



COUNTY OF EL PASO
800 E. Overland, Suite 300
El Paso, Texas 79901
(915) 546-2048 (915) 546-8180 Fax

Notice to Interested Parties

DUE TO THE CURRENT DISASTER DECLARATION

Sealed Request for Proposals (RFP) will be received at the County Purchasing Department, 800 E. Overland, RM 300, El Paso, Texas 79901 before 2:00 p.m., Thursday, June 25, 2020 to be opened at the County Purchasing Office the same date for Full Service Deputy 2020 for the County Tax Assessor-Collector. **No in-person submittals are allowed. Vendors must mail via USPS or third-party carrier.** The County of El Paso is not responsible for late deliveries of any kind or any reason.

**Proposals must be in a sealed envelope and marked:
"Proposals to be opened Thursday, June 25, 2020
Full Service Deputy 2020 for the
County Tax Assessor-Collector
RFP Number 20-031**

Do not contact the requesting department. Any questions or additional information required by interested vendors must be e-mailed to: bidquestions@epcounty.com before Thursday, June 18, 2020, at 12:00 p.m. Proposal number and title must be on the "Subject Line" of the e-mail. Attempts to circumvent this requirement may result in rejection of the proposal as non-compliant.

Any changes in the specifications will be posted on the County website as an addendum. It shall be the proposer's responsibility to check the website prior to the bid opening date to verify whether any addendums have been posted. Website: www.epcounty.com ; click button labeled "Directory", search for and select "Purchasing", click on button labeled "List of Bids".

Award will be made based on a review of qualifications, scope of services and price. **COMMISSIONER'S COURT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND WAIVE TECHNICALITIES.** Only proposals that conform to specifications will be considered. Successful Proposer shall not order items or services until a Purchasing Order is received from the County Purchasing Office. Payment will not be made on items delivered without an Agreement. Payment shall be made through County funds after completion of goods or services. Purchase Orders will be issued as required. Successful proposer must comply with all bonding requirements as stated in the Texas Local Government Code §262.032.

In order to remain active on the El Paso County Vendor list, each Vendor receiving this proposal must respond in some form. Vendors submitting a proposal must meet or exceed all specifications herein.

DEBRA CARREJO-TRULL CPPO, CPPB
Purchasing Agent

El Paso County Code of Ethics Training Affidavit

(This form must be signed by an officer, principal, or individual authorized to bind the company under a contract with the County.)

IN COMPLIANCE WITH CHAPTER 161 OF THE TEXAS LOCAL GOVERNMENT CODE, ANY VENDOR INVOLVED IN A SINGLE PROCUREMENT EXCEEDING \$50,000 MUST COMPLETE THE ENCLOSED ETHICS TRAINING BEFORE SUBMITTING A BID OR PROPOSAL WITH THE COUNTY OF EL PASO.

Purpose: The stability of democracy depends upon the continuing consent of the governed, which in turn depends upon the trust the electorate holds for its government. The Ethics Commission of the County of El Paso, Texas, in concert with elected county officials, as well as leaders of the various county departments, recognizes the need to maintain the public trust and confidence in the workings of county government and thus adopts this Code of Ethics.

What is a vendor:

Any person or their representative or employee whose goods and services are purchased under the terms of a purchase order or contractual agreement with the county; and any other persons doing business with the County.

Procurement: In advising upon, discussing, recommending, and/or granting any County purchases, bids or contracts, County public servants shall inform themselves about their financial interests, and shall make a reasonable effort to inform themselves about the financial interest of their family members.

County public servants shall excuse themselves from exercising influence, participating in, discussing, recommending, and/or granting of any County purchases, bids, or contracts if they or a family member have a substantial financial interest.

Private Communication: No member of the El Paso County Commissioners Court, County Elected Officials/Department Heads or the El Paso County Hospital District Board of Managers shall permit any vendor, its lobbyists, representative, or employee to communicate with him privately regarding any procurement of items by the County or the Hospital District from the date that the bid, RFP, or RFQ is authorized or released, whichever is first. No private communication regarding the purchase shall be permitted by a member of the Commissioners Court, a county elected official/department head, or

El Paso County Code of Ethics Training Affidavit (continued)

the hospital district board of managers until the procurement process is complete and a purchase order is granted or a contract is entered into.

Members of the Commissioners Court, county elected officials/department heads and the board of managers shall make a reasonable effort to inform themselves regarding procurements and shall have a duty to inquire of vendors, their lobbyists, representatives, or employees, the nature of the private communication being sought prior to engaging in any communication.

This prohibition against private communication with vendors, their lobbyists, representatives, or employees shall apply to commissioners court approval of hospital district purchases.

I _____ am an officer, principal, or individual
(Full Name)
authorized to bind the company, known as

(Company name)

By reading and signing this document, I confirm that I have been trained in the County of El Paso's Code of Ethics regarding Vendors. I understand that any contact by myself or any representative of the company with a County of El Paso official or county employee, other than those shown on the RFP or bid documents shall cause the bid or proposal to be immediately disqualified from consideration of award.

Name _____

Title _____

Company Name _____

Address _____

Signature _____

Date _____



**EL PASO COUNTY PURCHASING DEPARTMENT
800 E. OVERLAND AVE., ROOM 300
EL PASO, TEXAS 79901
(915) 546-2048
FAX: (915) 546-8180**

Memorandum

To: All Vendors

Subject: County Purchasing New Vendor/Bid System & Online Vendor Registration

The Purchasing Department has implemented its new bid processing vendor notification/registration system. The new system will allow vendors to register and maintain their vendor file in real time without the intervention of the Purchasing Department. Vendors will maintain their address information and contact information; as well as the commodity information that the vendor wants to be considered for on County bid solicitations. Vendors will be given a choice of receiving hard copy bid notifications, or electronic notifications to the vendors designated email and/or cellular telephone text number. We hope that the changes will help our vendors receive their solicitations in a more effective and efficient manner that will benefit both the County and the vendor with more timely, accurate, competitive bids.

All vendors wishing to receive or continue to receive bid notifications must register in this new system at www.epcounty.com. /Bids & More/Vendors List. Thank you for your cooperation. If you have any questions please contact us at (915)546-2048.

EL PASO COUNTY SIGNATURE PAGE

RFP 20-031
Full Service Deputy 2020 for the
County Tax Assessor-Collector
Vendor must meet or exceed specifications

Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. **Please submit one (1) original copy and six (6) electronic versions of the complete proposal (CD/DVD/Flashdrive) in Word/PDF Format. Electronic copies must reflect the original hard copy.**

I or we agree to furnish the following described equipment, supplies, or services for the prices shown in accordance with specifications listed below or attached. By execution of this proposal, I hereby represent and warrant to El Paso County that I have read and understood the Proposal Documents and the Contract Documents and this proposal is made in accordance with the Proposal Documents.

Please quote prices and discounts on the following items:

F. O. B. El Paso County

*****THIS MUST BE THE FIRST PAGE ON THE PROPOSAL SUBMITTED*****

Company

Mailing Address

Federal Tax Identification No.

City, State, Zip Code

DUNS Number (Applicable to Grant Funded Project)

Representative Name & Title

Telephone Number include area code

Signature

Fax Number include area code

Date

Email Address

Full Service Deputy 2020 for the County Tax Assessor-Collector

RFP 20-031



**Opening Date
Thursday, June 25, 2020**

1.1 ROLES OF THE TAX ASSESSOR-COLLECTOR AND COMMISSIONERS COURT

Both the Tax Assessor-Collector and Commissioners Court play important roles in this acquisition process. The Tax Assessor-Collector is granted the authority, with the approval of Commissioners Court, to deputize full-service deputies. The Tax Assessor-Collector also monitors and documents contract performance, for the purpose of using such knowledge when evaluating whether to put forth an agenda item requesting that the Commissioners Court exercise a future option-year on a contract. The Commissioners Court is the only entity with the power to bind the County into contracts, amend contracts, or exercise an option to renew a contract; therefore, it is the approval entity for any contract awarded under this bid acquisition. As per the roles described here, the Tax Assessor-Collector and Commissioners Court work collectively in the selection and approval process of all responding vendors.

1.2 PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit proposals from vendors that meet the criteria outlined within the RFP to serve as a full service deputy for the El Paso County Tax Assessor-Collector.

1.3 BACKGROUND

The County Tax Assessor-Collector is responsible for processing motor vehicle title transfers and issuing registration receipts to the residents of the County. The authority of the TxDMV is vested in the Tax Assessor-Collector. El Paso County, through an RFP, will determine who is deemed qualified and allowed to administer the Motor Vehicle Title and Registration needs for the County.

1.4 AUTHORITY AND SERVICES TO BE PERFORMED

Full Service Deputies will be required to perform all motor vehicle related services as indicated in the Texas Transportation Code, and TxDMV Registration and Title Manuals. The Full Service Deputy contract is binding upon signature, as are other official directives issued by the authority of the TxDMV and El Paso County Tax Assessor-Collector.

Administrative rules and State Statutes. At minimum, each proposer should become familiar with the Texas Transportation Codes 501, 502, 503 and 520 governing MV Titles and Registrations. Secondly the County Tax Assessor-Collector is an agent for the State Comptroller and such policies under this State agency shall be complied with, by both parties.

General duties. The Full Service Deputies duties shall include, but are not limited to: issuing motor vehicle registrations; administering duties related to the reviewing and processing of title applications; issuing disabled placards, temporary registration permits and specialty plates and providing public information as directed by the Tax Assessor-Collector. Full Service Deputies must be able to perform all TxDMV Motor Vehicle transactions. Full Service Deputies must make available to the Tax Assessor-Collector daily monies collected for said transactions along with reports deemed necessary by the Tax Assessor-Collector.

1.4 SERVICES TO BE PERFORMED (Cont'd.)

Nature of the contract. The contract between the El Paso County and each full service deputy is in the nature of a non-exclusive, limited franchise agreement. It is in the nature of a franchise agreement because full service deputies are authorized to perform TxDMV motor vehicle titling and registration functions on behalf of the Tax Assessor-Collector and because full service deputies are independent contractors and not employees of the County. The franchise is non-exclusive because there is no protected franchise territory and El Paso County may establish additional full service deputies at any time the County deems it advisable. Contracts awarded under this RFP will have a 1-year base period. The County will have the unilateral right to extend each contract via four one-year option periods. This means that the maximum possible contract duration would be five years. . It is essential that each proposer become familiar with the terms of the full service deputy contract.

Other competitive factors. The Tax Assessor-Collector will continue to offer vehicle registration by mail and/or internet. In addition, the Tax Assessor-Collector may explore alternative methods to issue and provide motor vehicle registrations and titling services; if it is in the best interest of the County.

