



**REQUEST FOR
PROPOSALS**

**FIXED ASSET AUDIT AND MANAGEMENT
SOLUTION**

RFP #2020-01

RFP DUE DATE: Monday, September 30, 2019

RFP DUE TIME: 3:00 P.M.

The City of Edinburg is soliciting competitive sealed Request for Proposals; hereinafter referred to as RFP, to be received by the City Secretary's Office located at 415 W. University Drive, Edinburg, Texas 78541. City of Edinburg normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and shall be closed on recognized holidays.

RFPS will be received until **3:00 p.m. Central Time**, on **Monday, September 30, 2019**, shortly thereafter all submitted RFPS will be gathered and taken to the Edinburg City Hall Community Room, 1st Floor, to be publicly opened and read aloud. Any RFP received after the closing time will not be accepted and will be returned to the submitter unopened. It is the responsibility of the submitter to see that any RFP submitted shall have sufficient time to be received by the City Secretary's Office prior to the RFP opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the RFPs. RFPs will not be accepted by telephone or facsimile machine. All RFPS must bear original signatures and figures. The RFP shall be for:

RFP #2020-01
FIXED ASSET AUDIT AND MANAGEMENT SOLUTION

If you have any questions or require additional information regarding this RFP, please contact Ms. Lorena Fuentes, Purchasing Agent, at (956) 388-1895 or at the following e-mail address: lfuentes@cityofedinburg.com. **If you have any questions or require additional information regarding specifications for this proposal, please contact Mr. Dagoberto Soto Jr., Director of Finance at (956) 388-1895.**

The City of Edinburg reserves the right to refuse and reject any or all RFPs and to waive any or all formalities or technicalities and to accept the RFP deemed most advantageous to the City, and hold the RFPs for a period of **180** days without taking action.

RFPs must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the envelope with corresponding RFP number and title.

Please read your requirements thoroughly and be sure that the RFP offered complies with all requirements/specifications noted. Any variation from the solicitation requirements/specifications must be clearly indicated by letter, on a point by point basis, attached to and made a part of your RFP. If no exceptions are noted, and you are the successful respondent, it will be required that the service(s) be provided as specified.

GENERAL TERMS AND CONDITIONS

PURPOSE

(1) The purpose of these solicitation documents is to provide a proposal for: **FIXED ASSET AUDIT AND MANAGEMENT SOLUTION**

INTENT

(2) The services to be provided under this RFP shall be in accordance with and shall meet all specifications and/or requirements as shown in this solicitation for RFP. There is no intention to disqualify any respondent who can meet the requirements.

SUBMITTAL OF RFP

(3) RFPs shall be submitted in sealed envelopes as referenced on the attached solicitation. Three (3) complete sets of the response, one (1) original marked "**ORIGINAL**," and two (2) copies marked "**COPY**". RFPs submitted by facsimile (fax) or electronically shall **NOT** be accepted. Submittal of an RFP in response to this solicitation constitutes an offer by the respondent. Once submitted, RFPs become the property of the City of Edinburg and as such the City reserves the right to use any ideas contained in any RFP regardless of whether that respondent/firm is selected. Submission of a RFP in response to this solicitation, by any respondent, shall indicate that the respondent(s) has/have accepted the conditions contained in the RFP, unless clearly and specifically noted in the RFP submitted and confirmed in the contract between the City and the successful respondent otherwise. RFPs which do not comply with these requirements may be rejected at the option of the City. RFPs must be filed with the City of Edinburg before the deadline day and hour. No late RFPs will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet RFP requirements may be grounds for disqualification.

Hand Delivered RFPs:

415 W. University Drive
c/o City Secretary Department (1st Floor)

If using Land Courier (i.e. FedEx, UPS):

City of Edinburg
c/o City Secretary
415 W. University Drive
Edinburg, Texas 78541

If Mailing RFPs:

City of Edinburg
c/o City Secretary
P.O. Box 1079
Edinburg, Texas 78540-1079

TIME ALLOWED FOR ACTION TAKEN

(4) The City of Edinburg may hold RFP/s **180** days after deadline without taking action. Respondents are required to hold their RFP/s firm for same period of time.

RIGHT TO REJECT/AWARD

(5) The City of Edinburg reserves the right to reject any or all RFPs, to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the City of Edinburg.

