



**REQUEST FOR PROPOSAL (RFP)
TO PROVIDE A
STORM SEWER INSPECTION SOFTWARE SOLUTION**

Kraig Boynton, Purchasing Agent
City of Galesburg
55 W. Tompkins St.
Galesburg, IL 61402

RFP Circulation Date: October 4, 2016

**PROPOSALS DUE NO LATER THAN 11:00 A.M., OCTOBER 19, 2016
(3 COPIES) TO THE ATTENTION OF KRAIG BOYNTON, PURCHASING AGENT.**

CITY OF GALESBURG

PURCHASING
55 West Tompkins Street
Galesburg, IL 61401
Phone: 309/345-3678

REQUEST FOR PROPOSALS FOR PURCHASE, INSTALLATION AND TRAINING ON A NEW STORM SEWER INSPECTION SOFTWARE SOLUTION FOR THE CITY OF GALESBURG, ILLINOIS

Instructions to Offerors

1. An advertisement requesting proposals for the above work was published in the Galesburg Register-Mail on October 04, 2016. As stated in such notice, sealed proposals will be received until 11:00 a.m. local time, October 19, 2016 at City Hall, 55 West Tompkins Street, Galesburg, Illinois. Proposals shall be addressed to the Purchasing Agent.
2. The person, firm or corporation making a proposal shall submit it in sealed envelopes on or before the hour and the date stated above. The notation "Proposal for a Storm Sewer Inspection Software Solution" shall appear on the outside of the sealed envelopes.
3. Each respondent shall insert the cost, and supply all the information, as indicated in the RFP. The cost inserted shall be net and shall be the full cost for the equipment specified, including all factors whatsoever.
4. No charge will be allowed for taxes from which the City of Galesburg is exempt: the Illinois Retailer's Occupation Tax, the Service Occupation Tax, the Service Use Tax, the Use Tax, Federal Excise and Transportation Tax.
5. Each respondent shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this proposal for any reason of personal gain.
6. Questions regarding this project should be submitted to the GIS Analyst, James Cueno, via email at jcueno@ci.galesburg.il.us. Questions will be accepted regarding this project through the end of the business day on October 14, 2016.
7. Insurance coverage shall be carried by the successful proposer per the attached Special Provisions sheet for Contractor's Insurance. A copy of active insurance shall be provided to the City prior to the start of any work
8. The City of Galesburg reserves the right to reject any and all proposals and to waive any informalities or technicalities in the proposal process. Any proposal submitted will be binding for sixty (60) days after the due date of the proposals.

9. The City has adopted an “Equal Employment Opportunity Clause” which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk’s Office, City Hall, Galesburg, Illinois.
10. The City of Galesburg has adopted an Affirmative Action Program. All formal sealed proposals must be accompanied by a properly prepared Certificate of Compliance Form, whereby the vendor certifies the number of employees he has in each class of employment, and that affirmative action has been taken to ensure equality of opportunity in all aspects of employment.
11. Proposer certifies that all laws of the State of Illinois and ordinances of the City of Galesburg in effect at the date of the proposal shall be observed by him. Evidence of any violation during the term of the agreement shall be considered sufficient reason to discontinue purchases by the City from that vendor.
12. All general proposal information, proposal forms, conditions of the contract, and the form of agreement, between the City and the Contractor, shall be approved by Purchasing prior to advertising of public notice of the project
13. The successful proposer is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contract to be signed or its rights, title or interest therein or its power to execute such Agreement to any other person, company or corporation without the previous consent and approval, in writing, by the City of Galesburg
14. The City requires that vendors be paid through ACH (automatic clearing house). The awarded vendor will be required to provide the City with applicable banking information for proper payment. An ACH form is attached to this document for vendor review.
15. These instructions are to be considered an integral part of any proposal.

Dated: October 04, 2016

Kraig Boynton
Purchasing Agent

City of Galesburg Information for Offerors

Overview

The City of Galesburg, located in Knox County, Illinois, is seeking proposals from qualified vendors to provide, install, and train City of Galesburg staff in the use of, and implement a Storm Sewer Inspection Software Solution. Such system must meet certain minimum performance requirements contained in this Request for Proposal (RFP).

