

**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

RPQ No: 92925

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 Daniel Joseph at 7217 NE Miami Ct., Miami, FL 33138 no later than 4/1/2025 at 10:00 AM. If you have any questions, contact Daniel Joseph at 786-393-1014.

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:	4/1/2025	Time Due:	10:00 AM	Submitted Via:	Sealed Envelopes		
Estimated Value:	\$1,300,000	(excluding Contingencies and Dedicated Allowances)					
Project Name:	HCD Vacant Unit Preparations - Contract 1						
Project Location:	Various Locations						
License Requirements:	Primary:	General Building Contractor					
	Sub:	Electrical Contractor; Plumber, Master					
Scope of Work:	(Contractor must obtain and submit all permits prior to performing any work). General Description of the Work (Project): Contract 1 - Vacant unit repairs of 25 units throughout HCD. The intent of this work is to repair the interior of apartment units for residents' occupancy and perform other miscellaneous work. HCD manages approximately 7,000 units throughout Miami-Dade County in three geographic areas: North Region, Central Region, and South Region. The purpose of this Contract is to prepare selected vacant units throughout HCD for occupancy. Vendor will be bidding to complete (Move-In Ready) vacant units, varying from 0br, 1br, 2br, 3br, 4br, & 5br. The locations are attached at the Form Of Bid Section of the Bid packet. Work shall be done in an expedited manner. Work duration will be 60 calendar days to complete all vacant unit's repairs. Contractors must have the labor force capacity to complete the project timely. REQUIREMENTS FOR APARTMENT UNIT REPAIRS A. GENERAL 1. The scope of work includes but is not limited to building, electrical and plumbing work, other ancillary trades and items of work required to deliver a habitable unit. Contractor shall visit the site prior to bidding to become familiar with the scope of work and verify all existing field conditions at job site. 2. The intent of this work is to repair the interior of apartment units for residents' occupancy and perform other miscellaneous work. The General Contractor is responsible for obtaining all required permits and shall provide all materials and labor necessary to complete the job and ready to occupy. The job includes but is not limited to repair walls, floors, ceilings, electrical and plumbing systems, kitchens, bathrooms, all finishes, painting, etc. 3. All work shall be performed in the best standards of workmanship and applicable codes. New materials shall match existing and be approved by HCD Project Manager prior to installation. B. SCOPE OF WORK 1. Clean-up and removal of trash and debris. All construction debris shall be removed from the site by the contractor and disposal shall be at the proper dumping site. Contractor shall not dispose of any construction debris at the site dumpster. HCD shall not be responsible for dumpsters provided by contractor. 2. Clean surfaces of all dirt, dust or other contaminants, which adversely affects adhesion of paint or appearance of finish. 3. Patch and repair all deteriorated walls and ceilings to match existing. Contractor shall ensure that remaining surfaces are in sound condition throughout the entire unit, first and second floors. Contractor to remove all wall paper on walls, doors and/or ceilings, provide a smooth finish and paint. Where required Contractor shall block and patch any damage to exterior surface. Stucco finish to match existing texture and color. Any irregularity on the wall shall be brought to the attention of the HCD Project Manager for evaluation.						

4. Due to condensation and moisture intrusion damage to drywall on ceiling and/or walls may be found and replacement of damaged drywall could be necessary. Where mold is found contractor shall clean and sanitize the areas that have experienced moisture intrusion and treat the affected area with products approved for treatment of mold. Contractor shall apply chemicals following manufacturers' recommendations and required by present laws, codes, regulations and/or guidelines.

5. Contractor shall properly seal, caulk, patch up and plaster as needed. Repair damaged areas throughout the entire unit (holes / damaged gypsum board). (First and second floor, if apply).

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Patching shall be neat, to match existing contiguous areas and shall produce surfaces suitable for new materials. Contractor shall ensure that remaining surfaces are in sound condition throughout the entire unit. 6. Contractor shall provide the sq. ft. of insulation missing in the attic/wall areas, Refer to the Unit Price Table.

