

Cut along the outer border and affix this label to your sealed bid envelope to identify it as a "Sealed Bid". Be sure to include the name of the company submitting the bid where requested.

**SEALED BID ● DO NOT OPEN**

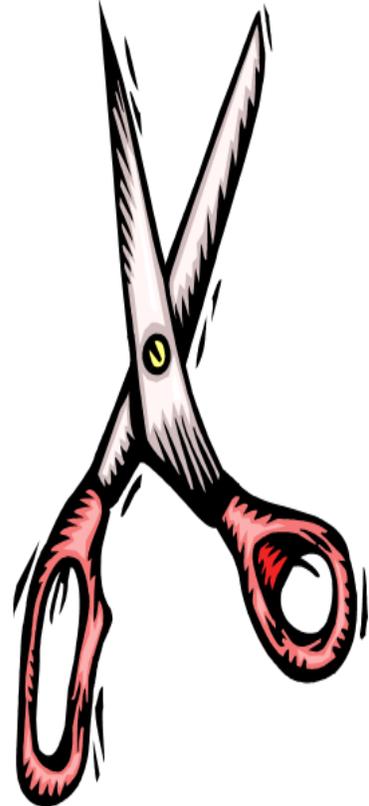
SEALED BID NO. : \_\_\_\_\_

BID TITLE: \_\_\_\_\_

DUE DATE/TIME: prior to 2:00 p.m.

SUBMITTED BY: \_\_\_\_\_  
(Name of Company)

DELIVER TO:           PROCUREMENT DEPARTMENT  
302 W. Reynolds Street, 3rd Floor  
Plant City, FL 33563





**PLANT CITY, FLORIDA**

**Request for Information  
Automated Time Clock Solution  
RFI 16-043FN-WS**

**City of Plant City  
Procurement Department  
302 West Reynolds Street  
Plant City, FL 33563  
Phone: 813-659-4270  
Fax #: 813-659-4238  
E-mail: [wstorey@plantcitygov.com](mailto:wstorey@plantcitygov.com)**

**CITY OF PLANT CITY  
PLANT CITY, FLORIDA  
Request for Information  
Automated Time Clock Solution  
RFI 16-043FN-WS**

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**CITY OF PLANT CITY, FLORIDA  
Request for Information  
Automated Time Clock Solution  
RFI 16-043FN-WS**

**Summary**

The City of Plant City, Florida is soliciting cost and capabilities information from providers of automated time clock solutions. This Request for Information is open for public inspection online at [Bidsync.com](http://Bidsync.com), [DemandStar.com](http://DemandStar.com) and [www.plantcitygov.com](http://www.plantcitygov.com).

**Notice: This is not a Request for Proposal or an Invitation for Bids.**

The purpose this Request for Information (RFI) is to gather information. No award will be made based on the results of this process. Any procurement by the City will be the subject of a separate process and subject to budget approval.

**Submittal Location, Deadline and Opening of Responses**

Sealed responses must be delivered to 302 W. Reynolds Street, 3<sup>rd</sup> Floor, Plant City, Florida 33563. The submittal deadline is **Thursday, June 30, 2016 @ 2:00 p.m.**, after which the responses will be opened and the names of each respondent will be announced.

**Questions**

Procurement Manager, Buddy Storey is the **only** staff designated and authorized to answer questions about this solicitation. Respondents may rely only on written responses or interpretations from the Procurement Manager. Verbal and/or written responses given by other City staff in response to questions shall not be binding on the City. The City will recognize written addenda issued by the Procurement Manager as the only legitimate method of responding to questions about this solicitation or the project described within this solicitation.

The deadline to submit questions is **Wednesday, June 22, 2016 @ 3:00 p.m.** All answers will be issued in writing via addendum. Questions shall be submitted in writing to Mr. Storey at [wstorey@plantcitygov.com](mailto:wstorey@plantcitygov.com).

**W. A. "Buddy" Storey, Jr.  
Procurement Manager**

## SECTION 1 – SUBMITTAL INSTRUCTIONS

1. Submittal Location & Deadline. Responses must be submitted to the City of Plant City Procurement Department, 302 W. Reynolds Street, 3<sup>rd</sup>. Floor, Plant City, Florida 33563 by **Thursday, June 30, 2016 @ 2:00 p.m.** Responses will be time stamped upon receipt. **Responses submitted by fax, e-mail, or telephone will not be accepted. Late responses shall not be accepted.**
2. Submittal Envelope. Responses shall be submitted in a sealed envelope or box clearly marked "RFI 16-043FN-WS Automated Time Clock Solution". Respondent shall write its name on the outside of the envelope.
3. Valid Term. Responses shall be valid for no less than 90 days from the submittal deadline.
4. Rejection. The City reserves the right to reject any or all responses at any time and for any reason. Responses submitted after the deadline shall be rejected. Responses submitted in an unsealed or incorrectly marked envelope or box shall be rejected. Fax, e-mail, or telephone responses shall be rejected. Responses which are incomplete, conditional, obscure, or which contain terms or additions not called for, or irregularities of any kind may be rejected at the sole discretion of the City.
5. Response Form. Responses shall be made in a form and manner that best describes the respondent's product and service. Responses shall be signed by the owner or other authorized individual.
6. Number of Copies. Responses shall be submitted in the following formats
  - a. Two (2) paper copies of all required forms and documents, **and;**
  - b. An electronic copy of responses, when possible. (PDF on a CD or Thumb Drive)
7. Certification. Submittal of a response shall be deemed as certification that a respondent has fully considered all factors associated with this Request for Information, including any addenda.

