

# **Miami Shores Village**



## **Request for Proposals No. 2020-10-02**

### **HVAC SYSTEM REPLACEMENT - POLICE DEPARTMENT”**

**RFP Sealed Proposal Acceptance:**

**Tuesday November 10<sup>th</sup>, 2020, 5:00 P.M.**

**Miami Shores Village Hall  
10050 N.E. 2<sup>nd</sup> Avenue  
Miami Shores, FL 33138**

October 13, 2020

MIAMI SHORES VILLAGE, FLORIDA

Miami Shores Village, Florida (the "Village") invites qualified firms to submit proposals to provide a:

**HVAC System Replacement** for the Police Department

Miami Shores Village is accepting Requests for Proposals from a firm(s) to provide services necessary for the project (the "Project") described herein.

Miami Shores Village, Florida (the "Village") will receive sealed proposals until 5:00 PM (local), Tuesday November 10<sup>th</sup>, 2020, at Village Hall, 10050 N.E. 2<sup>nd</sup> Avenue, Miami Shores, FL 33138. Faxed or e-mailed Proposals shall be rejected and will not be accepted.

**The Village's contact information for this RFP is:**

**Miami Shores Police Department**  
**Chief Kevin Lystad**  
9990 N.E. 2<sup>nd</sup> Avenue  
Miami Shores, FL 33138  
Telephone: 305-759-2468

RFP documents may be obtained via the Internet at the Miami Shores Village website at [www.msvfl.gov](http://www.msvfl.gov). If you do not have internet access, you may obtain the documents by contacting the Village Clerk's Office at 305-762-4870 or via email at [rodriguez@msvfl.gov](mailto:rodriguez@msvfl.gov).

The Village reserves the right to reject submissions with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive submissions may be rejected by the Village as non-responsive or irregular. The Village reserves the right to reject any submission for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Village or has failed to perform faithfully any previous contract with the Village or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a submission.

## RFP GENERAL INFORMATION

### A. DEFINITIONS

For the purposes of this Request for Proposals (RFP): **Proposer** shall mean the contractor, contractor, respondent, organization, firm, or other person submitting a response to this RFP. **Village** shall mean the Miami Shores Village, Village Council or Village Manager, as applicable, and any officials, employees, agents and elected officials.

**Contact Information** for the purpose of this RFP shall mean:

**Chief Kevin Lystad**

Miami Shores Police Department

9990 N.E. 2<sup>nd</sup> Avenue

Miami Shores, FL 33138

Email: [Kevin.Lystad@mspd.org](mailto:Kevin.Lystad@mspd.org)

### B. INVITATION TO PROPOSE; PURPOSE

The Village solicits proposals from responsible Proposers to submit proposals to perform work for or provide goods and/or services to the Village as specifically described in the Scope of Services.

### C. CONTRACT AWARDS

The Village Council anticipates entering into a contract with the Proposer who submits the submission judged by the Village to be most advantageous. The Village anticipates awarding one contract, but reserves the right to award more than one contract if in its best interest. If the Village selects a submission, the Village will provide a written notice of the award.

The Proposer understands that neither this RFP nor the notice of award constitutes an agreement or a contract with the Proposer. A contract or agreement is not binding until a written contract or agreement has been approved as to form by the Village Attorney and has been executed by both the Village (with Council approval, if applicable) and the successful Proposer.

### D. PROPOSAL COSTS

Neither the Village nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Costs of preparation of a response to this request for proposals are solely those of

the proposers. Proposers should prepare their submissions simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP. The Village bears no responsibility for any costs associated with any administrative or judicial proceedings resulting for the solicitation process.

E. INQUIRIES

The Village will not respond to oral inquiries. Proposers may, via electronic mail, submit written inquiries for interpretation of this RFP to the attention of Chief Kevin Lystad.

Please mark the correspondence "RFP No. 2020-10-02".

