

REQUEST FOR PROPOSALS

THE CITY OF ST. MARYS POLICE DEPARTMENT hereby solicits proposals for an Interview Recording and Management System. Proposals will be received in the office of Amy Peeples in the Finance Department at St. Marys City Hall, 418 Osborne Street, St. Marys, Georgia 31558, until 2:00 pm EST on June 19, 2013, and shall be publicly opened on the same date in the St. Marys City Hall, 418 Osborne Street, St. Marys, Georgia 31558. Proposals received after the above date and time or in any location other than the office stated above will be rejected. No proposal may be withdrawn after the closing time for the receipt of proposals for a period of sixty (60) days.

One (1) original and (5) copies of the complete proposal package must be submitted in a sealed envelope/package. The name of the company or firm submitting a proposal should also be clearly marked on the outside of the bid package. The proposal package must be clearly labeled with the following information:

City of St. Marys

Attn: Amy Peeples

Interview Recording and Management System

Copies of the project specifications may be obtained from Amy Peeples, City of St. Marys Finance Department located at 418 Osborne Street, St. Marys, Georgia, 31558 or by email at amy.peeples@stmarysga.gov. A street address, contact person, phone, email, and fax number must be provided to ensure prompt delivery and notification of addenda.

Questions regarding this project may be directed in writing to Amy Peeples in the City of St. Marys Finance Department, 418 Osborne Street, St. Marys, Georgia, 31558, or by email at amy.peeples@stmarysga.gov.

Unauthorized contact regarding the proposal with staff or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of St. Marys. Vendors should rely only on written statements.

The City will select the proposal that, in its sole discretion, is the most responsive and responsible proposal to the City. Each proposal will be scored independently by a selection committee. The scoring criteria matrix is in the proposal document. The City reserves the right to shortlist, interview and negotiate with vendors submitting proposals.

The City of St. Marys is not liable for any cost incurred by vendors in preparation of this bid.

The City of St. Marys, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.

The City of St. Marys reserves the right to reject any or all bids, to waive informalities and to re-advertise, pursuant to federal and state law.