

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

New     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No. \_\_\_\_\_

Contract

Re-Bid     Other

LIVING WAGE APPLIES:  YES     NO

Requisition No./Project No.: FB-02153    TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Bus and Train Operators Uniforms

Description:

The purpose of this solicitation is to purchase uniforms and related services for the County's bus and train operators. The client departments are Aviation and Department of Transportation and Public Works.

Issuing Department: ISD-SPD

Contact Person: Shantrell Page

Phone: 305-375-4078

Estimate Cost: \$4,990,000

Proprietary, DTPW-Operating

Funding Source: Proprietary    \_\_\_\_\_    \_\_\_\_\_

**ANALYSIS**

<b>Commodity Codes:</b>	<u>20072</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><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>	
<b>Contractors:</b>	<u>Global Trading, Inc</u>	<u>Same</u>	<u>Same</u>	
<b>Small Business Enterprise:</b>	<u>Yes</u>	_____	_____	
<b>Contract Value:</b>	<u>\$4,041,000</u>	_____	_____	
<b>Comments:</b>	_____			
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				

**RECOMMENDATIONS**

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>	_____	_____	_____	_____
<b>Basis of recommendation:</b> _____				
Signed: <u>Sophia Cunningham</u>		Date sent to SBD: <u>6/14/22</u>		
		Date returned to ISD-SPD: _____		

**SECTION 2**  
**SPECIAL TERMS AND CONDITIONS**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of uniforms and related services for the County's bus and train operators on an as needed basis.

**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 Purchase Order issued by the County. The contract shall expire on the last day of the five (5) year term.

**2.4 METHOD OF AWARD**

Award of this contract will be made to the lowest priced responsive, responsible Bidder when all items are added in the aggregate, who meet the bid submittal requirements listed below. Items that will be provided to the County as no cost must show a zero (0) in the price line. If a Bidder fails to submit an offer on all items, its offer may be deemed non-responsive.

**2.5 BID SUBMITTAL REQUIREMENTS**

To be considered for an award recommendation, Bidder shall provide the documentation requested below:

- a. Bidder shall provide the contact information of a designated representative who can be reached Mondays through Saturdays to address matters relating to the contract. Bidder shall provide the representative's name, title, phone number, and email address.
- b. Bidder shall have a business facility within Miami-Dade County capable of providing one-stop shopping services for the County's employees. Bidder shall provide proof of location in the form of a valid local business tax receipt.
- c. Bidder or Bidder's Subcontractor shall provide one (1) client reference for which they have provided similar products and related services of comparable scope as those requested herein. All client references shall include the name of the company, a description of the products and services provided, period in which the products and services were provided, and the contact person's name, phone number, and email address. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from the Bidder's key personnel in accordance with Resolution No. 1122-21. The County must be able to ascertain from the Bidder's reference to its satisfaction and sole discretion, that the Bidder has sufficient experience in providing the required products and related services.

Bidder shall submit with their bid all the specified information, documents, and attachments as proof of compliance to the requirements above; however, Miami-Dade County, at its sole discretion, may allow the Bidder to complete or supplement the requirement information/documents during the

evaluation process. Failure to provide proof of compliance to the requirements, as specified by the County, may result in the Bidder not being recommended for award. The County shall be sole judge of the Bidder's conformance with the requirements and its decision shall be final.

## 2.6 **PRICING**

The pricing provided by the Awarded Bidder shall remain fixed for a period of no less than twelve (12) 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. The manufacturer's notification shall be submitted to the County's Internal Services Department, Strategic Procurement Division for review. Price adjustment requests greater than five percent (5%) on any item will be dis-allowed. The County reserves the right to negotiate lower pricing based on market research information or other factors that influence price.

**It is the Awarded Bidder(s)' responsibility to request any pricing adjustment under this provision.** Awarded Bidder's request for adjustment must be submitted to the County's Internal Services Department, Strategic Procurement Division for review no more than forty-five (45) days prior to expiration of the current contract period.

Note: Bidder prices must comprise all costs including logos, emblems/patches and adjustments.

