

**REVISED**

**CITY OF CORAL GABLES, FL**  
**FINANCE DEPARTMENT / PROCUREMENT DIVISION**  
405 Biltmore Way – Coral Gables, FL 33134



**INVITATION FOR BIDS**  
**IFB 2025-033**

**HVAC & REFRIGERATION SYSTEMS SERVICES**

**INFOR EVENT No. 136**

**Submittal Deadline / Bid Opening: November 12, 2025, at 2:00 PM**



# CITY OF CORAL GABLES, FL

2800 SW 72<sup>nd</sup> Avenue, Miami, FL 33155  
FINANCE DEPARTMENT / PROCUREMENT DIVISION  
Tel: 305-460-5102, Fax: 305-261-1601

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Tel: 305-460-5102, Fax: 305-261-1601

## PUBLIC NOTICE

### Invitation for Bids (IFB) No. IFB 2025-033

The City of Coral Gables is seeking bids for **HVAC & Refrigeration Systems Services - IFB 2025-033**. This solicitation consists of contracting a qualified and experienced professional firm ("Bidder"), readily available to provide maintenance, services, repairs, and new installation of HVAC & refrigeration systems. The contractor must be readily available to provide the services outlined in this solicitation, in accordance with Federal Emergency Management Agency (FEMA) policies, procedures, and directives; Federal law, regulations, and executive orders; and State / Local law and regulations.

**The Invitation for Bids (IFB) package may be downloaded by visiting INFOR Supplier Services webpage. Prospective bidders must register with INFOR, free-of-charge, to download the solicitation. A detailed user guide for the registration process may be downloaded by visiting the Procurement Division Supplier Services webpage at: <https://www.coralgables.com/department/procurement/services/supplier-services>.**

Any prospective bidder who has received this solicitation by any means other than through INFOR must register immediately with INFOR to ensure it receives any addendum issued to this solicitation. Failure to acknowledge receipt of an addendum may result in disqualification of bid submitted.

**SOLICITATIONS RESPONSES MUST BE SUBMITTED ELECTRONICALLY THROUGH INFOR. THIS INCLUDES RESPONSES TO INVITATION FOR BIDS (IFBs); REQUESTS FOR PROPOSALS (RFPs); REQUESTS FOR QUALIFICATIONS (RFQs); and ANY OTHER FORMAL SOLICITATION.**

**A user guide for responding electronically to solicitations can be found by visiting the Infor Supplier Services webpage.**

**A non-mandatory pre-bid meeting will be held on October 22, 2025, at 10:00 a.m. Attendance shall be via **Zoom video conference: Meeting ID: 938 855 0521**. Prior to the pre-bid meeting, the name of the companies and meeting participants that plan to attend should be sent to [mangrand@coralgables.com](mailto:mangrand@coralgables.com). Attendance is encouraged and recommended as a source of information but is not mandatory. Access link to participate: [Zoom](#)**

**Any request for additional information or clarification must be received in writing through INFOR no later than ~~October 29~~ **November 19, 2025, at 4:00 PM**. Bidders should not rely on any representations, statements or explanations other than those made in this IFB or in any written addendum to this IFB.**

**Electronic Bid responses for IFB No. 2025-033 will be received until **2:00 PM, November 12** ~~November 12~~ **November 26, 2025, via INFOR**. The City of Coral Gables will not accept and will in no way be responsible for any bids received after the submittal deadline. The responsibility for submitting bids before the stated time and date is solely the responsibility of the Bidder.**

**The bid response must be signed and submitted electronically via INFOR.**

Certified minority business enterprises (as defined in Florida Statutes §287.0943 and §288.703) and other minority or woman-owned enterprises are encouraged to respond to this solicitation.

*Anticipated Schedule of Events:*

<b>Solicitation Advertisement</b>	<b>Tuesday, October 14, 2025</b>
<b>Non-Mandatory Pre-Bid Meeting</b>	<b>Wednesday, October 22, 2025, at 10:00 AM</b>

<b>Deadline for Questions</b>	<del>Wednesday, October 29, 2025, at 4:00 PM</del> Wednesday, November 19, 2025, at 4:00 PM
<b>Submittal Deadline</b>	<del>Wednesday, November 12, 2025, at 2:00 PM</del> Wednesday November 26, 2025, at 2:00 PM

Award of bid will be made to the lowest responsive responsible bidder, within a reasonable time after opening. However, the City reserves the right to consider other conditions, which may be in the best interest of the City. **Bid must be firm for ninety (90) calendar days.** The City reserves the right to cancel this solicitation at any time, reject any and/or all submittals, and waive any technicalities, irregularities or any other minor variations.

This solicitation is subject to the following Ordinances/Resolutions which may be found on the City of Coral Gables Website: <http://www.coralgables.com>, click on Government, City Department, Procurement, Procurement Links, Procurement Code (City Code Chapter 2 Article VIII).

- Cone of Silence – Sec. 2-1027
- Ethics – Sec. 2-1022 to 2-1028
- Debarment Proceedings – Sec. 2-912
- Protest Procedures – Sec. 2-910
- Polystyrene – Sec. 2-730
- Plastic Straws and Stirrers – Sec. 2-731
- Sustainability (Green) – Sec. 2-697

Conflict of Interest and Code of Ethics

- Coral Gables, FL, Code of Ordinances, Chapter 2 – Administration, Article V

City Clerk, Lobbyist Registration, Applications and Forms

- Lobbyist Registration & Disclosure of Fees – Ordinance No. 2006-11

This solicitation is also subject to the following State Statues and Federal Requirements.

- Title VI of the Civil Rights Act of 1964 (Title VI)
- Section 504 of the Rehabilitation Act, as amended (504)
- Disadvantage Business Enterprise (DBE)
- Equal Employment Opportunity (EEO)
- On the Job Training, Title VI (Non-Discrimination)
- Americans with Disabilities (ADA)

Sincerely,

Chief Procurement Officer

# **CONE OF SILENCE**

Invitation for Bids (IFB) No. IFB 2025-033

## ***NOTICE TO ALL BIDDERS AND PROPOSERS***

### **Definition:**

Cone of Silence is defined to mean a prohibition on:

Any communication regarding a particular Request for Proposals (RFP), Request for Qualifications (RFQ), Invitation for Bids (IFB) or any other advertised solicitation between a potential offeror, vendor, service provider, bidder, lobbyist, or consultant and city department heads, their staff, selection committee or evaluation committee members.

Any communication regarding a particular Request for Proposals (RFP), Request for Qualifications (RFQ), Invitation for Bids (IFB) or any other advertised solicitation between the city commissioners and city department heads, the city departments' staff, selection committee or evaluation committee members.

### **Imposition:**

A cone of silence shall be imposed upon each Request for Proposals (RFP), Request for Qualifications (RFQ), Invitation for Bids (IFB) and any other solicitation when advertised.

### **Termination:**

The cone of silence shall terminate at:

- (1) the time of the City Manager's approval of the award, or
- (2) the time of the City Manager's written recommendation to the City Commission is received by the City Clerk, or
- (3) at such time that bids or proposals are rejected by the City Commission or the City Manager.

### **Violations:**

Violation of the cone of silence by a particular bidder or offeror shall render any award to said person voidable by the city commission.

A violation of this section by a particular bidder, offeror, lobbyist or consultant shall subject such person or persons to potential debarment pursuant to the provisions of this chapter.

# **SOLICITATION SUBMISSION CHECKLIST**

## **Invitation for Bids (IFB) No. IFB 2025-033**

COMPANY NAME: (Please Print): \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**A response package numbered by page must be submitted ELECTRONICALLY via INFOR. Please provide the PAGE NUMBER of your solicitation response (PLEASE DO NOT SUBMIT AN ENTIRE COPY OF THE ORIGINAL SOLICITATION) in the blanks provided as to where compliance information is located in your Submittal for each of the required submittal items listed below:**

- 1) Title Page: Show the IFB number and title, the name of your firm, address, telephone number, name of contact person, e-mail address, and date. PAGE # \_\_\_\_\_
- 2) Provide a Table of Contents in accordance with the Bid Format, Section 6.2. Clearly identify the material by section and page number. Please ensure the following are properly identified on the following sections in the Bid Bond (if applicable), and Addendum Acknowledgement. PAGE # \_\_\_\_\_
- 3) Fill out, sign, and submit the Bidder's Acknowledgement Form. PAGE # \_\_\_\_\_
- 4) Fill out and submit this Solicitation Submission Checklist. PAGE # \_\_\_\_\_
- 5) Minimum Qualification Requirements: submit detailed verifiable information affirmatively documenting compliance with the Minimum Qualifications Requirements shown in Section 3. PAGE # \_\_\_\_\_
- 6) List all contracts which the Bidder has performed (past and present) for the City of Coral Gables. The City will review all contracts the Bidder has performed for the City in accordance with Section 4.10 Evaluation of Bids (c) (4) which states the City may consider "Bidder's unsatisfactory performance record, judged from the standpoint of conduct of work, workmanship, progress or standards of performance agreed upon in the Contract as substantiated by past or current work with the City". PAGE # \_\_\_\_\_ As such the Proposer must list and describe all work performed for Coral Gables and include for each project:
  - a. Name of the City Department for which the services are being performed,
  - b. Scope/description of work,
  - c. Awarded value of the contract/current value
  - d. Effective dates and term of the contract
  - e. City project manager's name and phone number,
  - f. Statement of whether the Proposer was the prime contractor or subcontractor, and
  - g. Results of the project.
- 7) Business Experience and References – Using the required Attachment A - Reference Form bidders must demonstrate requirements as outlined in Section 3. *References submitted in any other format will not be accepted.* All references must outline the specific dates when the service(s) were provided and cover the full minimum number of years of experience as stated in Section 3. PAGE # \_\_\_\_\_  
*Note: Do not include work/services performed for the City of Coral Gables or City employees as references.*
- 8) Bid Pricing: Complete in INFOR on the Line Items Tab.
- 9) Fill out, sign, notarize, and submit the Contractor's Affidavit and Schedules A through O. PAGE # \_\_\_\_\_
- 10) Complete Employer E-Verify Affidavit. (Refer to Section 4.26) PAGE # \_\_\_\_\_
- 11) Complete the Lobbyist Registration Form (Attachment D) PAGE # \_\_\_\_\_
- 12) Affirm in writing firm's compliance with the City of Coral Gables' Local Preference Ordinance 2009-53, § 2, 11-17-2009/Procurement Code Sec. 2-696, at the time of submission of a response to this bid to be eligible for

consideration as a Coral Gables-based and/or Miami-Dade County-based business under this section (*if applicable*). PAGE # \_\_\_\_\_

**-- NOTICE --**

**BEFORE SUBMITTING YOUR BID MAKE SURE YOU**

- 1. Carefully read and have a clear understanding of the IFB, including the Specifications/Scope of Work and enclosed Contract or Professional Services Agreement (*draft*).
- 2. Carefully follow the "Submittal Instructions" and "Bid Format" outlined in Section 6 of the IFB and provide **an electronic response package**. DO NOT INCLUDE A COPY OF THE ORIGINAL SOLICITATION.
- 3. **Prepare and submit your RESPONSE electronically via INFOR**
- 4. Make sure your bid is submitted prior to the submittal deadline. **Late bids will not be accepted.**

**FAILURE TO SUBMIT THIS CHECKLIST AND THE REQUESTED DOCUMENTATION MAY RENDER YOUR BID NON-RESPONSIVE AND CONSTITUTE GROUNDS FOR REJECTION. THESE PAGES MUST BE RETURNED WITH YOUR BID PACKAGE.**

# **SECTION 1 –** **INTRODUCTION TO INVITATION FOR BIDS (IFB)**

## **Invitation for Bids (IFB) No. IFB 2025-033**

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### **1.1. Invitation**

Thank you for your interest in this Invitation for Bids (“IFB”). The City of Coral Gables (the “City”), through its Procurement Division invites responses (“Bids”) from Firms (“Bidder”) which offer to provide the goods and/or services described in Section 2.0 “Specifications / Scope of Work”.

Throughout this IFB, the phrases “must”, “shall” and “will” denote mandatory requirements. Any bid that does not meet the mandatory requirements is subject to immediate disqualification.

### **1.2. Contract Terms and Conditions**

The Bidder(s) selected to provide the goods(s) and/or service(s) requested herein (the “Successful Bidder”) shall be required to execute a Contract or a Professional Services Agreement (“Agreement” / “Contract”) with the City in substantially the same form as the Agreement included as part of this IFB, if applicable.

