



Board of County Commissioners Request for Quotation

THIS IS NOT AN ORDER

Date: 12/12/05

Page: 1 of 1

**RFQ#200600092
Add #1**

Charlotte County Purchasing Department
18500 Murdock Circle, Room 344
Port Charlotte, Florida 33948-1094

Contact Person: Alisa L. True, Contract Specialist

Contact Phone: 941-743-1549

FAX: 941-743-1384

Reply No Later Than: December 16, 2005 (3:00 p.m. est.)

Scope of Services

ADDENDUM #1 – Fire Sprinkler Inspections

To: All Interested Quoters

Quoters are hereby notified that this Addendum shall be made a part of the above named quote documents. The following items are issued to add to, modify, and clarify the quote documents. These items shall have the same force and effect as the original quote documents. Quote Forms, to be submitted on the specified date, shall conform with the additions, deletions and revisions listed herein.

Item #1 DUE DATE EXTENSION: Please fax (941-743-1384) quote to the attention of Alisa L. True, CPPB, Contract Specialist, at the Purchasing Department no later than December 16, 2005 @ 3:00 p.m. est.

Item #2 On page 2, under "The following facilities will require two (2) semi annual inspections", please add: **Port Charlotte Beach Recreation Center, 4500 Harbor Blvd., Port Charlotte.**

Item #3 On page 3, delete the last paragraph in section "A. Inspections" which contains incorrect contact information, and replace it with, "All inspections to be scheduled through Charlotte County Facilities Management Department by contacting Carol Bala, Facilities Management Project Coordinator, at 941-743-1907 or 941-628-6192, at least two (2) weeks prior to inspection."

All other terms and conditions of the original bidding and contract documents remain the same.

Name of Quoting Firm _____

Mailing Address _____

Location Address _____

City & State _____ Zip _____

Telephone _____ Fax Number: _____

Name/Title of person authorized to bind the Company: _____

Signature of person authorized to bind the Company: _____

Date: _____



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RFQ#200600092

Charlotte County Purchasing Department
18500 Murdock Circle, Room 344
Port Charlotte, Florida 33948-1094

Contact Person: Alisa L. True, CPPB, Contract Specialist

Contact Phone: 941-743-1549

FAX: 941-743-1384

Reply No Later Than: December 14, 2005(3:00 p.m.)

Scope of Services

FIRE SPRINKLER INSPECTION

PURPOSE: It is the intent of Charlotte County to secure a firm price for Fire Sprinkler Inspections at various County locations.

QUOTE PRICES/TERMS OF CONTRACT: Completion time shall be expressed in calendar days. The price quoted shall include Contractor's cost in full for all transportation, labor, materials and equipment used in performing the services herein. The term of this Contract shall be from January 1, 2006 through and including December 31, 2006, with an option to renew for two (2) additional one (1) year terms, by mutual consent, at the same prices, terms and conditions.

NOTICE TO PROCEED: A Notice to Proceed, or Purchase Order, shall be issued bearing the agreed-upon commencement date. No work under the Contract shall begin until after the Notice to Proceed/Purchase Order has been issued.

RESERVED RIGHTS: The County reserves the right to accept or reject any and/or all quotes, to waive irregularities and technicalities, and to request resubmission of quotes. Also, the County reserves the right to accept all or any part of the quote and to increase or decrease quantities to meet additional or reduced requirements of the County. Any sole response received the first submission date may be rejected by the County depending on available competition and timely needs of the County.

FORM OF CONTRACT: The submitted Quote Form signed by the Quoter, together with the complete quote package furnished by the County, shall constitute a binding contract. The Quoter shall be required to perform according to the Quoter's submitted Quote Form and the County's quote package.

ARITHMETIC DISCREPANCIES: For the purpose of initial evaluation of quotes, the following will be utilized in resolving arithmetic discrepancies found on the face of the quote forms as submitted by quoters:

- A. Obviously misplaced decimal points will be corrected.
- B. In case of discrepancy between unit price and extended price, the unit price will govern. Apparent errors in extension will be corrected.
- C. Apparent errors in addition of lump sum and extended prices will be corrected.

For the purpose of quote evaluation, the County will proceed on the assumption that the quoter intends his quote be evaluated on the basis of the unit prices, extensions, and totals arrived at by resolution of arithmetic discrepancies as provided above, and the quote will be so reflected on the tabulation of quotes.

EXAMINATION OF DOCUMENTS / SITE: Prior to the submission of a Quote Form, Quoter shall examine the documents, visit the site of the work, and fully inform themselves as to all existing conditions and limitations that affect the work to be performed under this contract. Failure to familiarize himself/herself with conditions will in no way relieve the successful quoter from the necessity of furnishing any materials or performing any work that may be required.

PRE-QUOTE CONFERENCE: There will be a Pre-Quote Conference held in the Purchasing Department's conference room on December 12, 2005 at 9:00 a.m. The purpose of this meeting is to clarify/answer any questions or concerns regarding this project. It is strongly suggested that interested quoters attend this meeting in order to acquire as much information as possible.