## 2.7 **PRODUCTS**

### **A. EQUALS**

The mention of a particular manufacturer's brand name or style number in Section 3, Technical Specifications, does not imply that the particular brand name or style number 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 Section 3, Technical Specifications, the product shall be equal in style, color, quality, and standards of performance to the item specified in the solicitation. Equal products must be clearly identified by Bidders in Section 4, Pricing, and must include manufacturer and style number. Failure to provide this information may result in rejection of the offer.

The determination as to whether an 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.

### **B. SAMPLES**

Bidders may be required to submit a sample **of equal products** proposed 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. Each individual sample shall be clearly labeled with the Bidder's name, bid number, bid title, line-item number, manufacturer's name, brand name, and style number.

If the Bidder fails to submit the samples as noted above, the County will not consider the Bidder's offer for those items. Any samples 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 samples submitted. The samples will become property of the County and may or may not be returned to the Bidder at the County's sole discretion. Bidder will be notified if samples are available for return at which time the Bidder shall provide a pre-paid return label. Unclaimed samples shall be disposed of by the County as it deems fit.

## 2.8 AVAILABILITY AND RETURNS

Awarded Bidder shall ensure adequate stock levels are maintained at its facility location within Miami-Dade County to promptly fulfill uniforms order requests. If the delivery terms specified in the solicitation are not fulfilled by the Awarded Bidder, the County reserves the right to cancel the order, purchase the products elsewhere, and charge the Awarded Bidder for any re-procurement costs incurred.

Awarded Bidder is required to provide County employees with one-stop shopping services which is defined as a facility within Miami-Dade County, at which employees will fit and purchase awarded items in regular sizes (S – 2XL) with all adjustments and patches applied within one (1) hour of placement of order. Employees returning to the Awarded Bidder's facility to pick-up finished uniform items must be kept to a minimum.

Out of stock items and extended sizes (3XL and above) shall be made available for pick-up at the Awarded Bidder's facility within thirty (30) calendar days of placement of an order. Awarded Bidder shall advise the employee when the item is available for pick-up. Should the employee fail to pick-up the items within fourteen (14) calendar days of being advised of its availability via telephone and email, the Awarded Bidder shall package and deliver the items to the employee's storeroom location upon coordination with the respective County Department's storeroom supervisor. The package must be labelled with the employee's name.

Department of Transportation and Public Works (DTPW) storeroom locations:

Central Warehouse  
3401 NW 31 St.  
Miami, FL 33142  
POC: Neyme Victores  
(305) 638-7226

Central Operations  
& Inspections (O&I)  
3411 NW 31 St.  
Miami, FL. 33142  
POC: Cesar Ruiz  
(305) 638-7287

Coral Way O&I  
2775 SW 74 St.  
Miami, FL. 33155  
POC Norman Davy  
(305) 263-5483

Finance/Revenue Room, Metro Mover  
100 SW 3 St.  
Miami, FL. 33130  
POC: Nadine Turnbull  
(305) 375-5463

Major Overhaul  
3295 NW 31 St.  
Miami, FL. 33142:  
POC: Valerie Gary  
(305) 636-3764

Northeast O&I  
360 NE 185 St.  
Miami, FL. 33128  
POC: Sharon Rollins  
(305) 654-6531

Lehman Center  
6601 NW 72 Ave  
Miami, FL 33166  
POC: Felix Sarragua or Derek Vinink  
(305) 884-7571/  
(305) 882-1938

Miami-Dade Aviation Department (MDAD) storeroom locations:

MDAD Warehouse  
4331 NW 22 St.  
Building 3040  
Miami, FL 33142  
POC: Brian Cornelius  
(305) 876-7206

Within thirty (30) calendar days of receipt by the County, unaltered items incorrectly ordered or delivered shall be accepted by the Awarded Bidder(s) for full credit to the County with no restocking fee. Unaltered items are defined as articles as produced by the manufacturer for its inventory (i.e. pants un-hemmed or hemmed as they are for industry standard, shirts without embroidery, patches, or alteration to sleeve length, etc.).

## 2.9 **ADDITIONAL PRODUCTS**

While the County has listed all major products within the scope of this solicitation which are utilized by the Departments in conjunction with its operations, there may be similar products that need to be purchased during the term of this contract. Under these circumstances, a County representative will contact the Awarded Bidder and obtain pricing for similar products. The County reserves the right to award these similar products to the Awarded Bidder based on the prices quoted, negotiate pricing or acquire the products through a separate solicitation.

