



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: _____

Authorized Signature: _____

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: _____

Authorized Signature: _____

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		\$0.00
2	City Hall to include City Council Chambers - City Council Chambers - 735 8th St. S. INTERIOR CLEANING	1	PER CLEANING		\$0.00
3	Norris Community Center - 755 8th Ave. S. INTERIOR CLEANING	1	PER CLEANING		\$0.00
4	Norris Community Center - 755 8th Ave. S. EXTERIOR CLEANING	1	PER CLEANING		\$0.00
5	Arthur L. Allen Tennis Center - 730 8th St. S. INTERIOR CLEANING	1	PER CLEANING		\$0.00
6	Arthur L. Allen Tennis Center - 730 8th St. S. EXTERIOR CLEANING	1	PER CLEANING		\$0.00
7	Fleischmann Park Community Center - 2 Story - 1600 Fleischmann Blvd. EXTERIOR CLEANING	1	PER CLEANING		\$0.00
8	Fleischmann Park Community Center - 2 Story - 1600 Fleischmann Blvd. INTERIOR CLEANING	1	PER CLEANING		\$0.00
9	Fleischmann Park Fieldhouse - 1600 Fleischmann Blvd. EXTERIOR CLEANING	1	PER CLEANING		\$0.00
10	Fleischmann Park Fieldhouse - 1600 Fleischmann Blvd. INTERIOR CLEANING	1	PER CLEANING		\$0.00

Company Name: _____

Authorized Signature: _____

Section F: Pricing Schedule

11	Naples Preserve/ Hedges Family Eco-Center - 1690 Tamiami Trail N. EXTERIOR CLEANING	1	PER CLEANING		\$0.00
12	Naples Preserve/ Hedges Family Eco-Center - 1690 Tamiami Trail N. INTERIOR CLEANING	1	PER CLEANING		\$0.00
13	River Park Community Center - 301 11th Street N. EXTERIOR CLEANING	1	PER CLEANING		\$0.00
14	River Park Community Center - 301 11th Street N. INTERIOR CLEANING	1	PER CLEANING		\$0.00
15	Utilities/ Public Works Department - 380 Riverside Circle EXTERIOR CLEANING	1	PER CLEANING		\$0.00
16	Utilities/ Public Works Department - 380 Riverside Circle INTERIOR CLEANING	1	PER CLEANING		\$0.00
17	Community Services Department - 280 Riverside Circle EXTERIOR CLEANING	1	PER CLEANING		\$0.00
18	Community Services Department - 280 Riverside Circle INTERIOR CLEANING	1	PER CLEANING		\$0.00
19	Warehouse Building - 270 Riverside Circle EXTERIOR CLEANING	1	PER CLEANING		\$0.00
20	Warehouse Building - 270 Riverside Circle INTERIOR CLEANING	1	PER CLEANING		\$0.00
21	Baker Park - EXTERIOR CLEANING - 100 Riverside Circle EXTERIOR CLEANING	1	PER CLEANING		\$0.00
22	Baker Park - INTERIOR CLEANING - 100 Riverside Circle INTERIOR CLEANING	1	PER CLEANING		\$0.00
23	Fire Station 2 - 977 26th Ave North - EXTERIOR CLEANING	1	PER CLEANING		\$0.00
24	Fire Station 2 - 977 26th Ave North - INTERIOR CLEANING	1	PER CLEANING		\$0.00
25	Solid Waste - 2600 Corporate Flight Dr. EXTERIOR CLEANING	1	PER CLEANING		\$0.00
26	Solid Waste - 2600 Corporate Flight Dr. INTERIOR CLEANING	1	PER CLEANING		\$0.00
27	Community Development Department - 295 Riverside Circle EXTERIOR CLEANING	1	PER CLEANING		\$0.00
28	Community Development Department - 295 Riverside Circle INTERIOR CLEANING	1	PER CLEANING		\$0.00
29	Police and Emergency Department - 355 Riverside Circle EXTERIOR CLEANING	1	PER CLEANING		\$0.00
30	Police and Emergency Department - 355 Riverside Circle INTERIOR CLEANING	1	PER CLEANING		\$0.00
31	City Parking Garage - 400 8th Street South - Elevator SHAFT	1	PER CLEANING		\$0.00
32	City Parking Garage - 801 6th Avenue South - Elevator SHAFT	1	PER CLEANING		\$0.00
33	Equipment Services: 370 Riverside Circle EXTERIOR CLEANING	1	PER CLEANING		\$0.00
34	Equipment Services: 370 Riverside Circle INTERIOR CLEANING	1	PER CLEANING		\$0.00
35	Utilities Maintenance Division 1450 4th Ave North #950 EXTERIOR CLEANING	1	PER CLEANING		\$0.00

Company Name: _____

Authorized Signature: _____

36	Utilities Maintenance Division 1450 4th Ave North #950 INTERIOR CLEANING	1	PER CLEANING		\$0.00
37	Wastewater Collection Division: 1450 4th Ave North #993 EXTERIOR CLEANING	1	PER CLEANING		\$0.00
38	Wastewater Collection Division: 1450 4th Ave North #993 INTERIOR CLEANING	1	PER CLEANING		\$0.00
39	Wastewater treatment Plant: 1400 3rd Ave North EXTERIOR CLEANING	1	PER CLEANING		\$0.00
40	Wastewater treatment Plant: 1400 3rd Ave North INTERIOR CLEANING	1	PER CLEANING		\$0.00
41	City Dock 880 12th Ave S EXTERIOR CLEANING	1	PER CLEANING		\$0.00
42	City Dock 880 12th Ave S INTERIOR CLEANING	1	PER CLEANING		\$0.00
43	Fire Station 1 - 835 8th St. S. INTERIOR CLEANING	1	PER CLEANING		\$0.00
44	Fire Station 1 - 835 8th St. S. EXTERIOR CLEANING	1	PER CLEANING		\$0.00
TOTAL FWQ COST:					\$0.00

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 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: _____ Authorized Signature: _____

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: _____