



Advertise Date: Friday, October 13, 2023

Lee County Board of County Commissioners  
DIVISION OF PROCUREMENT MANAGEMENT

INFORMAL QUOTE

Quote No.: Q230617MWB

Quote Name: Ferrous Metal Recycling

Response Deadline  
Date/Time: Wednesday, October 25, 2023 Time: 2:30 PM

Method of Response:

- **E-Mail** to: [mbusbee@leegov.com](mailto:mbusbee@leegov.com)
- **Direct Delivery** to:  
Lee County Procurement Management  
2115 Second Street, 1st Floor.  
Fort Myers, FL 33901

\*\*All submission documents must be provided to Lee County in one submission package\*\*

Procurement Contact: Monica Busbee Title Procurement Analyst

Phone: (239) 533-8859 Email: [Mbusbee@leegov.com](mailto:Mbusbee@leegov.com)

Requesting Dept. Solid Waste

<b>Pre-Quote Conference:</b> Type: <u>No meeting scheduled at this time</u> Location:
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Quote documents may be available for download at  
[www.leegov.com/procurement](http://www.leegov.com/procurement)



Advertisement Date: **Friday, October 13, 2023**

**Notice:**

**Informal Quote #Q230617MWB Ferrous Metal Recycling**

**Informal Quote**

Lee County, Florida, is requesting quotes from qualified individuals/firms for

**Q230617MWB, Ferrous Metal Recycling**

For the purpose of selecting a vendor to furnish all necessary labor, services, materials, equipment, tools, consumables, transportation, skills and incidentals required for Lee County, Florida, in conformance with quote documents, which include technical specifications and/or a scope of work.

Those individuals/firms interested in being considered for this quote are instructed to submit, in accordance with specifications, their quotes, pertinent to this project prior to

**2:30 PM Wednesday, October 25, 2023**

to the office of the **Procurement Management Director, 2115 Second Street, 1st Floor, Fort Myers, Florida 33901** by direct delivery or email to [mbusbee@leegov.com](mailto:mbusbee@leegov.com). The quote shall be received prior to the time scheduled to receive quote(s), and shall be clearly marked with the quote name, quote number, quote proposer's name, and contact information as identified in these quote documents.

The Scope of Work/Specifications for this quote is available from [www.leegov.com/procurement](http://www.leegov.com/procurement). Quote proposers who obtain Scope of Work/Specifications from sources other than [www.leegov.com/procurement](http://www.leegov.com/procurement) are cautioned that the quote package may be incomplete. The County's official quote proposer's list, addendum(s) and information must be obtained from [www.leegov.com/procurement](http://www.leegov.com/procurement). It is the quote proposer's responsibility to check for posted information. The County may not accept incomplete quotes.

It has been determined that the specifications and scope of work within this quote are adequate to describe the product or services being requested. A pre-quote conference and site visit has not been scheduled for this quote. Questions regarding this quote are to be directed, in writing, to the individual listed below using the email address listed below or faxed to (239) 485 8383 during normal working hours.

**Monica Busbee** [Mbusbee@leegov.com](mailto:Mbusbee@leegov.com)

Sincerely,  
  
Adam Brooke, CPFO, CPPB  
Procurement Manager

\*WWW.lee.gov.Com/Procurement is the County's official posting site

## 1. QUOTE – PREPARATION OF SUBMITTAL

1.1. **Quote Submissions:** Submission must be submitted by one of the following methods following the appropriate directions for each method:

1.1.1. **Email:** to the designated Procurement Contact noted on page 1.

1.1.2. **Direct Delivery:** in a sealed envelope/box, and the outside of the submission must be marked with the following information (Informal Quote Documents Label Form is attached for your use):

1.1.2.1. Marked with the words “Informal Quote Documents.”

1.1.2.2. Quote Number

1.1.2.3. Quote Title

1.1.2.4. Quote Due Date

1.1.2.5. Name of the firm submitting the quote

1.1.2.6. Contact e-mail and telephone number.

### 1.2. Submission Format:

1.2.1. Required Forms: complete and return **all** required forms. If the form is not applicable, please return with “Not Applicable” or “N/A” in large letters across the form.

