RESOLUTION NO. 16-05-21

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA APPROVING THE RECOMMENDATIONS OF THE RFQ-16-01 EVALUATION COMMITTEE FOR PROFESSIONAL CONTRACTOR SERVICES; AUTHORIZING THE VILLAGE MANAGER AND VILLAGE ATTORNEY TO NEGOTIATE NON-EXCLUSIVE CONTINUING SERVICES AGREEMENTS FOR THE REQUESTED SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Islamorada, Village of Islands (the “Village”) prepared and advertised a Request for Quotes (“RFQ”) for Professional Contractor Services, (RFQ-16-01, attached hereto as Exhibit “A”); and

WHEREAS, the Village Manager created an RFQ Evaluation Committee (the “Committee”) to review the quote packages received and to make a recommendation to the Village Council for selection of responsive quotes; and

WHEREAS, the Committee reviewed the six (6) quotes received in accordance with the evaluation criteria outlined in the RFQ; and

WHEREAS, the Committee has recommended that the Village entering into non-exclusive Continuing Services Agreements with each of the firms who responded; and

WHEREAS, the Village Council desires to entering into non-exclusive Continuing Services Agreements with each of the firms for professional contractor services; and

WHEREAS, the Village Council has determined that the procurement and utilization of these services is in the best interest of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:
Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Approval of Committee Recommendations. The Village Council of Islamorada, Village of Islands, hereby approves the Committee’s recommendations for the selection of the following firms for professional contractor services:

HVAC
Electrical Colling & Illuminations, Inc.

General Contracting
RMB Construction & Development, Inc. d/b/a Islamorada Brick Co.

Fire Alarm Services
Barnes’ Alarm Systems, Inc.
Florida Keys Fire Protection, Inc.

Fire Protection Services
Cutler Bay Fire Sprinklers, Inc.
Florida Keys Fire Protection, Inc.

Section 3. Authorization of Village Officials. The Village Manager and/or her designee and the Village Attorney are hereby authorized to negotiate the terms and conditions of an Agreement with the firms listed herein.

Section 4. Effective Date. This Resolution shall take effect immediately upon adoption.

Motion to adopt by Councilman Mike Forster, second by Councilman Chris Sante.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Deb Gillis       YES
Vice Mayor Jim Mooney   YES
Councilman Mike Forster YES
Councilman Chris Sante  YES
Councilman Dennis Ward  YES
PASSED AND ADOPTED ON THIS 12TH DAY OF MAY, 2016.

ATTEST:

[Signature]
KELLY TOOTH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF ISLAMORADA,
VILLAGE OF ISLANDS ONLY

[Signature]
ROGET V. BRYAN, VILLAGE ATTORNEY

DEB GILLIS, MAYOR
ISLAMORADA, VILLAGE OF ISLANDS
FLORIDA

86800 Overseas Highway
Islamorada, FL 33036

REQUEST FOR QUOTES
for
PROFESSIONAL CONTRACTOR SERVICES,
(RFQ-16-01)

December 29, 2015
Islamorada, Village of Islands, Florida
REQUEST FOR QUOTES
PROFESSIONAL CONTRACTOR SERVICES
(RFQ-16-01)

Issue Date: December 29, 2015

Islamorada, Village of Islands (the “Village”) will receive quotes from professional contractors for various routine maintenance and projects within the Village, per specifications and scope of services as needed, until 3:00 p.m. on January 22, 2016.

In order to fulfill the need for a quick response for maintenance and emergency services, the Village intends to retain two (2) or more qualified companies per industry trade, as broken down in this document. Each selected company shall enter into a continuing services agreement for three (3) year term, with two – 1 year optional extensions (until 2019).

It is contemplated that each individual project will have an estimated total cost (including professional service fee and materials) that does not exceed Twenty-Five Thousand Dollars ($25,000.00).

