



GENERAL INFORMATION

CITY OF ALLEN, TEXAS  
PROPOSALS WILL BE ACCEPTED IN THE OFFICE OF THE PURCHASING MANAGER

**REQUEST FOR PROPOSAL  
2020-6-101  
PURCHASE AND INSTALLATION OF VEHICLE SAFETY EQUIPMENT & ACCESSORIES**

PROPOSALS ARE DUE TO THE  
PURCHASING DIVISION PRIOR TO:

**AUGUST 28, 2020 @ 2:00 P.M.**

**ELECTRONIC RESPONSES SUBMITTED THROUGH  
IONWAVE E-BID SYSTEM ARE RECOMMENDED**  
<http://allentx.ionwave.net>

NO LATE PROPOSALS WILL BE ACCEPTED  
FACSIMILE OR E-MAILED PROPOSALS WILL NOT BE ACCEPTED

PROPOSAL PACKAGES  
MAY BE DELIVERED OR MAILED TO:

**CITY OF ALLEN PURCHASING DIVISION  
305 CENTURY PARKWAY  
ALLEN, TX 75013**

FOR ADDITIONAL INFORMATION CONCERNING THIS PROPOSAL PLEASE CONTACT:

Casey Bennett, Purchasing Analyst, 214-509-4643, [cbennett@cityofallen.org](mailto:cbennett@cityofallen.org)

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**SECTION I  
NOTICE TO OFFERORS**

**1.1 INTRODUCTION**

Section I provides general information to potential proposers on subjects such as where to submit proposals, number of copies, amendments, proprietary information designation, and other similar administrative elements.

**1.2 SUBMISSION OF PROPOSAL**

Electronic responses submitted via our online bidding system (<http://allentx.ionwave.net>) are the preferred method of receiving responses for this solicitation. All proposals will be sealed and received by the City of Allen Purchasing Office. Proposals shall be in one envelope clearly marked: Solicitation Number, Title, and Opening Date on the outside of the envelope containing the proposal.

**REQUEST FOR PROPOSAL  
2020-6-101  
PURCHASE AND INSTALLATION OF VEHICLE SAFETY EQUIPMENT & ACCESSORIES**

Sealed offers are to be submitted to:  
City of Allen  
Purchasing Division  
305 Century Parkway  
Allen, TX 75013

**NO LATE OFFERS WILL BE ACCEPTED  
FACSIMILE / EMAIL PROPOSALS WILL NOT BE ACCEPTED**

**Proposals are due by August 28, 2020 @ 2:00 P.M. Central Time**

There will not be a public opening for this solicitation as this is a Request for Proposal.

A list of submitting vendors will be available after the due date.

**1.3 PRE-PROPOSAL MEETING**

A pre-proposal meeting is scheduled for Wednesday, August 19, 2020 at 10:00AM. The meeting will be held via teleconference. Teleconference information will be published by Addendum.

**1.4 NUMBER OF COPIES**

Proposer shall submit **five (5) original sets** of proposal documents. This will greatly facilitate the evaluation process. The proposal shall remain the property of the City of Allen.

**1.5 PROPOSAL INFORMATION**

All questions regarding proposal preparation, the selection process, specifications and interpretations of the terms and conditions of the proposal shall be submitted in writing. Any addenda will be issued no later than three (3) calendar days prior to the deadline for submission of offers.

Costs for developing/producing proposal response and possible subsequent interview or presentation are entirely the obligation of the proposer and shall not be chargeable in any manner to the City of Allen.

All proposals will be reviewed and evaluated by City staff. The City reserves the right to evaluate each proposal on a separate and individual basis, to invite selected firms to make personal presentations to staff. The City further reserves the right to reject any and all proposals submitted, or accept a proposal deemed most advantageous to the City.

*If an emergency or unanticipated event interrupts normal City processes so as to cause postponement of the scheduled due date, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal City processes resume or to such other date and time as may be provided by the Procurement Services Office in a written notice to proposers."*

## **1.6 DISCLOSURE OF RESPONSE**

All information submitted in an accepted response must be retained by the City of Allen for the period specified in the City of Allen's record retention schedule created under Government Code Section 441.180, et sequitur. The information will not be returned to the respondent. The Public Information Act (PIA), Government Code Chapter 552, allows the public to have access to information in the possession of a governmental body through an open records request. Therefore, the respondent shall clearly identify in the response any confidential or proprietary information. Proprietary information identified by the respondent in the response, will be kept confidential by the City of Allen to the extent permitted by state law. The City of Allen merely raises the exception on behalf of the vendor. The City of Allen takes no legal position on disclosure. The City of Allen will use best efforts to give the respondent or the awarded vendor an opportunity to present to the Office of the Attorney General its arguments for non-disclosure of its identified confidential or proprietary information.

## **1.7 CERTIFICATE OF INTERESTED PARTIES**

### **Government Code § 2252.908 Disclosure of Interested Parties (Form 1295)**

The statute applies to all city contracts entered into after December 31, 2015 that have a value of \$50,000 or greater. The statute requires business entities entering into such contracts to disclose the interested parties to the contract. A "business entity" is any entity recognized by law through which business is conducted, including a partnership, corporation, or sole proprietorship. "Interested parties" include a person who has a controlling interest in the business entity or who actively participates in facilitating the contract or negotiating the terms of the contract (including a broker, intermediary, advisor, or attorney for the business entity). The business entity disclosure must be on a 1295 form prescribed by the Texas Ethics Commission (see Exhibits attached to this solicitation). The rules and form have been adopted by the Texas Ethics Commission and has been posted on its Internet web site Texas Ethics Commission. [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

The disclosure must be submitted to the city at the time the business entity submits the signed contract to the city (as opposed to some point prior to award and selection of the contractor/vendor). Not later than 30 days after the date the city receives the disclosure, the city shall submit a copy of the disclosure to the Texas Ethics Commission.

## **1.8 ADDENDA/AMENDMENTS**

Any interpretations, corrections and/or changes to a solicitation or extensions to the opening date will be made by addendum to the respective document when necessary. An addendum will be published and distributed by email to all that are known to have received a copy of the proposal and related specifications. However, it shall be the sole responsibility of the proposer to verify issuance/non-issuance of addenda and to check all avenues of document availability prior to opening date and time to ensure bidder's receipt of any addenda issued. No addenda will be issued 3 days prior to the due date. The last day for questions will be **on Friday, August 21, 2020 at 2:00 PM. The last day for addenda will be on Tuesday, August 25, 2020 at 2:00 PM.** Any addenda issued within 3 working days of the due date will automatically delay the due date by one week. Proposers will be notified of the new time and date as determined by the City of Allen Purchasing Division.

The offeror is required to acknowledge receipt of any amendments by submitting a signed copy of each amendment issued. Signed copies must be submitted as part of the signed proposal submittal.

