



City of Plymouth
REQUEST FOR PROPOSAL
For
Website Design/Hosting Services

INVITATION TO SUBMIT PROPOSALS

The City of Plymouth is accepting sealed bid proposals to provide Website Design/Hosting Services as specified within this Request for Proposal.

Sealed bid proposals should be sent to:

City of Plymouth
Attn: City Clerk
201 S Main
Plymouth, MI
48170

All bid proposals must be received by 10:00 a.m. August 31, 2017, after which time no further bids will be accepted, and at which time the bids received will be publicly opened and read.

Specifications and bid documents are available at the city hall during normal business hours. You may also download a copy of the documentation from the City's website at: <http://www.ci.plymouth.mi.us>.

The City reserves the right to reject any and/or all proposals received, waive informalities, or accept any proposal it deems to be in the City's best interests. The City is not obligated to accept the lowest bid or bids.

Maureen Brodie, CMC
City Clerk
City of Plymouth

INSTRUCTION TO BIDDERS

MODIFICATIONS: The proposal shall not contain any recapitulations of the work to be done. The City is under no obligation to consider alternate proposals or modifications to the specifications unless specifically requested in the bid documents. Oral presentations will not be considered.

EXAMINATION/INTERPRETATION OF THE CONTRACT DOCUMENTS & ABILITY TO BID: Before submitting a proposal, bidders shall carefully read the specifications and other bid documents and shall fully inform themselves as to all existing conditions and limitations and shall include in the proposal a sum to cover the cost of all items included in the specifications. Any bidder in doubt as to the true meaning of any part of the specifications or contract documents may submit to the City of Plymouth a written request for an interpretation or correction thereof. The person submitting such request will be responsible for its prompt delivery. If the interpretation is of general significance to all bidders, the City will attempt to fax or mail a copy of the interpretation to all parties known to be considering the bid. If the interpretation is of sufficient importance to potentially affect other bids, then the City may extend the bid due date to give all potential bidders an opportunity to consider the interpretation. Neither the City, nor its agents and employees, shall be responsible for any other explanations or interpretations of the specifications and bid documents, other than those issued in writing by the City Clerk.

It is the intent of the City of Plymouth that all qualified contractors is able to bid under these specifications. If the bidder feels that the specifications are unreasonably restrictive and prevent an effective bid from being submitted, then the bidder is encouraged to notify the City and provide a written request for interpretation of the specification that is being considered restrictive.

ADDENDA: Any addenda issued prior to the bid opening shall be covered by the bidder in the proposal and shall be made part of the contract documents. Receipt of such addendum shall be acknowledged in the proposal.

DELIVERY OF PROPOSALS: Bids shall be delivered by the time and to the place specified in the Notice to Bidders. It is the sole responsibility of the bidder to see that his/her proposal is received in proper time. Any proposal received after the scheduled closing time for receipt of proposals shall be returned to the bidder unopened. To avoid late receipt and disqualification of bids, it is recommended that bidders personally deliver bids or utilize overnight or certified mail with return receipt requested.

BIDS SHOULD BE DELIVERED IN SEALED ENVELOPES BEARING THE INSCRIPTION "Website Design/Hosting Services".

DELIVER BIDS TO:

Maureen Brodie, CMC
City Clerk
City of Plymouth

201 S Main
Plymouth, MI 48170-1688

WITHDRAWAL: Any bidder may withdraw their proposal, either in-person, faxed or written request, at any time prior to the scheduled closing time for receipt of proposals.

OPENINGS: Proposals will be opened and publicly read aloud at the time designated.

BIDDER QUALIFICATIONS/REFERENCES: All bidders shall include a list of at least three references, preferably municipalities, which the City may contact regarding the bidder's performance. Upon request, the bidder shall also furnish a written statement of its qualifications for the proposed work and a list of work completed on similar projects.

DURATION OF PROPOSALS: Each proposal shall be considered binding and in effect for a period of ninety (90) days following the bid opening.

PAYMENT TERMS: To be determined by The City of Plymouth based on the proposals presented.

EQUAL EMPLOYMENT OPPORTUNITY: In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, color, or national origin. The contractor shall further not discriminate against any employee or applicant for employment to be employed in the performance of this contract with respect to his/her hire, tenure, terms, conditions, privileges of employment or any matter directly or indirectly related to employment because of age, except in cases of bona-fide occupational qualifications. Non-compliance with the non-discrimination clause of this contract shall result in cancellation, termination or suspension of the contract and the contractor may be declared ineligible for further City of Plymouth contracts.

