



**Verification of Availability**  
**FB-01748 – Swimming Pool Maintenance**  
**August 30, 2021**

SBD is attempting to place a Small Business Measure on the subject solicitation. Please review this document to determine if your firm meets the requirements and is able to provide the requested good(s) and/or service(s). ***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 5:00 PM, Monday, September 6, 2021.***

**Tyrone White**

Capital Improvement Project Specialist

Miami-Dade County Internal Services Department – Small Business Development

111 N.W. 1<sup>st</sup> Street, 19<sup>th</sup> Floor, Miami, Florida 33128

Phone: 305-375-2824 | Fax: 305-375-3160 | Email: [twj@miamidade.gov](mailto:twj@miamidade.gov)

**“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**

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: 305-375-2824 | Email: [twj@miamidade.gov](mailto:twj@miamidade.gov)

CONTRACT SPECIALIST: **Tyrone White**

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 MAINTENANCE**

**PROJECT NUMBER: FB-01748**

**Estimated Contract Amount: \$546,242**

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

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

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

**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>

## **SECTION 2 – SPECIAL TERMS AND CONDITIONS**

### **2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the maintenance of swimming pool heaters and filters, and emergency repair service of various pools located throughout Miami-Dade County.

### **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 purchase order issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the five (5) year term.

### **2.3 METHOD OF AWARD**

This solicitation shall establish the following groups:

Group 1: Swimming Pool Filter Maintenance

Group 2: Swimming Pool Heater Maintenance

Award of Groups 1 and 2 shall be made to the lowest priced responsive, responsible Bidder in the aggregate who meets the qualifications listed below per group. If a Bidder fails to submit an offer for all items, its overall offer may be deemed non-responsive. If the Awarded Bidder defaults, the County shall have the right to negotiate with the next responsive and responsible Bidder

### **Qualifications – All Groups**

- a) Bidder shall provide the contact information of a designated representative that can be reached 24 hours a day, 7 days a week for normal and emergency services. Bidder shall provide the representative's name, title, phone number, and email address.
- b) Bidder shall be regularly engaged in the business of providing pool filter maintenance services. Bidder shall provide two (2) references from customers that have received pool filter maintenance services from the submitting Bidder within the last two (2) years. The references shall contain the reference company name, contact person, title of contact person, telephone number, email address, business address, and the term and dates of the pool filter maintenance services entered into by the Bidder and customer reference(s).

**Can your firm meet the qualifications listed above? Yes \_\_\_\_\_ No \_\_\_\_\_**

### **Qualification – Group 1**

- c) Bidder shall provide proof of one of the following licenses;
  - Miami-Dade County Master Pool Maintenance Contractor issued by the Construction Trades Qualifying Board
  - State of Florida Swimming Pool/Spa Servicing Contractor issued by the Construction Industry Licensing Board
  - Miami-Dade County Swimming Pool Contractor issued by the Construction Trades Qualifying Board
  - State of Florida Commercial Pool/Spa Contractor issued by the Construction Industry Licensing Board

**Can your firm meet the qualifications of this Group? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Qualification – Group 2**

d) Bidder shall provide proof of one of the following licenses;

- 0601 Category I Liquid Petroleum Gas Dealer issued by Florida Department of Agriculture and Consumer Services
- 0803 Installer A issued by Florida Department of Agriculture and Consumer Services
- 0408 Installer C issued by Florida Department of Agriculture and Consumer Services
- Miami-Dade County Plumbing Contractor issued by the Construction Trades Qualifying Board
- State of Florida Plumbing Contractor issued by the Construction Industry Licensing Board

**Can your firm meet the qualifications of this Group? Yes \_\_\_\_\_ No \_\_\_\_\_**

**2.4 PRICES**

Prices received in response to this solicitation shall remain fixed and firm for the term of the contract.