Interested companies must submit sealed bid quote packages by certified mail or in person to:

Village Clerk
Islamorada, Village of Islands
Administration and Public Safety Headquarters
86800 Overseas Highway, 3rd Floor
Islamorada, Florida 33036

The Quote Documents shall be enclosed in a sealed opaque envelope or box and be plainly marked on the upper left hand corner with the name and address of the Proposer and bear the following title: “Islamorada, Village of Islands, REQUEST FOR QUOTES: PROFESSIONAL CONTRACTING SERVICES (RFQ-16-01)” The Village will not accept Proposals received after the specified time and date.
COMMUNICATIONS PROTOCOL

The Village is committed to a fair and open process for interested parties to receive information about the Project and the competitive selection and award procurement process the Village is utilizing in this Request for Quotes ("RFQ"). Any and all questions, inquiries, requests for clarification and additional information and correspondence concerning this RFQ or the Project requirements must be directed in writing to:

U.S. Mail: Ana Hernandez
Procurement and Grants Administrator
Islamorada, Village of Islands
Village Administrative Center, 3 Floor
86800 Overseas Highway
Islamorada, FL 33036

Email: ana.hernandez@islamorada.fl.us
Subject: RFQ 16-01: Professional Contractor Services

Ana Hernandez, Procurement and Grants Administrator, is the sole point of contact for the Village in this RFQ procurement process. All communications between the Proposer and the Village shall be with the Procurement and Grants Administrator and must be submitted in writing and subject to distribution to all Proposers. Communications sent via electronic mail may be printed and made available to all Proposers. Responses to questions or requests for information will be provided to all Proposers. Any and all such interpretations and supplemental information will be made in the form of written Addenda, which will be distributed via DemandStar and will become a part of this RFQ. This protocol also applies to any communications or contact with the Evaluation Committee.

All requests for information or clarification regarding this proposal shall be made in writing and submitted to Ana Hernandez, Procurement and Grants Administrator at ana.hernandez@islamorada.fl.us no later than January 15, 2016. Inquiries, clarifications or requests for interpretations will not be responded to if received after this date and time.

The Village will issue appropriate addenda as necessary via DemandStar at https://www.demandstar.com and on the Village’s website at http://www.islamorada.fl.us. No oral change or interpretation of the provisions contained in this Request for Quotes is valid. Written addenda will be issued when changes, clarifications or amendments to the Request for Letters of Interest and Qualifications document are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.
It is the sole responsibility of the company to ensure that their submittal is received in a timely manner. Any proposal package submitted past the deadline and/or submitted to other locations or offices shall be deemed non-responsive and will be rejected.

Only companies with experience similar to that described in one or more of the industries listed in the General Scope of Services section below and a proven track record of delivering successful and on-time/on-budget projects are encouraged to respond. Companies need not possess qualifications/experience in each of the industries listed to respond. No minimum quantity of work or compensation for the work will be assured to any of the companies retained and the Village shall not be prevented in any manner from retaining other companies at its sole discretion.

All costs of preparation of Proposal Documents will be borne by the Proposer.

This RFQ does not constitute an offer of employment or contract for services.

The Village reserves the option to reject any or all Proposal Documents, wholly or in part, received by reason of this RFQ, to terminate the procurement process at any time, to waive any irregularities or omissions in any Proposal, to award in whole or in part to one or more Proposers, or to take any other such actions that may be deemed in the best interest of the Village.

The Village reserves the option to retain all Proposal Documents, whether selected or rejected.

**Local Business Preference**

Preference will be given to local businesses as defined by Village Ordinance Section 2-237. Please refer to Appendix A for a complete copy of Ordinance Section 2-237 and the referenced Affidavit.

**GENERAL SCOPE OF SERVICES**

The general scope of services in each field is as follows:

I. **HVAC Contractor Services**: HVAC contractors to provide on-call HVAC services for Village owned/operated facilities, attached as Exhibit “B”. The Contractor will provide all materials, equipment and labor for HVAC diagnostics, repairs, upgrades, installations, and replacements of components for the facility’s HVAC systems on an as-needed basis during the contract period. Contractor shall apply for, obtain and close out all necessary building permits for all work related to individual projects. Work related to the Founders Park pool heat pump system is not included in this RFQ.

II. **Plumbing Services**: Plumbing Contractors to provide on-call plumbing services for Village owned/operated facilities, attached as Exhibit “B”. The Contractor will
provide all materials, equipment and labor for plumbing diagnostics, repairs, upgrades, installations, and replacements of components for the facility’s plumbing systems on an as needed basis during the contract period. Contractor shall apply for, obtain and close out all necessary building permits for all work related to individual projects. Projects shall include, but are not limited to, restroom and kitchen fixture repair/replacement, RPZ inspections, waste water connections, repairing underground pipe leaks, irrigation system repairs.

