

**Neon Signs / Lighting Systems: Inspection, Maintenance & Repairs**

**RQID1200141 - 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 **2.14, 2.33, 2.6.1, 2.8** (pages 2 – 3) and **3.1 through 3.6** – Paying very close attention to the requirements of each Group, (“**Groups 1 – 3**”) and **Section 2.6.1**. (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

**Do you have experience satisfying the requirements of Section 2.6.1 (I & II)?**

YES  NO  (please provide the contacts for three (3) client references)

**Do you have “Certificate of Competency” for “Electrical Work” (2.14)?**

YES  NO

**Below, please check the Group(s) of interest (based on your ability to satisfy the requirements of the respective “Group” :**

**Group I** (Miami-Dade County Auditorium) \_\_\_\_\_

**Group II** (Cultural Affairs Coordination) \_\_\_\_\_

**Group III** (Miami-Dade International Airport) \_\_\_\_\_

\_\_\_ I am “**NOT**” interested in this solicitation.

**Name of Firm:** \_\_\_\_\_ **SBE Exp. Date:** \_\_\_\_\_

**Owner’s Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Please respond by **2:00pm, Wednesday October 3, 2012**.

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).

**Vivian O. Walters, Jr.**

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Small Business Development Division  
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“Delivering Excellence Every Day”

**SECTION 2**  
**SPECIAL CONDITIONS**

**NEON SIGNS/LIGHTING SYSTEMS : INSPECTION, MAINTENANCE & REPAIR SERVICE**

Award to multiple vendors is made for the convenience of the County and does not exempt the primary vendor from fulfilling its contractual obligations. Failure of any vendor to perform in accordance with the terms and conditions of the contract 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, if applicable.

**2.6.1 CONTACT INFORMATION & VENDOR REFERENCES**

- I. Vendors must be able to demonstrate that they have experience in providing Neon Signs/Lighting Systems, Inspection, Maintenance and Repair Service to at least three (3) client references for a minimum of one (1) year. These references shall be used to ascertain to the County's satisfaction that the Vendor has sufficient experience and expertise in services.
- II. Vendors shall provide contact information to include name of contact, e-mail address, phone number and fax number for Primary (required) and Secondary (optional) staff within your company who will be responsible for providing a response to spot market quotes issued by Miami-Dade County.

**2.7 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT:**

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed and firm during the term of contract.

**2.8 EXAMINATION OF SITE (RECOMMENDED)**

Prior to submitting its offer it is advisable that the vendor visit the site of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required. The vendor is also advised to examine carefully the specifications and to become 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. The site visitation will be held in accordance with the following schedule:

**1) Miami Dade County Auditorium**

**Stop #1**

Date and Time: 10/17/12, 9:00 AM

Location: 2901 West Flagler St

Contact Person: Patricia Arbelaez, Tel 305-547-5414 ext. 240

**2) Miami Dade International Airport**

**Stop #2**

Date and Time: 10/17/12, 10:30 AM

Location: Miami-Dade International Airport, Terminal E, 3rd Floor

Contact Person: Richard Garcia, R.A., Tel 305-869-1040

**SECTION 2**  
**SPECIAL CONDITIONS**

**NEON SIGNS/LIGHTING SYSTEMS : INSPECTION, MAINTENANCE & REPAIR SERVICE**

3) Art in Public Places

**Stop #4**

- "Making Purple" (Artwork)

Date and Time: 10/17/12, 1:30 PM

Location: Okeechobee Metrorail Station, 2005 W Okeechobee Road, Hialeah (inside Station)

Contact Person: Jessica Berthin, Tel 305-375-1067

- Miami Line (Artwork)

Date and Time: No scheduled site visit available at this time

Location: South Miami Avenue bridge over Miami River. Pull off road on west side of South Miami Avenue, north of Miami River

Contact Person: Jessica Berthin, Tel 305-375-1067

**(Access to this site is only available between 1:00 AM and 4:00 AM. Contact the site representative for information regarding the requirements for this site.)**

- "Parabolic Flight" (Stainless steel sculpture)

Date and Time: 10/17/12, 12:00 PM

Location: NE Corner of Parking Lot, North of Building 5A (use entrance at NW 31st Street and NW 42nd Avenue)

Contact Person: Jessica Berthin, Tel 305-375-1067

**(This project is currently de-installed due to airport construction and will be restored & re-installed in the near future. Contact the site representative for information regarding the requirements for this site.)**

**Stop #3**

- "Miami Heliotrope" (Steel unistrut sculpture)

Date and Time: 10/17/12, 12:00 PM

Location: Miami International Airport, Exterior, under heliport across from Concourse E.

