

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. 8443-0/19

Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID1900115
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Laundry Services

Description: The purpose of this solicitation is to establish a contract for laundry services of County owned articles which consist of inmate uniforms and bed linens.

Issuing Department: Corrections & Rehab.
 Contact Person: Zuleika Davidson
 Phone: 786-263-5914

Estimate Cost: \$2,365,000

Funding Source:
 GENERAL
 FEDERAL
 OTHER State

ANALYSIS

Commodity Codes:	954-05				
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.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:					
Small Business Enterprise:					
Contract Value:	\$ 	\$ 	\$ 		
Comments:					

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: Sherry Clentscale	Date sent to SBD: 6/26/19
	Date returned to ISD-PM:

SECTION 2

SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for laundry services of County owned articles which consist of inmate uniforms and bed linens.

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 sixtieth (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 for a given group, the bidder shall offer prices for all items within the 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, or if so structured, by totaling the extended pricing for each item 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. In situations where a bidder wishes to provide the item or service at no cost to the County, enter zero (0) on the appropriate price line; do not leave the line blank.

Group I Minimum Requirements

To be considered for award of bidders shall have:

- a. Minimum of two commercial washer(s) capable of washing a minimum of 150 pounds of laundry per wash.
- b. Minimum of two commercial dryers capable of drying a minimum of 150 pounds of laundry at a time.
- c. Own or lease a minimum of two walk in type trucks with lift gate.
- d. Permitted as a commercial laundry and/or dry cleaner by local municipality and/or county. A copy of the permit shall be provided with the bid submittal.

Group II Minimum Requirement

- a. Permitted as a commercial laundry and/or dry cleaner by local municipality and/or county. A copy of the permit shall be provided with the bid submittal.

2.4 PRICES

The initial contract prices resulting from this solicitation shall prevail for no less than a twelve (12) month period from the contract's initial effective date. The County may consider price adjustments which would take effect on the anniversary of the initial effective date. The price adjustment may be upward or downward but shall not be in excess of the Consumer Price Index, for all urban consumers, all items in the Miami – Ft. Lauderdale area, as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212.

It is the Awarded Bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to be effective it must be submitted ninety (90) days prior to the expiration of the then current anniversary date/year. Any adjustment received with less than ninety days in the then current contract may not be considered. If no adjustment request is received from the Awarded Bidder, the County will assume that the Awarded Bidder has agreed that the next year term will be without any upward price adjustment. The County reserves the right to negotiate lower pricing for the additional term(s) based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the additional term(s) 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 bidder, and/or to terminate the contract with the bidder based on such price adjustments.

2.5 PURCHASE OF OTHER SERVICES

While the County has listed all major services within the scope of this Contract which are utilized by County departments in conjunction with its operations, there may be additional like services that may be needed by the County during the term of this Contract. Under these circumstances, a representative of the Internal Services Department's (ISD), Strategic Procurement Division will contact the Awarded Bidder and obtain a price quote for the additional services. The County reserves the right to award these additional like services to the Awarded Bidder under this Contract, or another commercial source, based on the lowest price quoted.

2.6 INSURANCE REQUIREMENTS

The Awarded Bidder shall furnish to the Internal Services Department, Strategic Procurement Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128-1989 Certificate(s) of Insurance which indicate insurance coverage has been obtained that meets the stated requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440.
- B. Commercial General Liability in an amount not less than \$300,000 per occurrence. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**

- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

See Section 1, Paragraph, 1.22 of the General Terms and Conditions for additional insurance requirements.

SECTION 3

3.1 SCOPE OF SERVICES

Laundry service is defined as the pick-up, inspection, sorting, washing, drying, ironing (as required), folding, and delivery to the original pickup site of County owned articles. Awarded Bidder shall provide weekly laundry services for Miami-Dade County Departments.

A. GROUP 1-INMATE UNIFORMS AND LINENS

Laundry consist of washing and drying in accordance with the best commercial practices and returned odor free. All spots, stains and discoloration shall be removed, if possible. The soiled laundry shall be examined for anything which may impede its proper processing (i.e. knotted sheets or blankets), and for articles which may be classified as bio-hazardous; Universal Precautions must be taken in the handling of bio-hazardous articles. Approximately 84,000 pounds of laundry will be washed per month for MDCR.

Articles may consist of; shirts, pants, shorts, pillow cases, flat bed sheets, towels and blankets. Shirts, pants and shorts are in various colors, including orange and white. Sheets, pillow cases and towels will be white. Blankets may be included with the linens to be serviced. Soiled laundry will be provided in County owned rolling bins **(truck with lift gate required)**. Prior to loading clean laundry into the rolling bins, they shall be sanitized to insure that cleaned laundry will not be contaminated when delivered. Sanitizing may be accomplished by the spraying of a bleach and water solution over all interior areas of the bin. Bins shall be dry before placing clean laundry in them.

B. GROUP 1-CLEANING/LAUNDERING INSTRUCTIONS

1. The Awarded Bidder shall provide MDCR with copies of Material Safety Data Sheets for chemicals used, and a record of the formula used in the wash.
2. Uniforms shall be folded and separated by type (pants or shirt), separation by size is not required. Sheets and pillowcases are to be pressed, folded. Towels and blankets shall be folded.

C. GROUP 2 – JUVENILE ASSESSMENT CENTER

Bidder shall provide weekly laundry services for Juvenile owned articles which may consist of gray blankets, and navy blue jumpsuits. Laundry service is defined as the pick-up, inspection, counting, sorting, washing, drying, ironing (where required), folding, and delivery to the original pickup site of County owned articles.

