

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. 9787-0/20

Re-Bid
 Other
 LIVING WAGE APPLIES: YES
 NO

Requisition No./Project No.: RQID2000044
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Uniform Rentals

Description: The purpose of this solicitation is to establish a contract for the rental of uniforms as listed and specified in the solicitation.

Issuing Department: Various-WASD most us
 Contact Person: Cheryl Thomas-Hughes
 Phone: (786) 552-8058

Estimate Cost: \$3,774,363

Funding Source:
 GENERAL X
 FEDERAL
 OTHER Proprietary

ANALYSIS

Commodity Codes:	983-86			
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: 1/21/2020

Date returned to ISD-SPD:

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE

To provide Uniform Rental Services to Miami-Dade County departments.

3.2 RENTAL

The County departments will provide the successful Bidder a list of employee names, each employee's assigned location, the type, color and number of uniform authorized. For the purposes of this solicitation, one shirt and one pant shall be known as a set, certain uniform items are priced per unit for example, jackets. The price bid shall be inclusive of all charges including but not limited to; rental, laundering, pick-up and delivery, additional charges to the prices bid shall not be accepted.

3.3 MONITORING OF CONTRACT

The successful Bidder will be required to establish a check-in/check-out inventory system at all locations where rental items will be delivered and picked-up. The check-in/check-out form at a minimum must show the number of shirts and pants turned in by each employee and the number of pants and shirts returned by the Bidder each week. A sample of the form shall be submitted to the user departments for their review and approval prior to contract commencement. The check-in/check-out form should reflect the number and type of garments picked up, repaired, additions, deletions and transfers effective the next week.

3.4 MEASUREMENT

The successful Bidder shall supply a skilled fitter to measure and fit all uniforms. This must be done throughout the contract period whenever a uniform is needed. All measurements and alterations necessary must be made no later than five working days after notification. Measurements shall be made on County premises. There shall be no set up cost for initial orders, replacement or damage orders or any additional orders during the contract term. Set up charges shall be included in the rental cost.

3.5 MEASURING CHARTS

For the purpose of this Invitation to Bid the following measurements are considered standard.

Men's Shirts

Size	S	M	L	XL	2XL	3XL	4XL
Neck	14	15	16	17	18	19	20
	14 ½	15 ½	16 ½	17 ½	18 ½	19 ½	20 ½

Sleeve length shall be as standard for the industry. Shirts shall be available in both regular back length and long back length.

Men's Knit Shirts

Size	S	M	L	XL	2XL	3XL	4XL
Chest	36 – 38	40 – 42	44 – 46	48 – 50	52 – 54	56 – 58	60 - 62

Women's Alpha/Numeric Conversion

	S		M		L		XL		2XL	
Size	6	8	10	12	14	16	18	20	22	24
Chest	33 ½	34 ½	35 ½	36 ½	38	39 ½	41	43 ½	45 ½	47 ½
	34	35	36	37 ½	39	40 ½	42 ½	44 ½	46 ½	48 ½
Waist	25	26	27	28 ½	30	31 ½	33	35	37	39 40
	25 ½	26 ½	28	29 ½	31	32 ½	34 ½	36 ½	38 ½	½
Hips	35	36	37	38	39 ½	41	42	44 ½	46 ½	48 ½
	35 ½	36 ½	37 ½	39	40 ½	42	44 ½	46	48	50

3.6 UNIFORMS

Uniforms shall be individually fitted and available in the colors, styles and sizes listed below, for men and women. Uniform colors will be chosen by individual County Departments.

- a. Long or short sleeve shirt with pocket, sizes Small to 4XL.
- b. Flame resistant garments shall be NFPA 2112 compliant.
- c. Pants, no cuffs, waist sizes 28 thru 56, must have reinforced crotch. Minimum waist adjustment capability of 1.5 inches.
- d. All stress points shall be bar tacked, i.e. front and back pockets.
- e. Employees shall be granted one size change per year, if needed.

1. **Work Shirts (Long or Short Sleeve)** - Light Gray, Light Blue, Light Blue Stripe, Tan, Khaki

65% polyester - 35% cotton, 4-1/2 oz. Poplin weave, permanent press. All collars to be convertible style, 100% polyester lined and have stays permanently sewn in.
2. **Work Pants** - Dark Gray, Dark Blue, Dark Brown

65% polyester - 35% cotton, 7-1/2 oz. twill, permanent press, flat front. Two front and two rear pockets, bar tacked at stress points, button closure of left back pocket. Seven reinforced belt loops. Fabric edges are to be over-stitched to prevent unraveling. Option of jean type cut or regular cut
3. **Dress Shirts (Long or Short Sleeve)** - Light Blue, White, Yellow

65% polyester - 35% cotton, smooth broadcloth, full yoke. Seven buttons, 1 breast pocket, bar tacked at stress points. One piece sleeve facing, button cuff, interlining in collar band and cuff.
4. **Dress Pants** - Charcoal, Black, Navy Blue
65% polyester - 35% cotton, twill. Ban-roll type waistband, 3/4" wide belt loops, hook and eye closure with French fly. Two back pockets, slight flare from knee to hem. Western Style pocket.
5. **Cotton Uniforms** - Light and Dark Gray, Light Blue, Light Blue Stripe, Navy, Tan, Khaki.

