



REVISED
10-21-09

REQUEST FOR QUOTE

The Board of County Commissioners is seeking written quotes from Florida licensed General Contractors to provide repair services at the Supervisor of Elections Building located at 3115-B Crawfordville Highway, Crawfordville, FL. The office was damaged due to roof leakage and water intrusion that occurred on or about Saturday, October 11, 2009.

The price quoted shall include Contractor's cost in full for all transportation, labor, materials, and equipment used in performing the services herein. Quotes should be itemized by requested area of repair. The following items have been identified as needing repair and/or replacement:

CEILING INSULATION

2,200 sq. ft. of R30 Insulation

CEILING TILE:

300 2 ft. x 4 ft. non-directional Armstrong acoustic ceiling tile

AIR CONDITIONING TRUNK LINES

Replace where needed (as approved by Project Manager)

FLUORESCENT LIGHT FIXTURES

Replace 18 2 ft x 4 ft recessed fixtures

CEILING FANS

Remove and install three (3) 50" ceiling fans (similar to existing fans)

DRAFT STOP

Replace draft stop above ceiling – approximately 50 ft. long and 8 ft. high at peak.

All work shall be done in accordance with the Florida Building Code 2007.

Protection of the buildings throughout construction will be the responsibility of the contractor. Clean up must be performed daily.

Project also includes, but is not limited to: Protection of surfaces and minimize the disruption to the building occupants and daily activities of county staff.

Pre-Quote Site Visit:

A non-mandatory pre-quote site visit will be held on Wednesday, October 21, 2009 at 10:00 a.m. (EST) at 3115-B Crawfordville Highway, Crawfordville, Fl. 32327.

Prior to submission of a quote, Contractor shall examine all documents, visit the site of the work, and become fully informed as to all existing conditions and limitations that affect the work to be performed hereunder. Failure to become familiar with these items and conditions will in no way relieve the successful contractor 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.

Contractors must:

- Provide proof of State Certification and Insurance (to include Workers Compensation, General Liability and Employers Liability) Contractor warrants it is adequately insured for injury to its employees and others incurring loss or injury as a result of the acts of Contractor or its employees or subcontractors, and will provide proof of insurance to County prior to commencement of work.
- Provide a one year warranty on craftsmanship
- Be responsible for the craftsmanship of all sub-contractors

Project must be completed within 15 days after receiving Notice to Proceed. Rain and other unforeseeable delays will be addressed on a case by case basis.

Payment will be made after the commodities and services have been received, accepted, and properly invoiced. All payments will be made in accordance with the Florida Prompt Payment Act.

Sub-Contracts

The Contractor will be the prime service provider and shall be responsible for all work performed and contract deliverables. The Contractor shall not enter into any subcontracts for the delivery of any services described in this contract without the prior written

approval of the Project Manager. The Board promotes and encourages the use of local sub-contractors and vendors. Proposed use of subcontracts should be included in the Contractor's response, including the name and address of the subcontractor, name of the person to be contacted (including telephone number), and the extent of the work to be performed.

This solicitation will be awarded on an **all or none basis to the responsive, responsible respondent providing the lowest total overall cost and meeting the project time table.**

The County will issue a Notice to Proceed and upon execution will constitute the complete agreement between the successful Contractor and the County.

This solicitation is being conducted under Section 4.7 Emergency Procurement of the Board of County Commissioners Purchasing Policy.

The County reserves the right to accept or reject any and/or all quotes, to waive irregularities and technicalities, and to request resubmission of quotes. 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. The County reserves the right to reject the quote from any Contractor who has previously failed to perform properly, or on time, on contracts of a similar nature (or who has included a subcontractor who has similarly failed to perform) or who is not in a position to satisfactorily perform the contract.

The County reserves the right at any time to withdraw all or part of this request in order to protect its best interests. The County is not liable for any costs incurred by the party in preparing its response, nor is a response an offer to contract with your company. Pursuant to Chapter 119, Florida Statutes, all responses are subject to open records laws.

By submission of a quotation, the winning Contractor agrees to indemnify, hold harmless, and, at Wakulla County's sole option, defend Wakulla County, its officers, agents, and employees from all damages, suits, and actions, including attorney's fees and all costs of litigation and any judgments brought against the County as a result of loss, damages or injury to person or property by reason of any act or failure to act by the Contractor, its agents, servants or employees.

Quotes are DUE no later than Friday, October 23, 2009 at 10:00 a.m. Technical questions should be directed to Mr. John Taylor @ 850.926.1086 or 850.228.9650 (cellular). Procedural and administrative questions should be directed to Ms. Virginia Dekle, Purchasing Office at 850.926.9500.

Please send written quotes to Virginia Dekle at 850.926.9006 (fax); hand-deliver to 196 Ochlockonee Street, Crawfordville, FL or via US Mail to: PO Box 309, Crawfordville, FL 32327.