



Advertise Date: Not Applicable

Lee County Board of County Commissioners DIVISION OF PROCUREMENT MANAGEMENT

INFORMAL QUOTE

Quote No.: Q170550RJD

Quote Name: Umpire Services

Response Deadline
Date/Time: 12/13/2017 Time: 2:30 PM

Method of Response:

- **E-Mail** to: rdennard@leegov.com
- **Direct Delivery** to:
Lee County Procurement Management
1500 Monroe Street 4th Floor
Fort Myers, FL 33901
- **Fax** to: (239)485-8383*
(*NOTE: If faxed you must notify the procurement contact either by email or phone listed below. The fax method is to a centralized, multi-user fax.)

Procurement Contact: Robin Dennard Title Buyer
Phone: (239) 533-8881 Email: rdennard@leegov.com
Requesting Dept. Parks/Recreation & Sports Infrastructure

Pre-Quote Conference:
Type: No meeting scheduled at this time

Quote documents may be available for download at
www.leegov.com/procurement

Electronic bidding is coming! Visit www.leegov.com/bid to stay informed



Advertisement Date: Not Applicable

Notice:

Informal Quote #Q170550RJD Umpire Services

Informal Quote

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

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, December 13, 2017

to the office of the **Procurement Management Director, 1500 Monroe Street, 4th Floor, Fort Myers, Florida 33901** by the one of the following methods **Fax, Email*, or direct delivery** to the Lee County Procurement Management Division. 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

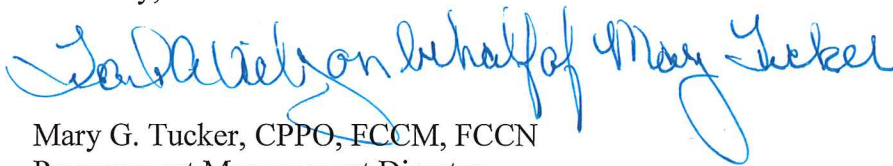
Quote proposers who obtain Scope of Work/Specifications from sources other than www.leegov.com/procurement are cautioned that the quote package may be incomplete. The County's official quote proposer's list, addendum(s) and information must be obtained from www.leegov.com/procurement. It is the quote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

There will be no Pre-quote Conference for this informal quote.

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.

Click here to enter text. rdennard@leegov.com

Sincerely,



Mary G. Tucker, CPPO, FCCM, FCCN
Procurement Management Director

*WWW.leegov.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. **Fax*:** to (239) 485-8383, to the designated Procurement Contact noted on page 1.

*NOTE: If faxed you must notify the procurement contact either by email or telephone. The fax method is to a centralized, multi-user fax. If notification is not confirmed, prior to the response deadline, procurement will not be responsible for the submission.)

1.1.3. **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):

1.1.3.1. Marked with the words “Informal Quote Documents”

1.1.3.2. Quote Number

1.1.3.3. Quote Title

1.1.3.4. Quote Due Date

1.1.3.5. Name of the firm submitting the quote

1.1.3.6. 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)

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. 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 as defined in accordance with Section 287.087, FL §.

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. LOCAL BIDDER'S PREFERENCE

13.1. The Lee County Local Bidder's Preference Ordinance No. 08-26 is being included as part of the award process for this project. As such, Lee County at its sole discretion may chose to award a preference to any qualified "Local Contractor/Vendor" in an amount not to exceed 3% of the total amount quoted by that firm.

13.2. "Local Contractor/Vendor" as noted in Ordinance No. 08-26, or revision thereof, shall be defined as:

13.2.1. Any person, firm, partnership, company or corporation whose principal place of business in the sole opinion of the County, is located within the boundaries of Lee/Collier County, Florida

OR

13.2.2. Any person, firm, partnership, company or corporation that has provided goods or services to Lee County on a regular basis for the preceding consecutive three (3) years, and that has the personnel, equipment and materials located within the boundaries of Lee/Collier County sufficient to constitute a present ability to perform the service or provide the goods.

14. SUB-CONTRACTOR

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

15. QUOTE – TIEBREAKER

15.1. 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.

