CITY OF SALINA, KANSAS

MUNICIPAL GOVERNMENT SOFTWARE SYSTEM
COMMUNITY & DEVELOPMENT SERVICES

REQUEST FOR PROPOSAL

September 30, 2016

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GENERAL INFORMATION

The City of Salina, Kansas, (subsequently referred to as "the City") is requesting proposals for a comprehensive on-demand E-Government Software System. Conditions, information and functional requirements concerning the system are included in this Request for Proposal (RFP). Primary modules or interfaced programs the City is looking for include: Permitting, Code Enforcement, Planning/Zoning, Licensing, Public Web Access, Cash/Credit Receipting, GIS Land Management, Laser fiche Coordination and Performance Measure Reporting.

Purpose of this Request for Quote

The City of Salina plans to replace its current system with a new comprehensive/consolidated system. The purpose of this request for proposal is to provide information that will allow a City task force of employees to evaluate the proposal and operating systems, and to make a recommendation to the city manager and governing body.

Contact Person

All inquiries concerning this RFP should be directed to:

Gary Hobbie, Director
Community & Development Services
300 W. Ash St. #201
Salina, KS 67401-0736
P.O. Box 736
(785) 309-5715
gary.hobbie@salina.org

Deadline for Responses

Proposals will be received in the following office until 4:00 P.M. (CT) **Tuesday November 1st, 2016**. Proposals must be clearly marked on the outside of the quote package as "Government Software System". Additionally a USB Drive, including your proposal, shall be submitted with the written proposal to:

City of Salina
Shandi Wicks City Clerk
300 West Ash, Room 206
P.O. Box 736
Salina, KS 67401-0736

Special Conditions for Proposals

The City reserves the right to accept or reject any and all quotes, and to waive irregularities and informalities in the request for proposal and evaluation processes.

The contents of each proposal will remain confidential and will not be made available to anyone except those involved in the evaluation and approval process. Proposals will be considered public information once an award is made.

Costs for developing quotes in response to the RFP are entirely the obligation of the vendor and shall not be chargeable in any manner to the City. Submission of a proposal will signify the vendor's agreement that the quote and content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City and the sucessful vendor or vendors.

Background on the City of Salina

The City of Salina, Kansas is located in north central Kansas, approximately 70 miles north of Wichita, Kansas. Located on the crossroads of Interstates I-135 & I-70 we have a population of approximately 50,000. Salina is located in Saline County, Kansas. The Treasurer's Report for Salina is available at the City's website: http://salina-ks.gov/content/18160/default.aspx

The City operates under a commission/city manager form of government. The City provides city management, city clerk/finance, police, fire and emergency response services, city cemeteries, municipal court, street maintenance, public works and engineering, building permits & inspections, property maintenance enforcement, planning/zoning, arts and humanities, community relations, a civic center, parks and recreation including a new indoor fieldhouse, and various other administrative services to Salina citizens.

Current Software Details

The City primarily utilizes Microsoft Office products including Excel, Access, Word, Publisher, and PowerPoint. Office support staff use windows based computers which interact and sync with the field inspectors use iPad tablets.

The City estimates there will initially be approximately 45 users accessing the consolidated government software system at any time, with the potential for expansion in the future. However, some user IDs may be shared by multiple individuals.

Presently the city operates within the GovPartner software which was purchased by Cartegraph in 2015. This software is presently, and has been in use since 2012 with Property Maintenance and Land Management Modules and 2013 with Building Permits and Inspection Module.

Functional Requirements/General Information

City personnel have developed a list of preferred functional requirements in a Government Software system. These functions are presented in detail as a part of this document. Vendors are encouraged to call or email the city project manager for additional information or clarification on any of the listed functional requirements.

Selection Process

The task force intends to review and select the systems that appear to best meet the requirements of the City while accounting for costs. The group will then evaluate the selected systems in detail. Selection criteria will include:

- The degree to which the system being proposed will provide the functionalities listed in this document

- The total cost to the city. Both one-time and ongoing costs will be considered
- Amount and quality of training and support the City will receive, and level of assistance to be provided to the City during the implementation process
- Reputation and stability of the vendor/company
- Demonstrated ability within the past three years in at least three comparable municipalities, to successfully install similar integrated systems with emphasis on the specific applications required in this RFP
- Vendor willingness and ability to negotiate contract terms acceptable to the City
- Feedback from references/site visitations
- Quality of 'Test Site' provided to the City to sample software
- Ability to clearly demonstrate functional capabilities thru 'Test Site' and/or similar uses by existing customers.
- General task force consensus

The City intends to procure the replacement software system in accordance with the following schedule. However, the city reserves the right to add, drop, or reschedule procurement milestones as necessary.

