



**Swimming Pool Filter Maintenance/Repair Services**

**Estimated Cost - \$375,000.00**

**RQPR1600004 - Verification of Availability**

**January 21, 2016**

SBD is attempting to place a Small Business Measure on RQPR1600004. Please review this document to determine if your firm would be able **provide the contract's scope of services and is willing to participate on this solicitation**. If your firm is interested, please include **a copy of your firm's resume or list of projects or list 3 similar projects on the last page of this document**.

**The deadline to respond to this Verification of Availability is 3:45 PM, Monday, January 25, 2016.**

**Caesar Suarez**

SBD Capital Improvement Project Specialist  
Small Business Development Division  
Miami-Dade County Internal Services Department  
111 NW 1<sup>st</sup> Street, 19<sup>th</sup> Floor, Miami, FL 33128  
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**"Help stimulate Miami's economy by supporting Small Businesses"**

Please familiarize yourself with the Project Review Process Website:  
<http://www.miamidade.gov/smallbusiness/projects-under-review.asp>

## **VERIFICATION OF AVAILABILITY TO BID**

INTERNAL SERVICES DEPARTMENT (ISD)  
SMALL BUSINESS DEVELOPMENT (SBD) DIVISION  
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM  
111 N.W. 1ST STREET, 19<sup>th</sup> FLOOR  
MIAMI, FLORIDA 33128  
PHONE: 375-3111 FAX: 375-3160

CONTRACT SPECIALIST: **Caesar Suarez**

I am herewith submitting this letter of verification of availability and capability to bid, provided the proposed scope of work attached. (**NOTE:** Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

**CONTRACT TITLE:** Swimming Pool Filter Maintenance/Repair Services

**PROJECT NUMBER:** RQPR1600004

**Estimated Contract Amount:** \$375,000.00

**(Scope of work and minimum requirements for this project is attached.)**

\_\_\_\_\_  
NAME OF FIRM

\_\_\_\_\_  
ADDRESS CITY ZIP CODE

Certification Expires: \_\_\_\_\_  
DATE

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME AND TITLE

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

\_\_\_\_\_  
DATE

<b>Currently Awarded Projects (Name of Project and Owner)</b>	<b>Project Completion Date</b>	<b>Contract Amount</b>	<b>Anticipated Awards</b>

## VERIFICATION OF AVAILABILITY TO BID

**CONTRACT TITLE:** Swimming Pool Filter Maintenance/Repair Services  
**PROJECT NUMBERS:** RQPR1600004  
**ESTIMATED CONTRACT AMOUNT:** \$375,000.00

### SECTION 2 - SPECIAL TERMS AND CONDITIONS

#### **2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the maintenance and/or repairs of swimming pool filter system at various locations throughout Miami Dade County in conjunction with the County's needs on an as needed basis.

**Can your firm satisfy the purpose of this solicitation?**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**(If yes, please provide a copy of your firm's resume or list of projects or list 3 similar projects on the last page of this document)**

#### **2.2 TERM OF CONTRACT**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department (ISD) Procurement Management Services Division; and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the five (5) year period.

#### **2.3 METHOD OF AWARD**

Award of this contract will be made to one (1) responsive, responsible Bidder, who submits an offer on all items listed in the solicitation and whose offer represents the lowest flat rate price when all items are added in the aggregate. If a Bidder fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single Bidder.

If the Primary Bidder defaults, the County shall have the right to negotiate with the next responsive responsible bidder.

#### **REQUIREMENTS:**

##### **CERTIFICATE OF COMPETENCY**

In accordance with the Code of Miami-Dade County, Florida, Section 10-3 (B), any person, firm, corporation or joint venture which submits an offer in response to a County solicitation shall, at the time of such offer, hold a valid Certificate of Competency for Swimming Pool Maintenance work issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed. Therefore, bidders for this contract must hold a Mechanical License and be certified to work on LP or Natural Gas. If work for other trades is required in conjunction with this solicitation and will be performed by a subcontractor(s), an applicable Certificate of Competency issued to the subcontractor(s) shall be submitted with the prime vendor's offer; provided, however, that the County may at its option and in its best interest allow the vendor to supply the subcontractor(s) certificate to the County during the offer evaluation period

**Does your firm hold a valid Mechanical License and certified to work on LP or Natural Gas (0601 Category I-Liquefied Petroleum Gas Dealer, 0803 Installer A, or 0408 Installer C)? If so, can your firm submit a copy of License and/or certificate with the prime vendor's offer?**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Does your firm hold a valid Certificate of Competency for Swimming Pool Maintenance Work issued by the State or County Examining Board?

