



City of Manchester

Parks & Recreation

636-391-6326 • 636-391-0467 (fax)

359 Old Meramec Station Road

Manchester, Missouri 63021

November 27, 2008

Dear Vendor:

The Manchester Parks and Recreation Department is currently accepting bids for Software for our Parks and Recreation Department. If you are interested in submitting a bid, **please fill out the enclosed bid sheet and return it in a sealed envelope to the Manchester Parks and Recreation Office**, 359 Old Meramec Station Road, by 2:00 p.m. on Wednesday, December 10, 2008. Please note email/fax bids will **not** be accepted.

All prices should be good through January 31, 2009.

Please contact me at your earliest convenience should you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Eileen Collins".

Eileen Collins
Director Parks and Recreation
636-391-6326, ext. 402

REQUEST FOR BIDS
FOR
CITY OF MANCHESTER
ST. LOUIS COUNTY, MISSOURI

Parks & Recreation Software Proposal

November 2008

CITY OF MANCHESTER
359 OLD MERAMEC STATION ROAD
MANCHESTER, MISSOURI 63021

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Specifications

for

CITY OF MANCHESTER
ST. LOUIS COUNTY, MISSOURI

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City of Manchester
REQUEST FOR BIDS

The City of Manchester hereby gives notice that sealed bid proposals for a Parks and Recreation Records Management Software Solution will be received by the City of Manchester, Missouri, at the Parks & Recreation Department, 359 Old Meramec Station Rd., until 2:00 p.m. on December 10, 2008. All bids will be opened and publicly read aloud at 2:00 p.m. on that date. Bids received after 2:00 p.m. on Wednesday, December 10, 2008, will be returned unopened.

All bids shall be submitted in a sealed envelope and shall be clearly marked **“PARKS AND RECREATION SOFTWARE PROPOSAL.”**

The City reserves the right to reject any or all bids, to waive informalities in bidding and to accept the bid most advantageous to the City. Specifications and bid requirements may be secured from the Parks & Recreation Department, 359 Old Meramec Station Rd., or on the Internet at www.manchestermo.gov.

Any questions regarding this solicitation shall be directed to Systems Administrator Ed Skaggs at 636-227-1385, ext 121, or Administrative Assistant Denise Cunningham at 636-391-6326, ext. 400, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

PARKS AND RECREATION RECORDS MANAGEMENT SPECIFICATIONS

The Records Management System should offer the following features:

Core Module

- 1) Customer / Member Database
- 2) History: Account, Registrations, Memberships, Facility Reservations, Notes
- 3) Group Customers by Family
- 4) Resident / Non-Resident Status
- 5) Capture Digital Image of Customer
- 6) Track Balances and Credits
- 7) Account Hold Status
- 8) Waiver Definitions: Activity Registrations, Memberships, Facilities
- 9) Definitions: Activity Registrations, Youth Sports, Team/Adult Sports, Swimming, Lessons, Facilities
- 10) Create Customized Questions for any Activity Registrations
- 11) Registrations: Activity Registrations, Youth Sports, Team/Adult Sports, Swimming, Lessons
- 12) Cancel / Delete Activity Registrations, Memberships, Facility Reservations
- 13) League Scheduling
- 14) Facility Reservations
- 15) Reports: Financial, Rosters, Labels, Class Rolls, Demographics
- 16) Financial: GL Account Definition / Selection
- 17) Create Customized Reports for Activities, Memberships, Facility Reservations
- 18) Integrated Cash Register with Daily Cash Management and Deposit Reports
- 19) Employee Timekeeping

Membership Module

- 1) Barcode Admittance Tracking Controlled by System Assigned Key Fob
- 2) Reports: Admittances, Demographics, Statistics, Membership Lists/Counts
- 3) Entrance Location Definition
- 4) Entry Purpose Definition
- 5) Daily Pass Admission

POS Module (Point-of-Sale)

- 1) Cash Register offers one screen to accomplish all sales/transactions
- 2) Virtual Terminal/Cash Register fully integrated
- 3) Till / Z-Tape Reports
- 4) Single Close for Multiple Transactions
- 5) Multiple Payment Types selectable at close of sale
- 6) Customizable Cash Register Keys
- 7) Search & Find Lost Receipts
- 8) Daily Deposit Reports

Internet Module (Online Registrations)

- 1) Real-Time Online Registrations
- 2) Website hosted by Vendor
- 3) Website Customization by Vendor
- 4) Link from Existing Website
- 5) Communicate to Online Credit Card Gateways for Automatic Processing
- 6) Shopping Cart, allows customer to register for multiple activities with 1 payment Platform

Vendor Proposal should include cost for transferring current data from department's current Recware Software.

