



City of Naples

REQUEST FOR (FWQ) FORMAL WRITTEN QUOTES

FWQ No. 22-004 - Building Plan & Inspection Review Services - Building Services

FWQ'S ARE DUE ON/BEFORE 4:00 PM, 10-29-2021

Minimum time frame

Section A:

PRODUCT (COMMODITY) / SCOPE OF SERVICES:

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.

The City of Naples Building Department is in the process of obtaining quotes for professional Florida Building Code inspection and plan review services for fiscal year November 1, 2021 through October 31, 2022.

The services are requested to supplement Building staff in the event of personnel shortages, or emergency staffing needs. Additionally, temporary services may be needed to assist our existing staff as a result of increased construction permitting activity. Vendor staff by the outside firm shall be licensed as per FS 468 for services provided.

Section B:

REQUEST COMMODITY CODE(S):

918-19 918-42 918-32 910-40 909-33
961-45 968-47 961-45 968-47 910-40

Section C:

DEPARTMENT INFO / DELIVERY ADDRESS, ETC:

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. More than one vendor may be awarded this FWQ. Contract by Purchase Order (CbPO) will be in-place for a one (1) year term with an optional four (4) one (1) year renewals, if mutually agreed upon by the CITY and CONTRACTOR. After the initial one (1) year term and any renewals, the contract may be extended for periods not exceeding two (2) years, only with approval of City Council pursuant to the City of Naples Code of Ordinances, Sec.2-667(7)(e). Each renewal or extension shall be automatically extended for automatic and successive additional terms, unless either party gives written notice to the other not fewer than ninety (90) days prior to the expiration of the then current term.
- 2. Price:** Will remain firm for the contract period. Annual Agreement pricing will remain the same for the contract period 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

Company Name: _____ Authorized Signature: _____

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.
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:

Overview:

The City of Naples follows established uniform procedures and Florida Building Code requirements for managing City Building Permit Applications. Through assigned duties, the Permit Inspection & Plan Review Service Provider is responsible for providing all required Florida Building Code Reviews and Inspections for the City in any contract work to be performed. The Service provider may be assigned to provide all Florida Building Code required reviews and inspections or may be teamed with Building Department staff to perform specific review or inspections services.

These services are requested in order to supplement our support staff in the event of personnel shortages, such as vacation, illness or any other emergency staffing needs. Additionally, temporary services may be needed to assist our existing staff as a result of increased construction permitting activity and other customer service initiatives to enhance inspection and plan services provided by the City. All awarded firms and their provided staff shall be licensed as per FS 468 part XII for required services provided.

Scope of Services:

The Scope of Services to be provided by the Permit Service provider will include, but is not limited to, the following for Permit Applications:

- Provide Florida Building Code Structural, Mechanical, Electrical, and Plumbing Inspection Services. Inspection Services shall be for 1-2 Family, Multi-Family and Commercial projects.
- Provide Florida Building Code Structural, Mechanical, Electrical, and Plumbing Plan Review Services. Review Services shall be for 1-2 Family, Multi-Family and Commercial projects.

Required submittal documents:

- 1 Proof of insurance (current accord form), see Attachment A: Insurance Requirements
2. Signed IRS W-9 form, Attachment B: W-9 (Rev. October 2018)
3. License per FS 468
4. Section F, G & I of this document. Pricing must be submitted on this document to be considered for an award.

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Company Name: _____ Authorized Signature: _____

Section F: Pricing Schedule

Item No.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT COST	LINE ITEM COST
1	Provide an inclusive hourly rate for professional inspection services. The contractor understands all incidental costs including; time, labor materials, tools, equipment, facilities, transportation, allowances for profit, tools of the trade, and all services necessary for a project, must be included in the proposed hourly rate.	1	Hourly		\$0.00
2	Provide an inclusive hourly rate for professional plan review services. The contractor understands all incidental costs including; time, labor materials, tools, equipment, facilities, transportation, allowances for profit, tools of the trade, and all services necessary for a project, must be included in the proposed hourly rate.	1	Hourly		\$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, 10-29-2021

Minimum time frame

- **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 Roberts at (239) 213-7100 / droberts@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: _____