15.1.1. 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. Local shall be defined by Lee County Ordinance 08-26 or current revision thereof.

15.1.2. 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. In order to have a drug free workplace program, a business shall comply with the requirements of FL § 287.087.

15.1.3. 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.

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

15.3. 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.

16. WITHDRAWAL OF QUOTE

16.1. 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.

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

17. AUTHORITY TO UTILIZE BY OTHER GOVERNMENT ENTITIES

17.1. 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.

18. CONTRACT ADMINISTRATION

18.1.1. 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>.**

18.1.2. 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.

18.2. Termination:

18.2.1. 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.

18.2.2. 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".)

18.2.3. 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.

19. WAIVER OF CLAIMS

19.1. 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.

20. LEE COUNTY PAYMENT PROCEDURES

20.1. 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**

20.2. All invoices will be paid as directed by the Lee County payment procedure unless otherwise stated in the detailed specifications for this project.

20.3. 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.

20.4. 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.

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

21.1. 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.

22. SHIPPING (as applicable)

22.1. 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.

22.2. 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.

23. INSURANCE (AS APPLICABLE)

23.1. 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.

INSURANCE GUIDE



Major Insurance Requirements

Minimum Insurance Requirements: *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the Vendor's 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, and contractual liability exposures with minimum limits of:

- \$1,000,000 per occurrence
 - \$2,000,000 general aggregate
 - \$1,000,000 products and completed operations
 - \$1,000,000 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:

- \$1,000,000 combined single limit (CSL) or
 - \$500,000 bodily injury per person
 - \$1,000,000 bodily injury per accident
 - \$500,000 property damage per accident

- c. **Workers' Compensation** - Statutory benefits as defined by Chapter 440, Florida Statutes, 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:

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

**The required minimum limit of liability shown in a. and b. 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 insure that all subcontractors comply with all insurance requirements.

End of Insurance Guide Section

SPECIAL CONDITIONS

These are conditions that are in relation to this quote only and have not been included in the County’s standard Terms and Conditions or the Scope of Work.

1. TERM

The successful Vendor shall be responsible for furnishing and delivering to the Lee County requesting Department(s) the commodity or services on an “as needed basis” for a one-year (1) period.

2. BASIS OF AWARD

The basis of award for this quote will be lowest quote proposer meeting specifications.

3. AMENDMENTS

Amendments or changes to this contract, including increases in fees, must be made in writing and be executed with the same formality.

4. MINIMUM QUALIFICATIONS

- 4.1 The Vendor must be a member of a governing body or a nationally recognized association, which includes baseball and softball umpires.
- 4.2 All umpires must be certified by the National Collegiate Athletic Association (NCAA) and provide proof of certification with submittal.

5. INSURANCE

The Vendor must provide Lee County with evidence of liability insurance and accident medical insurance issued through his professional association affiliation. In certain circumstances, the County may accept proof of medical insurance in lieu of accident medical. Proof of insurance must be submitted in a form acceptable to the Lee County Risk Management Office.

End of Special Conditions Section

SCOPE OF WORK AND SPECIFICATIONS

1. DESCRIPTION OF SERVICES

- 1.1 The Vendor shall oversee all aspects of the umpires and officials for County tournaments and events to include but not limited to:
 - a. Recruiting
 - b. Hiring
 - c. Subcontracting
- 1.2 The Vendor must ensure that all umpires and officials, as subcontractors, are certified and insured through a nationally recognized Umpire Association.
- 1.3 The Vendor, for collegiate tournaments, must ensure that all umpires and officials are registered through the National Collegiate Athletic Association (NCAA).
- 1.4 The Vendor must ensure that umpires assigned to work games will arrive ready to work at least one half hour prior to the game start time and report the final game scores to the designated County Parks & Recreation Staff member on site.
- 1.5 The Vendor must assign a Site Supervisor for each tournament to ensure games start on time and are conducted according to the governing bodies' organizational rules.
- 1.6 The Vendor must ensure that all umpires get compensated for games worked or games that are started but cancelled due to rain.
- 1.7 The Vendor shall provide a schedule with the two (2) assigned umpires or officials per game to the County event coordinator and be available to meet with the coordinator to compare and confirm all games are covered for each tournament or event.
- 1.8 The Vendor must communicate and work with the designated coordinator or assigned Parks & Recreation staff on site when any issues or concerns arise during the tournament, such as rescheduling games cancelled due to rain or weather related travel delays.

