

**ONE ORIGINAL AND 2 COPIES
OF THIS BID MUST BE SUBMITTED**

Bidder submitting this Bid should check the appropriate box.

This is: ☐ The Original

This is: ☐ One of the Copies



Invitation to Bid

City of Columbus, Ohio
Purchasing Office
1st Floor, 50 West Gay Street
Columbus, Ohio 43215
614/645-8315

SA003390/ GIS TECHNICAL SERVICES UTC
(Solicitation No.) / (Item)

TECHNOLOGY
(Department)

TECHNOLOGY
(Division)

Bid Opening Date and Time (due date and time)
THURSDAY, OCTOBER 15, 2009 at 11:00 a.m. local time

Sealed proposals will be received by the Purchasing Office at 50 West Gay Street, 1st Floor, Columbus, Ohio 43215, until this date and time and then will be publicly opened and read. Proposals received after the opening time will be returned to the bidder unopened. The City will not be responsible for late mail or other deliveries.

NOTE: FAILURE TO RETURN THIS BID PROPOSAL INTACT MAY BE CAUSE FOR REJECTION.

Bid Proposal Submitted By:

Company Name

Street Address

City

State

Zip

YES / NO (circle one)

Federal I.D. No.

Contract Compliance No.

E-Mail Address

Contact Person

Phone No.

Fax No.

**FAILURE TO RESPOND MAY RESULT IN YOUR NAME BEING REMOVED FROM BID LIST.
RETURNING THIS PAGE ONLY MARKED "NO BID" COUNTS AS A RESPONSE.**

CONTACTS FOR INFORMATION CONCERNING THIS BID PROPOSAL

Solicitation No.: SA003390

Title: GIS TECHNICAL SERVICES UTC

Department/Division or Agency: TECHNOLOGY

Contact the following individuals on
questions regarding:

	<u>NAME</u>	<u>PHONE NO.</u>
Specifications:	<u>JAMES R. MILLER JR</u>	<u>614-645-5669</u>
	<u></u>	<u></u>
Delivery:	<u>PER UTC PO TERMS</u>	<u></u>
	<u></u>	<u></u>
Payment:	<u>FISCAL OFFICE</u>	<u>614-645-7247</u>
	<u></u>	<u></u>

Purchasing Office

	<u>NAME</u>	<u>PHONE NO.</u>
Procurement Specialist:	<u>JAMES R. MILLER JR.</u>	<u>614-645-5669</u>
Purchasing Expediter:	<u>ROBLYN SLAUGHTER</u>	<u>614-645-7651</u>

Equal Business Opportunity Commission Office

For assistance with questions regarding **Contract Compliance**, telephone **(614) 645-4764**.

Contact **TASSIE ROBERTS** at **(614) 645-1471** for assistance from an Equal Business Opportunity Specialist.

EQUAL OPPORTUNITY CLAUSE

- (1) The contractor will not discriminate against any employee or applicant because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment upgrading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that the contractor is an equal opportunity employer.
- (3) It is the policy of the City of Columbus that business concerns owned and operated by minority and female persons shall have the maximum practical opportunity to participate in the performance of contracts awarded by the city.
- (4) The contractor shall permit access to any relevant and pertinent reports and documents by the Executive Director for the sole purpose of verifying compliance with this article, and with the regulations of the Equal Business Opportunity Commission Office. All such materials provided to the Executive Director by the contractor shall be considered confidential.
- (5) The contractor will not obstruct or hinder the Executive Director or her deputies, staff, and assistants in the fulfillment of their duties and responsibilities imposed by Article I, Title 39.
- (6) The contractor and each subcontractor will include a summary of this Equal Opportunity Clause in every subcontract. The contractor will take such action with respect to any subcontract as is necessary as a means of enforcing the provisions of the Equal Opportunity Clause.
- (7) The contractor agrees to refrain from subcontracting any part of this contract or contract modification thereto to a contractor not holding a valid contract compliance number as provided for in Article I, Title 39.
- (8) Failure or refusal of a contractor or subcontractor to comply with the provisions of Article I, Title 39, may result in the cancellation of this contract.

**ALL CONTRACTORS MUST HOLD A VALID CONTRACT COMPLIANCE
CERTIFICATION NUMBER ISSUED BY THE EBOCO EXECUTIVE DIRECTOR.**

For information regarding contract compliance, please contact the Equal Business Opportunity Commission Office at 614.645.4764 or online: <http://eboco.ci.columbus.oh.us/>

Contract Compliance Applications are available online by registering at the City of Columbus Vendor Services website: <http://vendorservices.columbus.gov/e-proc/>

City of Columbus Home Page: <http://www.cityofcolumbus.org/>

INFORMATION FOR BIDDERS

SPECIAL CONDITIONS

Special conditions included in the specifications, if inconsistent with provisions included in "Information for Bidders", shall take precedence over any provisions in "Information for Bidders" to the extent inconsistent.

SUBMISSION OF PROPOSAL

Bids must be submitted on this proposal form and enclosed in a sealed envelope marked as specified in the legal notice. Blank spaces in the proposal must be completed and phraseology of the proposal must not be changed. This document **must** be returned in its entirety and all pages **must** be in proper sequence. Additions must not be made to the items listed in the proposal and any unauthorized conditions, limitations, or provisions attached to the proposal may render the bid nonresponsive and result in its rejection. If vendor does not wish to bid, the proposal should be so marked and returned. Bidders are invited to be present at the opening of the proposals.

