

# DEPARTMENTAL INPUT CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

**New contract**  
  **OTR**  
  **CO**  
  **SS**  
  **BW**  
  **Emergency**  
 Previous Contract/Project No: 4388-3/11-3

**Re-Bid**  
  **Other**  
 LIVING WAGE APPLIES: \_\_\_ YES    NO

Requisition/Project No: RQID1300085      TERM OF CONTRACT: 1 years with 1 year options-to-renew

Requisition/Project Title: AIR CONDITIONING (A/C) DUCT CLEANING & SANITIZING SERVICES - PREQUAIFICATION

**Description:** Prequalification of vendors for future spot market project opportunities to provide A/C duct cleaning services for multiple County Departments. Vendor requirements based on 2 years of experience and being licensed by the State of Florida DBPR as a Contractor qualified to provide these A/C services. Authorized departments will acquire these services on an as needed basis utilizing a Request for Quotation (RFQ) process when maintenance requirements needs to obtain optimal system performance and/or improvement of air quality are identified

User Department: MDAD, MDCR, MDFR, ISD, MDT, MDPD, MDP, PHCD, PW, SP, WASD, (detailed list attached)  
 Issuing Department: ISD / PMD      Contact Person: JAMES D. MUNN, JR. , 305-375-1718; MUNNJ@MIAMIDADE.GOV  
 Estimated Cost: \$460,200      Funding Source: Multiple (see attached worksheet)

## ANALYSIS

Commodity/Service No: <u>964-05 (Air Conditioning / Heating Service)</u>		SIC:	
<b>Trade/Commodity/Service Opportunities</b>			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	<b>EXISTING</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
Contractor:	Airmax Service Corporation Ductmasters, Inc	Airmax Service Corporation Ductmasters, Inc.	
Small Business Enterprise:			
Contract Value:	\$856,333	\$396,000	
Comments: Annual requirements based on ADPICS PO trend analysis of 4388-3/11-3 (the last 28 months) and USER input			
Continued on another page (s): ___ Yes <input checked="" type="checkbox"/> No			

## RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

**Basis of Recommendation:**


Signed James D. Munn, Jr.

Date sent to RER - DBD: 03/14/2013

Date Returned to ISD-PMD \_\_\_\_\_

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**RQID1300085 - Replacement for Contract 4388-3/11-3 Trend Data Worksheet (ADPICS History by User Department)**

