

CITY OF ROMULUS REQUEST FOR PROPOSALS

RFP 19/20-04 City of Romulus Website & Mobile App Redesign & Hosting

The City of Romulus Community Services Department has issued this Request for Proposals (RFP) for the purpose of selecting and contracting with a company for the redesign and hosting of the City's existing website and/or mobile application. The City is seeking proposals from highly qualified, technically competent, creative, financially viable, experienced website and mobile app development companies to design, develop, implement and host its public-facing website and mobile app for an initial one year period. The City reserves the right to award the contract resulting from this request for proposals in whole or in part for either or for both applications and shall reserve the right to split the award of the contract to two separate development and host companies.

- (1) Qualified individuals and firms wishing to submit a proposal **must use the forms provided by the City**. Proposal forms and specifications may be obtained from the MITN system at <http://www.mitn.info/>. Copies of documents obtained from any other source are not considered official copies. Proposals may be rejected unless made on the forms included with the bidding documents.
- (2) Any and all questions regarding the request for proposal documents, the project scope or the required submittals must be emailed to Purchasing@romulusgov.com and received no later than 12:00 P.M. local time, Tuesday, November 05, 2019.
- (3) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all addenda issued by the City will be posted on the MITN system. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the respondent to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form: supplied in the RFP documents.
- (4) A total of four (4) copies (One original and three marked "Copy") and 1 electronic copy in "PDF" form of the documents of the proposal must be submitted together in a sealed envelope or package and returned to the City Clerk's Office no later than 2:30 P.M., Wednesday, 11/20/2019. The original proposal may be clipped but should not be stapled or bound. Copies may be stapled and bound. The original and copies should be identical, excluding the obvious difference in labeling.
- (5) The City reserves the right to postpone the deadline for the submission of proposals without notification and also reserves the right to reject all proposals and to waive any minor informality or irregularity in proposals received.
- (6) Proposals should be addressed using the proposal label provided in the RFP documents.
- (7) At approximately 2:45 p.m. local time following the deadline for submitting bids, all timely received bids are to be publicly opened and read.
- (8) The successful Contractor will be required to enter into a contract with, and provide all bonds and submit proof of all insurance required by the request for proposal documents and originals of all required endorsements acceptable to the City.
- (9) The City reserves the right to postpone the opening without notification and also reserves the right to reject all proposals and to waive any minor informality or irregularity in proposals received. Ultimately, a contract may be awarded to the lowest most responsive and responsible company, as determined in the sole discretion of the City of Romulus or otherwise in a manner deemed by the City to be in its own best interest.
- (10) The City reserves the right to reject as non-responsive any proposals that do not contain the information requested in this RFP
- (11) The City reserves the right to reject as non-responsive any proposals which are not organized and formatted as described in this RFP.
- (12) The City, during the course of the evaluation process, may request additional written information to supplement and clarify the information provided in this response.
- (13) The City, at the discretion of the proposal evaluation team, may conduct interviews with **some or all** of the companies that submitted proposals for consideration.
- (14) For additional information contact Gary Harris, City of Romulus, Purchasing Director, by calling (734) 955-4568 or by emailing purchasing@romulusgov.com.
- (15) The City of Romulus strictly prohibits the reproduction or publishing of any published document or solicitation without the express written consent of the City of Romulus. Unauthorized posting of any notice of these documents or reference to said documents or solicitations is strictly prohibited.