



May 5, 2014

Re: Project No. **RQID 1400090 - Security Gates Services**

Dear Sir or Madam:

The above-referenced contract is being considered for small business contract measures. If you are interested in participating as a CSBE to perform work in connection with this project and meet the requirements listed in this letter, please complete and return the attached Verification of Availability to Bid by **Wednesday May 7, at 4:00 PM. It is asked that all pages are returned completed in its entirety. Failure to complete will result in this Verification of Availability to Bid Letter not being considered.**

Please review the enclosed description of the project.

The letter of availability may be sent **via facsimile transmission to (305) 375-3160 or via email to coralee@miamidade.gov**. If you have any questions, please contact me at (305) 375-3115.

Sincerely,

Coralee Taylor, Contract Development Specialist 2
Internal Services Department
Small Business Development Division
111 NW 1st Street, 19 fl
Miami, FL 33128
☎ (305) 375-3115 | 📠 (305) 375-3160
coralee@miamidade.gov

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VERIFICATION OF AVAILABILITY TO BID

INTERNAL SERVICES DEPARTMENT (ISD)
SMALL BUSINESS DEVELOPMENT (SBD) DIVISION
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19th FLOOR
MIAMI, FLORIDA 33128
PHONE: 375-3111 FAX: 375-3160

PROGRAM COORDINATOR: **Coralee Taylor**

I am herewith submitting this letter of verification of availability and capability to bid, provided the proposed scope of work attached. (**NOTE:** Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE: Security Gates Services

PROJECT NUMBER: RQID 1400090

Estimated Contract Amount: \$430,000.00

(Scope of work and minimum requirements for this project is attached.)

NAME OF COMMUNITY SMALL BUSINESS ENTERPRISE (CSBE)

ADDRESS

CITY

ZIP CODE

Certification Expires: _____
DATE

Telephone: _____ *****Bonding Capacity:** _____

PRINT NAME AND TITLE

SIGNATURE OF COMPANY REPRESENTATIVE

DATE

Currently Awarded Projects (Name of Project and Owner)	Project Completion Date	Contract Amount	Anticipated Awards

VERIFICATION OF AVAILABILITY TO BID

CONTRACT TITLE: Security Gates Services (Service, Maintenance, & Repairs)
PROJECT NUMBER: RQID 1400090
ESTIMATED CONTRACT AMOUNT: \$430,000.00

PROJECT DESCRIPTION

Work under this Invitation to Bid includes **Service, Maintenance, & Repairs** of Electrical and Mechanical Security Gates at various Miami Dade County Locations. **See attached Scope of work in 3.1 AND OTHER PAGES**

A Representative of the Awarded vendor shall be available for service **calls twenty four (24) hours a day, seven (7) days a week.**

See 3.3 for additional Requirements

Required Contractor's Certification:

See attached Page 2 of 20

General Contractor, Building Contractor, Residential Contractor or Fence Contractor issued by the State or County examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed.

See attached Page 2 of 20

Electrical Repairs must be performed by and Electrical Contractor. Bidder must hold and electrical contractor license qualified said person, firm or corporation or joint venture to perform the work proposed.

PLEASE REVIEW ALL ATTACHEMENTS THOROUGHLY

Contractor Qualifications Questionnaire

This questionnaire will assist SBD in identifying the qualified contractors that “comply” to perform the aforementioned scope of work. Indicate yes “Y” or no “N” on the empty line on the left side of this questionnaire and forward it completely filled out to this e-mail address: coralee@miamidade.gov or via fax (305) 375-3160 attention Mrs. Coralee Taylor.

_____ Proposer (PRIME) meets the requirements as outlined in ALL of the Attachments:
and is interested in this solicitation.

_____ Proposer (PRIME) DOES NOT meet the requirements as outlined in ALL of the
Attachments and is NOT interested in this solicitation.

Similar contracts (Name of Project and Owner)	Project Completion Date	Contract Amount	Project Contact Person & Telephone for Verification

I certify that to the best of my knowledge all the information provided is verifiable and correct.

COMPANY NAME: _____

NAME OF REPRESENTATIVE: _____

TITLE: _____ SIGNATURE: _____

TELEPHONE NUMBER: _____ E-Mail Address: _____

The minimum qualifications for all Groups are as follows:

- a. Must hold one of the following Certificate of Competency: General Contractor, Building Contractor, Residential Contractor or Fence Contractor issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed. A copy of the license shall be submitted with the bid submittal forms.
- b. Electrical repairs must be performed by an electrical contractor. Bidder must hold an electrical contractor license qualified said person, firm, corporation or joint venture to perform the work proposed or provide the name and copy of the license of the electrical contractor proposing to subcontract to perform the electrical repairs. A copy of the license required for electrical repairs must be submitted with the bid submittal forms.
- c. For Group IV only – Bidder must have on hand inventory and maintain a stock of parts as indicated on Section 3, paragraph 3.6, d. A list of the on hand inventory must be submitted with the bid submittal forms.