1.5 AGENCY SPECIFICATIONS

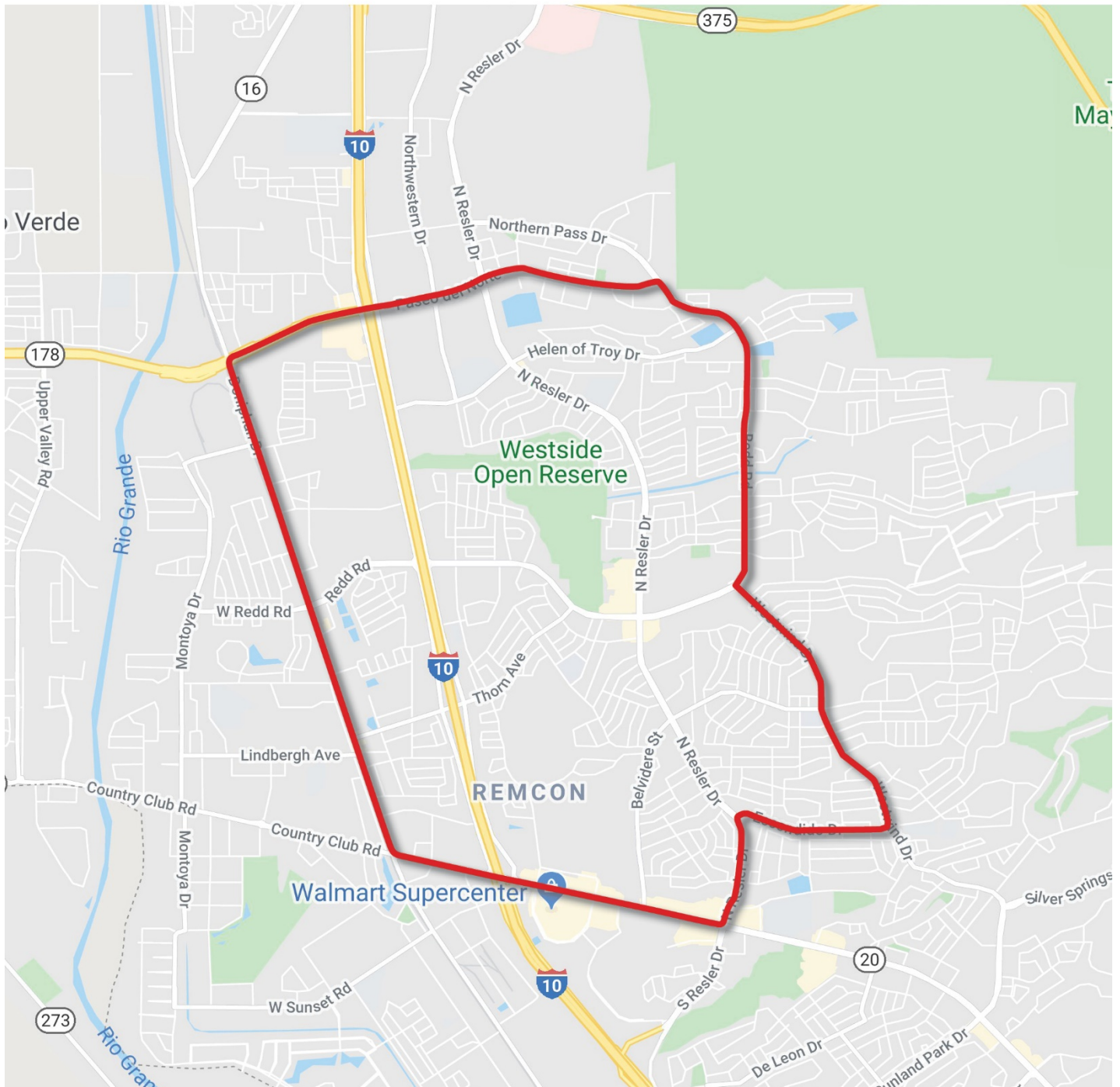
This document (the RFP) contains the information common to all proposals for all locations. In addition to this RFP, the Tax Assessor-Collector has prescribed a separate set of specifications for each full service deputy location. No proposal can be complete without reference to both this RFP and the Agency Specifications for the full service deputy office location being proposed. The Agency Specifications include the geographic area in which the office will be located and an estimated amount of transactions within that area.

Geographical area. "Location," as used in this RFP, means the area specified and described in the Agency Specifications inside of which the proposed full service deputy office site must be located. "Site," as used in this RFP, means the actual building within the provided set of boundary lines proposed for the full service deputy office.

Agency Specifications

The following are the geographical areas to be used throughout the County. Agencies can be located on any red boundary line on either side of the roadway, or within the red-lined area.

Geographic Area A



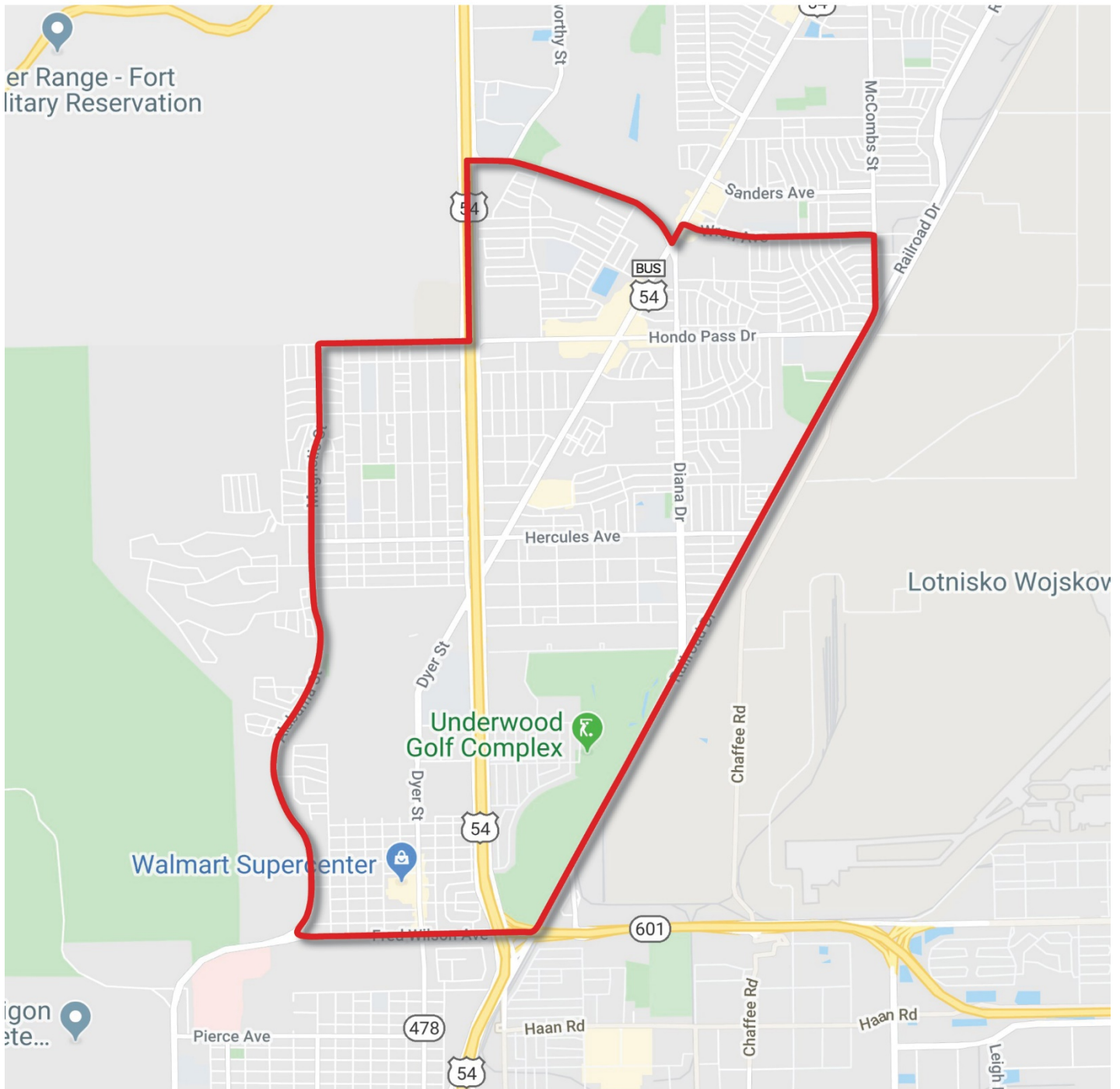
North of N. Mesa St., N. Resler Dr. & Escondido Dr.,
East of Doniphan Dr.,
South of Paseo del Norte Rd., and
West of Westwind Dr. & Readd Rd.

Geographic Area B



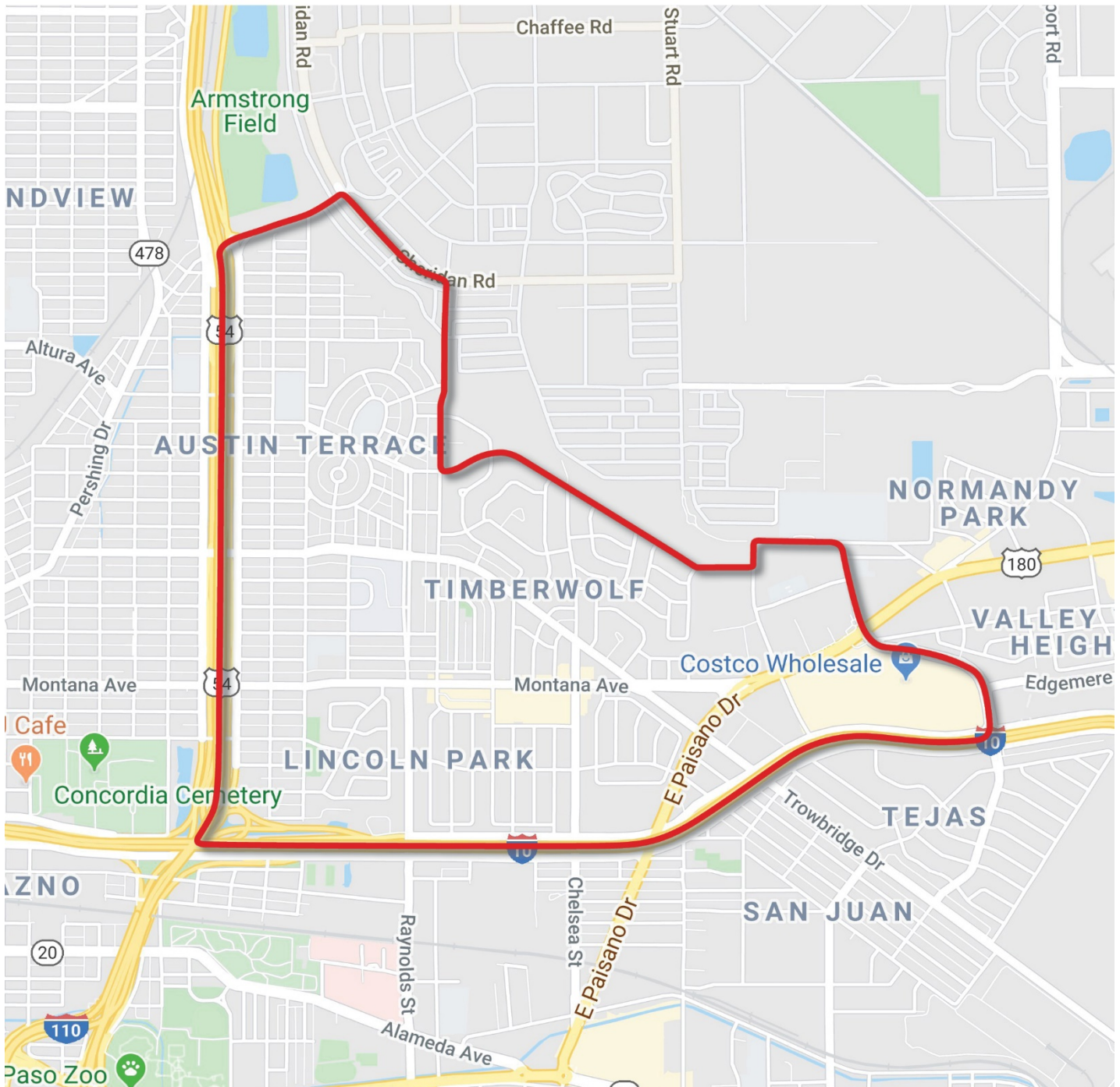
North of S. Mesa Hills Dr.,
East of Resler Dr. & I-10,
South of Escondido Dr. & Silver Springs Dr., and
West of Stanton St.

Geographic Area C



North of Fred Wilson Ave.,
East of Alabama St., & Magnetic St.,
South of Wren Ave., and
West of Railroad Dr.