CANCELLATION: The County shall have the right to unilaterally cancel, terminate or suspend this Contract, in whole or in part, by providing the Contractor thirty (30) days written notice by certified mail.

EQUAL EMPLOYMENT OPPORTUNITY: Charlotte County, Florida, in accordance with the provisions of Title VI of The Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all quoters that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit quotes in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

All quoters are hereby notified that the successful quoter (Contractor) must and shall comply with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Florida Civil Rights Act, all as amended. Specifically, Contractor agrees that:

- No person shall, on the grounds of race, color, sex, religion, age, disability, national origin or marital status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service funded through this Contract.
- Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin or marital status. Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- Contractor will, in all solicitations or advertisements regarding program activities, services provided or applications for employment, state that all qualified applicants will receive consideration for services or employment without regard to race, color, religion, sex, age, disability, national origin or marital status.
- County may require Contractor to submit reports as may be necessary to indicate non-discrimination. County officials will be permitted access to Contractor's books, records, accounts and other sources of information and its facilities as may be pertinent to ascertain compliance with non-discrimination laws.

It is expressly understood that County shall have the right to terminate this Contract upon receipt of evidence of discrimination.

SCOPE:

A. Inspection(s):

The County is seeking a qualified firm to inspect fire sprinkler systems twice per year as per NFPA requirement. The County desires to have one (1) Contractor to provide these services for all County facilities.

The following facilities will require two (2) semi annual inspections:

Murdock Administration Center, Bldg A, 18500 Murdock Cir., Pt Charlotte
Murdock Administration Center, Bldg B, 18500 Murdock Cir., Pt Charlotte
Justice Center, 350 E. Marion Ave., Punta Gorda
Sheriff's Administration Center, 7474 Utilities Rd., Punta Gorda
County Jail, 26601 Airport Rd., Punta Gorda
CCU Environmental Campus, Bldg A, 25500 Harborview Rd., Pt Charlotte
Tentatorium, (semi-permanent structure currently replacing the hurricane destroyed Memorial Auditorium), 75 Taylor St., Punta Gorda
Harold Ave Recreation Center, 23400 Harold Ave., Pt Charlotte
Tringali Recreation Center, 3460 S. Mcall Rd., Englewood
South County Regional Park Recreation Center, 670 Cooper Street, Punta Gorda
Mid-County Regional Library, 2050 Forest Nelson Blvd., Port Charlotte

The following facilities will require an annual fire pump inspection in addition to the semi annual sprinkler inspections:

Murdock Administration Center, Bldg A, 18500 Murdock Cir., Pt Charlotte
Justice Center, 350 E. Marion Ave., Punta Gorda

All inspections are to comply with the current requirements of the NFPA standards and any local Fire Department requirements. Inspections are to include but not be limited to the following:

1. Sealing and/or locking of sectional valves in their proper position.
2. Document all inspections and forward copies to Charlotte County and the local Fire Marshal.
3. Insure each valve is open and sealed and is fully serviceable and accessible. Operate valves. Oil and grease valve stems as necessary.
4. Check roadway supply boxes.
5. Check outside valve pits.
6. Check gauges for proper condition and operation.
7. Perform water flow test.
8. Check for alterations to the basic system design which may impair sprinkler coverage.
9. Check for changes in building use or occupancy.
10. Check sprinkler heads for proper temperature rating, condition, age, and any mechanical damage.
11. Check for exposure from other buildings.
12. Check extra sprinklers and head wrench.
13. Check piping for improper use, damage, internal and external condition.
14. Check condition of hangers and proper placement.
15. Check water flow alarm equipment internal and external condition and test ring.

For those facilities with a fire pump installed:

1. Check pump room general condition.
2. Check pump usage.
3. Check pump for proper cooling.
4. Check pressure switch settings and operation.
5. Check bearing (grease) strutting box, suction pipe.
6. Check Fire Department connection for condition and operation.
7. Perform annual fire pump flow test once per year.

All inspections to be scheduled through Charlotte County Facilities Management Department by contacting Roger Hooghkirk, Facilities Management Supervisor, at 941-743-1392, at least two (2) weeks prior to inspection.

B. Repair(s):

In the event that repairs become necessary, the following shall apply.

1. The successful quoter shall be required to supply all necessary tools, equipment, labor and parts as necessary to complete repair and/or installation.
2. Response Time: The successful quoter must furnish telephone numbers for emergency and routine services. In the case of emergency service, the awarded Contractor shall be on-site to provide service within three (3) hours of call, and be available to respond twenty-four hours a day, year round. An emergency condition shall be considered to exist when any failed system hardware or software prevents, or threatens to prevent, the operation of the fire sprinkler system(s). The awarded Contractor shall employ an adequate staff of qualified technicians to provide this emergency service taking into account vacation and other absences. Non-emergency service shall be provided within 48 hours of request.
3. Cost of Parts: Original equipment parts, or quality parts recognized as common replacement brands by the manufacturer of the equipment being serviced, shall be provided at the mark-up percentage stated in the Quote Form. Invoices documenting the Contractor's cost for all parts shall be provided to the County with or before billing. The County reserves the right to request documentation of the Contractor's cost for parts. The County reserves the right to withhold payment of the parts until documentation is provided. Service work reports shall be given to the individual Department Head or designee to be signed the same day the work is performed.