DEPARTMENTS	Current Allocations	PO Releases	Current Balance	Allocation (30 month)	Annual Allocation	Monthly PO Release Av	Annual Trend	%PO Rel	Procurement Liaison	12 Mo Request	FUNDING SOURCE
<b>BPO ABCW1100133</b>											
Aviation (MDAD)	\$66,666.66	\$16,837.00	\$49,829.66	\$2,222.22	\$26,666.66	\$647.58	\$7,770.92	25.26%	Neivy Garcia	\$30,000	Proprietary Funds
Corrections (MDCR)	\$13,333.34	\$2,600.00	\$10,733.34	\$444.44	\$5,333.34	\$100.00	\$1,200.00	19.50%	Mohammad Haq	\$10,600	General Fund
Fire Rescue (MDFR)	\$61,666.66	\$0.00	\$61,666.66	\$2,055.56	\$24,666.66	\$0.00	\$0.00	0.00%	Mari Betancourt	\$23,200	Fire District
ISD: FUMD (ID06)	\$26,666.66	\$24,540.00	\$2,126.66	\$888.89	\$10,666.66	\$943.85	\$11,326.15	92.03%	Millie Tizon	\$80,000	General Fund
ISD: Const Mgt (ID09)	\$5,000.00	\$3,400.00	\$1,600.00	\$166.67	\$2,000.00	\$130.77	\$1,569.23	68.00%	Sheri Johnson	\$4,000	General Fund
Transit (MDT)	\$23,000.00	\$18,335.00	\$4,665.00	\$766.67	\$9,200.00	\$705.19	\$8,462.31	79.72%	Dayrl Hurston	\$30,000	MDT Operating
Police (MDPD)	\$108,333.34	\$87,160.00	\$21,173.34	\$3,611.11	\$43,333.34	\$3,352.31	\$40,227.69	80.46%	Laura Romano	\$43,400	General Fund
Parks (MDPR)	\$16,666.66	\$0.00	\$16,666.66	\$555.56	\$6,666.66	\$0.00	\$0.00	0.00%	Bill Soloman	\$15,000	General Fund
Public Works (PW)	\$3,333.35	\$0.00	\$3,333.35	\$111.11	\$1,333.34	\$0.00	\$0.00	0.00%	Olga Anderson	\$2,000	General Fund
Seaport (SP)	\$498,333.34	\$231,000.00	\$267,333.34	\$16,611.11	\$199,333.34	\$8,884.62	\$106,615.38	46.35%	Gyselle Pino	\$200,000	Proprietary Funds
Water & Sewer (WASD)	\$16,666.66	\$1,980.00	\$14,686.66	\$555.56	\$6,666.66	\$76.15	\$913.85	11.88%	Greg Hicks	\$15,000	Proprietary Funds
<b>BPO Total(s)</b>	<b>\$839,666.67</b>	<b>\$385,852.00</b>	<b>\$453,814.67</b>	<b>\$27,988.89</b>	<b>\$335,866.67</b>	<b>\$14,840.46</b>	<b>\$178,085.54</b>	<b>45.95%</b>		<b>\$453,200</b>	
<b>BPO ABCW1100136</b>											
Public Housing (PHCD)	\$16,666.66	\$10,000	\$6,666.66	\$555.56	\$6,666.66	\$384.62	\$4,615.38	60.00%	Norma Fernandez	\$7,000	
Unallocated Funds	\$0.00			\$0.00		\$0.00	\$0.00				
<b>Contract Totals</b>	<b>\$856,333.33</b>	<b>\$395,852.00</b>	<b>\$460,481.33</b>	<b>\$28,544.44</b>	<b>\$342,533.33</b>	<b>\$15,225.08</b>	<b>\$182,700.92</b>			<b>\$460,200</b>	
<b>Combined BPO Total(s)</b>	<b>\$856,333.33</b>	<b>\$395,852.00</b>	<b>\$460,481.33</b>	<b>\$28,544.44</b>	<b>\$342,533.33</b>	<b>\$15,225.08</b>	<b>\$182,700.92</b>	<b>46.23%</b>			

**NOTE: NOEC responses or 12 month trend based on ADPICS data have been used to project requirements for 1 year replacement term**



**BID NO.: RQID1300085**

**OPENING: 2:00 P.M.  
WEDNESDAY  
APRIL, \_\_, 2013**

**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:  
AIR CONDITIONING (A/C) DUCT CLEANING SERVICES -  
PREQUALIFICATION**

**FOR INFORMATION CONTACT:**

**James D. Munn, Jr., 305-375-1718, munnj@miamidade.gov**

**IMPORTANT NOTICE TO BIDDERS:**

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**



**MIAMI-DADE COUNTY, FLORIDA**

**INVITATION TO BID**

**Bid Number: RQID1300085**

**Bid Title: AIR CONDITIONING (A/C) DUCT CLEANING SERVICES - PREQUALIFICATION**

**Procurement Officer: James D. Munn, Jr., CPPB**

**Bids will be accepted until 2:00 p.m. on April \_\_, 2013**

**Bids will be publicly opened.** The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

**Instructions:** The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

**NOTICE TO ALL BIDDERS:**

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**AIR CONDITIONING (A/C) DUCT CLEANING SERVICES - PREQUALIFICATION**

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

**<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>**

SBD PROJECT REVIEW

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

**AIR CONDITIONING (A/C) DUCT CLEANING SERVICES - PREQUALIFICATION**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of Air Conditioning Duct Cleaning and Sanitizing Services in conjunction with the County's needs on an as needed when needed basis

**2.2 TERM OF CONTRACT: TWELVE (12) MONTHS**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for (12) twelve months and upon completion of the expressed and/or implied warranty periods

**2.3 OPTION TO RENEW FOR ONE (1) ADDITIONAL YEAR**

The initial contract resultant from this solicitation shall prevail for a one (1) year period from the contract's initial effective date. Prior to, or upon completion, of that initial term, the County shall have the option to renew this contract for an additional one (1) year period.

