

# CITY OF NEW BRAUNFELS



## REQUEST FOR PROPOSALS

### **Rental and Service of Portable Toilets Solicitation # RFP 22-034**

Date Issued: August 15, 2022

**RESPONSES MUST BE RECEIVED NO LATER THAN:  
3:00 P.M. CST September 1, 2022**

New Braunfels Purchasing Department: Phone: 830-221-4081  
Email: [pmcdonald@newbraunfels.gov](mailto:pmcdonald@newbraunfels.gov)



## SOLICITATION AND OFFER

City of New Braunfels  
Purchasing  
550 Landa St  
New Braunfels, Texas 78130

**Solicitation Number: 22-034**

☐ Invitation for Bid (IFB)  
☒ Request for Proposal (RFP)

Date Issued: August 15, 2022

**Rental and Service of Portable Toilets**

### SOLICITATION

Proposers must submit sealed Proposals containing one (1) signed original hardcopy and one (1) in electronic format (USB). Electronic Bid submissions do not require original hardcopy and USB to be submitted.

Questions concerning RFP must be received, by email only, prior to **5:00P.M. CT on August 25, 2022.**

Proposals will be received at the Office of the City Secretary at the address shown above until: **3:00 P.M. (CT), September 1, 2022.**

**There will not be a public opening.** Proposals received after the time and date set for submission will be returned, unopened, upon request.

For information regarding this solicitation, contact:

Paige McDonald,  
Assistant Purchasing  
Manager

Email: pmcdonald@newbraunfels.gov  
Phone: (830) 221-4081

(NO collect calls, Telegraphic, Email, or Fax offers accepted)

5% Proposal Bond Required:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	(If YES, See information in Section 5)
100% Payment Bond Required:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	(If YES, See information in Section 5)
100% Performance Bond Required:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	(If YES, See information in Section 5)

### OFFER

(This portion must be fully completed by Proposer.) Proposer will comply with the General Terms and Conditions required by the City of New Braunfels.

*In compliance with the above, the undersigned offers and agrees to furnish any or all items or services awarded at the prices stipulated for each item delivered at the designated point(s) and within the time specified herein.*

CONTRACT AWARD SHALL INCLUDE ALL ASSOCIATED SOLICITATION DOCUMENTS, ATTACHMENTS, AND ADDENDA.

SIGNATURE IS MANDATORY; MANUALLY SIGN ORIGINAL DOCUMENT. SIGNATURE SHOULD ALSO BE REFLECTED ON USB COPY.

Name  
and  
Address  
of Proposer:

Name and Title of Person Authorized to Sign Offer:

E-Mail Address:

Phone Number:

Signature:

Date:

Name, Address, Email and Telephone Number  
of Person authorized to conduct negotiations  
on behalf of Proposer.

(Applies to Request for Proposal only)

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**SECTION 3  
INSTRUCTIONS FOR RESPONSE**

**3.1 SUBMISSION OF PROPOSALS**

- (a) Electronic Bidding. The City of New Braunfels has partnered with its third-party vendor, Texas Purchasing Group (BidNet Direct) as its e-procurement site. For this Request for Proposal, electronic bid submission is another option available to Proposers. The link to BidNet Direct website: <https://www.bidnetdirect.com/texas/city-of-new-braunfels>.

You must register on their site prior to your electronic submission. If you have any problems completing your vendor registration or submitting your electronic bid, please contact BidNet at (800) 835-4603, Option 2, to speak with live customer support.

