



TOWN OF WESTERLY

REQUEST FOR PROPOSAL

2016-081

TAX ADMINISTRATION TAX COLLECTION SEWER ASSESSMENT BILLING & COLLECTION SOFTWARE

October 2016

Town of Westerly
RFP 2016-081 TAX ADMINISTRATION TAX COLLECTION
SEWER ASSESSMENT BILLING & COLLECTION SOFTWARE

Section I- Introduction

Overview

The Town of Westerly is seeking qualified vendors to replace its current Tax Administration Tax Collection Sewer Assessment Billing & Collection Software. The successful bidder(s) must be able to provide software solutions, project management services, installation services, training, hardware implementation (if required), and data conversion services. Bidders are free to bid in whole or in part on any of the software modules. Sealed proposals are due no later than **3:00 p.m. on November 18, 2016**. All questions must be submitted in writing to Eileen Cardillo at ecardillo@westerly.k12.ri.us no later than 12:00 p.m. on November 4, 2016. An addendum will be posted on the website www.westerlyri.gov addressing questions received.

No bidder may withdraw his/her bid within one hundred eighty (180) days after the scheduled closing time for receipt of bid. Any bid accepted shall be subject to appropriation and availability of funds. The Town of Westerly reserves the right to reject any/all bids, waive any informalities in the bids received and to accept and award the bid to the lowest qualified bid deemed most favorable to the interest of the Town of Westerly.

Individuals requesting interpreter services for the hearing impaired or other individuals requiring special accommodations should call 401-348-2500 or 401-596-2022 (v/tdd) 72 hours in advance of the opening date.

The Town does not discriminate on the basis of age, sex, race, religion, national origin, color or handicap in accordance with applicable laws and regulations.

Scope

This Request for Proposal (RFP) is intended to solicit an integrated tax administration, tax collection, sewer assessment billing & collection system.

The software modules that are included in the RFP are:

- Tax Assessment
- Tax Collection
- Sewer Assessment Billing & Collection

In addition, the software cost worksheets provide space for any other software modules that the bidder may want to include in this RFP.

Evaluation and Criteria

All proposals submitted will be reviewed by an evaluation committee. At the completion of the proposal review, the committee may elect to invite the top scoring vendors to make a presentation and software demonstration to the evaluation committee in Town offices in Westerly, Rhode Island, at no cost to the Town. The committee will select the proposal which best fulfills the Town's requirements. There will be a public opening and only the names of the bidders will be read. Overall responsiveness to the Request for Proposals is an important factor in the evaluation process.

Bidders will be evaluated and scored on the following criteria:

TECHNICAL SECTION: POSSIBLE POINTS: 70

- + Software functionality, as indicated in the responses to the general and functional requirements; 15 points
- + Content of Project Acceptance Criteria, Implementation Plan, and Project Deliverables; 10 points
- + Ability to provide evolving technologies, products, and services; 10 points
- + Bidder's client references and "track record"; 5 points
- + Reliability and quality of customer service; 5 points
- Background and experience in providing software solutions to Towns, Boards of Education, and Water Pollution Control Authorities similar in size, structure, and complexity to the Town of Westerly; 5 points
- Bidder's on-site software demonstrations (only selected bidders will perform on-site demonstrations); 10 points
- Dedication to the local government software market; 5 points
- Accuracy and format of this RFP response. 5 points

COST SECTION: POSSIBLE POINTS: 30 (Cost proposal to be submitted in a separate sealed envelope)

- Competitiveness of all costs associated with the implementation and long-term operation of the software solution;
- *The following formula will be applied as follows to qualified vendors achieving a minimum of 56 technical points: low bid automatically receives 30 points all other qualified vendors: low bid/your bid * 30.

The Town will select the systems and or modules it deems as the best possible solution for the Town, which may not be the lowest priced option.

Contract Award Process

The winning bidder(s) will be required to enter into a written contract with the Town. This RFP and proposal, or any part thereof, may be incorporated into and made a part of the final contract. The Town may invite selected bidders to perform on-site demonstrations and will also check references for certain bidders. The Town may also perform site-visits to selected client reference sites to facilitate a better understanding of how the Tax Administration Tax Collection Sewer Assessment Billing & Collection Software operates. The Town reserves the right to accept or reject any proposal in whole or in part and to award contracts to multiple bidders. The Town reserves the right to negotiate the terms and conditions of the contract with the selected bidders. All proposals will be considered valid for a period of one hundred eighty (180) calendar days from the proposal opening date, unless extended by the mutual agreement of the Town and the selected bidder (s).

Section II- Submission Instructions

These RFP instructions are intended to provide bidders with a common, uniform set of instructions to guide them through the development of their response to this RFP. Bidders must follow the prescribed format and use the included forms. These standardized checklists and worksheets will provide the Town with comparable data allowing for fair and objective treatment during the review and evaluation process. Terms used and conditions imposed in this RFP are not intended to imply or denote a particular bidder nor are they to be construed as restrictive in any way. Bidders may propose on individual modules of this RFP and are not required to bid on all modules.

Submission of Proposals

Each bidder must furnish all requested information in the formats specified by this RFP in hardcopy format. Promotional materials and other documents are not necessary and will not be considered as meeting any of the requirements of this RFP. Each proposal must include a letter of transmittal containing the signature of an authorized representative of the prime contractor and not more than two individuals authorized to negotiate and sign a contract with the Town on behalf of the prime

contractor. Beyond this, the bidder can provide any information desired. The transmittal letter should not exceed two pages in length.