ACCEPTANCE AND REJECTION

This proposal submitted by the bidder to the City of Columbus will be accepted or rejected within a period of 180 days from bid opening date. The City reserves the right to waive technicalities, and to request a rebid on the required material. If more than one item, prices shall be quoted on the units requested. However, each item shall be considered a separate bid and the City reserves the right to award a contract on each item separately or on all items as a whole or any combination thereof. Bidders whose proposal is made on an "All or None" basis must clearly state such fact in the proposals.

Each invitation for Bids, Request for Statements of Qualifications, and Request for Proposals issued by the City shall state that the Bid or Request may be cancelled and that any bid or proposal may be rejected in whole or in part when it is for good cause and in the best interests of the City.

WITHDRAWAL OF PROPOSALS

Bidders may withdraw their bids at any time prior to the time specified in the advertisement as the closing time for the receipt of bids. However, no bidder shall withdraw or cancel his proposal for a period of 180 calendar days after said advertised closing time for the receipt of proposals.

DEFAULT PROVISION

In case of default by the bidder or the contractor, the City of Columbus may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

SIGNATURE REQUIRED

The proposal page must be signed in ink. If the bidder is a firm or corporation, insert the corporate name followed by the signature of a person authorized to sign said bid; if a partnership, indicated partnership name followed by the signature of one of the partners; if a sole proprietorship the signature of the owner is required. Where the person signing for a corporation is other than the president, an affidavit or a resolution of the Board of Directors showing the authority of that person to bind the corporation must be furnished.

APPLICABLE LAWS

The Revised Code of the State of Ohio, the Charter of the City of Columbus, and all City ordinances insofar as they apply to the laws of competitive bidding, contracts, and purchases, are made a part hereof.

PRICING

Bidders are to quote firm or fixed prices for the duration of any contract which may be a result of this proposal unless otherwise noted in the specifications. In case of discrepancy in computing the amount of the bid, the **UNIT PRICE** quoted will govern. In the event of a conflict between the price in numbers and the price in words, the price in words will control.

Quotations are requested F.O.B. destination. If quoted F.O.B. Shipping Point include freight estimate and full value insurance cost.

CONTRACT AND BOND

The bidder to whom an award is made will be required to execute a written contract with the City of Columbus, Ohio within ten days after receiving such contract for execution, and if specified in the legal notice, furnish a good and approved bond conditioned upon the faithful performance of the same. The proposal, contract, proposal bond, (if

applicable), and performance bond (if applicable) shall be in the form hereto attached.

If, at any time during the continuance of the Contract, any surety shall, in the opinion of the Finance & Management Director, become irresponsible, then said Director shall have the right to require additional and sufficient surety or sureties. The Contractor shall furnish the surety or sureties to the satisfaction of the said Director, within ten (10) days after notice. In default thereof the default provision herein shall apply.

LIABILITY, INSURANCE, LICENSES AND PERMITS

Where bidders are required to enter or go onto City of Columbus property to deliver materials or perform work or services as a result of bid award, the bidder will assume full duty, obligation and expense of obtaining all necessary licenses, permits, and insurance when required. The bidder shall be liable for any damages or loss to the City occasioned by negligence of the bidder (or his agent) or any person the bidder has designated in the completion of his contract as a result of his bid.

Particular attention is directed to the statutory requirements of the State of Ohio relative to the licensing of corporation organized under the Laws of any other State.

TAXES

Federal and/or State Taxes are not to be included in prices quoted. The successful bidder will be furnished an exemption certificate if needed.

SAMPLES

Samples, when requested, must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.

DELIVERY

Time will be of the essence for any orders placed as a result of this bid. Purchaser reserves the right to cancel such orders or any part thereof, without obligations if delivery is not made within the time(s) specified. Delivery shall be made during normal working hours and to the destination shown on the proposal.

QUALITY

Unless otherwise stated by the bidder, the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document.

References to a particular trade, manufacturer's catalog or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the bidder, if awarded the contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

CHANGES AND ADDENDA TO BID DOCUMENTS

Each change or addenda issued in relation to this bid document will be on file in the Purchasing Office no less than five (5) working days prior to the scheduled bid opening date. In addition, to the extent possible, copies will be mailed to each person registered as having received a set of the bid documents. Total bid inquiry or specific item cancellations may be issued later than that time specified above.

WITHHOLDING OF INCOME TAX

All bidders are advised that in order for a contract to bind the City, each contract must contain the provisions found in Section 361.34 C.C.C. with regard to income taxes due or payable to the City of Columbus for wages, salaries and commissions paid to the contractor's employees as well as requiring those contractors to ensure that subcontractors withhold in a like manner.

CAMPAIGN CONTRIBUTIONS

Contractor hereby certifies that all applicable parties listed in Division (I)(3) or (J)(3) of O.R.C. Section 3517.13 are in full compliance with Divisions (I)(1) and (J)(1) of O.R.C. Section 3517.13.