It shall be the responsibility of the Contractor to assure compliance with any FDOT specifications, OSHA, EPA, and/or other Federal, State or County law(s), code(s) and ordinance(s), as each may apply.

TAXES: Charlotte County is exempt from Federal Excise and State Sales Taxes. The Contractor shall assume liability for Local, State, or Federal Tax that is applicable to the work.

PAYMENT: All invoices will be paid in accordance with the Florida Prompt Payment Act (F.S. 218.74).

INSURANCE REQUIREMENTS:

Workers' Compensation - Insurance covering all employees meeting Statutory Limits in compliance with the applicable state, federal laws. The coverage must include Employers' Liability with a minimum limit of \$100,000 for each accident.

Comprehensive General Liability - Coverage shall have minimum limits of \$300,000 Per Occurrence, combined Single Limit or Bodily Injury Liability and Property Damage Liability. This shall include Premises and Operations; Independent Contractors; Products and Completed Operations and Contractual Liability.

Business Auto Liability - Coverage shall have minimum limits of \$300,000 Per Occurrence, Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership.

Special Requirements - 1) Charlotte County, a political subdivision of the State of Florida, its officers, agents, employees, and volunteers, are to be included as an Insured on both the Comprehensive General Liability and Business Auto Liability Policies; 2) An appropriate Hold Harmless Clause shall be included; 3) Current valid insurance policies meeting the requirements herein identified shall be maintained during the duration of the named project. Renewal certificates shall be sent to the County 30 days prior to any expiration date. There shall also be a 30-day notification to the County in the event of cancellation or modification of any stipulated insurance coverage; 4) It shall be the responsibility of the Contractor to insure that all subcontractors comply with the same insurance requirements that he is required to meet; and, 5) Certificates of Insurance meeting the required insurance provisions shall be forwarded to the Purchasing Department after notification of award, prior to commencement. **For the purpose of identification, when submitting insurance, the quote name and number must be included on the certificate.**

CRITERIA FOR AWARD: Award shall be to the lowest responsive, responsible quoter who meets or exceeds the requirements of the specifications.

The County reserves the right to reject the quoted proposal of any quoter who has previously failed to perform properly, or on time, contracts of similar nature; or who is not in a position to satisfactorily perform the contract. If, after quote opening, the lowest quoter is deemed non-responsible by the County, such quoter shall receive written notice from the County of this determination. The quoter shall have five (5) business days from the date of this notice to dispute the determination and to provide to the County any additional information it deems relevant regarding the quoter's responsibility. The County shall make a final determination regarding the quoter's responsibility at the time of award of the contract.

QUOTED PRICES:

SEMI-ANNUAL INSPECTION OF FIRE SPRINKLERS:

Murdock Administration Center, Bldg A	\$ _____	each service	x 2 = \$ _____
Murdock Administration Center, Bldg B	\$ _____	each service	x 2 = \$ _____
Justice Center	\$ _____	each service	x 2 = \$ _____
Sheriff's Administration Center	\$ _____	each service	x 2 = \$ _____
County Jail	\$ _____	each service	x 2 = \$ _____
CCU Environmental Campus, Bldg A	\$ _____	each service	x 2 = \$ _____
Tentatorium	\$ _____	each service	x 2 = \$ _____
Harold Ave Recreation Center	\$ _____	each service	x 2 = \$ _____
Tringali Recreation Center	\$ _____	each service	x 2 = \$ _____
South County Regional Park Rec. Center	\$ _____	each service	x 2 = \$ _____
Mid-County Regional Library	\$ _____	each service	x 2 = \$ _____
Port Charlotte Beach Recreation Center	\$ _____	each service	x 2 = \$ _____

ANNUAL COST FOR SEMI-ANNUAL INSPECTION OF FIRE SPRINKLERS \$ _____

ANNUAL INSPECTION OF FIRE PUMPS:

Murdock Administration Center, Bldg A	\$ _____
Justice Center	\$ _____

ANNUAL COST FOR INSPECTION OF FIRE PUMPS \$ _____

TOTAL ANNUAL COST \$ _____

REPAIRS (48 hour response time):

TECHNICIAN \$ _____ per hour

LABORER \$ _____ per hour

EMERGENCY REPAIRS (3 hour response time):

TECHNICIAN \$ _____ per hour

LABORER \$ _____ per hour

MARK-UP ON PARTS _____ %

NAME OF QUOTER: _____

(One (1) original & one (1) copy to be returned)

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that _____
(name of business) does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Bidder's Signature

Date

(One (1) original & one (1) copy to be returned)