



REQUEST FOR QUOTATIONS

**2022 Timeclock Hardware Project**

FOR CAPITAL IMPROVEMENT TO U.S. BANK STADIUM  
IN MINNEAPOLIS, MINNESOTA

June 10, 2022

A. Project Background and Objectives

In 2012, the State of Minnesota enacted 2012 Minnesota Laws, Chapter 299 (the “Act”), to establish the Minnesota Sports Facilities Authority (“Authority”) and to provide for the construction, financing, and long-term use of a new stadium now known as U.S. Bank Stadium (the “Stadium”) and related stadium infrastructure (the “Stadium Infrastructure”) as a venue for professional football and a broad range of other civic, community, athletic, educational, cultural and commercial activities.

As set forth in the Act, the Authority may make capital improvements to design, development and construction of the Stadium and the Stadium Infrastructure, and certain capital improvements that that Authority is soliciting in this Request for Quotations (“RFQ”). This shall be referred to as the “Project”. in this RFQ. To that end, the Authority has prepared this RFQ for the 2022 Timeclock Hardware Project. Those who respond to this RFQ shall be referred to as “Proposers”.

The Specification Documents identifying and indicating the scope of the Project are also incorporated within this RFQ as **Exhibit 1**. The Project must be completed no later than June 30, 2022 (the “Required Completion Date”).

- Procurement of 20 ABIMM Timeclock Terminals and setup, configuration, and testing of timeclock system.

B. Intent and Process of the Request for Quotations

This RFQ is focused on the selection of a Proposer who will provide the best value to the Authority in regards to 2022 Timeclock Hardware Project.

Proposers should have experience in the timeclock hardware field similar to products described in this RFQ. It is the desire of the Authority to consider as part of its selection criteria the commitment of the Proposer to exert good faith efforts to comply with the plan of the Authority to ensure equitable opportunities for Minority Owned Business Enterprises (“MBE”) and Women Owned Business Enterprises (“WBE”) to participate in the Project.



The Authority has developed an Equity Plan, which is available on the Authority's website, and each Proposer should provide details describing how they will optimize the participation and utilization of appropriate workforce, MBEs and WBEs in the Proposers' performance of the 2022 Timeclock Hardware Project.

MBEs and WBEs that are interested in acting as the Proposers for the Project are encouraged to respond to the RFP.

C. Scope of the Project Requirements

Please see Exhibit 1 for project requirements.

D. Requested Qualifications

The Authority reserves the right and discretion to determine the qualifications and responsibility of the Proposers to perform the work and services that are the subject of the RFQ. It is the request and intent of the Authority that Proposers responding to the RFQ have the following qualifications:

- Experience history with providing timeclock hardware similar to the Project described in this RFQ; and
- Ability to provide ongoing services.

E. RFQ Timeline

Advertise and issue Request for Quotations	June 10, 2022
Questions Due by	June 15, 2022, 5 P.M.
Quotations Due	June 20, 2022, 4 P.M.
Selection of Provider	June 21, 2022
Project Completion	June 30, 2022

By submitting a Quotation, the Proposer affirms that this timeline can be met.

F. Proposer Qualifications

The following items shall be included in a Proposal executive summary:

- Proposer's name and address of office that would have central responsibility for the work. Identify the business form of Proposer. If the proposed form of entity is a joint venture, please identify each joint venture participant and their respective percentage of ownership.



- Provide a summary, on one page or less, describing why the Proposer is the most qualified to be the Provider for the Project.
- Proposer agrees that if it is proposing any services including installation work, it shall obtain worker’s compensation insurance, vehicle insurance, and any other insurance required by applicable law or regulation. Proposer also agrees that it shall maintain commercial general liability insurance in commercially reasonable amounts, and that proposer shall provide upon request a certificate of insurance evidencing such coverage and additional insured status as requested.
- Exhibit 1 – Scope and Specification Documents. See scope and site documents.
- Exhibit 2 – Proposal Scope of Services and Pricing Information. The Proposer will provide a.) a detailed description of all services, labor, labeling, testing and documentation preparation included in the proposal, as required for a turn key installation, and b.) a detailed listing of all equipment, installation materials, licenses, connecting devices and miscellaneous components included in the proposal as required for a turn key installation.
- Exhibit 3 – Equity Plan Targeted Business Commitment and Information Form. Proposer must complete and provide both the Targeted Business Commitment and Information Forms with the proposal.
- Exhibit 4 – Equity Report. Prior to MSFA approval and payment of monthly project invoices, Proposer must complete the monthly report form detailing required information including all workforce services and hours performed.

G. Quotations

Quotations are due by June 20, 2022, 4 P.M.. One bound copy of the proposal should be enclosed in a sealed envelope addressed to:

Minnesota Sports Facilities Authority  
Attention: Mary Fox-Stroman  
1005 4<sup>th</sup> Street South  
Minneapolis, Minnesota 55415

One electronic copy should be sent via email to the following:

**Mary Fox-Stroman, email: [Mary.Fox-Stroman@MSFA.com](mailto:Mary.Fox-Stroman@MSFA.com)**  
**Sue Arcand, email: [Sue.Arcand@MSFA.com](mailto:Sue.Arcand@MSFA.com)**  
**AND**  
**Ed Kroics, email: [Ekroics@USBankStadium.com](mailto:Ekroics@USBankStadium.com)**

Questions or Inquiries. All questions must be submitted via email by June 15, 2022 BY 5PM, to:

**Mary Fox-Stroman, email: [Mary.Fox-Stroman@MSFA.com](mailto:Mary.Fox-Stroman@MSFA.com)**  
**Sue Arcand, email: [Sue.Arcand@MSFA.com](mailto:Sue.Arcand@MSFA.com)**  
**AND**  
**Ed Kroics, email: [Ekroics@USBankStadium.com](mailto:Ekroics@USBankStadium.com)**



H. Minnesota Government Data Practices

All Quotations are subject to the Minnesota Government Data Practices Act (the “Act”), Minn. Statutes, Chapter 13, but the Act prohibits disclosure of any information derived from Quotations submitted by competing Proposers, and the content of all quotations is nonpublic data under Chapter 13, until such time as notice to award a contract to the successful Proposer is given by the Authority. Proposers shall note with their quotation, any data in their quotation that they consider proprietary information or otherwise private and confidential.

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**EXHIBIT 1**

**Scope and Specification Documents**

<b><u>Quantity</u></b>	<b><u>Description</u></b>
20	ABIMM Generation6 Touchscreen, 15-inch, 4GB RAM, 128SSD, Win10, Capacitive Touch, WiFi, Video Out
	Hardware setup, configuration and testing to ensure system is fully operational





**EXHIBIT 3**

**EQUITY PLAN**

**TARGETED BUSINESS COMMITMENT AND INFORMATION FORM**

Proposer Company Name: \_\_\_\_\_

Check ONE of the following:

No Targeted Business participation is committed on this project

The following Targeted Business (MBE & WBE) participation is committed on this project:

Firm Name (Legal business name used for Targeted Business certification)	WBE MBE (Check one)		How will firm participate? (subcontractor, consortium, joint venture)	Description of work	Estimated dollar value of participation	Estimated percentage of total bid
	WBE	MBE				

Total WBE % \_\_\_\_\_

Total MBE % \_\_\_\_\_

**TARGETED BUSINESSES WHO WERE CONSIDERED BUT WERE NOT SELECTED:**

Firm Name	Address	Telephone Number

**Certification**

On behalf of the proposer identified below, I certify that the information provided in this form is true and correct.

Proposer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Title: \_\_\_\_\_

