



## ROAD MAP

Contract No.: 4388-1/15-1

Contract Title: **Air Conditioning Duct Cleaning & Sanitizing – Pre-Qualification**

### 1. Purpose

Bidders have been pre-qualified to participate in spot market quotations for the purchase of air conditioning (A/C) duct cleaning and sanitizing services.

### 2. Project Quotations

When a project is identified, all pre-qualified bidders shall be invited to review the written specifications regarding the work to be accomplished, and if necessary inspect the work area. The 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 also require to clearly indicate the estimated number of work hours, total number of employees to be used, cost breakdown of materials if needed, and a firm estimate of the time to complete the work.

The County will award the project based on the lowest written bidder quote or other method described in the project quotation request. The award of a specific project to one bidder does not preclude other prequalified bidders from submitting offers for other projects.

### 3. Quotation Directives

- ✓ Bid tabulations **MUST** be provided to bidders upon request, and prior to sending the award recommendation.
- ✓ All quotations are subject to the **Cone of Silence**. Per section 2-11.1(t) of the County code.
- ✓ The most recent version of the County's general terms and conditions apply to each quote. The latest version can be accessed by clicking on the following link <http://www.miamidade.gov/procurement/itb-terms-conditions.asp> , it is ISD Procurement Management's suggestion to print the T&Cs for each quote and add them to the specific quote folder.

### 4. Instruction on applying Bid Preferences (**federally funded entities are exempt**)

It is the department's responsibility to review the County's general Terms and Conditions to confirm the preferences that apply to each quote.

#### ▪ **Small Business Enterprises (SBE) Measures:**

Micro Business Enterprises and SBEs must be certified by SBD Business Affairs, a division of the Internal Services Department. For certification information, contact SBD at 305-375-CERT (2378) or online at: <http://www.miamidade.gov/internalservices/small-business.asp>. The enterprises must be certified by bid submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. (**This preference is given to bidders that are certified as SBE or Micro/SBE ONLY, NOT DBE**)

**SBE Preference shall be applied first** as follows and as otherwise stipulated in Section 2-8.1.1.1.1 of the Code of Miami-Dade County:

Case 1: Quotes of \$100,000 or less. (SBE – set aside, if there is enough SBE certified bidders)

Within the fiscal year, it is required that County departments expend with SBEs 100% of the total value of contracts less than one hundred thousand dollars (\$100,000.00) for goods and/or services. The departmental requirement shall be complied with unless it is determined that there is not enough SBE certified pre-qualified bidders (minimum of 3). In the event it is determined that there is enough SBE certified pre-qualified bidders, participation shall be only among SBEs, and Micro SBEs shall automatically receive a ten (10) percent bid preference.



## ROAD MAP

Contract No.: 4388-1/15-1

Contract Title: **Air Conditioning Duct Cleaning & Sanitizing – Pre-Qualification**

Case 2: Quotes valued of 100,000 or less (not set-aside)

A ten (10) percent bid preference shall automatically apply for Micro Business Enterprises.

Case 3: Quotes valued over \$100,000 and up to \$1,000,000

A ten (10) percent bid preference shall automatically apply for SBEs/Micro Business Enterprises.

The departments shall deduct the preference amount from the total bid or quoted price in order to calculate the price to be used for evaluation. The price the County will pay is the original price offered (excluding the 5% or 10% evaluation factors).

*A preliminary ranking shall be prepared after applying the SBE/MicroSBE preference to determine the following:*

- *If based on the new evaluated prices an SBE or Micro/SBE bidder is ranked the lowest, the award of the quote will be to the SBE or Micro/SBE bidder. No other preference will be applied to this specific quote.*
- *If based on the new evaluated prices none of the SBE or Micro/SBE bidders are ranked the lowest, the following preferences will be applied to this specific quote.*

▪ **Local Certified Service – Disabled Veteran**

Preference should be applied in accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service Disabled Veteran Business Enterprise (VBE) shall receive a bid preference of 5% of the price bid (for the purpose of evaluation ONLY). A VBE who is also an SBE shall not receive the veteran's preference and shall be limited to any applicable SBE preferences. These preferences will only be used for evaluating and awarding the bids and shall not affect the contract price. However, if a Local Certified Service-Disabled Veteran Business Enterprise is the lowest bidder as a result of a Best and Final Bid (also known as a BAFO), then the price submitted as part of the Best and Final Bid shall be the contract price. At the time of bid submission, the bidder must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statute and submit this affirmation and a copy of the actual certification along with the bid.

▪ **Local and Locally-Headquartered Business Preference**

The evaluation of competitive bids is subject to Section 2-8.5 of the Miami-Dade County Code.

