

DENTON COUNTY, TEXAS

REQUEST FOR PROPOSAL

SECURITY GUARD SERVICES

RFP #01-02-1465

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DENTON COUNTY, TEXAS
REQUEST FOR PROPOSAL
SECURITY GUARD SERVICES
RFP #01-02-1465

I. INSTRUCTIONS

- A. RETURN SEVEN (7) COPIES OF ENTIRE PACKET AND YOUR SUBMITTAL BY U. S. MAIL TO:

DENTON COUNTY PURCHASING DEPARTMENT
P. O. BOX 2383
DENTON, TEXAS 76202

OR DELIVER TO THE OFFICE OF THE DIRECTOR OF PURCHASING:

DENTON COUNTY PURCHASING DEPARTMENT
401 W. HICKORY, SUITE 324
DENTON, TEXAS 76201

In the event of inclement weather and County Offices are officially closed on a RFP opening day, RFPs will be received until 2:00 p.m. of the next business day, at which time said RFPs will be publicly opened.

The Enclosed REQUEST FOR PROPOSAL is for your convenience in submitting an offer for the enclosed referenced services for Denton County.

Sealed proposals shall be received no later than:

2:00 P.M., Tuesday, February 19, 2002
MARK ENVELOPE: SECURITY GUARD SERVICES,
RFP #01-02-1465

If offerer does not wish to submit an offer at this time but desires to remain on the list for this service, please submit a "NO OFFER" by the same time and at the same location as stated above. If response is not received for three consecutive RFP's, offerer shall be removed from list. If however, you choose to "NO OFFER" this service and wish to remain on list for other services, please state the particular service under which you wish to be classified.

Denton County is always very conscious and extremely appreciative of the time and effort you must expend to submit an offer. We would appreciate your indicating on any "NO OFFER" response and requirements of this RFP which may have influenced your decision to "NO OFFER".

- B. **IT IS UNDERSTOOD THAT** Denton County, reserves the right to accept or reject any and/or all proposals as it shall deem to be in the best interest of Denton County. Receipt of any proposal shall under no circumstances obligate Denton County to accept the lowest proposal. The award of the contract shall be made to the responsible offerer whose proposal is determined to be the lowest and best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors set forth in the request for proposal.
- C. **PROPOSALS SHALL** include this RFP and all additional documents submitted. Each proposal shall be placed in a separate sealed envelope, manually signed in ink by a person having the authority to bind the firm in a contract and marked clearly on the outside. Facsimile transmittals shall not be accepted.
- D. **LATE PROPOSALS:** Proposals received in County Purchasing Office after submission deadline shall be returned unopened and will be considered void and unacceptable. Denton County is not responsible for lateness of mail, carrier, etc., and time/date stamp clock in Purchasing Office shall be the official time of receipt.
- E. **ALTERING PROPOSALS:** Any interlineation, alteration, or erasure made before receiving time must be initialed by the signer of the proposal, guaranteeing authenticity.
- F. **WITHDRAWAL OF PROPOSAL:** A proposal may not be withdrawn or cancelled by the offerer for a period of ninety (90) days following the date designated for the receipt of proposal, and offerer so agrees upon submittal of their proposal.
- G. **PROPOSALS WILL BE** received and publicly acknowledged at the location, date, and time stated above. Offerers, their representatives and interested persons may be present. Proposals shall be received and acknowledged only so as to avoid disclosure of the contents to competing offerers and kept secret during the negotiation/evaluation process.

However, all proposals shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposal so identified by offerer as such.

II. **SCOPE OF WORK**

A. **PURPOSE**

Denton County's intent of this Request for Proposal and resulting contract is to obtain proposals from and the services of a qualified professional Security Guard Service with extensive experience in the manning of Walk-Through Metal Detectors, Hand Held Metal Detectors and X-Ray Machines.

B. **INFORMATION/QUESTIONS**

Requests for information regarding contractual matters related to this RFP should be directed to:
Judy Watkins, C.P.M., A.P.P. Assistant Director of Purchasing 401 W. Hickory, Suite 324 Denton, Texas 76201 940-349-3130/Fax 940-349-3131

C. **EVALUATION CRITERIA AND FACTORS**

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

20% Offerer's qualifications/experience

1. Financial stability
2. Demonstrated prior experience in providing similar services including walk through metal detectors and X-ray machines
3. Proposal's compatibility with County's stated purpose

60% Offerer's itemized and total proposed price

1. Cost per hour per guard
2. Total estimated cost for annual term based on estimates given

20% The proposed service meeting Denton County's needs and requirements

1. Capability to provide responsive professional service
2. Capability to provide off-site support and adequate on-site supervision
3. Adequate training provisions
4. Demonstrated ability to fully meet the needs of Denton County
5. Adherence to requirements of RFP

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

D. SUBMITTAL:

For proper comparison and evaluation, Denton County requests that proposals address, at a minimum, the following format.

