

CITY OF PARKLAND
6600 UNIVERSITY DRIVE
PARKLAND, FLORIDA 33067
PHONE # (954) 757-4177

QUOTATION REQUEST
(For projects estimated under \$25,000)

DATE: 3/30/2018 NUMBER: QR #2018-23



THIS IS NOT AN ORDER

QUOTE DUE DATE: APRIL 4, 2018, 2:00 PM, EST

COMMUNITY INPUT SERVICES

DESCRIPTION

Minimum specifications:

The City of Parkland is seeking quotes from qualified Consultants to provide expert assistance relating to Community Input Services for local government in accordance with the terms, conditions, and specifications contained in this Quotation Request (QR).

Outline of services to be provided:

The selected consultant will be available at the request of the City of Parkland for the facilitation of focus groups with interested stakeholders on the topic of public and school safety. The selected consultant will assist collecting the data and present recommendations to help the city adopt a proactive approach in addressing public and school safety needs. It is essential to address the multitude of stakeholders who want to have a voice and share their thoughts, concerns, and ideas for the future.

Consultant Minimum Qualifications:

The Consultant shall be in the business of providing services related to coordinating community input. Proposers must demonstrate that they, or the principals assigned to the project, have successfully provided similar services in the past five (5) years.

Basis for Award:

The contract award shall be made to the lowest responsive and responsible bidder.

Contact:

For questions, please contact Anthony Cariveau at 954-757-4177 or by email at: acariveau@cityofparkland.org.

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Compensation:

- a) Proposers shall list hourly labor rates to be used in pricing the work required by City of Parkland described in the Scope of Services. These labor rates are to be quoted on a fully-burdened basis, incorporating direct labor costs, indirect cost, and profit.
- b) Describe all available fee structures offered by your firm; including travel charges and any other cost that may be passed on to the City of Parkland.
- c) Total not-to-exceed contract cost

a. Specify fully-burdened hourly rates (including all overhead costs, general administration expenses and profit) for each employee who will provide specialized services:

Name	Function	Hourly Rate
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

b. Specify other direct costs required to provide specialized services.

Description	Rate
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

c. Total not to exceed contract cost. \$

Total: _____.

The City of Parkland reserves the right to utilize any Governmental Contract or exercise any option that is in the best interest of the City.

Service:

Service is desired within 15 calendar days after issuance of Purchase Order. Failure to meet this service date may be deemed as non-responsive.

Please indicate service time after Purchase Order: _____ calendar days.

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NO.: _____ DATE: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

FAX NO: _____ EMAIL ADDRESS: _____