



Board of County Commissioners Request for Quotation

* THIS IS NOT AN ORDER *

Date: 1/28/16

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RFQ #2016000210

Charlotte County Purchasing Division
18500 Murdock Circle, Room 344
Port Charlotte, Florida 33948-1094

Contact Person: Arthur C. Markham, Contract Specialist
Phone: 941.743.1377
Email: art.markham@charlottecountyfl.gov

FAX: 941.743.1384

Reply No Later Than: February 8, 2016 (3:00 p.m. EST)

Specifications

PIPELINE/MANHOLE INSPECTION CAMERA SYSTEM

PURPOSE: It is the intent of Charlotte County to secure a firm price for the purchase and delivery of a pipeline/manhole inspection camera system to be utilized by Charlotte County Utilities.

QUOTE PRICES: Quoters shall quote unit prices, F.O.B. destination, for the pipeline/manhole inspection camera system. Such price shall include Contractor's cost in full for all transportation, labor, materials and equipment used to deliver said equipment to the point of delivery.

DELIVERY: Prices quoted shall include delivery to Charlotte County Utilities 25550 Harbor View Road, Port Charlotte, Florida 33980. Successful firm shall notify Utilities at 941-764-4571 or 941-391-1201 at least twenty-four (24) hours prior to delivery. Delivery can be made Monday through Friday, between the hours of 7:00 a.m. and 3:30 p.m., excluding holidays.

NOTICE TO PROCEED: Notice to Proceed, or Purchase Order, shall be issued bearing the agreed-upon commencement date. No work under the Contract shall begin until after the Notice to Proceed/Purchase Order has been issued.

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 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. Any sole response received the first submission date may be rejected by the County depending on available competition and timely needs of the County.

CANCELLATION: The County shall have the right to unilaterally cancel, terminate or suspend this Contract, in whole or in part, by providing the Contractor thirty (30) days written notice by certified mail.

FORM OF CONTRACT: The submitted Quote Form signed by the Quoter, together with the complete quote package furnished by the County, shall constitute a binding contract. The Quoter shall be required to perform according to the Quoter's submitted Quote Form and the County's quote package.

MINIMUM REQUIREMENTS: The following specifications are offered as a guide only and not a competitive limiting device. The use of a brand name or model number is for reference purposes only unless otherwise indicated. Other manufacturers of similar product/equipment are encouraged to submit competitive quotes. The pipeline/manhole inspection camera system meeting the requirements of Charlotte County is the **Standard Envirosight Quickview**. These specifications are an example of a product that Charlotte County will accept for evaluation. The County will evaluate any exceptions and be the sole judge of a products equivalency and products acceptability to the **Standard Envirosight Quickview**. **All quoters shall submit a specification sheet on the product quoted.**

SCOPE: It is the intent of Charlotte County to secure a firm price for the purchase and delivery of a pipeline/manhole inspection camera system to be utilized by Charlotte County Utilities, in accordance with the specifications listed below.

Note: The primary use of the camera system shall be for manhole inspection.

ALL QUOTERS MUST PLACE AN "X" IN THE APPROPRIATE SPACE WHERE INDICATED AT EACH ITEM OF THE FOLLOWING SPECIFICATIONS, OR FULLY DESCRIBE ANY AND ALL EXCEPTIONS. Failure to follow the prescribed format may deem the quote non-compliant.

SPECIFICATIONS AND FEATURES

ENVIROSIGHT QUICKVIEW (STANDARD) PIPELINE/MANHOLE INSPECTION CAMERS SYSTEM OR EQUAL:

1. Telescoping carbon fiber pole with standoff

As Specified _____ Exceeds _____ Exception _____ Describe _____

2. Camera Head - wide angle manhole capable, zoom, autofocus

As Specified _____ Exceeds _____ Exception _____ Describe _____

3. Joystick controls

As Specified _____ Exceeds _____ Exception _____ Describe _____

4. Eight (8) hour NiMH battery pack with charger

As Specified _____ Exceeds _____ Exception _____ Describe _____

5. Wireless handheld uplink (viewer/recorder)

As Specified _____ Exceeds _____ Exception _____ Describe _____

6. LED illumination – intensity 20 Lux at 200 feet

As Specified _____ Exceeds _____ Exception _____ Describe _____

7. Wheeled hard shell carry case

As Specified _____ Exceeds _____ Exception _____ Describe _____

8. All required assembly tools

As Specified _____ Exceeds _____ Exception _____ Describe _____

Quoter's Name: _____

(This page to be returned)

GENERAL CONDITIONS:

1. Taxes - Charlotte County is exempt from Federal Excise, Transportation and Florida Sales Taxes.
2. Shipment - The unit is to be shipped complete for unit operation. Included shall be two (2) complete sets of manuals for both the service and parts.
3. Unit Condition - The unit must be new. By new, it is meant that the unit shall have never been used or demonstrated.
4. Payment: All invoices will be paid in accordance with the Local Government Prompt Payment Act (F.S. 218.74).

ASSIGNMENT: This agreement, or any interest herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances by Contractor without the prior written consent of the County.

WARRANTY: Equipment shall have a minimum one (1) year warranty against defective material(s) and workmanship, which shall be inclusive in the quoted price. If any part of the equipment should fail during the warranty period, it shall be repaired/replaced by the quoter at no expense to Charlotte County. Warranties shall be in writing and presented at time of delivery.

CRITERIA FOR AWARD: Award of this quote shall be to the lowest responsive, responsible quoter meeting or exceeding the requirements of the specifications set forth herein. Another consideration of award may be delivery time.

