

**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: 96754

**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 Housing and Community Development at 701 NW 1 COURT 16 FLOOR MIAMI, FL no later than 5/5/2026 at 10:00 AM. If you have any questions, contact SANTIAGO JIMENEZ at 786-469-4125.

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:	5/5/2026	Time Due:	10:00 AM	Submitted Via:	Sealed Envelopes		
Estimated Value:	\$330,000	(excluding Contingencies and Dedicated Allowances)					
Project Name:	Applicant Leasing Center A/C Replacement						
Project Location:	2936 NW 17 AV Miami, FL 33142						
License Requirements:	Primary:	General Building Contractor					
Scope of Work:	<p>(Contractor must obtain and submit all permits prior to performing any work). The scope of work includes the replacement of 2 rooftop units, replacement of exhaust fan located on the roof level, replacement of ductwork as indicated on plans and mold remediation work as recommended in the mold assessment report for a one-story office building located at 2936 NW 17th Ave, Miami, FL. 33142.</p> <p>The scope of work includes 2 options for the new ductwork distribution associated with the rooftop unit's replacement. The options are as follow:</p> <p>OPTION 1 - (Base bid) Single Zone: Replacing the ductwork and grilles downstream of the existing duct collars on each branch tapping from the main ductwork, and new return ductwork.</p> <p>OPTION 2 – (Alternate 1) Multi Zone: Replacing main ductwork and branches as show on plans, adding Zonex Systems to provide temperature control, and new return ductwork.</p> <p>The Contractor shall be responsible for all job tasks associated with the successful work of the stated scope of work, as required and approved by an authorized HCD representative. Tasks, clean-up, and removal of all items not specifically mentioned in the scope, but which are obviously required for an operable/functional system shall be included without additional cost to HCD. The Contractor shall arrange for his/her own storage facility (if needed). The Contractor shall leave the site free and clear of all debris. The Contractor is responsible for providing all materials, labor, equipment, and permits/inspection fees (when necessary) for the total completion of this work. All work shall be performed in 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.</p>						
Document Pickup:	Contact:		Phone No:		Date:	1/1/1900	
	Location:						
Pre-Bid Meeting::	YES	Mandatory:	YES	Date:	4/14/2026	Time:	10:00 AM
	Location:	2936 NW 17 AV Miami, FL 33142					
Site Meeting:	YES	Mandatory:	YES	Date:	4/14/2026	Time:	10:00 AM
	Location:	2936 NW 17 AV Miami, FL 33142					
Bid shall be submitted to:	Contact:	Housing and Community Development					
	Address:	701 NW 1 COURT 16 FLOOR MIAMI, FL					
	Email:	santiago.jimenez@miamidade.gov	FAX # :	786-469-4151			
Type of Contract:	Single 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:	YES	Maintenance Wages:	NO	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:	\$100.00				
For RQP'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:	YES	Shop Drawing Included:	NO	Specifications Included:	YES		
Anticipated Start Date:	6/8/2026		Calendar Days for Project Completion:	120			

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 Desk, Miami, Florida 33136 Until 10:00 A.M. Local time, Tuesday May 5, 2026, where they will be publicly opened and read aloud.

Bids/Proposals received after the first Bid/Proposal envelope or container has been opened will not be opened or considered. The responsibility for submitting a Bid (Proposal response to RQP) to the Housing and Community Development on or before the stated time and date is solely and strictly the responsibility of the bidder.

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.

**Contract Amount:**  
HCD has designated the amount of \$330,000.00 to fund this project / contract. The funds assigned for the amount of \$330,000.00 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 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 Strategic Procurement Department (SPD), in order to be able to receive an award. To register contractors must contact SPD, Vendor Services Section - MCC 7040 / 7360, 111 N.W. 1st Street, 13th Floor, Miami Florida 33128, 305-375-5773.

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.

**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 2936 NW 17 Ave Miami, FL 33142 on April 14, 2026, at 10 A.M.

The County reserves the right to waive any informalities or irregularities in any bid, or to reject any or all bids. Bids from any person, firm, or corporation, ever in default upon any agreement with the County will be rejected.

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

**DAVIS BACON WAGES WILL APPLY TO THIS CONTRACT.**

Contractor(s) shall obtain free electronic copies of the Bid documents at the following link: <https://app.box.com/s/z81ivn5zodu3p2g45l5swa9tbqqrkgiv>

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.

**IF YOU HAVE ANY QUESTIONS,  
CONTACT HCD**

Project Manager: Santiago Jimenez

E-mail: [Santiago.Jimenez@miamidade.gov](mailto:Santiago.Jimenez@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.