

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20030849

1. REQUESTED MOTION:

ACTION REQUESTED: Approve award of Quote No. Q-030515, Delivery Service for the Library System, to the low quoter meeting specifications, Ace Expeditors Inc., for an annual cost of \$62,816.00. The initial contract period shall run for one year. Also request authority to renew this quote for four additional one-year periods, upon mutual agreement of both parties.

WHY ACTION IS NECESSARY: To establish a quote for delivery service for the Library System.

WHAT ACTION ACCOMPLISHES: Establishes a competitive, fair market price for delivery service for the Library.

2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #

C6B

3. MEETING DATE:

08-12-2003

4. AGENDA:

- CONSENT
- ADMINISTRATIVE APPEALS
- PUBLIC WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE AC-4-1
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER _____
- B. DEPARTMENT _____
- C. DIVISION Library

BY: Cynthia Cobb

7. BACKGROUND:

In order to establish a quote for Delivery Service for the Library System, the Purchasing Division solicited sealed quotations for this project. Sealed quotes were received on June 17, 2003. On that date seven quotes were received. The low quoter, Rush Messenger Service West, was disqualified because they did not include Saturday delivery service (a requirement) and also modified the pricing structure. Funding will come from the individual division's budget and they will be responsible for monitoring their own expenditures.

ATTACHMENTS: (1) Tabulation Sheet (3) Ace Expeditors Inc.'s Quote
(2) Specifications (4) Department Recommendation

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services	G County Manager
<i>Cynthia Cobb</i> 7/29/03	<i>Paul Sheehan</i> 7-24-03 <i>E. J. Harrison</i>			<i>[Signature]</i> 8/1/03	<i>[Signature]</i> 7/31/03 OM Risk GC 7/31/03	<i>[Signature]</i> 7/31/03

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: 7/30/03
Time: 10:30 am

Forwarded To:
D. Tamara
7/31/03 9:00 am

RECEIVED BY
COUNTY ADMIN: *TD*
7-31-03
11:05
COUNTY ADMIN
FORWARDED TO: *[Signature]*
7/31/03

FORMAL QUOTATION #Q-030515		LEE COUNTY, FLORIDA TABULATION SHEET												
OPENING DATE: June 17, 2003		DELIVERY SERVICE FOR THE LIBRARY SYSTEM												
BUYER: EARL PFLAUMER		FOR												
VENDORS	Ace	Silver Star	Quix	C.P.R.	Florida	Chris Lucas	Rush Messenger	Expeditors	Express dba/	Express	Carrier Inc.	Courier	Courier Service	Service West
	Inc.	CD&L	Inc.			Express Inc.	Inc.							
Current Routes (2) Cost per Month	\$5,234.00	\$5,779.16	\$6,201.00	\$7,437.15	\$8,090.00	\$13,500.00	\$4,084	\$62,816.00	\$69,350.00	\$74,412.00	\$89,245.80	\$97,086.00	\$162,000.00	\$49,008.00
Current Routes (2) Cost per Year (12 mos.)	\$62,816.00	\$69,350.00	\$74,412.00	\$89,245.80	\$97,086.00	\$162,000.00	\$49,008.00							
Future Routes (3) Cost per Month	\$5,593.00	\$5,854.16	\$7,501.00	\$8,760.25	\$3,888.00	\$14,580.00	\$3,860.00							
Future Routes (3) Cost per Year (12 mos.)	\$67,116.00	\$70,250.00	\$90,012.00	\$105,123.00	\$46,656.00	\$174,960.00	\$46,320.00							
OPTION 1: Cost to Add or Delete Day of Service														
Library Administration	\$14.00	\$10.50	\$12.00	\$26.20	\$22.00	\$45.00	\$19.20							
Bonita Springs Library	\$14.00	\$10.50	\$17.00	\$26.20	\$24.00	\$45.00	\$10.20							
Cape Coral Library	\$14.00	\$10.50	\$15.00	\$26.20	\$22.00	\$45.00	\$32.00							
Capiva Library	\$14.00	\$10.50	\$17.00	\$40.00	\$26.00	\$45.00	\$20.00							
Dunbar Library	\$14.00	\$10.50	\$12.00	\$26.20	\$22.00	\$45.00	\$4.80							
East County Regional Library	\$14.00	\$10.50	\$12.00	\$26.20	\$24.00	\$45.00	\$6.40							
Fort Myers Library	\$14.00	\$10.50	\$12.00	\$26.20	\$22.00	\$45.00	\$19.20							
Lakes Regional Library	\$14.00	\$10.50	\$12.00	\$26.20	\$24.00	\$45.00	\$4.80							
Library Processing Center	\$14.00	\$10.50	\$15.00	\$26.20	\$24.00	\$45.00	\$19.20							
North Fort Myers Library	\$14.00	\$10.50	\$15.00	\$26.20	\$24.00	\$45.00	\$4.80							
Northwest Regional Library	\$14.00	\$10.50	\$15.00	\$26.20	\$24.00	\$45.00	\$9.60							
Pine Island Library	\$14.00	\$10.50	\$17.00	\$30.00	\$26.00	\$45.00	\$20.00							
Riverdale Library	\$14.00	\$10.50	\$12.00	\$26.20	\$24.00	\$45.00	\$6.80							
Rutenberg Library	\$14.00	\$10.50	\$12.00	\$26.20	\$24.00	\$45.00	\$6.40							
South County Regional Library	\$14.00	\$10.50	\$15.00	\$26.20	\$24.00	\$45.00	\$16.00							
Talking Books Library	\$14.00	\$10.50	\$12.00	\$26.20	\$24.00	\$45.00	\$4.80							

ATTACHMENT #2

FORMAL QUOTE NO.: Q-030515



PROJECT NO.: Q-030515

OPEN DATE: JUNE 17, 2003

AND TIME: 2:30 P.M.