The Village will respond to written inquiries received at least 5 working days prior to the date scheduled for receiving the submissions. The Village will record its responses to inquiries and any supplemental instructions in the form of a written addendum. If addenda are issued, the addendum will be posted on the Village website. In addition, the Village will email, mail or fax written addenda to any potential Proposer who has provided their contact information to the Police Chief. Although the Village will make an attempt to notify each prospective Proposer of the addendum, it is the sole responsibility of a Proposer to remain informed as to any changes to the RFP.

F. DELAYS

The Village may postpone scheduled due dates in its sole discretion. The Village will attempt to notify all registered Proposers of all changes in scheduled due dates by written addenda.

G. PRE-PROPOSAL MEETING

A facility walk-through will be conducted on Friday, October 30<sup>th</sup>, 2020 at 10:30 AM at the Miami Shores Police Department 9990 NE 2<sup>nd</sup> Avenue, Miami Shores, FL 33138.

The Village may postpone scheduled due dates in its sole discretion. The Village will attempt to notify all registered Proposers of all changes in scheduled due dates by written addenda.

H. PROPOSAL SUBMISSION

Proposers shall submit one (1) original unbound and four (4) copies of the submission in a sealed package. All copies will be on 8 ½" x 11" plain white paper, typed, and signed by an authorized representative who is able to contractually bind the Proposer. In addition, Proposers must submit one (1) original copy of the submission on electronic media in printable Adobe or

Microsoft Word format (or other format approved by the Village). Failure to adhere to the submittal quantity criteria may result in the submission being considered non-responsive.

The package shall be clearly marked in the lower left-hand corner on the outside as follows:

To: Miami Shores Village – Village Clerk  
RFP No 2012-10-02  
Subject: “HVAC SYSTEM REPLACEMENT –MSPD  
Submitted by: \_\_\_\_\_  
Address: \_\_\_\_\_

Submissions shall be submitted in person or by mail. Email submittals are not accepted. Any submission may be withdrawn until the date and time set above for the submissions. Late submittals, additions, or changes will not be accepted and will be returned

Due to the irregularity of mail services, the Village cautions Proposers to assure actual delivery of proposals to the Village prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling the Village Clerk before the proposal due date and time. Proposals, once opened, become the property of the Village and will not be returned.

The successful firm(s) shall respond to the RFP with the information requested in the *Proposal Format* below. This information shall be provided in the order shown in this request. Information can be provided in multiple sections but must appear in the requested section. Each tab must contain a narrative on the requested subject and examples of direct experience when requested.

Miami Shores Village will not be responsible for considering information provided under the wrong tab. The proposing contractor is solely responsible for its interpretation of this RFP. For the purpose of this RFP, the term “firm” shall be interpreted to mean firm or firms. In the case of partnerships, the requested information shall be provided for each firm in the partnership and shall be provided in separate sections under the requested tab. Failure to respond in the requested format may result in the firm being disqualified from consideration. All submitted materials become the property of Miami Shores Village.

Submittals shall be 8-1/2 x 11 inch and organized in sections following the order specified under contents.

I. PROPOSAL FORMAT

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified herein. Unless otherwise specified, Proposers shall use the proposal forms provided by the Village herein. These forms may be duplicated, but failure to use the forms may cause your proposal to be rejected. Any erasures or corrections on the form must be made in ink and initialed by Proposer in ink. All information submitted by the Proposer shall be printed, typewritten or competed in ink. Proposals shall be signed in ink. When an RFP requires multiple copies, they may be included in a single envelope or package properly sealed and identified.

All proposals shall be submitted as specified in this RFP. Any attachments shall be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals lacking this reference may be considered to have no reference material included in the additional documents.

Proposers shall prepare their proposals using the following format:

1. Letter of Transmittal

This letter will summarize in a brief and concise manner, the Proposer's understanding of the scope of work and make a positive commitment to provide it's services on behalf of the Village. The letter must name all of the persons authorized to make representations for or on behalf of the Proposer, and must include their titles, addresses, and telephone numbers. An official authorized to negotiate and execute a contract on behalf of the Proposer must sign the letter of transmittal

2. Title Page

The title page shall show the name of Proposer's agency/firm, address, and telephone number, name of contact person, date, and the RFP No. and the Project name.

3. Table of Contents

Include a clear identification of the material by section and by page number.