*The term(s) of the Agreement shall be for an initial period of three (3) years with an option to renew for two (2) additional one (1) year periods at the sole discretion of the City.*

The City shall have the right to terminate this contract pursuant to Section 1.12 of this solicitation. Continuation of the Contract beyond the initial period is a City prerogative, not a right of the Bidder. This prerogative will be exercised only when such continuation is clearly in the best interest of the City.

#### **A. CONDITIONS FOR RENEWAL**

Each renewal of this contract is subject to the following:

- (1) Continued satisfactory performance compliance with the specifications, terms and conditions established herein.
- (2) Availability of funds.

#### **B. CONTRACT EXTENSION**

The City reserves the right to exercise its option to extend a contract for up to one hundred-eighty (180) calendar days beyond the contract period and will notify the contractor in writing of the extension.

### **1.3. Additional Information or Clarification**

The Bidder must thoroughly examine this entire solicitation. If there is any doubt or obscurity as to the meaning of any part of the IFB, the Bidder may request clarification at the pre-bid conference or by **WRITTEN REQUEST** to INFOR **Supplier Services webpage** prior to the deadline for written questions. Bidder is responsible for downloading and bringing a copy of the IFB for the pre-bid conference as copies will not be provided by the City.

Interpretations or clarifications in response to such questions will be issued in the form of a **WRITTEN ADDENDUM**, which shall be released through INFOR. **Bidders must register via INFOR to ensure receipt of any addendum issued to the solicitation.** Failure to acknowledge receipt of addendum may result in disqualification of bid submitted.

No person is authorized to give oral interpretations of, or make oral changes to the IFB. It will be the bidder’s responsibility to assure receipt and acknowledge all addenda. No person is authorized to give oral interpretations of, or make oral changes to the bid. The issuance of written addendum shall be the only

official method whereby such an interpretation or clarification will be made. Where there appears to be conflict between the IFB and any addenda issued, the last addendum issued shall prevail. Any request for additional information or clarification must be received in writing.

Bidders should not rely on any representations, statements or explanations other than those made in this IFB or in any written addendum to this IFB.

#### **1.4. Method of Award**

Award of this project will be made to the lowest responsive, responsible bidder, who bids on all items, and whose bid offers the lowest total price when all items are added in the aggregate. Failure to bid on all items may render your bid non-responsive. The City in its sole discretion will determine if the pricing received is reasonable and if it is in the best interest of the City to move forward with the award.

#### **1.5. Award of an Agreement**

Agreements may be awarded to the Successful Bidder(s) by the City Commission or City Manager, as applicable, to one or more bidders deemed the most responsible, responsive Bidder, complying with all the provisions of this Invitation for Bids. In addition to price, other factors when determining the lowest responsive and responsible bidder, include but are not limited to:

1. The ability, capacity, equipment and skill of the bidder to perform the contract.
2. Whether the bidder can perform the contract within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, efficiency and litigation history of the bidder.
4. The quality of performance on previous contract(s).
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract.
6. The sufficiency of the bidder's financial resources to perform the contract or to provide the service.
7. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
8. The ability of the bidder to provide future maintenance and service and the financial impact upon the City to receive such future maintenance and service.
9. The number and scope of conditions attached to the bid.

The Bidder shall not be permitted rate increases as a result of a low bid. Non-performance shall result in cancellation of the contract with the Bidder. The City reserves the right to execute or not execute an Agreement with the Successful Bidder(s) if it is determined to be in the best interest of the City.

If the Awarded Bidder(s) fails to perform within the first year of the award, the City has the right to award to the next lowest responsive and responsible Bidder.

#### **1.6. Agreement Execution**

By submitting a Response, the Bidder agrees to be bound to and execute the Agreement for this solicitation without diminishing the foregoing, the Bidder may request clarifications to the City for interpretation purposes only.

Failure of the Successful Bidder to execute a contract within thirty (30) days after the notification of award may, at the City's sole discretion, constitute a default. However, the Agreement must be executed no later than one hundred twenty (120) days, based upon the requirements set forth in the IFB through action taken by the City Commission at a duly authorized meeting. If the Bidder first awarded the Agreement fails to enter into the contract as herein provided, the award may be declared null and void, and the Agreement awarded to the next most responsible, responsive Bidder, or re-advertised, as determined by the City.

#### **1.7. Unauthorized Work**

Any unauthorized work performed by the Successful Bidder(s) shall be deemed non-compensable by the City.

#### **1.8. Changes/Alterations**

**Bidders may change or withdraw a Bid at any time prior to the Bid Submission Deadline through INFOR.** Modifications will not be accepted after the Submittal Deadline.

### **1.9. Discrepancies, Errors, and Omissions**

Any discrepancies, errors, or ambiguities in the IFB or addenda (if any) should be reported in writing to the City's Procurement Division in the manner prescribed in the IFB. Should it be necessary, the City will issue a written addendum to the IFB clarifying such conflicts or ambiguities.

### **1.10. Disqualifications**

The City reserves the right to disqualify Bids before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Bidder. It also reserves the right to waive any immaterial defect or informality in any Bid; to reject any or all Bids in whole or in part, or to reissue an Invitation for Bids.

Any Bids submitted by a Bidder who is in arrears (money owed) to the City or where the City has an open claim against a Bidder for monies owed the City at the time of Bid submission, will be rejected as non-responsive and shall not be considered for award.

### **1.11. Bidders Expenditures**

Bidder(s) understand and agree that any expenditure they make in preparation and submittal of Bids or in the performance of any services requested by the City in connection with the Bids to this IFB are exclusively at the expense of the Bidder(s). The City shall not pay or reimburse any expenditure, or any other expense incurred by any Bidder in preparation of a Bid or anticipation of a contract award or to maintain the approved status of the Successful Bidder(s) if an Agreement is awarded.

### **1.12. Financial Stability and Strength**

The Bidder must be able to demonstrate a good record of performance and have sufficient financial resources to ensure that they can satisfactorily provide the goods and/or services required herein.

In determining a Bidder's responsibility and ability to perform the Contract, the City has the right to investigate and request information concerning the financial condition, experience record, personnel, equipment, facilities, principal business location and organization of the Bidder, the Bidder's record with environmental regulations, and the claims/litigation history of the Bidder. The City reserves the right to consider third party information (e.g., Dun & Bradstreet's Supplier Reports or similar) in determination of capacity.

Bidders may be required to submit financial statements for each of their last two (2) complete fiscal years within five (5) calendar days, upon written request. Such statements should include, at a minimum, Balance Sheets (Statements of Financial Position) and Statements of Profit and Loss (Statement of Net Income). When the bid submittal is from a joint venture, each Bidder involved in the joint venture must submit financial statements as indicated above. Statements shall be certified by an independent Certified Public Accountant

Any Bidder may be declared non-responsive who, at the time of Bid submission, is involved in an ongoing bankruptcy as a debtor; or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Bidder under federal bankruptcy law, or any state insolvency.

### **1.13. Contract Termination**

The City, by written notice, may terminate in whole or part any Agreement resulting from this competitive solicitation, when such action is in the best interest of the City. If the Agreement is so terminated, the City shall be liable only for payment for services rendered prior to the effective date of termination. The City may, by written notice to the Successful Bidder, terminate the Agreement if the Successful Bidder has been found to have failed to perform his/her services in a manner satisfactory to the City. The City may terminate this Agreement for convenience at any time by providing thirty (30) days written notice to the contractor. In the event the Bidder is found to be in default, the Successful Bidder will be paid for all labor and materials provided as of the termination date only after City has completed the work called for by this Agreement with other forces, and has deducted the cost of such work, and any other damages payable to City, from any contract balance otherwise due and owing to the Professional under this Agreement. No consideration will be given for anticipated loss of revenue on the canceled portion of the Contract.

If the contract is terminated prior to the start of work or the conclusion of the project based on the default of the successful Bidder, the Bidder will be subject to re-procurement costs associated with the re-award or completion of the project.

#### 1.14. Definitions

*Bid* means an offer submitted by a prospective vendor in response to an invitation for bids issued by the city.

*Bid bond* means a surety instrument, accompanied by a monetary commitment by which a third party (the surety) accepts liability and guarantees that the bidder will not withdraw the bid, the bidder will furnish bonds as required, and if the contract is awarded to the bonded bidder, the bidder will accept the contract as bid, or else the surety will pay a specific amount.

*Bid security* means a sum of money, which could be in a form of a cashier's check, irrevocable letter of credit, money order or a bond issued by a surety, deposited with a bid or proposal guaranteeing the bidder or offeror will not withdraw the bid or proposal for a specific period of time, will furnish bonds as required, and will accept a contract, if awarded, or forfeit the deposit.

*Lobbying* – means the act of attempting to influence others to create legislation or conduct an activity that will help a particular organization.

*May* denotes the permissive.

*Must* denotes the imperative.

*Offeror* means a “person” or “entity” submitting an offer in response to a solicitation.

*Performance bond* means a certificate issued by a surety to a successful offeror, to protect the city from loss to due to the offeror's inability to complete and fulfill the contract requirements as agreed.

*Person* means any business, corporation, partnership, individual, union, committee, club, organization, or group of individuals.

*Principal Place of Business* means The nerve center or the center of overall direction, control, and coordination of the activities of the bidder. If the bidder has only one business location, such business location shall be its principal place of business.

*Responsible* bidder or offeror means a person who is deemed to possess the capability, as determined by the city, in all respects to perform fully the contract requirements, and the experience, capacity, facilities, equipment, credit, integrity and reliability, which will assure good faith performance.

*Responsive bidder* means an offer that conforms in all material respects to the requirements set forth in the solicitation document.

# **SECTION 2 - SPECIFICATIONS/SCOPE OF WORK**

## **Invitation for Bids (IFB) No. IFB 2025-033**

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### **2.1 Introduction**

The City of Coral Gables is seeking bids from experienced and qualified contractors to provide maintenance services, repairs, and new installation of HVAC & refrigeration systems in accordance with the terms, conditions and specifications contained in the Invitation for Bid (“IFB”).

### **2.2 Scope of Work**

The bidder shall provide HVAC & refrigeration systems maintenance services for all City facilities listed in section 2.3. Monthly services include, but are not limited to, filter changes, routine inspections, and preventative maintenance for all air handlers, Direct Expansion (DX) units, chillers, pumps, cooling towers, exhaust systems, and associated temperature controls. Annual inspections are required to clean drain pans, replace belts, wash condenser coils, and perform detailed assessments of chillers, pumps, and cooling towers. The bidder is responsible for maintaining an up-to-date inventory of all HVAC equipment and ensuring that all required maintenance and inspections are performed. Ice machines at applicable facilities must also be cleaned and filters replaced twice per year.

### **2.3 Equipment Inventory and Maintenance Requirements**

The HVAC equipment inventory at each facility is listed in this section which includes the brand, size and types of equipment. This inventory may not include all the air control devices or all controls. The list must be kept current by the Contractor and available to the City of Coral Gables at all times. Monthly fixed price must include all necessary maintenance and inspections as listed for each site.

#### **A) Central Police & Fire Station 1 (2815 Salzedo St)**

12 monthly services: filter changes and maintenance services needed to all chilled water air handlers and all DX units as per equipment list. This also includes:

- Shooting range (filters to be changed bi-monthly)
- 1 annual inspection to clean all drain pans and replace belts as needed.
- 3 inspections on all three chillers, pumps and cooling towers. Detailed report of operating conditions to be provided upon completion. All three chillers are to be run and exercised during the inspections.
- All exhaust fans under contract are to be checked four times a year.
- 1 annual inspection on all three chillers, pumps and cooling towers.

1. (2) Trane chiller CVHE0400
2. (2) 15 HP Chilled Water Pump #1
3. Evapco Cooling Tower 2 cells
4. (3) 15 HP Condenser Water Pump
5. (3) 15 HP Chilled Water Pump
6. (2) CRAC-IT Unit
7. (2) CRAC-IT Condensing Unit
8. CRAC-MDF Unit
9. CRAC-MDF Condensing Unit
10. CRAC-RADIO Unit
11. CRAC-RADIO Condensing Unit
12. CRAC-UPS Unit
13. CRAC-UPS Condensing Unit
14. (2) Mitsubishi – MS Evaporator Unit – Elevator Room
15. (2) Mitsubishi – MS Condensing Unit – Elevator Room
16. Trane AHU – 1-1
17. Trane AHU – 1-2

18. Trane AHU – 2-1
19. Trane AHU – 2-2
20. Trane AHU – 3-1
21. Trane AHU - 4-1
22. Trane AHU – 4-2
23. Trane AHU – 5-1
24. Trane AHU – 5-2
25. Trane CU – 4-1
26. Trane CU – 4-2
27. (11) Exhaust Fan
28. (10) Grease Exhaust Fan
29. High-Efficiency Evaporative Cooler
30. Kitchen Exhaust Fan
31. MAF
32. Refrigerant
33. Integrated Dehumidification
34. RH
35. H
36. Trane FCU – 1-1
37. Trane FCU – 1-2
38. Trane FCU – 1-4
39. Trane FCU – 1-5
40. Trane FCU – 1-6
41. Trane FCU – 1-7
42. Trane FCU – 2-1
43. Trane FCU – 2-2
44. Trane FCU – 3-1
45. Trane FCU – 3-2
46. Trane FCU – 4-1
47. Trane FCU – 4-2
48. Trane FCU – 5-1
49. Trane FCU – 5-2
50. Trane FCU – 5-3
51. Trane FCU – 5-4
52. Trane FCU – 6-1
53. Trane FCU – 6-2
54. Trane FCU – 6-3
55. Trane FCU – 6-4
56. (8) Fire Station Garage – Re-Circulating Fan
57. All corresponding temperature controls  
Ice machines – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)

**B) Riviera Fire Station 2 (525 South Dixie Hwy)**

12 monthly services: filter changes and maintenance services needed to all DX units as per equipment list.

