

First Renewal of FWQ 22-039 City Wide Window Washing Between the City of Naples and Wash and Glow, LLC at the same Terms, Conditions as allowed under Section D: 2 Pricing. Renewal valid from 10/01/2023 through 09/30/2024.

Approved:



City of Naples

REQUEST FOR (FWQ) FORMAL WRITTEN QUOTES

FWQ No. 22-039 - City Wide Window Washing FWQ

FWQ'S ARE DUE ON/BEFORE 04:00 PM, 06/29/2022

Minimum time frame To Due Date

Section A:

PRODUCT (COMMODITY) / SCOPE OF SERVICES:

The purpose of this formal quote is to obtain competitive prices to provide window washing services at various sites within the City of Naples. The resulting contract will not commence before October 2022 and be for one-year with the option for two additional one-year periods based on the mutual agreement of both parties. Additionally, facility sites may be added as negotiated with the awarded vendor.

Section B:

REQUEST COMMODITY CODE(S):

910-81

Section C:

DEPARTMENT INFO / DELIVERY ADDRESS, ETC:

Company Name: Washandglow LLC

Authorized Signature: _____

A handwritten signature in black ink, appearing to be 'W. J. ...'.

DEPARTMENT INFO / DELIVERY ADDRESS, ETC:

WORK FACILITY AND LOCATION:

1. City Hall to include City Council :Chambers - 735 8th St. S.
2. Norris Center - 755 8th Ave. S.
3. Arthur L. Allen Tennis Center - 730 8th St. S.
4. Fleischmann Park Community Center - 1600 Fleischmann Boulevard including:
Fleischmann Two-Story
Fleischmann Park Fieldhouse
5. Naples Preserve/ Hedges Family Eco-Center - 1690 Tamiami Trail N.
6. River Park Community Center and River Park Aquatic Center - 301 11th Street N.
7. Utilities/ Public Works Department - 380 Riverside Circle
8. Community Services Department - 280 Riverside Circle
9. Warehouse Building - 270 Riverside Circle
10. Baker Park - 100 Riverside Circle
11. Fire Station 2 - 977 26th Ave. N.
12. Solid Waste - 2600 Corporate Flight Dr.
13. Community Development Department - 295 Riverside Circle
14. Police and Emergency Services Department - 355 Riverside Circle
15. City Parking Garage - 400 8th Street S.
16. City Parking Garage - 801 6th Ave. S.
17. Equipment Services - 370 Riverside Circle
18. Utilities Maintenance Division - 1450 4th Ave. N. #950
19. Wastewater Collection Division - 1450 4th Ave. N. #993
20. Wastewater Treatment Plant - 1400 3rd Ave. N.
21. City Dock: 880 12th Ave. S.
22. Fire Station 1 - 835 8th St. S.

Section D:

SPECIAL CONDITIONS:

1. **Award:** An award, if any, will be made to the lowest responsive vendor capable of providing the product and/or service.
2. **Price:** The resulting contract will be for one-year with the option for two additional one-year periods based on the mutual agreement of both parties. 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.
7. **References:** City reserves the right to request references with whom your company has provided stated products and/or services within the last 3 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

Company Name: Washandglow LLC

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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:

SPECIFICATIONS:

CONTRACTOR'S RESPONSIBILITIES

The successful contractor shall:

- a. Obtain all necessary licenses and permits.
- b. Provide competent supervision
- c. Take precautions necessary to protect persons or property against injury or damage and be responsible for any such damage, or injury that occurs as a result of his/her negligence.
- d. Perform the work without unnecessary interfering with other City activities.
- e. Be required to provide all necessary labor, equipment, materials and supervision necessary to the work as required.

- 1. Exterior windows will be cleaned six times a year, with one interior cleaning.
- 2. Quotes are per cleaning.
- 3. Windows will be cleaned to streak-free with all debris removed from the windows to include cob webs.
- 4. All work will be performed Monday thru Friday between 7 am and 5 pm.
- 5. Before work is performed, the City will be notified at least 5 business days in advance.

Window washing services may not be scheduled on the following City observed holidays:
 New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day.

