



COLLIER COUNTY

QUICK QUOTE

FOR

LELY GOLF ESTATES MSTU DECORATIVE SIGNS

REPLACEMENT PROJECT

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Attachments:

A - PO Terms and Conditions

B - Quick Quotes Instructions Version 1

C - MSTU Sign Replacement Scope

D - Bid_Schedule_6-15-26

1. QUICK QUOTE

Lely Golf Estates MSTU Decorative Signs Replacement Project

Release Project Date:	June 19, 2026
Question Submission Deadline:	June 26, 2026, 12:00pm
Response Submission Deadline:	July 7, 2026, 12:00pm

All quotes shall be submitted online via the Collier County Procurement Services Division Online Bidding System: <https://procurement.opengov.com/portal/collier-county-fl> no later than the date and time specified above. We will not accept any quotation responses later than the noted time and date.

2. INTRODUCTION

The Transportation Management Services Division (hereinafter, the “Division or Department”) has issued this informal competition Quick Quote (hereinafter, “QQ”) with the intent of obtaining quotes from interested vendors in accordance with the terms, conditions and specifications stated or attached. The vendor, at a minimum, must achieve the requirements of the Specifications or Scope of Work stated.

3. TERM

The purchase order term, if an award is made is intended to be for a one-time purchase.

Prices shall remain firm for the term of the resultant purchase order.

NO EXCEPTIONS TO THE COUNTY’S PURCHASE ORDER TERMS AND CONDITIONS NOR A VENDOR PROVIDED CONTRACT WILL BE ACCEPTED.

Surcharges will not be accepted in conjunction with this purchase order, and such charges should be incorporated into the pricing structure.

All goods are FOB destination and must be suitably packed and prepared to secure the lowest transportation rates and to comply with all carrier regulations. Risk of loss of any goods sold hereunder shall transfer to the COUNTY at the time and place of delivery; provided that risk of loss prior to actual receipt of the goods by the COUNTY nonetheless remain with VENDOR.

4. AWARD CRITERIA

For the purposes of determining the winning quote, the County will select the responsive vendor with the **lowest quote**.

5. SPECIFICATIONS/SCOPE OF WORK

5.1. Lely Golf Estates MSTU Decorative Signs Replacement

The Contractor shall replace a total of 61 existing decorative street signs, directional paddles, roadway speed signs & Informational Signs within the Lely Golf Estates MSTU. All replacement work must ensure that the newly installed signage meets current Florida Department of Transportation (FDOT) specifications for roadway signage.

Work to Be Performed:

- Remove all existing signposts, street name blades, directional paddles, and speed limit signs currently installed at designated locations within the MSTU.
- Install 61 new decorative signposts and signs, replacing each existing sign one-for-one.
- Signs and Directional Paddles, MPH, Speed Bump Ahead & Cart Path Ahead.

Verify each installation complies with all applicable FDOT standards, including:

- Required mounting height from ground to sign bottom
- Footers must be done in concrete to FDOT specifications.
- Proper lateral offset and setback distance from roadway edge
- Required visibility, readability, and clear-zone placement
- Acceptable retroreflective sheeting and nighttime visibility
- Correct sign orientation and angle of placement
- FDOT-compliant sign dimensions, lettering height, and layout where applicable
- The bottom edge of the sign must be: ≥ 7 ft above the edge of the travel lane
 - Set all new signposts securely with appropriate foundations or footings to ensure long-term structural stability.
 - Ensure all sign blades and paddles are mounted level, oriented correctly, and tightened to manufacturer standards.
- Metal Square Posts & Signage will be saved for return to Traffic Operations.
 - Dispose of all removed materials in accordance with Collier County guidelines.
 - Perform a final inspection of all 61 installed signs to confirm compliance with FDOT specifications and MSTU requirements.
 - Provide updated documentation and installation records for MSTU asset inventory, confirming all 61 signs have been replaced successfully.
- Drive/Walk through with ROW Inspector after Installation Completed.
- Work Must be completed 365 days from Receiving Purchase Order (PO).

Contractor Responsibilities:

- Verify field conditions prior to installation.
- Pictures of verified work completed.
- Work must be completed 400 days from receiving Purchase Order (PO).
- Maintain safe traffic operations (MOT Certification), if applicable during all work activities.

- Protect surrounding property, landscaping, and existing utilities (Locates If Needed).
All required licensing and permitting associated with this project.
- Warranty for one year from final payment including parts and labor.

Worked to be performed Monday – Friday (8am – 5pm). Weekend work can be performed with approval from PM.

Provide All Insurance Requirements for Collier County Listed Below

Interested Contractors must contact and setup a field meeting with MSTU Project Manager before Bidding.