1.2.2. Failure to submit required or requested information may result in the quote proposer being found non-responsive.

1.2.3. Execution of Quote: All documents must be properly signed by corporate authorized representative, witnessed, and where applicable corporate and/or notary seals affixed. All quotes shall be typed or printed in ink. The quote proposer may not use erasable ink. All corrections made to the quote shall be initialed.

1.3. **Preparation Cost:** The quote proposer is solely responsible for any and all costs associated with responding to this quote. No reimbursement will be made for any costs associated with the preparation and submittal of any quote, or for any travel and per diem costs that are incurred by any quote proposer.

## 2. RESPONSES RECEIVED LATE

2.1. It shall be the quote proposer's sole responsibility to deliver the quote submission to the Lee County Procurement Management Division, by one of the methods shown above, prior to or on the time and date stated. All references to date and time herein reference Lee County, FL local time.

2.2. Any quotes received after the stated time and date will not be considered.

2.3. Lee County Procurement Management Division shall not be responsible for delays caused by the method of delivery such as, but not limited to; internet, United States Postal Service, overnight express mail service(s), or delays caused by any other occurrence.

## 3. QUOTE PROPOSER REQUIREMENTS (unless otherwise noted)

3.1 **Responsive and Responsible:** Only quotes received from responsive and responsible quote proposers will be considered. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other necessary action, such as background checks, to determine ability to perform is satisfactory, and reserves the right to reject submission packages where evidence submitted, or investigation and evaluation indicates an inability for the quote proposer to perform.

## 4. PRE-QUOTE CONFERENCE

4.1. A pre-quote conference, if applicable, will be held in the location, date, and time specified on the cover of this quote. All questions and answers are considered informal. All prospective quote proposers are encouraged to obtain and review the Informal Quote documents prior to the pre-quote conference so they may be prepared to discuss any questions or concerns they have concerning this project. All questions must be submitted formally in writing to the procurement contact noted on the first page of the Informal quote document. A formal response will be provided in the form of an addendum (see “County Interpretation/Addendums” for additional information.) A site visit may follow the pre-quote conference, as applicable.

4.2. **Non-Mandatory:** Pre-quote conferences are generally non-mandatory, but it is highly recommended that prospective quote proposers participate.

