

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

Rev 1

New contract
 QTR
 CO
 SS
 BW
 Emergency

Previous Contract/Project No:
RFQ9562-01/SD

Re-Bid
 Other

LIVING WAGE APPLIES: YES NO

Requisition/Project No: RFQ9562-27/SD

TERM OF CONTRACT: 60 months with 0 option-to-renew

Requisition/Project Title: Janitorial Services at Various ISD Facilities

Description: Janitorial services in Records Center, Cooperative Extension and Landmark Campus

User Department(s): ISD

Issuing Department: ISD/PM

Estimated Cost: \$300,000

Contact Person: Robln Webb Phone: 305-375-4356

Funding Source: Internal Service Funds

ANALYSIS

Commodity/Service No: <u>910-39</u>		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases for Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:	Servicemaster Professional Cleaning Solutions/N & K Enterprises	Servicemaster Professional Cleaning Solutions/N & K Enterprises	Servicemaster Professional Cleaning Solutions/N & K Enterprises
Small Business Enterprise:	Y	Y	Y
Contract Value:	\$57,600	\$57,600	\$57,600
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

RECOMMENDATIONS

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

Basis of Recommendation:
 There are three facilities being awarded by facility under the Janitorial pool. One facility is a Group 1 sized facility and therefore per the contract specifications, work under Group 1 is set aside for certified SBE's. The other two facilities are Group 2 sized facilities. Work under Group 2 is not set-aside per the contract however, there are a total of 21 certified SBE's pre-qualified under the pool, therefore, there is availability to set-aside all three facilities.

Signed: *LOL Webb*

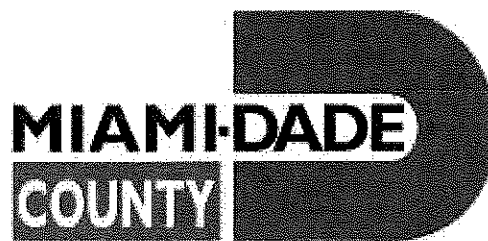
Date to DBD: 8/25/2017

Date Returned to DPM: _____

Solicitation RFQ9562-27ISD

Janitorial Servies at Various ISD Facilities

Solicitation Designation: Private



Miami-Dade County

Solicitation RFQ9562-27ISD Janitorial Servies at Various ISD Facilities

Solicitation Number RFQ9562-27ISD
Solicitation Title Janitorial Servies at Various ISD Facilities

Solicitation Start Date In Held
Solicitation End Date Sep 15, 2017 3:00:00 PM EDT

Solicitation Contact Robin Webb
305-375-4356
drobin@miamidade.gov

Solicitation Contact Fredrick Taylor
Procurement Contracting Officer 2
ISD - PMS
305-375-1078
taylorf@miamidade.gov

Solicitation Contact Tonya James
Procurement Contracting Officer 1
ISD - Procurement Management Services
305-375-2038
Tonya.James@miamidade.gov

Contract Duration **5 years**
Contract Renewal Not Applicable
Prices Good for **30 days**

Solicitation Comments **Janitorial services at Records Center, Cooperative Extension, and Landmark Campus in accordance with the terms and conditions of Invitation to Qualify (ITQ) 9562-5/22 - Janitorial Services - Pre-qualification**

Item Response Form

Item **RFQ9562-27ISD--01-01 - Records Center: Monthly Services**
Monthly janitorial services at:

Lot Description **Records Center**
9350 NW 12 St.
Miami FL 33172
Bidder must be pre-qualified under Group 2 of janitorial pool 9562-5/22 to bid on this lot.

Quantity **60 month**

Unit Price

Delivery Location **Miami-Dade County**
Miami-Dade County
111 NW 1 Street

Suite 1300
Miami FL 33128
Qty 60

Description

Monthly janitorial services (to include all project work at frequencies stated in Attachment A)

Item **RFQ9562-27ISD--01-02 - Records Center: Emergency Services Hourly Rate**

Monthly janitorial services at:

Lot Description **Records Center**
9350 NW 12 St.
Miami FL 33172
Bidder must be pre-qualified under Group 2 of janitorial pool 9562-5/22 to bid on this lot.