Bidder responses must consist of ten (10) copies, and each copy must include:

- + Responses to the General/Technical Requirements
- + Responses to the Functional Requirements
- + Cost Worksheets
- + Client Worksheets
- + Other Mandatory Submittals

A sealed package must be labeled as follows:

(Bidder Name)

RFP 2016-081 Tax Administration Tax Collection Sewer Assessment Billing & Collection Software

Proposals must be delivered no later than the date and time indicated in the transmittal letter attached to this RFP and only to the following address:

Eileen Cardillo
Westerly Town Hall
45 Broad St.
Westerly, RI 02891

Delivery will be at the bidder's expense. Any and all damages that may occur due to packaging or shipping will be the sole responsibility of the bidder.

Clarification of Proposals

The bidder of any proposal that the Town determines as eligible to being selected may be required to discuss or clarify its proposal with the Town at any time during the procurement process.

Rejection of Proposals

The Town reserves the right to reject any and all proposals received in response to the proposal. A bidder's proposal may be rejected if the bidder:

- Fails to submit its proposal to the required address on or before the deadline date established by the transmittal letter;
- Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information requested herein;
- Fails to meet the minimum evaluation criteria as specified in Section III of this proposal;
- Fails to adhere to one or more of the provisions established in the proposal;
- Misrepresents its products or provides demonstrably false information in its proposal, or fails to provide material information.

Further, the Town reserves the right to waive any irregularities of bids.

Uniform Proposals

A uniform format for replying to this proposal is required by the bidder to enable the Town to perform a fair comparative analysis and evaluation. The required format is specified later in the RFP. The bidder's degree of compliance with the requirements of this proposal will be a factor in the subsequent evaluation of the proposal.

Bidder's Examination of the Proposal

Bidders must examine all information and materials contained in and accompanying their proposal. Failure to do so will be at the bidder's risk. This will include, but not be limited to, all relevant laws and regulations of the State of Rhode Island and the United States Government.

Section III- General Conditions

Acceptance/Rejection of Proposals

The Town reserves the right to accept or reject any part of a proposal and may select multiple bidders for different software modules. In addition, the Town may choose to purchase certain modules and is not required to purchase all modules.

Tax Exemption

The Town of Westerly is exempt from the payment of taxes imposed by Federal Government and/or the State of Rhode Island. Do not include taxes in the bid price.

Firm Price

Prices offered by the bidder will be firm and not subject to increase during the term of any contractual agreement arising between the Town and the successful bidder as a result of this proposal. The prices quoted in the response to this RFP shall remain valid for 180 days. Prices will not be subject to increases if the Town does not purchase all modules. Please indicate if there will be a price discount for purchasing multiple modules.

Availability of Funds

If the Town should not, for any reason at any time, appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the software system and services procured pursuant to this proposal, the Town may unilaterally terminate upon thirty (30) days written notice to the successful bidder, any and all contractual or other obligations without penalty. The Town will make every effort to give timely notice of any termination due to unavailability of funds. However, the failure to give notice will not prevent the Town from claiming termination.

Standard Insurance and Indemnification Requirements

General Conditions: Within ten (10) business days of the award or notice, or prior to the start of work, whichever comes first, the contractor will provide, pay for, and maintain in full force and affect the insurance outlined here for coverage's at not less than the prescribed minimum limits of liability. Such coverage is to remain in force during the life of the contract and for such additional time as may be required, and will cover the contractor's activities, those of any and all subcontractors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

- A. **Certificates of Insurance:** The contractor will give the owner a certificate of insurance completed by a duly authorized representative of their insurer certifying that at least the minimum coverage's required here are in effect and specifying that the liability coverage's are written on an occurrence form and that the coverage's will not be canceled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of insurance without thirty (30) days advance written notice to: Town of Westerly, 45 Broad Street, Westerly, Rhode Island, 02891 Attn: Purchasing Agent. Failure of the owner to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the owner to identify a deficiency from evidence provided will not be construed as a waiver of the contractor's obligation to maintain such insurance.
- B. **Insurer Qualification:** All insurance will be provided through companies authorized to do business in the State of Rhode Island and considered acceptable by the owner, with an A.M. Best Rating of A-/VIII.
- C. **Additional Insured:** To the extent commercially available at no additional cost, the policy or policies providing insurance as required, with the exception of professional liability and workers' compensation, will defend and include the owner and owner's architects, directors, officers, representatives, agents, and employees as additional insureds on a primary basis for work performed under or incidental to this contract.
- D. **Retroactive Date and Extended Reporting Period:** If any insurance required here is to be issued or renewed on a claims-made form as opposed to the occurrence form, the retroactive date for coverage will be no later than the commencement date of the project and will state that in the event of cancellation or nonrenewal, the discovery period for insurance claims (tail coverage) will be at least 36 months.
- E. **Subcontractors' Insurance:** The contractor will cause each subcontractor employed by contractor to purchase and maintain insurance of the types specified below. When requested

by the owner, the contractor will furnish copies of certificates of insurance evidencing coverage for each subcontractor.

- F. Waiver of Subrogation: The contractor will require all insurance policies in any way related to the work and secured and maintained by the contractor to include clauses stating each underwriter will waive all rights of recovery, under subrogation and otherwise, against owner, architect, and all tiers of contractors or consultants engaged by them. The contractor will require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.
- G. Indemnification/Hold Harmless: The contractor shall indemnify, defend, and hold harmless the owner and, if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by the owner, arising out of or resulting from the performance of the work and /or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and (b) is caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.