- 4.3. **Mandatory:** Failure to attend a mandatory pre-quote conference will result in the quote being considered **non-responsive**.
5. COUNTY INTERPRETATION/ADDENDUMS
- 5.1. Each quote proposer shall examine the quote documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the quote shall be **submitted in writing prior to 5:00 PM at least three (3) calendar days prior to the date when the quote is due**.
- 5.2. Response(s) will be in the form of an Addendum posted on [www.leegov.com/procurement](http://www.leegov.com/procurement). It is solely the quote proposer's responsibility to check the website for information. No notifications will be sent by Lee County Procurement Management Division.
- 5.3. All Addenda shall become part of the Contract Documents or Purchase Order.
- 5.4. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. Interpretation of the meaning of the plans, specifications or any other contract document, or for correction of any apparent ambiguity, inconsistency or error there in, shall be in writing. Issuance of a written addendum by the County's Procurement Management Division is the only official method whereby interpretation, clarification or additional information can be given.
6. QUALITY GUARANTEE/WARRANTY (as applicable)
- 6.1. Awardee will guarantee their work without disclaimers, unless otherwise specifically approved by the County, for a minimum of twelve (12) months from the date of final completion.
- 6.2. Unless otherwise specifically provided in the specifications, all equipment and materials and articles incorporated in the work covered by this contract shall be new, unused and of the most suitable grade for the purpose intended. Refurbished parts or equipment are not acceptable unless otherwise specified in the specifications. All warranties will begin from the date of final completion.
- 6.3. Unless otherwise specifically provided in the specifications, the equipment must be warranted for twelve (12) months, shipping, parts and labor. Should the equipment be taken out of service for more than forty-eight (48) hours to have warranty work performed, a loaner machine of equal capability or better shall be provided for use until the repaired equipment is returned to service at no additional charge to the County.
- 6.4. If any product does not meet performance representation or other quality assurance representations as published by manufacturers, producers or distributors of such products or the specifications listed, the vendor shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials, if in its judgment the item reflects unsatisfactory workmanship or manufacturing or shipping damage. The vendor shall refund, to the County, any money which has been paid for same.
7. ERRORS, OMISSIONS, CALCULATION ERRORS (as applicable)
- 7.1. **Calculation Errors:** In the event of multiplication/addition error(s), the unit price shall prevail. Written prices shall prevail over figures where applicable. All quotes will be reviewed mathematically and corrected, if necessary, using these standards, prior to further evaluation.
8. CONFIDENTIALITY
- 8.1. Quote proposers should be aware that all submissions provided are subject to public disclosure and will **not** be afforded confidentiality, unless provided by Chapter 119 FL §.
- 8.2. If information is submitted with a quote that is deemed "Confidential" the quote proposer must stamp those pages of the submission that are considered confidential. The quote proposer must provide documentation as to validate why these documents should be declared confidential in accordance with Chapter 119, "Public Records," exemptions.
- 8.3. Lee County **will not reveal engineering estimates or budget amounts for a project** unless required by grant funding or unless it is in the best interest of the County. According to FL § 337.168: A document or electronic file revealing the official cost estimate of the department of a project is confidential and exempt from the provisions of s. 119.07(1) until the contract for the project has been executed or until the project is no longer under active consideration.

9. ANTI-LOBBYING CLAUSE (Cone of Silence)

- 9.1. Following FL § Section 287.057(23), Upon the issuance of the solicitation, prospective vendor or any agent, representative or person acting at the request of such vendor shall not have any contact, communicate with or discuss any matter relating in any way to the solicitation with any Commissioner, Evaluation Review Committee, agent or employee of the County other than the Procurement Management Director or their designee. This prohibition begins with the issuance of any solicitation and ends upon execution of the final contract or when the solicitation has been cancelled. **If it is determined that improper communications were conducted, the vendor maybe declared non-responsible.**

10. DRUG FREE WORKPLACE

- 10.1. Lee County Board of County Commissioners encourages Drug Free Workplace programs.

11. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

- 11.1. The County encourages the use of Disadvantaged Business Enterprise as defined and certified by the State of Florida Department of Transportation (DBE).

12. ANTI-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

- 12.1. The vendor agrees to comply, in accordance with FL § 287.134, 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008 (ADAAA) that furnishing goods or services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, disability or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
- 12.2. The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, disability or marital status. The vendor will make affirmative efforts to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, disability or marital status.
- 12.3. The vendor will include the provisions of this section in every sub-contract under this contract to ensure its provisions will be binding upon each sub-contractor. The vendor will take such actions in respect to any sub-contractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.
- 12.4. An entity or affiliate who has been placed on the State of Florida's Discriminatory Vendor List (This list may be viewed by going to the Department of Management Services website at <http://www.dms.myflorida.com>) may not submit a quote on a contract to provide goods or services to a public entity, may not submit a quote on a contract with a public entity for the construction or repair of a public building or public work, may not submit quotes on leases of real property to a public entity, may not award or perform work as a vendor, supplier, sub-contractor, or consultant under contract with any public entity, and may not transact business with any public entity.

13. SUB-CONTRACTOR

- 13.1. The use of sub-contractors under this quote requires prior written authorization from the County representative.