GENERAL INSTRUCTION TO BIDDERS DOCUMENT

Conditions of Bidding

- A. Where a contract is signed by and between the bidder and the City, the GENERAL INSTRUCTION TO BIDDERS DOCUMENT will be incorporated therein and made a part of the signed contract and will be included and marked as Exhibit A.
- B. Bidders must use the bid form provided when submitting bids. The bid form must be signed.
- C. Do not include sales tax or use tax as the City is exempt. Exemption certificate will be provided to the vendor.
- D. It is the responsibility of the bidder to insure delivery of the bid to the city prior to the stated time of bid opening.
- E. Failure to comply with any of the general conditions of bidding will disqualify the bidder.
- F. Identify the item you are bidding by manufacturer's name or brand name.
- G. If the bidder wishes to suggest an alternate it must be clearly marked as an alternate bid in the space provided.
- H. Inspection will be made at the delivery point unless otherwise specified. Damaged items will not be accepted.
- I. The City of Manchester expressly denies responsibility for, or ownership of, any item purchased until it is delivered.
- J. For purposes of evaluation, bidder must indicate any variances from our specifications, terms and/or conditions. If variations are not stated in the bid, it will be assumed the product or service fully complies with our terms, conditions and specifications.
- K. Bids may be withdrawn by written request before the time specified for receiving bids. No bids may be withdrawn after the time specified for receiving bids.
- L. It is further understood that this bid must be submitted before 2:00 p.m. on December 10, 2008, in an envelope marked **"PARKS AND RECREATION SOFTWARE PROPOSAL."**
- M. Include with bid form the attached non-collusion affidavit, signed and notarized.

BID FORM

City of Manchester
St. Louis County, Missouri

To: City of Manchester
St. Louis County, MO

Pursuant to and in compliance with your request for bids the undersigned company hereby proposes to furnish the Parks and Recreation Software Proposal, all as required by and in strict conformance with the bid specifications listed herein. All bids should include shipping costs.

Based on the nature of the bids, the City reserves the right to add to or delete any portion of the Parks and Recreation Software Proposal bid.

The undersigned hereby represents that he/she carefully examined the Bid Documents and will execute the Contract and its items, covenants, and conditions all in strict conformance to these requirements.

It is understood that the City reserves the right to reject any or all bids, to waive informalities in bidding and to accept the bid most advantageous to the City. Further, it is understood that the City is exempt from federal excise and state sales tax. Exemption certificate will be provided to the Vendor.

It is further understood that this bid must be submitted before 2:00 p.m. on Wednesday, December 10, 2008, in an envelope marked "PARKS AND RECREATION SOFTWARE PROPOSAL" in order to be considered.

Please Print

Company submitting bid _____

Bid submitted by _____ Title _____
(OFFICE HELD IN BIDDER ORGANIZATION)

Company
address _____ Zip _____

Company phone number _____

Date _____

Bid price should be effective until January 31, 2009.

Bid Item 1:

A) Manufacturer_____

B) Software_____

C) Unit Price _____

_____(Lump Sum Cost)

Each Bidder shall submit with this bid:

1. All manufacturer's literature and specifications.
2. The attached non-collusion affidavit signed and notarized.

The City of Manchester reserves the right to accept the bid most advantageous to the city.

I. That in connection with this procurement,

a. the prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor;

b. the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening directly or indirectly to any other bidder; or to any competitor; and,

c. no attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

II. The undersigned further states:

a. he/she is the person in the bidder's organization responsible within that organization for the decision as to the prices being bid herein and that he/she has not participated, and will not participate, in any action contrary to (I) (a) through (I) (c) above.

b. he/she is not the person in the bidder's organization responsible within that organization for the decision as to the prices being bid herein but that he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (I) (a) through (I) (c) above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to (I) (a) through (I) (c) above.

III. The Contractor hereby attests to their intent to comply with the American with Disabilities Act (ADA).

IV. It is expressly understood that the foregoing statements, representations, and promises are made as a condition to the right of the bidder to receive payment under any award made hereunder.

For Corporations

(Corporate Seal)

(Name) Indicate if corporation, partnership or sole proprietor

(office held in bidder organization)

SUBSCRIBED AND SWORN TO BEFORE

ME THIS _____ DAY OF _____ 2008

Attest:

Notary Public