



**REQUEST FOR QUOTATION #16-0301GE
AUTOMATIC DOOR AND STOREFRONT REPAIRS**

DATE ISSUED: DECEMBER 29, 2015

DUE DATE: JANUARY 15, 2016 at 3:00 PM

DESCRIPTION

Manatee County invites your participation in the following Request for Quotes (RFQ). It is the intent of Manatee County to engage a contractor to provide all labor, materials, and equipment necessary to perform repairs of automatic doors, doors and storefront glass and windows at various County locations. The specifications stated herein are of the minimum requirements. All quotes submitted must be in accordance with the General Conditions and Minimum Technical Specifications.

Manatee County, a political subdivision of the State of Florida, (hereinafter "Manatee County" or the "County") will receive request for quotations from individuals, corporations, partnerships, and other legal entities organized under the laws of the State of Florida or authorized to conduct business in the State of Florida.

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Important Note: A prohibition of Lobbying has been enacted. Please review the paragraph on (page 4) carefully to avoid violation and possible sanctions.

CLARIFICATION

It shall be the responsibility of all quoters to request any additional clarification of the contents herein. Clarification deadline is January 11, 2016 at 3:00pm, with no requests allowed after that time. All clarification requests shall be directed to George Earnest CPPB, at fax (941) 749-3034 or email to george.earnest@mymanatee.org. Clarification will be furnished by written addendum from Purchasing. Quoters shall not accept any verbal or telecommunication explanation as an authorized clarification of the contents herein.

Authorization for Release: 

GENERAL TERMS AND CONDITIONS

QUOTE FORMS

Quotes must be submitted on attached County forms, although additional pages may be attached. Quoters must fully comply with all Quotation Documents, terms, and conditions.

AMERICAN DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities.

CLARIFICATION & ADDENDA

Each quoter shall examine the Request for Quote (RFQ) documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Quotes shall be made through the Manatee County Purchasing Office. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given. If any addenda are issued to this Request for Quotation, the County will attempt to notify all prospective quoters who have secured same, however, it shall be the responsibility of each quoter, prior to submitting their quote, to contact the Manatee County Purchasing Office (see contact on page 1) to determine if addenda were issued and to make such addenda a part of their quote.

CODE OF ETHICS

With respect to this quote, if any Quoter violates or is a party to a violation of the Code of Ethics of Manatee County per Manatee County Purchasing Code Ordinance 08-43, Article 3, Ethics in Public Contracting, and/or the state of Florida per Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such Quoter may be disqualified from performing the work described in this quote or from furnishing the goods or services for which the quote is submitted and shall be further disqualified from submitting any future quotes or proposals for work or for goods or services for Manatee County.

The County anticipates that all statements made and materials submitted in a quote will be truthful. If a quoter is determined to be untruthful in its quote or any related presentation, such quoter may be disqualified from further consideration regarding this Request for Quotation.

COLLUSION

By offering a submission to this Request for Quotation, the quoter certifies that the quoter has not divulged, discussed or compared their quote with other quoters, and has not colluded with any other quoter or parties to this quote whatsoever. Also, quoter certifies, and in the case of a joint quote each party thereto certifies as to their own organization, that in connection with this quote:

- a. any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other quoter or with any competitor;
- b. any prices and or cost data quoted for this quote have not been knowingly disclosed by the quoter and will not knowingly be disclosed by the quoter, prior to the scheduled opening, directly or indirectly to any other quoter or to any competitor;
- c. no attempt has been made or will be made by the quoter to induce any other person to submit or not to submit a quote for the purpose of restricting competition;
- d. the only person or persons interested in this quote, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this quote or in the contract to be entered into; and

COLLUSION (continued)

- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding or a commission, percentage, brokerage, or contingent fee excepting bona fide employees or established commercial agencies maintained by quoter for purpose of doing business.

DISCLOSURE

Upon receipt all inquiries and responses to inquiries related to the Request for Quotation become "Public Records" and are subject to public disclosure consistent with Chapter 119, Florida Statutes.

Quotes/Proposals become subject to disclosure 30 days after the Opening or if a notice of intended award decision is made earlier than this time as provided by Florida Statute 119.071(1)(b). No announcement or review of the offer shall be conducted at the public opening. If the County rejects all offers and concurrently notices its intent to reissue the solicitation, initial offers are exempt until the County provide notice of its intended decision or, 30 days after the opening of the new offers

DISCOUNTS

Any and all discounts must be incorporated in the prices contained in the quote; and not shown separately. The prices as shown on the quote form shall be the price used in determining award(s).