General

1. SCOPE OF SERVICES

- A. The purpose of this Request for Proposals is to obtain proposals for pipeline condition analysis software to support the Operations & Maintenance of the City of Galesburg's storm sewer system. For the purposes of this RFP, the City is researching software to support O&M of 75,000 feet of large diameter (27" and up), mainline storm sewer, but the City will expand into the smaller diameter lines and may expand into laterals and manholes at a later time.
- B. The City of Galesburg has contracted for the inspection of its larger diameter mainline storm sewer lines in a manner compliance with the NASSCO Pipeline Assessment Certification Program (PACP). The results of this survey will be delivered as a PACP transfer file, video files and images. Any software acquired from this RFP will be used for analyzing and exploiting this data in an office environment.

2. ADMINISTRATION

Reviews of the requested proposals shall be administered and performed by the City of Galesburg. Questions pertaining to this Request for Proposals shall be directed to the GIS Analyst, James Cueno, via email at jcueno@ci.galesburg.il.us.

3. SELECTION

Any purchase resulting from this Request for Proposal shall be made from the vendor that submits a Proposal with the best combination of factors that that meet the needs of the City of Galesburg. Relevant factors include:

- A. Qualifications / Requirements compliance
- B. Usability as demonstrated by a technical demonstration
- C. Opportunities for expansion into asset inspection
- D. Pricing

4. SUBMITALS

- A. Documentation of compliance with the following Technical and Functional Requirements
- B. Proposed implementation strategy
- C. Separately sealed envelope including pricing for the proposed software, training and support agreement

Technical Requirements

1. CERTIFICATIONS
 - A. Any proposed software must be NASSCO PACP, LACP, MACP 6.0 certified with an identified path to upgrade to version 7.0 and an included upgrade to version 7.0 when available.
2. WORKING ENVIRONMENT
 - A. The proposed software must be capable of running in the City of Galesburg's desktop computer environment using the 64-bit Microsoft Windows 8.1 and 10 operating systems.
 - B. The City currently uses Microsoft SQL Server 2008 R2, and will upgrade to SQL Server 2016. Observation data should be stored in SQL Server database with videos and snapshots maintained in shared network folders.
 - C. The City utilizes Esri ArcGIS for Desktop and Server 10.4 and maintains geospatial data in a SQL Server Enterprise Geodatabase.
3. TRAINING
 - A. The proposal will include online training with offline documentation, tutorials and help.
4. SUPPORT AGREEMENT
 - A. The proposal will include an annual service and support agreement to take effect one year after software delivery and installation, the first year being included in the software purchase price.

Functional Requirements

1. MINIMUM REQUIRED FUNCTIONALITY

The Proposed Software must:

 - A. Have the ability to view inspection videos, observations and reports.
 - B. Have the ability to edit observations and tracking those changes by username, time and date.
 - C. Have the ability to override PACP defect ratings without altering the observed defect coding.
 - D. Allow for user-specific rights and privileges.
 - E. Have the ability to import from & export to PACP transfer files.
 - F. Have the ability to generate standard NASSCO PACP reports and export them as text searchable PDFs.
 - G. Have the ability to generate custom reports and export them as text searchable PDFs.
 - H. Be capable of querying or filtering based on findings of inspections, condition ratings, defects or location.
 - I. Allow Query and/or Filter results to be sorted, with serial sorts / sorts-within-sorts.
 - J. Create new assets with unlimited inspections per asset and unlimited observations per inspection.
 - K. Maintain an historic record of inspections.

