

\$5.00

CITY OF SAN ANGELO REQUEST FOR PROPOSAL

Parks and Recreation Department

San Angelo Comprehensive Parks and Recreation Master and Strategic Plan

RFP No. PK-01-19



City of San Angelo
72 West College Avenue
San Angelo, Texas 76903

Submittal Deadline
March 22, 2019/2:00 PM, Local Time

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INTRODUCTION

General

The City of San Angelo is seeking proposals from qualified consulting firms to provide professional services to the City to develop a San Angelo Comprehensive Parks and Recreation Master and Strategic Plan. The City has a strong commitment to provide high quality parks and recreation facilities and programs for citizens of the community. The consultant will collect and analyze data to develop a clear set of goals, policies, and standards for the City's existing park system, staffing, open space, trails, recreation facilities, and program development for the next five (5) years. The consultant will work closely with City staff and the Parks and Recreation Advisory Board in preparing the Comprehensive Parks and Recreation Master and Strategic Plan. The consultant will create a document for distribution to the public.

The Comprehensive Parks and Recreation Master and Strategic Plan will become an element of the current San Angelo Comprehensive Plan and will require the favorable recommendation of the Parks and Recreation Advisory Board, Planning and Zoning Commission, and approval of the City Council.

Confidentiality

All proposals submitted shall remain confidential. After award, proposals will be made available for public inspection. The City shall not be responsible for the confidentiality of any trade secrets or other information contained or disclosed in the proposal unless clearly identified as such.

Document Availability

Proposal Documents are available in the Purchasing Division or may be downloaded from the City's website at www.cosatx.us. To locate the documents on the website go to:

- Bid Information > RFP: PK-01-19/San Angelo Comprehensive Parks and Recreation Master and Strategic Plan

Digital Format

If proposal specifications are obtained in digital format in order to prepare a response, the response must be submitted in hard copy according to the instructions contained in this proposal package. If, in its response, respondents make any changes whatsoever to the published proposal specifications, the proposal specification **as published** shall control. Furthermore, if an alteration of any kind to the proposal specification is discovered after the contract is executed and is or is not being performed; the contract is subject to immediate cancellation without recourse.

Interpretations

All questions about the meaning or intent of the contract documents, including specifications shall be submitted to the Purchasing Division via email sapurch@cosatx.us or in writing. Please include the RFP Number and Title in the subject line. Questions received after the deadline established for submitting questions/interpretations will not be answered.

Replies will be issued by addenda and posted on the City's website. Only questions answered by formal written addenda will be binding. Oral interpretations or clarifications will be without legal effect.

Required Response

The City requires a response to any Request for Proposal (RFP) notifications mailed to potential vendors. Should a company choose not to participate, then in order to remain on the City of San Angelo's potential vendors list, a "No Bid Reply" form must be submitted.

Deadline and Delivery Location

Sealed RFP submittals must be received no later than **March 22, 2019, 2:00 PM, Local Time**. The clock located in Purchasing will be the official time. Proposals received after the bidding deadline, regardless of the mode of delivery, will be not be considered.

It is the sole responsibility of the vendor to ensure that the sealed RFP submittal arrives in the Purchasing Office by the specified deadline, regardless of method chosen by the firm for delivery.

Faxed or electronically submitted proposals will not be accepted.



CITY OF SAN ANGELO
PURCHASING DIVISION
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4219

Copies

Submit: One (1) unbound original (binder clips acceptable), three (3) bound copies (binders, staples or binder clips are acceptable) and one (1) copy in PDF format on USB Flash Drive of all required RFP forms.

Delivery Address

City of San Angelo
Purchasing Division, RFP: PK-01-19
72 W. College Ave., Suite 310
San Angelo, Texas 76903

Mark Sealed Envelope: "RFP NO. PK-01-19/San Angelo Comprehensive Parks and Recreation Master and Strategic Plan"

Addenda

Should specifications be revised prior to the deadline for submittals, the City's Purchasing Division will issue addenda addressing the nature of the change and post them on the City's website. Respondents should **acknowledge any addenda and return the form with their proposal package**. Respondent is responsible for checking the City's website to determine if any addenda have been issued prior to submitting a proposal. Failure to consider all addenda will be at the respondent's risk.

Award of Contract

The City reserves the right to accept or reject any or all proposals, and to waive any informalities or irregularities in the RFP process. The City is an equal opportunity employer.

The City will select the most highly qualified respondent(s) of the requested services based on all evaluation factors and then attempt to negotiate a contract. The City reserves the right to negotiate and award this contract in two separate parts: internet based auctions and live auctions.

Acceptance of Proposal Content

Before submitting a proposal, each respondent shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the performance of the contract and to verify any representations made by the City upon which the proposal will rely. If the respondent receives an offer because of its proposal, failure to have made such investigation and examinations will in no way relieve the respondent from its obligation to comply in every detail with all provisions and requirements.

Equal Employment Opportunity

Attention of respondents to the requirement for ensuring that employees and applicants for employment are not discriminated against because of their race, color religion, sex, national origin, age, or disability.

Proposal Term

This proposal term will be for one (1) year effective from the award date by the City Council.

Points of Contact

Jessica Pirkle, Specialist
Purchasing Division
City of San Angelo
72 W. College Ave.
San Angelo, Texas 76903
sapurch@cosatx.us
(325) 657-4219

Carl White, Director
Parks and Recreation
City of San Angelo
702 S. Chadbourne St.
San Angelo, Texas 76903



1. INSTRUCTIONS TO RESPONDENTS

1.1. Corrections, Additions, or Deletions

Corrections, additions, or deletions to any portion of the invitation will be in the form of written addenda.

