



Date: October 4, 2021

REQUEST FOR QUOTATIONS

RFQ No.: 22-102

ALL INTERESTED PARTIES:

The Town is seeking quotes from qualified and experienced firms for all labor, materials, tools, equipment, machinery, expertise, services, and all else necessary and reasonably inferable from the Contract Documents for proper completion of the project consisting of installation of a self-service free standing kiosk that will reside in our Town Hall lobby. The kiosk will need to contain a PC running the latest version of Windows with a large touch screen (32 inch minimum preferred). The kiosk must also have an interface that allowed the Town's current credit card payment processing software provider (Square) to be utilized along with thermal paper receipt printing for "Square" credit card transactions. The kiosk must also have the ability to house a laser jet printer to print documents for customers and also a scanner to scan customer documents for importation into various portals.

Non-Mandatory site visit shall be held Tuesday October 12,2021 at 2:00pm local time.

The Substantial Completion of the Project shall occur no later than **forty-five (45) calendar days** from date of issuance of the Notice to Proceed, and Final Completion shall occur no later than **ninety (90) calendar days** from date of issuance of the Notice to Proceed.

Attached is the SCOPE of Work & Initial Specification Quote Response Form.

TOWN OF SOUTHWEST RANCHES, FLORIDA
RFQ 22-102 – TOWN HALL SELF-SERVICE LOBBY KIOSK

Quotes may be submitted to:

Russell Muñiz, MBA, MPA, MMC
Assistant Town Administrator /Town Clerk
by US Mail, at 13400 Griffin Road, Southwest Ranches, FL 33330,
by Fax at 954-434-1490
by Email Rmuniz@southwestranches.org
or electronically via the Demandstar.com E-Bidding platform until **2:00 P.M. Friday
October 22, 2021**, for:

**“TOWN HALL SELF-SERVICE LOBBY KIOSK
LOCATED AT 13400 GRIFFIN ROAD, SOUTHWEST RANCHES, FL 33330”**

RFQ No.: 22 – 102

Please include.

Each submittal shall include:

- Copies of all required licenses
- Current W9 form on IRS October 2018 form
- All pages of E-Verify Memorandum of Understanding (www.E-Verify.gov/employers)
- The Quote shall include certificate(s) of insurance or written proof of the ability to provide the required insurance by an insurance company authorized to do business in the State of Florida.
- **INSURANCE**
The Seller of services must have secured and maintained the required amount of \$1,000,000 general and \$500,000 automobile liability limits and **must list the Town as an Additional insured of this coverage**. The Seller must have worker's compensation coverage as required by law. Any exception to the above stated limits or other requirements must be endorsed and approved by the Town of Southwest Ranches' Town Administrator.
- The Reference Form.
- The completed Initial Specification Quote Response Form **and** YOUR detailed proposal document.

SCOPE OF WORK

Installation of a self-service free standing kiosk that will reside in our Town Hall lobby. The kiosk will need to contain a PC running the latest version of Windows with a large touch screen (32 inch minimum preferred). The kiosk must also have an interface that allowed the Town’s current credit card payment processing software provider (Square) to be utilized along with thermal paper receipt printing for “Square” credit card transactions. The kiosk must also have the ability to house a laser jet printer to print documents for customers and also a scanner to scan customer documents for importation into various portals. The structure and wiring of the kiosk must be constructed so that all peripherals (eg. screen, PC, printer, and scanner) can be removed and replaced as components fail or better replacements become available.

PERMITS

No permits are contemplated to be necessary for this project, but should one be required it shall be paid for by the Contractor.

PRODUCT/MANUFACTURE

The structure and wiring of the kiosk must be constructed so that all peripherals (eg. screen, PC, printer, and scanner) can be removed and replaced as components fail or better replacements become available. It would be preferable if the kiosk could be mobile so that once unplugged from power and network interface it could be moved for cleaning or general maintenance.

STAFF TRAINING

Please provide training requirements in detailed proposal with itemized costs to achieve the scope of work required.

GENERAL SPECIFICATIONS

All work shall be completed during normal business hours, which are Monday-Friday 8:30 AM - 4:30 PM, unless otherwise approved by Town's designee.

