



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

City of Wheaton, Illinois

[www.wheaton.il.us](http://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, 2<sup>nd</sup> 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](mailto: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.