



PAT FRANK

CLERK OF COURT & COMPTROLLER

HILLSBOROUGH COUNTY, FLORIDA

REQUEST FOR QUOTATION

FOR

AUTOMATED CASH RECYCLER

REQUEST FOR QUOTATION NUMBER 03/18

JULY 10, 2018

REQUEST FOR QUOTATION NUMBER 03/18
AUTOMATED CASH RECYCLER

The Clerk of Court & Comptroller, Hillsborough County, Florida (the "Clerk") is currently seeking Quotations for an Automated Cash Recycler to include hardware, software, delivery, installation, training, maintenance and support.

The Clerk will select the Firm determined to have submitted the most Responsive and Responsible Quotation. This does not mean that all aspects of the selected Quotation are acceptable to the Clerk, and the Clerk reserves the right to modify or reject terms and conditions proposed by the successful Firm as deemed necessary to ensure the satisfactory purchase of an Automated Cash Recycler. It is the Clerk's intent to contract from a single Proposer; however, the Clerk reserves the right to enter into additional Agreements for like products and services with other Firms.

A. REQUEST FOR QUOTATION INSTRUCTIONS:

PLEASE RETURN THE REQUESTED PRICING SHEET AND REQUIRED ATTACHMENTS TO CLERK'S PURCHASING, 407 N. EAST STREET, TAMPA, FLORIDA 33602, **NO LATER THAN – 2:00PM – MONDAY, JULY 23RD, 2018.**

1. This purchase is subject to and incorporates the Clerk of Court & Comptroller, Hillsborough County, Florida; CONTRACT TERMS AND CONDITIONS ("CLERK-TERMS") dated March 28, 2017, as found at the following link: <http://w>. Should any conflict arise between the CONTRACTOR's TERMS and CLERK-TERMS, only CLERK-TERMS shall be enforced as part of the agreement to the exclusion of CONTRACTOR TERMS.
2. Each Proposer must provide the following information as detailed in section E of this Request for Quotation:
 - a. Completed and signed Attachment 1, entitled "Price Sheet Summary".
 - b. Completed and signed Attachment 2, entitled "Proposal Submittals".
 - c. Completed and signed Attachment 3, entitled "References".
3. All Quotations must be marked "**Request for Quotation (RFQ) #03/18, AUTOMATED CASH RECYCLER.**" Quotations can be submitted via United States Postal Services, other mail delivery services, or hand delivered to the above address. NOTE: electronically submitted quotes will not be accepted.

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4. Each Firm submitting a Quotation shall examine the Request for Quotation and any Attachments and shall judge all matters relating to the adequacy and accuracy of such documents. Should the Request for Quotation documents need clarification, Firms should submit written inquiries to the Clerk's Purchasing Department, purchase@hillsclerk.com and fordsa@hillsclerk.com, or by fax to (813) 272-7070.

B. SCHEDULE

1. **Quotation Submission Deadline**

All Quotations must be received by 2:00 P.M., Monday, July 23, 2018.

All Quotations must be submitted to the Clerk's Purchasing Department, 407 N. East Street, Tampa, Florida 33602.

Note: The Request for Quotation receipt time will be scrupulously observed. Under no circumstances will quotations be considered if delivered after the receipt time specified. Late quotations will be returned to the firm unopened with a notation "This Quotation was received after the delivery time designated for the receipt of quotations". The Clerk of the Circuit Court shall not be responsible for delays caused by the United States Postal Services or for delays caused by any other occurrence, including specifically, but not limited to, severe weather conditions. Electronically submitted quotes will not be accepted.

2. **Quotation Opening**

Will be held at 2:15 P.M., Monday, July 23, 2018.

Location: Clerk's Purchasing
Conference Room
407 N. East Street, Room 206
Tampa, Florida 33602

3. **Quotation Selection**

Within ten (10) working days of Quotation opening.

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C. EVALUATION AND SELECTION PROCESS

The Clerk will review and evaluate all Quotations submitted in response to this Solicitation Document. The qualifications of each Quotation as “Responsive” and the qualification of each entity submitting a Quotation as “Responsible”, shall be made by a committee of at least three (3) persons appointed by the Clerk (“Evaluation/Selection Committee”). The Evaluation/Selection Committee shall qualify the quotations using the following criteria:

1. Responsive: Compliance with the Quotation document Specifications
2. Responsive: Lowest Price*.
3. Responsible: References.
4. Responsible: Proposer qualifications.
5. Responsible: Proposer’s ability to meet any time requirements or to perform within a reasonable time if no time is specified. Reasonable time expected to be thirty (30) days or less, after receipt of a purchase order, but no later than 09/28/18.

