



City of Naples

FINANCE DEPARTMENT
PURCHASING DIVISION

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735 EIGHTH STREET SOUTH • NAPLES, FLORIDA 34102-6796
EMAIL: PURCHASING@NAPLES.GOV.COM

Request for Written Quote
Refurbish City Hall Rain Garden
Quote # 037-13

OVERVIEW: This quote is to seek a professional contractor to provide labor, equipment, materials and supervision necessary to perform the work described below. If the contractor's work becomes unsatisfactory, the contractor shall be notified, requiring corrective action.

SCOPE OF WORK: The purpose of this project is to refurbish a rain garden on city property that illustrates the beauty and functionality of rain gardens to the general public. The City has a small rain garden at City Hall (735 8th Street South) of about 150 square feet in size that is very visible to the general public. This rain garden has a large firebush that has completely dominated the site and needs to be removed. The entire rain garden needs to be reworked to match the general design and concept of the City rain garden at the Community Development Building located at 295 Riverside Circle.

ON-SITE WALK THROUGH: A **mandatory** walk-through meeting is scheduled for May 31, 2013 at the location of work at 10:00AM local time.

LOCATION OF WORK: City of Naples City Hall, 735 8th Street South, Naples FL

SCHEDULE: Completion by July 26, 2013

SECTION A: SPECIAL CONDITIONS:

- 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) Payment: Payment shall be made after satisfactory completion of the work.
- 4) 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.
- 5) Insurance: Proof of insurance shall be provided with this quote.
- 6) Project cost will not exceeded \$5,000.00.
- 7) A simple design plan must be submitted with this quote for the refurbishing project that utilizes the plants and materials listed in the price schedule.
- 8) Contractor needs to be a licensed and have experience with rain gardens construction.

PRICE SCHEDULE

THIS SHEET MUST BE COMPLETED AND RETURNED WITH QUOTE.

Work specifications include:

- Remove all existing plant material.
- Extend the garden westward only to the sidewalk.
- Reshape and deepen basin.
- Plant a mixture of approximately 50 to 75 native vegetation plants of mimosa, wild coffee, dwarf firebush, porterweed, beach sunflower, and a sedge/rush/grass.

	Cost
Materials	\$
Labor	\$
Total Cost	\$

Please indicate previous experience with rain gardens.

CONTACT INFORMATION

Company Representative Signatures: _____

Printed Name and Title: _____

Company Name: _____

Address: _____

Telephone: _____

Email: _____

EIN: _____

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: _____

WRITTEN QUOTE SUBMISSION

If you have any questions, contact Gregory Givens at 239-213-7101 or ggivens@naplesgov.com

Quotes are due by 4:00 PM, Friday, June 14, 2013, via:

- Email to ggivens@naplesgov.com
- Fax to 239-213-7105
- Mail / Express Mail (see address above)
- Hand delivery to Purchasing Division (see address above)

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