

Invitation to Bid

City of Milwaukee

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

CIMIL

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

Bid ID	Date	Buyer	Page
CIMIL-0000002245	03/16/2009	Michael Drzewiecki	1
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	04/09/2009 03:00 PM	06/11/2009 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		E9-1-1 TELEPHONE SYSTEM			1.0000	SER	

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

REQUEST FOR PROPOSAL (HEREINAFTER RFP) INSTALLATION AND INTEGRATION OF A NEW E9-1-1 COMPUTER TELEPHONE INTEGRATION (CTI) SYSTEM FOR THE MILWAUKEE FIRE AND POLICE DEPARTMENTS WHICH SUPPORTS DUAL DISPATCH OPERATIONS WITH A CLEAR MIGRATION PLAN FOR TRANSITIONING TO AN IP BASED E9-1-1 SYSTEM. THE SYSTEM PROPOSED SHALL BE IN ACCORDANCE WITH SCOPE FOR NEW E9-1-1 TELEPHONE SYSTEM DATED FEBRUARY 24, 2009 AND ATTACHMENT A - INSTALLATION E9-1-1.

PROPOSERS ARE REQUIRED TO UTILIZE AND SUBMIT THE CITY OF MILWAUKEE COST PROPOSAL PAGE AND THE COMPLIANCE MATRIX WITH IN THEIR PROPOSAL RESPONSE.

UTILIZATION/SUBMITTAL OF DOCUMENTS OTHER THAN THOSE PROVIDED BY THE CITY WILL RESULT IN THE REJECTION OF THE PROPOSAL.

NOTE: A "MANDATORY" PRE-PROPOSAL CONFERENCE HAS BEEN SCHEDULED FOR APRIL 23, 2009 COMMENCING AT 2:30 PM AT THE MILWAUKEE POLICE DEPARTMENT EOC, 2333 N. 49TH STREET, MILWAUKEE, WI 53210. AT THIS CONFERENCE, PROSPECTIVE PROPOSERS WILL BE GIVEN A TOUR OF THE INSTALLATION SITE.

DUE TO THE SCOPE OF THIS PROJECT AS WELL AS STAFFING AND TIME CONSTRAINTS, NO OTHER PRE-PROPOSAL CONFERENCES WILL BE SCHEDULED FOR THIS PROJECT. IF YOU MISS THIS PRE-PROPOSAL CONFERENCE, PLEASE DO NOT CALL THE USER DEPARTMENT OR THE PROCUREMENT SERVICES SECTION TO ASK FOR SPECIAL CONSIDERATION TO SCHEDULE ANOTHER PRE-PROPOSAL CONFERENCE.

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

- CONFORMANCE WITH THE PROPOSAL SUBMITTAL GUIDELINES - PASS / FAIL
- TECHNICAL EXPERIENCE OF THE PROPOSER AS A FIRM AND DEPTH OF RESOURCES - 10
- EXPERIENCE AND QUALIFICATIONS OF STAFF (TECHNICAL AND SUPERVISORY) ASSIGNED TO THIS PROJECT - 10
- QUALITY OF PROPOSAL APPROACH AND ABILITY TO MEET THE MILWAUKEE FIRE AND POLICE DEPARTMENT NEEDS AND REQUIREMENTS - 50
- PAST PERFORMANCE OF PROPOSER SYSTEMS OF SIMILAR SIZE AND SCOPE - 5
- COST - 25

NOTES:

- ALL COST PROPOSAL DOCUMENTS MUST BE SUBMITTED IN A SEPARATE, CLEARLY MARKED, SEALED ENVELOPE. REFER TO SECTIONS 1.13, 3.5, AND 3.27 FOR COMPLETE DETAILS.

- THE CITY RESERVES THE RIGHT TO AWARD A CONTRACT TO THE HIGHEST RANKED PROPOSER WITH OR WITHOUT THE COST OF THE REPLACEMENT / SPARE PARTS, WHICHEVER IS IN THE BEST INTERESTS OF THE CITY.

