



PROJECT NO.: IFB130362  
OPEN DATE: MAY 9, 2013  
AND TIME: 2:30 P.M.  
PRE-BID DATE: APRIL 24, 2013  
AND TIME: 3:00 P.M.  
LOCATION: LEE COUNTY PROCUREMENT  
1825 HENDRY STREET, 3<sup>RD</sup> FL  
FORT MYERS, FL 33901

# REQUEST FOR INFORMAL BID

**TITLE:**  
**THE ANNUAL PURCHASE OF UNIFORMS  
FOR DOT-TOLLS**

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
DIVISION OF PROCUREMENT MANAGEMENT

**MAILING ADDRESS**  
P.O. BOX 398  
FORT MYERS, FL 33902-0398

**PHYSICAL ADDRESS**  
1825 Hendry St 3<sup>rd</sup> Floor  
FORT MYERS, FL 33901

PROCUREMENT CONTACT:

NAME: KATIA LEWIN  
TITLE : BUYER  
PHONE NO.: (239) 533-5452  
EMAIL: [KLEWIN@LEEGOV.COM](mailto:KLEWIN@LEEGOV.COM)

**GENERAL CONDITIONS**

Sealed Bids will be received by the DIVISION OF PROCUREMENT MANAGEMENT, until 2:30pm on the date specified on the cover sheet of this “Request for Informal Bid”, and opened immediately thereafter by the Director or designee.

Any question regarding this solicitation should be directed to the Procurement Division Contact listed on the cover page of this solicitation, or by calling the Division of Procurement Management at (239) 533-5450.

**1. SUBMISSION OF QUOTE:**

- a. Bids must be sealed in an envelope, and the outside of the envelope must be marked with the following information:
  1. Marked with the words “Sealed Bid”
  2. Name of the firm submitting the bid
  3. Title of the bid
  4. Bid number
- b. The Bid must be submitted in duplicate as follows:
  1. The original consisting of the Lee County solicitation forms completed and signed.
  2. A copy of the original solicitation forms for the Director.
- c. The following must be submitted along with the solicitation in a separate envelope. This envelope must be marked as described above, but instead of marking the envelope as “Sealed Bid”, please indicate the contents; i.e., literature, drawings, submittals, etc. This information must be submitted in duplicate.
  1. Any information (either required or in addition to that asked for by the specifications) necessary to analyze your bid; i.e., required submittals, literature, technical data, financial statements.
  2. Warranties and guarantees against defective materials and workmanship.
- d. **BIDS RECEIVED LATE:** It is the vendor’s responsibility to ensure the bid is received by the Division of Procurement Management prior to the opening date and time specified. Any bid received after the opening date and time will be promptly returned to the vendor unopened. Lee County will not be responsible for bids received late because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc.
- e. **BID CALCULATION ERRORS:** In the event there is a discrepancy between the total bid amount or the extended amounts and the unit prices bid, the unit prices will prevail and the corrected sum will be considered the bid price.
- f. **PAST PERFORMANCE:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.). Poor or unacceptable past performance may result in bidder disqualification.

- g. **WITHDRAWAL OF BID:** No bid may be withdrawn for a period of 90 days after the scheduled time for receiving bids. A bid may be withdrawn prior to the bid-opening date and time. Such a request to withdraw must be made in writing to the Procurement Management Director, who will approve or disapprove of the request.
- h. **COUNTY RESERVES THE RIGHT:** The County reserves the right to exercise its discretion, to waive minor informalities in any bid; to reject any or all bids with or without cause; and/or to accept the bid that in its judgment will be in the best interest of the County of Lee.
- i. **EXECUTION OF BID:** All bids shall contain the signature of an authorized representative of the vendor in the space provided on the quote proposal form. All bids shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the bid shall be initialed.
- j. **ADDITIONS/REVISIONS/DELETIONS:** Additions, revisions or deletions to the general conditions, specifications or quote price sheets that change the intent of the bid will cause the bid to be non-responsive and the bid will not be considered. The Procurement Director shall be the sole judge as to whether or not any addition, revision, or deletion changes the intent of the bid.

2. **ACCEPTANCE**

The materials and/or services delivered under the bid **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. In the event the materials and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

3. **SUBSTITUTIONS**

Whenever in these specifications a brand name or make is mentioned, it is the intention of the County only to establish a grade or quality of materials and not to rule out other brands or makes of equal quality. However, if a product other than that specified is bid, it is the vendor's responsibility to name such product with his bid and to prove to the County that said product is equal to the product specified. Lee County **shall** be the sole judge as to whether a product being offered by the vendor is actually equivalent to the one being specified by the detailed specifications. (Note: This paragraph does not apply when it is determined that the technical requirements of this solicitation will require a specific product only, as stated in the detailed specifications.)

