



# City of San Angelo

## REQUEST FOR PROPOSALS

---

**RFP FS-05-20 • Fleet Services Department**  
*Equipment Leasing*

**SUBMITTAL DEADLINE: October 1, 2020 / 2:30 PM, LOCAL TIME**

CITY OF SAN ANGELO • PURCHASING DIVISION • 72 WEST COLLEGE AVENUE • SAN ANGELO, TEXAS 76903



## TABLE OF CONTENTS

<b>1. INVITATION .....</b>	<b>4</b>
1.1 General.....	4
1.2 Confidentiality.....	4
1.3 Document Availability .....	4
1.4 Digital Format .....	4
1.5 Insurance and Indemnification Requirements.....	4
1.6 Interpretations .....	4
1.7 Required Response .....	4
1.8 Deadline and Delivery Location .....	4
1.9 Copies .....	5
1.10 Delivery Address .....	5
1.11 Addenda .....	5
1.12 Award of Contract .....	5
1.13 Acceptance of Proposal Content.....	5
1.14 Equal Employment Opportunity .....	5
1.15 Proposal Term.....	5
1.16 Points of Contact.....	5
<b>2. INSTRUCTIONS TO RESPONDENTS.....</b>	<b>6</b>
2.1 Corrections, Additions, or Deletions.....	6
2.2 Examinations of RFP Documents .....	6
2.3 Taxes.....	6
2.4 Authorized Signature.....	6
2.5 Modification or Withdrawal of Proposals .....	6
2.6 Restrictions on Communication .....	6
2.7 Disqualification .....	7
2.8 Reservations .....	7
2.9 Acceptance.....	7
2.10 Order Placement .....	7
2.11 Invoices and Payment.....	7
2.12 Gratuities .....	8
2.13 Termination .....	8
2.14 Force Majeure .....	8
2.15 Assignment – Delegation .....	8
2.16 Waiver .....	8
2.17 Modifications .....	8
2.18 Interpretation – Parol Evidence.....	8
2.19 Applicable Law .....	8
2.20 Advertising.....	8
2.21 Right to Assurance.....	9
2.22 Equal Employment Opportunity .....	9
2.23 Conflict of Interest .....	9
2.24 Certificate of Interested Parties (Form 1295).....	9
2.25 Taxes and Permits .....	10
2.26 Examination of Contract Documents .....	10
2.27 Legal Venue .....	10
2.28 Funds - Price.....	10
<b>3. SCOPE OF SERVICES REQUESTED.....</b>	<b>11</b>
3.1 Specifications .....	11
<b>4. RFP SUBMISSION FORMAT.....</b>	<b>13</b>
4.1 Cover Page .....	13
4.2 Table of Contents.....	13
4.3 Letter of Transmittal .....	13



4.4	Scope Section .....	13
4.5	Contract Example.....	13
4.6	Firm Experience and References.....	13
4.7	Additional Data .....	14
4.8	Required Forms (Please submit all required forms per “Submission Form” Instructions.) .....	14
<b>5.</b>	<b>SELECTION PROCESS .....</b>	<b>15</b>
<b>6.</b>	<b>NO BID REPLY.....</b>	<b>16</b>
<b>7.</b>	<b>REQUIRED SUBMISSION FORMS .....</b>	<b>17</b>
	Contact Information .....	18
	Addenda Acknowledgement.....	19
	Disclosure of Certain Relationships .....	20
	Conflict of Interest Questionnaire .....	21
	Conflict of Interest Questionnaire Instructions .....	22
	Debarment and Suspension Certification Instructions .....	23
	Debarment and Suspension Certification.....	24
	Local Preference Consideration Instructions .....	25
	Local Preference Consideration Application .....	26
	Vendor Compliance with Reciprocity on Non-Resident Vendors .....	27
	List of References.....	28
	Special Insurance Rider .....	30
	Verification Relation to Prohibited Contracts – Israel.....	33
	Certification for Contracts, Grants, Loans, and Cooperative Agreements .....	34



# 1. INVITATION

## 1.1 General

It is the intent of the City of San Angelo is to receive proposals for the financing of equipment to be used by the City. The finance terms should be in accordance with the outlined guidelines below. More than one option may be submitted, and each proposed option must be listed on the enclosed Proposal Submittal Form.

