



City of Naples

**REQUEST FOR (FWQ) FORMAL WRITTEN QUOTES
FWQ No. 20-002 - CSFM - NPD Interior Renovations**

**FWQ'S ARE DUE ON/BEFORE 4:00 PM, 10-09-2019
Minimum time frame 11-full business days**

Section A:

PRODUCT (COMMODITY) / SCOPE OF SERVICES:

A Non-Mandatory Pre-Quote meeting will take place on Wednesday, October 2nd at 10:00 AM at the Naples Police Department, 355 Riverside Circle, Naples, FL 34102

This quote is to seek a vendor to provide the attached list of products and/or all labor, equipment, material and supervision necessary to perform the work described in Scope of Services. This work is to take place at the Police department. All contractors will need to be background checked and properly badged for access in and out of the building. Background checks to be provided by the City. Work to be completed between 7:00 AM and 4:00 PM Monday through Friday. Weekends by project managers approval only. Work will be completed in 2 phases. After the completion of phase 1 phase 2 will start Approximately 3 weeks later.

Section B:

REQUEST COMMODITY CODE(S):

909-00 909-37 909-45 150-33 910-75

Section C:

DEPARTMENT INFO / DELIVERY ADDRESS, ETC:

Police Department- 355 Riverside Circle

Section D:

SPECIAL CONDITIONS:

- 1. Award:** An award, if any, will be made to the lowest responsive and responsible vendor capable of providing the product and/or service.
- 2. Price:** Will remain firm for the contract period. Annual Agreement pricing will remain the same for the contract period with four 1-year renewal options upon mutual agreement between the CITY and the VENDOR. The pricing schedule shall be inclusive of any freight, transportation, handling, delivery, surcharges, or any other incidental charges. The pricing shall be exclusive of any Federal or State taxes, as the City of Naples is exempt from payment of such taxes, unless otherwise stated in this solicitation. The City will not be obligated to pay any sales tax, and the overall pricing schedule shall be completed accordingly.
- 3. Payment:** Shall be made after satisfactory completion of the delivery or work.
- 4. Respondents:** Before submitting a FWQ, respondent shall become fully informed as to the extent and character of the product and/or work and shall carry all required license(s) of the City, County, State and Federal Government if applicable. It is understood by the respondent that the submission of a FWQ is agreement with all conditions referred to

Company Name: _____

Authorized Signature: _____

herein.

5. **IRS Form:** Submit signed IRS W-9 form. Latest version (November 2018).
6. **Insurance:** Shall be provided by Awarded Vendor prior to the start of work.
7. **References:** City reserves the right to request references with whom your company has provided stated products and/or services within the last 2 years.
8. **Submittal:** Submit all pages of the FWQ with Vendor name and signature.
9. **Other:** All products and/or materials shall be new, and shall be warranted against any defects in materials and workmanship. This period of manufacturer's warranty shall begin to run at the time the item or materials are received, inspected, and accepted by a representative of the City.

Section E:

PHASE 1 / # 1-7

1. Frame in new door opening. Install door with new window (Supplied by City) from Phase 2 item # 11. Finish drywall and ceiling to match existing.
2. Make existing door opening larger to accommodate new door. (Supplied by City). Door dimensions is 92" x 103 3/4 with side lights. Rework electrical as needed.
3. Remove door/jam and cabinets. Existing opening to be closed in with framing and drywall. Demo'd door and frame to be transferred to adjacent side. Finish drywall and ceiling to match existing. Rework electrical as needed.
4. Remove existing door and frame. Finish drywall and ceiling to match existing.
5. Remove 3 doors 4 and frames. Finish openings to match existing. Demo all interior walls, creating one room (labeled Storage). Finish drywall and ceiling to match existing.
6. Remove existing door and frame. Finish drywall and ceiling to match existing.
7. Move door to align with adjacent door. (7A) is new door opening.