D. GROUP 2 - CLEANING/LAUNDERING INSTRUCTIONS

1. Jumpsuits shall be folded, separation by size is not required. Blankets shall be folded.

3.2 **DELIVERY SCHEDULE**

The Awarded Bidder will be responsible for the pick-up and delivery of the laundry at all locations to be serviced by the Awarded Bidder's processing plant. A Linen Ticket will be provided by County departments for the laundry articles to the Awarded Bidder. See Attachment A, Linen Ticket.

A. **GROUP I-MDCR LOCATIONS**

LOCATIONS	ADDRESS	PICK-UP DAYS
Pre-Trial Detention Center (PTDC)	1321 NW 13 St, Miami, FL 33125	Tuesdays and Fridays
Turner Guilford Knight Correctional Center (TGKCC)	7000 NW 41 St, Miami, FL 33166	
Metro West Detention Center (MWDC)	13850 NW 41 St, Miami, FL 33178	Mondays and Thursdays

B. **GROUP II-JUVENILE LOCATION**

LOCATION	ADDRESS	PICK-UP DAYS
Juvenile Assessment Center	275 NW 2 nd Street, Miami, FL 33128	Mondays and Thursdays

The Awarded Bidder will pick-up and deliver items that will be processed twice per week at days and times mutually agreed upon. A maximum of a seventy-two (72) hour turnaround is provided for each service. Services are required on holidays, however, if services cannot be performed on holidays, the Awarded Bidder is required to give the County a one (1) week notice and state when the services will be provided either prior to the holiday, or immediately following the holiday. The Awarded Bidder may be required to follow a specific schedule that requires arrival times which do not conflict with detention facilities activities, such as court staging, court return, and shift change.

C. **LINEN TICKETS**

The County will enclose with every pick-up, a complete linen ticket. The linen ticket will be attached to the rolling bin(s) which contain the laundry. The linen ticket will include, at a minimum, the following information: date of pick-up and a listing of items being retrieved. The Awarded Bidder must provide a receipt at the time of delivery showing the number of bins and bin number that is being delivered.

3.3 **GROUP 1- REPORTS**

The Contractor will provide a bi-weekly linen report of items that were processed per facility to the County.

Send reports via email to:

Desi Daniels at D415@miamidade.gov

Adrian Jones at mrmann@miamidade.gov

3.4 LOST OR DAMAGED LAUNDRY

Any article not returned within two (2) weeks of being picked up will be considered lost by the Awarded Bidder. Lost or damaged items will be reimbursed by the Awarded Bidder at one hundred and fifty percent (150%) of the replacement cost to the County. The County will provide a copy of the latest purchase order or contract award sheet reflecting the current cost of the item. The additional charge will partially reimburse the County for the cost of ordering the replacement article. At the County's discretion, replacement charges may be deducted from the Awarded Bidder's invoice(s) or the County may invoice the Awarded Bidder.

3.5 DAMAGED ITEMS

Laundry found by the Awarded Bidder to be damaged with tears and/or permanent stains which cannot be removed will be bundled and returned to the facility with appropriate notations made to the delivery ticket.

3.6 SECURITY

For security reasons inmate laundry must be segregated from items being laundered for other customers. This insures that an item inadvertently mixed into other customer's laundry (forks, spoons, knives, wires etc.) does not contaminate inmate laundry. In addition, inmate laundry must be segregated and laundered by location.

3.7 LOCATION OF PLANT

Provide the location where the laundry services will be performed.

3.8 EMERGENCY SITUATIONS

The Awarded Bidder shall provide a Continuity of Service Plan. This plan will explain the bidder's plans to ensure uninterrupted service before and immediately after a natural disaster or emergency that impacts the area where the laundry plant is located.

REQUIREMENTS TO BE SUBMITTED WITH SUBMITTAL BY ALL BIDDERS

	<u>Summarized Requirements:</u>	<u>Please check Yes or No</u>
Group I Paragraph 2.3. A.-A thru D	a. Minimum of two commercial washer(s) capable of washing a minimum of 150 pounds of laundry per wash.	___ Yes/ No ___
	b. Minimum of two commercial dryers capable of drying a minimum of 150 pounds of laundry at a time.	___ Yes/ No ___
	c. Own or lease a minimum of two walk in type trucks with lift gate. <i>Proof of ownership or leasing agreement shall be provided with the bid submittal.</i>	___ Yes/No ___
	d. Permitted as a commercial laundry and/or dry cleaner by local municipality and/or county. <i>A copy of the permit shall be provided with the bid submittal.</i>	___ Yes/No ___
Group I Paragraph 3.8	The Awarded Bidder shall provide a <u>Continuity of Service Plan</u> . This plan will explain the bidder's plans to ensure uninterrupted service before and immediately after a natural disaster or emergency that impacts the area where the laundry plant is located. <i>Continuity of Service Plan shall be provided with the bid submittal.</i>	___ Yes/No ___
Group II Paragraph 2.3.A-A	a. Permitted as a commercial laundry and/or dry cleaner by local municipality and/or county. <i>A copy of the permit shall be provided with the bid submittal.</i>	___ Yes/No ___

ATTACHEMENT A

SAMPLE

MIAMI-DADE COUNTY DEPARTMENT

FACILITY: _____

LINEN TICKET

DATE: _____

ITEM	COUNT	BIN NUMBERS	WEIGHT OUT	WEIGHT IN	DAMAGED ITEMS
SHEETS					
TOWELS					
PILLOW CASES					
WASHCLOTHES					
RAGS					
SHORTS					
UNIFORM TOPS					
UNIFORM BOTTOMS					
JUMPSUITS					
BLANKETS					
TOTAL					

OFFICER NAME: _____

BADGE #: _____

BINS OUT _____ **BINS IN** _____

VENDOR: _____