



**Date: April 25, 2023**

**REQUEST FOR QUOTATIONS**

**RFQ No.: 23-102 TOWN HALL COUNCIL CHAMBERS PROJECTORS**

**Located at 13400 Griffin Rd, southwest ranches, FL 33330**

**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 two new 4K Resolution projectors in the Council Chambers located at Town Hall. The projectors are used to project images from a PC located in the Council Chambers and are used to display images, videos, and live television on a slightly curved wall. The project scope will include all installation with the existing setup in the Council Chambers. A site visit prior to bid is mandatory. All bids must be accompanied by a full spec sheet indicating full pixel information, lumens rating, feature list, available aspect ratios, and warranty information.

**Mandatory site visit shall be held Friday May 12, 2023 at 2:00pm local time.**

**All quotes must be submitted by email to [rmuniz@southwestranches.org](mailto:rmuniz@southwestranches.org) or uploaded to <http://www.demandstar.com> by 2:00 P.M. Monday May 26, 2023.**

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 **sixty (60) calendar days** from date of issuance of the Notice to Proceed.

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

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](mailto:Rmuniz@southwestranches.org)

or electronically via the Demandstar.com E-Bidding platform until **2:00 P.M. Monday May 26, 2023.**

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Please include.

Each submittal shall include:

- Copies of all required licenses
- Current W9 form on October 2018 form
- All pages of E-Verify Memorandum of Understanding ( [www.E-Verify.gov/employers](http://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**

The scope of the work is for the installation of two (2) new 4K projectors in the Council Chambers that will be ceiling mounted. The scope shall include 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 two new 4K Resolution projectors in the Council Chambers located at Town Hall. The projectors are used to project images from a PC located in the Council Chambers and are used to display images, videos, and live television on a slightly curved wall. The project scope will include all installation with the existing setup in the Council Chambers. A site visit prior to bid is mandatory. All bids must be accompanied by a full spec sheet indicating full resolution information, lumens rating, feature list, available aspect ratios, and warranty information.

### **PERMITS**

Any permits, if required, will be paid for by the contractor.

### **PRODUCT/MANUFACTURE**

**The Town anticipates the installation of two new (not refurbished) 4K resolution projectors that will be ceiling mounted. The projectors shall be from industry recognized manufacturers with industry standard warranty coverage. Please provide a detailed proposal with itemized costs to achieve the**

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scope of work required. Please provide spec sheets on projectors indicating full resolution information, lumens rating, feature list, available aspect ratios, and warranty information.

**STAFF TRAINING**

Contractor shall provide sufficient training post installation so that staff can successfully operate the projectors without resorting to reviewing the manual.

**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 Management dumpster provided by the Town's solid waste hauler, Waste Management.

**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. If such damage occurs the Contractor shall be solely responsible for the restoration of such damage 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 using the council chamber could occur.

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.

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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.

The items shall be tagged with the town provided asset tags before being installed.

**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.

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 email to:

Russell Muñiz, 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](mailto:rmuniz@southwestranches.org)

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**RESPONSE TO REQUEST FOR QUOTATIONS**

COMPANY NAME: \_\_\_\_\_

OWNER/CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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**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:** \_\_\_\_\_

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- Include YOUR detailed proposal document.