



**GREATER NAPLES FIRE RESCUE DISTRICT
ADMINISTRATIVE HEADQUARTERS**

14575 Collier Boulevard • Naples, FL 34119
Phone: (239)348-7540 Fax: (239)348-7546

Kingman Schuldt, Fire Chief

INVITATION TO BID (ITB)

Date: February 10, 2020

From: Scott Johnson, Logistics
(239) 348-7540 (Telephone)
(239) 348-7546 (FAX)
sjohnson@gnfire.org (Email)

To: Prospective Vendors

Subject: **Solicitation: 20-101 Painting of GNFD Station 20-4798 Davis Blvd**

The Greater Naples Fire Rescue District has issued this ITB for the purpose of obtaining fair and competitive responses.

Your quotation response is due in written form no later than 2:30 P.M. on February 28, 2020 in the GNFD Fire Headquarters 14575 Collier BLVD Naples, FL 34119. The District will not accept any quotation responses later than the noted time and date. No late quotation responses will be accepted.

All questions regarding this ITB must be submitted in writing to the Fire District, c/o Scott Johnson Logistics

The District looks forward to your participation in Greater Naples Fire Rescue Districts competitive procurement process.

Thank You,

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Board of Fire Commissioners
Charlie Cottiers, Kevin Gerrity, Tom Henning, Jeff Page, Dave Stedman

Public Notice

The Greater Naples Fire Rescue District is requesting Bid responses from interested and qualified firms to supply/provide Painting services for Station 20; 4798 Davis Blvd., Naples FL. 34114

A Non-Mandatory Pre-Bid meeting will be held February 20, 2020 at 10:00 AM at the project location.

Your bid response is due in written form no later than 2:30 P.M. on February 28, 2020 in the GNFD Fire Headquarters: 14575 Collier Blvd., Naples, FL 34119. The District will not accept any bid responses later than the noted time and date.

Any firm who is a recipient of District funds, or who proposes to perform any work or furnish any goods under this ITB shall not discriminate against any worker, employee or applicant or any member of the public based on age, race, color, sex, religion, national origin, disability or marital status, nor otherwise commit an unfair employment practice.

GREATER NAPLES FIRE RESCUE

BY: /S/ Tara Bishop

Greater Naples Fire Recue District

This Public Notice was sent electronically on February 10, 2020

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Detailed Scope of Work

These work specifications are intended to provide the Bidder with an overall expectation of the project from the Fire District's prospective.

Job Specifications: for Station 20 4798 Davis Blvd

Pressure Clean all exterior walls, windows, glass bay doors and areas to be painted.
 Repair any cracks, holes, and rusting areas or damages in stucco.
 Repair or fill any holes/cracks or damage to ceiling in apparatus bay.
 Repair or replace any wood trim that is not present, damaged or decayed.
 Paint exterior of building.
 Paint all exterior doors with the exception of aluminum storefront and aluminum bay doors.

Interior Bays

Pressure Clean all Interior walls and bay door glass and areas to be painted.
 Repair any cracks, holes, and rusting areas or damages in drywall & stucco.
 Repair or fill any holes/cracks or damage to ceiling.
 Repair or replace any wood trim damaged or decayed.
 Paint or finish all entry doors in the apparatus bay.
 Remove paint from bay floors, fill cracks; and seal with stain & concrete sealer.

Paint exterior of building including the interior of the bays.

Paint: Body of the building must be Sherwin Williams Supreme Satin. Body is to be one color throughout. Bands, trim, any decorative masonry to be a different trim color.

Apparatus bay must be Sherwin Williams Supreme Satin. Body is to be one color throughout. Bands, trim, any decorative masonry to be a different trim color.

Apparatus bay ceiling to be painted per color specification with Sherwin Williams Supreme (Blue) Satin. A Band will extend down no less than twelve (12) inches from the ceiling height completely around the bay in the same color as the ceiling.

Fascia and any painted door jams or stops to be Sherwin Williams Supreme Satin. Fascia is to be trim color.

All parking lot light posts, sign posts, etc. will be painted to match existing colors as specified with Sherwin Williams DTM paint.