Solicitation Schedule	Dates
RFP Issued	Friday September 30th , 2016
Deadline for Questions	**October 17th , 2016 @ 5:00 pm**
Sealed Written Proposals & Electronic Submittal Due to the City	**Tuesday November 1st, 2016**
Announce Most Competitive Proposers	November 14th
Software Demonstrations, Interviews, Site Visits and Test Site Reviews	November 21st thru December 16th, 2016
Contract Negotiations	Friday, December 30th, 2016
Contract Award	Tuesday January 9, 2017
Start Implementation	As soon as possible after contract completion

HARDWARE REQUIREMENTS
Vendors shall specify all minimum hardware requirements for the effective utilization of the proposed systems. Hardware specifications shall include the primary server, operating systems, database requirements, schema, and network architecture and user workstation minimum requirements for effective real-time data synchronization.

SUB-CONTRACTED WORK
Vendors may include sub-contractors (subject to City's approval, which will not be unreasonably withheld) in proposals to provide application or services, but the vendor must assume total responsibility for the management of sub-contractors and for the work performed.

RFP Submission Format

Proposals should follow this general format:

1. Company profile - general information about the vendor's company including but not limited to:
   - the location of the corporate headquarters, regional offices, and number of employees
   - Number of years in business providing government systems.
   - Number and listing of current customers using proposed financial system. Include reference names, addresses, contact name, phone and email addresses for municipal customers with populations between 30,000 & 75,000 noting customers actively using similar software modules.
   - Description of users group activities, frequency of meetings, locations
   - Name, title, and signature of company official submitting this quote

2. Summary of proposed solution for all modules, including discussion of installation and current system migration options.

3. Proposed future product developments/enhancements within the next year for rollout.

4. Source for feedback from users such as users group, conferences or blogs, customization processes, cost and timeframes.

5. Identify other solutions your company provides, or interfaces to, that are not included in this document. (i.e.: Interactive Voice Response System)

6. Identify all functionalities listed that cannot be met by your quote.

7. Explanation of support the City will receive prior to implementation, during implementation and after implementation. Estimated time-frame for implementing system modules.

8. Include a description of training – on-site, off-site, or both. How much training is provided? Provide description of training format.

9. Technical infrastructure requirements - List the recommended hardware and software specifications the City should use to interface with Tyler Technologies financial accounting system. The City will acquire the necessary hardware and operating system to meet vendor proposed software requirements.

10. Provide the most recent audited financial statements for company, web site address, and credit references that can verify the financial standing of the company.

11. Provide an itemized listing of the costs for each module being proposed. The costs should include but not be limited to:

    - Software license/price per user
    - Training and travel costs
    - Installation/setup costs
    - Individual module costs
    - Conversion/data migration costs
    - GIS importation costs
    - Laser fiche importation costs

- Equipment costs
- Maintenance costs
- Customization of forms/templates costs
- Annual user fees
- Any other on-going or occasional costs likely to be incurred
- Other costs as suggested by the vendor

Technical/Other

The system shall include the capability for citizens (non-city employees) to log on and view status of their projects; plan review process, schedule inspections for their projects, pay permit/license fees, report code enforcement complaints/issues, and apply for permits/licenses.

On-line or live help should be available for users. There should be key word search capabilities with bookmark and note capabilities. There should be the ability to e-mail for support requests directly from the applications.

The system should allow multiple levels of security from the server level down to the menu item level.

The system should also have consistent user interface (screen layout, processing features, use of special function keys, etc.) between all application modules and within all modules.

The system should provide an interface tool the Cities ESRI/GIS mapping software, Saline County GIS Data in order to populate software database.

The system should allow for real time modification or substitutions to templates and forms by pre-authorized users without need for vendor support.

The system must be capable of electronic plan review through an internal program or from outside vendors for residential and commercial construction projects and planning and zoning applications, with reporting to city staff, contractors, developers and design professionals. (Multiple users must be capable of entering data on the same project.)

The system should allow for uploading of the adopted construction codes to be used as reference materials and for cut and paste into forms and plan review comments.

Report Wizards or similar tools should be available for City users to create custom reports.

Raw data should be accessible to administrators in a manner unrestricted by report filtering.

The system should provide for all electronic and hard-copy outputs generated from the system to be presented as City of Salina forms/publications.

The system should be accessible to log on, with full system capability and functionality, from anywhere an internet connection is available, without any specific software loaded onto the user's computer.