Geographic Area D



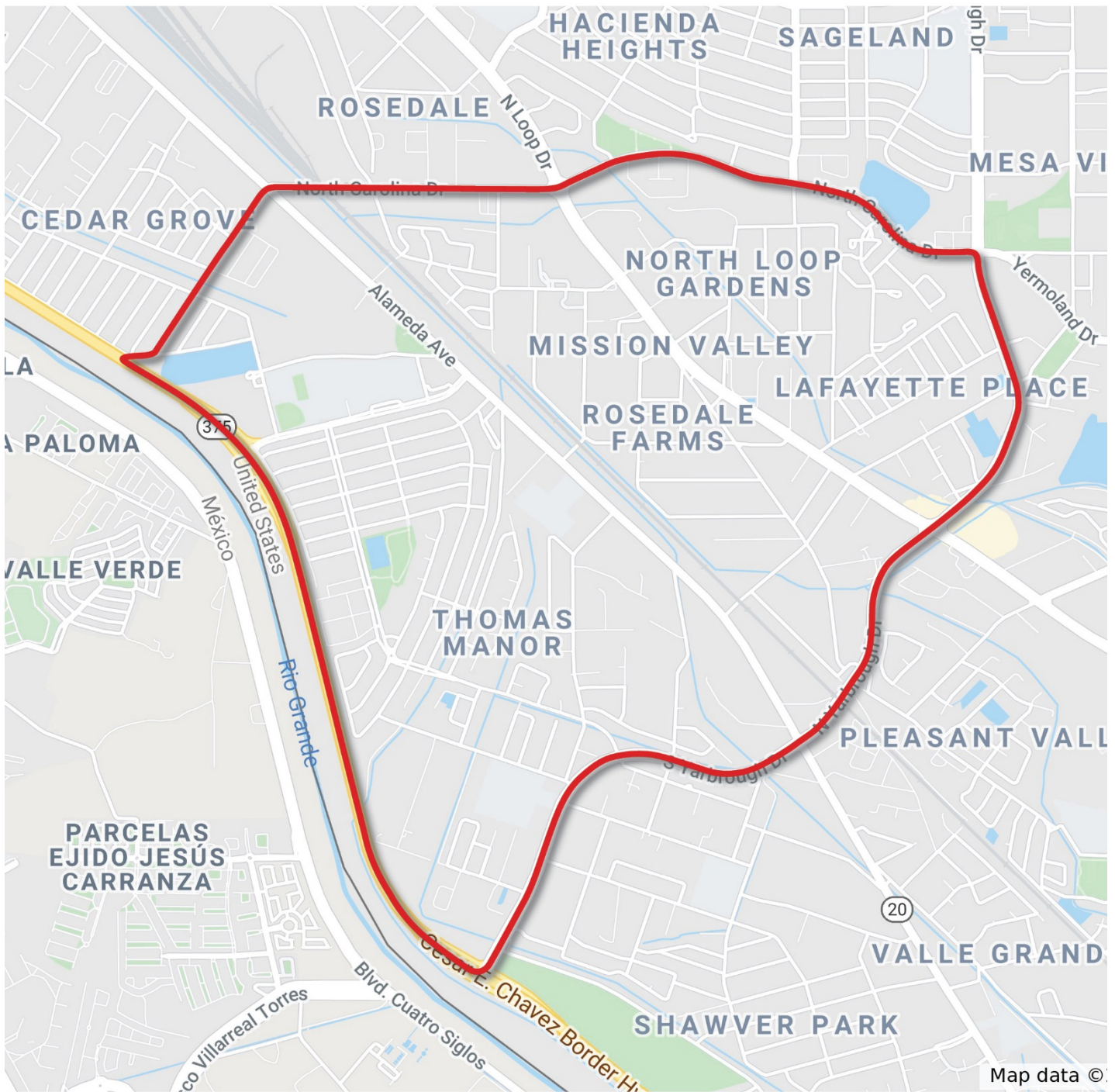
North of I-10,
East of Highway 54,
South of Timberwolf Dr., Sheridan Rd. & Howze St., and
West of Geronimo Dr.

Geographic Area E



North of I-10,
East of Airway Blvd.,
South of Montana Ave., and
West of Wedgewood Dr.

Geographic Area F



North of Loop 375,
East of South Carolina Dr.,
South of North Carolina Dr., and
West of Yarbrough Dr.

Geographic Area G



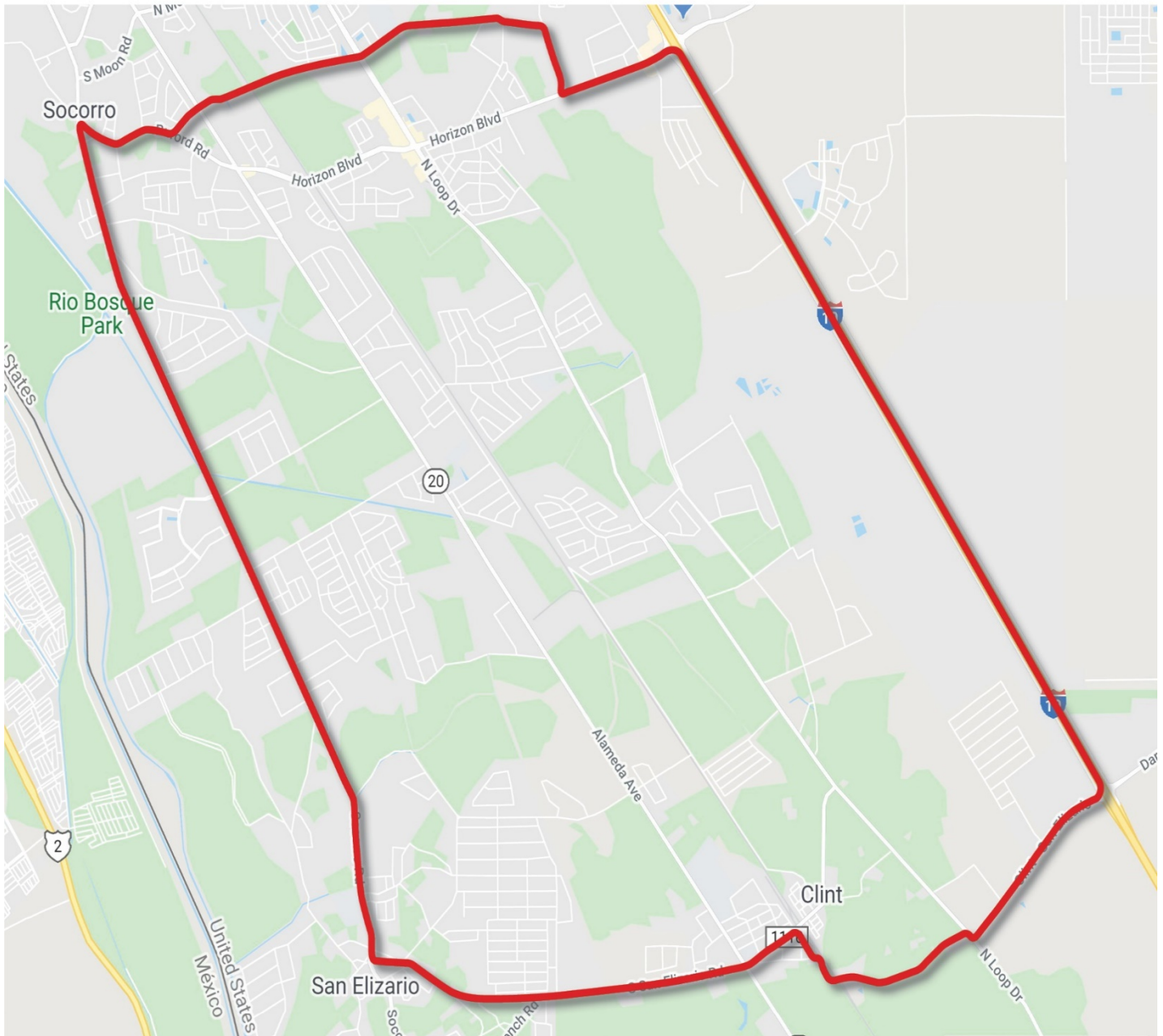
North of North Loop Dr.,
East of Yarbrough Dr. & Wedgewood Dr.,
South of Pellicano Dr., Trawood Dr. & Montwood Dr., and
West of Lee Trevino Dr.

Geographic Area H



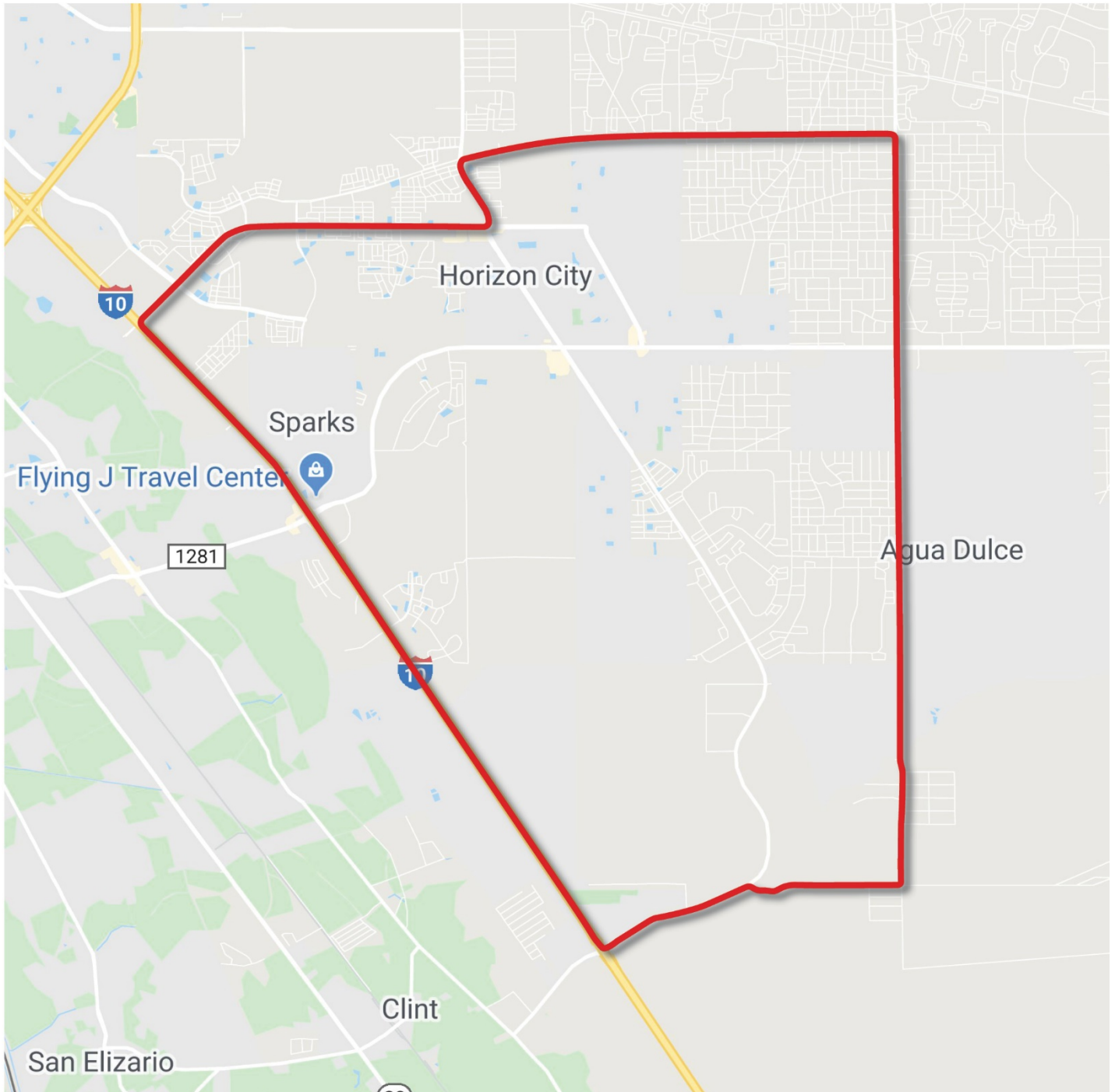
North of North Loop Dr.,
East of Lee Trevino Dr.,
South of Pellicano Dr., and
West of N. Zaragoza Rd.