2. USE OF FACILITIES

- 2.1. The tournament games and events will be held at various sports facilities throughout Lee County including, but not limited to, Centurylink Sports Complex, City of Palms Park, Jet Blue Park, 5 Plex (Player Development Complex), Terry Park, Cape Coral Sports Complex, Cape Coral Northwest Softball Complex, and North Collier Regional Park. The County reserves the right to add additional facilities without notice.
- 2.2. The County will provide locker and shower room facilities whenever possible for the umpires and officials use. The Vendor will ensure the locker rooms are clean and all trash and personal items are removed at the end of the tournament or event.

3. COMPENSATION

- 3.1 All travel and related expenses incurred by the Vendor, in the performance of the services and activities required under the Contract, will be the responsibility of the Vendor.
- 3.2 The Vendor will be responsible for payment of his/her Social Security taxes and all Federal, State, and local taxes and charges as may now be in effect or which may hereafter be enacted or required as charges on the compensation received from the services and activities provided under this contract. The County shall provide the Vendor with a standard IRS Form 1099.
- 3.3 The Vendor must submit a separate invoice for baseball and softball on a weekly basis at the conclusion of the games for that week.
 - a. A week will start on Saturday and end on Friday.
- 3.4 The County and Vendor will review, evaluate, and reconcile all game sets scheduled, invoiced, and completed before, during, and after all tournaments and events.
- 3.5 The Vendor agrees to reimburse the County for any overages due to games cancelled, not played, or games that did not have both umpires.
- 3.6 The County tournament checks will be sent by US mail no later than two (2) weeks after invoice is submitted to the County fiscal division.

End of Scope of Work and Specifications Section

REQUIRED FORMS

INFORMAL QUOTE

These forms are required and should be submitted with all submissions. If it is determined that forms in this selection are not applicable to your company or quote they should be marked "N/A or Not Applicable" across the form in large letters and returned with your submission package. **Note:** If submitting via hard copy the original must be a manually signed original. Include additional copies, if specified, in the Informal Quote documents.

Form # Title/Description

1 *Informal Quote Response Form*

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.

1a *Informal Quote Form*

This form is used to provide itemization of project cost. A more detailed "schedule of values" may be requested by the County

1b *Business Relationship Disclosure Requirement* (as applicable)

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. 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 Informal Quote response. It is the vendor's responsibility to request form and disclose this relationship, failure to do so could result in being declared non-responsive.**

NOTICE: UNDER THE PROVISIONS OF FL § 112.317 (1983), 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 \$5,000.00.

2 *Affidavit Certification Immigration Laws*

Form not used for Informal Quotes.

3 *Reference Survey*

Form not used for Informal Quotes.

4 *Negligence or Breach of Contract Disclosure Form*

Form not used for Informal Quotes.

5 *Affidavit Principal Place of Business*

Certifies Vendor's location information. Local Vendor Preference and Location Point values are excluded when prohibited by grant or funding source. (In such cases form will be informational only.)

6 *Sub-Contractor List* (as applicable)

Form not used for Informal Quotes.

7 *Public Entity Crime Form*

Form not used for Informal Quotes.

Informal Quote Label (Required)

Self-explanatory. Please affix to the outside of the sealed submission documents.

Quote proposer's responsibility to insure 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: 1/4/2016

QUOTE IDENTIFICATION: Q170550RJD

QUOTE NAME: UMPIRE SERVICES

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: _____

Tax Payer 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.

