

REQUEST FOR PROPOSAL CITY OF SAN ANGELO

Vehicle Maintenance Equipment Leasing

RFP No.: VM-05-14



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

RFP SUBMITTAL DEADLINE
May 7, 2014, 2:00 P.M. Local Time

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CITY OF SAN ANGELO

PURCHASING DIVISION

72 West College Ave, San Angelo, Texas 76902

Telephone: (325) 657-4219 or (325) 657-4220

INTRODUCTION

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.

Disqualification

Disqualification may occur for any of the following reasons:

- The respondent is involved in any litigation against the City of San Angelo;
- The respondent is in arrears on any existing contract or has defaulted on a previous contract with the City;
- The respondent is debarred, suspended, or otherwise excluded from or ineligible for participation in State or Federal assistance programs.

Document Availability

Proposals documents are available and may be examined or obtained without charge in the Purchasing Department, Suite 330, City Hall, San Angelo, Texas. The Request for Proposal is also available at <http://www.cosatx.us>. The proposal documents may be found by following the links.

- City Departments
- Purchasing
- Bid Information
- Bid Opportunities>RFP: VM-05-14

Digital Format

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

Interpretations

All questions about the meaning or intent of the Contract Documents, including specifications shall be submitted to the Purchasing Division via email sapurch@cosatx.us or writing. **Please include the RFP Number and Title in the subject line.** Questions received less than ten (10) days prior to the date for opening 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.

Addenda

Should proposal documents be revised prior to the deadline for submittals, the City's Purchasing Division will post the addendum(s) to the City's website addressing the nature of the change.

Respondents are responsible for contacting the City or checking the City's website to determine if any addendums have been issued prior to submitting a bid. Respondents must review all addendums and complete, sign and include the Addendum Acknowledgement form with their proposal.

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 demonstrated competence and qualifications and then attempt to negotiate with respondent(s) a contract(s) at a fair and reasonable price.

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.

Confidentiality

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

Equal Employment Opportunity

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

Proposal Term

Proposal shall be in effect for at least 180 days from the submission date.

Points of Contact**Roger Banks, Division Manager**

Purchasing Department
City of San Angelo
72 West College Avenue, Suite 330.
San Angelo Texas, 76903
Email: roger.banks@cosatx.us
Telephone: (325) 657-4219

Ryan Kramer, Vehicle Maint. Supt.

Vehicle Maintenance
City of San Angelo
1727 Saint Ann St.
San Angelo Texas, 76905
Email: ryan.kramer@cosatx.us
Telephone: (325) 657-4329



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72 West College Ave, San Angelo, Texas 76902

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DEADLINE AND DELIVERY LOCATION

Deadline

Sealed submittals must be received and time stamped by **May 7, 2014 2:00 P.M.**, Local Time. The clock located in Purchasing will be the official time.

Faxed or electronically transmitted RFP submittals will not be accepted

It is the sole responsibility of the respondent to ensure that the sealed RFP submittal arrives at the above location by specified deadline regardless of method chosen by the respondent for delivery.

Copies

Please submit One (1) original, five (5) copies and one (1) copy in PDF format on CD or USB flash drive of all proposal documents, including questionnaire.

Sealed Container Addressing

- Lower Left Hand Corner: *"RFP: VM-05-14/Equipment Leasing"*
- Top Left Hand Corner: *Enter your company name and address.*

Delivery Addresses

USPS: Purchasing Department
RFP: VM-05-14/Equipment Leasing
City of San Angelo
72 West College Avenue
San Angelo, Texas 76903

Delivery Services (FedEx, UPS, etc): Purchasing Department
RFP: VM-05-14/Equipment Leasing
City of San Angelo
72 West College Avenue, Suite 330
San Angelo, Texas 76903

Please ensure the delivery envelope/container is marked, "RFP Enclosed".

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SCOPE OF SERVICES REQUESTED

Introduction

It is the intent of the City of San Angelo 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.

General Service and Requirements

Invoices & Payments

Seller shall submit separate invoices, in duplicate and shall indicate the purchase order or purchase on each invoice. Invoices shall be itemized and they shall list transportation charges, if any, separately. A copy of the bill of lading, and the freight waybill, when applicable, should be attached to the invoice. Payment shall not be due until the above instruments are submitted after delivery. Mail to:

**Vehicle Maintenance Department
City of San Angelo
1727 Saint Ann Street
San Angelo, TX ZIP 76905**

Payment may be withheld by City, at the discretion of the City, until all required documents pertaining to the sale are received by the City.