## 1.2 Confidentiality

All submissions shall remain confidential. After award, submissions 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.

## 1.3 Document Availability

Proposal Documents are available in the Purchasing Division or may be downloaded from the City's website at [www.cosatx.us/bids](http://www.cosatx.us/bids). To locate the documents on the website, go to:

**Bid Information > RFP: FS-05-20 / Equipment Leasing**

## 1.4 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.

## 1.5 Insurance and Indemnification Requirements

Insurance and indemnification requirements applicable to this project are detailed within the Special Insurance Rider and/or the draft project agreement included with this solicitation package. Please review the insurance and indemnification requirements with your insurance agent prior to submission.

## 1.6 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](mailto: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.

## 1.7 Required Response

The City requires a response to any Request for Proposal (RFP) notifications sent 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.

## 1.8 Deadline and Delivery Location

Sealed RFP submittals must be received no later than **October 1, 2020 at 2:30 p.m., Local Time**. The time recorded at [www.time.gov](http://www.time.gov) will serve as the official record of time. Proposals received after the bidding deadline, regardless of the mode of delivery, will 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 the method chosen by the firm for delivery.**

**Faxed or electronically submitted proposals will not be accepted.**

### **1.9 Copies**

Submit: One (1) unbound original (binder clips are acceptable), two (2) bound copies (binders, staples or binder clips are acceptable), and one (1) copy in PDF format on USB Flash Drive of entire submission including required RFP forms. **Please clearly indicate which is the original copy.**

### **1.10 Delivery Address**

City of San Angelo  
Purchasing Division, RFP: FS-05-20  
72 West College Avenue, Suite 310  
San Angelo, Texas 76903

**Mark Sealed Envelope: RFP: FS-05-20 / Equipment Leasing**

### **1.11 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.

### **1.12 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.

### **1.13 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.

### **1.14 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.

### **1.15 Proposal Term**

The proposal term is outlined in the attached "Draft Contract Cover."

### **1.16 Points of Contact**

**Nolan Sosa, Manager**  
Purchasing Division  
City of San Angelo  
72 W. College Ave.  
San Angelo, Texas 76903  
sapurch@cosatx.us  
(325) 657-4219

**Ryan Kramer, Superintendent**  
Fleet Services  
City of San Angelo  
72 W. College Ave.  
San Angelo, Texas 76903



## 2. INSTRUCTIONS TO RESPONDENTS

### 2.1 Corrections, Additions, or Deletions

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

### 2.2 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.

### 2.3 Taxes

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

### 2.4 Authorized Signature

Proposals must show vendor name, address, and be manually signed. The originals must include the copy with the manual signatures. 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.

### 2.5 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.

### 2.6 Restrictions on Communication

Respondents shall not communicate with: 1) elected City officials, City staff, or contracted agents of the City regarding the RFP from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City officials/employees/agents 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 and from opportunities to bid on future projects.

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. Submission of questions to any other party prior to award may result in the disqualification of a respondent from bidding on this project as well as future projects for the City.

It is required that all questions be sent by email to [sapurch@cosatx.us](mailto: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 <https://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.

1. 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.



2. 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 must submit a written request no later than five (5) calendar days from the date the letter was sent. Failure to submit a letter in writing to the Purchasing office prior to the end of the fifth day shall be at the risk of the respondent. 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.

## 2.7 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 response is deemed non-conformant/non-responsive to the criteria/instructions highlighted herein.
- D. The respondent is debarred, suspended, terminated, or otherwise excluded from or ineligible covered transactions by any federal, state, or local government entity or agency.
- E. The proposal is not received by the proposal submittal deadline; or,
- F. The proposal is not executed by a person authorized to enter into a contract binding on the respondent.

## 2.8 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.

## 2.9 Acceptance

Acceptance of respondent's qualifications 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.

## 2.10 Order Placement

*No work shall be ordered without a Purchase Order and all invoices must reference the Purchase Order number.* City's obligation is payable only and solely from funds available for the purpose of this purchase. Lack of funds shall render this contract null and void to the extent funds are not available and any delivered but unpaid for goods will be returned to vendor by City. Accepting orders without a Purchase Order number shall be at the risk of the vendor.