7. Paint interior of the unit with two (2) coats of paint, Sherwin Williams or an approved equal. Application of color shall provide complete coverage, uniform color, desired sheen and accepted texture. When new drywall is installed, contractor shall apply one coat of primer and two coats of base paint.

a) Interior Walls Color: SW 7566 Westhighland White

b) Finish: Semi-Gloss

c) Ceiling Paint: Pro-Mar 400 Flat White

8. Provide wood shelves. Repair or replace and paint, existing wood shelves and clothes rods in all closets throughout the units where requested.

9. Contractor to install new vinyl tile on top of existing finish floor unless otherwise noted. Mohawk Long Bien 2.0 Mascarpone 7" x 48" LVT or approved equal. Contractor to repair all floors' surface to a smooth finish before installing new vinyl tile. Refer to the Unit Price Table. Coordinate with HCD Project Manager Design and color of the new tile. Provide sample to HCD Project Manager for approval prior to order from manufacturer.

10. Contractor to wax and buff all floor surfaces.

11. Repair or replace, wood/vinyl baseboard missing and/or deteriorated, to match existing color, texture, and height. Roppe Pinnacle Plus style #35 color 161 or approved equal. Contractor to coordinate color with HCD Project Manager prior to installation. Refer to the Unit Price Table.

12. Contractor to place unit numbers when missing or damaged. Refer to the Unit Price Table.

13. When requested, contractor to enclose all exterior wall openings where air conditions units were previously installed, refinish opening as required (exterior side provide stucco finish, denote area where knock panel is installed. Provide drywall finish on interior sides). Where A/C units were installed in the window's opening, remove the unit and repair window and adjacent area as needed. Contractor to coordinate with HCD Project Manager disposal/storage of units.

14. Contractor to provide new mailbox, match existing model. Refer to the Unit Price Table.

15. Contractor to repair wood trusses as required. Refer to the Unit Price Table.

16. The Contractor shall provide for the services of an Architect/Engineer to provide required structural calculations, signed and sealed permitted construction drawings, etc. (If required by Authorities having Jurisdiction).

17. Contractor shall provide Owner's asbestos Reports as part of the base bid. An owner's allowance will be provided to this contract in the event abatement is required.

18. Contractor is responsible for all tests required by Building Department and all codes governing installation.

19. Contractor to verify that all attic access has been covered. Refer to the Unit Price Table.

C. WINDOWS

1. Repair or replace security screens and insect screens as required throughout the units were existing. Bedrooms that have existing screens shall comply with egress requirements. Refer to the Unit Price Table.

2. Repair windows as required. Any window component missing shall be installed. Contractor to replace or install new window. Refer to the Unit Price Table.

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3. Replace broken window hardware, clean, and lubricate to make windows fully operational. Replace all broken or damaged glass in windows and install new glass.

4. If units have marble window sills, where required, provide new when missing or damaged. Refer to the Unit Price Table.

5. Contractor shall caulk and seal around all interior/exterior windows as required.

D. DOORS

1. Replace all exterior doors if required by UPT / Scope of Work, match existing model and material. Doors to swing out. Provide Product Control Approval Number. If product control approval for secondary door with window is not available, contractor to provide flush door model. Paint both sides of all exterior doors, color selected by HCD. Provide new exterior door frames if required, match existing material. Contractor shall verify exterior door and frame dimensions and

make proper adjustment on existing openings to fit new doors.

