



BID NO.: 4388-1/15

**OPENING: 2:00 P.M.
WEDNESDAY
MAY 1, 2013**

MIAMI-DADE COUNTY, FLORIDA

**I N V I T A T I O N
T O B I D**

**TITLE:
AIR CONDITIONING (A/C) DUCT CLEANING & SANITIZING
SERVICES - PREQUALIFICATION**

**FOR INFORMATION CONTACT:
James D. Munn, Jr., 305-375-1718, munnj@miamidade.gov**

IMPORTANT NOTICE TO BIDDERS:

- READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number: 4388-1/15

Bid Title: AIR CONDITIONING (A/C) DUCT CLEANING & SANITIZING SERVICES -
PREQUALIFICATION

Procurement Officer: James D. Munn, Jr., CPPB

Bids will be accepted until 2:00 p.m. on May 1, 2013

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION

SECTION 1
GENERAL TERMS AND CONDITIONS

AIR CONDITIONING DUCT CLEANING & SANITIZING SERVICES - PREQUALIFICATION

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>

SECTION 2
SPECIAL CONDITIONS

AIR CONDITIONING DUCT CLEANING & SANITIZING SERVICES - PREQUALIFICATION

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of Air Conditioning (A/C) Duct Cleaning and Sanitizing Services in conjunction with the County's needs on an as needed when needed basis.

2.2 SMALL BUSINESS CONTRACT MEASURES

Conditions for Small Business measures stated under Section 1, paragraph 1.43 are hereby revised as stated herein. The provisions for the Miami-Dade County certified Small Business Enterprises (SBEs) Program are available at <http://www.miamidade.gov/business/business-development-legislation.asp>.

In accordance with County Ordinance 12-13, provisions for an SBE set-aside for individual projects valued up to \$100,000 shall apply to the contract established by this solicitation. Vendors certified as Micro Business Enterprise (MBE) bidders shall receive a 10% (ten percent) preference for evaluation purposes.

For individual projects valued over \$100,000, an SBE Bid Preference shall apply. Vendors certified as MBE and SBE shall receive a 10% (ten percent) preference for evaluation purposes.

All other conditions and information as stated under Section 1, Paragraph 1.43 shall apply to this solicitation and the resultant contract.

2.3 TERM OF CONTRACT: TWELVE (12) MONTHS

This contract shall commence upon approval by the Board of County Commissioners, or designee, and as stipulated in the County's Notice of Award Letter. Said notice shall be issued by the Internal Services Department, Procurement Management Division, and will be contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for twelve (12) months.

2.4 OPTION TO RENEW FOR ONE (1) ADDITIONAL YEAR

Prior to, or upon completion of the initial term, the County shall have the option to renew this contract for an additional one (1) year period.

2.5 METHOD OF AWARD: PREQUALIFICATION

2.5.1 Method of Award Summary:

Responsive and responsible bidders that meet the requirements set forth in this solicitation and the minimum qualifications listed below, will be designated as prequalified to participate in future competitions for the purchase of A/C duct cleaning & sanitizing services in accordance with Section 3 Technical Specifications.

SECTION 2
SPECIAL CONDITIONS

AIR CONDITIONING DUCT CLEANING & SANITIZING SERVICES - PREQUALIFICATION

2.5.2 Minimum Qualifications:

- 2.5.2.1 Vendor must have been engaged in the A/C duct cleaning business for a period of two (2) years. Submission of Commercial or Government Business references is required to verify this requirement.
- 2.5.2.2 Vendor must submit an active license or certificate issued by the State of Florida Department of Business and Professional Regulations (DBPR) or County Examining Board for the type of work specified herein. See the additional qualification details provided below.

In accordance with the Code of Miami-Dade County, Florida, Section 10-3 (B), any person, firm or corporation which submits an offer in response to a County solicitation should, at the time of such offer, hold a valid Certificate of Competency or License for General, Mechanical, A/C Class A, B or C contracting work issued by the State or General Mechanical, Refrigeration and Air Conditioning (Unlimited) Contractor by the County Examining Board qualifying said person, firm, or corporation to perform the type of work referenced herein.

