



INVITATION TO BID
CITY OF NAPLES
PURCHASING DIVISION
CITY HALL, 735 8TH STREET SOUTH
NAPLES, FL 34102
PH: 239-213-7100 FX: 239-213-7105

NOTIFICATION DATE:	TITLE	NUMBER:	OPENING DATE & TIME:
09/11/12	Design / Build Decorative Mast-Arm at 5th Avenue & 3rd Street	065-12	10/11/12 2:00 PM
PRE-BID DATE, TIME AND LOCATION: A pre-bid meeting will be held at 10:00 AM, September 25, 2012 on the southwest corner of 5 th Avenue South and 3 rd Street. In the event of inclement weather, the pre-bid meeting will be moved to the Purchasing Division, 735 8 th Street South.			

NAME OF PARTNERSHIP, CORPORATION OR INDIVIDUAL:	
MAILING ADDRESS:	
CITY-STATE-ZIP:	
PH:	EMAIL:
FX:	WEB ADDRESS:

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. In submitting a bid to the City of Naples the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the City of Naples all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of FL for price fixing relating to the particular commodities or services purchased or acquired by the City of Naples. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the bidder.		
AUTHORIZED SIGNATURE	DATE	PRINTED NAME/TITLE
Please initial by all that apply I acknowledge receipt of the following addendum		
____ Addendum #1	____ Addendum #2	____ Addendum #3
____ Addendum #4		

PLEASE NOTE THE FOLLOWING:

- > This page **must be completed and returned** with your bid.
- > Bids must be **submitted in a sealed envelope, marked with bid number & closing date.**
- > Bids received after the above closing date and time will not be accepted.
- > **If you do not have an email address** and you want a copy of the Bid Tab, please enclose a stamped, self-addressed envelope with your bid.

GENERAL CONDITIONS

TO INSURE ACCEPTANCE OF THE BID, PLEASE FOLLOW THESE INSTRUCTIONS. ANY AND ALL SPECIAL CONDITIONS, ATTACHED HERETO, HAVE PRECEDENCE.

- 1. SEALED BID:** All bids must be submitted in a sealed envelope. The face of the envelope shall contain the bid name and bid number. Bids not submitted on attached bid form shall be rejected. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.
- 2. EXECUTION OF BID:** Bid must contain a manual signature of authorized representative in the proposal section. Bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by bidder to his bid must be initialed.
- 3. NO BID:** If not submitting a bid, respond by returning the Statement of No Bid and explain the reason in the spaces provided. Failure to respond 3 times in succession without justification shall be cause for removal of the supplier's name from the bid mailing list. NOTE: To qualify as a respondent, bidder must submit a "NO BID," and it must be received no later than the stated bid opening date and hour.
- 4. BID OPENING:** Shall be public, on the date and at the time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by telegram, telephone; or fax are not acceptable. Bid files may be examined during normal working hours.
- 5. WITHDRAWAL OF BIDS:** Withdrawal of a bid within sixty (60) days after the opening of bids is subject to suspension or debarment in accordance with Section 2-668 of the City Code for up to three years.
- 6. PRICES, TERMS and PAYMENT:** Firm Prices include all packing, handling, shipping charges and delivery to the destination shown herein. Bidder is encouraged to offer cash discount for prompt invoice payment. Terms of less than 20 days will not be considered.

 - A. TAXES:** The City of Naples does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property. See exemption number on face of purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of City-owned real property.
 - B. MISTAKES:** Bidders are expected to examine the specifications, delivery schedule, bid prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk. In case of mistake in extension, the unit price will govern.
 - C. CONDITION AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be a new, current standard production model available at the time of this bid. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
 - D. SAFETY STANDARDS:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under.
 - E. UNDERWRITERS' LABORATORIES:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall carry U.L. approval and re-examination listing where such has been established.
 - F. PAYMENT:** Payment will be made by the buyer after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified in the bid. Failure to follow these instructions may result in delay in processing invoices for payment. In addition, the purchase order number must appear on bills of lading, packages, cases, delivery lists and correspondence.
- 7. DELIVERY:** Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the user, Monday through Friday, unless otherwise specified.

8. MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS: Any manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit with his proposal, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form.

9. INTERPRETATIONS: Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than ten (10) days prior to the bid opening. Inquiries must reference the date of bid opening and bid number. Failure to comply with this condition will result in bidder waiving his right to dispute the bid.

10. CONFLICT OF INTEREST: All bid awards are subject to Section 2-973 Conflict of Interest, City of Naples Code of Ordinances, which states: *"No public officer or employee shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of or is doing business with the city; nor shall an officer or employee have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his private interests and the performance of his public duties or that would impede the full and faithful discharge of his public duties. Any member of the city council or any city officer or employee who willfully violates this section shall be guilty of malfeasance in office or position and shall forfeit his office or position. Violation of this section with the knowledge, express or implied, of the person or corporation contracting with or making a sale to the city shall render the contract or sale voidable by the city manager or the city council."*

11. AWARDS: As the best interest of the City may require, the right is reserved to make award(s) by individual item, group of items, all or none, or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received.

12. ADDITIONAL QUANTITIES: For a period not exceeding ninety (90) days from the date of acceptance of this offer by the buyer, the right is reserved to acquire additional quantities up to but not exceeding those shown on bid at the prices bid in this invitation. If additional quantities are not acceptable, the bid sheets must be noted "BID IS FOR SPECIFIED QUANTITY ONLY." (THIS PARAGRAPH DOES NOT APPLY FOR A TERM CONTRACT.)

13. SERVICE AND WARRANTY: Unless otherwise specified, the bidder shall define any warranty service and replacements that will be provided during and subsequent to this contract. Bidders must explain on an attached sheet to what extent warranty and service facilities are provided.

14. SAMPLES: Samples of items, when called for, must be furnished free of expense, on or before bid opening time and date, and if not destroyed may, upon request, be returned at the bidder's expense. Each individual sample must be labeled with bidder's name, manufacturer's brand name and number, bid number and item reference. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with your bid. If instructions are not received within this time, the commodities shall be disposed of by the City of Naples.

15. BID PROTEST: The city has formal bid protest procedures that are available on request.

16. INSPECTION, ACCEPTANCE AND TITLE: Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency, unless loss or damage results from negligence by the ordering

17. DISPUTES: In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the buyer shall be final and binding on both parties.

18. GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful bidder to notify the buyer at once, indicating in his letter the specific regulation which required an alteration. The City reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the City.

19. LEGAL REQUIREMENTS: Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City of Naples by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

20. PATENTS AND ROYALTIES: The bidder, without exception, shall indemnify and save harmless the City of Naples and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Naples. If the bidder uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

21. ADVERTISING: In submitting a bid, bidder agrees not to use the results there from as a part of any commercial advertising.

22. ASSIGNMENT: Any Purchase Order issued pursuant to this bid invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the buyer.

23. LIABILITY: The supplier shall hold and save the City of Naples, its officers, agents, and employees harmless from liability of any kind in the performance of this contract.

24. PUBLIC ENTITY CRIMES: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

25. DISCRIMINATION: An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

26. COUNTY TAXES: No proposal shall be accepted from and no contract will be awarded to any person, firm or corporation that is in arrears to the government of Collier County, Florida.

27. OFFER EXTENDED TO OTHER GOVERNMENTAL ENTITIES: The City of Naples encourages and agrees to the successful bidder/proposer extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful bidder/proposer.

IF THIS BID IS FOR A TERM CONTRACT, THE FOLLOWING CONDITIONS SHALL ALSO APPLY

28. ELIGIBLE USERS: All departments of the City of Naples are eligible to use this term contract. Such purchases shall be exempt from the competitive bid requirements otherwise applying to their purchases.

29. PRICE ADJUSTMENTS: Any price decrease effectuated during the contract period by reason of market change shall be passed on to City of Naples. Price increases are not acceptable.

30. CANCELLATION: All contract obligations shall prevail for at least one hundred eighty (180) days after effective date of contract. After that period, for the protection of both parties, this contract may be cancelled in whole or in part by either party by giving thirty (30) days prior written notice to the other party.

31. RENEWAL: The City of Naples reserves the option to renew the period of this contract, or any portion thereof for up to two (2) additional periods. Renewal of the contract period shall be by mutual agreement in writing.

32. ABNORMAL QUANTITIES: While it is not anticipated, should any unusual or abnormal requirements arise, the City reserves the right to solicit separate bids thereon.

33. FISCAL NON-FUNDING CLAUSE: In the event sufficient funds are not budgeted for a new fiscal period, the City shall notify the contractor of such occurrence and the contract shall terminate on the last day of the current fiscal year without penalty or expense to the City.

IF THIS BID IS FOR PERFORMING A SERVICE, THE FOLLOWING CONDITIONS SHALL ALSO APPLY

34. ALTERNATIVE BIDS: Bidders offering service delivery methods other than those permitted by the scope of work may submit a separate envelope clearly marked "ALTERNATIVE BID". Alternative bids will be deemed non-responsive and will not be considered for award. All such responses will, however, be examined prior to award. Such examination may result in cancellation of all bids received to permit rewriting the scope of work to include the alternative method, or the alternative method may be considered for future requirements of the City of Naples.

35. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns and transfers to the City of Naples all rights, titles and interest it may now have or hereafter acquire under the antitrust laws of the United States and the State of Florida that relate to the particular goods or services purchased or acquired by the City of Naples under said contract.

36. BIDDER INVESTIGATIONS: Before submitting a bid, each bidder shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City of Naples upon which the bidder will rely. If the bidder receives an award as a result of its bid submission, failure to have made such investigations and examinations will in no way relieve the bidder from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

37. CERTIFICATES AND LICENSES: The Contractor, at time of proposal, shall possess the correct occupational licenses, all professional licenses or other authorizations necessary to carry out and perform the work required by the City of Naples and Collier County for this project pursuant to all applicable Federal, State and Local Laws, Statutes, Ordinances, and rules and regulations of any kind.

38. CHANGE IN SCOPE OF WORK: The City of Naples may order changes in the work consisting of additions, deletions or other revisions within the general scope of the contract. No claims may be made by the contractor that the scope of the project or of the contractor's services has been changed, requiring changes to the amount of compensation to the contractor or other adjustments to the contract unless such changes or adjustments have been made by written amendment to the contract signed by the City of Naples and the contractor. If the contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the contractor, the contractor must immediately notify the City in writing of this belief. If the City believes that the particular work is within the scope of the contract as written, the contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the scope.

39. CONTRACTOR PERSONNEL: The City of Naples shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by the contractor. If the City

reasonably rejects staff or subcontractors, the contractor must provide replacement staff or subcontractors satisfactory to the City in a timely manner and at no additional cost to the City. The day-to-day supervision and control of the contractor's employees and sub-contractors is the responsibility solely of the contractor.

40. COST REIMBURSEMENT: The contractor agrees that all incidental costs, including allowances for profit and tools of the trade, must be included in the bid proposal rates. If an arrangement is made between the contractor and the City to reimburse the contractor for the cost of materials provided in the performance of the work, the contractor shall be reimbursed in the following manner: The City shall reimburse the contractor on completion and acceptance of each assigned job, only for those materials actually used in the performance of the work that is supported by invoices issued by the suppliers of the contractor describing the quantity and cost of the materials purchased. No surcharge shall be added to the supplier's invoices or included in the contractor's invoice submitted to the City that would increase the dollar amount indicated on the supplier's invoice for the materials purchased for the assigned job.

41. EXCEPTIONS: Bidders taking exception to any part or section of the solicitation shall indicate such exceptions on the bid form. Failure to indicate any exception will be interpreted as the bidder's intent to comply fully with the requirements as written. Conditional or qualified bids, unless specifically allowed, shall be subject to rejection in whole or in part.

42. FAILURE TO DELIVER: In the event of the contractor to fail to deliver services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure the services from other sources and hold the contractor responsible for any resulting purchase and administrative costs. This remedy shall be in addition to any other remedies that the City may have.

43. FAILURE TO ENFORCE: Failure by the City at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the City to enforce any provision at any time in accordance with its terms.

44. FORCE MAJEURE: The contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions and acts of God beyond the control of the contractor, unless otherwise specified in the contract.

45. INDEPENDENT CONTRACTOR: The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered servants or agents of the City of Naples and the City of Naples shall be at no time legally responsible for any negligence or any wrongdoing by the contractor, its servants or agents. The City of Naples shall not withhold from the contract payments to the contractor any federal income taxes, Social Security tax, or any other amounts for benefits to the contractor. Further, the City shall not provide to the contractor any insurance coverage or other benefits, including Workers' Compensation normally provided by the City for its employees.

