

Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, NY 14424
(585) 394-1120 / Fax: (585) 394-9476
www.townofcanandaigua.org

Established 1789

NOTICE IS HEREBY GIVEN that the Town of Canandaigua, Ontario County, New York, will accept proposals for a Point of Sale (POS) system. Interested and qualified vendors shall submit proposals in the format specified in the Request for Proposal ("RFP") no later than **Wednesday, March 1, 2017**. All bids pursuant to this notice will also be reviewed by the Town Board of the Town of Canandaigua and the award of the bid will be made at a later date.

The Request for Proposal packet may be obtained at the Town Clerk's Office between the hours of 8:00AM and 4:00PM, Monday thru Friday, with extended hours on Wednesdays until 7:00PM, or on the Town's website, www.townofcanandaigua.org.

Proposals shall be marked "**Proposal for POS System**" and clearly display the name and address of the bidder. Proposals shall be mailed, emailed, faxed, or hand delivered to:

Jean Chrisman, Town Clerk
Canandaigua Town Hall
5440 Routes 5 & 20 West
Canandaigua, NY 14424
Fax: (585) 394-9476
jchrisman@townofcanandaigua.org

Verbal proposals or proposals received after the closing date will not be accepted. The Town of Canandaigua reserves the right to reject any and all proposals, to cancel, in part or in whole, this RFP, or to re-solicit proposals in the event no response is deemed acceptable.

SUBMITTED BY: Jim Fletcher
Highway/Water Superintendent

DATED: February 8, 2017

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REQUEST FOR PROPOSAL TO PROVIDE A POINT OF SALE SYSTEM

The Town of Canandaigua is requesting proposals for a point of sale system to be used at the Transfer Station and Town Clerk's office. The point of sale system would replace the current coupon exchange system which no longer meets the needs of the Town.

Background

Currently paper coupons may be purchased using cash, check, or credit from the Town Clerk's office or at the Transfer Station for the disposal of residential construction and demolition debris, furniture, and/or electronics. The new system will replace the paper coupons and accept credit cards or Town issued reloadable cards only.

Scope of Services

The Town of Canandaigua is looking for a Point of Sale (POS) system that will be customizable and include two (2) locations. The POS solution must be capable of integrating with the Town of Canandaigua's credit card service, Value Payment Systems (VPS). See reference material provided in Attachment A: Guideline for Specifications and Attachment C: Transfer Station Fee Schedule.

Required Information

Any quote for POS system must include cost for installation and set-up, supplies including 250 reloadable cards, ongoing software support, and on-site training. Proposal must include a list of reports that can be generated by the POS system and a proposed timeline for implementation. The Town of Canandaigua will provide DSL and/or wireless internet connection. Equipment demonstration may be requested prior to award.

Hardware requested: Two (2) POS Terminals and two (2) receipt printers.

Complete and return Attachment B: POS Features and Functions with proposal.

Any vendor awarded this bid must provide the Town of Canandaigua with required Certificates of Insurance and agree to the *Independent Contractor Supplemental Terms and Conditions*.

Proposal to be submitted in writing to Jean Chrisman, Town Clerk by **March 1, 2017**.

No proposal may be withdrawn after the scheduled closing date for a period of ninety (90) days.

Questions regarding this request should be directed to Jim Fletcher, Highway Superintendent at (585) 394-3300 or jfletcher@townofcanandaigua.org.

Attachment A: Guideline for Specifications

POS Terminal

Function

Processor	Intel® Core™ i3 2330E 2.2GHz w/ 3MB Smart Cache Intel® Core™ i5 2510E 2.5GHz w/ 3MB Smart Cache
System Memory	DDR3 1066MHz SO-DIMM x2 Slot, (4GB Default)
Maximum Memory	8GB
Power Supply	12V DC Power adaptor, 120W
Storage Device	2.5" SATA 160GB HDD or SSD Kit
Supported OS	POSREADY 7 / Win XP Pro / Win 7 / Linux (driver support only)

Display

LCD	15" (1024x768) and 17" (1280x1024) TFT LCD
Touch Function	Projective Capacitive with precision-edge design, 5-Wire Resistive, IR Touch, USB interfaces
Brightness Control	Digital Push Button
Tilt Adjustment	From 15° to 70°

Physical

Dimensions

Dimensions (WxDxH)	Standard Base Mount: 14.88" x 12.28" x 14.61"
Weight (Pounds)	Standard Base Mount: 24lbs

Connectivity

LAN Port	1 x RJ-45 10/100/1000 Base T-Ethernet
Serial Port	3 x 9-pin male d-sub, 1 x RJ-50 (5V/12V support on COM1/COM2/COM3/COM4)
VGA Port	1 x 15-pin female d-sub RGB analog (12V support for Posiflex LCD Monitors)
CR Port	1 x RJ-11 port controls 2 cash drawers (max)
Standard USB Port(s)	7 x USB 2.0 Type A port, (6 x on I/O panel, 1 x in side cover)
RAID 1	Yes
Backup Battery	Yes
Line Out	Yes

