

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract to provide bailiff uniforms , stitching of patches, embroidery and hemming services on an as needed basis for Miami-Dade County (County).

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 sixty (60) month.

2.3 METHOD OF AWARD

Award of this contract shall be made to the lowest priced responsive, responsible Bidder in the aggregate who meets the qualification criteria listed below. If a Bidder fails to submit an offer for all items, its overall offer may be deemed non-responsive. If the Awarded Bidder defaults, the County shall have the right to negotiate with the next responsive and responsible Bidder.

Qualification Criteria

2.3.1 Bidder(s) shall have a store (brick and mortar) located within Miami-Dade County. Bidder(s) shall provide as proof of location a copy of their local tax receipt.

2.3.2 Bidder(s) shall provide proof from the original uniform manufacturer or an approved representative of the uniform manufacture, for each item that the Bidder provides pricing, designating the Bidder as an agent, distributor or reseller. Proof may be provided in any of the following forms:

- A. A signed letter from the manufacturer designating the Bidder as an agent, distributor or reseller, dated within one (1) year of the Bidders submittal.
- 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.

2.3.3 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.

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 the required documents during the evaluation period.

2.4 PRICES

The initial contract prices shall remain fixed for no less than 12 months from the contract commencement date. It is the Bidder's responsibility to request any price adjustment no less than 90 days prior to expiration of the then current contract year. The County may consider an adjustment each anniversary date of the contract. The price adjustment shall be based on the Manufacturer's

Suggested Retail Price (MSRP) increase which may not exceed 5%. Manufacturers Invoice Indicating Price Increase shall be supplied with the increase request.

The County reserves the right to negotiate lower pricing during the contract period based on market conditions or other factors that influence price.

2.5 INSURANCE

TBD by Risk

2.6 DELIVERY

All deliveries shall be made in accordance with good commercial practice and shall be adhered to by the Awarded Bidder; 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 delivery date so that a revised delivery schedule can be negotiated.

Should an Awarded Bidder fail to deliver within the negotiated delivery date, the County reserves the right to cancel the order. If the order is cancelled, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge that Bidder with any re-procurement costs; the County may terminate the Bidder from the contract for default. All unused and unaltered items ordered incorrectly shall be accepted by the bidder for full credit with no restocking fee

Extended Size/Out of Stock Items

Extended sizes (3XL and above) and out of Stock Items shall be delivered to either the employees job site or shall be made available for pick-up at the store within thirty days of the County placing the order. Orders may be placed; in person or by written purchase order. Method of delivery shall be mutually agreed upon when placing an order. Prices quoted shall include all delivery charges applicable. Deliveries to the County site(s) shall be sorted and packaged by individual, with the employee's name marked on the outside of the packaging.

2.6 ACCEPTANCE OF PRODUCTS

The product(s) to be provided hereunder shall be provided to the County, in full compliance with the specifications and requirements set forth in this solicitation. If an Awarded Bidder provides a product that does not meet the specifications and requirements of this solicitation, either prior to acceptance or upon initial inspection, the item will be returned, at Awarded Bidder's expense. At the County's own option, the Awarded 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.

2.7 EQUAL PRODUCT

The brand names listed in this solicitation are used to establish minimum requirements in reference to quality, standards of products; required and are in no way intended to prohibit the bidding of other brand items established as an equal product. An equal product may be offered provided that the product is found by the County to be equal in, including but not limited to, the standards of products of the items specified.

This specific solicitation requires submission of **Product Samples**, upon request, to enable County evaluation of "equal" products:

If samples of all "or equal" items bid are required for evaluation, such items are to be provided at no cost to the County, and should be submitted with the initial offer, or at the time of specific request. Failure to meet this requirement may result the Bidders offer being rejected. The County shall be the sole judge of equality, based on the best interests of the County, and its decision in this regard shall be final. Items labeled "No Substitute", are the only products that will be accepted under this solicitation.