46. ORAL STATEMENTS: No oral statement of any person shall modify or otherwise affect the terms, conditions or specifications stated in this contract. All modifications to the contract must be made in writing by the City of Naples.

47. QUALIFICATIONS OF BIDDERS: The bidder may be required, before the award of any contract, to show to the complete satisfaction of the City of Naples that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy the City in regard to the bidder's qualifications. The City may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City all information for this purpose that may be requested. The City reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:

- > The ability, capacity, skill and financial resources to perform the work or service.
- > The ability to perform the work service promptly or within the time specified, without delay.
- > The character, integrity, reputation, judgment, experience, and efficiency of the bidder.

> The quality of performance of previous contracts or services.

48. QUALITY CONTROL: The contractor shall institute and maintain throughout the contract period a properly documented quality control program designed to ensure that the services are provided at all times and in all respects in accordance with the contract. The program shall include providing daily supervision and conducting frequent inspections of the contractor's staff and ensuring that accurate records are maintained describing the disposition of all complaints. The records so created shall be open to inspection by the City.

49. RECOVERY OF MONEY: Whenever, under the contract, any sum of money shall be recoverable from or payable by the contractor to the City, the same amount may be deducted from any sum due to the contractor under the contract or under any other contract between the contractor and the City. The rights of the City are in addition and without prejudice to any other right the City may have to claim the amount of any loss or damage suffered by the City on account of the acts or omissions of the contractor.

50. REQUIREMENTS CONTRACT: During the period of the contract, the contractor shall provide all the services described in the contract. The contractor understands and agrees that this is a requirements contract and that the City shall have no obligation to the contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the City for the period of the contract. The amount is only an estimate and the contractor understands and agrees that the City is under no obligation to the contractor to buy any amount of services as a result of having provided this estimate or of having any typical or measurable requirement in the past. The contractor further understands and agrees that the City may require services in excess of the estimated annual contract amount and that the quantity actually used whether in excess of, or less than, the estimated annual contract amount and that the quantity actually used shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

51. TERMINATION FOR CONVENIENCE: The performance of work under the contract may be terminated by the City in whole or in part whenever the City determines that termination is in the City's best interest. Any such termination shall be effected by the delivery to the contractor of a written notice of termination of at least seven (7) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective. After receipt of a notice of termination, except as otherwise directed, the contractor shall stop work on the date of the receipt of the notice or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

52. TERMINATION FOR DEFAULT: The City of Naples reserves the right to terminate the contract if the City determines that the contractor has failed to perform satisfactorily the work required, as determined by the City. In the event the City decides to terminate the contract for failure to perform satisfactorily, the City shall give to the contractor at least seven (7) days written notice before the termination takes effect. The seven-day period will begin upon the mailing of notice by the City. If the contractor fails to cure the default within the seven (7) days specified in the notice and the contract is terminated for failure to perform satisfactorily, the contractor shall be entitled to receive compensation for all reasonable, allocable and allowable contract services satisfactorily performed by the contractor up to the date of termination that were accepted by the City prior to the termination. In the event the City terminates the contract because of the default of the contractor, the contractor shall be liable for all excess costs that the City is required to expend to complete the work under contract.

53. STATE AND FEDERAL EMPLOYMENT LAWS: Contractors providing service to the City are required to comply with all state and federal employment laws. This includes, but is not limited to, laws resulting from the Immigration and Reform and Control Act of 1986, wherein all employers are required to verify the identity and employment eligibility of all employees. The Department of Homeland Security, U.S. Citizenship and Immigration Services require employees and employers to complete Form I-9 and the employer must examine evidence of identity and employment eligibility within three business days of the date employment begins. Non compliant contractors will be subject to contract sanctions, up to and including contract termination.

54. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION: The contractor agrees to comply with Executive Order 12549 "Debarment and

Suspension” and 2 CFR 180 “OMB Guidelines to Agencies on Government wide Debarment and Suspension.” These rules require all contractors using federal funds not be debarred or suspended from doing business with the Federal Government. This includes sub-recipients and lower tier participant for covered transactions. Signing and submitting this document certified the organization and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency, and further have not within the preceding three-year period been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction .

THE CITY OF NAPLES IS AN EQUAL OPPORTUNITY EMPLOYER

GENERAL INSURANCE REQUIREMENTS

The Contractor shall not commence work until he has obtained all the insurance required under this heading, and until such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has also been obtained and approved by the Owner.

Certificates of insurance must be issued by an authorized representative of the insurance company at the request and direction of the policyholder and must include sufficient information so as to identify the coverage and the contract for Owner's improvements for which they are issued. Certificates of insurance must be issued by a nationally recognized insurance company with a Best's Rating of no less than B+VII, satisfactory to the Owner, and duly licensed to do business in the state of said Contract.

The Contractor shall procure and maintain, during the life of this Contract, Worker's Compensation Insurance for all of his employees to be engaged in work under this Contract, and he shall require any subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees to be engaged in such work, unless such employees are covered by the protection afforded by the Contractor's insurance. In case any employees are to be engaged in hazardous work under this Contract, and are not protected under this Worker's Compensation statute, the Contractor shall provide, and shall cause each subcontractor to provide, adequate coverage for the protection of such employees. It is acceptable to use a State-approved Worker's Compensation Self-Insurance fund.

The Contractor shall take out and maintain during the life of this Contract, Public Liability and Property Damage and shall include Contractual Liability, Personal Injury, Libel, Slander, False Arrest, Malicious Prosecution, Wrongful Entry or Eviction, Broad Form Property Damage, Products, Completed Operations and XCU Coverage to be included on an occurrence basis, and to the full extent of the Contract to protect him, the Owner, and any subcontractor performing work covered by this Contract from damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them. The Contractor shall also maintain automobile liability insurance including "non-owned and hired" coverage. The entire cost of this insurance shall be borne by the Contractor.

The amount of such insurance shall be no less than \$1,000,000 annual aggregate for bodily injury and property damage combined per occurrence.

The City of Naples must be named as Additional Insured on the insurance certificate and the following must also be stated on the certificate. "This coverage is primary to all other coverage the City possesses for this contract only." The City of Naples shall be named as the Certificate Holder. The Certificate Holder shall read as follows:

The City of Naples
735 Eighth Street South
Naples, Florida 34102

No City Division, Department, or individual name should appear on the Certificate.

