

Public Housing and Community Development

701 NW 1st Court
16TH FLOOR
Miami FL 33136



**MIAMI-DADE COUNTY, FLORIDA
REQUEST FOR PRICE QUOTATION (RPQ)**

Contract No: MCC 7360 Plan - CICC 7360-0/08
RPQ No: 68859

INVITATION TO BID

A RPQ has been issued for the work identified below. If you are interested in submitting a bid for this project, please submit your bid via Sealed Envelopes, attention to Miami-Dade Housing & Community Development at 701 NW 1st Ct., 16th Floor, Miami, FL. 33136 no later than 5/3/2022 at 10:00 AM. If you have any questions, contact Daniel Joseph at 786-469-4309.

This RPQ is issued under the terms and conditions of the Miscellaneous Construction Contracts (MCC) Program MCC 7360 Plan.

RPQ DETAILED BREAKDOWN

Bid Due Date:	5/3/2022	Time Due:	10:00 AM	Submitted Via:	Sealed Envelopes	SBE-Con. Level:	N/A
Estimated Value:	\$2,400,000 (excluding Contingencies and Dedicated Allowances)						
Project Name:	PHCD WORK-ORDER CONTRACT 2022 - NORTH AREA						
Project Location:	VARIOUS LOCATIONS						
License Requirements:	Primary:	General Building Contractor; Building Contractor					
	Sub:	Electrical Contractor; Plumber, Master					
Scope of Work:	<p>(Contractor must obtain and submit all permits prior to performing any work). The Miami-Dade County Public Housing and Community Development (PHCD) department is among the nation's top ten housing agencies managing nearly 9,300 public housing units located throughout Miami-Dade County, in approximately 100 development sites. Public housing units' range in size from zero- and one-bedroom apartments in high rise buildings to multi-bedroom family units. PHCD must maintain all units in an expedited manner. Currently, work orders serve to identify the source, nature, and priority of maintenance work. They also identify the cost of labor and materials used, time of performance, and provide valuable information on the overall condition of our units. PHCD is seeking a Maintenance Work Order Contractor for North Areas, which consist of 35 developments that will create and manage the entire operation of a maintenance work order system, to include performing all maintenance and repair work required for its development sites and ensuring the quality of the work and completion, in a timely manner. PHCD North Areas generates an average of about 80 work orders daily. The Maintenance Work Order Manager must have the capacity and organization to complete work orders in all development sites simultaneously and within the required time frame. The proposed Contractor may include its own work order intake system, provided that the system includes, but is not limited to, the following:</p> <ol style="list-style-type: none"> 1. Maintain a system for residents to reach work order intake center to initiate work orders, 24 hours a day, 7 days a week to include holidays. 2. Call Center creates work order for maintenance repair. Work orders to be completed by priority (emergencies first, urgent second, routine last-see appendix 1) and by age of request. 3. Work order should be signed by resident and maintenance staff when work has been completed in unit. 4. Work order should be closed out in the work order maintenance system to be reflected as completed. Work orders should be maintained for tracking and auditing purposes. <p>If proposed Contractor does not have a work order system, PHCD's current work order intake center and process will be used.</p>						

Contractor must also record work orders that will be addressed by other Contractors, such as but not limited to mold, mildew and vermin. The Contractor will be responsible for ensuring that appropriate PHCD personnel are notified of these types of work orders.

SCHEDULING:

Schedule work orders to be completed ranked by priority (emergencies first, urgent second, routine last - See: Appendix 1) and by age of request.

ASSIGNMENT:

Assign work orders to address the identified issues per work order.

WORK TO BE PERFORMED:

Work is to be performed as follows*:
Carpentry (e.g., shelving, exterior screen doors (repairs and or replacement), doors and jambs, all cabinets & countertops (repairs or replacement regardless of quantity), bedroom/closet door locks, doors, door stoppers, weather-stripping, door sweeps, window locks, window balances, window screening, window glass, Exterior security screen (repairs and or replacement), floor tile (replacement.) All of the listed is for the interior and or exterior of the units.