## 1.9 ACCEPTANCE

Any offer received shall be considered an offer, which may be accepted by the City of Allen based on initial submission without discussions or negotiations. By submitting an offer in response to this solicitation the proposer agrees that any offer it submits may be accepted by the City of Allen at any time within 90 days from the close date.

The City of Allen reserves the right to reject any or all offers and to waive informalities and minor irregularities in offers received, and/or to accept any portion of the offer if deemed in the best interest of the City of Allen. Failure of the proposer to provide in its offer any information requested in the bid may result in rejection for non-responsiveness.

### ***Responsive Proposer***

A proposal that fully conforms in all material respect to the Request for Proposal (RFP) and all its requirements, including all form and substance.

### ***Responsible Proposer***

A business entity or individual who has the capability, financial and technical capacity to perform the requirements of the solicitation and subsequent contract. Responsible proposers shall not have been convicted of, or pled guilty to, crimes involving procurement fraud or damage to the environment during the previous five years and shall not currently be included on any list of debarred or suspended business entities or individuals.

## 1.10 AWARD

The City of Allen intends to make an award using the evaluation criteria and other factors as indicated in this solicitation.

## 1.11 LIQUIDATED DAMAGES

Proposers should be aware that the city of Allen expects timely completion of the contract within the timeframe indicated by the proposer in their proposal. Consequently, proposers should be aware that the following schedule will be applied by the City as liquidated damages for each day the project is delayed in completion:

<b><u>Amount of Contract (\$)</u></b>	<b><u>Value of a Calendar Day (\$)</u></b>
Less than 25,000	100 per day
25,000 to 99,999.99	160 per day
100,000 to 999,999.99	240 per day
More than 1,000,000	500 per day

*Note: The sum of money thus deducted for such delay, failure, or noncompletion is not to be considered as a penalty, but shall be deemed, taken and treated as reasonable liquidated damages, per day that the contractor shall be in default after the time stipulated in the contract for completing the work.*

## 1.12 CONTRACT ADMINISTRATION

The City of Allen Community Services, Fire, Parks and Recreation, and Police Departments together with the Purchasing Division shall be responsible for administration of this purchase for compliance with the interpretation of scope, schedule, billings, requirements, and budget.

## 1.13 SUBSTANTIVE PROPOSALS

The respondent shall certify (a) that their submittal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (b) that has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (c) that has not solicited or induced any other person, firm, or corporation from proposing; and (d) that has not sought by collusion to obtain for himself any advantage over any other respondents or over the City of Allen.

The City of Allen may make such investigations as it deems necessary to determine the ability of the proposer to provide satisfactory performance in accordance with solicitation requirements, and the respondent shall furnish to the City all such information and data for this purpose.

Minimum standard for responsible proposals is as follows:

- Have adequate financial resources, or the ability to obtain such resources;
- Be able to comply with the required or proposed schedules and requirements;
- Competitive pricing;
- Have a satisfactory record of performance for contracts of similar scope; (complete attached reference sheet)
- Have a satisfactory record of integrity and ethics; and
- Completeness and thoroughness of submittal.

**REQUIRED FORMS TO BE RETURNED WITH BID SUBMITTAL**

- Certificate of Insurance or Insurance Requirement Affidavit
- Affidavit of No Prohibited Interest
- Proposers Qualification Statement
- Supplemental Information
- Bid Form (Pricing stated in both script and numerically)
- Bid Endorsement Page
- Standard Form of Agreement

**1.14 DEFINITIONS**

- Proposer refers to submitter.
- Vendor refers to Successful Proposer or Contractor.
- Submittal refers to those documents required to be submitted to the City of Allen, by a proposer.

**1.15 INQUIRIES**

Questions about this proposal shall be in writing and directed to Casey Bennett at the following address. Questions resulting in changes to this solicitation will be provided in the form of an amendment to the solicitation.

Casey Bennett  
Purchasing Analyst  
305 Century Parkway  
Allen, Texas 75013  
214-509-4643  
[cbennett@cityofallen.org](mailto:cbennett@cityofallen.org)

**1.16 SCHEDULE OF EVENTS**

The upcoming schedule of events is tentative scheduled as follows:

Proposal Advertisements	August 6 & 13, 2020
Pre-Proposal Conference	August 19, 2020 @ 10:00 AM
Deadline for Questions	August 21, 2020 @ 2:00 PM
Deadline for Addenda	August 25, 2020 @ 2:00 PM
Proposals Due By	August 28, 2020 @ 2:00 PM



## **SECTION II GENERAL TERMS & CONDITIONS**

The City of Allen bid packets contain various sections requiring completion. The bid form section of the bid packet must be completed prior to the date and time set for bid opening and included with the bid packet or the vendor will be found non-responsive.

- 2.1 These instructions apply to all submittals and become a part of terms and conditions of any proposal packet submitted.
- 2.2 The City shall have the authority to disapprove or reject unsatisfactory work, services or equipment. If required by the City, the vendor shall promptly correct all unsatisfactory work and replace all defective equipment, and shall bear all direct, indirect and consequential costs of such correction.
- 2.3 The City reserves the right to waive any minor defect, irregularity, or informality in any proposal. The City may also reject any or all proposals without cause prior to award.
- 2.4 The City reserves the right to enforce the performance of this contract in any manner prescribed by law and deemed to be in the best interest of the City in the event of breach or default of this contract. The City reserves the right to terminate the contract immediately in the event the vendor fails to meet schedules or otherwise perform in accordance with these specifications. Breaches of contract or default authorize the City to purchase the services from the next low bidder or re-bid and charge the difference in cost to the defaulting vendor.
- 2.5 The contract shall remain in effect until contract expires, except for breach of contract, or is terminated by either party with a thirty (30) day written notice prior to any cancellation. The vendor shall state therein the reasons for such cancellation. Notice of termination must be transmitted via certified mail to the other party's designated representative.
- 2.6 The vendor shall be held responsible for and shall make good, without expense to the City, all damage, injury or loss due to the execution of his work. The vendor shall protect all finished building surfaces from damage and shall repair any damage to the building or property caused by delivery or installation of product.
- 2.7 The vendor agrees to indemnify and hold harmless the City against all claims or alleged claims or demands for damages, including all expenses incurred, arising from accidents to employees of either party hereto or to the public, or from claims or alleged claims of damages to the property of the City or to adjoining property caused directly or indirectly by said vendor, by any of his subcontractors, or by anyone directly or indirectly employed by either of them in connection with the performance of this contract.
- 2.8 The vendor agrees to indemnify and hold the City harmless from any claim involving patent right infringement or copyrights on goods supplied.
- 2.9 In its sole discretion, the City shall have the right to select or to approve defense counsel to be retained by Contractor in fulfilling its obligation hereunder to defend and indemnify City, unless such right is expressly waived by City in writing. City reserves the right to provide a portion of its own entire defense; however, City is under no obligation to do so, any such action by City is not to be construed as a waiver of Contractor's obligation to defend City or as a waiver of contractor's obligation to indemnify City pursuant to this contract. Contractor shall retain City approved defense counsel within seven (7) business days of City's written notice that City is invoking its right to indemnification under this contract. If Contractor fails to retain counsel within such time period, City shall have the right to retain defense counsel on its own behalf, and contractor shall be liable for all costs incurred by City.
- 2.10 The vendor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the City.