II. Insurance Limits and Coverage:

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions and coverages of Insurance Services Office (ISO) policies, forms, and endorsements.
- B. If the contractor has self-insured retention's or deductibles under any of the following minimum required coverage's, the contractor must identify on the certificate of insurance the nature and amount of such self-insured retention's or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retention's or deductibles will be the contractor's sole responsibility.
- C. Commercial General Liability: The contractor will maintain commercial general liability insurance covering all operations by or on behalf of the contractor on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits:
 - Minimum Limits: \$1,000,000 each occurrence
 - \$2,000,000 each occurrence if blasting is required
 - \$2,000,000 general aggregate with dedicated limits per project site
 - \$2,000,000 products and completed operations aggregate
 - \$1,000,000 personal and advertising injury

Should blasting be required, all necessary permits for the use of explosives shall be obtained by the contractor or insured from the Fire Marshall.

Special hazards shall be covered if needed by endorsement to the Commercial Liability policy/policies as follows:

- 1) Property damage liability arising out of the collapse of or structural injury to any building or structure due to excavation (including burrowing, filling or backfilling in connection therewith), tunneling, pile driving, cofferdam work or caisson work; or to moving, shoring, underpinning, razing or demolition of any building or structure, or removal or rebuilding of any structural support thereof.
- 2) Property damage liability for injury to or destruction of property arising, directly or indirectly, from blasting or explosions however caused, other than explosions of air or steam vessels, piping under pressure, prime movers, machinery or power transmitting equipment.
- 3) Property damage liability for injury to or destruction of wires, conduits, pipes, mains, sewers or other similar property, or any apparatus in connection therewith, below the surface of the ground, arising from and during the use of mechanical equipment for the purpose of excavating or drilling within project limits; injury to or destruction of property at any time resulting therefrom.

Automobile Liability: The contractor will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.

Minimum Limits: \$1,000,000 combined single limit each accident

- D. Workers' Compensation: The contractor will maintain workers' compensation and employer's liability insurance. Waiver of subrogation in favor of the Town of Westerly shall apply.

Minimum Limits: Workers' Compensation: statutory limit

Employer's Liability: \$500,000 bodily injury for each accident

\$500,000 bodily injury by disease for each employee

\$500,000 bodily injury disease aggregate

- E. Umbrella/Excess Liability: The contractor will maintain coverage applying over the underlying Commercial General Liability, Automobile Liability, Pollution Liability (where applicable), and Employer Liability section of the Workers Compensation coverage. **The Town of Westerly shall have the sole discretion in increasing or reducing the Umbrella/Excess Liability coverage requirements depending on the scope and/or size of the work to be performed by Contractor/Bidder.**

Minimum Limits: \$5,000,000 per occurrence/\$5,000,000 annual aggregate

Coverage applies over the underlying Commercial General Liability, Automobile Liability, pollution liability (where applicable), and Employer Liability section of the Workers Compensation Coverage.

- F. Professional Liability (for consultants, engineers, and other individuals/businesses providing professional services)

Each Claim/Wrongful Act: \$1,000,000

Annual Aggregate \$1,000,000

Town of Westerly reserves the right to amend amounts of coverage required and type of coverage's provided based on work or service to be performed.

Section V- General/Technical Requirements

The Town is using this section to highlight the most important general and technical issues. While much of this information may be available in a bidders "standard" promotional literature, bidders must respond to each item under this section in the order it is listed and address all areas identified. Failure to do so may result in a proposal being considered non-responsive and eliminated from further consideration. A Word template for this section titled "General-Technical Requirements" is included on the enclosed CD-ROM.

This section is designed to give the Town general background regarding the bidders' products and implementation process. Please respond to the items below and highlight all of the areas identified.

Company Background

Bidder's response should include:

- Company size and organization
- Length of time company has been in business
- Resumes of key personnel expected to participate in this project

Client References

Provide a list of all client references and identify which software modules and versions are utilized. Include all municipal clients of similar size to Westerly. In addition, there is a client reference worksheet that must be completed in Section VII.

Third Party Software

Identify any third-party software included in this proposal and provide the appropriate general, background, and reference information for these firms.

Implementation Partners

Identify any implementation partners that will be involved in the implementation and provide the appropriate general, background, and reference information for these partners. Also identify the various tasks and responsibilities of these firms and a description of their experience providing

services to local governments. The Town reserves the right to approve changes in implementation partners and key personnel.

Subcontractors

Identify any subcontractors that will be involved in the implementation and provide the appropriate general, background, and reference information for these firms. Also identify the various tasks and responsibilities of these firms and a description of their experience providing services to local governments. The Town reserves the right to approve changes in subcontractors.

Hardware Configuration

Provide minimum and recommended hardware configurations for both client and server computers. In addition, identify whether the applications require a dedicated server or can operate on a server hosting other applications.

Database Platforms

Identify by module, the database platforms, and programming languages used in the financial management system. If the platforms or versions vary by module, provide a table identifying the information by application module.

Software Licensing Fees

Describe the method used to calculate software pricing by each software module.

Maintenance and Support

Provide information regarding maintenance and support plans including:

- Available support methods (dial-up, internet access, etc.)
- What is included in the maintenance and support plan
- Whether or not toll free support is available
- Hours technical support is available
- How calls are tracked and prioritized
- Expected response times

Also, provide a description of how maintenance fees are calculated currently and how much they are expected to increase over the next ten (10) years.

Implementation Plan

The project plan and execution of the plan are significant factors for a successful implementation. The sample plan provided will be a significant item in evaluating our response to this RFP. Provide a realistic sample implementation plan for all modules proposed. This plan should include tasks, resources, and milestones for all items you propose on in this RFP. The plan should use a number of days base, rather than actual dates. Clearly identify the Town's obligation for the implementation.