Plumbing (e.g. faucets , space heaters, water heaters (Electric Only) sinks, shower diverters, p-traps, angle valves, Electric water-heaters (repairs and or replacement), water pressure, toilets, toilet seats and toilet tanks replacements, install toilet paper holders, towel bar holders, exterior hose-Bibbs, showerheads, clean-outs, proper drainage at the bathtubs, washing machine drains, kitchen & lavatory sink drain, all stoppers to be installed @ the Kitchen sinks, lavatory sinks, bathtubs and washing machine drain plug.)

Electrical systems (e.g. light fixtures, outlets, GFCI's, range-hoods, light bulbs – fluorescent and incandescent types, space heaters, electrical panel requires labeling.)

Plaster (e.g. plaster walls to match existing if needs be with won-cote plaster or gypsum plaster (regardless of size), replace any broken ceramic holders and tiles in bath area, replace any drywall that is weak and or missing to match existing (regardless of size), plaster around window sills, grout tiles (regardless of size and length), bathtub tiles (repair and or replace regardless of quantity), flooring, around the toilet and tub areas in the bath, remove all nails and screws to plaster all holes throughout the unit, caulk around baseboards, cabinets, window sills, and outlet and switches)

Paint (e.g. prep wall by removing all nails and or screws and sealing all holes with joint compound – caulking – or gypsum plaster throughout the unit, apply 1 coat of primer and 2 coats of paint.)

All Work listed above includes interior and exterior of all units within PHCD.
*Refer to Section 3 documents for any subcontractors that will be hired to perform work in connection to this contract.

RESOURCES

REQUIRED:

The Contractor shall supply all necessary labor, materials, services and equipment for the total completion of the work and shall provide all documents to obtain the required permit/inspection fees (when necessary) in accordance with Building Codes. The Contractor shall be responsible for all job tasks associated with the successful completion of the stated scope of work. The Contractor shall leave the Unit free and clear of all debris. All work shall be performed to the best standards of workmanship and shall be in accordance with Florida Building Code, all national, state, county, and municipal codes, rules, guidelines, regulations and departments having jurisdiction.

The Contractor shall arrange for his/her own storage facility. The Contractor shall leave the site free and clear of all debris. All work shall be performed to the best standards of workmanship and shall be in accordance with the South Florida Building Code, all national, state, county, and municipal codes, rules, guidelines, regulations and departments having jurisdiction.

COMPLETE/ CLOSE OUT WORK ORDERS:

The Contractor shall provide quality control methods to ensure work has been properly completed and

close-out work order. PHCD reserves the right to also conduct quality control checks of completed maintenance work.

MAINTAIN RECORDS AND REPORTS FOR WORK ORDERS:
Maintain records and reports of all work orders opened and completed for inspection and analysis by PHCD staff. Provide weekly status reports.

REQUIRED RESPONSE TO THIS REQUEST FOR PRICE QUOTATION (RPQ):
The Contractor interested in responding to this RPQ shall provide the following information:
i. Contractor name, address and phone number
ii. Contact person, phone number and email
iii. Number of personnel in local office
iv. Previous experience with similar contracts within the last five (5) years and services provided (include a list indicating contract name, client name (company), dates of service, client contact person, phone number and email.
v. Include brief narrative explaining approach to services required and capacity to do the work on multiple development sites simultaneously. Provide the number of personnel that will be available to perform the work and areas of expertise of said personnel.

