



MANATEE COUNTY FLORIDA

REQUEST FOR QUOTATION #14-0727BS

FIRE EXTINGUISHER INSPECTION / MAINTENANCE SERVICES

DATE ISSUED: February 14, 2014

DUE DATE: February 25, 2014 at 3:00pm

Manatee County Government
Purchasing Division, Suite 803
1112 Manatee Avenue West
Bradenton, FL 34205
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TABLE OF CONTENTS:

General Terms & Conditions	Pages 2-6
Specific Terms & Conditions	Page 7-8
Minimum Technical Specifications	Pages 9-11
Basis of Award	Page 12
Quotation Form	Pages 13-14
Vendors Questionnaire/References	Pages 15-16
Offer of No Quote (1 page)	Page 17
Manatee County Local Preference Law and Vendor Registration	Pages 18-20
Public Agreement and Environmental Crime Form (2 pages)	Attachment A (pages 21-22)

Manatee County invites your participation in the following quotation. The specifications stated herein are of the minimum requirements. All quotes submitted must be in accordance with the General Terms and Conditions, Specific Terms and Conditions and Minimum Technical Specifications.

Manatee County, a political subdivision of the State of Florida, (hereinafter "Manatee County" or the "County") will receive 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.

CLARIFICATION

It shall be the responsibility of all Vendors to request any additional clarification of the contents herein. Clarification deadline is February 21, 2014, at 3:00pm. Clarification will be furnished by written addendum from Purchasing. Vendors shall not accept any verbal or telecommunication explanation as authorized clarification of the contents herein

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

AUTHORIZED TO RELEASE: BS

GENERAL TERMS AND CONDITIONS

QUOTE FORMS

Quotes must be submitted on attached County forms, although additional pages may be attached. Vendors 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. Anyone requiring reasonable accommodation for an Information Conference or Bid Opening should contact the person named on the first page of this Quote Document at least twenty-four (24) hours in advance of either activity.

AUTHORIZED PRODUCT REPRESENTATION

The Supplier, by virtue of submitting the name and specifications of a manufacturer's product, will be required to furnish the named manufacturer's product. The Supplier's failure to perform accordingly may, in the County's sole discretion, be deemed a breach of agreement, and shall constitute grounds for the County's immediate termination of the agreement.

CLARIFICATION & ADDENDA

Each Vendor shall examine all Request for Quotation 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 Vendors who have secured same, however, it shall be the responsibility of each Vendor, 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 Vendor 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 Agreement, and/or the state of Florida per Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such Vendor 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 Vendor is determined to be untruthful in its quote or any related presentation, such Vendor may be disqualified from further consideration regarding this Request for Quotation.

COLLUSION

By offering a submission to this Request for Quotation, the Vendor certifies that the Vendor has not divulged, discussed or compared their quote with other Vendors, and has not colluded with any other Vendor or parties to this quote whatsoever. Also, Vendor 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 Vendor or with any competitor;

- b. any prices and or cost data quoted for this quote have not been knowingly disclosed by the Vendor and will not knowingly be disclosed by the Vendor, prior to the scheduled opening, directly or indirectly to any other Vendor or to any competitor;
- c. no attempt has been made or will be made by the Vendor to induce any other person or firm 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 agreement to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this agreement upon an agreement or understanding or a commission, percentage, brokerage, or contingent fee excepting bona fide employees or established commercial agencies maintained by Vendor 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 agreement to provide any goods or services to a public entity; may not submit a quote, proposal, or reply on a agreement 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 agreement 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 agreement 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 agreement 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.

DESCRIPTIVE INFORMATION

Unless otherwise specifically provided in the Quotation Documents, all equipment, materials and articles incorporated in the work covered by this agreement shall be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in the Quotation Documents, reference to any equipment, material, article or patented process, by trade name, brand name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition.

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 Vendors that it will affirmatively ensure that in any agreement 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.