- 2.11 This proposal, when properly accepted by the City, shall constitute a contract equally binding between the vendor and the City. No different or additional terms shall become a part of this contract except for a change order processed through the Purchasing Division.
- 2.12 This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Collin County, Texas.
- 2.13 The successful proposer and the City of Allen agree that each party have rights, duties, and remedies available as stated in the Uniform Commercial Code and any other available remedy, whether in law or equity.
- 2.14 Proposer acknowledges and represents that they are aware of laws, City Charter and City Code of Conduct regarding Conflicts of Interest. The City Charter states that "no officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, nor shall be financially interested, directly or indirectly, in the sale to the City of any land or rights or interest in any land, materials, supplies or service..."
- 2.15 Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a Local Government entity, disclose in the questionnaire form CIQ, the vendor or person's affiliation or business relationship that might cause a Conflict of Interest. This form must be filed with the Records Administrator no later than 7 business days after the date the person becomes aware of facts that require the statement to be filed. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.
- 2.16 All equipment, supplies and work furnished under this contract shall comply with applicable laws, ordinances and regulations. The Vendor shall obtain and pay for such permits and inspections as are required for the legal performance of this work.
- 2.17 The City reserves the right to audit the records and performance of vendor during the term of the contract and for three years thereafter.
- 2.18 Unless otherwise notified, all invoices must be sent to Accounts Payable, in the Finance Department at the address listed on page one (1). Invoices must show the item(s) shipped/work performed and the purchase order number applicable to the transaction in order to ensure prompt payment.
- 2.19 Payment will be made in accordance with Texas statutes. Term of Payment is net 30 days after the date the City receives the goods in accordance with the contract, the date the performance of service in accordance with the contract is completed, or the date the agency receives an invoice for the goods or services, whichever occurs the latest. If your company provides a discount for early payment, please indicate in this solicitation. This may or may not be considered an evaluation factor in the award of the proposal.
- 2.20 Funds for payment have been approved. The State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved; therefore, anticipated obligations that may arise past the end of the current City fiscal year shall be subject to budget approval. The City of Allen is a Home-Rule Municipal Corporation operated and funded October 1 to September 30.
- 2.21 The City of Allen is by statute tax-exempt therefore pricing shall not include taxes. Tax exemption certificates will be executed by the City and furnished upon request.
- 2.22 Vendors shall state a firm completion time. The City reserves the right to cancel orders and/or assess financial penalties if the vendor fails to complete project as promised. Work shall be scheduled

between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays, unless otherwise approved by the City.

- 2.23 When offering products other than those proposed, the City reserves the right to request a sample/demo of the product for evaluation. In such cases, the proposer must provide a sample/demo of the product at no charge to the City within three days of the request and must pick up the product after the evaluation. Failure to provide an evaluation product within the three-day period will disqualify the bidder from further consideration. If the proposer offers a product other than that specified, specifications must be included in the proposal package. Proposal responses not listing manufacturer or part numbers in the Mfg./Pt No. section of the proposal form will be considered as proposing according to specification, and if awarded, will be required to provide exactly what was specified. Samples should not be enclosed with proposal unless requested.
- 2.24 The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretation of these specifications shall be made based on this statement.
- 2.25 Testing may be performed at the request of the City or any participating entity, by an agent so designated, without expense to the City.
- 2.26 When unit price differs from extended price, the unit price prevails.
- 2.27 In case of a discrepancy between the product number and description, the description takes precedence.
- 2.28 When manufacturers are named in the specification, they are not meant to limit competition, but to define the minimum standard, quality, and performance of the item specified. All materials supplied will be new, first quality industrial-grade products.
- 2.29 Response to specification is primary in determining the lowest responsible proposal.
- 2.30 The City of Allen reserves the right to award a vendor proposal as an "alternate award". The alternate vendor's proposal shall remain in effect for the term of the awarded contract, should the primary vendor become unable or unwilling to complete the contract term. The alternate vendor will be notified in writing of their official contract and start date. All terms and conditions of the original proposal will remain in effect.
- 2.31 The City of Allen reserves the right to award a separate contract to separate vendors for each item/group or to award one contract for the entire proposal.
- 2.32 Proposal prices cannot be altered or amended after submission deadline. Any interlineations, alteration, or erasure made before opening time must be initialed by the signer of the proposal, guaranteeing authenticity.
  - 2.32.1 A price redetermination may be considered only at the anniversary dates of the contract. All requests for price redetermination shall be in written form and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A. Insurance Coverage Rages, Producers Price Index or employment Cost Index for your industry or product category as published by the U.S. Department of Labor, Bureau of Labor Statistics, etc. The proposer's experience of honoring contracts at the proposal price will be an important consideration in the evaluation of the lowest and best value proposal. The City of Allen reserves the right to accept or reject price redetermination as it deems to be in the best interest of the City. Annual contract escalators and consumer price index adjustments cannot

exceed 3.5%. The City of Allen is operating under new constraints from State Legislature and our efforts are focused on finding solutions that maximize our impact on the community. Any adjustment in pricing must be presented to the City of Allen at least 90 days prior to the expiration or renewal of the current agreement. Notice of renewal will be given to the Contractor in writing by the City of Allen, normally within 30 days prior to the expiration date of the current contract.