GARBAGE COLLECTION

Debris shall not be permitted to accumulate on site. Debris may be hauled away by Contractor and disposed of legally or placed in a Waste Pro dumpster provided by the Town’s solid waste hauler, Waste Pro.

CONTRACTOR’S RESPONSIBILITY

The Contractor shall furnish all supervision, labor, equipment, materials, paint, tools, machinery, transportation and other facilities and services necessary to fully complete the project.

TOWN OF SOUTHWEST RANCHES, FLORIDA
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The Contractor shall be responsible for the protection of the Town's property. If such damage occurs the Contractor shall be solely responsible for the restoration of such damages within 5 days of the notification.

The Contractor shall provide a work plan and schedule.

The Contractor shall be responsible to cordon off and erect warning signs in areas where injury to staff or the public could occur while the kiosk is being installed.

The Contractor shall be responsible to ensure their staff follows all related safety and applicable OSHA regulations.

The Contractor will ensure that all work is performed in a professional manner by skilled trade workers.

The Contractor shall maintain a full work force from the start to completion of the project, providing a qualified foreman/supervisor who is fluent in English and is on the job site at all times.

The Contractor shall ensure that all such trade workers are fully and properly clothed including personal protective equipment, and identifiable uniforms while working on the premises or entering any part of the work area.

The Contractor shall ensure that all equipment/tools and materials are secured at the end of each workday and that the job site is left clean and orderly. Contractor shall be responsible for securing the project confines at all times.

The Contractor shall ensure that the deliveries of all necessary materials are received in unopened containers with the original labels and batch numbers clearly visible with a copy of the label information per product provided to the Town for their records. All materials shall be used in strict adherence to the manufacturers written instructions, specifications and recommendations.

TOWN RESPONSIBILITIES

The Town will coordinate building access with the Contractor.

SAFETY

All pertinent safety regulations shall be adhered to rigidly. In addition, all safety noted on the manufacturer's Product Data Sheets and labels shall be observed.

Contractor shall provide all safety equipment required to perform the project.

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The Town will make a final decision deemed to be in the best interests of the Town, and anticipates the use of a purchase order or written agreement to confirm the terms of the services, as may be acceptable to the Town. Pursuant to the Town's Procurement Code, this RFQ shall not be deemed a competitive procurement, and there shall be no rights of protest associated with decisions which may be made by the Town.

The Town of Southwest Ranches reserves the right to reject any or all quotes, to waive any informality, non-material irregularity or technicality.

All Quotes or questions concerning this RFQ may be submitted electronically using the Demandstar.com E-Bidding platform, or by US Mail, Fax, Emailed to:

Russell Muñoz, MBA, MPA, MMC
Assistant Town Administrator/Town Clerk
13400 Griffin Road
Southwest Ranches, Florida 33330
Phone: 954-434-7450
Fax: 954-434-1490
Email: rmuniz@southwestranches.org

TOWN OF SOUTHWEST RANCHES, FLORIDA
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RESPONSE TO REQUEST FOR QUOTATIONS

RFQ NO.: 22-102

COMPANY NAME: _____

OWNER/CONTACT NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE: _____

Initial Specification Quote Response Form

Estimated Time to Complete Job:	
Earliest start date:	
TOTAL QUOTE AS PER YOUR ATTACHED DETAILED PROPOSAL	\$

YOUR Detailed Quote Proposal as per specifications Attached: YES

Please initial

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Reference Form

The Quoter's response to this questionnaire will be utilized as part of the Town's Evaluation and Vendor selection. Quoters must have current licensures applicable to this type of work and must have experience on comparable work. List comparable contract experience client references

Project Name: _____

Contract Amount: _____

Contract Date: _____

Client Name: _____

Address: _____

Contact Person: _____

Contact Person Tel. No.: _____

Contact Person Email: _____

Project Name: _____

Contract Amount: _____

Contract Date: _____

Client Name: _____

Address: _____

Contact Person: _____

Contact Person Tel. No.: _____

Contact Person Email: _____

- Include YOUR detailed proposal document.