



**City of Naples**

**REQUEST FOR (FWQ) FORMAL WRITTEN QUOTES  
FWQ No. 16-047 - Fire Station #2 - Kitchen Cabinets**

**FWQ'S ARE DUE ON/BEFORE 5:00 PM, 06/10/2016  
Minimum time frame 3-full business days**

**PRODUCT (COMMODITY) / SCOPE OF SERVICES:**

This is a request for a formal written quote (FWQ) for assembled and delivered commercial quality kitchen cabinets described in the FWQ.

**REQUEST COMMODITY CODE(S):**

150-08 150-49 165-07 931-30

**DEPARTMENT INFO / DELIVERY ADDRESS, ETC:**

Fire Station # 2  
977 26th Ave – North  
Naples FL 34103

**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 through 09/30/2016 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 herein.
5. **IRS Form:** Submit signed IRS W-9 form. Latest version (December 2014).
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.

Company Name: \_\_\_\_\_ Authorized 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.

**SPECIFICATIONS:**

Purchase and delivery of the following items:

To order 8 base cabinets, 3 pantry's and 5 wall cabinets. CAD drawing of existing kitchen with residential cabinets that we want to replace with stainless cabinets.

**BASE CABINETS**

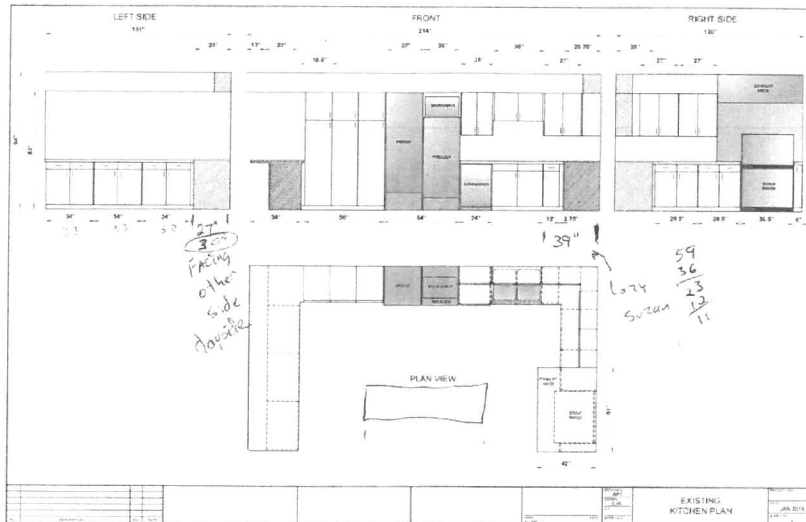
- 3- 33" B 2-doors, 1-drawer
- 1- 27" to 30" B 2-doors, no drawers (right corner cabinet facing opposite direction)
- 3- 18" Pantrys 86" tall (soffit to be removed)
- 1- 36" FDSB
- 1- 12" B 1-door, 1-drawer
- 1- 30" 2DB
- 1- 30" 3DB

**WALL CABINETS**

- 1- 24" W x 30" h x 12" d
- 1- 36" RW x 15" h x 12" d
- 3- 27" W x 30" h x 12" d

Include any warranty information. The product(s) shall include delivery cost to address provided. Additionally, IRS W-9s are required with all submissions AND City registration will be required from vendors who are awarded contracts.

Upon staff's evaluation of quote responses, awards are also intended to be made to one or multiple vendors which would be in the best interests of the City.



**FWQ No. 16-047 - Fire Station #2 - Kitchen Cabinets**

**SECTION A: PRICING SCHEDULE**

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

Authorized Signature: \_\_\_\_\_

**SECTION A: PRICING SCHEDULE**

Item No.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT COST	LINE ITEM COST
1	BASE CABINETS				
2	3- 33"B 2-doors, 1-drawer	3	Units		\$0.00
3	1- 27" to 30"B 2-doors, no drawers( right corner cabinet facing opposite direction)	1	Units		\$0.00
4	3- 18"Pantrys 86" tall (soffit to be removed)	3	Units		\$0.00
5	1- 36"FDSB	1	Units		\$0.00
6	1- 12"B 1-door, 1- drawer	1	Units		\$0.00
7	1- 30" 2DB	1	Units		\$0.00
8	1- 30" 3DB	1	Units		\$0.00
9					
10	WALL CABINETS				
11	1- 24"W x 30"h x 12"d	1	Units		\$0.00
12	1- 36"RW x 15"h x 12"d	1	Units		\$0.00
13	3- 27"W x 30"h x 12"d	3	Units		\$0.00
<b>TOTAL FWQ COST:</b>					<b>\$0.00</b>

Price must include delivery. This quote is due back to the City of Naples by 5pm local time on 6/10/2016. If you do not have the item(s) or do not wish to quote this project, please advise the City with a "No Bid" response. The City of Naples is a tax exempt entity and federal state and local tax should not be included in the cost.

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

Notice to Bidders: Each bidder, before submitting a bid, shall become fully informed as to the extent and character of the project required and should be licensed, if applicable. No consideration will be granted for any alleged misunderstanding of the material to be furnished. It is understood the submission of a bid is an agreement with all of the items and conditions referred to herein.

**SECTION B: (FWQ) FORMAL WRITTEN QUOTE SUBMISSION INFORMATION**

**FWQ'S ARE DUE ON/BEFORE 5:00 PM, 06/10/2016**

**Minimum time frame 3-full business days**

- **Delivery FWQ to:** City of Naples; Purchasing Division; 735 8th Street S.; Naples, FL 34102
- **Email To:** [purchasing@naplesgov.com](mailto:purchasing@naplesgov.com)
- **Fax to:** (239) 213-7105
- **Questions:** Email preferred. Contact: Greg Givens at (239) 213-7101

**SECTION C: 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: \_\_\_\_\_