall provide pricing for all sizes of each item in which a price is provided	_____
2.2	All Bidders shall provide pricing for all embroidery/screening services	_____
2.3	<p>All Bidder(s) shall provide proof from the manufacturer or an approved representative of the manufacturer for each brand that the Bidder provides a price, designating the Bidder as an agent, distributor or reseller. Proof may be provided in any of the following forms:</p> <p>A. A signed letter of authorization dated within one (1) year of the Bidder's submittal designating the Bidder as an agent, distributor or reseller.</p> <p>B. Indication on the manufacturer's or approved representative's website, listing the Bidder as an agent, distributor or reseller.</p> <p>C. Executed agreements between the Bidder and the manufacturer to sell the brands listed in the submittal.</p>	
2.4	<p>All Bidder(s) shall provide the contact information of a designated representative who can be reached Mondays through Fridays, 8:00am to 5:00pm. to address matters relating to the contract. Bidder(s) shall provide the representative's name, title, phone number, and email address.</p> <p>Designated company representative name: _____</p> <p>Phone Number: _____</p> <p>E-mail address: _____</p>	



**INVITATION TO QUOTE (ITQ)**

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