ASSIGNMENT

(6) Respondents are advised that the City of Edinburg shall not allow the successful respondent to sell, assign, transfer, or convey any part of any contract resulting from this RFP in whole or in part, to a third party without the written approval of the City of Edinburg.

AWARD

(7) Respondents are advised that the City of Edinburg is soliciting RFPs and award shall be made to the respondent that in the opinion of the City of Edinburg is the best qualified.

NUMBER OF CONTRACTS

(8) THE CITY reserves the right to award one or no contract in response to this RFP.

STATUTORY REQUIREMENTS

(9) It shall be the responsibility of the successful respondent to comply with all applicable State & Federal laws, Executive Orders and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work to be performed hereunder and such shall apply to the contract throughout, and that they will be deemed to be included in the contract as though written out in full in the contract documents.

ALTERATIONS/AMENDMENTS TO RFP

(10) RFP **CANNOT** be altered or amended after opening time. Alterations made before opening time must be initialed by respondent guaranteeing authenticity. No RFP may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Edinburg.

NO RESPONSE TO RFP

(11) If unable to submit a RFP, respondent should return inquiry giving reasons.

LIST OF EXCEPTIONS

(12) The respondent shall attach to his/her RFP a list of any exceptions to the specifications/ requirements.

PAYMENT

(13) The City of Edinburg will execute payment by mail in accordance with the State of Texas Pay Law after SERVICES have been completed, introduced to the City, and found to meet City of Edinburg specifications/requirements. No other method of payment will be considered.

SYNONYM

(14) Where in this solicitation package SERVICES is used, its meaning shall refer to the request for the FIXED ASSET AUDIT AND MANAGEMENT SOLUTION as specified.

RESPONDENT'S EMPLOYEES

(15) Neither the Respondent nor his/her employees engaged in fulfilling the terms and conditions of this Service Contract shall be considered employees of the City. The method and manner of performance of such undertakings shall be under the exclusive control of the vendor on contract. The City shall have the right of inspection of said undertakings at any time.

INDEMNIFICATION CLAUSE

(16) The Respondent agrees to indemnify and save harmless the City, from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances,

products or processes, and he shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used

INTERPRETATIONS

(17) Any questions concerning the project and/or specifications/requirements with regards to this solicitation for statement(s) of qualifications shall be directed to the designated individuals as outlined in the RFP. Such interpretations, which may affect the eventual outcome of this request for statements of qualifications, shall be furnished in writing to all prospective Respondents via Addendum. No interpretation shall be considered binding unless provided in writing by the City of Edinburg in accordance with paragraph entitled "**Addenda and Modifications**".

VERBAL THREATS AND OFFICIAL CONTACT

(18) Any threats made to any employee of the City, be it verbal or written, to discontinue the providing of item/material/services for whatever reason and/or reasons shall be considered a breach of contract and the City will immediately sever the contract with the Respondent/Consultant on contract. Respondents shall not offer gratuities, favors or any monetary value to any official or employee of the City for purpose of influencing the selection. Any attempt by any Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds from exclusion from the selection process. Once the project is advertised, there shall be no contact with any city official or employee unless using the formal process through the Purchasing Department. Failure to comply will result in the firm being disqualified from the process.

CONFIDENTIAL INFORMATION

(19) Any information deemed to be confidential by the respondent should be clearly noted on the pages where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the respondent may not be considered confidential under Texas Law, or pursuant to a Court order.

PAST PERFORMANCE

(20) Respondent's past performance shall be taken into consideration in the evaluation of RFP submittal.

JURISDICTION

(21) Contract(s) executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and performable and payable in Hidalgo County, Texas.

RIGHT TO AUDIT

(22) The City of Edinburg reserves the right to audit the vendor's books and records relating to the performance of this contract. The City of Edinburg, at its own expense, shall have the right at all reasonable times during normal business hours and upon at least twenty-four (24) hours' advance notice, to audit, to examine, and to make copies of or extracts from the books of account and records maintained by the vendor(s) with respect to the Supply/Service and/or Purchase Contract. If such audit shall disclose overpayment by City to vendor, written notice of such overpayment shall be provided to the vendor and the amount of overpayment shall be promptly reimbursed by vendor to the City. In the event any such overpayment is not paid within ten (10) business days after receipt of such notice, the unpaid amount of such overpayment shall bear interest at the rate of one percent (1%) per month from the date of such notice until paid.

