THE CITY OF

EDINBURG

REQUEST FOR PROPOSALS

The City of Edinburg is soliciting sealed proposals 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.

Proposals will be received until **3:00 p.m. Central Time**, on **Monday, October 17, 2011**, shortly thereafter all submitted proposal will be gathered and taken to the Edinburg City Hall Community Room, 1st Floor, to be publicly opened and read aloud. Any proposal received after the closing time will not be accepted and will be returned to the proposer unopened. It is the responsibility of the proposer to see that any proposal submitted shall have sufficient time to be received by the City Secretary's Office prior to the proposal opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the proposals. Proposals will not be accepted by telephone or facsimile machine. All proposals must bear original signatures and figures. The Proposal shall be for:

RFP NO. 2012-03
WIDE AREA NETWORK (WAN) WIRELESS EQUIPMENT

Bidders receiving a "NOTICE TO BIDDERS" and/or "REQUEST FOR PROPOSALS" notice in the mail or reading same in the newspaper are advised that the bidding documents can be downloaded from the City of Edinburg web page address: www.cityofedinburg.com, or may obtain copies of same by contacting the office of:

LORENA FUENTES, PURCHASING AGENT, LOCATED AT 415 W. UNIVERSITY DRIVE, Edinburg, TX 78541 by calling (956) 388-8972 or by e-mailing your request to the following e-mail address: lfuentes@cityofedinburg.com

If you have any questions or require additional information regarding this proposal, please contact Mr. Leo Gonzales, Jr., Information Technology Officer, at (956) 388-8201.

Hand-delivering Proposals: 415 West 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 West University Drive
Edinburg, Texas 78541

If Mailing Proposals: City of Edinburg
c/o City Secretary
P.O. Box 1079
Edinburg, TX 78540-1079

The City of Edinburg reserves the right to refuse and reject any or all proposals and to waive any or all formalities or technicalities and to accept the proposal deemed most advantageous to the City, and hold the proposals for a period of **60** days without taking action.

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

CITY OF EDINBURG
REQUEST FOR PROPOSALS

SECTION I. GENERAL TERMS AND CONDITIONS

The City of Edinburg (hereinafter referred to as "THE CITY") is soliciting submittals from qualified firms (hereinafter referred to as "CITY WIDE AREA NETWORK (WAN)") with an interest in contracting to provide installation of WIRELESS ANTENNA RADIOS to the CITY locations listed in Appendix A of this RFP.

ADDITIONAL INFORMATION: The City of Edinburg is requesting that RFP's (Request for Proposal) be routed to: The CITY Secretary, at 415 West University, Edinburg, Texas 78541.

NON-COLLUSION: Submitters, by submitting a signed submission, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States law.

NON-DISCRIMINATION: Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT: Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC SUBMISSION OF BIDS: The City of Edinburg City Secretary Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY: Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. The CITY will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT: The City of Edinburg reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS: It is the responsibility of the submitter to review the Request for Proposals (RFP) packet and to notify the City Secretary Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the City Secretary Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

RFP DELIVERY: The City of Edinburg requires submitters, when hand-delivering statements of qualifications, to have a City Secretary Department representative time/date stamp and initial the envelope.

SIGNING OF PROPOSALS: In order to be considered, all submittals **must** be signed.

WAIVING OF INFORMALITIES: THE CITY reserves the right to waive minor informalities or technicalities when it is in the best interest of THE CITY.

SUBCONTRACTING: The successful submitter may not subcontract the award without the written consent of the City.

BIDDER RESPONSIBILITY: It is the responsibility of each vendor before submitting a proposal:

To examine thoroughly the contract documents and other related data identified in the proposal documents.

To visit the site to become familiar with and satisfy vendor as to the general, local, and site conditions that may affect cost, progress, performance, etc.

To consider federal, state, and local laws and regulations that may affect costs, progress, performance or furnishing of the work.

To study and carefully correlate vendor's knowledge and observations with the contract documents and such other related data.

