

Precision Cooling Systems, Maintenance and Repairs

RQAV1300011 - Verification of Availability

Find attached the “**Scopes of Work**” and “**Special Requirements**” for an upcoming **Invitation to Bid (ITB)**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same. Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL/MINIMUM**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

See Sections **2.4, 2.8-2.15** and **3.1 to 3.3** – Paying very close attention to all Sections listed and the requirements of each. (While you are **not** bidding at this time, be mindful your response strongly influences SBD’s determination as it relates to a potential **CSBE Measure**). So please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

Are you able to satisfy the requirements of the attached documents (ITB)?
YES NO

Do you have prior experience consistent with the requirements of this ITB?
YES NO

Are you able to meet the requirements of Section 2.4?

Provided “Precision Cooling and Air Conditioning (A/C) for a minimum period of two (2) years - Section 2.4.1.1? (Must provide references)
YES NO

Are you able to meet the “Certificate of Competency” requirements - See Section 2.4.1.2?
YES NO

Are your employees who will perform work or supervise it able to meet the requirements of Section 2.4.1.3 (Trained in OSHA and EPA standards)?
YES NO

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Are you able to meet the requirements associated with working on the Airport Operations Area (AOA) at MDAD (including insurance, permits, and drivers training for personnel), Section 2.8?
YES NO

Do you have prior experience working in areas such as the above mention (AOA) Section 2.21? YES NO

Are you able to meet the requirements associated with working on the Airport, (inclusive of strict security regulations and the completion of police background checks for all personnel who will be working in this area), Section 2.9?
YES NO

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Are you able to meet the “Scope of Work” of Section 3.1? YES NO

Are you able to meet the "Maintenance Services" (A, B & C) requirements of Section 3.2? YES _ NO _

Are you able to meet the "Equipment to be Maintained and Serviced" requirements of Section 3.3? YES _ NO _

Are you able to comply with the "Federal" standards and/or requirements of Section 2.10? YES _ NO _

Are you able to meet the "Labor, Materials, and Equipment or Parts" requirements of Section 2.11? YES _ NO _

Are you able to meet the "Repairs/Emergency Service/Response Time" requirements of Section 2.12? YES _ NO _

Are you able to meet the "One (1) Notification" requirements of Section 2.13? YES _ NO _

Are you able to meet the "Accident Prevention & Clean-up" requirements of Sections 2.14 & 15? YES _ NO _

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___ I am "NOT" interested in this solicitation.

Name of Firm: _____ SBE Exp. Date: _____

Owner's Name: _____ Signature: _____

Please respond by **10:00am, Friday June 14, 2013.**

Any questions, feel free to contact me at the number below.

(Respond to the "**Verification**" whether you are interested or not (choosing "**Yes**" or "**No**"), as this helps SBD in the determination of measures).

Regards,

Vivian O. Walters, Jr.
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"Delivering Excellence Every Day"

Please provide two client references below:

Project Title:

Client Name:

Contact Number:

Scope Description:

Project Title:

Client Name:

Contact Number:

Scope Description:

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decline the County's right to exercise the option period, the County may consider the vendor in default which decision may effect that vendor's eligibility for future contracts.

2.4 METHOD OF AWARD: To the Two (2) Lowest Priced Vendors in the Aggregate by Site

Award of this contract will be made to (2) responsive, responsible vendors who submit an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate by **Site location**. Under this award process, the lowest responsive, responsible vendor will be designated as the primary vendor and the second lowest vendor will be designated as the secondary vendor respectively. The primary vendor shall have the primary responsibility to initially perform the service or deliver the goods identified in this contract. If the primary vendor fails to perform in accordance with the terms and conditions stated herein, the County shall have the option to seek the identified goods or services from the secondary vendor. Additionally, the County reserves the right to default the vendor non-performance in accordance with Section 1, Paragraph 1.25. During the term of the contract, and any renewals thereof, the County may also make award to the third lowest vendor in the event either the primary or secondary vendors do not perform and are removed from the contract.

2.4.1 MINIMUM REQUIREMENTS

2.4.1.1 Vendor must be currently engaged in business of providing Precision Cooling and Air Conditioning (A/C) system maintenance for a minimum period of two (2) years. Submission of Commercial or Government Customer references is required to verify this requirement.