1 annual inspection to clean all drain pans, wash condenser coils and replace belts as needed.

1. (26) FXZQ07TAVJU – Evaporator Fan Coil Ceiling Cassette
2. (2) Daikin 12K Mini Split Condensing Unit
3. (2) Daikin 12K Evaporator MS
4. Daikin 18K Mini Split Condensing Unit
5. Daikin 18K Evaporator MS
6. Daikin 24K Mini Split Condensing Unit
7. Daikin 24K Evaporator MS
8. Daikin 6-ton Condensing Unit
9. Daikin 6-ton AHU
10. (2) Daikin 8-ton Condensing Unit
11. (2) Daikin 8-ton AHU
12. (2) Daikin 5-ton Condensing Unit
13. (2) Daikin 5-ton AHU

14. Daikin 7.5-ton Condensing Unit
15. Daikin 7.5-ton AHU
16. (5) Exhaust Fan with Belts
17. All Corresponding Thermostat Controls.  
Ice machines – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)

**C) Doris and Phil Sanford Fire Station 3 (11911 Old Cutler Road)**

12 monthly services: filter changes and maintenance services needed to all DX units as per equipment list.

1 annual inspection to clean all drain pans, wash condenser coils and replace belts as needed.

1. System #1 - Lennox 5 Ton DX Condensing Unit pt Floor
2. System #1 - Lennox 5 Ton DX Air Handler
3. System #2 - Lennox 5 Ton DX Condensing Unit pt Floor TV area
4. System #2 - Lennox 5 Ton DX Air handler
5. System #3 - Lennox 5 Ton DX Condensing Unit 2nd Floor Hallway North
6. System #3 - Lennox 5 Ton DX Air Handler
7. System #4 - Lennox 5 Ton DX Condensing Unit 2nd Floor Hallway South
8. System #4 - Lennox 5 Ton DX Air Handler
9. System #5 - Lennox 4 Ton DX Condensing Unit 2nd Floor Gym
10. System #5 - Lennox 4 Ton Air Handler
11. (4) Exhaust Systems
12. All Corresponding Thermostat Controls  
Ice machines – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)

**D) Youth Center (405 University Drive)**

12 monthly services: filter changes and maintenance services needed to all chilled water air handlers and all DX units as per equipment list.

1 annual inspection to clean all drain pans and replace belts as needed.

3 inspections on all three chillers, pumps and cooling towers. Detailed report of operating conditions to be provided upon completion.

1 annual inspection on all three chillers, pumps and cooling towers.

To include but not limited to: brushing the condenser tubes on the water cooled chillers, provide oil sample analysis on all compressors, remove and clean condenser pump strainers and cleaning cooling tower.

1. (2) Trane Chillers w/two compressors 109 Tons – Associated pumps and controls
2. (2) Chilled Water Pump
3. (2) Condenser Water Pump
4. (3) Baltimore Aircoil Cooling Towers
5. Trane 20 Ton Chilled Water Air Handler
6. (2) Trane 16 Ton Chilled Water Air Handler
7. Trane 26 Ton Chilled Water Air Handler
8. (2) Trane 6 Ton Chilled Water Air Handler
9. Trane 17 Ton Chilled Water Air handler
10. Trane 8 Ton Chilled Water Air Handler
11. Trane 4 Ton Chilled Water Air Handler
12. Trane 2 Ton DX Condensing Unit
13. Trane 2 Ton DX Air Handler
14. Trane 3 Ton Chilled Water Air Handler
15. (2) 2 Ton Trane Chilled Water Fan Coils
16. All associated Chiller and pump controls
17. All Corresponding Non-Tracer Temperature Controls  
Ice machines – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)

**Note:** Building has in place a Tracer Building Management control system under contract with Trane.

**E) Merrick Place Shops and Parking (51 Aragon Ave)**

3 quarterly inspections on the cooling towers, pumps.

1 annual service to include the removal and cleaning of the condenser water pump strainers and cleaning of both cooling towers on overtime hours as scheduled through the City.

1. Distech Controller Module and sensors
2. (2) Protec Cooling Tower
3. (2) Taco 15 HP Condenser Water Pump
4. All Corresponding Temperature Tower Controls

**Required services for all facilities listed below:**

12 monthly services: filter changes and maintenance services needed to all DX units and refrigeration equipment as per equipment list.

1 annual inspection to clean all drain pans, wash condenser coils and replace belts as needed.

**F) Edgewater Radio Room (10 Edgewater Drive)**

1. 5 Ton Liebert DX AHU
2. 5 Ton Liebert DX Condensing Unit
3. 5 Ton Water Cooled FHP package Unit
4. All Corresponding Thermostat Controls

**G) Regions Bank Radio Room (2800 Ponce de Leon)**

1. 3 Ton Liebert DX Air handler
2. 3 Ton Liebert DX Condensing Unit
3. All Corresponding Thermostat Controls

**H) Venetian Pool (2701 DeSoto Blvd)**

1. Fujitsu 1 Ton Mini Split Condensing Unit
2. Fujitsu 1 Ton Mini Split Ductless Evaporator Unit
3. Friedrich 2 Ton Mini Split Condensing Unit
4. Friedrich 2 Ton Mini Split Ductless Evaporator Unit
5. 9,000 BTU Friedrich Mini Split Condensing Unit
6. 9,000 BTU Friedrich Mini Split Ductless Evaporator Unit
7. 9,000 BTU Fujitsu Mini Split Condensing Unit
8. 9,000 BTU Fujitsu Mini Split Ductless Evaporator Unit
9. Walk-in Freezer, Evaporator with Copeland Condensing Unit
10. Walk-in Refrigerator, Evaporator with Copeland Condensing Unit
11. Rheem 5 Ton DX Condensing Unit
12. Rheem 5 Ton DX Air handler
13. Rheem 2 Ton DX Condensing Unit
14. Trane 2 Ton DX Air handler
15. Sun-Air Kitchen Supply Fan
16. Sun-Air Kitchen Exhaust Fan
17. K-Way Beverage Cooler
18. (2) Exhaust fans in restrooms
19. All Corresponding Temperature Controls  
Ice machine – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)

**I) Merrick House (907 Coral Way)**

1. Rheem 5 Ton DX Condensing Unit
2. Rheem 5 Ton DX Air Handler
3. Rheem 3.5 Ton DX Condensing Unit
4. Rheem 3.5 Ton DX Air Handler
5. York 2.5 Ton DX Condensing Unit
6. York 2.5 Ton DX Air Handler
7. (2) York 1.5 Ton DX Condensing Unit
8. (2) York 1.5 Ton DX Evaporator
9. York 2.5 Ton DX Condensing Unit
10. York 2.5 Ton DX Air Handler
11. Fujitsu 3 Ton Mini Split Condensing Unit (3 Circuits)

12. (3) Fujitsu 1 Ton Mini Split Evaporator Units
13. All Corresponding Thermostat Controls  
Ice machine – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)

**J) City Hall (405 Biltmore Way)**

1. Sanyo 1.5 Ton Mini Split Condensing Unit (EDP Building)
2. Sanyo 1.5 Ton Mini Split Evaporator Unit (EDP Building)
3. Fujitsu 2 Ton Mini Split Condensing Unit (2 circuit) Evaporators (EDP Building)
4. (2) Fujitsu 1 Ton Ductless Evaporator Units (EDP Building)
5. Rheem 2.5 Ton DX Condensing Unit (EDP Building)
6. Rheem 2.5 Ton DX Air Handler (EDP Building)
7. Rheem 6.5 Ton DX Condensing Unit (1st Floor)
8. Rheem 6.5 Ton DX Air Handler 1st Floor
9. (3) Rheem 5 Ton DX Air Handler 1st Floor
10. (3) Rheem 5 Ton DX Condensing Unit 1st Floor
11. (3) Rheem 2 Ton DX Condensing Unit 1st Floor
12. (3) Rheem 2 Ton DX Air Handler Unit 1st Floor
13. (4) Rheem 5 Ton DX Condensing Unit 2nd Floor
14. (4) Rheem 5 Ton DX Air Handler Unit 2nd Floor
15. (2) Rheem 3 Ton DX Condensing Unit 2nd Floor
16. (2) Rheem 3 Ton DX Air Handler Unit 2nd Floor
17. Rheem 1.5 Ton DX Condensing Unit 2nd Floor
18. Rheem 1.5 Ton DX Air Handler Unit 2nd Floor
19. Rheem 2 Ton DX Condensing Unit Mezzanine
20. Rheem 2 Ton DX Air Handler Unit Mezzanine
21. Sanyo 1 Ton Mini Split Condensing Unit Mezzanine
22. Sanyo 1 Ton Ductless Evaporator Unit Mezzanine
23. (4) Rheem 5 Ton DX Condensing Unit 3rd Floor
24. (4) Rheem 5 Ton DX Air Handler Unit 3rd Floor
25. Rheem 2 Ton DX Condensing Unit 3rd Floor
26. Rheem 2 Ton DX Air Handler Unit 3rd Floor
27. All Corresponding Thermostat Controls  
Ice machine – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)

**K) Development Services (427 Biltmore Way)**

1. 20 Ton Daikin condensing unit
2. 20 Ton Daikin air handler unit
3. All corresponding thermostat controls  
Ice machine – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)

**L) Marine Patrol (120 Isla Dorada Blvd.)**

1. Rheem 2.5 Ton condensing unit
2. Rheem 2.5 Ton air handler
3. All corresponding thermostat controls
4. Ice machine – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)

**M) Salvador Tennis Center (1120 Andalusia Ave.)**

1. (2) 12,000 BTU Fredrich Wall Unit
2. Rheem 2.5 Ton DX Condensing Unit
3. Rheem 2.5 Ton DX Air Handler
4. All Corresponding Thermostat Controls  
Ice machine – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)

**N) Biltmore Tennis Center (1150 Anastasia Ave.)**

1. Trane 6 Ton Condensing Unit
2. Trane 6 Ton Air Handler Unit
3. Trane 2.5 Ton Air Condensing Unit
4. Trane 2.5 Ton Air Handler Unit
5. (2) 1 Ton Mitsubishi Mini-Split Condensing Unit

6. (2) 1 Ton Mitsubishi Mini-Split Evaporator
  7. All corresponding thermostat controls  
Ice machine – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)
- O) Biltmore Garden Club (1210 Anastasia Ave.)**
1. Rheem 2.5 Ton DX condensing unit
  2. Rheem 2.5 Ton DX air handler unit
  3. All corresponding thermostat controls
- P) Granada Golf Course Pro Shop (2001 Granada Blvd.)**
1. (2) Daikin 7.5 Ton Condensing Unit
  2. Daikin 7.5 Ton Air Handler Unit
  3. All Corresponding Thermostat Controls  
Ice machine – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)
- Q) Granada Golf Course Maintenance Barn (1107 South Greenway Dr.)**
1. (6) Greenheck Roof Exhaust Fan
  2. All corresponding thermostat controls  
Ice machine – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)
- R) Ruth B Owens Park (3940 Granada Blvd)**
1. Rheem 2 Ton DX condensing unit
  2. Rheem 2 Ton DX air handler unit
  3. Emerson 20,000 BTU Wall Unit
  4. All corresponding thermostat controls
- S) Parking Garage # 1 (245 Andalusia Ave.)**
1. Sanyo 1.5 Ton Mini Split Condensing Unit
  2. Sanyo 1.5 Ton Mini Split Evaporator Unit
  3. Sanyo 9,000 BTU Mini Split Condensing Unit
  4. Sanyo 9,000 BTU Evaporator Unit
  5. Fedders 12,000 BTU Wall Unit
  6. All Corresponding Thermostat Controls
- T) Parking Garage # 2 (220 Aragon Ave.)**
1. Trane 2 Ton DX Condensing Unit
  2. Trane 2 Ton DX Air Handler
  3. (3) Carrier 6,000 BTU Wall Unit
  4. Coleman 13,000 Self Contained Unit (Booth)
  5. (56) Greenheck Wall Mounted Exhaust Fans
  6. All Corresponding Thermostat Controls
- U) Parking Garage # 4 (385 Andalusia Ave.)**
1. Emerson 10,000 BTU Wall Unit
  2. (2) Sanyo 9,000 BTU Mini Split Condensing Unit
  3. (2) Sanyo 9,000 BTU Evaporator Unit
  4. All Corresponding Thermostat Controls
- V) Parking Garage # 6 (51 Aragon Ave.)**
1. Liebert 3 Ton DX Condensing Unit
  2. Liebert 3 Ton DX Air Handler
  3. Trane 1.5 Ton Water Cooled DX Package Unit (Equipment Room)
  4. Trane 1.5 Ton Water Cooled DX Package Unit (Trash Room)
  5. Trane 3 Ton Water Cooled DX Package Unit (Bike Patrol)
  6. Coleman 13,000 BTU RV Package Unit (Booth)
  7. Sanyo 1 Ton Mini Split Condensing Unit
  8. Sanyo 1 Ton Evaporator Unit
  9. (16) Greenheck Wall Mounted Exhaust Fans
  10. All Corresponding Thermostat Controls