- 2.33 A proposal price may not be withdrawn or canceled by the proposer for a period of 90 days following the date designated for the receipt of proposals without written approval of the Purchasing Manager, and proposer so agrees upon submittal of proposal.
- 2.34 No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the resulting contract. All change orders must be made in writing.
- 2.35 Any interpretations, corrections or changes to this solicitation will be made by addenda. Sole issuing authority shall be vested in the City of Allen Purchasing Division. Addenda will be sent to all who are known to have received a copy of this solicitation. If the Addenda contain changes to the specification or proposal form, proposers shall acknowledge receipt of all addenda or they will be declared non-responsive.
- 2.36 Bid tabulations can be accessed in the City of Allen electronic bidding system <https://allentx.ionwave.net/Login.aspx>. Please allow at least one week after opening date for bids to be tabulated.
- 2.37 All work, materials, equipment, and supplies furnished under this contract shall comply with applicable laws, ordinances and regulations.
- 2.38 Unless otherwise indicated, items will be new, unused, and in first rate condition in containers suitable for damage-free shipment and storage.
- 2.39 Proposals must show the number of calendar days required to place the materials in the possession of the City. Do not quote shipping dates. When delivery delay can be foreseen, the proposer shall give prior notice to the Purchasing Division, who shall have the right to extend the delivery date if reasons for delay appear acceptable. Default in promised delivery, without acceptable reasons of failure to meet specifications authorizes the Purchasing Division to purchase goods elsewhere and charge any increase in cost and handling to the defaulting proposer.
- 2.40 F.O.B. will be Destination/Inside Delivery/Installed at the location stated on the City's purchase order, acceptable only during normal working hours. The price will be firm lump sum all-inclusive cost for all materials, work, transportation, and all other costs of whatsoever nature for each item listed. Vendor will be responsible for all claims against the carrier for all freight and/or drayage damage. The City assumes no liability for goods delivered in damaged or unacceptable condition. Vendor shall handle all claims with carriers, and in case of damaged goods, shall ship replacement goods immediately upon notification by District of damage. Shipments will be made to the specific locations described in the bid specifications. If the vendor must deliver to the specified room, the vendor must remove all packing and debris, which results from set- up and installation. Owner dumpsters cannot be used.
- 2.41 At the time of the due date for this proposal each proposer shall be presumed to have inspected the sites and to have read and shall be thoroughly familiar with the contract requirements. The failure or omission of any proposer to examine any form, instrument, document or site shall in no way relieve any proposer from any obligation in respect to this proposal.
- 2.42 The City shall have the right to do other work, or to let other contracts for work to be done, on the same sites as specified for the work to be done under this contract, and the City's arrangements as to precedence of work and the relationship between the Vendor and the City shall be decisive.
- 2.43 It is the policy of the City of Allen that whenever practical, products should be purchased which

contain the highest percentage of post-consumer recovered material available in the marketplace and/or the highest percentage of pre-consumer recovered material available in the marketplace.

- 2.44 Texas Government Code, Chapter 2252, non-resident proposers; Texas Law prohibits Cities and Governmental units from awarding contracts to a non-resident unless the amount of such proposal is lower than the lowest proposal by a Texas resident by the amount a Texas resident would be required to underbid in the non-resident proposer's state.
- 2.45 The vendor shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the City before the commencement of any work:
- 2.46 Workers' Compensation Coverage – Statutory (See Insurance Requirements in Exhibit VI)
- 2.47 Attention is called to the fact that the inclusion of a minimum scale of wages to be paid to employees engaged in the work under this Contract does not release the Contractor from compliance with any State Wage Law that may be applicable. The Contractor shall abide by the Wage and Hour Laws of the State and must not pay less than the wages legally prescribed as set forth herein.
- 2.47.1 Except for work on legal holidays, the "general prevailing rate of per diem wage" for the various crafts or types of workmen or mechanics is the product of (a) the number of hours worked per day, except for overtime hours, times (b) the respective Rate Per Hour.
- 2.47.2 For legal holidays, the "general prevailing rate of per diem wage" for the various crafts or type of workmen or mechanics is the product of (a) one and one-half times the respective Rate per Hour, times (b) the number of hours worked on a legal holiday.
- 2.47.3 The "general prevailing rate for overtime work" for the crafts or type of workmen or mechanics is one and one-half times the above respective Rate per Hour.
- 2.47.4 Under the provisions of Article 5159a Vernon's Annotated Texas Statutes, the Contractor shall forfeit as a penalty to the entity on whose behalf the Contract is made or awarded, Ten Dollars (\$10.00) for each laborer, workman, or mechanic employed, for each calendar day or portion thereof that such laborer, workman or mechanic is paid less than the said stipulated rates for any work under the Contract, by him or by any sub-contractor under him.
- 2.48 Provide the names and locations of at least three (3) references at which the offeror has conducted similar services and requirements along with specific individuals whom we may contact for references.
- 2.49 All protests regarding the solicitation process must be submitted in writing to the Purchasing Manager within five (5) working days following the solicitation due date. This includes all protests relating to advertising, deadlines, due date, and all other related procedures under the Local Government Code, as well as any protests relating to alleged improprieties or ambiguities in the specifications. The limitation does not include protests relating to staff recommendations as to award of this proposal. Protests relating to staff recommendations may be directed to the City Secretary.
- 2.50 **EVALUATION CRITERIA**  
*PLEASE NOTE THAT THIS PROPOSAL WILL BE AWARDED ON THE BASIS OF "BEST VALUE"*  
The award to the successful proposer will be determined by best value to the City of Allen as allowed by Chapter 252 of the Local Government Code. The following criteria will be considered when selecting a contractor:
- the purchase price;
  - the reputation of the proposer and the proposer's services;
  - the quality of the proposer's service;
  - the extent to which the proposer's services meet the City's needs;

- the proposer's past business relationship with the City;
- the impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and non-profit organizations employing persons with disabilities;
- the total long-term cost to the City to acquire the proposer's goods or services; and
- any relevant criteria specifically listed in the request for proposal.

2.51 PROHIBITION OF BOYCOTT ISRAEL

Vendor verifies that it does not Boycott Israel and agrees that during the term of this Contract will not Boycott Israel as that term is defined in Texas Government Code Section 808.001, as amended. Effective September 1, 2019, this section does not apply if the Vendor is a sole proprietor, a non-profit entity or a governmental entity; and only applies if: (i) the Vendor has ten (10) or more fulltime employees and (ii) this Contract has a value of \$100,000.00 or more to be paid under the terms of this Contract.

2.52 STORM WATER MANAGEMENT

Under the Authority of the Clean Water Act, the Environmental Protection Agency (EPA), the City of Allen has endeavored to reduce / improve storm water quality per direction of the Texas Commission of Environmental Quality (TCEQ). The City of Allen has developed standard operating procedures (SOP's) for our Storm Water Management Program (SWMP). By signing this contract all vendors accept to follow our SOP's of our SWMP. Follow the link for our SOP's <http://www.cityofallen.org/933/Storm-Water-Management>

2.53 COOPERATIVE PURCHASING

As permitted under Interlocal Cooperation Act C Texas Government Code, Chapter 791, other governmental entities may wish to also participate under the same terms and conditions contained in this contract. If this bid is not specifically for the Collin County Governmental Purchaser's Forum, each entity wishing to participate must have prior authorization from the City of Allen and the vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. The City of Allen shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by the entities. Bidder is to state their willingness to allow other governmental entities to participate in this contract, if awarded. Vendors bidding products other than those specified should submit technical specification literature with bids.

**IS YOUR FIRM WILLING TO ALLOW OTHER GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS?**

\_\_\_\_\_YES

\_\_\_\_\_NO

**SECTION III  
SPECIFICATIONS AND REQUIREMENTS  
REQUEST FOR PROPOSAL #2020-6-101**

The City desires to contract for fleet vehicle equipment installation services. This Contract, if awarded, shall be performed on an as needed basis based on the acquisition of new vehicles by the City.

