INVITATION TO BID

The City of Rochester, New Hampshire is accepting sealed bids for Codification Services for the City of Rochester General Ordinances. Bids must be submitted in a sealed envelope plainly marked:

"Sealed Bid, Codification Services"
Bid # 16-24
City of Rochester
31 Wakefield Street
Rochester, NH 03867
Attn: Purchasing Agent

All bids must be received no later than February 4, 2016; at 2:15 p.m. Actual bid opening will be at 2:30 pm. No late bids, faxed, e-mailed or telephone bids will be accepted. Bid proposals and specifications may be obtained by visiting www.rochesternh.net, or email purchasing@rochesternh.net, or by contacting the Purchasing Agent at City Hall, 31 Wakefield St, Rochester NH 03867, (603) 335-7602. All bid questions must be submitted in writing (email preferred) to the Purchasing Agent. All bid proposals must be made on the bid form supplied, and the bid proposal forms must be fully completed when submitted.

Please note: There will be one mandatory pre-proposal conference for this project held on January 7, 2016; at 2:15 PM, in Council Chambers/City Hall, 31 Wakefield Street, Rochester, New Hampshire, 03867.

Bidders are to monitor the City of Rochester's website for addendums and postings of all bid questions and answers. The Period for questions or addendums will end on January 14, 2016.

City of Rochester, New Hampshire
Office of the City Clerk
31 Wakefield Street • Rochester, NH 03867-1917
(603) 332-2130   Fax (603) 509-1915

REQUEST FOR PROPOSALS FOR:
"Codification Services"

The City of Rochester ("City") seeks to codify the General Ordinances of the City of Rochester as well as the City Charter.

I. General Information and Proposal Submission Requirements

    A. Proposal Submission

        1. All proposals must be received in the City of Rochester Purchasing Office, 31 Wakefield Street, Rochester, NH on or before 2:15 PM, February 4, 2016. Bids will be opened at 2:30 P.M. on February 4, 2016.

        2. Each firm or company must submit TEN (10) identical copies of their proposal.

        3. Each proposal must be clearly marked on the outside of the envelope "Sealed Proposal Enclosed: Codification Services #____-____."

    B. Questions concerning this RFP must be emailed to and received by the Purchasing Agent no later than 5:00 PM, January 14, 2016.

    If any changes are made to this RFP, an addendum will be sent to all firms and companies on record as planning to submit a proposal.

    C. Proposal Conferences

    There will be one mandatory pre-proposal conference for this project. It is anticipated one or more firms will be invited to discuss their proposal with the Review Committee before any action to award the project is taken by the City. The mandatory pre-bid conference will be held on January 7, 2016.

II.   Qualifications of Codifier

The codifier shall submit proof of competence by providing information that describes the size, experience, and stability of the codifier and which supports its ability to complete the project specified in this Request for Proposal. At a minimum, this shall include:

A.   Number of years in municipal codification services.

B.   Size, capabilities and experience of the codifier, specific to the codification.

C.   References, including contact information, from municipalities within the State of New Hampshire.

D.   Average turnaround time data for routine Code updates, along with contact information for references of clients who may verify data.

E.   Empirical data from ongoing customer satisfaction surveys.

F.   Documentation that supports financial stability of Codifier.

G.   Project contact person(s) and resumes of staff members who will work on the project.

III.   Scope of Services: the *City of Rochester is seeking proposals for codifying the General Ordinances of the City of Rochester, New Hampshire.*

A.   The codifier shall properly incorporate all Code-relevant legislation into the Code and shall provide written documentation to the city.

B.   The codifier shall recommend an organizational and numbering system to be used for the Code with the understanding that the City of Rochester shall have the final approval of the organizational and numbering system for the Code.

C.   The codifier shall provide for a complete review of the municipality's legislation, identifying any conflicts or inconsistencies within the municipality's legislation or between the legislation and applicable state statutes. The codifier shall provide an example of the format of the report(s) of its findings as part of its response/proposal.

D.   The codifier shall provide the City of Rochester with a draft copy of the final Code for review prior to publication.

E.   The base project will include the preparation and publication of a comprehensive, detailed Code Index. The codifier will include an example of a typical index in its response/proposal.

F.   The codifier shall provide **20** copies of the new Code volumes, printed in an 8-1/2 x 11 inch single-column page format, housed in heavy-duty post binders, imprinted with the name and seal of the City of Rochester on the front and spine.

G.   The codifier shall provide materials to assist the municipality in the adoption of the Code as the official body of law of the municipality.

IV.   Functionality

The codifier shall provide proposals including a complete description of the services and procedures involved and all applicable costs.