- L. Maintain a record of maintenance operations.
 - M. Link observations to the video in such a way that by selecting an observation, the video is advanced (or reversed) such that the user can view the defect or observation.
 - N. Create snapshots from video, including a derived distance from the entry point, in the office on-demand.
 - O. Allow for a live, read-only data connection to spatial data in an Esri Geodatabase, with 2-way selections between the observation form and a map of the estimated location of observation.
 - P. Allow for the deletion of an asset with all inspections or selected inspections of an asset, individually or in bulk.
2. REQUIRED NUMBER AND TYPE OF SEATS / USERS:
- A. 1 user with editing capabilities and report generating
 - B. 2 users with read-only access to the observations and report generating
 - C. 6 users with read-only access to the observations, pictures and videos
 - D. All editions must be functionally similar with minimal differences as necessary to support the desired functionality.
 - E. All editions must include links between the pipeline observations and a GIS-based map.
3. EXPANDABLE FUNCTIONALITY
- A. Propose an implementation strategy, including a list of supported CCTV systems, allowing expansion into pipeline, lateral and/or manhole CCTV video and data collection which may include:
 - i. Distance acquisition from reel mounted meter or other hardware device
 - ii. Inclinator readings
 - iii. Laser pipe shape measurements / pipe profiling
 - iv. Querying and filtering capabilities at least equivalent to those in any office read-only software
 - v. Requires one step, automated exchange of inspections, snapshots and videos between field collector and office network
 - vi. Disconnected editing of geospatial data via geodatabase replication
 - vii. Must generate software-based text overlay of video
 - viii. Must use non-proprietary video capture hardware and must not require custom drivers
 - ix. Allow for the specification of:
 - 1. Mandatory fields
 - 2. Additional custom fields
 - 3. Field duplication (such as inspector name), field incrementing (such as return inspection), autofill (such as date & time, GPS-derived location or attribute from GIS geodatabase)

REFERENCES

Vendor must provide three references, preferably from other Storm Water Utilities currently utilizing vendor's software. Reference must include: company name, contact person, address, phone number and e-mail address. You must attach your references with the response forms.

CERTIFICATE OF COMPLIANCE

Proposers are required to submit the attached Certificate of Compliance form with their submitted proposal.

COMMUNICATIONS

All proposal responses shall be directed to:
Attention: Kraig Boynton, Purchasing Agent
Telephone: (309) 345-3678
E-mail: kboynton@ci.galesburg.il.us

SUBMISSION OF PROPOSAL

Proposals should be submitted *in writing* to:

*City of Galesburg
ATTN: Purchasing Agent
55 W Tompkins St
Galesburg, IL 61401*

Submitted proposals will be accepted until 11:00 AM (CST) on October 19, 2016. Any proposals received after this time will be rejected.

Format of submitted proposals shall be:

- Cover letter including company background and point of contact information.
- Product being offered.
 - o Software solution should be discussed in detail with applicable pricing included.
 - o Any solutions offered that will be in addition to the base price should be stated.
- Method of training to be offered.
- References.
- ***Pricing should be included in a separate, sealed envelope. Proposals will be evaluated prior to pricing being considered.***

SPECIAL PROVISIONS TO COVER
CONTRACTOR'S AND MUNICIPAL VENDORS
(As Amended 05/17/16)

The Contractor, or Municipal Vendor, shall not commence work under this contract until he has obtained all insurance required under this section, and such insurance has been approved by the City; nor shall the Contractor allow any sub-contractor to commence work on his sub-contract until all similar insurance required of the sub-contractor has been approved by the City.

The Contractor shall obtain and thereafter keep in force the following insurance coverages provided by insurance companies acceptable to the City and authorized to transact business under the laws of the State of Illinois. The insurance companies providing coverage shall be rated in the Best's Key Rating Guide. The City will accept companies with a rating not lower than B+ provided the financial size category is VII or larger. Companies rated A- or better shall have a financial size category of not less than VI. Coverage limits shall be written at not less than the minimum specified in this section. Higher minimum limits and additional coverage may be specified by a special provision elsewhere in the contract. Whether stated in this section or elsewhere, the City does not warrant the adequacy of the types of insurance coverage or the limits of liability specified.