## 2.11 Invoices and Payment

Consultant will submit itemized invoices for all services rendered pursuant to this Request for Proposals. Invoices will bear the name of the firm and will be addressed to the appropriate City Point of Contact, Contract Number (FS-05-20), and Purchase Order number. Invoices will be in itemized format and provide sufficient detail that demonstrates work performed.

Payment may be withheld by City, at the discretion of the City, to vendor until all required documents pertaining to the incurred charges are provided to the authorized City representative.





## **2.12 Gratuities**

The City may, by written notice to the vendor, cancel this contract without liability to vendor if it is determined by the City that gratuities were offered from an agent or representative of the vendor to any officer or employee of the City with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations in respect to the performing of such contract. In the event this contract is canceled by City, remedies to recover or withhold the amount of the cost shall be incurred by vendor in providing such gratuities.

## **2.13 Termination**

Performance under this contract may be terminated in whole, or in part by the City in accordance with this provision. Termination performance hereunder shall be affected by the delivery to vendor of a "Notice of Termination" specifying the extent to which performance under this contract is terminated and the date upon which such termination becomes effective.

## **2.14 Force Majeure**

Neither party shall be held responsible for losses resulting if the fulfillment of any terms or provisions of this contract is delayed or prevented by any cause not within the control of the party whose performance is interfered with, which by the exercise of reasonable diligence said party is unable to prevent.

## **2.15 Assignment – Delegation**

No right or interest in the contract shall be assigned nor shall any delegation of any obligation made by vendor be valid without the written permission of the City. Any attempted assignment or delegation by vendor shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

## **2.16 Waiver**

No claim or right arising out of a breach of this contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.

## **2.17 Modifications**

This contract can be modified or rescinded only in writing signed by both of the parties or their duly authorized agents.

## **2.18 Interpretation – Parol Evidence**

This writing is intended by the parties as a final expression of their agreement and is intended as a complete agreement for dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this agreement. Acceptance or acquiescence in a course of performance rendered under this agreement shall not be relevant to determine the meaning of this agreement even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in the agreement, the definition contained in the Code is to control.

## **2.19 Applicable Law**

This agreement is subject to all applicable federal and state laws, statutes, codes, rules and regulations, and local ordinances, rules, and regulations. This agreement is also subject to the Uniform Commercial Code. Whenever the term "Uniform Commercial Code" is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this agreement.

## **2.20 Advertising**

Vendor shall not advertise or publish, without City's prior consent, the fact that City has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state, or local government.





## 2.21 Right to Assurance

Whenever one party to this contract in good faith has reason to question the other party's intent to perform, they may demand that the other party give written assurance of its intent to perform. If a demand is made, and no assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.

## 2.22 Equal Employment Opportunity

Vendor agrees that during the performance of its contract it will:

- Treat all applicants and employees without discrimination as to race, color, religion, sex, national origin, marital status, age, or handicap.
- Identify itself as an Equal Opportunity Employer in all help wanted advertising or request. The vendor shall be advised of any complaints filed with the City alleging that vendor is not an Equal Opportunity Employer. The City reserves the right to consider its reports from its human relations administrator in response to such complaints in determining whether or not to terminate any portion of this contract for which Purchase Orders or authorities to deliver have not been included; however, the vendor is specifically advised that no Equal Opportunity Employment complaint will be the basis for cancellation of this contract for which a Purchase Order has been issued or authority to deliver granted.

All vendors must be Equal Opportunity Employers. Disadvantaged and minority vendors are encouraged to participate.

## 2.23 Conflict of Interest

Vendor agrees to comply with the conflict of interest provisions of the City of San Angelo Charter and Code of Ordinances. Vendor agrees to maintain current, updated disclosure of information on file with the City Clerk throughout the term of the contract.

Chapter 176 of the Texas Local Government Code requires a vendor who enters or seeks to enter into a contract for the sale or purchase of real property, goods, or services with a local governmental entity or local government officer thereof to file a conflict of interests' disclosure questionnaire with the governmental entity prescribed.

**A Conflict of Interest Questionnaire Form (CIQ) – included in the bid forms - must be submitted no later than the seventh (7th) business day after the date the vendor begins discussion, negotiation, applies or responds to a request for proposal or bids, or correspondence in writing related to a potential contract with the local governmental entity.**

## 2.24 Certificate of Interested Parties (Form 1295)

In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered on or after January 1, 2016.