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 Seller by City.

Do not include Federal Excise, State, or City Sales Tax.

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.

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 six months from contract date awarded by City Council. Proposals shall also include an expiration date of the proposal if applicable.

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.

<u>Machine Type</u>	<u>Estimated Quantity</u>	<u>Estimated Total Cost</u>	
		<u>Low</u>	<u>High</u>
Backhoe	15	\$1,125,000	\$1,350,000
Wheel Loader 1	3	\$375,000	\$435,000
Wheel Loader 2	3	\$570,000	\$630,000
Excavator	1	\$170,000	\$200,000
Motor Grader	2	\$480,000	\$580,000



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PROPOSAL FORMAT

Proposals shall be submitted in the following format with each element requested and/or form furnished as specified to facilitate evaluation of the proposals. The detailed requirements in this RFP are **mandatory**.

Proposers are required to submit a complete RFP that satisfies all requirements. Each RFP is required to address, with a written response, each requirement in all sections of the RFP and in the same format and sequence as the details presented herein. To facilitate evaluation, all submittals must be submitted in the uniform format. All submittals **must** follow the prescribed format and shall include completed forms which are attached to this RFP. Failure to follow the required format or complete the required forms may result in submittals being rejected and removed from consideration.

City of San Angelo will not participate in any cost the Respondent may incur in the preparation and submission of a proposal. The City will not be liable in any manner with regard to this RFP and the Respondent's response to it.

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

Proposal Format Instructions

- Proposal should be submitted in a three-ring binder or report cover and tabbed.
- Each response should be organized in a fashion as outline below with sections labeled (not numbered):
- Each response should be organized in a fashion as outline below with sections labeled (not numbered):

Proposals shall be submitted in the following format with each element requested and/or form furnished as specified to facilitate evaluation of the proposals. The detailed requirements in this RFP are **mandatory**.

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

Section 1. Table of Contents

The Table of Contents must indicate the material included in the proposal. The Table of Contents of the respondent should mirror this section of the City's Request for Proposal and must include all items set forth in this section of the RFP.

Section 2. 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.

Section 3. Scope of Service

Each respondent should include in their proposal:

- a. A detailed explanation of their intention and ability to satisfy the needs as described in this RFP.
- b. Fully explain your organization's experience and diversity of resources, which qualify it for consideration.

Section 4. Contract Samples

All respondents must include in their proposals a sample of the proposed contracts for review by the City Legal Staff.

Please provide proprietary documents here to include financing terms, rates, conditions, examples, expirations, etc.

There shall be a non-appropriations clause for all equipment

Section 5. References

Complete and insert the References worksheet. References from government entities are recommended but not required.

Section 6. Submittal Forms

Complete and insert all forms reflected below:

- a. Letter Of Intent
- b. Disclosure of Certain Relationships
- c. Debarment and Suspension Certification
- d. W-9
- e. Contact Information



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EVALUATION PROCESS

General

The City will evaluate the quotes based on the financial benefit, experience of the Respondent in providing leasing, and adherence to specifications. The City reserves the right to negotiate the final fee schedule, prior to recommending any respondent a contract. In addition, the City reserves the right to accept or reject any or all proposals, or waive any and all formalities not considered advantageous to the City.

Respondents are advised that the City reserves the right to evaluate and rank the proposals without input from the respondents. Therefore, proposals should be complete as initially submitted. However, if you are selected for an interview, you will be expected to present not only your proposal, but also your approach.

This is a Request for Proposal and as such is governed by the procedures as contained in the Texas Local Government Code. Therefore, award of contract(s) shall be made to the responsible offeror(s) whose proposal are determined to be the most beneficial offer(s) resulting from negotiation, taking into consideration the relative importance of the evaluation factors as set forth below. Discussions may be conducted with responsible respondent(s) who submit proposal(s) reasonably susceptible of being selected for award. Respondents will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and revisions may be permitted after submission and before award for the purpose of obtaining best and final offers.

Restrictions on Communication

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

Exceptions to the Restrictions on Communication with City employees include:

1. Private (non-business) contacts with the City by the Proposer's employees acting in their personal capacity;
2. Casual social contacts that do not include mention of this RFP.
3. Respondents may submit written below until **April 30, 2014, 1:00 p.m.**, local time. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by email to:

Roger Banks, Purchasing Division Manager, Email: sapurch@cosatx.us

Please ensure the RFP Number and Title appear in the Subject Line.