- (b) Deliver your Proposal, or changes to your Proposal, in SEALED ENVELOPES OR PACKAGES identified on outside with Proposer's name and address. Failure to submit Proposal in this manner may subject Proposer to disqualification. **Proposal may be delivered in person to the New Braunfels City Hall, or by Express Mail or delivery service to:**

**City of New Braunfels  
City Secretary's Office/Front Lobby  
ATTN: Purchasing  
550 Landa Street  
New Braunfels, TX 78130**

The outside of the Proposal envelope or package **must state**:

**"RFP 22-034 Rental and Service of Portable Toilets  
Proposal Due Date: September 1, 2022, 3:00 P.M. CT"**

It is the sole responsibility of the Proposer to ensure timely delivery of the Proposal. Owner will not be responsible for failure of service on the part of the U.S. Post Office, courier services, or any other form of delivery service chosen by the Proposer.

**PROPOSALS RECEIVED AFTER THE CLOSING DATE AND TIME WILL NOT BE ACCEPTED OR CONSIDERED.**

- (c) Proposals may not be withdrawn after the time set for the closing, unless approved by the City.

**3.2 PROPOSED SOLICITATION SCHEDULE**

DATE	MILESTONE
August 15, 2022	RFP issued on <a href="https://www.bidnetdirect.com/texas/city-of-new-braunfels">https://www.bidnetdirect.com/texas/city-of-new-braunfels</a> and <a href="https://www.nbtexas.org/2694/Active-Solicitations">https://www.nbtexas.org/2694/Active-Solicitations</a>
August 25, 2022	Deadline to receive questions shall be 5:00 P.M.
September 1, 2022	Proposal submission deadline – 3:00 P.M.
Sept 2022	Anticipated Contract

**3.3 TERMS AND CONDITIONS**

Terms and Conditions that apply to this solicitation can be found at <https://www.nbtexas.org/DocumentCenter/View/23388/CONB-Purchasing-Standard-Terms-and-Conditions>

### 3.4 PROPOSAL CONTENT

Proposers shall limit proposals to 30 pages exclusive of tabs and forms. Each proposal, completed and signed by person(s) authorized to bind individual or legal entity, shall include the following in one envelope/package:

- **TAB 1: Solicitation and Offer Form:** Proposer must complete and sign form located on Page 2.
- **TAB 2: Documents:**
  - a. **ATTACHMENTS A, B, & C**
  - b. **Acknowledgement of Addenda, if applicable**
- **TAB 3: Equipment Portfolio and Rental Term**
  - Provide pricing information and portfolio details for the model(s) of equipment you are proposing along with geographic availability. List any geographic limitations for equipment availability. Please include details related the time of year that models are updated.
  - What is your minimum rental term for equipment?
  - What does the rental cost include (i.e., freight, on-site service, etc.)?
  - Provide a copy of your standard rental agreement.
- **TAB 4: Customer Service and Response Time**
  - The Proposer shall introduce the company, its qualifications, and the key team member(s) likely to work with the City. This section should also include information on communications, availability of inventory, and mechanical response times.
- **TAB 5: Cost of Services**
  - Provide a per week, per month, and per year rental rates for all locations that your firm can provide rental equipment and services and any discounts offered. All proposed pricing must be either line-item pricing or percentage discount from catalog pricing, or a combination of these:
    - Line-item Pricing is pricing based on each individual product or services. Each line must indicate the Offeror's published "List Price," as well as the "Contract Price."
    - Percentage Discount from published rental rates is based on a percentage discount for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings.
  - Offerors should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the Offeror. Additionally, Offerors should clearly describe any unique distribution and/or delivery methods or options offered in the Proposal.
- **TAB 6: Deviations from Request for Proposal:**  
Reference Attachment D – Exceptions and Alternatives Form. Proposer is to indicate any deviations being offered in lieu of specified language referenced in the solicitation.

### 3.5 CONTACT FOR QUESTIONS

**All questions concerning this solicitation shall be in writing to: Paige McDonald, Assistant Purchasing Manager, via email [pmcdonald@newbraunfels.gov](mailto:pmcdonald@newbraunfels.gov).** All prospective Proposers are hereby instructed to not contact any member of the City of New Braunfels' City Council, City Manager, evaluation committee, or City of New Braunfels' staff members other than the noted contact person. Any such contact may be cause for rejection of your Proposal.