Filing Process:

On January 1, 2016, the ethics commission made available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.



Information regarding how to use the filing application and the application are both available at [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm). Instructional videos are available under the heading Instructional Videos for Business Entities.

**The Form 1295 must be received, signed and original, within thirty (30) days of Council award or the contract may be voided.**

## **2.25 Taxes and Permits**

Attention is directed to the requirements of the General Conditions regarding payment of taxes and obtaining permits. All taxes that are lawfully assessed against the City or the selected vendor in connection with the work shall be paid by the vendor. The bid prices shall include all such taxes and the costs of all required permits. The City is exempt from State Sales Tax and Federal Excise Tax.

## **2.26 Examination of Contract Documents**

Each vendor shall thoroughly examine and be familiar with this document, specifications, etc. The submission of a bid shall constitute an acknowledgment that the vendor has thoroughly examined and is familiar with all solicitation and contract documents. The failure or neglect of a vendor to receive or examine any of the solicitation or contract documents shall in no way relieve them from any obligations with respect to their submission or to any resulting contract. No claim for extra or additional compensation will be allowed based upon a lack of knowledge of any contract document, and the City will in no case be responsible for any loss or for unanticipated costs that may be suffered by the selected vendor as a result of conditions pertaining to the work.

## **2.27 Legal Venue**

Tom Green County, Texas

## **2.28 Funds - Price**

Following negotiations, the vendor will establish a price agreement with the City. The work will be selected based on availability of funds.



### 3. SCOPE OF SERVICES REQUESTED

#### 3.1 Specifications

Financing proposals shall be returned in accordance to or as close to possible to the guidelines outlined below. All documents submitted must be whole and complete.

The City is considering equipment financing as an option in lieu of purchasing. In determining the financing terms and amounts, the following requirements should be considered:

- The City will entertain financing options for equipment. This option will include payments of principal plus interest on the purchase price of the vehicle or equipment.
- Finance rate will be the interest percentage rate the City will be charged during the term of the program.
- In drafting the financing contract, each unit will be defined as its own entity within the Agreement. This stipulation is for the purpose of allowing individual units to be removed from the Agreement via payoff of principal plus accrued interest as deemed appropriate by the City.
- Payment is to be scheduled on an annual basis with the first payment made in accordance with the terms of the Invoicing and Payments Section of this document.
- Proposals should include both traditional Pre-Payments as well as an option for Payment-in-Arrears.
- Proposals should include a format for an end-of-term Balloon Pay-off lease and the option of a Dollar Buyback lease.
- Contract(s) will be submitted, prior to the transaction, for review by the City's legal department. The final agreement will then be signed by the appropriate representatives.
- Financing length and rates may be variable for each piece of equipment financed. Upon financing, all financing rates and payments must be fixed for the duration of the term.
- There shall be no penalties or fees associated with paying in full, any portion of the lease, before the lease term has concluded.
- Each proposal shall include an example of each financing offer proposed based on the theoretical purchase and funding of a Wheel Loader at a purchase price of \$200,000. Examples must include financing for five, seven, and ten years.
- Proposals and included terms and rates shall be expected to remain valid for 90 days from contract date awarded by City Council. Proposals shall also include an expiration date of the proposal if applicable.

#### 3.1.1 Location

- The financed property will be located, housed, and used primarily within the City limits.
- The financed property will remain in the possession of the City for the duration of the finance term and will not be lent, rented, or given for use to any entity other than other City departments.

#### 3.1.2 Anticipated Equipment Purchases

The chart below indicates budgetary purchase prices, estimated equipment types, and estimated quantities that are anticipated to be included on this lease. The City does not expect or confirm the information below to be final; these numbers are solely budgetary figures.