The system should have an off-line functionality allowing use of the screens and data entry when an internet connection is unavailable, with automatic synchronization occurring when reconnected to the internet.

The data should be backed-up regularly, stored off-site, and available to the City upon request the source code should be held in escrow with a 3rd party and available for the City's use should the vendor's support cease to exist.

Security

For all modules, the system should provide access and operational privileges for at least three levels – administrator, user, and inquiry. The City requires the ability to assign access at the function/process level by each user's logon id. The system should display only those functions to which the user has access. The system should allow the administrator to assign access for each user by user-definable function. The system should have the ability to create user-defined groups and specify security on the group level.

There should be a complete listing of all sign-on attempts, and ability to limit the number of times a user may attempt sign-ons. The system must be able to produce a complete list of every transaction, its exact nature, and trace each transaction to a User ID.

General Reporting

In addition to standard and custom reports, the system should provide an Ad Hoc report writer, allowing the city to create queries and/or reports, using data from any of the fields within any of the systems/modules. The report writer should provide on-line help for users. The report writer must have the capability to transfer this data to Excel and Word, or other format such as designated and approved by the city's Computer Technology staff.

Conversion and Installation Approach

Attach a narrative describing your firm's approach to conversion of existing GovPartner / Cartegraph software presently in operation by city staff. Be sure to include a listing of all personnel that will be involved in the conversion process, the timeframe for conversion, and the amount of historic data that will be converted and preserved. Specify which conversion costs are part of the standard package and which are additional costs. Be sure to include an itemized listing of such. Any conversion or customization costs omitted from a vendor's proposal required to complete a functional system as defined in this RFP will be provided at the vendor's expense or otherwise deducted from the contract price.

Contract Agreement Requirements

The successful vendor/company will be required to provide a quote to the City which will include the following:

- The license fee (if any) the City will pay the vendor for the system, including the details of the services that are included in the fee.
- The price the City will pay for periodic user fees for the software.
- The price the City will pay for training and a description of the training that will be provided.

- The price the City will pay for installation assistance (if applicable) and a description of the assistance.
- A statement that the City is exempt from sales tax. Prices should be based accordingly.
- The vendor shall comply with all applicable local, state, and federal laws.
- A statement that this request for a proposal is herby incorporated by reference into the contract agreement.
- City will own and have access to the data during and following any and all use of the system.
- Will there be additional charges to the City for upgrades to a new platform, if initiated and required by the vendor.
- Prior to entering into a contract, and as an ongoing condition of the contract, the successful vendor must furnish to the City a certificate of insurance verifying adequate professional, commercial general, automobile liability, and workers compensation insurance coverage. The coverage must be maintained and carried in force for the duration of the contract.
- Prior to entering into a contract and as an ongoing condition of the contract, the successful vendor must furnish to the City a commitment to comply with Salina Code Chapter 13, Article VI, regarding non-discrimination, equal employment opportunity, and affirmative action (including an acceptable written affirmative action plan).

The City reserves the right to negotiate all elements which comprise the apparent successful quote to ensure the best possible consideration is afforded to all concerned. The quote shall be presented to the City Manager and City Commission for final approval and award.

Contract Provisions

Contract Term:
Any contract awarded shall be for an initial term of five years with extensions allowed to include, not only the delivery and maintenance of the system, but also possible future enhancements and upgrades to the system. Such extensions shall be automatic, and shall go into effect without written confirmation, unless either party provides advance notice of the intention to not renew. Such notice shall be given at least 180 days prior to the otherwise automatic renewal date.

Such requests shall consider the following:

The renewal price request must:

- Be no greater than the total of changes to the U.S. Dept. of Labor CPI Index for Kansas or other pricing index appropriate to the particular product herein
- Not produce a higher profit margin than that on the original contract
- Clearly identify the items impacted by the increase
- Be accompanied by documentation acceptable to the Buyer sufficient to warrant the increase
- Remain firm for a minimum of 365 days

The request shall be considered by the Buyer and may be accepted or rejected. Failure to submit a price request at least 45-days prior to the contract anniversary date shall result in a continuation of all existing pricing on the contract until the next contract anniversary date. The decision to accept any price increase will be at the sole discretion of the Buyer.

The Buyer may exempt these requirements for extraordinary conditions that could not have been known by either party at the time of bid or for other circumstances beyond the control of both parties, in the opinion of the Buyer.

Request for Price Decreases:

Requests that reduce pricing charged to the City may be delivered to the City Purchasing Buyer at any time during the contract period. Such price reductions should use the same pricing structure as the original. The City may likewise initiate a request to the vendor for price reductions, subject to mutual agreement of the vendor.