APPENDIX 1 - TYPE WORK ORDERS:
PHCD has certain Work Orders that shall require immediate attention. When an Emergency arises, the Contractor shall complete the work order within twenty-four (24) hours or less depending on the severity of the project which may include but is not limited to:

EMERGENCY WORK ORDERS (24 HRS TURN AROUND):
Smoke detectors
Missing/detached Inoperable
Utilities
No electric service in entire unit Exposed electric wiring
Missing meter can cover
Water seeping into electric fixtures or conduits Missing Outlet covers
Electrical explosion
Plumbing
Flooded unit
Sewage backup (interior or exterior) Clogged toilet (if only one toilet in unit) Broken pipe
Plaster
Ceiling in danger of collapsing
Carpentry
Deteriorated wood flooring (danger of collapsing)
Deteriorated stairs steps in danger of collapsing
Cabinets detached or in danger of collapsing
Bathroom
Sink/Lavatory in danger of collapsing
Point of Entry
Windows:
Broken windowpanes with sharp edges
Missing window or window panel Blocked egresses
Doors:
Inoperable unit entry doors Missing unit entry doors Double cylinder door locks Blocked egresses
Lock out / Lock in

URGENT WORK ORDERS (72 HRS TURN AROUND):
Appliance Stove (Electric or Gas) all burner inoperable

Appliance	Water	Heater	(Electric	or	Gas)	inoperable
Appliance			Refrigerator			inoperable
Fire		Extinguishers		Expired		Tag
Smoke		Detector	Other	(i.e.		Beeping)
Structure			Broken			Handrails
Structure	Loose	Tiles	with	Protruding		Edges
Utilities	Missing	Electric	Panel	(Cover	Board	or
Utilities	Gas	odor	(in	unit	or	exterior
Utilities	No	Gas	Service		(Entire	Unit)
Utilities	No	Water	Service		(Entire	Unit)

NON-EMERGENCY WORK ORDERS:
 All other work orders not listed herein shall be completed within fourteen (14) calendar days unless instructed otherwise.

APPENDIX 2 - PROJECTED LOCATIONS:

Site	-	AMP	-	DEV.	-	DEV.	NAME	-	Dev.	Address	-	Number	of	Units
160	-	826	-	088	-	Palmetto	Gardens	-	16850	NW 55 Ave.	-	Carol	City	40
160	-	826	-	836	-	FHA	Homes	-	Dade	Co.	-	C	Scattered	* 1 unit sold (6-1)
160	-	826	-	042	-	Venetian	Gardens	-	16100	NW 37 Ave.	-	Scatt	Site	O.L. 52
160	-	826	-	850	-	Opa	Locka	-	2329	NW 136 St.	-	Opa	Locka	50
160	-	826	-	839	-	Vista	Verde	-	FHA	Scattered	-	Homes		*(11 units sold) 26
170	-	827	-	848	-	Liberty	Homes	-		Scattered	-	Sites		44
180	-	828	-	001	-	Edison	Courts	-	325	NW 62 St.	-			345
180	-	828	-	056	-	Edison	Plaza	-	(Elderly)	200	NW 55 St.	-		80
180	-	828	-	056	-	Edison	Park	-	(Family)	Scattered	-	Site		32
190	-	829	-	009	-	Jollivette	2400	-	NW 63 St.	-	Scattered	-	Site	66
190	-	829	-	817	-	Model	Cities	-	C	Scattered	-	Site		38
190	-	829	-	007	-	Victory	Homes	-	520	NW 75 St.	-	Scattered	-	Site 144
110		821		823		Gwen	Cherry		22	7101 NE Miami Ct.		20	0	20
110		821		824		Gwen	Cherry		07	NE 2 Ave. & 67 St.		32	0	0
110		821		825		Gwen	Cherry		06	NW 1 Ct. & 71 St.		8	0	0
110		821		826		Gwen	Cherry		20	NW 76 & 77 St.		23	0	23
110		821		827		New	Haven		Gdns/Site	05 NE 2 Ave. & 71 St.		82	0	0
110		821		031		Newberg	Across		From	7217 NE Miami Ct.		60	0	60
110		821		051		Lemon	City		150	NE 69 St.		100	100	0
120		822		044		Ward	Towers		(2200)	I 2200 NW 54 St.		200	200	0
120		822		815		Scattered	Sites		-	A	Scattered	-	Site	24
120		822		847		Manor	Park		Scattered	-	Site		32	0
120		822		849		Orchard	Villa		Homes	Scattered	-	Site		12
121		817		144		Ward	Towers		(5301)	II 5301 NW 23 Avenue		100	100	0
130		823		037		Emmer	Turnkey		7820	N. Miami Ave.		42	0	42
130		823		046		Kline	Nunn		8300	N. Miami Ave.		38	0	38
130		823		067		Little	River		Plaza	8255 NW Miami Ct.		86	0	86
130		823		006		Little	River		Terrace	8351 NW 5 Pl.	-	Scattered	-	Site 108
130		823		039		Peters	Plaza		191	NE 75 St.		102	102	0
140		824		015		Annie	Coleman		2200	NW 57 St.	-	Scattered	-	Site 144
140		824		016		Annie	Coleman		Scattered	-	Site		210	0
150		825		036		Twin	Lakes		1205	NW 95 Street		76	0	76
150		825		043		Palm	Towers		950	NW 95 Street		103	103	0
150		825		065		Palm	Court		930	NW 95 Street		88	88	0