Contact Person: Jessica Berthin, Tel 305-375-1067

**2.9 EQUAL PRODUCT : (INTENTIONALLY OMITTED)**

**2.10 LIQUIDATED DAMAGES : (INTENTIONALLY OMITTED)**

**2.11 TYPE (11): CONTRACTOR/MAINTENANCE/REPAIR (MDAD)**

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs,

**SECTION 2**  
**SPECIAL CONDITIONS**

**NEON SIGNS/LIGHTING SYSTEMS : INSPECTION, MAINTENANCE & REPAIR SERVICE**

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.

Issuance of a purchase order is contingent upon the receipt of the insurance documents within fifteen (15) calendar days after Board of County Commission approval. If the insurance certificate is received within the specified time frame but not in the manner prescribed in this solicitation, the vendor shall be verbally notified of such deficiency and shall have an additional five (5) calendar days to submit a corrected certificate to the County. If the vendor fails to submit the required insurance documents in the manner prescribed in this solicitation within twenty (20) calendar days after Board of Commission approval, the vendor shall be in default of the contractual terms and conditions and shall not be awarded the contract. Under such circumstances, the vendor may be prohibited from submitting future Proposal to the County in accordance with Section 1.24 of the solicitation.

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 2.5 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 1.24 of the solicitation.

**Department of Procurement Management**  
**Purchasing Division**  
**111 NW 1st Street, Suite 1300**  
**Miami, Florida 33128-1989**

- 2.12 BID GUARANTY : (INTENTIONALLY OMITTED)**
- 2.13 PERFORMANCE BOND: (INTENTIONALLY OMITTED)**
- 2.14 CERTIFICATE OF COMPETENCY**

In accordance with the Code of Miami-Dade County, Florida, Section 10-3 (B), any person, firm, corporation or joint venture which submits an offer in response to a County solicitation shall, at the time of such offer, hold a valid Certificate of Competency for electrical work or electrical signs work issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed. If work for other trades is required in conjunction with this solicitation and will be performed by a subcontractor(s), an applicable Certificate of Competency issued to the subcontractor(s) shall be submitted with the prime vendor's offer; provided, however, that the County may at its option and in its best interest allow the vendor to supply the subcontractor(s) certificate to the County during the offer evaluation period.

**SECTION 2**  
**SPECIAL CONDITIONS**

**NEON SIGNS/LIGHTING SYSTEMS : INSPECTION, MAINTENANCE & REPAIR SERVICE**

**2.28 DELETION OF FACILITIES**

Although this solicitation identifies specific facilities to be serviced, it is hereby agreed and understood that any County department or agency may delete service for any facility(ies) when such service is no longer required during the contract period; upon fourteen (14) calendar days written notice to the vendor.

**2.29 EMERGENCY SERVICE**

The vendor shall provide 24 hours, 7 days a week emergency service to the County under the contract. During regular work hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.), emergency service response time (defined as the time from acknowledged notification to arrival on-site) shall be within Two (2) hours after notification by the County. During other than regular working hours, the emergency response time, as defined above, shall be within Four (4) hours after notification by the County.

**2.30 ESCORT AT AIRCRAFT OPERATING AREA**

When performing work at the County's Aviation Department, the vendor shall report to the Aviation Department's Maintenance Division Building No. 3025 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. Any violations of this section by the vendor may result in immediate cancellation of this Contract.

**2.31 HOURLY RATE**

The hourly rate quoted shall be deemed to provide full compensation to the vendor for labor, equipment use, travel time, and any other element of cost or price. This rate is assumed to be at straight-time for all labor, except as otherwise noted. The vendor shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and resultant contract, and any other applicable laws of the State of Florida. If overtime is allowable under this contract, it will be covered under a separate item in the special clauses.

**2.32 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY 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.

**2.33 LICENSES FOR TRADES**

In accordance with the provisions of Miami-Dade County's Charter, professional contractors performing services in/or for Miami-Dade County must show that they have been duly licensed by the Qualifications Board of the County, prior to being awarded a contract by the County. All journeyman supplied to perform services in/and for Miami-Dade County must be licensed by the County's Building and Zoning Department, and carry their certification card when supplying services to the same.

**SECTION 3  
TECHNICAL SPECIFICATIONS:**

**NEON SIGNS/LIGHTING SYSTEMS : INSPECTION, MAINTENANCE & REPAIR SERVICE****3.1 SCOPE OF WORK**

The successful bidder shall furnish all labor, materials, tools, equipment and parts necessary to provide inspection, maintenance and repair service for various neon signs and neon lighting systems for the Cultural Affairs and the Aviation Departments of Miami Dade County.

**3.2 MIAMI DADE COUNTY AUDITORIUM (Department of Cultural Affairs)**

1. Located at 2901 West Flagler St.
2. Sign of face of Auditorium (back lighted) reading "MIAMI DADE COUNTY AUDITORIUM" and the Cove Lighting in Lobbies and Seating Area.

