

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

Rev 1

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Previous Contract/Project No: **IBb6634-4/15-4**

Re-Bid
 Other
 LIVING WAGE APPLIES: ___ YES x NO

Requisition/Project No: ROID1600001 TERM OF CONTRACT: 5 years

Requisition/Project Title WIPING CLOTHS AND WIPERS

Description:

User Department(s): SP.PW.WS.ISD.PR.HD
 Issuing Department: INTERNAL SERVICES DEPARTMENT
 Contact Person: Ingrid Bernal Phone: (305) 375-4211
 Estimated Cost: \$384,800.00
 Funding Source: General Fund/Proprietary Funds /Federal Funds

ANALYSIS

Commodity/Service No: <u>73520</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	
EXISTING 2 ND YEAR 3 RD YEAR	
Contractor:	
Small Business Enterprise:	
Contract Value:	
Comments:	
Continued on another page (s): ___ Yes ___ No	

RECOMMENDATIONS

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

Basis of Recommendation:

Signed: Ingrid Bernal Date to SBD: 11/24/15
 Date Returned to DPM: _____

SECTION 2 - SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE**

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

Group 1: Non – Federally Funded Departments

Group 2: Federally Funded Departments

2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for five (5) years. The contract shall expire on the last day of the month of the contract term.

2.3 METHOD OF AWARD

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

2.4 SAMPLES

Bidders may be required to submit a sample for the goods to be supplied for evaluation by, and at no cost to the County. If samples are required, the County will notify the Bidder of such in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the Bidder's name, bid number and title, manufacturer's name and brand name, and style number if applicable. If the Bidder fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the County shall not consider the Bidder's proposal for that item(s); provided however, in the event of a group or aggregate award, the bidder's proposal will not be eligible for that group. All samples shall become the property of Miami-Dade County.

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

2.5 PRICES

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

Comment [PB(1)]: We aren't offering any price increases for the whole five year term?

2.6 ADDITIONAL/ ITEMS

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that may need to be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the awarded bidder to obtain a price quote for the similar items. The County reserves the right to award these similar items to the awarded bidder, or another contract bidder based on the lowest price quoted, or to acquire the items through a separate solicitation.

Comment [BI(2)]: No because it is recycled material

2.7 DELIVERY / PACKING SLIP

A. Delivery:

Awarded Bidder shall make deliveries within seven (7) business days of receipt of the Purchase Order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to; except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the Bidder. In these cases, the Awarded Bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should the Awarded Bidder to whom the contract is awarded, fail to deliver within seven (7) business days of receipt of the Purchase Order, the County reserves the right to cancel the order on a default basis. If the order is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent Bidder with any re-procurement costs. If the Awarded Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

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

B. Packing Slip / Delivery Ticket:

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

2.8 ACCEPTANCE OF PRODUCT BY THE COUNTY

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

2.9 COMPLIANCE WITH REGULATIONS

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

2.10 SUBSTITUTION OF ITEMS

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

2.11 FEDERALLY FUNDED (Group 2)

Since the services that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.

2.12 EXEMPTION TO CERTAIN CLAUSES

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

Section 1, Paragraph 1.11 (Local Preferences), Section 1, Paragraph 1.28 (Office of the Inspector General Fee), Section 1, Paragraph 1.36 (County User Access Program-UAP), Section 1, Paragraph 1.44 (Small Business Contract Measures), Section 1, Paragraph 1.45 (Local Certified Service-Disabled Veteran's Business Enterprise Preference).

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

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

3.2 REQUIREMENTS

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

All wiping cloths shall be guaranteed washed and dried.

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

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

3.3 ITEMS**A. WIPING CLOTHS GRADE NO. 1 (WHITE) (Items 1 & 2):**

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

B. DISPOSABLE WIPERS, FIBER (FABRIC) (Item 3):

DuPont Spun Lace, Color Blue, size: 13½" X 14".

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

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

D. WIPERS – 4-PLY (Item 5)

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

CONTRACT REVIEW FORM (EXPIRING CONTRACT)

Miami-Dade County, Department of Procurement Management

DATE: March 16, 2015

FROM: Kristina Guillen, PCOII kguille@miamidade.gov	Contract No: 1B6634-4/15-4	Contract Title: Wiping Cloths (Rags) and Wipers	Remaining Options to Renew: None (0)	Expiration Date: 10/31/2015
--	--------------------------------------	--	--	---------------------------------------

The following information is to be provided by the User Department and signed by the individual designated by that department as the Project Manager responsible for monitoring vendor performance and department requirements for the specific good or service to be procured. Return this completed form via email, with any required documents, to KGUILLE@MIAMIDADE.GOV at DPM no later than MARCH 25, 2015. Please complete the unshaded area below and Item (1) or (2) as appropriate.

FUNDING AND ALLOCATION REVIEW

A
B
C
D
E
F
G
H

Department	Current Annual Allocation (\$)	Releases (\$)	Requested Annual Allocation (\$)	Funding Source(s) Indicate if any Federal or PTP funds will be used (and if so indicate the %) If Grant, specify which.
ID02	\$15,000.00	\$2,940.00	15,000.00	Internal Svc Funds ✓
ID06	\$1,390.00	\$1,390.00	4,000.00	Internal Svc funds ✓
MT	\$21,000.00	\$5,000.00	21,000	MDT operating
PR	\$12,000.00	\$6,693.00	12,000.00	General Fund ✓ <small>Debit Frost</small>
PW	\$6,650.00	\$2,038.50	9,000.00	General Funds / Proprietary ✓
SP	\$7,800.00	\$3,640.00	7,800.00	Seaport Revenues ✓
WS	\$26,537.50	\$13,720.00	26,537.50	Proprietary Revenues ✓
HD	\$2,622.50	\$2,622.50	2,622.50	Federal -100% ✓

*****A draft of the solicitation / scope will be forwarded for your review once all departments requirements have been received by DPM.**

Justification for any changes to previous allocation: _____