1.2. Examinations of RFP Documents

Respondents are expected to examine all specifications, drawings, standard provisions, and instructions. Failure to do so will be at the respondent's risk.

1.3. Taxes

All quotations are to be submitted less Federal Excise and State of Texas Sales Taxes. Tax exemption certificates will be provided upon request.

1.4. Authorized Signature

Proposals must show vendor name, address, and be manually signed. The person signing the proposal must have authority to bind their firm in a contract. Any erasures or other changes must be initialed by the person signing the proposal.

1.5. Modification or Withdrawal of Proposals

Proposals **CANNOT** be altered or amended after the closing time. Proposals may be modified or withdrawn prior to the closing hour and date by written notice to the Purchasing Division. A proposal may also be withdrawn in person by a respondent or their authorized agent, provided their identity is made known and they sign a receipt for the proposal. No proposal may be withdrawn after the closing time and date without acceptable reason in writing and with approval of the Purchasing Division.

1.6. Restrictions on Communication

Respondents shall not communicate with: 1) elected City officials and their staff regarding the RFP or from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by respondent. Violation of this provision by respondent and/or its agent may lead to disqualification of respondent's proposal from consideration.

Exceptions to the Restrictions on Communication with City employees include:

1. Private (non-business) contacts with the City by the respondent's employees acting in their personal capacity;
2. Casual social contacts that do not include mention of the RFP;
3. Respondents may submit written questions concerning this RFP to the email listed below up to a week prior to submission due date. Questions received after the stated deadline will not be answered.

It is required that all questions be sent by email to sapurch@cosatx.us. **Please ensure the RFP Number and Title is in the Subject Line.** Questions submitted and the City's responses will be published in the form of addenda to the City's website at www.cosatx.us. Respondent is responsible for calling the City or reviewing the website to determine if any addenda have been issued prior to their submittal. Only questions answered by formal addenda will be binding;

4. Respondents may provide responses to questions asked of them after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, respondents shall not bring lobbyists. All cost associated with interviews will be at the respondents' expense. The City reserves the right to exclude any persons from interviews as it deems in its best interests;
5. Upon completion of the evaluation process, respondents shall receive a notification letter indicating the recommended firm and anticipated City Council agenda date. Respondents desiring a review of the solicitation process may submit a written request no later than five (5) calendar days from the date the letter was sent. The letter will indicate the name and address for submission of requests for review.



City reserves the right to contact any respondent to negotiate if such is deemed desirable by City. Such negotiations initiated by City staff persons shall not be considered a violation by respondent of this section.

1.7. Disqualification

The respondent may be disqualified for any of the following reasons:

- A. The respondent is involved in any litigation against the City of San Angelo;
- B. The respondent is in arrears on any existing contract or has defaulted on a previous contract with the City;
- C. The respondent is debarred, suspended, terminated, or otherwise excluded from or ineligible covered transactions by any federal, state, or local government entity or agency;
- D. The proposal is not received by the proposal submittal deadline; or,
- E. The proposal is not executed by a person authorized to enter into a contract binding on the respondent.

1.8. Reservations

The City expressly reserves the right to accept, reject, or cancel all proposals AND:

- A. Waive any defect, irregularity, or informality in any proposal or bidding procedure;
- B. Extend the proposal closing time and date;
- C. Reissue a bid invitation or RFP;
- D. Procure any item by other means; or,
- E. Increase or decrease the quantity specified, unless the vendor specifies otherwise.

1.9. Acceptance

Acceptance of respondent's offer will be in the form of a purchase order and contract. Notice for annual contract agreements will be a notice of award, purchase order, or contract.



2. SCOPE OF SERVICES REQUESTED

2.1. General

This process is to include developing a comprehensive inventory, an analysis of forecasted needs and implementation strategies. Specific items to include in the study, but not limited to, are:

- Identify, describe, and implement a comprehensive strategy and methodology for citizen involvement in this Master Plan development process.
- Assure that the residents, user groups, associations, and other stakeholders are provided an opportunity to participate in the development of this plan.
- Conduct at least three (3) public community meetings and a minimum of two (2) focus groups (participants to be determined) and individual stakeholder interview.
- Conduct a minimum of two (2) meetings with the Parks and Recreation Advisory Board.
- Act as professional facilitators to gather specific information about services, use, preferences, and any agency strengths, weaknesses, opportunities, and threats.
- Provide well-organized and directed activities, techniques, and formats that will ensure that a positive, open, and proactive public participation process is achieved.
- Provide written records and summaries of the results of all public process and communications strategies.
- Help to build consensus and agreement on the plan and if consensus is not possible, provide information for informed decision making for the Commission.
- Provide methods to hear from as many people as possible, including users and non-users of the services and facilities.

2.2. Statistically-Valid Survey

Provide a city-wide statistically-valid community needs assessment survey with a return rate that accurately represents a sampling of the community population to identify community needs and issues on recreation and park programs and facilities. This survey will be used as a baseline to determine needs, desires, and willingness to pay.

2.3. Visioning Strategies Development Workshop

Review existing Parks and Recreation mission and vision statements and update as needed to reflect the current City of San Angelo's mission, vision, and core values as well as National Recreation and Parks Association standards.

2.4. Demographics and Trends

Review and interpret demographic trends and characteristics of the City of San Angelo.

2.5. Existing and Future Facilities and Staffing – Analysis for Level of Service

Compile an inventory and assessment of the existing parks, trails, open space, staffing, and facilities in GIS. The assessment will include a comparative analysis to communities of similar size and density regionally and using nationally accepted standards. The analysis should consider not only the capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities, etc.) as well as functionality, accessibility, condition, comfort, and convenience. Evaluation criteria should be based on the expressed values of the community. The analysis will also include identification of best possible providers of community and recreation services and recommendations for minimizing duplication and enhancing possibilities for partnerships where appropriate.

