

City of Milwaukee
Department of Administration – Purchasing Division

Request for Qualifications (RFQ) #20991 and Cost Proposal



Request for Qualifications for Collins Consultation and Compliance Monitoring

Michael Siler, Purchasing Agent
(414) 286-2392
micsil@milwaukee.gov

Submissions must be submitted on the Bonfire portal prior to the closing time of
Thursday, April 17, 2025 at 4:30 PM CT

PLEASE COMPLETE

Vendor Company Name:	Purchasing Agent:	Michael Siler
	Phone:	414-286-2392
Address:	E-Mail:	micsil@milwaukee.gov
	RFQ Closing Date:	Thursday, April 17, 2025
	RFQ Closing Time:	4:30 P.M. CT

IMPORTANT: RFQs must be submitted in accordance with the “RFQ Submittal” section of this solicitation. The website for submitting RFQs is <https://cityofmilwaukee.bonfirehub.com/opportunities/173827>. RFQs submitted via email directly to the Purchasing Agent *will be rejected*.

Documents incorporated into this Request for Qualifications:

1. RFQ No. 20991 and Cost Proposal dated February 2025 which can be found on the Bonfire Portal <https://cityofmilwaukee.bonfirehub.com/opportunities/173827>

RFQ Information

Request for Qualifications for Collins Consultation and Compliance Monitoring and Cost Proposal.

RFQ Requirements

**** Hard copies of responses should not be submitted. ****

A. Invitation:

Upload your submission at:

<https://cityofmilwaukee.bonfirehub.com/opportunities/173827>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Thursday, April 17th, 2025 at 4:30 PM CT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) hour** before Closing Time to begin the uploading process and to finalize your submission.

All responses received after the specified closing date and time will be rejected.

Responses will be made available for review only after all interviews have been conducted and a contract has been fully executed.

Failure to submit your response in the manner described herein may result in response rejection.

Important Notes about Bonfire:

- Each item of Requested Information is instantly sealed and will only be visible after the Closing Time.
- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.
- You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

- Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Java script must be enabled.

Addenda to the RFQ

1. Any changes made as a result of a written request will be issued via an addendum, and, if necessary, an extension will be made to the RFQ closing date. Any addenda will be posted on the Bonfire Portal. Respondents are responsible for checking Bonfire for any future addenda, etc., prior to the RFQ closing date. All addenda must be signed and returned by the RFQ closing date and time. Respondents who do not return the addenda may have their response rejected. Electronic signatures are acceptable. If you are unable to access the internet, contact the Purchasing Division at 414-286-3501 to obtain a hard copy.

Questions

Any questions, clarifications, etc. must be submitted, ***in writing, via the Bonfire Portal*** no later than five (5) business days prior to the closing date. Requests received after that time will not be considered.

No Contact with Other City Staff

Respondents are specifically directed not to contact any City of Milwaukee staff other than the Purchasing Agent for meetings, conferences, or technical discussions related to this RFQ. Unauthorized contact of any City Department employee is a cause for rejection of the Response. Any additional information or clarifications provided to one (1) Respondent will be provided to all Respondents in the form of an addendum posted to the City's web site (bids pending page).

Respondent's Contact Person(s)

Contact person for order placement:

Name: _____	Phone: _____
E-Mail: _____	Fax: _____

Contact person for signature of contract:

Name: _____	Phone: _____
E-Mail: _____	Fax: _____

Insurance Requirements

The successful Respondent will be required to provide a certificate of insurance acceptable to the City of Milwaukee evidencing appropriate insurance coverage is in effect. An acceptable certificate of insurance must be provided to the City of Milwaukee prior to contract execution. In addition, updated certificates must be provided showing appropriate insurance coverage throughout the term of the contract.

Tips for Responders

Below is a list of common items that may result in the City of Milwaukee deeming your response to be non-responsive / non-compliant:

- Not fully completing and/or signing the binding signature page.
- Not providing the required addendums with your response.
- Not completing or submitting the required attachments (SBE requirements, Affidavits of Compliance, Living Wage Affidavit, etc.) and returning them with the response.
- Response not received prior to the response closing date / time.
- Not submitting a quote for all line items or an entire group. Read the award statement carefully.

- Taking exception to the RFQ requirements or specification(s) without approval from the Purchasing Division.
- Not submitting the specification with your response, when the City requires responders to indicate whether they comply with specific items in the specification.
- Providing a price list that is different than the pricing information requested.
- Not providing a warranty statement when required, or providing one that conflicts with the City's specifications.
- Not providing descriptive literature when required.
- Submitting pricing information for a brand or part number different than requested when there is "no substitute" indicated.
- Not providing pricing in the correct units of measurement indicated on the Request for Qualification.
- Not having a service facility within the physical distance indicated in the Request for Qualification.
- Failure to submit your response in the sequence detailed in the "Proposers and/or Bidders Submission Checklist".

Binding Signatures for RFQ and Contract

The undersigned Respondent, by its authorized person signing below, proposes to furnish the services, work, material, labor, or material and labor combined described above at the prices named above in accordance with the plans and the terms and conditions as set forth in the RFQ, the Standard Terms and Conditions, the City contract, and if its Response is accepted, the Respondent agrees to all provisions set forth herein will become binding as part of a contract upon the fulfillment of all conditions precedent set forth herein. Respondent further assures that, if the Respondent's performance is contingent upon the acts of another party, the Respondent has the necessary commitment to complete the contract.

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.

This binding signature page must be completed in its entirety, and it must be fully-signed, or your RFQ may be rejected. Electronic signatures are acceptable. Your signature will signify your agreement to all pricing, terms and conditions stated herein. Respondents are required to complete and return all RFQ pages with their response.

CONTRACTOR	
R E Q U I R E D	Respondent's Firm:
	Address:
	City, State, Zip:
	Telephone:
	Fax:
	E-Mail:
	Federal ID #
	Date:
	Signature:
	Printed Name:
	Title:
	Witness Signature:
	Printed Name:
Title:	

FOR OFFICIAL CITY USE ONLY	
CITY OF MILWAUKEE, a municipal corporation	
By:	City of Milwaukee Purchasing Director
Date:	
Countersigned:	
By:	City Comptroller
Date:	