## 2.10 **SUBSTITUTE PRODUCTS**

Substitute brands and/or styles may be considered during the contract period for awarded items discontinued by the manufacturer. Awarded Bidder shall not deliver any substitute item as a replacement to an awarded item without express written consent of the Internal Services Department, Strategic Procurement Division, prior to such delivery. Substitute items must be provided at the Contract price and be of equal or better quality than the awarded item. Excessive substitution requests may be cause to cancel the contract.

**2.11 CONTRACT MEASURES****2.12 INSURANCE**

The following clause replaces the insurance requirements listed in Section 1, General Terms and Condition, Paragraph 1. 22A; all other terms and conditions apply:

### **SECTION 3** **TECHNICAL SPECIFICATIONS**

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

Awarded Bidder shall provide a variety of uniforms and related services accessories to the County's employees providing bus and rail services. Shirts must have collar stays and all uniform items must be finished (pressed, with all adjustments and patches applied) prior to distribution to County employees.

Except for County recognized holidays, Awarded Bidder shall provide uniforms and related services as follows:

- a. Mondays to Wednesdays – 9:00am – 6:00pm
- b. Thursdays to Fridays: 9am – 5:00pm
- c. Saturdays: 9:00am to 1:00pm.

Currently there are 1505 full time bus operators, 35 part time bus operators, 15 trainees and 100 rail operators. The number of County employees authorized to use this contract may change during the life of the contract.

#### **3.2 SIZES & MEASUREMENTS**

**Women:** Women garments shall be made available in American Ladies Standard sizes ranging from 6 through 24.

**Men:** Men shirts shall be made available in sizes 14 ½" through 24 ½" neck and 32" through 35" sleeve. Men trousers shall be available in sizes 28" through 54" waist and hemmed to individual lengths.

The following approximate measurements shall apply:

<u>SIZE</u>	<u>SHIRT CHEST</u>	<u>PANTS WAIST</u>
XS	30-32	26-28
S	34-36	30-32
M	38-40	34-36
L	42-44	38-40
XL	46-48	42-44
2XL	50-52	46-48
3XL	54-56	50-52
4XL	58-60	54-56
5XL	62-64	58-60
6XL	66-68	62-64
7XL	70-72	66-68
8XL	74-76	70-72

#### **3.3 UNIFORMS**

3.3.1 Men's gabardine trousers, 100% texturized polyester, 11.25 oz. per linear yard, soil release finish. Plain front, front pockets, with reinforced bottoms, all pockets shall have a minimum