PRE-BID DATE: MAY 30, 2003

AND TIME: 10:00 AM

LOCATION: Purchasing Division
3434 Hancock Brdg. Pkwy. 3rd floor
North Fort Myers, Florida

REQUEST FOR QUOTATIONS

TITLE:
DELIVERY SERVICE FOR THE LIBRARY SYSTEM

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS
DIVISION OF PURCHASING

MAILING ADDRESS

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

PHYSICAL ADDRESS

3434 HANCOCK BRIDGE PKWY, #307
NORTH FORT MYERS, FL 33903

BUYER: EARL PFLAUMER, CPPB
PURCHASING AGENT
PHONE NO.: (239) 689-7394

GENERAL CONDITIONS

Sealed Quotations will be received by the DIVISION OF PURCHASING, until 2:30pm on the date specified on the cover sheet of this "Request for Quotations", and opened immediately thereafter by the Purchasing Director or designee.

Any question regarding this solicitation should be directed to the Buyer listed on the cover page of this solicitation, or by calling the Division of Purchasing at (239) 689-7385.

1. **SUBMISSION OF QUOTE:**

- a. Quotations shall be sealed in an envelope, and the outside of the envelope should be marked with the following information:
 - 1. Marked with the words "Sealed Quote"
 - 2. Name of the firm submitting the quotation
 - 3. Title of the quotation
 - 4. Quotation number
- b. The Quotation shall be submitted in triplicate as follows:
 - 1. The original consisting of the Lee County quotes forms completed and signed.
 - 2. A copy of the original quote forms for the Purchasing Director.
 - 3. A second copy of the original quote forms for use by the requesting department.
- c. The following should be submitted along with the quotation in a separate envelope. This envelope should be marked as described above, but instead of marking the envelope as "Sealed Quote", please indicate the contents; i.e., literature, drawings, submittals, etc. This information should be submitted in duplicate.
 - 1. Any information (either required or in addition to that asked for by the specifications) necessary to analyze your quotation; i.e., required submittals, literature, technical data, financial statements.
 - 2. Warranties and guarantees against defective materials and workmanship.
- d. **ALTERNATE QUOTE:** If the vendor elects to submit more than one quote, then the quotes should be submitted in separate envelopes and marked as indicated above. The second, or alternate quote should be marked as "Alternate".
- e. **QUOTES RECEIVED LATE:** It is the quoter's responsibility to ensure that his quote is received by the Division of Purchasing prior to the opening date and time specified. Any quote received after the opening date and time will be promptly returned to the quoter unopened. Lee County will not be responsible for quotes received late because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc.
- f. **QUOTE CALCULATION ERRORS:** In the event there is a discrepancy between the total quoted amount or the extended amounts and the unit prices quoted, the unit prices will prevail and the corrected sum will be considered the quoted price.
- g. **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.).

- h. **WITHDRAWAL OF QUOTE:** No quote may be withdrawn for a period of 90 days after the scheduled time for receiving quotes. A quote may be withdrawn prior to the quote-opening date and time. Such a request to withdraw should be made in writing to the Purchasing Director, who will approve or disapprove of the request.
- i. **COUNTY RESERVES THE RIGHT:** The County reserves the right to waive minor informalities in any quote; to reject any or all quotes with or without cause; and/or to accept the quote that in its judgment will be in the best interest of the County of Lee.
- j. **EXECUTION OF QUOTE:** All quotes shall contain the signature of an authorized representative of the quoter in the space provided on the quote proposal form. All quotes shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the quote shall be initialed.

2. **ACCEPTANCE**

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 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 equality. However, if a product other than that specified is quote, it is the vendor's responsibility to name such product with his quote 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 quoter 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 require only a specific product 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.

- a. Occupational License – Vendor shall submit within 10 calendar days after request.
- b. Specialty License(s) – Vendor shall possess at the time of the opening of the quote all necessary permits and/or license required for the sale of this product and/or service and upon the request of the County provide copies of licenses and/or permits within 10 calendar days after request.

5. **RECYCLED PRODUCTS**

It is the Lee County Board of County Commissioners' stated policy objective to "Ensure all departments are aware of the availability of recycled products..." (Administrative Code #AC-10-4). In an effort to provide the utmost opportunity for the use of recycled products by Lee County, vendors should list on their letterhead, all necessary information regarding any applicable recycled products they have available. Recycled products should meet all other specifications listed and have a minimum of 50%-recycled content. Whenever fiscally feasible, available recycled products will be purchased.

6. **WARRANTY/GUARANTY** (unless otherwise specified)

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.

7. **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 quote 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 quoters who attend the pre-bid conference will be allowed to quote on this project.

8. **BIDDERS LIST MAINTENANCE**

A bidder should respond to "Request for Quotations" in order to be kept on the Bidder's List. Failure to respond to three different "request for quotations" may result in the vendor being removed from the Bidder's List. A bidder may do one of the following, in order to respond properly to the request:

- a. Submission of a quotation prior to the quote receipt deadline.
- b. Submission of a "no bid" notice prior to the quote receipt deadline.

9. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail one original invoice and one invoice copy 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 quote.

Lee county will not be liable for request of 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 contractors or quoters should include in their quote all sales or use taxes, which they will pay when making purchases of material or subcontractor's services.

10. **LEE COUNTY BID PROTEST PROCEDURE**

Any contractor/vendor/firm that has submitted a formal bid/quote/proposal to Lee County, and who is adversely affected by an intended decision with respect to the award of the formal bid/quote/proposal, shall file with the County's Purchasing Director or Public Works Director a written "Notice of Intent to File a Protest" not later than seventy-two (72) hours (excluding Saturdays, Sundays and Legal Holidays) after receipt of a "Notice of Intended Decision" from the County with respect to the proposed award of the formal bid/quote/proposal.