11. Rotating of condenser barrels on chillers once a year

**W) Warehouse # 1 (2800 SW 72 Ave.)**

1. Rheem 7.5 Ton DX Condensing Unit
2. Rheem 7.5 Ton DX Air Handler Unit
3. Rheem 2.5 Ton DX Condensing Unit
4. Rheem 2.5 Ton DX Air Handler Unit
5. All Corresponding Thermostat Controls

**X) Maintenance Facility (2800 SW 72 Ave.)**

1. (3) Rheem 5 Ton DX Roof Top Package Unit
2. 12,000 BTU RV Package Unit (Gas Shop)
3. Trane 2.5 Ton Portable Package Unit (Welding Shop)
4. Trane 25 Ton DX Package Roof Top Unit
5. (2) Trane 20 Ton DX Package Roof Top Unit
6. Trane 17.5 Ton DX Package Roof Top Unit
7. Trane 10 Ton DX Package Roof Top Unit
8. Trane 8.5 Ton DX Package Roof Top Unit
9. Trane 7.5 Ton DX Package Roof Top Unit
10. Sanyo 12,000 BTU Mini Split Condensing Unit (Guard Shack)
11. Sanyo 12,000 BTU Mini Split Evaporator (Guard Shack)
12. (4) Trane 1.5 Ton DX Condensing Unit
13. (4) Trane 1.5 Ton DX Air Handler Unit
14. (2) Trane 2.5 Ton DX Condensing Unit
15. (2) Trane 2.5 Ton DX Air Handler Unit
16. AAON 7.5 DX Condensing Unit
17. AAON 7.5 DX Air Handler Unit
18. (2) Fujitsu 12,000 BTU Mini Split Condensing Unit
19. (2) Fujitsu 12,000 BTU Mini Split Evaporator Unit
20. Sanyo 12,000 BTU Mini Split Condensing Unit
21. Sanyo 12,000 BTU Mini Split Evaporator Unit
22. (15) Loren Cook Roof Exhaust Fans
23. (21) Loren Cook Supply Fans
24. Sanyo 3 Ton Mini Split Condensing Unit
25. Sanyo 3 Ton Mini Split Evaporator Unit
26. (2) Air Cooled Spot Coolers 9,000 BTU (Emergency Spot Coolers)
27. All Corresponding Thermostat Controls  
Ice machine – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)

**Y) Radio Room Biltmore Hotel Tower (1200 Anastasia Ave.)**

1. Rheem 3 Ton DX Condensing Unit
2. Rheem 3 Ton DX Air Handler Unit
3. All Corresponding Thermostat Controls

**Z) Coral Gables Community Center (2 Andalusia Ave)**

1. West Trash Room Condensing Unit
2. West Trash Room Air Handler Unit
3. East Trash Room Condensing Unit
4. East Trash Room Air Handler Unit
5. Trane 12.5 Ton DX Condensing Unit (West Building Center)
6. Trane 12.5 Ton DX Air Handler Unit (West Building Center)
7. Trane 25 Ton DX Condensing Unit (East Building Center)
8. Trane 25 Ton DX Air Handler Unit (East Building Center)
9. All Corresponding Thermostat Controls  
Ice machine – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)

**AA) Trolley Station (7001 SW 4th street)**

1. (2) 3 Ton wall units
2. Split System

- AB) Passport / Parking Bldg. (4520 Ponce de Leon Blvd)**
1. 15 Ton DX Air Handler Unit
  2. (2) 7.5 Ton DX Condensing unit
  3. 10 Ton DX Air handler Unit
  4. (2) 5 Ton DX Condensing Unit
  5. All Corresponding Thermostat Controls
- AC) Fire Station #3 Radio Room (11911 Old Cutler Road)**
1. (2) Bard 4 Ton Wall Hung Package unit
  2. All Corresponding Thermostat Controls
- AD) George Fink 3 – Roof top units (2506 Ponce de Leon)**
1. (3) Carrier 5 Ton DX Roof Top Unit
  2. Lennox 2 Ton Mini Split Condensing Unit
  3. Lennox 2 Ton Mini Split Evaporator
  4. All Corresponding Thermostat Controls
- AE) Lugo Pump Station (1036 Lugo Ave)**
1. Sanyo 1.5 Ton Mini Split System Condensing Unit
  2. Sanyo 1.5 Ton Mini Split System Evaporator
  3. All Corresponding Thermostat Controls
- AF) South Greenway Drive Pump Station (803 S. Greenway Drive )**
1. ISC Wall Hung package
  2. Delta T Wall Hung Package Unit
  3. All Corresponding Thermostat Controls
- AG) Cocoplum Pump Station (165 Isla Dorada Blvd)**
1. Delta T Wall Hung Package Unit
  2. All Corresponding Thermostat Controls
- AH) Solano Prado Pump Station (675 Solano Prado)**
1. ISC Wall Hung Package Unit
  2. All Corresponding Thermostat Controls
- AI) Alhambra Circle Pump Station (99 Alhambra Plaza)**
1. (2) Trane 5 Ton Package Unit
  2. All Corresponding Thermostat Controls
- AJ) Ponce de Leon Pump Station (1706 Ponce de Leon Blvd)**
1. (2) Pentair Wall Hung Package Unit
  2. All Corresponding Thermostat Controls
- AK) Arvida Pump Station (1100 Arvida Parkway)**
1. (2) Pentair Wall Hung Unit
  2. All Corresponding Thermostat Controls
- AL) Fire House #4 (1321 Sunset Road)**
1. Rheem 1.5 Ton DX Mini Split Condensing Unit
  2. (2) Rheem 2 Ton DX Mini Split Evaporator
  3. Rheem 2 Ton DX Mini Split Condensing Unit
  4. Mitsubishi 3.5 Ton Mini Split Condensing Unit with 2 Circuits
  5. (2) Mitsubishi Evaporator Mini Split
  6. Mitsubishi 3 Ton Mini Split Condensing Unit with 2 Circuits
  7. (2) Mitsubishi 3 Ton Mini Split Evaporator
  8. Mitsubishi 2 Ton Mini Split Condensing Unit
  9. Mitsubishi 2 Ton Mini Split Evaporator
  10. Rheem 12 Ton DX Condensing Unit

11. Rheem 12 Ton DX Air Handler Unit
12. (2) Exhaust Fan
13. All Corresponding Thermostat Controls  
Ice machine – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)

**AM) Trolley Station (525 South Dixie HWY)**

1. (2) 18K Mini Split Condensing Unit
2. (2) 18K Evaporator MS
3. (2) 24K Mini Split Condensing Unit
4. (2) 24K Evaporator MS
5. Daikin 4 Ton Condensing Unit
6. Daikin 4 Ton Air Handler Unit
7. (2) Daikin 15 Ton Condensing Unit
8. (2) Daikin 15 Ton Air Handler Unit
9. (5) Daikin 5 Ton Condensing Unit
10. (5) Daikin 5 Ton Air Handler Unit
11. Exhaust Fan
12. All Corresponding Thermostat Controls

**AN) Parking Garage #7 (254 Minorca Ave)**

1. Condensing Unit 1-2 Trane Mod. TUHYE2164AN40AN – S/N 24W000187GFHH3
2. Air Handler Trane Mod. N/A – S/N N/A
3. Condensing Unit 1-1 Trane Mod. TUHYE2404AN40AN – F/N 1XW000257GFHJ3
4. Air Handler Trane Mod. CSAA014UAL00 – S/N H22D62862
5. Condensing Unit – 1R1 Trane Mod. 4TTA4042A4000AB – S/N 221617M23F
6. Air Handler Trane Mod. N/A – S/N N/A
7. Condensing Unit – 1R3 Trane Mod. 4TTA4036A4000AB – S/N 2226U4F3F
8. Air Handler Trane Mod. N/A – S/N N/A
9. Condensing Unit – 1R4B Trane Mod. 4TTAA4060A4000AB – S/N 2333LNT5F
10. Air Handler Trane Mod. N/A – S/N
11. Condensing Unit 1R5 Trane Mod. 4TTA4036A4000AA – S/N 2226WDY3F
12. Air Handler Trane Mod. N/A – S/N N/A
13. (2) Trane/Mitsubishi City/Multi VRF CU-2-2-2 Condensing Unit Mod. TUMYP0481AK43NA S/N 12U0132377SP77
14. (32) Evaporators MS (VRF)
15. (2) Condensing Unit – 18K Mini Split Condensing Unit (Elevator Room) Mitsubishi Mod. TRUYA0181KA70NA S/N 25U025387H1B30
16. Mitsubishi Evaporator Mod. TPKA0A0181LAA00A S/N 26M0009265TTLLS
17. (2) Exhaust Units
18. All Corresponding Thermostat Controls

**AO) Coral Gables Country Club – (997 N. Greenway Dr.)**

1. (4) Rheem 5 Ton DX Air Handler Unit
2. (4) Rheem 5 Ton DX Condensing Unit
3. (2) Carrier 5 Ton DX Condensing Unit
4. (2) Carrier 5 Ton DX Air Handler Unit
5. Carrier 3 Ton DX Condensing Unit
6. Carrier 3 Ton DX Air Handler Unit
7. Rheem 6.5 Ton DX Air Handler Unit
8. Rheem 6.5 Ton DX Condensing Unit
9. (2) Trane 15 Ton DX Package Unit
10. Rheem 5 Ton Package Unit
11. (2) Samsung 3 Ton Mini Split Condensing Unit
12. (2) Samsung 3 Ton Mini Split Evaporator
13. Trane 7.5 Ton DX Package Unit
14. Trane 4 Ton DX Package Unit
15. Carrier 5 Ton DX Package Unit
16. (8) Carrier Chilled Water Air Handler Unit
17. (2) Chilled Water Pump and Motor

18. Carrier 100 Ton Air Cooled Chiller
19. Chemical Treatment of Chilled Water Loop
20. All Corresponding Thermostat Controls  
Ice machines – to be cleaned 2x a year, filters to be changed 2x a year (every 6 months)

**AP) Office of Internal Affairs – 301 Altara Ave.**

1. Rheem 2 Ton DX Condensing Unit
2. Rheem 2 Ton DX Air Handler
3. All Corresponding Thermostat Controls

## **2.4 Warranty Repair/Replacement**

The Contractor shall perform any and all warranty work for any equipment under the manufactures warranty. The Contractor shall act as the City's representative for warranty work. The City will not pay any cost for warranty repairs/replacements when the costs are covered under the warranty.

## **2.5 Replacement of Equipment**

All non-warranty equipment that is replaced rather than repaired shall be considered as a special request and shall be estimated by the Contractor and approved in advance by the City. Labor charges shall be billed subject to the Contractor's hourly rate for the skill level of labor supplied (Apprentice, Journeymen, or Master). Parts and Equipment supplied by the Contractor are to be charged to the City based upon their cost, plus the agreed upon markup rate, and these costs shall be itemized.

## **2.6 New Installations**

The City may request the Contractor to furnish labor, equipment, and materials for the installation of all types of HVAC systems, including but not limited to: air conditioning systems, exhaust and ventilation systems, ductwork, air curtains and refrigeration systems and equipment. The Contractor shall provide these services at a cost based on the proposed labor, equipment, and material rates. The Contractor must also include a corresponding Manufacturer's Suggested Retail Price (MSRP) percentage discount for each listed manufacturer. The Contractor shall be responsible for all related permits. The cost of permits may be billed to the City at actual cost.