(INFORMATION FOR BIDDERS continued)

INFORMATION FOR BIDDERS (Continued)

IN THE EVENT OF A CONTRACT

1. Where applicable according to the specifications successful seller shall transfer and deliver to City goods which conform to the specifications.
2. The City shall accept from seller goods that conform to the specifications, and shall pay for the goods in accordance with the terms of an agreement, which may result from this proposal.
3. The risk of loss from any causality to the goods regardless of the cause of the casualty shall be on seller until the goods have been delivered at the address designated in the order and are approved after inspection by the City.
4. Seller warrants and represents that seller has absolute and good title to and full right to dispose of the goods, and that there are no liens, claims, or encumbrances of any kind against the goods, and at the time of delivery shall be free from any security interests or other lien or encumbrance.
5. If there is a breach by seller of the warranty against encumbrances granted by seller in an agreement, which may result from this proposal, the City shall have the option to cancel an agreement, which may result from this proposal.
6. Seller shall defend any action brought against the City so far as the action is based on a claim that the goods, or any part of the goods, furnished under an agreement which may result from this proposal constitutes an infringement of any patent of the United States or a trademark. Seller shall be notified promptly in writing of the action and be given authority, information, and assistance, at the expense of seller, for the defense of the action. Seller shall pay all damages and costs awarded in the action. In case the goods or a part thereof are held to constitute infringement and the use of the goods or part thereof is enjoined, seller shall, at the expense of the seller, either procure for the City the rights to continue using the goods, replace the goods or a part hereof with non-infringing goods of equal or better quality, modify the goods so that the goods become non-infringing while continuing to meet or exceed the original specifications, or retake the goods and refund the purchase prices and the transportation and installation costs of the goods at the option of the City.
7. Seller warrants that (1) the goods to be supplied pursuant to an agreement which result from this proposal are fit and sufficient for the purpose intended, (2) the goods are merchantable, of a good quality, and free from defects, whether patent or latent, in material or workmanship and (3) the goods sold to the City pursuant to an agreement which may result from this proposal conform to the specifications. The particular purpose of which the goods are required may be set forth in the specifications.
8. The benefit of any warranty made in an agreement which may result from this proposal by seller shall extend to the City and to the employees of the City, any employee of the City may bring an action directly against seller for damages or injuries sustained by the employee resulting from any breach of warranty by seller.
9. All goods ordered shall be subject to final inspection and approval at the facility of the City designated for delivery. Any goods, which do not conform to the order of the City, may be rejected by the City. The City may hold any goods rejected pending instructions from the seller or the City may return goods to seller at seller's expense.
10. If any tender or delivery by seller is rejected by the City for nonconformity, no notice of intention to cure can be effective unless it is received by the City agency within five (5) days after notice of rejection is sent to seller.
11. The liability of the City for either non-acceptance of conforming goods or repudiation of the agreement which might result from this proposal shall be limited to the difference between the market price at the time and place for tender of the goods and the unpaid sales price together with any incidental damages, but less expenses paid in consequence of the breach by the City.
12. An agreement which may result from this proposal shall not be modified or altered by any subsequent course of performance between parties or by additional terms contained in any subsequent documents unless said additional or differing terms are incorporated by contract modification authorized to be entered into by ordinance.

DELINQUENT PERSONAL PROPERTY TAX

All bidders are charged with notice of Section 5719.042 of the Ohio Revised Code and agree that if this contract is awarded to them, the successful bidder, prior to the time the contract is entered into, will submit to the City Auditor the affidavit required by said section of the Ohio Revised Code. Said affidavit, when filed with City Auditor, is thereby incorporated into and made a part of this contract and no payment shall be made with respect to this contract unless such statement has been so incorporated as a part thereof.

LOCAL CREDIT

For all contracts except professional service contracts: In determining the lowest bid for purpose of awarding a contract not exceeding \$ 20,000.00, a local bidder shall receive a credit equal to five percent (5%) of the lowest bid submitted by a non-local bidder. In determining the lowest bid for purposes of awarding a contract in excess of \$20,000.00, a local bidder shall receive a credit equal to one percent (1%) or \$20,000.00, whichever is less, of the lowest bid submitted by a non-local bidder. A local bidder is a person, corporation or business which (a) has listed its principal place of business as being located within the corporation limits of the City of Columbus or the County of Franklin in official documents filed with Secretary of State, State of Ohio, or a valid vendor's license which indicates its place of business is located within the corporation limits of the City of Columbus or County of Franklin.

ENVIRONMENTALLY PREFERABLE CREDIT

In evaluating bids or offers for materials, supplies, equipment, construction and services, preference will be given to an environmentally preferable bidder who offers a product or service equal to or superior to that of a non-environmentally preferable bidder or offeror and that the environmentally preferable bid or offer does not exceed by more than 5% (up to a maximum of \$20,000) the lowest responsive and responsible and best bid from any non-environmentally preferable bid or offer. The environmentally preferable bidder will be required to demonstrate to the city agency procuring the product or service how their bid is equal to or superior to that of a non-environmentally preferable bidder. Where the bidder or offeror is local, the applicable credit for a local bidder or offeror shall be calculated first.

CERTIFICATE OF TITLE ON EQUIPMENT

If applicable to this purchase, all documents required to obtain a State of Ohio Certificate of Title **must** be delivered to:

**City of Columbus
Fleet Management
4211 Groves Road
Columbus, Ohio 43232**

After signature by the Fleet Management Administrator, an original title is to be delivered to the above address within three (3) days. No payment for vehicles requiring a title will be authorized by the Fleet Management Administrator until a valid title is received.

REMEDIES

All claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the Contractor arising out of or relating to this agreement or its breach will be decided in a court of competent jurisdiction within the County of Franklin, State of Ohio.

Terms and conditions, submitted with this proposal, which are contrary to City Code or Charter shall be disregarded for the purpose of any subsequent contract. The successful bidder shall be notified as to which terms and conditions, if any, have been deleted.