The "Notice of Intent to File a Protest" is one of two documents necessary to perfect Protest. The second document is the "Formal Written Protest", both documents are described below.

The "Notice of Intent to File a Protest" document shall state all grounds claimed for the Protest, and clearly indicate it as the "Notice of Intent to File a Protest". Failure to clearly indicate the Intent to file the Protest shall constitute a waiver of all rights to seek any further remedies provided for under this Protest Procedure.

The "Notice of Intent to File a Protest" shall be received ("stamped in") by the Purchasing Director or Public Works Director not later than Four o'clock (4:00) PM on the third working day following the day of receipt of the County's Notice of Intended Decision.

The affected party shall then file its Formal Written Protest within ten (10) calendar days after the time for the filing of the Notice of Intent to File a Protest has expired. Except as provided for in the paragraph below, upon filing of the Formal Written Protest, the contractor/vendor/firm shall post a bond, payable to the Lee County Board of County Commissioners in an amount equal to five percent (5%) of the total bid/quote/proposal, or Ten Thousand Dollars (\$10,000.00), whichever is less. Said bond shall be designated and held for payment of any costs that may be levied against the protesting contractor/vendor/firm by the Board of County Commissioners, as the result of a frivolous Protest.

A clean, Irrevocable Letter of Credit or other form of approved security, payable to the County, may be accepted. Failure to submit a bond, letter of credit, or other approved security simultaneously with the Formal Written Protest shall invalidate the protest, at which time the County may continue its procurement process as if the original "Notice of Intent to File a Protest" had never been filed. Any contractor/vendor/firm submitting the County's standard bond form (CSD: 514), along with the bid/quote/proposal, shall not be required to submit an additional bond with the filing of the Formal Written Protest.

The Formal Written Protest shall contain the following:

- County bid/quote/proposal identification number and title.
- Name and address of the affected party, and the title or position of the person submitting the Protest.
- A statement of disputed issues of material fact. If there are no disputed material facts, the Formal Protest must so indicate.
- A concise statement of the facts alleged, and of the rules, regulations, statutes, or constitutional provisions, which entitle the affected party to relief.
- All information, documents, other materials, calculations, and any statutory or case law authority in support of the grounds for the Protest.
- A statement indicating the relief sought by the affected (protesting) party.
- Any other relevant information that the affected party deems to be material to Protest.

Upon receipt of a timely filed "Notice of Intent to File a Protest", the Purchasing Director or Public Works Director (as appropriate) may abate the award of the formal bid/quote/proposal as appropriate, until the Protest is heard pursuant to the informal hearing process as further outlined below, except and unless the County Manager shall find and set forth in writing, particular facts and circumstances that would require an immediate award of the formal bid/quote/proposal for the purpose of avoiding a danger to the public health, safety, or welfare. Upon such written finding by the County Manager, the County Manager may authorize an expedited Protest hearing procedure. The expedited Protest hearing shall be held within ninety-six (96) hours of the action giving rise to the contractor/vendor/firm's Protest, or as soon as may be practicable for all parties. The "Notice of Intent to File a Protest" shall serve as the grounds for the affected party's presentation and the requirements for the submittal of a formal, written Protest under these procedures, to include the requirement for a bond, shall not apply.

The Dispute Committee shall conduct an informal hearing with the protesting contractor/vendor/firm to attempt to resolve the Protest, within seven working days (excluding Saturdays, Sundays and legal holidays) from receipt of the Formal Written Protest. The Chairman of the Dispute Committee shall ensure that all affected parties may make presentations and rebuttals, subject to reasonable time limitations, as appropriate. The purpose of the informal hearing by the Dispute Committee, the protestor and other affected parties is to provide and opportunity: (1) to review the basis of the Protest; (2) to evaluate the facts and merits of the Protest; and (3) to make a determination whether to accept or reject the Protest.

Once a determination is made by the Dispute Committee with respect to the merits of the Protest, the Dispute Committee shall forward to the Board of County Commissioners its recommendations, which shall include relevant background information related to the procurement.

Upon receiving the recommendation from the Dispute Committee, the Board of County Commissioners shall conduct a hearing on the matter at a regularly scheduled meeting. Following presentations by the affected parties, the Board shall render its decision on the merits of the Protest.

If the Board's decision upholds the recommendation by the Dispute Committee regarding the award, and further finds that the Protest was either frivolous and/or lacked merit, the Board, at its discretion, may assess costs, charges, or damages associated with any delay of the award, or any costs incurred with regard to the protest. These costs, charges or damages may be deducted from the security (bond or letter of credit) provided by the contractor/vendor/firm. Any costs, charges or damages assessed by the Board in excess of the security shall be paid by the protesting contractor/vendor/firm within thirty (30) calendar days of the Board's final determination concerning the award.

All formal bid/quote/proposal solicitations shall set forth the following statement:

“FAILURE TO FOLLOW THE BID PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIMEFRAMES AS PRESCRIBED HEREIN AND ESTABLISHED BY LEE COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA, SHALL CONSTITUTE A WAIVER OF YOUR PROTEST AND ANY RESULTING CLAIMS.”

11. **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.

12. **QUALIFICATION OF QUOTERS** (unless otherwise noted)

Quotes will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Quoters 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 quotes where evidence submitted or investigation and evaluation indicates an inability of the quoter to perform.

13. **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.

14. **MISCELLANEOUS**

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

15. **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.

16. **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.

17. **COUNTY RESERVES THE RIGHT**

a) **State Contract**

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

b) **Any Single Large Project**

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

c) **Disadvantaged Business Enterprises**

The County, in its sole discretion, reserves the right to purchase any of the items in this quote from Disadvantage 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 quote from DBE's to fulfill the County's state policy toward DBE's as outlined in County Ordinance 88-45 and 90-04, as amended.