Colors codes will be provided by the Fire District.

All colors are to be chosen by the District. Color example may be seen at 14575 Collier Blvd. Naples, Florida

If you choose to use a comparable paint by a different manufacturer, the product must be approved by the District in advance.

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Emergency Vehicle access and egress must remain unabated throughout the project.

Term of Contract

The contract term, if an award(s) is/are made is intended to be for this single project.

Exhibit II: General Bid Instructions

1. Purpose/Objective

The Greater Naples Fire Rescue District (hereinafter, the Fire District) has issued this Invitation to Bid (hereinafter, the "ITB", or "Bid") with the sole purpose and intent of obtaining bid responses from interested and qualified firms in accordance with the terms, conditions, and specifications stated and/or attached herein/hereto. The successful vendor will hereinafter be referred to as the "Vendor"

Vendor is responsible to read and follow the instructions very carefully, as any misinterpretation or failure to comply with these instructions could lead to the bid submitted as being rejected as non-responsive.

2. Pricing

All prices will remain firm for a period of one hundred and eighty (90) calendar days from date of bid opening.

3. Exceptions

Vendors taking exception to any part or section of these specifications shall indicate such exceptions on a separate sheet entitled "EXCEPTIONS TO SPECIFICATIONS." Failure to indicate any exceptions to the specifications shall be interpreted as the Vendors intent to fully comply with the specifications as written. The Fire District, at its sole discretion, shall determine if the exceptions are material in nature, and if the Vendor's exceptions may be declared grounds for rejection of bid proposal.

4. Addenda

The Fire District reserves the right to formally amend and/or clarify the requirements of the bid specifications where it deems necessary. Any such addendum/clarification shall be in writing and shall be distributed electronically to all parties who received the original bid specifications prior to the deadline for submission of Bids. All changes to this ITB will be conveyed electronically through a notice of addendum or questions and answers to all

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vendors registered under the applicable commodity code(s) at the time when the original ITB was released, as well as those vendors who downloaded the ITB document.

5. **Bid Submission**

All paper bids shall be submitted to the Greater Naples Fire Rescue District, 14575 Greater Naples Blvd, Naples, FL 34119, by the date and time as stated in the Legal Notice and Clearly Labeled Painting of Station 20 Bid 20-101 The Fire District assumes no responsibility for bid responses received after the due date and time, or at any office or location other than that specified herein, whether due to mail delays, courier mistakes, mishandling, inclement weather or any other reason

Vendors must submit **one paper copy.**

6. **Questions**

If the vendor should be of the opinion that the meaning of any part of the Bid Document is doubtful, obscure or contains errors or omissions it should report such opinion to the District Staff before the bid opening date. Direct questions related to this ITB only to the Logistics Section. Questions will not be answered after the date noted on the ITB.

7. **Rejection and Waiver**

The Fire District reserves the right to reject any and all bids, to waive defects in the form of bid, also to select the bid that best meets the requirements of the Fire District.

Vendors whose bids, past performance or current status do not reflect the capability, integrity or reliability to fully and in good faith perform the requirements denoted may be rejected as non-responsive. Bids that do not meet all necessary requirements of this solicitation or fail to provide all required information, documents or materials may be rejected as non-responsive.

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Exhibit IV: Additional ITB Terms and Conditions

1. Additional Items and/or Services

During the contract term, Greater Naples Fire Rescue District reserves the right to add related items and/or services upon negotiation of a satisfactory price by the Logistics Section Chief and Vendor.

2. Conflict of Interest

Vendor shall provide a list of any businesses and/or organizations to which the firm has any affiliation or obligations within the past five (5) years; whether paid or donated, which could be construed by the Fire District as a conflict of interest. Disclosure of any potential or actual conflict of interest is subject to Fire District staff review and does not in and of itself disqualify a firm from consideration. These disclosures are intended to identify and or preclude conflict of interest situations during contract selection and execution.

3 Deductions for Non-Performance

The Fire District reserves the right to deduct a portion of any invoice for goods not delivered, or services not performed in accordance with requirements, including required timeframe. The District may also deduct, or chargeback the Vendor the costs necessary to correct the deficiencies directly related to the Vendor's non-performance.