2.6 PRICES TO BE ESTABLISHED BY PROJECT QUOTATIONS

During the contract term authorized County Departments will contact prequalified vendors to obtain services as defined or covered under Section 3 Technical Specifications, vendor(s) shall be requested to submit a written quotation on each prospective County project.

This quotation may require a breakdown of hourly labor rates and material costs covering the written project scope of work as provided by the County. The quotation may be required to clearly indicate the estimated number of work hours, total number of employees to be used, cost breakdown of materials, and a firm estimate of the time to complete the work.

The County will award the project based on the lowest written vendor quote or other method described in the project quotation request. The County may reject all offers when such action is determined to be in the best interest of the County.

2.7 MIAMI-DADE PUBLIC HOUSING AND COMMUNITY DEVELOPMENT (PHCD) EXEMPTION TO CERTAIN CLAUSES

The contract to be awarded under this solicitation will be accessed by the Miami-Dade Public Housing and Community Department (PHCD). As a Federally-funded agency, certain clauses within this solicitation do not apply to orders that may be issued by this department.

The exempt list of clauses includes the following General Terms & Conditions covered under Section 1:

Paragraph 1.10 (Local Preferences), Paragraph 1.27 (Office of the Inspector General), Paragraph 1.35 (County User Access Program - UAP), Paragraph 1.43 (Small Business Contract Measures), and Paragraph 1.44 Local Certified Service – Disabled Veteran's Business Enterprise Preference.

SECTION 2
SPECIAL CONDITIONS

AIR CONDITIONING DUCT CLEANING & SANITIZING SERVICES - PREQUALIFICATION

2.8 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and the resultant contract, contact James D. Munn, Jr. by telephone at (305) 375-1718 or via e-mail at munnj@miamidade.gov.

2.9 EXAMINATION OF SITE (RECOMMENDED)

Vendor(s) will be invited to attend site visits that may be scheduled to review each individual project. This site visit, when offered shall be considered highly recommended so that Vendor(s) can become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required. Vendor(s) should examine carefully any drawings and/or project specifications when provided to be thoroughly aware of all scope of work. No additional allowances will be made because of lack of knowledge of these conditions.

2.10 INSURANCE (11) – CONTRACTOR/MAINTENANCE/REPAIR (MDAD)

The following requirements for Insurance shall supersede information listed under Section 1, Paragraphs 1.21 of this solicitation and resultant contract.

The vendor shall furnish to the Vendor Assistance Section, Procurement Management Division, Internal Services Department, 111 NW 1st Street, Suite 1300, Miami, Florida 33128-1989, 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 vendor as required by Florida Statute 440.
- B. Commercial General Liability Insurance in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage. **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 *\$500,000 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. Vehicles owned by individuals will not be authorized. \$1 million limit applies at all other airports.**

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division of the Internal Services Department.

SECTION 2
SPECIAL CONDITIONS

AIR CONDITIONING DUCT CLEANING & SANITIZING SERVICES - PREQUALIFICATION

2.12 PROJECT SUPERVISOR

Vendor(s) shall employ a competent supervisor who shall be in attendance at the project site during the progress of the work. The vendor's assigned supervisor shall have the training, knowledge of best practices and industry standards referenced in Section 3, Paragraph 3.1 to effectively supervise all authorized work. This designated field supervisor shall be the primary representative for the vendor and all communications given to, and all decisions made by the supervisor shall be binding to the vendor. Notwithstanding, the Vendor's designated supervisor shall be considered to be, at all times, an employee of the vendor under its sole direction and not an employee or agent of Miami-Dade County.

2.13 COMPLETION OF WORK

All work shall be performed in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the vendor(s); except in such cases where the completion date will be delayed due to acts of God, strikes, or other causes beyond the control of the vendor. In these cases, the vendor shall notify the County of the delays in advance of the original completion date so that a revised completion schedule can be appropriately considered by the County.

