Good Morning,

Project No:  AAA-06-08-2016

Project Title:  Outside Air Compliance - AHUS 16, 21, 22, 23, 24

CC:
Johnson, Laurie (ISD); Martin, Marcia (ISD); Etienne, Eddy (ISD); White, Lourdes (ISD); Castro, Angel (ISD); Fussell, Jacqueline (ISD); Castro, Angel (ISD); Escalante, Jhonnatan (ISD); Hines, Patrick (ISD)

Subject:  RE: AAA-06-08-2016 Verification of Availability, SBE/Goods & Services

Attachments:  aaa-06-08-2016-verification-of-availability-to-bid.pdf.pdf
The above-referenced contract is being considered for small business contract measures. **PLEASE NOTE THAT YOUR PARTICIPATION IN THE AVAILABILITY TO BID PROCESS IS VITAL IN ORDER FOR MEASURES TO BE PLACED ON THIS PROJECT.** If you are interested in participating as a Small Business Enterprise – Goods & Services firm to perform work in connection with this project and meet the requirements listed in this letter, please complete and return the attached Verification of Availability to Bic by **4:00 PM, FRIDAY, JUNE 10, 2016.**

Caesar Suarez  
SBD Capital Improvement Project Specialist  
Small Business Development Division  
Miami-Dade County Internal Services Department  
111 NW 1st Street, 19th Floor, Miami, FL 33128  
Office: (305) 375-3141 | Fax: (305) 375-3160  
Email: caesars@miamidade.gov  
Connect With Us on [Twitter](#) | [Facebook](#) | [Instagram](#)
Outside Air Compliance – AHUS 16, 21, 22, 23, 24
AAA-06-08-2016 • Verification of Availability
June 9, 2016

SBD is attempting to place a Small Business Measure on AAA-06-08-2016. Please review this
document to determine if your firm would be able to provide the contract’s scope of services
and is willing to participate on this solicitation. If your firm is interested, please include a
copy of your firm’s resume or list of projects or list 3 similar projects on the last page of
this document.

The deadline to respond to this Verification of Availability is 4:00 PM, FRIDAY, June 10,
2016.

Caesar Suarez
Capital Construction Projects Specialist
Small Business Development Division
Miami-Dade County Internal Services Department
111 NW 1st Street, 19th Floor, Miami, FL 33128
Office: (305) 375-3123 Fax: (305) 375-3160
Email: caesars@miamidadegov
Connect With Us on Twitter | Facebook | Instagram

“Help stimulate Miami’s economy by supporting Small Businesses”

Please familiarize yourself with the Project Review Process Website:
http://www.miamidadegov/smallbusiness/projects-under-review.asp
VERIFICATION OF AVAILABILITY TO BID

INTERNAL SERVICES DEPARTMENT (ISD)
SMALL BUSINESS DEVELOPMENT (SBD) DIVISION
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19th FLOOR
MIAMI, FLORIDA 33128
PHONE: 375-3111  FAX: 375-3160

CONTRACT SPECIALIST: Caesar Suarez
I am herewith submitting this letter of verification of availability and capability to bid, provided the proposed scope of work attached. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE: Outside Air Compliance – AHUS 16, 21, 22, 23, 24

PROJECT NUMBER: AAA-06-08-2016

(Scope of work and minimum requirements for this project is attached.)

NAME OF FIRM

ADDRESS                      CITY                      ZIP CODE

Certification Expires         DATE

Telephone: (___)___-____-____

PRINT NAME AND TITLE

SIGNATURE OF COMPANY REPRESENTATIVE         DATE

<table>
<thead>
<tr>
<th>Currently Awarded Projects</th>
<th>Project Completion Date</th>
<th>Contract Amount</th>
<th>Anticipated Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VERIFICATION OF AVAILABILITY TO BID

CONTRACT TITLE: Outside Air Compliance – AHUS 16, 21, 22, 23, 24
PROJECT No.: AAA-06-08-2016

PURPOSE:
This request is for an RFI to furnish material and labor to meet outside air specification provided by owner on air handling units #16, 21, 22, 23, & 24 in accordance to ASHRAE standards. See detailed specifications provided for each air handling unit.

Can your firm satisfy the purpose of this solicitation?
Yes _____ No _____
(If yes, please provide a copy of your firm’s resume or list of projects or list 3 similar projects on the last page of this document)

SCOPE OF WORK:
- Supply labor and materials to install (5) new OA mixing boxes with dampers and controls
- Supply labor to install (2) stainless steel dampers with 24/volt actuator per unit for a total of (10) dampers.
- Supply labor to install (5) new mixing boxes for dampers and insulate as needed
- Supply labor to install all new galvanized duct work for each unit as needed to connect to new mixing boxes
- Supply all electrical to connect new actuators and run new control wiring as needed to connect to existing controls systems
- Supply labor to start up and check for proper operations
- Supply labor to perform Testing & Balance and make adjustments as per OA calculations supplied by customer (see attached)
- Supply Engineering Drawings and Permits