Project Deliverables

Provide a list of major tasks, resources, milestones, and criteria acceptance for each proposed module for training, consulting, and data conversion. The project deliverables will be a significant item in evaluating your response to this RFP.

Training Plan

Provide a sample training plan identifying:

- Vendor and client responsibilities
- Training styles and techniques
- Expected number of client employees to be trained
- Expected results after training session
- Training handouts
- Retraining/Follow-up Training policies
- Training room requirements

Sample Documents

Provide the following sample documentation:

- Sample contract
- A sample of software upgrade documentation from your latest software releases

• Penalty for non-performance. Liquidated damages of \$500/day will be applied if deliverables are not met.

State and Federal Requirements

The Town is subject to various Federal and State statutory and regulatory requirements. The software must comply with existing and future requirements at both the Federal and State level. Describe whether or not the software complies with all Federal and State requirements. If ongoing compliance falls within the maintenance and support agreement state so explicitly. If ongoing compliance with regulatory or legal requirements falls outside the basic maintenance and support agreement, provide an annual cost estimate to provide compliance.

Software Documentation

Identify the software documentation format and functionality and provide electronic format. Documentation must be adequate and easy to use. Documentation must be well written, available on-line, and easily searchable.

Reporting

The reporting capabilities must be flexible and date sensitive. All reports available in the system should be available for any past time period. Users must be able to select the reporting timeframes, level of detail, sorts, and sub-totals. Describe the reporting flexibility within the system and identify which reports are standard and which must be developed through a custom report-writing tool (either built into the software or a separate software module). Identify any reports that are limited and are not date sensitive.

Internet/Intranet and Web Enabling

Please describe all web-enabled functionality for each software module.

Security/Audit Trails

The system must provide appropriate controls and audit trails to insure the integrity of the database. These controls should include the ability to limit a user to specific applications, specific menus within applications, specific permissions within each menu. The system must also provide appropriate audit trails to identify and associate all changes and processing within the system to specific user ids. Identify the security layers and audit trails available within the system.

Desktop Software Integration

The software should integrate with the Town's office automation software (Microsoft Office) by generating reports or other information in electronic formats easily readable by the Town's software. Describe the desktop software integration capabilities with Microsoft Office.

Data Conversion

Describe the data conversion process, including:

- The responsibilities of all parties in the process
- The level of data detail assumed in the conversion costs proposed
- A list of tables that will be converted
- Required file formats
- Recommendations on which data should be converted

Data Import/Export Facility

The software must provide the ability to both import and export data. The import features must require the data to follow the checks and balances normally done on information generated from within the system. Describe the import/export features of the software.

Section VI- Functional Requirements Worksheets

Functional Requirements Worksheet Instructions

These checklists identify the software functionality required by module. Each checklist has the same format with six columns, three available for input. The fourth column titled "Available" should be used to identify whether or not the particular feature or functionality is available in the software. The valid responses for the "Available" column are:

Response	Meaning
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Y	Yes, it is currently available and functioning in the software version being proposed.
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N	It is not currently available.
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Any response in the "Available" column other than a "Y.:" will be considered an "N".

The "Custom" column is used to identify features or functionality not currently available in the software. This column should only be used when the response to the "Available" column is "N". The valid responses for the "Custom" column are:

Response	Meaning
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C	Custom enhancement for which the Town will be charged.
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F	Future enhancement for which the Town will not be charged.
---	--

S	Enhancement already scheduled for a future release for which the Town will not be charged.
---	--

X	Feature will not be available.
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Any item that has either a "C", "F", or "S" response should be added to the custom/enhancement summary worksheet. Any item added to the custom/enhancement summary worksheet must include an available date in the comments column.

The sixth column with the title "Comment" can be used for additional information.

TAX ADMINISTRATION SOFTWARE REQUIREMENTS

No.	Requirement Description	Available	Custom	Comments
1	Reports must conform with State of RI requirements			
2	Motor Vehicle Phase Out Report – attached			
3	Assessor’s Statement of Assessed Valuations and Tax Levy – attached			
4	Department of Administration Report – attached			
5	Provide on-site training or webinar			
6	Motor Vehicles			
7	Data import from DMV must be easy to import into system			
8	Workbooks must be easy to print, read and review – attached			
9	Data must be compatible with Opal Data Technologies/Vision Government Solutions to export data to other towns. Exported to be emailed to other towns			
10	Data must be compatible with Opal Data Technologies/Vision Government Solutions to import data from other towns. Received electronically from other towns to be imported into our system.			
11	Ability to mass update motor vehicles			
12	Must be compatible with Vision CAMA			
13	Rollover from Vision into new system should be seamless			
14	Multiple ways to search accounts:			
15	Account number			
16	Owner name			
17	MV reg			
18	MV VIN #			
19	Co-owner			
20	Partial name			
21	Business name			
22	Location			
23	Lessee Name (motor vehicle accounts)			
24	Real estate accounts must have the following:			
25	Ability to be coded for sewer district			
26	Must be able to generate reports based on sewer district information			
27	Ability to be coded for fire district			
28	Must be able to generate reports based on fire district			
29	Must be able to provide each fire district with their grand list			
30	In the address section for all accounts have two separate fields for first name and last name for both owner and co-owner.			