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 insure 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 insure 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.

18. **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.

19. **DRUG FREE WORKPLACE**

Whenever two or more quotes/proposals, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a quote/proposal 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.

20. **REQUIRED SUBMITTALS**

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

21. **TERMINATION**

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

Any vendor who has voluntarily withdrawn from a formal quote/proposal 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 Purchasing.

22. **CONFIDENTIALITY**

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

23. **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.

24. **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:
DELIVERY SERVICE FOR THE LEE COUNTY LIBRARY SYSTEM

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:

The undersigned acknowledges receipt of Addenda numbers: _____

CURRENT ROUTES (2): \$ _____ COST PER MONTH
\$ _____ COST PER YEAR (12 MONTHS)
(BASIS OF AWARD)

FUTURE ROUTES (3): \$ _____ COST PER MONTH
\$ _____ COST PER YEAR (12 MONTHS)

OPTION 1: COST TO ADD OR DELETE A DAY OF SERVICE FOR THE FOLLOWING LIBRARIES:

LIBRARY ADMINISTRATION	\$ _____ PER DAY
BONITA SPRINGS LIBRARY	\$ _____ PER DAY
CAPE CORAL LIBRARY	\$ _____ PER DAY
CAPTIVA LIBRARY	\$ _____ PER DAY
DUNBAR LIBRARY	\$ _____ PER DAY
EAST CO. REGIONAL LIBRARY	\$ _____ PER DAY
FORT MYERS LIBRARY	\$ _____ PER DAY
LAKES REGIONAL LIBRARY	\$ _____ PER DAY
LIBRARY PROCESSING	\$ _____ PER DAY

OPTION 1 (CONTINUED)

NORTH FORT MYERS LIBRARY	\$ _____ PER DAY
NORTHWEST REGIONAL LIBRARY	\$ _____ PER DAY
PINE ISLAND LIBRARY	\$ _____ PER DAY
RIVERDALE LIBRARY	\$ _____ PER DAY
RUTENBERG LIBRARY	\$ _____ PER DAY
SOUTH CO. REGIONAL LIBRARY	\$ _____ PER DAY
TALKING BOOKS LIBRARY	\$ _____ PER DAY

OPTION 2: HOURLY RATE CHARGE FOR SPECIAL TRIPS, (WHICH INCLUDES, BUT IS NOT LIMITED TO, THE STORAGE FACILITY, GOODWILL, AND COUNTY ADMINISTRATION) \$ _____ PER HOUR

TO BE STARTED WITHIN _____ CALENDAR DAYS AFTER RECEIPT OF AWARD AND PURCHASE ORDER.

Is your firm interested in being considered for the Local Vendor Preference?
 Yes _____ No _____

If yes, then read the paragraph entitled "Local Vendor Preference" included in these specifications. Also complete the Local Vendor Preference Questionnaire and return with your quotation.

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 non-responsive 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 QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE 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 MATERIAL (AS APPLICABLE) AND THE REMOVAL FROM THE MASTER BIDDERS LIST.

FIRM NAME _____

BY (Printed): _____

BY (Signature): _____

TITLE: _____

FEDERAL ID# or S.S.#: _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

CELLULAR PHONE/PAGER NO.: _____

LEE COUNTY OCCUPATIONAL LICENSE NO.: _____

E-MAIL ADDRESS: _____

**LEE COUNTY, FLORIDA
DETAILED SPECIFICATIONS FOR
DELIVERY SERVICE FOR THE LEE COUNTY LIBRARY SYSTEM**

SCOPE

The purpose of this "Request for Quotations" is to contract with a firm to perform pick-up and delivery services between the various Lee County Libraries. Primarily, the awarded vendor shall be responsible for transporting books, paperwork, media equipment, etc. between the different library locations on a weekly schedule.

"Speedy Delivery" is not the main purpose of this service. Instead, the libraries are more interested in a consistent, accurate, flexible, and courteous delivery service.

DESCRIPTION OF THE LIBRARIES AND ROUTES

Given below is the current route schedule. The schedule is subject to change throughout the year depending on Library needs. There are currently two separate routes, which requires a separate van and driver for each. Each route has a daily list of the particular libraries involved, and the order in which they are to be serviced. The vendor shall not vary from these routes, as described, without authorization from the County. When Lakes Regional Library is built, an additional route will necessary.

CURRENT ROUTES: (See Exhibit "A" for current delivery schedule for Routes "A" & "B")

Start and finish of each route

Library Processing

2 stops per day Mon – Fri

Library Administration

2 stops per day Mon – Sat

East Co. Regional Library

Cape Coral Library

Fort Myers Library

Rutenberg Library

South Co. Regional Library

1 stop per day Mon - Fri

Bonita Springs Library

North Fort Myers Library

Talking Books Library

1 stop per day Tues – Fri

Captiva Library

Dunbar Library

Riverdale Library

Pine Island Library

FUTURE ROUTES:

Start and finish of each route
Library Processing

2 stops per day Mon – Fri
Library Administration

2 stops per day Mon – Sat
East Co. Regional Library
Cape Coral Library
Fort Myers Library
South Co. Regional Library
Lakes Regional Library
Northwest Regional Library

1 stop per day Mon - Fri
Bonita Springs Library
North Fort Myers Library
Talking Books Library

1 stop per day Tues – Fri
Captiva Library
Dunbar Library
Riverdale Library
Pine Island Library

* In addition to the regular route and material, every other Wednesday Payroll Checks will be picked up at Library Administration (Fort Myers Library) and delivered to the various libraries. The payroll checks will be picked up after the driver leaves Library Processing and before proceeding to the next scheduled stop.