III. **Electrical Contractor:** Electrical Contractors to provide on-call electrical services for Village owned/operated facilities, attached as Exhibit “B”. The Contractor will provide all materials, equipment and labor for electrical diagnostics, repairs, upgrades, installations, and replacements of components for the facility’s electrical systems on an as needed basis during the contract period. Contractor shall apply for, obtain and close out all necessary building permits for all work related to individual projects. Projects shall include, but are not limited to, relocation of conduit, replacement of fixtures and/or bulbs, electrical panel repairs/replacement, services related to HVAC and plumbing projects.

IV. **Fencing & Guard Rail Contractor:** Fencing & Guard Rail Contractor to provide all materials, equipment and labor for installation of new fencing, gates and engineered guard rail systems. As well as provide like materials, equipment and labor for repairing existing fences, gates and guard rail systems on an as needed basis for Village owned/operated facilities throughout Monroe County during the contract period. Contractor shall apply for, obtain and close out all necessary building permits for all work related to individual projects. Fencing materials include, but are not limited to, galvanized chain link, vinyl coated chain link, aluminum, wood.

V. **Roofing Contractor:** Contractor to provide on-call roofing repair and installation services for Village owned/operated facilities, attached as Exhibit “B”. Contractors to provide all materials, equipment and labor for maintenance and repairs on all existing roofing systems, flashing and gutter systems. As well as provide all materials, equipment and labor for installation of new roofing systems, flashing and gutter systems for the facilities during the contract period. Contractor shall apply for, obtain and close out all necessary building permits for all work related to individual projects. Roofing materials include, but are not limited to, rubber membrane, bitumen, poured concrete, galvanized metal, asphalt shingle, rolled roofing, waterproofing ice and water shield.

VI. **Painting Contractor:** Painting Contractor to provide on-call painting services for Village owned/operated facilities, attached as Exhibit “B”. Contractors to provide all materials, equipment and labor for interior and exterior painting services to include, but are not limited to, surface cleaning and preparation, rust removal with proper treatment, paint repairing and sub sequential repainting during the contract period.
Surfaces requiring painting services include, but are not limited to, poured concrete, wood, drywall, concrete block, metal, stucco.

VII. **Paving Contractor:** Paving Contractor to provide on-call pavement repair, asphalt seal coating and repair and/or replacement of traffic paint and/or thermoplastic traffic markings on an as-needed basis throughout the Village's boundaries for the contract period. Materials for repair and/or replacement of surfaces may include, but are not limited to, Asphalt Concrete (AC) Portland Cement Concrete (PCC). All traffic paint and thermoplastic traffic marking materials used during the contract period shall be those approved or authorized by Florida Department of Transportation. Contractor shall apply for, obtain and close out all necessary building permits for all work related to individual projects.

VIII. **Floor and Upholstery Cleaning:** Contractor shall perform floor and upholstery cleaning and/or waxing services at Village owned/operated facilities, attached as Exhibit “B”, for the contract period. Surfaces to be cleaned shall include, but are not limited to, linoleum tile, ceramic tile, grouting or thin set material between tiles, polished concrete, carpeting, vinyl flooring, epoxy resin flooring, area rugs and rug runners, etc...Upholstered items to be cleaned shall include, but are not limited to, office desk chair and bar stool cushions, couch and arm chair cushions.

IX. **General Contractor:** Contractor shall provide all materials, equipment and labor to perform building construction maintenance and repair services to Village owned/operated facilities, attached as Exhibit “B”. Contractor shall apply for, obtain and close out all necessary building permits for all work related to individual projects. Possible projects shall include, but are not limited to, interior and exterior repairs to Village buildings, backhoe services.

X. **Fire Extinguishers and Hood (Ansul) Systems:** Contractor shall provide all materials, equipment and labor to perform maintenance repairs and testing on all Village owned fixed and portable fire extinguishers and hood systems according to applicable sections of NFPA 10, 17A and 96. All work shall be performed on a scheduled and systematic basis. In all cases, equipment shall be maintained to manufacturer’s specifications, kept in proper working order and in compliance with all applicable codes, at all times. The service provider shall schedule inspections and tests with the appropriate department’s representative to ensure all Village properties are in full compliance during the contract period.

