



*City of Naples*

FINANCE DEPARTMENT  
PURCHASING DIVISION  
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**Request for Written Quote  
Quote # 070-12**

**MULCH INSTALLATION**

**OVERVIEW:** The City of Naples is seeking pricing from qualified contractors to furnish labor only to install mulch material in designated planting beds

**SPECIAL CONDITIONS:**

- A. **Price**  
The price will remain firm for the contract period.
- B. **Award**  
An award, if any, will be made to the lowest responsive and responsible bidder capable of providing the service.
- C. **Payment**  
Payment shall be made after satisfactory completion of the work.
- D. **Notice to Bidders**  
Each bidder, before submitting a bid, shall become fully informed as to the extent and character of the work required and should be licensed, if applicable. No consideration will be granted for any alleged misunderstanding of the material to be furnished or work to be done. It is understood the submission of a bid is an agreement with all of the items and conditions referred to herein.
- E. **Insurance**  
Proof of insurance shall be provided by the successful contractor prior to the start of work.
- F. **Contractor's Responsibilities**  
The successful contractor shall:
  - a. Obtain all necessary licenses and permits
  - b. Provide competent supervision

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- c. Take precautions necessary to protect persons or property against injury or damage and be responsible for any such damage, or injury that occurs as a result of his/her negligence
- d. Perform the work without unnecessarily interfering with other City activities
- e. Be required to provide all necessary labor, equipment, materials and supervision necessary to the work as required.

## **SPECIFICATIONS:**

All designated plant beds shall be mulched by covering the entire planting area. All areas shall have mulch placed to provide for a two inch (2") non-compacted or unsettled depth measured from the existing soil grade. The area to receive the mulch shall be raked level to establish the proper finished grade.

Mulch shall not be placed over valves or valve boxes that are located within mulched areas and shall not be placed within 18 inches of any tree or palm trunk and shall be kept several inches away from ornamental plant stems.

### **Clean-Up**

Upon completion of all mulching, any excess material such as bags and foreign debris shall be cleaned up and disposed of by the contractor, leaving the landscaped areas in a neat and orderly condition. All curbs shall be cleaned of any mulch and/or foreign debris, mulch and/or foreign debris may not blown into the roadway.

### **Price**

Bidders shall quote:

1. A "per bag" price, which shall be the basis for award.  
Bags may be either two (2) cubic feet or three (3) cubic feet in size.
2. All mulch will be picked up by the contractor at a local City location as outlined by City staff.

### **License Contractors**

Quotes will be considered only from contractors licensed to do such work in the City of Naples.

### **Traffic Control**

Successful bidder for quote must have a M.O.T. certified employee on the crew at all times when applying mulch in the medians and rights-of-way, **a copy of the certificate supplied with the quote proposal**. All M.O.T. requirements shall be the responsibility of the successful bidder. Price shall include all maintenance of traffic needed and the contractor will be responsible to pick up mulch provided and shall be picked up by the contractor at local City site(s).

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**Timetable**

Qualified contractors shall furnish labor only to install mulch material in designated planting beds within the specified time period:

1. Installation of the mulch will commence in the month of October or as designated by City staff with a completion time of the entire project in one month.
2. The successful bidder shall have the adequate number of employees to complete project by deadline.

**PRICE SCHEDULE:**

PRICE TABULATION

AREAS WITH NO EXISTING MULCH or NEW PLANTINGS:		REMULCHING:	
PRICE Per Bag (2 Cu. Ft.)	PRICE Per Bag (3 Cu. Ft.)	PRICE Per Bag (2 Cu. Ft.)	PRICE Per Bag (3 Cu. Ft.)
\$ _____	\$ _____	\$ _____	\$ _____

**BIDDER CONTACT INFORMATION:**

Company Representative Signature: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

EIN: \_\_\_\_\_

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**REFERENCES:**

**THIS SHEET MUST BE COMPLETED AND RETURNED WITH QUOTE.**

PROVIDE AT LEAST THREE REFERENCES FOR WHOM YOUR COMPANY HAS PROVIDED SAME OR SIMILAR SERVICES WITHIN THE LAST 2 YEARS.

**COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT E-MAIL ADDRESS: \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT E-MAIL ADDRESS: \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT E-MAIL ADDRESS: \_\_\_\_\_

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## WRITTEN QUOTE SUBMISSION

If you have any questions, contact Gregory Givens at 239-213-7101 or [ggivens@naplesgov.com](mailto:ggivens@naplesgov.com)

### **Quotes are due by 4:00 PM, October 12, 2012, via:**

- Email to [ggivens@naplesgov.com](mailto:ggivens@naplesgov.com)
- Fax to 239-213-7105
- Mail (see address above)
- Hand delivery to Purchasing Division (see address above)

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