31		Administrators must be able to attach and catalog documents to accounts as necessary, must be able to view all attached documents, and must be able to add and delete documents at will. Must also be able to add a title and description of each document added.			
32		Administrators must be able to track, report, and update veteran's exemptions.			
33		State Code field			
34		Must have the ability to generate reports based on State Codes			
35		The ability to be Bank Coded – coded to be sent to an escrow company			
36		Administrators should be able to add and delete escrow companies as needed			
37		Owner history - this should be carried forward from our current system into the new system and have the ability to be updated			
38		Ability to track tax appeal filings			
39		An active notes section. This section will be for internal use only and should not have the ability to be printed on the tax bills			
40		Sewer District tax rate should appear on tax bills and must be able to be updated by administrators. Not to be a hard field on bills.			
41		Ability to add supplemental and prorated tax rolls each year			
42		Prorated bills should be generated by entering in the CO Date and total assessment amount.			
43		More standard reports than currently available			
44		Must be ODBC Compliant			
45		Ease of use to create custom reports			
46		Tangible Accounts			
47		Each account must have an active notes section that can be updated. This section will be for internal use only and should not have the ability to be printed on the tax bills - attached			
48		Each account's notes section must contain all information in current system's notes section of each account			
49		Each account must have a checkbox for Tangibles Reported, a drop-down field of State Codes, a Category field, a Description field, a Fire District field and a Sewer District field - attached			
50		Must have the ability to mass remove the checks in the Tangibles Reported field			
51		Must be able to run an audit trail on an individual account and/or the entire database			

52		Administrator should control which users have what permissions. These permissions should be able to be customized by the Administrator.			
53		Users should have the ability to look at the Collection summary, or history, for each account			
54		Exemptions Codes			
55		Must be able to assign or remove exemption codes to individual accounts			
56		Senior Exemption and Disability Exemption are given by percentage of assessed value. The system must calculate the exemption amount when entering the percentage			
57		Must have the ability to create new or delete unnecessary exemption codes			

TAX COLLECTION AND SEWER ASSESSMENT WORKSHEET

No.	Requirement Description	Available	Custom	Comments
	General			
1	The Town expects proposed system to integrate with the current applications (Opal Data Technologies/Vision Government Solutions and MUNIS)			
2	Test acceptance period of the system shall not exceed sixty (60) days			
3	Company history and experience included on bid.			
4	Provide a functional demonstration of the proposed system. Each application package should be demonstrated, clearly showing the interactive and operational aspects of the system from the user's perspective. Must be the same version/release date as proposed in the RFP.			
5	Vendor must provide a plan for implementing the proposed system and for providing training and ongoing support. Provide detailed plans for training Town staff to the point that they are able to answer inquiries, enter data and handle day to day management of the system.			
6	Specify the nature of any post-implementation support provided by the vendor including Telephone support (average wait times, percentage of time - call back or live support when call)			
7	Availability of user groups (locations and frequency)			
8	Vendors should provide at least five (5) client references, which are similar in size and complexity to the Town of Westerly.			

9		Training will be at the Town of Westerly 45 Broad Street Westerly, RI			
10		Payment installments must be in accordance with Rhode Island General Law s. 44-5-7.			
		Functionality			
11		Tax Collector's Tax System (including Sewer Assessment System) must interface to the Tax Assessor's System.			
12		Tax Collector' System must interface to the Financial System. Town's Financial System is MUNIS – Tyler Technologies.			
13		Tax Collector's System must be able to interface with Lockbox Payment agent. The Town of Westerly uses Lighthouse Payment Systems Inc Woburn, MA.			
14		Tax Collector's system must be able to interface with the State of Rhode Island Department of Motor Vehicle to submit annual delinquent motor vehicle file.			
15		Ability to interface and work with the Town of Westerly's Tax Bill Printer and Lockbox agent to produce a readable payment stub for lockbox payments.			
16		Collect and record maintenance for real, personal, motor vehicle, sewer assessment, supplemental and prorated taxes.			
17		Provide a Web-based bill lookup and payment for all Town receivables. Allow a customer to be able to look their bills up online, select which ones they want to pay, and pay them directly with an electronic check or credit card.			
18		The system must utilize a Bar Code scanner for payment entry, from bills and statements.			
19		On line real time processing of transactions, assessment and collection updates.			
20		Inquiry search by plat/lot, property location, partial location, first name, second name, partial name, vehicle registration (plate) number, vehicle VIN#.			
21		Ability to enter and retain comments (of a reasonable, useful length) and scanned documents for each account.			
22		Ability to interface with all Real Estate Bank Escrow Services.			
23		Must be able to email duplicate tax bills, tax summary statements, and delinquent statements.			
24		Ability to allow taxpayers to enter email address for tax bill copies, delinquent notices and other notifications.			

25		Ability to allow Tax Collection staff to enter an additional email address to send Payment Reports to banks, attorneys and tile companies.			
26		Ability to look up all taxes paid by a single check.			
27		The ability to handle bankruptcies in accordance with federal bankruptcy and state law.			
28		Ability to enter and monitor payment plans.			
29		Ability to accept Credit Card, Debit Cards and Electronic Check Payments.			
30		Ability to produce in house duplicate bills.			
31		Ability to flag taxpayer accounts that require special handling such as delinquent accounts, tax payment agreements, deceased taxpayers or tax sale.			
32		Provide a complete audit trail of all changes to the database.			
33		Provide detailed account history on all tax collection accounts. Current system 2000 to current full account detail, 1996 – 1999 converted data.			
34		Ability to Import and Export data.			
35		Indicate if you can provide all printing and mailing of tax bills.			
36		Ability to create, edits, lock, and unlock batches for tax payments.			
37		Ability to export locked batches to Financial System.			
38		Ability to process electronic payments such as lockbox and credit card service payments. Process ACH batch payments and export to bank for processing.			
39		Ability to send ACH payment notifications to taxpayers by email.			
40		Security capability to restrict access to various functions within the Tax Administration Tax Collection Sewer Assessment Billing & Collection Software.			
41		The system should be capable of multi – user access which allows users to read or write to any part of the system simultaneously.			
42		The System should operate in a Windows environment to provide the user with an easy-to-use system of data inquiry, data maintenance, and variable format report requests.			
43		The System should display user-oriented error messages to inform operators of any necessary information.			
44		The System should include on-line help.			