## **2.7 Additional Facilities**

- 2.7.1** The City may request that repairs and/or services be performed at other facilities not included in this solicitation. Such work shall be performed on an as needed basis pursuant to the terms and conditions contained in this solicitation. Labor charges shall be billed subject to the Contractor's hourly rate for the skill level of labor supplied. Parts and Equipment supplied by the Contractor are to be charged to the City based upon their cost plus the agreed upon markup rate, and these costs shall be itemized.
- 2.7.2** The City reserves the right to request proposals to add sites/locations from the referenced Agreement at the City's discretion. The City reserves the right to remove sites/locations from the referenced Agreement at the City's discretion. When additional sites are added, the Contractor shall provide such services under the same terms, conditions, and rates as the original Agreement.
- 2.7.3** Should the City require any modifications to the existing systems, the City reserves the right to obtain additional quotes and to award the work to whichever Contractor the City determines is in its best interest. This work may include HVAC, duct work, and refrigeration as well as any other equipment that may need to be modified or replaced. The awarded Contractor shall be given first consideration when awarding the work and shall submit to the City, upon request, a written cost estimate for whatever modifications are required.
- 2.7.4** The water treatment and testing of the cooling towers will be provided by the Contractor. Cooling Towers to be cleaned once a year. All other maintenance and repairs of the cooling towers, and related equipment, shall be included with the maintenance of the building's HVAC systems, and as such, shall be provided by the Contractor.

## **2.8 Guaranteed Response Time**

The Contractor shall guarantee a maximum response time of one (1) hour, 24 hours a day, 7 days per week including holidays when requested to repair the HVAC system.

## **2.9 Schedule Of Routine Maintenance**

The Contractor shall abide by the detailed schedule of routine and preventative maintenance as outlined in Section 2.2 Scope of Work. The Contractor shall also be responsible for any additional manufacturer's requirements and/or recommended maintenance work, including when such work should be performed. Any procedures required by the manufacturer must be performed in accordance with the manufacturer's requirements. The City determines the working hours as follows:

- a. Standard Working hours: Monday through Friday, 7:30 AM to 5:00 PM.
- b. Emergency Hours: before 7:30 AM and after 5:00 PM and on weekends and holidays.
- c. Holidays: The holidays recognized by City are as follows:
  - 1) New Year's Day
  - 2) Martin Luther King Day
  - 3) Presidents' Day
  - 4) Memorial Day
  - 5) Independence Day
  - 6) Labor Day
  - 7) Patriot's Day
  - 8) Veterans' Day
  - 9) Thanksgiving Day
  - 10) Day after Thanksgiving
  - 11) Christmas Eve
  - 12) Christmas Day

## **2.10 Purchase of Equipment**

The City reserves the right to obtain pricing for the purchase of HVAC and refrigeration equipment directly from the awarded bidder. Bidders must include, as part of their response, a list of authorized manufacturers from which equipment may be supplied. The City may, at its discretion, procure equipment under this Agreement or through other procurement methods deemed in its best interest.

## **2.11 Parts Materials And Equipment**

- 2.11.1** The Contractor shall supply all the necessary parts materials and equipment for the maintenance and repair of the HVAC systems which includes but is not limited to chillers, fan coils, pumps, condensers-air-cooled, exhaust fan with the exception of those excluded items listed below. The Contractor shall include in their cost for basic services all the pleated filters, belts and lubricants which are required.
- 2.11.2** The Pistol Range requires a specific brand of filter; namely, PRECISIONAIRE PRE-PLEAT 40 FILTERS. THE CITY REQUIRES THAT NO SUBSTITUTION of this brand be permitted.
- 2.11.3** All replacement and repair parts shall be invoiced to the City with the parts listed in an itemized manner along with their respective prices. Original purchase invoices for all materials shall be presented to the City.
- 2.11.4** The Contractor shall maintain a working inventory of new parts, and shall have available any parts or materials from the equipment manufacturer that may be required. Any required inventory items which are not currently in stock, either through the Contractor or via a local manufacturer's representative, shall be purchased by the Contractor. All such purchases must be pre-approved by the City.

**2.11.5** The City reserves the right to inspect and approve or reject any parts, materials or equipment which are to be used for the repair and/or replacement of the City's equipment.

EXCLUDED ITEMS:

**2.11.6** Building's Electrical Work: All building's electrical work shall be performed by the City or a Contractor chosen by the City. The electrical systems that are part of the operation of the HVAC mechanical equipment shall be maintained by, and all repair work done by, the HVAC Service Contractor. Should any of the building's systems malfunction, and as a result prohibit the HVAC equipment from working, the Contractor shall notify the City immediately so that the City may make arrangements to repair the electrical system.

**2.12 Permits/Fees**

The Contractor shall be responsible for the initial payment of any County permit fee cost/inspection. The Contractor will bill the City for this cost at actual price. These fees will be included on the billing for work as a specific line item with copies of the receipts.

**2.13 Inspection of Work by the City**

The City, through the City's representative, shall inspect the work of the Contractor in the following manner:

**2.13.1** Scheduled Maintenance: The City's representative shall perform inspections of the HVAC systems to verify that the Contractor is properly maintaining the equipment and providing all the required services. The City's representative shall notify the Contractor of any discrepancies or problems discovered, and the Contractor shall respond to this notification and make the necessary corrections within two (2) working days.

**2.13.2** Repair Work: The City's representative shall inspect any repairs made by the Contractor and shall notify the Contractor if the City believes that the repairs were not properly made. The Contractor shall make corrections to any improper repairs within two (2) working days. If the Contractor is unable to respond within that time period for any reason, the City must be notified as to the reason and given an estimate as to when the work will be performed and completed. Failure to do so, or repeated untimely responses to notifications of unsatisfactory work may result in the cancellation of the Contract.

**2.14 Estimated Quantities**

The quantities described in this solicitation are estimates only and are provided for the purpose of bid evaluation. The City of Coral Gables does not guarantee any minimum or maximum amount of work under the resulting Agreement. Actual quantities and services may increase, decrease, or be eliminated entirely during the term of the Agreement, as determined by the City's operational needs. Payment will be made only for the actual services performed and accepted by the City in accordance with the terms and conditions of this solicitation.

For evaluation purposes, the City has estimated the following annual labor hours for additional services:

**Labor Rate (Standard Services):** 1400 hours annually

**After-Hours Labor Rate (Services):** 1000 hours annually

**2.15 Federal Funding**

The Bidder may be tasked with providing the Services solicited herein for which the City will receive Federal financial assistance awarded by the Federal Emergency Management Agency ("FEMA"). In such event, Bidder shall adhere to the latest applicable FEMA policies, procedures, and directives, such as the FEMA Public Assistance Program and Policy Guide (PAPPG) FP 104-009-2 / April 2018 as may be amended, updates or replaced from time-to-time. The Bidder shall also adhere to applicable Federal law, regulations, and executive orders; and State / Local law and regulations. The City reserves the right to contract the Bidder for additional emergency services, as needed, throughout the term of the contract.

# **SECTION 3 - QUALIFICATION REQUIREMENTS**

## **Invitation for Bids (IFB) No. IFB 2025-033**

The City of Coral Gables intends to procure the services as specified herein from a source of supply that will give prompt, professional and convenient service of acceptable quality.

The following represent the minimum qualification requirements for a Bidder to be deemed responsive by the City, and the Bidder shall satisfy each of the following minimum requirements cited below. Failure to meet each of the following qualification requirements, and/or failure to provide sufficient detail and/or documentation in its submittal to determine responsiveness by the City, will result in the Bidders submittal being deemed non-responsive.

### **Minimum Qualifications:**

#### **(A) BIDDER SHALL:**

##### **Using Attachment A – Reference Form, Demonstrate Items 1 And 2 Below:**

- (1) Be regularly engaged in the business of providing goods and/or services similar in scope and size as described in the “**Scope of Services**” for a minimum of three (3) years. Bidder’s ability to demonstrate the minimum of three (3) years shall be verified through bidder’s references provided.

**AND**

- (2) Provide a **minimum** of three (3) same (or similar) engagements in scope and size satisfactorily performed in the last three (3) years. **All references must outline the specific dates when the service(s) were provided and cover the full minimum number of years of experience as stated above.** This information must be provided utilizing the City of Coral Gables Reference Form (Attachment A) ONLY. References submitted in any other format will not be accepted.

At least one (1) of the references’ start date **must** cover the three (3) year period from the issuance of this solicitation.

*NOTE: References MUST respond with information to document that this requirement is fulfilled. It is solely the proposer’s responsibility to list client references that will respond to the verification process and to follow to ensure the documentation is provided in a timely manner. Additionally, it is solely at the city’s discretion regarding the determination of the applicability of the reference information provided as it relates to demonstrating if the previous work satisfactorily performed qualifies as the same (or similar) past work experience.*

- (3) Hold and provide an active license with The Department of Business and Professional Regulation of the State of Florida as a Class “A” Air Conditioning Contractor.
- (4) Provide a Current Miami Dade Occupational License and DERM APCF Permit to purchase refrigerant.
- (5) Bidder(s) shall be manufacturer certified or an authorized service center for repairs and service for the brands requested in this solicitation. Bidder(s) shall submit documentation showing compliance with this requirement, in the form of a manufacturer’s letter, an executed agreement, or a designation on the manufacturer’s website.

**(B) KEY PERSONNEL**

- (1) Bidder must have a Master Technician on staff. The bidder shall submit a copy of their Technician's license.
- (2) All Technicians must be licensed Journeyman with chiller and commercial ice maker repair / replacement certification. The bidder shall submit a copy of their Technician licenses and certifications.
- (3) All Apprentice level technicians must be EPA section 608 certified. The bidder shall submit a copy of their certification.
- (4) Technicians must hold current Certificates of Competency from Miami Dade County. Bidder shall submit a copy of their Technicians certifications.
- (5) Technicians shall be properly trained in refrigerant handling, recovery and storage. Technicians shall hold and submit EPA Universal Refrigerant Transition and Recovery Certifications. Bidder shall submit a copy of their Technicians certifications.

**General Qualifications:**

The following represent the general qualification requirements for a Bidder to be considered for final award. Failure to provide the following may prohibit the Bidder's submittal continuing in the evaluation process for award consideration.

**(C) BIDDER WILL:**

- (1) Provide proof of active status or documentation evidencing Bidder is currently seeking active status with the Florida Department of State, Division of Corporation.
- (2) Meet all requirements of the Federal Emergency Management Agency (FEMA) policies, procedures, and directives; Federal law, regulations, and executive orders; and State / Local law and regulations as outlined in the Bidder's Affidavits Schedules A–R.

Note: All license requirements must remain valid and in place throughout the term of this contract or engagement. Failure to maintain a valid license may be cause for termination as to be determined by the City.

# **SECTION 4 - GENERAL CONDITIONS**

## **Invitation for Bids (IFB) No. IFB 2025-033**

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### **4.1 Acceptance/Rejection**

The City reserves the right to accept or reject any and/or all Bids or sections thereof, and waive any informalities or technicalities. As a matter of information, the City Commission does not bind itself to accept the minimum specifications stated herein, but reserves the right to accept any Bids which in the judgment of the City will best serve the needs and interest of the City. The City also reserves the right to reject any Bidder(s) who has previously failed to properly perform under the terms and conditions of a contract, to deliver on time any contracts with the City, and who is not in a position to perform the requirements defined in this IFB. This offering of IFB itself does not in any way constitute a contractual agreement between the City of Coral Gables and the Bidder. Additionally, the issuance of this solicitation in no way obligates the City of Coral Gables to proceed with an award of a contract for the goods or services outlined.

### **4.2 Legal Requirements**

The Bidder shall comply with all rules, regulations and laws of the City of Coral Gables, Miami-Dade County, the State of Florida and the Federal Government now in force or hereinafter to be adopted. Lack of knowledge by the Bidder shall in no way be cause for relief from responsibility.

### **4.3 Non-Appropriation of Funds**

In the event that insufficient funds are appropriated and budgeted or funding is otherwise unavailable in any fiscal period for this Agreement, then the City, shall have the unqualified right to terminate the Work Order(s) or Agreement upon written notice to the Contractor, without any penalty or expenses to the City. No guarantee, warranty or representation is made that any particular work or any project(s) will be assigned to any Bidder(s).

### **4.4 Occupational License Requirements (Business Tax Receipt Requirements)**

Any person, firm, corporation or joint venture, with a business location in the City of Coral Gables who is submitting a Bid response under this solicitation, shall meet the City's Occupational License Tax Requirements in accordance with Ordinance No O2005-15 of the City of Coral Gables Code and Chapter 205 of the Florida Statutes.

