

## DEPARTMENTAL INPUT

### CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New Contract  
  OTR  
  Sole Source  
  Bid Waiver  
  Emergency  
 Previous Contract/Project No. 9561-0/13 and 6786-0/13

Re-Bid  
  Other-Accessing  
 LIVING WAGE APPLIES:  YES  
  NO

Requisition No./Project No.: RQID1500012  
 TERM OF CONTRACT 60 MONTH(S)

Requisition /Project Title: Pillows, Bed and Bath Linens

Description: To establish a contract to provide Pillows, Bed and Bath Linens for various County Departments

Issuing Department: ISD,PM  
 Contact Person: Sherry Clentscale  
 Phone: 305-375-2179  
Estimate Cost: \$ 500,000  
 GENERAL  
 FEDERAL  
 OTHER  
Funding Source:  
 X  

### ANALYSIS

<b>Commodity Codes:</b>	850-08	850-64	850-12
Contract/Project History of previous purchases three (3) years Check here <input checked="" type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<b>EXISTING</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
<b>Contractor:</b>			
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	\$	\$	\$
<b>Comments:</b>			

Continued on another page (s):  
 YES  
 NO

### RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>				

**Basis of recommendation:**

<b>Signed:</b> <i>Sherry Clentscale</i>	Date sent to SBD: 10/23/14
	Date returned to DPM: <input type="text"/>

**SECTION 2 - SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY**

This solicitation will establish a contract for the purchase of pillows and bed and bath linens. The successful Bidder shall provide the items, on an as needed basis, to accommodate various sleeping quarters at Miami-Dade County Correctional facilities and various County departments located throughout Miami-Dade County.

**2.2 TERM OF CONTRACT: SIXTY (60) MONTHS**

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 Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the sixty (60) month period.

**2.3 METHOD OF AWARD: TO MULTIPLE LOWEST PRICED VENDORS IN THE AGGREGATE**

Award of this contract will be made to two (2) responsive, responsible vendors who submit an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. While the method of award prescribes the method for determining the lowest responsive, responsible vendor, the County will award this contract to the designated lowest vendor as the primary vendor and will award this contract to the designated second lowest vendor as the secondary vendor respectively. If the County exercises this right, the primary vendor shall have the primary responsibility to initially perform the service or deliver the goods identified in this contract. If the primary vendor fails to perform it may be terminated for default and the County shall have the option to seek the identified goods or services from the secondary vendor. During the term of the contract, the County may also make award to the third lowest vendor as tertiary if the primary and secondary vendors do not perform.

Award to multiple vendors is made for the convenience of the County and does not exempt the primary vendor from fulfilling its contractual obligations. Failure of any vendor to perform in accordance with the terms and conditions of the contract may result in the vendor being deemed in breach of contract. The County may terminate the contract for default and charge the vendor re-procurement costs, if applicable.

**2.4 PRICES SHALL BE FIXED WITH ADJUSTMENTS ALLOWED BASED ON GOVERNMENTAL PRICE INDEX:**

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed for the term of the contract. The only exception in this regard is that this fixed price shall be adjusted upward or downward based on the Producer Price Index (PPI) Table 9 as follows:

- For Group A, all items. PPI Group: Textile Products and Apparel. Item: Other textiles, including towels and bed textiles. Series: WPU0382031223.

Notification of adjustment shall be submitted to the County's Department of Procurement Management for review ninety (90) days prior to the expiration of each twelve (12) month period. Increases in price exceeding five percent (5%) per item shall not be allowed. It is the vendor's responsibility to request any pricing adjustment under this provision. If no adjustment request is received from the vendor, the County will assume that the

vendor has agreed that the next twelve (12) month period will commence without pricing adjustment.

It should be noted that requests for price adjustments may affect the primary vendor's designation status dependent upon vendor responses to notice of the index change.

It shall be further understood that the County reserves the right to reject any price adjustments submitted by the vendor and/or to terminate the contract with the vendor based on such price adjustments.

## 2.5 CONTACT PERSON(S):

For any additional information regarding the specifications and requirements of this solicitation, you may contact Sherry Clentscale, at (305) 375-2179, or via e-mail at- [sclements@miamidade.gov](mailto:sclements@miamidade.gov).

## 2.6 METHOD OF PAYMENT

The vendor(s) shall submit an invoice(s) to the County user department(s) after purchase has been completed, whether the specific item(s) were picked up by authorized County personnel or delivered to the site by the vendor. In addition to the general invoice requirements set forth below, the invoices shall reference the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the following basic information:

- I. Vendor Information:
  - The name of the business organization as specified on the contract between Miami-Dade County and vendor
  - Date of invoice
  - Invoice number
  - Vendor's Federal Identification Number on file with Miami-Dade County
- II. County Information:
  - Miami-Dade County Release Purchase Order or Small Purchase Order Number
- III. Pricing Information:
  - Unit price of the goods, services or property provided
  - Extended total price of the goods, services or property
  - Applicable discounts
- IV. Goods or Services Provided per Contract:
  - Description
  - Quantity
- V. Delivery Information:
  - Delivery terms set forth within the Miami-Dade County Release Purchase Order
  - Location and date of delivery of goods, services or property

**2.7 COMPLIANCE WITH FEDERAL STANDARDS**

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 National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

**2.8 MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS**

The bidder hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the bidder in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the County by the bidder are found to be defective or do not conform to specifications: (1) the materials may be returned to the vendor at the vendor's expense and the contract cancelled or (2) the County may require the vendor to replace the materials at the vendor's expense.