<b>Machine Type</b>	<b>Estimated Quantity</b>	<b>Estimated Total Cost</b>	
		<b>Low</b>	<b>High</b>
Backhoe	19	\$950,000	\$1,520,000
Wheel Loader 1	4	\$500,000	\$650,000
Wheel Loader 2	1	\$170,000	\$250,000
Excavator	1	\$200,000	\$300,000
Motor Grader 1	1	\$275,000	\$350,000
Motor Grader 2	1	\$300,000	\$400,000
Compact Track Loader	2	\$130,000	\$180,000



**CITY OF SAN ANGELO, TEXAS**

PURCHASING DIVISION

72 West College Avenue, San Angelo, Texas 76903  
325.657.4219 • sapurch@cosatx.us

Skid Steer	3	\$180,000	\$225,000
Mini Skid Steer	2	\$35,000	\$50,000
Compact Excavator	1	\$30,000	\$45,000
Compactor	1	\$120,000	\$175,000



## 4. RFP SUBMISSION FORMAT

Qualifications 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**.

### **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. Proposals shall not exceed thirty-five (35) pages total (excluding required forms and/or supplemental information such as proof of insurance, letters delegating signatory authority, etc.).

#### **4.1 Cover Page**

Show the subject, the name of your firm, address, telephone number(s), name of contact person, and date. Clearly indicate "RFP: FS-05-20 Equipment Leasing" on this page.

#### **4.2 Table of Contents**

Include a clear identification of services by section and by page number.

#### **4.3 Letter of Transmittal**

A letter of transmittal must be submitted with a Respondent's proposal. The letter must include:

- a. A statement of the respondent's understanding of the services required by the Request for Proposal and attached specifications.
- b. A statement that the Respondent can and will furnish the required services in full compliance to the terms, conditions and specifications set forth in this RFP within the designated time frames.
- c. A statement of the Respondent's status (i.e. corporation, partnership, other), and its affiliation with any other corporation or firm along with the names of the person(s) authorized to make representations on behalf of the Respondent, binding the firm to a contract.
- d. Each respondent may include a maximum of four (4) pages of information not included in the above that may be useful and applicable to this project.

#### **4.4 Scope Section**

Clearly describe the scope of the required services to be provided. Each Respondent should include a detailed explanation of their intention and ability to satisfy the needs as described in this Request for Proposals.

#### **4.5 Contract Example**

All respondents must include in their proposals a sample of the proposed contracts for review by the appropriate City contracting officials.

- Please provide proprietary documents here to include financing terms, rates, conditions, examples, expirations, etc.
- There shall be a non-appropriations clause for all equipment.

#### **4.6 Firm Experience and References**

Please provide information in this section to demonstrate experience, responsiveness, a high level of customer service, and documented results, to include at a minimum:

- Using the References form provided in the **Required Submission Forms**, Respondents shall list references from at least three comparable Texas Governmental clients. For each Reference, include the government or company name, location, contact person and title, telephone number, scope of work, and contract period.



**4.7 Additional Data**

- Provide any additional information considered essential to this proposal and all other required forms.
- List any additional services that your firm provides that might supplement the service offerings requested by City in this solicitation.

**4.8 Required Forms (Please submit all required forms per “Submission Form” Instructions.)**

Complete all required forms specified in “Submission Forms.”

**FAILURE/REFUSAL TO ADHERE TO THE REQUIREMENTS IN “SUBMISSION FORMS” MAY RESULT IN THE REJECTION OF YOUR SUBMISSION AS NON-CONFORMANT.**



## 5. SELECTION PROCESS

A selection committee will evaluate and rank the proposals in relation to the published selection criteria within 60 days after the opening.

The City reserves the right to negotiate and execute the final scope and fee schedule on an “as needed” when called for basis for numerous separate task orders for projects requiring Professional Services The City also reserves the right to negotiate and execute agreements with multiple qualified vendors as described in the “General” information section of this solicitation document.

The City’s process is as follows:

1. The City will evaluate and rank the proposals in relation to the published selection criteria within sixty (60) 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 will then select the proposal that offers the best value based on the published selection criteria and its ranking evaluation.
4. Following the selection process, 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. If modifications are discussed but not mutually agreed upon, a final contract may still be negotiated and mutually agreed upon based on the original response to the RFP. If the two parties are unable to reach a final agreement, the City will notify that respondent in writing that formal negotiations are ended.
5. The City may then negotiate with the next ranked respondent. This process continues in the order of the selection ranking until a final contract is reached or all proposals are rejected.
6. The City reserves the right to reject all proposals and procure goods/services through alternative means.