**DURATION OF AGREEMENT**

The contract period shall commence upon execution of the contract and continue for a period of one (1) year. The City reserves the right to extend the contract period for four (4) additional year periods, with said options to be exercised solely at the City's discretion. Contract pricing may be adjusted during the annual contract renewal period and must be in writing at least 90 days prior to the contract term end date. Any increases in price must not to exceed 3.5% year over year.

Regardless of funding source, contract pricing shall apply to all vehicles brought in for service by the contracting entity.

Notice of renewal will be given to the Contractor in writing by the City of Allen, Normally within 30 days prior to the expiration date of the current contract.

**PRICE DECLINE**

Should there be a decline in the market price of the commodities provided during this agreement, then the City shall have the benefit of such decline.

**SCOPE OF WORK**

The City of Allen is seeking proposals from qualified contractors to provide sales, service, repair, installation and removal services for vehicle equipment. It is the desire of the City to contract with a vendor to perform all the duties and services detailed in this solicitation document. No deviations will be permitted, unless specifically authorized by the City in writing.

Each proposer is required prior to submitting their proposal to carefully examine the requirements and specifications and to completely familiarize themselves with all of the terms and conditions that are contained herein.

**SPECIAL TERMS AND CONDITIONS - PERFORMANCE**

It is the intent of the City to ensure that the Contractor provides a quality level of service. In order to ensure a quality level of service, the following are required but not limited to:

- Awarded vendor will be responsible for advising City staff of delays in service.
- The City reserves the right to utilize outside services, when necessary, from other sources should the successful proposer be unable to supply services or meet the required timeframe.
- Vehicles may not be kept by Contractor for more than 90 days, for any reason.
- The awarded vendor shall not subcontract any portion of the contract without prior approval of the City.
- Complaints shall be resolved within a twenty-four (24) hour period, from time of notification.
- Contractor shall provide safe equipment.
- Contractor shall provide requested and/or required documentation in a timely and accurate manner.
- Contractor shall report any and all property damage or personal injury involving City property within forty-eight (48) hours from occurrence.

In the event, any provisions of the contract are violated by the awarded vendor, the City may serve written notice upon the vendor of its intention to terminate the contract. The liability of the vendor for any and all such violation(s) shall not be affected by any such termination and his surety, if any, shall be forfeited.

## **ENVIROMENTAL, HEALTH AND SAFETY COMPLIANCE**

The contractor shall comply with all applicable Federal, State and Local laws regarding occupational safety and health, as well as, providing protection of the environment. This shall include but not be limited to compliance with the U.S. Department of Labor-Occupational Safety and Health Administration (OSHA), U.S. Environmental Protection Agency (EPA).

## **SUPERVISION**

The contractor shall provide on-site supervision and appropriate training to ensure competent performance of the work. Also, the contractor and its supervisors will perform sufficient routine inspections to ensure that work is up to the standards required by this solicitation. Contractor's supervisor shall be capable of providing adequate supervision to accomplish these services.

Contractors and employees shall be certified by the manufacturer in the products used towards building of the specified vehicles. Not limited to but including:

- WatchGuard Camera Systems
- Motorola Camera & Radio Systems
- CradlePoint Communications
- HAVIS
- Whelan
- Stalker Radar

## **INSPECTIONS**

City Staff will conduct random inspections of the vehicles covered under this contract, as well as the training certifications of the contractor and its employees.

City Staff and the contractor's supervisor or other official of the contractor shall conduct joint inspection of each vehicle, on an as needed basis.

## **STORAGE**

In order to help facilitate an efficient method of stripping old vehicles and re-equipping the new vehicles, storage is a necessary requirement of this service. The successful vendor will have the capacity to provide storage for a minimum of twelve (12) vehicles at one time. The City would also like the option to order equipment in advance of delivery of the vehicle to the vendor. Vendor should have adequate storage space for equipment ordered in advance of delivery of the vehicle to the vendor.

## **REPORTS**

The contractor shall complete and submit log sheets on a per unit basis including the location and date service performed along with their properly executed invoice for the work completed. Refer to invoicing details in Section 2.18 of the Terms and Conditions. The contractor may be required to conduct on-site inspections with the City representative to verify satisfactory completion of contract requirements.

A database shall be created and maintained by the vendor, logging the history of each vehicle including the VIN #, Unit #, Vehicle description, Serial # and photographic documentation for all installed equipment.

**Reports for this information shall be available from the vendor within twenty-four (24) hours of request.**

## **MATERIALS AND WARRANTY**

All materials at first install shall be new and unused. Materials and parts that are used, shopworn, demonstrator, prototype, reconditioned or discontinued model or materials will not be accepted. The warranty period for contractor provided materials shall be for a period of one year minimum. Labor shall also be guaranteed for a minimum of one year. The warranty/guarantee period shall commence upon date of acceptance by the City. Vendor shall provide the authorized representative with all manufacturers' warranty documents upon completion of installation. This warranty will not cover improper use or users neglect regarding product or damage to installation.

Some materials/equipment may be reused when removed from one vehicle to be installed on another. Materials that are to be re-used will be at the discretion of the City. Materials are not to be re-installed/reused without prior approval from the City. Labor on re-installed materials shall be guaranteed for a minimum of one year. Material warranty shall be for one year from the date of initial acceptance by the City.

## **INSTALLATION SPECIFICATIONS FOR POLICE VEHICLES**

These specifications shall apply to the installation of emergency equipment including all brackets, wire, fuses and fuse holders in police vehicles.

Wiring shall be new and run from the battery power points to the console with fuse protection for each circuit (each fuse holder will be labeled).

Wiring will be protected by wire loom and have a factory installed appearance.

There shall be no wiring placed under the carpet in the foot areas of the vehicle.

Wires shall be routed in a neat fashion and sealed with black silicone where applicable.

The primary lighting circuit will be sized in accordance with the loads of the equipment in the vehicle and fused in weather resistant fuse holder.

The secondary lighting circuit will be a #10 copper conductor fused with a 30 AMP AGC fuse in a weather resistant fuse holder.

The light bar circuit will be on a 50 AMP circuit breaker.

The radio circuit will be a #10 copper conductor fuse with a 20 AMP AGC fuse in a weather fuse holder.

The siren circuit will be a #10 copper conductor fused with a 50 AMP circuit breaker.

The wigwag circuit will be a #12 copper conductor fused with a 20 AMP AGC fuse in a weather resistant fuse holder.

The grounding circuit will be a #10 copper conductor from the battery.

The rifle/shotgun lock and timer will be on a keyed hot circuit.

Camera system shall be installed per manufacturer's instructions and specifications with light bar activation on 1<sup>st</sup> stage and hooked up to the brake circuit and siren activation (if parts supplied by customer).