2.6. Rank and Prioritize Demand and Opportunities

Develop a set of prioritized recommendations for maintenance and renovation of parks, trails, and recreation facilities.

2.7. Analysis of Programs and Services

- Provide an assessment and analysis of the Parks and Recreation Department's current level of recreation programs, services, and maintenance in relation to present and future goals, objectives, and directives.
- Provide a user fee analysis for facilities and programs and services.
- Provide an analysis of the best possible providers for programs and services and identify and discern any unnecessary duplication of services through public and private program providers.
- Provide recommendations for minimizing duplications or enhancing possibilities for collaborative partnerships where appropriate.



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2.8. Progress Reporting

The consultant and the Parks and Recreation Director shall hold progress meetings as often as necessary, at least once per month, until the final plan is approved by the City Council. The consultant shall supply the Parks and Recreation Director with at least one (1) copy of all completed or partially completed reports, studies, forecasts, maps, or plans as deemed necessary by the Parks and Recreation Director at least three (3) working days before each progress meeting. The Parks and Recreation Director shall schedule the meetings, as necessary, at key times during the development of the Comprehensive Parks and Recreation Master and Strategic Plan.

2.9. Strategic Action Plan

- Collect and analyze demographic information for the community.
- Collect and analyze information on participation, needs, desires, operations, programming, and land use trends and make Level of Service recommendations.
- Identify areas of service shortfalls and projected impact of future trends.
- Provide useable and workable definitions and recommendations for designated park and open space with acreages and parameters defined as appropriate.
- Develop recommendations for operations, staffing, maintenance, programming and funding needs.
- Provide a clear plan for development of programming direction based on standards and demand analysis.
- Develop a definitive program for development of existing parkland, recreation facilities, open space, trails and parks maintenance, and administration of facilities for the future.
- Provide a maintenance and operation analysis.
- Identify opportunities for available funding and acquisition alternatives.
- Develop an action plan that includes strategies, priorities, and an analysis of budget support and funding mechanisms for the short term, mid-term and long term for the park system, open space, trails and recreation programs and services.

2.10. Development of Final Plans and Supporting Materials

- The Comprehensive Parks and Recreation Master and Strategic Plan must include written goals, plans, objectives, and policy statements that articulate a clear vision and “road map” and model for the Parks and Recreation Department’s future.
- A summary of existing conditions, inventories, staffing, and Level of Service analysis.
- Charts, graphs, maps, and other data as needed to support the plan and its presentation to the appropriate audiences.
- A Strategic Action Plan.
- One (1) public hearing with the Planning and Zoning Commission at the time of adoption of the Master Plan.
- A minimum of two (2) meetings with the City Council, one at the time of the presentation of the draft Comprehensive Parks and Recreation Master and Strategic Plan, and one at the adoption of the final Comprehensive Parks and Recreation Master and Strategic Plan.
- A color version of the draft Comprehensive Parks and Recreation Master and Strategic Plan document consisting of one (1) printed and bound color copy and an electronic copy in a format compatible with the City’s software.
- A color version of the final Executive Summary consisting of one (1) printed copy and an electronic version in a format compatible with the City’s software.

Note: The City shall be responsible for the arrangement, notice, and any other costs associated with the above meeting schedule. The consultant shall review with the City’s Parks and Recreation Director all prepared information for the public meeting at least three (3) days prior to the scheduled meetings.

2.11. Items to be provided by the City of San Angelo

- A City-assigned Project Manager.
- Copies of all existing studies, plans, programs, and other data including the City of San Angelo Comprehensive Plan and access to all applicable records.
- Online access to the 2012 Parks, Recreation, and Open Space Master Plan.
- Online access to the current Capital Improvement Plan showing parks and recreation projects.
- Assistance with community meetings.



2.12. Appendix to Master Plan – Active Living Plan

The City is also seeking a vendor to plan and facilitate active living planning activities as part of the Parks and Recreation Master Plan Update. The selected vendor will be responsible for the following activities:

- Develop project overview including planning calendar and timelines to include meeting dates and deliverable dates.
- Plan and facilitate active living planning meetings with City staff and Mayor's Wellness Partnership and work towards defining strategies and implementation plans through in-person meetings and conference calls.
- Analyze information and input obtained during planning meetings and compile in report format.
- Develop and design user-friendly Active Living Plan for the City of San Angelo. Develop documentation and final plan in a document format.
- Develop dissemination plan to city-wide stakeholders.

2.13. Active Living Plan Vendor Requirements

2.13.1. Vendor must possess and provide documentation of the following experience and/or expertise:

- Experience in coordinating, facilitating, and implementing strategic or other planning activities.
- Experience in community engagement focused on underserved populations or populations experiencing health disparities.
- A general understanding of the relationship between the built environment (walkability, bikeability, etc.) and quality of life and health.
- A general understanding of health policies.