We will also require one driver to transport boxes to a storage facility and/or Goodwill. This will be done on an “on call” basis and will be done at the end of the driver’s day, after he returns to Library Processing, unloads, etc. This service averages out to once per week

Goodwill Industries

Uncle Bob’s
3780 Central Ave
Fort Myers, FL. 33901

County Administration
2115 Second Street
Fort Myers, FL 33901

DELIVERY TIME FRAMES

Each Route will start by 8:30 a.m. at Library Processing, and will finish by 5:00 p.m. at Library Processing. The Delivery Service can adjust their start time on a particular day to match the opening times at the Library Branches.

DESCRIPTION OF EACH LIBRARY

Bonita Springs Library:

Contact Person: Maureen Pollock
Address: 26876 Pine Ave., Bonita Springs, 33923-5009
Phone Number: 992-7457

Captiva Memorial Library:

Contact Person: Carolyn McKinney
Address: 11560 Chapin Lane, Captiva, 33924-0099
Phone Number: 472-2133

Cape Coral Library:

Contact Person: Sharon Myers
Address: 921 S.W. 39th Terrace, Cape Coral, 33914-5721
Phone Number: 549-1868

Dunbar Jupiter Hammon Library:

Contact Person: Jill Horrom
Address: 1936 Henderson Ave., Ft. Myers, 33916-2032
Phone Number: 334-7341

East County Regional Library:

Contact Person: Susan Hayes
Address: 881 Gunnery Road, Lehigh Acres, 33971
Phone Number: 461-7320

Fort Myers - Lee County Library:

Contact Person: Madeleine Plummer
Address: 2050 Central Ave., Fort Myers, 33901-3989
Phone Number: 479-4635

Library Administration:

Contact Person: Shirley Rentz
Address: 2345 Union Street, Fort Myers, 33901
Phone Number: 461-2900

Lakes Regional Library:

Contact Person: (To Be Determined)
Address: corner of Gladiolus and Bass Rds

Library Processing Center:

Contact Person: TBD
Address: 881 Gunnery Rd, Suite 2, Lehigh Acres, 33971
Phone Number: 461-7380

North Fort Myers Library:

Contact Person: Maryellen Woodside
Address: 2001 N. Tamiami Trail, North Fort Myers, 33903-2802
Phone Number: 656-7948

Northwest Regional Library:

Contact Person: (To Be Determined)
Address: Chiquita Ave near Mariner High School

Pine Island Library:

Contact Person: Randy Briggs
Address: 10700 Russell Rd., Bokeelia, 33922-3110
Phone Number: 283-2071

Riverdale Library:

Contact Person: Sharon Hamman
Address: 14561 State Road 80, Fort Myers, 33905-2345
Phone Number: 694-3697

Rutenberg Library:

Contact Person: Lesa Holstine
Address: 6490 South Point Blvd., Fort Myers, 33919-4954
Phone Number: 433-5909

South County Regional Library:

Contact Person: Linda Holland
Address: 21100 Three Oaks Parkway, Estero, FL 33928-3020
Phone Number: 498-6421

Talking Books Library:

Contact Person: Marylou Tuckwiller
Address: 13240 N. Cleveland Ave., Ft. Myers, 33903-4855
Phone Number: 995-2665

OPTION 1

Throughout the term of this contract, Lee County may need to add or subtract libraries, or days of service for a library, from the routes. Please quote a cost figure that can be used for this purpose. (Example: If we increased the service to a library from three days to five days per week. This option would be used to pay for those two additional days of service). **Quote this figure per day, not per week, or year.**

OPTION 2

Periodically, the Library System will need materials or other items delivered to a non-library site. Option 2 will be used to pay for these types of deliveries, on an hourly basis.

DAY OF SERVICE - DEFINED

The term "day of service" means one day of service to a library per week. That can be any combination of Monday through Friday. An example of three days of service for a Library would be a Monday, Wednesday, and Friday delivery to the Bonita Springs Library. This would be three days of service to the Bonita Springs Library. When pricing days of service for the libraries, be sure to quote in this manner.

ITEMS TO BE TRANSPORTED BETWEEN LIBRARIES

BOOKS, VIDEOS, AUDIOS, AND OTHER LIBRARY MATERIALS:

The primary purpose of this service is to transport library materials between the different library locations. The library staff at each location will prepare materials for delivery by boxing and labeling each. These boxes are normally kept in one designated area of each library. The vendor will be responsible for loading, transporting, and delivering the materials to the proper inside location at each library. The weight of the boxes should not be more than 50 lbs. each.

At some of the smaller libraries, it is not practical for them to use separate boxes for each library location. These smaller libraries normally put all of the materials requested for the different libraries together in one box. It will be the responsibility of the driver to separate these materials into boxes going to the proper libraries.

INTEROFFICE ENVELOPES:

These envelopes carry paperwork between the libraries. They should be delivered to the designated individual at each location.

PAYCHECKS

Every other Wednesday, Lee County employees are paid. The employees at the various libraries will receive their paychecks through this delivery service. On this Wednesday, along with the normal schedule, the drivers must pick-up the payroll checks from Library Administration and distribute them to each library. The Payroll checks will be available for pick-up at approximately 10:00 a.m. This is an approximate time, and the driver will be expected to wait for up to one hour, should the checks be delayed.

AUDIO/VISUAL EQUIPMENT

Occasionally, audio/visual equipment may be transported from one library to another. Audio/visual equipment includes projectors, screens, televisions, videocassette recorders, display canisters, tape recorders, and sound systems.

TABLES

Folding tables are occasionally moved from one library location to another. The size of the folding table is approximately 30" wide x 72" long.