**3.6 RESPONSES TO QUESTIONS/INQUIRIES**

Responses to questions/inquiries that directly affect an interpretation or change to this RFP will be issued in writing by Purchasing as an addendum and posted at <https://www.bidnetdirect.com/texas/city-of-new-braunfels> and the City's website.

All such addenda issued by the Purchasing Representative before the time that Proposals are received shall be considered part of the RFP. Only those inquiries the Purchasing Office replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect. Proposers shall be responsible for monitoring the City's website or BidNet for any updates pertaining to the solicitation described herein. Various updates may include addenda, cancellations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

**3.7 COMPETITIVE PROPOSALS**

Proposals will not be opened publicly to avoid disclosure of contents to competing Proposers and kept confidential during the process of negotiation. However, all Proposals will be open for public inspection after award except for trade secrets and confidential information contained in the Proposals and identified as such by the Proposer. Marking the entire Proposal as confidential and/or proprietary is not in conformance with the Texas Open Records Act.

## SECTION 4 SCOPE OF WORK

The City of New Braunfels seeks qualified contractor(s) to provide all labor, materials, equipment, and supplies required for the provision of portable toilets to be utilized on an as-needed basis in locations including, but not limited to, the City's parks and at several City-designated locations along the Comal and Guadalupe rivers.

### GENERAL REQUIREMENTS AND SPECIFICATIONS:

1. All quantities of units and service frequencies are estimated. Additional units and/or service requests may be required for other special events not stated in this solicitation.
2. Pricing must be firm through the proposed term. Unit prices must be all inclusive. There shall be no additional charges for delivery, fuel surcharge, damage waiver, insurance, or any other separate charges.
3. Pro-rated rental fees will be provided for less than a full month's rental, which will be based on the day of cancellation by the City with advanced notice by phone or in writing, even if the unit is removed after the rental end date.
4. All portable toilet units will be single-occupancy units and contain the following items, and the cost of these items shall be incorporated into the rental cost of each unit:
  - a. toilet paper
  - b. hand sanitizer
  - c. flip-up seats
5. Extra service must be available with notice by the City by phone or in writing. For after-hours service, Contractor must provide emergency contact information as requested in Attachment C, "Company Information", of this solicitation. **Contractor must contact City representative within 30 minutes from receipt of an emergency phone call.**
6. The contractor shall be responsible for maintaining all units and generally keeping them in a clean and sanitary condition, including but not limited to, pumping out the waste tank, cleaning and disinfecting the interior, sweeping the floors, and restocking toilet paper and hand sanitizer. Contractor shall remove all graffiti, inside and out, when servicing units.
7. All units are to receive service by the contractor prior to 9:00 A.M. (Central Time) on requested service days.
8. The contractor shall be responsible for general repair to the units.
9. The contractor shall be responsible for repairing any damage done to any City property (including damage to grass and amenities), which is caused by the contractor's trucks and equipment.
10. The contractor shall be responsible for replacing any stolen/missing units. City shall not be held liable nor be responsible for payment of any stolen/missing units during the term of the contract.

The information included below represents the anticipated rental requirements for the City on an annual basis to assist bidders in the preparation of a response; however, the City cannot guarantee the types, quantities, and service frequencies of units stated below, as requirements can fluctuate based upon usage.

