

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. FB-00316

Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES  NO

Requisition No./Project No.: FB-01691   
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Wiping Cloths (Rags) and Fiber Wipers

Description: The Awarded bidder(s) shall provide the County with wiping cloths (rags) and fiber wipers for various Miami-Dade County Departments.

Issuing Department: ISD, SPD   
 Contact Person: Enke Plasari   
 Phone: 305.375.3905

Estimate Cost: 489,186,2   
 Funding Source: General Fund   
Federal Fund   
IS FIMD/Car

### ANALYSIS

<b>Commodity Codes:</b>	<u>73520</u>	<u>64085</u>	<u>73560</u>	<u>735</u>	<u>48552</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.					
	<b>EXISTING</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>		
<b>Contractor:</b>	<u>Elite Sales and Services LI</u>				
<b>Small Business Enterprise:</b>					
<b>Contract Value:</b>	<u>587,997</u>				
Comments:	<u>Current contract is awarded to 2 vendors</u>				
Continued on another page (s): <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>				

Basis of Recommendation:

Signed: Enkelejda Plasari   
 Date sent to SBD: 10/1/2020

Date returned to SPD:

Funding Sources:

- Proprietary Funds
- Operating
- Proprietary and General Funds
- Internal Services FIMD/Capital Funds
- General Funds
- Federal Funds

Rev. 072518

## SECTION 2

### SPECIAL TERMS AND CONDITIONS

#### **2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of wiping cloths (rags) and fiber wipers in conjunction with the County's needs.

Group 1: Non – Federally Funded Departments

Group 2: Federally Funded Departments

#### **2.2 TERM OF CONTRACT**

This Contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the 60<sup>th</sup> month.

#### **2.3 METHOD OF AWARD**

Award of this contract will be made to the lowest priced responsive, responsible bidder on a group-by-group basis. To be considered for award by group, the bidder shall offer prices for all items within a given group. The County will then select the bidder for award for each group by totaling the unit prices for all of the items within each group. If a bidder fails to submit an offer for all items within the group, its offer for that specific group may be rejected.

#### **QUALIFICATION CRITERIA**

1. Bidder shall provide the contact information of a designated representative that can be reached during normal business hours (between 8:00am and 5:00pm local time) for County business matters. Bidder shall provide the representative's name, title, phone number, and email address.

#### **2.4 PRICES**

The prices proposed by the Bidder(s) shall remain fixed and firm during the term of the contract. In addition, during the contract term the Bidder may offer the County discounts and price rebates for selected purchases/items.

#### **2.5 SAMPLES**

Bidders may be required to submit a sample for the goods to be supplied for evaluation by, and at no cost to the County. 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 and title, manufacturer's name and brand name, and style number if applicable. If the Bidder fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the

County shall not consider the Bidder's proposal for that item(s); provided however, in the event of a group or aggregate award, the bidder's proposal will not be eligible for that group. All samples shall become the property of Miami-Dade County.

The County reserves the right to perform its own testing procedures or to send any and all samples to a certifiable laboratory for analysis. Any costs for testing shall be borne by Bidder. On the basis of this testing and analysis, the County shall be sole judge of the acceptability of the sample in conformance with the requirements and its decision shall be final. Any sample submitted shall create an express warranty that the whole of the goods to be provided by the Bidder during the contract period shall conform to the sample submitted. The bidder shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.

## **2.6 ADDITIONAL ITEMS**

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 may need to be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the awarded bidder to obtain a price quote for the similar items. The County reserves the right to award these similar items to the awarded bidder, or another contract bidder based on the lowest price quoted, or to acquire the items through a separate solicitation.