4. Organization Profile and Qualifications

This section of the proposal must describe the Proposer, including the size, range of activities, and experience providing similar services.

Each Proposer must include:

- Documentation indicating that it is authorized to do business in the State of Florida and, if a corporation, is incorporated under the laws of one of the

States of the United States.

- A description of the primary individuals responsible for supervising the work including the percentage of time each primary individual is expected to contribute to this work.
- Resumes and professional qualifications of all primary individuals and identify the person(s) who will be the Village's primary contact and provide the person(s') background, training, experience, qualifications and authority.
- Completed RFP Forms A, B, C, and D. All RFP forms are included as exhibits in this document.

5. Experience

The Proposer must describe its expertise in and experience with providing goods and/or services similar to those required by this RFP. Describe previous experience relating to the Scope of Work requested in this RFP. Has the firm worked for other governmental entities, particularly municipalities? If so, please describe the work performed and include contact information for references, the time the firm was engaged and a list of accomplishment for each.

6. Approach to Providing Services

This section of the proposal should explain the Scope of Work as understood by the Proposer and detail the approach, activities and work products to be provided.

7. Compensation

The proposal shall include the total fee proposal for the goods and/or services.

8. Additional information

Any additional information which the Proposer considers pertinent for consideration should be included in a separate section of the proposal.

J. CONE OF SILENCE

Pursuant to County Code, public notice is hereby given that a ***“Cone of Silence”*** is imposed concerning the Miami Shores Village competitive purchasing process, which generally prohibits communications with the Village's professional staff, including the Village Manager, administrative staff and members of the Village Council concerning the RFP from the time of advertisement of the RFP ***until*** such time as the Village Manager makes a written recommendation to the Village Council concerning the competitive purchase transaction. For more information on the “Cone of Silence,” please contact the Office of the Village Manager, Elizabeth Keeley at [keeley@msvfl.gov](mailto:keeley@msvfl.gov).

## **PURPOSE and GENERAL INFORMATION**

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The purpose of the Request for Proposals (RFP) is to select a qualified air conditioning contractor to replace the current HVAC system for the Miami Shores Police Department as the current system is over 22 years old. The current system has reached its life expectancy and requires replacement.

The Miami Shores Police Department is the primary emergency response and law enforcement agency for Miami Shores Village. This facility operates 24 hours a day, seven days a week and is considered a critical infrastructure facility.

The new HVAC system should meet the minimum policy and regulatory requirements from the State of Florida and the Florida Building Code which may include sizing calculations and minimum efficiency ratings of the Florida Energy Efficiency Code for Building Construction. .

The required services and conditions are described in the Scope of Services. Satisfaction of RFP requirements will be the basis of identifying the successful contractor. The qualified firm should have experience in replacement of an HVAC system providing the correct size, efficiency and performance. The Village may choose to award the contract to multiple firms based on their individual expertise.

## **BACKGROUND**

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Miami Shores Village is a municipality situated in the northeastern end of Miami-Dade County and is located in close proximity to I-95 and downtown Miami. The Village has a resident population of approximately 10,900 and was incorporated in 1932.

Miami Shores Village occupies a total of 2.5 square miles. There are approximately 3,500 households and 265 businesses. There are two business districts and one university campus with both an on-campus and daytime commuter population.

There are several major roadways that traverse the Village both north and south and east and west. Because of this, there is a good deal of transient traffic.

## **SCOPE OF WORK**

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The scope of work, as may be modified through negotiation and/or by written addendum issued by the Village, will be made a part of the Agreement.

The Village is seeking proposals from a licensed and insured contractor for the replacement of the HVAC infrastructure which currently includes three separate



systems at the Miami Shores Police Department. The three systems include: one system for the first floor; one system for the second floor; and one system for the second floor network infrastructure room.

All proposals will provide a “turn-key” solution and must include all costs, labor and materials to be considered a valid proposal. The current two main HVAC systems are Trane models. One being a 10 ton system and the second being a 15 ton system. The HVAC system for the network room is a Rheem 2.5 ton system.