Computer system shall be installed per manufacturer's instructions and specifications.

Information Technology (IT) extending beyond the initial installation and functional testing of the equipment shall be the responsibility of the department and their standards (CradlePoint, Camera and Computers).

All exterior mounted light heads will be installed with weatherproof connectors.

All lighting must be programmed to match existing lighting flash patterns.

Body grounding of equipment is NOT acceptable.

1<sup>st</sup> Stage – Light bar flashers, deck lights and arrow stick in flash mode.

2<sup>nd</sup> Stage – Will add the front of the light bar, push bumper LED's and front corner lights.

3<sup>rd</sup> Stage – Will add the wigwags, flashing take downs and alley lights.

1<sup>st</sup> Push Button switch will be TAKE DOWN LIGHTS

2<sup>nd</sup> Push Button switch will be LEFT ALLEY

3<sup>rd</sup> Push Button switch will be RIGHT ALLEY

4<sup>th</sup> Push Button switch will be OPEN

5<sup>th</sup> Push Button switch will be OPEN

6<sup>th</sup> Push Button switch (MOMENTARY) will be RIFLE/SHOTGUN RELEASE TIMER



The radio will have the radio broadcast hooked up to the siren. (If the department provides the plug/equipment).

The radio antenna will be determined by Department.

The computer antenna will be determined by Department.

The camera antenna will be determined by Department.

All transferred equipment will cosmetically match the existing fleet. All measurements will be checked.

All removed equipment shall be labeled with the Unit# of vehicle from which it was removed, and the Department name.

## **SECTION IV PROPOSAL CONTENT & EVALUATION CRITERIA**

### **EVALUATION PROCESS**

The objective of this evaluation process is to identify and select the proposer with the best satisfies the requirements of the City of Allen. All proposals received by the submission deadline will be evaluated by the City of Allen evaluation committee. The evaluation committee will review, rate, and rank each proposer's proposal in accordance with the weighted criteria contained in this document.

### **EVALUATION CRITERIA**

*PLEASE NOTE THAT THIS PROPOSAL WILL BE AWARDED ON THE BASIS OF "BEST VALUE"*

The award to the successful proposer will be determined by best value to the City of Allen as allowed by Chapter 252 of the Local Government Code. The following criteria will be considered when selecting a contractor:

- the purchase price;
- the reputation of the proposer and the proposer's services;
- the quality of the proposer's service;
- the extent to which the proposer's services meet the City's needs; and
- the proposer's past business relationship with the City.

### **PROPOSAL RESPONSE DOCUMENTS**

In order to be considered responsive, the Proposer shall submit with their Proposal, such documentation as is necessary or required to attest to the company's capabilities and qualifications to perform the work as specified and all aspects of this contract in a competent and expeditious manner.

Please provide a sample with your submittal.

### **PROPOSER QUALIFICATIONS**

Each respondent to this proposal shall be capable of meeting the following minimum requirements:

1. Proposers must demonstrate that they can furnish all labor, materials, tools and equipment as specified herein; including components and accessories required for a complete installation.
2. Proposers must demonstrate that they are financially stable and that they have been a commercial provider for at least the past three years.
3. Proposers must be capable of and are required to submit criminal background checks on all employees performing this contract **prior to any work being performed.**
4. Proposers bid price shall be enough to pay all applicable Federal, State withholding, worker's compensation, insurance and to comply with the current minimum wage.
5. Proposers must submit with their proposal proof of insurance. The awarded contractor must provide the city with their certificate of insurance, meeting all the city's insurance requirements within five (5) working days of award notification. Failure to provide the city with a certificate of insurance, meeting all the city's insurance requirements within five (5) working days of award notification may result in the city awarding the contract to another contractor.

### **COMPANY OVERVIEW**

Respondent shall provide the following information with their submission, including a brief company overview, history, and financial status:

1. Firm name, address, phone number, and date established;
2. Address and location of the local responsible office;
3. Name of office principals, their experience and professional qualifications;

4. Describe your firm's experience in providing likes services including the number of years your firm has actively provided such services;
5. Provide a complete and current listing of all industry certifications, accreditations and affiliations your firm holds; and
6. Describe whether your firm has ever undergone an investigation by an outside agency pursuant to the filing of claims and describe the outcome of the investigation including ramifications to your firm or your firm's client cities.

## REFERENCES

1. Vendor shall have a minimum of ten (10) years of experience.

Does your firm meet this requirement? Yes No

2. Proposers must submit with their proposal a list of at least three (3) current references.

References should include a contact name, email address and telephone number for jobs/contracts in the Public and/or Private Sectors that are equal to the size and complexity of the City of Allen's requirements, provided herein.

## PROPOSAL RESPONSE DOCUMENTS/ PROPOSAL FORMAT AND CONTENT

The City of Allen discourages lengthy and costly proposals, however, for the City to evaluate proposals fairly and completely, proposers should follow the format set out herein and provide the information requested.

In order to be considered responsive, the Proposer shall submit with their Proposal, such documentation as is necessary or required to attest to the company's capabilities and qualifications to perform the work as specified and all aspects of this contract in a competent manner. RFP responses shall be submitted professionally to include clearly identifiable sections, in the same order for each section as required. Also, include the RFP Pricing.

## EVALUATION PROCESS AND SELECTION CRITERIA

The objective of the evaluation process is to identify and select the proposer that best satisfies the requirements of the City of Allen. The City of Allen's staff that will be responsible for these services will evaluate all proposals received by the submission deadline. The evaluation committee will review, rate and rank each proposal in accordance with the weighted ranking criteria contained in this document. RFP responses shall remain confidential until the contract has successfully been awarded.

If deemed necessary to the evaluation process, the City reserves the right to conduct presentations and/or interviews with proposers at no cost to the City.

There are 100 possible points for this proposal evaluation, broken out as follows:

PRICE	40 points
TIMEFRAME TO RETURN VEHICLES	30 points
BIDDER QUALIFICATIONS AND EXPERIENCES	20 points
REFERENCES	10 points

## **SECTION V PRICING**

Pricing for this solicitation will occur by submitting prices on the spreadsheet included. Make sure to include pricing for each line item. Should a proposer not be able to provide the services listed in the line item, please add "No Bid" to that line item. There should not be any blank spaces.

Questions about submitting pricing for this solicitation should be directed to Casey Bennett.

## PROPOSAL ENDORSEMENT

The undersigned, in submitting this bid proposal and their endorsement of same, represents that they are authorized to obligate their firm, that they have read this entire bid proposal package, is aware of the covenants contained herein and will abide by and adhere to the expressed requirements.