XI. **Fire Alarm System:** Contractor shall provide all materials, equipment and labor to perform maintenance, repairs, testing and certification on Village fire alarm systems per NFPA 72. In all cases, all equipment shall be maintained to manufacturer’s specifications, kept in proper working order and in compliance with all applicable codes, at all times. The service provider shall coordinate inspections and tests with...
the appropriate department’s representative to ensure all Village properties are in full compliance during the contract period.

XII. **Fire Suppression Systems:** Contractor shall provide all materials, equipment and labor to perform maintenance, testing and repairs of Village owned fire hydrants, stand pipes, sprinkler systems and backflow preventer. Provide certification in accordance with applicable sections of NFPA 13, 14, 24, and 25. In all cases, all equipment shall be maintained to manufacturer’s specifications, kept in proper working order and in compliance with all applicable codes, at all times. The service provider shall coordinate inspections and tests with the appropriate department’s representative to ensure all Village properties are in full compliance during the contract period.

**INSURANCE REQUIREMENTS**

Proposers shall provide with their Proposal evidence of insurance acceptable to the Village and in compliance with the requirements set forth in this RFQ and the Contractual Services Agreement.

Upon execution of the Contractual Services Agreement, the Selected Firm shall, at its own expense, procure and maintain throughout the term of the Contractual Services Agreement and any renewals thereof, with insurers acceptable to the Village, the types and amounts of insurance conforming to the minimum requirements:

A. **Worker’s Compensation:** Coverage must apply for all employees and statutory limits in compliance with the applicable state and federal laws. In addition, the policy must include the following:

1. Employer’s Liability with a minimum limit per accident in accordance with statutory requirements.

2. Notice of Cancellation and/or Restriction. The endorser to provide the Village with thirty (30) days’ written notice of cancellation and/or restriction.

B. **Comprehensive General Liability:** Coverage must include:

1. $1,000,000.00 combined limit per occurrence for bodily injury, personal injury and property damage. If contract is less than $100,000.00, then, the general liability insurance requirement is $300,000.00.

2. Contractual coverage applicable to this specific contract, including any hold harmless and/or indemnification agreement.

3. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the Village with thirty (30) days’ written notice of cancellation and/or restriction.

C. **Comprehensive Automobile Liability:** Coverage must be afforded on a form no more
Certificates of Insurance evidencing the insurance coverage specified in this Article shall be submitted to the Village with the executed Contractual Services Agreement. The Certificates of Insurance shall be filed with the Village before the Contractual Services Agreement is deemed approved by the Village. The required Certificates of Insurance not only shall name types of policies provided, but also shall refer specifically to the Contractual Services Agreement. All the policies of insurance so required shall be endorsed to include as additional insured the Village, its officers, employees, and agents, except for Worker’s Compensation. If the initial insurance policy expires prior to completion of the Project, renewal Certificates of Insurance shall be furnished thirty (30) days prior to the date of the policy expiration.

PROPOSAL DOCUMENTS SUBMITTAL AND SELECTION

1. All Proposal Document packages, consisting of an original signed set, an electronic copy in Adobe Acrobat PDF Format, and five (5) copies of the attached “Bid Proposal” with attachments, must be received no later than 3:00 PM EST on January 22, 2016 (“Submittal Deadline”).

2. The electronic copy shall be exactly identical to what is contained in the original hardcopy Proposal. The CD shall contain a single .PDF file including all attachments in a format that enables word searches to the maximum extent possible. Forms and/or documents requiring signatures may be scanned but must be merged into the Proposal .PDF file.

3. **Late Proposal Documents in response to this Request for Quotes will not be accepted after the specified Submittal Deadline, and will be returned unopened to the Proposer.**

4. All Proposals shall be directed to:

   Village Clerk
   Islamorada, Village of Islands
   Administration and Public Safety Headquarters
   86800 Overseas Highway, 3rd Floor
   Islamorada, Florida 33036

Request for Quotes
Professional Contractor Services
RFQ-16-01

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All Proposal Documents will be reviewed and evaluated by the Evaluation Committee and selection will be made by the Village Council. The Evaluation Committee and/or the Village Council may deem it necessary to interview Proposers as part of the evaluation and selection process. The Communication Protocol outlined in page 2 of this RFQ is applicable to the Evaluation Committee. The Evaluation Committee is subject to the Sunshine Law and any ex-parte communications with any of its members prohibited.