## **2.7 DELIVERY / PACKING SLIP**

### **A. Delivery:**

Awarded Bidder shall make deliveries within seven (7) business days of receipt of the Purchase Order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to; except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the Bidder. In these cases, the Awarded 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 to whom the contract is awarded, fail to deliver within seven (7) business days of receipt of the Purchase Order, the County reserves the right to cancel the order on a default basis. If the order is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent Bidder with any re-procurement costs. If the Awarded Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

Certain County employees may be authorized in writing to pick-up materials under this contract. Bidders shall require presentation of this written authorization. Awarded Bidder shall maintain a copy of the authorization. If the Awarded Bidder is in doubt about any aspect of material pick-up, Awarded Bidder shall contact the appropriate user department liaison, which will be provided in the purchase order to confirm the authorization.

Point of Destinations for Goods:

Bid prices must be inclusive, but not restricted to all freight, packaging, handling, taxes, and duties for delivery

at the specified addresses at the points of destination above. The County will not pay separate customs duties for shipments and will refuse to accept any material requiring such payment.

B. Packing Slip / Delivery Ticket:

Bidders shall enclose a complete packing slip / delivery ticket with any items to be delivered in conjunction with this bid solicitation. The packing slip/ delivery ticket shall be attached to the shipping carton(s) which contain the items and shall be made available to the County's authorized representative during delivery. The packing slip /delivery ticket shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered; and back-order quantities and estimated delivery of back-orders if applicable.

**2.9 ACCEPTANCE OF THE PRODUCT BY THE COUNTY**

The products to be provided hereunder shall be delivered to the County, and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this contract. If the Awarded Bidder provides a product that is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the item(s) will be returned to the Awarded Bidder at Bidder's expense. At the County's own option, the Bidder shall either provide a direct replacement for the item, or provide a full credit for the returned item. The Awarded Bidder shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

**2.10 COMPLIANCE WITH REGULATIONS**

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

**2.11 SUBSTITUTION OF ITEMS**

Substitute manufacturer brands and/ or model numbers may be considered during the contract period for discontinued items. The Awarded Bidder shall not deliver any substitute items as a replacement to an awarded brand or model number without express written consent of the Internal Services Department, Strategic Procurement Division prior to such delivery. Substitute items must be of equal or better quality than the awarded item. Substitutes shall be considered only in emergency situations and excessive substitution requests may be cause to cancel the contract.

**2.12 FEDERALLY FUNDED (Group 2)**

Since the services that will be acquired under this solicitation will be purchased, 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.

**2.13 EXEMPTION TO CERTAIN CLAUSES**

The following clauses within this solicitation **do not apply to Group 2**

Section 1, Paragraph 1.11 (Local Preferences), Section 1, Paragraph 1.28 (Office of the Inspector General Fee), Section 1, Paragraph 1.36 (County User Access Program-UAP), Section 1, Paragraph 1.44 (Small Business Contract Measures), Section 1, Paragraph 1.45 (Local Certified Veteran's Business Enterprise Preference), and Section 1 Paragraph 1.48 (First Source Hiring Referral Program ("FSHRP")).

### **PHCD USHUD GENERAL TERMS AND CONDITIONS**

**a) HUD Instructions to Offerors Non-Construction (Form HUD-5369-B)**

This provision is designed to provide information to prospective contractors about the solicitation stage of the procurement process. Terms and conditions which apply to the contract upon award are referred to as contract clauses. Form HUD-5369-B contains provisions to be included in all solicitations for non-construction work.

**b) General Conditions for Non-Construction Contracts Section I – (With or without Maintenance Work) (Form HUD-5370-C)**

This form is applicable to any contract agreement entered into between Miami-Dade County, as represented by PHCD, and the successful offeror(s). Form HUD-5370-C includes clauses required by 2 CFR Part 200 necessary for non-construction contracts.

## SECTION 3

### SCOPE OF WORK/TECHNICAL SPECIFICATIONS

#### **3.0 BACKGROUND**

This specification covers multiple types of wiping cloths (rags) and fiber wipers for use during daily operations by various Miami-Dade County Departments. The required rags and wipes will be used by maintenance divisions, including but not limited to:

- Electronic/Lab shops and technicians during the repair, cleaning and handling of electronic/circuit boards;
- General mechanics/technicians on the repair of buses, Rail and Mover vehicles;
- Cruise operations, housekeeping, and maintenance activities throughout the Port
- Cleaning and painting interior/exterior of buildings, plumbing, maintaining of grounds and within the warehouses.

