

# REQUEST FOR PROPOSALS

**REQUEST FOR PROPOSAL #06-06**

**PROPOSAL DESCRIPTION: Website Development**

**ISSUE DATE: Monday, December 12, 2005**

**PROPOSAL DUE DATE: Thursday, January 19, 2006**

PROPOSAL RESPONSES MUST BE RECEIVED NO LATER THAN THE PUBLIC PROPOSAL OPENING DATE AND TIME (LOCAL TIME) SPECIFIED ABOVE. PROPOSALS WILL BE OPENED AND READ ALOUD AT THAT TIME. LATE PROPOSALS WILL NOT BE CONSIDERED.

**TO ALL PROSPECTIVE CONTRACTORS/PROPOSERS:**

You are hereby invited to submit your proposal for the item(s) to be furnished and delivered, shipped f.o.b. to the address specified herein.

**Four** copies of all proposals must be submitted to the address below in sealed envelopes.

All proposals are subject to staff analysis and Board approval. The Greater Rockford Airport Authority (Authority) reserves the right to accept or reject any and all proposals received and waive any and all technicalities.

Proposals must be delivered prior to the public proposal due date to:

**Greater Rockford Airport Authority  
60 Airport Drive  
Rockford, IL 61109-2902**

Direct any and all inquiries about this proposal to Amy M. Ott, Deputy Director of Finance & Administration, at 815-969-4445 or [aott@flyrfd.com](mailto:aott@flyrfd.com).

## Instructions to Proposers

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### 1.1 Proposal Preparation

Proposals must be submitted, in duplicate, on the blank Proposal Form furnished with these contract documents and shall conform to the terms and conditions set forth in the “Instructions to Proposers,” “General Terms and Conditions” and “Special Terms and Conditions” of the contract. Proposals submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Proposals may be modified or withdrawn prior to the time specified for the opening of proposals. Proposals shall be filled out legibly in ink or typewritten with all erasures, strikeovers and corrections initialed in ink by the person signing the proposal.

### 1.2 Proposal Execution

If the Proposer is a corporation, the President shall execute the proposal. In the event that the proposal is executed by other than the President, a certified copy of that section of the corporate by-laws or other authorization by the corporation, which permits the person to execute the proposal for the corporation, shall be submitted. If the Proposer is a partnership, all partners shall execute the proposal, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Deputy Director/Finance & Administration shall be submitted. If the Proposer is a sole proprietor, the owner shall execute the proposal. A “Partnership” or “Sole Proprietor” operating under an Assumed Name shall be registered with the Illinois County in which located, as provided in the Illinois Compiled Statutes, 805/ILCS 405/1.

### 1.3 Proposal Submission

The Greater Rockford Airport Authority must receive all proposals by the specified opening time of the proposal. Proposals arriving after the specified time will not be accepted and will be returned unopened. All proposals shall be submitted in sealed envelopes with the following information explicitly shown (centered both vertically and horizontally on the envelope): name and address of proposer and proposal number. Further, the sealed envelope must be clearly marked “SEALED PROPOSAL.” The Proposer shall be responsible for the delivery of the proposal before the date and hour set forth for the opening of proposals.

### 1.4 Error in Proposal

Proposers are cautioned to verify their proposals before submission. Negligence on the part of the Proposer in preparing the proposal confers no right for withdrawal or modifications of the proposal after it has been opened. In case of error in the extension of prices in the proposal, the unit price will prevail.

### 1.5 Variances and Deviations

Variances and deviations shall be described fully on the Proposal Form. In the absence of such statement, the proposal shall be considered as if submitted in strict compliance with all terms, conditions, and specifications; the Contractor shall be held liable. Contractors are cautioned to avoid making variiances and deviations to the specifications, which may result in rejection of their proposal.

### 1.6 Reserved Rights

Greater Rockford Airport Authority reserves the right at any time and for any reason to cancel this Request for Proposal, accept or reject any or all proposals or any portion thereof, or to accept an alternate proposal. The Authority reserves the right to waive any immaterial defects or irregularities in any proposal. The Authority may seek clarification from any Proposer at any time and failure to respond promptly is cause for rejection. The Authority has sixty (60) days to accept the proposal.

### 1.7 Interpretation or Correction of Proposing Documents

Proposers shall promptly notify the Authority no later than one (1) week before proposal opening of any ambiguity, inconsistency or error, which they may discover upon examination of the proposing documents. Interpretations, corrections and changes will be made by written addendum. Each proposer shall ascertain prior to submitting a proposal that all addenda have been received and acknowledged in the proposal. Oral explanations will not be binding.

### 1.8 Incurred Costs

The Authority will not be liable for any costs incurred by Proposers in replying to this Invitation to Bid.

## Instructions to Proposers

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1.9 No Proposal Response

If your firm declines to proposal on this invitation, but desires to remain on the Authority's Proposers' List for future invitations, please submit in a letter stating why you are declining to proposal.