INDEMNIFICATION

The successful Supplier covenants and agrees to indemnify and save harmless the County, its agents and employees, from and against all claims, suits, actions, damages, causes of action, or judgments arising out of the terms of the resulting agreement for any personal injury, loss of life, or damage to the property sustained as a result of the performance or non-performance of services or delivery of goods; from and against any orders, judgments, or decrees, which may be entered against the County, its agents or employees; and from and against all costs, attorney's fees, expenses and other liabilities incurred in the defense of any such claim, suit or action, and the investigation thereof. Nothing in the award, resulting agreement, agreement or Purchase Order shall be deemed to affect the rights, privileges and immunities of the County as set forth in Florida Statute Section 768.28.

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 Vendor. Quotes shall be signed above the typed or printed name and title of the signer. The signer must have the authority to bind the Vendor to the submitted quote.

LOBBYING

After the issuance of any Invitation for Bids or Request for Quotation, prospective Vendors, proposers or any agent, representative or person acting at the request of such Vendor 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 agreement 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.

The County reserves the right to amend or to add to the names listed as persons to contact. All amendments or additions to the names listed as persons to contact shall be issued by Purchasing, in writing.

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 agreement.

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 Vendor wishes to recommend changes to the Quotation Documents, the Vendor 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. **Vendors must fully comply with the Quotation Documents, terms, and conditions.**

QUALITY GUARANTEE

If any product/service delivered does not meet performance representations or other quality assurance representations as published by manufacturers, producers or distributors of such products or the specifications listed in this quote, the Supplier shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship or manufacturing or shipping damage. Also, the Supplier shall refund to Manatee County any money which has been paid for same. The Supplier will be responsible for attorney fees in the event the Supplier defaults and court action is required.

QUOTE EXPENSES

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

REGULATIONS

It shall be the responsibility of the Vendor 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 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 Vendor will be accepted, unless all quotes are rejected. The lowest responsible Vendor shall mean that Vendor 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.

To be responsive, the Vendor shall submit a quote which conforms in all material respects to the requirements set forth in the Request for Quotation. To be responsible, the Vendor shall have the capability in all respects to perform fully the agreement 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 Vendor to deliver the goods or service requested. Information the County deems necessary to make this determination shall be provided by the Vendor. Such information may include, but is not limited to: current financial statements, verification of availability of equipment, personnel, and past performance records.

ROYALTIES AND PATENTS

The Supplier shall pay all royalties and license fees for equipment or processes in conjunction with the equipment and/or services he is furnishing. Supplier shall defend all suits or claims for infringement of any patent, trademark or copyright, and shall save the County harmless from loss on account thereof, including costs and attorney's fees.

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 Vendor is prohibited from delineating a separate line item in his quote for any sales or service taxes. Nothing herein shall affect the Vendor's normal tax liability.

NOTE: ANY OR ALL STATEMENTS CONTAINED IN THE FOLLOWING SECTIONS: GENERAL INFORMATION, GENERAL TERMS AND CONDITIONS, SPECIFIC TERMS AND CONDITIONS, MINIMUM TECHNICAL SPECIFICATIONS OR BASIS OF AWARD, WHICH VARY FROM THE INFORMATION TO VENDORS SHALL HAVE PRECEDENCE

INSURANCE

The Supplier will not commence work under an agreement until the Supplier has obtained all insurance under this section and such insurance coverage as might be required by the County. The Supplier shall obtain, at his expense, the following minimum amounts of insurance (inclusive of any amounts provided by an umbrella or excess policy):

a. Workers' Compensation/Employers' Liability

Part One - There shall be no maximum limit (other than as limited by the applicable statute) for liability imposed by Florida Workers' Compensation Act or any other coverage required by the agreement documents which are customarily insured under Part One of the standard Workers' Compensation Policy.

Part Two - The minimum amount of coverage for the coverage required by the agreement documents which are customarily insured under Part Two of the standard Workers' Compensation Policy shall be:

<u>\$100,000</u>	(Each Accident)
<u>\$500,000</u>	(Disease-Policy Limit)
<u>\$100,000</u>	(Disease-Each Employee)

b. Commercial General Liability

The limits are to be applicable only to work performed under this agreement and shall be those that would be provided with the attachment of the Amendment of Limits of Insurance (Designated Project or Premises) endorsement (ISO Form CG 25 03) to a Commercial General Liability Policy with the following minimum limits.

