

SUBMIT QUOTE TO: Seminole County 1301 E. 2nd Street Sanford, Florida 32771 PURCHASING AND CONTRACTS DIVISION	REQUEST FOR QUOTE
Contact: Gladys Marrozos Procurement Analyst 407-665-7110 (Phone) 407-665-7956 (Fax) gmarrozos@seminolecountyfl.gov	RFQ-600972-10/GGM Extra Duty Hard Court Tennis Balls
Submittal Due Date: October 13, 2010 Submittal Due Time: 2:00 P.M.	Location of Opening: Purchasing and Contract Division 1301 East 2 nd Street Sanford, Florida 32771
Proposer Name:	Federal Employer ID Number or SS Number:
Mailing Address:	If returning as a "No Submittal", state reason (if so, return only this page):
City, State, Zip:	
Type of Entity: <i>(Circle one)</i> Corporation Partnership Proprietorship Joint Venture	X _____ Authorized Signature (Manual)
Incorporated in the State of:	
Telephone Number:	Typed Name:
Toll Free Telephone Number: (800)	Title:
Fax Number:	Date:

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUOTE

The Applicant is expected to completely analyze the information contained in this Request for Quote as guidance for the preparation of the response. The Applicant's submittal shall be sufficiently specific, detailed, and complete to clearly and fully demonstrate the Applicant's understanding of the proposed work requirements.

Section 1

Instructions to Proposers

CONTACT: Applicants are hereby instructed not to contact any member of the Seminole County Board of County Commissioners, County Manager, or Seminole County Staff members other than the noted contact person regarding this RFQ or their proposal at any time prior to the posting on the Web Site of the final evaluation and recommendation by County staff for this project. Any such contact shall be cause for rejection of your submittal.

DELAYS: The COUNTY, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the COUNTY to do so. The COUNTY will notify Applicants of all changes in scheduled due dates by posting the notification in the Purchasing and Contracts Web Site.

QUOTE SUBMISSION AND WITHDRAWAL: The COUNTY will receive quotes at the above address. The COUNTY cautions Applicants to assure actual delivery of mailed or hand-delivered quotes prior to the deadline set for receiving quotes. Telephone confirmation of timely receipt of the quote may be made by calling (407) 665-7116, before the 2:00 deadline.

Applicants may withdraw their quote by notifying the COUNTY in writing at any time prior to the time set for the quote deadline. Applicants may withdraw their quotes in person or through an authorized representative. Applicants and authorized representatives must disclose their identity and provide a signed receipt for the quote. Quotes, once disclosed, become the property of the COUNTY and will not be returned to the Bidder/Proposer.

INQUIRIES: Applicants shall carefully examine the RFQ documents. Any ambiguities or inconsistencies shall be brought to the attention of the County Purchasing and Contracts Division in writing prior to the due date; failure to do so, on the part of the Applicant, will constitute an acceptance by the Applicant of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFQ documents including the attached draft agreement, shall be requested in writing, and received by the County Purchasing and Contracts Division at least five (5) business days prior to the due date. The County will not be responsible for any oral instructions made by any employee(s) of the COUNTY in regard to this RFQ. Telephone No. 407-665-7116, Fax No. 407-665-7956.

ADDENDUM: Should revisions to the RFQ documents become necessary; the COUNTY will post addenda information on the COUNTY's Web Site. Applicants should check the COUNTY's Web Site or contact the COUNTY's Purchasing and Contracts Division at least five (5) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the submittal as unresponsive.

Applicant shall sign, date, and return the latest addendum with their Proposal. Previous addenda will be deemed received. Addenda information will be posted on the COUNTY's Web Site at www.seminolecountyfl.gov/purchasing. It is the sole responsibility of the Applicant to ensure he/she obtains information related to Addenda.

SELECTION PROCESS AND AWARD: The COUNTY anticipates award to the Applicant who submits the quote judged by the COUNTY to be the most advantageous and offers the best value to the County. The Applicant(s) understands that this RFQ does not constitute an agreement or a contract with the Applicant. The COUNTY reserves the right to reject all

quotes, to waive any formalities, and to solicit and re-advertise for new quotes, or to abandon the project in its entirety.

QUOTE PREPARATION COSTS: Neither the COUNTY nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFQ. Applicants should prepare their response simply and economically, providing a straightforward and concise description of the Applicant's ability to meet the requirements of the RFQ.

ACCURACY OF SUBMITTAL INFORMATION: Any Applicant which submits in its quote to the COUNTY any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

POSTING OF RFQ AWARD: Recommendation for award will be posted for review by interested parties at the Purchasing Division bulletin board and the County's Web Page (www.seminolecountyfl.gov/purchasing) prior to submission through the appropriate approval process.