Cost Reductions:

Any cost reductions to the Vendor shall be reflected in a reduction of the contract price effective immediately. Salina will not be bound by prices contained in an invoice that are higher than those in the contract. Unless the higher price has been accepted by the City and the contract amended, the invoice may be rejected and returned to the Vendor for corrections.

Factory Authorized Reseller:

For proposers who are reseller of product bid, he or she must be authorized and must be qualified and equipped to offer in-house service, maintenance, technical training assistance, and warranty services, including available of spare parts and replacement units.

Travel and Reimbursement:

If this contract has specified travel that is intended for reimbursement by the City and has been pre-approved by the City for such reimbursement, the travel reimbursement rates in the City contract shall apply.

Permits:

All necessary permits required to perform work are to be supplied by the Contractor at no additional cost to the City.

Trial Period and Right to Award to Next Low Bidder:

A ninety (90) day trial period shall apply to contract(s) awarded as a result of this solicitation. During the trial period, the vendor(s) must perform in accordance with all terms and conditions of the contract. Failure to perform during this trial period may result in the immediate cancellation of the contract. In the event of dispute or discrepancy as to the acceptability of product or service, the City's decision shall prevail. The City agrees to pay only for authorized orders received up to the date of termination. If the contract is

terminated within the trial period, the City reserves the option to award the contract to the next low responsive bidder by mutual agreement with such bidder. Any new award will be for the remainder of the contract and will also be subject to this trial period.

Independent Contractor and City Space Requirements**:**

The Vendor is working as an independent contractor. Although the City provides responsible contract and project management, such as managing deliverables, schedules, tasks and contract compliance, this is distinguished from a traditional employer-employee function. This contract prohibits vendor workers from supervising City employees, and prohibits vendor workers from supervision by a City employee.

Because the specific tasks require the Consultant to work on-site, the offer and fees that the Vendor charges shall be considerate of the City requirements and provision of such space. Such work spaces are provided by the City exclusively for the project and shall not be used for any other consultant purpose. The work space may include a City computer, appropriate software and/or telephone as determined appropriate by the City Project Manager, and shall allow the worker use of office equipment such as printers and copy machines. The Vendor worker is independent and is not a City employee.

City's Contract Terms & Conditions.

Acceptance of Contract Terms & Conditions: Provide a one-page statement that confirms acceptance of the City Contract (including Terms & Conditions), and represents complete review as needed by the Vendor. If the Vendor has a legal office that must review contract prior to signature, the Vendor must clearly confirm that such review is complete.

If Vendor desires exceptions to the City Contract, attach the City Contract that shows the alternative contract language (print out a version with your suggested new language clearly displayed in a track changes mode). You must provide the alternative language, and not simply list an exception you wish to discuss. You may attach a narrative of why each change is to the benefit of the City and any financial impact. Also attach any licensing or maintenance agreement supplements.

As stated earlier in the RFP instructions, the City will not allow a Best and Final Offer. The City will review the proposed language, and will thereupon either accept or reject the language. The City will then issue a contract for signature reflecting City decisions (See pages 19-25). Any exceptions or licensing and maintenance agreements that are unacceptable to the City may be grounds for rejection of the proposal.

Rating Codes for Functions

The functions requirements on the following pages must be rated by each vendor with the following options:

A - The current release of the software supports this specification. This feature is currently available and in successful operation with one or more of the vendor's customers.

B - This specification is supported, but not exactly as stated. Provide explanation in an attached comment section.

C - This specification is not currently in operation at for one or more of the vendor's customers, but will be included as a part of the release to be installed as a result of this RFP.

D - This specification is not currently supported. The necessary modifications required to meet the specification will be provided at no cost to the City. Comments must be included to indicate the time frame required to provide the modification.

E - This specification is not currently supported. The necessary modifications required to meet the specification will be provided at an additional cost to the City. Comments must be included to indicate the cost and time frame required to provide the modification. Modification costs must also be included in the cost summary section of the response.

X - This specification is not supported and no modifications will be provided.