Products/Completed Operations Aggregate	<u>\$2,000,000</u>
Personal and Advertising Injury	<u>\$1,000,000</u>
Each Occurrence	<u>\$ 300,000</u>
Fire Damage (Any One Fire)	<u>\$1,000,000</u>
Medical Expense (Any One Person)	<u>\$1,000,000</u>

c. Business Auto Policy

Each Occurrence Bodily Injury and Property Damage Liability Combined	<u>\$500,000</u>
Annual Aggregate (If Applicable) Three Times Each Occurrence Limit	

d. Owners Protective Liability Coverage

The minimum OPC Policy limits per occurrence and, if subject to an aggregate, annual aggregate to be provided by the Vendor(s) shall be the same as the amounts shown above as the minimum per occurrence and general policy aggregate limits respectively required for the Commercial General Liability coverage. The limits afforded by the OPC Policy and any excess policies shall apply only to the Owner and the Owner's officials, officers, agents and employees and only to claims arising out of or in connection with the work under this agreement.

e. Certifications of Insurance and Copies of Policies

Certificates of Insurance in triplicate evidencing the insurance coverage specified in the above paragraphs shall be filed with the Purchasing Manager before operations are begun. The required certificates of insurance shall name the types of policy, policy number, date of expiration, amount of coverage, companies affording coverage, and also shall refer specifically to the quote number, project title and location of project. Insurance shall remain in force at least one year after completion and acceptance of the project by the County, in the amounts and types as stated herein, including coverage for all products and services completed under this agreement.

ADDITIONAL INSURED: - The successful Supplier shall specifically name Manatee County, a political subdivision of the State of Florida, as additional insured on the insurance certificate for commercial general liability and auto liability where required.

If the initial insurance expires prior to the completion of operations and/or services by the Supplier, renewal certificates of insurance and required copies of policies shall be furnished by the Supplier and delivered to the Purchasing Official thirty (30) days prior to the date of their expiration.

Nothing herein shall in any manner create any liability of the County in connection with any claim against the Supplier for labor, services, or materials, or of subcontractors; and nothing herein shall limit the liability of the Supplier or his sureties to the County or to any workers, Suppliers, material men or employees.

SPECIFIC TERMS & CONDITIONS

SCOPE

It is the intent of Manatee County to establish an agreement for procurement, inspection, repair, replacement and recharge of Portable Fire Extinguishers and Fire Suppression Hood Systems and miscellaneous services and parts "as required". Pricing to include, but not limited to, nozzles, valves, seals, O-rings, hoses, adapters, and lock pins. Pricing shall also include all labor, support materials, supervision, equipment, incidentals, travel, transportation, and fuel, and shall also the vendor shall identify and submit written reports on existing or potential problems. It is the specific purpose of this quotation to establish an agreement for the required services to secure the cost and availability.

BLANKET ORDER

Blanket Purchase Order shall be issued as a result of this request for quotation. A Blanket Purchase Order number, when accompanied by a valid Release Order number provided by an authorized County employee will authorize purchases on an "As Required Basis".

CANCELLATION

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

CONFORMANCE TO SAFETY RULES AND REGULATIONS

Vendors must conform to all site rules and regulations affecting the work. These include but are not limited to: keeping public areas free of waste materials, removing all rubbish from site(s) daily before leaving the premises and strictly adhering to all local and/or State safety codes.

PAYMENT

Within forty-five (45) days after completion of work by the Vendor, acceptance by the County, and presentation of an appropriate invoice, the County shall pay the total amount due. Payment invoices must indicate both the Blanket Purchase Order number and the Release Order number.

PRICES

Vendors shall quote unit prices, F.O.B. Destination, including all discounts in accordance with unit of quantity indicated on Quote Form. The prices quoted shall be used for payment and shall be deemed to include payment in full for all transportation, labor, and equipment used in delivering all supplies and materials to the point of delivery.

RENEWAL AND TERMINATION

If not cancelled by the Vendor or the County, the awarded Blanket Purchase Order(s) shall be automatically renewed beyond the first 12-month agreement for two (2) additional 12-month periods, not to exceed thirty-six months (36) provided there are no changes in prices, terms, or conditions.

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 the current agreement period.