Internet Online Code:

A.   Provide reliable 24/7 hosting services for the online Code.

B.   Support keyword and phrase searches.

C.   Allow posting online of searchable copies of ordinances approved between codifications, i.e., not yet incorporated into the Code.

D.   Insert a notation automatically into the online Code when a new approved ordinance is received by codifier.

E.   Allow users to print at the section, article and chapter level of the online Code.

F.   Provide easy and logical navigation of online Code content.

G.   Allow municipality staff to insert password-protected annotations.

H.   Provide CD copy for backup or archive purposes.

I.   Provide alternative viewing options to support slower internet connections.

Chapter Reprints (Pamphlets)

Municipality to identify chapters along with number of reprints of each required. – To be specified after pre-bid conference.

Other project options

Codifier to describe additional or alternative project options available. – To be specified after pre-bid conference.

Additional capabilities

Codifier to provide information on additional services it provides to municipal customers. – To be specified after pre-bid conference.

V. Code Update Services

The codifier shall provide information regarding what is required of the City of Rochester during requests for updates to the General Ordinance/City Charter, subsequent to the completion of this project, including turnaround time.

VI. Price Quotation Sheet

The codifier shall indicate below the firm not-to-exceed prices for the Codification project and any optional products and services described in Sections III, IV, V, and VI. The price for the codification project shall reflect the total cost to the City of Rochester for the project as described.

Base Price: $_____

    Receipt of materials
    Editorial Analysis
    Manuscript
    Editing
    Stylizing
    Word processing
    Proofreading
    Draft
    Comprehensive Index
    20 Code volumes
    Shipping and Handling
    Internet On-line Code – Cost of Annual Fee

Options:

1. Teleconference or web conference $_____
2. Legislation appended to online Code $_____
3. Code on Disc in PDF format $_____
4. Code on Disc MS Word format $_____
5. Additional copies of Code book in binders $_____
6. Reprints of chapters or portions of the Code $_____
7. Distribution of Codes/Supplements to non-municipal clients $_____

VII. Training, Support, Experience

    A. Vendor shall provide a minimum of two full days of user training. Training must be conducted onsite for all City of Rochester employees.

    B. Vendor shall provide live support services during City's normal business hours for entire term of contract.

    C. Vendor must have a minimum of two existing government clients in New Hampshire.

VIII. Other Items to Address in Proposal

    A. Identify how the website will be maintained.

    B. Identify guarantees against down time, specify restoration within 8 hours.

    C. What is the minimum contract term required? If greater than one (1) year, do you adjust pricing based upon annual reviews of merchant activity?

IX. Other Terms and Conditions

    A. The City will accept SEALED PROPOSALS Monday through Friday, 8:00 A.M. – 5:00 P.M.

    B. Proposals must be delivered in HARD COPY form to the Purchasing Office located in the basement level of City Hall, 31 Wakefield Street, Rochester, NH 03867 no later than 2:15 P.M. on February 4, 2016. No emailed, phone or faxed bids will be considered.

    C. Proposals must be received by the PURCHASING OFFICE before the specified due date and hour (noted above).

    D. A total of TEN (10) COPIES of each firm's proposal must be submitted. This is so each member of the evaluation/selection committee has an original copy.

    E. All Proposals must be clearly LABELED with RFP name and RFP number.

    F. Late Proposals will not be opened and will not be considered under any circumstances.

    G. Proposals cannot be altered after opening time and cannot be withdrawn after opening time without express written approval of the City.

    H. The City reserves the right to revise and/or amend the Terms and Conditions and revise and/or amend the specification prior to the date and time set for opening.

Such revisions or amendments, if any, will be captured as written Amendments. Copies of any Amendments will be furnished to any/all firms that attended pre-bid meeting.

I. If any interested party finds discrepancies or omissions in the Terms and Conditions or Specifications, or are in doubt as to their precise meanings, said party should notify the City immediately in writing.

J. Proposals submitted will be deemed valid and binding for ninety (90) days from Opening Date.

K. The City reserves the right to terminate this contract for any reason by notifying the Respondent in writing thirty (30) days prior to termination of any contract resulting from this RFP. In the event the City terminates the awarded contract for breach or for any other reason, the Respondent shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the contract by the Respondent or otherwise, and the City may withhold any payments to Respondent for the purpose of an offset until such time as the amount of damages due to the City can be determined.

L. If a Proposal contains proprietary information, the Respondent must declare such information as proprietary; otherwise, all information contained in Proposal is deemed public and will be disclosed once the bid results are finalized.

N. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City; the best interest of the City of Rochester will be promoted thereby