Totaling to 2,874 units

Document Pickup:	Contact:	Daniel Joseph		Phone No:	786-469-4309	Date:	4/6/2022	
	Location:	701 NW 1st Ct., Miami FL 33136 - 16th FLOOR						
Pre-Bid Meeting::	YES	Mandatory:	YES	Date:	4/5/2022	Time:	10:00 AM	
	Location:	1407 NW 7TH ST - NEW BOARDROOM						
Site Meeting:	YES	Mandatory:	YES	Date:	4/5/2022	Time:	10:00 AM	
	Location:	1407 NW 7TH ST - NEW BOARDROOM						
Bid shall be submitted to:	Contact:	Miami-Dade Housing & Community Development						
	Address:	701 NW 1st Ct., 16th Floor, Miami, FL. 33136						
	Email:	Daniel.Joseph@miamidade.gov			FAX # :	305-643-8501		
Type of Contract:	Multiple Trade			Method of Award:	Lowest Responsible Bidder			
Method of Payment:	Scheduled Monthly Payments			Insurance Required:	YES			
Additional Insurance Required:	NO		If Yes - Minimum Coverage:					
Performance & Payment Bond Required:	YES			Bid Bond Required:				YES
Prevailing Wage Rate Required:	Davis Bacon wages		Davis Bacon:	YES	AIPP:	NO	Amount:	
SBE-Con. Requirements:	NO	Percentage:	0.00%	SBD Certificate of Assurance Form Required:		NO		
DBE Participation:	NO	Percentage:	0.00%	DBE Subcontractor Forms Required:				NO
CWP Requirements:	NO	Percentage:	0.00%					
SBE-S Requirements	NO	Percentage:	0.00%					
SBE-G Requirements	NO	Percentage:	0.00%					
Liquidated Damages:	YES	\$\$ Per Day:	\$300.00					
Trade Set-a-side:	NO	If Yes, Trade =						
For RPQ's less than \$10,000, if no LD rate is specified, the County reserves the right to assess actual damages in lieu of LDs.								
Design Drawing Included:	NO	Shop Drawing Included:		NO	Specifications Included:			NO
Anticipated Start Date:	6/6/2022			Calendar Days for Project Completion:			365	
Comments:	<p>SEALED BIDS for the project designated below will be received for and on behalf of MIAMI-DADE COUNTY, BY PUBLIC HOUSING AND COMMUNITY DEVELOPMENT, ADMINISTRATIVE SERVICES DIVISION, 701 NW 1ST COURT, 16TH FLOOR, FRONT DESK, MIAMI, FLORIDA, 33136 UNTIL 10:00 A.M. Local time, May 3,2022 @ 10am 701 NW 1 CT. 16th floor where they will be publicly opened and read aloud.</p> <p>General Description of the Work (Project): PHCD is seeking a Maintenance work-order contractor for the North areas throughout Miami-Dade County: Northern Region which consist of Developments that will create and manage the entire operation of a maintenance work-order system, to include performing all maintenance and repair work required for its development sites and ensuring the quality of the work and completion, in a timely manner.</p> <p>Approximate Work-Order Contract Budget for this project is: \$ 2,400,000.00 (this amount excludes Owner's Contingency and Owner's Allowances, which will be added by Owner for Contract Award).</p>							