To promptly notify THE CITY Purchasing of all conflicts, errors, ambiguities, or discrepancies which vendor has discovered in or between the contract documents and such other related documents.

TERMINATION: THE CITY has the authority and express right to terminate any Agreement awarded under this RFP or any Work Order resulting from the Agreement at any time for any reason, including but not limited to, instances where THE CITY finds that the Contractor's work is negligent, not satisfactory, or not in accordance with the Agreement requirements.

SECTION II.RFP REQUIREMENTS

PURPOSE: The intent of this Request for Proposal and resulting contract is to obtain proposals from and the services of a qualified professional company to design and install WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS for The City of Edinburg, TX.

REQUEST FOR PROPOSALS: The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any of The CITY limitations will result in disqualification of the submitted RFP. A total of **one (1) original and three (3) copies** of the RFP shall be submitted to the address mentioned above.

SUBMITTAL: For proper comparison and evaluation, THE CITY requests that proposals address, at a minimum, the following format.

1) **Cover Letter -** A brief introductory letter of representation.

2) **Executive Summary -** A brief summary highlighting the most important points of the proposal. If used, the Summary should not exceed five pages.

3) **Degree of Compliance -** A statement that all products and services quoted in proposal is in full accord with the specifications or a brief listing of all those specification sections to which the Proposer takes exception. All explanations, exceptions, comments, etc., pertaining to the specific sections of the specifications. All comments shall be listed and numbered in order of the respective article of the

specification.

CONTENTS: The required contents for the RFP are presented below in the order they should be incorporated into the submitted document.

1) **UNDERSTANDING OF THE PROJECT:** This section should demonstrate the submitter's understanding of the project's needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

2) **FIRM QUALIFICATIONS, PERSONNEL AND STAFFING:** The CITY is seeking a contract with a competent firm(s); with a minimum of 5 years experience of installation of WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS for municipalities or organizations of the same size and specifications.

a) Qualifications:

i) List Firm's qualifications and ability to perform the service requirements listed in the scope of work.

ii) List qualifications of key personnel to be assigned to this project, including but not limited to education, training, registrations, certifications and licenses.

iii) Describe WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS resources, including total number of employees (professional, technicians, and administrative.), number and location of offices, number and types of equipment to support this project. Describe any special equipment or facilities available to perform the requested work. Identify any tasks outlined in the RFP that would be subcontracted.

b) Experience:

i) Provide the following information for WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS (Including but not limited to outsource lab and technical firms, if any portion of the work is to be conducted by an outsource please provide Quality Assurance documentation, The CITY reserves the right to accept or reject outsource firms based on qualifications and past performance.)

ii) Number of years of experience installing WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS.

iii) Relevant experience with projects of similar size and scope performed over the past five (5) years. For each project listed, include scope of services performed, date services provided and name, titles, and telephone numbers of each client or client's representative.

iv) Specific experience with public entity clients, especially large municipalities. If company submitting proposal for WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS has provided services to the CITY in the past, identify the name of the project and the department for which services were provided.

v) If company submitting proposal for WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS is submitting as a team or joint venture, provide the same information for each member of the team or joint venture.

vi) Provide the following information for key personnel to be assigned to this project:

(1) Total years experience.

(2) Primary work assignment for the projects outlined in this RFP.

(3) Relevant experience with projects of similar size and scope.

c) Previous Project Performance:

i) Provide evidence of satisfactory performance on past projects

ii) List past assignments over the past five (5) years

iii) Provide copies of outstanding service letters, letters of commendation, service awards, etc.

iv) Provide five recent references who may be contacted WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS performance of similar services. For each reference, provide a current phone number and e-mail address. References may not be present or former CITY employees.

d) Quality of Service:

i) Company submitting proposal for WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS – Availability: Identify any concurrent or near future commitment that would impede the firm's ability to perform this contract

ii) Describe company submitting proposal for WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS policies, procedures and plans to ensure quality services (continuing education, on-going training, internal quality practices, etc.)

iii) If company submitting proposal for WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS has ever had a contract terminated or has been dismissed due to alleged unsatisfactory performance, state when, where and why the contract was terminated and/or Security Consultant dismissed, the client's name, and the contact person's phone number.