## **TECHINCAL REQUIREMENTS**

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The vendor must have a minimum of three years’ successful experience in providing and installing similar HVAC systems, be licensed to operate in the State of Florida, Miami-Dade County and the Miami Shores Village Code of Ordinances and have appropriate credentials and licensing to conduct the work outlined in this RFP.

A preferred proposal will include, but are not limited to, the following items:

- 1) One Trane (1) 15-ton dual circuit/dual compressor split unit with appropriate air handler unit.
- 2) One Trane (1) 12.5-ton dual circuit/dual compressor split unit with appropriate air handler unit.
- 3) One Trane (1) 2.5-ton roof mount split system with appropriate air handler unit.
- 4) Installation of electric heaters in the main units as appropriate.
- 5) Installation of auxiliary drain pan as appropriate.
- 6) The installation of additional ductwork to increase secondary cooling to the network infrastructure room.
- 7) The installation of additional ductwork to add cooling to the north side stairwell.
- 8) The cleaning, sanitizing, reconnecting or replacement of the current galvanized sheet metal for supply and return ductwork in accordance with industry standards. (SMACNA)
- 9) The insulation of all new concealed supply and return ductwork with a minimum of 2.2-inch thick R-6 duct wrap.
- 10) The reconnecting of all refrigerant and drain lines, replacing as necessary.
- 11) The removal, reinstallation and resealing of the mechanical room louver system, and any associated costs for crane service.
- 12) The submittal, approval and receipt of a Village permit.
- 13) Providing any other services required to successfully complete the removal and replacement of the current HVAC systems.
- 14) Starting of equipment and checking for proper operation.
- 15) Provide a minimum 5-year warranty on compressor and 1-year warranty on all other parts and labor.
- 16) Provision to provide continuous cooling to the first-floor dispatch center and the

network infrastructure room during replacement installation throughout startup of new equipment and building temperature re-stabilization.

All equipment must be, and will be, considered new unless otherwise stated in the proposal. A “Manual J” Calculation is requested to ensure the specifications are appropriate.

Include in your response any other pertinent information your firm feels is necessary to meet the State and Building Code requirements.

## INSURANCE REQUIREMENTS

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Under the terms and conditions of all contracts, leases and agreements, the Village requires appropriate coverage listing Miami Shores Village as an additional insured. The insurance described herein reflects the insurance requirements deemed necessary for this contract by the Village. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The successful Proposer(s) shall not commence operations until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by Miami Shores Village.

The following is a list of types of insurance coverage and limits that shall be required. \*Note: This list may not be all inclusive, and the Village reserves the right to require additional types of insurance, or to raise or lower the stated limits based upon identified risk.

- a. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees), but no less than \$1,000,000 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of Miami Shores Village and its agents, employees and officials. The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
- b. Liability Insurance
  - i. Naming Miami Shores Village as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
  - ii. Professional Liability (Errors and Omissions) coverage shall include coverage for all claims arising out of the services performed with limits not less than \$1,000,000 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.
  - iii. Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

The selected firm shall provide a Certificate of Insurance listing Miami Shores

Village as “Certificate Holder” and “Miami Shores Village is Additional Insurance as respect to coverage noted.” Insurance companies providing insurance coverages must have a current rating A.M. Best Co. of “B+” or higher. (Note: An insurance contract or binder may be accepted as proof of insurance if Certificate is providing upon selection of the service provider.)

The certification or proof of insurance must contain a provision for notification to the Village thirty (30) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish to the Village the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

**Waiver of Subrogation**

Required insurance coverages shall not prohibit the service provider from waiving the right of subrogation prior to a loss. Service provider shall waive all subrogation rights against the indemnified parties. Policies shall contain or be endorsed to contain such provisions.

**Deductible**

Any deductible or self-insured retention must be approved in writing by the Village and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

**Failure to Maintain Coverage**

The service provider agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the Village. The Village shall have the right to withhold any payment due the service provider until compliance with the insurance provisions of this agreement are satisfied.

