



**REQUEST FOR QUOTE**  
**Key West Historic Seaport**  
201 William Street  
Key West, FL 33040

October 24, 2014

Key West Historic Seaport is requesting quotes for providing, installing, maintaining and removal of LED lighting and decorations throughout the property as follow:

<u>ITEM</u>	<u>Units</u>	<u>Unit Price</u>	<u>TOTAL</u>
Coconut Palms – 15’ (base & frons) (Elizabeth St. Monument Park)	9 ea	\$ _____	\$ _____
Coconut Palms – 20’ (base & frons) (Elizabeth St. Monument Park)	3 ea	\$ _____	\$ _____
Coconut Palms – 20’ (base & frons) (East side of main building, water side)	1 ea	\$ _____	\$ _____
Light Poles – 18’ (along Harborwalk, Margaret Street Plaza, Elizabeth St. Monument Park and Lazy Way Lane)	44 ea	\$ _____	\$ _____
Western Union Sign (top & columns) (end of William Street)	40 lf	\$ _____	\$ _____
Harborwalk Railing (below top of rail) (at recording studio waterside only)	50 lf	\$ _____	\$ _____
Harborwalk Bath House Railing (below top of rail) (water side)	130 lf	\$ _____	\$ _____
Main Building Railing (below top of rail) (below top of rail) (water side)	180 lf	\$ _____	\$ _____
Main Building Awnings (header & columns) (waterside)	150 lf	\$ _____	\$ _____

**TOTAL QUOTE AMOUNT**

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

**Total in Words:** \_\_\_\_\_

***Please fax or email quotes to Karen Olson by Friday, October 31, 2014, 4:00 P.M. at 305-293-6438 or kolson@cityofkeywest-fl.gov.***

Cost of work to be all inclusive for a complete job including, but not limited to providing, installing, maintaining and removing lights and decorations, licensing fees, bonds, insurance, mobilization and demobilization, ect....

Each Vendor must inform him/herself of the conditions relating to the execution of the work, and it is required that he/she will inspect the site(s) and make himself/herself thoroughly familiar with the Request for Quote. Failure to do so will not relieve the successful Vender of his/her obligation to enter into a Contract and complete the contemplated work in strict accordance with the Request for Quote. It shall be the Vendor's obligation to verify for his/herself and to his/herself's complete satisfaction all information concerning site or worksite conditions.

This work will be scheduled for installation no later than November 22, 2014. This work will be scheduled for removal no sooner than January 10, 2015. All work to be coordinated with Key west Historic Seaport Maintenance Department.

The Key West Historic Seaport has budgeted up to \$20,000 for this service.

Questions or to arrange a site visit, please contact Karen Olson, Port and Marine Services Deputy Director at 305-809-3803 or kolson@cityofkeywest-fl.gov.

**BIDDER'S INFORMATION**

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

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Insurance Requirements:**

All Vendors wishing to perform work for the City of Key West, Florida, will be required to comply with the following minimum insurance requirements:

Commercial General Liability Limits:	\$2,000,000 Aggregate \$1,000,000 Each Occurrence \$2,000,000 Products-Comp / Op Aggregate \$1,000,000 Personal & Advertising Injury \$300,000 Fire Damage / Legal
Coverage must include the following:	
- Contractual Liability	- Commercial Form
- CG2010 (1185) or Equivalent	- Broad Form Property Damage
- No exclusion for XCU	- Premises / Operations
- Products / Completed Operations	- Independent Contractors (if any part of the work is to be subcontracted out)
- Personal Injury	
Automobile Liability:	\$1,000,000 Combined Single Limit (Include Hired & Non-Owned Liability)
Professional Liability (if appl.):	\$1,000,000 Per Claim / Aggregate
Additional Umbrella Liability:	\$1,000,000 Occurrence / Aggregate
Worker's Compensation:	Statutory
Employer's Liability:	\$1,000,000 Each Accident \$1,000,000 Disease-Policy Limit \$1,000,000 Disease-Each Employee

The above reflects the minimum requirements for working with the City of Key West. Any requirements found in a particular job's contract that are of a higher standard will prevail.

The City of Key West must be named as an additional insured under all policies other than worker's compensation and professional liability. Vendor's general liability shall be written on a primary and non-contributory basis. Certificates of insurance must be accompanied by a copy of the additional insured endorsement (CG 20101185 or combination of CG20100704 and CG20370704 will be accepted).

Vendor must obtain an endorsement from their carrier that waives and relinquishes any right of subrogation against the City of Key West and its agents, representatives, employees, and affiliates they might possess for any policy of insurance provided under this requirement or under any state or federal worker's compensation or employer's liability act.

Vendor's policies must be endorsed to give no less than thirty (30) days notice to the City in the event of material change or cancellation.

The City of Key West must be given a certificate of insurance showing that the above requirements have been met. The certificate of insurance must remain current and must include

copies of the requested endorsements (additional insured, cancellation notice, and waiver of subrogation) in order for the City to issue payments to vendor.

**Additional Information:**

Bidders must hold and furnish documentation of all State of Florida licenses, certifications, registrations or competency cards required in order to Bid and perform the work specified herein.

The successful Bidder will be required to show that he/she is in compliance with the provisions of Chapter 66 of the Code of Ordinances of the City of Key West within 10-days of Notice of Award.

The successful Bidder must demonstrate that he/she holds, as a minimum, the following licenses and certificates:

- A valid Business Tax Receipt issued by the City of Key West.

The CITY OF KEY WEST may reject bids: (1) for budgetary reasons, (2) if the bidder misstates or conceals a material fact in its Bid, (3) if the bidder does not strictly conform to the law or is non-responsive to Bid requirements, (4) if the bid is conditional, (5) if a change of circumstances occurs making the purpose of the bid unnecessary or (6) if such rejection is in the best interest of the CITY OF KEY WEST. The CITY OF KEY WEST may also waive any minor informalities or irregularities in any bid.

All bidders are required to submit the following:

- Bid Form

Successful bidder will be required to sign or submit the following forms if applicable:

- Sworn statement under section 287.133(3)(a) Florida Statutes, on public entity crimes,
- Anti-Kickback Affidavit
- City of Key West Indemnification Form
- Certificate of insurance