2.4.1.2 Vendor must be deemed qualified to perform the type of work as referenced herein by the State of Florida Department of Business and Professional Regulations (DBPR) or Miami-Dade County Examining Board (CEB). Submission of active licenses or certificates in the categories listed below as issued by the State DBPR or Miami-Dade CEB is required to verify this requirement:

- (1) General Mechanical, A/C Class A, General Mechanical or, Air Conditioning (Unlimited) Contractor, and
- (2) Journeyman or Journeyman General Mechanical

In accordance with the Code of Miami-Dade County, Florida, Section 10-3 (B), any person, firm or corporation which submits an offer in response to a County solicitation should, at the time of such offer, hold a valid Certificate of Competency or License as referenced above qualifying said person, firm, or corporation to perform the type of work referenced herein.

2.4.1.3 Vendor employees designated to perform or supervise the work as referenced herein must be trained in the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA) standards listed below:

- OSHA standards 29 CFR1926 for Construction. Course completion certificates for employee training from an OSHA Outreach Training Center or 3rd party provider, authorized by OSHA is required to confirm this requirement
- EPA Section and 608 of the Clean Air Act for Technician Certification for Type II Refrigerant. A certificate from a recognized EPA training provider is

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required to confirm this requirement

2.5 PRICES

If vendors are awarded a contract under this solicitation, the prices proposed by each respective vendor shall remain fixed and firm during the initial term of the contract

2.6 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and the resultant contract, contact James D. Munn, Jr. by telephone at (305) 375-1718 or via e-mail at munnj@miamidade.gov.

2.7 EXAMINATION OF SITE (HIGHLY RECOMMENDED)

Prior to submitting its offer, the vendor may be invited to visit the site where proposed services or work will be performed. Any site visits offered shall be considered highly recommended so vendor(s) can become familiar with any conditions which may in any manner affect the work to be done or impact equipment, materials and labor requirements. The vendor is expected to examine carefully any drawings and specifications provided and to be thoroughly aware regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions. For site visitation information vendor(s) should contact the Procurement Management representative James D. Munn, Jr. at Tel: (305) 375-1718 or e-mail: munnj@miamidade.gov or designee for confirmation of appointment on any officially noticed visits.

2.8 INSURANCE (11) – CONTRACTOR/MAINTENANCE/REPAIR (MDAD)

The following requirements for Insurance shall supersede information listed under Section 1, Paragraph 1.21 of this solicitation and resultant contract.

The vendor shall furnish to the Vendor Assistance Section, Procurement Management Division, Internal Services Department, 111 NW 1st Street, Suite 1300, Miami, Florida 33128-1989, 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 vendor as required by Florida Statute 440.
- B. Commercial General Liability Insurance in an amount 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 \$500,000 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. Only vehicles owned or leased by a company will**

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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 "B" as to management, and no less than "Class V" as to financial strength, 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 members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

NOTE CERTIFICATE HOLDER MUST READ: **MIAMI-DADE COUNTY**
111 NW 1ST STREET
SUITE 2340
MIAMI, FL 33128

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

The vendor shall submit a certificate of insurance within ten (10) business days after notification of recommendation to award. If certificate does not include the coverage outlined in the terms and conditions of this solicitation, the vendor shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the vendor to provide the required certificate of insurance within fifteen (15) business days, may result in the vendor being deemed non-responsible and the issuance of a new award recommendation.

The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the vendor in accordance with Section 2.3 of the solicitation. If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section 1.25 of the solicitation.

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2.9 MDAD SECURITY AND ESCORT AT AIRCRAFT OPERATING AREA (AOA) OR SITES

The Miami-Dade County Aviation Department (MDAD) operates under strict security regulations. In addition to the special security provisions covering escort and AOA access detailed under Section 1, Paragraph 1.45, vendors shall be responsible to comply with the additional requirements, procedure or guidelines stated herein.

Vendor(s) and their sub-contractors working at Miami Dade Aviation Department (MIA) are also subject to complying with ISO 14001 regulations regarding Environmental responsibility. Vendor(s) will receive training and/or familiarization regarding ISO 14001 protocol from the Miami Dade Aviation Department, Maintenance Division.