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES UTC
SPECIFICATIONS

1.0 SCOPE AND CLASSIFICATION

- 1.1 **Scope:** This proposal is to provide the City of Columbus, Department of Technology (DoT) with a Universal Term Contract (blanket type) for GIS Technical Services. The Department of Technology historically uses GIS Technical Services for completing project related work. The proposed contract for services shall be in effect through June 30, 2011.
- 1.2 **Classification:** The successful bidder will provide and deliver computer analysis, design, programming and management services as they relate to Geographic Information Systems (GIS) on an "as needed" basis.

2. APPLICABLE PUBLICATIONS AND STANDARDS

N/A

3. REQUIREMENTS

3.1 General Information

- 3.1.1 **Term:** The proposed contract shall be in effect through June 30, 2011.

- 3.1.1.1 **Annual Extension:** Subject to mutual agreement, the period covered by the ensuing contract, under the same terms and conditions stated therein can be extended for one additional year, or portion thereof, at the same pricing and the same escalator clause.

- 3.1.2 **Pricing:** The contract is intended to have fixed hourly rate pricing for each classification (as submitted in the spaces provided on pages 4D-4G). This hourly rate shall include all travel-related costs, overhead, general and administrative costs, and profit. Offeror will additionally list any overtime rates and will describe when they are applicable. However, unless otherwise stated all bids will be considered to contain the following escalator/descalator clause:

- 3.1.2.1 **Escalator/Deescalator Clause:** No price adjustment shall be granted during the first six (6) months duration of an awarded contract. Thereafter no more than two such increases may occur within any year of the contract. In the event the supplier receives a general price increase in the cost of the finished product contracted for, due to increase in the cost of raw materials, labor, freight, etc., upon giving thirty (30) days prior notice and proper documentation as proof, said increase in addition to the unit price quoted herein, may be permitted, subject to the sole discretion of the City of Columbus Finance and Management Director. In the event any such increase is granted, no price adjustment shall be permitted on orders received by supplier which are in the process or filled but awaiting

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES UTC
SPECIFICATIONS

shipment prior to the increase. All price decreases inure to the benefit of the City of Columbus. The written notice and following documentation shall be sent to: City of Columbus, Purchasing Office, 1st Floor, 50 West Gay Street, Columbus, Ohio 43215.

- 3.1.2.2 **Price Documentation:** The supplier shall submit the following documentation with each request for a price increase:
- 1) Copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the supplier and the corresponding increase; and
 - 2) Copies of correspondence sent by the supplier's supplier explaining the source of the increase in such areas of raw materials, freight, fuel or labor, etc.; and
 - 3) Copies of excerpts from business publications, market quotations or trade journals recognized as being representative of their particular trade or industry, that indicate a trend toward an increase in the current market for the commodities under the awarded contract.
- 3.1.2.3 **Right of Cancellation:** If at any time during the term of the contract the supplier's total request(s) for a price increase(s) are greater than fifteen percent (15%), the City of Columbus may cancel this agreement with thirty (30) days written notification.
- 3.1.3 **Quantity Estimate:** The Department of Technology estimates using approximately \$200,000.00 (two hundred thousand dollars) of GIS Technical Services annually. This amount is an estimate of the annual needs of the City under this contract and is for bidding purposes only. This estimate is not to be construed as representing an actual order for that amount, or a guarantee that any minimum amount will actually be purchased. The City reserves the right to purchase up to twice the estimated quantity.
- 3.2 **Bidder Requirements:** The requirements of this section will be used by the City to determine if each bidder meets the minimum standard required to be considered a responsible bidder. Please complete pages 5C and 5D and attach any supplemental pages as may be necessary to meet these requirements.
- 3.2.1 **Experience Requirements:**
- 3.2.1.1 **Qualifications:** Bidder must submit supplemental pages documenting knowledge and a proven work history in GIS Technical Services for the past five years. The bidder must briefly document its capabilities and submit an outline of its experience including data describing the current corporate organizations date of incorporation, ownership, corporate office, number of years in business, total number of employees, services offered, and corporate ethics statement.
- 3.2.1.2 **Classification Experience:** Please provide a list of assignments

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES UTC
SPECIFICATIONS

provided by the Offeror of the specific or similar job classifications described. Include a brief description of the project or service provided by the Offeror's personnel and the outcome of the assignment. Provide any evaluations from past services performed.

3.2.1.3 **Staff Continuity:** Please provide Offeror's policy regarding its commitment to staff continuity for assignments (i.e. its commitment to not replace personnel by removing them to be placed on another assignment).

3.2.2 **References (page 5C & 5D):** The bidder must provide references to verify its capabilities, experience, and work history in GIS Technical Services for the past five years. A minimum of three references are required. References should consist of projects of a similar scope, complexity, and cost. The reference contact information shall include the customer name, start/end dates of the project, customer e-mail address, street address, telephone number, fax number, a description of the type of GIS Technical Services that were provided and timeframe of project.

3.3 **Request Process:**

3.3.1 **Request for Services:** A request for services will be sent for the classification(s) needed via email that will include; description of the project, description of the skill set needed, approximate time frame of the project, work location of the project and contract administrator contact information. To qualify for consideration, a response via email to the contract administrator including the requested information must be received within 5 business days from the date the original request was made. Please provide an estimate of lead-time required for staffing availability. A request will include a project scope from which the Offeror will provide a quote including projected hours and costs associated with project completion. Milestones should be mapped out and checked to which payment will be made upon successful completion. Successful completion is deemed by the contract administrator/employee appointed by the Director of Technology for the specific project who will sign off on the milestone.