**2.9 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES:**

While the County has listed all major items within this solicitation which are utilized by its departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the awarded vendor(s) to obtain a price quote for the similar items. The County reserves the right to award these additional items to the contract's vendor, or to acquire the items through a separate solicitation.

**2.10 SAMPLES MAY BE REQUIRED DURING EVALUATION**

After the County opens the Bid Proposals, the 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, bid 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, that in the event of a group or aggregate award, the bidder's proposal will not be eligible for that group or in the aggregate as applicable. 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 any 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 bid specifications and its decision shall be final. Any sample submitted shall create an express warranty that the whole of the goods and/or services 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.

**2.11 SUBSTITUTION OF ITEMS DURING TERM OF CONTRACT**

Substitute brands, styles or models may be considered during the contract period for discontinued products. The bidder shall not deliver any substitute item as a replacement to an awarded brand or model without express written consent of the Internal Services Department, Procurement Management 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.

**2.12 DELIVERY SHALL BE FIFTEEN (15) DAYS AFTER DATE OF ORDER**

The vendor shall make deliveries within fifteen (15) calendar days after the date of the order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the vendor(s); except in such cases where the delivery will be delayed due to acts of God, strikes, or other causes beyond the control of the vendor. In these cases, the vendor 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 vendor(s) to whom the contract(s) is awarded fail to deliver in the number of days stated above, the County reserves the right to cancel the order on a default basis after any back order period that has been specified in this contract has lapsed. 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 vendor with any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

**2.13 BACK ORDERS MUST BE FILLED WITHIN FIVE (5) CALENDAR DAYS**

If the vendor cannot deliver an ordered item in accordance with the scheduled delivery date due to a current existing backorder of that item with the vendor's manufacturer or distributor, the vendor shall insure that such back orders are filled within five (5) calendar days from the initial scheduled delivery date for the item. The vendor shall not invoice the County for back ordered items until such back orders are delivered and accepted by the County's authorized representative. It is understood and agreed that the County may, at its discretion, verbally cancel back orders after the grace period identified in this paragraph has lapsed, seek the items from another vendor, and charge the incumbent vendor under this contract for any directly associated re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

**SECTION 3 – TECHNICAL SPECIFICATIONS****PURCHASE OF PILLOWS, BED AND BATH LINENS****3.1 SCOPE**

This solicitation will provide for the purchase of pillows, and bed and bath linens in accordance with the below specifications. The successful Bidder shall provide the items, on an as needed basis, to accommodate various sleeping quarters at Miami-Dade County Correctional facilities and various County departments located throughout Miami-Dade County.

**3.2 PILLOW SPECIFICATIONS****A. Description:**

- Minimum of 21 ounces of first quality, 100% Polyester fiber filling, with a 7 oz. Staph cover
- Size: 21" x 27"

**B. Flammability Requirements:**

- Cover material must comply with applicable flammability standards

**3.3 BED LINENS SPECIFICATIONS****A. Pillow Case**

- 50/50 cotton/polyester, 3.5 oz. per yard, Thread count 130, size 42" X 34" Color, white

**B. Flat Sheet**

- 50/50 cotton/polyester, percale. T-130 Muslin, size: twin 54 X 90 Color, white, hemmed on four sides. Weight of 3.2 ounce per square yard.

**C. Fitted Sheet**

- 50/50 cotton/polyester, percale. Thread count 130, size: twin 39"X 75"X 9", color white

**D. Bedspread**

- 50/50 cotton/polyester, Ribcord fabric, min. 8oz per sq. yd. size: twin, 75" X110". Preshrunk, no ironing required, square corners. Colors: Blue , Red or Green

**E. Blanket**

- 100% polyester, size: twin 72" X 90", machine washable, resist shedding, pulling and matting, colors: blue, tan green.

### 3.4 BATH LINENS SPECIFICATIONS

- A. Wash cloths
- 84% cotton 16% polyester, terrycloth, color white, size 12" X 12", weight of 3 lbs. per doz.
- B. Hand towels
- 84% cotton, 16% polyester, color white, size 16" X 27", weight of 3 lbs. per doz.
- C. Bath towel
- 84% cotton, 16% polyester, face of towel is 100% cotton, color white, size 20" X 40" weight 5 lbs. per doz.
- D. Bath towel
- 84% cotton 16% polyester, color, white, face of towel is 100% cotton, size 22" X 44", weight of 6.5 lbs. per doz.

### 3.8 DELIVERY LOCATIONS

Pillows, bed and bath linens shall be delivered between the hours of 8:00 am until 3:00 pm Monday thru Friday at the following County facilities:

*{PLEASE PLACE YOUR DEPARTMENT'S DELIVERY LOCATION HERE}*

MIAMI-DADE