



## PROPOSAL REPORT COVER PAGE



Jovany Santos  
**Affinity Management Services**

**RFP#:** 762562

**RFP Title:** MailBox  
Creek\_Club\_3

## ABOUT THIS REPORT

Please review the following Proposal Report in its entirety. Once reviewed, please log into your free, online manager account and report your community's position on the matter within 15 days of close. Reporting the status or outcome of an RFP will instantly give all vendors, who worked diligently in providing a free estimate, the proper notification of where they stand.

### PROMOTING FAIRNESS

These quotes have just gone through a digitized version of a **sealed bidding** process. This means that all vendors have submitted their quotes without any outside parties being able to view, share, or modify any proposals ahead of the bidding close date. The prices and information that are received in the **Proposal Report**, produced at the close of the bidding process, are guaranteed to be the original, unedited quote from every contractor. This process conforms to the strictest sealed bidding laws in the nation.

### CLEANING UP THE MESS

This proposal report utilizes a patent-pending process to **centralize** all related bids for a more **consistent** format. The end result is less paperwork to manage and less time spent on making an informed decision.

### PROTECTING THE COMMUNITY

Each and every vendor who submitted a quote for this RFP has met, or exceeded your predetermined **minimum requirements** for liability insurance, worker's compensation, & licensing. Supporting documents (insurance policies, licenses, etc.) are provided in the proposal packet as part of this sealed bidding process. In addition, every vendor within this report has an **"apple rating"** that is based on the quality of their work and customer service with other communities. This should reduce the likelihood of hiring a "fly by night" contractor that may leave a project unfinished, completed poorly, and/or without warranty.

### UNDERSTANDING A VENDOR'S PRICE

Vendor pricing can vary greatly, even when compared **"apples-to-apples."** Some of the many reasons for varying quotes include acquisition fees, insurances, employee benefits, sales commissions, warranties, capital equipment, quality of workforce and materials, experience of estimators, and profit margin. By having multiple bids through a competitive, sealed bidding process, you have a better chance of a lower cost.

### STAYING ORGANIZED

Any information received through this software system will be saved for future reference and use. This includes pictures, proposals, scopes of work, and any other documents related to a proposal request. All can be retrieved by simply logging into your free online manager account.



**Affinity Management Services**  
1430 NW 15th Avenue  
Miami, Florida 33125  
**P:** (305) 325-4243

**PROPOSAL REPORT FOR:**

Creek Club 3  
8040 Tatum Water Way Dr.  
Miami Beach, FL 33141

**Summary Details For RFP No.762562:**


Reference Name: MailBox  
Industry Solicited: Signage, Locksmith, & Mailbox Systems  
RFP Close Date & Time: 12-03-2012 11:00  
Location where work is to be performed: Common areas

Projected Contract Term: One Time

**Proposal Overview Details:**

Proposals Submitted: **1**  
Alt.Proposals Submitted: **0**  
High Bid: **\$2,295.00**  
Low Bid: **\$2,295.00**  
Average Bid: **\$2,295.00**

VENDOR 1

First Florida Services
Vendor Apple Rating: 
1097 Jupiter Park Lane, Jupiter, Florida 33458
In-House Vendor? <b>No</b>
Company Phone: (561) 290-1795
Extension: 0
Alt.Phone: () -
Alt.Extension: 0
Year Business Established: 2009
Contact: John Tague
info@firstflaservices.com
Mobile Phone: (561) 301-6009
<b>TOTAL AMOUNT PROPOSED</b>
<b>\$2,295.00</b>
Alternate Proposal Provided?
<b>No</b>
<b>Alt.Price: N/A</b>

**LINE ITEM #1:** MailBox .

20 Units:

2 Banks of 10, one on each side of building.

Units to replace existing format.

**Attachment for Line Item 1:**None**VENDOR 1:****LINE ITEM PRICE: \$ 2,295.00****NOTES:**4 each 5-box recessed mailboxes

LABOR

MISC MATERIALS to install mailboxes

See attached proposal for illustration and details.

**EXCEPTION(S):** NONE**ATTACHMENT(S):** Estimate\_(4).pdf

**SPECIAL REQUIREMENTS -- Vendors meet the following requirements:**

**VENDOR 1:**

**GENERAL NOTES:**

NONE

**GENERAL EXCEPTION(S):**

None

**Insured**

General Liability

Minimum Liability Insurance Amount Required:\$

**VENDOR 1:**

Occupational License: [Business\\_Tax\\_Receipt\\_.pdf](#)

Professional License: [CGC1519779\\_Exp8-31-14.pdf](#)

General Liability Insurance: [FFS\\_GL-COI\\_Exp7-18-13.pdf](#),[FFS\\_GL-COI\\_Exp7-18-13.pdf](#)

Workers Comp Insurance: [FFS\\_WC-COI\\_Exp10-1-13.pdf](#)

W-9: [W-9.pdf](#)

WARRANTY-INFO: No Files

Warranty: One year warranty on workmanship of installation. Mailbox will have a one year warranty from manufacturer.