Geographic Area I



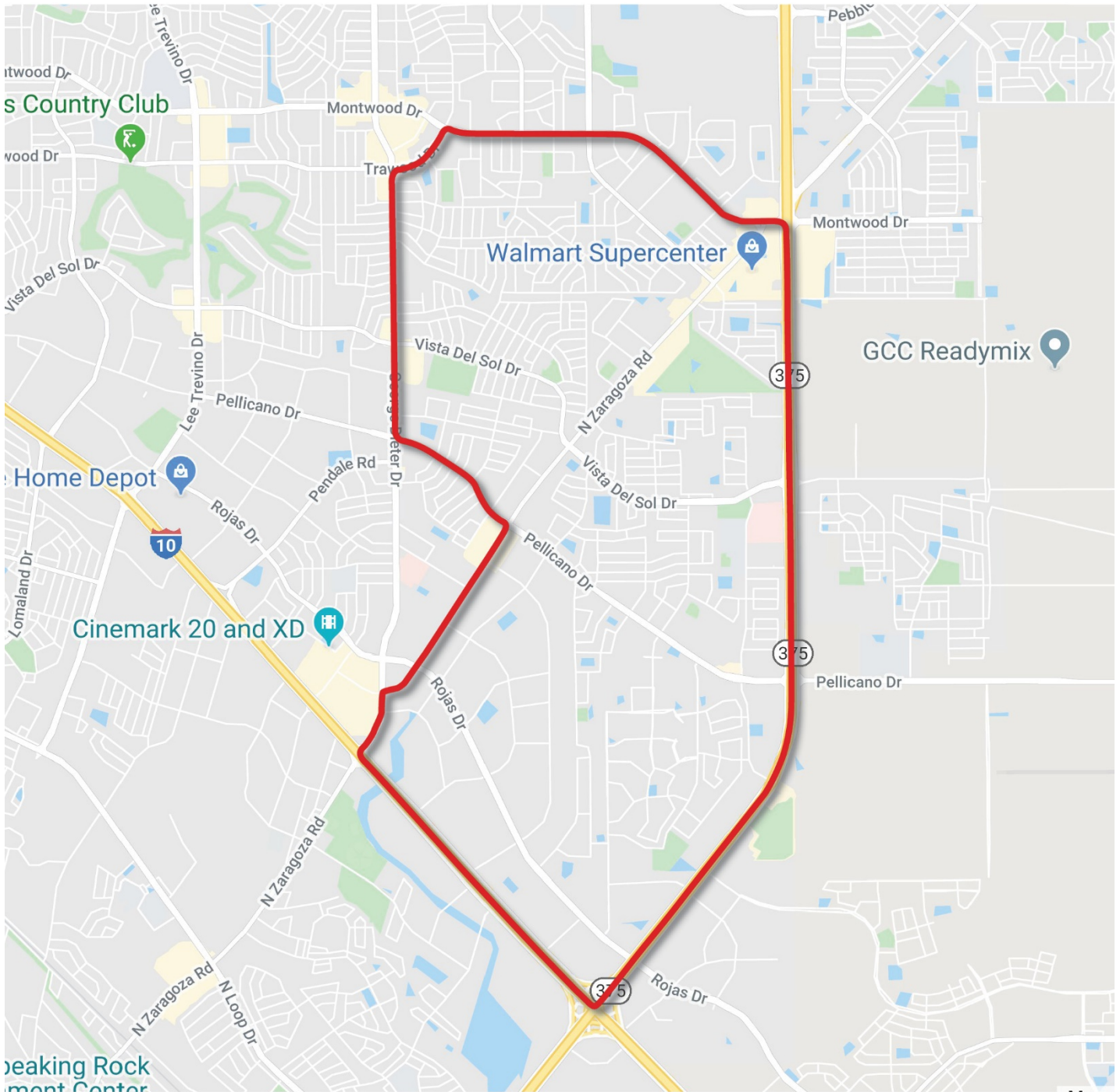
North of San Elizario Rd.,
East of Socorro Rd.,
South of N. Rio Vista Rd., and
West of I-10.

Geographic Area J



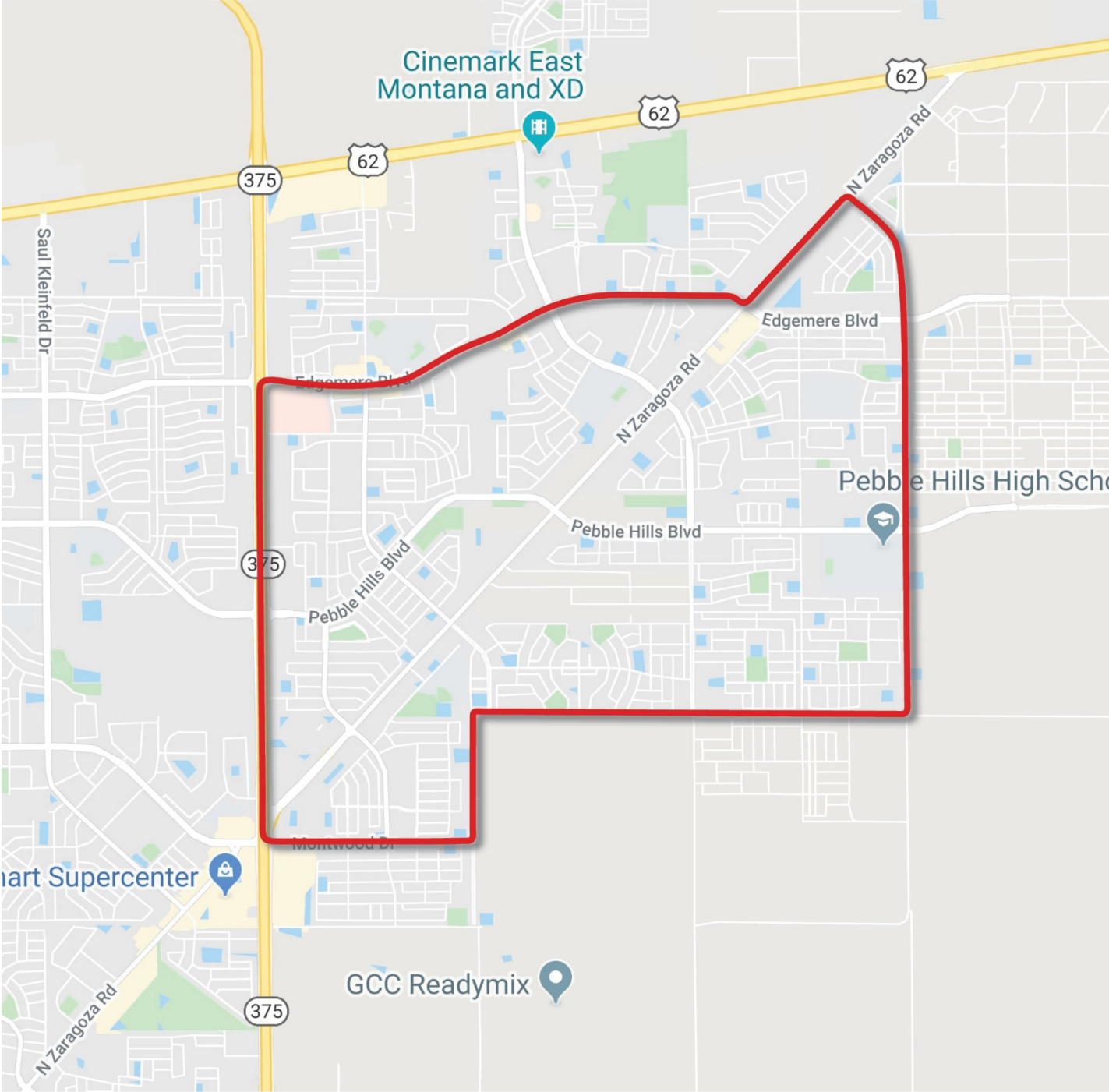
North of Las Colonias Rd. & Darrington Rd.,
East of I-10,
South of Eastlake Blvd., Kingsbury Ave. & Kingsgate Ave., and
West of Ascencion St.

Geographic Area K



North of I-10,
East of George Dieter Dr. & N. Zaragoza Rd.,
South of Montwood Dr., and
West of Loop-375.

Geographic Area L



North of Montwood Dr. & Cozy Cove Ave.,
East of Loop 375,
South of Edgemere Blvd. & N. Zaragoza Rd., and
West of John Hayes St.

Agency Specifications

Estimated Annual Transactions per Agency Location

Geographic Location	Annual Transactions
A	20K to 40K
B	10K to 30K
C	20K to 40K
D	30K to 50K
E	20K to 40K
F	30K to 50K
G	30K to 50K
H	20K to 40K
I	20K to 40K
J	10K to 30K
K	20K to 40K
L	10K to 30K

The following is a brief explanation of the above chart.

“Annual Transactions” refers to the total number of motor vehicle registrations and title transactions issued by the agency in a twelve-month period

Deputy Office Sites. A “Deputy Office Site” is one in which the successful proposer will be required to provide, through lease or ownership, the site where the full service deputy office will be open for business.

Estimated annual transactions. The Agency Specifications for each proposed full service deputy location contain an estimate of the number of transactions processed in a recent twelve-month period. The County of El Paso makes no guarantees relating to the number of future transactions that may occur within any geographic area. The COUNTY TAX ASSESSOR-COLLECTOR makes no effort to estimate the profits any agency may be expected to make. Each proposer is responsible for determining whether or not the agency is likely to generate a sufficient profit for that proposer’s needs.

Agency size and staffing. Proposers are required to present their staffing plan to include how many employees and work stations the location will need to perform ALL TxDMV MOTOR VEHICLE TRANSACTIONS at the agency location for which they are bidding.

Non-exclusive territories. A full service deputy has no rights in the contract past its expiration date, or denial of RTS access by the TAC or TxDMV (subject to the provisions of the attached TxDMV RTS access addendum), nor does a full service deputy have exclusive territorial rights during the term of the contract.

Changes to number of agencies. El Paso County may award contracts for all, some, or none of the locations included in the RFP. El Paso County may add full service deputy agencies in the county at any time at the County's discretion via competitive procedures.

Other information. Other information regarding each proposed full service deputy agency may be described in the Agency Specifications.

1.6 REQUIREMENTS OF OPERATION

General. The full service deputy will be expected to comply with the provisions of this RFP, the TxDMV rules, Texas Transportation Code, State Comptroller and the full service deputy contract, the TxDMV title and registration manuals, and any requirements prescribed by Tax Assessor-Collector from time to time. In addition, the full service deputy shall comply with all applicable federal and Texas laws, including but not limited to the Federal Equal Employment Opportunity (EEO) Laws, and the Americans with Disabilities Act (ADA).

Office hours. The Tax Assessor-Collector requires that a full service deputy shall maintain office hours as follows: At least eight (8) hours daily Monday through Friday. The Tax Assessor-Collector recommends, but does not require that a full service deputy be open on Saturdays.

TxDMV Computers and TAX ASSESSOR-COLLECTOR-Equipment.

The TxDMV provides the computers and related equipment (printers) necessary to process registration renewals and title applications at cost. The current TxDMV cost structure is as follows, unless amended by TxDMV;

- Computers are leased at \$361 per year (including eLearning access per each).
- New cable drops within the building have a onetime fee of \$180 each.
- Internet access to the Office is \$4,260 per year.
The TAX ASSESSOR-COLLECTOR will supply;
- Computers
- Printers
- Copy paper

These items are strictly for the use of scofflaw enforcement at no cost to the full service deputy agency. The proposer is required to have internet access during office hours in order to communicate with the Tax Assessor-Collector and to communicate with the ARCs server in order to be able to perform scofflaw enforcement verification with each transaction processed.

Inventory. The TAX ASSESSOR-COLLECTOR also provides license plates, registration sticker forms, placards, and receipt paper for motor vehicle transactions. Paper and toner for scofflaw verification when processing transactions necessary for TAX ASSESSOR-COLLECTOR business will be supplied at no cost to the full service deputy. The full service deputy is responsible to maintain, secure and order adequate inventory to conduct routine business. The full service deputy is required to keep these inventories in a safe and secure location. The TAX ASSESSOR-COLLECTOR requires all full service deputy agencies to collect and hand over all canceled and/or surrendered plates every time they come to pick up supplies.

Fees to be collected. The full service deputy shall charge fees, as provided in the Texas Transportation Codes 501, 502, 503 and 520 for statutory services. The full service deputy shall turn over all amounts as required to the TAX ASSESSOR-COLLECTOR and shall retain the authorized processing and handling fees plus convenience fees per Texas Administrative Rules for services. The Full Service Deputy shall not accept individual checks as payment of fees for transactions processed. The Full Service Deputy shall remit to the County Tax Assessor-Collector full payment for all fees collected DAILY, and in addition shall provide reports to the County Tax Assessor-Collector on forms to be provided by the County Tax Assessor-Collector. Fees collected for services rendered by Full Service Deputy need to be written on the county registration receipts. In addition, fees collected for services rendered shall be recorded separately. Full Service Deputy may charge and retain processing fees and convenience fees not to exceed the specified amounts listed on (Exhibit A) for any services provided by the Full Service Deputy. Processing and handling fees collected pursuant to Texas Administrative Code, Rule § 217.168 for services rendered by Full Service Deputy shall be collected separately.