2. Repair sliding doors (if apply) as required. Any component missing shall be installed. Contractor to replace sliding door if necessary.
3. Replace broken sliding door hardware (if apply), clean and lubricate to make sliding door fully operational. Re-glaze all broken or damaged glass as required.
4. Provide peep holes on front doors as required, match existing material.
5. Provide finish hardware including necessary accessories and related items to develop a complete and operating door system (exterior and interior doors). Hardware by Schlage, or approved equal. Finish in Satin Chrome. Provide models with lever handles on all doors and single dead lock at front door. Exterior doors: Schlage Model S Series Saturn – SAT 626 - S51 PD, Single Cylinder Deadbolt: Model B663P, or approved equal. Closet Doors (swing): Passage Latch S10D, or approved equal, Bi-Fold doors (wood knob). Bath/Bedroom - Privacy Lock: S40D, or approved equal. Hardware to be approved by HCD Project Manager.
6. Provide and install weather stripping to top and sides of all exterior doors.
7. Provide door sweeper to all exterior doors.
8. Provide new threshold with silicone seal at all exterior doors.
9. Provide and install all missing interior doors and repair existing if required (wood flush doors), provide return air on doors/walls as per codes. Fabricate door to fit in existing frames, when required, with uniform clearances and properly beveled. Replace or re-hung hinge bound doors not swinging or operating freely. Remove and replace interior door frames, as required.
10. Provide as requested bi-fold louvered doors at all closet area, in hallways and kitchen (not bedroom), unless previously provided with swing door, if so, match existing. Refer to the Unit Price Table.
11. Provide for exterior doors three hinges per leaf with Non- removable pins, heavy-duty design, mfg. by door company. Provide to all interior swing doors two hinges per leaf, provide non-rising pins.
12. Install new door stops throughout the unit.
13. Provide keys for all units following a master key schedule as determined by HCD. Each unit shall have matching keys for front and rear doors (three sets per unit).

E. KITCHEN

1. Kitchen cabinets shall be cleaned, sanitized and repaired to match existing as needed. When required, cabinets shall be replaced with new, to match existing configuration. Cabinet and countertop of 5/8" plywood, door and drawer fronts 3/4" thick. Save base and wall cabinets as 00800 - Page 4 of 7 Revised 9/22/2023

well as countertop when possible and repair doors and drawers as required. Finish Formica, Buff Elm natural grain texture or approved equal 2. Counter tops that are in bad conditions do to normal use, shall be replaced with Formica Carrara Bianco Matte texture, selected or approved equal.

3. Same pull handle for the entire kitchen. Dynasty Hardware P-1002-SN European 6-3/4" bar cabinet pull satin nickel.

4. Provide new stainless steel sink where requested. Double Bowl, 20 gauge: Model Elkay, Neptune, Model No. NLBW33224 or approved equal. Single Bowl, 22 gauge: Model Elkay Kingsford, Model No. K125224 or approved equal, refer to the Unit Price Table. Contractor to cap additional holes with stainless steel caps. Verify cabinet dimensions at field prior ordering. Provide new sink faucet. Kitchen Faucet model: American Standard – Colony Soft. Model # 4275.500 or approved equal.

5. Contractor must provide as needed, new fire extinguisher, ABC type, minimum 5 pounds. Manufactured by Amerex or approved equal.

6. Provide kitchen exhaust fans and grills as required. Refer to the Unit Price Table.

7. All kitchen cabinets that have been painted, or resurfaced by any other color than neutral or altered in any way shape or form, shall be removed and replaced with new kitchen cabinets.

8. Contractor to verify that any gas connections for: the stove, water heater, and space heater are working properly and in good and safe condition, if applicable.

F. STAIRS (if apply)

1. Where indicated, remove and replace all rubber stair tread/riser cover as per manufacturer's recommendations. Loose or unstable stairs shall be repaired or replaced. Reinforce/replace any damaged tread and/or riser as required. Rubber stair tread/riser: Roppe Heavy Duty Smooth Design Type 60 Square nose 670 asphalt or approved equal. Coordinate color selection with HCD Project Manager prior to ordering materials color selected shall match vinyl baseboard. Refer to the Unit Price Table.

2. Install/repair handrails as requested, match existing design and materials. Provide adequate bracing. (Seal and paint as required). Color selected by HCD.

3. Wood cap on top of low wall next to stairs (if apply) shall be sanded and re-finished or replaced as required. Stain and varnish as per PHCD color selection.

