

Memorandum



Date: August 10, 2015

To: Gary Hartfield, Division Director
ISD, Small Business Development

From: Vivian Forhat-Diaz *VF*
Engineer 3 Miami-Dade Aviation, Facilities Management - Project Administration

Subject: Request for MCC 7360 Solicitation; RPQ# MDADTF-002 – Terrazzo Flooring
All Operated MDAD Facilities Service Contract

The Miami Dade Aviation Department (MDAD) respectfully requests that you review the attached recommendation to access the Miscellaneous Construction Contract MCC 7360 for the Terrazzo Flooring project under the Work Based Program; RPQ No. MDADTF-002.

The scope of work for this Request for Price (RPQ) include the maintenance, repair, replacement and/or installation of terrazzo flooring at all the facilities operated by the Miami-Dade Aviation Department (MDAD). The total contract allocation for this RPQ will be \$ 500,000.00 for a maximum term of 18 months (540 calendar days). Work shall be authorized on as needed basis via Work Orders by MDAD.

As per the result of the survey conducted by SBD regarding this project (see attached) we request the Small Business Development Division of the Internal Service Department to allow this project to be advertised under MCC 7360 Plan.

Thank you in advance for your cooperation.

A handwritten signature in black ink, appearing to read "Vivian Forhat-Diaz". The signature is fluid and cursive.

Vivian Forhat-Diaz,

Engineer 3

MDAD – Facilities Management

Attachments: Project Analysis

DEPARTMENT INPUT
CONSTRUCTION CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Check applicable Ordinance(s): 90-143 Responsible Wage and Benefits 03-237 (formerly 03-1) Community Workforce Program

PROJECT INFORMATION See attachment

Contract/Project/*Work Order No.: MDADTF-002

*Reference corresponding project number when submitting a work order

Contract/Project Title: Terrazzo Flooring at all Operated MDAD Facilities Service Contract

Description/Scope of Work: Maintenance, repair, replacement and/or installation of terrazzo flooring at all the facilities operated by the Miami-Dade Aviation Department (MDAD)

Estimated Cost: \$500,000.00 **Funding Source:** MDAD Reserve Maintenance Fund

Location of Project: (street address or beginning and ending points) i.e. 12345 NE 23rd Ct or Starts at 135 St. ends at 145 St.
Various TBD locations throughout MDAD's facilities and cargo buildings

PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CWP) See attachment

Engineer/Department or Agency's estimated required workforce for Project Work Order :

Trade/Skills Required	Est. # of workforce required per trade	Est. # of total days to complete job
Terrazzo Flooring	TBD based on Work orders issued and scopes required	540 (18 months)

Comments: Only one company responded to a similar bid (RPQ# M718).

PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CSBE) See attachment

Sub-Trade	Est. Cost	% of Item to Base Bid	Availability

RECOMMENDATION

Set-Aside: Level 1 Level 2 Level 3 Trade Set-Aside Sub-Contractor Goal Workforce Goal No Measure

Basis for Recommendation: Insufficient certified vendors

Date submitted to DBD: 08/10/15

Contact Person: Vivian Forhat-Diaz *VF*

Telephone No.: 305-876-8311

Forhat-Diaz, Vivian (Aviation)

Subject: FW: MDAD: Terrazzo RPQ# MDADTF and RPQ #10038377- Verification of Availability
Attachments: disclaimer.txt

From: Taylor, Coralee (ISD) [mailto:Coralee@miamidade.gov]

Sent: Friday, July 31, 2015 1:48 PM

To: Forhat-Diaz, Vivian (Aviation); Montalvo, Alejandro (Aviation)

Cc: Johnson, Laurie (ISD); White Jr., Tyrone (ISD); Duncombe, Kelly (ISD); Castellanos, Ruth (ISD)

Subject: MDAD: Terrazzo RPQ# MDADTF and RPQ #10038377- Verification of Availability

Good afternoon Vivian and Alejandro:

Regarding the subject RPQs for Terrazzo; there were two responses through the Verification of Availability to Bid process from: A Affordable Carpet and Exclusive Surfaces, Inc. As such, you should proceed with the 7360 process. As a reminder, please submit RPQs to SBD for the RC process and date.