PERMITTING & INSPECTIONS

The Permitting module should be capable of:

____ 1. Online permit application
____ 2. Online payment for permits
____ 3. Online request for inspections
____ 4. Automated Review Routing
____ 5. Attach/upload plans and documents for electronic submittal
____ 6. Online status review of permit process by applicant
____ 7. Inspection checklists automatically generated
____ 8. Re-inspections automatically scheduled
9. Electronic plan review and storage of approved documents
____ 10. Plan Reviews including Corrections, Deferred Submittals and Special Conditions
11. Correction Notices automatically generated
____ 12. Correction Letters (consolidated from all reviewers) automatically generated
____ 13. Generation of Certificate of Occupancy, Certificate of Completion
____ 14. Automatic calculation of fees
____ 15. Automatic calculation of work valuation
____ 16. Customization of screens for individual users
____ 17. Customization of reports for individual users
____ 18. Automatic generation of e-mails based on City-generated rules
____ 19. Track minimum housing code cases
____ 20. Include field notes on cases and communicate/share these with others
____ 21. Communication Record – Notes Field
____ 22. Place holds on permits preventing further activities until prerequisites/outstanding fees, etc. are satisfied
____ 23. Storm Water management/Land Disturbance permitting
____ 24. Property Ownership look-up
____ 25. Voice recognition for inspection notes
____ 26. Automatic Issuance of Certificates of Completion & Certificates of Occupancy
____ 27. GIS data, Assessor's data uploaded regularly to system

PROPERTY MAINTENANCE ENFORCEMENT

The Code Enforcement module should be capable of:

____ 28. Property Ownership look-up
____ 29. GIS data, Assessor's data uploaded to system
____ 30. View of open and closed cases based on address, parcel number
____ 31. Inspections automatically scheduled with follow-up reminders
____ 32. Sort, filter inspections by date, geographic area, type
____ 33. Attach digital documents (photos, scanned documents) to cases
____ 34. Annotate all digital documents attached
____ 35. Upload City ordinances/code into system
____ 36. Annotate all code violations with city code citations
____ 37. Print/generate violation notices
____ 38. Print/generate court notices
____ 39. Allow citizen review of progress of property abatement process
____ 40. Track Notice Delivery methods, including Certified Mail processes, personal service, second notice delivery,
____ 41. Perennial Violator Tracking of activity annually – auto-generate notices when a set number of specific actions have been logged under one address or one owner with multiple violations..
____ 42. Minimum Housing Tracking for property maintenance code cases
____ 43. Case & Field Notes: Auto-record date and user, allow selective information export/referral to various report templates or other system users.
____ 44. Communication Record – Incoming/Outgoing Contacts, exportable as with Case Notes link to digital documents (letters, notices of cost, etc.)
____ 45. Referral to municipal court including request to prosecute, email of appropriate information including pictures, and tracking of cases
____ 46. Automatically produce Certified Mailing Documents & Labels

PLANNING/ZONING

The Planning/Zoning module should be capable of:

____ 47. Online Zoning applications/payments
____ 48. Online Zoning inspection requests
____ 49. Automated review routing of zoning applications
____ 50. Consolidated review letters (from all reviewers) automatically generated
____ 51. Electronic upload of plans, documents in digital format
____ 52. Calendaring of events associated with planning cases
____ 53. Automatic generation of notifications and hearing reminders
____ 54. Automatic generation of notices and letters
____ 55. Appeals Process Tracking by citizen or applicant
____ 56. Permit application and tracking by reviewers and applicant
____ 57. Generation of zoning violation notices and letters
____ 58. Project-level mgmt. of Technical Plat Review for Annexation of Subdivisions
____ 59. GIS integration for tracking address records for parcels
____ 60. Include field notes on cases and communicate/share these with others
____ 61. Communication Record – Notes Field
____ 62. Special Events Permit Application and Tracking
____ 63. Electronic plan review and storage of approved documents
____ 64. GIS integration for storage of property zoning / use documents
____ 65. Integration of Laser fiche for storage of property cases

CASH RECEIPTING

Cash receipting/cash management module should be capable of:

____ 66. Integrate with general ledger, utility billing, accounts receivable, licenses and permits with Tyler Technologies - MUNIS Financial Software
____ 67. Provide for multiple POS locations/drawers and provide for processing and cash reconciliation by locations and drawers
____ 68. Ability to assign security levels by cashier, limit payment types by cashier
____ 69. Automatically assign receipt numbers to each transaction
____ 70. Allow users to define each receipt by any method of payment (i.e. cash, check, ACH, VISA, debit card)
____ 71. Interface with Tyler Technologies – Munis - based financial software system
____ 72. Void transactions with reversing entries rather than deletions. An audit trail must be present for all activity
____ 73. Place holds on addresses prohibiting fees for new permits with outstanding violations
____ 74. Communication Record – Notes Field

LICENSING

The Licensing module should be capable of:

____ 75. Online license application
____ 76. Online license payment/renewal
____ 77. Automated routing of license applications
____ 78. Upload of electronic/digital documents for license applications and renewals
____ 79. Automatic generation of notices and letters
____ 80. Batch renewal capability
____ 81. Automatically generate Notice for Insurance Expiration and Renewal
____ 82. Contractor License Renewal Automatic Notification of Hours when permit application received

