



**REQUEST FOR QUOTATION: #16-2745GE**

**Melaleuca Mulch**

**THIS IS NOT AN ORDER**

**MANATEE COUNTY**

**PURCHASING OFFICE**

**1112 MANATEE AVENUE WEST, SUITE 803, BRADENTON, FL 34205**

**ATTENTION: George Earnest CPPB**

**PHONE (941) 749-3044**

**FAX (941) 749-3034**

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

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**DESCRIPTION**

**FloriMulch Melaleuca Mulch  
For Manatee County  
Various Departments and Sites**

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

**DATE DUE: FRIDAY, AUGUST 26, 2016 by 3:00 P.M.**

Authorization to Release: 

## **GENERAL CONDITIONS**

### **PURPOSE**

It is the intent of Manatee County to purchase two (2) cubic foot size bags of Florimulch melaleuca mulch, on an "as needed" basis for the next twelve months. There will be two (2) additional one-year period terms included with this agreement with mutual acceptance.

### **BLANKET ORDER**

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

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

### **SPECIFICATIONS**

Suppliers must submit quotes strictly in accordance with specifications. The County requires FloriMulch brand melaleuca mulch in 2.0 cubic foot bags. No substitutions will be accepted. A delivery ticket must be supplied with each delivery. The Supplier shall provide a forklift to unload the product with each delivery.

### **CLARIFICATION**

It shall be the responsibility of all Suppliers to request any additional clarification of the contents herein. Clarification will be furnished by written addendum from George Earnest of the Purchasing Office. Suppliers shall not accept any verbal or telecommunication explanation as authorized clarification of the contents herein.

### **TAXES**

Manatee County is exempt from Federal and State Sales Taxes.

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

If any work or material does not meet specifications, or materials furnished in conjunction with this RFQ does not produce the results the County requires, the Supplier will be required to rectify any and all work or products to the satisfaction of the County at no cost to the County.

**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 to add or delete products to meet additional or reduced requirements of the County. Any sole response received by the first submission date may or not be rejected by the County depending on available competition and current needs of the County.

**PRICES AND TERMS**

Prices are firm for the first one-year period of this agreement. Price adjustments will only be considered in writing within 30 days of the renewal date of the Blanket Purchase Order. The agreement year begins with the issuance of the Blanket Purchase Order. Quoters 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.

**AWARD**

Award will be made to the responsive, responsible supplier having the lowest grand total price. The County reserves the right to transfer the award to the next lowest responsive and responsible quoter in case of termination of the original award.

**QUOTATION RESPONSE FORM**  
**RFQ #16-2745GE MELALEUCA MULCH**

**DATE DUE: FRIDAY, AUGUST 26, 2016 by 3:00 P.M.**

We, the undersigned declare that we have reviewed the quote documents and with full knowledge and understanding of the, herewith submit our quote.

We propose to furnish FloriMulch melaleuca mulch for the maximum term of three one-year periods. Delivery will be on an "as needed" basis. No quantities are guaranteed.

FAX your quote on or before the due date to (941) 749-3034 or email to [george.earnest@mymanatee.org](mailto:george.earnest@mymanatee.org).

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Company Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name Above

DESCRIPTION	UNIT PRICE	EST. ANNUAL QUANTITY	EXTENDED PRICE
FloriMulch brand melaleuca mulch in 2.0 cu ft bags	\$	X 2,500 BAGS =	\$
Delivery Charge (if any)	\$	X 1 =	\$
<b>TOTAL QUOTE PRICE</b>			\$