1.10 Basis of Award

Award will be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the proposal specifications; (b) price; (c) qualifications of the proposer, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, and overall quality; and (f) maintenance costs and warranty provisions.

1.11 Pre-Proposal Conference

If a Pre-Proposal Conference is a requirement of this contract, it will be shown on the Title Page.

***End of Instructions to Proposers***

## General Terms and Conditions

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### 2.1 Non-Discrimination

Contractor shall comply with the Illinois Human Rights Act, 775, ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

During the performance of this Contract, the Contractor agrees that it shall not discriminate against any worker, employee or applicant, or any member of the public, on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, or sexual orientation. Upon request of the Authority, the Contractor also agrees to submit in writing an affirmative action plan demonstrating compliance with equal employment opportunity laws and policies. Contractor further agrees that this clause will be incorporated by the Contractor in all contracts entered into with suppliers or materials or services, sub-contractors and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or any other person or organization performing services in connection with this Contract.

### 2.2 Drug-Free Workplace

The Contractor agrees to provide a drug free workplace as provided for in the Drug Free Workplace Act, 30 ILCS 580/1, et seq.

### 2.3 Tax Exemption

The Greater Rockford Airport Authority is not subject to Federal Excise Tax. Per Illinois Compiled Statutes, 35 ILCS 120/2-5, the Greater Rockford Airport Authority is exempt from state and local taxes. Our exempt number is E9992-3521-04

### 2.4 Warranties

Contractor warrants that all goods and services furnished hereunder will conform in all respects to the terms of this solicitation, including any drawings, specifications or standards incorporated herein, and that they will be free from latent and patent defects in materials, workmanship and title, and will be free from such defects in design. In addition, Contractor warrants that said goods and services are suitable for, and will perform in accordance with, the purposes for which they are purchased, fabricated, manufactured and designed or for such other purposes as are expressly specified in this solicitation. The Authority may return any nonconforming or defective items to the Contractor or require correction or replacement of the item at the time the defect is discovered, all at the Contractor's risk and expense. Acceptance shall not relieve the Contractor of its responsibility.

The Contractor further agrees, upon written notice from the Authority, to promptly and without charge, make changes, corrections and/or replacement, to the satisfaction of the Authority, which may be required to make good all defects in design and material under its intended use, for a period of one (1) year, with the one (1) year period commencing on the date of acceptance by the Authority. The Contractor shall receive no compensation for cost in replacement of goods or workmanship.

### 2.5 Indemnification

Contractor agrees to indemnify, save harmless and defend the Greater Rockford Airport Authority, its agents, servants, Commissioners, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses or expenses, including court costs and attorneys' fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to any property, which may arise or which may be alleged to have arisen, in whole or in part, out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly and solely by the negligence or other fault of the Greater Rockford Airport Authority, its agents, servants, Commissioners, or employees or any other person indemnified hereunder. This indemnification obligation is not limited by, but is in addition to the insurance obligations, which may be contained in this contract. The provision of this paragraph shall not be waived.

## General Terms and Conditions

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### 2.6 Termination and Default

Time is of the essence of this contract and if delivery of acceptable items or rendering of services is not completed by the time promised, the Authority reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Contractor, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Contractor with any or all losses incurred. The Authority shall be entitled to recover its attorney's fees and expenses in any successful action by the Authority to enforce this contract.

### 2.7 Royalties and Patents

Contractor shall pay all royalties and license fees. Contractor shall defend all suits or claims for infringement of any patent, copyright or trademark rights and shall hold the Authority harmless from loss on account thereof.

### 2.8 Regulatory Compliance

Contractor represents and warrants that the goods or services furnished hereunder (including all labels, packages and containers for said goods) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Contractor shall furnish "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure to Employees Act.

Pursuant to Illinois Municipal Code 65 ILCS 5/11-42.1-1, by signing this proposal the Contractor certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue.

The Contractor certifies that they are not barred from bidding on this contract as a result of engaging in or being convicted of: (a) bid-rigging in violation of Section 3; or (b) bid-rotating in violation of Section 4, of the Illinois Criminal Code of 1961, as amended [720 ILCS 5/33E-3 and 4].

### 2.9 Discounts

Prices quoted must be net after deducting all trade and quantity discounts. Where cash discounts for prompt payment are offered, the discount period shall begin with the date of receipt of a correct invoice or receipt or final acceptance of goods, whichever is later.

### 2.10 Law Governing

This contract shall be governed by and construed according to the laws of the State of Illinois.

### 2.13 Prevailing Wage Reporting Burdens

HB 188 became PA 94-515 and requires a contractor and subcontractor working on a prevailing wage project to submit on a monthly basis a certified payroll to the public body in charge of the project. Any contractor or subcontractor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor. Such payroll records are public records subject to disclosure under the Freedom of Information Act. The new administrative burdens became effective August 10, 2005.