HOLD HARMLESS CLAUSE: The contractor agrees to defend and hold the City of Plymouth and its tenants harmless from any claims, actions, damages, losses and expenses of any sort arising out of or in connection with any act or omission of said company, its employees, stewards agents or sub-contractors.

FAILURE TO PERFORM: Failure to perform according to the specifications and bid will result in immediate cancellation of the contract, with the understanding that the City will contact the contractor and inform him/her of any deficiencies and allow corrections of said deficiencies to be made within 24 hours of such notification. Repeated failures of same deficiency will result in immediate termination of the contract after written notice has been given and noted as final notice of failure to comply.

FREEDOM OF INFORMATION ACT: All proposals are subject to the Michigan Freedom of Information Act. Once bids are opened, the information contained therein becomes freely accessible by the public.

NON-ASSIGNABILITY/NON-TRANSFERABLE: There shall be no change, modification, or alteration of the agreement, except in writing, signed by both of the parties. Neither party shall assign any of the rights under the agreement without prior approval, in writing, of the other.

NON-COLLUSION AFFIDAVIT: Bidders will complete the enclosed Affidavit of Non-collusion by Contractor form.

THE CITY OF PLYMOUTH RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, IN WHOLE OR IN PART, AND TO WAIVE ANY IRREGULARITIES.

GENERAL/BACKGROUND

For purposes of this proposal the City of Plymouth will hereby be referred to as the “City” and the individual Vendor will hereby be referred to as “Vendor”.

The City of Plymouth is a tax-exempt municipal government located in Wayne County. The City provides services to approximately 9,000 residents. The City’s existing web site, www.ci.plymouth.mi.us was established to provide public access to information about services and activities offered by the City and to communicate information about the City. The existing website has served the City well but has become outdated and is in need of a new design that will more closely align with technological advances and user expectations.

In an effort to improve these services to users, the City would like to create a new design to include additional web services and to utilize advances in technology as outlined in the specifications section of this document. The purpose of the Request for Proposal (RFP) is to provide the City with an improved website that will:

- Be intuitive for residents and users to navigate
- Improve service (e.g. subscriber notifications) and transparency
- Improve communication between the local government and its customers
- Promote community and economic development
- Improve public document access and document storage options
- Utilize standardized web-site features while maintaining a unique and consistent look
- Be easy to maintain, preferably internally, but possibly via an outside source
- Allow for expansion to accommodate future technologies
- Easy to find on the internet and user friendly to mobile devices
- Website Translation services by end user
- ADA Compliant per World Wide Web Consortium’s (W3C) Web Accessibility Initiative
- Integrate multimedia
- Incorporate Social Media (i.e. Facebook, Twitter, etc) through buttons, shares, links, etc
- Detailed analytics reporting

The list above is a base list of features/functionality requested by the City of Plymouth.

All pricing stated as a response to this request for proposals is not to exceed bid amount.

During the evaluation process, the City reserves the right where it may serve the City’s best interest to request additional information or clarification from Vendors, or to allow corrections of errors or omissions. At the discretion of the City, Vendors submitting proposals may be requested to make oral presentations as part of the evaluation.

Both this document and the winning bid(s) will be considered contractual components.

EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the Vendor that it has

investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. Statistical information which may be contained in the RFP or any addendum thereto is for informational purposes only.

QUESTIONS

Request for additional information should be via email to the Tom Alexandris, Director of IT, aalexandris@ci.plymouth.mi.us, 734.453.1234 x401

PROPOSAL RESPONSE FORMAT

In order to facilitate the analysis of response to this request for proposal (RFP), Vendors are required to prepare their proposals in accordance with the instructions outlined in this document.

One (1) original and three (3) copies of the proposals must be received by the City Clerk's office by 10:00 a.m. August 31, 2017, at which time all bids will be opened and read aloud. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the City of Plymouth.

Proposals should be prepared as simply as possible and provide a straight forward, concise description of the Vendor's capabilities to satisfy the requirements of the RFP. All parts, pages, figures, and tables must be numbered and labeled clearly. The proposal should be organized into the following major parts:

1. Executive Summary
2. Company Background
3. Implementation Plan and Timeline
4. Support and Maintenance
5. Client References
6. Contract Terms and Conditions
7. Cost Quotations

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Failure to closely follow the proposal format shall be cause for rejection of the proposal.

Executive Summary (Section 1)

This part of the response to the RFP should be limited to a brief narrative describing the proposed project. The summary should contain as little technical language as possible and should be oriented toward non-technical personnel. The Executive Summary should not include cost quotations.

Company Background (Section 2)

Vendors must provide the following information about their company so that the City of Plymouth can evaluate the Vendors' ability to support commitments set forth in the response to the

RFP. The City, at its option, may require a Vendor to provide additional documentation to support and/or clarify requested information.