UNBALANCED QUOTING PROHIBITED

Manatee County recognizes that large and/or complex projects will often result in a variety of methods, sources and prices. However, if in the opinion of the County such variation does not appear to be justified, given quote specifications and industry and market conditions, the quote will be presumed to be unbalanced. Examples of unbalanced quotes will include:

1. Quotes showing omissions, alterations of form, additions not specified or required conditional or unauthorized alternate quotes.
2. Quotes offering prices that substantially deviate, either higher or lower, from those included in the quotes of competitive Vendors for the same line item unit costs.
3. Quotes where the unit costs offered are in excess of or below reasonable cost analysis values.

In the event the County determines that a quote is presumed unbalanced, it will request the opportunity to, and reserves the right to, review all source quotes, price lists, letters of intent, etc., which the Vendor obtained and upon which the Vendor relied upon to develop the quote. The County reserves the right to reject as non-responsive any presumptive unbalanced quotes where the Vendor is unable to demonstrate the validity and/or necessity of the unbalanced unit costs.

WARRANTY, MAINTENANCE, SERVICE AND SUPPORT

If any product/service delivered does not meet performance representations or other quality assurance representations as published by manufacturers, producers or distributors of such products or the specifications listed in this quote, the Vendor shall pick up the product from the County at no expense to the County. Also, the Vendor shall refund to Manatee County any money which has been paid for same. The Vendor will be responsible for attorney fees in the event the Vendor defaults and court action is required.

If the Vendor cannot meet the delivery requirements or services for any of the items specified herein, the County reserves the right to procure the product from the next lowest responsive, responsible Vendor or to solicit new pricing.

MINIMUM TECHNICAL SPECIFICATIONS

SCOPE

This shall be an all inclusive agreement to provide, as needed, but not limited to, on-site services to inspect, recharge, repair, label, test and replace fire extinguishers and miscellaneous parts within designated Manatee County facilities. In addition to fire extinguishers within buildings and vehicles, this quote includes the service and inspection of fire suppression hood systems.

INSPECTION

Successful Vendor shall be required to inspect extinguishers for serviceability and general operating condition and recommended repair/replacement, if necessary, so that all extinguishers meet applicable code requirements.

Automatic fire extinguisher equipment to be serviced will include kitchen in-hood systems. These systems include both pre-engineering and engineered systems using CO2 and wet/dry chemical fire extinguishing agents. These systems must be inspected and certified semi-annually. The successful Vendor shall be licensed and experienced to service pre-engineered, engineered, and CO2 automatic fire extinguisher systems.

At the time of scheduled inspection, all fire extinguishers not meeting minimum charge requirements will be given a six year service including hydro testing. The Vendor shall also insure that all fire extinguishers are of the proper rating, and that they are properly installed and marked, as required by the National Fire Protection Association and OSHA. The Vendor shall furnish a Durable Self Adhesive Label as specified by the NFPA and State Statute for each extinguisher showing the required servicing data; including the date of the annual inspection (no exceptions will be allowed.)

All inspections shall be arranged by and between the County and the successful Vendor for all stationary and vehicle units. - this information available upon award.

The Vendor is responsible for coordinating the inspection and testing of these systems with the site Departmental Administrator/Maintenance Team of what shall be done to properly test the equipment including resetting the fire alarm system. The Vendor shall perform the work at a time so normal activities are not disrupted. In addition to service reports, Vendor shall provide a monthly report of the system serviced by location, type of service performed to the unit and the system tagged or explanation for not tagging.

SUBSEQUENT INSPECTION - YEARS TWO AND THREE

Vendor will contact and schedule all semi-annual and annual maintenance based on previous years schedule. This service shall be **performed not more than 20 days prior to current annual expiration date.**

NFPA 10, 69A – FLORIDA ADMINISTRATIVE CODE

All extinguishing equipment shall be serviced according to NFPA 10, 69A-Florida Administrative Code, Florida Statute 633 or the most recent adopted, as well as manufacturer's specifications for each unit. The general types of servicing to be required of the Vendor, in addition to routine maintenance, will include inspecting, testing, recharging, marking, tagging, mounting, repairing, installing and labeling of portable fire extinguishers. Note: Shall include all servicing due, past due or due within the agreement expiration period.

QUANTITY

The quantity of maintenance and parts currently being serviced and supplied is an annual estimate on the Quotation Form; however, the County may add or delete equipment as necessary.