Quantity **1 hour**

Unit Price

Delivery Location **Miami-Dade County**
Miami-Dade County
111 NW 1 Street
Suite 1300
Miami FL 33128
Qty 1

Description

Emergency Services Hourly Rate per Para Sec. 2 Para 2.58 of ITQ 9562-5/22

Item **RFQ9562-27ISD--02-01 - Cooperative Extension: Monthly Services**

Monthly janitorial services at:

Lot Description **Cooperative Extension**
18710 SW 288 St., Homestead FL 33030
Bidders must be pre-qualified under Group 2 of janitorial pool 9562-5/22 to bid on this lot.

Quantity **60 month**

Unit Price

Delivery Location **Miami-Dade County**
Miami-Dade County
111 NW 1 Street
Suite 1300
Miami FL 33128
Qty 60

Description

Monthly janitorial services (to include all project work at frequencies stated in Attachment A)

Item **RFQ9562-27ISD--02-02 - Cooperative Extension: Emergency Services Hourly Rate**

Monthly janitorial services at:

Lot Description **Cooperative Extension**
18710 SW 288 St., Homestead FL 33030
Bidders must be pre-qualified under Group 2 of janitorial pool 9562-5/22 to bid on this lot.

Quantity **1 hour**

Unit Price

Delivery Location **Miami-Dade County**
Miami-Dade County

111 NW 1 Street
Suite 1300
Miami FL 33128
Qty 1

Description

Emergency Services Hourly Rate per Para Sec. 2 Para 2.58 of ITQ 9562-5/22

Item **RFQ9562-27ISD--03-01 - Landmark Campus: Monthly Services**
Monthly janitorial services at:
Landmark Campus
Lot Description **20000 NW 47 Ave.**
Opa-locka FL 33055
Bidders must be pre-qualified under Group 1 of janitorial pool 9562-5/22 to bid on this lot.
Quantity **60 month**
Unit Price
Delivery Location **Miami-Dade County**
Miami-Dade County
111 NW 1 Street
Suite 1300
Miami FL 33128
Qty 60

Description

Monthly janitorial services (to include all project work at frequencies stated in Attachment A)

Item **RFQ9562-27ISD--03-02 - Landmark Campus: Emergency Services Hourly Rate**
Monthly janitorial services at:
Landmark Campus
Lot Description **20000 NW 47 Ave.**
Opa-locka FL 33055
Bidders must be pre-qualified under Group 1 of janitorial pool 9562-5/22 to bid on this lot.
Quantity **1 hour**
Unit Price
Delivery Location **Miami-Dade County**
Miami-Dade County
111 NW 1 Street
Suite 1300
Miami FL 33128
Qty 1

Description

Emergency Services Hourly Rate per Para Sec. 2 Para 2.58 of ITQ 9562-5/22



**REQUEST FOR QUOTE (RFQ)
MIAMI-DADE COUNTY INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**

RFQ NO.: RFQ9562-27ISD
RFQ TITLE: Janitorial Services – Various ISD Facilities

**RECOMMENDED
SITE VISIT:** Pre-bid site visits will be scheduled as follows:

Item	Groups Eligible to Quote	Facility	Location	Date and Time
1	2	Cooperative Extension	18710 SW 288 St., Homestead FL 33030	TBD
2	2	Records Center	9350 NW 12 St. Miami FL 33172	TBD
3	1	Landmark Campus	20000 NW 47 Ave. Opa-locka FL 33055	TBD

It is strongly recommended that a representative of the firm attend this site visit as the "Cone of Silence" will be lifted during the course of the site visit and informal communication can take place. Vendors are requested to bring a copy of this solicitation document to the conference, as additional copies may not be available.

Note: Any changes to the quote requirements will be issued by Procurement Management via an addendum to this Request for Quote.