Questions submitted and the City's responses will be posted in the form of an Addendum to the City's web site at www.cosatx.us. Respondent is responsible for calling the City to determine if any addendums have been issued prior to their submittal.

4. Respondents may provide responses to questions asked of them after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, Respondents shall not bring lobbyists. The City reserves the right to exclude any persons from interviews as it deems in its best interests;
 5. Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm and anticipated City Council agenda date.
- B. The City reserves the right to accept or reject any or all proposals, and to waive any informalities or irregularities in the RFP process.
- C. 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.

Evaluation Committee

All submittals shall be evaluated by a selection committee and those applicants selected for the short list may be invited to attend an interview, at the applicants own expense.

- A. The selection committee will consist of the Vehicle Maintenance, Operations and Finance staff.
- B. The selection committee will evaluate all proposals that are submitted. Selection ratings will be based on 100-point scale. Ranking will be as reflected below:

Criteria

The selection committee shall evaluate all proposals that are submitted. Selection ratings will be based on 100 point scale. Ranking will be as reflected below:

Financial Benefit..... 40 Points

Financial Benefit – overall cost benefit for the City of the proposal as compared to other finance options, opportunity costs, and operating budget impacts

Experience..... 30 Points

Experience – respondents overall experience of past leases of this type.

Adherence to Specifications 30 Points

Adherence to Specifications – requested aspects for a lease in place.

Selection, Negotiations & Award

- A.** City staff shall make a recommendation to City Council of the selection of the most qualified respondent to enter into contract negotiations with the City.
- B.** The selected respondent shall enter into negotiations with the City for the services to be performed.
- C.** If satisfactory negotiations cannot be concluded, the City reserves the right to negotiate with the next highest-ranking respondent.
- D.** When services and fees are agreed upon, the selected respondent shall be offered a contract subject to City Council approval.
- E.** Should negotiations be unsuccessful, the City may enter into negotiations with the next, highest ranked respondent until an agreement for services and fees are reached. The City retains the right to end the process at any time.
- F.** This RFP does not commit the City to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalist(s) shall pay their own costs incurred in preparing for, traveling to and attending the interviews. The City reserves the right to accept or reject all or part of proposals.

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CITY OF SAN ANGELO

PURCHASING DIVISION

72 West College Ave, San Angelo, Texas 76902

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SUBMISSION FORMS

- RFP Letter Of Interest
- Addendum Acknowledgement
- Conflict Of Interest form
- Debarment and Suspension Certificate
- List of References
- Contact Information

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Letter of Interest

The undersigned firm submits the following information in response to Request for Proposal (as amended by Addenda), issued by the City of San Angelo, Texas ("City").

- Respondent is responsible for calling the Purchasing Division or checking the City's website to determine if any addendums have been issued prior to submitting a proposal.
- Respondent also understands that the City is not bound to select any proposals for the final pre-qualified list and may reject any RFP submittal that the City receives.
- Respondent further understands that all costs and expenses incurred by it in preparing this RFP and participating in this process will be borne solely by the respondent, and that the RFP submittal materials will become the property of the City and will not be returned.
- Respondent agrees that the City will not be responsible for any errors, omissions, inaccuracies, or incomplete statements in this RFP and accepts all terms of the RFP submittal process by signing this letter of interest and making the RFP submittal.
- The respondent certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State departments or agencies.
- Respondent agrees that any offer submitted because of this RFP shall be binding on the Respondent for 120 calendar days following the specified opening date. Any proposal for which the respondent specifies a shorter acceptance period may be rejected.

This RFP shall be governed by and construed in all respects according to the laws of the State of Texas.

Company

Authorized Signature

Printed Name & Title

Address

City, State Zip Code

Date

THIS FORM MUST BE RETURNED WITH THE PROPOSAL

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72 West College Ave, San Angelo, Texas 76902

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Addendum Acknowledgement

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

Addendum No. 1 dated _____	Received _____
Addendum No. 2 dated _____	Received _____
Addendum No. 3 dated _____	Received _____
Addendum No. 4 dated _____	Received _____
Addendum No. 5 dated _____	Received _____
Addendum No. 6 dated _____	Received _____

Company

Authorized Signature

Printed Name & Title

Address

City, State Zip Code

Date

THIS FORM MUST BE RETURNED WITH THE PROPOSAL

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NOTICE TO VENDORS

Disclosure of Certain Relationships

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 to comply with this law, are available at the Texas Ethics Commission website at <http://www.ethics.state.tx.us/whasnew/confliict forms.htm>.