G. BATHROOMS

1. Secure, clean, and sanitize all bathroom, toilets, lavatory, and bathtub (re-finish or replace) as requested, repair cracks and rusted areas on bathtub – re-finish paint if repaired by professional re-glaze company, with a 6-month written guarantee. Fixtures to be properly connected and in acceptable condition otherwise provide new. Provide sink's supports at bathrooms as needed, secure the fixture as required, where there is a vanity cabinet installed, shall be repaired or replaced as required (cabinet shall be built with 5/8" plywood). Coordinate with HCD Project Manager prior to replacement of fixtures. Caulk and seal around all bathroom fixtures. Caulk to match bathroom fixture color.
2. Provide new medicine cabinets where missing or damaged as requested. Match existing model. Refer to the Unit Price Table.
3. When requested, contractor shall repair and install new ceramic tiles in a unit that has damaged or missing tile in shower or tub areas, match existing color. If existing tile color cannot be matched, contractor to remove the entire bathroom tile and install white tile. Contractor to maintain unison color and pattern at all time. Size of tile to match existing. Provide sample to PHCD Project Manager for approval prior to installation. Contractor to replace when indicated on UPT the tub/shower area if cracked or any surface area is damaged.
4. Clean and re-grout tile walls and floors in bathrooms to match existing, leaving a sanitary and acceptable surface, provide uniformity in finish. Contractor to wax and buff floor surfaces.
5. All replaced bathroom accessories to be new (American Standard or Approved Equal) including but not limited to towel bars, shower curtain rod, paper holder, shower head, soap dish, faucets, mixing valves, etc. Verify accessories, faucets, etc., models fit bathroom fixtures prior ordering. Provide model with lever handles on shower and sinks. Lavatory faucet: American Standard – Chrome, Model #: 2275.500 or approved equal. Bathtub (if requires replacement): American Standard – Princeton bathtub, white. Model #: 2394.202.020, or approved equal. Bathtub Assembly: chrome. American Standard, Colony Soft Model #: T675.502, or approved equal. Shower heads: American Standard Model #8888.075.002 or approved equal Finish/color – Polished Chrome. Toilet: American Standard, Cadet, white. Model #: 2798.012, or approved equal. HCD Project Manager shall approve submittals and specifications before installation. If existing windows prohibit installation, HCD Project Manager shall approve replacement.
6. One bedroom unit: Replace existing tubs with Sterling 60" x 34" x 75" Vikrell shower, left/right drain model: 72530100 Color/Finish White or approved equal.
7. Two bedroom unit and up: Replace (1) tub with Sterling 60" x 34" x 75" Vikrell shower, left/right drain model: 72530100 Color/Finish White or approved equal. All other tubs replace with Sterling Vikrell bath/shower model: 71570110.
8. HCD Project Manager shall approve submittals and specifications before installation.

H. ELECTRICAL WORK

1. Contractor shall evaluate the existing electrical system to verify that is fully operational and confirm inclusion in UPT prior to executing Work Order.
 2. Contractor to ensure that the existing electrical panel is operable and do complies with current NEC and FBC and/or requires upgrading. Contractor shall verify wires in existing outlets for proper function, re-wire where needed or required by Code.
 3. Electrical Contractor shall provide GFI outlets when required by Code, and/or to comply with repair permits.
 4. Provide circuit breakers as required by Code with appropriate electrical wiring for its operation and provide covers where needed, repair as required. Provide light fixtures, switches, outlets, including GFI outlets, and covers as required by Code. Refer to the Unit Price Table. All outlet covers White Polycarbonate Indoor Duplex Wall Plate, or equal.
 5. Existing light fixtures throughout the unit shall be replaced as required for proper lighting to the residents. Contractor to replace existing one lamp fixture with (2) two lamps fixture throughout the unit. (Minimum capacity 60W per lamp.) Coordinate with HCD Project Manager prior to replacement of fixtures.
 6. Remove any light fixture or any other equipment protruding from the wall at the stairs wall (if apply) or any other wall in the unit that may become a safety hazard. Replace with model attached, or approved equal.
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7. Replace ceiling light fixtures with Nuvo Lighting Glamour single light 10" Wide Integrated LED flush mount bowl ceiling fixture model: 62/1035, or approved equal. Refer to the Unit Price Table.
 8. Replace bathroom vanity light fixture with model Designers Fountain Three Light Down Lighting 23.75" Wide Bathroom Fixture or approved equal. Model:94003-SP
 9. Provide smoke detectors hard wired with battery back-up as required by Code. Contractor to verify that smoke detectors are connected in series according to N.E.C. and other applicable code requirements.
 10. Where requested, install exhaust fan and grill in the bathroom/kitchen, etc. where missing or deteriorated.

