

REQUEST FOR PROPOSAL

Municipal P-cards

City of Macomb
232 East Jackson Street
Macomb, Illinois



macomb
illinois

Small-town living. Community *driven.*

Sealed proposals are requested on the list of materials, supplies, equipment or services set forth herein, subject to all conditions outlined in the Proposal Document, including:

- SECTION I:** REQUEST FOR PROPOSAL
- SECTION II:** PROJECT DESCRIPTION/SPECIFICATIONS
- SECTION III:** GENERAL INFORMATION AND INSTRUCTION
- SECTION IV:** PROPOSAL FORMAT
- SECTION V:** QUESTIONS OR PROPOSAL INQUIRIES
- SECTION VI:** ACCEPTANCE OF PROPOSAL
- SECTION VII:** CONTRACT NEGOTIATIONS
- SECTION VIII:** ACCEPTANCE OR REJECTION
- SECTION IX:** AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYMENT
- EXHIBIT A** COMPLIANCE FORM
- EXHIBIT B** COST/REBATE DETAILS

Sealed proposals will be received only at the Office of the City Clerk, 232 E. Jackson St., Macomb, IL by June 8, 2023 by 5 p.m. CST, on the dates hereinafter stated at which time they will be opened and publicly read for furnishing the materials, supplies, equipment or services or for supplying the materials, and/or providing labor for the repair, construction or improvement as the case may be, as indicated by the items hereunder listed and in accordance with the applicable specifications.



**SECTION I
REQUEST FOR PROPOSAL**

Date of Request: May 19, 2023

Item Description: Municipal P-Cards

Proposal Opening: June 8, 2023 by 5 p.m. CST

All proposals must be delivered by the specified opening time of the proposal. Proposals arriving after the specified time will not be accepted. Mailed proposals, which are delivered after the specified time, will not be considered regardless of postmarked time on the envelope. All proposals must be in writing and must contain an original signature by an authorized officer of the firm - Electronic proposals (telephone, FAX, email, etc.) are **NOT** acceptable.

The City of Macomb reserves the right to amend, modify or cancel this RFP at any time. If the City decides to amend or modify the RFP, or otherwise provide additional information, an addendum will be issued by the City and furnished to all vendors who have notified the City of their interest in the RFP.

**SECTION II
PROJECT DESCRIPTION**

The City of Macomb is releasing a Request for Proposal for P-Cards for the City. These will be used for departmental/employee purchases and accounts payable. It is expected the City will use 10-15 cards and spend an estimated \$1.5 million a year via the cards.

**SECTION III
GENERAL INFORMATION AND INSTRUCTION**

1. The Vendor's proposal may be withdrawn at any time prior to the proposal opening. No proposal may be withdrawn after the proposal opening.
2. The Vendor's proposal should be prepared in a concise manner and provide adequate detail and descriptions of the vendor's capabilities to satisfy the requirements of this RFP. Vendors who deviate from these instructions may be considered non-responsive and risk being disqualified at the discretion of the City of Macomb.

3. Vendors are advised to become familiar with all conditions, instructions, and specifications governing their proposal. Once the award has been made, a failure to have read all the conditions, instructions, and specifications of their contract shall not be cause to alter the original contract or for vendor to request additional compensation.
4. Vendors agree to defend, save and hold harmless the City of Macomb from and against all demands, claims, suits, costs, expenses, or damages, as based on the activities of this contract.
5. Successful Vendor shall not assign the contract or subcontract the whole or any part of the contract without express written consent of the City of Macomb. Such consent shall neither relieve the bidder from their obligation nor change the terms of the contract.
6. The City of Macomb will be the sole and exclusive judge of quality, compliance with proposal specifications or any other matter pertaining to their proposal. The City of Macomb reserves the right to award their proposal in any manner it deems to be in the best interest of the City of Macomb.
7. The Vendor's proposal should state any costs associated with de-installation and haul away of equipment at the end of the lease, including the deletion of data contained on copier hard drives. The City of Macomb will not be liable for any costs that was not detailed in Vendor's original proposal.
8. All proposals shall be exclusive of tax; City of Macomb staff will compute all tax involved when applicable.

SECTION IV PROPOSAL FORMAT

Proposals should be organized into the following sections and provide sufficient detail for the City of Macomb to make an informed decision and comparison of all proposals. Additional information, such as marketing brochures and promotional materials, may be included at the end of the proposal.

1. **Executive Summary:** A brief narrative stating the vendor's proposed solution.
2. **Company Background:** Provide company background information, including products and services offered by the company. The City requests that proposing vendors provide



a contact person, such as a designated account executive or relationship manager, including an alternative.

3. **Proposed Scope of Services:** Clearly identify the scope of services to be provided. Please provide details regarding the following topics:
 - a) Provide P-Cards for City use for employee/department use and Accounts Payable use. It is expected the City will need 10-15 cards and spend an estimated \$1.5 million/year with the cards.
 - b) The vendor is to provide two cost/rebate proposals in exhibit B.
 - c) The vendor will provide an online payment system that will allow:
 - i) Individual card profiles with a variety of authorizations (purchase size, frequency, etc)
 - ii) Real-time account management
 - iii) Ability to export transactions to the City's financial software; B,S&A
 - iv) Create and run reports
 - d) The P-Card system will allow coding to the City's general ledger lines online in the payment system.
 - e) Fraud controls. Vendor to provide zero fraud liability for the City.
 - f) Vendor will provide a mobile app for Android and IOS
 - g) City brand will be placed on the cards.
 - h) Provide any other information or details about the vendors proposed solution.
4. **Proposed Schedule for Delivery and Installation:** The procurement cards would be implemented after completing training for all staff.
5. **References:** Provide a list of client references of similar sized and/or municipal accounts that you have serviced for the past two years and are currently serving. A contact person, telephone number and email address will need to be provided for each client
6. **Cost/Rebate Proposal:** Proposal must include proposed cost, this should include but not be limited to all out-of-pocket costs, broken down by each major component of all functions. This shall include the hourly rate costs, and total number of costs, of each individual that will work on project implementation. Please provide detail to the following components:

The City of Macomb pays neither Illinois Sales Tax nor Federal Excise Tax (State Tax Exemption Identification number E9995-1614). Vendors should therefore exclude such taxes from proposals.