Should the awarded vendor(s) fail to complete the work within the number of days as stated in their spot market quote, it is hereby agreed and understood that the County reserves the authority to cancel that specific project with the vendor and to secure the services of another vendor to complete the work. If the County exercises this authority, the County shall be responsible for reimbursing the vendor for work which was completed and found acceptable to the County in accordance with the contract specifications. The County may, at its option, demand payment from the vendor, through an invoice or credit memo, for any additional costs over and beyond the original spot market quoted price which were incurred by the County as a result of having to secure the services of another vendor. If the vendor fails to honor this invoice or credit memo, the County may terminate the project award. Such performance may be considered by the County as the basis for vendor default.

2.14 DEFICIENCIES IN WORK

Vendor(s) shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within five (5) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the vendor by the County's Project Manager, who may confirm all such verbal reports in writing. The vendor shall bear all costs of correcting such rejected work. If the vendor fails to correct the work within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the vendor fails to correct the work within the period specified in the notice, the County shall place the vendor in default, obtain the services of another vendor to correct the deficiencies, and charge the incumbent vendor for these costs; either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the Vendor for default.

SECTION 2
SPECIAL CONDITIONS

AIR CONDITIONING DUCT CLEANING & SANITIZING SERVICES - PREQUALIFICATION

2.15 ACCIDENT PREVENTION AND BARRICADES

Precautions shall be exercised at all times for the protection of persons and property. All vendor(s) performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible vendor. Barricades shall be provided by the vendor when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager.

2.16 CLEAN-UP

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the vendor(s) shall thoroughly clean up all areas where work has been performed as mutually agreed with the associated County user department's Project Manager.

2.17 WORK ACCEPTANCE

All projects will be inspected by the designated County Project Manager or the authorized Building Manager. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

2.18 COMPLIANCE WITH FEDERAL STANDARDS

All services to be provided under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA) and Environmental Protection Agency (EPA).

2.19 SPECIAL SECURITY FOR DEPARTMENTS

Designated Miami-Dade County Departments operate under specific strict security regulations. These regulations involve the issuance of special identification (ID) cards after performing complete police background checks of individuals who are employed, hired or who are required to enter restricted areas of the designated Department. Vendors are hereby reminded to review requirements as provided under Section 1, Paragraph 1.45.

It is a generally accepted policy that Vendors shall report their arrivals and departures from the County buildings or facilities to the County Project Managers or their designees. Vendors are also to log their arrivals and departures, as well as provide a reason for their presence at any county facility in accordance with guidelines given.

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SECTION 3
TECHNICAL SPECIFICATIONS

AIR CONDITIONING DUCT CLEANING & SANITIZING SERVICES - PREQUALIFICATION

3.1 SCOPE OF WORK

Vendor(s) shall provide all labor, transportation, materials, chemicals and equipment necessary for cleaning and sanitizing of air conditioning systems including but not limited to air ducts, air handlers, and air vents. The works shall include the removal of dirt, bacteria, fungi, dust and debris that has accumulated inside ducts and Heating Ventilation Air Conditioning (HVAC) equipment and the coating of these cleaned areas. The scope of work may be further defined in each County spot market quotation request.

Vendor(s) shall perform all work in accordance with the current industry standards and best practices. These performance guidelines shall be consistent with the National Air Duct Cleaners Association (NADCA) Assessment, Cleaning, & Restoration of HVAC Systems or ACR 2006, and is hereby incorporated by reference.