CITIZEN'S ACCESS

The Citizen's Access module should be capable of:

____ 83. Online requests to City, electronic plan submittal, inspection requests, reporting of inspection results,
____ 84. Online status review of project
85. Request Development Review Process with City Departments
____ 86. Automatic assignment of requests to proper City division/responder
____ 87. Automatic assignment of response due dates based on request
____ 88. Upload digital pictures/files to requests by citizen/complainant
____ 89. Automatic generation of letters, notices
____ 90. Automatic escalation of activities when due dates are exceeded
____ 91. License Requirements available Online specific to project of interest
____ 92. Development Fees Screen, fee estimator based on project of interest
____ 93. City Department & Employee contact information based on project of interest

PERFORMANCE MEASUREMENT & REPORTING

The Performance Measurement Reporting module should be capable of:

____ 94. Measure process times for each work type
____ 95. Measure process times for individual users
____ 96. Measure process times for each process element
____ 97. Track performance measures and goal attainment
____ 98. Sort/Filter process performance measures by applicant, work type, date, etc.
____ 99. Generate resource allocation reports
____ 100. Correlate fees collected to process time allocated by project, work type, user, etc.
____ 101. Perform trend analysis
____ 102. Display all performance measurement in graphic and tabular form
____ 103. Staff development of desired daily, weekly, monthly and annual reports from all modules
104. Share real-time results effeciently

GIS & LASERFICHE

The GIS and Laser fiche module should be capable of:

____ 105. Allow existing GIS Data to be updated frequently into city mapping
____ 106. View property data information by all city users and citizens
____ 107. Automatic updates as GIS database is downloaded from county data base
____ 108. Allow multiple departments & citizen access to GIS parcel data
____ 109. Save maps to PDF, JPEG & HTML files
____ 110. Create and print reports, maps, stored files anywhere
____ 111. Look up zoning, water, sewer, and land use
____ 112. Integration of Laser fiche for relevant data storage of property cases
____ 113. Integrate Laser Fiche files into property mapping files
____ 114. Tracking of Planning Cases into Laser Fiche and Property Mapping

INTEGRATED VOICE RECONGNITION (IVR)

The IVR module should be capable of:

____ 115. Eliminate the need to talk directly to city staff member by direct email or voice mail to that staff member
____ 116. Access city services quickly through short explicit menus
____ 117. Digital communication system for residents through computer, tablets or smartphones
____ 118. Create cases on the go through smartphone or tablet through minimal button clicks
____ 119. Speech or Language recognition capabilities
____ 120. Track progress reports of plan review, permit issuance, inspection reports, violation notices in progress
____ 121. Automate Inspection requests with confirmation through smartphone
____ 122. Capability of attaching photo when reporting a violation through voice mail
____ 123. Work offline capabilities
____ 124. Assign incoming requests to appropriate staff member

CITY OF SALINA
REQUEST FOR BIDS

Project No.: 16-001

Project Title: Purchase of Development Services Computer Software

Bid Deadline: 4:00 P.M.. (CST), November 1, 2016

City's Project Manager:
Gary Hobbie
300 W. Ash St., P.O. Box 736
Salina, KS 67402-0736
Telephone Number: (785) 309-5715
gary.hobbie@salina.org

1. INVITATION TO BID

1.1 The City of Salina, Kansas is seeking Bids for the purchase of computer software used for building construction project monitoring, as are more particularly described in this Request for Bids and the detailed Specifications.

1.2 Sealed Bids & Electronic Copy on USB Disk, will be received at the City-County Building, 300 W. Ash, Shandi Wicks City Clerk, Room 206, P.O. Box 736, Salina, Kansas 67402, until the above-referenced Bid submission deadline, for furnishing materials, equipment, and/or supplies, as described herein.

1.3 Submissions must be hand-delivered, or sent via return receipt delivery effected by certified mail, priority mail, commercial courier service, overnight delivery service, or other reliable personal delivery service to the City's above-referenced address. Facsimile or electronic submissions will not be accepted. Submissions received after the specified time and date will be returned unopened.

1.4 Bids will be opened on the above-referenced Bid submission deadline, at the City-County Building, 300 W. Ash, Room 206, Salina, Kansas 67401.

1.5 All questions concerning this solicitation during the bidding process shall be forwarded to the Project Manager listed above.

2. SUMMARY OF SOLICIATION

The City of Salina plans to replace its current building construction – land management system with a new comprehensive/consolidated system. Hardware specifications shall include the primary server, operating systems, database requirements, schema, and network architecture and user workstation minimum requirements.

