

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

Rev 1

New contract   
  OTR   
  CO   
  SS   
  BW   
  Emergency   
 Previous Contract/Project No: IQ9446-0/16

Re-Bid   
  Other   
 LIVING WAGE APPLIES: \_\_\_ YES X NO

Requisition/Project No: FB-00696                      TERM OF CONTRACT: Five Years

Requisition/Project Title: Cleaning, Repairs and Alterations of County owned uniforms.

Description: Dry Cleaning and Laundering of County owned uniform items.

User Department(s): Admin, Office of the Courts, Police, Seaport, and RER

Issuing Department: ISD                      Contact Person: A. Rodriguez                      Phone: 305-375-4744

Estimated Cost: \$164,000.00                      Funding Source: General, and Proprietary Funds

**ANALYSIS**

Commodity/Service No: 340-34, 954-20

**Trade/Commodity/Service Opportunities**

---

Contract/Project History of Previous Purchases For Previous Three (3) Years  
Check Here: \_\_\_\_\_ if this is a New Contract/Purchase with no Previous History

	EXISTING	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR
Contractor:	Avanti Logistics USA Corp	Same	
Small Business Enterprise:	No		
Contract Value: 6 years	\$163,400.00		
Comments:			

Continued on another page (s): \_\_\_ Yes \_\_\_ No

**RECOMMENDATIONS**

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

Basis of Recommendation:

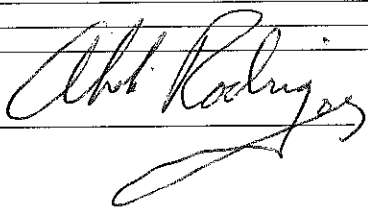
---



---



---

Signed: A. Rodriguez 

Date to SBD: 12/21/17

Date Returned to DPM: \_\_\_\_\_

**Section 2**  
**Special Conditions**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the cleaning, alteration, and repair of County owned uniforms in conjunction with the County's needs.

**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, Procurement Management Division. The contract shall expire on the last day of the sixtieth (60<sup>th</sup>) month.

**2.3 METHOD OF AWARD**

Award will be made to the lowest priced, responsive, responsible bidder in the aggregate who meets the qualifications listed below. 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.

Qualifications.

- A. Bidder(s) must be an established commercial laundry and dry cleaner, proof of which shall be copies of two years of Local Business Tax Receipts.
- B. Bidder(s) shall provide a copy of their Pechloroethylene (PERC) Dry Cleaner Air Permit

If the awarded bidder fails to perform in accordance with the terms and conditions of the contract, The 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.

**2.4 PRICES**

The initial contract prices resultant from this solicitation shall prevail for no less than a one (1) year period from the commencement date. It is the Bidders' responsibility to request any price adjustment. For any adjustment to be considered, the request for adjustment should be submitted at least 90 days prior to expiration of the then current twelve (12) month period. The adjustment request should not be in excess of the relevant pricing index change. The County may consider an adjustment to price based on changes in the Consumer Price Index (CPI), All Urban Consumers, All Items, for the Miami – Ft. Lauderdale Area. If no adjustment request is received from the awarded bidder, the County will assume that the bidder has agreed to the current prices. Any adjustment received after the expiration of the then current twelve-month period may not be considered.

The County reserves the right to negotiate lower pricing based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the subsequent twelve-month period based on the downward movement of the applicable index.

## **2.5 DRY CLEANING/LAUNDRY TICKETS**

The County shall be provided with sufficient stacks of tickets to give out upon request. Returned and pressed uniforms are to come accompanied by a dry cleaning/laundry ticket affixed on the right-hand side of plastic encasing.

## **2.6 ROUTE BOOK**

The awarded bidder must note and record all deliveries for verification of the same and shall make the route book available to the County upon request. The Route Book shall include the location, date, and item delivered.

## **2.7 COMPLETION OF WORK**

Items which are delivered to the successful bidder's site by a County employee shall be available for pick up by the County within three business days. Items to be laundered/dry cleaned which are picked up by the successful bidder shall be delivered to the site from which they were picked up at a mutually agreed upon schedule.