2.13.2. Vendor will provide the following services in response to this request, and must provide documentation of previous experience in delivering the following:

- A. **Planning Meetings:** Organize and facilitate 3 or more planning sessions to obtain input for active living plan recommendations. The vendor will assist in identifying appropriate meeting facilities that are conducive to planning activities. The vendor will also provide documentation of related activities as completed including, but not limited to the following:
1. A project design overview for developing vision, mission, goal, and objective statements
 2. A planning calendar and timelines listing meeting dates and expected completion dates for deliverables.
 3. Agendas, sign-in sheets, and contact listing
 4. Fully developed meeting minutes, notes, and next steps in plan development.
- B. **Active Living Plan Development:** Upon completion of the planning activities, the vendor will analyze information and input obtained during planning meetings and compile in report format. Findings should consist of qualitative and quantitative information.
1. Review other city/state/national Active Living Plans to identify common themes.
 2. Assess local physical activity assets, resources, gaps, and barriers.
 3. Conduct strategy sessions with City staff to gather multi-sector recommendations for Active Living Plan.
 4. Set goals, objectives, and targets to meet local priority needs.
 5. Create evaluation plan.
 6. Design user-friendly Active Living Plan document for the City and dissemination to community organizations. All documentation and final plan must be compiled into a report. The final product must be available in both written and electronic formats.

2.14. Deliverables

- One (1) written project design plan for developing vision, mission, goal, and objective statements including planning calendar and timelines listing meeting dates and expected completion dates for deliverables.
- Completion and documentation of at least three (3) planning sessions detailed in one (1) written Active Living Plan Report that clearly summarizes the project planning process and activities listed above. In addition, the report should include discussion on the development of the following:
 1. Planning calendar



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2. Mission and vision statements
 3. Strategies, goals, and objectives
 4. Recommendations for action
 5. Anticipated barriers to development and suggested strategies to minimize them
 6. Guidance on sustaining program activities and evaluation progress
- One (1) written Active Living Plan Document, as an appendix, that is user friendly in a visually appealing style. It should clearly describe mission, and vision, as well as priority strategies, goals, and objectives. In addition, the plan should include the following:
 1. Introduction and description of guiding principles.
 2. Recommendations from multiple community sectors as identified in the National Active Living Plan.
 - a. Business and Industry
 - b. Education, After School, Early Childhood
 - c. Healthcare
 - d. Mass Media
 - e. Parks, Recreation, Fitness, and Sports
 - f. Public Health
 - g. Transportation, Land Use, and Community Design
 - h. Volunteer and Non-Profit
 3. Engaging communities in implementation
 4. References
 5. Attachments



3. PROPOSAL FORMAT

Proposals shall be submitted in the following format with each element requested and/or form furnished as specified to facilitate evaluation of the proposals. The detailed requirements in this RFP are **mandatory**. **Respondents may consider combining or separating the items listed below for each auction type, if applicable. Maximum limit of 30 pages plus all required forms.**

FAILURE TO ADHERE TO THE REQUIRED FORMAT MAY BE CAUSE FOR REJECTION OF PROPOSAL.

To aid in the evaluation, all responses shall follow the same general format:

3.1. Table of Contents

Include a clear identification of the material by section and by page number.

3.2. Scope

Clearly describe the scope of the required services to be provided to ensure consistency with the City's needs.

3.3. Background Information and Organization Experience

Please provide information on the firm's background and experience in preparing Comprehensive Parks and Recreation Mater and Strategic Plans for public agencies. Be sure to include engagements involving communities that have characteristics similar to the City of San Angelo.

3.4. Approach in Providing Services

Based on the general requirements listed in this RFP document, please describe your overall approach, methodology, deliverables, and client meeting to be provided.

3.5. Staff Qualifications and Organization Experience

Please identify the key personnel that will be working on this project. This section should include resumes and/or information to expound on the proposed staff experience and qualifications.

3.6. Timeline

Provide a timeline for preparation and implementation of the Comprehensive Parks and Receptions Master and Strategic Plan and its components.

3.7. References

Please provide information in this section on references for similar services you have provided.

3.8. Proposed Cost

Provide a proposed project cost for services in an itemized work format. Express your proposed fee(s) as not-to-exceed amounts. Separate travel and related expenses (if applicable).

- Organization shall incur no travel or related expenses chargeable to the City without prior approval by an authorized City representative.
- The actual contract amount will be negotiated after the respondent has been selected and the scope of work finalized.

3.9. Additional Data or Services Offerings

Provide any additional information considered essential to this proposal and all other required forms.



4. SELECTION PROCESS

A selection committee will evaluate and rank the proposals in relation to the published selection criteria within 45 days after the opening.

The City reserves the right to negotiate the final fee schedule, prior to recommending any contract.

The City's process is as follows:

1. The City will evaluate and rank the proposals in relation to the published selection criteria within 45 days after the opening.
2. The City reserves the right to revise the proposal and then request "Best and Final Offers" from the top candidates following the initial evaluation.
3. The City then will select the proposal that offers the best value based on the published selection criteria and its ranking evaluation.
4. Following the selection, the contract negotiation process begins and the City will negotiate first with the highest ranked offer. At this stage, the City may discuss modifications to the proposed scope, time and price. Modifications are not required, and if they are discussed but not agreed to by the City and the respondent, a final contract may still be negotiated and agreed upon based on the original response to the RFP. If the two parties are unable to reach a final agreement, the City will inform that respondent in writing that negotiations are ended.
5. The City may then negotiate with the next ranked respondent. This continues in the order of the selection ranking until a contract is reached or all proposals are rejected.

The proposals will be evaluated based on the criteria and weighting detailed below.

Item	Criteria	Points
1	Firm's background and experience	30
2	Firm's approach and methodology	20
3	Firm's personnel assigned and related experience	10
4	Firm's proposed timeline	10
5	Firm's references	10
6	Firm's proposed fees	20
Total		100



5. NO BID REPLY

For PK-01-19 / San Angelo Comprehensive Parks and Recreation Master and Strategic Plan

If for any reason, you are not submitting a bid/proposal, please check one or more reasons below and return the form to us either by mail or by email to sapurch@cosatx.us in order to remain in our database for these types of products or services.

