



February 2, 2015

Re: **BP # 36**  
**Roofing for Bathrooms at 100 and 400 level and Concessions**

The above-referenced contract is being considered for small business contract measures. **PLEASE NOTE THAT YOUR PARTICIPATION IN THE AVAILABILITY TO BID PROCESS IS VITAL IN ORDER FOR MEASURES/GOALS TO BE PLACED ON THIS PROJECT.** If you are interested in participating as a CSBE to perform work in connection with this project and meet the requirements listed in this letter, please complete and return the attached Verification of Availability to Bid **by TOMORROW; Tuesday February 3, 2015, at 3:00 P.M.** It is asked that all pages are returned completed in its entirety. Failure to do so will result in this Verification of Availability to Bid Letter not being considered.

Please review the enclosed description of the project. **TIME IS OF THE ESSENCE**

The letter of availability may be sent **via facsimile transmission to (305) 375-3160 or via email to coralee@miamidade.gov.** If you have any questions, please contact me at (305) 375-3115.

Sincerely,

**Coralee Taylor**  
Internal Services Department  
Small Business Development Division  
111 NW 1<sup>st</sup> Street, 19 fl  
Miami, FL 33128  
☐ (305) 375-3115 | ☐ (305) 375-3160  
[coralee@miamidade.gov](mailto:coralee@miamidade.gov)

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**VERIFICATION OF AVAILABILITY TO BID**

**CONTRACT TITLE:**           Roofing for Bathrooms at 100 and 400 level and Concessions

**PROJECT NUMBER:**        BP #36

**SEE ATTACHED:**

**Project Description; Qualifications; License Requirements; ETC.**

**Contractor Qualifications Questionnaire**

This questionnaire will assist SBD in identifying the qualified contractors that “comply” to perform the aforementioned scope of work. Indicate yes “Y” or no “N” on the empty line on the left side of this questionnaire and forward it completely filled out to this e-mail address: coralee@miamidade.gov or via fax (305) 375-3160 attention Mrs. Coralee Taylor.

\_\_\_\_\_ Proposer (PRIME) meets the licensing, experience, as well as other requirements as outlined above and is interested in this solicitation.

\_\_\_\_\_ Proposer (PRIME) DOES NOT meet the requirements as outlined above

\_\_\_\_\_ I will not be interested in this project because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Similar contracts (Name of Project and Owner)	Project Completion Date	Contract Amount	Project Contact Person & Telephone for Verification

I certify that to the best of my knowledge all the information provided is verifiable and correct.

COMPANY NAME: \_\_\_\_\_

NAME OF REPRESENTATIVE: \_\_\_\_\_

TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_