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

Item	Criteria	Points
1	<b>Financial Benefit</b> Financial Benefit – overall cost benefit for the City of the proposal as compared to other finance options, opportunity costs, and operating budget impacts	40
2	<b>Experience</b> Experience – respondents overall experience of past leases of this type.	30
3	<b>Adherence to Specifications</b> Adherence to Specifications – requested aspects for a lease in place.	30
<b>Total</b>		<b>100</b>





## 6. NO BID REPLY

### FOR RFP: FS-05-20 / EQUIPMENT LEASING

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](mailto: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.

WE WISH TO \_\_\_\_ THE LIST OF VENDORS FOR THE CITY OF SAN ANGELO:

- Remain On**
- Be Deleted From**

WE HEREBY SUBMIT A "NO BID" BECAUSE:

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

FEEDBACK/OBJECTIONS: \_\_\_\_\_

**AUTHORIZED AGENT • PLEASE PRINT**

<b>COMPANY</b>	
<b>NAME</b>	<b>TITLE</b>
<b>SIGNATURE</b>	<b>DATE</b>

THANK YOU FOR YOUR ASSISTANCE!



## 7. REQUIRED SUBMISSION FORMS

### Submit:

- One (1) unbound original (binder clips are acceptable)  
**Please clearly indicate the original as such.**
- Two (2) bound copies (binders, staples or binder clips are acceptable)
- One (1) copy in PDF format on USB Flash Drive of submission including all required RFP forms.

**Failure to submit required forms may result in the rejection of your submission.**

### Please submit all forms in the following order:

- Response to RFP: FS-05-20- EQUIPMENT LEASING
- 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 (Copied from Response to RFP: FS-05-20)
- Special Insurance Rider
  - Certificate of Insurance (ACCORD 25 FORM)
- Verification Relating to Prohibited Contracts – Israel
- Certification for Contracts, Grants, Loans, and Cooperative Agreements
- Vendor Sample Contract Documents

### 1295 Form Requirement

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](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm) will be required within thirty (30) days following the date of Council action. Failure to submit the original Form 1295 to Purchasing within the prescribed time limit may result in loss of contract(s).

### Anti-Lobbying Agreement

In submitting its proposal, respondent certifies that it has not lobbied the City or its officials, managers, employees, consultants, or Consultants 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



## Contact Information

### AUTHORIZED AGENT • PLEASE PRINT

An Authorized Agent is an individual authorized to bind an entity into a contract. This may include a Principal Officer or another individual who has been granted this authority in writing. City reserves the right to request verification of an individual's authority to contract on behalf of their entity.

<b>NAME</b>	
<b>TITLE</b>	<b>E-MAIL</b>
<b>SIGNATURE</b>	<b>DATE</b>

### PRIMARY CONTACT • PLEASE PRINT

If different from above.

<b>NAME</b>	
<b>TITLE</b>	<b>E-MAIL</b>
<b>SIGNATURE</b>	<b>DATE</b>

### VENDOR DETAILS • PLEASE PRINT

<b>VENDOR NAME</b>	
<b>PHONE</b>	<b>FAX</b>
<b>WEBSITE</b>	
<b>MAILING ADDRESS</b>	
<b>CITY / STATE / ZIP</b>	
<b>PHYSICAL ADDRESS (NO PO BOXES)</b>	
<b>CITY / STATE / ZIP</b>	

**ATTACH IRS W-9**



## Addenda Acknowledgement

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

<b>ADDENDUM NO. 1 DATED</b>	_____	<b>RECEIVED</b>	_____
<b>ADDENDUM NO. 2 DATED</b>	_____	<b>RECEIVED</b>	_____
<b>ADDENDUM NO. 3 DATED</b>	_____	<b>RECEIVED</b>	_____

### AUTHORIZED AGENT • PLEASE PRINT

<b>COMPANY NAME</b>	<b>ADDRESS</b>
<b>CITY/STATE</b>	<b>ZIP</b>
<b>NAME</b>	<b>TITLE</b>
<b>SIGNATURE</b>	<b>DATE</b>



# 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](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 7<sup>th</sup> 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.