2.8 SUBSTITUTION OF ITEMS

Substitute brands or styles may be considered during the contract term for discontinued products. The Awarded Bidder shall not provide any substitute item as a replacement to an awarded brand or style without express written consent of the County prior to such delivery. Substitute items must be of equal or better quality than the awarded item. Substitutes may also be considered in emergency situations. Excessive substitution requests may be cause to cancel the contract.

2.9 SAMPLES

Samples may be required from Bidders being considered for award, if so they shall be submitted within seven (7) calendar days of County request. Samples supplied are to be indicative of the garments proposed in the submittal. Where a proposed garment deviates from the sample provided, such deviation must be clearly stated. Samples must be identified with bidder's name, manufacturer name and model/style number and bid item number. Samples will be carefully examined as to color, design, tailoring, workmanship and compliance to specifications. Samples are to be provided at no cost to the County. Unsuccessful bidder(s) desiring the return of their samples after award may request them. The cost of returning such samples will be borne by the Bidder. Samples not returned to the Bidder shall be disposed of by the County within thirty days of the contract award.

2.10 PURCHASE OF ADDITIONAL ITEMS

While the County has listed all major items within this solicitation which are utilized by County department in conjunction with their operations, there may be similar items that must 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 additional items to the Awarded Bidder or to acquire the items through a separate solicitation.

SECTION 3 – TECHNICAL SPECIFICATIONS**3.1 SCOPE OF WORK**

It is the intent of this solicitation to establish a contract to provide bailiff uniforms, stitching of patches and embroidery for Miami-Dade County (County) on an as needed basis. Services to include but not limited to applying of patches, fittings and alterations at no additional charge to the County.

3.2 ITEMS TO BE PROVIDED

| Item Number | Description |
|-------------|--|
| 1 | Men's Trousers, 100% Polyester, twill, min. 6.8 oz., plain front, 2 front and 2 back pockets, French fly, bar tack at stress points, capable of holding 1.75" garrison belt, color: Black, size 28 - 52. Permanent crease, soil release and moisture wicking. Liberty Uniform Mfg. #600, Elbeco 8905, Horace Small HX2485, Fechheimer 3910 or equal. |
| 2 | Women's Trousers, 100% Polyester twill, min. 6.8 oz., plain front, bar tack at stress points, color: Black, size 2 - 26. Permanent crease, soil release and moisture wicking Elbeco 9320, Horace Small HS2483, Fechheimer 3900W or equal. |
| 3 | Women's A line skirt, 100% Polyester two ply, min. 11.25 oz. gabardine weave, two pockets, six gore, waistband plane in front and elastically shirred in rear, back button and zipper closure, color: Black. Edwards 9799 or equal. |
| 4 | Men's Dress Shirt, Short Sleeve, 65/35 Poly/Cotton, 4.0 to 4.25 oz., poplin, two pleated breast pockets with scalloped flaps, five permanent sewn in military creases, seven button placket front, double stitched shoulder epaulets, full badge reinforcement. Moisture wicking and soil resistant. Neck Size: 14½ - 22. Colors: White, Grey. Flying Cross # 65R54, Elbeco P867, Horace Small 1212, Liberty 732 or equal. |
| 5 | Men's Dress Shirt, long sleeve, 65/35 Poly/Cotton, 4.0 to 4.25 oz., poplin, two pleated breast pockets with scalloped flaps, barrel cuffs, five permanent sewn in military creases, seven button placket front, double stitched shoulder epaulets, full badge reinforcement. Neck Size: 14½ to 22. Sleeve Length: 32 to 37. Colors: White, Grey. Flying Cross # 35W54, Elbeco P877, Horace Small HS1116, Liberty 722 or equal. |
| 6 | Women's Dress Shirt, short sleeve, 65/35 Cotton/Poly, 4.0 to 4.5 oz., poplin, two pleated breast pockets with scalloped flaps, dress shirrtail, five permanent sewn in military creases, seven button placket front, double stitched shoulder straps, full badge reinforcement. Bust Size: 28 to 50. Colors: White, Grey. Flying Cross 176R54, Elbeco P811, Horace Small HS1268 or equal. |
| 7 | Women's Dress Shirt, long sleeve, 65/35 Cotton/Poly, 4.0 to 4.5 oz., poplin, two pleated breast pockets with scalloped flaps, barrel cuffs, and dress shirrtail, five permanent sewn in military creases, seven button placket front, double stitched shoulder straps, full badge reinforcement. Moisture wicking and soli release. Bust size: 28 to 50. Sleeve Length: 32 to 37. Colors: White, Grey. Flying Cross 126R54, Elbeco P801, Horace Small HS1169 or equal. |
| 8 | Men's short sleeve zipper style shirt, concealed zipper front, 100% polyester gabardine, convertible collar, stitched-in military creases, soil release and moisture wicking finish, two pleated breast pockets with scalloped flaps, dress shirrtail and badge sling, size 14 – 20. Color: White, Grey. Elbeco Z3310, Fechheimer Bro. UD12001, Horace Small HS1249, Liberty 767 or equal. |