No other format will be acceptable.

The Certificate must state the proposal number and title.

When using the "Accord"- 25 Certificate of Insurance only the most current version will be accepted.

The City of Naples requires a copy of a cancellation notice in the event the policy is cancelled. The City of Naples shall be expressly endorsed onto the policy as a cancellation notice recipient.

STATEMENT OF NO BID

If you will not be bidding on this product/service, please help us by completing and returning only this page to:

City of Naples, Purchasing Division
City Hall, 735 8th Street South
Naples, FL 34102
Fax 239-213-7105

Bid # _____ and Description: _____

We, the undersigned, decline to proposal on the above project for the following reason(s):

- ___ We are not able to respond to the Invitation to Bid or Request for Proposals by the specified deadline.
- ___ Our Company does not offer this product or service.
- ___ Our current work schedule will not permit us to perform the required services.
- ___ Specifications are incomplete or information is unclear
(Please explain below).

___ Other (Please specify below)

Company Name _____ PH _____

Name and Title of individual completing this form:

(Printed Name) (Title)

(Signature) (Date)

REFERENCES

THIS SHEET MUST BE COMPLETED AND RETURNED WITH BID

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: _____

SPECIAL CONDITIONS

A. TERMS OF CONTRACT

The resulting contract will commence on award and be in effect until completion of the project.

B. PROHIBITION OF CONTACT

Under no circumstances should any prospective organization or individual, or anyone acting for or on behalf of a prospective organization or individual, seek to influence or gain the support of any member of the City Council, public official or City staff favorable to the interest of any prospective organization or individual.

Likewise, contact with City Council, any public official or city staff against the interests of other prospective organization (s) and or individual(s) is prohibited. Any such activities will result in the exclusion of the prospective organization or individual from consideration by the City.

C. PROPOSAL PERFORMANCE & PAYMENT BONDS

A Proposal Security Bond shall be required if the total negotiated cost is greater than \$125,000.00, in an amount equal to at least five percent (5%) of the total amount of the final proposal, or the equivalent in the form of a certified check or money order made payable to the City of Naples, Florida. Upon the award of the proposal to the successful proposer, both proposal performance bond and the payment bond will be required in the amount of one hundred percent (100%) of the price specified in the contract. Also proof of insurance from the successful proposer is required at the time of award as well.

D. QUESTIONS

Questions regarding this bidder packet must be received in writing in the Purchasing Division, **NO LATER THAN TEN CALENDAR DAYS PRIOR TO THE BID CLOSING DATE TO ENSURE AN ANSWER IS PROVIDED PRIOR TO CLOSING.**

Direct all questions to:

[John Dunnuck, Purchasing Manager](mailto:jdunnuck@naplesgov.com)

City of Naples, Purchasing Division

735 8th Street South

Naples, Florida 34102

PH: (239) 213-7100 FX: (239) 213-7105

jdunnuck@naplesgov.com

Design-Build Project

Traffic Signal Span Wire Conversion To Decorative Mast-Arm Assembly

Intersection Location: 5th Ave. South and 3rd St. South, Naples, FL

OVERVIEW: The City of Naples seeks a Design-Build Team to provide design and construction services to replace the existing traffic signal span wire system at the intersection of 5th Avenue South and 3rd Street South with a decorative mast-arm assembly with pedestrian crossing signals. City Council will consider two options for the decorative type of mast-arm assembly.

Option #1: This option shall duplicate the decorative mast-arm assembly at the intersection of 3rd Street South and Broad Avenue South (see attached photos, **EXHIBIT A**).

Option #2: This option shall be a decorative mast-arm assembly with pedestrian signals recommended by the design-build team.

The design-build team's recommendation should consider the surrounding architecture and street light design while providing the necessary requirement to control traffic in accordance with all design standards and guidelines. Equally important is the ability to construct option #2 in a reasonable timeframe at a reasonable cost. In other words, a design that requires 6-months lead time to acquire materials and is 10X more expensive would not be a desirable alternative. The selection committee will consider Option #2 when ranking the design-build firms. Selection of the final design option shall be made at the time City Council approves a design-build contract.

QUALIFICATIONS: It is the City's intention to enter into an agreement with one design-builder who (a) possess construction and design resources in-house, or (b) are a contractor led team with the designer in a subcontract role. The selected team must (a) possess a current and valid Florida professional engineering license, (b) possess a current and valid Florida general contractor's license, (c) be capable of self-performing all portions of the project with personnel directly employed and paid by the contractor member of the team and (d) be capable of performing construction management services by the contractor member of the team.

SCOPE OF WORK: The scope of work for the project includes, but it is not limited to, furnishing all labor, engineering, materials, supplies, equipment, services, and incidentals necessary to design, construct, and test the signalized intersection. The project work shall also include the removal and disposal of existing strain pole structures and other traffic signal appurtenances.

Timing. The City is particularly interested in completing this project prior to the end of this calendar year 2012. The selection criteria will favorably consider those design-build firms that can realistically accomplish this goal with as little disruption to traffic, businesses and property owners.

Work Completed To Date: Johnson Engineering, Inc. has performed and certified a topographic survey of the intersection. This survey is included in this package and can be provided electronically. Known subsurface utilities (excluding irrigation) have been identified. The City has also installed two-inch conduits (as shown on attached Sheet 2) specifically for wiring this project. This information is attached as **EXHIBIT B**.

Work To Be Completed: The specific services anticipated include, but not limited to, engineering and design services, plans preparation, subsurface investigations, utility coordination (if necessary for deflections), field verification, minor roadway restoration, maintenance of traffic, signing and pavement marking, ADA compliant sidewalk construction, traffic signal construction, and interconnect cable, installation of communications and support equipment, installation of traffic monitoring devices (loop detectors), and system testing.

The Design-Build Team will provide structural calculations, shop drawings for City approval, verification and modifications required to meet the City's structural and decorative design criteria and utilized the FDOT design manual for guidance.

Upon approval of a Contract, the chosen design-build firm will be required to submit a 60% design plan to the City for review. The City's review shall be no longer than two weeks and may provide comments and/or request modifications to the design. At a minimum, the 60% design shall provide mast-arm locations, signal head locations, structural calculations on the footings (mast bases), pedestrian signal locations, mast-arm and pedestrian signal pole shop drawings, loop detector locations, and pavement markings.