4. **RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES**

The awarded vendor shall observe and obey all laws, ordinances, rules, and regulations, of the federal, state, and local government, which may be applicable to the supply of this product or service. The awarded vendor has attested to compliance with the applicable immigration laws of the United States in the attached affidavit. Violations of the immigration laws of the United States shall be grounds for unilateral termination of the awarded agreement.

- a. Local Business Tax – Vendor shall submit within 10 calendar days after request.
- b. Specialty License(s) – Vendor shall possess at the time of the opening of the bid all necessary permits and/or licenses required for the sale of this product and/or service and upon the request of the County will provide copies of licenses and/or permits within 10 calendar days after request.
- c. The geographic preference established in the Local Vendor Preference ordinance is applicable to all Lee County procurement activities unless otherwise specifically noted in the solicitation package. Provided, however, the Local Vendor Preference ordinance is not applicable to procurement activity or solicitations involving Federal Transit Administration grant funds.
- d. Florida Statutes Section 607.1501 (1) states: A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State.

5. **WARRANTY/GUARANTEE** (unless otherwise specified)

All materials and/or services furnished under this bid shall be warranted by the vendor to be free from defects and fit for the intended use.

6. **PRE-BID CONFERENCE**

A pre-bid conference will be held at the location, date, and time specified on the cover of this solicitation. Pre-bid conferences are generally non-mandatory, but it is highly recommended that everyone planning to submit a bid attend.

In the event a pre-bid conference is classified as mandatory, it will be so specified on the cover of this solicitation and it will be the responsibility of the quoter to ensure that they are represented at the pre-bid. Only those bidders who attend the pre-bid conference will be allowed to bid on this project.

7. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail an original invoice to:

Lee County Finance Department  
Post Office Box 2238  
Fort Myers, FL 33902-2238

All invoices will be paid as directed by the Lee County payment procedure unless otherwise differently stated in the detailed specification portion of this bid.

Lee County will not be liable for requests for payment deriving from aid, assistance, or help by any individual, vendor, quoter, or bidder for the preparation of these specifications.

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 bidders should include in their bid all sales or use taxes, which they will pay when making purchases of material or subcontractor's services.

8. **PUBLIC ENTITY CRIME**

Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform works as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.

9. **QUALIFICATION OF BIDDERS** (unless otherwise noted)

Bids will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Bidders shall have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to Lee County. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other action necessary to determine ability to perform is satisfactory, and reserves the right to reject bids where evidence submitted or investigation and evaluation indicates an inability of the vendor to perform.

10. **MATERIAL SAFETY DATA SHEETS**

In accordance with Chapter 443 of the Florida Statutes, it is the vendor's responsibility to provide Lee County with Materials Safety Data Sheets on quoted materials, as may apply to this procurement.

11. **MISCELLANEOUS**

If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.

12. **WAIVER OF CLAIMS**

Once this contract expires, or final payment has been requested and made, the awarded contractor shall have no more than 30 days to present or file any claims against the County concerning this contract. After that period, the County will consider the Contractor to have waived any right to claims against the County concerning this agreement.

13. **AUTHORITY TO PIGGYBACK**

It is hereby made a precondition of any bid and a part of these specifications that the submission of any bid in response to this request constitutes a bid made under the same conditions, for the same price, and for the same effective period as this bid, to any other governmental entity.

14. **COUNTY RESERVES THE RIGHT****a) State Contract**

If applicable, the County reserves the right to purchase any of the items in this bid from State Contract Vendors if the prices are deemed lower on State Contract than the prices we receive in this solicitation.

**b) Any Single Large Project**

The County, in its sole discretion, reserves the right to separately bid any project that is outside the scope of this bid, whether through size, complexity, or dollar value.

**c) Disadvantaged Business Enterprises (DBE's)**

The County, in its sole discretion, reserves the right to purchase any of the items in this bid from a Disadvantaged Business Enterprise vendor if the prices are determined to be in the best interest of the County, to assist the County in the fulfillment of any of the County's grant commitments to federal or state agencies.

The County further reserves the right to purchase any of the items in this solicitation from DBE's to fulfill the County's state policy toward DBE's.

**d) Anti-Discrimination**

The vendor for itself, its successors in interest, and assignees, as part of the consideration there of covenant and agree that:

In the furnishing of services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap 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, handicap or marital status. Such action shall include, but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Vendor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.