MONEY - CURRENCY

The courier service may transport money between the libraries, other than the payroll checks. It will be transported in locked bank bags and will require a signature from the releasing and receiving parties. The amount transported will average between \$50.00 and \$5,000.00. The driver will be responsible for safeguarding the bags while the van is unattended.

MISC. ITEMS

On occasion, the vendor may be called upon to transport other related library supplies, equipment, displays, etc. Oversized and/or overweight items will require a special trip and will be charged using option 2.

VENDOR REQUIREMENTS AND QUALIFICATIONS:

VEHICLE:

The vendor must have available "cargo van" type vehicles adequate to perform the given tasks. This means they must be of adequate size to transport the given load. Also, the vendor shall have a back-up "cargo van" available to fill-in when necessary. All vans are to be in excellent condition. Vans that leak, have sprung doors, etc. are unacceptable.

EQUIPMENT

The vendor shall have all equipment necessary to perform this contract (i.e. hand truck).

DRIVER

All vehicle drivers shall have a valid Florida State Drivers' License that is proper for this type of work. Drivers shall wear either a uniform, identifying the vendor, or name badges identifying the vendor and the driver's name. Drivers shall be properly supervised, alert, and suitable to the work, with no impairment from drugs or alcohol. Drivers are not to loiter at the libraries.

Lee County reserves the right to request a driver be replaced, because of conflicts with Library personnel or non-compliance with this contract. Once requested, the vendor will have the driver replaced within five working days.

Lee County desires that the same drivers be used for these routes. This will allow the driver to become familiar with the workings of each library.

Should the driver at any time experience problems or have questions, they should contact the proper person at the appropriate library. General questions or problems should be directed to Linda Phillips (Library Processing) at 461-7380. It is the County's intent to work closely with the vendor, and to resolve any issues as quickly as possible.

The vendor shall have back-up personnel available that are familiar with these routes, so they may fill-in when the primary driver is unavailable.

FLEXIBILITY

During the term of this contract, it may be necessary to change the routes. Lee County reserves the right to adjust these routes as necessary, and adjust the payment amount by using Option 1.

Also, on occasion it may be necessary to make special trips for an unusual situation. Special trips will be paid by using Option 2.

ESTIMATED USAGE

Books in boxes are the primary items to be transported. Approximately 21,327 boxes were transported during fiscal year 97-98. The number of boxes transported is given as information only, and no guarantees are expressed or implied.

DAMAGED OR LOST ITEMS

If items are damaged or lost while in the transport/care of the vendor, it will be the vendor's responsibility to repair or replace the damaged items. The vendor shall not be responsible for items damaged by the County.

TOLLS

The vendor shall be responsible for paying any tolls applicable to this service. The vendor should include these charges in their quoted prices.

MATERIALS PICK-UP & DELIVERY LOG

The awarded vendor will be required to keep a log of the materials that are picked-up and dropped-off at each location. The County will provide the log form. This form will be turned in each day to the Library Processing Center personnel, at the end of each route.

MISCELLANEOUS

The libraries will provide all boxes needed by the courier for transporting books and other items.

In order to resolve problems or questions throughout the term of the contract, Lee County will require the name, phone number, and office address of the supervisor in charge of overseeing this contract.

METHOD OF PAYMENT

Payment will be made per month, after service has been rendered. Please submit all payment requests to:

Lee County Library Administration
Fiscal
2345 Union Street
Fort Myers, FL 33901

BASIS OF AWARD

Award will be made to the overall low quoter of the current routes, and who meets all specification requirements, this includes good references and the proper vehicles and personnel. Lee County reserves the right to determine who meets the specification requirements.

TERM OF QUOTE

This quote shall be in effect for one year, or until new quotes are taken and awarded. This quote (or any portion thereof) has the option of being renewed for four additional one-year periods, upon mutual agreement of both parties.

LEE COUNTY HOLIDAYS

All libraries are closed on Lee County observed holidays; therefore, the delivery service will not be required on these days. Given below is a list of Lee County observed holidays.

New Years Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	As designated
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday
Christmas Day	December 25
Martin Luther King's Birthday	As designated

When New Years Day and Christmas Day fall on a weekday (Mon-Fri), an extra day off is granted for each one, either before or after the holiday.

SERVICE RATE CHANGES

All service rates shall be firm and will not vary during the first year of the agreement. A request for a price increase during the second to fifth year of the contract will be reviewed by the Library Division and the Purchasing Division. A price increase will only take effect after being authorized by Lee County Purchasing in writing to the vendor.

LOCAL BIDDER'S PREFERENCE

Note: In order for your firm to be considered for the local vendor preference, you must complete and return the attached "Local Vendor Preference Questionnaire" with your quotation.

The Lee County Local Bidder's Preference Ordinance No. 00-10 is being included as part of the award process for this project. As such, Lee County at its sole discretion, may choose 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.

"Local Contractor / Vendor" shall mean: a) 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 County, Florida; or b) any person, firm, partnership, company or corporation that has provided goods or services to Lee County on a regular basis for the preceding consecutive five (5) years, and that has the personnel, equipment and materials located within the boundaries of Lee County sufficient to constitute a present ability to perform the service or provide the goods.

The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and fitness of all persons, firms, partnerships, companies or corporations submitting formal bids or formal quotes in any procurement for goods or services when making an award in the best interests of the County.

ATTACHMENT "A"

CUSTOMER REFERENCES:

Please provide at least two references as similar as possible to this type of work.

COMPANY NAME: _____

PHONE NUMBER: _____

CONTACT PERSON: _____

COMPANY NAME: _____

PHONE NUMBER: _____

CONTACT PERSON: _____

ATTACHMENT "B"

LOCAL VENDOR PREFERENCE QUESTIONNAIRE
(LEE COUNTY ORDINANCE NO. 00-10)

Instructions: Please complete either Part A or B whichever is applicable to your firm

**PART A: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS LOCATED WITHIN LEE COUNTY
(Only complete Part A if your principal place of business is located within the boundaries of
Lee County)**

1. What is the physical location of your principal place of business that is located within the boundaries of Lee County, Florida?

