

Invitation to Bid

City of Milwaukee

CITY OF MILWAUKEE
200 E WELLS STREET
MILWAUKEE WI 53202
United States

CIMIL

Vendor: 0001030455
WEBPAGE DOWNLOAD
<http://www.milwaukee.gov/citygov/daa/sp/sp.shtml>
MILWAUKEE WI 53202

Bid ID	Date	Buyer	Page
CIMIL-0000002198	10/24/2008	Diane Berndt	1
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	10/24/2008 05:09 PM	12/02/2008 02:00 PM	

Ship To: See Detail Below

Bill To: POLICE ADMINISTRATION 331-ADMIN
749 W. STATE ST. RM 714
MILWAUKEE WI 53233
United States

Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
1		VSC TO SERVICE LAPTOP CONNECT			1.0000	VEN	

Freight Terms: DEST **Ship Via:** NOT APPL

VENDOR SERVICE CONTRACT FOR 329 LAPTOP CONNECT 5GB (\$0 OVERAGE) WITH UNLIMITED WI-FI FOR A ONE YEARPERIOD 1/1/09 THROUGH 12/31/09 WITH THE OPTION TO EXTEND FOR TWO ADDITIONAL ONE YEAR PERIODS. AT THE DISCRETION OF THE DATA SERVICES DIVISION OF THE MILWAUKEE POLICE DEPARTMENT, THIS MAINTENANCE AGREEMENT CAN BE TERMINATED UPON 30 DAYS NOTICE.

TOTAL COST PER UNIT : \$ _____/UNIT X 329 UNITS = \$ _____/TOTAL MONTHLY CHARGE.

ANY QUESTIONS, CLARIFICATIONS, ETC. MUST BE DIRECTED TO THE PURCHASING AGENT LISTED ON THIS BID (diane.berndt@milwaukee.gov OR FAX 4140286-5976) BY 4:45 PM CST ON 11/20/08. REQUESTS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.

AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER COMPLYING WITH THE SPECIFICATIONS AND THE SPECIFIED DELIVERY REQUIREMENTS.

POTENTIAL BIDDERS SHOULD NOTE THAT THE CITY'S TERMS AND CONDITIONS FOR SERVICE CONTRACTS DOCUMENT DATED 1/16/08 APPLIES TO THIS PROCUREMENT AND THIS DOCUMENT IS HEREBY REFERENCED AND INCORPORATED AS PART OF THE CONTRACT AWARD FROM THIS BID. THIS DOCUMENT CAN BE FOUND BY ACCESSING THE CITY'S WEB SITE AT <http://WWW.CITY.MILWAUKEE.GOV>, CLICK THE DEPARTMENTS LINK, SCROLL DOWN AND CLICK THE PROCUREMENT SERVICES (PURCHASING LINK UNDER BUSINESS AND DEVELOPMENT CATEGORY), CLICK THE FORMS LINK FOR THE DOCUMENT, OR YOU MAY OBTAIN A COPY BY CALLING OUR OFFICE AT (414) 286-3501. EXCEPTIONS TAKEN TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED A COUNTEROFFER AND MAY RESULT IN BID REJECTION.

*** SIGNATURE REQUIRED ***

IT IS ONLY NECESSARY FOR YOU TO SIGN THE BINDING SIGNATURE PAGE OF THE INVITATION TO BID. YOUR SIGNATURE WILL SIGNIFY YOUR AGREEMENT TO ALL PRICING, TERMS AND CONDITIONS STATED HEREIN. BIDDERS ARE REQUIRED TO COMPLETE AND RETURN ALL BID PAGES WITH THEIR BID SUBMITTAL.

BIDDERS ARE SPECIFICALLY DIRECTED NOT TO CONTACT ANY CITY OF MILWAUKEE STAFF OTHER THAN THE PURCHASING AGENT FOR MEETINGS, CONFERENCES, OR TECHNICAL DISCUSSIONS THAT ARE RELATED TO THIS BID. UNAUTHORIZED CONTACT OF ANY CITY DEPARTMENT EMPLOYEE IS A CAUSE FOR REJECTION OF THE BID. ANY ADDITIONAL INFORMATION OR CLARIFICATIONS THAT ARE PROVIDED TO ONE BIDDER WILL BE PROVIDED TO ALL BIDDERS IN THE FORM OF AN ADDENDUM POSTED TO THE CITY'S WEB SITE (BIDS PENDING PAGE).

*** BID AND/OR SPECIFICATION APPEAL PROCESS ***

BIDDERS SHOULD SUBMIT A WRITTEN REQUEST TO THE PURCHASING AGENT FOR INTERPRETATION OR CORRECTION OF ANY AMBIGUITY OR INCONSISTENCY DISCOVERED IN THE BID, SPECIFICATIONS OR ATTACHMENTS. ANY REQUESTS FOR CHANGES, CLARIFICATIONS, ETC., TO THE BID RELATED SPECIFICATIONS OR ATTACHMENTS MUST BE SUBMITTED TO THE PURCHASING AGENT REFERENCED ON THE BID IN WRITING AT LEAST FIVE (5) WORKING DAYS PRIOR TO THE BID CLOSING DATE. REQUESTS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.

