

STANDARD INSTRUCTIONS
CITY OF MILWAUKEE
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
Request for Proposal

1. HOW TO RESPOND:

All proposals shall be in writing and all prices and amounts (where applicable) stated in figures. If any of the terms and conditions prevent you from responding, consideration will be given, if possible, to a request for a change. This request must be submitted to the office of the Department of Administration - Purchasing Division in writing seven (7) days prior to the proposal closing, and if granted, it will require sending an addendum to all prospective responders.

2. HOW TO AMEND A REQUEST FOR PROPOSAL BEFORE DUE DATE AND TIME:

After a Request for Proposal has been filed with the Department of Administration - Purchasing Division, the responder desires to amend the proposal, PROPOSER MAY DO SO BEFORE THE DUE DATE AND TIME set for the receipt of proposals in the Request for Proposal by filing an amendment fully identified with the original proposal submitted by number, commodity or service. All the conditions and provisions of the original proposal will be in effect. NO REQUESTS FOR PROPOSAL OR AMENDMENTS WILL BE ACCEPTED AFTER THE DUE DATE AND TIME FOR RECEIPT OF PROPOSALS AS SPECIFIED IN THE REQUEST FOR PROPOSAL. This does not preclude the City from requesting additional information and/or clarification.

3. CONTRACT AND EXECUTION OF CONTRACT:

Unless otherwise specified in the Request for Proposal, the successful responder agrees to enter into the contract on the form prepared by the City, a copy of which will be on file in the office of the DOA Purchasing Division. The terms and conditions contained in a document entitled "City of Milwaukee Purchasing Contract Including Terms and Conditions" which was revised December 7, 2021, will apply to the contract and can be found on the City of Milwaukee, Department of Administration – Purchasing Division's "Policies & Procedures" webpage, city.milwaukee.gov/Purchasing > Policies & Procedures. Failure to take exception to these terms in your Proposal shall be deemed acceptance of these terms. The executed contract shall be returned to the Department of Administration - Purchasing Division by the Contractor within 20 days after the receipt of the contract.

4. LICENSES AND PERMITS:

Proposers shall have any and all licenses and permits required to perform the work specified and furnish proof of such licensing authorization and permits with their proposals if required.

5. RESPONSES TO REMAIN OPEN:

Responses must remain open and will be deemed to be open and subject to acceptance until awarding of the RFP is finalized, or a minimum of sixty (60) days unless otherwise specified following the date set forth for the receipt and filing of the response to the Request for Proposal.

6. PRICING:

Vendors may submit lower pricing than U.S. Government contract prices. The City is exempt from the Robinson-Patman Act. Quotation must conform to government regulation on prices and wages.

7. DEPARTMENT OF ADMINISTRATION – PURCHASING DIVISION RESERVES THE RIGHT TO:

Accept or reject all or part of any proposal submitted and accept such proposal deemed to be in the best interests of the City;
Reject any and all proposals received in response to this request; Accept a proposal that is not the lowest cost; Request clarification regarding any proposal; Make a partial award, or not make any award.

8. IMPORTANT – FAILURE OF COMPLIANCE:

Failure on the part of the responder to comply with all of the instructions and terms of the Standard Terms and Conditions may result in proposal rejection by the Department of Administration - Purchasing Division, and/or cancellation of orders without liability to the City.