REPLACEMENT/REPAIR SERVICES

Repairs will be on an "as required" basis as requested by each site manager. Note: All repairs outside of the quoted inspections must be pre-approved by a designated County employee prior to being started.

SERVICE

The five-year service on all CO2 extinguishers shall include, but not be limited to, a hydrostatic test and affixing of the metal tag indicating that the five-year tear-down has been completed.

The six-year tear-down and maintenance on all dry chemical extinguishers shall include, but not be limited to: changing out the powder, installing new O-rings, re-sealing the units, and affixing the metal tag indicating that the six-year tear-down has been completed. If a twelve-year tear-down on the unit is required, it shall include but not be limited to a hydrostatic test on the dry chemical.

The ten-year tear-down and maintenance on all dry chemical extinguishers shall include, but not be limited to: changing out the powder, installing new O-rings, re-sealing the units, and affixing the metal tag indicating that the ten-year tear-down has been completed. If a twelve-year tear-down on the unit is required, it shall include but not be limited to a hydrostatic test on the dry chemical.

Annual service on dry chemical and carbon dioxide units shall include, but not be limited to, the installation of all necessary repair parts for the safe and proper operating of each unit; cleaning of each unit using a chemical cleaning compound; the clearing of any debris in all hoses/nozzles; recharging of the unit with new chemicals or gases; and the affixing of a properly completed, current year decal to the unit.

Service on the automatic hood systems shall be done every six months and include, but not be limited to, the changing of all fusible links, the cleaning of all components and the affixing of a properly-completed current six-month decal.

Note: Two and one-half pound extinguishers which fail inspection, shall not be serviced, but shall be replaced.

SERVICE TAGS

Fire Service Maintenance Tags shall be pressure sensitive label or decals in compliance with 69A-21.241. All existing old service tags shall be removed from extinguishers at the time of current service by the awarded Vendor.

VENDOR QUALIFICATIONS AND REQUIREMENTS

Successful Vendor must be licensed by the State of Florida and have all the necessary expertise to determine the general condition of all types and sizes of extinguishers encountered throughout the County, and shall be authorized by training and licensing to provide the services required by the Request for Quote.

The successful Vendor shall meet or exceed the requirements for the State Regulated Label procedure for all inspected equipment.

REPAIRS OUTSIDE THE SCOPE OF MAINTENANCE

- a. Once the repair measures have been approved by the contact person and authorized by Property Management, the Vendor shall commence work as soon as possible after receiving authorization from the contact person. All repairs shall be tested for proper operation. All labor charges shall match labor rate on the tabulation sheet.
- b. The County reserves the right to obtain quotes from other Vendors should the cost of repairs exceed that which is considered "reasonable" for such repairs.

SERVICE REPORTS, (INVOICES & PAYMENTS)

Service Reports: It is the Vendors' responsibility to:

- Provide written service reports detailing the operating conditions and all repairs or service done on the equipment at the completion of the visit.
- Include on the Service Reports:
 1. Arrival and departure times of every technician on the job,
 2. The date performed,
 3. The location of equipment
 4. The type of work performed.
- Show all parts and materials approved and used.
- Include on each service report any conditions found which may adversely affect the operation of the equipment which has been repaired.
- 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.

Invoices and payments: All invoices shall match the service reports performed for that job: Including hours on site and parts cost.

- All invoices must be itemized.
- Shall not combine a PM Service charge and a repair service charge on one invoice.
- Shall not charge for "Misc supplies".
- Shall not charge for travel time.
- All repair service will be at the hourly rate for time actually on site and must match the service report recorded times.

BASIS OF AWARD

A single award shall be made to the responsive, responsible Vendor having the lowest total quotation for the specified maintenance and part requirements. All Vendors shall quote each item to be considered responsive.

Whenever two or more quotes which are equal with respect to price, quality and service are received, a quote 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 quotes 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 quote that for at least six (6) months prior to the announcement of the solicitation of quotes 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.

QUOTATION FORM

REQUEST FOR QUOTATION #13-1667BS

FIRE EXTINGUISHER SERVICES & FIRE SUPPRESSION HOOD SYSTEM SERVICES

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 Request for Quotation. We understand that the quote specifications, terms and conditions in their entirety shall be made a part of any agreement between Manatee County and the successful Vendor. Failure to comply shall result in agreement default, whereupon, the defaulting Vendor shall be required to pay for any and all re-procurement costs, damages, and attorney fees as incurred by the County.