Whenever approximate Contract budgets and/or cost estimates or the like are included within the Contract Documents or noted elsewhere, it shall be understood that these are for Owners use for determining preliminary funding and are not to be relied upon by bidders in determining their bid. Bidders shall not rely on any information concerning estimates, budgets, applications, and/or the like from PHCD, it's consultant s or any other their parties, and shall make their own independent evaluation and perform detailed quantity take-offs, etc. to determine that the cost of the work submitted with its bid is in full compliance with the Contract Documents.

Equal Bids: 1) When a contract receives two or more responsive and responsible low bids, equal in all aspects, the award shall be decided by drawing lots. 2) In the event that two separate contracts, having identical scope of work, have two responsive and responsible low bids each, the tie break shall be resolved by awarding a contract to each company. Contracts will be assigned to companies by drawing lots. 3) Similar circumstances involving more than two companies; awards shall be decided by drawing lots.

Bidder's License Requirements:
Bidders must hold at the time of bid submission (and maintain same throughout duration of the contract) a current valid license. See Sec. 2.12, MCC 7360 PLAN as checked below:

1 Certificate of General Building issued by the State of Florida Construction Industry Licensing Board or the Miami-Dade County Construction Trades Qualifying Board or have a State of Florida Certified General Contractor's License.

0 The following trade license:
Bids/Proposals received after 10:00 A.M. will not be opened or considered. The responsibility for submitting a Bid (Proposal response to RPQ) to the Public Housing and Community Development before the stated time and date is solely and strictly the responsibility of the bidder. Public Housing and Community Development is not responsible for delays caused by any mail, package or courier service, including the U.S. Mail, or caused by any other occurrence.

Section 3:
This is a Section 3 covered activity. Section 3 requires that job training and employment opportunities be directed to low- and very-low income persons and contracting opportunities be directed to businesses that are owned by, or that substantially employ, low- or very-low income persons. FAILURE TO PROVIDE SECTION 3 DOCUMENTS ON OR BEFORE PHCD REQUESTED DUE DATES MAY RENDER BID NON-RESPONSIVE.

Cone of Silence:
Miami-Dade County's "Cone of Silence", Ordinance 98-106 (Section 2-11.1(t) of the Code) approved by the Board of County Commissioners as of July 21, 1998, and amended Jan. 29, 2002, is adopted herein. This ordinance specifically prohibits communication in regard to this bid solicitation with County staff except by written means with copy filed with the Clerk of the Board. Certain exceptions are made such as oral communications during pre-bid conferences and communications with those persons defined in the ordinance regarding matters of process or procedure already contained in the solicitation document. PHCD staff and bidders may communicate orally while a bid is in progress and prior to award of bid to clarify Section 3 definitions, requirements and business preference procedures, pursuant the Miami-Dade Commission on Ethics ruling on March 10, 2004. Under MCC 7360 PLAN, the "Cone of Silence" takes effect upon advertisement for bids and terminates when recommendation for Award is made by Public Housing and Community Development. The ordinance is attached in Section 00999-3. (Note that Section 3 coordinator is not in Cone of Silence).

Contractor Registration and Award:
Any contractor not registered to participate in the County's miscellaneous construction contract (MCC) program – 7040 & 7360 Plan, but interested in bidding and being awarded work for PHCD, must be registered and approved by the Internal Services Department (ISD), in order to be able to receive an award. To register

contractors must contact ISD, Vendor Services Section - MCC 7040/7360, 111 N.W. 1st Street, 13th Floor, Miami Florida 33128, (305)375-5289.