| | |
|----|--|
| 9 | Men's long sleeve zipper style shirt, concealed zipper front, 100% polyester gabardine, convertible collar, stitched-in military creases, sleeve lengths 32" to 37", soil release and moisture wicking finish, two pleated breast pockets with scalloped flaps, dress shirttail and badge sling, size 14 – 20. Color: White, Grey. Elbeco Z310, Fechheimer Bro. UD12021, Horace Small HS1149 or equal. |
| 10 | Women's short sleeve zipper style shirt, concealed zipper front, 100% polyester gabardine weave, convertible collar, stitched-in military creases, soil release and moisture wicking finish, two pleated breast pockets with scalloped flaps, badge sling, size: 28 to 52. Colors: White, Grey. Elbeco Z9810, Fechheimer Bro. UD12011, Horace Small HS1292 or equal. |
| 11 | Women's long sleeve zipper style shirt, concealed zipper front, 100% polyester gabardine weave, convertible collar, stitched-in military creases, soil release and moisture wicking finish, two pleated breast pockets with scalloped flaps, badge sling, size: 28 to 52, length 28 to 37. Colors: White, Grey. Elbeco 9310, Fechheimer Bro. UD12031, Horace Small HS1190 or equal. |
| 12 | Women's shirt, ¾ sleeve, 60/40 cotton/poly, twill, fitted, wrinkle resistant, colors: gold, size S – 2XL. Van Heusen, # VH13V0527 or equal. |
| 13 | Men's Polo shirt, 100% polyester, 4 oz., short sleeve, no pocket, moisture wicking, antimicrobial, UPF 50, colors: Black, Gray, Maroon, Navy, Royal, and Size S – 6XL. Harriton M315 or equal. |
| 14 | Women's Polo shirt, 100% polyester, 4 oz., short sleeve, no pocket, moisture wicking, antimicrobial, UPF 50, colors: Black, Gray, Maroon, Navy, Royal, and Size S – 3XL. Harriton M315W or equal. |
| 15 | Windbreaker, 100% nylon, wind and water resistant, snap front closure, elasticized cuffs, two welt pockets bar tacked at corners, fully lined in polyester tricot, draw cord at hem, color: Black. Liberty Uniform 560 or equal. |
| 16 | Garrison Belt Black Leather, High gloss finish, 1-3/4" in width and sized in lengths from 22 thru 52. Garrison type buckle. Boston Leather 6505 or equal. |
| 17 | Hook and loop belt, Color black, 1 ¼" width and sized in lengths from 22 thru 56. Boston Leather 6529-1 (plain) or equal. |
| 18 | Men's tie, bend over style with button hole, metal clip, polyester, color Black, regular length, and XL length. Samuel Broome # 90010 or equal. |
| 19 | Women's tie, cross tie with covered snap, color: Black, one size fits all. Samuel Broome #45165 or equal. |
| 20 | High gloss shoes, male, Bates Footwear, Inc. Style number: 942BS No substitute. |
| 21 | High gloss shoes, female, Bates Footwear, Inc. Style number: 742 No substitute. |
| 22 | High gloss shoes, male, Bates Footwear, Inc. Style number: 2271BS. No substitute. |

3.3 PATCH APPLICATION

Awarded Bidder shall be required to sew up to two patches to each shirt and/or jacket and the embroidery per instructions to be provided. 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

3.4 ALTERATIONS

The Awarded Bidder shall provide for the sewing of two County provided patches and the hemming of uniform pants and/or skirts. Hemming shall include the measuring of inseam, cutting of excess cloth and the sewing of the folded up hem with thread which matches the item being altered.