Site No 1 – MIA: When performing work for equipment located at Site No1, the vendor shall report to the Aviation Department's Maintenance Division Building No. 3040 and be escorted to and from each area of work that traverses the aircraft operating area. The Department shall monitor the placement of the vendor's equipment at each location. Upon completion of the work, the vendor shall call the Maintenance Office, (305) 876-7311, to arrange for inspection and escort out of the aircraft operating area.

Site No 2 – OPA: For equipment located at the Opa-Locka Executive Airport (OPA). Site No 2, Vendors are required to coordinate facility and equipment access with designated MDAD site representatives and OPA Facility Administration, (305) 869-1660.

It is a generally accepted policy that Vendors shall report their arrivals and departures from the County buildings or facilities to the County Project Managers or their designees. Vendors are also to log their arrivals and departures, as well as provide a reason for their presence at any county facility in accordance with guidelines given. Security procedures shall also be in strict accordance with and subject to revised instructions that may be issued during the contract term

2.10 COMPLIANCE WITH FEDERAL STANDARDS

All goods and services provided under this contract shall be in accordance with current governmental standards to including but not be limited to Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety Hazards (NIOSH), the Environmental Protection Agency (EPA), and National Fire Protection Association (NFPA).

Vendors are hereby noticed they are responsible to ensure that employees providing cooling system maintenance and repair services under this contract have sufficient knowledge and understanding of applicable federal standards. This responsibility shall include having any employees designated to perform or supervise the work as referenced herein trained and certified in the OSHA and EPA standards as referenced in section 2.4.1.3 as listed below:

- OSHA standards 29 CFR1926 for Construction Course
- EPA Section and 608 of the Clean Air Act for Type II Refrigerant

2.11 LABOR, MATERIALS, AND EQUIPMENT OR PARTS

Vendors shall provide 24 hours, 7 days a week for equipment maintenance support services to the County under the contract. Services shall normally be provided during regular working hours Monday through Friday, 7:00 AM to 4:00 PM.

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Unless otherwise defined in Section 3 Technical Specifications, vendor(s) shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment or parts shall be of a suitable type and grade for the purpose.

Accordingly, the vendor shall indicate the cost of this labor and materials on the submittal form included within Section 4 of this solicitation. Any County approved overtime, shall not exceed 1-1/2 times the hourly labor rate submitted. Any replacement parts, components or items not covered by the defined scope of standard system maintenance provided under the time and materials provisions of the contract shall be furnished at the vendor's actual cost. All materials, workmanship, and equipment or parts provided shall be subject to the inspection and approval of the County's Project Manager or designee.

2.12 REPAIRS/EMERGENCY SERVICE/RESPONSE TIME:

Additional repairs or emergency services that may be provided under this contract shall be considered as any unforeseen or unanticipated work not covered by reference under Section 3, Paragraph 3.2 Maintenance.

The response time for this service category shall be defined as the time from acknowledged County notification to Vendor arrival on-site. The requirement for this shall be as follows:

- Normal Working Hours: (1) hour after County notification
- After Working Hours: (2) hours after County notification

2.13 ONE (1) DAY NOTIFICATION PRIOR TO COMMENCEMENT

It is hereby understood the County will give a minimum lead time of one (1) calendar day to the vendor prior to the desired starting date for any specific maintenance services or agreed work, provided however, that such notice-to-proceed (NTP) is not superseded by any repairs or emergency services as otherwise covered under this contract.

Prior to and including such notice, Vendors may be required to reconfirm that employees designated to perform work the specific site or County facility are compliant with conditions stated under Section 2.9 for Security and Section 2.10 Federal Standards by providing copies of County ID's and the referenced OSHA and EPA Training Certificates.

2.14 ACCIDENT PREVENTION AND BARRICADES

Precautions shall be exercised at all times for the protection of persons and property. All vendors performing services under this contract shall conform to all relevant OSHA standards as well as State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible vendor. Barricades shall be provided by the vendor when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager.

2.15 CLEAN-UP

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the vendor shall

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3.1 SCOPE OF WORK

These specifications cover the requirements for quarterly inspections for Precision Cooling Systems and related components located in the following facilities or buildings listed below.