Actual damages to be collected by the TAX ASSESSOR-COLLECTOR. The full service deputy will pay the COUNTY TAX ASSESSOR-COLLECTOR actual damages for each title transaction that is lost or unaccounted for by the individual full service deputy office, as well as actual damages caused by the late submission of daily reports. Such failures will also be one of the considerations in relation to whether to exercise an option to renew a contract.

Full service deputy responsibilities. The full service deputy shall be required to accomplish routine care of the equipment provided by the TAX ASSESSOR-COLLECTOR, as prescribed by the manufacturer and Tax Assessor-Collector, in order to ensure that it continues in good working order, including but not to be limited to, daily cleaning of equipment and routine inspection for and removal of any debris that may impede or prevent the correct operation of any equipment. The full service deputy shall be responsible for the cost of repairs to the equipment when damage is due to fault on his or her part or that of his or her employees. The full service deputy shall ensure that the full service deputy agency is free of potential fire and safety hazards at all times. The full service deputy shall be personally and strictly liable for the consignment value of all license plates, sticker forms, other accountable inventory, and State-owned equipment issued by the TAX ASSESSOR-COLLECTOR.

Full Service Quality of work. Each full service deputy office collectively is required to maintain a title rejection rate of less than 10% each month they are in this contract. The formula used is as follows: All title rejections (not counting NMVITAS rejections for items beyond your control) divided by the sum of all (Title Applications + Title Corrections + Title Rejection Corrections) processed by any given Office for that given

month. Any office that has a rejection rate of 10% or more will have two months to improve their performance. There will only be 3 instances during the contract period that the Office will be given the opportunity to remedy, thereafter the contract will be considered breached and services may be terminated. A deputy cannot lose a title application or title report during the course of this contract unless there are mitigating circumstances. In the event that a full service deputy office loses a title application or title report, actual damages will be assessed against said full service deputy. If a full service deputy loses 3 or more transactions during this contract period they will be subject to a breach of contract and may be terminated. It is required that every deputy turn in their daily work before the cut off time of 11:00 AM. Any instances where submissions are made beyond the cut off time will result in the full service deputy being subject to actual damages caused by this late submission. The full service deputy is required to submit a detailed plan on how they propose to keep title rejections below 10%.

Bonding. The successful proposer and employees will be required, in accordance with Texas Transportation Code §520.0091 (each employee of a business entity, or business entity, named herein) to be deputized as a full service deputy and shall post a bond in the name of the individual or business entity in the amount set forth below payable to the County Tax Assessor-Collector and conditioned on the person's proper accounting and remittance of all fees collected by the individual or business entity. The amount of the bond shall be determined by the County Tax Assessor-Collector but for no less than \$100,000 for each agency location. In order to qualify, the proposer must be bondable under these requirements. All proposers, including incumbent full service deputies proposing, are required to provide, as part of their proposal, a statement disclosing pre-approval status for a bond in the amount of at least one hundred thousand dollars (\$100,000.00) from a reputable and verifiable bonding or insurance company. The contract terms and conditions contain more detailed information about bond requirements. The amount of bond is calculated using the highest four (4) consecutive day's deposits. Tax Assessor-Collector may adjust the amounts of the bond if there is a change in the amounts of highest four (4) consecutive day's deposits for a one year period.

Prohibition against commingling. The monies collected by the full service deputy from sales of items consigned by the County Tax Collector shall be paid by check to the Tax Assessor-Collector daily. The full service deputy shall not commingle this money with funds from any other account.

Telecommunications accessibility. The full service deputy shall maintain telephone service and accessibility to the internet as required by the Tax Assessor-Collector as per the Contract, and any other requirements prescribed by Tax Assessor-Collector. Any act of nature that may delay service will be taken into consideration to waive contractual obligations.

1.7 EMPLOYEES

General. Good employees are essential to the successful operation of a full service deputy agency. Your proposal is required to present a plan showing that you have an understanding of personnel issues and that you will hire, train, and maintain a full staff

of competent employees. Monitoring of performance is imperative to be compliant in providing excellent customer service.

The County Tax Assessor-Collector may deputize an individual or a business entity as a Full Service Deputy only if the individual, or employee in the case of a business entity, has passed required criminal background check. Only those individuals or employees of a business entity who have been duly deputized by the County Tax Assessor-Collector may participate in any manner in the handling or issuance of stickers or accept applications for title transfers. It shall be the responsibility of an individual or business entity deputized as a full service deputy to ensure that only those individuals or employees that have been duly deputized participate in any manner in the handling or issuance of stickers or accepting and processing applications for title transfers. Any evidence where an employee is using an unauthorized user id and password in RTS will be subject to having their RTS access terminated and/or the filing of a criminal complaint.

Anytime a Full Service Deputy wants to hire someone they are required to notify the Tax Assessor-Collector via the Notice of Intent to Hire form (Exhibit B) along with the consent to perform a background check.

Anytime a deputized employee is no longer employed with the Full Service Deputy, they are required to notify the Tax Assessor-Collector within (5) business days of the employees last working day (Exhibit C).

Bilingual employees. The Tax Assessor-Collector recommends to the full service deputy to make every reasonable effort to employ bilingual employees who are fluent in English and in Spanish for those customers with a limited English proficiency.

Training. The full service deputy and the employees of the full service deputy shall attend all necessary training sessions as prescribed by Tax Assessor-Collector and/or the TxDMV. All full service deputies are required to comply with eLearning training as required by TxDMV prior to independently performing any type of agency transactions. Training shall include, but not be limited to, mandatory TAX ASSESSOR-COLLECTOR/TxDMV fraudulent identification training, and any other training determined by the TAX ASSESSOR-COLLECTOR to be necessary for operating a full service deputy agency business.

Employee standards. The full service deputy employees prior to being hired will be required to pass Criminal background checks. See the contract terms and conditions for more detailed information. The full service deputy must also conduct employment reference checks of potential full service deputy employees prior to hire to confirm the deputy is of good moral turpitude. It is the full service deputy's responsibility that employees perform the duties of their employment and be knowledgeable in all applicable laws and regulations pertaining to the processing of motor vehicle registration and titling transactions, and that they perform their duties in a competent, professional, efficient, and friendly manner.

Staffing levels. In accordance with the contract, the full service deputy shall be

responsible for properly staffing his or her agency to meet the volume of customers.

Employee age requirement. Persons under 18 years of age are not permitted to work in full service deputy license agencies.

1.8 EVALUATIONS OF FULL SERVICE DEPUTIES

The full service deputy shall be subject to periodic performance evaluations and industry audits by one or more persons designated and approved by Tax Assessor-Collector for compliance with requirements imposed in quality of work. The evaluations may be done monthly for compliance. Unsatisfactory evaluations may also result in the termination of the contract during its term or ineligibility for future contracts.

1.9 EQUIPMENT AND FACILITY REQUIREMENTS

Office furniture, equipment and supplies. The full service deputy is responsible for providing all office equipment and supplies except the TAX ASSESSOR-COLLECTOR-supplied computers, equipment, and inventory. The full service deputy is responsible for providing all office furniture for both employees and customers (desks, chairs, tables, etc.), office equipment (calculators, file cabinets, trash receptacles, shelving, etc.), and all office supplies necessary to operate the full service deputy agency. Each full service deputy shall supply a copy machine and a fax machine (or one machine capable of both) and at least one crosscut shredder for the full service deputy's use and for the customers' use to securely dispose of documents containing personal information.

Security requirements. The full service deputy is responsible for supplying equipment necessary to keep secure all TAX ASSESSOR-COLLECTOR funds, equipment, inventory, and records. The Tax Assessor-Collector recommends that at a minimum, each full service deputy supply a safe or secure locking cabinet and an acceptable, off-site monitored reporting alarm system. It is recommended that the alarm system include a feature, which automatically reports off-site if wires are cut or disconnected. The full service deputy is responsible for assuring that all appropriate items are securely stored and locked and that the agency is secured and locked at all times the agency is not open for business. In addition, the following requirements will be made for agency security to have in place within six months of the contract start date: (1) installation of a monitored recording video surveillance system to sufficiently observe customer and employee activity inside of the license agency business with a sufficient number of security cameras to fully view all points of entry and exit, customer waiting area, customer service area, and all entrances to the inventory storage area, at all times; each camera must be a digital color camera with zoom capability; equipped with motion detection so that when the office is closed, the cameras will activate with motion; equipped with infrared or motion-activated lighting and repaired or replaced immediately if they become inoperable; the cameras must be operational at all times the office is open; the security camera media and hard drive must be kept secure; it is recommended that recorded video be retained for a rolling 30-day period and is required to be saved for a minimum of 14 days on a rolling calendar period; (2) installation of a minimum of one concealed alarm monitored panic/hold-up button under counters between every two computer terminals provided or, if approved by Tax Assessor-Collector, an alternate key fob activated panic/hold-up device; (3) each employee authorized to turn off the alarm system must have a unique security code or biometric code; (4)

the security alarm company must automatically notify local law enforcement and the full service deputy to respond if the alarm is set off; (5) all full service deputy agencies will provide a crosscut shredder to be made readily available to all customers for the destruction of any customer copies of records that contain personal information about the customer; (6) all records that have exceeded the retention period must be shredded on-site; and (7) provisions for safeguarding (erase/destroy/remove/reformat) all hard drive data (including images) stored on copiers, scanners, and facsimile devices used in the full service deputy agency for business purposes when the equipment is disposed, salvaged, sold, recycled, auctioned or otherwise removed from the agency business. The security system and cameras must be diagnostically tested monthly and verification of operating condition shall be made available to TAX ASSESSOR-COLLECTOR staff for review.

Counters. The full service deputy is responsible for providing counters to accommodate the TAX ASSESSOR-COLLECTOR supplied equipment to serve customers in a convenient manner, and to accommodate the efficiency and comfort of the full service deputy's employees.

Signs. The full service deputy shall ensure that the agency is well marked, with adequate signs to enable potential patrons to locate the agency conveniently. The signs identifying the full service deputy agency shall be sufficient to identify the agency, shall comply with all applicable zoning requirements, and shall include at least one outside sign. Sign specifications and provisions are contained within the Full service deputy contract.

Deputy Sites. The proposer shall be responsible for locating and providing, by lease or ownership, the facility at which the full service deputy agency will be operated. The proposer shall include in the proposal a description of the proposed site, including the post office address. The post office address shall include the street address, any suite or room number, any floor number or numbers, the city, state, and zip code.

Site Must be Within Boundaries. The proposed site must be within the boundaries prescribed in the Agency Specifications in Section 1.5 above.

Storage Area is space designated for storage of records as well as chargeable and non-chargeable TAX ASSESSOR-COLLECTOR items. It must be located separate from other areas and adequately secured to prevent loss or theft of stored items.

Restroom Area is the space designated as an adequate restroom facility. In accordance with the Americans with Disabilities Act (ADA), the TAX ASSESSOR-COLLECTOR requires every deputy provided site to have at least one ADA accessible restroom facility available for use by employees of the license agency and customers, upon request.

Freestanding Agency. The entrance for the site shall have direct access to the full service deputy area; patrons shall not be required to enter or pass through any other business to reach the full service deputy premises. A full service deputy agency must be a separate store with its own entrance. It must have its own walls and be locked to outsiders when closed. It may not share space in another business.

General Requirements. The proposer shall provide a plan showing how they will handle the following items; parking for persons with disabilities, accessibility for persons with disabilities, adequate air conditioning, heating, ventilation, and lighting; adequate customer area; adequate employee service area; adequate employee private area (for office and breaks); adequate storage area; and adequate restroom facilities as appropriate. The site shall be well marked with adequate signs to allow potential patrons to conveniently locate the agency.

1.10 EVALUATION CRITERIA

Proposals shall be evaluated based on the requirements set forth in the RFP. Selection of the firm(s) will be at the discretion of the County and will be based on the proposal that the County deems to be the most responsive and responsible and is the best value to the County.