Can your firm satisfy the scope of work?
Yes _____ No _____

WARRANTY:
- Contractor must provide one year warranty on parts and labor

Can your firm satisfy the warranty requirement?
Yes _____ No _____

TIMELINE:
- Lead time on dampers is anticipated at four (4) to six (6) weeks with anticipated install within two (2) weeks of receipt of materials
- Contractor must submit a schedule of anticipated work days to Director of Operations for approval and must account for events as follows:
  1. Event Days – crews allowed onsite from 7AM – 3PM when the event occurs in the evening
     - Crews will not be allowed onsite when event occurs in the morning and/or afternoon
  2. Non-Event Days – crews allowed onsite for extended hours as needed

Can your firm satisfy the timeline requirements for this solicitation?
Yes _____ No _____

Can your firm provide the air handling units in accordance with ASHRE standards?
Yes _____ No _____
Contractor Qualifications Questionnaire

This questionnaire will assist SBD in identifying the qualified contractors that can provide the aforementioned good(s)/service(s). Indicate yes “Y” or no “N” on the empty line on the left side of this questionnaire and forward it completely filled out to this e-mail address: caesars@miamidad.gov or via fax (305) 375-3160 attention Caesar Suarez.

_____ PROPOSER (PRIME) has experience completing projects with a similar size and scope as this project, meets the requirements of the PROPOSER (if any) and can perform the work as required.

_____ PRIME/SUB DOES NOT have experience providing the required good(s) and/or services required by this solicitation.

I certify that to the best of my knowledge all the information provided is verifiable and correct.

Name of Firm: __________________________________ Certification #: ____________________

Representative’s Name: ______________________________________

Title: ___________________ Signature: _________________________

Please respond by 4:00 PM, Friday, June 10, 2016.

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

PLEASE LIST YOUR FIRMS HISTORY OF SIMILAR PROJECTS, REASON(s) WHY YOUR FIRM DOES NOT MEET THE EXPERIENCE REQUIREMENTS (IF APPLICABLE) AND ANY COMMENTS YOU MAY HAVE ON THE NEXT PAGE
SIMILAR PROJECTS AS PRIME OR SUB-CONTRACTOR

Please submit your firm's resume or list your firm's history of "Projects with Similar Scopes of Services" below:

Project Title: ____________________________
Client Name: ____________________________
Contact #: (______) ______-______ ______/___________________________
Contract Amount: $_____________________
Scope of Service(s):
____________________________________
____________________________________
____________________________________

Project Title: ____________________________
Client Name: ____________________________
Contact #: (______) ______-______ ______/___________________________
Contract Amount: $_____________________
Scope of Service(s):
____________________________________
____________________________________
____________________________________

Project Title: ____________________________
Client Name: ____________________________
Contact #: (______) ______-______ ______/___________________________
Contract Amount: $_____________________
Scope of Service(s):
____________________________________
____________________________________
____________________________________

REASONS & COMMENTS
____________________________________
____________________________________

5
<table>
<thead>
<tr>
<th>رقم</th>
<th>اسم</th>
<th>مهنة</th>
<th>تفاصيل</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>محمد علي</td>
<td>دكتور</td>
<td>طبيب قلب</td>
</tr>
<tr>
<td>2</td>
<td>أحمد مختار</td>
<td>محام</td>
<td>محامي</td>
</tr>
<tr>
<td>3</td>
<td>زوجة محمد علي</td>
<td>ممرضة</td>
<td>مساعدة طبية</td>
</tr>
</tbody>
</table>

**หมายات:**
- يجب قراءة المعلومة بشكل طبيعي.
- لا يتطلب معلومات المطلوبة في الجدول.
RFI # 1078 - OUTSIDE AIR COMPLIANCE - AHUs 16, 21, 22, 24

Furnish material and labor to meet outside air (OA) specifications provided by owner on Air Handling Units (AHUs) #16, 21, 22, 23, & 24.

SCOPE OF WORK:

- Supply labor and materials to install (5) new OA mixing boxes with dampers and controls
- Supply labor to install (2) stainless steel dampers with 24/volt actuator per unit for a total of (10) dampers
- Supply labor to install (5) new mixing boxes for dampers and insulate as needed
- Supply labor to install all new galvanized duct work for each unit as needed to connect to new mixing boxes
- Supply all electrical to connect new actuators and run new control wiring as needed to connect to existing controls system
- Supply labor to start up and check for proper operations
- Supply labor to perform Testing & Balance and make adjustments as per OA Calculations supplied by customer (see attached)
- Supply Engineering Drawings and Permits

WARRANTY:

- Contractor must provide one year warranty on parts and labor

TIMELINE:

- Lead time on dampers is anticipated at four (4) to six (6) weeks with anticipated install within two (2) weeks of receipt of materials
- Contractor must submit a schedule of anticipated work days to Director of Operations for approval and must account for events as follows:
  - Event Days – crews allowed onsite from 7am – 3pm when the event occurs in the evening
    - Crews will not be allowed onsite when an event occurs in the morning and/or afternoon
  - Non-Event Days – crews allowed onsite for extended hours as needed