

**REQUEST FOR PROPOSALS (RFP) NO. 2017 050**

**CLOSING DATE AND TIME: AUGUST 24, 2017 2:00 P.M.**

**HEALTH PERMIT AND INSPECTION SOFTWARE AND MAINTENANCE**

**PROPOSALS SHALL BE SUBMITTED ON THIS FORM**

The City of Mesquite, Texas invites sealed proposals from all qualified vendors desiring to furnish the City with the Health Permit and Inspection Software and Maintenance, complying with the following specifications as listed herein.

A pre proposal tele conference will be held at 10:00 a.m. on Wednesday, August 16, 2017 in the Fire Administration Conference Room located at 1515 N. Galloway Avenue, Mesquite, TX 75149. Although it is not required, prospective Proposers are encouraged to attend this conference.

Dial in Number: 712 770 4160

Participant Code: 192381

A sealed copy of the bid proposal may be submitted by courier or hand delivered to Ryan Williams, Manager of Purchasing, City of Mesquite, 1515 N. Galloway, Mesquite, Texas 75149. Proposals may also be mailed to Ryan Williams, Manager of Purchasing, City of Mesquite, P.O. Box 850137, Mesquite, Texas 75185 0137. Mark envelope in lower left corner "RFP No. 2017 050 Health Permit and Inspection Software and Maintenance," so that the proposals will not be opened until the appointed hour. Proposals may also be submitted by courier, hand delivered in a sealed envelope or box to Ryan Williams, Manager of Purchasing, City of Mesquite, 1515 N. Galloway Avenue, Mesquite, Texas 75149. Proposals submitted must to this

4. Laws and Ordinances: The Contractor shall at all times observe and comply with all Federal, State and local laws, ordinances and regulations which in any manner affect the Contract or the work, and shall indemnify and save harmless the City against any claim arising from the

15. The City is not liable for any cost incurred by Proposers in replying to this RFP. This includes costs to determine the nature of the proposal, submitting, negotiating,

25. Price quoted shall prevail for the entire term of the contract; one (1) year starting after proposal is awarded by City Council to the successful proposer. A renewal option is included as a part of this proposal for an additional two (2) one year periods, renewable on anniversary of the original date, provided proposer can maintain proposal prices and both parties are in mutual agreement.

26. this is not a contract. If you have any questions, please contact the City of San Diego at (619) 441-7596. The City of San Diego is not responsible for the content of this document. If you are having trouble viewing this document, please contact the City of San Diego at (619) 441-7596. The City of San Diego is not responsible for the content of this document.

## SPECIAL PROVISIONS

1. Price escalation: The City of Mesquite favors fixed pricing. However, due to market conditions, which may

**CONTRACTING WITH THE CITY OF MESQUITE**

Updated: January 8, 2016

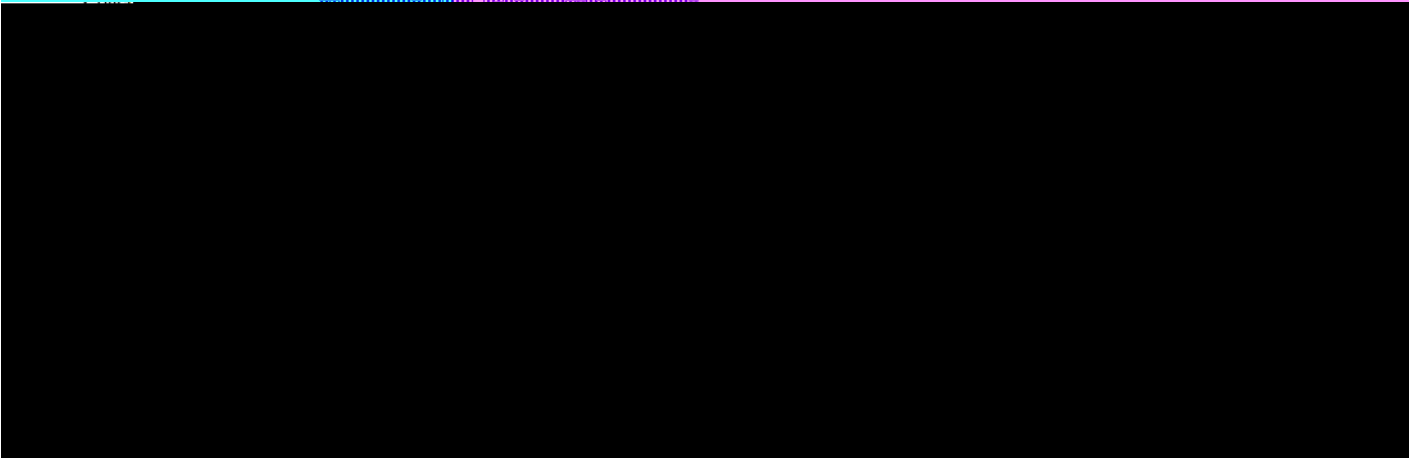
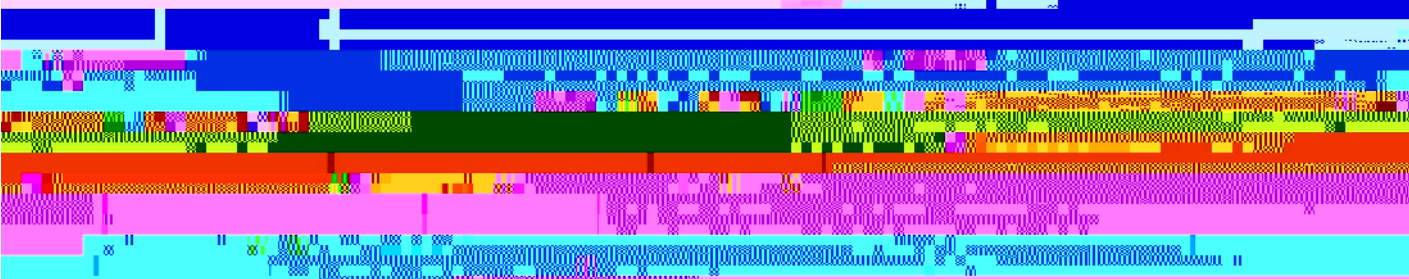
**Conflict of Interest Questionnaire  
And Disclosure of Interested Parties (Form 1295)**