**GENERAL TERMS AND
CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r16-3.pdf>

NOTICE TO ALL BIDDERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files. For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

RFQ CONTACT: Robin Webb
E-mail: drobin@miamidade.gov

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

I. TERMS, CONDITIONS, AND SPECIFICATIONS IN ACCORDANCE WITH ITQ 9562-5/22 are applicable in addition to the following:

A. Contract Term and Fixed Prices:

1) Term of Award: Five (5) Years

The resultant contract shall commence on the first calendar day of the month succeeding approval unless otherwise stipulated in the notice of award distributed by the County and contingent upon the completion and submittal of all required bid documents.

2) Prices Shall Be Fixed with Adjustment Allowed Based on Governmental Price Index:

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed for the term of the contract with the following exception:

After the first year of the contract, adjustments to the rate(s) paid under this contract may be annually indexed to inflation as defined by the Consumer Price Index (CPI) calculated by the US Department of Labor as applied to Miami-Dade County using the Consumer Price Index, Miami-Ft. Lauderdale, All Urban Consumers figures provided for the period ending December 31 and thereafter on an annual basis in the same manner for succeeding years. Said adjustment must be requested in writing by the vendor no less than ninety (90) days prior to the annual contract award date.

It shall be further understood that the County reserves the right to negotiate and/or reject any price adjustments submitted by the vendor and/or to terminate the contract with the vendor based on such price adjustments.

B. Preferences:

Measure and

1) Measure

The contract measure applicable to this contract is: SBE _____.
For provisions for the Miami-Dade County certified Small Business Enterprises (SBEs) Program refer to Sect. 1, Para. 1.44

2) Local Preference

Applicable per Sect. 1, Para. 1.11

3) Local Certified Service-Disabled Veteran's Business Preference

Applicable per Sect. 1, Para. 1.45

C. Living Wage: Living Wage will apply in accordance with Section 2, Para. 2.59 of ITQ9562-5/22

- D. Scope: The awarded bidder shall furnish all supplies materials, equipment, machinery, tools, supervision, labor and services necessary to perform the work called for in the contract specifications. These responsibilities shall be carried out through planning, assignment, coordination, inspections, quality control, field operations, reporting, and other forms of administrative management required to optimize services and support in compliance with the terms of the contract specifications. Services shall be provided by the awarded bidder to the acceptance of the Building Manager and to maintain the facilities in an attractive, neat, clean, organized and safe manner per specifications of ITQ9562-5/22 for the applicable area types being cleaned.
- E. Location of Services/
Technical Specifications: Services shall be provided as specified in Invitation to Qualify No. 9562-5/22 and further detailed in Attachment A.
- F. Award: Award will be made by lot to the responsive and responsible bidder offering the lowest price for the monthly janitorial services for that lot. Bidder must provide a price for all items in a lot to be considered for award of the lot.

Facility Details			
Facility Name:		Records Center	
Address:		9350 NW 12 St Miami	
Building Manager:		Mike Cruz	
Email:		mcruz@miamidade.gov	
No. of floors:		2	
Occupants:			
Total square feet to be cleaned:		39441	
Interior Floor Types			
Type	Sq Ft		
Carpet Tile	1933		
Ceramic Tile	336		
Concrete	2190		
Metal (Metal Grill)	20180		
Vinyl Tile	5730		
Total Int. Sq. Ft.	30369		
Exterior Hardscape Types			
Asphalt	8550		
Concrete	522		
Total Ext. Sq. Ft.	9072		
Area Types			
Type	Qty	Sq Ft	Appearance
Corridors/Entrys/Foyers			As assigned
Data/Computer Rooms			As assigned
Data/Phone Rooms			As assigned
File Room			As assigned
Janitor Closets			Level 1
Kitchen/Lounge			Level 1
Lobbies (Interior)			As assigned
Loading Areas			As assigned
Mail/Mail Sorting Rooms			As assigned
Offices (Private and Chambers)			As assigned
Open Office Areas			As assigned
Restrooms (Tenant and Private)			Level 2
Showers			As assigned
Stairways Between Floors			Level 2
Stairwells (Egress)			As assigned
Storage Rooms			As assigned
Workstations (Built-In)			As assigned
Project Work			
Task	Frequency		
	Monthly		
Machine scrub bathroom floors with emphasis on grout lines	Monthly		
Dust vertical furniture and building surfaces	Monthly		
Wet mop and spray buff all non-carpeted floors	Monthly		
Vacuum upholstered furniture and spot clean with appropriate shampoo	Monthly		
Wash all trash/garbage containers from lunch room/kitchen areas inside and out	Monthly		
Wash all interior door and partition windows and glass	Monthly		
Damp wipe with a cloth and disinfectant solution tiles walls and partitions	Monthly		
Pressure clean exterior areas	Every other month		
Strip, and apply suitable floor finish to non-carpeting floor for a high gloss after finish has dried	Quarterly		
Shampoo all carpeted areas	Quarterly		
Wash all light fixture lenses, air diffusers and grilles	Quarterly		
Dust all walls from floor to ceiling, apply polish to paneled areas	Quarterly		
High dusting	Twice a year		
Wash interior and exterior of all building windows	Twice a year		