**MAINTENANCE REQUIREMENTS**

Scheduled monthly maintenance to include but not limited to the following:

1. Monthly cleaning, plus painting and maintenance when necessary of signs and cove lighting.
2. Supply the necessary number of lamps, starters, neon, tubes, and wiring within sign and cove lighting area.
3. Cleaning, painting, touching up, checking of time clocks, adjusting time clocks seasonally and maintain listing of signs.

**3.3 DEPARTMENT OF CULTURAL AFFAIRS****3.3.1 SIGNS****A. "MIAMI LINE"**

1. Located on the Metrorail section running over the Miami River.  
For maintenance purposes, the section over the river is accessed through the Brickell Station, the sections at north and south end of the river are accessed from the ground.
2. 600 FT. of neon light with 15 transformers at 120 volts at both east and west sections over the river
3. 1200 FT. of neon light at the north and south sections of the river on both sides of the Metrorail tracks with 32 transformers at 277 volts. Each transformer has a toggle switch to turn on and off specific sections of the line for maintenance purposes.

**SECTION 3  
TECHNICAL SPECIFICATIONS:**

**NEON SIGNS/LIGHTING SYSTEMS : INSPECTION, MAINTENANCE & REPAIR SERVICE****B. "MAKING PURPLE"**

1. Located at the Okeechobee Metrorail Station. Inside three of the skylights over the platform.
2. The artwork consists of 108 pieces of neon lighting, 54 pieces of red and 54 pieces of blue, 15mm in diameter. The neon is affixed to the mullions on the inside of the skylight, two colors per mullion, (9) per skylight. The pieces vary in size to fit each skylight. All transformers (30) are placed at the bottom faces of the skylights and housed in 24 gauge aluminum and painted the same color as the existing mullion. All neon is covered by 1/8" lexan diffuser (frosted). All primary electrical feeds come from the existing panel in existing meter room supplied by the Metrorail station. The lighting sequence is controlled by three power packs, one for each skylight, and one programmable dimmer.

**C. "PARABOLIC FLIGHT"**

1. Located at Miami International Airport. Le Jeune entrance coming from south.
2. Stainless steel sculpture with approximately 120 FT of white neon tubing lights. Includes a white reflecting backing, covered with 1/8" thick custom made semitransparent acrylic sheet.

**D. "MIAMI HELIOTROPE"**

1. Located at Miami International Airport, under the heliport opposite Concourse E.
2. Series of neon, steel unistrut structures, transformers, and electrical conduits that transmit, radiate and reflect light & color, each measuring approximately 9 FT X 42 FT X 42 FT.

**3.3.2 INSPECTIONS AND REPAIR REQUIREMENTS****A. "MIAMI LINE"**

1. Inspections: Inspect Monthly
2. Repairs:
  - a. Repairs on the central section of the line, over the river, will be performed during night time, between 1:00 a.m. to 4:30 a.m.

**SECTION 3  
TECHNICAL SPECIFICATIONS:**

**NEON SIGNS/LIGHTING SYSTEMS : INSPECTION, MAINTENANCE & REPAIR SERVICE**

- b. Repairs on the North and South Sections of the line will be performed preferably during regular working hours, if accessible. Otherwise, repairs would need to occur between 1:00 AM to 4:30 AM

3. Safety Training:

The successful bidder must take an initial safety training given by MDTA's personnel before performing any inspection and/or repair on the "Miami Line".

4. Access to Working Area:

The successful bidder must coordinate access to the working area with MDTA's personnel for inspections or for repairs. Coordination must be made at least 1 week ahead of time.

**B. "MAKING PURPLE"**

- 1. Inspections: Inspect the artwork quarterly.
- 2. Repairs: Refer to General Conditions 3.3.3, B, "Repairs".
- 3. Access to the area:

The successful bidder must coordinate access to the working area with MDTA's personnel for inspections or for repairs. Coordination must be made at least 1 week ahead of time.

**C. "PARABOLIC FLIGHT"**

- 1. Inspections: Inspect the artwork quarterly.
- 3. Repairs: Refer to General Conditions 3.3.3, B, "Repairs".

**D. "MIAMI HELIOTROPE"**

- 1. Inspections: Inspect the artwork quarterly.
- 1. Repairs: Refer to General Conditions 3.3.3, B, "Repairs".

**SECTION 3  
TECHNICAL SPECIFICATIONS:**

**NEON SIGNS/LIGHTING SYSTEMS : INSPECTION, MAINTENANCE & REPAIR SERVICE****3.3.3 GENERAL CONDITIONS****A. INSPECTIONS**

1. An inspection will consist of a visual examination of artwork's condition, looking for defects affecting the normal operation of the neon lights.
2. All inspections will be charged at a flat rate, predetermined by this contract.
3. The inspection process will not constitute any repair or physical work performed to the artwork in an attempt to bring it back to normal operating conditions.