4. Termination

Should the Contractor be found to have failed to perform services in a manner satisfactory to the Fire District may terminate this Agreement immediately for cause; further the Fire District may terminate this Agreement for convenience with a thirty (30) day written notice. The Fire District shall be sole judge of non-performance. In the event that the award of this solicitation is made by the Fire District, the award and any resultant purchase orders may be terminated at any time by the Fire District upon thirty (30) days written notice to the awarded vendor.

5. Standards of Conduct

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The Vendor shall employ people to work on District projects who are neat, clean, well-groomed and courteous. Subject to the American with Disabilities Act, Vendor shall supply competent employees who are physically capable of performing their employment duties. The District may require the Vendor to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued relationship on the project is not in the best interest of the Greater Naples Fire Rescue District

6. Licenses

The Vendor is required to possess the correct professional and other licenses, and any other authorizations necessary to perform the required work pursuant to all applicable Federal, State and Local Law, Statute, Ordinances, and rules and regulations of any kind. **Additionally, copies of all the required licenses must be submitted with the bid response indicating that the entity bidding, as well as the team assigned to the District account, is properly licensed to perform the activities or work included in the ITB documents. Failure on the part of any vendor to supply this documentation with their bid response may be grounds for deeming vendor non-responsive.** Questions regarding professional licenses should be directed to Contractor Licensing, Community Development and Environmental Services at (239) 252-2431, 252-2432 or 252-2909. Questions regarding required Business Tax Receipt (formerly known as Occupational Licenses) should be directed to the Tax Collector's Office at (239) 252-2477.

7. Protection of Property

The Vendor shall ensure that the service is performed in such manner as to not damage any property. In the event damage occurs to any property as a direct result of the Vendor or their Sub vendor in the performance of the required service, the Vendor shall repair/replace, to the Fire Districts satisfaction, damaged property at no additional cost to the Fire District. If the damage caused by the Vendor or their Sub vendor has to be repaired/replaced by the District, the cost of such work will be deducted from the monies due the Vendor.

8. Invoice and Payments

Vendor's invoices must include:

- Purchase Order Number
- Description and quantities of the goods or services provided.

Invoices shall be sent to:

Greater Naples Fire Rescue District
ATTN: Accounts Payable
14575 Collier BLVD
Naples FL 34119

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Or emailed to: accountspayable@gnfire.org.

9. Insurance Requirements

The Vendor shall at its own expense, carry and maintain insurance coverage from responsible companies duly authorized to do business in the State of Florida. The Vendor shall procure and maintain property insurance upon the entire project, if required, to the full insurable value of the scope of work.

The Fire District and the Vendor waive against each other and the Fire Districts separate Vendors, Contractors, Design Consultant, Subcontractors agents and employees of each and all of them, all damages covered by property insurance provided herein, except such rights as they may have to the proceeds of such insurance. The Vendor and Fire District shall, where appropriate, require similar waivers of subrogation from the Fire Districts separate Vendors, Design Consultants and Subcontractors and shall require each of them to include similar waivers in their contracts.

Greater Naples Fire Rescue District shall be responsible for purchasing and maintaining, its own liability insurance.

Certificates issued as a result of the award of this solicitation must identify "For any and all work performed on behalf of Greater Naples Fire Rescue District.

The General Liability Policy provided by Vendor to meet the requirements of this solicitation shall name Greater Naples Fire Rescue District as an additional insured as to the operations of Vendor under this solicitation and shall contain a severability of interest's provisions.

Greater Naples Fire Rescue District Board of Fire Commissioners shall be named as the Certificate Holder. The "Certificate Holder" should read as follows:

Greater Naples Fire Rescue District
Naples, Florida

The amounts and types of insurance coverage shall conform to the minimum requirements set forth in the Insurance Requirements Attachment.

Coverage(s) shall be maintained without interruption from the date of commencement of the Work until the date of completion and acceptance of the scope of work by the District or as specified in this solicitation, whichever is longer.