**2.4 METHOD OF AWARD: PREQUALIFICATION**

**2.4.1 Method of Award Summary**

Responsive and responsible bidders that meet the minimum requirements set forth in this solicitation will be prequalified to participate in future competitions for the purchase of A/C duct cleaning & sanitizing services in accordance with Section 3 Technical Specifications.

**2.4.2 Minimum Requirements - In addition to those requirements listed throughout this solicitation, vendors are required to meet the following to be considered prequalified:**

**2.4.2.1** Vendors must submit three (3) Commercial or Government business references to confirm they have been engaged in the A/C duct cleaning business for a period of two (2) years

**2.4.2.2** Vendor to be deemed qualified by holding an active license issued by the State of Florida Department of Business and Professional Regulations (DBPR). Acceptable Contractor licensing categories are referenced in Section 2, paragraph 2.10 and are requested in Section 4.2.2.

**2.5 PRICES TO BE ESTABLISHED BY PROJECT QUOTATIONS**

During the contract term established by this solicitation, authorized County Departments will contact prequalified vendors to obtain services as defined or covered under Section 3

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

**AIR CONDITIONING (A/C) DUCT CLEANING SERVICES - PREQUALIFICATION**

Technical Specifications. Vendors shall be requested to submit a written quotation on each prospective County project.

In accordance with Section 2, Paragraph 2.8, Vendor(s) shall be required to attend site visits as scheduled to review each individual project as these opportunities are identified by the County. This requirement shall be considered mandatory.

After participation in each site inspection, vendors attending will be required to submit a detailed written quotation. This quotation must provide a breakdown of man-hours rates and material costs covering the written project scope of work provided by the County. The Vendors offer must be sufficiently detailed to clearly indicate the estimated number of work hours, total number of workers to be used, cost breakdown of materials and a firm estimate of the time required to complete the work.. . Lump sum quotations shall not be accepted.

The County reserves the right to award the project based on the lowest written quote, or to reject all offers when such action is determined to be in the best interests of the County,

**2.6 METHOD OF PAYMENT: PERIODIC PAYMENTS FOR SERVICES RENDERED**

The County shall provide periodic payments for services rendered by vendors. In order for the County to provide payment, the vendor shall submit a fully documented invoice that provides the basic information set forth below. The invoice shall be submitted to the County department within thirty (30) calendar days after services have been rendered. It shall be understood such invoices shall not be submitted for payment until such time as the service has been completed and a County representative has reviewed and approved the service.

All invoices shall contain the following basic information:

- I. Vendor Information:
  - The name of the business organization as specified on the contract between Miami-Dade County and vendor
  - Date of invoice
  - Invoice number
  - Vendor's Federal Identification Number on file with Miami-Dade County
- II. County Information:
  - Miami-Dade County Release Purchase Order or Small Purchase Order Number
- III. Pricing Information:
  - Unit price of the goods, services or property provided
  - Extended total price of the goods, services or property
  - Applicable discounts
- IV. Goods or Services Provided per Contract:
  - Description
  - Quantity
- V. Delivery Information:
  - Delivery terms set forth within the Miami-Dade County Release Purchase Order
  - Location and date of delivery of goods, services or property
- VI. Failure to Comply:
  - Failure to submit invoices in the prescribed manner will delay payment.

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

**AIR CONDITIONING (A/C) DUCT CLEANING SERVICES - PREQUALIFICATION**

**2.7 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.

**2.8 EXAMINATION OF SITE (MANDATORY)**

As referenced under Section 2, Paragraph 2.5, Vendor(s) shall be required to attend site visits as scheduled to review each individual project as these opportunities are identified by the County. This requirement shall be considered mandatory.

Prior to submitting written quotations for individual projects, vendor(s) will be required to visit the site of the proposed work and to become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required. Vendor(s) are also required to examine carefully the drawings and specifications and 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.

Site visits appointments will be scheduled in writing by individual County Departments as Project opportunities to provide duct cleaning and sanitizing services are identified. All prequalified Vendors will receive written notification of this contract requirement in accordance with standard County procurement guidelines covering the Request for Quotation (RFQ) process.

The County Department will notify the designated representative for the Procurement Management Division (PMD) of Internal Services during the issuance of each Project RFQ. A PMD representative may attend the site visit, depending on project scope and complexity.