The following acronyms are hereby utilized for information within Attachments A and B of this solicitation:

- 1) **AU:** ADA / Handicap-Accessible Restroom Unit
- 2) **HSS:** Hand Sanitation Station
- 3) **SU:** Standard Restroom Unit

<b>RIVER LOCATIONS</b>				
<i>All units removed on October 1.</i>				
<b>Units in Place: Friday before April 1</b>				
<b>Location</b>	<b>Unit Type and Quantity</b>	<b>Service Frequency</b>	<b>Service Days (Service by 9 AM)</b>	<b>Service Month</b>
Last Tubers' Exit	AU (1) SU (1)	2 x per week	Monday, Thursday	April
River Acres Park	AU (1) SU (1)	2 x per week	Monday, Thursday	April
Prince Solms Park	AU (1)	2 x per week	Monday, Thursday	April
<b>Units in Place: Mid-April</b>				
<b>Location</b>	<b>Unit Type and Quantity</b>	<b>Service Frequency</b>	<b>Service Days (Service by 9 AM)</b>	<b>Service Period</b>
Last Tubers' Exit	AU (1) SU (3)	4 x per week	Monday, Thursday, Saturday, Sunday	Mid-April through Labor Day
River Acres Park	AU (1) SU (1)	3 x per week	Monday, Thursday, Saturday	Mid-April through Labor Day
Garden St. Exit	SU (1)	3 x per week	Monday, Thursday, Saturday	Mid-April through Labor Day
Cypress Bend Park	SU (1)	3 x per week	Monday, Thursday, Saturday	Mid-April through Labor Day
Prince Solms Park	AU (1) SU (1)	3 x per week	Monday, Thursday, Saturday	Mid-April through Labor Day
<b>Units in place: Tuesday after Labor Day</b>				
<b>Location</b>	<b>Unit Type and Quantity</b>	<b>Service Frequency</b>	<b>Service Days (Service by 9 AM)</b>	<b>Service Period</b>
Last Tubers' Exit	AU (1) SU (1)	2 x per week	Monday, Thursday	Tuesday after Labor Day- September 30th
River Acres Park	AU (1) SU (1)	2 x per week	Monday, Thursday	Tuesday after Labor Day- September 30th
Prince Solms Park	AU (1)	2 x per week	Monday, Thursday	Tuesday after Labor Day- September 30th



### SPECIAL EVENTS

#### EASTER WEEKEND:

**Delivery:** Friday afternoon prior to Easter; **Removal:** Monday morning after Easter

Location	Quantity of AU	Quantity of HSS	Quantity of SU	Service Frequency
Playground Drive	1	2	3	Sunday by 9 AM
Pavilion 4	0	1	2	Sunday by 9 AM
Pavilion 5	0	1	2	Sunday by 9 AM
Pavilion 6	0	1	2	Sunday by 9 AM
Hinman Island	0	1	2	Sunday by 9 AM
Prince Solms	0	1	2	Sunday by 9 AM
River Acres Park	0	0	2	Sunday by 9 AM
<i>Other Units</i>	As Needed	As Needed	As Needed	As Needed

#### MEMORIAL DAY WEEKEND:

**Delivery:** Friday afternoon prior to Memorial Day; **Removal:** Tuesday morning after Memorial Day

Location	Quantity of AU	Quantity of HSS	Quantity of SU	Service Frequency
Playground Drive	1	2	3	Sunday by 9 AM
Pavilion 4	0	1	2	Sunday by 9 AM
Pavilion 5	0	1	2	Sunday by 9 AM
Pavilion 6	0	1	2	Sunday by 9 AM

**SECTION 5  
EVALUATION OF PROPOSALS**

**5. SELECTION PROCESS**

It is the intent of the City to make multiple awards from this solicitation, based on evaluation criteria listed in this solicitation and proposer's submitted proposal.

The City's evaluation team will rank Proposers meeting the evaluation criteria and the requirements of the needed services outlined in the solicitation and as outlined in the Proposer's proposal.

The Proposer selected for award will be awarded an Agreement to provide services as specified

**5.1. EVALUATION CRITERIA:** The City of New Braunfels will review all Proposals submitted in response to this solicitation using the criteria presented below and rank each Proposer. The Proposer will be recommended for award to City Council based upon the published selected criteria noted below. The evaluation committee recommendations are subject to approval by the City of New Braunfels City Council.

