



**WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS  
REQUEST FOR WRITTEN QUOTE  
RFQ 2024-15 Wakulla Sands Golf Club Pro Shop Storefront Installation**

**Information for Vendor:**

Quotes must be on company letterhead with a date and signature of an authorized representative of the vendor. All vendors providing written quotes must have the required expertise and capability to perform the work or supply the commodities or equipment. Consideration will be given to the vendor who has the capability to perform the work or supply the commodities or equipment, consideration shall also be given to the vendor's geographic proximity to Wakulla County for future ease of delivery, mobilization, or customer support after a purchase. The lowest cost, responsible and responsive vendor who is capable of performing the services or supplying the commodities or equipment shall be awarded the contract.

If there are specific questions regarding the scope of services, please contact Ricky Dyke, Project Manager at [rdyke@mywakulla.com](mailto:rdyke@mywakulla.com) or 850-966-0957.

Issue Date: Wednesday, February 28, 2024

**Purpose:**

The Board of County Commissioners is seeking written quotes from licensed and insured contractors with the required expertise and capability to provide installation of a storefront for the Wakulla Sands Golf Club Pro Shop located at 3874 Coastal Hwy, Crawfordville, FL 32327 .

**Scope of Services to be provided:**

- SUPPLY ALL MATERIAL AND LABOR FOR THIS PROJECT
- PASS ALL INSPECTIONS
- 1: 3'-0 X 7'-0 STORE FRONT
- 1: 6'-0 X 7'-0 STORE FRONT
- SUPPLY ALL KNOB HARDWARE

Plans will be provided upon request. Please contact Patty Taylor at [ptaylor@mywakulla.com](mailto:ptaylor@mywakulla.com) to receive the plans/specifications.

For a site visit , please contact Ricky Dyke, Project Manager at [rdyke@mywakulla.com](mailto:rdyke@mywakulla.com) or 850-966-0957 to schedule a site visit.

**Time and Deliverables:**

The selected vendor shall be expected to complete all necessary and required services pursuant to this quote. This quotation is for the installation of a storefront for the Wakulla Sands Golf Club Pro Shop. If the vendor requires extending completion date due to material lead time the vendor must request extension in writing to the Procurement Office.

## REQUEST FOR WRITTEN QUOTE – WAKULLA SANDS GOLF CLUB PRO SHOP STOREFRONT INSTALLATION

The date of completion for the Wakulla Sands Golf Club Pro Shop construction will be April 1, 2024.

### **Insurance Requirements:**

Upon award of the written quotation the vendor will be required to provide the necessary liability insurance as per County requirements.

The following minimum levels of insurance required are as follows:

- **Comprehensive Automobile Liability.** Insurance with \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired, and non-owned vehicles, as appropriate.
- **Commercial General Liability.** \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage, and personal injury resulting from any one occurrence.
- **Umbrella (Excess) Liability Insurance.** Umbrella Liability with limits of not less than \$1,000,000.00, exclusive of defense costs, to be in excess of all other coverages. Such coverage shall be at least as broad as the primary coverages above, with any excess umbrella layers written on a strict following form basis over the primary coverage. All such policies shall be endorsed to provide defense coverage obligations.
- **Professional Liability Insurance.** \$1,000,000.00 for design errors and omissions, exclusive of defense costs. CONTRACTOR shall be required to provide continuing Professional Liability Insurance to cover each project for a period of two (2) years after the project is completed.
- **Workers' Compensation.** The CONTRACTOR shall provide, pay for, and maintain workers' compensation insurance on all employees, its agents or subcontractors as required by Florida Statutes

### **Quote Responses are Due By:**

**Tuesday, March 5, 2024 @ 3:00 PM** and will be received by the Procurement office located at 3093 Crawfordville Hwy, Crawfordville, Florida 32327. Quotes can be hand-delivered or sent via express mail to the above referenced address or sent via email to [ptaylor@mywakulla.com](mailto:ptaylor@mywakulla.com). If the response to this request is not received by the above deadline it will be considered null and void.

Procurement Office Contact  
Patty Taylor  
3093 Crawfordville Hwy  
Crawfordville, FL 32327  
850.926.0919 Ext. 705  
[ptaylor@mywakulla.com](mailto:ptaylor@mywakulla.com)