- of 5" openings. Bartack stress points, seven belt loops capable of accepting a 2" belt. Colors: Black, Dark Navy, Spruce Green. Horace Small, style HS2146 or equal.
- 3.3.2 Women's trousers per above specifications with the following changes: There is to be a dart on each side/front approximately 2-3/4" long set in approximately 4-3/4" from side seams of ladies slacks, five belt loops. Colors: Black, Dark Navy, Spruce Green. Horace Small, Style HS2483 or equal.
- 3.3.3 Men's dress trousers, 55/45 polyester/wool with a soil release finish. Color: Navy. Shall conform to the style and color of the blazers specified in para. 3.3.14. Edwards Garments Style 2680-07 or equal.
- 3.3.4 Women's dress trousers, 55/45 polyester/wool with a soil release finish. Color: Navy. Shall conform to the style and color of the blazers specified in para. 3.3.15. Edwards Garments Style 8680-07 or equal.
- 3.3.5 Men's Bermuda shorts, 100% polyester gabardine, 2 ply 11.25 oz., plain front, 4 pockets, front reinforced pockets, 5" opening, quarter top, bartacked at stress points, French fly, brass zipper. Color: Midnight Blue, Horace Small # HX2149 or equal.
- 3.3.6 Men's shirt, 65/35 Polyester/Cotton 4.2 oz. Poplin, short sleeve, banded collar, two patch type pockets with flap cover. Horace Small # HS1548, HS1210 or equal.
- 3.3.7 Women's shirt, 65/35 Polyester/Cotton 4.2 oz. Poplin, short sleeve, banded collar, two patch type pockets with flap cover. Horace Small # HS1549, HS1268 or equal.
- 3.3.8 Men's shirt, 65/35 Polyester/Cotton 4.2 oz. Poplin, long sleeve, banded collar, two patch type pockets with flap cover, permanent creases, two button cuff. Badge tab may be requested. Horace Small # HS1550 or equal.
- 3.3.9 Women's shirt, 65/35 Polyester/Cotton 4.2 oz. Poplin, long sleeve, banded collar, two patch type pockets with flap cover, permanent creases, two button cuff. Badge tab may be requested. Horace Small # HS1167, HS1551 or equal.
- 3.3.10 Unisex shirt, 65/35 Polyester/Cotton 4.2 oz. Poplin, short sleeve, stitched creases, two patch type pockets with scalloped flap cover, wickable finish, epaulets, badge tab. Horace Small # SP46WH or equal.
- 3.3.11 Unisex shirt, 65/35 Polyester/Cotton 4.2 oz. Poplin, long sleeve, stitched creases, two patch type pockets with scalloped flap cover, wickable finish, epaulets, badge tab. Horace Small # SP36WH or equal.
- 3.3.12 Men's polo shirt 60/40 Cotton/Polyester 5.6 oz., short sleeve, double needle stitch, hemmed sleeves, three button placket. Colors: Royal Blue, Light Blue. Port Authority K510 or equal.
- 3.3.13 Women's polo shirt 60/40 Cotton/Polyester 5.6 oz., short sleeve, double needle stitch, hemmed sleeves, three button placket. Color: Royal Blue. Port Authority L510 or equal.



- 3.3.14 Jacket, waist length, wind and waterproof, 100% nylon fabric outer shell, cloth type inner lining, two-way zipper, elastic cuffs with hook and loop closures, two large, pleated pockets with scalloped flaps, badge tab, partial elastic waistband. Horace Small HS3354 or equal.
- 3.3.15 Jacket, 65/35 Polyester/Cotton 7.5oz. twill, brass zipper, slash pockets with utility pocket on sleeve. Color: Navy, available small thru 3XL, regular and tall. Red Kap JT36 or equal.
- 3.3.16 Windbreaker, lined, 100% polyester, snap front closure, elastic cuff, draw cord at hem. Color: Navy. Liberty Uniform, Inc. #560 or approved equal.
- 3.3.17 Sweater, 100% Acrylic, shaker buttons shoulders reinforced. Colors: Dark Green, Navy, Black.
- 3.3.18 Cap, 100% Cotton twill, six panel fused backing, plastic snap adjustment tab on back. Colors: Black, Midnight Navy, Spruce Green. Nissin Inc., PTGC or equal.
- 3.3.19 Tie, men's, four in hand style, 100% Polyester. Color: Black, Dark Navy, Spruce Green. Samuel Broome 90072 or equal.
- 3.3.20 Tie, women's, cross over style, 100% Polyester, with covered snap. Color: Black, Dark Navy, Spruce Green. Samuel Broome 90156 or equal.
- 3.3.21 Belt, leather, 1 ½" wide, five snap. Color; Black, sizes 22 – 56. Boston Leather 6583-1 or equal.
- 3.3.22 Belt, leather, 1 ¾" wide, embossed, frontier style. Color: Black. Artcraft Belt Co. 7790-1, Boston Leather 6505-3 or equal.

Note: Although item specifications may refer to a color, *prices bid will apply to all the colors offered by the manufacturer for the item bid*. Bidders must provide at a minimum the color specified. Bidders are reminded that all estimated usage figures are best guess estimates, there are no assurances that an item awarded will be ordered. ***Minimum order quantities shall not be allowed.***

#### 3.4 COUNTY LOGO

The official County logo is shown below and will be used on all articles where the County logo or County hook is mentioned. The logo should be no less than 2- 1/2 inches across and shall not be modified without written instruction from Internal Services Department, Strategic Procurement Division. Information reference County branding can be found at:

<http://www.miamidade.gov/branding>



Color Standards: The colors of the screened 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 shall be maintained as the size of the logo increases or decreases. When color is not required the logo shall appear in black or reversed out in white. For embroidery applications the tread brand shall be Madeira, and thread colors are Green #1769, Blue #1797, Black #1800 and White #1801.