YOU WILL BE REQUIRED TO COMPLY WITH THE FOLLOWING:

Chapter 176 of the Texas Local Government Code is an ethics law that was initially enacted by the Texas Legislature with HB 914 in 2005 that requires disclosure of employment and business relationships local

CONFLICT OF INTEREST QUESTIONNAIRE

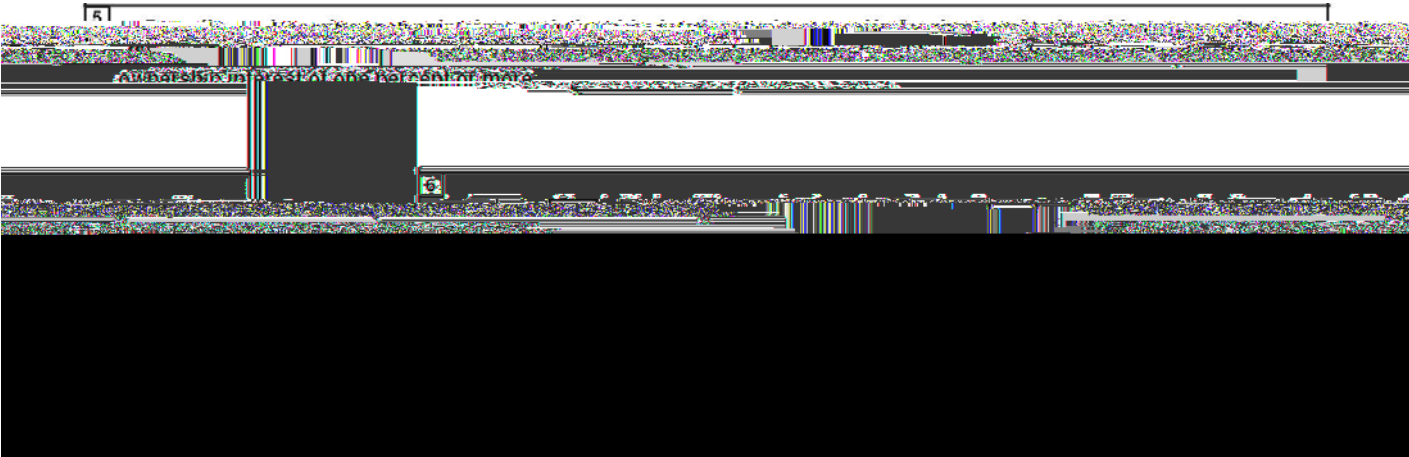
EQ



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

Yes

No



[REDACTED] COMPLIANCE  
 [REDACTED]  
 [REDACTED]

ALL INFORMATION CONTAINED ON THIS PAGE AND SUBJECT TO THE PUBLICITY

(1) the date that the vendor:

or [REDACTED] entity;  
 or [REDACTED] (b)(7)  
 or [REDACTED]  
 or [REDACTED] of bids, correspondence, or any other writing related to a potential contract with the local [REDACTED] governmental entity; or [REDACTED]

(2) the date the vendor becomes aware:

[REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]



## **Standards of Conduct**

The City of Mesquite conducts business with the public, business partners, vendors and contractors under a set of rules to ensure that all City officials and employees discharge their duties in a manner designed to promote public

emp



**INSURANCE VERIFICATION PROGRAM  
LETTER OF AUTHORITY**

TO: All Awarded Vendors

# INSURANCE

## A. AMOUNTS OF INSURANCE

Contractor agrees to provide and to maintain the following types and amounts of insurance, for the term of this Contract.

