

Invitation to Bid

City of Milwaukee

CITY OF MILWAUKEE
200 E WELLS STREET
MILWAUKEE WI 53202
United States

CIMIL

Vendor: 0001030455
WEBPAGE DOWNLOAD
<http://www.milwaukee.gov/citygov/daa/sp/sp.shtml>
MILWAUKEE WI 53202

Bid ID	Date	Buyer	Page
CIMIL-0000002258	04/06/2009	Diane Berndt	1
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	04/06/2009 03:58 PM	05/28/2009 02:00 PM	

Ship To: See Detail Below

Bill To: POLICE ADMINISTRATION 331-ADMIN
749 W. STATE ST. RM 714
MILWAUKEE WI 53233
United States

Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
1		RFP CONSTITUENT INFORMATION SYSTEM (CICS)			1.0000	SER	

Freight Terms: DEST **Ship Via:** NOT APPL

REQUEST FOR PROPOSAL FOR THE CITY OF MILWAUKEE POLICE DEPARTMENT WEB-BASED CONSTITUENT INFORMATION CONSOLIDATION SYSTEM (CICS) TO COMPLY WITH THE POLICE DEPARTMENT INTELLIGENCE DIVISION-SOUTHEASTERN WISCONSIN TERRORISM ALERT CENTER SCOPE OF SERVICES - ATTACHMENT A.

THE DEADLINE FOR SUBMITTING QUESTIONS REGARDING THIS RFP IS NO LATER THAN 4:45 P.M., CST ON MAY 12, 2009. QUESTIONS ARE TO BE SUBMITTED IN WRITING (NO PHONE CALLS) TO THE CONTACT PERSON DETAILED HEREIN VIA E-MAIL (PREFERRED) AT DIANE.BERNDT@MILWAUKEE.GOV OR BY FAX AT 1-414-286-5976. ANSWERS TO THE QUESTIONS RAISED WILL BE POSTED ON THE PROCUREMENT SERVICES SECTION WEB PAGE IN THE FORM OF AN ADDENDUM TO THIS RFP AS SOON AS PRACTICAL. QUESTIONS RECEIVED AFTER THIS DATE MAY NOT BE CONSIDERED.

*****PLEASE READ ALL DOCUMENTS CAREFULLY.*****

THE FOLLOWING SHOULD ALSO BE SUBMITTED WITH YOUR PROPOSAL:

THIS DOCUMENT (CIMIL0000002258) MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL. YOUR SIGNATURE WILL INDICATE YOUR AGREEMENT TO ALL PRICING, TERMS AND CONDITIONS STATED HEREIN.

THE LIVING WAGE AFFIDAVIT OF COMPLIANCE MUST BE NOTARIZED AND RETURNED WITH YOUR PROPOSAL.

THIS INFORMATION IS MATERIAL TO THE NATURE OF THE RFP AND FAILURE TO SUBMIT THIS INFORMATION WITH YOUR PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING DEEMED NON-RESPONSIVE.

THE SUCCESSFUL PROPOSER MUST FURNISH EVIDENCE OF INSURANCE COVERAGE IN ACCORDANCE WITH THE CITY OF MILWAUKEE INSURANCE REQUIREMENTS. THE INSURANCE CERTIFICATE MUST BE ACCOMPANIED BY AN "AFFIDAVIT OF NO INTEREST". THE ORIGINAL INSURANCE CERTIFICATE AND AFFIDAVIT OF NO INTEREST MUST BE APPROVED BY THE PROCUREMENT SERVICES SECTION PRIOR TO THE COMMENCEMENT OF ANY WORK.

PROPOSERS MUST PROVIDE ONE COPY ON CD-ROM, ONE ORIGINAL CLEARLY MARKED AS SUCH AND EIGHT COPIES OF THE COMPLETE PROPOSAL ON OR BEFORE THE DESIGNATED DATE AND TIME.