100% cotton. Shirts long and short sleeve shirts, six button front, two pockets with flaps, sizes Small thru 4XL. Pants, flat front, two front and two rear pockets, bar tacked at stress points, button closure of left back pocket, seven reinforced belt loops, hemmed, no cuffs. Fabric edges are to be over-stitched to prevent unraveling. Sizes 28
6. **Flame resistant garments**

Long sleeve work shirt with pocket and work pants, NFPA 2112 compliant (www.nfpa.org) color to be determined by user department.
7. **Painters Shirt**

65% polyester - 35% cotton, 4-1/2 oz. color white, Poplin weave, permanent press. All collars to be convertible style, 100% polyester lined and have permanently stays.
8. **Painters Pants**

65% polyester - 35% cotton, 7-1/2 oz. twill, color white, permanent press, flat front. Two front and two rear pockets, bar tacked at stress points, button closure of left back pocket. Seven reinforced belt loops. Fabric edges are to be over-stitched to prevent unraveling. Option of jean type cut or regular cut.

9. **Hi-Visibility shirt (long and short sleeve)**

100% polyester, Poplin weave, permanent press. All collars to be convertible style. Comply with all **Class 2** requirements as defined by the American National Standard for High Visibility Safety Apparel and Headwear, ANSI/ISEA 107-2010

10. **Hi Visibility pants**

100% polyester twill, permanent press, flat front. Two front and two rear pockets, bar tacked at stress points, button closure of left back pocket. Seven reinforced belt loops. Fabric edges are to be over-stitched to prevent unraveling. Option of jean type cut or regular cut. 360° visibility.

11. **Jackets**- Light Gray, Light Blue, Tan, Khaki

Lightweight canvas, 100% cotton canvas and 100% jersey lined, sizes Small thru 4XL.

12. **Men and Women's Shorts** -Dark Gray, Dark Blue

65% polyester 35% cotton, min 7.5 oz., double pleated front, 2 front and 2 back pockets for men, 2 front and 1 back pocket for women.

13. **Knit (Polo) Shirt** - Light Gray, Light Blue, Yellow

50% polyester/50% cotton, 1 pocket, 5.4 oz., three (3) button placket

14. **Shop Towel**

100% Cotton, 14" X 14" color red, 100 per package. User department(s) will not be responsible for lost or damaged towels. Bid price should reflect the possible loss or destruction of the shop towel, there will be no reimbursement for lost/damaged towels beyond the price quoted for the rental.

3.7 UNIFORM MAINTENANCE

Soiled garments will at a minimum be, collected, inspected for damage, laundered, dried, ironed, hung on wire hangers (one pair of pants and a shirt per hanger), and delivered within a week to the location from which picked up. Some uniforms may have been exposed to waste water (sewage), Universal Precaution Procedures should be used.

A **Cleaning/Laundering Instruction**

All garments must be washed in accordance with commercial standards.

Fire retardant (FR) garments; shall be laundered and mended in accordance with manufacturer's specifications in order to maintain the FR composition of the garment

Garments shall be laundered using detergents or cleaners which leave the garment clean, odor, spot and stain free. Uniforms which retain an offensive stain, smell or residual odor after laundering will not be acceptable.

All garments shall be neatly pressed with creases ironed in.

B. Garment Repairs/Replacement

The successful Bidder shall maintain all rental uniforms in acceptable condition; this includes the replacement of buttons and the sewing of all rips and tears and the replacement of faded garments. The determination of "acceptable condition", "badly damaged" and "faded" as used herein shall be unconditionally that of the County and said interpretations shall be unconditionally accepted by the successful Bidder. Replacement of garments shall be with NEW GARMENTS. Damaged garments shall be tagged, and returned in repaired condition or replaced within two (2) weeks at no cost to the County. The cost for replacement garments shall be the responsibility of the successful Bidder and should be reflected in the original bid submitted. No additional allowances will be made for garment replacement and or repair during the contract period.