<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=094-0515>

***End of General Terms and Conditions***

### 3.1 Background

Chicago/Rockford International Airport (RFD) caters primarily to travelers in northwestern Illinois, including Chicago's western suburbs; southern Wisconsin and northeastern Iowa. Just over two years ago RFD became a commercial service airport. Previously the airport was primarily known as only a major cargo hub for UPS, BAX and DHL; a general aviation facility offering charter services; as well as a United States Customs Port of Entry.

RFD's commercial airlines provide service to eight non-stop locations and countless domestic and international destinations. These airlines include Allegiant, Apple Vacations, FunJet, Hooters Air and United Airlines; all of which offer jet service.

### 3.2 Project Description

As RFD has grown so has the volume of information contained in the website. The current site relies heavily on text, has difficult navigation architecture and no search function.

RFD would like a site that promotes the Chicago/Rockford International Airport and all of its advantages. This site should be innovative and creative. It must have clear navigational architecture and search capabilities. The site will need to be completely content managed and written in a dotNet (.Net) framework allowing for ease in making changes, updates, etc., (e.g. – FrontPage) by Authority personnel. In order to build awareness for the airport the site should be designed and written to fully optimize natural, organic search.

With regard to pricing, this proposal should be written in two parts, including number of man-hours required for each. The first covers the basic site development as described, or Base Proposal. The second covers Alternates listed below:

Alternate #1 – An interface linked to RFD's Access database where online customers can enter and submit information. e.g. - Rebate requests.

Alternate #2 – A graphic route map designed to display all destinations.

Alternate #3 – An interactive destination interface.

Alternate #4 – eCommerce capability.

Please submit four (4) copies of proposals utilizing creative media of your choice, with exception of paragraph 3.10 below.

### 3.3 Site Design

Describe your design methodology involved in the creative development of the site.

### 3.4 Technical Production & Development

Describe the technical environment used in the creation of this site.

### 3.5 Project Methodology

How will this project be implemented? What is your project management style? How will the current website data be converted? What platform will the site be based on?

### 3.6 General Schedule and Risk Mitigation

How will the scope of work be implemented? What steps will be taken to keep the project on schedule? Provide a schedule with completion date based on the Base Proposal and include completion dates for all Alternates.

### 3.7 Additional Services

Describe what other services your firm may provide, such as online marketing, email deployment, etc. Please include pricing as well.

### 3.8 Team Structure

Please list the names and titles of each member of your staff that will be involved in this website development and implementation. If subcontractors or joint ventures will be involved, please provide this information also.

## Special Terms and Conditions

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- 3.9 Case Studies  
What project(s) has your firm done in the past that would equate a project of this nature?
- 3.10 Website Examples  
Please list working websites that your firm has developed. Provide a CD or temporary website that will illustrate the first two pages of your firm's proposal.
- 3.11 References  
Include a minimum of three (3) references with whom your firm has previously worked.
- 3.12 Insurance  
The Contractor shall maintain at all times a minimum commercial liability insurance policy in the amount of \$2,000,000.00 and must name the Greater Rockford Airport Authority as additional insured on Contractors policy. Proof of adequate insurance in the form of a Certificate of Insurance must be provided to the Authority upon contract acceptance.
- 3.13 Invoicing and Payment  
The goal of the Authority is to pay properly submitted Contractor invoices within thirty (30) days of receipt, providing goods have been delivered and/or services have been performed, approved and accepted by the Greater Rockford Airport Authority. Original invoices must be presented for payment in accordance with instructions contained on the Purchase Order including reference to Purchase Order number and submitted to the correct address for processing.

*End of Special Terms and Conditions*

Proposal Form

Full Name of Proposer: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

Contract Person: \_\_\_\_\_

FEIN: \_\_\_\_\_

The undersigned, being duly sworn, certifies that he/she is:

- The Owner/  
Sole Proprietor
- a Member of the  
Partnership
- an Officer of the  
Corporation
- a Member of the  
Joint Venture

Further, the Contractor declares that the only person or parties interested in this proposal as principals are those named herein.

Further, the undersigned hereby certifies that they have read and understand the contents of this proposal and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications, warranties and attachments, including Addenda No. \_\_\_\_\_ and \_\_\_\_\_ issued thereto, except only to the extent that the Contractor has taken express written exception in this proposal, hereto. Failure to have read all the provisions of this proposal shall not be cause to alter any resulting contract or request additional compensations.

Further, by signing this proposal document, the proposer hereby certifies that they are not barred from proposing on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Further, by signing this proposal document, the Contractor hereby certifies that pursuant to Illinois Compiled Statutes, 65 ILCS 5/11-42-1, the Contractor is not delinquent in the payment of any tax administered by the Department of Revenue.

Our State of Illinois Certification Number under the Fair Employment Practices Law is \_\_\_\_\_.

- (check if applicable) We do not have a State Pre-Qualification Statement. In lieu thereof, we will make an application at 312.814.2432 within thirty (30) days from the date of this proposal opening.

Further, the Contractor agrees to provide a drug free workplace as provided for in the Drug Free Workplace Act, 30 ILCS 580.1 et seq.

**Authorized Signature:** \_\_\_\_\_

**Typed/Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_