PHASE 2 / # 8-13

8. Frame in walls and door opening to create new closet. Used demo'd closet door from phase 1 item # 5. Add light fixture and switch for new closet. Finish drywall and ceiling to match existing.
9. Remove existing wall, creating one large room. (Rework electrical and drop ceiling as needed)
10. Frame/drywall and finish new wall where existing opening is, and glass wall was removed.
11. Frame/drywall and finish around drain pipe.
12. Remove glass wall. Rework drop ceiling as needed.
13. Remove door and reinstall with new glass window. (see item #1 Phase 1)

NOTES:

1. Mobilization/ Contractor shall provide dumpster with site cleanup daily. Demolished materials become the property of the contractor to be disposed of legally.
2. Contractor shall protect all surrounding area from dust and debris.
3. Drywall to be finished to a level 4- ready for new painted finish.
4. All contractors will need to background checked and properly badged for access in and out of the building.

Company Name: _____ Authorized Signature: _____

5. Contractor shall provide a Supervisor, labor, materials and equipment.
6. Work needs to be done between 7:00am-4:00pm M-F. Weekends by Project Managers approval only.
7. All work to be completed 3 weeks from NTP. Each phase will receive a NTP and the contractor will have 3 weeks for each phase.

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Section F: Pricing Schedule

| Item No. | DESCRIPTION | QTY | UNIT OF MEASURE | UNIT COST | LINE ITEM COST |
|------------------------|---|-----|-----------------|-----------|----------------|
| 1 | Frame in new door opening. Install door with new window (Supplied by City) from Phase 2 item # 11. Finish drywall and ceiling to match existing. | 1 | LS | | \$0.00 |
| 2 | Make existing door opening larger to accommodate new door. (Supplied by City). See dimensions in bid documents. Rework electrical as needed. | 1 | LS | | \$0.00 |
| 3 | Remove door/jam and cabinets. Existing opening to be closed in with framing and drywall. Demo'd double doors to be transferred to adjacent side. Finish drywall and ceiling to match existing. Rework electrical as needed. | 1 | LS | | \$0.00 |
| 4 | Remove existing door and frame. Finish drywall and ceiling to match existing | 1 | LS | | \$0.00 |
| 5 | Remove 3 doors 4 and frames. Finish openings to match existing. Demo all interior walls, creating one room. Finish drywall and ceiling to match existing. | 1 | LS | | \$0.00 |
| 6 | Remove existing door and frame. Finish drywall and ceiling to match existing. | 1 | LS | | \$0.00 |
| 7 | Move door to align with adjacent door. (7A) is new door opening. | 1 | | | \$0.00 |
| 8 | Frame in walls and door opening to create new closet. Used demo'd closet door from phase 1 item # 5. Add light fixture and switch for new closet. Finish drywall and ceiling to match existing. | 1 | LS | | \$0.00 |
| 9 | Remove existing wall, creating one large room. Rework electrical and drop ceiling as needed. | 1 | LS | | \$0.00 |
| 10 | Frame/ drywall and finish new wall where existing opening is and glass wall was removed. | 1 | LS | | \$0.00 |
| 11 | Frame/drywall and finish around drain pipe. | 1 | LS | | \$0.00 |
| 12 | Remove glass wall. Rework drop ceiling as needed. | 1 | LS | | \$0.00 |
| 13 | Remove door and reinstall with new glass window. (See item #1 Phase 1) | 1 | LS | | \$0.00 |
| TOTAL FWQ COST: | | | | | \$0.00 |

The quantities above are estimated and are used for price comparisons only.

Please see the following:

Attachment A - Pictures of Project 1 - 13

Attachment B - Drawing - 1

Company Name: _____ Authorized Signature: _____

Section G: Payment Options

| <p>This solicitation has potential for P-Card payment. Does your company accept credit card payment? <input type="checkbox"/> YES <input type="checkbox"/> NO If "yes," please indicate payment options on the chart below.</p> | | | |
|---|-----|----|---|
| PAYMENT OPTIONS | YES | NO | PERCENTAGE AND/OR TERMS FOR EARLY PAYMENT |
| Is there a discount for a credit card payment? | | | |
| Is there an additional charge for credit card payment? | | | |
| Discount for early payment? | | | |
| Prompt payment terms: _____ % _____ Days; Net 30 Days | | | |