Nolan A. Sosa  
 Purchasing Manager

### LOCAL GOVERNMENT OFFICERS OF THE CITY OF SAN ANGELO

Local Government Officers of the City of San Angelo as defined by Chapter 176 of the Texas Local Government Code (Revised 03/10/2020)

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 (Mayor Pro Tempore)
- Lucy Gonzales, SMD 4
- Lane Carter, SMD 5
- Billie DeWitt, SMD 6

City Manager: Daniel Valenzuela

**Development Corporation Officers:**

- Todd R. Kolls, President
- Bill Dendle, First Vice President
- David Cummings, Second Vice President
- Edward Carrasco, Director
- Garland Freeze, Director
- Max Puello, Director
- Erika Lara, Director

Executive Director: Guy Andrews



## Conflict of Interest Questionnaire

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>		<b>FORM CIQ</b>
<b>For vendor doing business with local governmental entity</b>		
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>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).</p> <p>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.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<b>OFFICE USE ONLY</b>	
<p><b>1 Name of vendor who has a business relationship with local governmental entity.</b></p>	<p>Date Received</p>	
<p><b>2</b> <input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b> (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.)</p>		
<p><b>3 Name of local government officer about whom the information is being disclosed.</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p><b>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.</b></p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>		
<p><b>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.</b></p>		
<p><b>6</b> <input type="checkbox"/> <b>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).</b></p>		
<p><b>7</b></p> <p style="text-align: center;">_____ Signature of vendor doing business with the governmental entity</p> <p style="text-align: right; margin-right: 100px;">_____ Date</p>		

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 11/30/2015

**PLEASE NOTE: If you do not have any Conflict of Interest(s) to report, please write "N/A" in Box 1 and complete Box 7 with signature and date.**





## Conflict of Interest Questionnaire Instructions

### 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 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.



## 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.

**AUTHORIZED AGENT • PLEASE PRINT**

<b>VENDOR</b>	
<b>NAME</b>	<b>TITLE</b>
<b>SIGNATURE</b>	<b>DATE</b>



## Local Preference Consideration Instructions

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.



# Local Preference Consideration Application

**Vendor Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Vendor 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 vendor set out above and if requested by the city will provide, within 10 days of notice, the necessary documents to substantiate the information provided.

**AUTHORIZED AGENT • PLEASE PRINT**

<b>VENDOR</b>	
<b>NAME</b>	<b>TITLE</b>
<b>SIGNATURE</b>	<b>DATE</b>



## 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 Consultant 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 for your submission to meet specifications. The failure of out-of-state or non-resident Consultants to do so will automatically disqualify that vendor. **Texas resident vendors must check the blank in Section B.**

### A. NON-RESIDENT (OUTSIDE OF TEXAS)

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. TEXAS RESIDENT

Our principal place of business or corporate offices are in the State of Texas: \_\_\_\_\_. (Mark a “check” in the blank if this applies.)

#### AUTHORIZED AGENT • PLEASE PRINT

<b>VENDOR NAME</b>	<b>ADDRESS</b>
<b>CITY/STATE</b>	<b>ZIP</b>
<b>NAME</b>	<b>TITLE</b>
<b>SIGNATURE</b>	<b>DATE</b>



## List of References

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

<b>1</b>	Government or Company Name	
	Location	
	Contact Person and Title	
	Telephone Number	
	Scope of Work	
	Contract Period	

<b>2</b>	Government or Company Name	
	Location	
	Contact Person and Title	
	Telephone Number	
	Scope of Work	
	Contract Period	

<b>3</b>	Government or Company Name	
	Location	
	Contact Person and Title	
	Telephone Number	
	Scope of Work	
	Contract Period	



<b>4</b>	Government or Company Name	
	Location	
	Contact Person and Title	
	Telephone Number	
	Scope of Work	
	Contract Period	

<b>5</b>	Government or Company Name	
	Location	
	Contact Person and Title	
	Telephone Number	
	Scope of Work	
	Contract Period	

<b>6</b>	Government or Company Name	
	Location	
	Contact Person and Title	
	Telephone Number	
	Scope of Work	
	Contract Period	





## Special Insurance Rider

The City of San Angelo requires Consultants doing business with the City to provide and continuously maintain in effect at all times during the contract term insurance coverages as indicated on this Special Insurance Rider. Prior to commencement of Work, Consultant shall provide the City’s Risk Management Office with a Certificate of Insurance on ACCORD 25 Form that confirms that Consultant has insurance coverages in compliance with the City’s minimum insurance requirements set forth herein.