**Can your firm hold pricing for the term of the contract? Yes \_\_\_\_\_ No \_\_\_\_\_**

**2.5 ADDITIONAL SERVICES**

While the County has listed all major services within the scope of this solicitation which are utilized by County departments in conjunction with its operations, there may be additional similar items or services that must be added to the contract after award. Under these circumstances, a County representative will solicit the Awarded Bidder(s) and obtain a price quote for the similar items or services.

**2.6 INSURANCE REQUIREMENTS**

The following clause replaces the insurance requirements listed in Section 1, General Terms and Conditions, Paragraph 1.22A for Commercial General Liability and Automobile Liability Insurance:

2. Commercial General Liability Insurance on a comprehensive basis in an amount not less than \$500,000 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.
3. 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.

**Can your firm provide the required insurance? Yes \_\_\_\_\_ No \_\_\_\_\_**

**SECTION 3 - TECHNICAL SPECIFICATIONS**

**3.1 SCOPE OF WORK**

It is the intent of this solicitation to establish a contract to provide swimming pool related services including the maintenance of pool heaters and filters, and the emergency repair of pool-related items on an as-needed

basis. Awarded Bidder(s) shall furnish all labor, materials, equipment, tools and all other work and incidentals required for the services detailed below.

### **3.2 SWIMMING POOL FILTER MAINTENANCE**

Awarded Bidder shall provide annual preventive maintenance on all filter systems listed in this solicitation. 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. Awarded Bidder shall inspect the filter bed and overall flow efficiency and remove excessive mat or mud balls. Awarded Bidder shall inspect the shell coating of each vessel, inside and outside, and furnish and install the following parts as needed:

- Manhole Gasket
- Silicone O-Ring Lube
- Shaft Wiper Replacement Kit Wiper Spring
- Protective Cap

**Can your firm provide the services listed in Section 3.2? Yes \_\_\_\_\_ No \_\_\_\_\_**

### **3.3 SWIMMING POOL HEATER MAINTENANCE**

Awarded Bidder shall provide bi-annual swimming pool heater maintenance at various locations throughout the County. Maintenance will be provided in accordance to the below specifications:

1. Spring Maintenance
  - a. Prior to the summer season, in the month of May or when pools are filled, the Awarded Bidder shall perform the tasks identified below. For year-round pools, the Awarded Bidder will be notified and scheduled to perform services.
    - i. Remove burned assembly, clean fireside, heat exchanger, re-assemble pool heater, start-up to include checking gas supply and manifold pressure.
    - ii. Check for proper water flow and temperature rise at pool heater. Adjust bypass valve if needed and check limits, safeties, and controls.
    - iii. Check pool heater pump for proper operation.
2. Fall Maintenance

Awarded Bidder shall, at the end of the summer season in the third week of August, check pool heaters prior to shut down and draining. For year-round pools, the Awarded Bidder shall be notified and scheduled in the month of August to shut down and drain the pools

**Can your firm provide the services listed in Section 3.3? Yes \_\_\_\_\_ No \_\_\_\_\_**

### **3.4 EMERGENCY REPAIR SERVICES**

Unanticipated emergency repair services may be required for groups 1 and 2. Awarded Bidder(s) must be able to provide emergency repair services, to include weekends and holidays, within 24 hours of notification. All emergency services must be completed within 48 hours of dispatch.

Required emergency services include but are not limited to plastering of pool walls, replacement of pool tiles, and repair of pool pipes, copings, main drain return lines, and gutter lines.

