



August 19, 2011

TO: Licensed General Contractors, Fence Contractors, and Electrical Contractors

**Re: Security Gate Services
RQPM1100145**

Dear Sir or Madam:

The above-referenced contract is being considered for CSBE participation. If you are interested in participating as a CSBE to perform work in connection with this project, please complete and return the attached Verification of Availability to Bid and provide details of similar projects your company has completed as outlined in the attached project description **by Wednesday, August 24, 2011 at 1:00 pm. It is asked that Pages 2 and 3 are returned completed in their entirety.**

Please review the attached project description and requirements.

The Verification of Availability may be sent **via facsimile transmission to (305) 375-3160 or via email to kellyd@miamidade.gov**. If you have any questions, please contact me at (305) 375-3136.

Sincerely,

A handwritten signature in cursive script that reads "Kelly Duncombe".

Kelly Duncombe
Contract Development Specialist
Department of Business Development
Miami-Dade County

Please access the new Project Review Process at <http://www.miamidade.gov/sba/reports-pra-csbe.asp>

VERIFICATION OF AVAILABILITY TO BID

DEPARTMENT OF BUSINESS DEVELOPMENT
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19th FLOOR
MIAMI, FLORIDA 33128
PHONE: 375-3111 **FAX: 375-3160**

PROGRAM COORDINATOR: **Kelly Duncombe**

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 Gate Services
PROJECT NUMBER: RQPM1100145

<u>Department</u>	<u>Proposed New Contract Allocation</u>
Miami-Dade Corrections	\$ 370,000
Miami-Dade Fire Dept.	\$ 25,000
Miami-Dade Police Dept.	\$ 120,000

(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	Project Completion Date	Anticipated Awards

VERIFICATION OF AVAILABILITY TO BID

SCOPE OF WORK:

The purpose of this solicitation is to establish a contract to purchase service to electrical and mechanical security gates for various Miami Dade County departments in conjunction with the County's needs on an as needed when needed basis.

METHOD OF AWARD:

The award(s) will be made to the two (2) lowest priced responsive, responsible vendors on a group-by-group basis. To be considered for award the vendors must meet the minimum qualifications set forth in the solicitation and shall offer prices for all items within a given group. If a vendor fails to submit an offer for all items within the group, its offer for that specific group may be rejected.

While the award will be made to multiple vendors by group to assure availability, all awarded vendors have the responsibility to perform in accordance with the contract's terms. The lowest price vendor for the group shall be the primary vendor for the group and shall have the initial responsibility to perform under this contract. In the event the primary vendor defaults, the secondary vendor shall be responsible for performing the contractual obligations of this contract. Award to multiple vendors is made for the convenience of the County and does not exempt any awarded vendor from fulfilling its contractual obligations. Failure to perform as noted may result in the vendor(s) being deemed in breach of contract. The County may terminate the contract for default and charge the vendor re-procurement costs, as applicable.

Notwithstanding the aforementioned Method of Award, the County, at its option, may avail *itself of any or all of the provisions stated in Section 1.5, Award of Bid Solicitation.*

Note: Award of a contract as a result of this solicitation is contingent upon approval of the rejection of bid number 5504-0/16.

The minimum qualifications as follows:

- 1. 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 work proposed.***

- 2. Electrical repairs must be performed by an Electrical Contractor. Bidder must hold an electrical contractor license or provide the name and copy of the license of the electrical contractor proposing to subcontract to perform the electrical repairs.***

NAME OF COMMUNITY SMALL BUSINESS ENTERPRISE (CSBE)

PRINT NAME AND TITLE

SIGNATURE OF COMPANY REPRESENTATIVE