



REQUEST FOR QUOTE
MIAMI-DADE COUNTY
Seaport Department
Contracts, Procurement & Materials Management
1007 N. America Way, Room 311
Miami, Florida 33132

**THIS IS NOT
AN ORDER**

QUOTATION NO.: HVAC-023

COMMODITY ID: 906-44

DATE: 08/23/2016

BID DUE DATE: 08/29/2016

TIME: 5:00 PM

JOB NO. R-108612

CONTRACT NO.: RTQ-00299

CONTRACT NAME: HVAC AND CONTROLS - RTQ

INDEX CODE: SP420MAINT2

SUB OBJECT: 24414

GROUP: C

CONTACT PERSON: Mercy De La O

PHONE: 305-329-4040

FAX: 305-347-4893

SEALED QUOTE REQUIRED: ☐ YES ☒ NO

EMAIL: hernam@miamidade.gov

NOTES: 1. All terms and conditions and scope of work of contract number/commodity ID: RTQ-00299 apply.
To retrieve the latest version of the General Terms and Conditions, please click on the following link:
<http://www.miamidade.gov/procurement/itb-terms-conditions.asp>.
2. Failure to complete and sign this form renders your bid/quotation non-responsive and ineligible for award

PURPOSE: The purpose of this Invitation to Quote is to obtain a price for a Video Report on the condition of Flex Ductwork.

SCOPE OF WORK: The Vendor shall provide all labor, supervision, material, equipment, and any other items or incidentals required to inspect and provide a Video report on the condition of the existing flex ductwork for one (1) Air Conditioning Unit at the 1050 Building, to address falling debris, so that PortMiami can determine a course of action.

BID FORM:

Item No.	Unit	Qty	Description	Unit Price	Total Price
1	HOUR	48	Tech Manager	\$	\$
2	HOUR	48	Technician	\$	\$
3	EACH	1	Video Report		\$
QUOTE TOTAL					\$

Addenda Received: ☐ Yes ☐ No If yes, please indicate the number of addenda received: ____

Specify number of calendar days for delivery after receipt of order _____

Authorized Signature: _____ Title: _____ Date: _____

Print/Type Name: _____ Phone: _____

E-mail: _____ Fax: _____

Firm Name: _____ F.E.I.N. No.: _____

Address: _____ City: _____ State: _____

METHOD OF AWARD: Award will be made to the responsive and responsible bidder offering the lowest total aggregate price.

HVAC-023

PRE-BID SITE VISIT (MANDATORY): A mandatory pre-bid/site visit meeting is scheduled for Friday, August 26, 2016, at 8:45 am. Bidders are to report to the 3rd Floor Conference Room at 1007 N. America Way, Room 311, Miami, FL 33132. The contact person for this service is Kenneth Williams and his contact number is 305-347-4963. A government-issued photo ID (i.e., Driver's License, Identification Card, Passport, etc.) is required to attend the site visit. **Failure of a bidder to attend and sign the attendance sheet at a mandatory Pre-Bid Conference/Site Visit will result in the Contractor's bid being rejected.**

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 prior to entering into a contract with or receiving funding from the County.

☐ Place a check mark here only if bidder has such conviction to disclose to comply with this requirement.

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.

Payment Terms: In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code payment shall be 45 days from receipt of a proper invoice (30 days to small firms).

Prices must be valid for 30 days after the date of quote.

CONE OF SILENCE: Requests for Additional Information pursuant to Section 2-11.1(t) of the County Code, this Invitation to Quote is subject to the "**Cone of Silence**" until an award recommendation has been forwarded to the appropriate authority. Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the contact person identified on the front page of the solicitation. Such inquiries or requests for information shall be submitted to the contact person in writing and shall contain the requester's name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with Bidder's facsimile number. The requestor must also file a copy of this written request with the Clerk of the Board, 111 NW 1st Street, 17th Floor, suite 202, Miami, Florida 33128-1983 or email clerkbcc@miamidade.gov.

DELIVERY: All prices shall be F.O.B. Destination delivery point including all costs and freight unless otherwise specified. The delivery address will be:

PortMiami
Attention: KENNETH WILLIAMS
1580 N. CRUISE BOULEVARD, Miami, Florida 33132

FIRST SOURCE HIRING REFERRAL PROGRAM ("FSHRP")

Pursuant to Section 2-2113 of the Code of Miami-Dade County, for all contracts for goods and services, the successful Bidder, prior to hiring to fill each vacancy arising under a County contract shall (1) first notify the South Florida Workforce Investment Board ("SFWIB"), the designated Referral Agency, of the vacancy and list the vacancy with SFWIB according to the Code, and (2) make good faith efforts as determined by the County to fill a minimum of fifty percent (50%) of its employment needs under the County contract through the SFWIB. If no suitable candidates can be employed after a Referral Period of three to five days, the successful Bidder is free to fill its vacancies from other sources. Successful Bidders will be required to provide quarterly reports to the SFWIB indicating the name and number of employees hired in the previous quarter, or why referred candidates were rejected. Sanctions for non-compliance shall include, but not be limited to: (i) suspension of contract until Contractor performs obligations, if appropriate; (ii) default and/or termination; and (iii) payment of \$1,500/employee, or the value of the wages that would have been earned given the noncompliance, whichever is less. Registration procedures and additional information regarding the FSHRP are available at <https://iapps.southfloridaworkforce.com/firstsource/>.

INSTRUCTIONS TO BIDDERS

1. All interested bidders must submit a signed quotation via email, fax, hand-delivery or mail to the contact person listed for this solicitation. If making a hand-delivery, the bid package has to be date and time stamped at the PortMiami Reception Desk located at: PortMiami, 1015 N. America Way, 2nd Floor, Miami, Florida 33132.
2. Quotes received after the date and time specified shall not be accepted.
3. Requests for additional information or clarification must be made in writing to the person identified on the front of this form no later than 2:00 PM on AUGUST 25, 2016. The County will issue additional information, if necessary, by written addenda prior to the scheduled opening date. It is the bidder's responsibility to assure receipt of all addenda.

TERMS AND CONDITIONS

1. Miami-Dade County is tax exempt and no taxes shall be included unless otherwise specified, by the County, on the quote form.
2. The County may reject any or all quotations, or any portion of the quotation, as it deems, in the best interest of the County.
3. In case of default by a successful bidder, Miami-Dade County may procure the goods or services from other sources and charge the bidder, any excess cost or damages occasioned thereby, and debar the bidder from further County contracts in accordance with the Miami-Dade County Code.
4. It is agreed that items or services quoted shall comply with all Federal, State, and local laws relative thereto, and that the bidder shall defend actions or claims brought, and save harmless the County from loss, cost or damage by reason of actual or alleged infringements of patents, copyrights, etc.
5. As a condition of award, the successful bidder may be required to fill out and submit a Collusion Affidavit and Vendor Affirmation Affidavit.