**Program Criteria:** The proposals will be ranked based on the following evaluation criteria:

<u>Criteria</u>	<u>Points</u>
<b>Experience and Capabilities</b>	
<u>Customer Service and Response Time</u>	20 pts.
a. Proposed approach to communicating and providing equipment/service to the City	
b. Response time to provide additional service or replacement unit in the event of failure	
c. Availability of equipment	
d. Rental terms	
<u>Inventory</u>	20 pts.
a. Provide a list of your current inventory with quantities	
<b>Cost of Services</b>	60 pts.
a. Cost Proposal - Proposers should list specific prices and a percent discount off list for anything else	
<b>TOTAL</b>	<b>100 pts</b>

The City reserves the right to request additional information or clarifications from all Proposers and to allow corrections of errors or omissions.

**5.2 Other Considerations.** The City reserves the right to request additional information or consider historical information and facts, whether gained from the Proposal, references, or any other source, in the evaluation process, including Proposer's past working or business relationship with the City, if any. The City further reserves the right to consider a Proposer's background, personnel, experience, financial and other references, management practices, exceptions to the RFP or subsequent contract, and any working relationships, past or present, a Proposer may have with its other clients.

**5.3 Opened Proposal.** A submittal may not be opened before the closing date for the purpose of changing or amending the submittal or to correct an error in the submittal terms or conditions. If the submittal is opened before the closing date by anyone other than the City, the submittal may be rejected in its entirety by the City.

**5.4 Additional Information.** At your option, provide in your Qualifications any contractual language, terms, conditions, considerations, or contingencies your company would request or require to be included in the negotiated contract between the City and the selected submitter, should your company be awarded a contract. Approval of such language, terms, conditions, considerations, or contingencies offered by a submitter remains with the City and in all cases the City's decision is final.

## **5.5 LIMITATIONS**

- **Right to Accept or Reject.** The City reserves the right to reject any or all submittals, to waive informalities and accept the submittal that the Owner believes is the most advantageous to the public interest and in keeping with the local government project procedures. The RFP does not commit the City to award a contract, issue a purchase order, or pay any costs incurred in the preparation of a submission in response to this RFP.
- **Solicitation to Remain Subject to Acceptance.** All solicitations will remain subject to acceptance for one hundred twenty (120) days after opening without acting.
- **City Council Approval Required.** The City of New Braunfels City Council may approve the respondent selected to provide the services requested in this RFP. The City reserves the right to authorize contract negotiations to begin without further discussion with Proposers submitting a response. Therefore, each Proposal should be submitted as completely and accurately as possible. The City reserves the right to request additional data, oral discussions, or presentations in support of the written Proposal.
- **Respondent's Obligation Regarding Evaluation:**
  - Submission of Information. Submitters are cautioned that it is each respondents sole responsibility to submit information related to the evaluation categories, and the City is under no obligation to solicit such information if it is not included with the Proposal. Failure of a respondent to submit such information may cause an adverse impact on the evaluation of the specific Proposal.
  - Submitter Review of RFP. Submitters are responsible for examining and being familiar with all specifications, terms, conditions, provisions, and instructions of the RFP and their responses. Failure to do so will be at the respondents' risk and will not be a determinative factor when awarding the contract for services.
- **Oral Non-Binding.** Any non-written representations, explanations, or instructions given by City staff or City agents are not binding and do not form a part of, or alter in any way, the RFP, a written agreement pertinent to the RFP, or the awarding of the contract.
- **Lobbying Prohibited.** Proponents are prohibited from directly or indirectly communicating with City Council members regarding the Proponent's qualifications or any other matter related to the eventual award of a contract for the services requested under this RFP. Proponents are prohibited from contacting city staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from a staff member. Any violation will result in immediate disqualification of the proponent from the selection process.