Others with a location outside the City of Coral Gables shall meet their local Occupational License Tax requirements. Copy of the license must be submitted with the Bid; however, the City may, at its sole option and in its best interest, allow the Bidder to supply the license to the City during the evaluation period, but prior to award.

### **4.5 Use of Polystyrene Prohibited**

Contractor, vendor, lessee, concessionaire agrees to comply with Sec. 2-730 of the City of Coral Gables Code, which prohibits the sale or use of plates, bowls, cups, containers, lids, trays, coolers, ice chests, food containers and all similar articles made from expanded polystyrene within the city or in completing its duties to the city under this contract. (This prohibition does not apply to expanded polystyrene containers used for prepackaged goods that have been filled and sealed prior to receipt by the city contractor, vendor, lessee or concessionaire.) "Expanded polystyrene" is defined as blown polystyrene and expanded and extruded foams that are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including but not limited to fusion of polymer spheres, infection molding, foam molding and extrusion-blown molding. Contractor, vendor, lessee or concessionaire understands that violation of this section shall be deemed a default under the terms of the contract, lease or agreement.

### **4.6 Use of Single-Use Plastic Beverage Straws and Plastic Stirrers Prohibited**

Contractor, vendor, lessee, concessionaire agrees to comply with Sec 2-731 of the City of Coral Gables Code, which prohibits the sale or use of single-use plastic beverage straws and single-use plastic stirrers within the city or in completing its duties to the city under this contract.

Single-use plastic beverage straw is defined as a tube, intended for only one-time use that is made

predominantly of plastic derived from petroleum or a biologically based polymer, including polymers derived from corn or other plant sources, for transferring a beverage to the mouth of the drinker. Single-use plastic beverage straw includes compostable and biodegradable petroleum or biologically based polymer straws, but does not include straws that are made from non-plastic materials such as paper, sugar cane, bamboo, or other similar materials.

Single-use plastic stirrer is defined as a device that is used to mix beverages, intended for only one-time use, and made predominantly of plastic derived from either petroleum or a biologically based polymer, including polymers derived from corn or other plant sources. Single-use plastic stirrer includes compostable and biodegradable petroleum or biologically based polymer stirrers and lid plugs (splash sticks), but does not include stirrers that are made from non-plastic materials such as paper, sugar cane, bamboo, or other similar materials.

Contractor, vendor, lessee or concessionaire understands that violation of this section shall be deemed a default under the terms of the contract, lease or agreement.

#### **4.7 Public Entity Crimes**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal to provide any goods or services to a public entity, may not submit a Bid 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, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendors list.

#### **4.8 Resolution of Protests**

Pursuant to Section 2-910 of the City of Coral Gables Code which may be found on the City of Coral Gables Website: <http://www.coralgables.com>, click on Government, City Department, Procurement, Procurement Links, Ordinance No. 2009-53.

#### **4.9 Determination of Responsiveness**

Each Bid will be reviewed by the Procurement Division to determine if it is responsive to the submission requirements outlined in the Formal Solicitation. A "responsive" Bid is one which follows the requirements of the formal solicitation, includes all documentation, is submitted in the format outlined in the formal solicitation, is of timely submission, and has appropriate signatures as required on each document. Failure to comply with these requirements may deem a Bid non-responsive.

#### **4.10 Evaluation of Bids**

##### **A. Rejection of Bids**

The City may reject a Bid for any of the following reasons:

- 1) Bidder fails to acknowledge receipt of addenda;
- 2) Bidder misstates or conceals any material fact in the Bid;
- 3) Bid does not conform to the requirements of the Formal Solicitation;
- 4) Bid requires a conditional award that conflicts with the method of award;
- 5) Bid does not include required samples, certificates, licenses as required; and,
- 6) Bid was not executed by the Bidder's (s) authorized agent.

The foregoing is not an all-inclusive list of reasons for which a Bid may be rejected. The City may reject and re-advertise for all or any part of the Formal Solicitation whenever it is deemed in the best interest of the City.

##### **B. Elimination From Consideration**

- 1) A contract shall not be awarded to any person or firm which is in arrears to the City upon any debt or contract, or which is a defaulter as surety or otherwise upon any obligation to the City. Principal, officer, or stockholder of Bidder shall not be in arrears or in default of any debt or contract involving the City, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the City.

- 2) A contract may not be awarded to any person or firm which has failed to perform under the terms and conditions of any previous contract with the City or deliver on time contracts of a similar nature.
- 3) A contract may not be awarded to any person or firm which has been debarred by the City in accordance with the City's Debarment and Suspension Ordinance.
- 4) A contract may not be awarded to any person or firm with any record of judgments, bankruptcies, pending lawsuits against the City or criminal activities involving moral turpitude, and not have any conflicts of interest that have not been waived by the City Commission.

**C. Determination of Responsibility**

- 1) Bids will only be considered from entities who are regularly engaged in the business of providing the goods/equipment/services required by the Formal Solicitation. Bidder must be able to demonstrate a satisfactory record of performance and integrity; and, have sufficient financial, material, equipment, facility, personnel resources, and expertise to meet all contractual requirements. The City reserves the right to make pre-award inspections of the Bidder's facilities and/or equipment prior to contract award. The terms "equipment and organization" as used herein shall be construed to mean a fully equipped and well-established entity in line with the best industry practices in the industry as determined by the City.
- 2) The City may consider any evidence available regarding the financial, technical and other qualifications and abilities of a Bidder, including past performance (experience) with the City or any other governmental entity in making the award.
- 3) The City may require the Bidder(s) to show proof that they have been designated as an authorized representative of a manufacturer or supplier which is the actual source of supply, if required by the Formal Solicitation.
- 4) Bidder's unsatisfactory performance record, judged from the standpoint of conduct of work, workmanship, progress or standards of performance agreed upon in the Contract as substantiated by past or current work with the City.
- 5) Bidder has previously defaulted in the performance of a public service contract, or has been convicted of a crime arising from the performance of a previous or current public service contract.
- 6) Any other inability, financial or otherwise, to perform the work, based on any reasons deemed proper as determined of Bidder's capability to perform the work.

**D. Errors or Mistakes**

- 1) Mathematical errors - Errors in extension of unit prices or mathematical calculations may be corrected by the Procurement Specialist or staff assigned to handle the project.
- 2) The correction will be reflected on the final bid tabulation for the project. At no time during the correction of the final tally shall the unit prices be changed.
- 3) If determined by the Chief Procurement Officer, some minor clerical, non-judgmental mistakes of fact may be corrected by a responsive bidder. This determination will be communicated in writing with specific perimeters on the acceptance of an updated response.

**E. Voluntary Price Reductions**

- 1) The City may accept voluntary price reductions from a low Vendor after bid opening, if such reduction is not conditioned on, nor results in, the modification or deletion of any condition contained in the invitation for bids.
- 2) A voluntary price reduction may NOT be used to ascertain the lowest responsive Vendor. This feature may only be utilized after the lowest, responsive and responsible bidder determination has been made.

**4.11 Collusion**

The Bidder, by submitting a Bid, certifies that its Bid is made without previous understanding, agreement or connection either with any person, firm, or corporation submitting a Bid for the same services, or with any City Department. The Bidder certifies that its Bid is fair, without control, collusion, fraud, or other illegal action. The Bidder certifies that it is in compliance with the conflict of interest and code of ethics laws. The City will investigate all situations where collusion may have occurred, and the City reserves the right to reject any and all Bids where collusion may have occurred.

#### **4.12 Sub-Contractor(s) / Sub-Consultant**

A Sub-Contractor is an individual or firm contracted by the Bidder(s) to assist in the performance of services required under this IFB. A Sub-Contractor shall be paid through Bidder(s) and not paid directly by the City. Sub-Contractors are allowed by the City in the performance of the services delineated within this IFB. Bidder(s) shall clearly reflect in its Bid the major Sub-Contractor to be utilized in the performance of required services. The City retains the right to accept or reject any Sub-Contractor proposed prior to Agreement execution. Any and all liabilities regarding the use of a Sub-Contractor shall be borne solely by the Successful Bidder(s) and insurance for each Sub-Contractor must be maintained in good standing and approved by the City throughout the duration of the Agreement. Neither the Successful Bidder(s) nor any of its Sub-Contractors are considered to be employees or agents of the City. Failure to list all major Sub-Contractors and provide the required information may disqualify any proposed Sub-Contractor from performing work under this IFB.

Bidder(s) shall include in their Bids the requested Sub-Contractor information and include all relevant information required of the Bidder(s).

#### **4.13 Substitutions for Assigned Personnel**

The City reserves the right to approve substitutions for assigned personnel proposed for this project. Substitutions may be allowed for staff turnover, sickness or other emergency situations.

#### **4.14 Florida Public Records Law**

Sealed bids or proposals received by an agency pursuant to invitation for bids or requests for proposals are exempt from Florida Statutes Section 119.07(1) until such time as the agency provides notice of a decision or intended decision or within 30 days after bid or proposal opening, whichever is earlier.

Records subject to the provisions of Public Record Law, Florida Statutes Chapter 119, shall be kept and maintained in accordance with such Statute and made available for public inspection at the appropriate time. Bidder acknowledges that records and books, not subject to exemption under Chapter 119, may be disclosed and/or produced to third parties by the City in accordance with requests submitted under Chapter 119 or court orders without penalty or reprisal to the City for such disclosure and/or production. Supplier also agrees to assert, in good faith, any relevant exemptions provided for under Chapter 119 for records in its possession on behalf of the City. Furthermore, Supplier agrees to comply with the provisions outlined in Section 119.0701 of the Florida Statutes, the requirements of which are incorporated herein.

#### **4.15 Trade Secret, Proprietary or Confidential Information**

The Bidder shall not submit any information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary or confidential. The submission of any information to the City in connection with this solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the Bidder. In the event the Bidder submits information to the City in violation of this restriction, either inadvertently or intentionally, and clearly identifies that the information in the submittal as protected or confidential, the City may, in its' sole discretion, either (a) communicate with the Bidder in writing in an effort to obtain the Bidder's written withdrawal of the confidentiality restriction or (b) endeavor to redact and return that information to the Bidder as quickly as possible, and if appropriate, evaluate the balance of the submittal. Under no circumstances shall the City request the withdrawal of the confidentiality restriction if such decision, solely based on the City's discretion, would offer the Bidder a competitive advantage over other Bidders. The redaction or return of information pursuant to this clause may render a submittal non-responsive.

#### **4.16 Purchasing Agreements with Other Government Agencies**

Any Governmental, not-for-profit or quasi-governmental entity in the State of Florida, may avail itself of this contract and purchase any and all goods and/or services specified herein from the Successful bidder(s) at the contract prices(s) established herein, upon mutual agreement between the Successful bidder(s) and any of the above listed entities.

Each governmental, not-for-profit or quasi-governmental entity which uses a contract(s) resulting here from, will establish its own contract, place its own orders, issue its own purchase orders, be invoiced there from and make its own payments, determine shipping terms and issue its own exemption certificates as required by the Successful Bidder(s).

#### **4.17 Protection of Property / Safety Concerns**

The Successful Bidder shall at all times take precautions to avoid any damage or loss of property of the City, and shall replace and repair to the City's satisfaction any loss or damage at Bidder's expense. Bidder shall adhere at all times to all safety concerns regarding employees and visitors to the facility(s).

Precautions shall be exercised at all times for the protection of persons and property. All Bidders and Sub-Contractors shall conform to all OSHA, State and County regulations while performing under the Terms and Conditions of this contract. Any fines levied by the above-mentioned authorities because of inadequacies to comply with these requirements shall be borne solely by the Bidder responsible for same.

#### **4.18 Invoicing & Payment**

Invoices shall contain purchase order number, or services performed including, if applicable, service data, number of labor hours for each worker, hourly rate(s) for each worker, total employee hours billed. Copies or invoices or other appropriate documentation shall be provided for each job to support their actual cost prior to reimbursement. The Bidder, upon request by the City, shall supply additional documentation. Bidder may be paid in monthly installments. Payment is made according to the actual number of labor hours worked. Partial or full payment can be withheld until work is completed to the satisfaction of the City.

#### **4.19 Auditing of Records**

The Successful Bidder's book and records as they relate to the anticipated contract must be made available for inspection and audit upon receipt of three (3) days prior written notice from the City and remain available for City or other applicable sources for inspection for at least three (3) years following the expiration of the contract.

#### **4.20 One Bid Response**

Only one (1) Bid from a Bidder will be considered in response to this Formal Solicitation. Submission of more than one Bid for the same Contract under the same or different names will deem all such duplicated Bids non-responsive and all shall be rejected.