DISQUALIFYING CRIMINAL MATTERS; CERTIFICATION REQUIRED

A person or affiliate who has been placed on the State's convicted supplier list following a conviction for a public entity crime, as that term is defined in Florida Statute s. 287.133, may not submit a quote, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a quote, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit quotes, proposals, or replies on leases of real property to a public entity; s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted supplier list. may not be awarded or perform work as a supplier, 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 Florida Statute [s.287.017](#) for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted supplier list.

In addition, the Manatee County Code prohibits the award of any contract to any person or entity who/which has, within the past 5 years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of an environmental law that, in the reasonable opinion of the purchasing official, establishes reasonable grounds to believe the person or business entity will not conduct business in a responsible manner; To ensure compliance with the foregoing, the Code requires all persons or entities desiring to contract with the County to execute and file with the purchasing official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have a such a record and is therefore eligible to seek and be awarded business with the County. In the case of a business entity other than a partnership or a corporation, such affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, such affidavit shall be executed by the general partner(s). A confirming Criminal Matters Certification Affidavit is attached for this purpose.

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 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.

IRREVOCABLE OFFER

Any quote may be withdrawn up until the date and time set for opening of the quote. Any quote not so withdrawn shall, upon opening, constitute an **irrevocable offer for a period of 90 days** to sell to Manatee County the goods or services set forth in the attached specifications until one or more of the quotes have been duly accepted by the County.

LEGAL NAME

Quotes shall clearly indicate the legal name, address and telephone number of the quoter. Quotes shall be signed above the typed or printed name and title of the signer. The signer must have the authority to bind the quoter to the submitted quote.

LOBBYING

After the issuance of any Invitation for Bids or Request for Quotation, prospective quoters, proposers or any agent, representative or person acting at the request of such quoter or proposer shall not contact, communicate with or discuss any matter relating in any way to the Invitation for Bids or Request for Quotations with any officer, agent or employee of Manatee County other than the Purchasing Director or as directed in the Invitation for Bids or Request for Quotations. This prohibition begins with the issuance of any Invitation for Bids, or Request for Quotations, and ends upon execution of the final contract or when the invitation or request has been cancelled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Purchasing Code.

MATHEMATICAL ERRORS

Quotes submitted shall be based on the quantities stated on the Quote Form. Quantities shall be used for the comparison of Quotes. Payment to the Supplier will be made based on the actual quantity of work completed and accepted at the date of payment request, in accordance with the terms of the contract.

In the event of multiplication/extension error(s), the unit price shall prevail. In the event of addition error(s), the extended totals shall prevail. All quotes shall be reviewed mathematically and corrected, if necessary, using these standards prior to additional evaluation. Calculations shall be factored to the second decimal point.

MBE/WBE

The State of Florida, Office of Supplier Diversity provides the certification process and the database for identifying certified MBE/WBE firms. This service may be directly accessed at: <http://www.osd.dms.state.fl.us/iframe.htm> If you have any questions regarding this State service, please contact their office at (850) 487-0915.

MODIFICATION OF QUOTATION DOCUMENTS

If a quoter wishes to recommend changes to the Quotation Documents, the quoter shall furnish in writing, data and information necessary to aid the County in evaluating the request to modify the Quotation Documents. The County is not obligated to make any changes to the Quotation Documents. Unless an addendum is issued as outlined in Article A.04, the Quotation Documents shall remain unaltered. **Quoters must fully comply with the Quotation Documents, terms, and conditions.**

QUOTE EXPENSES

All expenses for submitting quotes to the County are to be borne by the quoter.

REGULATIONS

It shall be the responsibility of the quoter to assure compliance with any OSHA, EPA and/or other Federal or State of Florida rules, regulations or other requirements, as each may apply.