3.2 PROCEDURES

In execution of all individual projects according to the specific scope of work particulars provided by the County, Vendor(s) are reminded of the requirements listed below which may be in addition to the above referenced NADCA standards. Vendors shall be responsible for:

1. Conducting an on-site inspection and to photograph or video record duct work conditions before commencement of work and after completion of each individual project or work engagement. This information must be available for County review and indicate, dates, facility or equipment location, and clearly reflect the before and after conditions for duct cleaning & sanitizing services being provided.
2. Installation of access doors with latches in agreed locations as per the project manager or designated County representative, and as discussed prior to commencement of work.
3. Complete removal and disposal of visible air-side surface contaminants from the duct or HVAC system.
4. Cleaning of all supply, return, and exhaust ductwork, diffuser grilles, and registers. Cleaning to also include all HVAC dampers, vanes, supply air and exhaust fans, blades, housings, and associated plenum areas.
5. Chemical pressure washing and decontamination of all heating and/or coiling coils and drain pans.
6. Coating of cleaned interior fiber or porous HVAC materials and duct system surfaces, if requested by the Project or Building Manager or if deemed necessary in accordance with industry standards.
7. Taking reasonable measures to control odors and mist vapors during cleaning process.
8. Provide any written recommendations regarding fresh air, humidity control, filtration and other indoor air quality indicators found during abatement process. Any such reports of finding should be communicated directly to the County Project Manager or designated Department representative.

SECTION 3
TECHNICAL SPECIFICATIONS

AIR CONDITIONING DUCT CLEANING & SANITIZING SERVICES - PREQUALIFICATION

3.3 MATERIALS

Vendor(s) shall supply all materials in accordance with conditions as stated under Section 2, Paragraph 2.11. In providing these materials, the following shall also apply:

1. Any sheet metal access doors (plates) must be made of the same type and gauge as existing ductwork and installed with compatible screws.
2. Silicone caulk used must be a product specifically rated for sealing HVAC ductwork.
3. Cleaning chemicals for coil cleaning as recommended by the HVAC manufacturer or applicable industry standard.
4. Disinfectants and bactericides shall be non-toxic, non-acid type, and used per the manufacturer's instructions after cleaning of ductwork. All products must be EPA approved for use in HVAC systems.
5. Coating, when requested by the project/building manager or applied by the Vendor shall be a white coating designed for application on HVAC system surfaces. This coating shall contain a broad spectrum of antimicrobials proven effective at protecting the applied surface from microbial contamination (**PORTERSEPT HVAC, FIBERLOCK IAQ 6000, or approved equal**). The antimicrobial must be EPA approved for use in coating to be applied to HVAC system surfaces.
6. Vendor(s) shall submit to the County Material Safety Data Sheets (MSDS) for all chemical products that will be used in the performance of services prior to the commencement of work.

3.4 EQUIPMENT

Vendor(s) shall supply all equipment in accordance with conditions as stated under Section 2, Paragraph 2.11. This equipment shall also meet the following performance criteria:

1. All negative air / vacuum equipment shall be fitted with High Efficiency Particle Arrestance (HEPA) filters with 99.97% collection efficiency for 0.3-micron size or greater.
2. Negative air equipment/filter systems shall be capable of maintaining a minimum of 0.8 inch lift as measured by a water gauge within the duct during an abatement process.
3. Equipment capable of performing cleaning process to keep agitated particles airborne for effective dust and contaminant removal.
4. Filtering systems shall not lose effectiveness if high humidity or moist debris is encountered.
5. Negative air equipment debris compartment shall be capable of being emptied without releasing contaminants into the environment.

SECTION 3
TECHNICAL SPECIFICATIONS

AIR CONDITIONING DUCT CLEANING & SANITIZING SERVICES - PREQUALIFICATION

6. Vibration, agitation, and/or brushing equipment shall be provided which causes the contaminants to become loosened and airborne within the duct while negative air pressure is applied.
7. Air compressors for cleaning ductwork shall be a minimum of 20 PFSI.
8. OSHA approved full face masks and protective gear shall be worn by all the vendors employees at all times when exposed to hazardous materials, bacteria or fungi.