#### **4.21 Award of Contract**

The contract will be awarded per the criteria outlined in Section 1.5. All services provided to the City of Coral Gables shall be rendered pursuant to the terms of a "Contract". The City of Coral Gables will not sign any contracts submitted by a proposing Bidder awarded the Contract. The Contract provides that the Bidder will render the requested services to the City as provided for in this document pursuant to the issuance of a Purchase Order through the City's Procurement Division.

**4.21.1 Purchase Order:** The City of Coral Gables through the Finance Department/Procurement Division will issue a Purchase Order Number to the awarded Contractor, following approval by the city commission and executed Contract. **Neither the Successful Bidder(s) nor any of his/her employees shall perform any work or deliver any goods unless a change order or purchase order is issued and received by the Contractor.**

#### **4.22 Background Screenings**

All individuals working for a firm under contract with the City of Coral Gables shall be subject to Level 2 (fingerprint) background screening.

**External Contracts** – Professional's employees working on the outside (i.e., landscaping, etc.). The successful Bidder will perform level 2 screening, with no reporting requirements to the City.

**Internal Contracts** – Professional's employees working inside City facilities, in City parks where people congregate, around children, and immediate surrounding areas (i.e., Youth Center, Venetian Pool, temporary hires, etc.). The successful Bidder will perform level 2 screening, and submit the results to Human Resources (HR).

#### **4.23 Estimated Quantities**

Estimated quantities or estimated dollars are provided for your guidance only. No guarantee is expressed or implied as to actual quantities during the contract period. The City is not obligated to place an order for any given amount subsequent to the award of this contract. Said estimates may be used by the City for purposes of evaluating a response or determining the most advantageous proposer meeting specifications. The City reserves the right to acquire additional quantities at the prices proposed or at lower prices.

#### **4.24 Unit Prices**

When unit pricing is requested and there is a discrepancy between the unit price and any extended prices, the unit price will prevail.

**4.25 Continuation of Work**

Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by written agreement by the City, will continue until completion at the same prices, terms and conditions.

**4.26 Employee Eligibility Verification**

Contractor shall execute and submit the affidavit as prescribed by the City, affirming that the Contractor does not knowingly employ any person in connection with the contracted services who does not have the legal right or authorization under federal law to work in the United States as defined in 8 U.S.C. §1324a(h)(3). Contractor shall provide as part of their response the E-Verify affidavit to verify compliance with F.S. 448.095 requirements. To learn more about the program and enroll, please visit: <https://www.e-verify.gov/>

**4.27 Lobbyist Registration Form**

The Bidder certifies that it understands if it has retained a lobbyist(s) to lobby in connection with this specific competitive solicitation that each lobbyist retained has timely filed the registration or amended registration required under the City of Coral Gables Lobbyist Registration requirement pursuant to Ordinance 2017-44 that requires any individual, corporation, partnership, or other legal entity employed or retained whether paid or not, by a principal who seeks to encourage the approval, disapproval, adoption, repeal, passage, defeat, or modifications of (a) any ordinance, resolution, action or decision of any City Commissioner; (b) any action, decision, recommendation of the City Manager, any city board or committee, including but not limited to Quasi-Judicial, Advisory Board, Trust, Authority, or Council; or (c) any action, decision or recommendation of city personnel during the time period of the entire decision-making process on the action, decision or recommendation which foreseeably will be heard or reviewed by the City Commission, or a city board or committee, including but not limited to Quasi-Judicial, Advisory Board, Trust, Authority, or Council.

**4.28. Financial Consequences**

Financial consequences will apply for any non-performance infractions during the execution of services as outlined in this solicitation and subsequent contract. The City reserves the right to withhold payment or implement other appropriate remedies, such as contract termination or non-renewal, when the awarded contractor has failed to comply with provisions of the contract. The consequences for non-performance are not considered penalties. The financial consequences will result in a reduction of payment owed to the Contractor. The specific related tasks and financial consequence if applicable will be outlined separately with performance measures.

**SUPPLEMENTARY CONDITIONS**

**4.29. Compliance with Federal Regulations Due To Use of Federal Funding**

Funding for the services solicited herein may be subject to Federal financial assistance awarded by the Federal Emergency Management Agency ("FEMA"). Therefore, the Successful Bidder must adhere to the latest applicable FEMA policies, procedures, and directives, as may be amended, updated or replaced from time-to-time. The Successful Bidder shall also adhere to applicable Federal law, regulations, and executive orders; and State / Local law and regulations.

**A. Davis Bacon Act**

Since services provided under this IFB may be in conjunction with federal funding, the wage rate paid to all classifications of employees of the Successful Bidder hired under this contract shall not be less than the current prevailing wage rates at time of service for similar classification of work in Dade County, Florida, as established in the Federal Area Wage Decision by the United States Department of Labor. Additionally, all federal regulations and statutes adopted by U.S. Department of Labor as a result of the Davis Bacon Act shall prevail during the term of this contract. The Successful Bidder shall comply with the most current regulations of the Davis Bacon Act, pay wages in accordance with the act, submit to the City certify copies of its payroll whenever requested, allow the City to perform interviews to its work force and allow the City to inspect its payrolls as it may deem necessary. If at any time during the contract period, the Successful Bidder fails to comply with the provisions stated

herein, the City may consider the Successful Bidder in default, terminate the contract, and award to the next lowest responsive and responsible bidder.

**4.30 Price Adjustments.** Hourly Prices shall remain fixed and firm for the initial three (3) year term of the agreement. Prior to each renewal term of the resulting agreement. However, annual price adjustments must be authorized by the City. The Successful Proposer is responsible for requesting any price adjustment and submitting documentation requesting said adjustment to the Finance Department, Procurement Division. The basis for the price adjustment shall be clearly documented and explained by the Successful Proposer. It shall be further understood that the City reserves the right to negotiate and/or reject any price adjustments. Any allowable price adjustments shall not exceed 5% (increase or decrease).

# **SECTION 5 –** **INDEMNIFICATION, HOLD HARMLESS & INSURANCE** **REQUIREMENTS**

## **Invitation for Bids (IFB) No. IFB 2025-033**

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- 5.1 To the fullest extent permitted by Laws and Regulations, the Contractor shall defend, indemnify, and hold harmless the City and its elected and appointed officials, attorneys, administrators, consultants, agents, and employees from and against all claims, damages, losses, and expenses direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the work and caused in whole or in part by any willful, intentional, reckless, or negligent act or omission of Professional, any sub-consultant, or any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable.

In any and all claims against the City and its elected and appointed officials, attorneys, administrators, consultants, agents, or employees by any employee of Contractor, any sub-contractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or any such sub-consultant or other person or organization under workers' or workman's compensation acts, disability benefit acts, or other employee benefit acts. Moreover, nothing in this Indemnification and Hold Harmless provision shall be considered to increase or otherwise waive any limits of liability, or to waive any immunity, established by Florida Statutes, case law, or any other source of law.

- 5.2 For any and all claims against the City or any of its elected and appointed officials, attorneys, administrators, consultants, agents, or employees by any employee of Contractor, and sub-contractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or any such sub-contractor other person or organization under workers' or workman's compensation acts, disability benefit acts, or other employee benefit acts. This indemnification and Hold Harmless provision shall survive termination of the Agreement.
- 5.3 The indemnification and hold harmless provision shall include, but not be limited to, all of the following:
- a. Damages awarded to any person or party.
  - b. Attorney's fees and costs incurred in defending such claims. The City may use the attorney or law firm of its choice in which event the Contractor will pay such firm the fees it charges the City, provided such fees are reasonable in light of the prevailing market rate for similar legal services. Such fees shall be deemed reasonable if they are no greater than the fees that City pays other counsel for representation in similar cases. If the City Attorney's Office provides the defense, Contractor will reimburse the City at the prevailing market rate for similar legal services.
  - c. Attorney's fees and cost of any party that a court orders the City to pay.
  - d. Lost time that results from the City or its officials or employees responding to discovery or testifying by deposition or in court. In this regard, for any time the City spends in responding to document requests or public records requests relating to such claims whether from Contractor or any other party, Contractor will reimburse City \$50.00 for each employee work hour spent reviewing or

responding to such requests. For any time spent testifying in court or in depositions, or preparing for such testimony, Contractor will reimburse CITY on a per hour basis as follows:

- For the Mayor or City Commissioner: \$300.00 per hour
- For the City Manager or Deputy City Manager: \$250.00 per hour
- For an Assistant City Manager or Department Director: \$250.00 per hour
- For an Assistant Department Director: \$100.00 per hour
- For City Attorney, Deputy City Attorney or Asst. City Attorney: Prevailing market rates
- For other City employees: \$50.00 per hour

- e. The expenses incurred by City in complying with any administrative or court order that may arise from such claims.
- f. Miscellaneous expenses relating to such claims including expenses of hotels and transportation in trips relating to such claims; and
- g. Any other direct or indirect expense that City would not have incurred but for a claim that arises out of this agreement.

5.4 To the extent applicable, it is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.06 (Chapter 725), Florida Statutes.

5.5 The Bidder hereby expressly agrees and understands that the indemnification and hold harmless provisions contained in the Agreement resulting from this IFB, will supersede and take precedence over any such provisions contained within the IFB documents.

## 5.6 INSURANCE REQUIREMENTS

### 5.6.1 GENERAL CONDITIONS

Pursuant to the City of Coral Gables Code, Section 2-971 the Risk Management Division of the Office of Human Resources and Risk Management Department has developed the following insurance requirements to protect the City of Coral Gables to the maximum extent feasible against any and all claims that could significantly affect the ability of the City to continue to fulfill its obligations and responsibilities to the taxpayers and the public.

Consequently, prior to award and in any event prior to commencing work, the Contractor shall procure and provide the City with evidence of insurance coverage as required herein and name the City as an Additional Insured on a primary and non-contributory basis. The Contractor shall secure and maintain, at its own expense, and keep in effect during the full period of the contract a policy or policies of insurance and must submit these documents to the Risk Management Division of the Office of Human Resources and Risk Management for review and approval.

All city solicitations and contract documents shall include insurance provisions approved by the Risk Management Division.

### 5.6.2 INSURER REQUIREMENTS

The Contractor shall maintain, at its own cost and expense, the following types and amounts of insurance with insurers with rating of "A-" "VI" or better according to the A.M. Best rating guide as a minimum standard. The insurers providing coverage must be approved by the State of Florida and hold all of the required licenses in good standing to conduct business within the State of Florida. In addition, they must be acceptable to the City of Coral Gables Risk Management Division and/or the City Attorney's Office.

### 5.6.3 TYPE OF COVERAGE & LIMIT OF LIABILITY REQUIREMENT

- a. **Workers' Compensation and Employers Liability Insurance** covering all employees, subcontractors, and/or volunteers of the Contractor and/or Vendor engaged in the performance of the scope of work associated with this contract and/or agreement. The minimum limits of liability shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation insurance, with the following limits:

5.6.3.1 Workers' Compensation - Coverage A  
-Statutory Limits (State or Federal Act)

5.6.3.2 Employers' Liability - Coverage B  
- \$1,000,000 Limit - Each Accident  
- \$1,000,000 Limit - Disease each Employee  
- \$1,000,000 Limit - Disease Policy Limit

**b. Commercial General Liability Insurance** written on an occurrence basis including, but not limited to; Coverage for contractual liability, products and completed operations, personal & advertising injury, bodily injury and property damage liabilities with limits of liability no less than:

5.6.3.3 Each Occurrence Limit - \$1,000,000  
5.6.3.4 Fire Damage Limit (Damage to rented premises) - \$100,000  
5.6.3.5 Personal & Advertising Injury Limit - \$1,000,000  
5.6.3.6 General Aggregate Limit - \$2,000,000  
5.6.3.7 Products & Completed Operations Aggregate Limit \$2,000,000

**c. Business Automobile Liability Insurance** covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Contract, with a combined single limit of liability for bodily injury and property damage of not less than:

5.6.3.8 Any Auto (Symbol 1)  
5.6.3.9 Combined Single Limit (Each Accident) - \$1,000,000  
5.6.3.10 Hired Autos (Symbol 8)  
5.6.3.11 Combined Single Limit (Each Accident) - \$1,000,000  
5.6.3.12 Non-Owned Autos (Symbol 9)  
5.6.3.13 Combined Single Limit (Each Accident) - \$1,000,000

#### **5.6.4 MINIMUM COVERAGE FORM (SHALL BE AT LEAST AS BROAD AS):**

##### **5.6.4.1 Workers Compensation**

The standard form approved by the State of Jurisdiction

##### **5.6.4.2 Commercial General Liability**

ISO (Insurance Services Office, Inc.) Commercial General Liability coverage ("occurrence" Form CG 0001) or its equivalent. "Claims made" form is unacceptable except for professional or environmental liability coverage.