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. Also, the County reserves the right to accept all or any part of the quote and to increase or decrease quantities or add related products/services to meet additional or reduced requirements of the County. Any sole response received by the first submission date may or may not be rejected by the County depending on available competition and current needs of the County. For all items combined, the quote of the lowest responsive, responsible quoter will be accepted, unless all quotes are rejected. The lowest responsible quoter shall mean that quoter who makes the lowest quote to sell goods and/or services of a quality which conforms closest to or most exceeds the quality of goods and/or services set forth in the attached Quotation Documents or otherwise required by the County, and who is fit and capable to perform the quote as made.

RESERVED RIGHT S (continued)

To be responsive, a quoter shall submit a quote which conforms in all material respects to the requirements set forth in the Request for Quotation. To be a responsible quoter, the quoter shall have the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any quoter to deliver the goods or service requested. Information the County deems necessary to make this determination shall be provided by the quoter. Such information may include, but shall not be limited to: current financial statements, verification of availability of equipment and personnel, and past performance records.

TAXES

Manatee County is exempt from Federal Excise and State Sales Taxes (F.E.T. Exempt Cert. No. 59-78-0089K and FL Sales Tax Exempt Cert. No. 51-02-027548-53C); therefore, the quoter is prohibited from delineating a separate line item in his quote for any sales or service taxes. Nothing herein shall affect the quoter's normal tax liability.

The Contractor shall be responsible for the payment of taxes of any kind and character, including, but not limited to sales, consumer, use, and other similar taxes payable on account of the work performed and materials furnished under the award in accordance with the laws and Regulations of the place of the project which are applicable during the performance of the work. Nothing herein shall affect the bidder's normal tax liability.

END OF GENERAL TERMS AND CONDITIONS

SPECIFIC TERMS AND CONDITIONS

PURPOSE

It is the intent of the County of Manatee to establish an automatic door, door, storefront and window glass services contract. It is the specific purpose of this RFQ to establish annual blanket purchase orders for these services. No single project for repair or equipment replacement shall exceed \$100,000.

BLANKET ORDER

Blanket Purchase Order(s) shall be issued as a result of this quote. A Blanket Purchase Order number, when accompanied by a valid Release Order number provided by an authorized County department, will authorize purchases.

Each invoice must indicate the Blanket Purchase Order number followed by a valid Release Order number. The Contractor is not authorized to proceed with, and will not be compensated for, any work that is not authorized by a valid Release Order Number issued by the County's Representative.

SPECIFICATIONS

Contractors must submit quotes strictly in accordance with specifications. No variances or alterations to these specifications shall be allowed without an addendum provided by the County.

QUALIFICATIONS OF THE CONTRACTOR

The Contractor shall have been in this line of business for at least three (3) years in the state of Florida at the same address. The Contractor shall also be registered to do business in Florida. The Contractor shall possess a Florida Contractors License and provide that information on the Questionnaire/References form. Contractors shall supply three (3) references of current similar contracts on the Questionnaire/References form. Quotes submitted by contractors with unsatisfactory references, or who have had contracts canceled for non-performance in the past three years, will not be considered for an award.

QUALITY GUARANTEE AND REMEDIAL CLAUSE

All work shall also be in compliance with applicable building codes and federal, state and local laws and ordinances. If any work or material does not meet specifications, or materials furnished in conjunction with the work will not produce the results required of the work, the contractor will be required to rectify any and all work involved in the unsatisfactory situation. If the unsatisfactory work or materials involves other contractors who are blameless, then it shall be the responsibility of the contractor responsible for the faulty work or the furnishing of unsatisfactory materials to reimburse the blameless contractors for any and all additional work or materials required due to the faulty work or materials.

QUALITY TERMS

The County reserves the right to reject any or all work or materials used in the work, if in its judgment the work or materials reflect unsatisfactory workmanship, or manufacturing defects.

CANCELLATION

It is mutually understood and agreed that any award made as a result of this RFQ may be canceled by the Contractor upon 90 days written notice by Certified Mail to the County. However, the County is hereby authorized to purchase, in accordance with the prices quoted, any quantity of materials and/or services during this 90 day interim provided the County requests delivery during this period.

The County reserves the right to terminate a contract by giving 30 days written notice of intention to terminate if at any time the Contractor fails to abide by or fulfill any of the terms and conditions of the contract. The County also reserves the right to terminate this contract for the convenience of the County, with or without cause.

SUBCONTRACTORS

The Contractor shall perform the work with its own employees under its immediate supervision and shall not subcontract any portion of the work unless prior written approval is provided by the County.