**B. REPAIRS**

Repair work will be considered as necessary action taken to restore the artwork to its normal operating condition. It will include repairing broken or malfunctioning parts as well as replacement for new parts, as applicable.

1. Repairs will only be performed after a visual inspection if any malfunction is noticed, or if directed by Art in Public Places staff.
2. All repairs will be charged at the regular hourly labor rate accepted under this contract, except for those specified on the "MIAMI LINE", Sections 3.3.2, A and 3.3.2, B, as specified, which will be performed at overtime and charged at the agreed rate.

**C. PARTS**

Parts will be considered as any of the elements in Section 3.3.1, A; 3.3.1, B; and 3.3.1, C, or as any element being an Integral component of the artwork contributing to its normal operation.

**3.4 MIAMI INTERNATIONAL AIRPORT****A. POWER SUPPLY**

The Aviation Department will supply power to the neon tube transformers.

**B. INSPECTION MAINTENANCE REQUIREMENTS**

The successful Bidder shall make quarterly inspection maintenance and service calls for repairs on an as-needed when-needed basis to include, but not limited to, the following:

**SECTION 3  
TECHNICAL SPECIFICATIONS:**

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1. Quarterly cleaning, plus painting and maintenance when necessary of signs and cove lighting.
2. Supply the necessary number of lamps, starters, neon, tubes, and wiring within sign and cove lighting area.
3. Cleaning, painting, touching up, checking of time clocks, adjusting time clocks seasonally and maintain listing of signs.
4. Wipe down the fiberglass neon tube reflectors once a year at the first scheduled inspection maintenance.
5. Inspections only shall be made at night after 8:00 P.M. and before 12:00 midnight (in order to determine which signs are illuminated) at such a time as not to interfere with the normal flow of traffic.
6. All maintenance and repairs shall be made between the hours of 8:00 A.M. and 5:00 P.M.

**C. SIGNS**

1. A map with the sign locations to be serviced will be provided by the Miami-Dade Aviation Department during the site visit. The signs are listed below by number and type.
2. Some signs will not be accessible due to construction and other projects. The department representative will indicate if a sign will not be considered as part of this contract. These designations may be found on map provided by MDAD.

<b>SIGN NO.</b>	<b>TYPE</b>	<b>NO. OF TUBES</b>
1.	Single Arm, 1 Lane	4
2.	Double Arm, 4 Lanes	28
3.	*Not in the contract at this time	
4.	Single Arm, 1 Lane	4
5.	Single Arm, 1 Lane	4
6.	Single Arm, 1 Lane	4
7.	Single Arm, 1 Lane	4
8.	Single Arm, 1 Lane	4
9.	Single Arm, 1 Lane	4
10.	Single Arm, 1 Lane	4
11.	Single Arm, 1 Lane	4
12.	Single Arm, 1 Lane	4
13.	Single Arm, 1 Lane	4
14.	Single Arm, 1 Lane	4
15.	Single Arm, 1 Lane	4
16.	Single Arm, 1 Lane	4
17.	Single Arm, 1 Lane	4
18.	Single Arm, 1 Lane	4
19.	Single Arm, 1 Lane	4

**SECTION 3  
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20.	Single Arm, 1 Lanes	4
21.	*Not in the contract at this time	
22.	Single Arm, 3 Lane	10
23.	Single Arm, 2 Lanes	10
24.	Single Arm, 1 Lane	4
25.	Single Arm, 4 Lanes	14
26.	Single Arm, 1 Lane	4
27.	Single Arm, 1 Lanes	4
28.	Single Arm, 1 Lanes	4
29.	*Not in the contract at this time	
30.	Single Arm, 1 Lane	4
31.	Double Arm, 2 Lanes	8
32.	Sculpture	10
33.	Terminal Fascia Sign	25 Tubes, 25 Letters 8 Transformers

**3.5 EXCLUSIONS**

Repair or replacement of any parts affected or destroyed by damages due to fire; act of negligence on the part of the County, its employees, agents or third parties; by wars, earthquakes, floods, windstorms, hurricanes, labor disturbances and/or acts of God or circumstances beyond its control.

**3.6 SERVICE REPORTS**

A detailed report of each inspection/maintenance will be issued by the successful bidder to the using Department. This report will indicate the condition of the equipment and recommended minor/major repairs necessary during the term of the contract. It shall also itemize any replacement parts required for the repairs indicating unit prices. Any repairs and replacement of parts shall require approval of the Department prior to proceeding with the work as described under Section 2, Paragraph 2.37.