3.3.2 **Multiple Classifications:** There may be projects that will need multiple job classifications to complete. The City reserves the right to utilize multiple contractors for any assignment.

3.3.3 **Work Location:** The actual work location will depend on the request of the project. The location will be one of the 220 City of Columbus locations which will be identified when the request for staff is made.

3.3.4 **Contract administrator:** The contract administrator will be identified when the request for staff is made. It will be limited to a City of Columbus, Department of Technology employee appointed by the Director for the specific project.

3.3.4.1 The contract administrator will monitor work progress throughout the term

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES UTC
SPECIFICATIONS

of the project.

3.3.4.2 All output agreed upon will be reviewed and documented by all involved parties and approved by the contract administrator. Any changes to the final specifications during the term must be agreed to in writing by the appropriate signature authorities representing each of the contract parties.

3.3.5 **Contract Guidelines:** The Contractor's personnel who are required to work on City premises are to follow the same work guidelines as City employees. This will include observing working hours, applicable working rules, and holiday policy.

3.3.5.1 The City will provide the working space, equipment, and software reasonably necessary to perform the tasks required for those Contractor personnel who are required to work on City premises.

3.3.6 **Work Performance**

3.3.6.1 All City standards will be shared at the time work is requested.

3.3.6.2 Programming to be understandable (using meaningful names), compliant with City standards, program format should be modified structure or structured (when not using 4GL/5GL tools); 4GL/5GL tools will only be used when assigned by the DoT/Director or designee.

3.3.6.3 File naming to follow City standards for that application.

3.3.6.4 Printed reports to follow City standards.

3.3.6.5 Documentation to be completed within City standards and timetables.

3.3.6.6 Required program code walk-through with the City will be conducted to ensure compliance with standards.

3.3.6.7 Sorts and other utilities to be approved by the DoT Director or designee prior to beginning work.

3.3.6.8 Periodic status reporting must be submitted on time to the DoT Director or designee to be reviewed by the City.

3.3.7 **Timesheets:** Timesheets must be provided on a weekly basis to the Contract administrator and must be verified prior to payment.

3.3.8 **Knowledge Transfer & Training:** Any work performed should be well documented by the actual person that performed the work and a knowledge transfer and document handoff meeting should take place with the designated City of Columbus employee that will be responsible for maintenance of the work performed after its completion. The Contract administrator will need to sign off to

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES UTC
SPECIFICATIONS

verify this has been completed.

3.4 Staff Requirements

- 3.4.1 **Geographical Information Systems (GIS) Data Administrator;** A person responsible for creating, automating and running extract transform and load (ETL) procedures to update the City's Oracle based spatial data repository and person will also be involved in data modeling, data quality control and data standards.
- 3.4.1.1 Three (3) years verifiable experience using SQL with Oracle databases.
- 3.4.1.2 Two (2) years verifiable experience in analysis and design of relational databases.
- 3.4.1.3 Two (2) years verifiable experience documenting with Microsoft Office.
- 3.4.1.4 One (1) years verifiable experience using ESRI ArcCatalog and ArcToolbox.
- 3.4.1.5 Completions of courses towards Oracle DBA certification is a plus.
- 3.4.1.6 Two (2) years verifiable experience with the Rational Unified Process RUP (or similar iterative Software Development Lifecycle process) including the ability to read and program from Use Case Specifications and working within the constraints of phases and iterations as described by the RUP process.
- 3.4.2 **Project Manager:** A person responsible as a Project Manager for planning, executing, controlling and closeout activities of City information technology projects who is responsible for managing projects to schedule, within budget, scope and with the prescribed quality.
- 3.4.2.1 Five (5) years verifiable hardware experience using a microcomputer working in a networked environment.
- 3.4.2.2 Five (5) years verifiable software experience using Microsoft Office products to include Microsoft Project.
- 3.4.2.3 Five (5) years verifiable experience managing IT programming projects, examples to include but not be limited to Visual Basic, Java, Oracle, SQL Server, C++, C#, Delphi, and COBOL.
- 3.4.2.4 Certification as Project Management Professional (PMP) by the Project Management Institute (PMI) and five (5) years verifiable experience managing projects following PMI methodologies.

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES UTC
SPECIFICATIONS

- 3.4.2.5 Five (5) years verifiable experience providing training in Technology.
- 3.4.2.6 Five (5) years verifiable experience with the Waterfall and Rational Unified Process RUP (or similar iterative Software Development Lifecycle process) including the ability to manage to a Waterfall and iterative risk-driven project life-cycle.
- 3.4.3 **GIS (Geographic Information System) Infrastructure Administrator:** A person responsible for the Oracle (including Locator/Spatial) database, ESRI ArcSDE, ESRI ArcIMS, ESRI License Server and Microsoft IIS application servers. Said administrator is also responsible for migrating application code for Intranet and Internet applications from test/development environment into production.
 - 3.4.3.1 Five (5) years verifiable experience as an Oracle DBA with at least one (1) of the years using Oracle Locator or Oracle Spatial.
 - 3.4.3.2 Two (2) years verifiable experience as an ESRI ArcSDE administrator.
 - 3.4.3.3 Two (2) years verifiable experience as a Microsoft IIS administrator.
 - 3.4.3.4 One (1) years verifiable experience as an ESRI ArcIMS administrator.
 - 3.4.3.5 One (1) years verifiable experience as an ESRI License Manager administrator.
 - 3.4.3.6 Possession of Oracle DBA certification is a plus.
- 3.4.4 **GIS (Geographic Information System) Programmer:** A person responsible for programming and managing activities related to a Geographic Information System (GIS).
 - 3.4.4.1 Four (4) years verifiable experience in analysis and design of web applications and relational databases.
 - 3.4.4.2 Four (4) years verifiable experience developing applications with ASP.NET using C#.
 - 3.4.4.3 Three (3) years verifiable experience developing applications with Visual Basic 6 and/or VBA.
 - 3.4.4.4 One (1) years verifiable experience developing applications using the Oracle Data Provider for .NET.
 - 3.4.4.5 Experience programming with ESRI's ArcIMS and/or ArcMap is a plus.
 - 3.4.4.6 Two (2) years verifiable experience with the Rational Unified Process RUP