## **5.7 PROPOSAL SPECIFICATIONS**

- **Modification or Withdrawal of Proposal.** Proposals cannot be altered or amended after the submittal deadline. Proposals may be modified prior to the deadline only by providing a written notice by mail or email) to the Purchasing Representative at the address shown herein. A submitter's Proposal may also be withdrawn in writing by providing the same notice by a submitter or the submitter's authorized agent, providing the agents identify is made known and the agent signs the request to withdraw Proposal. **HOWEVER, IN THE EVENT OF WITHDRAWAL, THE SUBMITTER WILL NOT BE ALLOWED TO RESUBMIT.** This provision does not change the common law right of a proposer to withdraw a Proposal due to a material mistake in the Proposal.
- **Inquiries.** To ensure fair and objective evaluation, all questions related to this RFP should be addressed only to the persons named in Section 4.1 of this solicitation.
- **RFP Interpretation; Addendum.** Any interpretations, corrections, or changes to this RFP will be made by addenda through:
  - <https://www.bidnetdirect.com/texas/city-of-new-braunfels>
  - and the City Website: <http://nbtexas.org/DocumentCenter/Home/Index/139>

Submitters shall acknowledge receipt of all addenda per the instructions to be attached to addenda.

**SECTION 6  
AWARD OF CONTRACT**

**6.1. SUCCESSFUL PROPOSER'S DOCUMENTS:** The successful Proposer will provide its proposal and any negotiated amendments to the proposal to the Office of the Purchasing Manager as an electronic Word file.

**6.2. CONTRACT AWARD:** The selection of a Proposer and the execution of a contract, while anticipated, are not guaranteed by the City. The City reserves the right to determine which proposal is in the City's best interest and to award the contract on that basis, to reject any and all proposals, waive any irregularities of any proposal, negotiate with any potential Proposer (after proposals are opened) if such is deemed in the best interest of the City.

**6.3. CITY COUNCIL APPROVAL:** The City Council will consider the final contract for approval unless the award amount is less than \$50,000.00. In the event the total amount of the contract is less than \$50,000.00, the contract will be awarded administratively.

**6.4. FINAL CONTRACT:**

- A. The selected Proposer will assume responsibility for all services offered in its proposal, whether such services are provided by a subcontractor or joint venture arrangement. The successful Proposer will be considered the sole point of contact about contractual matters, including payment of all charges resulting from the contract.
- B. The successful Proposer will be required to enter a written contract with the City. The City's legal terms and conditions for this contract are included herein.
- C. This RFP and the successful Proposer's proposal, or any part thereof, may be incorporated into and made a part of the final contract. The City reserves the right to negotiate the terms and conditions of the contract with the successful Proposer.
- D. Be advised that exceptions to any portion of the RFP may jeopardize acceptance of your proposal. If exceptions are taken to the City's Agreement, this will be clearly indicated and a full explanation given for each exception. It is required that the proposal enumerate the specific clauses that the Proposer wishes to amend or delete and suggest alternative wording in the proposal. In view of the length of time involved in obtaining the approval of legal counsel, Proposers are cautioned not to state that the Proposer's proposal is subject to the Proposer's standard terms and conditions or that the final terms and conditions are subject to negotiation after award. This may result in the proposal being deemed non-responsive, in which no further consideration or evaluation will be made.

## ATTACHMENT A PROPOSAL FORM

All quantities provided below are estimated. The City reserves the right to change the quantities and frequency of services as needed.