### 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:

**MINIMUM LIMIT(S):**

\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury
\$2,000,000	General Aggregate
\$1,000,000	Products/Completed Operations Aggregate
\$100,000	Fire Damage

### Business Auto 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:

**MINIMUM LIMIT(S):**

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

### 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:

**MINIMUM LIMIT(S):**

\$500,000	Employer’s Liability, Each Accident
\$500,000	Employer’s Liability, Disease – Each Employee
\$500,000	Employer’s Liability, Disease – Policy Limit

### Professional Liability

This insurance shall include contractual liability 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:

**MINIMUM LIMIT(S):**

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



**Environmental/Pollution Liability**

This insurance shall include contractual liability 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:

**MINIMUM LIMIT(S):**

\$2,000,000 Combined Single Limits

**Cyber Liability**

This policy shall be an occurrence-type policy and shall protect provider and additional insured against all claims arising from cyber-attacks against the insured, members of the public, and the City. Coverage shall not be less than:

**MINIMUM LIMIT(S):**

\$5,000,000	Privacy Notification and Crisis Management Expense
\$5,000,000	Information Security and Privacy Liability
\$5,000,000	Regulatory Defense and Penalties
\$5,000,000	Payment Card Industry Fines and Assessments
\$5,000,000	Website Media
\$5,000,000	Business Interruption
\$5,000,000	Extra Expense
\$5,000,000	Data Assets Coverage
\$5,000,000	Cyber-Extortion
\$5,000,000	Computer Fraud
\$5,000,000	Funds Transfer Fraud
\$5,000,000	Social Engineering/ Fraudulent Instruction Coverage

**Builder’s Risk (All-Risk)**

This insurance shall include contractual liability 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:

**MINIMUM LIMIT(S):**

\$2,000,000 Combined Single Limits

**Liquor Liability**



**CITY OF SAN ANGELO, TEXAS**

**PURCHASING DIVISION**

72 West College Avenue, San Angelo, Texas 76903  
325.657.4219 • sapurch@cosatx.us

The certificate of insurance shall indicate that the City of San Angelo is provided by endorsement a Waiver of Subrogation in favor of the City on all policies.

All insurance policies required herein shall be drawn in the name of Consultant with the City of San Angelo as an additional insured to include its employees, agents, and Council persons by endorsement on all policies except workers compensation.

Upon request of the City of San Angelo, Consultant shall produce copies of insurance policies and/or endorsements that reflect the required insurance coverages and endorsements.

**Certificate Holder:**

**City of San Angelo, Texas  
72 W. College Avenue  
San Angelo, Texas 76903**

Written contracts will contain more detailed information regarding insurance requirements.

**Bonds are required for contracts that meet the following guidelines:**

- Contract in excess of \$100,000 requires a Performance Bond
- Contract in excess of \$50,000 requires a Payment Bond

The Bond must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1, Vernon's Texas Insurance Code) per Texas Government Code Sec. 2253.021 and must be payable to the City of San Angelo, Texas.

Please provide your agent or broker with a copy of these requirements.

If you have any questions concerning compliance with the City's minimum insurance requirements, please call the Risk Management Division at 325-657-4359.

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

**CONSULTANT**

**AUTHORIZED AGENT • PLEASE PRINT**

<b>VENDOR</b>	
<b>NAME</b>	<b>TITLE</b>
<b>SIGNATURE</b>	<b>DATE</b>



## Verification Relation to Prohibited Contracts – Israel

CITY OF SAN ANGELO, TEXAS, RFP FS-05-20

My name is \_\_\_\_\_ “Declarant”;  
FIRST MIDDLE LAST

My date of birth is \_\_\_\_\_ ; and,  
BIRTHDAY

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  
COUNTY OFFICE HELD

\_\_\_\_\_ day of \_\_\_\_\_ , 20 \_\_\_\_\_  
DAY MONTH YEAR

\_\_\_\_\_  
DECLARANT SIGNATURE



## **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

**CONTRACTOR**  
**AUTHORIZED AGENT • PLEASE PRINT**

<b>VENDOR</b>	
<b>NAME</b>	<b>TITLE</b>
<b>SIGNATURE</b>	<b>DATE</b>