



City of Naples

REQUEST FOR (FWQ) FORMAL WRITTEN QUOTES FWQ No. 20-034 - River Park & Norris Center Carpet Installation

FWQ'S ARE DUE ON/BEFORE 4:00 P.M., March 6th, 2020
Minimum time frame 10 days

Section A:

PRODUCT (COMMODITY) / SCOPE OF SERVICES:

This project consists of the removal and disposal of existing carpet and supply and install new Carpet.

Section B:

REQUEST COMMODITY CODE(S):

360-00 910-25 914-44 360-10 360-85

Section C:

DEPARTMENT INFO / DELIVERY ADDRESS, ETC:

For a site visit, please contact: Travis Delashmet, Facilities Maintenance Superintendent
Community Services Department, 280 Riverside Circle – Naples, FL 34102
tdelashmet@naplesgov.com | PHONE: 239-213-7114

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. An award may be made to one or two vendors, and will be determined by submitted prices and required documents. An Award shall be made in the best interest of the City.
- 2. Price:** Will remain firm for the contract period. 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 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.

Company Name: _____

Authorized Signature: _____

- 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:

A. SCOPE OF SERVICE

1. RIVER PARK COMMUNITY CENTER is located at 301 11th St. N. Naples FL 34102. This project consists of the removal and disposal of existing glue down carpet. Supply and install Stanton Da Vinci Carpet-19569-N7-1. Supply and install Stanton- Da Vinci Carpet cut pile blue custom for border. Supply/ cut and bind (8) 6'x6"x15' area rugs out of main floor carpet to cover dance floor. Supply and install vinyl Thoroshield 3250 FR 32oz custom made for dance floor. Remove existing 4" vinyl cove base and install new 6" vinyl cove base (Johnsonite #18 Navy Blue).

2. THE NORRIS CENTER located at 755 8th Ave S. This project consists of the removal of existing Auditorium Carpet and installation of new. Glue down installation. Supply and install Shaw's Philadelphia without compromise Pattern PF27783 2 colors TBT. Remove existing 4" vinyl cove base and install new 4" vinyl cove base (Johnsonite #40 Black)

B. SUBSTITUTIONS OF REQUESTED PRODUCTS:

If a substitution or an "or equal" item is proposed, the proposer must submit this information to the City of Naples Purchasing Department on or before Friday; February 28th, 2020, for evaluation as an acceptable substitution or an "or equal" item. If the substitution or the "or equal" item is accepted, the City of Naples will issue an Addendum which will be posted to the City's web site at www.naplesgov.com/rfps, listing the allowable substitution or the "or equal" item. The cost of changes in related work, which may be required to illustrate or define the substitute or "or equal" equipment and its relationship to the other parts or portions of the Work shall be paid by the Contractor.

C. CONTRACT MANAGEMENT

Travis Delashmet and/or his authorized representative will serve as the City's Project Manager.

D. LICENSES AND PERMITS

Licenses may be required by the State of Florida, Collier County, or the City of Naples to perform all or part of this work. Contractors should investigate and determine if they hold the necessary License(s) prior to bid submittal. Permitting may be required for all or part of the requested work. The contractor will be responsible for investigating and determining if permitting is necessary. The contractor will also be responsible for obtaining permits.

E. INSURANCE

The City's General Insurance Requirements on Attachment A apply. Successful contractor(s) must furnish proof of insurance as per specifications.

F. CONDUCT

The contractor and his employees will conduct themselves in such a manner as to avoid embarrassment to the City of Naples and shall at all times be courteous to the public. Although uniforms are not required, proper clothing shall be worn at all times to include shirts, necessary safety equipment, pants, short or long, and proper footwear. Proper safety equipment shall be worn at all times.

G. CONTRACTORS EQUIPMENT

All vehicles and equipment must be maintained in good repair, appearance and sanitary condition at all times. Vehicles must be clearly identified with the name of the company and phone number clearly visible. In addition, the contractor will be responsible for using the necessary safety equipment according to State standards while working on City, County, or State roads as a sub-contractor of the City.

H. DISPOSAL OF DEBRIS

The contractor shall dispose of all debris and other materials gathered from the described work in compliance with City and County Laws.