**SECTION V
QUESTIONS OR PROPOSAL INQUIRIES**

Any questions and inquiries should be directed to:

Melissa Worley
Business Office Director
mworley@cityofmacomb.com
(309) 836-8218

Questions must be received in writing on or before June 1, 2023 at 5:00 p.m. CST. Responses to any questions or inquiries will be provided to all Vendors who have provided contact information to the City Clerk.

**SECTION VI
ACCEPTANCE OF PROPOSAL**

Vendor proposals will be based on the following criteria:

1. Clarity of Proposal and demonstrated success, especially for those proposals who have experience working with municipalities.
2. Responsiveness to achieving the City's objectives and scope of work.
3. The vendor's technical ability, capacity, and time-frame to perform the scope of work.
4. Vendor location and maintenance response time.
5. Total cost of proposal.

City staff shall review all proposals submitted by the proposal due date. City staff shall then make a recommendation to City Council for approval of the Vendor determined to have presented the best proposal. The City reserves the right to reject all proposals and reserves the right to waive technicalities where such action best serves the interest of the City of Macomb. The City may request additional information to aid in the analyzation of a specific proposal or to take part in additional rounds of more detailed submittals before making their final selection.

SECTION VII CONTRACT NEGOTIATIONS

The City of Macomb reserves the right to negotiate a contract with the successful Vendor after selection and approval by City Council. Selection will be based only on the proposal submitted and any subsequent interviews conducted. The submission of a proposal shall be deemed a valid offer, which may be accepted within ninety (90) days of the opening of the proposals.

The successful Vendor shall provide a Certificate of Insurance listing the City of Macomb as an additional insured. Additionally, the successful Vendor shall comply with the Illinois Prevailing Wage Act, as applicable.

SECTION VIII ACCEPTANCE OR REJECTION

The City of Macomb reserves the right to accept or reject any or all proposals, either in part or in whole, as deemed to be in the best interests of the City. Any submission that is deemed non-responsive or does not meet the requirements is subject to rejection.

SECTION IX AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYMENT

The City of Macomb is an Equal Employment Opportunity Employer. The City is required by various Federal & State Rules and Regulations, to ensure that all those who are contracting with the City of Macomb to provide a service or to start and complete the project, comply with those same rules prohibiting discrimination in hiring and employment of members of protected groups. If a contractor/subcontractor/professional service provider is found in violation of the anti-discrimination provisions of the law, and fails to remedy the situation, the contract may be brought before the City of Macomb City Council, which may subsequently result in cancellation of the contract or the withholding of monies until the contractor/subcontractor/professional service provider comes into compliance.

As part of the efforts by the City of Macomb to comply with the requirements for Equal Employment Opportunity, as mandated by State and Federal law, the City of Macomb has adopted an *Affirmative Action Plan and Equal Opportunity Policy* which states in part:



It is the policy of the City of Macomb to provide equal opportunity in employment for all persons, to prohibit discrimination in employment because of race, color, religion, sex, national origin, citizenship status (with regard to employment), ancestry, age (40 and over), order of protection status, marital status, physical or mental disability, arrest record, military status, sexual orientation and unfavorable military discharge from military service, or any other protected class.

The successful bidder assures compliance with the policies contained in the City's *Affirmative Action Plan and Equal Opportunity Policy*. Vendors may request copies of the policy and required forms by contacting the City Clerk.

Certificate of Compliance

The City of Macomb shall require all contractors, subcontractors and professional service providers doing business with the City to submit to the City, as part of its bid proposal, a signed Certificate of Compliance in the form attached hereto as Exhibit A. Their statement shall indicate their willingness and intention to uphold Equal Employment Opportunity policies in regard to the selection, hiring, and promotion of members of the protected class, not excluding other such practices as mandated by State and Federal law.

Questions relative to Affirmative Action should be addressed to:

Scott Coker
City Administrator
City of Macomb
232 East Jackson Street
Macomb, IL 61455
scoker@cityofmacomb.com
(309) 837-0501

Exhibit A

CERTIFICATE OF COMPLIANCE FORM

This is to certify that the following contractor is willing to uphold the City of Macomb's Equal Employment Opportunity policies and execute all required forms, concerning the selection, hiring, and promotion of members of protected classes, not excluding other such practices as mandated by State and Federal law, specifically including but not limited to, Title VII of the Civil Rights Act, the Illinois Human Rights Act and Executive Order 11246.

Name of Contractor

By Corporate Officer (Printed Name and Title)

Signature

Date

Please be aware that any information provided herein may be subject to disclosure under the Freedom of Information Act upon request.



Exhibit B

COST/REBATE PROPOSAL DETAILS

- Provide an online platform.
 - Uploaded chart of accounts
 - Upload receipts
- Controls
 - Open and close cards online
 - Activate new cards online
 - Control card limits in real time
 - Spending rules
- Provide competitive rebates and conditions
- Real-time tracking
- Integrate with BS & A Financial Software
- Waived Fees
- Fraud control
- Assume an estimated 10 to 15 cards and a spec of \$1.5 million/year