



City of Naples

REQUEST FOR (FWQ) FORMAL WRITTEN QUOTES

FWQ No. 20-005 - Utilities Department - Fuel Polishing and Tank Cleaning

FWQ'S ARE DUE ON/BEFORE 4:00 PM, 10/21/2019

Minimum time frame 14-full business days

Section A:

PRODUCT (COMMODITY) / SCOPE OF SERVICES:

To provide fuel polishing and tank cleaning services for fuel tanks owned and operated by the City of Naples. These fuel tanks are primarily located at permanent locations, but also include mobile generators. Fuel tanks shall be sampled for contaminants, and if the fuel quality is determined to be unsatisfactory the tank shall be serviced per the specifications listed within this document. If the fuel tank sampling results are satisfactory, then chemical additives may be added per the following specifications at the contract administrator's discretion.

Section B:

REQUEST COMMODITY CODE(S):

035-83	055-85	060-39	060-42	405-00
405-02	405-07	405-09	405-86	460-20
557-34	557-36	557-70	560-47	720-41
845-22	906-62	925-74	928-43	928-44
928-45	958-50	992-45		

Section C:

DEPARTMENT INFO / DELIVERY ADDRESS, ETC:

City of Naples - Utilities Department
380 Riverside Circle
Naples, FL 34102

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

Company Name: _____

Authorized Signature: _____

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 herein.

5. **IRS Form:** Submit signed IRS W-9 form. Latest version (October 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:

Standard Fuel Polishing and Tank Cleaning Procedures

Sampling:

The vendor shall determine and access the lowest points of the internal part of each proposed fuel tank that may accumulate water and heavy sludge residue. Samples shall be administered from that point and as many other points as possible to determine the type and quantity of contaminants residing within the tank.

Water/Sludge Removal:

The vendor shall remove "free water" and heavy sludge material prior to filtering should sampling results indicate large quantities of contaminants within the tanks.

Filtering:

The vendor shall set up suction and discharge hoses to create a flow through proposed fuel tanks requiring cleaning services. Fuel shall be drawn from the low point, processed through the filtration unit and return to the opposite end of the tank. During the suction process, the vendor shall move the suction wand around within the tank in order to reach as much of the tank as possible. The amount of fuel within each proposed tank shall be turned over (or processed) 3 to 5 times depending on the sample results. (500 gallons processed 3 times = 1,500 gallons filtered) Fuel filter size shall be determined based on the quantity and type of contaminants. The final filtration shall be with a 5 micron water block and 1 micron particulate filter; polished with a 1 micron filter at a minimum of 3 turns. (300 gallons X 3 turns = 900 gallons filtered/ processed)

Reporting:

Provide Inspection/Service Report for each location tested and or tank cleaning. Each Inspection//service shall be reported on an Inspection Report. EXHIBIT B has been provided as an example for the report that will be required.

Report will include the following:

- Tank Info
- Tank Items inspected
- Services Performed
- Fuel Grade
- Visual Inspection
- Additional Notes
- Pictures if applicable

Chemical Additives:

Company Name: _____ Authorized Signature: _____

- FQS 1.5 Biocide shall be used to kill microbial growth and shall be added to the fuel at least 24 hours prior to the filtering process. Biocide FQS 1.5 may also be used as a preventative measure when added to the fuel after filtration occurs.
- AFC-705 Fuel Stabilizer/Catalyst shall be added to the fuel only after free water has been removed. This product is intended to be used to dissolve fuel breakdown deposits as well as slowdown future fuel breakdown.

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Section F: Pricing Schedule

Item No.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT COST	LINE ITEM COST
1	FILTER RATE (Price Per Gallon) LESS than 600 gallons	1	per gallon		\$0.00
2	FILTER RATE (Price Per Gallon) GREATER than 600 gallons	1	per gallon		\$0.00
3	AFC-705 Additive (For Treatment up to 50 Gallons)	1	per treatment up to 50 gallons		\$0.00
4	Biocide FQS 1.5 Additive (For Treatment up to 50 Gallons)	1	per treatment up to 50 gallons		\$0.00
TOTAL FWQ COST:					\$0.00

The quantities above are used for price comparisons only.

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, 10/21/2019

Minimum time frame 14-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) 213-7105
- **Questions:** Email preferred. Contact: Danielle Gilbert at (239) 213-7101 / dgilbert@naplesgov.com

Company Name: _____ Authorized Signature: _____

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:
The locations listed within Exhibit A are managed and operated by multiple Departments within the city. The tanks located at these sites are anticipated to be inspected and filtered/cleaned on an annual basis. The tanks capacities (quantities, also provided within EXHIBIT A) are approximate and are for the purpose of comparing the above pricing. The City reserves the right to order such quantities as may be required during the contract period but does not guarantee any minimum or maximum to be ordered during the period specified. EXHIBIT B has been provided as an example for the report that will be required.

Company Name: _____

Authorized Signature: _____

Jed Secory

From: Jessica Malone
Sent: Monday, September 30, 2019 4:48 PM
To: Denise Matson; Jed Secory
Cc: Danielle Gilbert; Felix Gomez
Subject: P-Card Travel Notice

Good Afternoon,

I leave for the NeoGov conference on Monday, October 7, 2019 – October 11, 2019 and it is in Las Vegas, Nevada. This is just a notice of traveling outside of Florida. Denise may be in contact once she returns on my spending limit, but she will not be back in the office until October 3.

Thank you!



Jessica Malone
Human Resources Generalist
Human Resources
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jmalone@naplesgov.com www.naplesgov.com
PHONE: 239-213-1810 | FAX: 239-213-1845