The County reserves the right to reject the quote of any quoter who has previously failed to perform properly, or on time, contracts of similar nature; or who is not in a position to satisfactorily perform the contract. If, after the due date and time, the lowest quoter is deemed non-responsible by the County, such quoter shall receive written notice from the County of this determination. The quoter shall have five (5) business days from the date of this notice to dispute the determination and to provide to the County any additional information it deems relevant regarding the quoter's responsibility. The County shall make a final determination regarding the quoter's responsibility at the time of award of the contract.

DUE DATE: Please fax quote to the Purchasing Division at 941.743.1384, addressing it to the attention of: Arthur C Markham, Contract Specialist. Quote must be received no later than 3:00 p.m. (EST), February 8, 2016

QUOTE RESULTS: In accordance with Florida Statutes, Section 119(1)(b)2: Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier. Upon release of the intended decision, if you wish to obtain the quote results, you may do so by visiting our Website at www.charlottecountyfl.com/purchasing under "Purchasing Bids Online", document number 162104. No information regarding the submittal will be divulged over the telephone

_____ / \$ _____
(written) (numeric)

DELIVERY TIME FROM NOTICE OF AWARD: CALENDAR DAYS.

() Specification sheets shall be included with quote submission.

() Business Tax Receipt: (Only required if claiming status as a “Local Business” and must be valid for at least six months prior to the bid submission)

HOLD HARMLESS AGREEMENT: The quoting firm as indicated below, it's officers and members shall, through the signing of this document by any authorized party or agent, indemnify, hold harmless and, at Charlotte County's option, defend Charlotte County, a political subdivision of the State of Florida, its officers, agents, employees, and volunteers from all suits and actions, including attorney's fees and all costs of litigation and judgment brought against the County as a result of loss, damage or injury to person or property by reason of any act or failure to act by the quoting firm, its agents, servants or employees.

Name of Quoting Firm: _____

Mailing Address: _____

Location Address:

City & State: _____ Zip: _____

Telephone: _____ **Fax Number:** _____

E-mail: _____ **Date:** _____

Signature of person authorized to bind the Company:

Print name and title of person above: _____

Local Business Status: If Quoter affirms that it is a local business as defined on page 5 and in accordance with Ordinance 2009-005 adopted by the Charlotte County Board of Commissioners and filed with the Secretary of State on February 17, 2009, and Ordinance 2009-041 adopted by the Charlotte County Board of Commissioners and filed with the Secretary of State on October 19, 2009, then the Affidavit Claiming Status as a Local Business, which is included as a part of this quote package, must be completed and returned.

☐ Yes, our business qualifies as a Local Business and has completed and attached the 'Affidavit Claiming Status as a Local Business' as a part of our submission.

☐ No, our business does not qualify as a Local Business.

RFQ No. 2016000210

AFFIDAVIT

Claiming Status as a Local Business

Quoter affirms that it is a local business as defined below and in accordance with the following: Ordinance 2009-005 adopted by the Charlotte County Board of Commissioners and filed with the Secretary of State on February 17, 2009; and Ordinance 2009-041 adopted by the Charlotte County Board of Commissioners and filed with the Secretary of State on October 19, 2009.

A. Local Business Definition:

Local business means the company has a valid Business Tax Receipt issued by Charlotte County, Sarasota County or DeSoto County for at least six months prior to the quote submission to do business within Charlotte County, Sarasota County or DeSoto County that authorizes the business to provide the services or goods, and a physical business address located within the limits of Charlotte County, Sarasota County or DeSoto County from which the business operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In addition to the foregoing, a business shall not be considered having a "Local Business" unless it contributes to the economic development and well-being of these Counties in a verifiable and measurable way. Vendors shall affirm in writing their compliance with the foregoing at the time of submitting their quote to be eligible for consideration as having a "Local Business". A business that misrepresents the local preference status of its company in a quote to the County will lose the privilege to claim local preference for a one year period.

B. Competitive quote (local price match option):

Each formal competitive quote solicitation shall clearly identify how the price order of the quotes received will be evaluated and determined. When a responsive, responsible non-local business submits the lowest price quote, and the quote submitted by one or more responsive, responsible local businesses, as defined below, is within five percent of the price submitted by the non-local business, each of the aforementioned local businesses shall have the opportunity to submit, a best and final quote equal to or lower than the amount of the low quote previously submitted by the non-local business within five days of being notified by the Senior Division Manager of Purchasing in writing. Contract award shall be made to the responsive, responsible business submitting the lowest best and final quote. In the case of a tie in the best and final quote between a local business and a non-local business, contract award shall be made to the local business.

If requested by the County, the quoter will be required to provide documentation substantiating the information given in this affidavit. Charlotte County reserves the right to request supporting documentation as evidence to substantiate the information given in this affidavit. Failure to do so will result in the quoter's submission being deemed non-responsive.

Company Name: _____

Signature: _____

Title: _____

Year Business Established: _____ Circle the appropriate County: Charlotte DeSoto Sarasota

State of Florida
County of _____

Sworn to and subscribed before me, a Notary Public, for the above State and County on this _____ day of _____, 20____.

Notary Public

Commission Expiration

(Affix Official Seal)

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

This page to be returned only if Contractor is claiming a Local Business Status.

SOURCE OF SUPPLY AND SUBCONTRACTORS

The following sources of supply and subcontractors shall be used for **PIPELINE/MANHOLE INSPECTION CAMERA SYSTEM**. (If quoter does not have a source of supply or subcontractor, insert "to be determined". When source or subcontractor is determined, selection will be subject to County approval. If not applicable, please state N/A).

<u>Source of Supply</u>	<u>Subcontractor(s)</u>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that _____
(name of business) does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Signature _____

Dated _____

Quoter's Name: _____

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