14. QUOTE – TIEBREAKER

- 14.1. Whenever two or more quotes, which are equal with respect to price, quality and service, are received for procurement of commodities or contractual services, from responsive and responsible quote proposers the following steps will be taken to establish the award to the lowest vendor. This method shall be used for all ties.
- 14.1.1. Step 1 Local Vendor: Between a local business, and a non-local business, a contract award, or the first opportunity to negotiate, as applicable, shall be made to the local business. **If local preference is prohibited by the funding source then step 2 will replace step 1.**
- 14.1.2. Step 2 Drug Free Workplace: At the conclusion of step 1 if all is equal, the vendor with a Drug Free Workplace program shall be given preference, over a vendor with no Drug Free Workplace program. The contract award, or the first opportunity to negotiate, as applicable, shall be made to the vendor with the Drug Free Workplace program.

14.1.3. Step 3 Coin Flip: At the conclusion of Step 1, and Step 2 if all is equal, the contract award, or the first opportunity to negotiate, as applicable, shall be determined by the flip of a coin to determine final outcome.

14.2. When the tie has been determined the contract award, or the first opportunity to negotiate, as applicable, shall be made.

14.3. If an award or negotiation is unsuccessful with the initial vendor, award or negotiations may commence with the next highest vendor, utilizing the tiebreaker steps above to make the determination of next lowest vendor.

#### 15. WITHDRAWAL OF QUOTE

15.1. No quote may be withdrawn for a period of **180 calendar days** after the response deadline for receiving submissions. A quote may be withdrawn prior to the response deadline date and time. Withdrawal requests must be made in writing to the Procurement Management Director, who will approve or disapprove the request.

15.2. A vendor may withdraw a submission any time prior to the submission deadline of the quote.

#### 16. AUTHORITY TO UTILIZE BY OTHER GOVERNMENT ENTITIES

16.1. This opportunity is also made available to any government entity. Pursuant to their own governing laws, and subject to the Agreement/Contract of the vendor, other entities may be permitted to make purchases at the terms and conditions contained herein. Lee County Board of County Commissioners will not be financially responsible for the purchases of other entities from this solicitation.

#### 17. CONTRACT ADMINISTRATION

17.1.1. Public Record: **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, <http://www.leegov.com/publicrecords>.**

17.1.2. Ownership: It is understood and agreed that all documents, including detailed reports, plans, original tracings, specifications and all data prepared or obtained by the successful vendor in connection with its services hereunder, include any documents bearing the professional seal of the successful vendor, and shall be delivered to and become the property of Lee County, prior to final payment to the successful vendor or the termination of the Agreement/Contract. This includes any electronic versions, such as CAD or other computer aided drafting programs.

#### 17.2. **Termination:**

17.2.1. Any Agreement/Contract as a result of this solicitation may be terminated by either party giving **thirty (30) calendar days' advance written notice**. The County reserves the right to accept or not accept a termination notice submitted by the vendor, and no such termination notice submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

17.2.2. The Procurement Management Director may immediately terminate any Agreement/Contract as a result of this solicitation for emergency purposes, as defined by the Lee County Purchasing and Payment Procedures Manual (Purchasing Manual), (also known as Appendix "D" "AC-4-1.pdf".)

17.2.3. Any vendor who has voluntarily withdrawn from a solicitation without the County's mutual consent during the contract period shall be barred from further County procurement for a **period of 180 days**. The vendor may apply to the Board for a waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by the Procurement Management Department.

#### 18. WAIVER OF CLAIMS

18.1. Once this contract expires, or final payment has been requested and made, the awarded vendor shall have waived any claims against the County concerning this contract. After that period, the County will consider the vendor to have waived any right to claims against the County concerning this Agreement/Contract.

19. LEE COUNTY PAYMENT PROCEDURES

- 19.1. Unless otherwise noted, all vendors are requested to mail an original invoice to:  
**Lee County Finance Department**  
**Post Office Box 2238**  
**Fort Myers, FL 33902-2238**
- 19.2. All invoices will be paid as directed by the Lee County payment procedure unless otherwise stated in the detailed specifications for this project.
- 19.3. Lee County will not be liable for requests for payment deriving from aid, assistance, or help by any individual, vendor, proposer, or bidder for the preparation of these specifications.
- 19.4. Lee County is generally a tax-exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All vendors should include in their quotes, all sales or use taxes, which they will pay when making purchases of material or sub-contractor's services.