Implementation Plan and Timeline (Section 3)

The Vendor must provide, as part of the response, a detailed implementation plan for the entire project. It should include evaluation; design process, development, testing, conversion and training. The Vendor shall provide a completion date and timeline based upon the enclosed specifications. Implementation will not occur until all contract(s) are signed.

Support and Maintenance (Section 4)

Vendor must give a detailed description of the support options to be provided during and after the implementation of the proposed site. Support refers to software support, updates, and any ongoing costs. This section must include training opportunities for staff and how training will be handled prior to the new website going live and how it will be handled after the website is live.

The City expects to maintain the day to day operation of the site using City staff. Vendor is required to provide in Section 7, support and maintenance costs for a period of at least three years following system acceptance.

Client References (Section 5)

Include in your proposal a list of three or more customers for whom the vendor has provided similar services. The City is particularly interested in local government related clients located in Michigan of comparable size and service model. Information must include the following information:

- Name of client with contact person with phone and email address
- Description and date of service that Vendor provided
- Internet link address to service you provided

Contract Terms and Conditions (Section 6)

The Vendor is to state any exceptions to the conditions listed and add any conditions/terms deemed important by the Vendor. Sample contract (license) and support (service) agreements should also be provided in this part of the Vendor's response. Any forms and contracts the Vendor(s) proposes to include as part of any agreement resulting from this bid between the Vendor(s) and the City must be submitted as part of the proposal. Failure to include a contract for such items will be interpreted as meaning that support for any items not specifically contracted for, and provided by said Vendor, are supported by the Vendor at **no additional cost**. This requirement includes, but is not limited to, the following types of forms: licensing agreements, maintenance contracts, and systems support agreements. Inclusion of contracts does not imply acceptance of that contract format and/or verbiage by the City.

Cost Quotations (Section 7)

The BID form included with this RFP must be completed. All pricing stated as a response to this request for proposals is not to exceed bid amount. No additional charges, other than those listed on the bid form, shall be made. Prices quoted should include all costs for meetings, design time, conversion, training, and documentation. All prices quoted must include all that will be necessary to make the site

fully operational for the purposes stated herein. Provisions for obtaining additional discounts (i.e. municipal discount, full payment within payment terms period, etc.) should be clearly explained. Any price rollback and/or lower price revisions during the time of the bid process and prior to final contract will be afforded to the City. All bids must be for the latest version of any product that may be provided. At the time of installation the City shall be afforded the advantage of the latest version of any hardware and software necessary without additional cost. Additional services/options can also be provided for the City of Plymouth's consideration.

AFFIDAVIT OF NONCOLLUSION

STATE OF _____ COUNTY OF _____

_____ (name), being first duly sworn deposes and says that he is

_____ (title) of _____ (corporation)

who submits herewith to the City of Plymouth a proposal for Website Design/Hosting Services for the City of Plymouth and certifies:

That all statements of fact in such proposal are true;

That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That such proposal is genuine and not collusive or sham;

That said bidder has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Plymouth, or of any other bidder or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of proposals, said bidder:

1. Did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
2. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his bid;
3. Did not in any manner, either directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else or to raise or fix any overhead, profit, cost element of his proposal price or of that of anyone else;
4. Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the content thereof, or divulge information relative thereof, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to any person or persons who have a partnership or other financial interest with said bidder in this business.

Firm Name

Signature of Bidder

Date: _____

VENDOR CONTACT INFORMATION

Contractor Name	
Address	
City/State/Zip	
Phone Number	
Fax Number	
Email Address	
Contractor Contact	

The Undersigned, having examined the scope of work, hereby proposes to perform the work in a manner satisfactory to the City of Plymouth in accordance with all specifications, terms and conditions contained in this bid document at the following rates and prices and complete all work within schedules as generally stated and specifically agreed to at the initiation of each phase of work. I affirm that I have the authority to submit this bid to the City of Plymouth for the work specified on the attached sheet.

Signature of Authorized Agent

Printed Name of Authorized Agent

Date

Please note that primary contact will all contractors with be via email.

City of Plymouth Proposal Form

Web Design/Hosting Services

- Please provide pricing for work to be completed in table below.
- Attach reference list of similar work.
- Submit four (4) copies of the proposal. (1 original, 3 copies)

Item	Total
Concept	\$
Design/ Development	\$
Conversion/Implementation	\$
Training	\$
TOTAL BID AMOUNT	\$
Support (per year)	\$
Hosting (per year)	\$
ALTERNATE = Maintenance (per year)	\$

Signature of Authorized Agent

Printed Name of Authorized Agent

Date