8. Sworn Statement on Public Entity Crimes. A person or affiliate as defined in Section 287.133, Florida Statutes, who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a Contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a Contract with a public entity for the construction or repair of a public building or public work; may not submit responses, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a Contract with any public entity; and may not transact business with any public entity in excess of \$25,000 for a period of 36 months following the date of being placed on the convicted vendor list.

Respondents must fill out and sign the form titled "SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES." Failure to do so may disqualify the bid.

9. Indemnification. Section 1-16, Plant City Code, prohibits the City from indemnifying other parties to an agreement. Therefore, the City cannot indemnify respondents.
10. All-Inclusive Cost. Prices given by respondents shall include all costs associated with the product or service proposed.
11. Preparation & Submittal Expenses. The City shall not be responsible for any expense incurred by a respondent in reviewing, evaluating, preparing, or submitting a response. Respondents are solely responsible for the entire expense of responding to this solicitation.
12. Legal Requirements. Respondents are required to comply with all provisions of federal, state, county and local laws, ordinances, rules and regulations that are applicable to the services being solicited in this bid. A respondent's lack of knowledge shall in no way be a cause for relief from responsibility, nor shall it constitute a cognizable defense against the legal effects thereof.

Submittal of a response shall constitute the respondent's affirmation that they are familiar with and shall comply with all federal, state, and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services. No plea of misunderstanding shall be considered on account of the

respondent's ignorance thereof. If a respondent believes provisions in the solicitation are contrary to or inconsistent with any law, ordinance, or regulation, then the respondent shall promptly report those provisions in writing to the City.

13. Public Records. Respondents understand that Florida has a broad public records law, and that documents in the possession of the City can only be maintained confidential to the extent allowed under the Florida Public Records Act, Florida Statute 119.

### **Responses:**

Responses to this solicitation for information should provide sufficient information for the City to evaluate the solution offered which at a minimum should include the following:

1. Options of customer and vendor hosted solutions.
2. Provision for training, i.e., limited, unlimited.
3. Provision for software updates and cost, if any.
4. Implementation cost.
5. Availability of Biometric entry as well as card swipe with camera.
6. Availability of labor tracking via smartphone, computer or timeclock.
7. Availability of messaging.
8. Provision for employees to check vacation time, etc.
9. Availability of scheduling.
10. Availability of geo-fencing.
11. Provision for notifications.
12. Pricing for licensing for over 400 employees with 20 supervisors and 10 timeclocks.
13. Explanation of rules, i.e., approvals.

### **Background:**

#### **Introduction:**

- Current time clocks are not connected to any payroll system, requires double entry to put all timecards onto internal payroll sheet and then enter into Munis system.
- Payroll processing currently occurs on Fridays. In numerous areas, collecting time cards from remote offices, compiling them and inputting them into Munis on Monday may not be possible before the Monday 10:00 am deadline.
- Time cards from remote sites must be transported to the administrative office Friday mornings, loss of Foremen's productive time.
- When processing payroll on Fridays from timecards collected in the morning, the Friday afternoon payroll may be inaccurate and has to be adjusted on Monday following Munis input on Friday but before batch release/approval on Monday.
- Errors occur when transferring time data into Munis.
- Loss of administrative productivity due to compiling and entering payroll into Munis on Fridays and then making any needed changes the following Monday.
- Current timeclocks do not have abuse controls to prevent employees from clocking friends in/out.

**Purpose:**

- Identify resources, technology available and solutions with price ranges to allow automated employee-entered time data into Tyler Munis.
- Focusing on Tyler Munis interface, biometric controls over abuse, time entry for multiple crews at multiple staff locations, some of which are not directly tied to our fiber network.
- To enter time through a computer or smart phone, although most would need to be at a kiosk/standalone terminal.
- Ability to clock in/out from different terminals (main office vs work site – i.e.: clock in at the admin office and clock out at a Parks location or rec center).

**Problems:**

- Time cards provide antiquated method of employee time recording.
- Questionable manual adjustments to time cards when forgetting to clock in/out.
- Inappropriate clocking in/out of co-workers.
- Desire to streamline the collection of time data in a more accurate manner to reduce errors from transfer of data and time lost in data entry.