20. MATERIAL SAFETY DATA SHEETS (MSDS) (as applicable)

- 20.1. In accordance with Chapter 443 of the FL §, it is the vendor's responsibility to provide Lee County with Material Safety Data Sheets on materials, as may apply to this procurement.

21. SHIPPING (as applicable)

- 21.1. Cost of all shipping to the site, including any inside delivery charges and all unusual storage requirements shall be borne by the vendor unless otherwise agreed upon in writing prior to service. It shall be the vendor's responsibility to make appropriate arrangements, and to coordinate with authorized personnel at the site, for proper acceptance, handling, protection, and storage (if available) of equipment and material delivered. All pricing to be F.O. B. destination.
- 21.2. The materials and/or services delivered under the quote shall remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is deemed to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality.

22. INSURANCE (AS APPLICABLE)

- 22.1. Insurance shall be provided by the awarded vendor. Prior to execution of the Agreement/Contract a certificate of insurance (COI) complying with the quote documents shall be provided by the vendor.

End of Terms and Conditions Section



## Standard Insurance Requirements

**Minimum Insurance Requirements:** *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors’ interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided.*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:

- \$500,000 per occurrence
- \$1,000,000 general aggregate
- \$500,000 products and completed operations.
- \$500,000 personal and advertising injury

- b. **Business Auto Liability** - The following Automobile Liability will be required, and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

- \$500,000 combined single limit (CSL)
- \$300,000 bodily injury per person
- \$500,000 bodily injury per accident
- \$300,000 property damage per accident

- c. **Workers’ Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida’s approval of such exemption. Employers’ liability will have minimum limits of:

- \$100,000 per accident
- \$100,000 disease limit
- \$500,000 disease – policy limit

*\*The required minimum limit of liability shown in a; b; c; may be provided in the form of “Excess Insurance” or “Commercial Umbrella Policies.” In which case, a “Following Form Endorsement” will be required on the “Excess Insurance Policy” or “Commercial Umbrella Policy.”*

**Verification of Coverage:**

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

- a. **The certificate holder shall read as follows:**

**Lee County Board of County Commissioners  
P.O. Box 398  
Fort Myers, Florida 33902**

- b. ***“Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials” will be named as an "Additional Insured" on the General Liability policy, including Products and Completed Operations coverage.***

**Special Requirements:**

1. An appropriate "Indemnification" clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to ensure that all subcontractors comply with all insurance requirements.

End of Insurance Guide Section

## SPECIAL CONDITIONS

### **TERM OF AWARD**

If awarded, the terms of this solicitation shall be in effect for November and December 2023. The County reserves the right to renew this quote (1) one time.

### **BASIS OF AWARD**

The award of this quote will be to the **highest** responsive, responsible proposer meeting the requirements of the specifications and provisions set forth herein for the ferrous metals. The County retains the right to award this quote in whole or in part, whichever is in the best interest of the County. The County reserves the right to award to multiple vendors.

**LEE COUNTY, FLORIDA  
DETAILED SPECIFICATIONS  
FOR  
Q230617MWB FERROUS METAL RECYCLING**

**SCOPE**

Lee County is seeking qualified vendors to perform ferrous metal recycling. The County is requesting a fixed price (per 100 pounds) for mixed types of primarily ferrous metals (including white goods).

**DESCRIPTION OF WORK**

The County is requesting a **Firm Fixed Minimum Price** (per 100 pounds) for mixed types of primarily ferrous metals (including white goods) collected from our facilities and delivered to a metals recycling company in Lee County. All metals placed in roll-off containers are positively sorted, therefore residue/trash is negligible and no deductions for trash shall be allowed. There is one exception; one-roll off container is used exclusively for ferrous metals recovered by a magnet. We will allow up to one-half ton deduction per container-load for this ferrous material. This container will be labeled "Magnet Box". Any deduction taken for this container must be confirmed by written signature, by the County driver delivering the load.