A current list of City of San Angelo and City of San Angelo Development Corporations officers is available in the office of the City of San Angelo City Clerk's office located in Room 201 of City Hall or on the City's website at <http://sanangelotexas.org>. 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 no later than the seventh (7th) business day after the date you become aware of facts that require the form to be filed. See Section 176.006, Texas Local Government Code. It is a Class C misdemeanor to violate this provision.

By Submitting a response to a City of San Angelo or City of San Angelo Development Corporation Request for 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.

A handwritten signature in black ink, appearing to read "Roger S. Banks".

Roger S. Banks
Division Manager

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CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

OFFICE USE ONLY

Date Received

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person 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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

1 Name of person 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 the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes

☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes

☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

MUST BE RETURNED WITH PROPOSAL

Adopted 06/29/2007

LOCAL GOVERNMENT OFFICERS OF THE CITY OF SAN ANGELO
As defined by Chapter 176 of the Texas Local Government Code
(Revised 8/6/13)

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

City of San Angelo City Council:

Mayor: Dwain Morrison, Mayor

Councilmembers: Mayor Pro-Tempore: Charlotte Farmer, SMD 6
Rodney Fleming, SMD 1
Marty Self, SMD 2
Johnny Silvas, SMD 3
Don Vardeman, SMD 4
H.R. Wardlaw, III, SMD5

City Manager: Daniel Valenzuela

City of San Angelo Development Corporation officers are:

Scott Tankersley, President
John Edward Bariou, Jr. - First Vice President
Tony Villarreal - Second Vice President
Daniel Anderson - Director
Richard Crisp - Director
Tommy Hiebert - Director
Pedro Ramirez – Director

Executive Director: Roland Peña



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Debarment and Suspension Certification

- (1) The prospective primary participant 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 participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Company

Signature

Printed Name & Title

Address

City, State Zip Code

Date

THIS FORM MUST BE RETURNED WITH THE PROPOSAL

Debarment and Suspension Certification

INSTRUCTIONS

1. By signing and submitting this proposal, the prospective participant 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 participant 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 participant 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 participant 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 participant shall provide immediate written notice to the City of San Angelo to which this proposal is submitted if at any time the prospective participant 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," "participant," "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 participant 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 participant 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 participant in a covered transaction may rely upon a certification of a prospective participant 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 participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement 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 participant 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 participant 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.



CITY OF SAN ANGELO

PURCHASING DIVISION

72 West College Ave, San Angelo, Texas 76902

Telephone: (325) 657-4219 or (325) 657-4220

List of References

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

REFERENCE ONE

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

REFERENCE TWO

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

REFERENCE THREE

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

REFERENCE FOUR

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

THIS FORM MUST BE RETURNED WITH THE PROPOSAL

Intentionally Left Blank



CITY OF SAN ANGELO
PURCHASING DEPARTMENT
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4219 or 657-4220

Contact Information

Firm Name: _____

Mailing Address: _____

City, State Zip Code: _____

Print Name/Title: _____ Date: _____

Tax ID: (*Attach IRS Form W-9*) _____

Telephone: _____ FAX: _____

Email: _____

Attach IRS Form W-9

THIS FORM MUST BE RETURNED WITH THE PROPOSAL

Intentionally Left Blank

NO BID REPLY FORM

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

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

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

PLEASE PRINT

We wish to **Remain On ()/Deleted From ()** the list of bidders for the City of San Angelo

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

- () 1. We are not interested in selling through the bid process.
- () 2. We are unable to prepare the bid form in time to meet the due date.
- () 3. We do not wish to bid under the terms and conditions of the Request for Bid/Proposal.
OBJECTIONS: _____

- () 4. We do not feel we can be competitive.
- () 5. We cannot submit a bid because of the marketing or franchising policies of the manufacturing company.
- () 6. We do not wish to sell to the City of San Angelo. OBJECTIONS: _____

- () 7. We do not sell the items or provide the services requested.
- () 8. Other: _____

Firm _____

Signed _____

Thank you for your assistance!