



## **INVITATION TO BID**

**SOLICITATION EVENT ID: CL00000011**

**TITLE: Purchase of Polos**

**CONTRACT ID: CL-PURCHPOLOS25**

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**CLERK OF THE COURT & COMPTROLLER  
MIAMI-DADE COUNTY, FLORIDA**

THE CLERK OF THE COURT AND COMPTROLLER IS COMMITTED TO UPHOLDING INTEGRITY, TRANSPARENCY, AND NEUTRALITY IN JUDICIAL AND GOVERNMENTAL PROCESSES. OUR MISSION IS TO PROVIDE EXCEPTIONAL SERVICE, ENHANCE ACCESSIBILITY, UTILIZE FUTURE-READY TECHNOLOGY, AND EMPOWER OUR WORKFORCE TO EXCEED EXPECTATIONS.



## SECTION 2 – SPECIAL TERMS

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### 2.1 PURPOSE OF THIS SOLICITATION

The purpose of this Solicitation is to establish a Contract for purchase and delivery of embroidered polo shirts accordance with the needs of the COCC.

### 2.2 METHOD OF AWARD

Award of this Solicitation will be made to the lowest priced, responsive, responsible Bidder in the aggregate. To qualify for the award, the Bidder must provide pricing for all items listed. Failure to submit an offer on all items may result in the entire Bid being rejected.

The recommended Bidder must obtain COCC approval for all embroidery renderings before beginning any work. Within two (2) business days of receiving a request for a sample embroidery rendering, the recommended Bidder shall submit an embroidery design/artwork proof for approval prior to Contract award.

In the event that the COCC does not approve the initial rendering, written notification outlining all specific deficiencies will be provided with a request for immediate corrections. Upon receiving this notice, the recommended Bidder will have two Business Days to address the identified issues and submit a revised rendering. Should the COCC find the revised rendering unsatisfactory, the COCC may, at its sole discretion, either provide the Bidder with one additional opportunity to correct the rendering or proceed to negotiations with the next lowest responsive, responsible Bidder without offering the original Bidder any further opportunities to remedy the deficiencies.

### 2.3 TERM OF THE CONTRACT

The Contract shall begin on the date stipulated in the purchase order issued to the Awarded Bidder and end on the final day of the one hundred and eighty (180) day term.

### 2.4 PERFORMANCE

If the Awarded Bidder defaults on Contract, the COCC will have the right, prior to the delivery of any pending embroidered polo shirts, to negotiate with the next lowest responsive, responsible Bidder.

### 2.5 PRICING

Pricing shall be fixed and firm for the duration of the Contract and any extensions thereof. Pricing must be inclusive of the cost of the garment as well as any costs necessary for, or incidental to, providing the set-up of the designed artwork and application of the embroidery, without markup, service charge or processing fee of any kind.

### 2.6 INSURANCE REQUIREMENT

Upon the Clerk's notification, the Contractor shall furnish to the Clerk's procurement office certificate(s) of insurance that indicate that insurance coverage has been obtained, which meets the requirements as outlined below. Contractor shall furnish to insert your department's name and address, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440.



## SECTION 2 – SPECIAL TERMS

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- B. Commercial General Liability Insurance in an amount not less than \$300,000 per occurrence, and \$600,000 in the aggregate, not to exclude Products and Completed Operations. Miami-Dade County and Clerk 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.

The insurance requirement may be waived upon evidence from the Awarded Bidder that the items will be delivered using a third-party carrier. The Clerk must be the named insured and certificate holder and the certificate holder will read as follows:

**MIAMI-DADE COUNTY  
CLERK OF THE COURT AND COMPTROLLER  
73 W Flagler Street, Suite 242  
MIAMI, FL 33130**

Miami-Dade County must be named an additional insured. All insurance policies required above must be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength, by Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida", issued by the State of Florida Department of Financial Services and are a member of the Florida Guaranty Fund.

The insurance provisions of this contract are currently being handled through the Miami-Dade County Office of Risk Management. The mailing address to be used for the purposes of insurance shall be as follows:

Miami-Dade County  
111 NW 1st Street  
Suite 1700  
Miami, Florida 33128-1974

Compliance with the foregoing requirements will not relieve the Contractor of this liability and obligation under this Section or under any other section in this Contract.

Contractor shall refer to Section 1 – Instructions to Bidders, Subsection 13 – Submitting Certificates of Insurance for instructions on when and how to submit proper insurance documentation.



## SECTION 2 – SPECIAL TERMS

The Contractor shall assure that the certificate of insurance required in conjunction with this Section remain in full force for the term of the Contract, including any renewal or extension periods that may be exercised by the Clerk. If the certificate of insurance is scheduled to expire during the term of the Contract, the Contractor shall submit new or renewed certificate of insurance to the Clerk before such expiration. If an expired certificate of insurance is not replaced or renewed to cover the Contract period, the Clerk may suspend the Contract until the new or renewed certificate is received by the Clerk in the manner prescribed herein. If such suspension exceeds thirty Days, the Clerk may, at its sole discretion, terminate the Contract for cause and the Contractor shall be responsible for all direct and indirect costs associated with such termination.

[SECTION 3 – SCOPE OF WORK ON NEXT PAGE]



## SECTION 3 – SCOPE OF WORK

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### 3.1 OVERVIEW

The Awarded Bidder shall furnish and deliver embroidered polo shirts in accordance with the specifications listed in Section 3.2 below.

### 3.2 SPECIFICATIONS

The polo shirts furnished by the Bidder will be **Port Authority® Silk Touch™** (#K500 for male/ #L500 for female) or an approved “Equal” style conforming with the following specifications:

- 65/35 Poly/Cotton Pique, 5-Ounce
- Flat Knit Collar and Cuffs
- 3-Button Placket
- Metal Buttons with Dyed-To-Match Plastic Rims
- Side Vents.
- Color: Navy Blue

Approval for an “Equal” style is at the sole discretion of the COCC and will be communicated in writing.

### 3.3 EMBROIDERY REQUIREMENTS

The COCC will serve as the sole authority in approving any final embroidered rendering. Approval or rejection will be communicated to the Awarded Bidder after the rendering has been reviewed via email.

The embroidered Clerk Seals (See Figure 1 – Clerk Seal below for sample representation) must measure 3 inches and be stitched on the front-left chest of the garment. The embroidery thread must be high-quality, colorfast rayon or polyester, with no loose strands.

The seal is to be filled with gold thread (Pantone #1670), while the image and lettering should be done in blue thread (Pantone #1967). The stitching style should match the examples provided below. The images shown are for reference only.



Figure 1 - Clerk Seal

### 3.4 DELIVERY/SERVICE REQUIREMENTS

The Awarded Bidder shall make all deliveries within **30 days** from the date the order is confirmed in writing or otherwise indicated in the Purchase Order. All deliveries shall be made to the following address:

Miami-Dade County Clerk of Courts & Comptroller  
111 NW 1<sup>st</sup> St., Room 17-202  
Miami, FL 33128  
**Attn.:** Procurement Management Division