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES UTC
SPECIFICATIONS

(or similar iterative Software Development Lifecycle process) including the ability to read and program from Use Case Specifications and working within the constraints of phases and iterations as described by the RUP process.

- 3.4.5 **GIS (Geographic Information System) Technician:** A person responsible for editing geometries (i.e. points, lines, polygons) and topologies and the associated attributes and metadata.
- 3.4.5.1 Two (2) years verifiable experience maintaining spatial data using GIS software (e.g. ESRI ArcMap, Autodesk Map 3d, MapInfo, Manifold, etc.).
- 3.4.6 **QA (Quality Assurance) Lead:** A person responsible for leading the design and implementation of QA processes for a project, creating and executing test plans, managing 3rd party test vendors; working with teams to develop testing requirements, create manual and automated test suites for both functional and performance testing.
- 3.4.6.1 Five (5) years verifiable experience with software testing and software test tools in a commercial environment
- 3.4.6.2 Five (5) years verifiable experience with network management a plus
- 3.4.6.3 A Bachelors Degree in Computer Science or a closely related technology field – or equivalent experience
- 3.4.6.4 Five (5) years verifiable experience with testing software products
- 3.4.6.5 Applicable certifications and testing training are a plus
- 3.4.6.6 Five (5) years verifiable experience with Microsoft platforms.
- 3.4.6.7 Familiarity with protocols such as SNMP, HTTP, SOAP, SOA, Web Services required
- 3.4.6.8 Five (5) years verifiable experience with automated testing tools (such as Test Manager or Test Director, etc.)
- 3.4.6.9 Two (2) years verifiable experience with the Rational Unified Process RUP (or similar iterative Software Development Lifecycle process) including the ability to read and develop Test Cases from Use Case Specifications and working within the constraints of phases and iterations as described in the RUP process.
- 3.4.7 **Software Tester:** A person responsible for verifying that a software product operates as designed, providing technical expertise in testing and product knowledge, providing accurate estimates and reports of test progress, and writing

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES UTC
SPECIFICATIONS

Test Cases and Test Scripts.

- 3.4.7.1 Two (2) years verifiable experience with software testing and software test tools in a commercial environment
- 3.4.7.2 A Bachelors Degree in Computer Science or a closely related technology field – or equivalent experience
- 3.4.7.3 Two (2) years verifiable experience with testing software products
- 3.4.7.4 Applicable certifications and testing training are a plus
- 3.4.7.5 Two (2) years verifiable experience with Microsoft platforms.
- 3.4.7.6 Familiarity with protocols such as SNMP, HTTP, SOAP, SOA, Web Services is required
- 3.4.7.7 Two (2) years verifiable experience with automated testing tools (such as Test Manager or Test Director, etc.)
- 3.4.7.8 Two (2) years verifiable experience with the Rational Unified Process RUP (or similar iterative Software Development Lifecycle process) including the ability to read and develop Test Cases and Test Scripts from Use Case Specifications and working within the constraints of phases and iterations as described in the RUP process.
- 3.4.8 **Business Systems Analyst (BSA):** A person responsible for leading the design and implementation of QA processes for a project, creating and executing test plans, managing 3rd party test vendors; working with teams to develop testing requirements, create manual and automated test suites for both functional and performance testing.
 - 3.4.8.1 Two (2) years verifiable experience with business analysis
 - 3.4.8.2 Two (2) years verifiable experience with business analysis with RUP. Candidate must be able to demonstrate basic knowledge of RUP and show proficiency with: Requirements management with use cases, Use case authoring, Management of non-functional requirements, Understanding the role of the Business Analyst (RUP requirements roles) in relation to other RUP roles.
 - 3.4.8.3 Two (2) years verifiable experience with Business Modeling with RUP highly desirable
 - 3.4.8.4 Two (2) years verifiable experience with Requirements Management tools (such as RequisitePro, Rose, XDE, RSA, ClearQuest, ClearCase) highly desirable.