RENEWAL

If not cancelled by the Contractor or the County, this term agreement shall be automatically extended/ renewed beyond the first 12-month contract period for four (4) additional twelve (12) month optional periods providing there are no changes of prices, terms or conditions. The total contract period shall not exceed five (5) years unless agreed to by the County and the Contractor under the terms and conditions in effect at the time of extension. The contract period begins with the issue and acceptance of the blanket purchase order. Written notice of intention not to renew or to request a pricing adjustment must be submitted by the Contractor 90 days prior to the end of the contract period. Should the Contractor choose not to renew the quote, the County reserves the right to terminate the Contract with that Contractor and select the next qualified quoter or solicit a new Request for Quote. In addition, pricing adjustments shall only be considered during this 90 period prior to the contract anniversary.

PAYMENT

Within forty-five (45) days after delivery by the Contractor, acceptance by the County, and presentation of an appropriate invoice, the County shall pay the total amount due. This is mandated by Florida State Statute 218.74. Payment invoices must indicate the Purchase Order and Release Order number.

BASIS OF AWARD

Award shall be made to the responsive and responsible quoter, on a "group-by-group" basis, having the lowest group quote price. Quoters may quote on any group but shall quote on all items within the group they quote on. The County reserves the right to make multiple awards to any or all groups. Also, the County reserves the right to place orders with other Contractors, in the event of an urgent, immediate need, and/or delivery time and availability of service requested cannot be met by the lowest priced Contractor at the time of need.

Whenever two or more quotes are equal with respect to price, quality and service, the bid received from a local business shall be given preference in award. Whenever two or more quotes which are equal with respect to price, quality and service are received, and both or neither of these quotes are received from a local business, the award shall be determined by a chance drawing conducted by the Purchasing Office and open to the public.

Local business is defined as a business legally authorized to engage in the sale of the goods and/or services to be procured, and which certifies within its bid that for at least six (6) months prior to the announcement of the solicitation of bids it has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one full-time employees at that location.

END OF SPECIFIC TERMS AND CONDITIONS

MINIMUM TECHNICAL SPECIFICATIONS

I. SCOPE

As Group A, the Contractor shall perform interior and exterior automatic door repair services on an "as needed" basis. Skills required shall include but not be limited to the following: automatic door repairs, glass repairs, closure repairs, and entry door repairs and service (excluding hollow metal doors). Automatic door replacements and new installations are also included.

As Group B, the Contractor shall perform exterior storefront window or glass repair services on an "as needed" basis. Skills required shall include but not be limited to the following: window glass repairs, door glass repairs and window/glass frame repairs. This scope *may* also include window or glass replacement or new storefront door, window or glass installation.

As Group C, the Contractor shall perform hollow metal door and framing repair services on an "as needed" basis. Skills required shall include but not be limited to the following: hollow metal door repairs and installations, associated hollow metal door component repairs and replacements, door frame repairs and steel/wood door repairs. This scope *may* also include the replacement doors and frames or the installation of new doors and frames.

No single project shall exceed \$100,000. Projects that size and larger require a separate solicitation.

II. QUALIFICATIONS OF THE CONTRACTOR

The Contractor for both Groups shall have been in this line of business for at least three (3) years in the state of Florida. All quoters must submit with their quote the Contractor's Questionnaire/References form included herein. The Contractor shall be fully licensed to perform this type of work as well as being fully licensed to handle all materials associated with this type of work. All service personnel shall be uniformed (with visible personal identification) and be fully trained and skilled in all maintenance and repairs as listed herein. All work performed on site shall be done by the Contractor's employees. **No subcontractors or independent contractors hired by the Contractor shall be on site without prior written approval from the County.**

III. DESCRIPTION OF THE WORK

Furnish all labor, material and tools to professionally perform (with minimal supervision) any maintenance request related to but not limited to:

Group A – Automatic Doors

- Automatic (including storefront) door repair, installation and service.
- Installation and service of aluminum and steel framing.
- Electric operators and associated controls.

Group B – Storefront Doors & Glass

- Glass repairs to both doors and storefronts and repair to framing.
- Framing to include aluminum, steel, wood or fiberglass.
- Replacement of glass to both doors, windows and storefronts.
- Installation of windows and installation of glass for doors and storefronts.
- Installation of all types of framing for glass, storefronts and windows.

