

**ADVERTISEMENT
REQUEST FOR PROPOSALS FOR
NON-EXCLUSIVE JANITORIAL SERVICES**

RFP NO. MDAD-09-06

SUBMITTAL REQUIREMENTS: An original and ten (10) copies (a total of 11) of the Technical Proposal (including Appendix A and Appendix A-1) and an original and two (2) copies of the Price Proposal Schedule must be received by the due date as specified herein ("Proposal Due Date"), as may be amended by Addendum. In the event the Proposer chooses to propose upon more than one Zone, a Price Proposal Schedule shall be submitted for each such Zone; however, only one Technical Proposal will be required for each Proposal submitted. The original and all copies must be bound, with the **Technical Proposal packaged separately from the Price Proposal Schedule(s)** and submitted in an envelope or container stating on the outside the Proposer's name, address, telephone number and RFP number, RFP title, and Proposal Due Date to:

**Clerk of the Board
Stephen P. Clark Center
111 NW 1st Street, 17th Floor, Suite 202
Miami, FL 33128-1983**

Hand-carried Proposals may be delivered to the above address **ONLY** between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. Please note that Proposals are due at the Office of the Clerk of the Board on the date and at the time indicated in the advertisement and on the cover of the RFP. The office of the Clerk of the Board is closed on holidays observed by the County. Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

THE RESPONSIBILITY FOR SUBMITTING PROPOSALS TO THE CLERK OF THE BOARD ON OR BEFORE THE STATED TIME AND DATE IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPOSER. MIAMI-DADE COUNTY IS NOT RESPONSIBLE FOR DELAYS CAUSED BY ANY MAIL, PACKAGE OR COURIER SERVICE, INCLUDING THE U.S. MAIL, OR CAUSED BY ANY OTHER OCCURRENCE.

PROPOSAL DUE DATE: Proposals will be received for and in behalf of Miami-Dade County, by the Office of the Clerk until 2:00 P.M. Friday, May 30, 2008 or as modified by addendum at which time the names of the Proposers will be read aloud (refer to RFP documents). The County reserves the right to postpone or cancel the proposal opening at any time prior to the submittal due date. Proposers are invited to be present. Proposals received after the time and date specified will not be considered, and will be returned unopened.

AVAILABILITY OF PROPOSAL DOCUMENTS: Prospective Proposers may purchase Proposal Documents on and after **Friday, April 25, 2008** from the Office of Contracts Administration, Miami-Dade Aviation Department, Building 5A, 4200 N.W. 36th Street, 4th Floor, Miami, Florida 33122, Contracting Officer Lenora Allen-Johnson, Telephone Number (305) 876-8065, Facsimile Number (305) 876-8068, by payment of Fifty Dollars (\$50.00) (non-refundable) per set, check only, made payable to the Miami-Dade Aviation Department (MDAD). Proposal documents can also be purchased through a mail request by sending a company check (be sure to include project name) to P.O. Box 025504, Miami, FL 33102-5504. Each Proposer shall furnish a contact person, an address, telephone and fax numbers for the purpose of contact during the proposal submittal process. All Proposals shall be submitted as set forth in the Request for Proposals.

Interested parties are to schedule an appointment to review Exhibit B, Technical Specifications, Part 1 through the Contracting Officer delineated herein. The duration of each appointment will not exceed two (2) hours. However, the Department may schedule additional time slots (not to run consecutively with the original appointment), if available. At the time of appointment, interested parties will be required to present current, government issued, picture identification (e.g., Drivers License, United States Passport), and sign and notarize a MDAD Non-Disclosure Agreement certifying that the company and each authorized employee agrees, that in accordance with Florida Statutes § 119.071(3)(b) and one or more of the following Florida Statutes, § 281.301 and § 331.22, to maintain the information contained in the Bid Documents as being exempt from the provision of Florida Statute § 119.07(1) and § 24(a), Article I of the State Constitution. In addition, interested parties are advised that individuals will be monitored while reviewing these documents. Interested parties may take notes, however, no photographs and/or copying of the documents will be allowed.

SCOPE OF SERVICES: Miami-Dade County (the “County”), as represented by the Miami-Dade Aviation Department (“MDAD”), is pleased to invite proposals that if selected, shall provide janitorial services in zones 1,2, or 3 as provided in Exhibit A, Zone Map.