**2.9 INDEMNIFICATION AND INSURANCE (11) – CONTRACTOR/MAINTENANCE/REPAIR (MDAD)**

The following requirements for Indemnification and Insurance shall supersede information listed under section 1 paragraph 1.21 of this solicitation and resultant contract.

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, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and

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

**AIR CONDITIONING (A/C) DUCT CLEANING SERVICES - PREQUALIFICATION**

defend the County or its officers, employees, agents and instrumentalities as herein provided.

The vendor shall furnish to the Vendor Assistance Section, Department of Procurement Management, Bids and contracts Division, 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 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 1<sup>ST</sup> STREET**  
**SUITE 1300**  
**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.

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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) calendar 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.

**2.10 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 should, at the time of such offer, hold a valid Certificate of Competency for General, Mechanical, A/C Class A or C contracting work issued by the State of Florida or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed. A copy of the bidders licenses should be submitted with their bid, but the County reserves the right to request the licenses during the bid evaluation process.

**2.11 COST ESTIMATES FOR EACH PROJECT**

Vendor(s) shall be requested to submit a written quote on each prospective project. The quote must reflect the hourly wages represented in this solicitation, and the percentage discounts or mark-ups for materials that were quoted by the bidder(s) on its initial response to this solicitation. The quote shall be itemized by the number of work hours, number of workers, and by the cost of materials. Lump sum quotes shall not be accepted. The County reserves the right to award the project based on the lowest written quote, or to reject all quotes when such action is determined to be in the best interests of the County, and obtain the required services from another source of supply.

**2.12 MINIMUM WAGE STANDARDS**

Vendor(s) 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

**SECTION 2**  
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**AIR CONDITIONING (A/C) DUCT CLEANING SERVICES - PREQUALIFICATION**

of the State of Florida. If overtime is allowable under this contract, it will be covered under a separate item in the special clauses.

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

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this solicitation the vendor(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 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 MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS**

Vendor(s) hereby acknowledge and agree that all materials, except where recycled content is specifically requested, supplied in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the County by the vendor are found to be defective or do not conform to specifications: (1) the materials may be returned to the vendor at the vendor's expense and the contract cancelled or (2) the County may require vendor(s) to replace the materials at the vendor's expense.

**2.15 COMPLETION OF WORK FROM DATE OF NOTICE TO PROCEED**

Vendor(s) shall state in its spot market quotes the number of calendar days from the date of the Notice to Proceed in which it will guarantee to complete the work, repair, and/or service. A verbal instruction from an authorized County representative shall constitute sufficient notice to the vendor(s) to commence work. Time for completion may be considered a factor in determining the vendor to whom award of a project will be made.

All work shall be performed in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the vendor(s); except in such cases where the completion date will be delayed due to acts of God, strikes, or other causes beyond the control of the vendor. In these cases, the vendor shall notify the County of the delays in advance of the original completion date so that a revised completion schedule can be appropriately considered by the County.

Should the awarded vendor(s) fail to complete the work within the number of days as stated in its spot market quote, it is hereby agreed and understood that the County reserves the authority to cancel the contract with the vendor and to secure the services of another vendor to complete the work. If the County exercises this authority, the County shall be responsible for reimbursing the vendor for work which was completed and found acceptable to the County in accordance with the contract specifications. The County may, at its option, demand payment from the vendor, through an invoice or credit memo, for any additional costs over and beyond the original spot market quoted price which were incurred by the County as a result of having to secure the services of another vendor. If the incumbent vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

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**2.16 DEFICIENCIES IN WORK**

Vendor(s) shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within five (5) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the vendor by the County's project administrator, who may confirm all such verbal reports in writing. The vendor shall bear all costs of correcting such rejected work. If the vendor fails to correct the work within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the vendor fails to correct the work within the period specified in the notice, the County shall place the vendor in default, obtain the services of another vendor to correct the deficiencies, and charge the incumbent vendor for these costs; either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

**2.17 ACCIDENT PREVENTION AND BARRICADES**

Precautions shall be exercised at all times for the protection of persons and property. All vendor(s) performing services under this contract shall conform to all relevant OSHA, 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.

**2.18 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(s) shall thoroughly clean up all areas where work has been performed as mutually agreed with the associated user department's Project/Building Manager.