3.5 WORK AREA PREPARATION

In executing all project work approved under this contract Vendor(s) shall also:

1. Become familiar with building availability, layout, security requirements, vehicle access, fire extinguishers, exits and breaker panels. This information may be requested from the Project or Building Manager.
2. Protect work environment from contamination by use of disposable covers or tarps.
3. Inspect suitability of ductwork hangers and supports for entry by personnel where required.
4. Seal registers and block off sections of ductwork not being worked on.
5. Place lock-out tags on breaker switches of the equipment being worked on, to prevent accidental start-up.
6. Cover and protect the County's equipment and furniture within the work area from contaminants and damage.

3.6 DECONTAMINATING PROCESS

In accordance Section 2, Paragraph 2.18 and Section 3, Paragraph 3.1, Vendor(s) shall be responsible to comply with applicable industry standards and use good commercial practice in the performance of all work including but not limited to the following for decontaminating:

1. Ductwork shall be as dry as possible, either by seasonal humidity variation, running the HVAC system so as to dry out the ductwork or by installation or appropriate dehumidification equipment.
2. Small ductwork, not accessible to personnel, will be cleaned by compressed air, lightweight agitator head with compressed air, light brush agitation, and/or, a combination of all methods.
3. Large ductwork, accessible to personnel, will be cleaned by manual brushing, compressed air, and/or vibration agitation.
4. Negative pressure shall be maintained in the ductwork during cutting of any ductwork to prevent possible spread of contaminants.

SECTION 3
TECHNICAL SPECIFICATIONS

AIR CONDITIONING DUCT CLEANING & SANITIZING SERVICES - PREQUALIFICATION

5. All agitation of contaminants shall be accompanied by negative air pressure capable of removing the airborne particles and preventing them from settling elsewhere in the duct system.
6. Vendor(s) shall record negative pressure readings of each duct system when it is hooked up and ready for cleaning to insure a minimum of 0.8 inches water gauge pressure.
7. Duct access will be sealed after cleaning and treating, using plates or access doors with silicon based caulk and foil tape on the exterior insulation, using the material as described in paragraph 3.3.
8. Debris removed from ducts, coils, and /or HVAC systems shall be disposed of in two layers of 6 mil poly bags in appropriate receptacles. All other debris created during the work process will be cleaned and removed by the vendor(s).
9. A visual inspection is required to insure removal of all surface contaminants, by Miami-Dade County Project/Building Manager. Refer to NADCA Cleanliness Standard 1992-01 or the most current standard, and is hereby incorporated by reference.

3.7 CLEANING FANS, DAMPERS, AND COILS

In using good commercial practice and the compliance with referenced industry standards to execute approved project work, vendor(s) shall be also be responsible to:

1. Prepare work areas, any adjacent equipment, electrical surfaces, and fan bearings to protect them.
2. Chemical clean and power wash all coils, dampers, drip pans, and fan units using manufacturer's recommended products.
3. Remove all debris and water by wiping and/or vacuuming dry.

3.8 DISINFECTING AND COATING

In using good commercial practice and the compliance with referenced industry standards, vendor(s) shall also be responsible to execute the following:

1. Surfaces shall be cleaned prior to use of chemical disinfectants and/or coating applications.
2. Grill registers; vanes, coils, electrical equipment, and sensing & control devices shall be masked or blocked off from overspray.
3. Disinfectants shall be applied per the manufacturer's instructions. Systems shall be dried out after application. No disinfectant residue may remain on any surface after its use.

SECTION 3
TECHNICAL SPECIFICATIONS

AIR CONDITIONING DUCT CLEANING & SANITIZING SERVICES - PREQUALIFICATION

4. HVAC coatings shall be applied per the manufacturer's instructions. Coating shall be sprayed directly onto interior ductwork surfaces. A continuous film must be achieved by the coating application.
5. Spray fumes shall be controlled by negative air equipment and proper filtration during application, exhausting volatiles to the outside. Negative air pressure should be maintained at least for a two (2) hour period after application to remove volatiles from the system. Maximum outside air must be brought in through the system for at least 48 hours after application of coatings.