***
APPENDIX A
LOCAL BUSINESS PREFERENCE ORDINANCE AND AFFIDAVIT

Sec. 2-327. - Guidelines.
(2) Preference for local businesses

For purposes of this subsection, the term "local business" shall mean the following:

(a) A business with a current required Monroe County occupational license or business tax receipt, which has a principal office located within the Upper Keys (Upper Keys shall be defined as that geographical area located from the southern boundary of the village at MM 72.658 north to the Miami-Dade County boundary line); and

(b) The principal office has been established a minimum of 18 consecutive months prior to the date of the solicitation of the purchase or contract and operates or performs business on a day-to-day basis that is a substantial component of the goods or services being offered to the village; and

(c) A minimum of 51 percent of the labor or personnel used to perform the purchase or contract reside in the Upper Keys at the time of submittal; and

(d) A minimum of 51 percent of the business' owners reside in the Upper Keys at the time of submittal.

(e) Post office boxes are not verifiable and shall not be used for the purpose of establishing a physical address pursuant to this subsection.

(f) Any business seeking certification as a local business shall execute and submit to the village an affidavit, in a form provided by the village, certifying that it meets the criteria established for a determination as a local business. The affidavit shall be submitted and kept on file with the village and updated at the time of submittal of any bid or proposal.

(3) Exemption: The local preference provided for by this subsection shall not be applied where the application of the preference would conflict with federal law, state law or the conditions of any funding source for the purchase or contract.

(4) Waiver: The application of local preference to a particular purchase or contract for which the village council is the awarding authority may be waived by the village council prior to the solicitation of the purchase or contract.

(5) Notice: Both bid documents and request for proposal documents shall include notice of the local preference policy and any applicable waiver in accordance with subsection 2-237(e)(4) above.

(6) Penalties:

(a) Misrepresentation. Any vendor, contractor, or firm who fails to act in good faith and misrepresents the local preference status as determined by the village shall be penalized.
manager in any bid or proposal submitted to the village for the purchases of or contracts for materials, supplies, equipment, improvements, or services shall:

(1) Lose the privilege to submit a bid or proposal to the village for a period of up to one year from the date the misrepresentation was discovered;

and

(2) Pay a penalty equal to the difference between the original purchase or contract award and the next lowest responsive, responsible bidder and pay an additional ten percent penalty based upon the original value of the purchase or contract awarded.

(b) Failure to maintain local business preference qualifications. Any vendor, contractor, or firm that fails to maintain its local preference status which resulted in the awarded contract shall be in breach of the contract and may be subject to termination of the contract, suspension of payments under the contract, and loss of the local preference status on the contract.

(c) Prior to the imposition of penalties provided for in 2-237(e)(6)(a) or (b) above, any vendor, contractor, or firm shall be entitled to notice from the village and an evidentiary hearing before the village council. Such hearing request shall be filed with the village clerk within 20 calendar days from receipt of the notice.

***
AFFIDAVIT
FOR CERTIFICATION AS A LOCAL BUSINESS
Islamorada, Village of Islands
Request for Quotes for Professional Contractors Services
(RFQ-16-01)

State of Florida
County of Monroe

BEFORE ME, the undersigned authority, _____________ (Affiant’s Name), personally appeared as ____________ (Title) of _______________ (Name of Firm), a _____________ (Type of Entity), who after having been sworn, deposes and states:

