



City of Wheaton, Illinois

City of Wheaton
303 W. Wesley Street
Wheaton, IL 60187-0727
630-260-2000

www.wheaton.il.us

Description: **PARKING PAYMENT MANAGEMENT STUDY**

Requesting: Request for Proposal (2 original copies compiled as described within)

Issue Date: February 2017

Pre-Bid Meeting: None

Last Date for Questions: Tuesday, February 21, 2017 at 3:00 pm local time

Sealed Proposal Submittal Due: Monday, February 27, 2017 prior to 11:00 am local time
(Customized Mailing Label for sealed submittal provided in bid documents)

Bid Opening Location: Wheaton City Hall, 303 West Wesley St., Wheaton, IL
Council Chambers, 2nd Floor

Project Commences: within fifteen (15) days of Notice to Proceed

Note: Illinois Prevailing Wage Act 820 ILCS does not apply

Contacts for this bid: LStyczen@wheaton.il.us

Enclosures: General Instructions Regarding the Solicitation of Professional Services
General Terms and Conditions for Professional Service Providers
Special Terms and Conditions for Professional Service Providers
Statement of Work
Special Insurance Provisions
Change Order (Draft)

Bid Submission must include

(in sequential order): Cost Proposal Page
Certification of Compliance
Confidentiality and Non-Disclosure Agreement
Sample Certificate of Insurance

If you are awarded the bid,

Additional Documents Required: Standard Professional Services Agreement
Certificate of Insurance with Endorsements

All questions concerning this solicitation shall be via e-mail to the Procurement Officer and received no later than time stated above. A written response in the form of a public addendum will be published and forwarded to qualified proposers.

Contact with anyone other than the Procurement Officer for matters relative to this solicitation during the solicitation process is prohibited.