VENUE

(23) The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Hidalgo County, Texas.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS “C” MISDEMEANOR.

CONFLICT OF INTEREST

(24) CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Edinburg not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ go to the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

CERTIFICATE OF INTERESTED PARTIES (Form 1295)

(25) In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.1808 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. For more information go to the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

CONFIDENTIALITY OF INFORMATION AND SECURITY

(26) Should the successful respondent become the holder of and have access to confidential information in the process of fulfilling its responsibilities in connection with an awarded contract the successful respondent agrees that it shall keep such information confidential and will comply fully with the laws and regulations of the State of Texas, ordinances and regulations of the City, and any applicable federal laws and regulations relating to confidentiality.

TERMINATION OF CONTRACT

(27) The City of Edinburg reserves the right to terminate the contract if, in the opinion of the City of Edinburg, the successful vendor's performance is not acceptable, no funds are available, or if the City wishes, without cause, to discontinue this contract. Termination will be in written form allowing a 30-day notice.

RESPONSE DEADLINE

(28) Responses to the RFP must be addressed to City Secretary, City of Edinburg, 415 W. University Drive by **Monday, September 30, 2019 until 3:00 p.m.** for consideration. **An (1) original and two (2) copies** of complete sets of the response must be submitted no later than this date and time in a **sealed envelope** indicating that its

contents are in response to the RFP for the **“FIXED ASSET AUDIT AND MANAGEMENT SOLUTION”**. Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.

ADDENDA AND MODIFICATIONS

(29) Any changes, additions, or clarifications to the RFP are made by amendments (addenda). Any respondent in doubt as to the true meaning of any part of the RFP or other documents may request an interpretation from the Purchasing Division. At the request of the respondent, or in the event the Purchasing Division deems the interpretation to be substantive, the interpretation will be made by written addendum. Said Addenda shall be mailed, e-mailed, hand delivered and/or faxed, to all prospective respondents. All Addenda issued in respect to this RFP shall be considered official changes to the original documents. Verbal statements in response to inquiries and/or requests for explanations shall not be authoritative or binding. It shall be the respondent's responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, respondents are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their RFP Submittal. Respondent(s) signature on Addenda shall be interpreted as the respondent's "recognition and compliance to" official changes as outlined by the City of Edinburg and as such are made part of the original solicitation documents. Failure of any respondent to receive any such addendum or interpretation shall not relieve such respondent from its terms and requirements. The City may issue a written addendum no later than five calendar days prior to the date bids must be received. Addendums are available online at www.cityofedinburg.com.

RFP PREPARATION COSTS

(30) The City of Edinburg shall not be held liable for any costs incurred by any respondent for work performed in the preparation of and production of a RFP or for any work performed prior to execution of contract.

EQUAL EMPLOYMENT OPPORTUNITY

(31) Respondent agrees that they will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments, except as permitted by said laws.

AUTHORIZATION TO BIND RESPONDENT TO RFP

(32) RFPs MUST give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your RFP. Person signing bid must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this information. The legal status of the Respondent whether corporation, partnership, or individual, shall also be stated in the RFP. A corporation shall execute the RFP by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Respondent shall give full names and addresses of all partners. All partners shall execute the RFP. Partnership and Individual Respondent shall state in the proposal the names and addresses of all persons with a vested interest therein. The place of residence of each Respondent, or the office address in the case of a firm or company, with county and state and telephone number, shall be given after the signature.

BRAND OR MANUFACTURER REFERENCE

(33) Unless otherwise specified, any catalog or manufacturer's reference or brand name used in describing an item is merely descriptive, and not restrictive, and is used only to indicate type and style of product desired. Proposals on alternate brands will be considered if they meet specification requirements. If a bidder quotes on equipment other than the one(s) specified in the bid, sufficient specifications and descriptive (pictured literature)

data must accompany same to permit thorough evaluation. In the absence of these qualifications, he/she will be expected to furnish the product called for.

COOPERATIVE PRICING

(34) Bidders are advised that in addition to responding to our "local" solicitation for bids/Bids with Dealer pricing, vendors/contractors are encouraged to provide pricing on the below referenced items/products/services based on BuyBoard, TX-MAS, H-GAC and/or any other State of Texas recognized and approved cooperative which has complied with the bidding requirements for the State of Texas. If bidding other than or in addition to "dealer" pricing, kindly duplicate the bid forms for each bid being provided from a cooperative contract. Any and all applicable fees must be included. All cooperative pricing must be submitted on or before bid opening date and hour.

