



City of Naples

REQUEST FOR (FWQ) FORMAL WRITTEN QUOTES
FWQ No. 19-018 - Utilities/Wastewater Collection Large Truck Canopy

FWQ'S ARE DUE ON/BEFORE 4:00 PM, 11/30/2018
Minimum time frame 10-full business days

Section A:

PRODUCT (COMMODITY) / SCOPE OF SERVICES:

This quote is to seek a contractor to provide all material, labor, equipment, and supervision necessary to perform the work described in Scope of Services (Section E). This request will be to construct a structure fabricated from aluminum to serve as a truck canopy to protect four (4) large trucks owned and operated by the Wastewater Collection Division. The installation and fabrication shall comply with current building codes and all permitting requirements. The truck canopy shall be installed at the Wastewater Collection Facility located at 1450 4th Avenue North.

Section B:

REQUEST COMMODITY CODE(S):

909-60 910-69 910-52 870-00 870-10
870-20 870-22 870-30

Section C:

DEPARTMENT INFO / DELIVERY ADDRESS, ETC:

To allow vendors to view the existing site conditions, a non-mandatory pre-quote meeting will be held on November 27th at 9:30 a.m., at the City's Utilities Operations Bldg., 380 Riverside Circle, Naples, FL 34102.

All quotes must be submitted by email, fax or hand delivered to the contact in Section H of this document.

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 herein.

Company Name: _____

Authorized Signature: _____

5. **IRS Form:** Submit signed IRS W-9 form. Latest version (November 2017).
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:

This request will be to design, fabricate and install a new structure (canopy) fabricated from aluminum and installed at 1450 4th Avenue North. The canopy is being constructed to park and protect four (4) large vacuum trucks owned and operated by the Wastewater Collection Division. All installation and fabrication shall comply with current building codes, specific to location, and all permitting requirements. The canopy shall be designed by a Florida Registered Professional Engineer and the design shall be submitted with building plans for permitting. Plan details shall include footings, type of aluminum (including thickness), structural connections for all members, and roof panel product approvals.

The canopy shall be a new aluminum pan roof system (3 inch riser 032 PAN roof system). The structure shall be 54' X 43' and shall include all gutters and fascia. All fasteners/bolts/screws shall be stainless steel. The structures height shall be a minimum of 13' 6" in order to allow clearance for the large trucks. The approximate clear opening per bay shall be 13 feet wide. The structure shall be installed on concrete footers installed by the City - the contractor shall provide the footer requirements to the City. Posts shall be 4" X 6" aluminum columns. The frame and posts shall be welded and have a mill finish. The following picture is being provided to illustrate an example of what is being requested; measurements of the requested awning vary in comparison to what is pictured.

The building shall be installed within 90 days from notice to proceed.



Company Name: _____

Authorized Signature: _____

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Section F: Pricing Schedule

Item No.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT COST	LINE ITEM COST
1	Fabricate and Install a new canopy fabricated from aluminum and installed at 1450 4th Avenue North. The structure shall be 54' X 43' and shall include all gutter and fascia.	1	Each		\$0.00
TOTAL FWQ COST:					\$0.00

The quantities above are estimated and 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, 11/30/2018

Minimum time frame 10-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) 213-7100 / 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: _____