By providing us this information, we hope to improve future request packages that will elicit your participation.

===== # # # =====

PLEASE PRINT

We wish to: () Remain On
() Be Deleted From the list of vendors for the City of San Angelo.

A. We hereby submit a "No Bid" because:

- () 1. We are not interested in selling through the bid process.
() 2. We are unable to prepare the bid form in time to meet the due date.
() 3. We do not wish to bid under the terms and conditions of the Request for Bid/Proposal. OBJECTIONS:
() 4. We do not feel we can be competitive.
() 5. We cannot submit a bid because of the marketing or franchising policies of the manufacturing company.
() 6. We do not wish to sell to the City of San Angelo. OBJECTIONS:
() 7. We do not sell the items or provide the services requested.
() 8. Other:

Firm _____

Signed _____

Date _____

Thank you for your assistance!



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6. SUBMISSION FORMS

Copies

Submit: One (1) unbound original (binder clips acceptable, three (3) bound copies (binders, staples or binder clips are acceptable) and one (1) copy in PDF format on USB Flash Drive of all required RFP forms.

Please submit all forms in the following order:

- Contact Information Form (IRS Form W-9)
- Addenda Acknowledgment Form
- Disclosure of Certain Relationships Form
- Debarment and Suspension Certification
- Local Preference Consideration Application & Economic Impact Details
- Vendor Compliance With Reciprocity on Non-Resident Vendors
- List of References
- Rate/Fee Schedule
- Special Insurance Rider
- Verification Relating to Prohibited Contracts – Israel
- Draft Contract Cover
- Survey

*At council award, one original of the Texas Ethics Commission Interested Parties Disclosure Form 1295 completed online at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm will be required.

In submitting its proposal, respondent certifies that it has not lobbied the City or its officials, managers, employees, consultants, or contractors in such a manner as to influence or to attempt to influence the bidding process. In the event it reasonably appears that the respondent influenced or attempted to influence the bidding process, the City may, in its discretion, reject the proposal.

Submit all forms beyond this point.



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72 West College Avenue, San Angelo, Texas 76903
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Contact Information Form

Vendor Name: _____

**Authorized
Signature:** _____

Print Name: _____

Date: _____

Title: _____

Email: _____

Primary Contact: _____

Title: _____

Email: _____

Telephone: _____

Fax: _____

Mailing Address: _____

City, State, Zip: _____

Physical Address: _____

(Cannot be a PO Box)

City, State, Zip: _____

Attach IRS W-9



CITY OF SAN ANGELO
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72 West College Avenue, San Angelo, Texas 76903
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Addenda Acknowledgement

Receipt is hereby acknowledged of the following addenda to the Contract documents.

Addendum No. 1 dated _____	Received _____
Addendum No. 2 dated _____	Received _____
Addendum No. 3 dated _____	Received _____

Please Print

Company Name

Signature

Printed Name

Title

Address

City, State Zip Code



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Disclosure of Certain Relationships

NOTICE TO VENDORS

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local governmental entity make certain disclosures concerning any affiliation or business relationship that might cause a conflict of interest with the local governmental entity. The provisions of Chapter 176 and the Form CIQ questionnaire that you must complete, if applicable, to comply with this new law, are available and explained in more detail at the Texas Ethics Commission website at https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm.

A current list of City of San Angelo and City of San Angelo Development Corporation officers is available in the office of the City of San Angelo City Clerk, Room 201 of City Hall or on the City's website at <http://cosatx.us>. If you are considering doing business with the City of San Angelo or the City of San Angelo Development Corporation and have an affiliation or business relationship that requires you to submit a completed Form CIQ, it must be filed with the records administrator (City Clerk) of the City of San Angelo not later than the 7th business day after the date you become aware of facts that require the form to be filed. See Section 176.006, Texas Local Government Code. It is a Class C misdemeanor to violate this provision.

By submitting a response to a City of San Angelo or City of San Angelo Development Corporation Request for Bid proposals, Request for Bids, or Request for Qualifications or by conducting business with either of those two entities, you are representing that you are in compliance with the requirements of Chapter 176 of the Texas Local Government Code.


Purchasing Manager

LOCAL GOVERNMENT OFFICERS OF THE CITY OF SAN ANGELO
As defined by Chapter 176 of the Texas Local Government Code
(Revised 10/02/18)

For purposes of completion of the required Conflict of Interest Questionnaire for the City of San Angelo (required by all buyers who submit bids/proposals), Local Government Officers are:

City of San Angelo City Council:

Mayor: Brenda Gunter, Mayor
Councilmembers: Tommy Hiebert, SMD 1
Tom Thompson, SMD 2
Harry Thomas, SMD 3
Lucy Gonzales, SMD 4
Lane Carter, SMD5 (Mayor Pro Tem)
Billie DeWitt, SMD 6
City Manager: Daniel Valenzuela

Development Corporation officers are:

Todd R. Kolls, President
Bill Dendle, First Vice President
David Cummings, Second Vice President
John Edward Bariou, Jr., Director
Edward Carrasco, Director
Oscar Casillas, Director
Max Puello, Director
Director: Guy Andrews



CONFLICT OF INTEREST QUESTIONNAIRE
 For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

 Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 _____
 Signature of vendor doing business with the governmental entity

 Date



CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- ***
- (2) the vendor:
 - (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
 - (i) a contract between the local governmental entity and vendor has been executed;
 - or
 - (ii) the local governmental entity is considering entering into a contract with the vendor;
 - (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.



Debarment and Suspension Certification

- (1) The prospective primary vendor certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

- (2) Where the prospective primary vendor is unable to certify to any of the statements in this certification, such prospective primary vendor shall attach an explanation to this bid proposal.

