



City of Nashua

Central Purchasing
229 Main Street
Nashua NH 03060
603-589-3330 Fax: 603-589-3344

August 5, 2009

Request for Proposals

**Transit Website
RFP1189-082609**

The City of Nashua NH and the Nashua Transit System ("NTS") is seeking sealed competitive proposals from qualified experienced firms for the provision of website design, development, and related consultation services for the purposes of creating a new public marketing website for the NTS. NTS intends to award one (1) contract to the successful proposer in connection with this Request for Proposal.

INSTRUCTIONS TO VENDORS:

All proposals must be submitted with **one (1) original, three (3) photocopies** of the same pages and **two (2) electronic copies**, on CD-ROM, in either Adobe Acrobat or Microsoft Word, in a sealed envelope(s) or package(s) clearly marked "Proposal for Website Design and Development". **The original proposal must bear an original ink signature and shall be marked "Original"**. Complete specifications and related documentation is available on our web site, www.gonashua.com under Citizen Favorites, Current Bid Opportunities, document **RFP1189-082609**. Results will be posted on the web site, under Bid Results, within three (3) hours of opening.

Proposals must be submitted, as outlined in the preceding paragraph, no later than **3:00 PM, August 26, 2009** c/o Central Purchasing, Lower Level, City Hall, 229 Main Street, Nashua, NH 03060, in sealed envelopes/packages clearly marked "**Proposal for Website Design and Development**".

Proposals must be submitted as outlined in specification sections: "V. Submittal Requirements and Evaluation Criteria" and "VI. Instructions to Proposers".

Delivery of the Proposals shall be at the Vendor's expense. The time of receipt shall be considered when a Proposal has been officially documented by the Department, in accordance with its established policies, as having been received at the location designated above. The City of Nashua accepts no responsibility for mislabeled mail. Any and all damage that may occur due to shipping shall be the Vendor's responsibility.

The complete Request for Proposal may be downloaded directly from our website, www.gonashua.com, under Citizen Favorites, Current Bid Opportunities, as follows:

RFP1189-082609 Bid Design and Development (36 pages)

All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be **submitted in writing**, citing the RFP title, RFP number, Page, Section, and Paragraph and submitted to the following RFP Solicitation Coordinator:

Mary Sanchez, Purchasing Agent II
City Hall, Lower Level
229 Main St
Nashua, New Hampshire 03060

Email: sanchezm@nashuanh.gov

Vendors are encouraged to submit questions via email; however, the City assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt.

NTS will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this RFP. Answers to vendor submitted questions and other addenda will be posted under document RFP1189-082609 on the City of Nashua website; www.gonashua.com under Citizen Favorites, Current Bid Opportunities.

Inquiries must be received by the City's RFP Solicitation Coordinator (see above) **no later than Wednesday, August 19, 2009 at 3:00 PM**. Inquiries received later than this date shall not be considered properly submitted.

The City of Nashua may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against the City of Nashua.

All terms and conditions noted in Section 800 of the City of Nashua Purchasing Manual shall apply.

All proposals are binding for ninety days (90) following the deadline for submission of proposals, or until the effective date of any resulting contract, whichever is later.

The successful firm will be required to maintain for the duration of the contract all required insurance. Coverage shall be written with an insurance carrier licensed to do business in the State of New Hampshire. City of Nashua requires thirty (30) days' written notice of cancellation or material change in coverage. Contractor will be responsible for filing updated Certificate(s) of Insurance with the City of Nashua during the life of the Contract.

Certificates of Liability and Workmen's Compensation Insurance must be filed with the Purchasing Department by the successful bidder within ten (10) calendar days after notification of award. Insurance requirements are outlined in Section IX "Insurance Requirements" of the specifications. **The City of Nashua must be named as an additional insured on all liability certificates.**

All proposals become the property of the City of Nashua and, if accepted, become a legal binding addendum to the eventual contractual agreement with the City of Nashua. This request for proposals in no way commits the City of Nashua to make an award or reimburse any vendor for any expense incurred in responding to this request.

NTS seeks to extend subcontracting opportunities to State of New Hampshire certified Disadvantage Business Enterprises, ("DBE") in order to promote economic success and growth. NTS values, supports and nurtures diversity and encourages any firm contracting with NTS to do the same.

The City is exempt of all taxes. All vendors must comply with all applicable Equal Employment Opportunity laws and regulations.

Pursuant to NRO 5-78 (F), the Purchasing Manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

Respectfully,
Mary Sanchez.
Purchasing Agent II
City of Nashua