All work shall be performed in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the awarded bidder; except in such cases where the completion date will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the bidder shall notify the County of the delays in advance of the original completion so that a revised delivery schedule can be appropriately considered by the County.

Should the bidder to whom the contract is awarded fail to complete the work within the number of days agreed to with the County, it is hereby agreed and understood that the County reserves the right to cancel the purchase order, take back the items (or if picked up by the bidder, have the bidder return all items in question) and to secure the services of another bidder to complete the work. If the County exercises this authority, the County shall be responsible for reimbursing the bidder for work which was completed and found acceptable to the County in accordance with the contract specifications. The County may, at its option, demand payment from the bidder, through an invoice or credit memo, for any additional costs over and beyond the original purchase order price which were incurred by the County as a result of having to secure the services of another bidder. If the bidder fails to honor this invoice or credit memo, the County may terminate the bidder from the contract for default.

Prices bid must include all necessary labor, equipment, chemicals, supplies and transportation necessary to perform the service required.

The awarded bidder will provide pickup and delivery service of a minimum of ten garments per order in accordance with the time frame provided in Section 2, Paragraph 2.7. County employees may drop off uniform items for alterations, in these cases awarded bidder must insure that it has a billable purchase order issued by the individual's department, and visually examine the employee identification. When invoicing, a copy of the job ticket must be included, the ticket shall show; employee name and number, department and division, and work performed

## **2.8 PICKUP, DELIVERY, AND LOCATIONS**

The awarded bidder shall provide pickup and delivery services to County locations on a mutually agreed schedule. Upon agreement of a pickup/delivery schedule said schedule shall remain in effect until changed in writing. County employees may drop off uniform items for cleaning or alterations, in these cases awarded bidder must insure that it has a billable purchase order issued by the individual's department, and visually examine the employee identification. When invoicing, a copy of the job ticket must be included, the ticket shall show; employee name and number, department and division, and work performed

### **Administrative Office of the Courts:**

Pickup and delivery services shall be provided every Tuesday and Friday between 8:30 AM and 4:00 PM. All articles picked up on a Tuesday must be dropped off the following Friday and all articles picked up on Friday must be dropped off the following Tuesday. Discrepancies in the number of articles received by the bidder and what is stated on the ticket submitted by a bailiff/judge should be immediately addressed with the administrative court contact.

The following is a list of user departments and their pickup/delivery locations. The County reserves the right to add or delete departments or locations from the following list at its discretion.

### **ADMINISTRATIVE OFFICE OF THE COURTS**

Dade County Courthouse  
73 West Flagler Street, 16<sup>th</sup> Floor, Miami

Richard E. Gerstein Bldg.  
1351 NW 12 Street, 3<sup>rd</sup> Floor, Miami

Lawson E. Thomas Courthouse Center  
175 NW 1st Avenue, 11<sup>th</sup> Floor, Miami  
Juvenile Justice Center  
3300 NW 27 Avenue, 2nd Floor, Miami

South Dade Justice Center  
10710 SW 211<sup>th</sup> St, Miami

Hialeah Courthouse  
11 East 6<sup>th</sup> Street, Hialeah

North Dade Justice Center  
15555 Biscayne Blvd, Miami

Coral Gables Branch Court  
3100 Ponce de León, Coral Gables

Overtown Transit Village South  
601 NW 1st Court, 2<sup>nd</sup> floor, Miami

## MIAMI-DADE POLICE EPARTMENT

MDPD Headquarters  
9111 NW 25 Street, Doral

Forensics Services Bureau/Crime Lab & Fingerprint Lab  
9105 NW 25 Street, Dora

## REGULATORY & ECONOMIC RESOURCES

R.E.R. Main Lab  
211 West Flagler Street, Miami

### **2.9 DAMAGED ARTICLES/ITEMS**

The awarded bidder will examine garments prior to cleaning; spots, and stains, shall be treated and scrubbed to insure their complete removal. Loose, broken, or missing buttons shall be replaced and/or re-sewn. Hook and loop closures shall have lint and hair removed.

Item found by the bidder to be damaged with tears and/or permanent stains which cannot be removed, shall be returned to the facility with appropriate notations made to the delivery ticket. The return of excessive numbers of garments may result in the default of bidder.