3) **Proposal Pricing/Delivery -** Pricing shall be inclusive for all items requested in this proposal. Brief notes referencing specific line items may be included, if necessary, for explanation. Proposal shall state all labor, materials and equipment necessary to complete the project.

4) **Contractor Background Information -** This section should include a description of the Proposer experience with other services similar to the one described herein. This information should include scope of several similar jobs including magnitude and cost, customer contacts and other information that THE CITY can use as a basis for performance evaluation. This section should also include information on your organization and staff assigned to the project.

5) **References -** Proposer shall submit with this proposal a list of at least three (3) references where like services or similar projects have been performed by their firm. Include name of firm, address, telephone number and name of representative.

SECTION III. SCOPE OF SERVICES

III.I Summary

1) The City of Edinburg WAN wireless project will consist of linking each city location listed in Appendix A by using a combination of multi-point to single-point and single-point to single-point wireless antennas. Each city location will be linked to a primary hub site location which will contain a fiber link into the City's meshed network provided by the awarded telco.

III.II Site Summary

1) All City locations, with the exception of the Landfill and Airport, are within a six mile radius. Many City locations are within one mile; however clear line-of-sight is problematic and in some cases will require the installation of a monopole/tower or an intermediate hop point. City owned water towers listed below can be used as hop points. Proposers will be required to visit each proposed City location to conduct a site survey in order to be able to understand the project and to be able to provide a best scenario solution.
    a. North Water Tower – 1010 N. Closner
    b. South Water Tower – 400 E. Freddy Gonzalez

III.III Project Goals/Objectives

1) The wireless WAN bandwidth per site must have the capability of up to 100Mbps full-duplex at all City locations based on data needs. Wireless WAN radios must be licensed, have the ability to monitor availability and performance remotely, provide calculated link availability of 99.99% per link, provide a single manufacturer, single model solution to reduce maintenance costs while meeting the calculated link availability for all links, leverage the telco fiber backbone located at City hub sites by providing up to 100Mbps data speed to City locations not on telco fiber backbone.

SECTION IV. SELECTION AND SCHEDULES

PROPOSAL RANKING: **Departmental Committees will evaluate and rank the written RFPs on a per project basis. After the RFPs have been ranked, the respective department will make a recommendation to the CITY Council.**

NEGOTIATING PROCESS: **If negotiations prove unsuccessful, the next highest ranked firm will be contacted. The CITY reserves the right to reject any and all RFPs.**

RFP SUBMITTED TO: An original and three (3) copies **of RFPs should be submitted to:**

City of Edinburg

c/o City Secretary

415 West University

Edinburg, Texas 78541

RFPs must be submitted by no later than **3:00 p.m. on Monday, October 17, 2011.**

SECTION V.GENERAL CONTRACT TERMS AND CONDITIONS

1. CONTRACT

This proposal, submitted documents, and any negotiations, when properly accepted by THE CITY, shall constitute a contract equally binding between the successful Proposer and THE CITY. No different or additional terms will become a part of this contract with the exception of a Change Order that is not to exceed 25% of the original proposal. If change order exceeds 25% of the original proposal, THE CITY obtains the right to cancel contract.

The award of the contract shall be made to the responsible Proposer whose proposal is determined to be the lowest evaluated offer resulting from negotiations, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals in accordance with the Texas Local Government Code, Chapter 262.

Negotiations may be conducted with responsible bidders who submit proposals determined to be reasonably susceptible of being selected for award. All bidders will be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. Revisions to proposals may be permitted after submission and before award for the purpose of obtaining best and final offers.