Vendor will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the vendor shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be pertinent to ascertain compliance. The vendor shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.

Where any information required of the vendor is in the exclusive possession of another who fails or refuses to furnish this information, the vendor shall so certify to the County its effort made toward obtaining said information. The vendor shall remain obligated under this paragraph until the expiration of three (3) years after the termination of this contract.

In the event of breach of any of the above anti-discrimination covenants, the County shall have the right to impose sanctions as it may determine to be appropriate, including withholding payment to the vendor or canceling, terminating, or suspending this contract, in whole or in part.

Additionally, the vendor may be declared ineligible for further County contracts by rule, regulation or order of the Board of County Commissioners of Lee County, or as otherwise provided by law.

The vendor will send to each union, or representative of workers with which the vendor has a collective bargaining agreement or other contract of understanding, a notice informing the labor union of worker's representative of the vendor's commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.

The vendor will include the provisions of this section in every subcontract under this contract to ensure its provisions will be binding upon each subcontractor. The vendor will take such actions with respect to any subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

15. **AUDITABLE RECORDS**

The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and Lee County reserves the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for two years after completion of the project and shall be readily available to County personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

16. **DRUG FREE WORKPLACE**

Whenever two or more responses, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

17. **REQUIRED SUBMITTALS**

Any submittals requested should be returned with the bid response. This information may be accepted after opening, but no later than 10 calendar days after request.

18. **TERMINATION**

Any agreement as a result of this bid 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.

The Procurement Management Director may immediately terminate any agreement as a result of this bid for emergency purposes, as defined by the Lee County Purchasing and Payment Procedure Manual.

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 of Lee County Commissioners for waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by Procurement Management.

19. **CONFIDENTIALITY**

Vendors should be aware that all submittals (including financial statements) provided with a solicitation are subject to public disclosure and will **not** be afforded confidentiality.

20. **ANTI-LOBBYING CLAUSE**

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Lee County Government, Lee County staff members, nor any members of the Qualification/Evaluation Review Committee are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on *formal notice* that they are ***not*** to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County for negotiations. Any such lobbying activities may cause immediate disqualification for this project.

21. **INSURANCE (AS APPLICABLE)**

Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.



LEE COUNTY, FLORIDA  
PROPOSAL QUOTE FORM  
FOR THE PURCHASE OF UNIFORMS  
FOR DOT - TOLLS

DATE SUBMITTED: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

TO: The Board of County Commissioners  
Lee County  
Fort Myers, Florida

Having carefully examined the “General Conditions”, and the “Detailed Specifications”, all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

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

The undersigned acknowledges receipt of Addenda numbers: \_\_\_\_\_

**GRAND TOTAL (ITEMS 1 THRU 24 – INCLUDING SET UP CHARGES):**

\$ \_\_\_\_\_

NOTE: THE STYLE NUMBERS GIVEN BELOW ARE ACCURATE TO THE BEST OF THE COUNTY’S KNOWLEDGE. IF THE STYLE NUMBER GIVEN HAS BEEN DISCONTINUED; PLEASE QUOTE THE DIRECT REPLACEMENT AND NOTATE SAME IN THE SPACE PROVIDED. THIS IS **NOT** A MODIFICATION; THEREFORE, DO NOT MARK THIS UNDER THE “MODIFICATIONS” AREA.

**REQUIRED PRODUCTS/PRICING**

Vendors shall include in their prices the cost of embroidery for all items. See pages 21-23, titled Detailed Item(s) Specification for details on colors and embroidery placement.

**No Equals to the Red Kap brand garments listed will be accepted or considered.**

**(1) PORT AUTHORITY SILK TOUCH POLO**  
 Manufacturer/Style # **K500 or Approved Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
XS – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____
4XL	\$ _____	_____
5XL	\$ _____	_____
6XL	\$ _____	_____

**(2) PORT AUTHORITY K500P SILK TOUCH POLO WITH POCKET**  
 Manufacturer/Style # **K500P or Approved Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
XS – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____
4XL	\$ _____	_____
5XL	\$ _____	_____
6XL	\$ _____	_____

**(3) GILDAN LONG SLEEVE COTTON SHIRT**  
 Manufacturer/Style # **G340 or Approved Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
S – XL	\$ _____	_____
2XL	\$ _____	_____

**(4) EDWARDS OXFORD LONG SLEEVE MEN’S SHIRT**  
 Manufacturer/Style # **1077 or Approve d Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
S – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____