The Design-Build Team will also furnish and install all new equipment and materials used in construction of signalized system, including, but not limited to the following items:

- traffic signals and back plates including their mounting devices;
- any additional conduit necessary beyond what is already in place and all cabling (none exists now);
- pull and junction boxes;
- loop detectors;
- pan, tilt, zoom video monitoring camera mfg. by COHU (depending upon cost and the City's budget constraints, this item may be omitted by the City during project price negotiation);
- drilled shaft foundation (or other as certified by a structural engineer);
- pedestrian signals with countdown feature (mountings, mounting hardware, etc.);
- pedestrian detector assembly (push button, push button housing, lead-in wires, etc.)
- electrical power service assemblies, service conduit/poles, service conductors and disconnects;
- grounding for protection against faults, surge currents and lighting transients;
- traffic controller assemblies (masked or hidden for improved aesthetics);
- temporary traffic control (MOT);
- replacement of any disturbed landscaping;
- replacement of any disturbed pavement and markings, concrete sidewalk, pavers, etc.
- Existing traffic control, ITS, and ATMS equipment contained within the traffic control box may be reused for this project. Any damaged or recommended upgrades to equipment will be replaced or furnished by the design-build contractor;
- upgrade and modification of pedestrian features to meet current ADA requirements;
- power system battery back up (see example of City's existing system);
- illuminated street signs on mast-arms.

The City of Naples will administer the project and work closely with the Design-Build Team throughout the project's duration.

SELECTION CRITERIA: A Selection Committee will be appointed by the County Manager. The Selection Committee will evaluate all qualifications for the purpose of ranking the Design/Build teams. Statements of Qualifications will be reviewed by a Selection Committee in accordance with the criteria outlined herein. The proposer may provide additional information; however it shall be placed at the end of

the proposer's submittal in a section separated from the remainder of the proposal. The shortlist resulting from the City's review of the Statement of Qualifications will be ranked. The City, at its sole discretion, may contact the references and/or visit one or more of the sites of the projects listed in response to this solicitation as a part of the evaluation process.

The shortlisted team(s) may be interviewed for final ranking. If an interview is held, it will be one hour in length and be equally divided between the presentation and questions and answers. The presentation time and date will be assigned by the City.

The City's intention is to enter into negotiations with the selected firm based on the City's schedule. Should negotiations fail with the top ranked team, the City will enter into discussions with the second ranked team, and so on, until an acceptable agreement has been reached between the City and the selected Design/Build team.

Ranking Criteria (100 pts)

- a. Qualifications and Experience of the Firm (15 points): Provide information on the qualifications and experience of the firm and its team, including any subconsultants, in the area of the subject of this RFP. Disclose whether the firm qualifies as a Certified Minority Business Entity under Florida State Statute.
- b. Qualifications of the Principal Staff to be Assigned to City Projects (25 points): Describe the qualifications and experience of the key staff to be assigned to the City projects including demonstrated knowledge and understanding of the types of services to be performed; previous experience in similar or related work. Should subconsultant(s) be listed as part of the project team, the proposer shall provide a letter from each subconsultant that indicates the subconsultant's intent to be part of the project team.
- c. Demonstrated Record of Past Performance With References (25 points): Provide examples of the firm's and consultant's current or past projects with detailed information on schedule adherence, quality of work and project cost control. Proposer shall include a list of a minimum of three (3) references, for similar projects only.
- d. Approach to the Project (35 points)
Provide a methodology and strategy of how the consultant will achieve the goals of the project by maximizing value, efficiency, and time. Detail a proposal for option #2. Time is an important aspect of the project. If the Firm does not believe the schedule is achievable, please indicate the reasons.

Request for Proposal Checklist

Bidder should check off each of the following items as the necessary action is completed:

1. The Proposal cover page has been signed and addendums acknowledged.
2. Original and **five** copies of Proposal have been submitted.
3. Provide back-up documentation if Firm is a Certified Minority Business Enterprise.
4. Any required submittal information including reference page.

5. The mailing envelope has been addressed to:

City of Naples
Purchasing Division
735 8th Street South
Naples, Florida 34102

6. The mailing envelope should be sealed and marked with:

RFP Number _____
RFP Title _____
Closing Date _____

The Proposal will be mailed or delivered in time to be received no later than the specified opening date and time. Any proposal received after this deadline will not be accepted.

ALL COURIER DELIVERED PROPOSALS SHOULD HAVE THE RFP NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET.