Receipt Printer

Function	
Interface	RS232 / Parallel (2 in 1) or USB / RS232 / Parallel (3 in 1)
Printing Method	Thermal sensitive line dot method
Printing Speed	220 mm/sec
Print Resolution	8 dots/mm (512 dots/line)
Input Buffer	10KB
Operating System Compatibility	Windows (Bitmap Support) or OPOS
Dimension	(W x D x H) 148 mm (5.8") x 199 mm (7.8") x 144 mm (5.7")
Weight	1.2kg net (2.65lbs)
Color	Black
LED Indicator	Power: Green, Error: Red, Paper Out: Red
Sensor Hood Lock	Paper Near End, Paper Out, Overhead, Cash Drawer Opening
Operation Condition	0°C ~ +40°C, 20%RH ~ 80%RH, non-condensing 35% above the auto cutter
Storage Condition	20°C ~ +60°C, 5%RH ~ 90%RH, non-condensing (paper excluded)
Safety CE	Class A; FCC:Class A; RoHS; WEEE
Printer Paper Specifications	
Paper Loading	Drop and Load
Paper Type	Thermal Roll Paper
Paper Width	80 (or 58) + 0/-1 x 83 mm max
Paper Roll Information	External side in heat-sensitive side
Paper Roll Outer Diameter	83 mm max
Paper Roll Inner Diameter	12 +1/-0 mm
Paper Feed Method	Friction auto-feed
Auto-cutter Capability	500,000 cuts minimum
Auto-cutter Type	Guillotine

Attachment B: POS Features and Functions

Completely fill out the status on the table below with one of the following:

(Y) Supported, (N) Not Supported, (F) Future Release, (P) Paid Enhancement

Item	Description	Status	Cost
Hardware			
1	Touch Screen PC/Monitor (<i>See Attachment A, pg. 1</i>)		
2	Receipt Printer (<i>See Attachment A, pg. 2</i>)		
3	Ability to operate in an outdoor environment (14°- 100°F)		
4	Supports DSL and wireless aircard internet connections		
General System Features			
5	User definable (customizable) screens and menus		
6	System security with password protection or equivalent		
7	Links multiple locations to one network		
8	Compatible with reusable cards		
9	Compatible with Value Payment Systems credit card processing		
10	Supports self-service credit charge authorization		
11	Calculates credit card processing fees appropriately		
12	24/7 Technical Support		
13	Software Support		
Reporting			
14	Reports total sales		
15	Reports can be customized by item, timeframe, or location		
16	Unlimited reporting (can run at any time and any frequency)		
Warranty			
17	Minimum 1-year Warranty on defective material or workmanship		

Use the space below to explain any deviation from the specifications.

Attachment C: Transfer Station Fee Schedule

Town of Canandaigua 2017 Fee Schedule (Effective January 9, 2017)

No permit or certificate shall be issued, no approval shall be granted, no application shall be considered complete, no park reservation shall be confirmed, and no public hearing shall be scheduled or held until the fees, as established by the Town Board, have been paid in full. Accepted forms of payment are: cash, check, or credit card (Visa, Mastercard, and Discover).

TRANSFER STATION	
Transfer Station Coupons: (Coupons, \$2 each, can be purchased at the Town Clerk's office or at the Transfer Station. The machine at the Transfer Station only accepts 1's, 10's and 20's.)	# of Coupons Required
1 – 30 Gallon Bag or Garbage Can (unit of measure)	1
1 – 55 Gallon Barrel (unit of measure)	2
1 Stuffed Chair	2
1 Couch / Love Seat	3
9' x 12' Carpet	2
9' x 12' Carpet Padding	2
Mattress (Twin Size)	2
Mattress (Full or Larger Size)	3
Box Spring (Twin Size)	2
Box Spring (Full or Larger Size)	3
Wood: ½ Bed Pick-Up Load	5
Wood: Full Bed Pick-Up Load	10
Shingles / Drywall: ½ Bed Pick-Up Load	10
Shingles / Drywall: Full Bed Pick-Up Load	14
Batteries	Free
Lawnmowers	Free
Aluminum Windows (glass must be removed)	Free
Oil	Free
CRT Monitor – 18" or Smaller	7
CRT Monitor 19" – 26"	9
CRT Monitor 27" and Larger	22
Any Wood Console / Projection / Oversized Units	25
Flat Panel Monitor	2
Flat Panel TV up to 26"	4
Flat Panel TV 27" and up	9
Printer	Free
Stereo / Radio	Free
Microwave Oven	Free

History:

Adopted by the Town Board of the Town of Canandaigua 6/6/77. Amended in its entirety by resolution on 11/7/83, 6/11/90, and 5/8/95 except for those fees listed separate under local law. Further amended 4/3/07, 12/18/07, 3/3/09, 4/21/09; 12/15/10; 1/3/11; 2/13/12, 1/28/13, 1/6/14, 4/28/14, 1/5/15, 12/21/15, 5/16/16, 7/18/16, 9/19/16, and 1/9/2017.