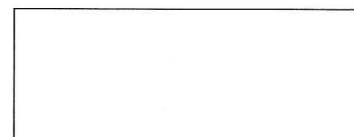
Business Relationship Applicable (request form)

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, counter offers, 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
FEI/EIN Number 5111111111
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

555 N Main Street
Your Town, USA 99999

Changed 02/11/2012

Verify either Principal or Mailing
address is on Form 1

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, USA99999

Name Changed: 12/14/2006

Address Changed: 12/14/2006

Officer/Director Detail

Name & Address

Title P

President, First
555 AVENUE
Anytown, USA99999

Title V

President, Second
555 AVENUE
Anytown, USA99999

The corporate authorized representative executing the
documents must be authorized by member shown in this
section of the sunbiz.org printout)

Sample Only

Form 1a – Informal Quote Form

COMPANY/VENDOR NAME: _____

QUOTE NUMBER: Q170550RJD

QUOTE NAME: UMPIRE SERVICES

ITEM #	DESCRIPTION	UNIT OF MEASURE	COST
1	BOOKING FEE	PER GAME/PER TOURNAMENT	
2	SITE SUPERVISOR	PER GAME SET	
3	COLLEGE BASEBALL SEVEN INNINGS	PER UMPIRE/PER GAME	
4	COLLEGE BASEBALL NINE INNINGS	PER UMPIRE/PER GAME	
5	COLLEGE SOFTBALL SEVEN INNINGS	PER UMPIRE/PER GAME	
6	PARTIAL GAME OVER MINIMUM REGULATION INNINGS	PER UMPIRE/PER GAME	
		TOTAL BID	

- A. A “*game set*” is defined as three (3) or more games scheduled for the same game time at the same facility. There shall not be a site supervisor for less than a “*game set*” unless requested by the county. Site supervisor shall be present from the first pitch of the first game through the last out of the last game.
- B. All normal baseball games will be nine (9) innings unless the same two teams are playing a doubleheader that day. All baseball doubleheaders with the same two teams playing will be seven (7) inning games. The decision to play two nine (9) inning games, 9/7 or 7/9 inning games must be agreed upon by both coaches, before the start of the first game of the doubleheader. All baseball games must go at least seven (7) innings with the exception being games stopped due to inclement weather. All JV games will be seven (7) innings.
- C. A normal softball game will consist of seven (7) regulation innings.
- D. A partial game, under the minimum regulation number of innings will be compensated at the same rate as a normal game.

Submitted By: _____

Signature

Date

Form 5 - Affidavit Principal Place of Business



LEE COUNTY
SOUTHWEST FLORIDA

AFFIDAVIT PRINCIPAL PLACE OF BUSINESS

Local Vendor Preference (Non-CCNA)
(Lee County Ordinance No. 08-26)
Location Identification (CCNA)

Instructions: Please complete all information that is applicable to your firm

Company Name: _____

Printed name of authorized signer _____

Title _____

⇒
Authorized Signature _____

_____ Date

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

Notary:
State of _____
County of _____

The foregoing instrument was signed and acknowledged before me this _____ day of _____

20____; _____ who has produced

_____ as identification (or personally known)
Type of ID and number

⇒
Notary Public Signature _____

_____ Notary Commission Number and expiration

1. Principal place of business is located within the boundaries of: _____ Lee County
_____ Collier County
_____ Non-Local

Local Business Tax License # _____

2. Address of Principal Place of Business: _____

3. Number of years at this location _____ years

4. Have you provided goods or services to Lee County on a regular basis within the past 3 consecutive years
_____ Yes* _____ No *If yes, attach contractual history for past 3 consecutive years

5. Number of available employees for this contract _____

6. Does your company have a Drug Free Workplace Policy _____ Yes _____ No

Informal Quote Label

(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".

INFORMAL QUOTE DOCUMENTS	
QUOTE NO.:	Q170550RJD
QUOTE TITLE:	UMPIRE SERVICES
DATE DUE:	Wednesday, December 13, 2017
TIME DUE:	Prior to: 2:30 PM
SUBMITTED BY:	_____ (Name of Company)
e-mail address	Telephone
DELIVER TO:	Lee County Procurement Management 1500 Monroe 4 th Floor Fort Myers FL 33901
<i>Note: submissions received after the time and date above will not be accepted.</i>	



Lee County Procurement Management
1500 Monroe Street, 4th Floor
Fort Myers, FL 33901
(239) 533-8881
www.leegov.com/procurement

PLEASE PRINT CLEARLY