EXHIBIT A

SE Corner of 5th Avenue South and 3rd Street South Intersection



NE Corner of 5th Avenue South and 3rd Street South Intersection



NW Corner of 5th Avenue South and 3rd Street South Intersection



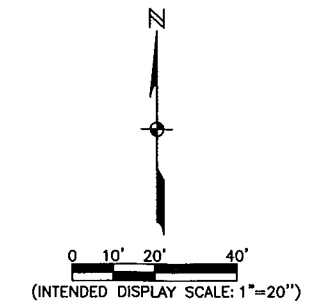
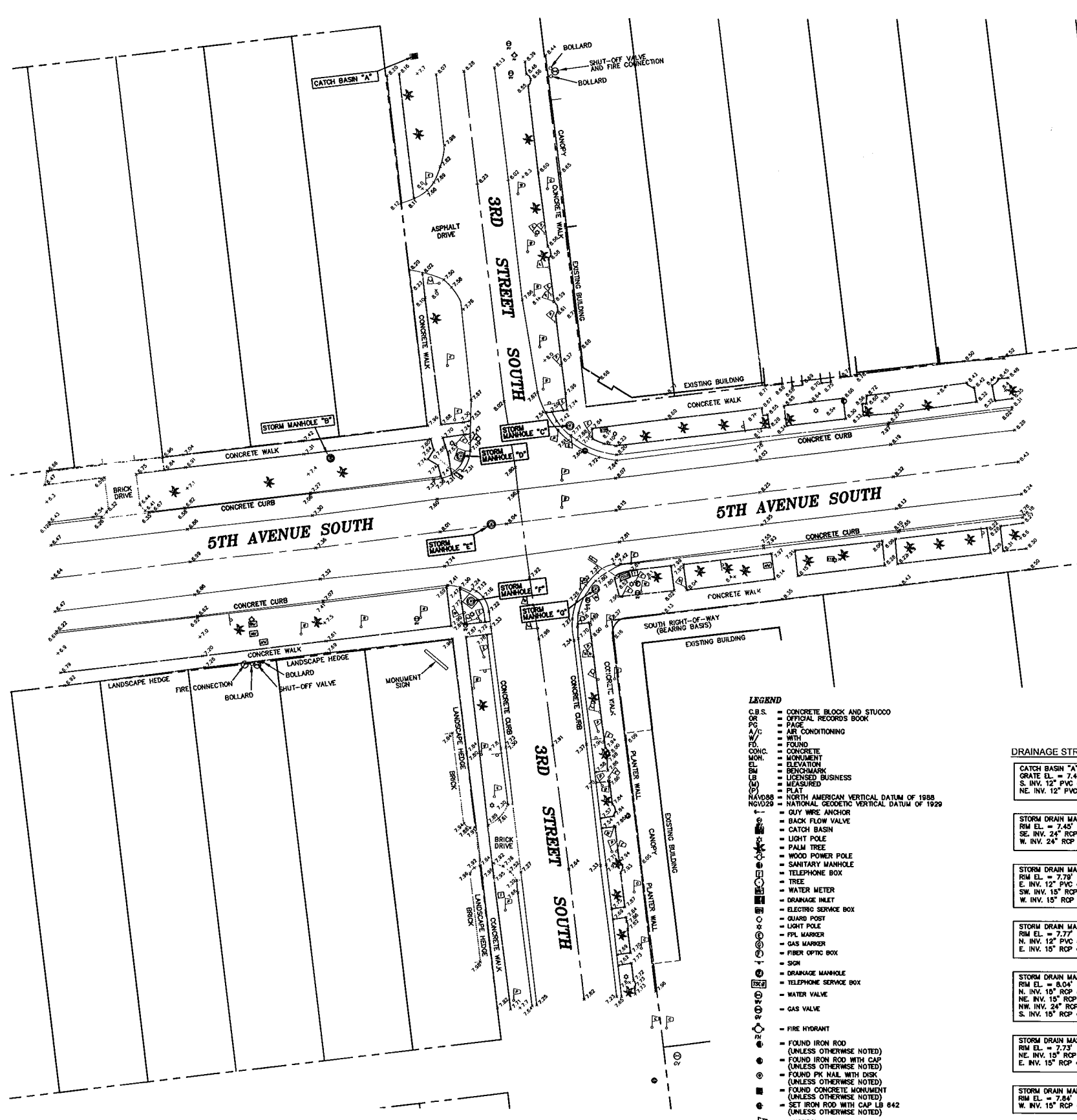
SW Corner of 5th Avenue South and 3rd Street South Intersection



Mast-Arm Assembly at 3rd Street South and Broad Avenue South



JOHNSON ENGINEERING
 2122 JOHNSON STREET
 P.O. BOX 1558
 FORT MYERS, FLORIDA 33902-1558
 PHONE (239) 334-0040
 FAX (239) 334-0861
 E.B. #642 & L.B. #642



- NOTES:**
- DATE OF LAST FIELD WORK: JULY 30, 2012.
 - BEARINGS SHOWN HEREON ARE BASED ON STATE PLANE COORDINATES, FLORIDA ZONE EAST, NORTH AMERICAN DATUM OF 83 (NAD83) WHEREIN THE SOUTHERLY RIGHT-OF-WAY LINE OF 5th AVENUE SOUTH BEARS NORTH 82°29'12" EAST.
 - THERE ARE NO APPARENT PHYSICAL USES OTHER THAN THOSE SHOWN.
 - SUBSTANTIAL VISIBLE IMPROVEMENTS OTHER THAN THOSE SHOWN, NOT LOCATED.
 - THIS SURVEY IS SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
 - THIS SURVEY DOES NOT MAKE ANY REPRESENTATION AS TO ZONING OR DEVELOPMENT RESTRICTIONS ON THE SUBJECT PARCEL.
 - ELEVATIONS SHOWN HEREON ARE IN FEET AND IN THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88), AND BASED ON A LEVEL RUN FROM NATIONAL GEODETIC SURVEY BENCHMARK 872 5110 C TIDAL HAVING A PUBLISHED ELEVATION OF 4.99 FEET(NAVD88).
 - NO ENVIRONMENTAL ASSESSMENT OR AUDIT WAS PERFORMED ON THE SURVEYED PARCEL BY THIS FIRM.
 - THIS SURVEY WAS PERFORMED FOR THE PURPOSE SHOWN HEREON AND DOES NOT MAKE ANY REPRESENTATION AS TO THE DELINEATION OF ANY JURISDICTIONAL LINES EXCEPT AS SHOWN OR NOTED.
 - THIS SURVEY DOES NOT DETERMINE PROPERTY OWNERSHIP OR PROPERTY RIGHTS. THIS SURVEY LOCATED THE BOUNDARY IN ACCORDANCE WITH AND IN RELATION TO THE LEGAL DESCRIPTION.
 - ADDITIONS OR DELETIONS TO THIS SURVEY MAP OR REPORT BY OTHER THAN THE SIGNING PARTY IS PROHIBITED WITHOUT THE WRITTEN CONSENT OF THE SIGNING PARTY.
 - THE OWNERSHIP OF FENCES IS UNKNOWN, UNLESS OTHERWISE NOTED.
 - THE FOUNDATIONS BENEATH THE SURFACE WERE NOT LOCATED UNLESS OTHERWISE NOTED.
 - UNDERGROUND UTILITIES LOCATED AS MARKED BY NO CUTS, INC. OF FLORIDA.