Type of Insurance	LIMITS OF LIABILITY	
	each occurrence	aggregate

**GENERAL LIABILITY: MINIMUM \$1,000,000 per OCCURRENCE/ \$2,000,000 AGGREGATE**

\* Policy to be written on a claims incurred basis

XX	comprehensive form		
XX	premises - operations	bodily injury	
XX	explosion & collapse hazard	property damage	
XX	underground hazard	_____	
XX	products/completed operations hazard	bodily injury and property damage	
XX	contractual insurance	property damage	
XX	broad form property damage	Combined	
XX	independent contractors	_____	
XX	personal injury	personal injury	

**AUTOMOBILE LIABILITY: MINIMUM \$1,000,000 per OCCURRENCE/\$2,000,000 AGGREGATE**

		bodily injury (each person)	
		bodily injury (each accident)	_____
XX	comprehensive form	_____	_____
XX	owned	property damage	_____
XX	hired	bodily injury and property damage	
XX	non-owned	Combined	

**REAL & PERSONAL PROPERTY**

\_\_\_ comprehensive form Contractor must show proof they have this coverage.

**EXCESS LIABILITY**

XX	umbrella form	bodily injury and property damage combined	
XX	other than umbrella \$2,000,000		\$2,000,000

XX **PROFESSIONAL LIABILITY** \$1,000,000 \$1,000,000

\* Policy to be written on a claims made basis

## SELECTION PROCESS

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### PROPOSAL – Procedural Information

1. Interviews

The Village reserves the right to conduct personal interviews or require presentations prior to selection. The Village is not responsible for any expenses which Proposers may incur in connection with a presentation to the Village or related in any way to this RFP.

2. Request for Additional Information

The Proposer shall furnish such additional information as the Village may reasonably require. This includes information, which indicates financial resources as well as ability to provide the services. The Village reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate, including but not limited to, a background investigation. Failure to provide additional information requested may result in disqualification of the proposal.

3. Proposals Binding

All proposals submitted shall be binding for at least one hundred twenty (120) calendar days following opening. The Village may desire to accept a proposal after this time. In such case, Proposer may choose whether or not to continue to honor the proposal terms.

4. Alternate Proposals

An alternate proposal is viewed by the Village as a proposal describing an approach to accomplishing the requirements of this RFP which differs from the approach set forth in the solicitation. An alternate proposal may be a second proposal submitted by the same Proposer, which differs in some degree from the prior proposal or from this RFP. Alternate proposals may be in the area of technical approach, or other provisions or requirements of this RFP. The Village will, during the initial evaluation process, consider all alternate proposals submitted and reserves the right to award a contract based on an alternative proposal if the same is deemed to be in the Village's best interest.

5. Proposer's Certification Form

Each proposer shall complete the "Proposer's Certification" form included as RFP Form C and submit the form with the proposal. This form must be acknowledged before a notary public with notary seal affixed on the document.

6. PUBLIC RECORDS

Proposals are public documents and subject to public disclosure in accordance with Chapter 119, Florida Statutes (the Public Records Law). Certain exemptions to the Public Records Law are statutorily provided for and it is the

Proposer's responsibility to become familiar with these concepts. The contract will include a provision wherein the Proposer releases and agrees to defend, indemnify, and hold harmless the Village and the Village's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the Village's treatment of records as public records.

#### IRREGULARITIES; REJECTION OF PROPOSALS

The Village reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the Village as non-responsive or irregular. The Village reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Village or has failed to perform faithfully any previous contract with the Village or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

#### EVALUATION METHOD AND CRITERIA

General The Village shall be the sole judge of its own best interests, the proposals, and the resulting negotiated contract or agreement, if any. The Village reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each Proposer, including shareholders, principals and senior management, before making an award. Awards, if any, will be based on both an objective and subjective comparison of proposals and Proposers. The Village's decisions will be final. The Village's evaluation criteria may include, but shall not be limited to, consideration of the following:

- A. Ability to meet set standards;
- B. Availability of qualified personnel
- C. Ability to provide continual support/service.
- D. Expertise of personnel;
- E. Financial resources and capabilities;
- F. Past contracts with other governmental jurisdictions;
- G. Past performance records;
- H. Qualifications of Proposer;
- I. References;
- J. Related experience in Florida;
- K. Technical soundness of proposal; and,
- L. Total cost outlined in the proposal.