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES UTC
SPECIFICATIONS

- 3.4.8.5 Two (2) years verifiable experience with the Rational Unified Process RUP (or similar iterative Software Development Lifecycle process) including the ability to develop Vision Documents, Use Case Specifications and all other requirements related RUP artifacts, as well as working within the constraints of phases and iterations as described in the RUP process.
- 3.4.9 **Software Architect:** A person who is responsible for leading the project technical team by providing deep understanding of the related technical and business domain; who can sense industry and technology trends and define technical direction based on market/customer/business feedback; Also provides process and tool guidance and mentoring to project team;
 - 3.4.9.1 Two (2) years verifiable experience with Service Oriented Architecture (SOA) framework/principles;
 - 3.4.9.2 Two (2) years verifiable experience with Application Architecture web Framework, persistence Framework, web Services Framework and inversion of Control Framework
 - 3.4.9.3 Five (5) years verifiable experience with analyzing and evaluating alternative technology solutions to meet business problems and ensuring the integration of all aspects of technology solutions.
 - 3.4.9.4 Two (2) years verifiable experience with identifying and documenting system specific standards relating to SOA, RUP, Programming, Documenting, program libraries, data dictionary, and naming conventions
 - 3.4.9.5 Two (2) years verifiable experience with monitoring industry trends to ensure that solutions fit with government and industry directions for technology
 - 3.4.9.6 Two (2) years verifiable experience with the Rational Unified Process RUP (or similar iterative Software Development Lifecycle process) including the ability to develop a Software Architecture Document (SAD) and all other architecture related RUP artifacts, as well as working within the constraints of phases and iterations as described in the RUP process.

4. INSPECTION, TESTING AND EVALUATION PROCEDURES:

- 4.1 **Inspections:** The City reserves the right to perform inspections and audits as necessary to insure compliance with the requirements of the contract.

5. PREPARATION FOR DELIVERY:

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES UTC
SPECIFICATIONS

5.1 **Invoices:** Supplier may invoice the City of Columbus for the successfully completed milestones. Accurate invoices shall be processed for payment net 30 days.

5.1.1 **Invoice Address:**
City of Columbus/Department of Technology
PO Box 2949
Columbus, OH 43216

5.1.2 **Invoice Content:** Each invoice shall show the City P.O. number, the milestones reached, the name of the employee and the classification.

6.0 NOTES

6.1 **Universal Term Contract:** This proposal is bidder's offer to sell the item(s) set forth on the bid proposal sheet at the price(s) quoted by bidder thereon, under the terms and conditions of these bid documents. An estimated quantity is set forth on the bid quotation sheet. Bidder is to take notice that the City makes no warranties or representations that the estimated quantity, or any quantity at all, will be ordered by the City even though bidder's proposal is accepted by the City and a firm offer for sale executed.

If bidder's proposal is accepted by the City and the firm offer for sale is executed the bidder is to take further notice that no act, failure to act, or order placed by the City shall constitute an order or contractually bind the City without the proper certificate by the City Auditor that funds sufficient for full payment due on any order are available. Each order placed under the firm offer for sale shall require execution of a purchase order. Therefore in consideration of one (1) dollar received by the awarded bidder, said bidder shall offer to sell buyer, City of Columbus, who shall have the Contract Term to exercise this option to purchase, at the price and on the terms set forth in this bid proposal.

The City shall not be precluded from buying similar items from other suppliers, or the same items in the event of an emergency. In the event of an overlap in the annual term of subsequent Universal Term Contracts, the City may purchase the desired item from either awarded contract at the City's sole discretion.

6.1.1 **Written Purchase Order:** Written Purchase Orders may be established for various City Agencies, signed by the Director of Finance and Management, referencing the terms of this contract and specifying delivery locations. Written Purchase Order(s) will represent a maximum obligation for the City of Columbus over a particular time period. The City may spend all, part or none of the funding noted on the Purchase Order. This Purchase Order shall not be construed as an actual order to manufacture, ship or provide any items or services. Rather, written Purchase Order(s) enable properly authorized City agency personnel to make purchases on an "as needed" basis per this contract. Any number of written purchase orders may be issued at the discretion of the city to increase or decrease available funds during the term of the agreement. At no time shall the

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES UTC
SPECIFICATIONS

maximum obligation of the City agency exceed the cumulative dollar amount of associated purchase orders. Any available funds balance not obligated by the City for accounts payable on items/work ordered on or prior to that date shall be cancelled after that date.

6.2 Insurance Requirements:

- 6.2.1 Liability Insurance:** The contractor shall take out and maintain during the life of the contract, such Public Liability (bodily injury and property damage) Insurance as shall protect him from claims from damages for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under the contract, whether such operation be by himself or any subcontractor or by anyone directly or indirectly employed by either of them. Such insurance policy shall include the city as named insured. The Contractor shall maintain coverage of the types and in the amounts specified below. Submitting a certificate of insurance shall evidence proof of such insurance coverage. A contractor's "umbrella" type policy with limits specified below may be submitted for this requirement, with the City as named insured.

The amount of such insurance shall be as follows:

Bodily Injury Liability

Each Person \$ 1,000,000.00

Each Accident \$ 1,000,000.00

Property Damage Liability

Each Person \$ 1,000,000.00

Each Accident \$ 1,000,000.00

Such insurance shall remain in full force and effect during the life of the contract.

Insurance may not be changed or cancelled unless the insured and the City are notified in writing not less than thirty days prior to such change or cancellation. If any part of the contract is sublet, the Contractor is responsible for the part sublet being adequately covered by insurance herein above described.

Contractor assumes all risk of loss and damage to the equipment provided unless loss or damage occurs at the time the operator and equipment are being operated for the purpose designated by the city and such loss or damages is caused by an act of the city or its employee, which constitutes gross negligence or wanton misconduct.

- 6.2.2 Worker's Compensation Insurance:** The contractor shall take out and maintain, during the life of this contract, adequate worker's compensation insurance for all his employees employed at the site of the project and, in case any work is sublet, the Contractor shall require the subcontractor similarly to provide worker's compensation insurance for the latter's employees, unless such employees are covered by the protection afforded by the Contractor. The

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES UTC
SPECIFICATIONS

Contractor shall furnish three (3) copies of the worker's compensation certificate showing that the Contractor has paid his industrial insurance

- 6.3 **Save Harmless:** Contractor shall protect, indemnify and save the City harmless from and against any damage, cost, or liability, including reasonable attorneys' fees resulting from claim, by third parties for any or all injuries to persons or damage to property arising from intentional, willful or negligent acts or omissions of Contractor, its officers, employees, agents, or Subcontractors.

