



Date: July 27, 2022

REQUEST FOR QUOTATIONS

RFQ No.: 22-108

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 replacing the existing Town Hall security camera system and installing a new high-definition security camera system and recording equipment.

The Substantial Completion of the Project shall occur no later than **thirty (30) calendar days** from date of issuance of the Notice to Proceed, and Final Completion shall occur no later than **sixty (60) calendar days** from date of issuance of the Notice to Proceed.

Attached is the SCOPE of Work & detailed specification sheets.

Responses must be submitted to : Venessa Redman, Senior Procurement Officer by US Mail, at 13400 Griffin Road, Southwest Ranches, FL 33330 until **2:00 P.M. Friday August 19, 2022.**

Envelopes must be clearly marked:

ATTENTION: VENESSA REDMAN, Senior Procurement Officer

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TOWN HALL SECURITY CAMERA PROJECT

LOCATED AT 13400 GRIFFIN ROAD, SOUTHWEST RANCHES, FL 33330

Vendor Name:

Vendor Address:

Vendor Contact Number and EMAIL.

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Please include.

Each submittal shall include:

- Copies of all required licenses
- Current W9 form utilizing IRS form: October 2018.
- E-Verify Memorandum of Understanding (www.E-Verify.gov/employers)
- Two (2) references, letter of recommendation preferred.
- The Quote shall include Broward County Local Business Tax Receipt if the quote value is greater than or equal to \$10,000.
- 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.
- The Quote shall also include the cost for all required permitting.
- **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, and if applicable, provide a copy of state workers compensation exemption. Any exception to the above stated limits or other requirements must be endorsed and approved by the Town of Southwest Ranches' Town Administrator.
- The completed attached form.

SCOPE OF WORK

The scope of work will include removing the current security camera which includes 13 cameras, associated mounting hardware, DVR, and installing a new security camera system consisting of the requisite number of high-definition cameras to monitor and record the activities of the Town Hall grounds including locations within the Town Hall building.

The Town desires a managed solution that will allow for updates and services as needed to ensure the system is always running efficiently with minimal interruption and downtime.

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PRODUCT/MANUFACTURE

The Town shall accept only products for the system that are regarded as reliable, and warranted from the manufacturer. All products should also be National Defense Authorization Act (NDAA) compliant.

GENERAL SPECIFICATIONS

All work required to occur within the Town Hall building shall be completed during normal business hours, which are Monday-Friday 8:30 AM - 5:00 PM, unless otherwise approved by Town's designee. Exterior installations may occur at the contractor's convenience between the hours of 7 a.m. and 7 p.m.

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 the dumpster located at Town Hall.

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.

The Contractor shall be responsible for the protection of the Town's property; such as screens, window, foliage, walkways, Equipment/tools, vehicles, etc. from paint and/or damage. 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.

Contractor will need to secure their areas to ensure safety and provide access to the building at all times.

The contractor shall work with the Town's representative to arrange for all vehicles to be removed from the work area and adjacent to the work area to safeguard against possible damage.

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.

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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. When Hi-lift equipment is not in operation, it must be removed and secured away from foot traffic. In addition, The Contractor will be responsible for the prompt removal of all project debris within two calendar days after the completion of the project. All tools, equipment, and machinery must be removed within two calendar days of final project completion.

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.

MATERIALS

The selected DVR memory must be of sufficient capacity to allow for recording of all activities for a minimum of 30 days. The frame rate shall be set at 15 frames per second for all recordings.

The offered solution must be able to be monitored, accessed, and reviewed via a mobile application and a desktop application or client.

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.

TOWN RESPONSIBILITIES

The Town shall provide water, and electric necessary for the contractor to properly complete all tasks involved in completing a successful installation.

The Town will coordinate building access with the Contractor and the facility occupant.

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.

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

All questions concerning this RFQ may be submitted **until 2:00 P.M. Friday August 12, 2022**, by US Mail, Fax or Emailed to:

Russell Muniz, Assistant Town Administrator
13400 Griffin Road
Southwest Ranches, Florida 33330
Phone: 954-434-7450
Fax: 954-434-1490
Email: rmuniz@southwestranches.org

for:

RFQ No.: 22 – 108

“TOWN HALL SECURITY CAMERA PROJECT

LOCATED AT 13400 GRIFFIN ROAD, SOUTHWEST RANCHES, FL 33330”

TOWN OF SOUTHWEST RANCHES, FLORIDA
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RESPONSE TO REQUEST FOR QUOTATIONS

RFQ NO.: 22-108

COMPANY NAME: _____

OWNER/CONTACT NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE: _____

Estimated Time to Complete Job:	
Earliest start date:	
TOTAL QUOTE	\$
Suggested Annual Maintenance Service (include detail description)	\$

Detailed Quote as per specifications attached: YES / NO

NOTE: Please refer to Page #2 for additional submission requirements.