Required Completed Documentation:

Quotation Form (pages 13-14), Questionnaire/References (pages 15-16), local preference (if applicable), and Attachment A (pages 21-22). Please return documentation, signed, no later than February 25, 2014 at 3:00pm via fax, e-mail or hand delivered.

MANATEE COUNTY PURCHASING
1112 MANATEE AVENUE WEST, SUITE 803
BRADENTON, FL 34205
BONNIE SIETMAN, SENIOR BUYER, PURCHASING DEPARTMENT
P 941.749.3046 F 941.749.3034
bonnie.sietman@mymanatee.org

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

(Print Name & Title of Signer) DATE: _____

COMPANY ADDRESS: _____

E-MAIL ADDRESS: _____

TELEPHONE: _____ FAX: _____

FEIN #: _____

BUSINESS LICENSE NUMBER: _____

NUMBER OF YEARS COMPANY HAS BEEN IN BUSINESS: _____

Acknowledge Addendum No. _____ Dated: _____
Acknowledge Addendum No. _____ Dated: _____

QUOTATION FORM

FIRE EXTINGUISHER SERVICES & FIRE SUPPRESSION HOOD SYSTEM SERVICES

Part A – Annual Inspection Service Charge for each portable fire extinguisher. All-inclusive service including parts, but not limited to, tags, seals, nozzles, valves, O-rings, hoses, adapters, lock pins, trip charge/travel/mileage/fuel, and recertifying outdated certificates. Inspections shall meet NFPA current standards.

<u>Qty</u>	<u>PART A: Inspection / Description</u>	<u>Price</u>	<u>Extended Pricing</u>
250	Annual Fire Extinguisher Inspection / Maintenance / Service	\$ _____	\$ _____
100	Six Year Fire Extinguisher Inspection / Maintenance / Service	\$ _____	\$ _____
100	Hydrostatic-Test Fire Extinguisher Inspection / Maintenance / Service	\$ _____	\$ _____
6	Fire Suppression Hood System Inspection / Maintenance / Service	\$ _____	\$ _____
35hrs	Hourly labor rate for service / repairs not covered under this Request for Quotation	\$ _____	\$ _____
<u>Total Part A: Inspection Services</u>			\$ _____

<u>PART B:</u> Parts (not inclusive in inspections)	\$1500.00 (estimated annual amount)	Less % off MSRP _____%	= \$ _____
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<u>Grand Total for Parts A and B</u>	\$ _____
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Company Name: _____

Note: This document is a Departmental "Blanket" RFQ for Property Management, but may be used by other County Departments.

QUESTIONNAIRE

REQUEST FOR QUOTATION #13-1667BS

FIRE EXTINGUISHER SERVICES & FIRE SUPPRESSION HOOD SYSTEM SERVICES

THIS QUESTIONNAIRE MUST BE COMPLETED AND SUBMITTED WITH YOUR QUOTE

1. Operating a full-time authorized fire extinguisher service/maintenance company: ____ Yes ____ No (check one) for ____ continuous years'; Current License/Certification # _____ Expiration: _____

2. Quoting as: an individual;; a partnership;; a corporation;; a joint venture: (circle one)

3. All equipment to be used in performing this service shall be kept maintained when on job site. List all major equipment on a separate page (if required) with complete description, i.e., age, general condition, maintenance status, etc.

4. Vendor's staff shall be in uniformed company shirts with company name clearly displayed, pants and shoes/boots. Uniforms shall be neat and clean in appearance when on the job site. Provide a description of attire:

5. Summary of any litigation filed against the Vendor 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.

6. Number of employees employed by your business: _____ Subcontracted: _____

7. Name of supervisor (scheduling and supervising work): _____

Company Name: _____

QUESTIONNAIRE

REQUEST FOR QUOTATION #13-1667BS

FIRE EXTINGUISHER SERVICES & FIRE SUPPRESSION HOOD SYSTEM SERVICES

THIS QUESTIONNAIRE MUST BE COMPLETED AND SUBMITTED WITH YOUR QUOTE

8. Respond with the education, experience, and certifications of your staff who will be assigned this agreement:

9. Three current references for which you provide similar services for maintenance and repair of fire extinguishers during the past five years