Selected offeror(s) may be required to make on-site oral and visual presentations or demonstrations at the request of the County. The County will schedule the time and location for any presentations. Costs and equipment for such presentations are the responsibility of the offeror.

The Proposer is cautioned that it is the Proposer’s sole responsibility to submit information related to the evaluation categories and that the County is under no obligation to solicit such information if it is not included in the Proposal. Failure of the Proposer to submit such information may cause an adverse impact on the evaluation of the proposal.

Proposals will be reviewed by the County Selection Committee and will be evaluated based on the following criteria, point value indicate maximum score.

Proposers demonstrated ability to perform all types of transactions, registrations, title applications, permits, placards and salvage title applications.	35%
Plan showing understanding of personnel issues dealing with hiring, training, and maintaining a full staff of competent employees.	35%
Plan showing how proposers will perform with title rejections below 10%.	15%
Proposers demonstrated ability to hand deliver reporting and accounting of daily collections on a timely basis.	5%
Proposers demonstrated ability to keep employee turnover low.	5%
Provides Health Insurance to Employees	3%
References	2%
Total	100%

CLIENT Reference Form

Three (3) applicable references are required.

**Note: Reference responses count as part of the overall score in this category.
Ensure that provided references are willing to respond, as each
non-responses count as a zero in scoring of this criteria.**

Vendor name: _____

Customer name: _____

Customer contact: _____

Customer phone number: _____

Customer E-mail address: _____

Duration of Contract: _____

Vendor name: _____

Customer name: _____

Customer contact: _____

Customer phone number: _____

Customer E-mail address: _____

Duration of Contract: _____

Vendor name: _____

Customer name: _____

Customer contact: _____

Customer phone number: _____

Customer E-mail address: _____

Duration of Contract: _____

EXHIBIT A

FSD COMPANY NAME

Address, El Paso, TX Zip Code (915) Office Phone Number
(Privately Owned)

SERVICE / CONVENIENCE FEE CHART

(DOES NOT INCLUDE OTHER APPLICABLE STATE AND LOCAL FEES)
(ALL Registrations are subject to verification of pending fines)

REGISTRATION:	\$9.00
REGISTRATION w/REPLACEMENT:.....	\$9.00
APPLICATIONS w/NO REGISTRATION:	\$20.00
(Corrected Titles / Title-Only / Apportion)	
SALVAGE TITLE APPLICATIONS w/NO REGISTRATION	\$20.00
SALVAGE TITLE APPLICATIONS w/REGISTRATION	\$29.00
TITLE APPLICATIONS w/CURRENT TEXAS REGISTRATION	\$20.00
TITLE APPLICATIONS w/NEW REGISTRATION	\$29.00
(All Unregistered Vehicles)	
ANY FORMS REQUIRING ASSISTANCE	\$4.00
COPIES/FAX	\$1.00/PAGE

NOTE: TITLE & REGISTRATION SERVICES ARE ALSO PROVIDED AT ALL COUNTY TAX OFFICE LOCATIONS AT NO ADDITIONAL COST.

IMPORTANTE: TÍTULOS Y SERVICIOS DE REGISTRO SE OFRECEN EN TODAS LAS OFICINAS DEL RECOLECTOR DE IMPUESTOS SIN COBROS ADICIONALES.

COMPLIMENTS / COMPLAINTS - PLEASE CALL A TAX ASSESSOR-COLLECTOR MOTOR VEHICLE MANAGER AT (915) 771-2314 OR TAX ASSESSOR-COLLECTOR MOTOR VEHICLE DIRECTOR AT (915) 771-2312.

Exhibit (B)



Ruben P. Gonzalez
El Paso County Tax Assessor-Collector
301 Manny Martinez Dr., 1st floor · El Paso, TX 79905
Phone (915) 771-2306 · Fax (915) 771-2360

NOTICE OF INTENT TO HIRE

To: The Honorable Ruben P. Gonzalez,
El Paso County Tax Assessor-Collector

Date: _____

Full Service Deputy Office: _____

Name of Candidate: _____

Full Service Deputy Manager/Owner Signature

Title

Accepted by: _____
County Tax Office Signature

Title

Exhibit (C)



Ruben P. Gonzalez
El Paso County Tax Assessor-Collector
301 Manny Martinez Dr., 1st floor · El Paso, TX 79905
Phone (915) 771-2306 · Fax (915) 771-2360

NOTICE REGARDING STATUS OF FULL SERVICE DEPUTY EMPLOYEE

To: The Honorable Ruben P. Gonzalez,
El Paso County Tax Assessor-Collector

Date: _____

Full Service Deputy Office: _____

Name of Employee: _____

Employee ID # (Example: LLL- #####): _____

E-learning Email Address: _____

Last day working will be/was: _____

I hereby submit this notice regarding the status of the above mentioned employee who is no longer employed in this office.

Full Service Deputy Manager/Owner Signature

Title

Accepted by: _____
County Tax Office Signature

Title

RTS User ID deleted by: _____

Date: _____

General Provisions County of El Paso, Texas

These General Provisions are considered standard language for all County of El Paso BIDS and Request for Proposal documents. If any “specific bid requirements” differ from the General Provisions listed here, the “specific bid requirements” shall prevail.

1. BID/PROPOSAL PACKAGE

- a. The request for bid/proposal, general and special provisions, drawings, specifications/line item details, contract documents and the bid/proposal sheet are all considered part of the bid/proposal package. Bids/Proposals must be submitted on the forms provided by the County, including the bid/proposal sheet completed in its entirety and signed by an authorized representative by original signature. Failure to complete and sign the bid/proposal sheet/contract page (s) may disqualify the bid/proposal from being considered by Commissioners’ Court. Any individual signing on behalf of the proposer expressly affirms that he or she is duly authorized to tender this bid/proposal and to sign the bid/proposal sheet/contract under the terms and conditions in this bid/proposal. Proposer further understands that the signing of the contract shall be of no effect unless subsequently awarded and the contract properly executed by Commissioners’ Court. All figures must be written in ink or typed. Figures written in pencil or with erasures are not acceptable. However, mistakes may be crossed out, corrections inserted, and initialed in ink by the individual signing the bid/proposal. Changes must also be made to any electronic copies submitted. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. Each bidder/proposer is required to thoroughly review this entire bid/proposal packet to familiarize themselves with the bid/proposal procedures, the plans and specifications for the requested work as well as the terms, and conditions of the contract the successful proposer will execute with the County.
- b. Bid/Proposal must be in the Purchasing Department BEFORE the hour and date specified. Faxed or e-mailed bids/proposals will not be accepted. Late bids/proposals will not be considered under any circumstances.**
- c. Any bid/proposal sent via express mail or overnight delivery must have the BID/RFP number and title clearly marked on the outside of the envelope or package. Failure to clearly identify your bid/proposal may be cause for disqualification.

2. COMPETITIVENESS AND INTEGRITY

To prevent biased evaluations and to preserve the competitiveness and integrity of such acquisition efforts, proposers are to direct all communications regarding this bid/proposal to the El Paso County Purchasing Agent or assigned designee, unless otherwise specifically noted.

An authorized person from the submitting firm must sign all bids/proposals. The signature acknowledges that the proposer has read the bid/proposal documents thoroughly before submitting a bid/proposal and will fulfill the obligations in accordance to the terms, conditions, and specifications.

Please carefully review this Request for Bid/Proposal. It provides specific information necessary to aid participating firms in formulating a thorough response.

3. BIDDERS'S/PROPOSER'S RESPONSIBILITY

The Bidder/Proposer must affirmatively demonstrate its responsibility. The Bidder/Proposer must also meet the following minimum requirements:

- Have been in business of providing services for a minimum of one (1) years;
- Have adequate financial resources or the ability to obtain such resources as required;
- Be able to comply with all federal, state, and local laws, rules, regulations, ordinances and orders regarding this Request for Bid/Proposal;
- Have satisfactory record of performance;
- Have a satisfactory record of integrity and ethics; and
- Be otherwise qualified and eligible to receive an award.

4. REJECTION OF BIDS/PROPOSALS

The County, acting through its Commissioners' Court reserves the right to: (1) reject any and all bids/proposals and waive any informality in the bids/proposals received; (2) disregard the bid/proposal of any proposer determined to be not responsible. The County further reserves the right to reject any bid/proposal due to failure of performance on deliveries as determined in writing by the County Purchasing Agent.

5. RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS

It is the responsibility of the prospective proposer to review the entire invitation to bid/proposal packet and to notify the Purchasing Department if the specifications are formulated in a manner that would restrict competition or appear ambiguous. Any such protest or question(s) regarding the specifications or bid/proposal procedures must be received in the Purchasing Department no less than seventy-two hours prior to the time set for bid/proposal opening. Vendors are to propose as specified herein or propose an approved equal. The mention of any brand name in the specifications is not intended to be restrictive, but is intended to describe the general features and requirements (or equivalent) that the County of El Paso is seeking.

Under Local Gov't Code Section 262.005 and Health & Safety Code Section 361.426, the County is required to give preference to products made of recycled materials if they meet specs. The County is also required to encourage the use of recycled products in developing new procedures and specs. They are also required to eliminate procedures and specifications that explicitly discriminate against products made of recycled materials.

6. SUBSTITUTES

It is not the County's intent to discriminate against any material of equal merit to those specified however, should the proposer desire to use any substitutions, prior written approval shall be obtained from the County Purchasing Agent sufficiently in advance in order that an addendum might be issued.

7. EXCEPTIONS TO BID/PROPOSAL

The proposer will list on a separate sheet of paper any exceptions to the conditions of the bid/proposal. This sheet will be labeled, "Exceptions to Bid/Proposal Conditions", and will be attached to the bid/proposal. If no exceptions are stated, it will be

understood that all general and specific conditions will be complied with, without exception.

The Bidder/Proposer must specify in its bid/proposal any alternatives it wishes to propose for consideration by the County. Each alternative should be sufficiently described and labeled within the bid/proposal and should indicate its possible or actual advantage to the program being offered.

The County reserved the right to offer these alternatives to other proposers.

8. PRICING

Bid/Proposals for equipment shall offer new (unused) equipment or merchandise unless otherwise specified. Quotes F.O.B. destination. If otherwise, show exact cost to deliver (merchandise only). Bid/Proposal will be either lump sum or unit prices as shown on the bid/proposal sheet. The net price will be delivered to the El Paso County, including all freight or shipping charges. In case of error in extension, unit prices shall govern. BID/RFP subject to unlimited price increases will not be accepted. The County is tax exempt and no taxes should be included in your bid/proposal.

Unless prices and all information requested are complete, bid/proposal may be disregarded and given no consideration.

In case of default by the contractor, the County may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the contractor, the difference between the price named in the contract of purchase order and the actual cost thereof to the County. Prices paid by the County shall be considered the prevailing market price at the time such purchase is made. Periods or performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent and the Commissioners' Court.

9. TAX EXEMPTION

Pursuant to Section 151.309 of the Texas Tax Code, El Paso County qualifies for exemption from sales, excise and use taxes imposed under the Limited Sales, Excise, and Use Tax Act, which is codified at Chapter 151 of the Texas Tax Code. In accordance with Section 151.309, a taxable item sold, leased, or rented to, or stored, used, or consumed by the County is exempt from the taxes imposed under Chapter 151.

10. MODIFICATION OF BIDS/PROPOSALS

A bidder/proposer may modify a bid/proposal by letter at any time prior to the submission deadline for receipt of bids/proposals. Modification requests must be received prior to the submission deadline. Modifications made before opening time must be initialed by bidder/proposer guaranteeing authenticity. Bids/Proposals may not be amended or altered after the official opening with the single exception that any product literature and/or supporting data required by the actual specifications, if any, will be accepted at any time prior to the Commissioners' Court consideration of same. No substitutions or cancellations for merchandise will be permitted without written approval of the County Purchasing Agent.

11. SIGNATURE OF BIDS/PROPOSALS

Each bid/proposal shall give the complete mailing address of the Bidder/Proposer and be signed by an authorized representative by original signature with the authorized representative's name and legal title typed below the signature line. Each bid/proposal shall include the Bidder's/Proposer's Federal Employer Identification Number (FEIN), failure to sign the Contract page(s) and bid/proposal response sheet will disqualify the bid/proposal from being considered by the County. The person signing on behalf of the Bidder/Proposer expressly affirms that the person is duly authorized to render the bid/proposal and to sign the bid/proposal sheets and contract under the terms and conditions of this BID/RFP and to bind the Bidder/Proposer thereto and further understands that the signing of the contract shall be of no effect until it is properly placed on the Commissioner's Court agenda, approved in open Court, authorized to be executed by the County Judge, and fully executed by both parties.

