



City of Naples

FINANCE DEPARTMENT
PURCHASING DIVISION
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City of Naples Request for Formal Written Quote

Naples Community Services Department
Window Washing Services

OVERVIEW: 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 begin in October 1, 2012 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.

SPECIAL CONDITIONS

- A. **PRICE**
The price will remain firm for the contract period.
- B. **AWARD**
An award, if any, will be made to the lowest responsive and responsible bidder capable of providing the service.
- C. **PAYMENT**
Payment shall be made after satisfactory completion of the work.
- D. **NOTICE TO BIDDERS**
Each bidder, before submitting a bid, shall become fully informed as to the extent and character of the work required. No consideration will be granted for any alleged misunderstanding of the material to be furnished or work to be done. It is understood the submission of a bid is an agreement with all of the items and conditions referred to herein.
- E. **INSURANCE**
Proof of insurance shall be provided by the successful contractor prior to the start of work.

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F. 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 unnecessarily interfering with other City activities
- e. Be required to provide all necessary labor, equipment, materials and supervision necessary to the work as required.

G. HOLIDAYS

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

SPECIFICATIONS:

- 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 7am and 5pm.
- 5. Before work is performed, the City will be notified at least 5 business days in advance.

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REFERENCES:

THIS SHEET MUST BE COMPLETED AND RETURNED WITH QUOTE.

PROVIDE AT LEAST THREE REFERENCES FOR WHOM YOUR COMPANY HAS PROVIDED SAME OR SIMILAR SERVICES WITHIN THE LAST 2 YEARS.

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

CONTACT E-MAIL ADDRESS: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

CONTACT E-MAIL ADDRESS: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

CONTACT E-MAIL ADDRESS: _____

BID TAB

Price Per Facility

Facility Name/Location

Cost for
Six
Exterior
Cleanings

Cost for
One
Interior
Cleaning

1. City Hall to include City Council Chambers

735 8th Street South

2. Norris Community Center

755 8th Avenue South

3. Arthur L. Allen Tennis Center

730 8th Street South

4. Fleischmann Park Community Center including:

Fleischmann Two-Story

Fleischmann Park Fieldhouse

1600 Fleischmann Boulevard

5. Naples Preserve / Hedges Family Eco-Center

1690 Tamiami Trail North

6. River Park Community Center

301 11th Street North

7. Utilities / Public Works Department

380 Riverside Circle

8. Community Services Department

280 Riverside Circle

9. Warehouse Building

270 Riverside Circle

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10. Solid Waste Division

50 Riverside Circle

11. Community Development Department

295 Riverside Circle

12. Police and Emergency Services Department

355 Riverside Circle

Price Per Facility

Facility Name/Location

Cost Per
Six
Exterior
Cleanings

Cost Per
One
Interior
Cleaning

Cost Per One
Shaft Cleaning

13. City Parking Garage

400 8th Street South

14. City Parking Garage

801 6th Avenue South

TOTAL PRICE: _____

Please provide:

Company Representative Signature: _____

Printed Name/Title: _____

Company Name: _____

EIN: _____

If you have any questions, contact Greg Givens at 239-213-7101. Quotes are due by **4:00 PM, July 12, 2012**, via email to ggivens@naplesgov.com, fax to 239-213-7105, or hand delivery to Purchasing (see address above).

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