

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. FB-01320-Rejected

Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID2000124
 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: \$2,419,000

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: 8/20/20
	Date returned to ISD-SPD:

SECTION 2

SPECIAL TERMS AND CONDITIONS

The Award of this Solicitation is contingent upon the rejection of FB-01320

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 for various County Departments.

Definitions:

Correction articles consist of: shirts, pants, shorts, pillow cases, flat bed sheets, towels and blankets. Shirts, pants and shorts will be in various colors. Sheets, pillow cases and towels will be white.

Juvenile articles consist of: gray blankets, and navy blue jumpsuits.

Laundry service: defined as the pick-up, inspection, sorting, washing, drying, ironing (as required), folding, and delivery in accordance with the best commercial practices and returned odor free to the original pickup site.

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 five year term.

2.3 METHOD OF AWARD

Group I: Miami-Dade Corrections Department
Group II: Juvenile Assessment Center

Award of this contract will be made to the lowest responsive, responsible bidder on a group-by-group basis who meets the qualifications listed below. 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. 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 service at no cost to the County, enter zero (0) on the appropriate price line; do not leave the line blank.

2.3.1 Qualifications For Both Groups

Bidder(s) shall:

- a. Provide a copy of their commercial laundry and/or dry cleaning permit issued by the Bidder(s) local municipality and/or County. A copy of the permit shall be provided with the bid submittal.
- b. Provide the location(s) where the laundry services will be performed
- c. Own or lease a minimum of two walk in 20' trucks with lift gate. In order to meet this requirement, Bidder(s) shall provide a valid registration for each truck, or a lease agreement

indicating that the Bidder(s) has the capacity to lease these units for a minimum of one (1) year.

- d. Bidder(s) shall provide two (2) references from customers that are currently receiving laundry services from the submitting Bidder within the last two (2) years as evidence that they are regularly engaged in the business of providing commercial laundry services. The references shall contain the reference company name, contact person, title of contact person, telephone number, email address, business address, The County shall be able to ascertain, to its satisfaction, that the Bidder is capable of providing the services as described in this Solicitation.

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 if not in accordance with the information listed above, 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(s) and obtain a price quote for the additional services. The County reserves the right to award these additional like services to the Awarded Bidder(s) under this Contract, or another commercial source, based on the lowest price quoted.

2.6 COMPLIANCE WITH FEDERAL STANDARDS

All products and services provided by the Awarded Bidder under this contract shall be in accordance with all governmental standards, to include, 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).

SECTION 3: TECHNICAL SPECIFICATIONS

3.1 SCOPE OF SERVICES

Awarded Bidder(s) shall provide weekly laundry services for Miami-Dade County Corrections (MDCR) and the Juvenile Assessment Center Departments.

Soiled laundry will be provided in County owned rolling bins. The Awarded Bidder shall pick up the rolling bins in a 20' truck with a lift gate. Rolling bins shall be sanitized to insure that clean laundry will not be contaminated when delivered. Sanitizing may be accomplished by the spraying a bleach and water solution over all interior areas of the bins. Bins shall be dry and lined with plastic liners before placing clean laundry in them.

The Awarded Bidder shall provide the County with copies of the Material Safety Data Sheets for chemicals used, and a record of the formula used in the wash every time. Any change in chemicals by the Awarded Bidder must be approved by the County.

A. GROUP I- ARTICLES FOR MIAMI-DADE CORRECTONS

Awarded Bidder shall examine soiled laundry for anything which may impede its proper processing (i.e. knotted sheets or blankets); for articles which may be classified as bio-hazardous, universal precautions must be taken in the handling of these bio-hazardous articles. The Miami-Dade Corrections department estimates that approximately 84,000 pounds of soiled articles will require laundry services each month.

1. Uniforms shall be folded and separated by type (pants /shirt), separation by size is not required. Sheets and pillowcases are to be pressed and folded. Towels and blankets shall be folded.

B. GROUP II – ARTICLES FOR JUVENILE ASSESSMENT CENTER

The Awarded Bidder shall provide weekly laundry services for Juvenile owned articles. These articles shall be folded, separation by size is not required.

3.2 DELIVERY SCHEDULES

Awarded Bidder(s) will be responsible for the pick-up and delivery of the laundry at all locations to be serviced; laundry for each location shall be washed separately. Services must **ONLY** be provided at the location(s) identified in the Bid Submittal Form.

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

Awarded Bidder(s) 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. Awarded Bidder(s) 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. Sites are subject to change based on the department's needs. Additional sites may be added or deleted at the County's request.