Definitions: *Local business* means the vendor has a valid business tax receipt issued by Miami-Dade County at least one year prior to bid or proposal submission, and a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. Firms who provide goods or services which are exempt from Miami-Dade Business Tax Receipt requirements shall be required to submit documentation, to the County's satisfaction, demonstrating the physical business presence of the firm within the limits of Miami-Dade County for at least one year prior to bid or proposal submission. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In addition to the foregoing, a vendor shall not be considered a "local business" unless it contributes to the economic development and well-being of Miami-Dade County 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. Vendors shall affirm in writing their compliance with the foregoing at the time of submitting their bid or proposal to be eligible for consideration as a "local business" under this section. A vendor who misrepresents the status of its firm under this Section in a proposal or bid submitted to the County will lose the privilege to claim any preference under this Section for a period of up to one year. The County Mayor, in his discretion, may also recommend that the firm be referred for debarment in accordance with [Section 2-8.4.1](#) of the Code of Miami-Dade County. *Locally Headquartered Business* means a Local Business as defined in this Section which has a Principal Place of Business in Miami-Dade County.



ROAD MAP

Contract No.: 4388-1/15-1

Contract Title: **Air Conditioning Duct Cleaning & Sanitizing – Pre-Qualification**

In any competitive bid process where award, if any, is to be made to the responsive and responsible bidder offering the lowest bid (the "Low Bidder" and "Low Bid" respectively), the following shall apply:

1. If the Low Bidder is not a Local Business, then any and all responsive and responsible Local Businesses submitting a price within ten percent of the Low Bid, the Low Bidder, and any and all responsive and responsible Locally Headquartered Businesses submitting a price within fifteen percent of the Low Bid, shall have an opportunity to submit a best and final bid equal to or lower than the Low Bid.
2. If the Low Bidder is a Local Business which is not a Locally Headquartered Business, then any and all responsive and responsible Locally Headquartered Businesses submitting a price within five percent of the Low Bid, and the Low Bidder shall have an opportunity to submit a best and final bid equal to or lower than the Low Bid.
3. Award, if any, shall be made to the responsive and responsible bidder offering the lowest best and final bid.
4. Ties in best and final bid shall be resolved in the following order of priority: Locally Headquartered Business, Local Business, other business.
5. If no best and final bid is required in accordance with the provisions above, award, if any, shall be made to the Low Bidder.

At this time, there is an Interlocal Agreement for Reciprocity of Local Business and Locally-Headquartered Business Preferences in effect between Miami-Dade and Broward Counties until September 30, 2015.

**NOTE:** Additional bidders that meet the pre-qualification requirements may be added by ISD Procurement Management via addendum. **Always check the addenda log table for latest award sheet addenda and additional bidders.**

**5. Pre-qualified Bidders**

| BUSINESS NAME  | CONTACT                   | PHONE        | E-MAIL  | FAX          |
|--|---------------------------|--------------|---|--------------|
| <i>Supa Air &amp; Heat Inc</i><br>(432094906 0)          | Gregg O Williams          | 954 961-7932 | suppaair@hotmail.com                            | 954 961-7938 |
| <i>Airmax Service Corp</i><br>(592133588 01)             | Michael Lorion            | 305 665-3238 | mlorion@airmax.com                              | 305 669-1080 |
| <i>United HVAC Services, Inc</i><br>(432012679 01)       | Ali Laferte               | 305 625-2901 | uhvac2@comcast.net                              | 305 625-2905 |
| <i>Loss Control &amp; Recovery Inc</i><br>(593228099 01) | Brian M Nunan             | 877 282-2663 | Brian.nunan@advantaclean.com                    | 877 282-3292 |
| <i>Ductmasters Inc</i><br>(650840831-02)                 | Roger Herbe<br>Eddy Perez | 954-791-4111 | ductmasters@hotmail.com<br>eddy@ductmasters.com |              |

**6. Award History / Addendums to the Award Sheet**

| <u>Add no.</u> | <u>Date issued</u> | <u>Event</u>   | <u>Agent</u>       |
|----------------|--------------------|--|--------------------|
| 6              | 1/11/16            | \$25,000 have been transferred from Seaport to Police. \$5,000 have been transferred from Corrections to Police. | Yuly Chaux-Ramirez |



