



**WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS  
REQUEST FOR WRITTEN QUOTATIONS (RFQ) 2018-22  
COMMUNITY CENTER LIGHTING – West Building**

Quotes must be on company letterhead, a county approved quote form, or in a similar format with a date and signature of an authorized representative of the vendor. All vendors providing written quotes must have the required expertise and capability to perform the work or supply the commodities or equipment. Consideration will be given to the vendor who has the capability to perform the work or supply the commodities or equipment, consideration shall also be given to the vendor's geographic proximity to the County for future ease of delivery, mobilization, or customer support after a purchase. The lowest cost, responsible and responsive vendor who is capable of performing the services or supplying the commodities or equipment shall be issued a purchase order.

**ISSUED DATE: July 3, 2018**

**PURPOSE:**

The Board of County Commissioners is seeking written quotes from licensed and insured vendors with the required expertise and capability to perform the work or supply the commodities or equipment for: **Community Center Lighting – West Building**

**SCOPE OF SERVICES TO BE PROVIDED:**

Vendor will be responsible for providing all equipment, materials and other items required to remove and dispose of eight (8) existing wall pack light fixtures. Vendor will replace with eight (8) new LED wall pack lights. Price shall include all labor, supplies, materials and equipment necessary to install the new fixtures. The new lights will be Atlas WLM43LED wall lights or approved equal.

**PRE-QUOTE SITE VISIT:**

Prospective respondents are strongly encouraged to visit the site and are welcome to contact **Cody Solburg at [csolburg@mywakulla.com](mailto:csolburg@mywakulla.com) or 850-509-3513** to schedule a time.

The selected vendor shall be fully informed as to all existing conditions and limitations that affect the work to be performed hereunder. Failure to become familiar with site conditions will in no way relieve the successful vendor from the necessity of furnishing any materials or performing any work that may be required nor shall it be grounds for a change order for work that would have been apparent had a site visit been made.

**Time and Deliverables:**

The selected vendor shall be expected to complete all necessary and required services pursuant to this quote. Final Completion shall be expected within thirty (30) days of the issuance of a purchase order, unless otherwise approved in writing by both Parties. **The selected vendor must also have general liability insurance necessary to complete the project.**

Quote Responses are Due By: **FRIDAY, July 13, 2018 @ 4:00 P.M.** and will be received by the Procurement Office located at 3093 Crawfordville Hwy., Crawfordville, Florida. Quotes can be sent via USPS to P.O. Box 1263, Crawfordville, FL. 32326; or sent via email to [nknowles@mywakulla.com](mailto:nknowles@mywakulla.com). Quotes may also be hand-delivered to the Wakulla County BOCC Administration Building located at 3093 Crawfordville Highway, Crawfordville, Florida 32327.

Natalie Knowles  
Procurement and Contract Coordinator  
Wakulla County Board of County Commissioners  
3093 Crawfordville Hwy.  
Crawfordville, FL 32327  
(850) 926-0919  
[nknowles@mywakulla.com](mailto:nknowles@mywakulla.com)