<u>Type</u>	<u>Amount</u>
1. <u>Worker's Compensation</u> and <u>Employer's Liability</u>	<u>Statutory Limits</u> \$100,000 per occurrence
2. <u>Commercial (Public Liability)</u> <u>including but not limited to:</u>	<u>Bodily Injury:</u> \$500,000 per person \$1,000,000 per occurrence and
A. Premises/Operations	
B. Independent Contractors	
C. Personal Injury	<u>Property Damage:</u>
D. Products/Complete Operations	\$500,000 per occurrence
E. Contractual Liability (insuring above indemnity provisions)	with <u>general aggregate</u> of \$1,000,000
3. <u>Business (Commercial)</u> <u>Automobile Policy:</u>	Combined Single Limit/ \$500,000

The preceding amounts notwithstanding, the City reserves the right to increase the minimum required insurance to be effective thirty (30) days after notice is sent to the address provided herein. The Contractor may pass through to the City all costs for obtaining the increase in the insurance coverage.

## B. OTHER INSURANCE

2.

6. The Contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

## Non Exclusion Affidavit for General Contractors

Federal,

## PROPOSAL EVALUATION

RFP shall be awarded to the best





.....**Financial Integration with Tyler Munis** ..

The City is interested in the new software system interfacing or at least

## PROPOSAL INFORMATION

Your company has been selected to submit a written proposal regarding software and maintenance that will provide a comprehensive

Software capable of providing a variety of inspection and billing forms.

- Allow for customization for inspection forms such as



## TERMINATION OR DEFAULT

The City of Mesquite reserves

# REFERENCES

Five (5) Work References (Include: Names, Addresses, Phone No's., Dates, Work Description and Contract Amounts.)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HEALTH PERMIT AND INSPECTION SOFTWARE AND MAINTENANCE**

and with full knowledge for the requirements, do hereby agree to furnish the coverage in full accordance with the specifications and requirements.

I certify that \_\_\_\_\_ and its response complies with these specifications.  
.....(Name of Organization)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## NOTICE

The following blank spaces in the contract are not to be filled in by the Proposer at the time of submitting his proposal. The contract form is submitted at this time to familiarize the Proposer with the form of contract, which the successful Proposer will be required to execute.

**CONTRACT FOR GOODS AND SERVICES**

THIS CONTRACT is made and entered into this the \_\_\_ day of \_\_\_\_\_, 2017 by and between the **City of Mesquite**, Texas, a Municipal corporation located in Dallas County, Texas, (hereinafter called CITY), acting through its duly authorized City Manager, Cliff Keheley, and \_\_\_\_\_, a \_\_\_\_\_, located at \_\_\_\_\_, (hereinafter called COMPANY), acting by and through its duly authorized agent.

WITNESSETH: That for and in consideration of the mutual covenants hereinafter set forth, the CITY and COMPANY agree as follows:

**I. DESCRIPTION OF GOODS AND/OR SERVICE**

The CITY agrees to purchase and the COMPANY agrees to provide all of the goods and/or services as specified in the contract documents, such goods and/or services generally described as follows:

**RFP NO. 2017 050 HEALTH PERMIT AND INSPECTION SOFTWARE AND MAINTENANCE**

for the bid sum of \_\_\_\_\_ Dollars to be paid upon completion of service and/or acceptance of goods, in current

VI. GOVERNING LAW AND VENUE

The parties agree that the laws of the State of Texas shall apply to and govern this Contract and venue for any legal proceeding shall be in Dallas County, Texas.

VII. INDEPENDENT CONTRACTOR/INDEMNITY

It is agreed for all purposes hereunder, the COMPANY is and shall be an independent contractor and shall not, with respect to their acts or omissions, be deemed an agent or employee of CITY.

**COMPANY agrees to indemnify and hold harmless and defend CITY, its officers, agents, and employees, from and against liability for any claims, liens, suits, demands, and actions for damages, injuries to persons**



IN WITNESS WHEREOF, CITY and COMPANY have executed this Contract in three (3) counterparts, each of which shall be deemed an original, the day and year first written above.

CITY OF MESQUITE

**TO THE VENDOR**

**DID YOU REMEMBER TO:**

Abide by the General Clauses and Special Conditions  
Make