All bidders are required to submit with their bid submission all pertinent documents as proof of compliance with the minimum qualification requirements; however, Miami-Dade County may, at its sole discretion, allow the bidder to complete or supplement the qualification requirements information/documents during the bid evaluation period

2.5 PRICES

The initial contract prices resultant from this solicitation shall prevail for a one (1) year period from the contract's initial effective date. The County may consider an adjustment after the first year, to be effective each anniversary date of the contract. The pricing adjustment shall not be in excess of the increase reflected on the latest Consumer Price Index for Miami/Fort Lauderdale Area, Wage Earners & Clerical Workers, All Items. It is the awarded vendor'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 after ninety (90) days from the expiration of the then current date/year may not be considered. The County reserves the right to reject any price adjustments submitted by the vendor. If no adjustment request is received from the awarded vendor, the County will assume that the awarded vendor has agreed that the next year term will be without any price adjustment.

Should the relevant pricing index report a decline in the inflation rate, the County shall have the right to adjust prices downward to reflect the index change. The downward adjustment shall not be in excess of the relevant pricing index change.

Note: The previous contract, bid number 5504-0/17, was terminated for cause. No current contract in place

LIST OF DEPARTMENTS, ESTIMATED ALLOCATION AND FUNDING SOURCE:

Department	Estimated Allocation	Funding Source
Corrections and Rehabilitation	\$ 177,000	General Funds
Community Action and Human Services	\$ 25,000	Federal/General Funds
Miami Dade Police	\$ 32,000	General Funds
Miami Dade Fire Rescue	\$ 138,000	Fire District Funds
Internal Services	\$ 32,000	General Funds
Miami Dade Transit	\$ 26,000	MDT Operating Fund
TOTAL	\$ 430,000	

Revised April 2005

expense and request of the requesting party. The cost of such transcription may be assessed, by the hearing officer, against a service contractor that has been found to violate Section 2-8.9.

In addition to the payment of penalties and back wages, the County Manager may debar, for a period not to exceed three (3) years, a service contractor or subcontractor and the principal owners and/or qualifying agents thereof found to have violated the requirements of Section 2-8.9 a second time. If the County Manager determines a covered employer failed to comply with these provisions a fourth time, the non-complying covered employer's service contract with the County may be terminated.

The County Manager may order the withheld amount equal to any underpayment remitted to the employee. In addition, the County Manager may order payment of a penalty to the County. If the required payment is not made within a reasonable period of time, the County Manager may order debarment as described above.

A breach of the clauses contained in this Supplemental General Condition shall be deemed a breach of this contract/ Permit or Lease Agreement and may be grounds for termination of the contract, Permit or Lease Agreement and grounds for debarment, and any other remedies available to the County.

2.12 **SERVICES AND FACILITIES MAY BE ADDED OR DELETED**

It is hereby agreed and understood that similar or additional services may be added to this contract at the County's option. It is also agreed and understood that the County may add or delete facilities to this contract at the County's option. Bidder(s) under this contract shall be invited to submit price quotes for these additional services and/or facilities. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the current contract bidder(s) that offers the lowest acceptable pricing

The County may determine to obtain price quotes for the additional services from other bidders in the event that fair and reasonable pricing is not obtained from the current contract bidders, or for other reasons at the County's discretion.

2.13 **LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE VENDOR**

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this solicitation the vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

2.14 **LICENSES, PERMITS AND FEES**

The vendor shall obtain and pay for all licenses, permits and inspection fees required for this project; and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. Damages, penalties and or

finances imposed on the County or the vendor for failure to obtain required licenses, permits or fines shall be borne by the vendor.

2.15 **WORK ACCEPTANCE**

Repairs will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work and warranty conditions.

2.16 **EMERGENCY AND NON-EMERGENCY REPAIR SERVICE**

a) **Emergency** - The vendor shall provide twenty-four (24) hours, seven (7) days a week emergency repair service. During regular working hours, Monday through Friday, 8:00 AM to 5:00 PM, response time for emergency repair services (defined as the time from acknowledged notification to arrival on-site) shall be no later than one and one-half (1.5) hours after notification by the County. During other than regular working hours, the emergency response time, as defined above, shall be no later than two (2) hours after notification by the County. For repair jobs, a written proposal is required. Unforeseen costs above original proposal will require prior approval.

Group II – Locations # 1 and 2, all repair services shall be handled as an emergency.

b) **Non-Emergency** – Response time for non-emergency services (defined as the time from acknowledged notification to arrival on site) shall be not more than three (3) hours.

2.17 **SUB-CONTRACTORS OF WORK SHALL BE IDENTIFIED**

As part of its Bid Proposal, the Bidder is required to identify any and all Subcontractors that will be used in the performance of the proposed contract, their capabilities and experience, and the portion of the work to be done by the subcontractor. The competency of the Subcontractor(s) with respect to experience, skill, responsibility and business standing shall be considered by the County when making the award in the best interest of the County. If the bidder fails to identify any and all sub-contractors in the Bid Proposal, the bidder may be allowed to submit this documentation to the County during the bid evaluation period if such action is in the best interest of the County.