Required services include cleaning of common-use areas such as lobbies, hallways, restrooms, stairwells, elevators, escalators, moving walkways, and windows, and unless specifically set forth in the Technical Specifications (Exhibit B), exclude areas under exclusive lease to tenants.

The Department requires that the Contractor perform all required work to the highest quality standards while ensuring the best competitive prices for the County. The County reserves the right to add, delete, or otherwise modify the work areas and type of work required, as deemed necessary in the best interests of the County.

MINIMUM QUALIFICATION REQUIREMENTS PER ZONE:

ZONE 1

Five (5) years of continuous janitorial experience cleaning one or more 24-hour facilities totaling at least 4 million square feet, 7 days a week, including holidays, and serviced by not less than 250 Full-time Equivalents (FTE) in one or more facilities, working multiple shifts.

ZONE 2

Three (3) years of continuous experience cleaning a facility with at least 250,000 square feet and serviced by not less than 40 full-time equivalents (FTE) in one or more facilities, working multiple shifts.

ZONE 3

Three (3) years of continuous experience cleaning a facility with at least 250,000 square feet of and serviced by not less than 40 full-time equivalents (FTE) in one or more facilities, working multiple shifts.

PRE-PROPOSAL CONFERENCE: A Pre-proposal Conference will be held on **Thursday, May 8, 2008, at 10:00 a.m.** at Miami-Dade Aviation Department, 4200 N.W. 36th Street, Bldg. 5A, 4th Floor, Conference Room F, Miami, Florida, for all interested parties and attendance is recommended, but not mandatory. Any changes to the Request for Proposals will be by written addendum.

ADDITIONAL INFORMATION/ADDENDA: Requests for additional information or clarifications must be made in writing and sent via fax to the MDAD's Contracting Officer for the RFP no later than close of business fourteen (14) calendar days prior to the original proposal due date. The request must contain the RFP number and title, Proposer's name, name of Proposer's contact person, address, phone number, and facsimile number.

PROPOSAL GUARANTEE DEPOSIT: Each Proposal shall be accompanied by a Proposal Guarantee Deposit, by Zone as follows:

Zone 1: \$75,000.00

Zone 2: \$3,000.00

Zone 3: \$3,000.00

The Proposal Guarantee Deposit shall be attached to Appendix A, Questionnaire Form, and shall be in the form of a cashier's check, treasurers check, irrevocable letter of credit, or bank draft drawn on any state or national bank ONLY, payable to Miami-Dade County, Florida, or Proposal Guarantee Bond prepared on the form, Appendix G of the RFP documents, duly executed by the Proposer as Principal and having a Surety thereon meeting the requirements set forth in the Agreement. No other form of deposit will be accepted.

Proceeds of checks, if submitted as the Proposal Guarantee Deposit, will be held by the County without interest to the Proposer, and such proceeds will be returned to the unsuccessful Proposers after the County and the Successful Proposer have executed the Agreement for the work. Proposal Guarantee Bonds will not be returned to any Proposer.

CONE OF SILENCE: This solicitation is subject to Miami-Dade County's Cone of Silence pursuant to Section 2-11.1(t) of the Miami-Dade County Code, as amended. Please review Miami-Dade County Administrative Order 3-27 for a complete description of the Cone of Silence.

CONTRACT MEASURES: This solicitation includes contract measures for Miami-Dade County Certified Small Business Enterprises (SBEs) as follows:

Zone 1: 10% SBE Goal

Zone 2: SBE Set Aside

Zone 3: SBE Set Aside

A SBE/Micro Business Enterprise must be certified for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation at the time of the proposal submission deadline, at contract award, and for the duration of the Agreement to remain eligible for the contract measures as defined above.

For questions regarding Miami-Dade County's SBE Contract Measure Requirements, please contact Ms. Betty Alexander of Department of Small Business Development (formerly known as Department of Business Development) at 305-375-3111, facsimile at (305) 375-3160, or for web access at www.miamidade.gov/sba.

THE COUNTY SHALL NOT BE RESPONSIBLE FOR ANY MODIFICATIONS OR ALTERATIONS MADE TO THE REQUEST FOR PROPOSAL DOCUMENTS.

MIAMI-DADE COUNTY, FLORIDA
HARVEY RUVIN, CLERK

BY: _____
DEPUTY CLERK