Should at any time the Vendor not maintain the insurance coverage(s) required herein, the District may terminate the Agreement.

15. Debris

Vendor shall be responsible for the removal and disposal of all debris from the site and the cleaning of the affected areas. Vendor shall keep the premises free of debris and unusable

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materials resulting from their work and as work progresses; or upon the request of the County's representative, shall remove and dispose such debris and materials from the property. The Vendor shall leave all affected areas as they were prior to beginning work.

****See attached forms required for submission****

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Attachment 1: Vendor's Non-Response Statement

The sole intent of the Greater Naples Fire Rescue District is to issue solicitations that are clear, concise and openly competitive. Therefore, we are interested in ascertaining reasons why prospective Vendors did not wish to respond to this ITB.

If your firm is not responding to this ITB, please indicate the reason(s) by checking any appropriate item(s) listed below and return this form via email or fax to the Logistics Section listed on the first page or mail to: Greater Naples, 14575 Collier BLVD, Naples, Florida 34119.

We are not responding to this ITB for the following reason(s):

Solicitation: 20-101 Painting of Station 20 (4798 Davis BLVD Naples, FL 34104)

- Services requested not available through our company.

- Our firm could not meet specifications/scope of work.

- Specifications/scope of work not clearly understood (too vague, rigid, etc.)

- Project is too small.

- Insufficient time allowed for preparation of response.

- Incorrect address used. Please correct mailing address:

- Other reason(s):

Firm's **Complete Legal** Name

Address

City, State, Zip

Telephone Number

FAX Number

Signature / Title

Type Name of Signature

Date:

Attachment 2: Vendor's Check List

IMPORTANT: THIS SHEET MUST BE SIGNED BY VENDOR. Please read carefully, sign in the spaces indicated and return with bid.

Vendor should check off each of the following items as the necessary action is completed:

1. The Bid has been signed.
2. The Bid prices offered have been reviewed.
3. The price extensions and totals have been checked.
4. The payment terms have been indicated.
5. All **granting agency requirements have been met including submittal of required forms.**
6. Any required drawings, descriptive literature, etc. have been included.
7. Any delivery information required is included.
8. If required, the amount of bid bond has been checked, and the bid bond or cashier's check has been included.
9. Addendum have been signed and included, if applicable.
10. Copy of Internet certification that the Vendor is not on the Federal Excluded Parties List System at: www.sam.gov.
11. Immigration Affidavit and a copy of the company's E-Verify profile page or memorandum of understanding.
12. Copies of licenses, equipment lists, subcontractors or any other information as noted in this ITB.

Company Name

Signature & Title

Date

Attachment 3: Vendor Response Form

FROM: _____

Board of Fire Commissioners
Greater Naples Fire Rescue District
Naples, Florida 34119

RE: **Solicitation: 20-101 Painting of Station 20 (4798 Davis BLVD Naples, FL 34104)**

Dear Fire Commissioners:

The undersigned, as Vendor, hereby declares that the specifications have been fully examined and the Vendor is fully informed in regard to all conditions pertaining to the work to be performed for as per the scope of work. The Vendor further declares that the only persons, company or parties interested in this Bid or the Contract to be entered into as principals are named herein; that this Bid is made without connection with any other person, company or companies submitting a Bid; and it is all respects fair and in good faith, without collusion or fraud.

The Vendor proposes and agrees if this bid is accepted, to comply with the requirements in full and in accordance with the terms, conditions and specifications denoted herein. The Vendor agrees to provide the following.

1. Complete painting as per specifications: \$_____

Any discounts or terms must be shown on the Bid Response Form. Such discounts, if any, will be considered and computed in the tabulation of the bids. In no instance should terms for less than fifteen (15) days payment be offered.

Prompt Payment Terms: _____% _____ Days; Net ___ Days

Note: The undersigned do agree that should this Bid be accepted, to execute a formal contract, if required, and present the formal contract to the Fire District for approval within fifteen (15) days after being notified of an award.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this _____ day of _____, 201__ in the County of _____, in the State of _____.