**NOTE: Pro-rated rental fees shall be provided for less than a full month's rental, which will be based on the day of cancellation by the City with advanced notice by phone or in writing, even if the unit is removed after the rental end date.**

Item	Description	Frequency of Service	Price per UOM (as stated below)
1	Monthly Rental: ADA / Handicap-Accessible Unit (AU)	2 per week	\$ per month
2	Monthly Rental: Standard Unit (SU)	2 per week	\$ per month
3	Monthly Rental: ADA / Handicap-Accessible Unit (AU)	3 per week	\$ per month
4	Monthly Rental: Standard Unit (SU)	3 per week	\$ per month
5	Monthly Rental: ADA / Handicap-Accessible Unit (AU)	4 per week	\$ per month
6	Monthly Rental: Standard Unit (SU)	4 per week	\$ per month
7	Daily Rental: ADA / Handicap-Accessible Unit (AU)	As Specified/Needed	\$ per day
8	Daily Rental: Standard Unit (SU)	As Specified/Needed	\$ per day
9	Additional Service: ADA / Handicap-Accessible Unit (AU)	As Specified/Needed	\$ each
10	Additional Service: Standard Unit (SU)	As Specified/Needed	\$ each

Percent Discount of List Price for any additional items not listed above: \_\_\_\_\_

**ADDENDA:**

The undersigned hereby acknowledges receipt of the following solicitation addenda, and all the provisions and requirements of which addenda have been taken into consideration in the preparation of this Proposal.

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**OBLIGATION:**

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of New Braunfels, to enter a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of New Braunfels, this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

**NON-COLLUSION:**

The undersigned, by submission of this Proposal Form and other required forms, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

**SUBMITTAL REQUIREMENTS:**

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ATTACHMENT B  
COMPANY INFORMATION**

**1. Company Information:**

- Company name: \_\_\_\_\_
- Company address: \_\_\_\_\_
- Year established: \_\_\_\_\_
- Number of years in business under present name: \_\_\_\_\_
- Form of ownership:    ☐ Proprietorship    ☐ Partnership    ☐ Corporation    ☐ Other (specify) \_\_\_\_\_
- When organized: \_\_\_\_\_
- If a corporation, where incorporated: \_\_\_\_\_
- Federal Employer Identification Number: \_\_\_\_\_
- Texas Comptroller's Taxpayer Number, if applicable: \_\_\_\_\_
- DUNS NUMBER: \_\_\_\_\_
- Provide a list of officers of the firm who, while in the employ of the firm or the employ of previous firms, were associated with contracts which resulted in lawsuits, contracts defaulted or filed for bankruptcy.
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Complete **A** below if you are a non-resident Respondent (your company's principal place of business is not in Texas). **Resident Respondents must check box B.**
  - ☐ **A:** Company is a non-resident Respondent. Its principal place of business is the state of \_\_\_\_\_  
Check one of the following options:
    - ☐ Non-resident Respondents in the state of our principal place of business are required to propose \_\_\_\_ percent lower than resident Respondents by state law. A copy of the statute is attached.
    - ☐ Non-resident Respondents in the state of our principal place of business are not required to underbid resident Respondents in order to secure contract awards.
  - ☐ **B:** Company's principal place of business or corporate offices is in the State of Texas.

**2. Subcontractor(s), if applicable:**

- ☐ Subcontractor(s) will not be used to complete this contract.
- ☐ Subcontractor(s) will be used to complete this contract. (*Attach a list if additional space is necessary.*)
  - Subcontractor Name: \_\_\_\_\_
  - Percentage (%) of Total Contract: \_\_\_\_\_
  - Mailing Address: \_\_\_\_\_

- 3.** If applicable, provide a list of officers of the company who, while in the employ of the company or the employ of previous companies, were associated with contracts which resulted in lawsuits, contracts defaulted or filed for bankruptcy.



## ATTACHMENT C VENDOR CERTIFICATIONS

Company name: \_\_\_\_\_

**To demonstrate qualification to perform the scope of services, answer all questions listed below. Provide responses that are clear and comprehensive. Attach any additional information provided on separate sheets, if applicable.**

### DEBARMENT/SUSPENSION INFORMATION:

1. Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity or is Respondent listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <http://www.epls.gov>?

☐ Yes      ☐ No

**If yes**, identify in an attachment the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, or listed at epls.gov and state the reason for or circumstances surrounding the debarment, suspension, or ineligible for federal procurement, including but not limited to the period of time for such debarment, suspension or ineligibility.