Business Name _____

Date

By: _____
Name and Title of Authorized Representative

Signature of Authorized Representative



Debarment and Suspension Certification

INSTRUCTIONS

1. By signing and submitting this proposal, the prospective vendor is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective vendor shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the determination whether to enter into this transaction. However, failure of the prospective vendors to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the City of San Angelo determined to enter into this transaction. If it is later determined that the prospective vendor knowingly rendered an erroneous certification, in addition to other remedies available, the City of San Angelo may terminate this transaction for cause.
4. The prospective vendor shall provide immediate written notice to the City of San Angelo to which this proposal is submitted if at any time the prospective vendor learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "vendor," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549(13 CFR Part 145). You may contact the City of San Angelo for assistance in obtaining a copy of these regulations.
6. The prospective vendor agrees by submitting this proposal that, should the proposed transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the City of San Angelo.
7. The prospective vendor further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment and Suspension" provided by the City of San Angelo, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A vendor in a covered transaction may rely upon a certification of a prospective vendor in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A vendor may decide the method and frequency by which it determines the ineligibility of its principals. Each vendor may, but is not required to, check the Non-procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a vendor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a vendor in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the City of San Angelo, the City of San Angelo may terminate this transaction for cause.



Local Preference Consideration

Section 271.9051 of the Texas Local Government Code “CONSIDERATION OF LOCATION OF RESPONDENTS PRINCIPAL PLACE OF BUSINESS”:

In accordance with Section 271.9051 of the Texas Local Government Code, if a local government receives one or more competitive sealed bids from a bidder whose principal place of business is in the municipality and whose bid is within five (5%) percent of the lowest bid price received from a bidder who is not a resident of the municipality, on contracts less than \$500,000 and three percent (3%) on contracts over \$500,000.00 the municipality may enter into a contract with (a) the lowest bidder or (b) the bidder whose principal place of business is in the municipality if the governing body of the local government determines, in writing, that the local bidder offers the local government the best combination of contract price and additional economic development opportunities for the local government created by the contract award, including the employment of residents of the local government and increased tax revenues to the local government.

Local Preference Consideration DOES NOT apply to Construction Projects over \$100,000 or Telecommunication and Information Technology Bids/Purchases.

If you DO NOT have your principal place of business located within the City of San Angelo city limits – STOP – do not fill out this form.

This “Application for Local Preference Consideration” does *not* mean that the City of San Angelo is limiting responses to this request for bids/proposals to only those businesses located within the city limits. All bids/proposals are welcome.

Respondents who wish to qualify under the local preferences law must have their principal place of business located within the San Angelo city limits.

If your principal place of business is within the San Angelo city limits and you want to apply for local preference consideration, then you must:

1. Complete the **Local Preference Consideration Application, and**
2. ***Describe in writing and attach supporting documentation***, the additional economic development opportunities for the City of San Angelo that will be created if you are awarded this contract. Include the number of City of San Angelo residents that you will employ to complete this contract and the increased tax revenues that will be generated for the City of San Angelo if you are awarded this contract.



CITY OF SAN ANGELO
 PURCHASING DIVISION
 72 West College Avenue, San Angelo, Texas 76903
 Tel: (325) 657-4219

Local Preference Consideration Application

Business Name: _____

Physical Address: _____

Mailing Address: _____

City, State, Zip Code: _____

Business Type:

- Corporation – Indicate state of incorporation _____
- Partnership – Indicate “general” or “limited” _____
- Sole proprietorship _____

Attachments: *Describe in writing, and attach supporting documentation*, the additional economic development opportunities for the City of San Angelo that will be created if you are awarded this contract. Include the number of City of San Angelo residents that you will employ to complete this contract and the increased tax revenues that will be generated for the City of San Angelo if you are awarded this contract.

CERTIFICATION: I hereby certify under penalty of perjury that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above and if requested by the city will provide, within 10 days of notice, the necessary documents to substantiate the information provided.

(Please print)

 Authorized Representative Signature

 Printed Name

 Title

 Date

(Attach description and documentation of economic impact as outlined on previous page)



Vendor Compliance with Reciprocity on Non-Resident Vendors

Texas Government Code 2252.002 provides that, in order to be awarded a contract as low vendor, a non-resident vendor must bid projects for construction, improvements, supplies or services in Texas at an amount lower than the lowest Texas resident vendor by the same amount that a Texas resident vendor would be required to underbid a non-resident vendor in order to obtain a comparable contract in the state in which the non-resident’s principal place of business is located. A non-resident vendor is a contractor whose corporate offices or principal place of business is outside of the state of Texas. This requirement does not apply to a contract involving Federal funds. The appropriate blanks in Section A must be filled out by all out-of-state or non-resident vendors in order for your bid to meet specifications. The failure of out-of-state or non-resident contractors to do so will automatically disqualify that vendor. Resident vendors must check the blank in Section B.

- A. Non-resident Vendors in _____(give state), our principal place of business, are required to be _____ percent lower than resident vendors by state law. A copy of the statute is attached.

Non-resident Vendors in _____(give state), our principal place of business, are not required to underbid resident vendors.

- B. Our principal place of business or corporate offices are in the State of Texas: _____.

VENDOR:

(Please print)

 Company Name

 Signature

 Printed Name

 Title

 Address

 City, State Zip Code



List of References

List at least three (3) references of similar scope and size giving company name, contact information, and term.

