



City of Naples

FINANCE DEPARTMENT
PURCHASING DIVISION

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735 EIGHTH STREET SOUTH • NAPLES, FLORIDA 34102-6796
EMAIL: PURCHASING@NAPLES.GOV.COM

Request for Written Quote

Quote # 015-13

USTA Tennis Officials

OVERVIEW: This quote is to seek a contractor to provide labor, equipment, and supervision necessary to perform the work described below. If the contractor's work becomes unsatisfactory, the contractor shall be notified, requiring corrective action.

SCOPE OF WORK: Provide certified USTA tennis officials for sanctioned events to be hosted by the City of Naples.

LOCATION OF WORK: City of Naples Tennis Facilities.

SCHEDULE: This is an annual contract. Commencing January, 2013 and continuing through December 31, 2013.

SECTION A: SPECIAL CONDITIONS:

- 1) Price: The price will remain firm for the contract period.
- 2) Award: An award, if any, will be made to the lowest responsive and responsible quote capable of providing the service.
- 3) Payment: Payment shall be made after satisfactory completion of the work.
- 4) Notice to Bidders: Each bidder, before submitting a bid, shall become fully informed as to the extent and character of the work required and are to be certified by the USTA. 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.

- 5) Insurance: Proof of insurance shall be provided with this quote. All contractors must have had a background screening in accordance with the Jessica Lunsford Act FS 1012.465 which requires fingerprint background screening.
- 6) The list of proposed officials shall be provided to the tournament director 7 days prior to the start of the tournament.
- 7) Tournament Director has the right to veto any individual official selected to officiate.
- 8) Wireless communication radios to be provided for all days of the events.

PRICE SCHEDULE

THIS SHEET MUST BE COMPLETED AND RETURNED WITH QUOTE.

The City of Naples is looking at the possibility of hosting up to 12 USTA sanctioned events in 2013. Please quote us a price that will cover all expenses for the necessary number of officials specified in USTA guidelines for each event to be hosted in 2013. This will need to include in your total fee calculation; daily rate, hourly rate (if you use this), overtime rate (if you charge) and a half day rate for Monday finals matches.

PER EVENT BASED ON FOUR OFFICIALS**

TOTAL CONTRACTOR FEE: \$ _____

** More or fewer Officials will be needed depending on Event

CONTACT INFORMATION

Company Representative Signatures: _____

Printed Name and Title: _____

Company Name: _____

Address: _____

Telephone: _____

Email: _____

EIN: _____

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: _____

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ADDRESS: _____
TELEPHONE: _____
CONTACT PERSON: _____
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WRITTEN QUOTE SUBMISSION

If you have any questions, contact Gregory Givens at 239-213-7101 or ggivens@naplesgov.com

Quotes are due by 4:00 PM, Friday January 4, 2013, via:

- Email to ggivens@naplesgov.com
- Fax to 239-213-7105
- Mail / Express Mail (see address above)
- Hand delivery to Purchasing Division (see address above)

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