- LEGEND**
- CONCRETE BLOCK AND STUCCO
 - OFFICIAL RECORDS BOOK
 - PAGE
 - △ AIR CONDITIONING
 - WITH FOUND
 - CONCRETE MONUMENT
 - ELEVATION BENCHMARK
 - LICENSED BUSINESS MEASURED
 - PLAT
 - NAVD88
 - NAD83
 - NATIONAL GEODETIC VERTICAL DATUM OF 1929
 - GUY WIRE ANCHOR
 - BACK FLOW VALVE
 - CATCH BASIN
 - LIGHT POLE
 - PALM TREE
 - WOOD POWER POLE
 - SANITARY MANHOLE
 - TELEPHONE BOX
 - TREE
 - WATER METER
 - DRAINAGE INLET
 - ELECTRO SERVICE BOX
 - GUARD POST
 - LIGHT POLE
 - PPL MARKER
 - GAS MARKER
 - FIBER OPTIC BOX
 - SIGH
 - DRAINAGE MANHOLE
 - TELEPHONE SERVICE BOX
 - WATER VALVE
 - GAS VALVE
 - FIRE HYDRANT
 - FOUND IRON ROD (UNLESS OTHERWISE NOTED)
 - FOUND IRON ROD WITH CAP (UNLESS OTHERWISE NOTED)
 - FOUND PK NAIL WITH DISK (UNLESS OTHERWISE NOTED)
 - FOUND CONCRETE MONUMENT (UNLESS OTHERWISE NOTED)
 - SET IRON ROD WITH CAP LB 842 (UNLESS OTHERWISE NOTED)
 - UNDERGROUND ELECTRIC LINE
 - UNDERGROUND PHONE LINE
 - UNDERGROUND WATER LINE
 - UNDERGROUND GAS LINE

DRAINAGE STRUCTURES

- CATCH BASIN "A"**
 GRATE EL. = 7.47'
 S. INV. 12" PVC = 5.77'
 NE. INV. 12" PVC = 5.73'
- STORM DRAIN MANHOLE "B"**
 RM EL. = 7.45'
 SE. INV. 24" RCP = -2.10'
 W. INV. 24" RCP = -2.34'
- STORM DRAIN MANHOLE "C"**
 RM EL. = 7.75'
 E. INV. 12" PVC = 4.89'
 SW. INV. 15" RCP = 2.70'
 W. INV. 15" RCP = 2.99'
- STORM DRAIN MANHOLE "D"**
 RM EL. = 7.77'
 N. INV. 12" PVC = 5.34'
 E. INV. 15" RCP = 3.13'
- STORM DRAIN MANHOLE "E"**
 RM EL. = 8.04'
 N. INV. 15" RCP = -1.89'
 NE. INV. 15" RCP = 2.19'
 NW. INV. 24" RCP = -2.36'
 S. INV. 15" RCP = 2.07'
- STORM DRAIN MANHOLE "F"**
 RM EL. = 7.73'
 NE. INV. 15" RCP = 2.88'
 E. INV. 15" RCP = 2.73'
- STORM DRAIN MANHOLE "G"**
 RM EL. = 7.84'
 W. INV. 15" RCP = 3.06'

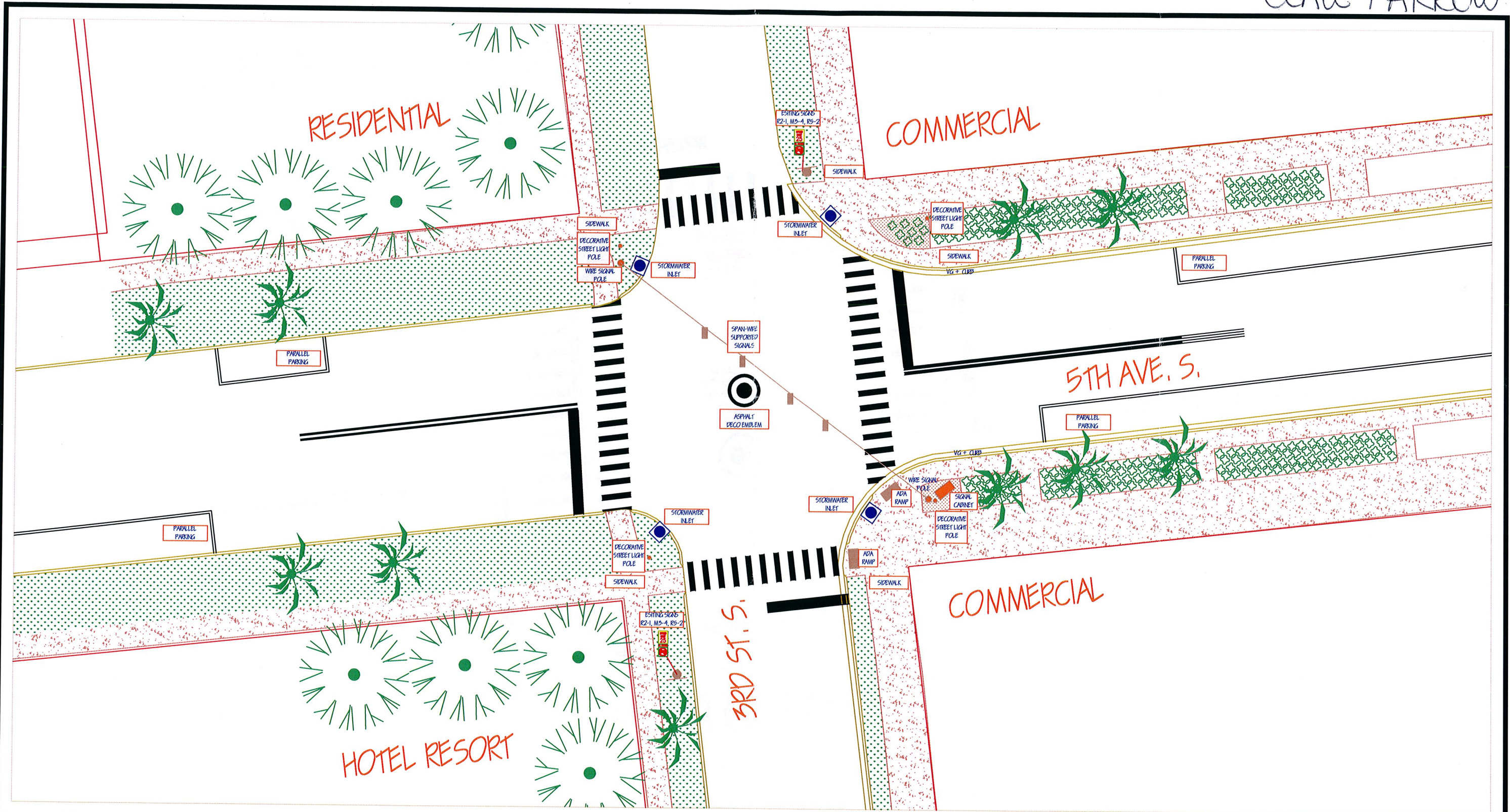
THIS SURVEY IS ONLY FOR THE BENEFIT OF:
 NO OTHER PERSON OR ENTITY MAY RELY ON THIS SURVEY.
 IN MY PROFESSIONAL OPINION, AS A LICENSED FLORIDA PROFESSIONAL SURVEYOR AND MAPPER, THIS PLAN IS A TRUE AND CORRECT REPRESENTATION OF A SURVEY MADE AND PLATTED UNDER MY DIRECTION, DATED AS SHOWN IN NOTE 1 ABOVE AND MADE IN ACCORDANCE WITH CHAPTER 472.027, FLORIDA STATUTES.
 BARRY E. SYREN (FOR THE FIRM LB, 642)
 PROFESSIONAL SURVEYOR AND MAPPER
 FLORIDA CERTIFICATE NO. 5365
 DATE SIGNED:
 NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. THIS CERTIFICATION IS TO THE DATE OF LAST FIELD WORK AS SHOWN AND NOT THE SIGNATURE DATE.