Section H: (FWQ) Formal Written Quote Submission Information

FWQ'S ARE DUE ON/BEFORE 4:00 PM, 10-09-2019
Minimum time frame 11-full business days

- **Delivery FWQ to:** City of Naples; Purchasing Division; 735 8th Street S.; Naples, FL 34102
- **Email To:** purchasing@naplesgov.com
- **Fax to:** (239) 213-7100
- **Questions:** Email preferred. Contact: Danielle Gilbert at (239) 213-7101 / dgilbert@naplesgov.com

Section I: Vendor / Respondent Information

Company Representative Signature: _____

Printed Name and Title: _____

Company Name: _____ FEI/EIN Number: _____

Full Address: _____

Telephone: _____ Email: _____

Company Name: _____ Authorized Signature: _____

PURCHASE ORDER TERMS AND CONDITONS

1. **Description of Goods; Sale and Delivery.** Seller shall sell, transfer, and deliver to Buyer the goods described on this Purchase Order.
2. **Acceptance of Goods.** Acceptance of the goods shall not be deemed to have been made until both Buyer and Seller have agreed that the goods in question are to be appropriate to the performance of this Agreement.
3. **Rate and Time of Payment.** Unless otherwise specified, Buyer shall make payment to Seller for the goods as provided for in Florida Statute Section 218.70 known as the Florida Prompt Payment Act after the goods are received and accepted by Buyer.
4. **Receipt of Goods.** The goods shall be deemed received by Buyer when delivered and inspected, and accepted at the delivery address as stated on the front of this Purchase Order.
5. **Risk of Loss.** The risk of loss from any casualty to the goods, regardless of the cause, shall be on Seller up to the time of receipt of the goods by Buyer at the place of delivery, but only after any proper inspection has been completed without rejection of the goods.
6. **Warranty Against Encumbrances.** Seller warrants that the goods are now free, and at the time of delivery shall be free, from any security interest or other lien or encumbrance.
7. **Warranty of Title.** Seller warrants that the Seller neither knows, nor has reason to know, of the existence of any outstanding title or claim of title hostile to the rights of Seller in the goods.
9. **Product Warranty.** Seller provides general warranties of fitness and general warranties that the goods are free from defects, for 1 year from acceptance of the goods, except as may otherwise be set forth in the Description/Proposal, or other attached warranty.
10. **Right of Inspection.** Buyer shall have the right to inspect the goods at the time and place of delivery, and within 5 business days after delivery, Buyer must give notice to Seller of any claim for damages on account of the condition, quality, or grade of the goods, and Buyer must specify in detail the basis of such claim.
11. **Procedure as to Rejected Goods.** On receipt of notification of rejection, Seller will immediately arrange to receive back the goods for shipment and return. However, within 5 days, Seller may have an agent inspect such goods for nonconformity; otherwise, such inspection will be made on return to Seller's storage facility. When such goods are confirmed or acquiesced in as nonconforming, Seller will ship conforming goods within 30 days of the notice of rejection unless Buyer earlier notifies Seller to forgo such shipment.
12. **Governing Law.** The parties acknowledge that the transaction that is the subject matter of this Agreement bears a reasonable relation to the State of Florida and agree that the law of the State of Florida will govern their rights and duties. The parties specifically intend that the provisions of Article 2 of the Florida Uniform Commercial Code will control as to all aspects of this Purchase Order and its interpretation, and that all the definitions contained therein will be applicable to this Purchase Order except where this Purchase Order may expressly provide otherwise.
13. **Bid Documents.** If this Purchase Order is the result of an Invitation to Bid, or Request for Proposals the terms and conditions of the Bid or Proposal Documents shall apply.
14. **Notices and Address of Record.** All notices required or made pursuant to this Purchase Order to be given by Seller to Buyer shall be in writing and shall be delivered to the following:

Company Name: _____ Authorized Signature: _____