**(5) EDWARDS OXFORD LONG SLEEVE MEN’S SHIRT-STRIPE**  
 Manufacturer/Style # **1077 or Approve d Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
S – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____

**(6) EDWARDS OXFORD SHORT SLEEVE MEN’S SHIRT**  
 Manufacturer/Style # **1027 or Approve d Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
S – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____

**(7) EDWARDS OXFORD SHORTSLEEVE MEN’S SHIRT-STRIPE**  
 Manufacturer/Style # **1027 or Approve d Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
S – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____

**(8) RED KAP MEN'S INDUSTRIAL LONG SLEEVE WORK SHIRT**  
 Manufacturer/Style # **SP14 RED KAP ONLY**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
S – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____
4XL	\$ _____	_____

**(9) RED KAP MEN'S INDUSTRIAL SHORT SLEEVE WORK SHIRT-STRIPE**  
 Manufacturer/Style # **SP24 RED KAP ONLY**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
S – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____
4XL	\$ _____	_____

**(10) DEVON & JONES MEN'S PIMA PIQUE SHORT SHIRT POLO**  
 Manufacturer/Style # **D100 or Approved Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
XS – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____

**(11) PORT AUTHORITY LADIES SILK TOUCH POLO**  
 Manufacturer/Style # **L500 or Approved Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
XS – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____
4XL	\$ _____	_____
5XL	\$ _____	_____
6XL	\$ _____	_____

**(12) EDWARDS OXFORD WOMEN’S SHORT SLEEVE SHIRT**  
 Manufacturer/Style # **5027 or Approved Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
XS – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____

**(13) EDWARDS OXFORD WOMEN’S SHORT SLEEVE SHIRT-STRIPE**  
 Manufacturer/Style # **5027 or Approved Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
XS – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____

**(14) EDWARDS OXFORD WOMEN’S LONG SLEEVE SHIRT**  
 Manufacturer/Style # **5077 or Approved Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
XS – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____

**(15) EDWARDS OXFORD WOMEN’S LONG SLEEVE SHIRT -STRIPE**  
 Manufacturer/Style # **5077 or Approved Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
XS – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____

**(16) DEVON & JONES LADIES’ PIMA PIQUE SHORT SLEEVE Y-COLLAR POLO**  
 Manufacturer/Style # **D100W or Approved Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
S – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____

**(17) AUBORN 201 LINED COACH JACKET**  
 Manufacturer/Style # **201 or Approved Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
S – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____

**(18) PORT AUTHORITY CHALLENGER JACKET**  
 Manufacturer/Style # **J754 or Approved Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
S – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____
4XL	\$ _____	_____

**(19) JERZEES SWEAT SHIRT (NO HOOD)**  
 Manufacturer/Style # 562M or Approved Equal

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
S – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____
4XL	\$ _____	_____

**(20) JERZEES 8 oz. NUBLEND 50/50 FULL-ZIP HOODED SWEATSHIRT**  
 Manufacturer/Style # 993M or Approved Equal

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
S – XL	\$ _____	_____
2XL	\$ _____	_____
3XL	\$ _____	_____

**(21) CHAMPION BRUSHED TWILL ATHLETIC VISOR, VELCRO CLOSURE**  
 Manufacturer/Style # C7000 or Approved Equal

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
ONE SIZE FITS ALL	\$ _____	_____

**(22) ZKAPZ CAP WITH SANDWICH BILL**  
 Manufacturer/Style # ZK213 or Approved Equal

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
ONE SIZE FITS ALL	\$ _____	_____

**(23) YUPOONG CUFFED KNIT HAT**  
Manufacturer/Style # **1501 or Approved Equal**

<u>SIZES</u>	<u>PRICE EA.</u>	<u>COLORS AVAILABLE</u>
ONE SIZE FITS ALL	\$ _____	_____

**(24) ONE TIME SET UP CHARGES**            \$ \_\_\_\_\_

**GRAND TOTAL (ITEMS 1 THRU 24 – INCLUDING SET UP CHARGES):**

\$ \_\_\_\_\_

TO BE (DELIVERED/COMPLETED/STARTED) WITHIN \_\_\_\_\_ CALENDAR DAYS  
AFTER RECEIPT OF AWARD AND PURCHASE ORDER.

Quoters should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the quote may be grounds to reject the quote.

Are there any modifications to the quote or specifications?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the quoter being declared nonresponsive or to have the award of the quote rescinded by the County.

**MODIFICATIONS:**

Quoter shall submit his/her quote on the County’s Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County’s Form may result in the Quoter/Quote being declared non-responsive by the County.