SECTION 3 – TECHNICAL SPECIFICATIONS**Security Gate Services****3.1 SCOPE**

This Invitation to Bid is intended to cover services, maintenance and repair, of Electrical and Mechanical Security Gates at various Miami Dade County locations.

3.2 MAINTENANCE SERVICE TO INCLUDE THE FOLLOWING:

- a. Lubrication of moving parts to include all rollers.
- b. The inspection and adjustment of drive chains and/or belts.
- c. Inspection and lubrication of gear boxes and/or drive motors.
- d. Inspection and testing of operator loops.
- e. Inspection and cleaning of all electrical contacts.
- f. Test and inspect the security gates for proper and safe operation.
- g. Inspection and adjust track rails.
- h. Cleaning and/or removal of debris which may obstruct the operation of the gate.

All manufacturer parts shall comply with the standard operational and testing required by Ansi/UI 325, Standard for Door, Drapery, Gate, Louver, and Window Operators and Systems.

Upon completion of the above-mentioned maintenance service, the successful vendor(s) must complete the attached checklist. When submitting an invoice, the successful vendor(s) must submit a copy of the checklist indicating the maintenance service has been completed.

3.3 VENDOR PERFORMANCE REQUIREMENTS:

- a. A representative of the awarded vendor shall be available for service calls twenty-four (24) hours a day, seven (7) days per week. During regular work hours of 8 a.m. to 5pm
- b. The awarded vendor must have the ability to obtain spare parts and other materials for all gates.

Note: It will be unacceptable for any security gate to be non-functioning for over twenty-four (24) hour period.

Any incidents, damages resulting from non-compliance to the aforementioned note will be at the vendor's expense.

- 3.4 Unless otherwise requested, all service, maintenance and repair, will be provided during regular working hours whenever possible. Regular working hours will be defined as 8:00AM to 5:00PM, Monday through Friday. Vendors shall provide a contact name and telephone number for service needed after hours.

3.5 REPAIR WORK/EQUIPMENT:

- a. Welding - All welding work must be provided by a certified welder.
- b. V-Track Repairs – Vendor shall repair and/or replace the v-track during repairs, if deemed necessary and approved by a County representative. The name of the County employee that approved the repair must be included on the invoice.
- c. All rollers must be commercial grade roller with lube points.

3.6 SERVICE REQUIRED BY GROUP (DEPARTMENT):**a. GROUP I – MIAMI DADE CORRECTIONS AND REHABILITATION**

A representative of Miami Dade Corrections Department will contact the awarded vendor when repair service is needed. No maintenance service is required.

All work will be done in a high security Correctional environment. As such, all employees participating in this project by entering Facility Compound(s) must pass background check prior to being granted access. Each worker/technician of the Vendor must fill out a Background Application and must go to our headquarters office at MLK Headquarters, 2525 NW 62 Street, Miami, FL 33147 to receive background clearance training and complete photograph. This process takes approximately one hour. All worker/contractors must complete a full application and submit it accordingly in order to gain their background clearance. It is the responsibility of the vendor to insure that his workers clear background. It takes approximately four 4 weeks to receive background approval.

b. GROUP II – MIAMI DADE COMMUNITY ACTION AND HUMAN SERVICES

The gates must be inspected and maintained in accordance with Section 3, Paragraph 3.2 of this solicitation once a month unless instructed differently by the contact person listed for each location or a representative of the County. Awarded vendor will be responsible for arranging a schedule for the monthly inspection by contacting the contact person listed for each location. Repair work will be requested as needed.

c. GROUP III – MIAMI DADE POLICE

The gates must be inspected and maintained in accordance with Section 3, Paragraph 3.2 of this solicitation once a month unless instructed differently by the contact person listed for each location or a representative of the County. Awarded vendor will be responsible for arranging a schedule for the monthly inspection by contacting the contact for each location. Repair work will be requested as needed.

d. GROUP IV - MIAMI DADE FIRE RESCUE

A representative of Miami Dade Fire Department will contact the awarded vendor when maintenance or repair service is needed.

The below-listed parts shall consist of, but not limited to, the following brands:
Chamber Land, Lift Master, Elite and All-Star models.

Vendors bidding for this group must have a warehouse and maintain on stock the following list of parts:

SOLICITATION TITLE:

SOLICITATION NO.:

- Control boards
- Electrical relays and related devices associated with internal operation of systems commercial grade
- High quality replacement motors compatible with existing systems.
- High quality, heavy duty drive chains, gears and roller wheels.

e. **GROUP V – INTERNAL SERVICES**

The awarded bidder shall provide repair and emergency services to security gates on an as needed when needed basis. A representative of Miami Dade Internal Services Department will contact the awarded vendor when service is needed.

f. **GROUP VI – MIAMI DADE TRANSIT**

A representative of Miami Dade Transit will contact the awarded vendor when repair service is needed. No maintenance service is required.