**Can your firm provide emergency as per Section 3.4? Yes \_\_\_\_\_ No \_\_\_\_\_**

### 3.5 FILTER MODELS AND LOCATIONS

FILTER MODEL	LOCATION Number in parenthesis is the filter quantity
Triton TR 149	Gwen Cherry Park (x3) 7090 NW 22 <sup>nd</sup> Avenue
	Marva Y Bannerman Park (x3) 4830 NW 24 <sup>th</sup> Avenue
	Norman and Jean Reach Park (x6) 7901 NW 186 <sup>th</sup> Street
	South Dade Park (x1) 28151 SW 164 <sup>th</sup> Ave
	Arcola Sydney Wynn Park Pool (x3) 1680 NW 87 <sup>th</sup> Street
	Tropical Estates Park (x6) 10201 SW 48 <sup>th</sup> Street
	Westwind Lakes Splash Pad (x2) 6805 SW 152 <sup>nd</sup> Avenue
Triton TR 140C-3	Arcola Lakes Park Senior Center (x1) 1301 NW 83 <sup>rd</sup> Street
	Larry and Penny Thompson Park (x2) 12451 SW 184 <sup>th</sup> Street
Triton TR 150	Little River Pool (x6) 10525 NW 24 <sup>th</sup> Avenue
EPD Model 150	A.D. Barnes Park (x3) 3401 SW 72 <sup>nd</sup> Avenue
EKO 34-135	Tamiami Park (x6) 11201 SW 24 <sup>th</sup> Street
NFS 34-100-135T	Goulds Park (x3) 11350 SW 216 <sup>th</sup> Street
	West Perrine Aquatic Center (x2) 10301 SW 170 <sup>th</sup> Terrace
	Naranja Park (x3) 14150 SW 264 <sup>th</sup> Street
NFS 34-100-165T	Camp Owaisa Bauer (x1) 17001 SW 264 <sup>th</sup> Street
	South Dade Park (x2) 28151 SW 164 <sup>th</sup> Avenue
NFS 34-A-075	A.D. Barnes Park (x1) 3401 SW 72 <sup>nd</sup> Avenue
	Gwen Cherry Park (x1) 7090 NW 22 <sup>nd</sup> Avenue
NFS 34-A-100-135-T	Goulds Park (x1)

	11350 SW 216 <sup>th</sup> Street Naranja Park (x1) 14150 SW 264 <sup>th</sup> Street
NFS 34-A-100-135-TX	Sgt. Joseph Delancy Pool (x1) 14450 Boggs Drive
NSF 34-4-126	North Pointe Community Center (x1) 7351 NW 186 <sup>th</sup> Street
NSF 42-4-360	North Pointe Community Center (x1) 7351 NW 186 <sup>th</sup> Street
NSF 42-50B-200-E	Oak Grove Park (x2) 690 NE 159 <sup>th</sup> Street
	Rockway Park (x2) 9460 SW 27 <sup>th</sup> Drive
NSF 42-A-360	Sgt. Joseph Delancy Pool (x1) 14450 Boggs Drive
Pentair CC-150-Cartridge Filter	Arcola Lakes Park Senior Center (x1) 1301 NE 83 <sup>rd</sup> Street

**Can your firm provide services to these locations? Yes \_\_\_\_\_ No \_\_\_\_\_**

### 3.6 HEATER MODELS AND LOCATIONS

<b>HEATER MODEL</b>	<b>LOCATION</b>
LAARS AP1825EP09CBPCIX (LP Gas)	Rockway Park 9460 SW 27 <sup>th</sup> Drive
LAARS AP1825EN09CBPCIX (Natural Gas)	A.D. Barnes Park 3401 SW 72 <sup>nd</sup> Avenue
LAARS MT1825EN09CBPCIX (Natural Gas)	Tropical Estates Park 10201 SW 48 <sup>th</sup> Street
LOCHINVAR CPL-0991-1 (LP Gas)	Miami-Dade Fire Rescue Training Facility 9300 NW 41 <sup>st</sup> Street
LOCHINVAR CPN-0752 (Natural Gas)	Larry and Penny Thompson Park 12451 SW 184 <sup>th</sup> Street
LOCHINVAR CPN-1441 (Natural Gas)	YMCA Pool 7351 NW 186 <sup>th</sup> Street
LOCHINVAR CPN-1442 (Natural Gas)	Goulds Park 11350 SW 216 <sup>th</sup> Street
LOCHINVAR CPN-1442 (Natural Gas)	Oak Grove Park 690 NE 159 <sup>th</sup> Street
PNCP2000NACC/C11236609 (Natural Gas)	Norman and Jean Reach Park 7901 NW 186 <sup>th</sup> Street
RAYPARK P-1758A (Natural Gas)	Marva Y Bannerman Park 4830 NW 24 <sup>th</sup> Avenue