QUESTIONS AND CLARIFICATIONS

(35) Questions and clarifications that change or substantially clarify the Request for Proposals will be affirmed in writing and copies will be provided to all firms on record responding to RFP. **Any inquiries to this RFP must be submitted to Ms. Lorena Fuentes, Purchasing Agent, at (956) 388-1895 or at the following e-mail address: lfuentes@cityofedinburg.com no later than September 20, 2019 at 5:00 p.m.**

HB 89

(35) The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

Confidential Information Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.

RFP SUBMITTAL REQUIREMENTS

RFP TIMELINE

| | |
|--------------------------------------|-------------------------|
| RFP issued by the City | September 13, 2019 |
| Publication | September 11 & 18, 2019 |
| Deadline for Questions (5:00 PM CST) | September 20, 2019 |
| Proposals due (3:00 PM CST) | September 30, 2019 |
| City Council | October 15, 2019 |

SUBMITTAL OF RFP

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Edinburg, Texas 78541

If Mailing RFPs:

City of Edinburg
c/o City Secretary
P.O. Box 1079
Edinburg, Texas 78540-1079

PREPARATION OF RFP

Narrative pages are to be 8½x11 inches and all materials shall be bound into one volume. A clear and concise presentation of information is encouraged.

TRANSMITTAL LETTER

Indicate interest and commitment to perform services for the City of Edinburg, include contact information (physical address, telephone, fax, cell phone, and email address) for the primary person responsible for your RFP who will be the point of contact for the City on all correspondence and communications pertaining to the

RFP. State whether any addendums to this RFP have been received by your firm and whether consideration of their content has been included in your RFP. The letter must be signed by an officer of the firm who is authorized to bind the firm to contract.

REVIEW AND EVALUATION

Evaluation of Proposals

Evaluation Criteria

All RFPs submitted will be reviewed and evaluated based on specified RFP criteria. The evaluation system consists of a 100 Point system. The order of appearance does not signify relative importance. Although price will be the most important factor in this proposal evaluation, other items identified in this proposal may be a consideration of lesser importance. The City reserves the right to accept other than the lowest price, covenants, terms and conditions of a proposal, if it is deemed not in the best interest of the City. The submittal evaluation will be based on the following criteria.

Method of Selection

Proposals will be reviewed and evaluated by an evaluation team for the purpose of making a selection, request the submission of supplemental information, or require firms to make formal presentations before the selection committee for possible interviews. The purpose of the interviews will be to identify and recommend an individual or firm offering, in total, the best value and experience with this type of procurement. The evaluation team will forward evaluation results to City Council for consideration to engage firm(s) in negotiations. The proposals will be evaluated on various criteria including but not limited to the following:

Technical Evaluation Criteria (30 POINTS)

Part I of the Contract's proposal will present the technical elements of the proposal and must consist of the following sections:

a) Corporate Overview, Organization and Staffing

This section of the proposal will present an overview of the Proposer's organization and will include the company name; address; phone and fax numbers; firm history; appropriate company's state, and federal registration number; name title, address, and phone number of the firm's representative for the proposal.

b) Understanding, approach, and responsiveness

The main objective of this Request for Proposals is to make an accurate audit of city assets as per the scope of service. The Proposer should clearly outline its methodology and approach to achieve this goal as an integral part of this section.

This section will describe the services to be provided, who will provide the services, how the services will be provided, and the management systems used to support provision of services and accomplishment of performance objectives and standards. How will the firm ensure minimizing inaccuracy in the audit? What is the projected timeline to complete the audit?

c) Qualifications and Experience

In this section of the proposal, the offeror will describe its record of accomplishment in performing fixed asset audits comparable to those specified in this RFP, and any other information relevant to making a determination as to the ability of the offeror to deliver such a service.

This section will include a list of all work of this nature the offeror has performed within the past five (5) years. This list will include the name of each client, a client contact and telephone number, the size and composition of the client's assets, the scope of services provided, effective dates of the contract, and the contract cost.

d) Financial stability

This section shall describe the financial strength, resources, economic standing in industry and capability to perform and complete the service.

Price Proposal (50 Points)

Part II of the Offeror's proposal will present the price elements of the proposal and must consist of the following sections:

Proposer is to submit their price proposal in their own format. Price proposal should include the lump sum costs to deliver a turnkey service.