3.9 HAZARDOUS MATERIALS

In accordance Section 2, Paragraphs 2.16 and 2.18, Vendor(s) shall be responsible to use good commercial practice and comply with all Federal standards regarding the handling of hazardous material or contaminants including but not limited to the following procedures:

1. When asbestos, Legionella, hazardous fungi or bacteria are encountered, personnel shall take adequate precautions to insure safety during abatement procedures, including compliance with OSHA regulations. Respiratory protection shall be OSHA/NIOSH approved with HEPA cartridge filters.
2. Maintain negative air pressure with a re-circulating HEPA filtered exhaust unit.
3. Cover area beneath ductwork with a 6 mil poly sheeting a distance of 6 feet either side of the run of ductwork.
4. Debris to be disposed of in two layers of 6 mil poly bags and disposed in accordance to HAXMAT (hazardous materials) regulations.
5. Provide Miami-Dade County with a receipt, that debris has been properly disposed of in accordance with Industry standards and procedures as stated herein.

3.10 WORK SCHEDULE

1. Nights, holidays, and weekend hours as available to minimize building occupancy during normal working hours.
2. All working hours shall be pre-approved by the County Project or Building Manager

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**SECTION 4
BID SUBMITTAL FORM**

AIR CONDITIONING DUCT CLEANING & SANITIZING SERVICES - PREQUALIFICATION

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

**OPENING: 2:00 P.M.
WEDNESDAY
MAY 1, 2013**



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: **JDM** ISD/PM Date Issued: **04/16/13** This Bid Submittal Consists of Pages **12** through **17 + Affidavits**

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**Title:
AIR CONDITIONING (A/C) DUCT CLEANING & SANITIZING SERVICES -
PREQUALIFICATION**

A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 910-36, 964-05	
Procurement Contracting Officer: James D. Munn, Jr.	

FIRM NAME _____

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.

**SECTION 4
 BID SUBMITTAL FOR:
 AIR CONDITIONING DUCT CLEANING & SANITIZING SERVICES - PREQUALIFICATION**

FIRM NAME: _____

4.1 COMPANY CONTACT INFORMATION

Vendors are requested to provide information for the Primary and Secondary (Optional) employees who will be responsible for responding to County **Requests for Quotations (RFQ)** other customer support matters. These services shall typically be required Monday through Friday within the business hours of 8:00 AM and 5 PM (local time).

PRIMARY CONTACT	
Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Local or Toll Free Fax Number:	
Mobile Telephone Number: (Optional)	
E-mail Address:	
SECONDARY CONTACT (OPTIONAL)	
Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Local or Toll Free Fax Number:	
Mobile Telephone Number: (Optional)	
E-mail Address:	

**SECTION 4
BID SUBMITTAL FOR:
AIR CONDITIONING DUCT CLEANING & SANITIZING SERVICES - PREQUALIFICATION**

FIRM NAME: _____

4.2 MINIMUM QUALIFICATIONS

In accordance with qualifications defined in Section 2, Paragraph 2.5.2 of this solicitation, Vendors are required to include ALL of the items listed below in this Bid Submittal:

4.2.1 CLIENT REFERENCES

Per Section 2.5.2.1, vendor must have been engaged in the A/C duct cleaning business for a period of two (2) years. Submission of Commercial or Government Business references is required to verify this requirement. This information is to be provided in the tables below:

CLIENT REFERENCE #1 - A/C DUCT CLEANING & SANITIZING SERVICES			
Company Name			
Address			
Contact Name:			
Telephone:		E-Mail:	
Time period doing business with your firm:	From		To:
Contract No(s) or Project Name(s)			

CLIENT REFERENCE #2 - A/C DUCT CLEANING & SANITIZING SERVICES			
Company Name			
Address			
Contact Name:			
Telephone:		E-Mail:	
Time period doing business with your firm:	From		To:
Contract No(s) or Project Name(s)			

CLIENT REFERENCE #3 - A/C DUCT CLEANING & SANITIZING SERVICES			
Company Name			
Address			
Contact Name:			
Telephone:		E-Mail:	
Time period doing business with your firm:	From		To:
Contract No(s) or Project Name(s)			