Customer Name: _____
Contact Person: _____
Address: _____
Telephone No: _____ Service Period: _____
Service Details: _____

Customer Name: _____
Contact Person: _____
Address: _____
Telephone No: _____ Service Period: _____
Service Details: _____

Customer Name: _____
Contact Person: _____
Address: _____
Telephone No: _____ Service Period: _____
Service Details: _____

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

10. Vendor's acceptance that the use of subcontractor is not permitted without the written approval of the County. If a sub-contractor is necessary for the Hood Suppression System Inspection / Maintenance / Repair indicate below.

Company Name: _____

STATEMENT OF NO OFFER

REQUEST FOR QUOTATION #13-1667BS

FIRE EXTINGUISHER SERVICES & FIRE SUPPRESSION HOOD SYSTEM SERVICES

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 #13-1667BS, for the following reason(s):

- Specifications too restrictive
- Insufficient time to respond
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to meet specifications
- Specifications unclear (explain below)
- Other (specify below)

REMARKS:

Thank you for your input.

Company Name: _____

Company Address: _____

Telephone: _____

Date: _____

Signature: _____

(Print or type name and title of above signer)

MANATEE COUNTY LOCAL PREFERENCE LAW AND VENDOR REGISTRATION

F.01 Vendor Registration

All vendors are encouraged to register with Manatee County using the on-line "Vendor Registration" web page on www.myanatee.org.

Enclosed is a copy of the current Manatee County law that details the County's Local Preference and definition of a Local Business.

If you assert that your firm meets the stated definition of a Local Business, we ask that in addition to registering on the County's Web page, you fill out the attached "Affidavit As To Local Business Form" that is included in this section of the quote, have the completed document notarized, and mail the original to the following address: Manatee County Administration Center, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

Your cooperation in registering your business with Manatee County will enhance our opportunities to identify sources for goods and services, plus identify Local Businesses. This information is used for soliciting quotations up to \$250,000.00 and for competitive solicitations of larger purchases.

You will note that Manatee County collaborates with the Manatee Chamber of Commerce, posting quotes on www.manateechamber.com as well as using the same vendor categories for registration.

Our staff can assist you with your registration as needed. Our office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday on regular business days. Please call (941) 749-3014 if you wish to have a purchasing staff member assist you.

Quick steps to on line registration: www.myanatee.org

A link to "Purchasing" is listed under the "Quick Links" on page one of this County Web Site. On the left hand side of the Purchasing Web page, click on "Vendor Registration."

This will bring up the Vendor Registration form for on-line input. Please note that the definition of a "Local Business" changed on March 17, 2009. The Web page will be updated to include the current Law which has been provided in this section of the quote.

Thank you for reviewing this information and considering registering your business with Manatee County. Registration is not mandatory; however, by taking the time to register, you are helping the County to provide timely notifications of quotation, quote, and proposal opportunities to your

F.02 Section 2-26-6. Local preference, tie quotes, local business defined.

(a) Whenever a responsible local business quoter and a responsible non-local business quoter are found, upon the opening of quotes, to have both submitted the lowest responsive quote, the quote of the local quoter shall be awarded the agreement. Should more than one responsible local business quoter match the responsible non-local business quoter's lowest responsive quote, or should no responsible local business quoter match the lowest responsive quote but two or more responsible non-local business quoters submit lowest responsive quotes for equal amounts, then the award of the agreement shall be determined by a chance drawing, coin toss, or similar tie-breaking method conducted by the purchasing office and open to the public. Any quoters seeking to be recognized as local businesses for purposes of this local business preference provision may be required by the terms of the quote announcement to certify they meet the definition of local business set forth in this section, and to register as a local business with the county in the manner prescribed by the county to facilitate the county's ability to track the award of agreements to local businesses and to allow the county to provide future notifications to its local businesses concerning other quoting opportunities.

(b) Nothing herein shall be deemed to prohibit the inclusion of requirements with respect to operating and maintaining a local place of business in any invitation for quotes when the quoter's location materially affects the provisions of the services or supplies that are required by the invitation.