**Can your firm provide services to these locations? Yes \_\_\_\_\_ No \_\_\_\_\_**

**SECTION 4 – SUBMITAL**

<p align="center">2.4(a)</p>	<p>Bidder shall provide the contact information of a designated representative that can be reached 24 hours a day, 7 days a week for normal and emergency services. Bidder shall provide the representative's name, title, phone number, and email address.</p> <p>Representative Name: _____</p> <p>Title: _____</p> <p>Phone Number: _____</p> <p>E-Mail Address: _____</p>	
<p align="center">2.4(b)</p>	<p>Bidder shall be regularly engaged in the business of providing pool filter maintenance services. Bidder shall provide two (2) references from customers that have received pool filter maintenance services from the submitting Bidder within the last two (2) years. The references shall contain the reference company name, contact person, title of contact person, telephone number, email address, business address, and the term and dates of the pool filter maintenance services entered into by the Bidder and customer reference(s).</p>	
<b>Reference # 1</b>		
Entity		
Description of products provided		
Period in which products were provided		
Contact Person's Name		
Contact Person's Phone Number		
Contact Person's E-mail Address		
<b>Reference # 2</b>		
Entity		
Description of products provided		
Period in which products were provided		
Contact Person's Name		
Contact Person's Phone Number		
Contact Person's E-mail Address		



**(Group 1 Only)**

2.4(d)	<p>Bidder shall provide proof of one of the following licenses;</p> <ul style="list-style-type: none"><li>• 0601 Category I Liquid Petroleum Gas Dealer issued by Florida Department of Agriculture and Consumer Services</li><li>• 0803 Installer A issued by Florida Department of Agriculture and Consumer Services</li><li>• 0408 Installer C issued by Florida Department of Agriculture and Consumer Services</li><li>• Miami-Dade County Plumbing Contractor issued by the Construction Trades Qualifying Board</li><li>• State of Florida Plumbing Contractor issued by the Construction Industry Licensing Board</li></ul>	
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**(Group 2 Only)**

2.4(d)	<p>Bidder shall provide proof of one of the following licenses;</p> <ul style="list-style-type: none"><li>• 0601 Category I Liquid Petroleum Gas Dealer issued by Florida Department of Agriculture and Consumer Services</li><li>• 0803 Installer A issued by Florida Department of Agriculture and Consumer Services</li><li>• 0408 Installer C issued by Florida Department of Agriculture and Consumer Services</li><li>• Miami-Dade County Plumbing Contractor issued by the Construction Trades Qualifying Board</li><li>• State of Florida Plumbing Contractor issued by the Construction Industry Licensing Board</li></ul>	
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**PRICE FORM**

**Group 1 – Swimming Pool Filter Maintenance**

<b>Item</b>	<b>Estimated Quantity</b>	<b>Description</b>	<b>Can your firm provide this service?</b>
1.	1	Annual Swimming Pool Filter Maintenance	

<b>Item</b>	<b>Description</b>	<b>Can your firm provide this service?</b>
2.	Emergency Swimming Pool Filter Maintenance	

**Group 2 – Swimming Pool Heater Maintenance**

<b>Item</b>	<b>Estimated Quantity</b>	<b>Description</b>	<b>Can your firm provide this service?</b>
1.	1	Annual Swimming Pool Heater Maintenance	

<b>Item</b>	<b>Description</b>	<b>Can your firm provide this service?</b>
2.	Emergency Swimming Pool Heater Maintenance	

**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: [twj@miamidade.gov](mailto:twj@miamidade.gov) or via fax (305) 375-3160 attention Tyrone White.

\_\_\_\_\_ 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: \_\_\_\_\_

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

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

Please respond by **5:00 PM, MONDAY, SEPTEMBER 6, 2021.**

Any questions feel free to contact me at (305) 375-2824.

**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

**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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