*** SIGNATURE REQUIRED ***

IT IS ONLY NECESSARY FOR YOU TO SIGN THE FOLLOWING DOCUMENTS:

- PROPOSAL COVER PAGE

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Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
		- FIRST PAGE OF THE INVITATION TO BID					
		- BINDING SIGNATURE PAGE FOR REQUESTS FOR PROPOSAL					
		- COST PROPOSAL PAGE					
		- COMPLIANCE MATRIX					

YOUR SIGNATURE WILL SIGNIFY YOUR AGREEMENT TO ALL PRICING, TERMS AND CONDITIONS STATED HEREIN AND THE FOLLOWING CITY OF MILWAUKEE DOCUMENTS:

1. TERMS AND CONDITIONS FOR SERVICE CONTRACTS FOUND IN THE BID INFORMATION SECTION OF THE PROCUREMENTS SERVICES SECTIONS WEBPAGE EXCEPT THAT THE SPECIFIC TERMS OF PAYMENT SHALL BE AS FOLLOWS:

25% OF THE VALUE OF THE CONTRACT UPON DELIVERY OF THE EQUIPMENT - PROMPT PAYMENT.

25% OF THE VALUE OF THE CONTRACT UPON COMPLETION AND ACCEPTANCE OF THE WORK AT THE ALTERNATE SITE - PROMPT PAYMENT.

50% OF THE VALUE OF THE CONTRACT UPON COMPLETION AND ACCEPTANCE OF ALL PROJECT WORK - PROMPT PAYMENT.

2. TERMS AND CONDITIONS FOR REQUESTS FOR PROPOSAL FOUND IN THE BID INFORMATION SECTION OF THE PROCUREMENT SERVICES SECTIONS WEBPAGE.

3. INSURANCE REQUIREMENTS FOUND IN THE FORMS SECTION OF THE PROCUREMENT SERVICES SECTIONS WEBPAGE.

NOTES:

- ONLY THE SUCCESSFUL PROPOSER IS REQUIRED TO PROVIDE AN ORIGINAL COPY OF THEIR FIRM'S INSURANCE CERTIFICATE ACCOMPANIED BY AN ORIGINAL COPY OF OUR REQUIRED AFFIDAVIT OF NO INTEREST. THE INSURANCE DOCUMENTS MUST BE COMPLIANT WITH THE CITY OF MILWAUKEE INSURANCE REQUIREMENTS.

THE INSURANCE CERTIFICATE AND AFFIDAVIT OF NO INTEREST MUST BE RECEIVED BY THE DOA,BUSINESS OPERATIONS DIVISION, PROCUREMENT SERVICES SECTION NO LATER THAN TEN (10) CALENDAR DAYS AFTER RECEIVING NOTIFICATION OF AWARD. FAILURE TO PROVIDE A COMPLIANT INSURANCE CERTIFICATE AND AFFIDAVIT WITHIN TEN (10) CALENDAR DAYS OF AWARD MAY RESULT IN THE WITHDRAWAL OF THE AWARD.

THE SUCCESSFUL PROPOSER IS TOTALLY RESPONSIBLE FOR MAINTAINING PROPER INSURANCE COVERAGE FOR THE DURATION OF THE CONTRACT, AND FOR PROVIDING THE DOA, BUSINESS OPERATIONS DIVISION, PROCUREMENT SERVICES SECTION WITH AN UPDATED INSURANCE CERTIFICATE AND AFFIDAVIT PRIOR TO THE EXPIRATION OF THE PREVIOUSLY SUBMITTED INSURANCE CERTIFICATE AND AFFIDAVIT. FAILURE TO KEEP THE PROPER INSURANCE COVERAGE IN FORCE DURING THE DURATION OF THE CONTRACT CAN RESULT IN INVOICE PAYMENT DELAYS AND/OR CONTRACT CANCELLATION.

- ALL PROPOSER ARE REQUIRED TO SUBMIT A SIGNED AND NOTARIZED COPY OF THE SLAVERY DISCLOSURE AFFIDAVIT WITH THEIR PROPOSAL UNLESS IT IS ALREADY ON FILE WITH THE CITY.