Regards

From: Taylor, Coralee (ISD)

Sent: Friday, July 24, 2015 12:57 PM

To: 'lfnaranjo@dupontflooring.net'; 'mike@amion.org'; 'eloise.gonzalez@clc-corp.com'; 'engmoreno@yahoo.com'; 'davidscommflooring@gmail.com'; 'vicente@exclusivesurfaces.com'; 'hfc.flooring@yahoo.com'; 'info@jtflooringonline.com'; 'ldominguez@bellsouth.net'; 'lgarcia@legocc.com'; 'pinecrestgroup@bellsouth.net'; 'qualitysteemer@aol.com'; 'rogarllc@gmail.com'; 'stainlesssteemer@att.net'; 'hamid@scmiami.com'

Cc: Johnson, Laurie (ISD); Forhat-Diaz, Vivian (Aviation); White Jr., Tyrone (ISD); Duncombe, Kelly (ISD)

Subject: MDAD Terrazzo Maintenance, Replacement & Repair RPQ# MDADTF - Verification of Availability

Good afternoon:

SBD is conducting a survey of **Terrazzo Flooring Contractors** in order to establish sufficient availability of contractors under **MCC 7040 Contract** for **Miami Dade AVIATION Department**. **If you are interested in participating on this contract, and meet the requirements, please reply to this email IMMEDIATELY; Wednesday at 12:00 Noon the latest.**

SCOPE: The scope of work for this project includes the maintenance, repair and/or full replacement of damaged Terrazzo flooring and MDAD facilities.

Due to the special operational conditions the contractors shall be required to:

- Contractor must have minimum 5 years verifiable experience installing Cementitious and Epoxy Terrazzo, and Pre-fabricated Epoxy Terrazzo Panels.
- Contractor must be able to provide a list and brief description of at least 3 completed projects of similar scope of work, size and complexity.
- Submit the **Performance & Payment bond in the amount of the entire contract allocation of \$500,000.00.**
- Contractor, its employees, its subcontractors and suppliers shall comply with all MDAD security requirements including background checks, security badges, identification badging bonding requirements, specialized aviation-related insurance requirements, etc. therefore a valid MDAD identification (ID) badges with a Customs Seal will be required for all personnel working on MDAD facilities. as well as vehicle permits to enter airside (with accompanying insurance).
- Comply with the **INDEMNIFICATION AND INSURANCE** requirements as follow:-
- The Contractor shall furnish to the Miami-Dade Aviation Department (MDAD) located at Miami International Airport (MIA) Bldg. 3030. 4331 N.W. 22nd Street, Miami, Florida - 33159, 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.

- B. Commercial General Liability Insurance including Products and Completed Operations in an amount of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage. Miami Dade County 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 *\$1,000,000 combined single limit per occurrence for bodily injury and property damage.

***Under no circumstances are Contractors permitted on the Aviation Department, Aircraft Operating Airside (A.O.A) at Miami International Airport without increasing automobile coverage to \$5 million (\$5,000,000.00).** Only vehicles owned or leased by a company will be authorized. Vehicles owned by individuals will not be authorized. \$1 million limit applies at all other airports.

All insurance policies required above shall 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.

Please reply to this email with the following responses as applicable:

- 1. **Name of Firm:** _____
- 2. **___ YES - I meet ALL the requirements and can perform the scope**
- 3. **___ NO - I do NOT meet the requirements and I am not interested in these projects**

Time is of the essence!

Thank you very much for your participation and cooperation.

Regards

Coralee W-Taylor

Miami Dade County Internal Services Department
Small Business Development Division
111 NW 1st Street, 19 fl
Miami, FL 33128
(305) 375-3115 | (305) 375-3160

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