45		The System will differentiate between Real Property, Tangible Property, Motor Vehicle and Sewer Assessment.			
46		The System will allow the user to select annual, semiannual or quarterly payments for all tax rolls. The four quarters need to be rounded so there are no excess pennies.			
47		When the system is dividing payment, each plat and lot and each motor vehicle and each personal property needs to be rounded so that the amount is equally divisible by the four quarters. The system should contain a rounding tolerance in the configuration file so that all assessments are rounded to the nearest user specified dollar amount.			
48		The System should have the ability to print bills on legal size paper in the format acceptable for Lighthouse Payment Systems lockbox collection and readable bar code.			
49		The System should allow user to view account information in various tab format such as Account Summary History; Account Detail History; Quarterly Breakdowns with assessment information, bank codes and state codes (for real and tangible property); Quarterly Breakdowns for Motor Vehicles with ownership date range, days owned, license plate number, and birth date.			
50		The system should allow the user to create a batch of amendments (such as refunds, abatements, and adjustments) for processing.			
51		The system should allow the user to transfer payments of principle and interest within the same taxpayer account or between two taxpayer accounts.			
		Reports			
52		Prints a date sensitive trial balance showing each account's beginning balance, increases or decreases the amount due as result of adjustment and payments and then prints totals all of the account balances payment and adjustments by type and then provides a summary report by property type an list year.			
53		Detail of all adjustments by adjustment type, property type and list year by range of dates.			
54		Provide the following reports on demand:			
55		Account Summary Report - This report provides account level transaction detail. The report:			
56		- Prints in Account Number order			

57	- can print a user selected range of Account numbers.			
58	- can print accounts that fall into a user selected balance range.			
59	- can optionally print receivable detail.			
60	- allows selection of a receivable group.			
61	- allows filtering of accounts by user-defined flags			
62	Account List - This report provides a summary of original receivable amounts. The report:			
63	- Prints in Owner Name order.			
64	- prints all starting balances for all accounts.			
65	Batch Detail Report - This report provides a list of all postings applied to a batch. The report:			
66	- Prints in Account Number order.			
67	- prints information for each transaction where a payment was applied.			
68	- separates principal and interest.			
69	- Provides a total amount collected for the batch			
70	After selecting PRINT, you will be prompted to select a batch to print. You may select multiple batches by placing an X in the leftmost column next to each batch you wish to print.			
71	Batch List - This report will allow you to select one or more batches and print a summary report showing a one-line summary of each batch with totals.			
72	Batch Summary Report - This report provides a summary of all postings applied to a batch. The report:			
73	- can print payment summaries for a single batch			
74	- can print payment summaries over a range of dates			
75	- gives a count of the number of items posted to each receivable			
76	- Provides a total amount collected for the batch / date range			
77	After selecting PRINT, you will be prompted to select whether you want to print by batch or date range.			
78	Check Register - This report provides a list of all transaction applied to a batch. The report:			
79	- Prints in Transaction Number order.			
80	- prints information for each transaction where a payment was applied.			
81	- separates cash and checks and includes check numbers.			
82	- Provides a total amount collected for the batch			

83	After selecting PRINT, you will be prompted to select a batch to print. You may select multiple batches by placing an X in the leftmost column next to each batch you wish to print.			
84	<u>Deleted Transaction Report</u> -This report provides a list of deleted transactions. The report:			
85	- Prints in Transaction Number order.			
86	- prints all deleted transactions that are stored in the system			
87	- prints the username and reason the transaction was deleted			
88	- prints the cash and check information			
89	- prints the accounts where payments on the transaction were applied			
90	<u>Delinquent Taxpayers</u> - This report provides a list of deleted transactions. The report:			
91	- Prints in Transaction Number order.			
92	- prints all deleted transactions that are stored in the system			
93	- prints the username and reason the transaction was deleted			
94	- prints the cash and check information			
95	- prints the accounts where payments on the transaction were applied			
96	<u>Delinquent Taxpayer Plat/Lot</u> – This option opens a screen where many reports may be printed, including:			
97	- Delinquent Taxpayer Plat/Lot lists			
98	- Delinquent Taxpayer Plat/Lot notices			
99	- Creating an export file of delinquent taxpayers.			
100	Options include: linking delinquent notices with form letter text, filtering by plat/lot range, filtering by receivable group and calculating interest due.			
101	<u>Detail Account Summary</u> – This report provides tax-item level transaction detail. The report:			
102	- Prints in Account Number order.			
103	- can print a user selected range of Account numbers.			
104	- can print receivable detail.			
105	- allows selection of a receivable group.			
106	- allows filtering of accounts by user-defined flags			
107	<u>Form Letters</u> – This report provides a statement of account that can be mailed to taxpayers. The report:			
108	- Allows a custom message to be printed on the letters			
109	- Prints in Account Number order.			