- ALL OF THE PROPOSERS ARE REQUIRED TO SUBMIT A SIGNED AND NOTARIZED COPY OF THE ETHICAL PURCHASING AFFIDAVIT WITH THEIR PROPOSAL.

- ALL OF THE ABOVE REFERENCED TERMS AND CONDITIONS AND FORMS ARE HEREIN REFERENCED AND INCORPORATED AS PART OF ANY CONTRACT THAT IS AWARDED AS PART OF THIS RFP (INVITATION TO BID).

- IF YOU HAVE TROUBLE DOWNLOADING ANY OF THE REFERENCED DOCUMENTS, YOU MAY OBTAIN A COPY BY CALLING OUR OFFICE AT 1-414-286-3501.

*** CONTACT PERSON ***

ANY QUESTIONS, CLARIFICATIONS, ETC. MUST BE DIRECTED TO MICHAEL DRZEWIECKI IN WRITING VIA EMAIL (PREFERRED) AT MDRZEW@MILWAUKEEGOV OR BY FAX AT 1-414-286-5976.

THE FIRST ROUND OF QUESTIONS ARE DUE NO LATER THAN APRIL 30, 2009. ANSWERS TO THE QUESTIONS RECEIVED SHOULD BE

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POSTED TO OUR WEBPAGE IN THE FORM OF AN ADDENDUM TO THIS RFP BY MAY 7, 2009.

THE SECOND ROUND OF QUESTIONS ARE DUE NO LATER THAN MAY 21, 2009. ANSWERS TO THE QUESTIONS RECEIVED SHOULD BE POSTED TO OUR WEBPAGE IN THE FORM OF AN ADDENDUM TO THE RFP BY MAY 28, 2009.

QUESTIONS RECEIVED AFTER MAY 21, 2009 WILL NOT BE CONSIDERED.

PROPOSERS ARE CAUTIONED NOT TO CHANGE ANY OF THE TERMS OR CONDITIONS IN THE RFP AND/OR SCOPE WITHOUT WRITTEN APPROVAL OF THE DOA-PROCUREMENT SERVICES SECTION. ANY UNAUTHORIZED CHANGES / MODIFICATIONS WILL CONSTITUTE A COUNTEROFFER AND WILL SUBJECT THE PROPOSAL TO REJECTION.

*** PROPOSAL ADDENDUM ***

ANY CHANGES MADE AS A RESULT OF A WRITTEN REQUEST WILL BE ISSUED VIA A PROPOSAL ADDENDUM, AND, IF NECESSARY, AN EXTENSION WILL BE MADE TO THE PROPOSAL CLOSING DATE. ALL ADDENDA WILL BE POSTED TO THE CITY OF MILWAUKEE PROCUREMENT SERVICES WEBSITE: WWW.CITY.MILWAUKEE.GOV (BIDS PENDING PAGE). PROPOSERS ARE RESPONSIBLE FOR CHECKING THIS WEBSITE FOR ANY FUTURE ADDENDA, ETC., PRIOR TO THE PROPOSAL CLOSING DATE. ALL ADDENDA MUST BE SIGNED, UNLESS INSTRUCTED OTHERWISE, AND RETURNED BY THE PROPOSAL CLOSING DATE AND TIME. PROPOSERS, WHO DO NOT RETURN THE ADDENDA MAY HAVE THEIR PROPOSAL REJECTED. IF YOU ARE UNABLE TO ACCESS THE INTERNET, CONTACT DOA-PROCUREMENT SERVICES AT 414-286-3501 TO OBTAIN A HARD COPY.

DELIVERY IS REQUIRED NO LATER THAN 180 CALENDAR DAYS AFTER RECEIPT OF EXECUTED CONTRACT.

WILL YOU COMPLY WITH THIS REQUIREMENT? ___ YES ___ NO

NOTES:

- IF YOU CANNOT MEET THE 180 CALENDAR DAY DELIVERY REQUIREMENT, YOUR PROPOSAL WILL BE CONSIDERED NON-RESPONSIVE!
- A FIRM DELIVERY SCHEDULE WILL BE FINALIZED DURING THE NEGOTIATION PHASE OF THE PROCUREMENT SCHEDULE.
- FUEL AND/OR SHIPPING SURCHARGES ARE NOT ALLOWED AND WILL NOT BE PAID BY THE CITY OF MILWAUKEE.
- FREIGHT INCREASE: IF THERE IS A FREIGHT INCREASE PRIOR TO DELIVERY OF THE PRODUCT, THE ADDITIONAL INCREASE MUST BE AT THE EXPENSE OF THE BIDDER/CONTRACTOR.