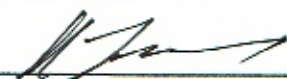
FWQ No. 22-039 - City Wide Window Washing FWQ

Section F: Pricing Schedule

Item No.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT COST	LINE ITEM COST
1	City Hall to include City Council Chambers - 735 8th St. S. EXTERIOR CLEANING	1	PER CLEANING	\$370.00	\$370.00
2	City Hall to include City Council Chambers - City Council Chambers - 735 8th St. S. INTERIOR CLEANING	1	PER CLEANING	\$140.00	\$140.00
3	Norris Community Center - 755 8th Ave. S. INTERIOR CLEANING	1	PER CLEANING	\$105.00	\$105.00
4	Norris Community Center - 755 8th Ave. S. EXTERIOR CLEANING	1	PER CLEANING	\$275.00	\$275.00
5	Arthur L. Allen Tennis Center - 730 8th St. S. INTERIOR CLEANING	1	PER CLEANING	\$35.00	\$35.00
6	Arthur L. Allen Tennis Center - 730 8th St. S. EXTERIOR CLEANING	1	PER CLEANING	\$50.00	\$50.00
7	Fleischmann Park Community Center - 2 Story - 1600 Fleischmann Blvd. EXTERIOR CLEANING	1	PER CLEANING	\$50.00	\$50.00
8	Fleischmann Park Community Center - 2 Story - 1600 Fleischmann Blvd. INTERIOR CLEANING	1	PER CLEANING	\$30.00	\$30.00
9	Fleischmann Park Fieldhouse - 1600 Fleischmann Blvd. EXTERIOR CLEANING	1	PER CLEANING	\$90.00	\$90.00
10	Fleischmann Park Fieldhouse - 1600 Fleischmann Blvd. INTERIOR CLEANING	1	PER CLEANING	\$45.00	\$45.00

Company Name: Washandglow LLC


Authorized Signature: _____



Section F: Pricing Schedule

11	Naples Preserve/ Hedges Family Eco-Center - 1690 Tamiami Trail N. EXTERIOR CLEANING	1	PER CLEANING	\$85.00	\$85.00
12	Naples Preserve/ Hedges Family Eco-Center - 1690 Tamiami Trail N. INTERIOR CLEANING	1	PER CLEANING	\$40.00	\$40.00
13	River Park Community Center - 301 11th Street N. EXTERIOR CLEANING	1	PER CLEANING	\$180.00	\$180.00
14	River Park Community Center - 301 11th Street N. INTERIOR CLEANING	1	PER CLEANING	\$90.00	\$90.00
15	Utilities/ Public Works Department - 380 Riverside Circle EXTERIOR CLEANING	1	PER CLEANING	\$80.00	\$80.00
16	Utilities/ Public Works Department - 380 Riverside Circle INTERIOR CLEANING	1	PER CLEANING	\$40.00	\$40.00
17	Community Services Department - 280 Riverside Circle EXTERIOR CLEANING	1	PER CLEANING	\$90.00	\$90.00
18	Community Services Department - 280 Riverside Circle INTERIOR CLEANING	1	PER CLEANING	\$45.00	\$45.00
19	Warehouse Building - 270 Riverside Circle EXTERIOR CLEANING	1	PER CLEANING	\$20.00	\$20.00
20	Warehouse Building - 270 Riverside Circle INTERIOR CLEANING	1	PER CLEANING	\$15.00	\$15.00
21	Baker Park - EXTERIOR CLEANING - 100 Riverside Circle EXTERIOR CLEANING	1	PER CLEANING	\$120.00	\$120.00
22	Baker Park - INTERIOR CLEANING - 100 Riverside Circle INTERIOR CLEANING	1	PER CLEANING	\$60.00	\$60.00
23	Fire Station 2 - 977 26th Ave North - EXTERIOR CLEANING	1	PER CLEANING	\$40.00	\$40.00
24	Fire Station 2 - 977 26th Ave North - INTERIOR CLEANING	1	PER CLEANING	\$20.00	\$20.00
25	Solid Waste - 2600 Corporate Flight Dr. EXTERIOR CLEANING	1	PER CLEANING	\$40.00	\$40.00
26	Solid Waste - 2600 Corporate Flight Dr. INTERIOR CLEANING	1	PER CLEANING	\$25.00	\$25.00
27	Community Development Department - 295 Riverside Circle EXTERIOR CLEANING	1	PER CLEANING	\$180.00	\$180.00
28	Community Development Department - 295 Riverside Circle INTERIOR CLEANING	1	PER CLEANING	\$110.00	\$110.00
29	Police and Emergency Department - 355 Riverside Circle EXTERIOR CLEANING	1	PER CLEANING	\$155.00	\$155.00
30	Police and Emergency Department - 355 Riverside Circle INTERIOR CLEANING	1	PER CLEANING	\$80.00	\$80.00
31	City Parking Garage - 400 8th Street South - Elevator SHAFT	1	PER CLEANING	\$30.00	\$30.00
32	City Parking Garage - 801 6th Avenue South - Elevator SHAFT	1	PER CLEANING	\$30.00	\$30.00
33	Equipment Services: 370 Riverside Circle EXTERIOR CLEANING	1	PER CLEANING	\$45.00	\$45.00
34	Equipment Services: 370 Riverside Circle INTERIOR CLEANING	1	PER CLEANING	\$30.00	\$30.00
35	Utilities Maintenance Division 1450 4th Ave North #950 EXTERIOR CLEANING	1	PER CLEANING	\$40.00	\$40.00