2. What is the size of this facility (i.e. sales area size, warehouse, storage yard, etc.)

**PART B: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS NOT LOCATED WITHIN
LEE COUNTY OR DOES NOT HAVE A PHYSICAL LOCATION WITHIN
LEE COUNTY (Please complete this section.)**

1. How many employees are available to service this contract? _____

2. Describe the types and amount of equipment you have available to service this contract.

(LOCAL VENDOR PREFERENCE QUESTIONNAIRE CONTINUED)

3. Describe the types and amount of material stock that you have available to service this contract.

4. Have you provided goods or services to Lee County on a regular basis for the preceding, consecutive five years?

Yes _____ No _____

If yes, please provide your contractual history with Lee County for the past five, consecutive years. Attach additional pages if necessary.

**INSURANCE REQUIREMENTS FOR
LIBRARY COURIER SERVICE**

Worker's 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. Individual employees may be exempted per State Law. Employee liability will have minimum limits of:

\$100,000 per accident
\$500,000 disease limit
\$100,000 disease limit per employee

Commercial General Liability

Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability and broad form property damage exposures with minimum limits of:

\$100,000 bodily injury per person (BI)
\$300,000 bodily injury per occurrence (BI)
\$100,000 property damage (PD) or
\$300,000 combined single limit (CSL) of BI and PD

Business Automobile Liability

Coverage shall apply to owned vehicles and/or hired and non-owned vehicles and employee non-ownership use with minimum limits of:

\$100,000 bodily injury per person (BI)
\$300,000 bodily injury per occurrence (BI)
\$100,000 property damage (PD) or
\$300,000 combined single limit (CSL) of BI and PD

Cargo Policy:

Coverage shall apply to cargo in the care, custody and control of the vendor and have minimum limits of \$500 per occurrence.

Commercial Crime Coverage

Coverage shall include Employee Dishonesty coverage and have minimum limits of \$300,000 per occurrence.

Certificate of Insurance

The Lee County Board of County Commissioners is to be shown as the certificate holder and shall be added as an additional insured on the comprehensive general liability policy. Each policy shall provide a 30 day notification clause in the event of cancellation, non-renewal or adverse change.

An original hand signed certificate shall be on file with and approved by the Lee County Risk Management Division prior to the commencement of any work activities.

In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be on file with Risk Management at least 15 days prior to the expiration date.

LEE COUNTY PURCHASING - 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 2 copies of the quote have been submitted.
- 5. Three (3) 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. The mailing envelope has been addressed to:

MAILING ADDRESS
 Lee County Purchasing
 P.O. Box 398 or
 Ft. Myers, FL 33902-0398

PHYSICAL ADDRESS
 Lee County Purchasing
 3434 Hancock Bridge Pkwy #307
 N. Ft. Myers, FL 33903

12. The mailing envelope **MUST** be sealed and marked with:
 Quote Number
 Opening Date and/or Receiving Date

13. 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.)

14. 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:

EXHIBIT "A"

**COURIER DELIVERY SCHEDULE
LEE COUNTY LIBRARY SYSTEM
CHANGES EFFECTIVE 1/15/03**

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY
Route A	Route B	Route A	Route B	Route A	Route B	Route A	Route B	Route A	Route B	Route A
LP 8:25	LP 8:25	LP 8:25	LP 8:25	LP 8:25	LP 8:25	LP 8:25	LP 8:25	LP 8:25	LP 8:25	LP 8:00
EC 8:55	FM 9:15	EC 9:00	FM 9:15	EC 9:00	FM 9:15	EC 9:00	FM 9:15	EC 9:00	FM 9:15	SC 8:55
CC 9:30	HQ 9:20	CC 9:30	HQ 9:20	CC 9:30	HQ 9:20	CC 9:30	HQ 9:20	CC 9:30	HQ 9:20	RU 9:30
NF 10:10	RU 9:55	PI 10:00	RU 9:55	PI 10:00	RU 9:55	PI 10:00	RU 9:55	PI 10:00	RU 9:55	CC 9:49
TB 10:30	SC 10:25	NF 10:35	SA 11:00	NF 10:35	SC 10:25	NF 10:35	CV 11:40	NF 10:35	CV 11:40	FM 10:22
FM 11:00	BN 11:00	TB 10:57	CV 11:40	TB 10:57	BN 11:00	TB 10:57	SC 12:45	TB 10:57	SC 12:45	LP 11:00
CC 11:30	EC 11:35	DB 11:15	SC 12:45	DB 11:15	RL 11:45	DB 11:15	BN 1:20	DB 11:15	BN 1:20	
SC 12:15	LP 12:30	FM 11:30	BN 1:20	FM 11:30	EC 12:15	FM 11:30	RL 2:05	FM 11:30	RL 2:05	
LP 1:00	BS 1:00	CC 12:00	RL 1:55	CC 12:15	LP 12:30	CC 12:15	EC 2:35	CC 12:15	EC 2:35	
		SC 12:45	EC 2:15	SC 1:00		SC 1:00	LP 2:45	SC 1:00	LP 2:50	
		LP 1:20	LP 2:25	LP 1:40		LP 1:40		LP 1:40		

NOTE: All times are approximate and vary depending on workload, traffic, weather and other factors.
On payday, times will vary due to the distribution of paychecks

LP = Library Processing at East County
SA = Sanibel Public Library
EC = East County Regional Library
HQ = Library Administration at 2345 Union Street

FULL NAME FOR ABBREVIATIONS ON EXHIBIT "A"