11. Provide missing exterior lights as requested, match existing model, or approved equal.
12. Remove ceiling fans and install new light fixture, Prominence Home Cherry Hill 42" 4 blade indoor LED ceiling fan, or approved equal.
13. Remove existing space heaters as required and repair wall to match finish on adjacent wall surface. Contractor to coordinate with PHCD Project Manager disposal/storage of space heaters. Refer to the Unit Price Table.
14. Label all electrical circuits in each unit at each panel box as per Code.
15. Replace meter can when necessary. Contractor shall provide a functional and operational system to the units. Refer to the Unit Price Table.
16. Contractor shall verify if unit has power, if not, power supply shall be provided by the Contractor.
17. Coordinate with FP&L meter connections on all units as required.
18. Contractor shall replace fluorescent fixture in Kitchen as required. (Match existing).

I. PLUMBING WORK

1. When requested, contractor shall install new Water Heaters.
2. Jet blow all sewer lines out to main sewer line. Plumbing lines shall be tested for leaks and Contractor shall be responsible to repair lines up to 10'-0" from the exterior wall of the unit (on the outside). Contractor to submit results of the test to the Project Manager for his/her review and approval.
3. Install new angle stops, P traps, and valves as required.
4. Contractor to verify that units have no water leaks.
5. Contractor to repair or replace existing hose bibs and test for water leakage and proper operation.
6. Contractors shall verify that all units have Shut-off valves, repair, replace, or install new ones as requested.
7. All pipes penetrations shall be properly sealed.
8. Washing machine valve (hose connection). Manufacturer - LDR Industries, Model #HH-15731656 or approved equal.

J. MECHANICAL WORK (if apply)

1. Contractor shall inspect and repair as required the HVAC system. The system shall be connected and in working condition. Contractor shall complete the installation of the system only where there is evidence that an HVAC system was initially installed, (i.e: duct system, air handler unit, etc. in place). All condensing units shall have security cage installed. Verify that condensing units are installed on concrete slabs. Contractor shall verify that existing cages and concrete slabs are in good conditions, if not, replace with new.

K. OTHER REQUIREMENTS

1. The contractor shall submit properly identified products data, shop drawings, NOA approvals, samples (when required) prior to commencing work.
2. The Contractor shall notify the Project Manager and Site Manager no less than forty-eight (48) hours in advance of "start date" and shall take no more than the specified number of days written on the contract after Notice to Proceed (NTP) is issued. Contractor shall obtain the required Building Permits within seven (7) days from the date of the Pre-Construction Meeting.
3. Contractor shall at all times conduct his/her operations in such a manner as to ensure the least inconvenience to area residents and least interference with normal activities of the Development.
4. Contractor to confine operations to work limits of the project, prevent damage to surroundings, and restore damaged areas by repairing/replacing to match existing at Contractor own expense.
5. Construction site shall be cleared of construction materials, debris, and broom cleaned every day.
6. Contractor shall notify in writing to the PHCD Project Manager and Site Manager when construction has reached 100% completion.
7. Replace any concrete or asphalt torn up with new concrete or asphalt to match existing either during excavation or during any work related construction (if applicable).
8. Any and all items not specifically mentioned in the contract documents, but which are reasonably required for a complete working installation during construction, shall be included without additional cost to HCD.
9. Contractor to arrange for own storage facility (if needed) and coordinate with site manager and project manager.
10. When the work is finished and prior to final payment, the Project Manager, Site Manager, Regional Coordinator and Contractor shall conduct a substantial completion inspection. Any required repair work (punchlist items) required for completion shall be done by contractor at no extra cost to PHCD.
11. Prior to final payment, all required permit inspections approvals, certificate of completion (CC), manuals, warranties, as-built drawings, required test reports & calculations and final release of

claims from all vendors, subcontractors, contractor and any other requirements of the contract documents shall be submitted to the Project Manager

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. Tasks, clean-up, and removal of all items not specifically indicated in the scope of work, but which are required for completion of the scope of work, shall be included without additional cost to HCD. The Contractor shall arrange for his/her own storage facility.

The Contractor shall leave the site free and clear of all debris. Based on operational necessity HCD has the right to swap out /exchange a specific unit. In the event this occurs a unit of like bedroom composition will be provided. 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.