TOPOGRAPHIC SURVEY OF THE INTERSECTION OF
 5th AVENUE SOUTH AND 3rd STREET SOUTH
 CITY OF NAPLES
 SECTION 4, TOWNSHIP 50 SOUTH, RANGE 25 EAST
 COLLIER COUNTY, FLORIDA

REVISIONS	DESCRIPTION
DATE	
DATE:	07/24/12
PROJECT NO.	20129124
FILE NO.	09-50-25
SCALE:	1"=##'

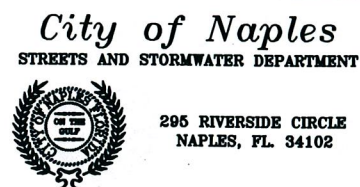
SPECIFIC PURPOSE TOPOGRAPHIC SURVEY

SHEET NUMBER
1 OF 1



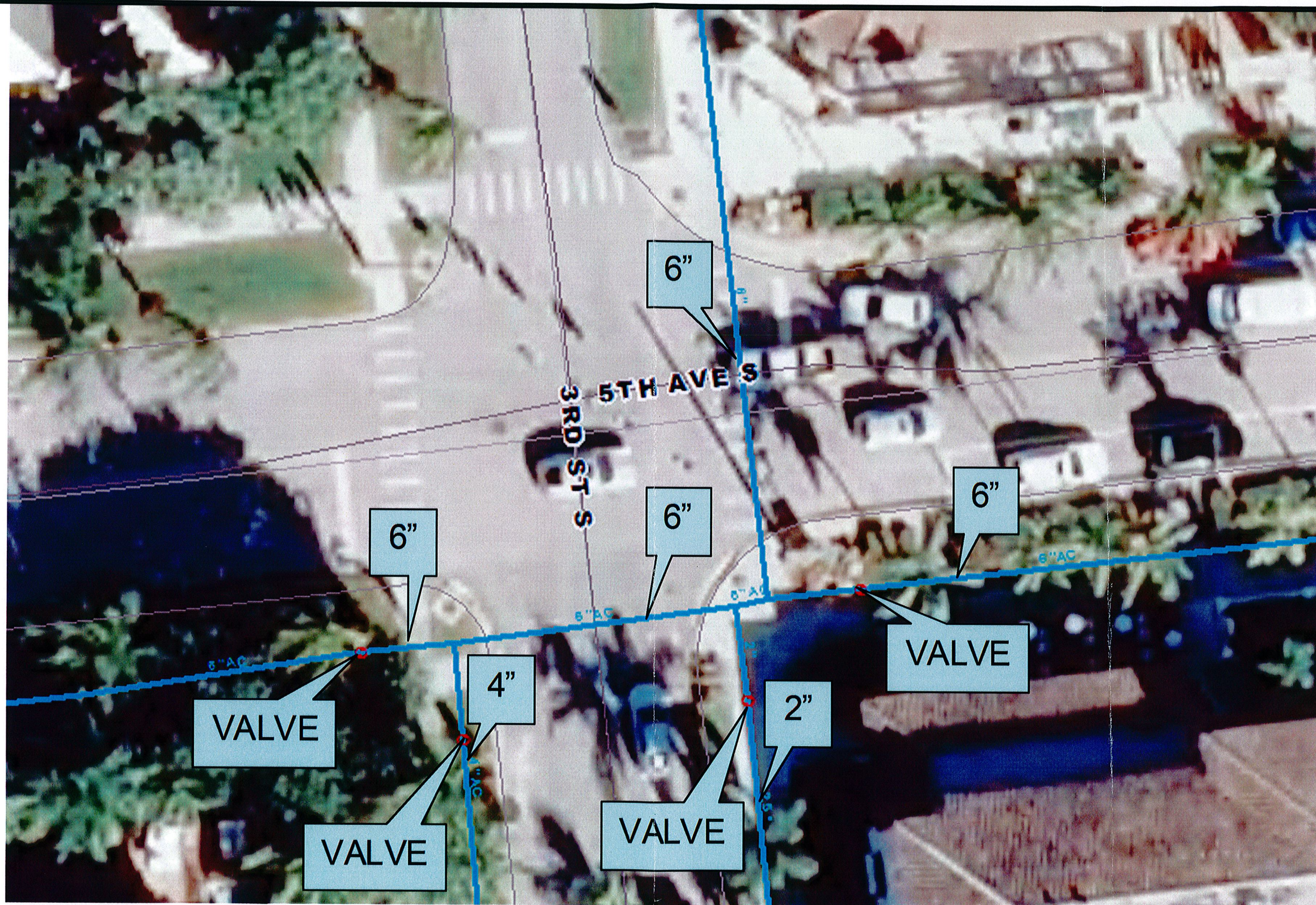
REVISIONS	
DATE	DESCRIPTION

DRAWN BY: C.VARGA, 08/11/2012



FIFTH AVENUE SOUTH AND THIRD STREET SOUTH
MAST ARM CONVERSION AT INTERSECTION
EXISTING SIGNING AND MARKING

SHEET No.
1



REVISIONS	
DATE	DESCRIPTION



FIFTH AVENUE SOUTH AND THIRD STREET SOUTH
MAST ARM CONVERSION AT INTERSECTION
EXISTING WATER DISTRIBUTION SYSTEM

SHEET
No.

4

DRAWN BY: C.VARGA, 08/11/2012