Cost proposals should be well documented and explained for evaluating the rationale and reasonableness of proposed costs. The City reserves the right to reject poorly documented cost proposals and/or follow-up with proposers to obtain required documentation. This will include a thorough and detailed review of the Bidder's pricing, covenants, terms and conditions. Although price will be a factor in proposal evaluation, it is specifically a consideration of lesser importance to other items identified in the proposal. The City reserves the right to accept other than the lowest price covenants, terms and conditions of a proposal, if it is deemed not in the best interest of the City.

Supplemental information and evaluation:

Response to RFP Requirements (20 Points)

Each respondent's submission will be reviewed for completeness and responsiveness to the RFP requirements. Based on its review and evaluation of the Qualifications, the City will select the most qualified respondent to begin negotiations. The solicitation will be based on the respondent's demonstrated ability to technically and financially perform the services outlined in this document. Specifically, Qualifications will be evaluated based upon the criteria presented in the subsequent paragraphs.

Evaluation of RFPs

A committee comprised of various representatives from the City and its departments will evaluate responsive and responsible proposals.

Each proposal will be reviewed against the terms of this RFP to determine if the RFP is complete and responsive and how well the respondent satisfies the evaluation criteria. The City may reject any submittal found to be incomplete, unresponsive or not in compliance with the format requirements set forth in this bid. A submittal may be determined to be unresponsive if any aspect is found to be unacceptable or contrary to the best interests of the City.

The City reserves the right to reject any all responses to the RFP and is under no obligation to enter into a capital financing agreement.

The City intends to select the most responsive respondent and to negotiate an Agreement, then price with this firm. However, should the negotiation with the most responsive respondent not produce an acceptable contract arrangement, the City will request the next most responsive respondent to begin negotiations.

The responsibility for the final selection and negotiation rests solely with the City.

The City shall not be liable to any respondent for costs associated with responding to the RFP for the respondent's participation in any oral interview, or for any costs associated with the negotiations.

Competitive Negotiation

The City retains the right to negotiate the final capital lease/purchasing agreement(s) regarding price, covenants, terms and conditions, to be presented to the City Council of the City of Edinburg for approval, with one or more of the apparent most responsive bidders as solely determined by the City.

The City reserves the right to request clarification, to conduct discussions with bidders, to request revisions of proposals, and to negotiate price changes or waive minor informalities. During the discussion period, no information will be disclosed regarding either the contents of proposals or discussions. When the City Council makes an award, the solicitation file and the proposals are a matter of public record.

Best and Final Offer

The City may issue a written request for Best and Final Offers (BAFO). The request shall set forth the date, time and place for the submission of the BAFO. BAFOs shall be requested only once, unless the Director makes a written determination that it is advantageous to the City to conduct further discussions or change its requirements. The request for a BAFO shall inform proposers that if they do not submit a notice of withdrawal or a BAFO, their immediate previous offer will be construed as their Best and Final Offer.

Award of Contract Agreement(s)

Subject to the City Council approval, award will be made to the proposer whose proposal has been deemed most advantageous to the City in accordance with the evaluation criteria contained in the RFP.

RFP #2020-01
FIXED ASSET AUDIT AND MANAGEMENT SOLUTION
SCOPE OF SERVICES

Services Required

The City of Edinburg is seeking proposals from firms interested in providing the City of Edinburg Fixed Assets, Vehicles, Equipment and General Inventory Audit Services. Responders to perform a comprehensive physical inventory of all City-owned assets. The goal of this project is to establish a baseline of the City general fixed assets and reconcile with existing data in the City's Fixed Asset program. The qualified firm selected is expected to have a sufficient level of resources and expertise to carry out the scope of service.

Administration

The City of Edinburg desires to hire a qualified consultant to conduct an audit and assist in taking an inventory of the City of Edinburg, Fixed Assets, Vehicles, Equipment and General Inventory. In particular, the proposed service includes the collection and review of available assets.

Scope of Work

The proposed firm will perform a comprehensive physical inventory of all City owned assets. The goal of this project is to establish a baseline of the City general fixed assets and reconcile with existing data in the City's Fixed Asset program. The qualified firm selected is expected to have a sufficient level of resources and expertise to carry out the scope of service.

The consultant shall provide, at a minimum, weekly meetings with City personnel to review the progress of their review, discuss project challenges and findings, and review results.

