



**THIS IS NOT AN ORDER**

**REQUEST FOR QUOTATION: #15-1382GE**  
**SALT DELIVERY AND TESTING OF WATER SOFTENERS**

**MANATEE COUNTY**  
**PURCHASING OFFICE**  
**1112 MANATEE AVENUE WEST, SUITE 803, BRADENTON, FL 34205**  
**ATTENTION: George Earnest CPPB, Buyer**  
**PHONE (941) 749-3044**  
**FAX (941) 749-3034**

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**Please Respond to Quote Via FAX, 941-749-3034, Attention: George Earnest or**  
**Email to: [george.earnest@mymanatee.org](mailto:george.earnest@mymanatee.org)**

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**DESCRIPTION**

Manatee County invites your participation in the following Request for Quotes (RFQ). The specifications stated herein are minimum requirements. All quotes submitted must be in accordance with the Requirements and Specifications.

**DATE DUE: TUESDAY, APRIL 7, 2015 by 3:00 P.M.**

(five pages total)

Authorization to Release: 

## **GENERAL CONDITIONS AND SPECIFICATIONS**

### **PURPOSE**

The vendor shall provide bulk salt delivery and hardness testing of water softeners at the sites listed below. An annual purchase order will be issued to the supplier responding with the lowest total quote price as submitted on the attached Quote Price Response Form. The current agreement expires June 30, 2015. This new purchase order will begin July 1, 2015.

### **TAXES**

Manatee County is exempt from Federal and State Sales Taxes.

### **QUALITY GUARANTEE AND REMEDIAL CLAUSE**

If any product does not meet specifications or does not produce the results required of the product, the contractor will be required to replace, at no extra cost to the County, any and all products involved.

### **PRICING**

Prices quoted shall include shipping FOB Destination to the locations listed below and shall include all costs associated with supplying the products. If, under unusual circumstances, the County requires special shipping methods (such as dropship), the County will only pay the direct shipping costs without any supplier markup. A receipt for that shipping shall be supplied to the County with the invoice for that delivery. Otherwise, the County expects deliveries on the supplier's truck, and there will be no extra charges applied. The County prohibits the use of fuel surcharges.

### **TERM**

The term of this quote will be for a one-year period with an automatic extension of the agreement for two (2) additional one-year periods. Pricing shall be firm for the first year. Price adjustments will only be considered within 90 days of any one-year period renewal date after the first year. Written notice of intention not to renew must be submitted by the County or Vendor choosing not to exercise this automatic renewal ninety (90) days prior to the end of any contract period. Any extensions of this agreement beyond the three year term shall be with mutual consent only and adhere to the terms and conditions of this RFQ.

### **RESERVED RIGHTS**

The County reserves the right to accept or reject any or all quotes, to waive irregularities and technicalities, and to request resubmission. Also, the County reserves the right to accept all or any part of the quote and to increase or decrease quantities or add related items to meet additional or reduced requirements of the County. Any sole response received by the first submission date may or not be rejected by the County depending on available competition and current needs of the County. A sole response under these circumstances may be negotiated toward acceptance by the County.

**DESCRIPTION OF THE WORK**

- a. The delivery of salt will be on an “as needed” basis at the Jail and Stockade; however, delivery may also be required at other county facilities beyond what is on the site sheet list.
- b. Any deficiencies found with the water softening equipment shall be reported in writing immediately to the contact person for that location.
- c. The Supplier may be required to sign-in and sign-out with Property Management for each building and may also have to sign in with the Sheriff’s Department while at the Detention Facility.

**SERVICE REPORTS, (INVOICES & PAYMENTS)**

**Service Reports:** It is the Suppliers’ responsibility to:

- Provide written service delivery tickets detailing the amount of salt delivered and the hardness of the softeners.
- Include on the Service Reports:
  1. Arrival and departure times of technician on the job,
  2. The date performed.
  3. The location visited.
- Include on each service report any conditions found which may adversely affect the operation of the equipment which has been tested.
- Obtain a signature from the site contact person.
- Leave a (signed) hard copy of the delivery ticket with the contact person prior to leaving the site.

**Invoices and payments:** It is required that all invoices match the service reports performed for that job, match the pricing as submitted with this RFQ and that all invoices be itemized.

**Site Location and Contact list**

	Location	Contact Name	Phone #
1	Manatee County Stockade Buildings A & B 14490 Harlee Road Palmetto, FL 34221	Scott Ridgeway	Office: 941 748-4501x 2685 Cell: 941-405-6241
2	Manatee County Central Jail 14470 Harlee Road Palmetto, FL 34221	Scott Ridgeway	Office: 941 748-4501x 2685 Cell: 941-405-6241

**Equipment Sheet**

Boiler Location and Equipment List						
A	<b>Manatee County Stockade</b>					
	<b>Buildings A &amp; B</b>					
	Make	Location	Description		Model #	Qty
1	N/A	A-Building, kitchen	Wtr. Softener		N/A	1
B	<b>Manatee County</b>					
	<b>Central Jail</b>					
	Make	Location	Description		Model #	Qty
1	N/A	Chiller room	Wtr. Softener		N/A	1

**QUOTE PRICE RESPONSE FORM**

SALT DELIVERY AND TESTING OF WATER SOFTENERS					
1	Delivery Charge (M-F, 7:00am-3:30pm)	\$ _____ EA	X 6	=	\$ _____
2	Salt cost per pound	\$ _____ LB	X 2400	=	\$ _____
3	Service Charge to inspect equipment and test water hardness with each delivery, per test	\$ _____ EA	X 6	=	\$ _____
4	Labor rate for service calls other than inspections and testing, per hour	\$ _____ HR	X 10	=	\$ _____
<b>TOTAL QUOTE PRICE: Sum of Totals 1 to 4</b>					\$ _____

COMPANY NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Print Name & Title of Signer)

COMPANY ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**Please submit the completed tab sheet to George Earnest by fax (941) 749-3034 or email to [George.earnest@mymanatee.org](mailto:George.earnest@mymanatee.org) by 3:00 PM April 7, 2015.**