

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

Rev 1

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Previous Contract/Project No:
9673-0/17 and 1Q9446-0/16

Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO

Requisition/Project No: RQID1700046 TERM OF CONTRACT: Five Years

Requisition/Project Title: Dry Cleaning, Laundering, and Mending

Description: Dry cleaning and laundering of employee uniforms, mending of inmate uniforms and linens.

User Department(s): Admin. Office of Courts, Corrections, RER, and Police.

Issuing Department: ISD Contact Person: A. Rodriguez Phone: 305-375-4744
 Estimated Cost: \$250,000.00 Funding Source: General Funds

ANALYSIS

Commodity/Service No: 962-78, 954-20			
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	2ND YEAR	3RD YEAR
Contractor:	Global Trading, Inc., Classy Dry Cleaner		
Small Business Enterprise:	Yes		
Contract Value: 5 years	\$200,000.00		
Comments: Award by group, group 1 is MDCR, group 2 is County wide.			
Continued on another page (s): <input type="checkbox"/> Yes <input type="checkbox"/> No			

RECOMMENDATIONS

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

Basis of Recommendation:

Signed: A. Rodriguez Date to SBD: 6/6/17
 Date Returned to DPM: _____

Section 2
Special Conditions

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the cleaning, alteration and repair of County owned uniforms in conjunction with the County's needs.

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. The contract shall expire on the last day of the sixty (60) month.

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 of a group, the bidder shall offer prices for all items within a given group. The County will select the bidder for award of each group by totaling the prices for all of the items within each group. Items that will be provided to the County at no cost must show a zero(0) in the price line. If a bidder fails to submit an offer for all items within the group, its offer for that specific group may be rejected.

If the awarded bidder fails to perform in accordance with the terms and conditions of the contract, The Bidder may be deemed in default of the contract. If the awarded Bidder defaults, the County shall have the right to negotiate with the next responsive, responsible Bidder

- Group 1: Mending inmate uniforms & linens
- Group 2: Alterations & Patches.
- Group 3: Laundering, dry cleaning, & minimal repairs

QUALIFICATIONS (Group 3 Only)

Bidders must be permitted as a commercial laundry and dry cleaner by their local municipality or County, and possess a Pechloroethylene (PERC) Dry Cleaner County Air Permit. A copy of both the laundry/dry cleaner city permit and the PERC permit should be included with the bid submittal.

2.4 PRICES

The initial contract prices resultant from this solicitation shall prevail for no less than a one (1) year period from the commencement date. It is the Bidders' responsibility to request any price adjustment. For any adjustment to be considered, the request for adjustment should be submitted at least 90 days prior to expiration of the then current twelve (12) month period. The adjustment request should not be in excess of the relevant pricing index change. The County may consider an adjustment to price based on changes in the Consumer Price Index (CPI), All Urban Consumers, All Items, Miami – Ft. Lauderdale Area index. If no adjustment request is received from the awarded bidder, the County will assume

that the bidder has agreed to the current prices. Any adjustment received after the expiration of the then current twelve-month period may not be considered.

The County reserves the right to negotiate lower pricing based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the subsequent twelve-month period based on the downward movement of the applicable index. It shall be further understood that the County reserves the right to reject any price adjustments submitted by the awarded bidder, and/or to terminate the contract based on such price adjustments.

2.5 COMPLETION OF WORK

Work shall be performed in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the awarded bidder; except in such cases where the completion date will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the bidder shall notify the County of the delays in advance of the original completion so that a revised delivery schedule can be appropriately considered by the County.

County employees are authorized to pick-up items against purchase orders issued to the bidder. Such authorization is provided for the County employee through an "Authorization to Pick-Up Materials" form. The authorized employee shall surrender the form to the bidder at the time of pick-up. If the bidder is in doubt about the authenticity of the person picking up the materials, the bidder shall contact the County Department representative.]

Comment [PB(1): Consider adding this section to 2.5

Should the bidder to whom the contract(s) is awarded fail to complete the work within the number of days agreed to with the County, it is hereby agreed and understood that the County reserves the authority to cancel the purchase order with the bidder and to secure the services of another bidder to complete the work. If the County exercises this authority, the County shall be responsible for reimbursing the bidder for work which was completed and found acceptable to the County in accordance with the contract specifications. The County may, at its option, demand payment from the bidder, through an invoice or credit memo, for any additional costs over and beyond the original purchase order price which were incurred by the County as a result of having to secure the services of another bidder. If the bidder fails to honor this invoice or credit memo, the County may terminate the bidder from the contract for default.

Prices bid must include all necessary materials, sewing equipment, identification tags and labor to perform the specified tasks. Awarded bidder(s) shall complete service within the following time frame:

GROUP 1: Repairs for a batch of less than one hundred (100) items shall be completed and delivered within seven (7) calendar days from date of notification by the County. Batches of uniforms containing greater than one hundred items shall be delivered within ten (10) calendar days from date of notification.

GROUP 2: Alterations delivered to the awarded bidder's site shall be completed and be ready for pick up within three (3) calendar days from date of delivery. Uniforms picked up by the awarded bidder from County sites shall be altered and returned within seven (7) calendar days.

GROUP 3: Schedule will be provided by each user department.

Administrative Office of the Courts:

Pickup and delivery services provided every Tuesday and Friday between 8:30 AM and 4:00 PM. All articles picked up on a Tuesday must be dropped off the following Friday and all articles picked up on Friday must be dropped off the following Tuesday. Discrepancies in the number of articles received by the bidder and what is stated on the ticket submitted by a bailiff/judge should be immediately addressed with the administrative court contact.

2.6 PICKUP, DELIVERY, AND LOCATIONS

- **Group 1:** The Awarded Bidder shall be required to pick up and return inmate uniforms at Miami-Dade Corrections and Rehabilitation (MDCR) sites throughout the County. The Awarded Bidder must have equipment necessary to load and transport boxes which may be palletized. Bidder shall sort the uniforms, perform the necessary repair, fold the repaired garment and return them in cardboard boxes in accordance with the timeline given in Section 2, Paragraph 2.5. Like items shall be packed together (tops in one box, pants in another). Boxes shall be sealed with commercial grade tape, labeled on the outside with their contents and stretch wrapped to pallets which will be provided by the County.
- **Group 2:** Alterations delivered to the awarded bidder(s) site shall be completed and be ready for pick up within three calendar days of their delivery. Pickup and delivery shall be as directed in the County's purchase order.
- **Group 3:** Laundering and dry cleaning may be dropped off and picked up by the employee or picked up/delivered to a County owned site, information will be provided by the County at the time of ordering the service

Comment [PB(2): I moved this to the top of this section because it should apply to all three groups

Comment [PB(3): The County will provide the pallets?

Comment [PB(4): This exact information in already listed in the paragraph above. Choose one place, only list it once.

Comment [PB(5): This information is already listed above. Don't duplicate the info.

User departments and their pickup/delivery locations. The County reserves the right to add or delete locations from the following list at its discretion.

ADMINISTRATIVE OFFICE OF THE COURTS

Dade County Courthouse
73 West Flagler Street, 16th Floor, Miami

Richard E. Gerstein Bldg.
1351 NW 12 Street, 3rd Floor, Miami

Lawson E. Thomas Courthouse Center
175 NW 1st Avenue, 11th Floor, Miami
Juvenile Justice Center
3300 NW 27 Avenue, 2nd Floor, Miami

South Dade Justice Center
10710 SW 211th St, Miami

Hialeah Courthouse
11 East 6th Street, Hialeah