HCD has established three (3) Contracts and through this RFQ may select and execute contracts with two (3) Vacant Unit contractors, who will be assigned to perform work in either the North, Central or the South sectors of Miami-Dade County. Further, it is HCD's desire that by dividing the work to performed under the contracts by Contracts this RFQ will permit maximum participation by Section 3 businesses, small and minority businesses, and women's business enterprises.

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/hetj9h8pltlqf646z1sjfj8fi26ml4sl>

Document Pickup:	Contact:	Daniel Joseph	Phone No:	786-393-1014	Date:	2/11/2025	
	Location:	7217 NE Miami Ct. - Newberg Warehouse					
Pre-Bid Meeting::	YES	Mandatory:	YES	Date:	3/12/2025	Time:	10:00 AM
	Location:	325 NW 62nd St., Miami, FL 33150					
Site Meeting:	YES	Mandatory:	YES	Date:	3/12/2025	Time:	10:00 AM
	Location:	325 NW 62nd St., Miami, FL 33150					
Bid shall be submitted to:	Contact:	Daniel Joseph					
	Address:	7217 NE Miami Ct., Miami, FL 33138					
	Email:	Daniel.Joseph@miamidade.gov	FAX # :	305-757-3792			
Type of Contract:	Multiple Trade		Method of Award:	Lowest Responsible Bidder			
Method of Payment:	Lump Sum		Insurance Required:	YES			
Additional Insurance Required:	NO		If Yes - Minimum Coverage:				
Performance & Payment Bond Required:	YES		Bid Bond Required:	YES			
Davis Bacon:	NO	Maintenance Wages:	YES	AIPP:	NO	Amount:	
DBE Participation:	NO	Percentage:	0.00%	DBE Subcontractor Forms Required:	NO		
SBE-S Requirements	NO	Percentage:	0.00%				
SBE-Services Commodity Set-Aside	NO	If Yes, Service =					
SBE-G Requirements	NO	Percentage:	0.00%				
SBE-Goods Commodity Set-Aside	NO	If Yes, Goods =					
Liquidated Damages:	YES	\$\$ Per Day:	\$500.00				
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:	4/14/2025		Calendar Days for Project Completion:	90			
Comments:	SEALED BIDS for the project designated below will be received for and on behalf of MIAMI-DADE COUNTY, BY HOUSING AND COMMUNITY DEVELOPMENT, ADMINISTRATIVE SERVICES DIVISION, 701 NW 1ST COURT, 16TH FLOOR, FRONT, FLORIDA, 33136 UNTIL 10:00 A.M. Local time, Tuesday April 1, 2025 @ 701 NW 1 CT. 16th floor where they will be publicly opened and read aloud.						

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.

Contract Amount:

HCD has designated the amount of \$1,300,000.00 to fund this project / contract. The funds assigned for the amount of \$1,300,000.00 are for HCD Budget purposes and not an indication of work to be provided to the Contractor under this contract.

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:

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 HCD 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. HCD 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 to 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 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 HCD, 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 HCD allowances (if applicable) exceeds \$100,000.00.

Bid Documents:

Obtain Bid Documents from HCD, Front desk, 701 NW 1st Court 16th Floor Miami, Florida 33136 as of 3/13/2025. 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 Miami-Dade 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/hetj9h8pltlgf646z1sjfj8fi26ml4sl> 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 HCD 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 HCD.

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 325 NW 62nd St. Edison Courts Community Center, Miami, FL 33150 on March 12, 2025, at 10A.M.

MIAMI-DADE COUNTY PREVAILING / DAVIS BACON WAGES WILL NOT APPLY TO THIS CONTRACT. ONLY MAINTENANCE WAGES WILL APPLY.

IF YOU HAVE ANY QUESTIONS,

CONTACT HCD

Project Manager : Danny Joseph

E-mail: Daniel.Joseph@miamidade.gov

FOR SECTION 3 RELATED QUESTIONS

PLEASE CONTACT SECTION 3 COORDINATOR

E-mail: Section3@miamidade.gov

FOR PROCUREMENT RELATED QUESTIONS

HCD Procurement Contact: Colleen Johnson

E-mail: Colleen.Johnson@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.