Group C – Metal & Wood Doors

- General hollow metal door repairs, adjustments to hinges, repair or replacement of hardware, closures, handles, toe kicks, door stops, locks, and adjustments to frames.
- Hollow metal door and frame repair, installation and service.
- Steel and wood entry door hardware, frame repairs and window light kit installation and service.

IV. GENERAL WORK INFORMATION

Generally work shall be performed during normal weekday hours, 8:00 A.M. to 5:00 P.M. Monday through Friday, excluding holidays. All work will be in accordance with a work schedule pre-approved by the County's authorized representative. However, there could be emergency, weekend or evening work depending on the needs of the County.

The Contractor must report to the County designated contact person when they arrive and depart at the job site.

The Contractor's employees shall confine their operations to those areas indicated by County's authorized representative and shall conform to all site rules and regulations affecting the work and work area. These rules and regulations include, but are not limited to:

- Not passing into areas beyond the designated limits of the work.
- Keeping public areas safe and free of waste materials during the work.
- Conducting themselves in a professional manner at all times.
- Removing all rubbish from the site; above and below the ceiling. All work areas are to be as cleaned to "as found" conditions, before leaving the premises.
- Observe all applicable safety codes while on County property.

Any work related deficiencies found shall be reported in writing on a service report immediately to the contact person for that location, along with recommendations for rectifying such deficiencies.

Once the repair measures have been approved by the contact person and authorized by the County with a written Release Order, the Contractor shall commence work as soon as possible. All Repairs shall be tested for proper operation.

All work and materials under this contract shall be fully warranted in accordance with state law, and for a period of not less than one (1) year from Substantial Completion except when the standard Manufacturer/Contractor warranty is greater than one (1) year.

V. SERVICE REQUIREMENTS

Manatee County reserves the right to audit any job where the hours performed by the Contractor seem excessive.

The Contractor shall be required to have qualified mechanical personnel ready to respond to **emergencies** twenty-four hours (24) a day, seven (7) days a week with a maximum four (4) hour response time. Emergencies are services requested any time outside the normal county work hours. All requested emergency responses are at the sole discretion of the County. In addition, the Contractor must have the necessary equipment to handle all emergency situations at no additional cost to the County.

The Contractor shall respond and begin service within 24 hours of dispatching for regular service calls. Failure to respond to the dispatching requirements may result in the termination of this agreement and future work being assigned to the next lowest quoter.

VI. SERVICE REPORTS, (INVOICES & PAYMENTS)

Service Reports: It is the Contractors' responsibility to:

- Provide written service reports detailing all repairs or service done at the work site at the completion of the visit.
- Include on the Service Reports:
 1. Arrival and departure times of every person on the job,
 2. The date performed,
 3. The location of work.
 4. The type of work performed.

- Show listing of all parts and materials approved and used.
- Obtain a signature from the site contact person.
- Leave a hard copy of the service report with the contact person prior to leaving the site. The service report must be signed by the contact person for Manatee County.

Invoices and payments: All invoices shall match the service reports performed for a specific job:

- Including hours on site and parts cost (the parts supplier's invoice is required whenever the parts markup is applied as backup to the Contractor's invoice).
- All invoices shall be itemized.
- Do not charge for "Misc supplies".
- Do not charge for travel time.
- All repair service shall be billed at the hourly rate for time actually at the site and shall match the service report recorded times.

VII. MARKUP FOR PARTS, EQUIPMENT AND ACCESSORIES

The Contractor shall provide parts (not miscellaneous shop supplies), equipment and accessories at the Contractor's cost plus a percentage markup as provided on the Quote Response Form. Receipts showing the Contractor's cost must be provided with the invoices for verification of the calculation of the markup.

The County will not accept charges for miscellaneous supplies or shop supplies. Those costs shall be the Contractor's burden.

VIII. SECURITY

Background checks on the Contractor's employees may be required at certain sites prior to work. These sites would include but not be limited to the Judicial Center, the Jail and the Port Manatee Detention Center. The Contractor shall also take into consideration that additional time on site (as much as an hour total) may be required to pass through the security process at these facilities.