BIDDERS ARE CAUTIONED NOT TO CHANGE ANY OF THE TERMS OR CONDITIONS IN THE BID AND/OR SPECIFICATIONS WITHOUT THE WRITTEN APPROVAL OF THE DOA-PROCUREMENT SERVICES SECTION. ANY UNAUTHORIZED CHANGES WILL CONSTITUTE A COUNTEROFFER AND WILL SUBJECT THE BID TO REJECTION.

*** BID ADDENDUM ***

ANY CHANGES MADE AS A RESULT OF A WRITTEN REQUEST WILL BE ISSUED VIA A BID ADDENDUM, AND, IF NECESSARY, AN EXTENSION WILL BE MADE TO THE BID CLOSING DATE. ANY ADDENDA WILL BE POSTED TO THE CITY OF MILWAUKEE PROCUREMENT SERVICES WEBSITE: WWW.CITY.MILWAUKEE.GOV (BIDS PENDING PAGE). BIDDERS ARE RESPONSIBLE FOR CHECKING THIS WEBSITE FOR ANY FUTURE ADDENDA, ETC., PRIOR TO THE BID CLOSING DATE. ALL ADDENDA MUST BE SIGNED AND RETURNED BY THE BID CLOSING DATE AND TIME. BIDDERS WHO DO NOT RETURN THE ADDENDA MAY HAVE THEIR BID REJECTED. IF YOU ARE UNABLE TO

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Authorized Signature

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		ACCESS THE INTERNET, CONTACT DOA-PROCUREMENT SERVICES AT 414-286-3501 TO OBTAIN A HARD COPY.					

BID INFORMATION

A. INVITATION: Sealed bids for furnishing supplies, equipment, work, material, labor, services, or material and labor combined as specified below must be received in the DOA-Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 East Wells Street, Milwaukee, WI 53202,

NO LATER THAN 2:00 PM CST ON 12/2/08

ALL BIDS RECEIVED AFTER THE SPECIFIED CLOSING DATE AND TIME WILL BE REJECTED.

ALL BIDS WILL BE OPENED AND READ PUBLICLY ON THE SPECIFIED CLOSING DATE AT 2:30 PM IN ROOM 301C OF CITY HALL (THIRD FLOOR), 200 EAST WELLS STREET, MILWAUKEE, WI.

B. FORM AND MANNER OF BID: Please note that bids must be SEALED, addressed to Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 E. Wells St., Milwaukee, WI 53202. Your bid envelope must be plainly marked in the lower left hand corner of the envelope as follows:

Bid Number: 0000002198

Bid Closing Date: 2:00 PM CST ON 12/2/08

Commodity/Service: VSC LAPTOP CONNECT WITH WI-FI

Any bid received in an envelope not properly and clearly marked as specified above may result in the bid being rejected. Bids delivered by other electronic means, such as e-mail, are not allowed and bids so delivered will not be considered.

The fax number for submitting SEALED bids is (414)286-5507. Bidders choosing to use facsimile equipment to transmit bids do so at their own risk. The City cannot and does not guarantee that its facsimile equipment will always be available or properly operating for the receipt of bids. Fax bids must be received IN THEIR ENTIRETY before the 2:00 p.m. bid closing time.

An original of the bid sent by fax machine must be received by the DOA, Business Operations Division, Procurement Services Section, if requested, within four (4) business days. FAILURE TO RESPOND IN FOUR (4) BUSINESS DAYS MAY RESULT IN BID REJECTION.

Bidders wishing to hand deliver their bid should bring their bid response and have it time stamped before 2:00 p.m. on the bid closing date to:

Department of Administration Office (DOA)
200 E. Wells Street, Room 606 (6th floor of City Hall)
Milwaukee, WI 53202.

C. BID DESCRIPTION: VSC LAPTOP CONNECT WITH WI-FI

D. PLANS AND/OR SPECIFICATIONS: AS SPECIFIED IN BID

E. SPECIAL CONDITIONS: The following special conditions apply to this Invitation to Bid and the award of the contract following the receipt of bids:

Time is of the essence for all terms of the contract. Delivery is required no later than 30 days from the date of award of contract.

All goods must be delivered FOB destination to address indicated at time of order placement.

THE EMERGING BUSINESS ENTERPRISE (EBE) PROVISION FOR THIS BID WILL BE 0%. (If applicable, you must download the

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attachments for terms and conditions and required forms).