2. CONFLICT OF INTEREST

No public official shall have any interest in this contract, except as permitted by and subject to the disclosure requirements of Vernon's Texas Codes Annotated, Local Government Code, Title 5, Subtitled C, Chapter 171.

3. CONFIDENTIALITY

All information disclosed by the CITY to successful Proposer for the purpose of the work to be done or information that comes to the attention of the successful Proposer during the course of performing such work is to be kept strictly confidential.

4. ADDENDA

Any interpretations, corrections or changes to this RFP will be made by addenda. Sole issuing authority of addenda shall be vested in THE CITY Purchasing. Addenda will be mailed to all who are known to have received a copy of this Request for Proposal. Proposers shall acknowledge receipt of all addenda.

5. CHANGE ORDERS

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by THE CITY purchasing staff.

6. ASSIGNMENT

The successful Proposer shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of THE CITY Council.

7. **VENUE**

This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Edinburg, Texas.

8. **SUBMITTAL OF CONFIDENTIAL MATERIAL**

Any material that is to be considered as confidential in nature must be clearly marked as such by the Proposer and will be treated as confidential by THE CITY.

9. **MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE PROPOSERS**

A prospective Proposer must meet the following requirements:

a. A prospective Proposer must affirmatively demonstrate their responsibility.
b. Have adequate financial resources, or the ability to obtain such resources as required;
c. Be able to comply with the required or proposed delivery schedule;
d. Have a satisfactory record of performance;
e. Have a satisfactory record of integrity and ethics;
f. Be otherwise qualified and eligible to receive an award;
g. THE CITY may request representation and other information sufficient to determine Proposer's ability to meet these minimum standards listed above.

10. **SUCCESSFUL PROPOSER SHALL**

Successful Proposer shall defend, indemnify and save harmless the CITY and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful Proposer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful Proposer shall pay any judgment with cost which may be obtained against THE CITY growing out of such injury or damages.

11. **PROPOSALS/PROPOSERS MUST COMPLY WITH:**

All federal, state, county and local laws governing or covering this type of service.

12. **TERMINATION OF CONTRACT**

a. This contract shall remain in effect until completion and acceptance of services or default. THE CITY reserves the right to terminate the contract immediately in the event the successful Proposer fails to:

   I. Meet delivery or completion schedules, or
   II. Otherwise perform in accordance with the accepted proposal.

b. Breach of contract or default authorizes the CITY to award to another Proposer, purchase elsewhere and charge the full increase cost to the defaulting Proposer.

13. **PURCHASE ORDER**

A purchase order(s) shall be generated by THE CITY to the successful Proposer.

14. INVOICES

The invoices shall show:

1. Name and address of successful Proposer;
2. Detailed breakdown of all charges for the services or products delivered stating any applicable period of time;
3. THE CITY Purchase Order Number.

Invoices shall be based upon actual services rendered and actual hours of performance and/or products delivered.

15. PAYMENT

a. Payment will be made upon receipt and acceptance by the CITY of all completed services and/or products ordered and receipt of a valid invoice, in accordance with the Texas Government Code, Chapter 2251.

16. OWNERSHIP

a. All plans, prints, designs, concepts, etc., shall become the property of THE CITY.

SECTION VI. RFP EVALUATION

RFP - EVALUATION: **The evaluation system consists of a 100 percentage point system. The RFP will be ranked after evaluation. The submittal evaluation will be based on the following criteria.**

40% Proposer's itemized and total proposed price
Total estimated cost for based bid given

20% Proposer's qualifications/experience/references
Financial stability
Demonstrated prior experience in providing similar services.
Proposal's compatibility with The CITY's stated purpose

20% The proposed service meeting The CITY's needs and requirements and support.
Capability to provide responsive professional service
Capability to provide off-site support and adequate on-site supervision
Adequate training provisions
Demonstrated ability to fully meet the needs of The CITY of Edinburg
Adherence to requirements of RFP

20% Proposer's design

SECTION VII. AWARD OF CONTRACT, RESERVATION OF RIGHTS

Number of Contracts. THE CITY reserves the right to award one, more than one or no contract(s) in response to this RFP.