1. My name is _________________.
2. I am the _______________ (Title) of _________________ (Name of Firm), and I have personal knowledge of the facts stated herein.
3. _________________ (Name of Firm) seeks certification as a local business pursuant to Ordinance 2-327(e), Islamorada, Village of Islands, and Request for Quotes for Professional Contractors Services (RFQ-16-01); and
4. _________________, (Name of Firm) has a current Monroe County occupational license or business tax receipt, with a principal office located at _________________ (Physical Address), which is between MM 72.658 and the Miami-Dade County boundary line; and
5. The principal office has been established a minimum of 18 consecutive months prior to the December 21, 2015 date of solicitation of RFQ-16-01 and operates or performs business on a day-to-day basis that is a substantial component of the goods or services being offered to the village; and
6. A minimum of 51 percent of the labor or personnel used to perform the purchase contract reside in the Upper Keys (MM 72.658 to the Miami-Dade County boundary line) at the time of submittal; and
7. A minimum of 51 percent of the business’ owners reside in the Upper Keys (MM 72.658 to the Miami-Dade County boundary line) at the time of submittal.
RFQ 16-01: Professional Contracting Services

EXHIBIT A:
QUOTE DOCUMENTATION

COMPANY INFORMATION & SIGNATURE PAGE

Company EIN #: __________________________
Company Name: __________________________
Company Ownership: ______________________
Years in Business: _________________________
Company Address: _________________________

Company Phone Number: __________ Company Fax Number: __________
Company Web Address: __________________
Number of Employees: __________

*Management person responsible for direct contact with the Village and the services required for this Request for Quotes (RFQ)*

Name: __________________________
Title: __________________________
Phone Number: ____________________
Email Address: ____________________

_________________________ __________________
Signature of authorized representative Date

Type or print officer’s name: __________________________
Proposed Services: (i.e.: HVAC, Electrical, Roofing, General Contracting, etc...):


SERVICE RATES

Regular Hourly Labor Rates Monday-Friday (8 AM to 5 PM) ________ per hour

After Hours Labor Rates Monday – Friday ________ per hour

Weekend Rates Saturday - Sunday ________ per hour

Holiday Rates (Federal Holidays) ________ per hour

Markup of materials above vendor cost ________%

Equipment Fees (if applicable) ________

Miscellaneous shop fees (if applicable) ________

Fuel Surcharge (if applicable) ________

ON-CALL RESPONSE TIME

Regular hours Monday – Friday (8 AM – 5 PM) ________ minutes/hrs

Urgent (risk of property damage or long term health risk) ________ minutes/hrs

Emergency (high risk or danger of injury or loss of life) ________ minutes/hrs

Number of employees available for emergency calls ________

Will Service Rates be subject to an annual increase, based on CPI or otherwise? If yes, state the basis and/or percentage increase:


Page 2 of 3
COMPANY REFERENCES

Please list a minimum of five (5) references, two of which shall be corporate or municipal customers for whom you have performed frequent or ongoing services within the past three (3) years.

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ATTACHMENTS

To be found responsive to, or in compliance with, the RFQ and to be considered by the evaluation committee, Quote Packages must include the following documents:

1) Proof of Authority to Conduct Business in the State of Florida.

2) Proof of Registration with the Florida Department of Professional Regulations.

3) Proof of Insurance.

4) Proof of Contractor License and/or certifications as required by Florida State statutes.

5) Project Invoice Sample
RFQ 16-01: Professional Contracting Services

EXHIBIT B:
VILLAGE FACILITIES

1. Village Administrative Offices & Safety Headquarters / Fire Station #21
   86800 Overseas Highway

2. Founders Park
   87000 Overseas Highway

3. Fire Station #20
   81850 Overseas Highway

4. Fire Station #19
   74070 Overseas Highway

5. Sunshine Boulevard Wastewater Vacuum Pump Station
   142 Sunshine Boulevard

6. North Plantation Key Wastewater Re-Pump Station
   286 Gardenia Street

7. Middle Plantation Key Wastewater Vacuum Pump Station
   103 Key Heights Drive

8. South Plantation Key Wastewater Vacuum Pump Station
   86750 Overseas Highway

9. Upper Matecumbe Key Wastewater Vacuum Pump Station
   81953 Old Highway

10. Lower Matecumbe Key Wastewater Vacuum Pump Station
    75060 Overseas Highway

11. Library Beach Park
    81500 Overseas Highway

12. Anne's Beach Park
    73500 Overseas Highway

13. Green Turtle Hammock Park
    81224 Overseas Highway

14. Plantation Tropical Preserve
    90600 Overseas Highway
RFQ 16-01: Professional Contracting Services

EXHIBIT A:
QUOTE DOCUMENTATION

COMPANY INFORMATION & SIGNATURE PAGE

Company EIN #: ____________________________________

Company Name: ____________________________________

Company Ownership: ____________________________________

Years in Business: ____________________________________

Company Address: ____________________________________

Company Phone Number: __________ Company Fax Number: __________

Company Web Address: ____________________________________

Number of Employees: ______________________

Management person responsible for direct contact with the Village and the services required for this Request for Quotes (RFQ)