**ANTI-COLLUSION STATEMENT**

**THE BELOW SIGNED BIDDER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS BID WITH OTHER BIDDERS AND HAS NOT COLLUDED WITH ANY OTHER BIDDER OR PARTIES TO A BID WHATSOEVER. NOTE; NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE PERMITTED EITHER WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIALS (AS APPLICABLE).**

FIRM NAME: \_\_\_\_\_

BY (Printed): \_\_\_\_\_

BY (Signature): \_\_\_\_\_

TITLE: \_\_\_\_\_

FEDERAL ID # OR S.S.# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

FAX NO.: \_\_\_\_\_

CELLULAR PHONE  
PAGER NO.: \_\_\_\_\_

DUNS#: \_\_\_\_\_

LEE COUNTY LOCAL BUSINESS TAX ACCOUNT NUMBER:  
\_\_\_\_\_

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

DISADVANTAGED BUSINESS ENTERPRISE (DBE): \_\_\_\_\_

**LEE COUNTY, FLORIDA  
DETAILED SPECIFICATIONS  
FOR THE PURCHASE OF UNIFORMS  
FOR DOT -TOLLS**

**SCOPE**

The intent of this specification is to provide for the purchase of uniforms for DOT Tolls on an annual basis.

**ESTIMATED EXPENDITURE**

DOT Tolls estimates that it will expend approximately \$12,000 on these items on an annual basis. This amount is given for vendor's information only and no minimum quantity is guaranteed.

**DOT Tolls will purchase items on an as needed basis throughout the year.**

**BASIS OF AWARD**

The basis of award for this quote will be the overall low quoter (grand total) meeting specifications.

**Vendors must quote on all items (1-24) in order to be considered for award.**

Lee County reserves the right, at the Purchasing Director's discretion, not to award certain items listed.

If the awarded vendor is unable to perform with the terms and conditions of the quote, DOT Tolls reserves the right to purchase from the second lowest bidder.

**TERM OF QUOTE**

If awarded, the terms of this solicitation shall be in effect for one year. The County reserves the right to renew this bid (or any portion thereof) and to negotiate lower pricing as a condition for each renewal, for up to four additional one-year periods, upon mutual agreement of both parties and, except as to lower pricing, under the same terms and conditions.

**EMBROIDERY**

**LOGO: SHIRTS, HATS, AND JACKETS TO BE EMBROIDERED WITH LEE WAY LOGO, WITH TOLL FACILITIES UNDERNEATH. NOT TO EXCEED FIVE COLOR PROCESS.**

The cost of all embroidery shall be included in the cost of the individual items. On the price form, indicate the one-time cost for the logo embroidery set-ups, if applicable. At the conclusion of this quote Lee County shall retain ownership of the embroidery tapes.

**\*NOTE – THE AWARDED VENDOR WILL BE RESPONSIBLE FOR PROVIDING A SAMPLE SEW OUT FOR LEE COUNTY TRANSIT APPROVAL PRIOR TO ANY WORK BEING DONE UNDER THIS QUOTATION.**

**DELIVERY REQUIREMENTS**

All quoted prices shall include inside delivery.

Items are to be delivered F.O.B., Lee County, Florida, to the following locations:

Midpoint Memorial Toll Facility, 1930 SE 23<sup>rd</sup> Terrace, Cape Coral, Fl 33990 –  
Cape Coral Toll Facility, 10100 College Pkwy, Ft Myers, Fl 33919  
Sanibel Toll Facility, 18700 McGregor Blvd, Ft Myers, Fl 33908  
Lee Way, 1366 Colonial Blvd, Ft Myers, Fl 33907

**Delivery shall be made during administration hours Monday – Friday, 8:00 am – 3:00 pm**

Maximum 14 calendar days from date of order for all items. THERE SHALL BE NO MINIMUM AMOUNT REQUIRED FOR DELIVERY. The awarded vendor will call 24 – 48 hours prior to delivery and make an appointment with the designated contact at each facility to ensure someone will be available.

**DESIGNATED CONTACT**

The awarded vendor shall appoint a person or persons to act as a primary contact with Lee County DOT Toll Facilities. This person or back up shall be readily available during normal work hours by phone or in person, and shall be knowledgeable of the terms and procedures involved.

**BACKORDERS**

Backorders and special order items should be delivered per the timeframe agreed upon by the vendor with the department upon placement and acceptance of the special order. The awarded vendor shall notify Lee County DOT Toll Facilities in a timely manner when an item is out of stock.