The Evaluation/Selection Committee will consider how well the Proposer's Quotation meets the needs of the Clerk as described in the Proposer's response to this Solicitation Document. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the response. Please follow all instructions carefully. The Quotation should be submitted according to the instructions & specifications outlined within this Solicitation Document. A Quotation that fails to follow these instructions may be considered non-responsive and may be eliminated from further consideration.

The Clerk may seek additional information for purposes of clarification. Such clarifying information shall be provided by the Proposer in writing and shall become part of its Quotation.

The award shall be made by the Clerk and shall be based upon the above stated selection criteria. The Clerk reserves the right to disqualify any Proposer that is not responsive to this RFQ.

*In the event that two or more Proposer responses share the same low cost bid, all other selection criteria being found essentially equal, the Clerk at her discretion reserves the right to issue an award from among those responses.

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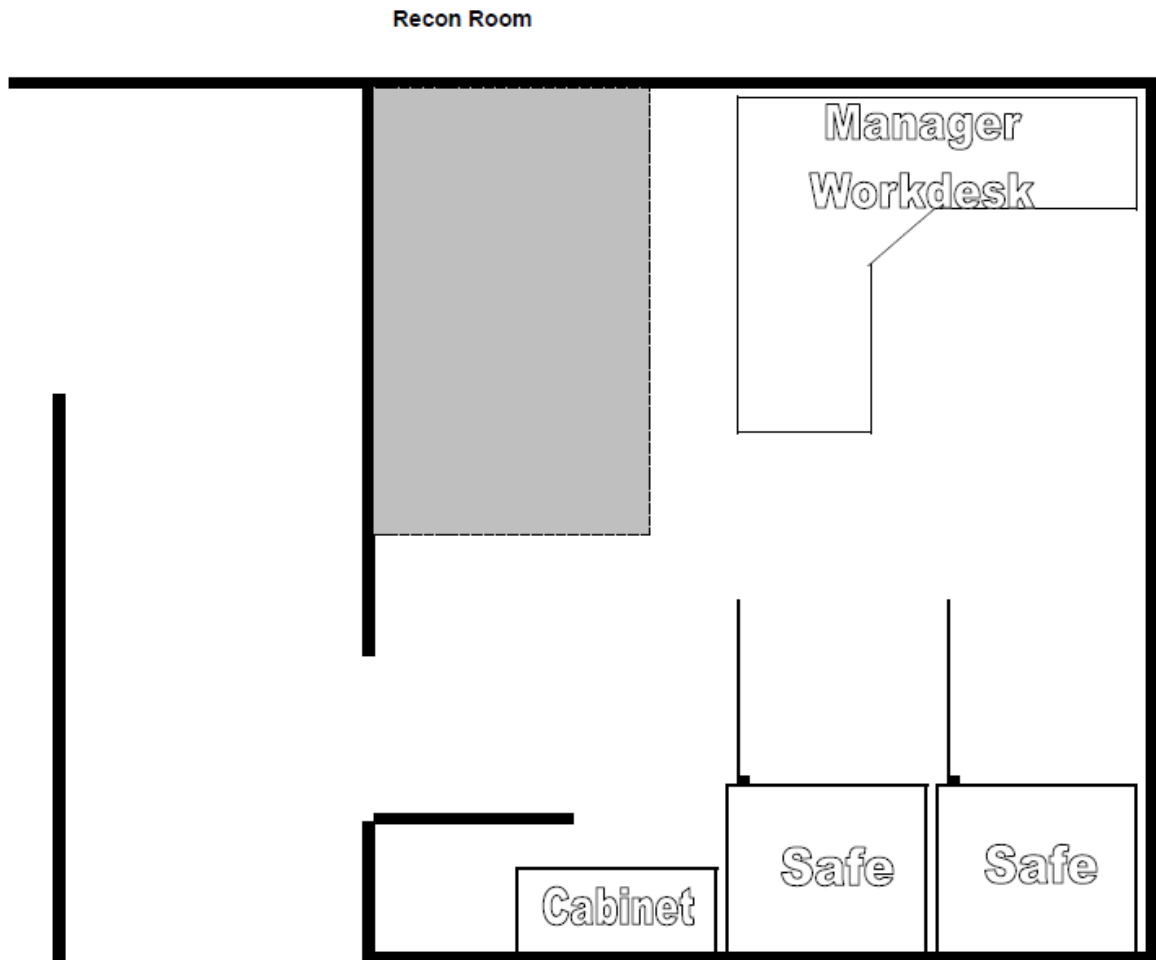
D. SPECIFICATIONS:

