

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-S1
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Supplemental Agreement No.1 for Wiping Cloths (Rags) and Fiber Wipers

Description: 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: Enkeljeda Plasari
 Phone: 305.375.3905

Estimate Cost: 489,187.00

Funding Source:
 GENERAL General Fund
 FEDERAL N/A
 OTHER IS FIMD/Car

ANALYSIS

Commodity Codes:	73520	64085	73560	735	48552
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.					
	EXISTING	2ND YEAR	3RD YEAR		
Contractor:	Elite Sales and Services LI				
Small Business Enterprise:					
Contract Value:	\$587,997.00				
Comments:	Current contract is awarded to 2 vendors				
Continued on another page (s): <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: Enkeljeda Plasari	Date sent to SBD: 4/27/2021
	Date returned to SPD:

Funding Sources:

- Proprietary Fund
- Operating Fund
- Proprietary and General Fund
- Internal Services FIMD/Capital Fund
- General Fund

Rev. 072518

SECTION 2

SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE: RE-BID UNAWARDED GROUP

The purpose of this solicitation is to establish a contract for the purchase of wiping cloths (rags) and fiber wipers for various Miami-Dade County departments on an as needed basis.

2.1.1 Group Not Previously Established under FB-01691

Group 1 – Non-Federally Funded Purchases

2.2 TERM OF CONTRACT

The term of this supplement shall run coexisting with contract FB-01691.

2.3 METHOD OF AWARD

2.3.1 Group 1: This group will be used for non-federally funded purchases of wiping cloths (rags) and fiber wipers.

Award of Group 1 will be made to the lowest priced responsive, responsible Bidder in the aggregate. To be considered for award of a given group, Bidder(s) shall offer pricing for all items within the group. If a Bidder fails to submit an offer for all items within the group, its offer for the group may be deemed non-responsive.

If the Awarded Bidder fails to perform, the County reserves the right to negotiate and obtain the requested goods from the next responsive, responsible Bidder.

SUBMITTAL REQUIREMENT

- a. Bidder(s) shall provide the contact information of a designated representative that can be reached during the County's business hours (8:00a.m. to 5:00p.m), Mondays through Fridays to address matters relating to the contract. Bidder(s) shall provide the representative's name, title, phone number, and email address.

2.4 PRICES

The initial pricing resulting from this solicitation shall remain fixed for no less than one (1) year from the contract's effective date. A price adjustment may be considered if the Awarded Bidder request an adjustment, ninety (90) days prior to the anniversary date of the contract. The County shall not grant a price adjustment in excess of the annual 12-month percent change for the Producer Price Index (PPI) for material recyclers, not seasonally adjusted (current series ID: PCU429930429930). Any request for adjustment received after ninety (90) days from the anniversary date, may not be considered. If a price adjustment request is not received from the Awarded Bidder, the County shall assume that the Awarded Bidder have agreed that the next contract year will be at the current rate.

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 additional term(s) based on the downward movement of the applicable index.

Bid prices shall be inclusive of all costs, charges, and fees in providing the specified products. Additional charges of any kind added to the invoice submitted by the Awarded Bidder is prohibited.

2.5 SAMPLES

Bidder(s) may be required to submit a sample of the goods to be supplied for evaluation, at no cost to the County. If samples are required, the County will notify the Bidder(s) 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, title, manufacturer's name, 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 bid 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 the 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. Awarded 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 need to be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the Awarded Bidder for a specific group, to obtain a price quote for the similar items. The County reserves the right to award these similar items to the Awarded Bidder, negotiate pricing or to acquire the items through a separate solicitation. Any additional items required shall be purchased in accordance with Section 2, Paragraph 2.3.

2.7 DELIVERY / PACKING SLIP

A. Delivery:

Awarded Bidder shall make deliveries within seven (7) business days of receipt of the Purchase Order, unless otherwise specified by the County. 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 Awarded 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/are 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 Awarded Bidder with any re-procurement costs. If the Awarded Bidder fail 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. Awarded Bidder 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 to confirm the authorization.