**Should this agreed upon timeframe not be met, the department may cancel the order without penalty and acquire the item(s) elsewhere.**

**DISCONTINUED ITEMS**

Lee County must approve items for any discontinued items. If an acceptable item cannot be supplied, Lee County shall have the right to purchase that item elsewhere. Vendor shall notify Lee County when items have been discontinued.

**SUBSTITUTION**

It is generally required that ordered items not be substituted. In cases where a product or brand is discontinued, or not readily available, limited substitutions may be allowed if prior written approval is given by Lee County. Lee County **shall** be the sole judge as to whether a product being offered by the quoter is actually equivalent to the one being specified by the detailed specifications.

**WARRANTY/GUARANTEE**

All materials and/or services furnished under this quote shall be warranted by the vendor to be free from defects and fit for the intended use. Returns due to the vendor's error in providing accurate items shall be at the vendor's expense.

**BRAND & STYLE CHANGES**

Lee County may, at its sole discretion, add or delete brands and styles at any time throughout the term of this quote as long as the new or deleted brands and styles are of a similar nature and the total changes do not increase or decrease the original number of items by more than 25% up or down. In the case of this quote which has an original list of 23 items; as many as 6 items may be added and as many as 6 items may be deleted.

Should Lee County, at its sole discretion, add new items; they will be based on a mutually agreed price, to be negotiated between the vendor and an authorized Lee County representative.

**PRICE INCREASES/DECREASES**

After the first year, if the awarded vendor experiences a major price increase from suppliers for items in this quotation, the vendor may submit a written request to increase pricing. All information necessary to review and analyze the request must be submitted to Lee County Procurement. Lee County shall have the right to grant the price increase, or re-quote, at the County's sole discretion.

An increase which the Division of Procurement determines is excessive, regardless of any documentation supplied by the vendor, may be cause for cancellation of the contract by the Division of Procurement. **However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the County.**

**REGULAR DEALER**

Quotes will be considered only from firms that qualify as a "regular dealer".

"Regular dealer" means a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the products required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. To be a regular dealer, the firm must engage in, as its principal business and in its own name, the purchase and sale of the products in question.

**SUB-CONTRACTORS**

The use of sub-contractors under this quote is not allowed without prior written authorization from the County representative.

**INSURANCE**

Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.

**AFFIDAVIT CERTIFICATION IMMIGRATION LAWS**

The attached document, Affidavit Certification Immigration Laws, is required and should be submitted with your solicitation package. It must be signed and notarized. Failure to include this affidavit with your response will delay the consideration and review of your submission; and could result in your response being disqualified.

**AUTHORITY TO PIGGYBACK**

It is hereby made a precondition of any quote and a part of these specifications that the submission of any quote in response to this request constitutes a quote made under the same conditions, for the same price, and for the same effective period as this quote, to any other governmental entity.

**COUNTY RESERVES THE RIGHT**

The County reserves the right to review a random sample of uniforms furnished at any time. Any problems or deviations from the specifications shall be corrected within 10 calendar days. Future inability to meet the specifications will be considered default, and will be cause for canceling the total award.

**REQUESTS FOR APPROVED EQUALS**

The brands listed on the Proposal Quote Form are the only brands which will be acceptable under this quotation; unless an acceptable approved equal is quoted.

Requests for approved equals will be considered by Lee County ONLY if they are received on the form included in this package for this purpose and by the deadline of:

**May 1, 2013 at 5:00 p.m.**

Requests for approved equals may be brought to the pre-bid conference, faxed, or e-mailed to: [klewin@leegov.com](mailto:klewin@leegov.com) Katia Lewin, 239.485.5460.

Lee County reserves the right to request samples of the items to be considered for “approved equal” status and will be the final judge as to what qualifies as an “approved equal.”

NOTE: Vendors will find a listing of those brands deemed to be an acceptable approved equal on the Lee County Procurement web site. It will be the vendor’s responsibility to check this site for approved equals; no other notification will be provided.

**NOTE: No equals to the Red Kap brand items will be accepted or considered.**

# SAMPLE OF LOGO



PICTURE OF LOGO ON SHIRT



DETAILED ITEM(S) SPECIFICATIONS

## ITEM 1 – Brand: Port Authority

Style: K500 – Short sleeve, Silk Touch Polo Shirt

Color: Black, Coffee Bean, Dark Green, Deep Berry, Hibiscus, Lime, Light Blue, Maui Blue, Navy, Purple, Red, Royal Blue, Tropical Pink, White

Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.