1. MINIMUM FEATURE REQUIREMENTS

- a. Dashboard for monitoring
- b. Touchscreen display for Cash Recycler
- c. Minimum 15 inch touchscreen display
- d. Passcode access for each employee
- e. Coin dispenser
- f. Bills dispenser
- g. Notes Capacity of 5,000 or more
- h. Coin Capacity of 5,000 or more
- i. Minimum of 7 notes per second deposit
- j. Minimum of 6 notes per second dispensing
- k. Minimum of 15 coins per second deposit
- l. Minimum of 40 coins per second dispensing
- m. Ability to program multiple standard tills to dispense starting till for each employee
- n. Ability to dispense starting tills into cash drawers
- o. Ability for cashiers to request their own change when needed
- p. Ability for cashiers to deposit till withdrawals
- q. Back office balancing and bank deposits
- r. Counterfeit bill detection
- s. US Coin detection/authentication
- t. Dispense cash for bank deposit
- u. Provide change
- v. Accepts end of day deposit per cashier
- w. Digital locks
- x. 50 plus users
- y. Provide employee with a printed 'receipt' for every transaction
- z. Reporting Capabilities
 1. End of day balancing reports
 2. Individual cashier reports
 3. Daily reports
 4. Daily summaries

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2. Please provide the software & license requirements, including any separate software license agreements, if applicable, for proposed solution.
3. Please provide the minimum system specifications required for proposed solution.
4. What are the dimensions and weight of the equipment?
 - a. Available space is approximately 4' x 8' (see drawing below).
 - b. Delivery space: The aisle outside room is 4' 7" wide and room has a basic 36" office door.



5. What are the power requirements for proposed equipment?
6. Please explain & provide samples of reporting functions available for proposed solution.

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7. TRANSPORTATION AND DELIVERY

All Good/Service(s) for this Request for Quotation must be delivered by no later than 09/28/18.

Delivery of Good/Services(s) shall be to the following location:

Clerk of Court & Comptroller

Customer Service Center

Room #101

800 E. Twiggs Street

Tampa, Florida 33602

- a. When do you require a Purchase Order issued, in order to meet the delivery deadline of 09/28/2018?

8. INSTALLATION

The selected Proposer will be responsible for complete installation of all equipment. This includes all hardware, software and any tools necessary to complete the installation.

The Proposer will be responsible for identifying AC power requirement, prior to installation.

9. TRAINING

Please provide details of training to be provided for proposed solution.

10. WARRANTY & MAINTENANCE & ONGOING SUPPORT

- a. Warranty: Please provide the manufacturer warranty for all proposed hardware and software.
- b. Maintenance & Ongoing Support: Please provide details for level of service and ongoing support for all proposed hardware and software. Quotation must include pricing for 1 year of maintenance and support. Maintenance and Support should include all hardware, software, licenses, upgrades, and parts and labor. Maintenance and Support services to begin after acceptance of all goods/services and after warranty period has ended.

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E. ATTACHMENTS

1. Price Sheet Summary (Attachment 1)

The Clerk is immune from paying any and all taxes. The Proposer agrees that all taxes levied will be the sole responsibility of Proposer. The Clerk will furnish Proposer with a Certificate of Exemption. All Quotations must show the net Quotation price after allowable discounts have been deducted. The Proposer shall submit pricing on Attachment 1, entitled "Price Sheet Summary".

2. Quotation Submittals (Attachment 2)

This section will include the Proposer's complete response to this Request for Quotation to include, where appropriate, samples, sketches, descriptive literature and complete specifications for the items proposed and offered, including environmental requirements; all such materials to become the property of the Clerk. References to previously submitted material or to documents not submitted with the Quotation in the form or manner requested, or to material in a previously submitted Quotation, will be grounds for rejection of the Quotation. The above information shall be written on Attachment 2, entitled "Quotation Submittals".

3. References (Attachment 3)

The Proposer shall submit a minimum of three (3) references: include county or local governmental references, if possible. The Proposer shall submit references reflecting work experience with Firms requesting similar quantity and diversity as required in the Quotation Specifications. Please include one reference for a new client that implemented your services in the past twelve (12) months. The Proposer must provide company name and address, contact name and phone number, and date of completion. Additional information is welcome. The above information shall be written on Attachment 3, entitled "References".

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ATTACHMENT 1

PRICE SHEET SUMMARY

Line #	Product SKU and Name	Product Description	Quantity	Unit Price	Extended Price
HARDWARE					
SOFTWARE & LICENSES					
DELIVERY AND INSTALLATION					
TRAINING					
1ST YEAR MAINTENANCE AND SUPPORT SERVICES					
				Total:	

Proposer

Signature of Authorized Representative Date

Printed or Typed Name and Title of Authorized Representative

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ATTACHMENT 2

QUOTATION SUBMITTALS

Proposer

Signature of Authorized Representative

Date

Printed or Typed Name and Title of Authorized Representative

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**ATTACHMENT 3
REFERENCES**

COMPANY NAME AND ADDRESS	CONTACT NAME	CONTACT PHONE NUMBER	COMPLETION DATE

Proposer

Signature of Authorized Representative Date

Printed or Typed Name and Title of Authorized Representative