



City of Naples

Request for Written Quote 5th Avenue South Lighting and Holiday Decoration Services #14-036

OVERVIEW: The City of Naples, in partnership with Fifth Avenue South Business Improvement District (BID), is seeking written quotes for a contractor to provide all installation, maintenance, and supervision necessary to perform lighting and holiday decoration services in the 5th Avenue – South and Sugden Plaza area. Because this is a cost sharing effort, we are looking for two separate costs as indicated on the cost schedule below and are designated as Item 1 and Item 2.

QUOTES ARE DUE BY 4:00 PM, JULY 31, 2014

SCOPE OF WORK:

Item 1 - Decoration Services

- 1.1 Install commercial grade white lights on trunk base and interior branches of eight (8) oak trees at Sugden Plaza.
- 1.2 Install commercial grade white lights on trunk bases and fronds of thirteen (13) Royal Palms along 5th Avenue South (Five (5) on South side of 5th Avenue South at 6th Street South, and four (4) Royal Palms on each side of 5th Avenue South at Sugden Plaza).
- 1.3 Install commercial grade white lights on trunk bases and fronds of nine (9) Foxtail Palms in breezeway (Cultural Walkway) on east side of the Vergina Restaurant.
- 1.4 All lighting will be installed between October 10 and October 20 annually on above landscape.
- 1.5 Between November 17th and 18th annually, install garland with lights and large red and gold bows with tails, on all lamp posts on 5th Avenue South from 3rd Street South to 9th Street South, 8th Street South from 6th Avenue South to 4th Avenue South and Park Street from 5th Avenue South to the alley, remove within 2 days following January 15th annually. Bows and garland to be approved by CRA manager or designee prior to first installation.
- 1.6 All lighting will be inspected weekly in December. Any defective lights will be replaced within 48 hours of discovery or notice from City or BID staff.

- 1.7 All lighting will be inspected one (1) time per month: November, January, February and March. Any defective lights will be replaced within 48 hours of discovery or notice from City or BID staff.
- 1.8 All lights will be taken down and replaced with new lights as listed above between April 20 and April 30 annually.
- 1.9 One (1) time per month inspection April through September. Any defective lights will be replaced within 48 hours of discovery or notice from City or BID staff.

Item 2 - Decoration Services

Miniature White Lights on Palms

- 2.1 Install/Maintain commercial grade miniature white lights on trunk bases of thirty-one (31) Palms along 5th Avenue South.
- 2.2 Install/Maintain commercial grade miniature white lights on trunk bases and on fronds on three (3) Palms in the median at 5th Avenue South and 9th Street South.
- 2.3 All lights will be taken down and replaced with new lights as listed above between April 20 and April 30 annually.
- 2.4 One (1) time per month inspection January through November. Any defective lights will be replaced within 48 hours of discovery or notice from City or BID staff.

Additional Palms

- 2.5 Include estimate for installing miniature white lights on fifteen (15) additional Palms identified by the BID staff.

Spheres:

- 2.5 Install eighty-seven (87) spheres with commercial grade white lights on Live Oaks and Tabebuia Trees beginning November 1 through May 15 (CityFest). The placement of spheres in Live Oaks and Tabebuia Trees to be determined by the BID staff.
- 2.6 All lighting will be inspected weekly in December. Any defective lights will be replaced within 48 hours of discovery or notice from City or BID staff.
- 2.7 One (1) time per month inspection November, and January through May. Any defective lights will be replaced within 48 hours of discovery or notice from City or BID staff.

2.8 Spheres will be removed annually and stored appropriately in vendor facilities on May 15.

LOCATION OF WORK / DELIVERY ADDRESS: Services to be mainly performed in the 5th Avenue – South Sugden Plaza area.

SCHEDULE: This is an annual contract. Please provide your pricing below at the Section A – Pricing Schedule. The time frame for this contract and pricing will be through 09/30/2015. There will be two 1 year renewals upon mutual agreement between the City and the Contractor. Specific project milestones are stipulated in the above work scope. The selected contractor is expected to complete work at an acceptable pace to meet the project milestones. The City requires the vendor to maintain a safe and clean work site. The City will issue a stop work notice for non-compliance.

SPECIAL CONDITIONS:

- 1) Price: The price will not increase for the contract period through 09/30/2015 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. This will include reference checks indicated on the form below.
- 3) Notice to Vendor: Each vendor, before submitting this quote, 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 quote is an agreement with all of the items and conditions referred to herein.
- 4) IRS Form: Signed W-9 will be required from all vendors on the latest form (August 2013).

- 5) Insurance: Proof of insurance shall be provided by the successful contractor prior to the start of work.
- 6) All lighting shall be commercial grade white - within the following temperature range: Minimum 2,700 Kelvin; Maximum 3,300 Kelvin. No twinkling or flashing light sources.
- 7) Vendor is responsible for any damages to pavers or other property that occur during installation, removal or replacement. No trucks are allowed on the paver area of Sugden Plaza.
- 8) Selections of Palms in Item 2 are to be made by the BID staff. Placement of spheres on Tabebuia and Oaks to be decided the BID staff.
- 9) Service to include for both Item 1 and Item 2:
 - Maintenance program as stated in Scope.
 - Respond to request of maintenance by City within 48 hours of call.
 - Take down at specified date(s).
 - Installation/reinstallation of premium commercial grade quality lighting and décor.
 - Installation of commercial grade outdoor electrical cords.

Note: Holiday Decorations in Sugden Plaza will be addressed in a separate quote.

SECTION A: PRICING SCHEDULE

**5th Avenue South Lighting and Holiday Decoration Services
#14-036**

THIS SHEET MUST BE COMPLETED AND RETURNED WITH QUOTE

Cost is to include all tools, labor, and materials to complete the project as required by the specifications.

ITEMS	SECTION		TIME / LABOR / MATERIALS	PRICE
Item 1				
	1.1		\$	-
	1.2		\$	-
	1.3		\$	-
	1.4		\$	-
	1.5		\$	-
	1.6		\$	-
	1.7		\$	-
	1.8		\$	-
	1.9		\$	-
	ITEM 1 SUB-TOTAL		\$	-
Item 2				
	2.1		\$	-
	2.2		\$	-
	2.3		\$	-
	2.4		\$	-
	2.5		\$	-
	2.6		\$	-
	2.7		\$	-
	2.8		\$	-
	ITEM 2 SUB-TOTAL		\$	-
		GRAND TOTAL	\$	-

Licenses may be required for all or part of this job; vendors are required to have all necessary license(s) for City, County, and State prior to submitting a quote.

SECTION B: CONTACT INFORMATION

THIS SHEET MUST BE COMPLETED AND RETURNED WITH QUOTE

Company Representative Signature:

Printed Name and Title:

Company Name:

Address:

Telephone:

Email:

EIN:

SECTION C: 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: _____

SECTION D: WRITTEN QUOTE SUBMISSION

If you have any questions, contact Greg Givens, City of Naples
Purchasing Division

Quotes are due by 4:00 PM, July 31, 2014 via:

- Email to: <ggivens@naplesgov.com>
- Fax to: 239-213-7105
- Mail / Express Mail to: Naples Purchasing, 735 8th St – S, Naples
FL 34102
- Hand delivery to: Naples Purchasing, 735 8th St – S, Naples FL
34102

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