**2.19 WORK ACCEPTANCE**

All projects will be inspected by the designated County Department representative or the authorized Project/Building Manager. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

**2.20 COMPLIANCE WITH FEDERAL STANDARDS**

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

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**SPECIAL CONDITIONS**

**AIR CONDITIONING (A/C) DUCT CLEANING SERVICES - PREQUALIFICATION**

**2.21 MDAD SECURITY AND ESCORT AT AIRCRAFT OPERATING AREA OR SITES**

The Miami-Dade County Aviation Department (MDAD) operates under strict security regulations. These regulations involve the issuance of special identification (ID) cards after performing complete police background checks of individuals who are employed, hired or who are required to frequent or enter restricted areas of Miami International Airport. Therefore, awarded vendor(s) shall obtain and pay for any ID cards for each of his /her employees and/or agents who will be frequently visiting or performing services at the Miami International Airport restricted areas. For more information concerning ID cards, you may contact the Miami-Dade Aviation Department at (305.876.7188).

Vendors shall be responsible to comply with all Airport Operations Area (AOA) requirements necessary to obtain access to AOA, including but not limited to insurance, permits and drivers training for personnel, and vehicle decals for entering the AOA unescorted. Additional information covering these requirements can be obtained by calling AOA Security at (305) 876-7359 and (305) 876-7562

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

**2.22 SPECIAL SECURITY REQUIREMENTS AT THE SEAPORT DEPARTMENT**

Miami-Dade County Seaport Department (Port of Miami) operates under strict security regulations. These regulations involve the issuance of special identification (ID) cards after performing complete police background checks of individuals who are employed, hired or who are required to enter the restricted areas of the Port of Miami frequently (more than 5 times within a 90-day period). These ID cards are required for access and are issued by the Seaport Department at the current cost of \$60.00 per applicant per year. Therefore, vendors shall obtain and pay for ID cards for each of his/her employees and/or agents who will be frequently visiting or performing services at the Port of Miami restricted areas. For information concerning ID cards, contact the port of Miami ID Office at (305) 347-4955.

**2.23 SPECIAL SECURITY REQUIREMENTS AT THE WATER & SEWER DEPARTMENTS**

Miami-Dade County Water and Sewer Department (WASD) operates under strict security regulations. These regulations involve the issuance of special identification (ID) cards after performing complete police background checks of individuals who are employed, hired or who are required to enter the restricted areas of WASD frequently. These ID cards are required for access and are issued by the WASD at the current cost of \$60.00 per applicant per year. Therefore, Vendors shall obtain and pay for ID cards for each of his/her employees and/or agents who will be frequently visiting or performing services at WASD restricted areas. For more information concerning WASD ID cards, contact the WASD security at (786) 552-8271.

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

**AIR CONDITIONING (A/C) DUCT CLEANING SERVICES - PREQUALIFICATION**

**2.24 LICENSES, PERMITS AND FEES**

Vendor(s) shall obtain and pay for all licenses, permits and inspection fees if required for each project; and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. Damages, penalties and or fines imposed on the County or the vendor for failure to obtain required licenses, permits or fines shall be borne by the vendor.

**2.25 SUPERINTENDENT**

Vendor(s) shall employ a competent superintendent who shall be in attendance at the project site during the progress of the work. The superintendent shall be the primary representative for the vendor and all communications given to and all decisions made by the superintendent shall be binding to the vendor. Notwithstanding, the superintendent shall be considered to be, at all times, an employee of the vendor under its sole direction and not an employee or agent of Miami-Dade County.

SBD PROJECT REVIEW

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**AIR CONDITIONING (A/C) DUCT CLEANING SERVICES - PREQUALIFICATION**

**3.1 SCOPE OF WORK**

Vendor(s) shall provide all labor, transportation, materials, chemicals and equipment necessary for cleaning and sanitizing of air conditioning systems including but not limited to air ducts, air handlers, and air vents. The works shall include the removal of dirt, bacteria, fungi, dust and debris that has accumulated inside ducts and HVAC equipment and the coating of these cleaned areas as detailed in paragraph 3.3.6.

