

REQUEST FOR QUOTATION

CITY OF WINTER HAVEN

" An Equal Opportunity Employer"

RFQ-11-19

Please return quote to:
City of Winter Haven
Procurement Service Division
P.O. Box 2277
Winter Haven, FL 33883-2277

For additional information and clarification contact:

* Department Name: Community Services

Leisure Services Div.

*Contact Person: Steve Pruitt

Gene Mathews

*Telephone #: 863-291-5745

DATE ISSUED: 12/17/2010

Tabebuia Umbellata (Yellow Tabebuia Trees)

Please quote on the following items:

Bid Notes: Approved vendor will provide 100 Tabebuia umbellata (Yellow Tabebuia Trees). Tree specifications are as follows: 15 gallon container size, minimum 1.5" caliper, 8'-10' height and all trees must be Florida #1 trees without any spiraling or girdling root systems. Unit Prices listed shall include all delivery costs, overhead and profit and no further surcharges are to be added to any unit price item. All trees must have a minimum 90 day guarantee from date of City acceptance of trees. Approved Vendor must provide a detailed watering schedule for the establishment of the trees. The watering schedule shall include daily water requirements, frequency, and length of establishment period. Tentative delivery date is March 7, 2011. Trees shall be delivered to The City of Winter Haven, c/o Landscape Services Division 210 Cypress Gardens Boulevard, Winter Haven, FL 33880. The City of Winter Haven reserves the right to reject any and all plant material of poor quality or health conditions.

Item*	Quantity*	Description*	Unit Cost	Total Cost
A	100	Tabebuia umbellata (Yellow Tabebuia Trees)	\$ _____	\$ _____

The successful bidder(s) must furnish proof of general liability and automobile coverage of at least \$500,000.00, with the City of Winter Haven named as additional insured within 48 hours after award. Work exceeding the proposed estimates require prior approval from the Landscape Services Division Director or Superintendent.

Prices must be valid for 90 days.

Procurement Services Division Director: _____



DELIVERY WANTED: **Within 7 days of ARO**

We offer to sell you as above F.O.B., Winter Haven, Florida. Delivery can be made in _____ days from receipt of order.

Date: _____ Return this quotation **NOT LATER THAN 2:00 P.M., January 4, 2011**

TO: Procurement Services Division, address above or **FAX TO 863-291-5666**

SIGNATURE: _____

**COMPANY NAME: _____

ADDRESS: _____

CITY/STATE: _____

PHONE: _____

FAX: _____

W-9 MUST BE ATTACHED TO THE RFQ WHEN RETURNED BY THE RESPONDING VENDOR.