(c) 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 quote that for at least six (6) months prior to the announcement of the solicitation of quotes 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.

(d) Each solicitation for quotes made by the county shall contain terms expressly describing the local business preference policies of the county, and shall provide that by electing to submit a quote pursuant to a request for quotes, all quoters are deemed to understand and agree to those policies.

(e) For all agreements for architecture, professional engineering, or other professional services governed by Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, the county shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified." In determining which firm is the "most qualified" for purposes of negotiating a satisfactory agreement, preference shall be given to a local business where all other relevant factors are equal.

(f) Local preference shall not apply to the following categories of agreements:

1. Goods or services provided under a cooperative purchasing agreement or similar "piggyback" agreement;
2. Agreements for professional services subject to Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, except as provided for in subsection (e) above;
3. Purchases or agreements which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference;
4. Purchases or agreements made pursuant to a non-competitive award process, unless otherwise provided by this section; F.02 Section 2-26-6. Local preference, tie quotes, local business defined. (Continued)
5. Any quote announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the county commission or county administrator, or where such suspension is, in the opinion of the county attorney, required by law.

(g) To qualify for local preference under this section, a local business must certify to the County that it:

1. Has not within the five years prior to the quote announcement admitted guilt or been found guilty by any court or state or federal regulatory enforcement agency of violation of any criminal law, or a law or administrative regulation regarding fraud;
2. Is not currently subject to an unresolved citation or notice of violation of any Manatee County Code provision, except citations or notices which are the subject of a current legal appeal, as of the date of the quote announcement;
3. Is not delinquent in the payment of any fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, except any such sums which are the subject of a current legal appeal.

Ref: Ordinance 09-21 and 09-23 PASSED AND DULY ADOPTED in open session, with a quorum present and voting, on the 17th day of March, 2009.

MANATEE COUNTY GOVERNMENT - AFFIDAVIT AS TO LOCAL BUSINESS
(Complete and Initial Items B-F)

A. Authorized Representative

I, [name] _____, am the [title] _____ and the duly authorized representative of: [name of business] _____, and that I possess direct personal knowledge to make informed responses to these certifications and the legal authority to make this Affidavit on behalf of myself and the business for which I am acting; and by electing to submit a quote pursuant to this Request for Quotation, shall be deemed to understand and agree to the local business preference policies of Manatee County; and that I have the direct knowledge to state that this firm complies with all of the following conditions to be considered to be a Local Business as required by the Manatee County Code of Law, Section 2-26-6.

B. Place of Business: I certify that the above business is legally authorized to engage in the sale of goods and/or services and has a physical place of business in Manatee, DeSoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one (1) fulltime employee at that location. The physical address of the location which meets the above criteria is: _____ [Initial] _____

Business Phone Number: _____

Email Address: _____

C. Business History: I certify that business operations began at the above physical address with at least one fulltime employee on [date] _____ [Initial] _____

D. Criminal Violations: I certify that within the past five years of the date of this Quote announcement, this business has not admitted guilt nor been found guilty by any court or local, state or federal regulatory enforcement agency of violation of any criminal law or administrative regulation regarding fraud. [Initial] _____

E. Citations or Code Violations: I certify that this business is not currently subject to any unresolved citation or notice of violation of any Manatee County Code provision, with the exception of citations or notices which are the subject of a legal current appeal within the date of this quote announcement. [Initial] _____

F. Fees and Taxes: I certify that this business is not delinquent in the payment of fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, with the exception of those which are the subject of a current legal appeal. [Initial] _____

Each of the above certifications is required to meet the qualification of "Local Business" under Manatee County Code of Law, 2-26-6.

Signature of Affiant _____

STATE OF FLORIDA COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by (name of person making statement).

(Notary Seal) Signature of Notary: _____

Name of Notary: (Typed or Printed) _____

Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____

Submit executed copy to Manatee County Purchasing - Suite 803 - 1112 Manatee Avenue West - Bradenton, FL 34205

Attachment "A"

PUBLIC AGREEMENT 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 agreement 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 quoters or prospective quoters in restraint of freedom of competition, by agreement to quote 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 an 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 agreement with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE AGREEMENT OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY AGREEMENT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE AGREEMENT 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 _____.

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.