



Date: April 26, 2023

REQUEST FOR QUOTATIONS

RFQ No.: 23-101

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 on-site preparation, pressure cleaning, patching, caulking, scraping, sanding, priming, intermediate and finish coat painting of exterior surfaces. All repair work shall be permanent.

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.

Quotes may be submitted to the General Services Manager by US Mail, at 13400 Griffin Road, Southwest Ranches, FL 33330, or Email tholste@southwestranches.org until **2:00 P.M. Wednesday May 26, 2023**, for:

PROJECT DESCRIPTION

RFQ 23-101 – EMERGENCY NOTIFICATION SUBSCRIPTION SERVICES

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.

TOWN OF SOUTHWEST RANCHES, FLORIDA
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- 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, 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 involve an emergency notification service by which the municipality can notify residents and businesses through telecommunications, text, email, and other social media communications about emergency situations. The system should be capable of sending messages only to specific neighborhoods or the entire community. It will be for a one (1) year term with the option to extend for four (4) additional one year terms.

GENERAL SPECIFICATIONS

All work shall be completed during normal business hours, which are Monday-Friday 7:30 AM - 5:00 PM, unless otherwise approved by Town's designee.

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 by US Mail, Fax or Emailed to:

Thomas Holste, General Services Manager
13400 Griffin Road
Southwest Ranches, Florida 33330
Phone: 954-343-7467
Email: tholste@southwestranches.org

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RESPONSE TO REQUEST FOR QUOTATIONS

RFQ NO.: 23-101

COMPANY NAME: _____

OWNER/CONTACT NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE: _____

Estimated Time to Complete Job:	
Earliest start date:	
TOTAL QUOTE	\$

Detailed Quote as per specifications attached: YES