### CERTIFICATIONS:

1. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. ☐ Yes      ☐ No
- A. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the solicitation process or in the Contract execution.
- B. "Fraudulent practice" means an intentional misrepresentation of facts made
1. to influence the solicitation process or the execution of the Contract to the detriment of Owner,
  2. to establish Cost Proposal or Contract prices at artificial non-competitive levels, or
  3. to deprive Owner of the benefits of free and open competition.
- C. "Collusive practice" means a scheme or arrangement between two or more Respondents, with or without the knowledge of Owner, a purpose of which is to establish Cost Proposals at artificial, non-competitive levels; and
- D. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the solicitation process or affect the execution of the Contract.

### 2. NON-COLLUSION CERTIFICATION:

- A. Non-Collusion Certification: Do you certify that all the following are true and correct concerning your company's cost Proposal? ☐ Yes      ☐ No
1. That you are fully informed of the contents of the solicitation and the circumstances of its preparation.
  2. That your cost Proposal is genuine and is not a collusive or sham cost Proposal;
  3. That neither you nor anyone else acting on behalf of your company has agreed, colluded, or conspired in any manner with any other respondent, firm or person to submit a collusive or sham cost Proposal, or to refrain from responding, or sought by communication or conference with any other respondent, firm or person to fix the prices, overhead, profit, or any cost element in your cost Proposal or in any other cost Proposal, or to secure through any collusion, conspiracy, or agreement any advantage against the City of New Braunfels or any other

respondent; and

4. The prices quoted in your cost Proposal are fair and proper and are not affected by any collusion, conspiracy, connivance, or unlawful agreement on the part of your company or anyone acting on its behalf.

**3. GOVERNMENT CODE TITLE 10 SUBTITLE F VERIFICATIONS:**

- A. Contractor shall verify that it's named company, under the provisions of Subtitle F Title 10 Government Code Chapter 2270: ☐ **Yes** ☐ **No**
  1. Does not boycott Israel currently; and
  2. Will not boycott Israel during the term of the contract.
- B. Pursuant to Sections 2270.001, 2270.002, 808.001, 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.
- C. Pursuant to subtitle F, Chapter 2252, Texas Government code, contractor shall not do business with Iran, Sudan or a foreign terrorist organization while providing products or services to the City of New Braunfels. ☐ **Yes** ☐ **No**

**ACKNOWLEDGEMENT**

THE STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I certify that I have read all the specifications and general RFP requirements and do here by certify that all items submitted meet specifications. I certify that my responses and the information provided are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations in this Questionnaire, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me in this questionnaire may be investigated and I hereby give my full permission for any such investigation, and I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my response to this solicitation to be rejected.

\_\_\_\_\_  
**Company's Name**

\_\_\_\_\_  
**Signature, Authorized Representative of Respondent**

\_\_\_\_\_  
**Title**

## ATTACHMENT D EXCEPTIONS AND ALTERNATIVES FORM

**Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.**

Proposers are to comply with all requirements of this solicitation, otherwise the proposal may be deemed non-responsive. Exceptions may be considered if they are presented with the proposal and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation.

- ☐ No Exceptions Taken
- ☐ Exceptions Taken – \*See attached (Include in Tab 10)  
*\*Note that if any exceptions are taken, all required information must be submitted as an attachment*

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In the event the Proposer takes exception to any language in this solicitation, they may set forth alternatives by presenting each exception separately by stating:

- a)** The specific item or clause for which an exception is requested (citing the page and item number).
- b)** The suggested change to the exception, inclusive of proposed new language if applicable.
- c)** An explanation as to how the proposed change would benefit the City and/or why the exception is necessary.

*Except as may be indicated above, Proposer is in complete agreement with this entire solicitation including any proposed terms, conditions and business arrangements described herein.*

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(Authorized Signature)

Date

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(Title)