4.2.2 CONTRACTOR LICENSING OR CERTIFICATE

Per Section 2.5.2.2, vendor must submit an active license or certificate issued by the State of Florida Department of Business and Professional Regulations (DBPR) or County Examining Board for the type of work specified herein

CONTRACTOR LICENSE OR CERTIFICATE OF COMPETENCY DESCRIPTION	SUBMITTED (x)
General, Mechanical, A/C Class A, B or C Contractor as issued by the State, or General Mechanical, Refrigeration or Air Conditioning (Unlimited) Contractor as issued by the County.	()
The County may at its sole option and in its best interest allow the bidder(s) to supply the above documentation to the County during the bid evaluation process.	

SECTION 4
BID SUBMITTAL FOR:
AIR CONDITIONING DUCT CLEANING & SANITIZING SERVICES -
PREQUALIFICATION

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____



Bid Title: AIR CONDITIONING (A/C) DUCT CLEANING & SANITIZING SERVICES - PREQUALIFICATION

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: _____. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is _____.



LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 1.35 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes _____ No _____

B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes _____ No _____

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ FEIN No. _/_- _/_/_/_/_/_/_

Prompt Payment Terms: ____% ____ days net ____ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: _____ (Signature of authorized agent)

*"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."

Print Name: _____ Title: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



APPENDIX

AFFIDAVITS FORMAL BIDS



Miami-Dade County
Internal Services Department
Procurement Management Division
Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Federal Employer
Contract No. : _____ Identification Number (FEIN): _____

Contract Title: _____

Affidavits and Legislation/ Governing Body

1.	Miami-Dade County Ownership Disclosure <i>Sec. 2-8.1 of the County Code</i>	6.	Miami-Dade County Vendor Obligation to County <i>Section 2-8.1 of the County Code</i>
2.	Miami-Dade County Employment Disclosure <i>County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code</i>	7.	Miami-Dade County Code of Business Ethics <i>Article 1, Section 2-8.1(f) and 2-11(b)(1) of the County Code through (d) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code</i>
3.	Miami-Dade County Employment Drug-free Workplace Certification <i>Section 2-8.1.2(b) f the County Code</i>	8.	Miami-Dade County Family Leave <i>Article V of Chapter 11 of the County Code</i>
4.	Miami-Dade County Disability Non-Discrimination <i>Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95</i>	9.	Miami-Dade County Living Wage <i>Section 2-8.9 of the County Code</i>
5.	Miami-Dade County Debarment Disclosure <i>Section 10.38 of the County Code</i>	10.	Miami-Dade County Domestic Leave and Reporting <i>Article 8, Section 11A-50 11A-57 of the County Code</i>

Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant
Name of Firm	State	Date
Address of Firm	State	Zip Code

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20 _____.

by _____ He or she is personally known to me or has produced identification

Type of identification produced _____

Signature of Notary Public	Serial Number	
Print or Stamp of Notary Public	Expiration Date	Notary Public Seal

SUBCONTRACTOR/SUPPLIER LISTING
 (Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Firm Name of Prime Contractor/Respondent _____ FEIN # _____

Project/Contract Number _____

In accordance with Sections 2-8.1, 2-8.8 and 10-34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all bidders/respondents on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders/respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The bidder/respondent who is awarded this bid/contract shall not charge or substitute bid for subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The bidder/respondent should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

In accordance with Ordinance No. 11-03, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all bid for subcontractors/suppliers. 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 to exercise diligent efforts to obtain that information and 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.
 (Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)							Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			Gender		Race/Ethnicity					Gender		Race/Ethnicity					
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Alaskan

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This date may be submitted to Contracting/User department or on-line to the Small Business Development Division of the Regulatory and Economic Resources Department at <http://www.miamidade.gov/business/business-development.asp>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Respondent _____ Print Name _____ Print Title _____ Date _____