

**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: 93867

**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 701 NW 1st Ct. Miami, FL 33136 no later than 4/29/2025 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:	4/29/2025	Time Due:	10:00 AM	Submitted Via:	Sealed Envelopes		
Estimated Value:	\$650,000	(excluding Contingencies and Dedicated Allowances)					
Project Name:	HCD Vacant Unit Preparations - Contract 4						
Project Location:	Various Locations						
License Requirements:	Primary:	General Building Contractor					
	Sub:	Plumber, Master; Electrical Contractor					
Scope of Work:	<p>(Contractor must obtain and submit all permits prior to performing any work).</p> <p>General Description of the Work (Project): 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, &amp; 5br. The locations are attached at the Form Of Bid Section of the Bid packet.</p> <p>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.</p> <p>The following are, at a minimum, the steps to preparing a vacant unit:</p> <p>Contractor shall be responsible for any initial clearing / cleaning of any vacant unit prior to the preparations. the Contractor will be responsible for getting their own bulk trash dumpster (40 yarder) for the debris from the units placed at an agreed spot on any property belonging to PHCD between the Maintenance Supervisor and or the Site Manager and the contractors representative. Dumpster must be cleared out once the dumpster has reached it's maximum level to avoid any fines. Vendor shall be responsible for any dumping fines if it pertains to the dumpster that was rented by the contractor, no exceptions.</p> <p>Pre-Clean entire unit thoroughly with water &amp; disinfectant cleaner (i.e. bathroom area, kitchen cabinets / area, windows and sills, light fixtures and globes and outlets and switches, water-heater and closet)</p> <p>Carpentry: Repair and or replace for new, the following: All shelving, doors and jambs, cabinets, countertops, locks, door stoppers, weather-stripping, door sweeps, window locks, window balances, window glass, window screening, Exterior security screen repairs and or replacement, floor tiling and baseboard replacement, if still in good shape, strip floors and baseboards with floor stripper and then wax floors with 3 coats of floor finish</p> <p>Plumbing: Repair and or Replace for new, the following: All faucets , space heaters, sinks, shower diverters, p-traps, angle valves, water-heaters, 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 &amp; lavatory sink drain, all stoppers to be installed @ the Kitchen sinks, lavatory sinks, bathtubs and washing machine drain plug</p> <p>Electrical systems: Repair and or Replace for new, the following: All light fixtures, outlets, GFCI's, range-hoods, light bulbs – fluorescent and incandescent types, space heaters, electrical panel requires labeling, any wiring, Fuse boxes (fuses and or breakers included), thermostats, junction boxes for and to any central A/C System.</p>						

Plaster: Repair and or Replace for new, the following: plaster walls to match existing if needs be with won-cote plaster or gypsum plaster, replace any broken ceramic holders and tiles in bath area, replace any drywall that is weak and or missing to match existing, plaster around window sills, grout tiles, 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: Prep walls 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 Colonnade paint ( Paint can be purchased from the following vendors: Caribbean Paints, Lanco/Crossco Paints, Stein Paints, or Sherwin Williams) throughout the unit. No paint should be on the window frames and sills, on the light fixtures and covers, switches and outlets and cover-plates, on the indoor sprinkler heads (Any sprinkler head that's been painted or paint left on the sprinkler head will be at the cost of said vendor preparing the unit), cabinets, doorknobs, floors and baseboards, sinks and bathtubs. Bathtubs and Lavatory sinks are to be painted with 2 coats of Tub and Tile paint (Homex Tough as Tile tub and tile paint). A sample (1 gallon to a pint) of the paints used in the units should be left for any touch up after the VPS is removed.

Final Cleaning: All broken glass should be removed and wiped clean from the windows with the VPS still being up and installed (Note: Vendor is not responsible for the removal of any VPS window and or door coverings, but if the coverings are removed by the crews working in the unit for any reasons, the Vendor will responsible for any damages and or cost for repairs or loss of any VPS keys), All screening of the windows with VPS will be handled by the HCD site crews at move-in, but, if the windows do not have VPS, it is the Vendors responsibility to make sure that all windows are to be screened with charcoal fiberglass screening, Any broken glass is to be repaired, all Heavy Duty Security Screening is to be repaired and or replaced to match existing. The Amp staff will handle the completion work on the doors and windows for the units with VPS Security Protection, all cabinetry, walls, flooring, bathroom areas (i.e. sink, bathtub, floors, tiles, etc.), rooms, closets, doors & door jambs, shelving, door knobs, faucets should be free of any debris and dust, the floors are to be stripped with floor stripper and rinsed with clean water, when dry, 3 coats of High Gloss Floor Finishing wax should be applied when exiting the unit. Make sure the exterior of the unit is clean and free of debris from prepping the unit and graffiti on the doors and walls.

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.

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/5ordhyfiwt3oxr6ustsn6c9x3hdd5cxj>

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.

HCD has established two (2) sectors (North/South) and through this RFQ may select and execute contracts with two (2) Vacant Unit contractors, who will be assigned to perform work in either the North or the South sectors. Further, it is HCD's desire that by dividing the work to performed under the contracts by sectors this RFQ will permit maximum participation by Section 3 businesses, small and minority businesses, and women's business enterprises.

Document Pickup:	Contact:	Daniel Joseph	Phone No:	786-393-1014	Date:	4/8/2025
	Location:	701 NW 1st Ct Miami,FL 33136				

Pre-Bid Meeting::	YES	Mandatory:	YES	Date:	4/7/2025	Time:	10:00 AM
	Location:	325 NW 62nd St., Miami, FL 33150					
Site Meeting:	YES	Mandatory:	YES	Date:	4/7/2025	Time:	10:00 AM
	Location:	TBD					
Bid shall be submitted to:	Contact:	Daniel Joseph					
	Address:	701 NW 1st Ct. Miami, FL 33136					
	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:	\$300.00				
For RFP'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:	4/21/2025			Calendar Days for Project Completion:	60		
Comments:	<p>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 Desk, Miami, Florida 33136 Until 10:00 A.M. Local time, Tuesday April 29, 2025 @ 701 NW 1 CT. 16th floor where they will be publicly opened and read aloud.</p> <p>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.</p> <p>Contract Amount: HCD has designated the amount of \$650,000.00 to fund this project / contract. The funds assigned for the amount of \$650,000.00 are for HCD Budget purposes and not an indication of work to be provided to the Contractor under this contract.</p> <p>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:</p> <p>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.</p> <p>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</p>						

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 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 4/8/2025. 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/5ordhyfiwt3oxr6ustsn6c9x3hdd5cxj> 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 April 7, 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](mailto:Daniel.Joseph@miamidade.gov)

FOR SECTION 3 RELATED QUESTIONS  
PLEASE CONTACT SECTION 3 COORDINATOR  
E-mail: [Section3@miamidade.gov](mailto:Section3@miamidade.gov)

FOR PROCUREMENT RELATED QUESTIONS  
HCD Procurement Contact: Colleen Johnson  
E-mail: [colleen@miamidade.gov](mailto:colleen@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 \$300,000 per occurrence, and \$600,000 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 \$300,000 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.