The Price per 100 pounds quoted as a response to this request will apply, as a minimum, for an approximate two-month period. The amount of metal that is typically generated is from 75 to 100 tons per month. The County makes no guarantee as to the amount of metal that will be delivered to the receiver. The County will deliver metals collected from our facilities to the Vendor using a self-unloading dump truck to a location in the Ft. Myers area.

Payment must be made from the Receiver to the County on a monthly basis by check or money order to "Lee County Solid Waste Division". **Each check must be received by the seventh day of the following month for all materials delivered the previous month.** The checks will be delivered or mailed to:

Lee County Solid Waste Division  
10550 Buckingham Rd.  
Ft. Myers, Fl. 33905

**Regulations and Other:**

Proposers must possess the proper requirements for receiving scrap appliances that may contain CFCs and comply with applicable law.

By offering and signing this bid form, the bidder affirms that it will conduct all business operations in accordance with applicable Federal, State, and local laws and regulations.

Lee County will not intentionally award County contracts to any contract/vendor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S. Section 1324a(e) Section 274A(e) of the Immigration and Nationality Acts (INA). Lee County shall consider the employment by any Contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this arrangement by Lee County.

## FORMS DESCRIPTION & INSTRUCTIONS

### INFORMAL QUOTE

This table provides a brief list, description, and instructions regarding the standard requested forms that should be submitted with all bids or proposals. This is not intended to be an all-inclusive list of forms required for your submission, but rather a guide to assist in completion of the County's standard forms. Bidders/Proposers should utilize the Lee County Document Management Form for a complete list of all forms required for project submission.

<b>Form #</b>	<b><u>Title/Description</u></b>
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<b>1</b>	<b><i>Informal Quote Response Form</i></b>
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All signatures must be by a corporate authorized representative, witnessed, and corporate and/or notary seal (as applicable.) The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the web-page(s) from <http://www.sunbiz.org> as certification of this required information. Sample attached for your reference.

Verify that all addenda and tax identification number have been provided.

<b>1a</b>	<b><i>Informal Quote Form</i></b>
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This form is used to provide itemization of project cost. A more detailed "schedule of values" may be requested by the County

<b>*</b>	<b><i>Business Relationship Disclosure Requirement</i></b>
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Sections 112.313(3) and 112.313(7), F.S., prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. If this **disclosure is applicable, the Bidder must request the form entitled "INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS"** (Required by § 112.313(12)(b), F.S.) to be completed and **returned with the Solicitation Response. It is the Bidder's responsibility to request the form and disclose this relationship; failure to do so may result in being declared non-responsive.**

NOTICE: UNDER THE PROVISIONS OF § 112.317, F.S., A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR, AND MAY BE PUNISHED BY, ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.00.

<b>2</b>	<b><i>Bid/Proposal Label</i></b>
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Self-explanatory. Please affix to the outside of the sealed submission documents. Only required for Direct Delivery submissions.

It is the Quote proposer's responsibility to ensure the Quote Response is received no later than the specified response deadline date and time. (If quote is not received prior to deadline, it cannot be considered or accepted.)

Form 1 – Informal Quote Response Form



LEE COUNTY PROCUREMENT MANAGEMENT
INFORMAL QUOTE RESPONSE FORM

Date Submitted: \_\_\_\_\_ Deadline Date: 10/31/2023

QUOTE IDENTIFICATION: Q230617MWB

QUOTE NAME: Ferrous Metal Recycling

COMPANY NAME: \_\_\_\_\_

NAME & TITLE: (TYPED OR PRINTED) \_\_\_\_\_

BUSINESS ADDRESS: (PHYSICAL) \_\_\_\_\_

CORPORATE OR MAILING ADDRESS: \_\_\_\_\_

[ ] SAME AS PHYSICAL

ADDRESS MUST MATCH SUNBIZ.ORG

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX \_\_\_\_\_

NOTE REQUIREMENT: IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO CHECK LEE COUNTY PROCUREMENT MANAGEMENT WEB SITE FOR ANY ADDENDA ISSUED FOR THIS PROJECT. THE COUNTY WILL POST ADDENDA TO THIS WEB PAGE BUT WILL NOT NOTIFY.