C. Scheduled Garment Replacement

Once a year, each employee shall be issued five new shirts and pants. Site managers will be provided written notice of the uniform replacement two weeks prior to its taking place. Site managers will advise their employees to insure that five full uniforms (shirt and pants) are returned to the successful Bidder on the scheduled pickup date. For employees who were initially issued uniforms other than the standard eleven, the replacement of 50% of the uniforms issued shall take place as above.

3.8 **EMPLOYEE IDENTIFICATION MARKINGS**

Shirts and pants issued shall have the employee's name and location permanently marked in an inconspicuous place to prevent theft or loss, in addition to any bar codes that the successful Bidder may require.

3.9 **EMBROIDERED EMBLEMS**

- A. Miami-Dade Transit (MDT) shirts shall have two (2) Bidder supplied embroidered emblems. One shoulder emblem identifies the Department and Division and one emblem with the employee's name to be sewn over the right breast pocket, or as specified by the Department. Art work and samples will be supplied by the County. No silk screened emblems will be accepted. **The cost of these emblems will be the successful Bidder's responsibility and must be included in the price of the shirt.** No additional allowances will be made for emblems required under this contract.
- B. Miami-Dade Water and Sewer Department (WASD) will supply the departmental patches for all of their uniforms. Successful Bidder will embroider employee's name as directed. All lettering will be embroidered, no silk screened emblems will be accepted. Lettering samples will be provided to the Bidder.
- C. Other County Departments, successful Bidder will embroider; County logo (hook), County Vision Statement, Department name and employee's name on shirts and jackets as directed.

Any other patches, logos or departmental identification shall be quoted out to the successful Bidder prior to the first delivery of garments.

3.10 SERVICE REQUIREMENTS AND CREDITS

Shortage of uniform(s) returned as clean shall be noted to the route driver, the successful Bidder shall have until the next scheduled delivery to return the missing items. If the successful Bidder is unable to return the missing item(s) within the time given a full week **credit** for the number of items missing shall be granted. Failure to return missing items after two weeks will result in the successful Bidder replacing the item(s) with new garments the following week.

3.11 DELIVERY LOCATIONS

Deliveries shall be made between the hours of 7:00 a.m. and 2:00 p.m. on a day mutually agreed upon by the successful Bidder and Miami-Dade Transit. An employee roster will be provided to the successful Bidder.

TRANSIT SITES

ADDRESS

Coral Way O & I – 72850	2775 SW 74 Ave.
North East O&I – W371	360 NE 185 St.
Support Services Facility – P611	3295 NW 31 St.
Central O&I – P608	3411 NW 31 St.
Communications	3300 NW 32 Ave.
Central – P616	3401 NW 31 St.
Rail	6601 NW 72 Ave.
Mover	100 SW 1 St.

Water and Sewer Department requires delivery to numerous sites throughout the County. Deliveries will be as mutually agreed upon with the site managers.

WASD SITES

ADDRESS

Interama	2575 NE 151 St.
Westwood Lakes	4801 SW 117 Ave.
36 Street	3625 NW 10 Ave.
S. Miami Heights	20900 SW 117 Ave.
Medley	7301 NW 70 St
Virginia Key	3989 Rickenbacker Cswy.

Distribution	1001 NW 11 St.
Black Point	8950 SW 232 St.
Le Jeune Rd.	3575 S. Le Jeune Rd.
Hialeah	800 W. 3 Ave.

Deliveries as mutually agreed upon with the site supervisor(s).

AVIATION SITES

ADDRESS

Miami International Airport	Building 3040
Miami International Airport	Terminal
Opa-Locka Airport	Maintenance Building
Tamiami Airport	Maintenance Building

3.12 ESTIMATED NUMBER OF EMPLOYEES

Miami-Dade Transit has approximately 847 employees to be serviced. 97 employees are authorized flame resistant uniforms, and the balance is authorized workers uniforms.

Miami Dade Aviation Department has approximately 339 employees to be serviced, 31 are authorized flame resistant uniforms (electricians etc.), 27 are authorized painters uniforms and 41 are authorized supervisor uniforms the balance are authorized workers uniforms

Water and Sewer Department has approximately 964 employees to be serviced, 86 are authorized flame resistant uniforms, 24 are authorized supervisor uniforms and the balance are authorized worker uniforms.

3.13 LOCKERS

The successful Bidder shall be capable of providing employee lockers from which soiled uniforms will be picked up and clean uniforms returned. Lockers shall be provided in units referred to as banks, each bank shall have a minimum of eight individual lockers. The County estimates that the vendor may need to provide ten (10) banks. Successful Bidder shall insure that all lockers are locked and secure prior to leaving the area.

Some County sites provide their employees with lockers, in these cases a Master Key will be provided to the successful Bidder. A lost key charge of \$50.00 will be charged for each key that must be replaced. All keys shall be returned to the County and signed for by a County representative at the conclusion of the contract.