**3.2 PROCEDURES**

1. On-site inspection and photograph or video record of the before and after conditions.
2. Removal and disposal of visible air-side surface contaminants from the duct or HVAC system.
3. Cleaning of all supply, return, and exhaust ductwork, diffuser grilles, and registers.
4. Chemical pressure washing and decontamination of all heating and/or cooling coils and drain pans.
5. Cleaning of dampers, vanes, supply air fans, exhaust fans, blades, housings, and associated plenums.
6. Coating of cleaned interior HVAC and Duct system surfaces, if requested by the Project/Building Manager.
7. Provide any recommendations regarding fresh air, humidity control, filtration and other indoor air quality indicators found during abatement process.

**3.3 MATERIALS**

1. Sheet metal access plates made of the same type and gauge as existing ductwork with compatible screws.
2. Access doors with latches shall be installed in agreed locations per the project/building manager.
3. Silicone caulk, product specifically rated for sealing ductwork.
4. Cleaning chemicals for coil cleaning as recommended by the HVAC manufacturer.
5. Disinfectants and bactericides shall be non-toxic, non-acid type, and used per the manufacturer's instructions after cleaning of ductwork. All products must be EPA approved for use in HVAC systems.
6. Coating, when requested by the project/building manager shall be a white coating designed for application on HVAC system surfaces containing a broad spectrum of antimicrobials proven effective at protecting the applied surface from microbial

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**AIR CONDITIONING (A/C) DUCT CLEANING SERVICES - PREQUALIFICATION**

contamination (**PORTERSEPT HVAC or approved equal**). The antimicrobial must be EPA approved for use in coating to be applied to HVAC system surfaces.

**3.4 EQUIPMENT**

1. All negative air equipment shall be fitted with HEPA filters.
2. Negative air equipment/filter systems shall be capable of maintaining a minimum of 0.8 inch lift as measured by a water gauge within the duct during an abatement.
3. Process, so as to keep particles which are agitated airborne for removal.
4. Filtering systems shall not lose effectiveness if high humidity or moist debris is encountered.
5. Negative air equipment debris compartment shall be capable of being emptied without releasing contaminants into the environment.
6. Vibration, agitation, and/or brushing equipment shall be provided which causes the contaminants to become loosened and airborne within the duct while negative air pressure is applied.
7. Air compressors for cleaning ductwork shall be a minimum of 20 PFSI.
8. OSHA approved full face masks and protective gear shall be worn by all the bidders employees at all times when exposed to hazardous materials, bacteria or fungi.

**3.5 WORK AREA PREPARATION**

Vendor(s) shall:

1. Become familiar with building availability, layout, security requirements, vehicle access, fire extinguishers, exits and breaker panels. This information must be requested from the Project/Building Manager.
2. Protect work environment from contamination by use of disposable covers or tarps.
3. Inspect suitability of ductwork hangers and supports for entry by personnel where required.
4. Seal registers and block off sections of ductwork not being worked on.
5. Place lock-out tags on breaker switches of the equipment being worked on, to prevent accidental start-up.
6. Cover and protect the County's equipment and furniture within the work area from contaminants and damage.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**AIR CONDITIONING (A/C) DUCT CLEANING SERVICES - PREQUALIFICATION**

**3.6 DECONTAMINATING PROCESS**

1. Ductwork shall be as dry as possible, either by seasonal humidity variation, running the HVAC system so as to dry out the ductwork or by installation or appropriate dehumidification equipment.
2. Small ductwork, not accessible to personnel, will be cleaned by compressed air, lightweight agitator head with compressed air, light brush agitation, and/or, a combination of all methods.
3. Large ductwork, accessible to personnel, will be cleaned by manual brushing, compressed air, and/or vibration agitation.
4. Negative pressure shall be maintained in the ductwork during cutting of any ductwork to prevent possible spread of contaminants.
5. All agitation of contaminants shall be accompanied by negative air pressure capable of removing the airborne particles and preventing them from settling elsewhere in the duct system.
6. Vendor(s) shall record negative pressure readings of each duct system when it is hooked up and ready for cleaning to insure a minimum of 0.8 inches water gauge pressure.
7. Duct access will be sealed after cleaning and treating, using plates or access doors with silicon based caulk and foil tape on the exterior insulation, using the material as describe in paragraph 3.3.
8. Debris removed from ducts, coils, and /or HVAC systems shall be disposed of in two layers of 6 mil poly bags in appropriate receptacles. All other debris created during the work process will be cleaned and removed by the vendor(s).
9. A visual inspection is required to insure removal of all surface contaminants, by Miami-Dade County Project/Building Manager. Refer to NADCA Cleanliness Standard 1992-01 or the most current standard, and is hereby incorporated by reference.