#### Selection

The Village Manager may conduct the selection process, or at the option of the Village Manager, it may be referred to a selection committee of which the Village Manager may be a member (the "Committee"). Either the Village Manager or the Committee will

review all proposals received and establish a list of selected Proposers deemed to be the most qualified to provide the service requested based in part on the criteria set forth above. The Village Manager may submit a recommended firm or a "short list" or a combination of a recommended firm and the "short list" to the Village Council and the Village Council shall make a final award. The Village Manager may request oral presentation from the Proposers. Proposers are advised that the Village reserves the right to conduct negotiations with the most qualified Proposer, but may not do so. Therefore, each Proposer should endeavor to submit its best proposal initially.

#### REPRESENTATIONS AND WARRANTIES

In submitting a proposal, Proposer warrants and represents that:

1. Proposer has examined and carefully studied all data provided, and any applicable Addenda; receipt of which is hereby acknowledged.
2. Proposer has visited the relevant site, if any, and is familiar with and satisfied as to the general, local and "site" conditions that may affect cost, progress, and performance of goods and/or services in their proposal.
3. Proposer is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and performance of the goods and/or services in their proposal.
4. If applicable, Proposer has obtained and carefully studied (or assumes responsibility for having done so) all documents available related to the subject of the RFP and performed any examinations, investigations, explorations, tests, studies and data concerning conditions that may affect cost, progress, or performance of the goods and/or services that relate to any aspect of the means, methods, techniques, sequences, and procedures to be employed by Proposer, including safety precautions and programs incident thereto.
5. Proposer has given Village written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in this RFP and any addenda thereto, and the written resolution thereof by the Village is acceptable to Proposer.
6. The RFP is generally sufficient in detail and clarity to indicate and convey understanding of all terms and conditions for the performance of the proposal that is submitted.
7. No person has been employed or retained to solicit or secure award of the contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, and no employee or officer of the Village has any interest, financially or otherwise, in the RFP or contract.



# Non-Discrimination Requirement

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## Non-Discrimination

There shall be no discrimination as to race, color, religion, sex, marital status, pregnancy, gender, gender expression or identity, disability, national origin, veteran status, sexual orientation, age or genetic information in the operations conducted under any contract with the Village.



Miami Shores Village RFP No. 2020-10-02  
RFP Forms

**RFP FORM A**

Proposer: \_\_\_\_\_

**QUALIFICATIONS STATEMENT**

***THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.***

1. State the full and correct name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name.)
  - 1.1. The correct and full legal name of the Proposer is:
  - 1.2. The business is a (Sole Proprietorship) (Partnership) (Corporation).
  - 1.3. The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:
2. Please describe your company in detail.
3. The address of the principal place of business is:
4. Company telephone number, fax number and e-mail addresses:
5. Number of employees:
6. Name of employees to be assigned to this Project:
7. Company identification numbers for the Internal Revenue Service:
8. Provide Miami-Dade County occupational license number, if applicable, and expiration date:
9. How many years has your organization been in business? Does your organization have a specialty?
10. List the last three project of this nature that the firm has completed? Please provide project description and reference or point of contact.

**Miami Shores Village RFP No. 2020-10-02  
RFP Forms**

11. Have you ever failed to complete any work awarded to you? If so, where and why?
12. Provide the following information concerning all contracts **in progress** as of the date of submission of this Proposal for your company, division or unit as appropriate.

Name of Project	Contract with:	Contract Amount	Estimated Completion Date	% of Completion to Date

*(Continue list as necessary)*

13. Provide the following information for any sub-consultants you will engage if awarded the contract.

Subcontractor Name	Address	Work to be Performed

*The foregoing list of sub-consultants may not be amended after award of the contract without the prior written approval of the Village Manager, whose approval shall not be unreasonably withheld.*



Miami Shores Village RFP No. 2020-10-02  
RFP Forms

**RFP Form B**

Proposer: \_\_\_\_\_

**REFERENCE FORM**

**THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**

Give names, addresses and telephone numbers of four individuals, corporations, agencies, or institutions for which you have performed work similar to what is proposed in this RFP:

1. Name of Contact \_\_\_\_\_

Title of Contact \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

2. Name of Contact \_\_\_\_\_

Title of Contact \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

3. Name of Contact \_\_\_\_\_

Title of Contact \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

4. Name of Contact \_\_\_\_\_

Title of Contact \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_



# Miami Shores Village RFP No. 2020-10-02 RFP Forms

## RFP FORM C

Proposer: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**

The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

### PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposals referenced above ("RFP") and any other documents accompanying or made a part of this RFP.