REQUEST FOR PROPOSAL (RFP)

NOTE: EFFECTIVE DECEMBER 28, 2005, THE CITY OF MILWAUKEE ADOPTED AN ORDINANCE RELATIVE TO THE DISCLOSURE OF PARTICIPATION IN OR PROFITS DERIVED FROM SLAVERY BY CONTRACTORS. ALL CONTRACTORS AWARDED A CONTRACT ON BEHALF OF THE CITY OF MILWAUKEE, WHETHER OR NOT SUBJECT TO A COMPETITIVE BID, SHALL COMPLETE AN AFFIDAVIT PRIOR TO ENTERING INTO THE CONTRACT VERIFYING THAT THE CONTRACTOR HAS SEARCHED ANY AND ALL RECORDS OF THE COMPANY OR ANY PREDECESSOR COMPANY REGARDING RECORDS OF INVESTMENTS OR PROFITS FROM SLAVERY OR SLAVEHOLDER INSURANCE POLICIES DURING THE SLAVERY ERA. THE NAMES OF ANY ENSLAVED PERSONS OR SLAVEHOLDERS DESCRIBED IN THOSE RECORDS MUST BE DISCLOSED IN THE AFFIDAVIT.

THE CITY SHALL MAKE THE INFORMATION CONTAINED IN THE AFFIDAVIT AVAILABLE TO THE PUBLIC. ANY CONTRACT BETWEEN THE CITY AND A CONTRACTOR WHICH FAILS TO PROVIDE THE REQUISITE AFFIDAVIT OR WHICH INCLUDES MATERIAL FALSE INFORMATION ON SUCH AFFIDAVIT SHALL BE RENDERED NULL AND VOID. TO REFERENCE MILWAUKEE CODE OF ORDINANCES 310-14, PLEASE SEE:

<http://CC-CODENew.MILWAUKEE.GOV/CODE/VOLUME3/CH310.PDF>

*** ETHICAL PURCHASING REQUIREMENT ***

EFFECTIVE JANUARY 8, 2008, THE SUCCESSFUL PROPOSER FOR ALL PROCUREMENTS MUST COMPLY WITH CITY OF MILWAUKEE ORDINANCE 310-17 WHICH CAN BE FOUND AT:

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<http://cctv25.milwaukee.gov/code/volume3/ch310.pdf>

AND THE HOURLY NON-POVERTY WAGE TABLE WHICH CAN BE FOUND ON THE PROCUREMENT SERVICES WEB SITE AT:

<http://www.city.milwaukee.gov/display/router.asp?docid+327>

IT IS YOUR RESPONSIBILITY AS A PROPOSER TO FAMILIARIZE YOURSELF WITH THIS ORDINANCE PRIOR TO SUBMITTING YOUR PROPOSAL. BIDDERS ARE ALSO URGED TO MAKE ALL SUBCONTRACTOR AWARE OF THIS ORDINANCE AND ENCOURAGE ANY AND ALL SUBCONTRACTORS TO COMPLY WITH IT AS WELL.

WILL YOU COMPLY WITH THIS REQUIREMENT? (CHECK BELOW)

____ YES ____ NO

NOTE: FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN PROPOSAL REJECTION.

PROMPT PAYMENT:

The City strives to make timely payment on all invoices. Payment to the vendor will be deemed timely if the payment is mailed, delivered, or transferred within 60 calendar days after receipt of a properly completed invoice or receipt and acceptance of the property or service under the order or contract, whichever is later. If the City does not make payment by the 60th calendar day, the City shall pay simple interest beginning with the 31st calendar day at the rate of one percent per month (unless the City disputes the amount of the invoice). Reference Common Council File No. 900859 adopted October 16, 1990, Provisions of State Statute 66.285 and 66.286.