PUBLIC RECORDS: Upon award recommendation or ten (10) days after opening, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Applicants must invoke the exemptions to disclosure provided by law in the response to the RFQ, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

PROHIBITION AGAINST CONTINGENT FEES: It shall be unethical for a person to be retained, or to retain any company or person, other than a bonafide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working solely for the Applicant, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Agreement. For the breach or violation of this provision, the COUNTY shall have the right to terminate the Agreement at its sole discretion, without liability and to deduct from the Agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

PURCHASING CODE: The Purchasing Code and Procedures apply in its entirety with respect to this RFQ.

AFFIRMATION: By submission of a quote, Applicant affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is all respects fair and without collusion or fraud. Applicant agrees to abide by all conditions of this Request for Quote and the resulting contract.

DISQUALIFICATION OF APPLICANT: More than one submittal from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that an Applicant is involved in more than one proposal submittal will be cause for rejection of all quotes in which such Applicants are believed to be involved. Any or all quotes will be rejected if there is reason to believe that collusion exists between Applicants. Quotes in which the prices obviously are unbalanced will be subject to rejection.

METHOD OF ORDERING. Authorization for performance of services/delivery by the Contractor under this agreement shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis.

USE OF TRADE NAMES: Specifications used are intended to be open and non-restrictive. Any reference to brand name or number shall not be construed as restricting to that manufacturer, but is used as a minimum standard of quality. When no reference or change is made on the bid by a Bidder, it is understood that the specific brand item named on the Bid shall be furnished by the Bidder. If proposing on other than the make, model, brand or number as shown, and offered as an equal, complete technical information, specifications manufacturer's name and catalog reference must be clearly stated on the Bid Response or attach letter. Any deviation between brand offered and brand specified must also be clearly indicated.

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (W-9 FORM): Complete the "W-9 Form" included in this bid package as indicated.

Section 1

Technical Specifications

Contractor shall provide US Open Extra Duty Hard Court Tennis Balls on as-needed basis as described in the RFQ. The proposer must bid on Wilson US Open or Head Pro Penn USPSTA product specified in the package and must comply with USTA standards.

Wilson U.S. Open Tennis Ball or Head Pro Penn USPTA
Stock # T-1071
Case pack – 24 cans

The Parks and Recreation Division uses tennis balls in the County facilitated instruction classes and County sponsored tournaments at the following park locations:

Red Bug Lake Park
3600 Red Bug Lake Road
Casselberry, Florida 32707

Sanlando Park
401 West Highland Street
Altamonte Springs, Florida 32714

Sylvan Lake Park
845 Lake Markham Road
Sanford, Florida 32771

Estimated annual usage: 350 – 400 cases. Authorization for delivery and/or services by the successful Contractor under this solicitation shall be in the form of written Purchase Orders issued and executed by the County. Each Purchase Order will describe the quantity and delivery time required. The County makes no covenant or promise as to neither the number of available Purchase Orders nor that; the Contractor will furnish materials to the County.

The cost provided as a response to this solicitation must be in effect for a period of one (1) year. At the end of the initial term, the County may extend the duration of this term for a period of one (1) additional year.

**Section 2
Price Schedule**

**PROJECT: Extra Duty Hard Court Tennis Balls
RFQ-600972-10/GGM**

Name of Applicant: _____

Mailing Address: _____

Street Address: _____

City/State/Zip: _____

Phone Number: (_____) _____

FAX Number: (_____) _____

Telephone Number of Contact Person: _____ Fax Number: _____

Pursuant to and in compliance with the Request for Quote, Instructions to Applicants, and the other documents relating thereto, the undersigned Applicant, having familiarized himself with the terms of the RFQ Documents, and local conditions affecting the delivery of equipment, hereby proposes and agrees to deliver required equipment in connection with the required needs, all in strict conformity RFQ Documents, including Addenda, if any, Nos. _____ through _____, on file at the Purchasing and Contracts Division for the amount hereinafter set forth. The undersigned, as Applicant, declares that the only persons or parties interested in this quote as principals are those named herein; that this response is made without collusion with any person, firm or corporation; and he proposes and agrees, if the quote is accepted, that he/she will accept Purchase Order/Agreement from the COUNTY in the form set forth in the RFQ Documents.

Proposed Manufacturer: _____

Cost Proposal for case packs – 24 cans:

1 – 30 cases: \$ _____

31 – 50 cases: \$ _____

51 – 75 cases \$ _____

76 + cases: \$ _____

Cost must included “indoor delivery” – FOB destination

IN WITNESS WHEREOF, PROPOSER has hereunto executed this FORM this _____ day of _____, 20____.

(Name of PROPOSER)

(Signature of person signing FORM)

(Title of person signing FORM)

(Printed name of person signing FORM)

Attachment A
Taxpayer Identification Number (W-9 Form)