Firm's **Complete Legal Name** _____

Firm's Dun and Bradstreet Number (DUNS) _____

(Found at www.dnb.com)

CCR # or CAGE Code _____

(Found at www.ccr.gov)

Florida Certificate of Authority Document Number _____
(<http://www.sunbiz.org>)

Federal Tax Identification Number _____

Address _____

City, State, Zip _____

Telephone Number _____

FAX Number _____

- Check one of the following:
- Sole Proprietorship
 - Corp or P.A. State of _____
 - Limited Partnership
 - General Partnership

Signature / Title _____

Type Name of Signature _____

Date _____

Additional Contact Information

Send Payments To: (REQUIRED ONLY if different from above)

Firm's **Complete Legal** Name _____

Address _____

City, State, Zip _____

Contact Name _____

Telephone Number _____

FAX Number _____

Email Address _____

Attachment 4: Immigration Law Affidavit Certification

Solicitation # and Title : 20-101 Painting of Station 20 (4798 Davis BLVD Naples, FL 34104)

This Affidavit is required and should be signed, notarized by an authorized principal of the firm and submitted with formal Invitations to Bid (ITB's) and Request for Proposals (RFP) submittals. Further, Vendors / Bidders are required to enroll in the E-Verify program, and provide acceptable evidence of their enrollment, at the time of the submission of the vendor's/bidder's proposal. Acceptable evidence consists of a copy of the properly completed E-Verify Company Profile page or a copy of the fully executed E-Verify Memorandum of Understanding for the company. **Failure to include this Affidavit and acceptable evidence of enrollment in the E-Verify program, may deem the Vendor / Bidder's proposal as non-responsive.**

Greater Naples Fire District will not intentionally award County contracts to any vendor who knowingly employs unauthorized alien workers, constituting a violation of the employment provision contained in 8 U.S.C. Section 1324 a(e) Section 274A(e) of the Immigration and Nationality Act ("INA").

Greater Naples Fire District may consider the employment by any vendor of unauthorized aliens a violation of Section 274A (e) of the INA. Such Violation by the recipient of the Employment Provisions contained in Section 274A (e) of the INA shall be grounds for unilateral termination of the contract by the District.

Vendor attests that they are fully compliant with all applicable immigration laws (specifically to the 1986 Immigration Act and subsequent Amendment(s)) and agrees to comply with the provisions of the Memorandum of Understanding with E-Verify and to provide proof of enrollment in The Employment Eligibility Verification System (E-Verify), operated by the Department of Homeland Security in partnership with the Social Security Administration at the time of submission of the Vendor's / Bidder's proposal.

Company Name _____
Print Name _____ Title _____
Signature _____ Date _____

State of _____

County of _____

The foregoing instrument was signed and acknowledged before me this _____ day of _____, 20____, by
_____ who has produced _____ as identification.
(Print or Type Name) (Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**Attachment 5: Vendor Substitute W – 9
Request for Taxpayer Identification Number and Certification**

In accordance with the Internal Revenue Service regulations, Greater Naples Fire District is required to collect the following information for tax reporting purposes from individuals and companies who do business with the County (including social security numbers if used by the individual or company for tax reporting purposes). Florida Statute

119.071(5) require that the county notify you in writing of the reason for collecting this information, which will be used for no other purpose than herein stated. Please complete all information that applies to your business and return with your quote or proposal.

1. General Information (provide all information)

Taxpayer Name _____ <i>(as shown on income tax return)</i>	
Business Name _____ <i>(if different from taxpayer name)</i>	
Address _____	City _____
State _____	Zip _____
Telephone _____ FAX _____	Email _____

Order Information

Remit / Payment Information

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

FAX _____

FAX _____

Email _____

Email _____

2. **Company Status** (check only one)

<input type="checkbox"/> Individual / Sole Proprietor	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership
<input type="checkbox"/> Tax Exempt (Federal income tax-exempt entity under Internal Revenue Service guidelines IRC 501 (c) 3)	<input type="checkbox"/> Limited Liability Company	

3. **Taxpayer Identification Number** (for tax reporting purposes only)

Federal Tax Identification Number (TIN) _____
(Vendors who do not have a TIN, will be required to provide a social security number prior to an award of the contract.)

