



City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • 928.753.5561
WWW.CITYOFKINGMAN.GOV

CITY OF KINGMAN **NOTICE OF REQUEST FOR PROPOSAL** **MERCHANT CARD PROCESSING SERVICES** **FOR PERMITTING AND LICENSING** **FIN22-003**

Project Description: The City of Kingman is soliciting proposals from qualified companies capable of satisfying the City’s needs for Merchant Card Processing Services for Permitting and Licensing for a contract term of five years. The Proposer must have the ability to integrate with CentralSquare utilizing their system for over the counter and online payments.

Criteria for selection will be cost, experience, qualifications, and the ability to deliver the services and hardware requested. The selection process will be led by an Evaluation Committee comprised of at least three City team members.

The Request for Proposals (RFP) may be obtained by visiting the City of Kingman’s website: <https://www.cityofkingman.gov/government/advanced-components/list-detail-pages/rfp-posts-list> or by contacting Tina D. Moline at (928) 753 – 8120 during normal business hours, Monday through Thursday 7:00 am – 6:00 pm (Arizona time).

Proposers wishing to submit questions must do so in writing by 6:00 pm Arizona time, on September 21, 2022. Questions should be submitted by email to: tmoline@cityofkingman.gov.

The City of Kingman will accept sealed proposals from qualified firms at the **office of the City Clerk at 310 North 4th Street, Kingman, AZ 86401**, until **3:00 PM** Arizona Time on **September 29, 2022**. Proposals will be opened at that time. Any proposal received after 3:00 P.M. on the above stated date will be returned unopened. Faxed and e-mailed bids will not be accepted.

The outside of the proposal envelope shall indicate the name and address of the Proposer shall be addressed to: City of Kingman, Attention: City Clerk at the above address and shall be marked:

“FIN22-003 – MERCHANT CARD PROCESSING SERVICES FOR PERMITTING AND LICENSING”

The envelope shall contain one (1) original and three (3) copies of the proposal.

Delays due to mail and/or delivery services will not be considered excusable to the time requirements contained within this RFP.



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The City anticipates selecting a proposer and awarding a contract by October 18, 2022. There is not an expressed or implied obligation for the City of Kingman to reimburse responding proposers for any expenses incurred in preparing proposals in response to this request.

During the evaluation process, the City of Kingman reserves the right, where it may serve in the City's best interest, to request additional information or clarification from proposers. At the discretion of the City of Kingman, each proposer submitting a proposal may be requested to attend interviews as part of the evaluation process.

The City of Kingman reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this request for proposal.

The City reserves the right to reject any and all bids.

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