



# CITY OF URBANA

## REQUEST FOR

for the following item(s) or service are sought:

Grant writing services for SAFER Grant

Requesting Department:

Attention: Urbana Fire Department

(217) 384-2420

Date of Request:

1-15-2021

**The original copy of your proposal(s) MUST be submitted to the Requesting Department at or before the date and time specified below to receive full consideration:**

**PROPOSAL DUE DATE EXTENDED: 2-2-2021**

**PROPOSAL DUE TIME: 5:00 PM PREVAILING TIME**

All proposals submitted in response to this Request shall be irrevocable for a period of Thirty (30) days after the proposal due date and may not be withdrawn by the Vendor during this period. After such time has elapsed, the Vendor may withdraw the proposal if it has not been selected prior to the request to withdraw. Such withdrawal shall be requested in writing.

**The City reserves the right to waive technicalities or to accept or reject any proposal or combination of proposals based upon the City's determination of its best interest.**

**SECTION 1. GENERAL PROVISIONS**

**1.1 Vendor Questions**

ALL questions pertaining to this Request (RFP or RFQ) must be submitted in writing at least three (3) business days prior to the deadline for submission to:

April Smysor  
Administrative Assistant to the Fire Chief  
City of Urbana  
400 S. Vine St.

Facsimile: 217-384-2449  
Email: alsmysor@urbanaininois.us

Vendors are prohibited from contacting staff of the City of Urbana regarding this Request except as specifically set forth herein. Failure to comply with this provision may result in rejection of any or all proposals.

**1.2 Proposal Content and Format**

Your proposal(s) must include the following information:

**Section 1 Vendor Information:**

- (A) Name, address, phone number and website of the Vendor;
- (B) Name of the contact person for the Vendor;

**Section 2 Acknowledgments:**

Acknowledgment of any response to questions or addenda sent by the City.

**Section 3 Proposal Information:**

The proposal shall contain at a minimum the following:

- (a) Number of SAFER applications submitted in the last three years
- (b) Number of successful SAFER awards in the last three years
- (c) Cost

**Section 4 Attachments:**

- (a) Proposal Form must be complete for consideration.

Section 5      **References:**

List of two (2) references that may be contacted. Include the name, address, phone number, website and a contact person for each reference.

**1.3 Evaluation Criteria**

- 1) The city will review proposals at the time and date listed on page 1.
- 2) Upon review, the city will evaluate each proposal based on completeness, success rate, and price.
- 3) Priority will be given to proposals that include all items listed in section 1.2, high grant success rates, and price.

**1.4 Rights to Submitted Materials**

All proposals, responses, inquiries, or correspondence relating to or in reference to this Request, and all reports, charts, displays, and other documentation submitted by the Vendor shall become the property of the City when received and shall not be returned to the Vendor. The City reserves the right to use the material or any ideas submitted in this proposal in response to the Request whether amended or not. Selection or rejection of any proposal does not affect this right.

**1.5 Proprietary Information**

Any restrictions on the use of information contained within a proposal shall be clearly stated as such within the proposal. The City will only be able to comply with a request for confidentiality to the extent allowed by law.

**1.6 Cost of the Vendor to Respond**

The City is not responsible for any cost incurred by a Vendor in the process of responding to this Request or for any pre-contract costs incurred by any Vendor participating in the selection process.

**1.7 Public Advertising**

The Vendor is specifically denied the right to use the name of the City of Urbana for public advertising or reference in any form or medium without the express written permission of the City.

**1.8 Termination**

The City reserves the right to terminate the selection process at any time, to reject any or all proposals and to award a contract in the best interest of the City of Urbana.

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