PROHIBITION OF BOYCOTT ISRAEL Vendor verifies that it does not Boycott Israel, and agrees that during the term of this Contract will not Boycott Israel as that term is defined in Texas Government Code Section 808.001, as amended. Effective September 1, 2019, this section does not apply if the Vendor is a sole proprietor, a non-profit entity or a governmental entity; and only applies if: (i) the Vendor has ten (10) or more fulltime employees and (ii) this Contract has a value of \$100,000.00 or more to be paid under the terms of this Contract.

Submittals will be considered as being responsive only if entire Bid Package plus any/all attachments is returned with all blanks filled in.

SUBMITTED BY:

(OFFICIAL Firm Name) \_\_\_\_\_

By: \_\_\_\_\_  
(Original Signature) **Must be signed to be considered responsive**

\_\_\_\_\_  
(Typed or Printed Name)

(Title) \_\_\_\_\_

(Date) \_\_\_\_\_

Remittance Address:

\_\_\_\_\_

\_\_\_\_\_  
(Zip Code)

Phone #: (\_\_\_\_\_) \_\_\_\_\_

Fax #: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

If an addendum is issued for this bid, please acknowledge receipt.

### ADDENDA/AMENDMENTS:

1) Date acknowledged \_\_\_\_\_

2) Date acknowledged \_\_\_\_\_

3) Date acknowledged \_\_\_\_\_

**SECTION V – EXHIBITS**  
**EXHIBIT 1**

**CITY OF ALLEN**  
**CONTRACTOR INSURANCE REQUIREMENTS & AGREEMENT**

- a) Vendor on City property or public right-of-way for the City of Allen shall provide the City a certificate of insurance evidencing the coverage's and coverage provisions identified herein. Contractors shall provide the City evidence that all subcontractors performing work on the project have the same types and amounts of coverage's as required herein or that the subcontractors are included under the contractor's policy.
- b) All insurance and certificate(s) of insurance shall contain the following provisions: (1) name the City, its officers, agents and employees as additional insureds as to all applicable coverage with the exception of Workers Compensation Insurance; (2) provide for at least thirty (30) days prior written notice to the City for cancellation, non-renewal, or material change of the insurance; (3) provide for a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.
- c) All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

User shall during the term hereof maintain in full force and affect the following insurance: The City reserves the right to amend or require addition all types depending on the nature of the work.

**Contracts in the Amount of \$0-\$100,000**

Type of Insurance	Amount of Insurance	Provisions
Commercial General (Public) Liability to include coverage for: Premises/Operations Products/Completed Operations Independent Contractors Personal Liability Contractual Liability	\$500,000 each occurrence, \$1,000,000 general aggregate;  or  \$1,000,000 combined single limits	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage.   City prefers that insurer be rated A or higher by A.M. Best or equivalent. Waiver of Subrogation to apply
2. Business Auto Liability	\$500,000 combined single limit	Owned, non-owned, and hired vehicles
3. Workers' Comp & Employers' Liability	Statutory Limits \$1,000,000 each accident	Waiver of subrogation
4. a) Professional Liability b) E & O coverage	1,000,000 per occurrence	If Applicable

**Contracts in the Amount of \$100,000-\$1,000,000**

Type of Insurance	Amount of Insurance	Provisions
Commercial General (Public) Liability to include coverage for: Premises/Operations Products/Completed Operations Independent Contractors Personal Liability Contractual Liability	\$1,000,000 each occurrence  \$2,000,000 general aggregate  \$2,000,000 Umbrella/ Excess Liability	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage.  City requires that insurer be rated A or higher by A.M. Best or equivalent. Waiver of subrogation
2. Business Auto Liability	\$1,000,000 per occurrence \$1,000,000 aggregate or; \$1,000,000 combined single limits	City to be named as a additional insured
3. Workers' Comp & Employers' Liability	Statutory Limits \$1,000,000 each accident	Waiver of subrogation
4. Builders Risk Policy	100% of construction total	If Applicable
5.a) Professional Liability b) E & O coverage	1,000,000 per occurrence	If Applicable

**Contracts in the Amount of \$1,000,000-\$8,000,000**

Type of Insurance	Amount of Insurance	Provisions
Broad Form Commercial General Liability to include coverage for: Premises/Operations Products/Completed Operations Independent Contractors Personal Liability Contractual Liability	\$2,000,000 each occurrence, \$4,000,000 general aggregate; \$4,000,000 umbrella	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage.  City requires that insurer be rated A or higher by A.M. Best or equivalent. Waiver of Subrogation
2. Business Auto Liability	\$1,000,000 per occurrence \$2,000,000 aggregate or; \$2,000,000 combined single limits	City to be named as additional insured
3. Workers' Comp & Employers' Liability	Statutory Limits \$1,000,000 each accident	City to be provided a waiver of subrogation
4. Builders Risk Policy	100% of construction total	If Applicable
5. a) Professional Liability b) E & O coverage	1,000,000 per occurrence	If Applicable

**All Contracts over \$8,000,000 must contact Risk Management for insurance specifications**

**All Certificates of Insurance need to reference job or contract number in comments section.**

**Questions regarding insurance should be directed to the City of Allen Purchasing Division (214)509-4630 or the City of Allen Risk Administrator at (214) 509-4685. This form must be signed and returned with your quotation to verify that you can and will meet the insurance requirements listed herein should you be selected to perform work for the City, and will provide the certificates of insurance acceptable to the City.**

**Indemnification.**

COMPANY DOES HEREBY COVENANT AND CONTRACT TO WAIVE ANY AND ALL CLAIMS, RELEASE, INDEMNIFY, AND HOLD HARMLESS THE CITY, ITS CITY COUNCIL, OFFICERS, EMPLOYEES, AND AGENTS, FROM AND AGAINST ALL LIABILITY, CAUSES OF ACTION, CITATIONS, CLAIMS, COSTS, DAMAGES, DEMANDS, EXPENSES, FINES, JUDGMENTS, LOSSES, PENALTIES OR SUITS, CAUSED BY OR RESULTING FROM THE NEGLIGENCE, INTENTIONAL TORT, INTELLECTUAL PROPERTY INFRINGEMENT, OR FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER COMMITTED BY THE COMPANY, ITS AGENT, ITS CONSULTANT UNDER CONTRACT, OR ANY OTHER ENTITY OVER WHICH THE COMPANY EXERCISES CONTROL SUBJECT TO THE LIMITATIONS IN TEXAS LOCAL GOVERNMENT CODE § 271.904 AND TEXAS CIVIL PRACTICE AND REMEDIES CODE, § 130.002 (B).

INDEMNIFIED ITEMS SHALL INCLUDE REASONABLE ATTORNEYS' FEES AND COSTS, COURT COSTS, AND SETTLEMENT COSTS IN PROPORTION TO THE PROFESSIONAL'S LIABILITY.

