



CITY OF BERKLEY MICHIGAN

CITY MOBILE APPLICATION REQUEST FOR PROPOSAL

The City of Berkley is seeking proposals from a qualified mobile application vendor for a mobile device application that can be used by residents, visitors and businesses to provide city information and report issues in the community. Bids will be accepted at the office of the City Clerk, 3338 Coolidge Highway until 4 PM on July 31, 2013. Bids should be sealed and clearly labeled as follows:

Vendor (Company) Name
Address
"CITY OF BERKLEY BID FOR MOBILE APPLICATION"

Further information and specifications may be obtained from the City Manager's Office, 3338 Coolidge, Berkley, Michigan 48072 during the hours of 8:30 AM to 5:00 PM (*closed for lunch from 1 PM - 2 PM daily*).

The City of Berkley does not discriminate in its employment or any other programs or activities based on sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, or disability.

We provide reasonable accommodation for qualified individuals with a disability, if requested.

The City reserves the right to accept or reject any or all bids and to waive any formal defects or irregularities in the bids, when deemed to be in the best interest of the City. The right is further reserved to accept a bid higher than the low bid, when in the opinion of the City Council; the public interest will be better served.

Jane Bais-DiSessa
City Manager
Berkley, Michigan 48072



**CITY OF BERKLEY
REQUEST FOR PROPOSAL
MOBILE APPLICATION FOR CITY OF BERKLEY**

SCOPE OF SERVICES: The successful bidder agrees to provide a cloud-based mobile device application with, but not limited to, the following:

- Provide a template and backend system that allows city staff to update app with current city information (elected officials, parks, building hours etc...)
- Allow residents to report non-emergency issues to city officials and receive a response.
- Push notifications to subscribing resident's smart phones.
- Report usage statistics of the app and reporting system.
- Functional on both Android and Apple device platforms.

The successful vendor shall have at least 2 years of experience in the development and support of mobile applications targeted for municipalities.

SELECTION PROCESS:

A team of City staff members will review initial proposals and will invite a shortlist of vendors for on-site demonstrations and interviews. Final selection of the vendor will be based on the following:

- Approach and understanding of the project
- Experience with similar applications
- Reference checks
- Ease and user ability to provide on-going support and maintenance of the solution as needed
- Total cost, including upfront and on-going maintenance and support costs

CONTRACTUAL REQUIREMENTS:

The selected company will be required to enter into a formal contract with the City of Berkley.

PROPOSAL SUBMISSION REQUIREMENTS:

Proposals must include the following:

1. Must clearly identify the responsible party or the primary contact for business purposes. The name, title, mailing address, phone number and email address for this individual must be provided.
2. Signature of the employee or agent authorized to bind the company contractually.
3. A list of three (3) references the Contractor has served in the same capacity as this proposal including the name, address and phone number of the primary contact person.
4. A completed Non-collusive Affidavit (attached).
5. A completed Basis of Award sheet (attached)

6. A fixed price to customize and set up the application and a monthly rate for maintenance and support. The price will not be exceeded unless the scope of the project significantly changes and both parties are in agreement.
7. Disclose all existing and potential conflicts of interest you may have with the City, its elected officials, employees or other representatives using the attached Conflict of Interest Form.
8. Implementation schedule that defines time needed to customized and launch application along with training for City of Berkley staff.
9. A certification that the bidder is not an Iran linked business as defined in the Iran Economic Sanctions Act, 2012 PA 517.

Submit five (5) copies of the proposal on 8 ½" X 11" paper. It must include all information and attachments as required. Incomplete proposals will not be considered.

Proposal documents must be submitted on or before 4:00 PM on June 26, 2013, in a sealed envelope addressed to the City Clerk; 3338 Coolidge; Berkley, Michigan 48072 and labeled "City of Berkley, Bid for Mobile Application"

Proposals received after the specified time and date will not be considered. Faxed and emailed responses will not be accepted.

Bids will be valid for at least ninety (90) days after the open date.

The proposal may be withdrawn by respondents in writing only; signed by the individual or authorized party of the responding firm.