Yes \_\_\_\_\_ No \_\_\_\_\_

**2.4 PRICES SHALL BE FIXED AND FIRM FOR THE TERM OF THE CONTRACT**

Prices proposed by the Bidder shall remain fixed and firm during the term of Contract.

**2.5 T & C SEC 1.21 INDEMNIFICATION AND SEC 1.22 INSURANCE (SEND TO RISK OTHERWISE OMIT MENTION IN 2.6)**

**2.6 GENERAL TERMS AND CONDITIONS EXCEPTIONS**

The following sections listed within the General Terms and Conditions (R15-3) are not applicable to this solicitation:

Section 1.21 INDEMNIFICATION (WAIT FOR RESPONSE FROM RISK)

Section 1.22 (LETTER) INSURANCE REQUIREMENTS (WAIT FOR RESPONSE FROM RISK)

Section 1.31 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Section 1.32 CHARTER COUNTY TRANSIT SYSTEM SALES SURTAX

Section 1.46 SPECIAL SECURITY REQUIREMENTS AT MIAMI-DADE AVIATION, WATER AND SEWER, TRANSIT AND SEAPORT DEPARTMENTS

**2.7 WARRANTY SHOULD BE SUPPLIED IN WRITTEN FORM**

**A. Type of Warranty Coverage Required**

The Awarded Bidder shall provide a copy of its written warranty certificates with its initial offer, or upon request from the County. Failure to meet this requirement may result in the offer being deemed non-responsive. The warranty supplied by the Awarded Bidder will be the same offered by the Original Equipment Manufacturer (OEM) shall remain in force for the full period identified by the OEM; regardless of whether the Awarded Bidder is under contract with the County at the time of defect. Any payment by the County on behalf of the goods or services received from the vendor does not constitute a waiver of these warranty provisions.

**B. Correcting Defects Covered Under Warranty**

The vendor shall be responsible for promptly correcting any deficiency, at no cost to the County, within ten (10) calendar days after the County notifies the vendor of such deficiency in writing. If the vendor fails to satisfy the warranty within the period specified in the notice, the County may (a) place the vendor in default of its contract, and/or (b) procure the products or services from another source and charge the vendor for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

Can your firm provide a copy of a written warranty certificate with the initial offer?

Yes \_\_\_\_\_ No \_\_\_\_\_

**2.8 ADD AND/OR DELETE FACILITIES**

Although this solicitation and resultant contract identifies specific facilities to be serviced, it is hereby agreed and understood that any County department or agency facility may be added to this contract at the option of the County. When required by the pricing structure of the contract, Awarded Bidder under this contract shall be invited to submit price quotes for these additional facilities. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the current contract Awarded Bidder that offers the lowest acceptable pricing. If this contract has a single incumbent vendor, the additional site(s) shall be

added to this contract by formal modification of the award sheet. If there are multiple incumbent vendors under this contract, and the additional effort is to be assigned to only one of these vendors, a separate release order will be issued.

Although this solicitation identifies specific facilities to be serviced, it is hereby agreed and understood that any County department or agency may delete service for any facility(ies) when such service is no longer required during the contract period; upon fourteen (14) calendar days written notice to the vendor.

**2.10 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 shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

**2.11 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES: (IS THIS CLAUSE NEEDED)**

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the Awarded Bidder to obtain a price quote for the similar items. The County reserves the right to award these similar items to the Awarded Bidder, another contract vendor based on the lowest price quoted, or to acquire the items through a separate solicitation.

**2.12 NOTIFICATION TO BEGIN WORK SHALL BE GIVEN THROUGH A WORK ORDER:**

The Awarded Bidder shall neither commence any work, nor enter a County work premise, until a Work Order directing the vendor to proceed with various items of work has been received from any authorized County representative; provided however, that such notification shall be superseded by any emergency work that may be required in accordance with provisions included elsewhere in this solicitation and resultant contract.

## **SECTION 3 – TECHNICAL SPECIFICATIONS**

### **3.1 SCOPE OF WORK:**

Establish a term contract to provide the Miami-Dade Parks and Recreation Department (MDPR) with the ability to purchase swimming pool filter system maintenance and repair services as needed for various locations throughout Miami-Dade County. The required services and locations are further defined in Sections 3.2, 3.3, and 3.4.