The consultant shall conduct interviews with City personnel familiar with the City Assets to collect information on performance and any known deficiencies.

Inventory

A. Inventory Process

1. The City will provide a copy of all assets currently on file to Responder for Inventory and reconciliation. The City is currently using Fixed Asset Management within the Financial System for its fixed asset accounting. Responder will provide the City with electronic excel files to be uploaded by City into the current inventory system.
2. Responder will perform all labor and resources to conduct a comprehensive inventory at City of Edinburg site locations. During the inventory process, all of the following information will be captured for each item.

Asset Identification information

- Asset Tag Number (Barcode)
- Asset Category
- Manufacturer
- Model
- Serial Number

- Description
 - Quantity (if applicable)
 - Inventory Date
 - Site
 - Building
 - Room
 - When applicable, employee and department the asset is issued to
3. Asset tagging, Responder will record Assets Tags (“tags) which are affixed to current items.
 - a. If item does not contain a tag, or the current tag has been removed, damaged, or is otherwise unreadable, the Responder will affix a replacement label.
 - b. City of Edinburg will supply tags to Responder.
 - c. Responder and City of Edinburg will standardize tag placement locations on the items.
 4. Responder will remedy any discrepancy reported by City of Edinburg. For the purpose of this project, a discrepancy is defined as an item incorrectly entered into the asset management software by Responder’s staff or items that the City of Edinburg reasonably feels that Responder missed at site locations.

B. Asset Management & Solution

1. Reconciling Reports

The City of Edinburg requires each of the following reports in excel file format.

Matches Found: Assets have identical tag numbers and serial numbers.

Additions: Assets found, but asset does not exist in provided spreadsheet.

Deletions: Assets exists in , but does not physically exist after additional follow-up with site representative.

2. Responder to provide report to the City of Edinburg that details the process used in asset inventory, any unusual finding, and clarifications about the requested worksheets as described above as well as any other information the City of Edinburg may need to update its asset inventory.

C. Access to Facilities

After award, the City of Edinburg will provide the following:

1. Contact information: site representative, addresses and phone numbers
2. Site Maps
 - City of Edinburg will schedule and coordinate team visits for each Department. Inventory services will take place during normal business hours and after hours as scheduled. □ Responder will provide a single project manager (Responder PM) who will be the Primary Responder contact for all services performed under this project as well as the single contact for scheduling of site inventory visits.

- Responder will ensure city offices are left as they were after the inventory is conducted.
- Contractor shall ensure that Employees performing services at City of Edinburg Properties have completed and passed a background check, and have proper badging at the proposers expense. Contractor must be able to provide proper documentation upon request.

D. Personnel

An identification badge must be worn at all times. The Responder employee must register with the site contact for each location prior to entering the site.

*******End of Scope of Service*******

EXHIBIT A
AUTHORIZATION TO SUBMIT PROPOSAL AND REQUIRED
CERTIFICATIONS

By signing below, the Proposer hereby certifies that:

The person signing the Proposal certifies that he/she is the person in the Proposer's organization responsible for, or authorized to make decisions regarding the prices, covenants, terms and conditions quoted.

The Bidder is a corporation or other legal entity.

No attempt has been made or will be made by the Proposer to induce any other firm or person to submit or not to submit a Proposal in response to this RFP.

_____ All amendments to this RFP issued by the City have been received by the person/organization below. All amendments are signed and returned with the Proposal.

_____ No amendments have been received.

The price, covenants, terms and conditions in this Proposal are valid for 180 days from the date of submission.

Company Name: _____ -- _____

Company Address: _____

City, State, Zip Code: _____

Historically Underutilized Business (State of Texas) Certification VID

Number: _____

Telephone No. _____ Fax No. _____

Email _____

Print:

Name: _____ Signature: _____

EXHIBIT B**LITIGATION DISCLOSURE FORM**

Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your submittal from consideration or termination of the contract, once awarded.

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Circle One

YES

NO

2. Have you or any member of your Firm or Team to be assigned to this engagement ever been terminated (for cause or otherwise) from any work being performed for the CITY or any other Federal, State or Local Government, or Private Entity?

Circle One

YES

NO

3. Have you or any member of your Firm or Team to be assigned to this engagement ever been involved in any claim or litigation with the CITY or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Circle One

YES

NO

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your submittal.