Name: ____________________________________

Title: ____________________________________

Phone Number: ______________________

Email Address: ______________________

_________________________________________  ______________
Signature of authorized representative  Date

Type or print officer's name: ______________________
Proposed Services: (i.e.: HVAC, Electrical, Roofing, General Contracting, etc...):


SERVICE RATES

Regular Hourly Labor Rates Monday-Friday (8 AM to 5 PM)  __________ per hour

After Hours Labor Rates Monday – Friday  __________ per hour

Weekend Rates Saturday - Sunday  __________ per hour

Holiday Rates (Federal Holidays)  __________ per hour

Markup of materials above vendor cost  __________%

Equipment Fees (if applicable)  __________

Miscellaneous shop fees (if applicable)  __________

Fuel Surcharge (if applicable)  __________

ON-CALL RESPONSE TIME

Regular hours Monday – Friday (8 AM – 5 PM)  __________ minutes/hrs

Urgent (risk of property damage or long term health risk)  __________ minutes/hrs

Emergency (high risk or danger of injury or loss of life)  __________ minutes/hrs

Number of employees available for emergency calls  __________

Will Service Rates be subject to an annual increase, based on CPI or otherwise? If yes, state the basis and/or percentage increase:

_________________________________________.
COMPANY REFERENCES

Please list a minimum of five (5) references, two of which shall be corporate or municipal customers for whom you have performed frequent or ongoing services within the past three (3) years.

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2) Proof of Registration with the Florida Department of Professional Regulations.

3) Proof of Insurance.

4) Proof of Contractor License and/or certifications as required by Florida State statutes.

5) Project Invoice Sample
RFQ 16-01: Professional Contracting Services

EXHIBIT B:
VILLAGE FACILITIES

1. Village Administrative Offices & Safety Headquarters / Fire Station #21
   86800 Overseas Highway

2. Founders Park
   87000 Overseas Highway

3. Fire Station #20
   81850 Overseas Highway

4. Fire Station #19
   74070 Overseas Highway

5. Sunshine Boulevard Wastewater Vacuum Pump Station
   142 Sunshine Boulevard

6. North Plantation Key Wastewater Re-Pump Station
   286 Gardenia Street

7. Middle Plantation Key Wastewater Vacuum Pump Station
   103 Key Heights Drive

8. South Plantation Key Wastewater Vacuum Pump Station
   86750 Overseas Highway

9. Upper Matecumbe Key Wastewater Vacuum Pump Station
   81953 Old Highway

10. Lower Matecumbe Key Wastewater Vacuum Pump Station
    75060 Overseas Highway

11. Library Beach Park
    81500 Overseas Highway

12. Anne’s Beach Park
    73500 Overseas Highway

13. Green Turtle Hammock Park
    81224 Overseas Highway

14. Plantation Tropical Preserve
    90600 Overseas Highway
This addendum forms a part of the Request for Quotes (RFQ) and clarifies the original Request for Quotes as noted.

I. The RFP is hereby revised as follows (strike-thru indicates items deleted or replaced and underline indicates items added or revised):

Islamorada, Village of Islands (the “Village”) will receive quotes from professional contractors for various routine maintenance and projects within the Village, per specifications and scope of services as needed, until 3:00 p.m. on January 22, 2016. 3:00 p.m. EST on February 5, 2016. Sealed bid quote packages will be opened by the Village Clerk at 3:15 p.m. EST on February 5, 2016.

All requests for information or clarification regarding this proposal shall be made in writing and submitted to Ana Hernandez, Procurement and Grants Administrator at ana.hernandez@islamorada.fl.us no later than January 15, 2016. January 29, 2016. Inquiries, clarifications or requests for interpretations will not be responded to if received after this date and time.

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