If this Request for Proposal has subcontractor requirements, the prime contractor must pay the subcontractor(s) within ten (10) working days of the contractor's receipt of payment from the City of Milwaukee, or ten days from receipt of a properly submitted and approved invoice from the subcontractor, whichever is later. If the contractor fails to make timely payment to a subcontractor, the contractor shall pay simple interest at the rate of one percent (1%) per month, beginning with the 11th calendar day.

Proposers are requested to state their best cash discount on the line below for payment made within thirty (30) days following receipt and acceptance of this service. Cash discounts offered by the Proposers, ONLY if payment terms are thirty (30) days or more, may be considered in determining the cost of your proposal. However, if the Proposer who is awarded this contract has quoted a more favorable discount for earlier payment, and the City pays within that earlier timeframe, the Proposer will be held to that quoted discount.

_____ % _____ days

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 #: 0000002245

RFP DESCRIPTION: PROPOSAL FOR NEW E9-1-1 TELEPHONE SYSTEM

CLOSING DATE AND TIME: JUNE 11, 2009 AT 2:00 PM

PROPOSER'S NAME

PROPOSER'S CONTACT TN:

PROPOSER'S EMAIL:

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Any proposal received in an envelope/box not properly and clearly marked as specified above will result in the proposal being rejected. Nine (9) bound copies of your proposal (one (1) clearly marked original and eight (8) clearly marked copies) must be submitted along with one (1) electronic copy. The original copy of your proposal must be signed (manually - no facsimilies) 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.

PERFORMANCE BOND REQUIRED: RECEIPT OF A PAYMENT PERFORMANCE BOND FOR 100% OF THE CONTRACT VALUE IS REQUIRED FROM THE SUCCESSFUL PROPOSER PRIOR TO CONTRACT EXECUTION.

ATTACHMENTS:

- 1) Scope for New E9-1-1 Telephone System (2-24-2009)
- 2) Attachment A - Installation E9-1-1
- 3) New E9-1-1 Cost Proposal Page
- 4) Compliance Matrix
- 5) Designation of Confidential and Proprietary Information
- 6) Proposer's Submittal Checklist

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. Delivery of all goods and service shall be FOB Destination.

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, and all of the applicable City of Milwaukee Terms and Conditions, 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.

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IMPORTANT! THIS FORM MUST BE SIGNED, IN ADDITION TO THE BINDING SIGNATURE PAGE, THE COST PROPOSAL PAGE, PROPOSAL COVER PAGE, THE COMPLIANCE MATRIX. AND THE DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION.

MANUAL SIGNATURES ONLY, NO FACSIMILIES ARE REQUIRED ON THE ORIGINAL COPY OF THE PROPOSAL RESPONSE..

PLEASE READ ALL INSTRUCTIONS CAREFULLY.

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CITY OF MILWAUKEE
Department of Administration
Business Operations Division
Procurement Services Section

BINDING SIGNATURES FOR REQUESTS FOR PROPOSAL

Upon award and acceptance of this bid by the City of Milwaukee, the undersigned bidder, by its authorized persons signing below, agrees that all provisions set forth herein will become binding as a formal contract upon the fulfillment of all conditions precedent set forth herein.

This agreement constitutes the entire agreement between the parties relating to the subject matter of this agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

CONTRACTOR (To be signed by two persons authorized to legally bind your firm to this contract)

Bidder's Firm _____

Address _____

City/State _____ Zip _____

Telephone _____

Fax number _____

E-mail _____

Federal ID # _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

Witnesses: Two Witnesses to Bidder's Authorized Signature

BY: _____
(manual signature required)

NAME _____
(typed or printed)

BY: _____
(manual signature required)

NAME _____
(typed or printed)

This section must be fully completed and witnessed in order to process your bid.

FOR OFFICIAL CITY USE ONLY

CITY OF MILWAUKEE, a municipal corporation

BY _____
City of Milwaukee Purchasing Director

DATE _____

Countersigned:

BY _____
City Comptroller

DATE _____