Company Name: _____ Authorized Signature: _____

I. SCHEDULING OF WORK

- 1. All work will be performed Monday through Saturday from 7AM to 6PM
- 2. The Contractor will correct work deficiencies and/or problems pointed out by the Contract Manager within 3 days of notification or sooner depending on the nature of the deficiency.

J. PAYMENT REQUESTS, INVOICES AND WORK REPORTS

- 1. Invoices shall be submitted after work is completed with a detailed description of the work performed.
- 2. The successful bidder(s) will meet with Project Manager and set up procedures prior to the start of work.

K. NON-PERFORMANCE

The City reserves the right to cancel the contract with a seven (7) day notice should the Contractor fail to perform up to the requirements and standards identified in the specifications. The City may withhold part or all payments due to the Contractor until correction is made.

L. QUALIFICATIONS

The Contractor shall be licensed with a minimum of three (3) years' experience in Installation of carpet in a commercial application. All bidders shall provide, the Attachment B: Reference Questionnaire from at least three (3) commercial references. The City reserves the right to contact these as references, in order to determine the competency of the Contractor.

M. INSPECTION

The Project Manager will make visits to the site at intervals appropriate to the various stages to observe the progress and quality of the executed work and determine if the work is proceeding in accordance with the Contract Documents. Contract Manager may authorize minor variations from the requirements of the Contract Documents.

N. REJECTING DEFECTIVE WORK

The Project Manager will have the authority to disapprove or reject work, which he believes to be unacceptable work and not in accordance with Contract Documents. Parks & Parkways/Facilities Maintenance Superintendent will be the final interpreter of the requirements of the Contract Documents and judge of the acceptability of the work performed. City will notify the contractor immediately of unacceptable work. If work has been rejected, contractor shall correct all defective work within 3 days of notification. The contractor will bear all costs to correct the defective work. If the contractor fails to correct the defective work, or if the contractor fails to perform the work in accordance with the Contract Documents, the City may correct and remedy any such deficiency, with the contractor to bear all costs to correct the defective work.

O. PROTECTION OF PUBLIC AND PRIVATE PROPERTY

- 1. Contractor shall assume full responsibility for any damage to any property including but not limited to walls, floors, tables, chairs, trees, shrubs, lawns, walks, pavements, roadways, structures, utilities, and underground facilities, resulting from the performance of the work.
- 2. The contractor upon receipt of either written or oral notice to discontinue such practice shall immediately discontinue any practice obviously hazardous in the opinion of the Contract Manager. The contractor shall comply with all OSHA and other Federal and State safety standards. Blocking of the public street, except under extreme emergency conditions, shall not be permitted unless prior arrangements have been made with the Contract Manager and the City Police and Fire Departments and other agencies having jurisdiction over the street to be closed.

P. PROTECTION OF OVERHEAD UTILITIES

The operations will be conducted in many areas where overhead electric, telephone, and cable television facilities exist. The contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage has occurred, and shall be responsible for all claims for damage due to his operations. The contractor shall make arrangements with the utility for the removal of necessary limbs and branches, which may conflict with, or create a personal injury hazard in the removal of the tree. Delays encountered by the contractor in waiting for the utility to complete its work shall not be the responsibility of the contractor.

Q. PROTECTION OF UNDERGROUND UTILITIES

The Contractor will be responsible for following the Florida Underground Facility Damage Prevention & Safety Act (556), OSHA Standard 1926.651, Florida Trench and Safety Act (Chapter 90-96) and obtaining utility locations by calling Sunshine State One-Call of Florida Inc. at 1-800-432-4700. Contractor shall have full responsibility for reviewing and checking all

Company Name: _____ Authorized Signature: _____

information and data for locating all underground facilities.

R. DOCUMENTS REQUIRED FOR QUOTE SUBMITTAL TO BE CONSIDERED FOR AWARD:

1. This form filled out completely.
2. Attachment B: Reference Questionnaire from 3 Commercial References in the past 2 years.
3. Attachment C: Price Sheet
4. Attachment D: W-9 Form - November 2018 version.
5. Required Licenses/permits

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Section F: Pricing Schedule

Item No.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT COST	LINE ITEM COST
1	Please see Attachment C: Price Sheet				
TOTAL FWQ COST:					

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

Section G: Payment Options

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.			
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 P.M., March 6th, 2020
Minimum time frame 10 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) 213-7100 / 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: _____