## ITEM 2 – Brand: Port Authority

Style: K500P – Short sleeve, Silk Touch Polo with Pocket

Color: Black, Burgundy, Coffee Bean, Dark Green, Lime

Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.

## ITEM 3 – Brand: Gildan

Style: G340 – Long sleeve, 100% cotton pique polo shirt

Color: White, and Navy

Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.

## ITEM 4 – Brand: Edwards Oxford

Style: 1077 – Men’s Long sleeve, 60% cotton, 40% polyester

Color: White, Blue

Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.

## ITEM 5 – Brand: Edwards Oxford

Style: 1077 – Men’s Long Sleeve, 60% cotton, 40% polyester

Color: Blue Striped, Maroon Striped

Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.

## ITEM 6 – Brand: Edwards Oxford

Style: 1027 – Men’s Short sleeve, 60% cotton, 40% polyester

Color: White, Blue

Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.

## ITEM 7 – Brand: Edwards Oxford

Style: 1027 – Men’s Short sleeve, 60% cotton, 40% polyester

Color: Blue Striped, Maroon Striped

Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.



ITEM 8 – Brand: Red Kap (no equal)

Style: SP14 – Long sleeve work shirt, 65% polyester, 35% cotton

Color: White, Light Tan

Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.

ITEM 9 – Brand: Red Kap (no equal)

Style: SP24 – Short sleeve work shirt, 65% polyester, 35% cotton

Color: White, Light Tan

Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.

ITEM 10 – Brand: Devon & Jones

Style: D100 – Men’s Short sleeve, 100% Peruvian Pima pique polo shirt

Color: White, Butter, Slate Blue, Lime, French Blue, Melon, Purple, Stone, and Navy

Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.

ITEM 11 – Brand: Port Authority

Style: L500 – Women’s Silk Touch Polo Shirt

Color: Black, Bright Lavender, Coffee Bean, Dark Green, Deep Berry, Hibiscus, Lime, Maui Blue, Navy, Purple, Red, Royal blue, Tropical Pink, White

Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.

ITEM 12 – Brand: Edward Oxford

Style: 5027 – Women’s Short sleeve, 60% cotton, 40% polyester

Color: White, Blue

Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.

ITEM 13 – Brand: Edward Oxford

Style: 5027 – Women’s Short sleeve, 60% cotton, 40% polyester

Color: Blue Striped, Maroon Striped

Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.

ITEM 14 – Brand: Edward Oxford

Style: 5077 – Women’s Long sleeve, 60% cotton, 40% polyester

Color: White, Blue

Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.

- ITEM 15 – Brand: Edward Oxford  
Style: 5077 – Women’s Long Sleeve, 60% cotton, 40% polyester  
Color: Blue Striped, Maroon Striped  
Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.
- ITEM 16 – Brand: Devon & Jones  
Style: D100W – Women’s Short sleeve, 100% Peruvian Pima pique polo shirt  
Color: White, Butter, Lime, Lavender, French Blue, Melon, Stone, Navy, Purple, and Black  
Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve or when specified over left front pocket.
- ITEM 17 – Brand: Auburn Coach Jacket  
Style: 201 – Wind Breaker, 100% Nylon taffeta with polyurethane coating, kasha lining  
Color: Forest Green, Royal Blue  
Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve
- ITEM 18 – Brand: Port Authority Winter Coat  
Style: J754 – Heavy nylon full-zip, fleece lined.  
Color: Hunter Green, Royal Blue  
Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve
- ITEM 19 – Brand: Jerzees  
Style: 562M – 50/50 fleece crew sweat shirt, 50% cotton, 50% polyester NuBlend  
Color: Forest Green, Sand stone, Royal Blue  
Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve.
- ITEM 20 – Brand: Jerzees  
Style: 993M – 50/50 full zip hooded sweat shirt, 50% cotton, 50% polyester NuBlend  
Color: Hunter Green, Navy, Ash, Royal Blue  
Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve.
- ITEM 21 – Brand: HYP  
Style: A7009 – 100% Cotton Visor with Velcro closure  
Color: Khaki  
Logo: Embroidered “LEEWAY TOLL FACILITIES”
- ITEM 22 – Brand: ZKAP  
Style: ZK213 – Cotton Twill Cap  
Color: Khaki  
Logo: Embroidered “LEEWAY TOLL FACILITIES”
- ITEM 23 – Brand: Yupoong  
Style: 1501– Cuffed Knit Hat, 100% turbo spun acrylic knit,  
Color: Flame, Navy  
Logo: Embroidered “LEEWAY TOLL FACILITIES” on the left sleeve.