4. **Sign and Date Form**

Certification: Under penalties of perjury, I certify that the information shown on this form is correct to my knowledge.

Signature _____	Date _____
Title _____	Phone Number _____

Attachment 6: Insurance and Bonding Requirements

Insurance / Bond Type	Required Limits
1. <input checked="" type="checkbox"/> Worker's Compensation	Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements
2. <input checked="" type="checkbox"/> Employer's Liability	<u>\$1,000,000.00</u> single limit per occurrence
3. <input checked="" type="checkbox"/> Commercial General Liability (Occurrence Form) patterned after the current ISO form	<p>Bodily Injury and Property Damage</p> <p><u>\$1,000,000.00</u> single limit per occurrence, \$2,000,000 aggregate for Bodily Injury Liability and Property Damage Liability. This shall include Premises and Operations; Independent Contractors; Products and Completed Operations and Contractual Liability.</p>
4. <input checked="" type="checkbox"/> Indemnification	To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless Greater Naples Fire Rescue, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement.
4. <input checked="" type="checkbox"/> Automobile Liability	<u>\$ 500,000.00</u> Each Occurrence; Bodily Injury & Property Damage, Owned/Non-owned/Hired; Automobile Included
5. <input type="checkbox"/> Other insurance as noted:	<p><input type="checkbox"/> Watercraft Occurrence \$ _____ Per</p> <p><input type="checkbox"/> United States Longshoreman's and Harborworker's Act coverage shall be maintained where applicable to the completion of the work.</p> <p style="text-align: right;">\$ _____ Per</p> <p>Occurrence</p>

Maritime Coverage (Jones Act) shall be maintained where applicable to the completion of the work.

Occurrence \$ _____ Per

Aircraft Liability coverage shall be carried in limits of not less than \$5,000,000 each occurrence if applicable to the completion of the Services under this Agreement.

Occurrence \$ _____ Per

Pollution
Occurrence \$ _____ Per

Professional Liability
claim and in \$ _____ Per
the
aggregate

- \$1,000,000 per claim and in the aggregate
- \$2,000,000 per claim and in the aggregate

Project Professional Liability
Occurrence \$ _____ Per

Valuable Papers Insurance
Occurrence \$ _____ Per

Employee Dishonesty / Crime
Occurrence \$ _____ Per

Including Employee Theft, Funds Transfer Fraud, Include a Joint Loss Payee endorsement naming Greater Naples Fire Rescue.

6. Bid bond
- Shall be submitted with proposal response in the form of certified funds, cashiers' check or an irrevocable letter of credit, a cash bond posted with the Finance Director, or proposal bond in a sum equal to 5% of the cost proposal. All checks shall be made payable to the Greater Naples Fire District on a bank or trust company located in the State of Florida and insured by the Federal Deposit Insurance Corporation.
7. Performance and Payment Bonds
- For projects in excess of \$200,000, bonds shall be submitted with the executed contract by Proposers receiving award, and written for 100% of the Contract award amount, the cost borne by the Proposer receiving an award. The Performance and Payment Bonds shall be underwritten by a surety authorized to do business in the State of Florida and otherwise acceptable to Owner; provided, however, the surety shall be rated as "A-" or better as to general policy holders rating and Class V or higher rating as to financial size category and the amount required shall not exceed 5% of the reported policy holders' surplus, all as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc. of 75 Fulton Street, New York, New York 10038.
8. Vendor shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Vendor shall provide County with certificates of insurance meeting the required insurance provisions.
9. Greater Naples Fire Rescue must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required.
10. The Certificate Holder shall be named as Greater Naples Fire Commissioners, OR, Greater Naples Fire Rescue District, OR Greater Naples Fire. The Certificates of Insurance must state the Contract Number, or Project Number, or specific Project description, or must read: For any and all work performed on behalf of the District.
11. **Thirty (30) Days Cancellation Notice** required.
-

Vendor's Insurance Statement

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of this solicitation.

Name of Firm _____ Date _____

Vendor Signature _____

Print Name _____

Insurance Agency _____

Agent Name _____ Telephone Number _____