



REQUEST FOR QUOTE
FQ-002-2015

RELOCATION OF 30' x 40' CARPORT

Quotes will be accepted by the City of Lake City, Florida, until Thursday, October 16, 2014 at 11:00 A.M. in the Procurement Department located on the 2nd floor in City Hall, 205 N Marion Avenue, Lake City, Florida 32055. Any quotes received after the above time will not be accepted under any circumstances. Quotes will be accepted via fax: 386-755-6112 or email: procurement@lcfla.com. All questions must be submitted in writing and sent to the fax number or email address listed.

The City of Lake City is exempt from State Use Tax, State Retail Tax and Federal Excise Tax. The quoted price must be net, exclusive of taxes.

Local Vendor Preference: City of Lake City Administrative Policy #18 states that the bid of a resident of Columbia County, Florida will have a 5% preference over the bid submitted by any non-resident of Columbia County. A resident is defined as an individual whose primary residence is within Columbia County, Florida, a partnership whose principals are all residents of Columbia County, Florida, partnership or other business entity whose principal place of business is within Columbia County, Florida, or which maintains a full time business office open to the public within Columbia County, Florida.

The City of Lake City reserves the right to accept or reject any or all quotes and to make award in the best interest of the City.

“SCOPE OF WORK”

THE CITY OF LAKE CITY IS ACCEPTING QUOTES TO DISASSEMBLE, RE-LOCATE RE-ASSEMBLE AND ANCHOR A 30 FOOT X 40 FOOT CARPORT. THE CONTRACTOR WILL PROVIDE ALL PERMITS, LABOR, MATERIALS AND EQUIPMENT NECESSARY TO COMPLETE THE PROJECT.

CURRENT LOCATION: PUBLIC WORKS COMPOUND, 180 NE GUM SWAMP RD, LAKE CITY, FLORIDA 32055. (See attached photo)

NEW LOCATION: UTILITY ANNEX, 692 SW ST MARGARETS ST, LAKE CITY, FLORIDA 32025. (On former tennis court located behind building)

Contact Keith Hampton, Director of Distributions, Collections and Construction at (386) 758-5456 or hamptonk@lcfla.com to schedule a site visit.

“TERMS AND CONDITIONS”

A. STANDARDS FOR ACCEPTANCE:

1. Trash, debris, construction material and/or other loose material shall be removed.
2. Trash, debris, or construction material shall be disposed of in a manner consistent with local regulations.

B. LICENSE/PERMITS:

1. All respondents, together with any subcontractors, must be licensed by the City of Lake City and its proper agencies to perform the work required by these documents.
2. Contractor(s) is required to apply for and obtain all necessary permits from the City of Lake City Growth Management Department prior to commencing work.

C. INSURANCE:

1. Without limiting Bidders indemnification, it is agreed that the successful Bidder will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Bidders policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in

the policy. The City of Lake City must be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible must be the sole responsibility of the vendor/contractor and/or subcontractor providing such insurance.

- a. Statutory Workers Compensation insurance as required by the State of Florida.
 - b. Commercial General Liability insurance to provide coverage of claims to a minimum of \$1,000,000.00 per occurrence for property damage and bodily injury including coverage for premise operations, products completed operations and personal injury.
 - c. Business Vehicle/Umbrella Liability insurance with a minimum limit of \$100,000 per occurrence for property damage and personal injury. Coverage must be stipulated for owned/leased vehicles, non-owned vehicles, and hired vehicles.
2. Prior to commencement of work, the Bidder will submit certificates of insurance to the City of Lake City naming the City of Lake City as additional insured, indicating the Bidder coverage's in the limits as specified, and stating that the City of Lake City will be provided ten (10) days' notice prior to cancellation of any of the policies.

D. INDEMNITY:

1. Successful Bidder will indemnify and hold City of Lake City harmless from any loss, cost, damage, or injury sustained by any person(s) as a result of the actions of employees or officers of the contractor, or the subcontractors or suppliers.

E. PAYMENT:

1. Payment will be lump sum within thirty (30) days of completion and acceptance by the City of Lake City.

F. SCHEDULE:

1. Project is to be completed within thirty (30) days.

G. REFERENCES:

1. The respondent is required to provide a minimum of (3) three references for which work has been performed in the previous three years. References will be verified. The list of references must be attached with the proposal on the form provided within these specifications. All reference materials provided become the property of the City of Lake City and also become public record.

H. CONTRACTORS RESPONSIBILITY:

1. Keep project areas in a safe and clean environment at all times.
2. Contractor is required to comply with all Federal, State, County, and local laws, regulations and codes.

I. OWNERS RESPONSIBILITY:

1. All phases of work will be inspected and approved for acceptance by the City's Representative.
2. City's representative will be available for clarification if necessary.

J. ADDITIONAL INFORMATION:

1. The City of Lake City Procurement Department reserves the right to request any additional information needed for clarification from any respondent for evaluation purposes.

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“PROPOSAL”

ITEM I: DISASSEMBLE, RE-LOCATE, RE-ASSEMBLE AND ANCHOR A 30 FT X 40 FT CARPORT.

Total Cost \$ _____

_____ Dollars _____ Cents

FIRM NAME _____

ADDRESS _____

CITY,STATE,ZIP _____

TELEPHONE _____

FAX # _____

E-MAIL ADDRESS _____

Authorized Representative (PLEASE PRINT OR TYPE)

SIGNATURE _____

DATE _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

REFERENCES

List three (3) client/customer references including company name, address, contact person, email address, telephone number and length of time services provided. (Note: only list those client/customers in which a similar type of equipment/product or scope of work/service was provided and when.)

- 1. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____
- 2. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____
- 3. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