I hereby propose to furnish the goods or services specified in the RFP. I agree that my proposal will remain firm for a period of 120 days in order to allow the Village adequate time to evaluate the proposals.

I certify that all information contained in this proposal, which includes the VILLAGE required RFP forms A, B, C and D, is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm and that the firm is ready, willing and able to perform if awarded the contract.

The firm and/or Proposer hereby authorizes Miami Shores Village, its staff or consultants, to contact any of the references provided in the proposal and specifically authorizes such references to release, either orally or in writing, any appropriate data with respect to the firm offering this proposal.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the Village or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017 Florida Statutes, for a period of 36 months from the date of being placed on the convicted vendor list. I further certify, under oath, that neither the entity submitting this sworn statement, nor to my knowledge, any of its officers, directors, executives, partners, shareholder, employees, members or agents active in the management of the entity has been convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_  
Name of Business

By: \_\_\_\_\_  
Signature

\_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Mailing Address

Miami Shores Village RFP No. 2020-10-02  
RFP Forms

**RFP  
FORM D**

Proposer: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**

The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

**INSURANCE CERTIFICATION**

I have carefully examined the Request for Proposal referenced above ("RFP") and any other documents accompanying or made a part of this RFP.

Proposer agrees, acknowledges and is fully aware of the insurance requirements and accepts all conditions and requirements as contained therein.

\_\_\_\_\_  
Name of Business

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Mailing Address

**Exhibit "E"**  
**MIAMI SHORES VILLAGE**  
**CONTRACTOR'S ACKNOWLEDGEMENT OF COMPLIANCE**  
**WITH INSURANCE REQUIREMENTS FOR**  
**"HVAC System Replacement – Police Department"**  
**REQUEST FOR PROPOSALS**

Contractor agrees, acknowledges and is fully aware of the insurance requirements as specified in Insurance Requirements of the Request for Proposals for the "HVAC System Replacement – Police Department" and accepts all conditions and requirements as contained therein.

Contractor:

---

Name (Please Print or Type):

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By:

---

Contractor's Signature

Date:

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**This executed form must be submitted with Scope of Work submission.**





**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3)**  
**(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Miami Shores Village, Florida.

by:

\_\_\_\_\_

(print individual's name and title)for:

\_\_\_\_\_

(print name of entity submitting sworn statement)

whose business address is: \_\_\_\_\_ and (if applicable) its Federal Employer Identification Number (FEIN) is: \_\_\_\_\_. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any Response or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or



entity organized under the laws of any state or of the United States with the legal power to enter into a binding Agreement and which bids or applies to bid on Agreements for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement. (Indicate which statement applies).
- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
  - The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
  - The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO AN AGREEMENT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally known \_\_\_\_\_

OR  
Produced identification \_\_\_\_\_

Notary Public – State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

*Type of identification*

Printed, typed or stamped name of notary public



**Exhibit "G"**

**AMERICANS WITH DISABILITIES ACT (ADA)  
DISABILITY NONDISCRIMINATION STATEMENT**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC.

This sworn statement is submitted to Miami Shores Village, Florida.

by: \_\_\_\_\_  
(print individual's name and title)

for: \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is: \_\_\_\_\_ and  
(if applicable) its Federal Employer Identification Number (FEIN) is: \_\_\_\_\_.  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_.)

I, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions. The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes: The Rehabilitation Act of 1973, 229 USC Section 794; The Federal Transit Act, as amended 49 USC Section 1612; The Fair Housing Act as amended 42 USC Section 3601-3631.