Facility Details			
Facility Name:	Cooperative Extension		
Building Manager:	Alan Shewchuk		
Email:	gwp@miamidade.gov		
Address:	18710 SW 288 St. Miami		
No. of Floors:	1		
No. of Occupants:	17		
Total square feet to be cleaned:	26670		
Interior Floor Types			
Type	Sq Ft		
Carpet Tile	820		
Ceramic Tile	520		
Concrete	614		
Vinyl Tile	10816		
Total Int. Sq. Ft.	12770		
Exterior Hardscape Types			
Asphalt	12000		
Concrete	1900		
Total Ext. Sq. Ft.	13900		
Area Types			
Type	Qty	Sq Ft	Appearance
Auditoriums/Assembly Area	1	2288	As assigned
Conference/Meeting Rooms	1	820	As assigned
Copy Areas/Rooms	1	288	Level 1
Corridors/Entrys/Foyers	1	1274	As assigned
Data/Phone Rooms	1	140	Level 1
File Room	1	216	Level 1
Janitor Closets	1	16	Level 1
Kitchenette/Pantry	1	280	Level 1
Lobbies (Interior)	1	551	As assigned
Offices (Private and Chambers)	14	5395	Level 1
Open Office Areas	1	380	Level 1
Restrooms (Public)	4	448	As assigned
Restrooms (Tenant and Private)	1	72	As assigned
Storage Rooms	3	330	Level 1
Laboratory Rooms	1	272	Level 1
Project Work			
Task	Frequency		
Machine scrub bathroom floors with emphasis on grout lines	Monthly		
Dust vertical furniture and building surfaces	Monthly		
Wet mop and spray buff all non-carpeted floors	Monthly		
Vacuum upholstered furniture and spot clean with appropriate shampoo	Monthly		
Wash all trash/garbage containers from lunch room/kitchen areas inside and out	Monthly		
Wash all interior door and partition windows and glass	Monthly		
Damp wipe with a cloth and disinfectant solution tiles walls and partitions	Monthly		
Pressure clean exterior areas	Every other month		
Strip, and apply suitable floor finish to non-carpeting floor for a high gloss after finish has dried	Quarterly		
Shampoo all carpeted areas	Quarterly		
Wash all light fixture lenses, air diffusers and grilles	Quarterly		
Dust all walls from floor to ceiling, apply polish to paneled areas	Quarterly		
High dusting	Twice a year		
Wash interior and exterior of all building windows	Twice a year		