B. Point of Destinations for Goods:

All the deliveries will be made within Miami-Dade County boundaries. Delivery dates, times, and specific locations shall be stated on each Purchase Order.

2.8 ACCEPTANCE OF PRODUCT

The products to be provided hereunder shall be delivered to the County, and maintained in full compliance with the specifications and requirements set forth in this contract. If an 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 product(s) will be returned to the Awarded Bidder at the Awarded Bidder's expense. At the County's own option, the Awarded Bidder shall either provide a direct replacement for the product, or provide a full credit for the returned product. Awarded Bidder(s) shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

2.9 INSURANCE

The following clause supersedes the insurance requirements listed in Section 1, General Terms and Condition, Paragraph 1. 22A for Commercial General Liability Insurance:

2. Commercial General Liability Insurance in an amount not less than \$300,000 per occurrence, and \$600,000 in the aggregate, not to exclude Products and Completed Operations. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**

2.10 SUBSTITUTION OF ITEMS

Brands and/or product codes proposed by the Awarded Bidder and approved by the County shall not change without authorization from the County. Substitute manufacturer brands and/ or product codes may be considered during the contract period on a case by case basis. Awarded Bidder shall not deliver any substitute items as a replacement to an awarded brand and/or product code without the express written consent of the County, prior to such delivery. Substitute item(s) must meet the specifications noted in Section 3, be of equal or better quality, and priced the same as the awarded item(s). Excessive substitution requests may be cause to cancel the contract.

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SECTION 3

TECHNICAL SPECIFICATIONS

3.0 BACKGROUND

The purpose of this solicitation is to establish a contract for the provision of wiping cloths (rags) and fiber wipers for Miami-Dade County. The products will be used by various County departments for daily operations including cruise operations, maintenance, electrical and housekeeping activities.

Group 1 – Non-Federally Funded Purchases is contained within this supplement to Contract FB-01691. This group will be used for non-federally funded purchases of wiping cloth (rags) and fiber wipers.

3.1 SCOPE OF WORK

Awarded Bidder shall provide wiping cloths (rags) and fiber wipers for various County departments on an as needed basis.

3.2 REQUIREMENTS

All wiping cloths shall be of good quality 100% 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 Statutes, Section 531.47 for the requirements for packaging and labeling.

3.3 PRODUCTS TO BE PROVIDED

A. WIPING CLOTHS GRADE NO. 1 (WHITE & COLORED)

Material shall consist of 100% 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 2 square feet, with a minimum of dimensions of not less than 15" wide and no more than 36" long. Weight of the material shall be from 3 to 5 ounces per square yard.

B. DISPOSABLE WIPERS, FIBER (FABRIC, BLUE COLOR)

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

C. SHEETING – COTTON, (WHITE)

Material shall consist of 100% 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 4 square feet, average dimensions of 24" wide x 24" long, weight of the material shall be from 3 to 4 ounces per square yard.

D. PAPER WIPERS – 4-PLY

Nylon reinforced, paper wipers, 4-ply, quarter fold, color white, approximate size 13" x 14".

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SECTION 4

BID SUBMITTAL

4.1 SUBMITTAL REQUIREMENT

Group 1 - This group will be used for non-federally funded purchases of wiping cloth (rags) and fiber wipers.

2.3.1a	Bidder(s) shall provide the contact information of a designated representative. Representative Name: _____ Title: _____ Phone Number: _____ E-Mail Address: _____	□
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4.2 PRICING

GROUP 1 – NON - FEDERALLY FUNDED PURCHASES

Item #	Product Description	Estimated Annual Quantities	Unit of Measure	Price Per UOM
1.	Wiping Cloth, Grade No. 1 (White)	41,818	LB	\$ ____/LB.
2.	Wiping Cloth, Grade No. 1 (Colored)	26,594	LB	\$ ____/LB.
3.	Disposable Wiper, Fiber (Fabric, Blue)	77	Case (1000pc/cs)	\$ ____/Cs.
4.	Sheeting - Cotton (White)	83,608	LB	\$ ____/LB
5.	Paper Wipers, 4-Ply (White)	352	Case (1000pc/cs)	\$ ____/Cs.