By responding to this Informal Quote, the vendor makes all representations required by the instructions and further warrants and represents that: the vendor has examined copies of all the Informal Quote documents and of the following addenda:

No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_
No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_

(1) Employer Identification Number -OR- (2) Social Security Number:

\*\* Lee County collects your social security number for tax reporting purposes only

Please submit a copy of your registration from the website www.sunbiz.org establishing your firm as authorized (including authorized representatives) to conduct business in the State of Florida, as provided by the Florida Department of State, Division of Corporations. (a sample is attached for your reference)

1 Collusion Statement: Lee County, Florida The undersigned, as vendor, hereby declares that no person or other persons, other than the undersigned, are interested in this solicitation as Principal, and that this solicitation is submitted without collusion with others; and that we have carefully read and examined the specifications or scope of work, and with full knowledge of all conditions under which the services herein is contemplated must be furnished, hereby agree to furnish this service according to the requirements set out in the solicitation documents, specifications or scope of work for said service for the prices as listed on the county provided price sheet or (CCNA) agree to negotiate prices in good faith if a contract is awarded.

2 Scrutinized Companies Certification: Section 287.135, FL §, "Prohibition against contracting with scrutinized companies." Prohibits agencies from contracting with companies, for goods or services over \$1,000,000, that are on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, Scrutinized Companies that Boycott Israel List, have been engaged in a boycott of Israel, or been engaged in business operations in Cuba or Syria. The County reserves the right to review, on a case-by-case basis, and waive this stipulation if it is deemed to advantageous to the County.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above is in compliance with Section 287.135, FL §. I understand that submission of a false certification may subject company to contract termination, civil penalties, attorney's fees, and/or costs.

**Form#1 – Informal Quote Response Form, Page 2**

**3 Business Relationship Disclosure Requirement:** Sections 112.313(3) and 112.313(7), FL §, prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. See Part III, Chapter 112, FL §, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers, Candidates and Employees" for more details on these prohibitions. However, Section 112.313(12), FL § (1983), provides certain limited exemptions to the above-referenced prohibitions, including one where the business is awarded under a system of sealed, competitive bidding; the public official has exerted no influence on bid negotiations or specifications; and where disclosure is made, prior to or at the time of the submission of the bid, of the official's or his spouse's or child's interest and the nature of the intended business. The Commission on Ethics has promulgated this form for such disclosure, if and when applicable to a public officer or employee.

**If this disclosure is applicable request form "INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS" (Required by 112.313(12)(b), FL § (1983)) to be completed and returned with solicitation response. It is the vendor's responsibility to disclose this relationship, failure to do so could result in being declared non-responsive.**

**Business Relationship Applicable (request form)**

**Business Relationship NOT Applicable**

**4 Disadvantaged Business Enterprise (DBE) vendor? If yes, please attach a current certificate.**  Yes  No

**ALL SUBMISSIONS MUST BE EXECUTED BY AN AUTHORIZED AUTHORITY OF THE VENDOR, WITNESSED AND SEALED (AS APPLICABLE)**

\_\_\_\_\_  
Company Name (Name printed or typed)



\_\_\_\_\_  
Authorized Representative Name (printed or typed)

(Affix Corporate Seal, as applicable)

\_\_\_\_\_  
Authorized Representative's Title (printed or typed)

\_\_\_\_\_  
Witnessed/Attested by: (Witness/Secretary name and title printed or typed)

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Witness/Secretary Signature

Any blank spaces on the form(s), qualifying notes or exceptions, counteroffers, lack of required submittals, or signatures, on County's Form may result in the submission being declared non-responsive by the County.