Company Name: Washandglow LLC

Authorized Signature: 

36	Utilities Maintenance Division 1450 4th Ave North #950 INTERIOR CLEANING	1	PER CLEANING	\$20.00	\$20.00
37	Wastewater Collection Division: 1450 4th Ave North #993 EXTERIOR CLEANING	1	PER CLEANING	\$20.00	\$20.00
38	Wastewater Collection Division: 1450 4th Ave North #993 INTERIOR CLEANING	1	PER CLEANING	\$10.00	\$10.00
39	Wastewater treatment Plant: 1400 3rd Ave North EXTERIOR CLEANING	1	PER CLEANING	\$60.00	\$60.00
40	Wastewater treatment Plant: 1400 3rd Ave North INTERIOR CLEANING	1	PER CLEANING	\$30.00	\$30.00
41	City Dock 880 12th Ave S EXTERIOR CLEANING	1	PER CLEANING	\$45.00	\$45.00
42	City Dock 880 12th Ave S INTERIOR CLEANING	1	PER CLEANING	\$25.00	\$25.00
43	Fire Station 1 - 835 8th St. S. INTERIOR CLEANING	1	PER CLEANING	\$420.00	\$420.00
44	Fire Station 1 - 835 8th St. S. EXTERIOR CLEANING	1	PER CLEANING	\$590.00	\$590.00
TOTAL FWQ COST:					\$4,100.00

Exterior windows will be cleaned six times a year, with one interior cleaning. Quotes are PER cleaning. Additional cost for parking structure elevator glass cleaning once per year.

Please Note:

1. Price: The price will remain firm for the contract period.
2. Award: An award, if any, will be made to the lowest responsive and responsible quote capable of providing the service.
3. Notice to Bidders: Each bidder, before submitting a quote, shall become fully informed as to the extent and character of the work required and should be licensed, if applicable. No consideration will be granted for any alleged misunderstanding of the materials to be furnished or work to be done. It is understood the submission of a bid is an agreement with all the items and conditions referred to herein.
4. Insurance: Proof of insurance shall be provided by the successful contractor prior to the start of work.

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 checked="" 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

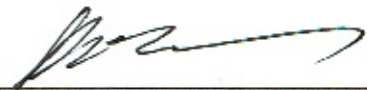
FWQ'S ARE DUE ON/BEFORE 04:00 PM, 06/29/2022

Minimum time frame To Due Date

- **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: Somer Adams at (239) 213-7106 / sadams@naplesgov.com

Company Name: Washandglow LLC

Authorized Signature: _____



Section I: Vendor / Respondent Information

Company Representative Signature:  _____

Printed Name and Title: Katreena Fone Owner Operator

Company Name: Washandglow LLC FEI/EIN Number: 80/0490918

Full Address: 2860 22nd Ave NE, Naples, FL, 34120

Telephone: 2393840208 Email: jon.katwashandglow@yahoo.com

Company Name: Washandglow LLC

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: Washandglow LLC

Authorized Signature: _____



Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Washandglow LLC</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u>S</u></p> <p><small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small></p> <p><input type="checkbox"/> Other (see instructions) ▶</p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small; text-align: right;">(Apply to accounts maintained outside the U.S.)</p> <p>5 Address (number, street, and apt. or suite no.) See instructions. 2860 22nd Ave NE</p> <p>6 City, state, and ZIP code Naples, FL, 3412080</p> <p>7 List account number(s) here (optional)</p>	Requester's name and address (optional)
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Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
OR									
Employer identification number									
8	0	-	0	4	9	0	9	1	8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ <u>6-24-22</u>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.