3. DEFINITIONS

3.1. Bid: A completed and properly signed response to this Request for Bids, which, if accepted by the City, will bind the Bidder to perform the resultant Contract.

3.2. Bidder: A person or entity that submits a Bid in response to this Request for Bids.

3.3. Bid Documents: This Request for Bids, and all documents and information attached hereto or incorporated herein.

3.4. City: The City of Salina, Kansas.

3.5. Contract: A binding legal agreement between the City and the Successful Bidder, which includes, without limitation, the City's Standard Purchase Terms and Conditions.

3.6. Deliverables: The goods, products, equipment, materials, and/or services to be provided to the City under a Contract with the Successful Bidder.

3.7. Specifications: The stated minimum requirements for a Bid to be considered by the City, including those set forth in Exhibit A attached to this Request for Bids, and all other written the directions, provisions, and requirements pertaining to: (a) the kind and type of Deliverables; (b) the qualities of materials to be furnished; and/or (c) the method and manner of providing the related services.

3.8. Successful Bidder: The Bidder submitting a responsive Bid to whom the City awards a Contract.

4. BID SUBMISSIONS

4.1 Written Bids shall be typewritten or written in ink on the form enclosed. Officials of corporations shall designate their official title; partners or sole owners shall so state, giving the names of all interested parties. The person signing the Bid shall initial all corrections or erasures.

4.2 Bids with all required submittals and information shall be submitted at the time and place indicated herein, in writing, within a sealed envelope. The envelope shall be identified on the outside with Bidder's name and address and the project number, and addressed to the City of Salina, in care of: Shandi Wicks City Clerk, City-County Building, 300 W. Ash, Room 206, P.O. Box 736, Salina, Kansas 67402-0736.

4.3 Sufficiency of Documents, Interpretations, Addenda.

4.3.1. The submission of a Bid will constitute an incontrovertible representation that the Bidder will comply with every term and condition of the Bid Documents and that such documents and specifications therein are sufficient in scope and detail to indicate and convey understanding of all requirements for furnishing the Deliverables.

4.3.2. Any questions about the meaning or intent of the Bid Documents or requirements must be submitted in writing, with USB Drive, to the Project Manager prior to the date of Bid opening. Questions thus submitted will be answered by written addenda issued to all prospective Bidders who have obtained a copy of this Request for Bids from the City. Oral or other interpretations or clarifications will be void, without any legal effect, and do not bind the City.

4.3.3. Addenda to the Request for Bids shall be properly acknowledged in the space provided on the Bid form.

4.4 Each Bidder shall attach to its Bid copies of all warranties to be provided by the manufacturer, distributor and/or Bidder.

4.5 Prior to Contract award, Bidders may be required to submit evidence that they: (a) have adequate financial and technical ability to furnish and service the Deliverables; (b) maintain spare parts for maintenance and repair of the Deliverables; and (c) have an acceptable service record on Deliverables previously supplied to others.

4.6 In some cases, alternate Bids may be requested with respect to some elements of the Specifications. Alternate pricing shall be provided on the forms provided for such purpose, and shall be presented as an addition or reduction to the base Bid amount.

4.7 Bidders shall state the delivery terms in the Bid, unless already specified in the Bid form and/or the Specifications, in which case delivery shall be made within the time(s) set forth. Bidders shall further state in the Bid any and all prepayment and discount options offered to the City.

4.8 The City is exempt from Kansas sales tax on materials and equipment to be purchased hereunder. Consequently, sales tax shall not be included in the Bid.

4.9 The City shall not be liable for any costs incurred by a Bidder in preparing and submitting a Bid, or in performing any other activities relative to this Request for Bids.

5. BID SECURITY

5.1 The City's Bid security requirements are as follows (*"X" indicates applicability*):

	Each Bidder shall submit with its Bid a certified check, cashier's check, or an acceptable bidding bond (written on a penal sum form), in the amount of five percent (5%) of the total amount shown on the Bid. The Bid security shall be made payable to the City and will serve as a guarantee that the Bidder will enter into any Contract awarded to the Bidder in accordance with the terms of the Bid. If a Bidder fails or refuses to enter into a Contract, or to hold the Bid price, terms, or conditions firm, then, in addition to exercising any other available remedy at law or in equity (including but not limited to the remedies available to the City pursuant to Section 11 of the City's Standard Purchase Terms and Conditions attached hereto), the City may consider the Bidder to be in default and the Bid security of that Bidder shall be forfeited and the money derived therefrom will be turned to the use of the City. The City may retain the security of any Bidder until sixty-one (61) days after the Bid opening, at which time the Bid security shall be returned to all unsuccessful Bidders.
X	**Bid security is not required for this project.**

6. BID WITHDRAWAL

6.1 Bids may be withdrawn by notice in writing, but only if the written notice is received by the City prior to Bid opening. Any such withdrawal notice must be delivered in the same manner as Bids are required to be submitted. After Bid opening, Bids may not be withdrawn and shall remain open for sixty (60) days.