Reference One

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

Reference Two

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

Reference Three

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____



CITY OF SAN ANGELO
PURCHASING DIVISION
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4219

Reference Four

Government/Company Name: _____
Location: _____
Contact Person and Title: _____
Telephone Number: _____
Scope of Work: _____
Contract Period: _____

Reference Five

Government/Company Name: _____
Location: _____
Contact Person and Title: _____
Telephone Number: _____
Scope of Work: _____
Contract Period: _____



Special Insurance Rider

1. **TYPES AND AMOUNTS OF INSURANCE REQUIRED.** Provider shall obtain and continuously maintain in effect at all times during the term hereof, at Provider’s sole expense, insurance coverage as follows with limits not less than those set forth below:

1.1 Commercial General Liability. This policy shall be an occurrence-type policy and shall protect Provider and additional insureds against all claims arising from bodily injury, sickness, disease or death of any person (other than Provider’s employees) and damage to property of City or others arising out of the act or omission of Provider or its agents and employees. This policy shall also include protection against claims for the contractual liability assumed by Provider under the paragraph of this Agreement entitled “Indemnification,” including completed operations, products liability, contractual coverage, broad form property coverage, explosion, collapse, underground, premises/operations, and independent Vendors (to remain in force for two years after final payment). Coverage limits shall not be less than:

\$2,000,000.00	General Aggregate
\$1,000,000.00	Products – Completed Operations
\$1,000,000.00	Personal & Advertising Injury
\$1,000,000.00	Each Occurrence
\$ 100,000.00	Fire Damage (any one fire)

1.2 Business Automobile Liability. This policy shall be written in comprehensive form and shall protect Provider and the additional insureds against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles and shall cover operation on and off the premises of all motor vehicles licensed for highway use, whether they are owned, non-owned or hired. Coverage shall be as follows:

\$ 1,000,000.00	Each Accident Limit
-----------------	---------------------

1.3 Workers’ Compensation and Employer’s Liability. If Provider hires any employees, Provider shall maintain Workers’ Compensation and Employer’s Liability insurance, which shall protect Provider against all claims under applicable state workers’ compensation laws and employer’s liability. The insured shall also be protected against claim for injury, disease or death of employees which for any reason, may not fall within the provisions of a workers’ compensation law. Coverage shall not be less than:

Statutory Amount	Workers’ Compensation
\$ 500,000.00	Employer’s Liability, Each Accident
\$ 500,000.00	Employer’s Liability, Disease - Each Employee
\$ 500,000.00	Employer’s Liability, Disease - Policy Limit

1.4 Professional Liability. This insurance shall include contractual liability and errors and omission in its coverage, and the coverage under this policy shall survive the term of this Agreement as long as any liability could be asserted. Limit of liability per claim shall not be less than:

\$2,000,000.00	Combined Single Limits
----------------	------------------------

If Provider uses contract labor, Provider shall require its sub-provider to maintain the above referenced coverage and furnish copies of certificates of insurance as required herein.



CITY OF SAN ANGELO
PURCHASING DIVISION
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4219

Vendor agrees to comply with City of San Angelo Special Insurance Rider requirements.

Date

By: _____
Name and Title of Authorized Representative

Signature of Authorized Representative



Verification Relating to Prohibited Contracts – Israel

City of San Angelo, Texas, RFQ PK-01-19

My name is _____, "Declarant";
(First) (Middle) (Last)

My date of birth is _____; and,

My address is _____, _____, _____
(Street) (City) (State)
_____, and _____
(Zip Code) (Country)

My position with _____, contracting company, is _____.
(contracting company) (office held)

(1) The foregoing named contracting Company does not now and will not during the term of this contract, have contracts with or provide supplies or services to, an entity or company known to have contracts with or to provide supplies or services to a foreign terroristic organization or with an entity or company identified as providing such on a list prepared and maintained by the Texas Comptroller pursuant to Subchapter "F", Sections 2252.151 et. seq., Chapter 2252 "Contracts with Governmental Entity" of the Texas Government Code; neither is contracting Company identified as an entity providing such supplies or services on said list.

(2) The foregoing named contracting Company does not boycott Israel; and will not boycott Israel during the term of the contract with the City of San Angelo.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of
(County)
_____, 20 _____.
(Month)

Declarant



CITY OF SAN ANGELO
PURCHASING DIVISION
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4219

Draft Contract Cover

Please review the included draft contract, redline and make changes to any terms you cannot abide by, and return with your submission.



Contract # _____

RFP No. PK-01-19

In consideration of the mutual covenants and promises herein contained, City of San Angelo and the below named Contractor agree as follows:

CITY OF SAN ANGELO/OWNER, Parks & Recreation
Director/Representative: Carl White, Director
702 S. Chadbourne
San Angelo, Texas, 76903
Telephone: 325-657-4279 EXT 1521
EMAIL: carl.white@cosatx.us

CONTRACTOR: _____
(If an entity other than individual, indicate whether Contractor is authorized by or registered as a foreign entity with the Texas Secretary of State to do business in Texas) Yes / No

Authorizing Officer/Agent: _____
EMAIL: _____
Address: _____

Telephone: _____

General Description of Project & Scope of Work:

Effective Date: This contract shall be effective from and after the _____ day of _____, 2019.

Date of City Council Authorization _____, 20__

Contract Time: Contractor agrees to substantially complete Work within _____ consecutive days after the date Work commences as established by the Notice to Proceed, except upon Change Order authorized under this contract or written amendment executed by the authorized representatives of the parties pursuant to authority of their governing bodies; or

The term of this contract shall be for a period of one (1) year, commencing on the “Effective Date” and automatically expiring on _____, 20__, subject to extension as may be provided for in the contract documents.