**Examples of Current Circumstance/Situation:**

- Recreation Division (9 full time employees):
  - Administrative office (5) – all have computer access and currently clock in/out at their “home base” office.
  - Recreation Center staff (2 locations, 3 full time staff, 1 part time) – all have computer access and currently clock in/out at their “home base” office. Additional 10-15 summer seasonal staff members at recreation centers do not have computer access, will need kiosk/standalone terminal at both rec centers.
  - Tennis Center staff (1-full time, 5-6 part-time) - all have computer access and currently clock in/out at their “home base” office.
  - Part-time staff (variable quantity from 10-50 in a payroll period: athletic officials, skate park attendants, special event workers) – Other than the Tennis Center, they have no computer access, most work at remote sites with no time clock. Paper logs document their clock in/out. May not be able to accommodate this group as they report directly to the event/activity site and have no access to buildings/offices with computers/time clocks.
- Parks Division (42 full time):
  - Administrative office (4) - all have computer access and currently clock in/out at their “home base” office.
  - Six crews – each crew has their own “home base” office at different locations.
    - Sansone Park/Otis M Andrews/Ellis-Methvin/Tennis Crew (9) – Computer on site, no city fiber network access – only Foreman has computer access.
    - Stadium Crew (7) - Computer on site, has city fiber network access – only Foreman has computer access.
    - Landscape Crew (7) - Computer on site, has city fiber network access – only Foreman has computer access.
    - Cemetery Crew (6) - Computer on site, no city fiber network access – Foreman and Groundskeeper II have computer access.
    - Tree Trimming Crew (5) - Computer on site, has city fiber network access – only Foreman has computer access.
    - MLK/McCall/Snowden Crew (4) - Computer on site, has city fiber network access – only Foreman has computer access.

Side note 1: Only three of the above in the employee counts are “exempt” employees, so all but three use a time clock.

Side note 2: Both divisions – occasionally we have community service workers (either school required or court required) – could probably continue to utilize the current time clocks for this purpose.

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**THE FOLLOWING SECTION MUST BE COMPLETED BY ALL RESPONDENTS:**

Bidder Name: \_\_\_\_\_

NOTE: BIDDER NAME MUST MATCH LEGAL NAME ASSIGNED TO TIN NUMBER. CURRENT W9 MUST BE SUBMITTED WITH BID/PROPOSAL.

TIN#: \_\_\_\_\_ D-U-N-S® # \_\_\_\_\_

\_\_\_\_\_  
(Street No. or P.O. Box Number) (Street Name) (City)

\_\_\_\_\_  
(County) (State) (Zip Code)

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

EMERGENCY CONTACT

Emergency Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA**

The Bidder shall acknowledge receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the bid. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your bid. Material impacts include but are not limited to changes to specifications, scope of work, delivery time, performance period, quantities, bonds, letters of credit, insurance, or qualifications.

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_ Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_ Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

## REFERENCES

<b>Reference #1</b>			
Organization Name:			
Location (City, State):			
Contact Name:			
Telephone:		Date Service Began:	
Email:		Date Service Ended:	
Description of Service:			
<b>Reference #2</b>			
Organization Name:			
Location (City, State):			
Contact Name:			
Telephone:		Date Service Began:	
Email:		Date Service Ended:	
Description of Service:			
<b>Reference #3</b>			
Organization Name:			
Location (City, State):			
Contact Name:			
Telephone:		Date Service Began:	
Email:		Date Service Ended:	
Description of Service:			

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal, or Contract No. \_\_\_\_\_  
for \_\_\_\_\_  
[print name of the public entity]

2. This sworn statement is submitted by \_\_\_\_\_  
[print individual's name and title]

for \_\_\_\_\_  
[print name of entity submitting sworn statement]

whose business address is \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

3. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or Contract for goods or services to be provided to any public entity or an agency or political subdivision involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment of information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

5. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

a. Predecessor or successor of a person convicted of a public entity crime; or

- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime.
  - c. Those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Check the one statement that applies.]

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the Bidder or Vendor (Bidder) or any affiliate of the Bidder or Vendor (Bidder) has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies):

\_\_\_\_\_ There has been a proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings. The Final Order entered by the Hearing Officer did not place the person or affiliate on the convicted vendor list. [Attach a copy of the final order]

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order).

\_\_\_\_\_The person or affiliate has not been placed on the convicted vendor list.  
(Please describe any action taken by or pending with the Department of General Services).

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]

STATE OF FLORIDA \_\_\_\_\_ COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first \_\_\_\_\_

\_\_\_\_\_ being sworn by me, affixed his/her signature in the space  
[Name]

provided above on this day of \_\_\_\_\_, 20\_\_.

Notary Public

My commission expires \_\_\_\_\_