### **2.10 LOST ARTICLES/ITEMS**

Article not returned within two (2) weeks of being picked up or delivered to the successful bidder will be considered lost. Lost or items damaged beyond their intended use will be reimbursed by the awarded bidder at one hundred percent (100%) of the replacement cost to the County. The County will provide a copy of the latest purchase order or contract award sheet reflecting the current cost of the item. At the County's discretion, replacement charges may be deducted from the bidder's invoice(s) or the County may invoice the bidder directly. The County shall be the sole judge if an item can be used in its operations.

### **2.11 PURCHASE OF OTHER SERVICES**

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be cleaned by the County during the term of this contract. Under these circumstances, a County representative will contact the successful bidder to obtain a price quote for the similar items. The County reserves the right to award these items to the awarded bidder, or to acquire the services through a separate solicitation.

## **Section 3 Technical Specifications**

### **3.1 SCOPE OF WORK**

The purpose of this solicitation is to establish a contract for the maintenance of County owned uniforms. All Items shall be washed and dried in accordance with the articles sewn in care label and best commercial standards and returned dry, stain and odor free.

### **3.2 LAUDRING/DRY CLEANING SERVICES**

Laundering or dry cleaning of County employee's uniforms. Uniforms shall be pressed (or steam pressed) and returned on a hanger.

The awarded bidder is responsible for picking-up the articles, inspecting, sorting, counting, dry cleaning/laundrying, drying, ironing or steam pressing where required, folding or hanging and delivering them to the original pickup site. Bidders are advised that the articles may have been exposed to oil, grease, wastewater and/or bio-hazardous contamination.

#### **Uniforms**

Uniforms shall be cleaned, neatly pressed (by an iron or steam), creased and delivered on hangers, one (1) set (shirt and pant) per hanger. Uniform patches shall not have creases. The pressing of the uniforms will be in accordance with best commercial standards.

#### **Judicial Robes and Judicial Robes with Velvet Panels**

All Judicial Robes shall be dry cleaned, neatly pressed (by steam), creased, and delivered on hangers. The recommended steam process is to place the steamer a minimum of two (2) inches away from the material to smooth the fabric, and to use a velvet brush if necessary. Check the care label and follow the tag instructions.

#### **Starch**

Starch preference shall be included and available when requested by end user on the laundry ticket.

#### **Costumes**

The County owns one of a kind costumes which are comprised of multiple individual parts such as; heads, hands, bodies, and feet. Successful bidder must contact the costume manufacturer for detailed instructions of cleaning, improperly cleaning a costume could destroy it.

In general, dry cleaning of costumes is not recommended, since off gassing of the chemicals may occur when the costume is worn. Putting costumes in a dryer may result in the fur being melted by the heat, air dry as much as possible. Generally, heads should be hand cleaned, remove washable sections of the inside and wash in cold/cool water

using delicate cycle. Inside of head must be disinfected, clean with a spray bottle mixture of water and mild detergent, and air dried. Outside surfaces of head; clean with spray bottle mixture of water and mild detergent, spot clean as needed, use soft metal pet brush to raise fur on matted areas. Care must be taken to insure that costumes are not damaged or discolored. Check seams to insure they are tight, re-sew as needed. There are currently costumes for a dog, Easter bunny, and Santa Claus in addition to stand alone puppets.

### **3.3 ALTERNATIONS, REPAIRS AND PATCHES**

All items shall be inspected for damage, loose hems, stains (especially ink mark, necklines and armpits), loose/broken buttons, etc. Items found with minor damages shall be repaired at no cost to the County. Items found with loose hems and loose/broken buttons shall be repaired. Items found with minor stains shall be treated and returned stain free.

- A. Alterations are adjustments to the fit of completed garments used by County employees, for example, adjustments to the length of pants (hemming), adjustments to pants waist, and or shirt sleeves. Alterations that might change the style of the garment or which will use up all or the allowance in seams provided for shall be considered cause for rejection. Alterations to coats and jackets are not included in this contract.
- B. Patches: County provided patches shall be sewn on shirts and jackets with durable thread in a professional manner and as directed by the County department.