110	- can print a user selected range of Account numbers.			
111	- can print receivable detail.			
112	- allows selection of a receivable group.			
113	- allows filtering of accounts by user-defined flags			
114	Municipal Lien Certificate – This report provides a statement of receivable linked to a plat/lot. The report:			
115	- Allows a custom message to be printed on the letters			
116	- prints interest as of a particular date			
117	- will locate all accounts where a plat/lot has a balance.			
118	- will print the plat/lot and property location of the property			
119	- will link to tangible and motor vehicle accounts if the plat/lot is available			
120	Penalty Report – This report allows you to see a total penalty due as of a particular date for selected receivables			
121	Plat/Lot Report – This report provides a list of receivable linked to a plat/lot. The report:			
122	- allows you to select a particular receivable or all receivables			
123	- prints current interest due on each plat/lot			
124	- allows you to specify an account range to print.			
125	- will print the plat/lot, owner name, and property location of the plat/lot			
126	- allows you to filter the report by balance range or interest range			
127	Real Property with Multiple Accounts - This report prints any piece of real property that is linked to multiple account # in the system. This report:			
128	Is useful for tax lien / tax sale purposes.			
129	is useful for locating balances due on properties that have transferred			
130	will only show plat/lots where a plat/lot has a balance on one or more accounts			
131	Special Transaction Report – This report provides a report of other transactions. The report:			
132	- Prints in Account Number order within tax year.			
133	- can print transactions for a user-selected date range.			
134	- allows selection of a receivable group.			
135	- prints transactions in the following categories:			

136	-abatements, refunds, adjustments, transfers, and new receivables			
137	Trial Balance Report - This report provides a system balance summary. The report:			
138	- prints starting and ending balances for each receivable category			
139	- can print monthly or it can combine months			
140	- can print all transactions up to a particular date			
141	- allows selection of a particular receivable group.			
142	Integration –			
143	Module is fully integrated with the Tax Assessment module; all changes made to assessments are reflected in the Tax Administration Tax Collection Sewer Assessment Billing & Collection Software, when appropriate.			
144	Integrated with general ledger system.			
145	Integrated with Sewer Assessment module.			
146	Provide ability to export to Excel			
147	Audit Trail -			
148	Provides a secure trail of all changes made to master tables identifying user, change and date of change.			
149	Provide audit trail of all adjustments related to property.			

IT Worksheet

No.	Requirement Description	Available	Custom	Comments
1	Server must be windows			
2	Software must natively support windows clients			
3	Software database must be Microsoft SQL or Oracle			
4	Proposed software must be deployed to than currently active 30 clients			
5	Proposed software must be deployed to at least 5 towns of similar size and complexity			
6	Must have nightly automatic synchronization with online services			
7	Online collection must support Point and Pay			
8	Online collection must support credit cards, debit cards and checks			

9	Must support Vision 6.5 data import			
10	Must have MV import and Export complaint with OPAL			
11	Must support Rhode Island DMV standard for data import			

Town of Westerly
RFP 2016-081 TAX ADMINISTRATION TAX COLLECTION
SEWER ASSESSMENT BILLING & COLLECTION SOFTWARE
COST PROPOSAL

(SUBMIT IN A SEPARATE SEALED ENVELOPE)

Date: _____

Name of Bidder: _____

Address: _____

**PROVIDE A DELIVERED PRICE FOB WESTERLY, RI FOR TAX ADMINSTRATION, TAX COLLECTION,
SEWER ASSESSMENT BILLING & COLLECTION SOFTWARE PER BID SPECIFICATIONS**

Total Bid \$ _____

Total Price in words: _____

**(INCLUDE A BREAKDOWN OF COSTS ADDING UP TO THE TOTAL BID, I.E. SOFTWARE,
MAINTENANCE, TRAINING, ETC.) No additional costs will be accepted.**

I/we agree to provide the above noted materials delivered at the price quoted above in accordance with the Bid Specifications attached herewith except as noted.

Delivery _____ days after receipt of purchase

Note: Above price tax exempt

Receipt of Addendum(s) _____

Completed & Signed Bidder Certification Appendix A Submitted with Bid _____

CORPORATION OR PARTNERSHIP NEEDS TO PROVIDE PROPER AUTHORIZATION FOR EXECUTING CONTRACT.

Representing the Bidder indicated above, I hereby certify that the offered meets all of the specifications of the Town of Westerly except as are noted on the exception sheet.

Name: _____

Title: _____

Signature: _____

EXCEPTION TO MINIMUM SPECIFICATIONS:

Company:

By:

Appendix A

Bidder Certification Form

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM. Offerors are expected to read, sign and comply with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

Rules for Submitting Offers

This Certification Form must be attached in its entirety to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with the Town of Westerly/Westerly Public Schools. As such, submittal of the entire Bidder Certification Form, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bid/RFP/RFQ number, date and time of opening marked in the upper left hand corner of the envelope. Each bid/offer must be submitted in separate sealed envelopes. A complete signed (in ink) offer package must be delivered to the Town of Westerly/Westerly Public Schools Purchasing Department by the time/date specified for the opening of responses in a sealed envelope.

Bids must be submitted on the bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Documents misdirected to other Town/School locations or which are not present in the Town of Westerly/Westerly Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.

SOLICITATIONS. To assure maximum access opportunities for users, public bid/RFP solicitations shall be posted on the website for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the website has been severely curtailed and it is determined by the Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored. When the result of an internet solicitation is unsuccessful, the Town of Westerly/Westerly Public Schools will cancel the original solicitation and re-solicit the original offer directly from vendors.

PRICING. Offers are irrevocable for ninety (90) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. The Town of Westerly/Westerly Public Schools is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price. PRICES QUOTED ARE FOB DESTINATION.

DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at the vendor's expense.

PREVAILING WAGE, OSHA SAFETY TRAINING and APPRENTICESHIP REQUIREMENTS. Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices. The successful Bidder must submit certifications of compliance with these laws from each of its

subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at www.dlt.ri.gov.

PUBLIC RECORDS. Offerors are advised that all materials submitted to the Town/School for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain Information; however, bid/RFP response summaries may be reviewed after award(s) have been made by visiting www.westerly.govoffice.com or appearing in person at the Town of Westerly/Westerly Public Schools Purchasing Department Mondays through Fridays between 8:30am-3:30pm. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the website.

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the Town/School's sole option.

BID SURETY. Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered.

SPECIFICATIONS. Unless specified "no substitute", product offerings equivalent in quality and performance will be considered (at the sole option of the Town/School) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

VENDOR AUTHORIZATION TO PROCEED. When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the Town of Westerly/Westerly Public Schools, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment Issued by the Town of Westerly/Westerly Public Schools PRIOR to delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR pricing agreement made in writing by the Town of Westerly/Westerly Public Schools Purchasing Department, shall be considered a binding contract.

GENERAL TERMS AND CONDITIONS OF CONTRACTS. This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State's Purchasing Laws and Regulations and other applicable State Laws. The General Terms and Conditions are Incorporated into all Town of Westerly/Westerly Public Schools contracts.

EQUAL EMPLOYMENT OPPORTUNITY. Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 or more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws also apply.

PERFORMANCE BONDS. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the notice of award.

DEFAULT and NON-COMPLIANCE Default and/or non-compliance with the requirements and any other aspects of the award may result in withholding of payment(s), contract termination, debarment, suspension, or any other remedy necessary that is in the best interest of the Town of Westerly/Westerly Public Schools.

COMPLIANCE Vendor must comply with all applicable federal, state and local laws, regulations and ordinances

.
SPRINKLER IMPAIRMENT AND HOT WORK. The Contractor agrees to comply with the practices of the Town/School's Insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the Risk Manager at the Town of Westerly/Westerly Public Schools.

PUBLIC COPY. Each bid proposal for a *public works project* must include a "public copy" to be available for public inspection upon the opening of bids. Bid Proposals that do not include a copy for public inspection will be deemed nonresponsive.

For further information on how to comply with this statutory requirement, see R.I. Gen. Laws §§ 37-2-18(b) and (j). Also see State of Rhode Island Procurement Regulation 5.11 at <http://www.purchasing.ri.gov/rulesandregulations/rulesAndRegulations.aspx>

ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS

Offerors must respond to every disclosure statement. A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements.

Indicate Yes (Y) or No (N):

___ 1 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been subject to suspension or debarment by any federal, state, or municipal government agency, or the subject of criminal prosecution, or convicted of a criminal offense with the previous five (5) years. If so, then provide details below.

___ 2 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has had any contracts with a federal, state or municipal government agency terminated for any reason within the previous five (5) years. If so, then provide details below.

___ 3 State whether your company or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been fined more than \$5000 for violation(s) of Rhode Island environmental laws by the Rhode Island Department of Environmental Management within the previous five (5) years. If so, then provide details below.

___ 4 I/we certify that I/ we will immediately disclose, in writing, to the Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.

___ 5 I/we acknowledge that, in accordance with (1) Chapter §37-2-54(c) of the Rhode Island General Laws "no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department of Administration or made under general regulations which the Purchasing Agent may prescribe," including change orders and other types of contracts and under State Purchasing Regulation 8.2.1.1.2 any alleged oral agreement or arrangements made by a bidder or contractor with any department or an employee of the Town of Westerly/Westerly Public Schools may be disregarded and shall not be binding on the Town of Westerly/Westerly Public Schools.

___ 6 I/we certify that I or my/our firm possesses all licenses required by Federal and State laws and regulations as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the Town of Westerly/Westerly Public Schools Purchasing Agent in writing of such circumstance.

___ 7 I/we certify that I/ we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the Town of Westerly/Westerly Public Schools Purchasing Agent in writing of such circumstance.

___ 8 I/we certify that I/we understand that falsification of any information herein or failure to notify the Town of Westerly/Westerly Public Schools Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.

___ 9 I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.

___ 10 I/we acknowledge that I/we understand the State's Purchasing Laws (§37-2 of the General Laws of Rhode Island) and General Terms and Conditions available at the Rhode Island Division of Purchases Website

(<http://www.purchasing.ri.gov>) apply as the governing conditions for any contract or purchase order I/we may receive from the Town of Westerly/Westerly Public Schools, including the offer contained herein.

___ 11 I/we certify that the bidder: (i) is not identified on the General Treasurer's list, created pursuant to R.I. Gen. laws§ 37-2.5-3, as a person or entity engaging In investment activities in Iran described in§ 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

___ 12 If the product is subject to Department of Commerce Export Administration Regulations {EAR) or International Traffic in Arms Regulations (ITAR), please provide the Export Control Classification Number (ECCN) or the US Munitions List (USML) Category: _____

___ 13 I/we certify that the above information is correct and complete.

IF YOU HAVE ANSWERED "YES" TO QUESTIONS #- 3 OR IF YOU ARE UNABLE TO CERTIFY YES TO QUESTIONS #4 -11 and 13 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments, (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein.

Vendor's Signature: _____ Bid Number: _____ Date: _____
(Person Authorized to enter into contracts; signature must be in ink) (if applicable)

Print Name and Title of Company official signing offer Telephone Number