SITE NO :1

Miami International Airport (MIA) – Multiple Terminal or Buildings:
North Terminal, Concourse D, 3rd Floor offices and adjacent roof
Central Terminal, Concourse E, 2nd Floor Federal Inspection Services (FIS) Facility
Building 3030, 1st Floor Williams Communication Computer Room
South Terminal, Concourse J (Airside by Gate J-7)

SITE NO 2:

Opa-Locka Executive Airport - Control Tower Computer Room

The awarded vendor(s) are solely responsible for all equipment covered by the contract after the initial thirty (30) days of the contract intended for inspection and resolution of any system performance deficiencies. During this period, vendor(s) shall report any identified deficiencies to the MDAD representative immediately following the inspection, and shall submit a written version within twenty-four (24) hours for approval. This report shall include a concise summary of the vendors recommendations to correct any identified systems deficiencies, associated costs, and a timeline to implement corrective action following receipt of a written County notice to proceed (NTP)..

Vendors shall provide a firm quotation covering costs for corrective action on a time and materials (T&M) basis. Vendors shall use information they provide under Section 4.0, Bid Submittal, Item 4.3, Table F, Labor Rate, and Replacement Parts, to prepare their itemized offer. Any replacement parts, components, equipment or materials not covered by maintenance services shall be provided at vendor's cost. The Vendor's T&M offer must also state a firm not to exceed price and commitment to execute all work within 14 days of the County's written NTP covered by Section 2, Paragraph 2.13.

3.2 MAINTENANCE SERVICES

Services listed are considered as required preventative maintenance and shall be provided to the County at the rates to be submitted under Section 4.0. No additional charges shall be submitted to the County for payment for precision cooling system support.

A. GENERAL WORK CONDITIONS

- (1). Check, analyze and maintain the listed equipment in order to ensure the highest possible efficiency.
- (2) The unit price per quarterly inspection shall include all parts and labor at no additional cost to the County.

B. STANDARD QUARTERLY SYSTEM INSPECTIONS

- (1) Standard quarterly inspections will include recording all readings on the appropriate logs. These equipment inspection forms shall be provided by MDAD, included for

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reference in this solicitation, and shall be normally be affixed to every unit under this contract. This periodic system inspection report shall include any adjustments, repairs or recommendations to maintain nominal operation A copy of this report, together with the vendor's service ticket signed by a computer room representative, shall be submitted to MDAD for approval and payment.

- (2) Standard Quarterly inspections shall include replacement of primary filters.
- (3) Replacement of belts as necessary.
- (4) Evaporator and condenser coils will be cleaned as needed and will be scheduled so as not to interfere with the normal operations of the computer room and may be required to be done after hours.
- (5) Major repairs and/or shutdowns shall be coordinated with the user and approved in advanced by and authorized MDAD representative.

C. PREMIUM QUARTERLY SYSTEM INSPECTIONS

- (1) A premium quarterly inspection will be performed once a year and include recording all readings on a log provided by MDAD, included for reference in this solicitation, normally affixed to every unit under this contract. The procedure and requirement covering equipment inspection forms stated in section 3.2 B (1) shall apply.
- (2) All drain pans and condensate lines shall be cleaned and flushed.
- (3) Calibrate and adjust controls and status wiring.
- (4) Lubricate motors and bearings as per manufacturer's recommendation.
- (5) Replacement of all 4" pleated filters
- (6) During this premium inspection, vendor shall also provide all maintenance services performed during quarterly inspections as defined under Section 3, paragraph 3.2B

The County has listed what are considered as primary maintenance tasks within the scope of services. However, this information is intended as a general guideline and does not relieve designated Vendor(s) their responsibility to perform additional maintenance tasks based on OEM standards or best industry practices or Vendor expertise. This would include tasks for standard or premium quarterly system inspections as deemed applicable.

3.3 EQUIPMENT TO BE MAINTAINED AND SERVICED

Miami-International Airport (MIA) – Site No 1, Precision Cooling Systems located at MIA, Site No 1 includes Air Handling Units (AHU), Electronic Filters, and Air Cooled Condensing Units (C/U). This equipment manufactured by Liebert (Emerson Network Power)), Cosatron, Airflow, Contempo and Larkin is listed in Section 4, Tables A through D:

Opa-Locka Executive Airport (OPA) – Site No 2, Precision Cooling Systems located at OPA, Site No 2 consist of the chilled water cooled equipment manufactured by Data Aire is listed in Section 4, Table E