ROAD MAP

Contract No.: 4388-1/15-1

Contract Title: **Air Conditioning Duct Cleaning & Sanitizing – Pre-Qualification**

| <u>Add no.</u> | <u>Date issued</u> | <u>Event</u>   | <u>Agent</u>       |                     |                     |                |                |    |          |          |  |    |          |           |          |    |          |           |          |    |          |           |          |
|----------------|--------------------|--|--------------------|---------------------|---------------------|----------------|----------------|----|----------|----------|--|----|----------|-----------|----------|----|----------|-----------|----------|----|----------|-----------|----------|
| 5              | 9/16/15            | Ductmasters Inc. has complied with the County's Insurance requirements, and has been reinstated to this contract.  | Yuly Chauz-Ramirez |                     |                     |                |                |    |          |          |  |    |          |           |          |    |          |           |          |    |          |           |          |
| 5              | 12/14/15           | \$25,000 have been transferred from Seaport to Aviation  | Yuly Chauz-Ramirez |                     |                     |                |                |    |          |          |  |    |          |           |          |    |          |           |          |    |          |           |          |
| 4              | 7/20/15            | The contract has been extended for 6 months with no prorated funds. New expiration date 01/31/2016   | Yuly Chauz-Ramirez |                     |                     |                |                |    |          |          |  |    |          |           |          |    |          |           |          |    |          |           |          |
| 3              | 2/5/15             | The following funds have been transferred as follows:  | Yuly Chauz-Ramirez |                     |                     |                |                |    |          |          |  |    |          |           |          |    |          |           |          |    |          |           |          |
|                |                    | <table border="1"> <thead> <tr> <th>Department</th> <th>Previous allocation</th> <th>Transfer</th> <th>New allocation</th> </tr> </thead> <tbody> <tr> <td>PD</td> <td>\$20,000</td> <td>\$15,000</td> <td></td> </tr> <tr> <td>PR</td> <td>\$15,000</td> <td>(\$5,000)</td> <td>\$10,000</td> </tr> <tr> <td>WS</td> <td>\$15,000</td> <td>(\$5,000)</td> <td>\$10,000</td> </tr> <tr> <td>FR</td> <td>\$23,000</td> <td>(\$5,000)</td> <td>\$18,000</td> </tr> </tbody> </table> |                    | Department          | Previous allocation | Transfer       | New allocation | PD | \$20,000 | \$15,000 |  | PR | \$15,000 | (\$5,000) | \$10,000 | WS | \$15,000 | (\$5,000) | \$10,000 | FR | \$23,000 | (\$5,000) | \$18,000 |
|                |                    | Department   |                    | Previous allocation | Transfer            | New allocation |                |    |          |          |  |    |          |           |          |    |          |           |          |    |          |           |          |
|                |                    | PD   |                    | \$20,000            | \$15,000            |                |                |    |          |          |  |    |          |           |          |    |          |           |          |    |          |           |          |
|                |                    | PR   |                    | \$15,000            | (\$5,000)           | \$10,000       |                |    |          |          |  |    |          |           |          |    |          |           |          |    |          |           |          |
| WS             | \$15,000           | (\$5,000)  | \$10,000           |                     |                     |                |                |    |          |          |  |    |          |           |          |    |          |           |          |    |          |           |          |
| FR             | \$23,000           | (\$5,000)  | \$18,000           |                     |                     |                |                |    |          |          |  |    |          |           |          |    |          |           |          |    |          |           |          |
|                |                    |  |                    |                     |                     |                |                |    |          |          |  |    |          |           |          |    |          |           |          |    |          |           |          |
|                |                    |  |                    |                     |                     |                |                |    |          |          |  |    |          |           |          |    |          |           |          |    |          |           |          |
|                |                    |  |                    |                     |                     |                |                |    |          |          |  |    |          |           |          |    |          |           |          |    |          |           |          |
| 2              | 1/26/15            | Loss Control & Recovery Inc d/b/a Advantaclean Commercial Services has met all pre-qualification requirements and has been added to the pool of bidders.   | Yuly Chauz-Ramirez |                     |                     |                |                |    |          |          |  |    |          |           |          |    |          |           |          |    |          |           |          |
| 1              | 7/29/14            | Documents for OTR 1 have been published in the County's website.<br><br><b>Ductmasters USA, Inc (650840831-02)</b> has been removed from the BPO until a new valid insurance certificate is approved by ISD Risk Management. Upon approval, the bidder will be added back onto the contract and allowed to work on County premises.  | Yuly Chauz-Ramirez |                     |                     |                |                |    |          |          |  |    |          |           |          |    |          |           |          |    |          |           |          |

Since it is unknown which and when firms will be going to the AOA please be advised of the following:

If a project requires work at the A.O.A., Aviation needs to confirm with Procurement Management if awarded bidder has the correct insurance coverage. 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.