- (a) Workers Compensation and Employers Liability
 - (1) Workers compensation shall be provided according to the provisions of the Illinois Worker's Compensation Act, as amended. Notwithstanding the rating and financial size categories stated in this section, coverage may be provided by a group self-insurer authorized in Section 4(a) of the Act and approved pursuant to the rules of the Illinois Department of Insurance.
 - (2) Employers Liability.
 - a. Each Accident \$500,000
 - b. Disease-policy limit \$500,000
 - c. Disease-each employee \$500,000
- (b) Commercial General Liability. Required liability insurance coverage shall be written in the occurrence form and shall provide coverage for operations of the Contractor; operations of subcontractors (contingent or protective liability); completed operations; broad form property damage and hazards of explosion, collapse and underground; and contractual liability. The general aggregate limit shall be endorsed on a per project basis.
 - (1) General Aggregate Limit \$2,000,000
 - (2) Products-Completed Operation Aggregate Limit \$2,000,000
 - (3) Each Occurrence Limit \$1,000,000The coverage shall provide by an endorsement in the appropriate manner and form, the City, its officers, and employees shall be named as additional insureds with respect to the policies and any umbrella excess liability coverage for occurrences arising in whole or in part out of the work and operations performed. The City may accept a separate owner's protective liability policy in lieu of the City, its officers, and employees being insureds on the Contractor's policies.
- (c) Commercial Automobile Liability. The policy shall cover owned, non-owned, and hired vehicles.
 - Bodily Injury & Property Damage Liability Limit Each Occurrence \$1,000,000
- (d) Umbrella Liability. Any policy shall provide excess limits over and above the other insurance limits stated in this Article. The Contractor may purchase insurance for the full limits required or by a combination of primary policies for lesser limits and remaining limits provided by the umbrella policy.

All insurance shall remain in force during the period covering occurrences happening on or after the effective date and remain in effect during performance of the work and at all times thereafter when the Contractor may be correcting, removing, or replacing defective work until notification of the date of final inspection. Termination or refusal to renew shall not be made without 30 days prior written notice to the City by the insurer and the policies shall be endorsed so as to remove any language restricting or limiting liability concerning this obligation.

Certified copies of the original policies or certificate(s) of insurance by the insurer(s) issuing the policies and endorsements setting forth the coverage, limits, and endorsements shall be filed with the City before the City will execute the contract. A certificate of insurance shall include a statement "the coverage and limits conform to the minimums required by Article 107.27 of the Standard Specifications for Road and Bridge Construction". Any exception or deviation shall be brought to the attention of the City for a ruling of acceptability. In no event shall any failure of the City to receive policies or certificates or to demand receipt be construed as a waiver of the Contractor's obligation to obtain and keep in force the required insurance.

All costs for insurance as specified herein will be considered as included in the cost of the contract. The Contractor shall, at his/her expense and risk of delay, cease operations if the insurance required is terminated or reduced below the required amounts of coverage. Coverage in the minimum amounts set forth herein shall not be construed to relieve the Contractor from his/her obligation to indemnify in excess of the coverage according to the contract.

The contractor, prior to execution of the contract, shall file with the City copies of completed certificates of insurance, satisfactory to the City, to afford protection against all claims for damages to public or private property, and injuries to persons, arising out of and during the progress of the work to its completion, being whenever the improvement called for by the contract shall have been completely performed on the part of the contractor and all parts of the work have been approved and accepted by the City, and the final payment made. The policy of insurance shall include the City as an additional insured or provide separate coverage with an Owner's Protective policy.

**Language of coverage in this section taken from IDOT Standard Specifications adopted April 1, 2016*

RETURN WITH BID
TO THE CITY OF GALESBURG, ILLINOIS
CERTIFICATE OF COMPLIANCE

EMPLOY- MENT	SUPER- VISORY	SALES	OFFICE	SKILLED	SEMI- SKILLED	NON- SKILLED
WHITE						
BLACK						
OTHER						
MALE						
FEMALE						

(PLEASE FILL IN THE NUMBER OF EMPLOYEES IN EACH CLASS)

1. THE CONTRACTOR OF COMPANY WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEES OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, CREED, COLOR, SEX, AGE, NATIONAL ORIGIN, HANDICAPPING CONDITION UNRELATED TO ABILITY TO PERFORM THE JOB; AND, WILL TAKE AFFIRMATIVE ACTION TO ENSURE THAT APPLICANTS ARE EMPLOYED WITHOUT REGARD TO THEIR RACE, CREED, COLOR, SEX, AGE, HANDICAP OR NATIONAL ORIGIN. SUCH ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING: EMPLOYMENT, UPGRADING, DEMOTION OR TRANSFER, RECRUITMENT OR RECRUITMENT ADVERTISING, LAYOFF OR TERMINATION, RATES OF PAY OR OTHER COMPENSATION, AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP. THE CONTRACTOR OR COMPANY AGREES TO POST, IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NON-DISCRIMINATION CLAUSE.