6.4 **Proposal Page Information**

- 6.4.1 **Instructions:** Bidders are required to respond to every item number separately in the spaces provided, prices for hourly rate based on the specified classification skill set on Page 5A, either in the form of a bid price, or as a "No Bid". Failure to do so may be used as a basis for rejection of the bid.

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES UTC
P R O P O S A L

To the Finance and Management Director of the City of Columbus, Ohio:

We (I) propose to furnish the following article(s) and/or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

BIDDERS CHECKLIST

A complete bid packet will consist of the items listed below.

Complete this checklist to confirm the items required in your bid. Place a checkmark or "X" next to each item that you are submitting to the City of Columbus. Failure to submit the listed documents may be cause for rejection of your bid. This checklist should be returned with your proposal.

- _____ Cover sheet
- _____ Contacts / EOC (pages 2, 2A)
- _____ Active Contact Compliance Number or on-line application submitted
- _____ Information For Bidders (Page 3, 3A)
- _____ Specifications (Page 4 through 4K)
- _____ Checklist / Proposal Page(s) (Page 5 through 5A)
- _____ References (Pages 5B and 5C)
- _____ Signature Page (Page 6)
- _____ Signature Affidavit (Page 7)
- _____ Supplemental Pages as required per sections 3.2.1

PLEASE COMPLETE AND SIGN PAGE 6

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES
P R O P O S A L

To the Finance and Management Director of the City of Columbus, Ohio: We (I) propose to furnish the following article(s) and/or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

Item #	UNIT	Classification Name	Unit Price (in figures)	Unit Price (in words)
3.4.1	Hour	Geographical Information Systems (GIS) Data Administrator		
3.4.2	Hour	Project Manager		
3.4.3	Hour	Geographic Information System Infrastructure Administrator		
3.4.4	Hour	Geographic Information System Programmer		
3.4.5	Hour	Geographic Information System Technician		
3.4.6	Hour	Quality Assurance Lead		
3.4.7	Hour	Software Tester		
3.4.8	Hour	Business Systems Analyst		
3.4.9	Hour	Software Architect		

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES
PROPOSAL

REFERENCES AND WORK EXPERIENCE

The bidder must briefly document its capabilities, submit an outline of its experience, and work history in GIS Technical Services for the past five years. A minimum of three references are required. References should consist of projects of a similar scope, complexity, and cost.

Business Name: _____ Tel #. _____ - _____

Address: _____

E-mail Address: _____ Fax #. _____ - _____

Contact: _____ Work performed from _____ to _____

Work Performed: _____

Business Name: _____ Tel #. _____ - _____

Address: _____

E-mail Address: _____ Fax #. _____ - _____

Contact: _____ Work performed from _____ to _____

Work Performed: _____

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
GIS TECHNICAL SERVICES
P R O P O S A L

Business Name: _____ Tel #. _____ - _____

Address: _____

E-mail Address: _____ Fax #. _____ - _____

Contact: _____ Work performed from _____ to _____

Work Performed: _____

Business Name: _____ Tel #. _____ - _____

Address: _____

E-mail Address: _____ Fax #. _____ - _____

Contact: _____ Work performed from _____ to _____

Work Performed: _____

Business Name: _____ Tel #. _____ - _____

Address: _____

E-mail Address: _____ Fax #. _____ - _____

Contact: _____ Work performed from _____ to _____

Work Performed: _____

PROPOSAL

To the Finance & Management Director of the City of Columbus, Ohio:

We (I) propose to furnish the following article(s) and/or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

Delivery: _____ - calendar day(s) after receipt of order.

Terms:

Company Name or Bidder's Name:

Business Address of Bidder:

REQUIRED Company Employee Information:

Total number of company employees = _____

Total number of company employees working in Columbus = _____

Additional number of employees that will be working in Columbus in the event this contract is awarded to your company = _____

The full name and residence of all persons and parties interested in the foregoing bid are: (If a corporation, give the name and address of the president and secretary; if firm or partnership, the names and address of the members or partners.)

Name

Address

_____	_____
_____	_____
_____	_____
_____	_____

Authorized Signature X _____ Title: _____
(SIGNATURE MUST IN WRITING IN OTHER THAN BLACK INK) (TITLE MUST BE GIVEN)

REVISED 10-5-05

Affidavit

(To be filled in and executed if the contractor is a corporation.)

County of _____

State of _____

_____, being duly sworn, deposes and says that he/she is
(Name of Affiant)*

Secretary of _____

A corporation organized and existing under and by virtue of the laws of the

State of _____ and having its principle office at

(Number and Street) (City/State) (Zip Code)

Affiant further says that he/she is familiar with the records, minute books and

by-laws of _____ affiant further says

That _____ is _____
(Name of person signing proposal/contract) (Title)

Of the corporation, is duly authorized to sign the contract for _____

_____, for said corporation by virtue of

(State whether a provision of by-laws or a resolution of the Board of Directors. If by resolution, give date of adoption.)

Signature of Affiant*

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

Notary Public in and for

(County) (State)

*Affiant must be someone other than the signer of proposal/contract.