7. AWARD OF CONTRACT

7.1 The City reserves the right to reject any and all Bids; to waive any and all informalities or defects; to disregard all nonconforming, non-responsive or conditional Bids; or to accept such proposals as shall be deemed to be in the best interest of the City so to do. Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

7.2 Bids will be evaluated and award will be made to the lowest and best responsive and responsible Bidder whose Bid conforms to the City's requirements, and whose Bid is considered to be the most advantageous to the City, price and other factors considered. Factors to be considered may include, but are not limited to, Bidder's past performance, total unit cost, economic cost analysis, life cycle costs, warranty, service response time, quality, maintenance cost, durability, operational requirements of the City, and any other such information in the City's discretion.

7.3 The City may elect to accept a Bid for the Deliverables without trade-in of any or all of the listed trade-in equipment (if any is listed in the Specifications), or the City may elect to accept the Bid with any combination of trade-in equipment. The selection of particular units, if any, of the identified trade-in equipment to be traded rests solely with the City.

8. CONTRACT TERMS

8.1 Within ten (10) days of acceptance by the City and the issuance of a notice of award, the Successful Bidder will enter into a Contract with the City. The Contract between the City and the Successful Bidder shall be subject to, and shall include, the City's Standard Purchase Terms and Conditions, a copy of which is attached hereto. The Standard Purchase Terms and Conditions shall not be modified and shall supersede any terms, conditions, or provisions proposed by the Bidder which may be inconsistent therewith. Submission of a Bid constitutes an offer to contract on these terms, and the City's issuance of a purchase order constitutes the City's acceptance of the Successful Bidder's offer on these terms, and forms a Contract.

BID FORM

TO THE BOARD OF COMMISSIONERS
CITY OF SALINA, KANSAS

Project Name: Development Services Computer Software
Project: No.: 16-001

1. **Proposal to Enter into Contract**. The undersigned Bidder hereby submits the following Bid for the Deliverables indicated below, in accordance with the terms and Specifications of the Request for Bids and related Bid Documents. Bidder proposes and agrees, if this Bid is accepted, to furnish all Deliverables for which a Contract is awarded, within the date(s) specified, in the manner and at the prices herein stated, and in accordance with the terms and conditions of the Bid Documents.

2. **Bidder's Acknowledgments**. Bidder accepts all of the terms and conditions of the Bid Documents, including but not limited to the City's Standard Purchase Terms and Conditions (as applicable). This Bid will remain subject to acceptance for sixty (60) days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request by the City.

3. **Bidder's Representations**. In submitting this Bid, Bidder represents that:

a. Bidder has carefully reviewed the Bid Documents, and the following addenda, receipt of which is hereby acknowledged:

1. _____

2. _____

b. Bidder understands and agrees that in signing this Bid, Bidder waives all rights to plead any misunderstanding regarding the Bid Documents or the above-referenced addenda.

c. Bidder has given the Project Manager written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bid Documents, and the Project Manager's written explanation is acceptable to Bidder.

4. **Bid Price**. Bidder will sell the specified Deliverables in accordance with the Bid Documents, for the following prices:

Item No.	Description	Quantity	Unit Price	Total
1	**Computer Software**			
			TOTAL	

5. **Delivery Date; Delivery Charges**. Bidder represents and warrants that, if this Bid is accepted, Bidder will deliver the Deliverables and provide all related services within _____ days after receipt of a notice of award, or in accordance with the following timeframe _____.
The Bid prices above shall include all transportation, preparation, and handling charges.

6. **Discount Terms**. Bidder offers the following discount or promotional terms (as applicable):
_____.

7. **Definitions**. Terms used in this Bid shall have the meanings assigned to them in the Bid Documents.

8. **Bid Enclosures**. Bidder has included with this Bid submittal:
(Items Marked with "X" must be enclosed)
Copies of Warranties and related information ☒
Original manufacturer's brochures and specification sheets ☒

NAME OF BIDDER: _____

ADDRESS: _____
_____

E-MAIL ADDRESS: _____

BY: _____

TITLE: _____

DATE SUBMITTED: _____