



*City of Naples*

PURCHASING DIVISION  
TELEPHONE (239) 213-7100 • FACSIMILE (239) 213-7105  
735 EIGHTH STREET SOUTH • NAPLES, FLORIDA 34102-6796  
EMAIL: PURCHASING@NAPLESGOV.COM

**Request for Written Quote**

Quote # 14-011

Water Plant Equipment Calibration and Repair

**OVERVIEW:** This quote is to seek a contractor, preapproved by the South Florida Water Management District, to provide all labor, equipment, and supervision necessary to perform the calibration and repair of instrumentation and mechanical equipment related to water treatment operations. If the contractor's work becomes unsatisfactory, the contractor shall be notified, requiring corrective action.

**SCOPE OF WORK:**

Calibration and repair of Instrumentation

- Calibration and repair of numerous types of mag flow meters including but not limited to Siemens, ABB, Tiger Mag, Micrometer Ultra Mag, etc.
- Calibration and repair of numerous types of venturi DP flow meters including but not limited to Endress Hauser, Foxboro, Bailey, etc.
- Calibration and repair of numerous types of Headloss DP meters including but not limited to Endress Hauser, Foxboro, Bailey, etc.
- Calibration and repair of numerous types of Insertion type meters including but not limited to SeaMetrics
- Calibration and repair of HACH Turbidity meters
- Calibration and repair of numerous types of Ultrasonic type meters and level controls including but not limited to Endress Hauser
- Calibration and repair of numerous types of 4-20 type loop controllers including but not limited to Yokogawa, Fenwal, Honeywell, etc.
- Calibration and repair of numerous types of Loop Isolators
- Calibration and repair of numerous types of electronic chart recorders including but not limited to Honeywell
- Minor misc. electronic repairs as needed

Calibration, repair and PM of Mechanical Equipment

- Rebuild, repair and PM for Cationic Pumps
- Rebuild, repair and PM for Polymer, Phosphate and Fluoride equipment
- Rebuild, repair and PM for Ammonia Feed Systems
- Rebuild, repair and PM for Chlorine Feed Systems

Vendor Name & Date \_\_\_\_\_

**LOCATION OF WORK / DELIVERY ADDRESS:**

Primary Location: City of Naples Water Plant - 1000 Fleischmann Blvd, Naples, Florida 34102  
Secondary Location: City of Naples Water Reclamation Facility - 1400 3<sup>rd</sup> Avenue North, Naples, Florida 34102  
Tertiary Location: Any other location the City may require services within Collier County.

**SCHEDULE:** This is an annual contract. The City requires the contractor to maintain a safe and clean work site. The City will issue a stop work notice for non-compliance.

**SECTION A: SPECIAL CONDITIONS:**

- 1) Price: The price will remain firm for the contract period or through 09/30/2014 with two 1 year renewals upon mutual agreement between the City and the Contractor.
- 2) Award: An award, if any, will be made to the lowest responsive and responsible quote capable of providing the product or service.
- 3) Payment: Payment shall be made after satisfactory completion of the work or delivery.
- 4) Notice to Bidders: Each bidder, before submitting a bid, shall become fully informed as to the extent and character of the work and / or product 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.
- 5) IRS Form: A signed W-9 form will be required from all vendors on the latest IRS form (August 2013).
- 6) Insurance: Proof of insurance shall be provided by the successful contractor prior to the start of work.
- 7) Bidder must be approved by South Florida Water Management District (SFWMD) as a calibration service provider.
- 8) Must have own equipment to calibrate, troubleshoot and repair all equipment listed above.
- 9) Bidder must have current NIST certification on all testing equipment. Please provide with quote.
- 10) All repair parts will be provided by the City of Naples, therefore, no quotes need be provided related to parts markup.

**SECTION B: PRICING SCHEDULE**

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

Pricing is being requested in the form of a “daily rate.” The daily rate will include all costs associated with travel time and expenses, and any other cost that may be required. Actual materials for repairs shall be provided by the City. Two separate daily rates are being requested in order for vendors to provide rates for specialty calibration services, and miscellaneous mechanical repairs that may be required.

ITEM #	DESCRIPTION	UNIT COST “DAILY RATE”	# OF UNITS	TOTAL COST
1	Instrumentation		15 days	
2	Mechanical		15 days	
TOTAL COST				

Licenses may be required. Vendor must be preapproved by the South Florida Water Management District.

**SECTION C: CONTACT INFORMATION**

Company Representative Signatures: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

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

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

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

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

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

Vendor Name & Date \_\_\_\_\_

**SECTION D: 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: \_\_\_\_\_

**WRITTEN QUOTE SUBMISSION**

If you have any questions, contact Gregory Givens at 239-213-7102 or [ggivens@naplesgov.com](mailto:ggivens@naplesgov.com) This document is also found on the City of Naples web site at: <http://fl-naples.civicplus.com/bids.aspx> .

**Quotes are due by 4:00 PM on November 18, 2013 to the Purchasing Division, 735 8<sup>th</sup> Street – South, Naples FL 34102 via:**

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

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Vendor Name & Date \_\_\_\_\_