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. Awarded Bidder(s) must provide a receipt at the time of delivery showing the number of bins and bin number that is being delivered. See Attachment A, for a sample of the Linen Ticket.

3.3 WASHER AND DRYER CAPACITY

1. Award Bidder(s) shall have a minimum of two commercial washer(s) capable of washing a minimum of 150 pounds of laundry per wash.
2. Award Bidder(s) shall have a minimum two commercial dryer(s) capable of drying a minimum of 150 pounds of laundry at a time.

3.4 ADDITION/DELETION OF LOCATIONS

It is hereby understood and agreed that the County reserves the right to add/delete locations.

1. If additional location(s) are added, the County will advise the Awarded Bidder servicing that group to provide the new location information.
2. If a location needs to be deleted, The County will provide no less than 2 weeks of notice before stopping services at a location.

Awarded Bidder(s) shall not suspend services without prior written approval from the County. Any such suspension of services by the Awarded Bidder(s) without proper written approval from the County is a matter of default.

3.5 GROUP I- REPORTS

The Awarded Bidder shall provide a bi-weekly linen report of items that were processed per facility to the County.

3.6 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.

3.7 DAMAGED ITEMS

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

3.8 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.

3.9 EMERGENCY SITUATIONS

The Awarded Bidder shall provide a Continuity of Service Plan. This plan will explain how the bidder will ensure uninterrupted service before and immediately after a natural disaster or emergency that impacts the area where the laundry plant is located. The plan shall identify that the Awarded Bidder has a back-up generator and staff availability during an emergency.

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: _____

SECTION 4 - BID SUBMITTAL FORM

REQUIREMENTS TO BE SUBMITTED WITH SUBMITTAL BY ALL BIDDERS

4.1 SOLICITATION QUALIFICATIONS FOR ALL GROUPS

4.1.1	Bidder has submitted a copy of a valid state or local municipal permit which will confirm the Bidder is authorized to provide the services requested in the solicitation. (Refer to Section 2, paragraph 2.3.1a).	<input type="checkbox"/>
4.1.2	Bidder has provided the location(s) where the laundry services will be performed. (Refer to Section 2, paragraph 2.3.1b).	<input type="checkbox"/>
	<p>Bidder(s) has provided the location(s) where the laundry services will be performed.</p> <p style="margin-left: 40px;">1. Company Name: _____</p> <p style="margin-left: 40px;">Business Address: _____</p> <p style="margin-left: 40px;">Telephone Number: _____</p> <p style="margin-left: 40px;">2. Company Name: _____</p> <p style="margin-left: 40px;">Business Address: _____</p> <p style="margin-left: 40px;">Telephone Number: _____</p>	
4.1.3	Bidder(s) owns or leases a minimum of two 20' walk in trucks with lift gate. In order to meet this requirement, Bidder(s) shall provide a valid registration for each truck, or a lease agreement indicating that the Bidder(s) has the capacity to lease these units for a minimum of one (1) year. (Refer to Section 2, paragraph 2.3.1c).	<input type="checkbox"/>
4.1.4	Bidder(s) has provided two (2) client references to demonstrate that the Bidder(s) have provided similar types of laundry services, within the last two years. All client references shall include the name of the organization/customer, period in which the services were provided, a description of the services provided, and the contact person's name, phone number, and email address. (Refer to Section 2, paragraph 2.3.1d).	
Reference 1		
Name of Business/Entity		
Contact Person's Name		
Contact Person's Telephone Number		
Contact Person's Email Address		
Period in which services were provided		
Description of services provided		

Reference 2		
Name of Business/Entity		
Contact Person's Name		
Contact Person's Telephone Number		
Contact Person's Email Address		
Period in which services were provided		
Description of services provided		
4.1.5	<p>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> (Refer to Section 3, paragraph 3.9).</p>	<input type="checkbox"/>

4.2 PRICING

Instructions: Bidders shall submit unit pricing per item below. The award of each group will be made in accordance with Section 2.3, Method of Award.

Item Number	Estimated Pounds Per Month	Description	Price per pound	Unit of measure
	GROUP I	MDCR		
1.	84,000	Laundering of inmate uniforms and linens	\$_____	Per pound
Item Number	Annual Estimated Quantities	Description	Price per item	Unit of measure
	GROUP II	JUVENILE ASSESSMENT CENTER		
1.	6,000	Laundering of Juvenile Inmate Blankets	\$_____	Each
2.	750	Laundering of Juvenile Inmate Jumpsuits	\$_____	Each