Advantageous Contract. The Contract, if awarded, will be awarded to the company submitting proposal for WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS whose Submittal(s) is/are deemed most advantageous to THE CITY, in comportment with Texas Professional Services Procurement Act requirements, and as determined by the selection committee, upon approval of the CITY Council.

Final Selection and The CITY Council Approval. THE CITY may accept any Submittal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of THE CITY. However, final selection of a company submitting proposal for WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS is subject to THE CITY Council approval.

Remedy of Technical Errors. THE CITY reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFP, and to waive informalities and irregularities in the submittals received. THE CITY also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

Preparation Costs. This RFP does not commit THE CITY to enter into a Contract, award any services related to this RFP, nor does it obligate THE CITY to pay any costs incurred in preparation or submission of a submittal or in anticipation of a contract.

Insurance and Indemnity. If selected, company submitting proposal for WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS will be required to comply with the Insurance and Indemnity Requirements established herein.

Independent Contractor. The company submitting proposal for WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is (are) and shall be deemed to be (an) independent contractor(s), responsible for its (their) respective acts or omissions, and that THE CITY shall in no way be responsible for company submitting proposal for WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS actions, and that none of the parties hereto will have authority to bind the other or to hold out to third parties.

Purchase Orders, As Needed. Execution of a contract does not obligate The CITY to engage any delivery orders, Purchase Orders, or other commitments for services. Service delivery shall be at the CITY's discretion, as needed, and will be communicated to the company submitting proposal for WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS through individual Purchase Orders.

ATTACHMENT I

RFP EVALUATION FORM

Selection Criteria	*RIF Range	*RIF Max		Score
1. **Proposer's itemized and total proposed price** Total estimated cost for based bid given	**0-40**	**(40)**	=	( )
2. **Proposer's qualifications/experience/references** Financial stability Demonstrated prior experience in providing similar services. Proposal's compatibility with The CITY's stated purpose	**0-20**	**(20)**	=	( )
3. **The proposed service meeting The CITY's needs and requirements and support.** Capability to provide responsive professional service Capability to provide off-site support and adequate on-site supervision Adequate training provisions Demonstrated ability to fully meet the needs of The CITY of Edinburg Adherence to requirements of RFP	**0-20**	**(20)**	=	( )
4. Proposer's design	**0-20**	**(20)**	=	( )
Total		**100%**		____

Provider: _____

Evaluator: _____ **Date:** _____

* **The Relative Importance Factor (RIF) is the relative importance (or weight) of each criterion as it relates to the particular project, and must be within the specified acceptable range. The RIF is expressed as a percentage of the total importance of the project and always totals 100%.**

ATTACHMENT II

INSURANCE REQUIREMENTS

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder in at least the following limits, to be in place prior to providing any services under this Contract and to continue in effect at all times during the term of this Contract:

1. Professional liability insurance policy with limits of at least One Million Dollars ($1,000,000) per occurrence, or limited to claims made, include at least a five (5) year extended reporting period.

2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars ($300,000) per person and $500,000 per occurrence consistent with potential exposure to The CITY under the Texas Tort Claims Act. Coverage should include injury to or death of persons and property damage claims (with limits up to $500,000) arising out of the services provided to The CITY hereunder.

3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

4. A Five Hundred Thousand Dollar ($500,000) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of The CITY consistent with potential exposure of The CITY under the Texas Tort Claims Act;

5. Workers' compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers' Compensation Act, Texas Labor Code Chapter 401, et. seq.

Certificates of insurance naming The CITY as an additional insured shall be submitted to The CITY for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to The CITY prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence that adequate replacement coverage is provided to The CITY. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, the Contract shall automatically terminate.