Facility Details			
Facility Name:		Landmark Campus	
Building Manager:		Mike Cruz	
Email:		ashew@miamidade.gov	
Address:		20000 NW 47 Ave. Opalocka, FL 33055	
No. of floors:		1	
No. of Occupants:		1	
Total square feet to be cleaned:		916	
Interior Floor Types			
Type	Sq Ft		
Vinyl Tile	720		
Total Int. Sq. Ft.	720		
Exterior Hardscape Types			
Concrete	196		
Total Ext. Sq. Ft.	196		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Security Guard House	1	720	As assigned
Project Work			
Task	Frequency		
Dust vertical furniture and building surfaces	Monthly		
Wet mop and spray buff all non-carpeted floors	Monthly		
Vacuum upholstered furniture and spot clean with appropriate shampoo	Monthly		
Wash all trash/garbage containers from lunch room/kitchen areas inside and out	Monthly		
Wash all interior door and partition windows and glass	Monthly		
Pressure clean exterior areas	Every other month		
Strip, and apply suitable floor finish to non-carpeting floor for a high gloss after finish has dried	Quarterly		
Wash all light fixture lenses, air diffusers and grilles	Quarterly		
High dusting	Twice a year		
Wash interior and exterior of all building windows	Twice a year		

Assigned Appearance Levels

Appearance Level	Area Type
Level 1	Auditoriums & Assembly Areas
	Building Amenity Area
	Conference & Meeting Rooms
	Corridors, Entries, & Foyers
	Courtrooms & Hearing Rooms
	Elevators
	Escalators
	Exercise Rooms & Gyms
	Library Rooms & Areas
	Lobbies - Interior
	Locker Rooms
	Museum Exhibit Areas
	Nurseries & Family Visitation Rooms
	Public Waiting Areas
	Restrooms - Public
	Restrooms - Tenant & Private
Showers	
Level 2	Corridors - Secure
	Elevators - Freight
	Interview & Testing Rooms
	Laboratory and Research Rooms
	Offices - Private and Chambers
	Open Offices
	Public Service Areas
	Stairways between floors
	Training Rooms
	Sleeping Quarters or Barracks
Level 3	Attendant Booths
	Computer Maintenance Work Area
	Control & Security Rooms
	Copy Areas & Rooms
	Corridors - Service
	Data/Computer Rooms
	File Rooms
	Holding Cells
	Information & Guard Booths
	Janitor Closets
	Mail & Mail Sorting Rooms
	Shops
	Stairwells - Egress
	Storage Rooms
	Studios
	Trash & Recycle Areas
Vacant Areas	
Vaults	
Level 4	Loading Areas
	Lobbies - Exterior/Garages
	Parking Garages - Interior
Level 5	Designated Smoking Areas
	Hardscape Areas
	Exterior Surfaces of Buildings
	Plazas & Exterior Gathering Areas
	Pools & Fountains
Surface Parking Lots	