THE COMPANY'S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY COMPANY UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

City of Allen Project or Bid Number: \_\_\_\_\_ 2020-6-101 \_\_\_\_\_

**PURCHASE ORDER WILL NOT BE ISSUED WITHOUT EVIDENCE OF INSURANCE**



## WORKERS COMPENSATION INSURANCE COVERAGE DEFINITIONS

- A. Certificate of coverage ("certificate") – A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entities' employees providing services on a project, for the duration of the project.

Duration of the project – includes the time from the beginning of the work on the project until the contractor's/person's work on the project had been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in § 406.096) – includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes person to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

- B. The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meet the statutory requirements of Texas Labor Code, Section 401.011 (44) for all employees of the contractor providing services on the project, for the duration of the project.
- C. The contractor must provide a certificate of coverage to the governmental entity with bid submittal.
- D. If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.
- E. The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:
- (1) a certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and
  - (2) no later than seven days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
- F. The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.
- G. The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.
- H. The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers Compensation Commission, informing all person providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.
- I. The contractor shall contractually require each person with whom it contracts to provide services on a project to:

- (1) provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all its employees providing service on the project, for the duration of the project;
  - (2) provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing the services on the project, for the duration of the project;
  - (3) provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
  - (4) obtain from each other person with whom it contracts, and provide to the contractor;
    - a. a certificate of coverage, prior to the other person beginning work on the project; and
    - b. a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
  - (5) retain all required certificates of coverage on file for the duration of the project and for one year thereafter;
  - (6) notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
  - (7) contractually require each person with whom it contracts, to perform as required by paragraphs (1) – (7), with the certificates of coverage to be provided to the person for whom they are providing services.
- J. By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or , in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal, penalties, civil penalties, or other civil actions.
- K. The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

**EXHIBIT 2**  
**AFFIDAVIT OF NO PROHIBITED INTEREST**

I, the undersigned, declare and affirm that no person or officer in this sole proprietorship, partnership, corporation, or board has or will have during the term of this contract a prohibited interest as that is defined in City Charter Section 10.05.

I further understand and acknowledge that the existence of a prohibited interest at any time during the term of this contract will render the contract voidable.

Name of Contractor

By: \_\_\_\_\_  
Signature

---

(Print Name)

(Title)

STATE OF TEXAS §

COUNTY OF \_\_\_\_\_ §

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Notary Public, State of Texas

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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.

**CERTIFICATE OF INTERESTED PARTIES**
**FORM1295**
**OFFICE USE  
ONLY**

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete  
Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**1 Name of business entity filing form, and the city, state and country of the  
business entity's place of business.**

**2 Name of governmental entity or state agency that is a party to the contract for  
which the form is being filed.**

**3 Provide the identification number used by the governmental entity or state agency to track or  
identify the contract, and provide a description of the services, goods, or other property to be  
provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

**5** ☐ Check only if there is NO Interested Party.

**6 UNSWORN DECLARATION**



My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_,  
(street) (city) (state) (zip code)  
(country)

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

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

Signature of authorized agent of contracting business entity (Declarant) \_\_\_\_\_

**EXHIBIT 4**  
**BIDDERS QUALIFICATION STATEMENT**

Project: Bid No. \_\_\_\_\_

Contractor: \_\_\_\_\_

Indicate One:        \_\_\_Sole Proprietor        \_\_\_Partnership        \_\_\_Corporation

Name:                \_\_\_\_\_ Partner:                \_\_\_\_\_

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

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

City:                \_\_\_\_\_ City:                \_\_\_\_\_

State & Zip:        \_\_\_\_\_ State & Zip:        \_\_\_\_\_

Phone:              \_\_\_\_\_ Phone:              \_\_\_\_\_

State and Date of Incorporation, Partnership, Ownership, Etc. \_\_\_\_\_

Location of Principal Office: \_\_\_\_\_

Contact and Phone at Principal Office: \_\_\_\_\_

Liability Insurance Provider and Limits of Coverage: \_\_\_\_\_

Workers compensation Insurance Provider: \_\_\_\_\_

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

Contact and Phone: \_\_\_\_\_

Number of Years in Business as a Contractor on Above Types of Work: \_\_\_\_\_

Claims and Suits (If the answer to any of the questions is yes, please attach details):

Has your organization ever failed to complete any work awarded to it? \_\_\_\_\_

Are there any judgments, claims, arbitration proceedings, or suits  
pending or outstanding against your organization or its officers? \_\_\_\_\_

Has your organization filed any lawsuits or requested arbitration  
regarding construction contracts within the last five years? \_\_\_\_\_

Within the last five years, has any officer or principal of your  
organization ever been an officer or principal of another  
organization when it failed to complete a construction contract? \_\_\_\_\_

List your most current agreements/contracts, with information, like the type of work bid.  
(Use Additional Sheets if Necessary)

**Project:** \_\_\_\_\_

Project Description: \_\_\_\_\_

Owner/Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contract Price: \_\_\_\_\_

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

**Project:** \_\_\_\_\_

Project Description: \_\_\_\_\_

Owner/Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contract Price: \_\_\_\_\_

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

**Project:** \_\_\_\_\_

Project Description: \_\_\_\_\_

Owner/Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contract Price: \_\_\_\_\_

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

Bank References (List Institution, Address, Contact Person, and Phone):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**EXHIBIT 5**  
**SUPPLEMENTAL INFORMATION**

Please provide the following information for contract development:

Is the company a	1.	Sole Proprietorship	_____Yes_____No?
	2.	General Partnership	_____Yes_____No
	3.	Limited Partnership	_____Yes_____No
	4.	Corporation	_____Yes_____No
	5.	Other	_____Yes_____No

If the company is a **sole proprietorship**, please list the owner's full legal name, the name under which business is conducted (i.e. d/b/a), the address for the company, including the state and county in which your business is located:

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If the company is a **general partnership**, please list the exact name of the partnership, whether it is a partnership formed under the laws of the State of Texas or another state, the business address for the partnership, including the state and county, and list of the names of all of the partners for the partnership:

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If the company is a **limited partnership**, please list the exact name of the limited partnership, whether it is a limited partnership formed under the laws of the State of Texas or another state, the business address for the limited partnership, including the state and county, and list the names of all the general partners for the partnership:

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If the company is a **corporation**, please list the exact name of the corporation, whether it is a corporation formed under the laws of the State of Texas or another state, the business address for the corporation, including the state and county, and list the names of all of the officers for the corporation:

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If the company is **another entity** not listed above, please list the exact name and type of company, the state under which it is formed, the business address for the company, including the state and county, and list the names of all of the persons authorized to act on the company's behalf:

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Is the company a minority, or woman owned business enterprise?

\_\_\_\_\_No \_\_\_\_\_Yes if yes, specify\_\_\_\_\_MBE \_\_\_\_\_WBE

Has the company been certified as a minority/woman owned business by any governmental agency?

\_\_\_\_\_No \_\_\_\_\_Yes

If yes, specify the governmental agency:

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Date of certification:

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