IX. UNSUCCESSFUL SERVICES

In the event the work performance of the Contractor is unsatisfactory, the Contractor will be notified by the County and given a time frame to correct the work. There will be no cost to the County for these corrections. If work is not corrected, or if the Contractor fails to perform any required service within the time frame agreed to, the County reserves the right to obtain the service of an alternate contractor. Deductions of the cost of such substitute will be made from the Contractor's payments. Exemptions may be given by the County if notified of any delays, problems or conflicts that may arise during the course of a particular project. Repetitive unsatisfactory performance shall result in the termination of the contract.

END OF TECHNICAL SPECIFICATIONS

QUOTE RESPONSE FORM (page one of four)
REQUEST FOR QUOTATION 16-0301GE
Automatic Door and Storefront Repair and Maintenance

We, the undersigned, hereby declare that we have carefully reviewed the quote documents, and with full knowledge and understanding of the aforementioned herewith submit this quote, meeting each and every specification, term and condition contained in this RFQ. We understand that the quote specifications, terms and conditions in their entirety shall be made a part of any agreement or contract between Manatee County and the successful quoter. Failure to comply shall result in contract default, whereupon, the defaulting supplier shall be required to pay for any and all re-procurement costs, damages, and attorney fees as incurred by the County.

MANATEE COUNTY PURCHASING
1112 MANATEE AVENUE WEST, SUITE 803
BRADENTON, FL 34205
GEORGE EARNEST, BUYER, PURCHASING DEPARTMENT
P 941.749.3044 F 941.749.3034
george.earnest@mymanatee.org

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

(Print Name & Title of Signer) DATE: _____

COMPANY ADDRESS: _____

E-MAIL ADDRESS: _____

TELEPHONE: _____ FAX: _____

Acknowledge Addendum No. _____ Dated: _____

The following shall be completed, signed and submitted with this Quotation Form:

Contractor's Questionnaire & References..... Pages 15-16
Public Contracting & Environmental Crimes Attachment "A"
Insurance Requirements Compliance Submittal Attachment "C"

QUOTE RESPONSE FORM
GROUP A – AUTOMATIC DOOR SERVICES

Group A (This group has electronic equipment – to include aluminum and steel framing)

- Automatic (including storefront) door repair, installation and service.
- Installation and service of aluminum and steel framing.
- Electric operators and associated controls.

A	Description	Unit Price	Estimated Quantity	Extended Cost
1	Charge Per Hour for Labor as Directed (M-F, 8-5) (time on site only, no travel charges will be accepted)	\$	X 100 =	\$
2	Overtime/Emergency Charge Per Hour for Labor as Directed (Hours other than M-F, 8-5) (time on site only, no travel charges will be accepted)	\$	X 10 =	\$
3	Percent mark-up on parts, equipment and accessories above Contractor's cost.	%	X \$100 =	\$
Group A Total Quote Price for award purposes (sum of 1 thru 3 Extended Costs)				\$

Contractor Name _____

QUOTE RESPONSE FORM
GROUP B – DOOR GLASS AND STOREFRONT WINDOW GLASS SERVICES

Group B (This group includes aluminum and glass – but may be steel, wood or fiberglass on repairs / replacements)

- Glass repairs to both doors and storefronts and repair to framing.
- Framing to include aluminum, steel, wood or fiberglass.
- Replacement of glass to both doors, windows and storefronts.
- Installation of windows and installation of glass for doors and storefronts.
- Installation of all types of framing for glass, storefronts and windows.

B	Description	Unit Price	Estimated Quantity	Extended Cost
1	Charge Per Hour for Labor as Directed (M-F, 8-5) (time on site only, no travel charges will be accepted)	\$	X 100 =	\$
2	Overtime/Emergency Charge Per Hour for Labor as Directed (Hours other than M-F, 8-5) (time on site only, no travel charges will be accepted)	\$	X 10 =	\$
3	Percent mark-up on parts, equipment and accessories above Contractor's cost.	%	X \$100 =	\$
Group B Total Quote Price for award purposes (sum of 1 thru 3 Extended Costs)				\$

Contractor Name _____

QUOTE RESPONSE FORM
GROUP C – HOLLOW METAL DOOR SERVICES

Group C (This group repairs / replaces hollow metal doors and/or frames and the hardware associated with those doors. This shall also include interior wood office doors and frames)

- General hollow metal door repairs, adjustments to hinges, repair or replacement of hardware, closures, handles, toe kicks, door stops, locks, and adjustments to frames.
- Hollow metal door and frame repair, installation and service.
- Steel and wood entry door, hardware, frame repairs and window light kits installation and service.