City shall have ___() option to extend the term hereof for a period of ___()__ each, subject to availability and appropriation of funds. City must notify Provider of its desire to exercise the option to extend the term hereof in writing ninety (90) calendar days prior to the expiration of this Agreement

Davis-Bacon Act or Texas Prevailing Wage Rate, Texas Gov. Code, Chap. 2258:

Davis-Bacon Act required payment of prevailing wages on federally funded or assisted construction projects

Applies / **Does Not Apply** to this contract.

Texas Government Code Chapter 2258 Prevailing Wage Rates

Applies / **Does Not Apply** to this contract.

Contract Price: Notwithstanding anything to the contrary in the contract documents, compensation due and payable by the City under this Contract shall not exceed;

- Base Price \$ _____,
- Schedule of Rates and Charges,**
- plus Alternate 1 \$ _____,
- plus Alternate 2 \$ _____,
- plus Alternate 3 \$ _____

for a total sum of _____ **AND NO/100 DOLLARS (\$),** except upon Change Order authorized under this contract or written amendment executed by the authorized representatives of the parties pursuant to authority of their governing bodies.

Contract Documents Adopted by Reference: The parties to this Contract adopt in their entirety by reference thereto each of the following contract documents indicated by checkmark, as if each document were set forth herein word for word and in its entirety:

RFP No. PK-01-19

ADDENDUM 1 to bid dated _____, 20__

ADDENDUM 2 to bid dated _____, 20__

ADDENDUM 3 to bid dated _____, 20__

City of San Angelo Standard Performance Contract Terms (effective April 16, 2018)*



City of San Angelo Standard Professional Services Contract Terms (effective April 16, 2018)*

City of San Angelo Special Contract Terms for Non-Professional Services Contracts (effective April 16, 2018)*

City of San Angelo Owner’s General Construction Conditions (effective April 16, 2018)*

Plans: _____
(Include engineering entity, date, part/phase and other identifying information)

Technical Specifications _____
(Include source, date, part/phase and other identifying information)

Contractor’s Response to RFP No. PK-01-19

Other: _____

* The terms and conditions in these referenced contract documents apply to the Contract to the exclusion of any other terms that the Contractor seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

Acknowledgement of Receipt of Contract Documents:

The foregoing identified Contract Documents excluding Contractor’s Response to request for bid or proposal are posted on the City’s website at <http://www.cosatx.us/departments-services/purchasing/bid-information>. Hard copies are available to the Contractor upon request addressed to the City of San Angelo, Purchasing Division, 72 W. College, San Angelo, Texas 76903; (325) 657-4219. BY THE EXECUTION HEREOF, CONTRACTOR REPRESENTS THAT CONTRACTOR HAS REVIEWED AND IS FAMILIAR WITH EACH OF THE CONTRACT DOCUMENTS, HAS SECURED HARD COPIES OF THE CONTRACT DOCUMENTS THAT CONTRACTOR DESIRES TO ACQUIRE, AND AGREES THAT IT IS THE INTENTION OF THE PARTIES THAT THE CONTRACT DOCUMENTS BE MADE A PART OF THIS AGREEMENT AS IF EACH WERE SET FORTH, VERBATIM IN THIS AGREEMENT.

The terms, provisions, specifications and conditions of RFP No. PK-01-19 and any other documents, conditions, specifications, technical data, drawings, requirements and addenda comprising said RFP shall prevail over any conflicting term, provision, specification or condition in Contractor’s Response.

Separately Executed Contract Documents: The following contract documents indicated by checkmark below are separately required to be executed by the Contractor as conditions precedent to City’s performance obligations under the contract:

Authorized Signature/Contact Information (with W-9)



- Addenda Acknowledgement
- Bid Security (based on base bid price)
- Performance & Payment Bonds (if applicable)
- “Conflict of Interest Questionnaire” Chapter 176 of the Texas Local Government Code
- Debarment and Suspension Certification
- Local Preference Consideration Application & Economic Impact Details
- Vendor Compliance with Reciprocity on Non-Resident Vendors
- Verification Relating to Prohibited Contracts – Israel
- Certificate of Insurance
- Special Insurance Rider
- Original of the Texas Ethics Commission Interested Parties Disclosure Form 1295 completed online at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm, with original submitted to City of San Angelo Purchasing Division.

Contractor Representations and Warranty: Contractor represents and warrants to City that it has not employed or retained any person or company employed by City to solicit or secure this Agreement and that it has not offered to pay, paid, or agreed to pay any person any fee, percentage, brokerage fee, or gift of any kind contingent upon or in connection with the award of this Agreement.

Authority to Execute: Each of the below named persons executing this contract hereby warrant and represent that he or she is properly authorized to execute the contract for purposes of legally binding the party on whose behalf the contract is executed.



CITY OF SAN ANGELO
 PURCHASING DIVISION
 72 West College Avenue, San Angelo, Texas 76903
 Tel: (325) 657-4219

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their respective duly authorized officials the day and year indicated below.

CONTRACTOR:

BY: _____
(Name and office held)

DATE: _____

EMAIL: _____

CITY OF SAN ANGELO:

By: _____
 Daniel Valenzuela, City Manager

ATTEST:

 Julia Antilley, City Clerk

DATE: _____
 (SEAL)

City Official Approvals:

APPROVED AS TO CONTENT:

APPROVED AS TO CONTENT:

 _____, Purchasing Manager

 _____, Director of

APPROVED AS TO RISK:

APPROVED AS TO FORM:

 Charles Hagen, Risk Manager

 Dan T. Saluri, Deputy City Attorney



CITY OF SAN ANGELO
PURCHASING DIVISION
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4219

Survey

How did you hear about this RFP?

- Newspaper
- Email
- Letter
- City Website
- Person: _____
- Other: _____