2. THE CONTRACTOR OR COMPANY WILL, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES OR ON THEIR BEHALF, STATE THAT ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, CREED, COLOR, SEX, AGE, HANDICAPPING CONDITION UNRELATED TO ABILITY OR NATIONAL ORIGIN. THE SAME SHALL HOLD TRUE WHEN RECRUITMENT SOURCES ARE USED TO SECURE APPLICANTS.

3. THE CONTRACTOR OR COMPANY AGREES TO NOTIFY ALL OF ITS SUBCONTRACTORS OF THEIR OBLIGATION TO COMPLY WITH THE NON-DISCRIMINATION POLICY.

4. IN THE EVENT OF THE CONTRACTOR'S OR COMPANY'S NON-COMPLIANCE WITH THE NON-DISCRIMINATION CLAUSES OF THE CONTRACT OR PURCHASE OR WITH ANY OF SUCH RULES, REGULATIONS OR ORDERS, THE CONTRACT OR PURCHASE MAY BE CANCELLED, TERMINATED OR SUSPENDED IN WHOLE OR IN PART AND THE CONTRACTOR OR COMPANY MAY BE DECLARED INELIGIBLE FOR FURTHER CITY CONTRACTS OR PURCHASES IN ACCORDANCE WITH THE AFFIRMATIVE ACTION PROGRAM ADOPTED BY THE GALESBURG CITY COUNCIL AT THEIR MEETING ON AUGUST 6, 1990

BY: _____
BIDDER

RETURN WITH BID

THIS FORM IS BASED ON IRS REQUIRMENTS FOR THE SAME ESSENTIAL INFORMATION AS A W-9

RETURN TO: CITY OF GALESBURG
ATTN: A/P
55 W TOMPKINS ST
GALESBURG, IL 61401

OR FAX TO: 309-343-4765

The following information is needed to complete your vendor file and to comply with IRS requirements. Please fill out this form as completely as possible to ensure proper payment to you. Please return completed form as soon as possible to The City of Galesburg at the above address or fax number. Please call 309-345-3674 with any questions.

BUSINESS NAME: _____

INDIVIDUAL NAME: _____
(for Sole Proprietors as appears on Social Security Card)

BUSINESS ADDRESS: _____

CITY, STATE, ZIP: _____

YOUR TAXPAYER IDENTIFICATION NUMBER: _____
(FEIN or business tax ID. No.)

OR, YOUR SOCIAL SECURITY NUMBER: _____
(If using SSN, enter the name on the card above as Individual Name.)

PLEASE CHECK APPROPRIATE BOX:

Individual/Sole Proprietor Corporation Partnership Other _____

YOUR COMPANY PROVIDES:

Legal Services Services Materials Other _____

ARE YOU SUBJECT TO BACKUP WITHHOLDING?

Yes No

PERSON TO CONTACT: _____

PHONE NUMBER: _____

UNDER PENALTY OF PERJURY, I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS CORRECT AND COMPLETE.

Signature

Date

Title

RETURN WITH BID



City of Galesburg

Operating Under Council – Manager Government Since 1957

The City of Galesburg will no longer be issuing checks for vendor payments. The City will pay vendors through ACH by automatically depositing payments to a bank checking/savings account (once a month) or payment to vendors can be made by credit card at the time of purchase.

In order to process your next payment, please fill out the following information and provide a copy of a void check. Please mail to City of Galesburg, Accounts Payable, P.O. Box 1589, Galesburg, IL 61402-1589 or fax the completed form and a void check, if the funds are being deposited to a **checking** account, to the fax number listed below.

Vendor Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Email Address: _____

Bank Name: _____

Checking/Savings Acct Number: _____

(Please indicate type of account by circling Checking or Savings)

Bank Routing Number: _____

Signature: _____

Payment information will be e-mailed to you approximately 2 days prior to the funds being credited to your bank account. If you have any questions, please contact me.

Tifani Miller
Accounts Payable
City of Galesburg
309/345-3674
309/343-4765 fax

City Hall • 55 West Tompkins Street • Galesburg, IL 61401 • 309/ 343-4181