ATTACHMENT III

INSURANCE REQUIREMENT ACKNOWLEDGEMENT

I, _____, authorized representative for _____,

Company/Vendor

Hereby acknowledge the receipt of The CITY's required insurance limits. Said requirements:

- ❑ Will be acquired within 10 working days after notification from the Information Technology Department of proposal awarded by The CITY of Edinburg; (*An insurance certificate for the required insurance limits shall be provided to the Building Maintenance Superintendent in order to qualify for award of bid and to execute a contract between the Company and The CITY.)

- ❑ Will acquire additional amount needed to meet The CITY's requirements within 10 working days after notification from the Information Technology Department of bid awarded by The CITY of Edinburg; currently carry the following:

  Professional Liability (Errors & Omissions): $_____

  Automobile Liability: $_____ General Liability: $_____

  (* An insurance certificate for the required insurance limits shall be provided to the Building Maintenance Superintendent in order to qualify for award of bid and to execute a contract between the Company and The CITY.) OR

- ❑ Have already been met (see attached copy of insurance certificate).

_____ _____

Authorized Representative Date

Notice to Bidder: **Failure to provide Certificates of Insurance to the Information Technology Officer will cause the bid award to be rescinded and then awarded to next lowest bidder. Certificates of Insurance will be monitored/verified on a** quarterly basis **to ensure that coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.**

THIS FORM MUST ACCOMPANY BID PACKET

ATTACHMENT IV

PROJECT REQUIREMENTS ACKNOWLEDGEMENT

This is to certify that I, _____, possess all of the APPLICABLE:

1. Licenses: _____

2. Bonds: _____

3. Certificates: _____

4. Permits: _____

5. Other: _____

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation, so that if my company is awarded the bid, I may be eligible to enter a contract with the CITY and proceed to complete the project in a timely manner.

* Any license, bonds, certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid.

_____ _____

Authorized Signature **Date**

_____

Company

_____

Address

_____

The CITY, State, Zip

ATTACHMENT V

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 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.

ATTACHMENT VI

COMPANY PROVIDING PROPOSAL FOR WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS 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.

_____

_____

ATTACHMENT VII

SUBMITTAL CHECKLIST

This checklist is to help the company submitting proposal for WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS ensure that all required documents have been included in its submittal.