\_\_\_\_\_  
*Signature*

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Personally known \_\_\_\_\_  
OR

Produced identification \_\_\_\_\_ Notary Public – State of \_\_\_\_\_  
Type of Identification \_\_\_\_\_

My commission expires: \_\_\_\_\_  
Printed, typed or stamped name of notary

\_\_\_\_\_  
public



## Exhibit "H"

# MIAMI SHORES VILLAGE CONFLICT OF INTEREST DISCLOSURE FORM

### Information and Instructions

Miami Shores Village, Florida requires this disclosure statement to be completed and filed with all submissions, bid responses, contracts and/or grant or loan requests to the Village in excess of \$10,000. The disclosures statement is not required for contracts for gas, water and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required from persons submitting responses to requests for proposals, requests for qualifications, invitation to bid, grant applications or other proposals.

A copy of the disclosure statement shall be maintained by the awarding Village Department. Miami Shores Village shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required on the disclosure form.

Any person who provides misleading or incorrect information on the disclosure statement shall be disqualified from participation. Also, the contract or grant shall be voidable by the Village if the misleading or incorrect information on the disclosure statement is discovered by the Village subsequent to execution of a contract.

#### Definitions

**"Business Entity"** means any corporation, partnership, limited partnership, proprietorship, firm, enterprise, franchise, association, self-employed individual, or trust, whether fictitiously named or not, doing business in the state of Florida.

**"Family, or Family Members, or Familial Relationship"** means included but limited to individuals who are related to a public official as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, half-brother, half-sister, a person who is engaged to be married to a public official or who otherwise holds himself or herself out as or is generally known as the person whom a public official intends to marry or with whom a public official intends to form or has formed a household.

**"Person"** means an individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

**"Public Official"** means a person either elected to a governmental position, or appointed to a governmental position who is authorized by statute, resolution or charter to exercise part of the sovereign power of the governmental entity and whose duties of involve the exercise of discretion on behalf of the governmental entity. This would include those who are considered Department Heads by the Village.

#### Instructions

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

# MIAMI SHORES VILLAGE CONFLICT OF INTEREST DISCLOSURE FORM

ENTITY COMPLETING FORM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

VILLAGE DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

This form is provided with the following document:

Invitation to Bid     Request for Proposal / Qualifications     Proposal     Grant or Loan Request     Other

Has your business entity or any of your business entities' partners, divisions, or any related business entity previously performed work or provided goods or services to any Village Department within the current or last two calendar years?

Yes     No

If yes, identify below the Village Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services. (Use additional pages if necessary)

VILLAGE DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Has your business entity or any of your business entities' partners, divisions, or any related business entity previously applied for and received any grants or loans from any Village Department within the current or last two calendar years?

Yes     No

If yes, identify the Village Department that awarded the grant or loan, the date such grant or loan was awarded, and the amount of the grant or loan.

VILLAGE DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT OR LOAN

1. List below the name(s) and address(es) of all public officials with whom your business entity, or members of your immediate family have a familial relationship. Identify the office the public official holds or the Village Department for which the public official works. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	VILLAGE DEPARTMENT

2. List below the name(s) and address(es) of all family members of public officials with whom your business entity, or members of your immediate family have a familial relationship. Identify the office the public official holds or the Village Department for which the public official works. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/ MEMBER	ADDRESS	PUBLIC EMPLOYEE	VILLAGE DEPARTMENT WHERE EMPLOYED
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If you identified individuals in items one and / or two above, describe in detail below the direct benefit to be gained by the public officials, and/or their family members as the result of the contract, proposal, request for qualifications, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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List below the name(s) and address(es) of all paid contractors and/or lobbyists utilized in preparation of request for proposal or qualifications, invitation to bid, or grant or loan proposal:

NAME OF PAID CONTRACTOR/LOBBYIST	ADDRESS
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List below the names of any individuals, partners, or officers of the business entity who worked for Miami Shores Village within the current or past two calendar years.

NAME OF INDIVIDUAL	ADDRESS
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***By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that omissions shall be cause for disqualification from participation in the proposed transaction.***

Signature

Date

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Print Name

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