12. AWARD OF BID/PROPOSALS-EVALUTATION CRITERIA AND FACTORS

Pursuant to the Texas Local Government Code

Bids shall be awarded to the responsible bidder that submits the lowest and best bid.

Bid/Proposals will be made to the responsible proposer whose bid/proposal is determined to be the best evaluated offer demonstrating the best ability to fulfill the requirements set forth in this Request for Bid/Proposal. The prices proposed will be considered firm and cannot be altered after the submission deadline. **The proposed cost to the County will be considered firm, unless the County invokes its right to request a best and final offer and cannot be altered after the submission deadline.**

The County reserves the right to reject any or all bids/proposals in whole or in part received by reason of this BID/RFP and may discontinue its efforts under this BID/RFP for any reason or no reason or solely for the County's convenience at any time prior to actual execution of the contract by the County. County reserves the right to accept or reject all or any part of the bid/proposal, waive minor technicalities, or to award by item or by total bid/proposal. Price should be itemized.

A Bidder/Proposer whose bid/proposal does not meet the mandatory requirements set forth in this BID/RFP will be considered noncompliant.

Each Bidder/Proposer, by submitting a bid/proposal, agrees that if its bid/proposal is accepted by the Commissioners' Court, such Bidder/Proposer will furnish all items and services upon the terms and conditions in this BID/RFP and contract.

Contractor shall submit to the County, for approval, within ten (10) days from notice of contract award, all Certificates of Insurance evidencing the required coverage as described under Insurance in the schedule of the Requests for Bids/Proposals.

13. PUBLIC INFORMATION ACT

The parties agree that the County is a governmental body for purposes of the Public Information Act, codified as Chapter 552 of the Texas Government Code and as such is required to release information in accordance with the Public Information Act. Bidder/Proposer agrees that it has marked any information that it considers to be confidential, proprietary, and/or trade secret in its bid/proposal. County agrees to

provide notice to Bidder/Proposer in accordance with the Public Information Act in the event the County receives a request for information under the Public Information Act for information that the Proposer has marked as confidential, proprietary, and/or trade secret.

14. RESULTANT CONTRACT

The resultant contract shall become effective upon the Commissioners' Court execution of the same. The contract documents shall consist of the contract, the general and special provisions, the drawings, bid/proposal package, any addenda issued, and any change orders issued during the work.

The criteria utilized for determining responsibility of bidder/proposer(s) includes, but is not limited to, the proposer's experience, skill, ability, business judgment, financial capacity, integrity, honesty, possession of the necessary facilities or equipment, previous performance, reputation, promptness, and any other factor deemed relevant by the County to determine whether a bidder/proposer is responsible. The term of the resultant contract will begin as stated in the contract executed by the Commissioners' Court and will terminate on the date specified in the contract unless terminated earlier as herein set forth.

15. ESTIMATED QUANTITIES

Any reference to quantities shown in the Request for Bids/Proposals are an estimate only. Since the exact quantities cannot be predetermined, the County reserves the right to adjust quantities as deemed necessary to meet its requirements.

16. CONTRACTOR INVESTIGATION

Before submitting a bid/proposal, each contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the County upon which the contractor will rely. If the contractor receives an award as a result of its bid/proposal submission, failure to have made such investigations and examinations will in no way relieve the contractor from its obligation to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

17. NO COMMITMENT BY COUNTY

This Request for Bid/Proposal does not commit the County to award any costs or pay any costs, or to award any contract, or to pay any costs associated with or incurred in the preparation of a bid/proposal to this request, or to procure or contract for services or supplies.

18. BEST AND FINAL OFFERS

In acceptance proposals, the County reserves the right to negotiate further with one or more of the contractors as to any features of their proposals and to accept modifications of the work and price when such action will be in the best interest of the County. This includes solicitations of a Best and Final Offer from one or more of the proposers. If invoked, it allows acceptable proposers the opportunity to amend, change or supplement

their original proposal. Proposers may be contacted in writing requesting that they submit their best and final offer. Any such best and final offer must include discussed and negotiated changes.

19. SINGLE BID/PROPOSAL RESPONSE

If only one (1) bid/proposal is received in response to the Request for Bids/Proposals, a detailed cost bid/proposal may be requested of the single contractor. A cost/price analysis and evaluation and/or audit may be performed of the cost bid/proposal in order to determine if the price is fair and reasonable.

20. REJECTION/DISQUALIFICATION OF BIDS/PROPOSALS

El Paso County reserves the right to reject any or all bids/proposals in whole or in part received by reason of this bid/proposal package and may discontinue its efforts for any reason under this bid/proposal package at any time prior to actual execution of the Contract by the County. Bidders/Proposers may be disqualified and rejection of bid/proposals may be recommended to the Commissioners' Court for any of (but not limited to) the following causes:

- A. Failure to use the bid/proposal form(s) furnished by the County, if applicable.
- B. Lack of signature by an authorized representative that can legally bind the company on the bid/proposal form.
- C. Failure to properly complete the bid/proposal.
- D. Bids/proposals that do not meet the mandatory requirements.
- E. Evidence of collusion among bidders/proposers.

21. CHANGES IN SPECIFICATIONS

If it becomes necessary to revise any part of this bid/proposal, a written notice of such revision will be posted on the County Purchasing website. The County is not bound by any oral representations, clarifications, or changes made in the written specifications by the County's employees, unless such clarification or change is posted on the County Purchasing website. It shall be Bidder's/Proposer's responsibility to check the website prior to the bid/proposal opening date to verify whether any addendums have been posted.

22. BID/PROPOSAL IDEAS AND CONCEPTS

The County reserves the right to adopt or use for its benefits, any concept, plan, or idea contained in any bid/proposal.

23. BID/PROPOSAL DISCLOSURES

Results of bids/proposals for the purchase of goods, materials, general services and construction are considered public information at the time of the bid/proposal opening. All information contained in the bid/proposal response is available for public review.

The Proposal for Services: Only the names of those who submitted proposals will be made public information until an award is made by Commissioners' Court and contract executed by the parties. No price, staffing or other proposal information will be released. Proposers are requested to withhold all inquiries regarding their proposal or other

submissions until after an award is made. No communication is to be had with any County employee, other than the Purchasing Agent, regarding whether a proposal was received. Violations of this provision may result in the rejection of a proposal.

24. WITHDRAWAL OF BID/PROPOSAL

Bidders/Proposers may request withdrawal of a sealed bid/proposal prior to the scheduled bid/proposal opening time provided the request for withdrawal is submitted to the Purchasing Agent in writing. No bids/proposals may be withdrawn for a period of sixty (60) calendar days after opening of the bids/proposals.

25. INDEMNIFICATION

A. The contractor shall agree to assume all risks and responsibility for, and agrees to indemnify, defend, and save harmless, the County, its elected and appointed officials and department heads, and its agents and employees from and against all claims, demands, suits, actions, recoveries, judgments, and costs and expenses including reasonable attorney's fees for the defense thereof in connection therewith on account of the loss of life property or injury or damage to the person which shall arise from contractor's operations under this contract, its use of County facilities and/or equipment or from any other breach on the part of the contractor, its employees, agents or any person(s) in or about the County's facilities with the expressed or implied consent of the County. Contractor shall pay any judgment with cost which may be obtained against El Paso County resulting from contractor's operations under this contract.

Contractor agrees to indemnify and hold the County harmless from all claims of subcontractors, laborers incurred in the performance of this contract. Contractor shall furnish satisfactory evidence that all obligations of this nature herein above designated have been paid, discharged or waived. If Contractor fails to do so, then the County reserves the right to pay unpaid bills of which County has written notice direct and withhold from Contractor's unpaid compensations a sum of money reasonably sufficient to liquidate any and all such lawful claims.

B. Pursuant to Texas Local Government Code Section 262.032(b), any successful bidder who is awarded any contract in excess of \$50,000 may be required to execute a performance bond to the County. Said bond shall be in the full amount of the contract and must be furnished within 30 days after the date a purchase order is issued or the contract is signed and prior to commencement of the actual work. A performance bond required pursuant to this section shall be noted in the attached detailed bid specifications or scope of work. This section does not apply to a performance bond required by Chapter 2253, Texas Government Code.

26. PROOF OF INSURANCE

Successful proposer agrees to keep in full force and effect, a policy of public liability and property damage insurance issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners' of the State of Texas, with coverage provision insuring the public from any loss or damage that may arise to any person or property by reason of services limits of not less than the following sums:

INSURANCE REQUIREMENTS FOR CONSTRUCTION AND OTHER SERVICES PROVIDED TO THE COUNTY OF EL PASO

GENERAL LIABILITY:

\$1,000,000 – Each Occurrence
\$1,000,000 – General Aggregate
\$1,000,000 – Personal & Advertising Injury
\$1,000,000 – Products/Completed Operations – Aggregate
 \$5,000 – Premises Medical Expense
 \$500,000 – Fire Legal Damage Liability
County named as “Additional Insured”
Waiver of Subrogation

AUTOMOBILE:

\$1,000,000 – Each Occurrence
County named as “Additional Insured”
Waiver of Subrogation

WORKERS COMPENSATION:

\$1,000,000 – Employers Liability – Each Accident
\$1,000,000 – Employers Liability – Each Employee
\$1,000,000 – Employers Liability – Disease – Policy Limit
Statutory Limits
Waiver of Subrogation

CONSTRUCTION PROJECTS additional requirements:

Builders Risk Policy for total amount of completed project
Bid Bond
Performance & Payment Bond

PROFESSIONAL SERVICES additional requirements:

Limit of \$1,000,000 for E&O/Professional Insurance.

CERTIFICATE OF LIABILITY INSURANCE

In the remarks section should include job description or project name and/or number. Successful bidder shall carry in full force Workers’ Compensation Insurance Policy (ies), if there is more than one employee, for all employees, including but not limited to full time, part time, and emergency employees employed by the successful bidder. Current insurance Certificates certifying that such policies as specified above are in full force and effect shall be furnished by successful bidder to the County. Insurance is to be placed with insurers having a best rating of no less than A. The Bidder shall furnish the County with certificates of insurance and original endorsements affecting coverage required by these insurance clauses within ten (10) business days of execution of this contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The Bidder shall be required to submit annual renewals for the term of this contract prior to expiration of any policy.

In addition to the remedies stated herein, the County has the right to pursue other remedies permitted by law or in equity. The County agrees to provide Bidder with reasonable and timely notice of any claim, demand, or cause of action made or brought against the County arising out of or related to utilization of the property. Proposer shall have the right to defend any such claim, demand or cause of action

at its sole cost and expense and within its sole and exclusive discretion. The County agrees not to compromise or settle any claim or cause of action arising out of or related to the utilization of the property without the prior written consent of the Bidder. In no event shall the County be liable for any damage to or destruction of any property belonging to the Bidder.

County of El Paso shall be listed as the additional insured on policy certificates and shall be notified of changes to the policy during the contractual period.

The County reserves the right to review the insurance requirements during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by the County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the contractor.

27. BOYCOTT OF ISRAEL

In accordance with Chapter 2270 of the Texas Government Code, a company, other than a sole proprietorship, with ten or more full time employees is required to certify in writing that it does not boycott Israel and will not boycott Israel during the term of the contract, if the contract has a value of \$100,000 or more.