##### **5.6.4.3 Commercial Auto Liability**

ISO (Insurance Services Office, Inc.) Commercial Auto Liability coverage (form CA 0001) or its equivalent.

#### **5.6.5 REQUIRED ENDORSEMENTS**

##### **5.6.5.1 The following endorsements with City approved language.**

5.6.5.1.1 Additional insured status provided on a primary & non-contributory basis on all required coverages except workers compensation.

5.6.5.1.2 Waiver of Subrogation on all required coverages

5.6.5.1.3 Notices of Cancellation/Non-renewal/Material Changes must be sent directly to the City of Coral Gables by the Insurance Company. The City only requires the same statutory notice that an insurance company must provide to the insured, however this Notice may not be less than Thirty (30) Days, except a Ten (10) Day Notice of cancellation is acceptable for non-payment of premium.

Notices of Cancellation, Non-renewal or Material Change must be provided to the following address:

**CITY OF CORAL GABLES  
INSURANCE COMPLIANCE  
PO BOX 100085 – CE**

**DULUTH, GA 30096**

5.6.5.2 **All policies shall contain a “severability of interest” or “cross liability” clause without obligation for premium payment of the City.**

**5.6.6 HOW TO EVIDENCE COVERAGE TO THE CITY**

5.6.6.1 **The following documents must be provided to the City;**

5.6.6.1.1 A Certificate of Insurance containing the following information:

- 5.6.6.1.1.1 Issued to entity contracting with the City
- 5.6.6.1.1.2 Evidencing the appropriate Coverage
- 5.6.6.1.1.3 Evidencing the required Limits of Liability required
- 5.6.6.1.1.4 Evidencing that coverage is currently in force
- 5.6.6.1.1.5 Language provided in the Special Provision Section of the Certificate of Insurance affirming that all endorsements required by the City have been endorsed to all of the policies.

A copy of each endorsement that is required by the City.

5.6.6.2 **All Certificates of Insurance must be signed by a person authorized by that insurer to bind or amend coverage on its behalf.**

5.6.6.3 **The City reserves the right to require a complete copy of any insurance policies required by the City. Should the City invoke this right, the policy must be provided directly to the City by the insurance agent or insurance company.**

5.6.6.4 The city reserves the right to require additional insurance requirements **at any time during the course of the agreement.**

**5.6.7 WAIVER OF INSURANCE REQUIREMENTS**

Should a Bidder not be able to comply with any insurance requirement, for any reason, the Bidder must write a letter to the Risk Management Division on their letter head requesting that a waiver of a specific insurance requirement be granted. The requested waiver will be evaluated by the Risk Management Division. The Risk Management Division will approve or reject the requested waiver of insurance and will forward the waiver to the City Attorney’s Office for further evaluation.

Bidders are encouraged to review their individual insurance needs with their insurance agents/brokers regularly to determine the adequacy of the coverage and the limits of liability that are being purchased. In certain circumstances, the City of Coral Gables will require additional insurance to respond to the hold harmless and indemnification clauses executed with the City of Coral Gables. Based on the nature of the work performed, the City of Coral Gables will determine what additional types of insurance and/or higher limits of liability that must be obtained.

Upon contract award, all documents evidencing insurance to City of Coral Gables – Insurance Compliance should be sent via email to [cityofcoralgables@ebix.com](mailto:cityofcoralgables@ebix.com) and copy to [riskmanagement@coralgables.com](mailto:riskmanagement@coralgables.com). Should you require assistance, contact the dedicated Call Service Lines for City of Coral Gables:

Call Service Lines - Insurance Compliance  
Phone: (951) 652-2883.  
Fax: (770) 325-0417  
Email: [cityofcoralgables@ebix.com](mailto:cityofcoralgables@ebix.com)

When Professional, Contractor and/or Vendor evidence insurance to the City of Coral Gables, the Certificate Holder section of the Certificate of Insurance should read as follows:

City of Coral Gables  
Insurance Compliance  
PO Box 100085 – CE  
Duluth, GA 30096

*Remainder of this page is intentionally left blank.*

# **SECTION 6 - SUBMISSION OF BIDS**

## **Invitation for Bids (IFB) No. IFB 2025-033**

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### **6.1 SUBMITTAL INSTRUCTIONS**

**Bid responses to this IFB must be submitted electronically through INFOR** with all required forms and schedules executed. **The Bid must be signed by an officer or representative who is authorized to contractually bind the Bidder.** Bids shall be submitted in the format outlined below under "Bid Format".

Any and all Bids which do not include all required documentation uploaded to **INFOR** and/or do not follow the prescribed format may be deemed non-responsive. The City reserves the right to request any documentation omitted, with the exception of the Bid Price and Bid Bond (if applicable). Bid Submittals received with no Bid Price or Bid Bond (if applicable) shall be deemed non-responsive. Bidder must submit any requested documentation upon request from the City within the timeframe designated, or the Bid may be deemed non-responsive. Non-responsive bid packages will receive no further consideration.

**Bidders shall submit a Bid Response, electronically via INFOR** along with all required checklists, forms, and schedules. Additionally, **The Professional Service Agreement** is a *draft* for your review; **therefore, submittal of this agreement is not required with the Bid.** Bids received after the submittal deadline will not be accepted.

**It will be the sole responsibility of the Bidder to ensure their Bid Response is uploaded to INFOR on or before the submittal deadline.**

**All Bids submitted become the exclusive property of the City of Coral Gables.**

The Bid shall be considered an offer on the part of the Bidder, which shall be deemed, accepted upon approval by the City, and in case of default, the City reserves the right to accept or reject any and all Bids, to waive irregularities and technicalities, and request new Bids. The City also reserves the right to award any resulting agreement as it deems will best serve the interest of the City.

### **6.2 BID FORMAT**

**ALL BID RESPONSES SHALL BE TABBED AND ORGANIZED AS INDICATED BELOW (DO NOT SUBMIT A COPY OF THE ORIGINAL SOLICITATION).**

- (a) **Title Page:** Show the IFB Number and Title, the name of your firm, address, telephone number, name of contact person, email address and date.
- (b) **Table of Contents:** Clearly identify each section below by name and page number. Please be sure to label the following sections in the Bid: Bid Bond (if applicable), Bid Price Sheet and Addendum Acknowledgement.
- (c) **Bidder Acknowledgement Form:** Complete, sign, and submit with bid.
- (d) **Solicitation Submission Checklist:** Complete and submit with bid.
- (e) **Minimum Qualification Requirements:** submit detailed verifiable information affirmatively documenting compliance with the Minimum Qualifications Requirements shown in Section.
- (f) **City of Coral Gables Contracts:** List all contracts which the Bidder has performed (past and present) for the City of Coral Gables. The City will review all contracts the Bidder has performed for the City in accordance with Section 4.10 Evaluation of Bids (c) (4) which states the City may consider "Bidder's unsatisfactory performance record, judged from the standpoint of conduct of work, workmanship, progress or standards of performance agreed upon in the Contract as substantiated by past or current work with the City". **PAGE # \_\_\_\_\_** As such the Proposer must list and describe all work performed for Coral Gables and include for each project:

1. Name of the City Department for which the services are being performed,
2. Scope/description of work,
3. Awarded value of the contract/current value
4. Effective dates and term of the contract
5. City project manager's name and phone number,
6. Statement of whether the Proposer was the prime contractor or subcontractor, and
7. Results of the project.

- (g) **Business Experience and References:** Using the required Attachment A - Reference Form bidders must demonstrate the requirements as outlined in Section 3. **All references must outline the specific dates when the service(s) were provided and cover the full minimum number of years of experience as stated above.**

Additionally, please provide any documentation related to performance issues of any related current or past contracts to include any non-performance reports or notices to cure. The City reserves the right to contact any reference or current customer identified as part of the evaluation process.

**The information provided via Attachment A – Reference Form will be the ONLY information that the City will utilize to verify experience as required per this project.**

*Note: Do not include work/services performed for the City of Coral Gables or City employees as references (already provided in (f)).*

- (h) **Bid Pricing:** Pricing must be submitted in INFOR via the lines tab.
- (i) **IFB Response Forms:** Bidder shall complete, sign, notarize, as applicable, and submit the forms and schedules listed below. Mark "N/A" (*not applicable*) on any document that does not pertain to you.

- (i) **Bidder's Affidavit** - along with **Schedules A through O** as follows:

- A - Certificate of Bidder
- B - Non-Collusion Affidavit
- C - Drug Free Statement
- D - Bidders Qualification Statement
- E - Code of Ethics, Conflict of Interest, Cone of Silence
- F - Americans with Disabilities Act (ADA)
- G - Public Entity Crimes
- H - Acknowledgement of Addenda
- I - Appendix A, C.F.R. Part 18 – Certification Regarding Lobbying
- J - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- K - Federal Grant Funding Special Proposal Conditions
- L – Work Hours & Safety Certification
- M – Safety Accident Prevention
- N – Prohibition on Telecommunications Equipment or Services
- O – Build America, Buy America Act (BABAA)

- (ii) **Employer E-Verify Affidavit**

- (iii) **Lobbyist Registration Form**

- (j) **Financial Stability:** After receipt of bids, Bidder may be required to submit financial statements for each of their last two (2) complete fiscal years within five (5) calendar days, upon written request. Such statements should include, at a minimum, Balance Sheets (Statements of Financial Position) and Statements of Profit and Loss (Statement of Net Income). Statements shall be certified by an independent Certified Public Accountant.

# **SECTION 7 - BID PRICING**

## **Invitation for Bids (IFB) No. IFB 2025-033**

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- 7.1** Bidder shall provide pricing as outlined in INFOR, and as described in the Scope of Work of this IFB. Pricing submitted in any other format **will not** be accepted or considered. Pricing submitted as an attachment will not be accepted.
- 7.2** Award of bid will be made to the lowest responsive responsible bidder who bids on all items and whose bid offers the lowest total price when all items are added in the aggregate. Failure to do so may deem your bid non-responsive.
- 7.3** All labor cost for preventive maintenance and / or repairs made to the HVAC and Refrigeration systems shall be included in this basic cost of service. Repair parts and equipment shall be itemized and are chargeable to the City based on their cost-plus markup, if any, based on the quoted rate. Original invoices for all purchased materials shall be presented to the City.
- 7.4** Estimated quantities are provided for your guidance only. No guarantee is expressed or implied as to actual quantities that will be purchased during the contract period. The City is not obligated to place an order for any given amount subsequent to the award of this contract. Said estimates may be used by the City for purposes of determining the low bidder or most advantageous bidder meeting specifications. The City reserves the right to acquire additional quantities at the prices bid.
- 7.5** Emergency Repairs: Includes the cost of labor for emergency repairs approved by the Public Works Department to be performed during non-normal working hours. All overtime charges shall be charged at a single overtime rate. The proposing Contractor shall specify the exact charge for overtime hours, including, if any, time charges for travel and holidays. The Contractor to provide emergency rental equipment, and shall be itemized and chargeable to the City based on their cost-plus markup if any based on the quoted rate.
- 7.6** Pricing submitted may not contain price escalations of any kind.

# **SECTION 8 –** **IFB RESPONSE FORMS: CONTRACTOR’S AFFIDAVITS &** **LOBBYIST REGISTRATION**

## **Invitation for Bids (IFB) No. IFB 2025-033**

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**8.1 Bidder’s Affidavit** - along with **Schedules A through R** as follows:

- A - Certificate of Bidder
- B – Non-Collusion Affidavit
- C - Drug Free Statement
- D - Bidders Qualification Statement
- E - Code of Ethics, Conflict of Interest, Code of Silence
- F - Americans with Disabilities Act (ADA)
- G - Public Entity Crimes
- H - Acknowledgement of Addenda
- I - Appendix A, C.F.R. Part 18 – Certification Regarding Lobbying
- J - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- K - Federal Grant Funding Special Proposal Conditions
- L – Work Hours & Safety Certification
- M – Safety Accident Prevention
- N – Prohibition on Telecommunications Equipment or Services
- O – Build America, Buy America Act (BABAA)
- P – Build America, Buy America Act (BABAA)
- Q – Equal Employment Opportunity
- R – Breach of Contract During Emergency Recovery Periods for Natural Disasters

**8.2 Employer E-Verify Affidavit**

**8.3 Lobbyist Registration Form**

# **SECTION 9 - CONTRACT/AGREEMENT (DRAFT)**

## **Invitation for Bids (IFB) No. IFB 2025-033**

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- 9.1** The enclosed agreement (Attachment E) is a draft for your review. You are not required to fill out and submit the agreement at time of bid submittal.