#### **3.1 SCOPE OF WORK**

Awarded Bidder(s) shall provide the County with wiping cloths (rags) and fiber wipers for various Miami-Dade County Departments, per the requirements stated herein. Orders will be placed on an as needed basis.

#### **3.2 REQUIREMENTS**

All wiping cloths shall be of good quality recycled material. All materials must be free of hooks, pins, buttons, zippers or any other plastic or metal fittings. Materials must be free of mesh openings, dirt, stains, dust, abrasives and tatters larger than 3" wide and 6" long. All wiping cloths shall be washed and dried.

Wiping cloths shall be in new cartons and marked with gross weight, tare weight and net weight in compliance with Florida State Law.

All prices quoted on wiping cloths (rags) sheeting (Items 1, 2 & 4) shall be priced per pound net weight of the cloths and sheeting.

#### **3.3 GOODS TO BE PROVIDED**

##### **A. WIPING CLOTHS GRADE NO. 1 (WHITE & COLORED) (Items 1 & 2):**

Material shall consist of recycled material, light weight soft and absorbent blend of 65% Dacron and 35% cotton. Each wiping rag shall have an area of not less than two (2) square feet, with a minimum of dimensions of not less than 15" wide and not more than 36" long. Weight of the material shall be from 3.0 to 5.0 per ounce per square yard.

##### **B. DISPOSABLE WIPERS, FIBER (FABRIC, BLUE COLOR) (Item 3):**

Spun Lace, Color Blue, Size: 13½" X 14".

**C. SHEETING – COTTON, (WHITE) (Item 4):**

Material shall consist of recycled material light weight soft and absorbent white cotton sheeting, 50% Dacron and 50% cotton blend. Each wiping rag shall have an area of approximately four (4) square feet, average dimensions of 24" wide x 24" long, weight of the material shall be from 3.0 to 4.0 ounces per square yard.

**D. PAPER WIPERS – 4-PLY (Item 5)**

Nylon Reinforced, Quarter fold, Color White, approximate size 13" X 14".

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**SECTION 4**  
**BID SUBMITTAL**

2.3(1)	<p>Bidder(s) shall provide the contact information of a designated representative to provide the County. Bidder shall provide the representative's name, title, phone number, and email address.</p> <p>Representative Name: _____</p> <p>Title: _____</p> <p>Phone Number: _____</p> <p>E-Mail Address: _____</p>	<input type="checkbox"/>
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**SECTION 4 - PRICING**

GROUP I – NON FEDERALLY FUNDED

Item #	Product Description	Estimated Annual Quantities	Unit of Measure	Price Per Pound	Manufacturer	Part Number
1.	Wiping Cloth, Grade No. 1 (White)	40,420	LB	\$_____/LB.		
2.	Wiping Cloth, Grade No. 1 (Colored)		LB	\$_____/LB.		
3.	Disposable Wiper, Fiber (Fabric, Blue)	5	Case			
4.	Sheeting - Cotton (White)	14,400	LB			
5.	Paper Wipers, 4-Ply (White)	24	Case			

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GROUP II – FEDERALLY FUNDED

Item #	Product Description	Estimated Annual Quantities	Unit of Measure	Price Per Pound	Manufacturer	Part Number
1.	Wiping Cloth, Grade No. 1 (White)	2,550	LB	\$_____/LB.		
2.	Wiping Cloth, Grade No. 1 (Colored)	2,550	LB	\$_____/LB.		
3.	Disposable Wiper, Fiber (Fabric, Blue)	25	Case			
4.	Sheeting - Cotton (White)	2,550	LB			
5.	Paper Wipers, 4-Ply (White)	3	Case			