Miami-Dade County
RFQ9562-27ISD Attachment A
Appearance Level Matrix

Solicitation
RFQ9562-27ISD

Level	High Profile Areas (1)	General Areas (2)	Low Traffic Areas (3)	Storage and Unconditioned Areas (4)	Hardscape Areas (5)
General	This level is assigned to all public/common areas with no tenant occupancy - cleaning is focused on public health concerns - there are no personal spaces in these areas	This level is assigned to areas where there is tenant occupancy and cleaning is affected by personal spaces	This level is assigned to areas within the conditioned space of the facility, but not visited by personnel on a regular basis. Frequencies of cleaning can be decreased due to the lack of personnel traffic and reduced occurrence of work being performed within these areas. Areas shall be cleaned in such a manner so as not to spread dust from one surface to another, or raise the dust into the air.	This level is assigned to areas that are seldom used for their intended purpose, or areas used for storage of supplies that make it hard to clean around, and/or areas that fall inside the building envelope, but outside the conditioned portions of the building. Loading docks and garages, both within the building footprint and outside the building footprint fall under this appearance level.	This level is assigned to areas that fall outside the building envelope and covers the sidewalks, plazas, walkways, etc. as well as grounds that require maintenance and that fall outside the scope of work of the landscaping vendor.
Restrooms and Locker Rooms	Shall be clean and disinfected at all times - fixtures clean and polished - no buildup of dirt	See level 1	See level 1	See level 1	See level 1
Flooring	Shall be free of visible dirt - surfaces clean and shiny - luster and protection maintained according to mfg recommendations - baseboards shall be clean with no buildup of dirt or cleaning products	Shall be free of visible dirt - surfaces clean - luster and protection maintained according to mfg recommendations - baseboards shall be clean with no buildup of dirt or cleaning products	Shall be maintained, swept and kept so that there will be no IAQ or pest problems resulting from the dust and debris that may be left in the corners or hard to reach areas - protection shall be maintained according to the type of flooring and manufacturers recommendations - accumulation of dust and dirt allowable as long as they do not affect the IAQ of the area or the surrounding areas - carpet stains that could result in an IAQ problem or a pest problem will be dealt with the same day that they occur, no stains will be allowed to be left so long as to become a permanent stain or require replacement of the carpet - baseboards with dust or dirt will be allowed as long as they do not present an IAQ problem	Shall be maintained to an acceptable level of cleanliness so as not to affect the IAQ of the building or not violate any life/safety or health standards - cleaning should be performed so that there is no excessive buildup of dust and dirt - vacuuming of hard surfaces is recommended in these areas to allow custodial staff access to cluttered areas or around stored materials - in garages, large vacuum sweepers are recommended and in some areas hosing down of the floor is permissible	Most flooring in this level is concrete or exterior tiles and require pressure washing or auto scrubbing on riding scrubbers - gum shall be removed on a regular basis - pressure washing shall be performed in such a manner as to not wash cleaning chemicals or any other substances that could adversely affect the local ecosystem by leaching into the underground, and/or down the storm water system - all codes and standards that relate to the stormwater or other drainage systems must be followed
Carpet	All stains shall be addressed same day they occur	No stains shall be left long enough to become permanent or require replacement of carpet	See level 2	Generally not present in these areas, if so see level 2	Generally not present in these areas, if so see level 2
Furniture	Shall show no dust, dirt, stains or smudges - cleaning shall be coordinated with bldg mgr	Shall be cleaned as needed - cleaning shall be coordinated with bldg mgr	See level 2	Generally not present in these areas, if so see level 2	Generally not present in these areas, if so see level 2
Surfaces	Shall be cleaned and polished - no accumulation of dust, dirt, streaks, or smudges	Shall be no visible accumulation of dust and dirt - mild accumulation shall be acceptable over two work day period but never to the extent to cause IAQ problem	Shall be cleaned so as never to create an IAQ problem or a health problem in any way - mild accumulation of dust, dirt may be acceptable, but never to the extent as to cause an IAQ problem - streaks or smudges will be allowed unless they become a problem to clean or degrade the building surfaces - commonly touched areas that could assist in the spreading of communicable diseases shall be cleaned with a disinfectant	Shall be cleaned as to prevent infiltration of dust/dirt into conditioned areas of the facility envelope - when inside conditioned space, mild accumulation of dust, dirt will be acceptable for a short period, but never to the extent as to cause an IAQ problem - rooms with storage should be cleaned so that dust and/or debris do not fall on stored materials - commonly touched areas that could assist in the spreading of communicable diseases shall be wiped down with an approved disinfectant - If from a level surface will be stored materials that fall outside bottom - exterior windows that solicitation require dusting, Contractor will inform the Building Manager so that arrangements can be made to have the stored materials	Cleaning of surfaces that affect the health and safety of the public and personnel shall be performed outside of operating hours of the facilities, so that the flow of traffic of employees and public into the facilities are not impaired in any way - all vertical and horizontal surfaces will be cleaned so that dust and/or dirt cannot be tracked or transferred airborne into the conditioned areas of the facility - areas will be cleaned to a height of 72" - windows that can be reached from a level surface will be cleaned all the way from top to bottom - exterior windows that cannot be reached from a level surface shall be cleaned using proper equipment and considered project work
Light and Air Grills	Shall be cleaned at regular intervals and shall never show buildup of dirt or dust	Shall be cleaned at regular intervals and shall never show buildup of dirt or dust	Shall be cleaned so that they never show a buildup of dust or dirt - special care should be taken to review the condition of these surfaces due to the reduced level of cleanliness on the other surfaces within these areas	See level 3	See level 3
Trash and Recycling Containers	Shall be emptied daily and there shall be no buildup of dirt or grime either on the inside or outside of the container - wet trash will be emptied daily and shall not be left overnight. Paper recycling containers shall not have any type of bag inside of them; if wet trash has been thrown into recycling container, the container will be cleaned immediately.	See level 1	See level 1	See level 1	See level 1