NOTE: IF THIS BID DOES NOT SPECIFY A PERCENTAGE OF MANDATORY EBE PARTICIPATION, THE CITY STRONGLY ENCOURAGES THE USE BY THE BIDDER OF CERTIFIED EMERGING BUSINESS ENTERPRISE FIRMS FOR ANY SUPPLEMENTARY SERVICES ATTENDANT TO THE GOODS OR SERVICES PROVIDED HEREUNDER. USE OF EMERGING BUSINESS ENTERPRISE FIRMS WHENEVER POSSIBLE THROUGHOUT THE COURSE OF THE ENGAGEMENT FOR SUCH SUPPLEMENTARY SERVICES IS STRONGLY ENCOURAGED BY THE CITY, BUT IS NOT A REQUIREMENT FOR SUBMITTING A BID, UNLESS OTHERWISE SPECIFIED. FURTHER INFORMATION ABOUT THE EBE PROGRAM CAN BE OBTAINED FROM THE OFFICE OF THE EMERGING BUSINESS ENTERPRISE PROGRAM (EBEP), LOCATED IN ROOM 601, 200 EAST WELLS STREET, MILWAUKEE, WISCONSIN 53202, PHONE (414) 286-5552.

Any special conditions stated above shall take precedence over any conflicting provisions stated elsewhere in this document or any attached terms and conditions.

F. BID DEPOSIT OR BID BOND REQUIRED (See attached Terms and Conditions for more details): NONE

G. PERFORMANCE BOND REQUIRED (See attached Terms and Conditions for more details): NONE

DOES ANY OFFICER, EMPLOYEE, AGENT, MEMBER OF A GOVERNING BODY, OR PUBLIC OFFICIAL OF THE CITY OF MILWAUKEE WHO EXERCISES ANY FUNCTIONS OR RESPONSIBILITIES IN CONNECTION WITH THE REVIEWING, APPROVING OR ADMINISTERING THE CARRYING OUT OF ANY SERVICES OR REQUIREMENTS TO WHICH THIS BID PERTAINS, HAVE ANY PERSONAL INTEREST, DIRECT OR INDIRECT, IN THIS BID AND ANY CONTRACT THAT MAY RESULT THEREOF?

Yes _____ No _____

Has your business been certified as an Emerging Business for the City of Milwaukee by the Emerging Business Enterprise Program?

Yes _____ No _____

If you are interested in the certification process for your business, please contact the Emerging Business Enterprise Program Office for more information at (414) 286-8749 or (414) 286-8781,

Would you be willing to extend the pricing from any contract that may result from this bid to other V.A.L.U.E. members of local government entities in the southeastern Wisconsin area including but not limited to the Milwaukee Metropolitan Sewerage District (MMSD) and/or Milwaukee Public Schools (MPS)?

Yes _____ No _____

Please be advised that the award of this bid by the City of Milwaukee is NOT contingent upon your agreement to the above request. If, however, you agree to extend to any other agencies, each agency will be responsible for issuing and administering its own contract and resulting purchase order.

CONTACT PERSON FOR ORDER PLACEMENT:

NAME: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

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CITY OF MILWAUKEE
 Department of Administration
 Business Operations Division
 Procurement Services Section

BINDING SIGNATURES FOR BID AND CONTRACT

Upon award and acceptance of this bid by the City of Milwaukee, the undersigned bidder, by its authorized persons signing below, agrees that all provisions set forth herein will become binding as a formal contract upon the fulfillment of all conditions precedent set forth herein.

This agreement constitutes the entire agreement between the parties relating to the subject matter of this agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

CONTRACTOR (To be signed by two persons authorized to legally bind your firm to this contract)

Bidder's Firm _____

Address _____

City/State _____ Zip _____

Telephone _____

Fax number _____

E-mail _____

Federal ID # _____

BY: _____
 (manual signature required)

NAME _____
 (typed or printed)

TITLE _____

DATE _____

BY: _____
 (manual signature required)

NAME _____
 (typed or printed)

TITLE _____

DATE _____

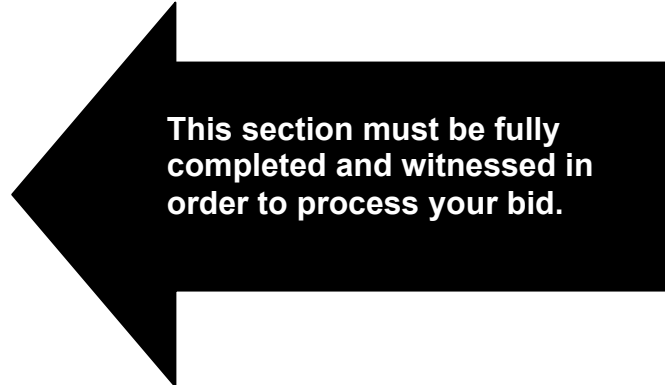
Witnesses: Two Witnesses to Bidder's Authorized Signature

BY: _____
 (manual signature required)

NAME _____
 (typed or printed)

BY: _____
 (manual signature required)

NAME _____
 (typed or printed)



FOR OFFICIAL CITY USE ONLY

CITY OF MILWAUKEE, a municipal corporation

BY _____
 City of Milwaukee Purchasing Director

DATE _____

Countersigned:

BY _____
 City Comptroller

DATE _____