3.6 MEASURING CHARTS

For the purpose of this solicitation the following measurements are considered standard.

Men's Shirts

| Size | S | M | L | XL | 2XL | 3XL | 4XL |
|------|------------|------------|------------|------------|------------|------------|------------|
| Neck | 14 14 ½ | 15 15 ½ | 16 16 ½ | 17 17 ½ | 18 18 ½ | 19 19 ½ | 20 20 ½ |

Sleeve length shall be as standard for the industry. Shirts shall be available in both regular back length and long back length.

Men's Knit Shirts (polo's)

| Size | S | M | L | XL | 2XL | 3XL | 4XL |
|-------|---------|---------|---------|---------|---------|---------|---------|
| Chest | 36 – 38 | 40 – 42 | 44 – 46 | 48 – 50 | 52 – 54 | 56 – 58 | 60 - 62 |

Women's Alpha/Numeric Conversion

| Size | S | | M | | L | | XL | | 2XL | |
|-------|------|------|------|------|------|------|------|------|------|------|
| | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 | 22 | 24 |
| Chest | 33 ½ | 34 ½ | 35 ½ | 36 ½ | 38 | 39 ½ | 41 ½ | 43 ½ | 45 ½ | 47 ½ |
| | 34 | 35 | 36 | 37 ½ | 39 | 40 ½ | 42 ½ | 44 ½ | 46 ½ | 48 ½ |
| Waist | 25 | 26 | 27 | 28 ½ | 30 | 31 ½ | 33 | 35 | 37 | 39 |
| | 25 ½ | 26 ½ | 28 | 29 ½ | 31 | 32 ½ | 34 ½ | 36 ½ | 38 ½ | 40 ½ |
| Hips | 35 | 36 | 37 | 38 | 39 ½ | 41 | 42 ½ | 44 ½ | 46 ½ | 48 ½ |
| | 35 ½ | 36 ½ | 37 ½ | 39 | 40 ½ | 42 | 44 | 46 | 48 | 50 |

3.7 EMPLOYEE ACCOUNTS

The County will provide the Awarded Bidder with notification of each employee's annual uniform allocation. The Awarded Bidder shall maintain an electronic system capable of tracking expenditures per employee. Employees are not to exceed their allowable budget without written agreement of the user department. This accounts management system or a printout of the accounts on it will be made available to the County upon request. The County shall provide covered employees a letter upon completion of one year of employment advising of the allowable amount for uniforms.

SECTION 4 – BID SUBMITTAL

FIRM NAME: _____

Refer to Section 2.3 to ensure that your firm's responses and attachments comply with the Solicitation's requirements.

**QUALIFICATION CRITERIA
TO BE COMPLETED BY ALL BIDDERS**

Commented [PB(1)]: Where is the price schedule

Commented [WL(2)]: See excel attachment

| | |
|--------------|--|
| <p>2.3.1</p> | <p>Bidder(s) shall have a store (brick and mortar) located within Miami-Dade County. Bidder(s) shall provide as proof of location a copy of their local tax receipt.</p> <p style="text-align: right;">_____ Initials</p> |
| <p>2.3.2</p> | <p>Bidder(s) shall provide proof from the original uniform manufacturer or an approved representative of the uniform manufacture for each item that the Bidder provides a pricing designating the Bidder as an agent, distributor or reseller. Proof may be provided in any of the following forms:</p> <ul style="list-style-type: none"> A. A signed letter from the manufacturer designating the Bidder as an agent, distributor or reseller, dated within one (1) year of the Bidders submittal. 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. <p style="text-align: right;">_____ Initials</p> |
| <p>2.3.3</p> | <p>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.</p> <p>Contact Name: _____ Contact Title: _____</p> <p>Phone: _____ Email: _____</p> |