C	Description	Unit Price	Estimated Quantity	Extended Cost
1	Charge Per Hour for Labor as Directed (M-F, 8-5) (time on site only, no travel charges will be accepted)	\$	X 40 =	\$
2	Overtime/Emergency Charge Per Hour for Labor as Directed (Hours other than M-F, 8-5) (time on site only, no travel charges will be accepted)	\$	X 10 =	\$
3	Percent mark-up on parts, equipment and accessories above Contractor's cost.	%	X \$100 =	\$
Group C Total Quote Price for award purposes (sum of 1 thru 3 Extended Costs)				\$

Contractor Name _____

REQUEST FOR QUOTATION 16-0301GE
AUTOMATIC DOOR AND STOREFRONT REPAIRS

CONTRACTOR'S QUESTIONNAIRE

THIS QUESTIONNAIRE MUST BE COMPLETED AND SUBMITTED WITH YOUR QUOTE

1. Is your firm a registered Florida Business:

Yes _____ No _____ (check one) for _____ continuous years';

Current Florida Business Registration # _____ Expiration: _____

Florida Contractor's license number: _____

2. Summary of any litigation filed against the quoter in the past five years which is related to the services provided. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amounts involved.

3. List any notice of violations, formal notices of regulatory non-compliance, safety violations and accidents resulting in a Worker's Compensation claim.

4. Have you ever failed to complete work awarded to you? If so, where and why?

Company Name: _____

REQUEST FOR QUOTATION 16-0301GE
AUTOMATIC DOOR AND STOREFRONT REPAIRS

CONTRACTOR'S REFERENCES

THIS QUESTIONNAIRE MUST BE COMPLETED AND SUBMITTED WITH YOUR QUOTE

5. Three current references from commercial projects in Florida for similar services.

A. CUSTOMER NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE NO: _____ SERVICE PERIOD: _____

SERVICE DETAILS: _____

B. CUSTOMER NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE NO: _____ SERVICE PERIOD: _____

SERVICE DETAILS: _____

C. CUSTOMER NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE NO: _____ SERVICE PERIOD: _____

SERVICE DETAILS: _____

Company Name: _____

Attachment "A"**PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION****SWORN STATEMENT PURSUANT TO ARTICLE 6,
MANATEE COUNTY PURCHASING CODE**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by

[print individual's name and title]

_____ for _____
[print name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

- (1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
- (2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or
- (3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
- (4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or
- (5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____ by

_____.

Personally known _____ OR Produced identification _____
[Type of identification]

_____ My commission expires

Notary Public Signature

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

Attachment "B"**STATEMENT OF NO QUOTE**

If you do not intend to quote please return this form immediately to:

Manatee County Purchasing
1112 Manatee Avenue West, Suite 803
Bradenton, Florida 34205

We, the undersigned, have declined to quote on RFQ No.: 16-0301GE – AUTOMATIC DOOR AND STOREFRONT REPAIRS for the following reason(s):

- ☐ Specifications too restrictive, i.e., geared toward one brand or manufacturer.
- ☐ Insufficient time to respond
- ☐ We do not offer this product or service
- ☐ Our schedule would not permit us to perform
- ☐ Unable to meet specifications
- ☐ Unable to meet Bond requirement
- ☐ Specifications unclear (explain below)
- ☐ Unable to meet insurance requirements
- ☐ Remove us from your "Bidders List"
- ☐ Other (specify below)

REMARKS:

We understand that if we do not submit a quote and this Statement of No Quote is not executed and returned, our name may be deleted from your Bidders List for this commodity or service.

Company Name: _____

Company Address: _____

Telephone: _____

Date: _____

Signature: _____

(Print or type name and title of above signer)

Attachment "C"

INSURANCE AND BONDING REQUIREMENTS

The Contractor shall at its own expense, carry and maintain insurance coverage from responsible companies duly authorized to do business in the State of Florida as set forth in the Insurance and Bonding attachment of this solicitation. The Contractor shall procure and maintain property insurance upon the entire project, if required, to the full insurable value of the scope of work.