**Detail by Entity Name**  
**Florida Profit Corporation**  
 Bill's Widget Corporation

**Filing Information**

Document Number 655555  
 FB/EIN Number 511111111  
 Date Filed 09/22/1980  
 State FL  
 Status ACTIVE  
 Last Event AMENDED AND RESTATED ARTICLES  
 Event Date Filed 07/25/2006  
 Event Effective Date NONE

**Principal Address** Verify either Principal or Mailing address is on Form 1

555 N Main Street  
 Your Town, USA 99999  
 Changed 02/11/2012

**Mailing Address**

555 N Main Street  
 MYour Town, USA 99999  
 Changed 02/11/2012

**Registered Agent Name & Address**

My Registered Agent  
 111 Registration Road  
 Registration, USA 99999  
 Name Changed: 12/14/2006  
 Address Changed: 12/14/2006

**Officer/Director Detail**

**Name & Address**

Title P  
 President, First  
 555 AVENUE  
 Anytown, USA 99999  
 Title V  
 President, Second  
 555 AVENUE  
 Anytown, USA 99999

**IMPORTANT:**  
 For corporations, ALL documents must be signed by the president of the company or an authorized individual. For any individual other than the president, we will need one of the following to confirm their authority to sign:  
 1. a corporate resolution by the Board of Directors, or  
 2. an extract of minutes, or  
 3. an extract of Vote by the Board of Directors  
 If the company's articles of incorporation identify additional positions that have the power to bind the corporation, we will accept the articles of incorporation with verification from the president that a certain individual serves in that role (e.g., the president confirms that John Doe is the CEO, and the articles of incorporation provide that the CEO has the power to bind the company).  
 With respect to an LLC, the authority to bind a limited liability company is controlled by Florida Statutes. Managers or managing members have inherent authority to bind an LLC.  
 If the president of a corporation or a manager/managing member of an LLC delegates their authority, such delegation must be sent to us on company letterhead with the President's or manager's/managing member's original, wet signature.

v01/03/2018

Sample Only

Form 1a – Informal Quote Form



LEE COUNTY  
SOUTH WEST FLORIDA

Lee County Procurement Management  
**PROPOSAL FORM**

Company Name: \_\_\_\_\_

Solicitation # Q230617MWB Solicitation Name Ferrous Metal Recycling

Having carefully examined the “Terms and Conditions”, and the “Detailed Specifications”, all of which are contained herein, propose to furnish the following, which meet these specifications.

Pricing/percentage shall be all inclusive; to include, but not be limited to labor, transportation / delivery fees, supervision, profit, overhead, equipment, photos, tolls, and any additional supplies necessary for job competition. Pricing / Percentage shall not change during the term of the contract including any applicable renewals.

<i>Item #</i>	<i>Description</i>	<i>Unit of Measure</i>	<i>Price</i>
1	Mixed type ferrous metals (including white goods)	Per 100 LBS	

Amount Written \_\_\_\_\_

Physical Address for Receiving Metal: \_\_\_\_\_

*\*This quote will be for November and December of 2023.*

*(Used only for direct delivery quote documents)*

**Cut along the outer border and affix this label to your sealed quote envelope to identify it as a “Informal Quote Documents”.**

<b>INFORMAL QUOTE DOCUMENTS</b>	
QUOTE NO.:	<b>Q230617MWB</b>
QUOTE TITLE:	<b>Ferrous Metal Recycling</b>
DATE DUE:	<b>Wednesday, October 25, 2023</b>
TIME DUE:	<b>Prior to: 2:30 PM</b>
SUBMITTED BY:	_____
	<small>(Name of Company)</small>
<small>e-mail address</small>	<small>Telephone</small>
<b>DELIVER TO:</b>	Lee County Procurement Management 2115 Second Street, 1st Floor Fort Myers FL 33901
<i>Note: submissions received after the time and date above will not be accepted.</i>	



Lee County Procurement Management  
2115 Second Street, 1st Floor.  
Fort Myers, FL 33901  
(239) 533-8881  
[www.leegov.com/procurement](http://www.leegov.com/procurement)

**PLEASE PRINT CLEARLY**