Notwithstanding the above, it is highly recommended that contractor be registered before the date of the bid opening.

Subcontractors – Race, Gender and Ethnic Makeup of Owners and Employees: Pursuant to Sections 2-8.1, 2-8.8 and 10.34 of the County Code (as amended by Ordinance No. 11- 90), for all contracts which involve the expenditure of one hundred thousand dollars (\$100,000) or more, the entity contracting with the County must report to the County the race, gender and ethnic origin of the owners and employees of its first tier subcontractors using the Subcontractor/Supplier Listing form. In the event that the successful bidder demonstrates to the County prior to award that the race, gender and ethnic information is not reasonably available at that time, the successful bidder shall be obligated by contract to exercise diligent efforts to obtain that information and to provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract (Refer to Document 00999-3, item #3).

Bid Guarantee: Bid Guarantee shall accompany each bid in excess of \$25,000 in the amount of 5% of Base Bid, in accordance with Instructions to Bidders. The bid guarantee may be a certified check, bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company acceptable to U.S. Government and authorized to do business in the state where the work is to be performed.

Performance and Payment Bond: A 100% Performance and Payment Bond is required if: the total Bid, including contingency (10% of Base Bid) and PHCD allowances (if applicable) exceeds \$100,000.00.

Bid Documents: Obtain Bid Documents from PHCD, Facilities Section, 701 NW 1st Court 16th Floor Miami, Florida 33136 as of 4/6/2022 Amount: \$ 30.00 (non-refundable) per Bid Document Set. Contractors shall provide separate money orders or cashier's checks per contracts. Only Money Orders or Cashier's Checks payable to Public Housing and Community Development will be accepted to acquire bid documents.

Contractor(s) shall also be able to obtain free electronic copies of the specifications and drawings at the following link: <https://app.box.com/s/1i8oq0zrbsxjxh8j76uaeukromvak> Contractor's inability to access this web site shall not be considered just cause for a bid protest. It is the responsibility of the contractor(s) to advise PHCD in writing, a minimum of fourteen (14) calendar days before the bid opening, of any difficulty in accessing above link and obtaining printed bid documents from PHCD.

Waivers and rejection of bids: The County, at its sole and absolute discretion, reserves the right to waive any informalities or irregularities in any bid, or to reject any or all bids prior to contract award. Refer also to Document 00100 – Instructions to Bidders, Section 1.09 and 1.10 and Document 00300 – Form of Bid.

Pre-Bid Meeting: A pre-bid meeting will be held at the job sites, 1407 NW 7th Street – New Board Room - Miami, FL 33125 at 10:00 a.m. on 4/5/2022

PHCD Procurement Contact: Norma.Fernandez@miamidade.gov

PHCD Section 3 Contact: Jorge.Rendon@miamidade.gov

PHCD Project Manager: Daniel.Joseph@miamidade.gov

DISCLOSURE:

- Contractor 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 Contractor or its employees, agents, servants, partners principals or subcontractors. Contractor 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. Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The Contractor shall furnish to **Public Housing and Community Development, 701 NW 1st Court, 16TH FLOOR, Miami FL 33136**, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A.** Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440.
 - a. If applicable should include coverage required under the U.S. Longshoremen and Harbor Workers' Act (USL&H) and/or Jones Act for any activities on or about navigable water.
- B.** Commercial General Liability in an amount not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate. Miami-Dade County must be shown as an additional insured with respect to this coverage.
- C.** Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

*Under no circumstances are Contractors permitted on the Aviation Department, Aircraft Operating Airside (A.O.A) at Miami International Airport without increasing automobile coverage to \$5 million. Only vehicles owned or leased by a company will be authorized. \$1 million limit applies at all other airports.