Caps shall include the embroidery of the County logo and "Miami Dade Transit" below the County logo in ½" bold capital letters. The cost of the embroidery shall be the successful bidder's responsibility and shall be included in the price of the item.

### 3.5 **EMBROIDERED EMBELMS/PATCHES**

Awarded Bidder shall provide emblems/patches sewn on the uniforms as specified by the County. One per shirt and one (1) per jacket. All lettering shall be embroidered; no silk-screened emblems will be accepted. Awarded Bidder shall provide emblem/patch samples for approval by Department of Transportation and Public Works.

Emblems for Operators shall be sewn on the right sleeve. Sizes: 2.75" width x 3.5" height

#### **Financial Services Emblem/Patch**



Black:

- Miami-Dade Transit
- Financial Services
- Shield Outline

PMS 356:

- Shield Border 100%
- Abacus Icon 100%

PMS 576:

- Shield Background 24%

Miami-Dade County Logo

BLACK  
PMS 300  
PMS 576

**Metro Mover Emblem/Patch**



- Miami-Dade Transit  
Letters and shield inner outline: **Black**
- Shield border, Icon and Division Name: **PMS 300**
- Shield Background: **PMS 2707**

Miami-Dade County Logo  
**Black**  
 PMS 300  
 PMS 576

**Metro Rail Emblem/Patch**



- Miami-Dade Transit  
Letters and shield inner outline: **Black**
- Shield border, Icon and Division Name: **PMS 576**
- Shield Background: **PMS 580**

Miami-Dade County Logo  
**Black**  
 PMS 300  
 PMS 576

### Metro Bus Emblem/Patch



- Miami-Dade Transit  
Letters and shield inner outline: **Black**
- Shield border, Icon and Division Name: **PMS 356**
- Shield Background: **PMS 622**

Miami-Dade County Logo

**Black**  
**PMS 300**  
**PMS 576**

Notice:

- Shield height has been increased from 3.25" to 3.5"
- Logo was resized to have typesize from 0.07" to 0.105"
- All elements inside shield had been vertically rearranged to fit a bigger logo.

### **3.6 EMPLOYEE ACCOUNTS**

Upon commencement of the contract, the County will provide the Awarded Bidder a list of employees authorized to purchase uniforms under this contract. This list will be provided in a Microsoft Excel file and will contain the following information: employee name, badge number and available spending balance for each employee. Thereafter, the Awarded Bidder shall maintain an account balance for each authorized employee for accurate invoicing to the County and to ensure that the County is not invoiced for amounts greater than the employee's remaining balance. Employees up to date balances must be provided to the County within two (2) hours of written request.

The County will provide the Awarded Bidder additional allowances to be added to remaining balances for each employee in June and December of each year. Additionally, the County will notify the Awarded Bidder of change(s) in employment status of employees, including new hires, terminations, retirements etc. Upon expiration/termination of the contract, the Awarded Bidder shall provide the County a list of all outstanding orders and employee balances.

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

2.5a	<p>Bidder shall provide the contact information of a designated representative who can be reached Mondays through Saturdays to address matters relating to the contract. 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>	
2.5b	<p>Bidder shall have a business facility within Miami-Dade County capable of providing one-stop shopping services for the County's employees. Bidder shall provide proof of location in the form of a valid local business tax receipt.</p>	<p align="center">_____ Initials</p>
2.5c	<p>Bidder or Bidder's Subcontractor shall provide one (1) client reference for which they have provided similar products and related services of comparable scope as those requested herein. All client references shall include the name of the company, a description of the products and services provided, period in which the products and services were provided, and the contact person's name, phone number, and email address. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from the Bidder's key personnel in accordance with Resolution No. 1122-21. The County must be able to ascertain from the Bidder's reference to its satisfaction and sole discretion, that the Bidder has sufficient experience in providing the required products and related services</p>	<p align="center">_____ Initials</p>
<b>Reference</b>		
Organization		
Description of products and services provided		
Period in which products and services were provided		
Contact Person's Name		
Contact Person's Phone Number		
Contact Person's E-mail Address		