EXHIBIT C

VENDOR/S PROVIDING PROPOSAL FOR THE FIXED ASSET AUDIT AND MANAGEMENT SOLUTION QUALIFICATIONS GENERAL QUESTIONNAIRE

- 1 Name/Name of Agency/Company: _____
(Full, correct legal name)
- 2 Address: _____

3. Telephone/Fax: _____
4. Does your Company anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months that may affect the organization's ability to carry out its submittal?

Yes____ No____
5. Is your Company authorized and/or licensed to do business in Texas?
Yes____ No____
6. Where is the Company's corporate headquarters located? _____
7. a. Does the Company have an office located in Edinburg, Texas?

Yes____ No____

b. If the answer to the previous question is "yes", how long has the Company conducted business from its Edinburg office?

____ (years) ____ (months)

c. State the number of full-time employees at the Edinburg office. _____
8. a. If the Company does not have an Edinburg office, does the Company have an office located in Hidalgo County, Texas?

Yes____ No____

b. If the answer to the previous question is yes, how long has the Company conducted business from its Hidalgo County office?

____ (years) ____ (months)

c. State the number of full-time employees at the Hidalgo County office. _____

9. Has the Company or any of its principals been debarred or suspended from contracting with any public entity? Yes____ No____

If yes, identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension. _____

10. Indicate person whom The CITY may contact concerning your submittal or setting dates for meetings.

Name: _____
Address: _____
Telephone: _____
Fax: _____
Email: _____

11. Surety Information

Have you or the Company ever had a bond or surety instrument "called," canceled, or forfeited?

Yes () No ().

If yes, state the name of the bonding company, date, amount of bond and reason for such bond being "called," or its cancellation or forfeiture. _____

12. Bankruptcy Information

Have you or the Company ever been declared bankrupt or filed for protection from creditors under state or federal proceedings? Yes () No ()

If yes, state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets. _____

13. Provide any other names under which your business has operated within the last 10 years.

EXHIBIT D
LIST OF REFERENCES FOR SIMILAR PROJECTS

Use additional pages as necessary.

1. Project:
Date of Completion (if applicable):
Contact Person:
Company Name:
Address:
Telephone Number:
Fax Number:
E-mail Address:

2. Project:
Date of Completion (if applicable):
Contact Person:
Company Name:
Address:
Telephone Number:
Fax Number:
E-mail Address:

3. Project:
Date of Completion (if applicable):
Contact Person:
Company Name:
Address:
Telephone Number:
Fax Number:
E-mail Address:

4. Project:
Date of Completion (if applicable):
Contact Person:
Company Name:
Address:
Telephone Number:
Fax Number:
E-mail Address:

EXHIBIT E

HOUSE BILL 89 VERIFICATION

I, _____, the undersigned representative of
 _____, (Company or Business name) (hereafter referred to as company) **being an adult over the age of eighteen (18) years of age, verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:**

- 1. Does not boycott Israel currently; and**
- 2. Will not boycott Israel during the term of the contract.**
- 3) Is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>**

Pursuant to Section 2270.001, Texas Government Code:

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
 - 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*
-

SIGNATURE OF COMPANY REPRESENTATIVE:

TYPE/PRINT NAME AND TITLE:

DATE:

EXHIBIT F SUBMITTAL CHECKLIST

This checklist is to help the company submitting proposal for the FIXED ASSET AUDIT AND MANAGEMENT SOLUTION ensure that all required documents have been included in its submittal.

| Document and Location in Submittal | Check or Initial to Indicate Document is Attached to Submittal |
|--|--|
| | |
| Tab A – Interest Statement | |
| Tab B – Company submitting proposal for the FIXED ASSET AUDIT AND MANAGEMENT SOLUTION Qualification General Questionnaire (EXHIBIT C in RFP) | |
| Tab C – *Authorization to Submit Proposal (EXHIBIT A in RFP) | |
| Tab D – Litigation Disclosure (EXHIBIT B in RFP) | |
| Tab E – Submittal Checklist (EXHIBIT F in RFP) | |
| Tab F - *House Bill 89 Verification (EXHIBIT E) | |
| Tab G-* List of References for Similar Projects | |
| Tab H- *Formal Proposal for the FIXED ASSET AUDIT AND MANAGEMENT SOLUTION | |
| 1 Original* and 2 Copies of Submittal | |

***Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal.**