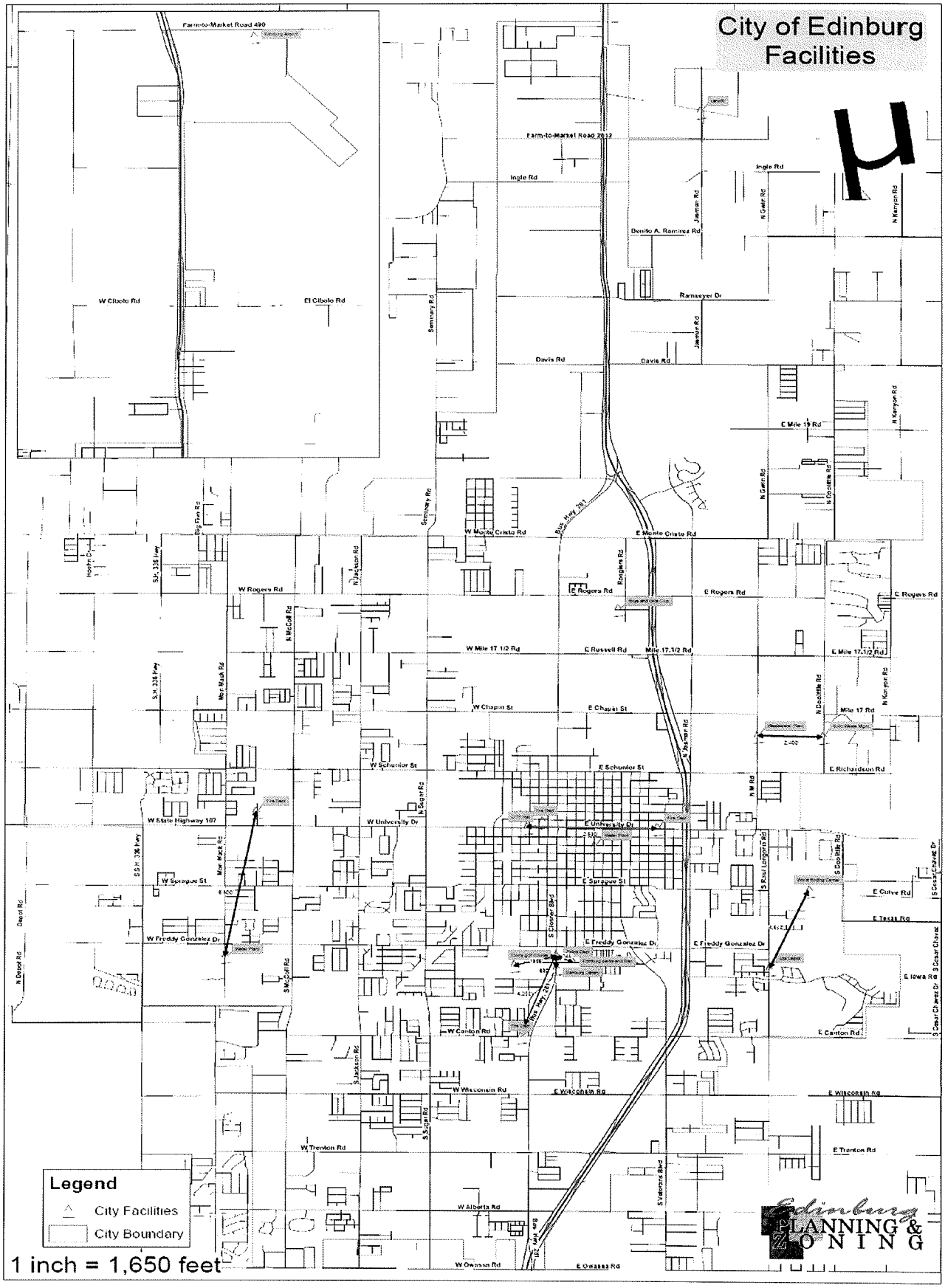
Document and Location in Submittal	Check or Initial to Indicate Document is Attached to Submittal
Tab A - Interest Statement	
Tab B – Company Providing Proposal for WIRELESS RADIO ANTENNAS FOR WIDE AREA NETWORKS Qualification General Questionnaire (Attachment VI in RFP)	
Tab C - *Project Requirements Acknowledgement (Attachment IV in RFP)	
Tab D - *Litigation Disclosure Form (Attachment V in RFP)	
Tab E - Proof of Insurability (Letter from Insurance Provider and copy of current Insurance Certificate)	
Tab F -*Insurance Requirement Acknowledgement (Attachment III in RFP)	
Tab G- *Signature Page	
Tab H - Submittal Checklist	
1 Original* and 3 Copies of Submittal	

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

APPENDIX A

CITY LOCATIONS:

City Hall – 415 W. University Drive	Downtown Water Plant – 500 E. Mahl
Police Dept – 1702 S. Closner	Edinburg Airport – 1300 E. FM 490
Parks and Recreation – 315 Palm Drive	Edinburg World Birding Center – 714 Raul Longoria
Edinburg Library – 1906 S. Closner	Service Center – 1201 S. Doolittle Road
Solid Waste Dept – 8601 N. Jasman	Wastewater Plant – 1202 M. Road
West Water Plant – 1752 S. Monmack Road	Boys and Girls Club – 702 S. 18th Street
Los Lagos Golf Course – 1720 S. Raul Longoria Road	Ebony Golf Course – 300 W. Palm Drive
Edinburg Fire Department – 212 W. McIntyre	Edinburg Fire Department – 602 W. Canton
Edinburg Fire Department – 1221 W. University Drive	Edinburg Fire Department – 315 W. Canton



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