The City of Berkley reserves the right to reject any and all proposals received as a result of this request for proposal. The City reserves the right to re-bid this service if deemed necessary. The right is further reserved to accept a bid higher than the low bid, when in the opinion of the City; the public interest will be better served.

The City of Berkley reserves the right to request any additional information, which might be deemed necessary after the proposal has been received. The City may interview firms/individuals as part of the selection process.

Freedom of Information: Information submitted in this proposal is subject to the Michigan Freedom of Information Act and may not be held in confidence after the proposal is opened. The proposal will be available for review after staff has evaluated it or fifteen (15) business days after the opening date, whichever comes first.

Iran Linked Business: An Iran linked business, as defined in the Iran Economic Sanctions Act, 2012 PA 517, is not eligible to submit a bid.

Questions or other concerns regarding this RFP should be directed in writing to:

**Casey O'Neil
IT Coordinator, City of Berkley
3338 Coolidge
Berkley, MI 48072**



CITY OF BERKLEY MICHIGAN
MOBILE APPLICATION FOR THE CITY OF BERKLEY
Basis of Award

The City is seeking a vendor that is conscientious, has integrity and is able to complete the work in a timely manner.

Using the form included, provide the names, and contact information for three references (firms), preferably government agencies, for which similar services have been provided in the past 2 years. Failure to provide qualified references may be grounds for disqualification of your bid.

AUTHORIZED SIGNATURE

PRINT NAME

COMPANY NAME

ADDRESS

PHONE NUMBER

EMAIL ADDRESS

COMPANY EXPERIENCE: HOW MANY YEARS HAS THE COMPANY BEEN IN BUSINESS? _____

PROPOSED COST:

Initial Setup/Configuration Cost	\$ _____
Staff Training Cost	\$ _____
Annual Cost of Maintenance and Support of Application	\$ _____
Other (please specify)	\$ _____
TOTAL:	\$ _____

NOTE: If work will be proposed in phases, provide the above information for each phase.

Please attach the proposed work schedule for the full project.
If work is proposed in phases, provide a schedule for each phase.



CITY OF BERKLEY MICHIGAN
MOBILE APPLICATION FOR THE CITY OF BERKLEY
Vendor References

REFERENCE 1:

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

CONTRACT DATE: _____

DESCRIPTION OF WORK: _____

REFERENCE 2:

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

CONTRACT DATE: _____

DESCRIPTION OF WORK: _____

REFERENCE 3:

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

CONTRACT DATE: _____

DESCRIPTION OF WORK: _____



CITY OF BERKLEY MICHIGAN NON-COLLUSIVE AFFIDAVIT

**THIS AFFIDAVIT SHALL BE SUBMITTED WITH AND MADE A PART OF EACH AND EVERY BID PROPOSAL TO THE
CITY OF BERKLEY, MICHIGAN**

STATE OF MICHIGAN
COUNTY OF OAKLAND

_____, BEING DULY SWORN
Deposes and says that:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition; and
2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid and will not be communicated to any such person prior to the official opening of the bid.
3. The undersigned is duly authorized to execute this affidavit on behalf of the bidder.

Authorized Signature

Subscribed and sworn to before me this

Printed Name of Signatory

_____ day of _____ 20____
a notary public in and for said County.

Company Name

Notary Public

Address

My commission expires: _____

City State Zip Code

Area Code & Phone Number

Please note: City of Berkley employees cannot notarize this document.



CITY OF BERKLEY MICHIGAN CONFLICT OF INTEREST DISCLOSURE FORM

Date: _____

Name:	Title:
Company:	Address:

Please describe any relationships, transactions, positions you hold (as owner, director or volunteer of a for profit or nonprofit organization) or other circumstances you believe could contribute to an actual or perceived conflict of interest between the City of Berkley and your personal interest. (Use additional paper if necessary.)

_____ I have the following conflict of interest to report.

_____ I have the following potential conflict of interest to report.

_____ I have no circumstances that I believe could contribute to an actual or perceived conflict of interest.

Signature: _____

Date: _____