

**OFFICIAL NOTICE
REQUEST FOR PROPOSAL**

**Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233**

**RFP # MPL-18-004
Dated: January 10, 2018
Due Date: February 12, 2018**

REQUEST FOR PROPOSAL (Hereinafter referred to as "RFP") from the Board of Trustees of the Milwaukee Public Library, City of Milwaukee, Wisconsin, for **Elevator Repair and Maintenance** in accordance with scope of services attached. Contract term covers services and related equipment provided for the contract terms designated in the Scope of Services attachment for the years 2018 through 2019, with the option to extend for two additional one-year periods.

All questions concerning the meaning or intent of the RFP, Scope of Services, Standard Terms and Conditions, or contract documents should be submitted in writing to Ms. Jennifer Meyer-Stearns, Assistant Director of Library Operations, jrmeyer@milwaukee.gov, no later than January 31, 2018. Replies shall be issued by Addenda emails to all parties recorded by the Library as having received the Request for Proposal. Questions received after this time will not be answered.

All proposals shall be returned to the Board of Trustees, Milwaukee Public Library via email to LibraryProcurement@milwaukee.gov with a copy to PaulR@PEC-wi.com, or in an envelope clearly marked with the RFP Name and Number, and Responder's name. Proposals must be received at the Business Office, Central Library, 814 W. Wisconsin Avenue, Third Floor, no later than **2:00 p.m. on February 12, 2018**. Any proposal received after the date and time specified will be rejected as non-responsive. If proposal is emailed, an original signed copy must be submitted to the address above as follow-up, to be considered eligible by 3:00 p.m., 5 days after due date in an envelope clearly marked in the left hand corner with the RFP# and project name.

After proposals are opened, no proposal may be withdrawn for a period of thirty (30) working days after the scheduled time of closing, without the consent of the Board of Trustees of the Milwaukee Public Library. Proposals will be available for review only after an award has been made.

When preparing a proposal, responders are instructed to thoroughly read all instructions on the Request for Proposal and its specifications. Your proposal is an offer to perform or supply the service or materials described above in accordance with the terms and conditions set forth in the RFP, the Scope of Services, the Standard Terms and Conditions, and the contract. In no event shall the responder submit its own standard contract terms and conditions as a response to this RFP. Your proposal must meet the plan(s) or scope of services set forth herein.

Proposals will be evaluated based on the criteria specified in the Scope of Services attached. Award will be made to the proposer that best meets the needs of the Milwaukee Public Library as presented in the submittal documents.

Chapter 370 of the Milwaukee Code of Ordinances established a Small Business Enterprise Program (SBE) which is implemented through establishment of percentages of participation in all contracting activities. The ordinance requires that certified SBEs be utilized for 18% of the total dollars annually expended through professional services contracts. Applicable forms must be submitted by responders as part of the proposal. Failure to comply with these requirements may result in the rejection of the proposal.

In accordance with Chapter 365 of the Milwaukee Code of Ordinances, the application of a Local Business Enterprise (LBE) program is required in all contracting activities, unless contrary to federal, state or local law, or regulation. To this end, the Milwaukee Public Library will apply an award standard that adds an additional number of points, equal to 5% or the maximum number of points used in the evaluation of the Request for Proposal (RFP), to increase the total score attained by a local business enterprise. Responders seeking the Local Business Enterprise preference shall prepare and submit with the proposal an accurate affidavit certifying their LBE status. Failure to do so may result in an LBE forfeiting their rights to be considered for the program.

The Library reserves the rights to award no contracts after the proposals are scored.

Signed: Paula A. Kiely, Secretary

*CITY OF MILWAUKEE, represented by
the Board of Trustees, Milwaukee Public Library*

BY  _____
Secretary