**REQUEST FOR APPROVED EQUAL – IFB130362**

PLEASE FILL IN THE FOLLOWING INFORMATION ON THE ITEM YOU ARE OFFERING FOR CONSIDERATION AS AN APPROVED EQUAL:

**NOTE: No equals to the Red Kap brand items will be accepted or considered.**

ITEM NO. FOR WHICH AN APPROVED EQUAL IS REQUESTED: \_\_\_\_\_

MANUFACTURER/STYLE #: \_\_\_\_\_

SIZES: \_\_\_\_\_ COLORS (IF APPLICABLE): \_\_\_\_\_

DESCRIPTION/FEATURES: \_\_\_\_\_



ITEM NO. FOR WHICH AN APPROVED EQUAL IS REQUESTED: \_\_\_\_\_

MANUFACTURER/STYLE #: \_\_\_\_\_

SIZES: \_\_\_\_\_ COLORS (IF APPLICABLE): \_\_\_\_\_

DESCRIPTION/FEATURES: \_\_\_\_\_



ITEM NO. FOR WHICH AN APPROVED EQUAL IS REQUESTED: \_\_\_\_\_

MANUFACTURER/STYLE #: \_\_\_\_\_

SIZES: \_\_\_\_\_ COLORS (IF APPLICABLE): \_\_\_\_\_

DESCRIPTION/FEATURES: \_\_\_\_\_



ITEM NO. FOR WHICH AN APPROVED EQUAL IS REQUESTED: \_\_\_\_\_

MANUFACTURER/STYLE #: \_\_\_\_\_

SIZES: \_\_\_\_\_ COLORS (IF APPLICABLE): \_\_\_\_\_

DESCRIPTION/FEATURES: \_\_\_\_\_



PLEASE PROVIDE YOUR NAME, COMPANY NAME, E-MAIL AND PHONE #:

\_\_\_\_\_

AFFIDAVIT CERTIFICATION  
IMMIGRATION LAWS

SOLICITATION NO.: \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

LEE COUNTY MAY 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 THE CONTRACT BY LEE COUNTY.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

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

\_\_\_\_\_  
Signature Title Date

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was signed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_ who has produced

(Print or Type Name)

\_\_\_\_\_ as identification.

(Type of Identification and Number)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Printed Name of Notary Public

\_\_\_\_\_  
Notary Commission Number/Expiration

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.**

**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 insure that all subcontractors comply with all insurance requirements.

LEE COUNTY PROCUREMENT MANAGEMENT - BIDDERS CHECK LIST

**IMPORTANT:** Please read carefully and return with your bid proposal.  
Please check off each of the following items as the necessary action is completed:

- \_\_\_ 1. The Quote has been signed.
- \_\_\_ 2. The Quote prices offered have been reviewed.
- \_\_\_ 3. The price extensions and totals have been checked.
- \_\_\_ 4. The original (must be manually signed) and 1 additional copy of the quote has been submitted.
- \_\_\_ 5. Two (2) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- \_\_\_ 6. All modifications have been acknowledged in the space provided.
- \_\_\_ 7. All addendums issued, if any, have been acknowledged in the space provided.
- \_\_\_ 8. Erasures or other changes made to the quote document have been initialed by the person signing the quote.
- \_\_\_ 9. Bid Bond and/or certified Check, (if required) have been submitted with the quote in amounts indicated.
- \_\_\_ 10. Any Delivery information required is included.
- \_\_\_ 11. Affidavit Certification Immigration Signed and Notarized

\_\_\_ 12. The mailing envelope has been addressed to:

<b>MAILING ADDRESS</b>	<b>PHYSICAL ADDRESS</b>
Lee County Procurement Mgmt.	Lee County Procurement Mgmt.
P.O. Box 398	1825 Hendry St 3 <sup>rd</sup> Floor
or	
Ft. Myers, FL 33902-0398	Ft. Myers, FL 33901

- \_\_\_ 13. The mailing envelope **MUST** be sealed and marked with:  
Quote Number  
Opening Date and/or Receiving Date
- \_\_\_ 14. The quote will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise quote cannot be considered or accepted.)

\_\_\_ 15. If submitting a "NO BID" please write quote number here \_\_\_\_\_  
and check one of the following:  
 \_\_\_ Do not offer this product      \_\_\_ Insufficient time to respond.  
 \_\_\_ Unable to meet specifications (why)  
 \_\_\_ Unable to meet bond or insurance requirement.  
 Other: \_\_\_\_\_

Company Name and Address:  
 \_\_\_\_\_  
 \_\_\_\_\_