6. INSURANCE REQUIREMENTS

- A. Bidder shall at its own expense, carry and maintain insurance coverage from responsible companies duly authorized to do business in the State of Florida as set forth in the Insurance and Bonding attachment of the Construction ITB and awarded Agreement. The Bidder shall be required to provide the Certificate of Insurance(s) with the limits set forth in the Construction ITB. If the Bidder cannot provide the document within the referenced timeframe, the County reserves the right to award to another Bidder. The Bidder shall procure and maintain property insurance upon the entire term of the awarded contract, if required, to the full insurable value of the scope of work.
- B. The County and the Bidder waive against each other and the County's separate Bidders, Contractors, Design Consultant, Subcontractors agents and employees of each and all of them, all damages covered by property insurance provided herein, except such rights as they may have to the proceeds of such insurance. The Bidder and County shall, where appropriate, require similar waivers of subrogation from the County's separate Bidders, Design Consultants and Subcontractors and shall require each of them to include similar waivers in their contracts.
- C. Collier County shall be responsible for purchasing and maintaining its own liability insurance.

6.1. Worker's Compensation

Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements

Evidence of Workers' Compensation coverage or a Certificate of Exemption issued by the State of Florida is required. Entities that are formed as Sole Proprietorships shall not be required to provide a proof of exemption. An application for exemption can be obtained online at <https://apps.fldfs.com/bocexempt/>

6.2. Employer's Liability

\$1,000,000 single limit per occurrence

6.3. Commercial General Liability (Occurrence Form) patterned after the current ISO form

Bodily Injury and Property Damage

\$1,000,000 single limit per occurrence, \$2,000,000 aggregate for Bodily Injury Liability and Property Damage Liability. This shall include Premises and Operations; Independent Contractors; Products and Completed Operations and Contractual Liability.

6.4. Indemnification

To the maximum extent permitted by Florida law, the Contractor/Vendor shall defend, indemnify and hold harmless Collier County, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/ Vendor or anyone employed or utilized by the Contractor/Vendor in the performance of this Agreement.

6.5. Automobile Liability

\$1,000,000 Each Occurrence; Bodily Injury & Property Damage, Owned/Non-owned/Hired; Automobile Included

6.6. Additional Information

- A. Vendor shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Vendor shall provide County with certificates of insurance meeting the required insurance provisions.
- B. Collier County must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required. This insurance shall be primary and non-contributory with respect to any other insurance maintained by, or available for the benefit of, the Additional Insured and the Vendor's policy shall be endorsed accordingly.
- C. The Certificate Holder shall be named as Collier County Board of County Commissioners, OR, Board of County Commissioners in Collier County, OR Collier County Government, OR Collier County. The Certificates of Insurance must state the Contract Number, or Project Number, or specific Project description, or must read: For any and all work performed on behalf of Collier County.
- D. **On all certificates, the Certificate Holder must read:** Collier County Board of Commissioners, 3295 Tamiami Trail East, Naples, FL 34112
- E. **Thirty (30) Days Cancellation Notice** required.
- F. Collier County shall procure and maintain Builders Risk Insurance on all construction projects where it is deemed necessary. Such coverage shall be endorsed to cover the interests of Collier County as well as the Contractor. Premiums shall be billed to the project and the Contractor shall not include Builders Risk premiums in its project proposal or project billings. All questions regarding Builder's Risk Insurance will be addressed by the Collier County Risk Management Division.
- G. Professional Services and/or Consulting Services may require professional liability insurance.

H. Environmental services, repairs, construction and/or hazardous materials projects may require pollution insurance.

7. VENDOR QUESTIONNAIRE

1. I certify that I have read, understood and agree to the terms in this Quick Quote, and that I am authorized to submit this response on behalf of my company.*

☐ Please confirm

*Response required

2. Quick Quote Instructions have been acknowledged and accepted.*

☐ Please confirm

*Response required

3. Collier County Purchase Order Terms and Conditions. Collier County Purchase Order Terms and Conditions have been acknowledged and accepted.*

Collier County Purchase Order Terms and Conditions have been acknowledged and accepted.

☐ Please confirm

*Response required

4. Insurance Requirements -Vendor Acknowledges Insurance Requirements and is prepared to produce the required insurance certificate(s) if awarded this quote.*

☐ Please confirm

*Response required

5. Pricing Proposal*

*Response required

6. Proof of Status from Division of Corporations - Florida Department of State (SunBiz)*

<http://dos.myflorida.com/sunbiz/> should be attached with your submittal.

*Response required

7. E-Verify - Memorandum of Understanding*

Vendor **MUST** be enrolled in the E-Verify - <https://www.e-verify.gov/> at the time of submission of the bid. **E-Verify Memorandum of Understanding or Company Profile page** should be attached with your submittal.

*Response required

8. W-9 Form*

*Response required

9. Any required licenses. *

*Response required