**Can your firm satisfy the scope of work of this solicitation?**

**Yes** ☐ **No** ☐

**(If yes, please provide a copy of your firm's resume or list of projects or list 3 similar projects on the last page of this document)**

### **3.2 GOODS / SERVICES TO BE PROVIDED: SPECIALIZED REPAIRS (Materials and Labor Included):**

Provide maintenance and repair services, as required by MDPR, to copings, plastering of the pool walls, replacement of pool tiles. (Selected Vendor will be required to provide all materials and labor to satisfactorily complete the required work as outlined by MDPR. The selected Vendor may also be required to repair full piping of swimming pools main drain, return line and gutter lines, as needed).

The below list represents, at a minimum, the work that may be required under the resultant contract. Furnish, install, maintain, and repair of swimming pool filters as specified below:

1. Removal and Replacement of Sand Media (Grade #20, Effective Size .45 millimeter with a uniformity co-efficient of 1.5 maximum for Pac Fac Triton Model TR-140
2. Removal and Replacement of Sand Media (Grade #20), effective size .45 millimeter to 0.55 millimeter with a uniformity co-efficient of 1.5 maximum for EPD Model 150.
3. Removal and Replacement of Pac Fac Triton Model TR-149, Filter Laterals
4. Removal and Replacement of Zinc Anode Assembly for EDP 150
5. Removal and Replacement of Pac Fac Trinton Multi-Port Valve Seals

**Can your firm provide ALL maintenance and repair services as indicated in section 3.2 of this solicitation?**

**Yes** ☐ **No** ☐

### **3.3 ANNUAL PREVENTATIVE MAINTENANCE SERVICES TO BE PROVIDED:**

The selected vendor shall provide annual preventive maintenance on swimming pool filter systems of the following make and model: EDP Model 150 and Triton-TR-149. Maintenance shall include disassembly, cleaning and re-lubrication of the backwash valve, inspecting the anodes, cleaning the Y-Strainer, multi-port control valve assembly, and flow meter sensor. The vendor shall inspect the filter bed and overall flow efficiency and remove excessive mat or mud balls. The vendor shall inspect the shell coating of each vessel inside and outside and furnish and install the following parts: Manhole Gasket, Silicone O-Ring Lube, Shaft Wiper Replacement Kit, Wiper Spring, and Protective Cap as needed.

**3.4 FACILITY LOCATIONS:**

<u>Pool Location</u>	<u>Filter Type</u>	<u>No. of Filters</u>	<u>Year Round</u>
A.D. Barnes Pool	EDP Model 150	3	Yes
Tamiami Pool	EDP Model 150	7	Yes
Goulds Pool	EDP Model 150	3	Yes
Marva Bannerman Pool	Triton-TR-149	5	Yes
Palm Springs North Pool	Triton-TR-149	6	Yes
Rockway Pool	EDP Model 150	3	Yes
Sgt. Delancy Pool	Triton-TR-149	6	No
Tropical Estates Pool	Triton-TR-149	6	Yes
Naranja Pool	EDP Model 150	3	No
Little River Pool	Triton-TR-149	6	No
Arcola Pool	Triton-TR-149	6	No
Camp Owassa Bauer	Fiberglass 150	1	Yes

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## **Contractor Qualifications Questionnaire**

This questionnaire will assist SBD in identifying the qualified contractors that can provide the aforementioned good(s)/service(s). 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: [caesars@miamidade.gov](mailto:caesars@miamidade.gov) or via fax (305) 375-3160 attention Caesar Suarez.

\_\_\_\_\_ PROPOSER (PRIME) has experience completing projects with a similar size and scope as this project, meets the requirements of the PROPOSER (if any) and can perform the work as required.

\_\_\_\_\_ PRIME **DOES NOT** have experience providing the required good(s) and/or services required by this solicitation.

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

Name of Firm: \_\_\_\_\_ Certification #: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Please respond by **3:45 PM, Monday, January 25, 2016.**

Any questions, feel free to contact me at the number below.

**PLEASE LIST YOUR FIRMS HISTORY OF  
SIMILAR PROJECTS, REASON(s) WHY YOUR  
FIRM DOES NOT MEET THE EXPERIENCE  
REQUIREMENTS (IF APPLICABLE) AND ANY  
COMMENTS YOU MAY HAVE ON THE NEXT  
PAGE**



## SIMILAR PROJECTS AS PRIME OR SUB-CONTRACTOR

Please attach a copy of your firm's resume or list your firm's history of "Projects with Similar  
Scopes of Services" below:

Project Title: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

Scope of Service(s):

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Project Title: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

Scope of Service(s):

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Project Title: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

Scope of Service(s):

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## REASONS & COMMENTS

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