**Miami-Dade County
Procurement Management Services
Solicitation Submittal Form**
111 NW1st Street, Suite 1300, Miami, FL 33128

Solicitation No. RFQ9562-27ISD		Solicitation Title: Janitorial Servies at Various ISD Facilities	
Legal Company Name (include d/b/a if applicable): <input style="width:100%;" type="text"/>		Federal Tax Identification Number: <input style="width:100%;" type="text"/>	
If Corporation - Date Incorporated/Organized: <input style="width:100%;" type="text"/>		State Incorporated/Organized: <input style="width:100%;" type="text"/>	
Company Operating Address: <input style="width:100%;" type="text"/>		City <input style="width:100%;" type="text"/>	State <input style="width:100%;" type="text"/>
Remittance Address (if different from ordering address): <input style="width:100%;" type="text"/>		City <input style="width:100%;" type="text"/>	State <input style="width:100%;" type="text"/>
Company Contact Person: <input style="width:100%;" type="text"/>		Email Address: <input style="width:100%;" type="text"/>	
Phone Number (include area code): <input style="width:100%;" type="text"/>	Fax Number (include area code): <input style="width:100%;" type="text"/>	Company's Internet Web Address: <input style="width:100%;" type="text"/>	

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that has a valid Local Business Tax Receipt, issued by Miami-Dade County; has a physical business address located within the limits of Miami-Dade County from which business is performed; and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. **Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.**

LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County or Broward County in accordance with the Interlocal Agreement between the two counties.

Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). **Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.**

The address of the Locally-headquartered office is:

LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming the Bidder is a Local Certified Veteran Business Enterprise. **A copy of the certification must be submitted with the bid.**

SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)

A Small Business Enterprise (SBE) must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-3111 or access <http://www.miamidade.gov/smallbusiness/certification-programs.asp>. The SBE must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is your firm a Miami-Dade County Certified Small Business Enterprise? Yes No

If yes, please provide your Certification Number:

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space: . In such event, the Bidder shall furnish together with its bid response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Bidder agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida's Government in the Sunshine Laws and Public Records Laws as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County or a selection committee in public.

By submitting a bid pursuant to this solicitation, you agree that all such materials may be considered to be public records. The Bidder shall not submit any information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary or confidential.

In the event that the Bid contains a claim that all or a portion of the Bid submitted contains confidential, proprietary or trade secret information, the Bidder, by signing below, knowingly and expressly waives all claims made that the Bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

Acknowledgment of Waiver:

Bidder's Authorized Representative's Signature:

Date

Type or Print Name

Type or Print Title

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RESPONSE THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.

Bidder's Authorized Representative's Signature:

Date

Type or Print Name

Type or Print Title



FAIR SUBCONTRACTING PRACTICES

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date



SUBCONTRACTOR/SUPPLIER LISTING
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Name of Bidder/Proposer: _____ FEIN No. _____

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Bidders/Proposers on County contracts for purchase of supplies, materials or services, (including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Bidder/Proposer who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Bidder/Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Bidder/Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Bidder/Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplier/Materials/ Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Internal Services Department at <http://www.miamidade.gov/business/bid-development-contracts.asp>. As a condition of final payment, Bidder/Proposer shall provide subcontractor information on the Subcontractor Payment Report 8ub 280 form which can be found at <http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Proposer: _____ Print Name: _____ Print Title: _____ Date: _____

Question and Answers for Solicitation #RFQ9562-27ISD - Janitorial Servies at Various ISD Facilities

Overall Solicitation Questions

There are no questions associated with this Solicitation.