ONE COPY ON CD-ROM, ONE ORIGINAL CLEARLY MARKED AS SUCH AND EIGHT COPIES OF THE COMPLETE COST PROPOSAL SHOULD BE SUBMITTED IN A SEPARATELY MARKED ENVELOPE. THE COST PROPOSAL FORM THAT SHOULD BE USED BY ALL PROPOSERS IS FOUND IN ATTACHMENT A - SCOPE OF SERVICES. . ALL PROPOSERS MUST USE THIS FORM TO SUBMIT THEIR COST PROPOSAL INFORMATION. FAILURE TO DO SO WILL RESULT IN REJECTION OF YOUR PROPOSAL.

AN AWARD WILL BE MADE TO THE HIGHEST RANKED PROPOSER BASED ON THE FOLLOWING CRITERIA:

Ability to meet City's needs, methodology and approach 40 points
Experience & Qualifications 30 points
Timeline of project completion 20 points
Cost 10 points
Use of a City Certified EBE firm - up to 10 additional points.

THE CITY RESERVES THE RIGHT TO DETERMINE THE SUITABILITY OF PROPOSALS ON THE BASIS OF ALL OF THESE CRITERIA.

BASED ON THE ABOVE CRITERIA, THE CITY WILL SELECT THE RESPONDENT WHOSE PROPOSAL BEST MEETS THE CITY'S NEEDS AS DEFINED IN THIS RFP. CONTRACTUAL COMMITMENTS ARE CONTINGENT UPON THE AVAILABILITY OF FUNDS, AS EVIDENCED BY THE ISSUANCE OF A CONTRACT AND/OR PURCHASE ORDER. ALL CONTRACTS ARE SUBJECT TO THE APPROVAL OF THE CITY'S LEGAL COUNSEL AND THE PURCHASING DIRECTOR, PRIOR TO EXECUTION.

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature

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		THE "INVITATION TO BID DOCUMENT" WITH A SIGNATURE AND ALL ATTACHMENTS, ADDITIONAL PAGES, ADDENDA OR EXPLANATIONS SUPPLIED BY THE VENDOR WITH THE PROPOSAL WILL BE CONSIDERED AS PART OF THE PROPOSAL RESPONSE. IF AN ORAL INTERVIEW/PRESENTATION IS REQUIRED OF SELECTED FINALISTS, IT SHALL BE AT THE RESPONDENT'S EXPENSE. HOWEVER, AN AWARD MAY BE MADE WITHOUT DISCUSSION WITH THE RESPONDENTS. THEREFORE, ALL PROPOSALS SHOULD BE SUBMITTED INITIALLY ON THE MOST FAVORABLE TERMS, FROM BOTH TECHNICAL AND COST STANDPOINT. ELABORATE INCLUSIONS (ARTWORK BROCHURES, CD ROMS, ETC.) UNLESS REQUESTED, ARE STRONGLY DISCOURAGED.					

BY SIGNING THIS RFP, THE PROPOSER HEREBY AGREES TO ALL OF THE TERMS AND CONDITIONS OF THE FOLLOWING DOCUMENTS WHICH ARE LOCATED AT THE CITY OF MILWAUKEE WEBSITE:

1. CITY OF MILWAUKEE STANDARD TERMS AND CONDITIONS FOR RFP'S FOUND AT:
<http://www.city.milwaukee.gov/display/router.asp?docid=353>

2. CITY OF MILWAUKEE TERMS AND CONDITIONS FOR SERVICE CONTRACTS DATED 1/16/08 FOUND AT:
<http://www.city.milwaukee.gov/display/router.asp?docid=353>

3. CITY OF MILWAUKEE STANDARD INSURANCE REQUIREMENTS FOUND AT:
<http://www.city.milwaukee.gov/display/router.asp?docid=356>

4. CITY OF MILWAUKEE LIVING WAGE ORDINANCE. THIS REQUIRES THAT ALL INDIVIDUALS WHO WORK ON THIS CONTRACT BE PAID A MINIMUM OF \$8.80 PER HOUR. BIDDERS MUST COMPLETE AND SUBMIT WITH THEIR BID (PROPOSAL) THE "AFFIDAVIT OF COMPLIANCE-LIVING WAGE PROVISION" FORM. PLEASE NOTE THAT THIS INFORMATION IS MATERIAL TO THE RFP. FAILURE TO SUBMIT THIS INFORMATION WITH YOUR PROPOSAL MAY RESULT IN YOUR BID PROPOSAL BEING REJECTED. THIS FORM CAN BE FOUND AT: <http://www.city.milwaukee.gov/display/router.asp?docid=356>

5. DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION FORM.

Sealed Proposals, the original and the specified required number of copies, for furnishing services, work, material, labor, or material and labor combined as specified above will be received in the Office of the Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 E. Wells Street, Milwaukee, Wisconsin 53202 no later than 2:00 p.m. of the closing date specified in the upper right-hand corner of page one of this RFP. Your envelope must be plainly marked in the lower left-hand corner of the envelope as follows:

RFP #: 0000002258

RFP DESCRIPTION: RFP CONSTITUENT INFORMATION CONSOLIDATION SYSTEM (CICS)

CLOSING DATE AND TIME: 2:00 PM CST ON 5/28/09

Any proposal received in an envelope not properly and clearly marked as specified above will result in the proposal being rejected. 1 CD ROM, 1 original and 8 copies of your proposal must be submitted. Your proposal must be signed (manually) to be considered. Proposals received after the date and time specified above will be rejected and returned.

NOTE: All proposals, the original and required number of copies specified above, must be time stamped in Room 601, City Hall, by 2:00 p.m. on the closing date. Proposal opening will be in Room 301C of City Hall at 2:30 p.m. The names of firms submitting proposals will be publicly read and will be the only information available at that time.

PROPOSALS WILL BE MADE AVAILABLE FOR REVIEW ONLY AFTER ALL INTERVIEWS HAVE BEEN CONDUCTED AND A CONTRACT HAS BEEN FULLY EXECUTED.

IMPORTANT!

Your proposal is an offer to perform or supply the service or materials described above in accordance with the terms and conditions set forth in the RFP, the Standard Terms and Conditions, and the City of Milwaukee Contract.

Your proposal must meet the plan(s) or scope of services set forth herein. Proposals must be submitted on the forms provided with attachments as applicable.

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Authorized Signature

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PERFORMANCE BOND REQUIRED: NONE

ATTACHMENTS:

- 1) Attachment A - Scope of Services
- 2) City of Milwaukee Living Wage Affidavit
- 3) City of Milwaukee Insurance Requirements
- 4) EBE Forms A and B
- 5) Designation of Confidential and Proprietary Information Form

The undersigned Proposer, by its authorized person signing below, proposes to furnish the services, work, material, labor, or material and labor combined described above at the prices named above in accordance with the plans and the terms and conditions as set forth in the RFP, the Standard Terms and Conditions, the CITY contract, and if its Proposal is accepted, the Proposer agrees to all provisions set forth herein will become binding as part of a contract upon the fulfillment of all conditions precedent set forth herein. Proposer further assures that, if the Proposer's performance is contingent upon the acts of another party, the Proposer has the necessary commitment to complete the contract.

PERFORMANCE OR DELIVERY: Time is of the essence for all terms of the Contract. Performance or Delivery is as specified within the RFP.

GUARANTEED PERFORMANCE OR DELIVERY: Failure of the Contractor to adhere to the performance or delivery schedule as specified, shall render the Contractor liable for the difference between the "open market" and the contract price.

In signing and submitting this proposal, the Proposer assures the City of Milwaukee that the Request for Proposal, the Proposal, the Standard Terms and Conditions, and the City Contract have been read and understood, and that the furnishing of the subject service work, material, labor, or material and labor combined, is under Proposer control subject to the terms and conditions outlined in the above documents. If the Proposer's performance is contingent upon the acts of another party, the responder assures that they have the necessary commitments to complete the contract which may be awarded to them.

CONTRACTOR agrees that they will comply with all applicable requirements of the AMERICANS with DISABILITY ACT of 1990, 42 U.S.C. 12101, et seq.

IMPORTANT! THIS FORM MUST BE SIGNED, IN ADDITION TO THE RFP RESPONSE.
MANUAL SIGNATURES ONLY, NO FACSIMILIES.

PLEASE READ ALL INSTRUCTIONS CAREFULLY.

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Authorized Signature