The County and the Contractor waive against each other and the County's separate Contractors, Design Consultant, Subcontractors agents and employees of each and all of them, all damages covered by property insurance provided herein, except such rights as they may have to the proceeds of such insurance. The Contractor and County shall, where appropriate, require similar waivers of subrogation from the County's separate Contractors, Design Consultants and Subcontractors and shall require each of them to include similar waivers in their contracts.

Manatee County shall be responsible for purchasing and maintaining, its own liability insurance.

Certificates issued as a result of the award of this solicitation must identify "For any and all work performed on behalf of Manatee County."

The General Liability Policy provided by Contractor to meet the requirements of this solicitation shall name Manatee County, Florida, as an additional insured as to the operations of Contractor under this solicitation and shall contain a severability of interests provisions.

Manatee County Board of County Commissioners shall be named as the Certificate Holder. The Certificates of Insurance must state the Contract Number, or Project Number, or specific Project description, or must read: For any and all work performed on behalf of Manatee County. The "Certificate Holder" should read as follows:

Manatee County
Board of County Commissioners
Bradenton, Florida

The amounts and types of insurance coverage shall conform to the minimum requirements set forth in Insurance and Bonding attachment, with the use of Insurance Services Office (ISO) forms and endorsements or their equivalents. If Contractor has any self-insured retentions or deductibles under any of the below listed minimum required coverage, Contractor must identify on the Certificate of Insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be Contractor's sole responsibility.

Coverage(s) shall be maintained without interruption from the date of commencement of the Work until the date of completion and acceptance of the scope of work by the County or as specified in this solicitation, whichever is longer.

The Contractor and/or its insurance carrier shall provide 30 days written notice to the County of policy cancellation or non-renewal on the part of the insurance carrier or the Contractor. The Contractor shall also notify the County, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverage or limits received by Contractor from its insurer and nothing contained herein shall relieve Contractor of this requirement to provide notice. In the event of a reduction in the aggregate limit of any policy to be provided by Contractor hereunder, Contractor shall immediately take steps to have the aggregate limit reinstated to the full extent permitted under such policy.

Should at any time the Contractor not maintain the insurance coverage(s) required herein, the County may terminate the Agreement or at its sole discretion shall be authorized to purchase such coverage(s) and charge the Contractor for such coverage(s) purchased. If Contractor fails to reimburse the County for such costs within thirty (30) days after demand, the County has the right to offset these costs from any amount due Contractor under this Agreement or any other agreement between the County and Contractor. The County shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverage(s) purchased or the insurance company or companies used. The decision of the County to purchase such insurance coverage(s) shall in no way be construed to be a waiver of any of its rights under the Contract Documents.

6. ☐ Bid bond Shall be submitted with proposal response in the form of certified funds, cashiers' check or an irrevocable letter of credit, a cash bond posted with the County Clerk, or proposal bond in a sum equal to 5% of the cost proposal. All checks shall be made payable to the Manatee County Board of County Commissioners on a bank or trust company located in the State of Florida and insured by the Federal Deposit Insurance Corporation.
7. ☐ Performance and Payment Bonds For projects in excess of \$200,000, bonds shall be submitted with the executed contract by Proposers receiving award, and written for 100% of the Contract award amount, the cost borne by the Proposer receiving an award. The Performance and Payment Bonds shall be underwritten by a surety authorized to do business in the State of Florida and otherwise acceptable to Owner; provided, however, the surety shall be rated as "A-" or better as to general policy holders rating and Class V or higher rating as to financial size category and the amount required shall not exceed 5% of the reported policy holders' surplus, all as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc. of 75 Fulton Street, New York, New York 10038.
8. ☒ Contractor shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Contractor shall provide County with certificates of insurance meeting the required insurance provisions.
9. ☒ Manatee County must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required.
10. ☒ The Certificate Holder shall be named as Manatee County Board of County Commissioners, OR, Board of County Commissioners in Manatee County, OR Manatee County Government, OR Manatee County. The Certificates of Insurance must state the Contract Number, or Project Number, or specific Project description, or must read: For any and all work performed on behalf of Manatee County.
☒ **Thirty (30) Days Cancellation Notice** required.

Contractor's Insurance Statement

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of this solicitation.

Name of Firm _____ Date _____

Contractor Signature _____

Print Name _____

Insurance Agency _____

Agent Name _____ Telephone Number _____