**3.7 CLEANING FANS, DAMPERS, AND COILS**

1. Prepare work areas, any adjacent equipment, electrical surfaces, and fan bearings to protect them.
2. Chemical clean and power wash all coils, dampers, drip pans, and fan units using manufacturer's recommended products.
3. Remove all debris and water by wiping and/or vacuuming dry.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**AIR CONDITIONING (A/C) DUCT CLEANING SERVICES - PREQUALIFICATION**

**3.8 DISINFECTING AND COATING**

1. Surfaces shall be cleaned prior to use of chemical disinfectants and/or coating applications.
2. Grill registers; vanes, coils, electrical equipment, and sensing & control devices shall be masked or blocked off from overspray.
3. Disinfectants shall be applied per the manufacturer's instructions. Systems shall be dried out after application. No disinfectant residue may remain on any surface after its use.
4. HVAC coatings shall be applied per the manufacturer's instructions. Coating shall be sprayed directly onto interior ductwork surfaces. A continuous film must be achieved by the coating application.
5. Spray fumes shall be controlled by negative air equipment and proper filtration during application, exhausting volatiles to the outside. Negative air pressure should be maintained at least for a two (2) hour period after application to remove volatiles from the system. Maximum outside air must be brought in through the system for at least 48 hours after application of coatings.

**3.9 HAZARDOUS MATERIALS**

1. When asbestos, Legionella, hazardous fungi or bacteria are encountered, personnel shall take adequate precautions to insure safety during abatement procedures, including compliance with OSHA regulations. Respiratory protection shall be OSHA/NIOSH approved with HEPA cartridge filters.
2. Maintain negative air pressure with a re-circulating HEPA filtered exhaust unit.
3. Cover area beneath ductwork with a 6 mil poly sheeting a distance of 6 feet either side of the run of ductwork.
4. Debris to be disposed of in two layers of 6 mil poly bags and disposed in accordance to HAXMAT regulations.
5. Provide Miami-Dade County with a receipt, that debris has been properly disposed of.

**3.10 WORK SCHEDULE**

1. Nights, holidays, and weekend hours as available to minimize building occupancy during normal working hours.
2. All working hours shall be pre-approved by the Project/Building Manager or designee.
3. No overtime charges will be allowed.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**AIR CONDITIONING (A/C) DUCT CLEANING SERVICES - PREQUALIFICATION**

4. The hourly rates submitted will be considered fixed. No overtime rate will be granted no matter the hour or date the work is performed.
5. Bidder(s) shall provide separate hourly rates for the positions of Superintendent and Laborer as listed in Section 4 of the bid solicitation on each work request submitted by the County.
6. On all spot market quotes, vendor(s) shall provide a break down of the number of superintendents & laborers hours required to complete the job.

SBD PROJECT REVIEW

## Walters, Vivian (RER)

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**From:** Munn Jr., James (ISD)  
**Sent:** Thursday, March 14, 2013 3:23 PM  
**To:** Walters, Vivian (RER)  
**Subject:** Request for SBD review - Duct Cleaning & Sanitizing Services - Prequalification  
**Attachments:** RQID1300085 SBD Contract Measure Analysis.docx; RQID1300085 User Info (ADPICS Data for SBD).pdf; RQID1300085 AC DUCT CLEANING - PRE-Q\_ITB (SBD).pdf

Vivian,

I hope this message finds that you are well. We should find time to say hello other than in the parking garage elevators from time to time.

Please consider this our request for review of the project solicitation referenced. To initiate and facilitate this request, I have attached the following documents:

- Contract/Project Measure Analysis and Recommendation Form
- Copy of Excel Worksheet (ADPICS trend/usage analysis, funding source listing, etc.)
- SBD review copy for Section 2 (Special Conditions) and Section 3 (Technical Specification)

Please let me know if you require any additional information or have any questions.

Have a great afternoon and enjoy your Friday!

James D. Munn, Jr. (JIM), CPPB  
MIAMI-DADE COUNTY  
Internal Services Department  
Procurement Management Division

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