- LP is Library Processing Center, at 881 Gunnery Road, Lehigh Acres
- EC is East County Library, at 881 Gunnery Road, Lehigh Acres
- CC is Cape Coral Library, at 921 SW 39th Terrace, Cape Coral
- PI is Pine Island Library, at 10700 Russell Road, Bokeelia
- NF is North Fort Myers Library, at 2001 N. Tamiami Trail, N. Ft. Myers
- TB is Talking Books Library, 13240 N. Cleveland Ave., N. Ft. Myers
- DB is Dunbar Jupiter Hammon Library, 1936 Henderson Ave., Ft. Myers
- FM is Fort Myers-Lee County Library, at 2050 Central Ave., Ft. Myers
- SC is South County Library, at 21100 Three Oaks Pkwy., Estero
- HQ is Library Administration, at 2345 Union St., Ft. Myers
- RU is Rutenberg Library, at 6490 South Point Blvd., Ft. Myers
- CV is Captiva Memorial Library, at 11560 Chapin Lane, Captiva
- BN is Bonita Springs Library, at 26876 Pine Ave., Bonita Springs
- RL is Riverdale Library, at 14561 State Road 80, Ft. Myers
- SA is Sanibel Public Library, at 770 Dunlop Road, Sanibel

ATTACHMENT #3

FORMAL QUOTE NO.: Q-030515

**LEE COUNTY, FLORIDA
PROPOSAL QUOTE FORM FOR:
DELIVERY SERVICE FOR THE LEE COUNTY LIBRARY SYSTEM**

DATE SUBMITTED: 6/13/03

VENDOR NAME: Ace Expeditors, Inc.

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:

The undersigned acknowledges receipt of Addenda numbers: _____

CURRENT ROUTES (2): \$ 5,234.00 COST PER MONTH
\$ 62,816.00 COST PER YEAR (12 MONTHS)
(BASIS OF AWARD)

FUTURE ROUTES (3): \$ 5,593.00 COST PER MONTH
\$ 67,116.00 COST PER YEAR (12 MONTHS)

OPTION 1: COST TO ADD OR DELETE A DAY OF SERVICE FOR THE FOLLOWING LIBRARIES:

LIBRARY ADMINISTRATION	\$ <u>14.00</u> PER DAY
BONITA SPRINGS LIBRARY	\$ <u>14.00</u> PER DAY
CAPE CORAL LIBRARY	\$ <u>14.00</u> PER DAY
CAPTIVA LIBRARY	\$ <u>14.00</u> PER DAY
DUNBAR LIBRARY	\$ <u>14.00</u> PER DAY
EAST CO. REGIONAL LIBRARY	\$ <u>14.00</u> PER DAY
FORT MYERS LIBRARY	\$ <u>14.00</u> PER DAY
LAKES REGIONAL LIBRARY	\$ <u>14.00</u> PER DAY
LIBRARY PROCESSING	\$ <u>14.00</u> PER DAY

OPTION 1 (CONTINUED)

NORTH FORT MYERS LIBRARY	\$ <u>14.00</u> PER DAY
NORTHWEST REGIONAL LIBRARY	\$ <u>14.00</u> PER DAY
PINE ISLAND LIBRARY	\$ <u>14.00</u> PER DAY
RIVERDALE LIBRARY	\$ <u>14.00</u> PER DAY
RUTENBERG LIBRARY	\$ <u>14.00</u> PER DAY
SOUTH CO. REGIONAL LIBRARY	\$ <u>14.00</u> PER DAY
TALKING BOOKS LIBRARY	\$ <u>14.00</u> PER DAY

OPTION 2: HOURLY RATE CHARGE FOR SPECIAL TRIPS, (WHICH INCLUDES, BUT IS NOT LIMITED TO, THE STORAGE FACILITY, GOODWILL, AND COUNTY ADMINISTRATION) \$ N/A PER HOUR

TO BE STARTED WITHIN 30 CALENDAR DAYS AFTER RECEIPT OF AWARD AND PURCHASE ORDER.

Is your firm interested in being considered for the Local Vendor Preference?
 Yes _____ No x

If yes, then read the paragraph entitled "Local Vendor Preference" included in these specifications. Also complete the Local Vendor Preference Questionnaire and return with your quotation.

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 x

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

MODIFICATIONS:

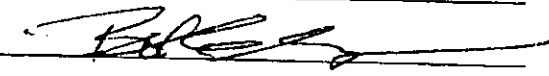
Quoter shall submit his/her quote on the County's Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the Quoter/Quote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

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FIRM NAME Ace Expeditors, Inc.

BY (Printed): Bob Cline

BY (Signature): 

TITLE: Sales Manager

FEDERAL ID# or S.S.#: 59-2862591

ADDRESS: P.O. Box 2513
Orlando, FL 32802

PHONE NO.: 407-423-4223 Ext. 224

FAX NO.: 407-423-3736

CELLULAR PHONE/PAGER NO.: N/A

LEE COUNTY OCCUPATIONAL LICENSE NO.: N/A

E-MAIL ADDRESS: BCLINE@ACEEXPEDITERS.COM



M E M O R A N D U M
FROM THE
LIBRARY DIVISION

03 JUL 18 PM 2:46

TO: Janet Sheehan, Purchasing Director

FROM: Cynthia N. Cobb, Library Director

Cynthia N. Cobb

DATE: July 17, 2003

RE: Award of Quote #Q-030515 – Delivery Service for the Library System

The library system has reviewed the quote for delivery service for the Library System, and recommends award of the quote to, Ace Expeditors, Inc. The first year of service (9/1/03 – 8/31/04) is \$62,816. Please move forward with processing the bluesheet.

Thank you for your division's assistance in this project.

c Earl Pflaumer, Lee County Purchasing
Lisa Kiesel, Lee County Library System