28. MANDATORY DISCLOSURES:

Texas law requires the following disclosures by vendors:

Conflict of Interest Disclosure Reporting (required of all vendors responding to the Bid/RFP/RFQ)

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity make certain disclosures. In 2015, the Texas Legislature updated the law and the Texas Ethics Commission made corresponding changes to the Conflict of Interest Questionnaire (CIQ Form), in which the vendor must disclose any covered affiliation or business relationship with County personnel that might cause a conflict of interest with a local government entity. A list of County elected officials and employees that will award the bid/proposal and/or make recommendations for award are included in this bid/proposal. By law, a completed questionnaire must be filed with the County of El Paso County, Texas. If no conflict of interest exists, write "N/A" or "None" in Box 3 of the CIQ Form. For vendor's convenience, a blank CIQ Form is enclosed with this bid/proposal. Blank CIQ Forms may also be obtained by visiting the Purchasing Department website at: <http://epcounty.com/purchasing/bids/default.htm>

Disclosure of Interested Parties (only required of vendors who are awarded the Bid/RFP/RFQ)

In 2015, the Texas Legislature added Section 2252.908 to Chapter 2252 of the Texas Government Code. Pursuant to Section 2252.908, for contracts entered into January 1, 2016 and after, the awarded vendor must submit to the County a completed "Certificate of Interested Parties" form, which will be included in the Commissioners Court agenda at the time the contract is approved and sent to the Texas Ethics Commission within 30 days thereafter.

Compliance with this new requirement requires logging into the Texas Ethics Commission website, at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm Several instructional videos are available there.

29. NON-COLLUSION AFFIDAVIT

The contractor declares, by signing and submitting a bid/proposal, that the bid/proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid/proposal is genuine and not collusive or sham; that the contractor has not directly or indirectly induced or solicited another contractor to put in a false or sham bid/proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any contractor or anyone else to put in a sham bid/proposal, or that anyone shall refrain from bidding; that the contractor has not in any manner, directly or indirectly, sought by agreement, communications, or conference with anyone to fix the bid/proposal price of the contractor or any other bidder/proposer, or to fix any overhead, profit or cost element of the bid/proposal price, or of that of any other contractor, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract, that all statements contained in the bid/proposal are true; and further, that the contractor has not, directly or indirectly, submitted his or her bid/proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any cooperation, partnership, company association, organization, bid/proposal depository, or to any member or agent thereof to effectuate a collusive or sham bid/proposal.

Non negotiations, decisions, or cautions shall be initiated by any company as a result of any result of any verbal discussion with any County employee prior to the opening of responses to this Request for Bid/Proposal.

No officer or employee of the County, and no other public or elected official, or employee, who may exercise any function or responsibilities in the review or approval of this undertaking, shall have any personal or financial interest, direct or indirect, in any contract or negotiation process thereof. The above compliance request will be part of all County contracts for this service.

30. SOVEREIGN IMMUNITY

The County specifically reserves any claim it may have to sovereign, qualified, or official immunity as a defense to any action arising in conjunction with this contract.

31. MERGERS, ACQUISITIONS

The Bidder/Proposer shall be required to notify the County of any potential for merger or acquisition of which there is knowledge at the time that a bid/proposal is submitted.

If subsequent to the award of any contact resulting from this BID/RFP the Bidder/Proposer shall merge or be acquired by another firm, the following documents must be submitted to the County.

1. Corporate resolutions prepared by the awarded Proposer and the new entity ratifying acceptance of the original contract, terms, conditions and prices;
2. New Bidder's/Proposer's Federal Identification Number (FEIN); and
3. New Bidder's/Proposer's proposed operating plans.

Moreover, Bidder/Proposer is required to provide the County with notice of any anticipated merger or acquisition as soon as Bidder/Proposer has actual knowledge of the anticipated merger or acquisition. The new Bidder's/Proposer's proposed plan of operation must be submitted prior to merger to allow time for submission of such plan to the Commissioners' Court for its approval.

32. DELAYS

The County reserves the right to delay the scheduled commencement date of the contract if it is to the advantage of the County. There shall be no additional costs attributed to these delays should any occur. Bidder/Proposer agrees it will make no claim for damages, for damages for lost revenues, for damages caused by breach of contract with third parties, or any other claim by Bidder/Proposer attributed to these delays, should any occur. In addition, Bidder/Proposer agrees that any contract it enters into with any third party in anticipation of the commencement of the contract will contain a statement that the third party will similarly make no claim for damages based on delay of the scheduled commencement date of the contract.

33. ACCURACY OF DATA

Information and data provided through this BID/RFP are believed to be reasonably accurate.

34. SUBCONTRACTING/ASSIGNMENT

Bidder/Proposer shall not assign, sell, or otherwise transfer its contract in whole or in part without prior written permission of Commissioners' Court. Such consent, if granted, shall not relieve the Bidder/Proposer of any of its responsibilities under this contract.

35. INDEPENDENT CONTRACTOR

Bidder/Proposer expressly acknowledges that it is an independent contractor. Nothing in this agreement is intended nor shall be construed to create an agency relationship, an employer/employee relationship, a joint venture relationship, or any other relationship allowing County to exercise control or direction over the manner or method by which Bidder/Proposer or its subcontractors perform in providing the requirements stated in the Request for Bid/Proposal.

36. MONITORING PERFORMANCE

The County shall have the unfettered right to monitor and audit the Vendor's work in every respect. In this regard, the Vendor shall provide its full cooperation and insure the cooperation of its employees, agents, assigns, and subcontractors. Further, the Vendor shall make available for inspection and/or copying when requested, original data, records, and accounts relating to the Bidder's/Proposer's work and performance under this contract. In the event any such material is not held by the vendor in its original form, a true copy shall be provided.

The County of El Paso is an equal opportunity employer.

37. PROCUREMENT ETHICS

CODE OF ETHICS TRAINING AFFIDAVIT FORM

El Paso County Code of Ethics Training Requirement for Vendors:

Any vendor involved in a single procurement exceeding \$50,000 must read and sign the El Paso County Code of Ethics Training Affidavit that is included in each bid/proposal packet. By reading and signing the Affidavit form, the bidder has confirmed that they have been trained in the El Paso County Code of Ethics. The training must be completed by an officer, principal, or other person with the authority to bind the company.

Optional On-Line Training: As an alternative to reading and completing the El Paso County Code of Ethics Training Affidavit, in compliance with Section 161 of the Texas Local Government Code, the training on the El Paso County Code of Ethics is accessible in an online format to Vendors and Lobbyists on an ongoing basis, subject only to limitations due to technical resources.

The optional On-Line Training may be accessed and completed at:

http://www.epcounty.com/ethicscom/trainingvendor_files/frame.htm

If completed on-line, the training receipt should be printed out and included with the BID/RFP/RFQ/RFI.

COUNTY OF EL PASO, TEXAS

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; FEDERAL DEBT STATUS, AND NONDISCRIMINATION STATUS AND IMPLEMENTING REGULATIONS*

Instructions for the certifications:

General Requirements

The County of El Paso, Texas is required to obtain from all applicants of federal funds or pass-through certifications regarding federal debt status, debarment and suspension, and a drug free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes and implementing regulations.

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Signature of the form provides for compliance with certification requirements under 21 CFR part 1405, "New Restrictions on Lobbying," 21 CFR part 1414, Government wide Debarment and Suspension (Non procurement), Certification Regarding Federal Debt Status (OMB Circular A-129), and Certification Regarding the Nondiscrimination Statutes and Implementing Regulations. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the County of El Paso determines to award the covered cooperative agreement

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented in 21 CFR part 1405, for persons entering into a cooperative agreement over \$100,000, as defined at 21 CFR Part 1405, the applicant certifies that;

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement,

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award document for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension and implemented at 21 CFR Part 1404, for prospective participants in primary covered transactions

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or and a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or contract under a public transaction violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to the application.

2. DRUG-FREE WORKPLACE

As required by the Drug Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. The applicant certifies that it will or will continue to provide a drug free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee must

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such convictions. Employers of convicted employees must provide notice including position title, to: The County of El Paso, Texas, 500 East San Antonio Street, Suite 406, El Paso, Texas 79901. Notice shall include the identification number of each affected grant

(f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health, law enforcement, or other appropriate agency
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

3. CERTIFICATION REGARDING FEDERAL DEBT STATUS (OMB Circular A-129)

The Applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

4. CERTIFICATION REGARDING THE NONDISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) title VI of the Civil right Act of 1964 (42 U.S.C. 2000D et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) title IX of the Education Amendments of 1972m as amended (20 U.S.C. 1981 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, and amended (42 U.S.C. 6101 ec seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

*All three (3) pages of this document must be included in all responses.

HEALTH INSURANCE BENEFITS QUESTIONNAIRE

Texas Local Government Code Section 262.0271 states the County may give preference to bidders that provide reasonable health insurance coverage to its employees, over a bidder that doesn't provide such insurance. Complete the questionnaire below if applicable. If not, check box #3.

1. Do you or your subcontractor(s) currently offer health insurance benefits to your employees?

If so, please describe those health insurance benefits that you or your subcontractor(s) currently provide/offer to your employees.

2. What percentage, if any, of your subcontractor's employees are currently enrolled in the health insurance benefits program?

3. **No. The bidder is not requesting the Health Insurance Benefits Preference.**

Checking Box #3 will not disqualify you from participating in this bid selection process.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

*

* This page must be included in all responses.



COUNTY OF EL PASO
County Purchasing Department
800 E. Overland, RM 300
El Paso, Texas 79901
(915) 546-2048
(915) 546-8180 Fax

RE: RFP 20-031, Full Service Deputy 2020 for the County Tax Assessor-Collector

Dear Vendor:

The Texas Local Government Code Chapter 176 requires all vendors and potential vendors who contract or seek to contract for the sale or purchase of property, goods, or services with any local government entity to complete and submit a Conflicts of Interest Questionnaire. Attached is a copy of the Questionnaire.

In filling out the Questionnaire, the following are the County Officers that will award the bid and the employees which will make a recommendation to the Commissioners' Court:

County Officers: County Judge Ricardo A. Samaniego
Commissioner Carlos Leon
Commissioner David Stout
Commissioner Vincent M. Perez
Commissioner Carl L. Robinson

County Employees: Debra Carrejo-Trull CPPO, CPPB, Purchasing Agent
Jose Lopez, Jr., Assistant Purchasing Agent
Betsy Keller, County Administrator
Elvia Jauregui, Formal Bid Supervisor/Buyer
Araceli Hernandez, Formal Bid Buyer
Blanca Guereca, Procurement Data Analyst
Oscar Avila, Procurement Data Analyst
Edward Dion, County Auditor
Barbara Franco, Auditor First Assistant
Wallace Hardgrove, Budget & Financial Manager
Christina Ford, Division Chief
Eddie Sosa, First Assistant County Attorney
Chris Sullivan, Sr. Trial Attorney
Michael Martinez, Administration
Lorena Rodriguez, Analyst
Arturo Pastrana, County Tax Office
Melissa Frescas, County Tax Office
Angela Brinkley, County Tax Office
Victor Perez, County Auditor's Office
Danielle Chavez, Budget and Fiscal Policy
Letty Ramos, Sheriff's Department

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

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

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

 Signature of vendor doing business with the governmental entity

 Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Effective January 1, 2016, Texas Legislature adopted [House Bill 1295](#), which states that a governmental 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. **This Certificate of Interested Parties - Form 1295 must be submitted before the county can enter into the contract**

- The Form 1295 must be submitted online at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.
- Upon completion, you will be provided a verification printout.
- The printout must be notarized and then submitted to the County of El Paso for verification.

Upon the County's receipt of your notarized Form 1295, the contracting process can begin. Failure to complete and submit the Form 1295 will delay the contract from possibly being awarded and could result in loss of the contract

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.	OFFICE USE ONLY
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.	
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.	

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

**COUNTY OF EL PASO, TEXAS
Check List**

RFP 20-031

Full Service Deputy 2020 for the County Tax Assessor-Collector

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

_____ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Thursday, June 25, 2020.

No in-person submittals are allowed. Vendors must mail via USPS or third-party carrier. The County of El Paso is not responsible for late deliveries of any kind or any reason.

Did you visit our website (www.epcounty.com) for any addendums?

_____ Did you sign the Proposal Signature Page?

_____ Did you sign the “Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status And Implementing Regulations” document?

_____ If seeking preference, did you sign the “Health Insurance Benefits Questionnaire”?

_____ Did you sign and complete the required “Conflict of Interest Questionnaire”?

_____ Did you sign and complete the required “Certificate of Interested Parties Form”?

_____ Did you complete and sign the required “Ethics Training Affidavit Form”?

_____ Did you provide one original and six (6) electronic versions of the complete proposal (CD/DVD/Flashdrive) in Word/PDF Format? Electronic copies must reflect original hard copy.