

BIDDER'S COMPANY NAME: _____

CITY OF WATERLOO REQUEST FOR PROPOSAL

INFORMATION TECHNOLOGY SERVICES FOR THE KARL JUNGINGER MEMORIAL LIBRARY WATERLOO, WISCONSIN

**Submittal Deadline:
APRIL 15, 2010, 4:00 P.M.**

Prepared By:
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REQUEST FOR PROPOSAL REQUIREMENTS

The City of Waterloo, Wisconsin ("City") is committed to providing excellent service to the residents and businesses that choose to live and operate within our community. The City invites all qualified bidders who share this commitment to excellence to submit sealed proposals.

Sealed proposals will consist of one signed original and one copy. The proposal must be submitted to the City of Waterloo, Clerk/Treasurer's Office, 136 North Monroe Street, Waterloo, Wisconsin 53594 no later than 4:00 p.m., April 15, 2010. Use and inclusion of this document in the submitted packet is highly recommended.

SCOPE OF SERVICES

Requested Services

- Order and install computer hardware and software
- Repair of computer hardware
- Troubleshoot IT problems
- Prompt emergency service, including Saturdays
- Itemized invoices
- Consultation on updates
- Reasonable fees (government agency rate?)

Seek willingness to develop a working relationship with library staff based on trust and responsibility.

Library Inventory

- 8 PCs for public access to the Internet and Microsoft Office products
- 1 PC dedicated to the library's online catalog
- 3 PCs at service desk: Internet access, Microsoft Office products, SirsiDynix Workflows Symphony (for circulation and cataloging purposes)
- 5 PCs for individual staff use: Internet access, Microsoft Office products, SirsiDynix Workflows Symphony (for circulation and cataloging purposes)
- 1 server for LAN: Windows NT
- E-mail stored on Wiscnet mail server
- T-1 line for Internet service via Badgernet
- Wi-fi/public internet access provided by Charter Communications

PROPOSAL DETAILS

The submittal is to address the following:

- a. Officer and management summary. Provide a brief description of the company. Identify employees who would be directly involved in the proposed work listing related proficiencies, certifications and qualifications.
- b. Experience and references. Discuss the firm's prior experience in providing the proposed service. Provide a list of references.
- c. Cost of services and reimbursement. Complete and submit the Proposal Price and Signature sections below.

DISCLAIMERS

The City reserves the right to seek clarification on any aspect of a proposal and to remove from consideration any proposal that, in the City's sole discretion, has deficiencies. In addition, the City reserves the right to enter into negotiations with one or more respondents. Proposals must be signed by an official authorized to bind the bidding entity to its provisions for at least a period of 90 days.

CONTACT INFORMATION

Contact us should you have specific questions regarding the information we are requesting. Phone calls are welcomed. The City is willing to meet with you in a pre-submittal meeting to address questions.

All questions and requests should be delivered, mailed, faxed or sent via e-mail to the attention of Cecilia Wiltzius, Karl Junginger Memorial Library, 625 North Monroe Street, Waterloo, WI 53594, phone 920-478-3344, email cwiltzius@mwfls.org

PROPOSAL PRICE SECTION

The proposal offered is to consist of an attached detailed description of the cost of services. Include a draft proposed contract if available.

SIGNATURE SECTION

BIDDER CERTIFICATION:

I hereby certify that all statements herein are made on behalf of _____ (name of corporation, partnership or person submitting bid) a corporation organized and existing under the law of the State of _____, a partnership consisting of _____, an individual trading as _____, of the City of _____, of the State of _____, that I have examined and carefully prepared this Request For Proposal/Bid document from the information provided and have checked the same in detail before submitting this document; that I have full authority to make such statements and submit this document in (its) (their) behalf; and that said statements are true and correct.

Signature

Company Name

Print Name

Company Address

Title

City State Zip

Telephone #

Fax #

Email Address

Website

Sworn and subscribed to before me on this _____ day of _____, 20____.

(Notary Public)

_____ County, _____ (State)

My commission expires: _____

[Stamp / Seal]