1. **Cover Letter** - A brief introductory letter of representation.
2. **Executive Summary** - A brief summary highlighting the most important points of the proposal. If used, the Summary should not exceed five pages.
3. **Degree of Compliance** - A statement that all products and services quoted in proposal is in full accord with the specifications or a brief listing of all those specification sections to which the offerer takes exception. All explanations, exceptions, comments, etc., pertaining to the specific sections of the specifications. All comments shall be listed and numbered in order of the respective article of the specification.
4. **Proposal Pricing/Delivery** - Pricing shall be inclusive for all items requested in this proposal. Brief notes referencing specific line items may be included, if necessary, for explanation. A transition schedule must also be included.

Proposal shall state an hour-rate fee per guard and/or supervisor, covering all stated items contained in this specification listing. The cost (expressed in cost per guard per hour) should reflect current requirement for compliance with Federal Fair Wage and Hour Standard (i.e. minimum wage rate).

5. **Descriptive Literature** - Illustrative or descriptive literature, brochures, specifications, drawings, diagrams, etc., that provide additional Offerer information with regard to issues addressed in other areas of the Offerer=s proposal.
6. **Contractor Background Information** - This section should include a description of the offerer experience with other services similar to the one described herein. This information should include scope of several similar jobs including magnitude and cost, customer contacts and other information that Denton County can use as a basis for performance evaluation. This section should also include information on your organization and staff assigned to the project.

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

8. **Affidavit** as required herein.

F. **TERM**

The initial term of the contract shall be for one year from May 1, 2002, with an option to renew for two additional one-year terms at the discretion of Commissioners Court.

G. **PRE-PROPOSAL CONFERENCE**

A Pre-Proposal Conference is scheduled for Tuesday, February 12, 2002, at 5:00 p.m. A walk through the facilities will be conducted at that time starting in the lobby at the Denton County Courts Building, 1450 E. McKinney, Denton, Texas.

H. **BIDDER RESPONSIBILITY**

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

1. To examine thoroughly the contract documents and other related data identified in the proposal documents.
2. To visit the site to become familiar with and satisfy vendor as to the general, local, and site conditions that may affect cost, progress, performance, etc.
3. To consider federal, state, and local laws and regulations that may affect costs, progress, performance or furnishing of the work.
4. To study and carefully correlate vendor's knowledge and observations with the contract documents and such other related data.
5. To promptly notify the County Director of Purchasing of all conflicts, errors, ambiguities, or discrepancies which vendor has discovered in or between the contract documents and such other related documents.

III. **MINIMUM TECHNICAL REQUIREMENTS**

A. **SCOPE OF SERVICE**

1. **Denton County Courts Building**

Security Guard Services will be required at the Denton County Courts Building, 1450 E. McKinney, Denton, TX from the regular hours of 7:30 a.m. to 5:30 p.m., Monday through Friday with a 30 minute lunch break. Four (4) uniformed and armed guards and one supervisor will be required at this location during all regular scheduled hours. One guard shall walk a designated route as directed by the Denton County designee, every hour during regular hours except during high volume times where all five guards shall

man the front entrance. The guards will provide security service utilizing metal detector devices and x-ray machines provided by Denton County. Security service will also be provided as directed at the Loading Dock entrance for delivery of large, commercial, or bulk items to the Denton County Courthouse. At both locations, guards will be required to x-ray incoming mail and packages. A minimum of one guard will be required after 5:30 p.m. as required, due to extended trials as necessary. All services will meet these schedules except for County holidays. (See Attachment "A")

2. County Criminal Court #4

Additional Security Guard Services will be required at the County Criminal Court #4, 127 S. Woodrow Lane, Denton, TX from the regular hours of 7:30 a.m. to 5:30 p.m., Monday through Friday with a 30 minute lunch break. One uniformed and armed guard will be required at the County Criminal Court #4 location during regular scheduled hours. All services will meet these schedules except for County holidays, and for after 5:30 p.m. hours as directed by the Denton County designee in order to secure the building location during Court trials. The guards will provide security service at this location utilizing metal detector devices provided by the county.

3. County Court at Law #1

Security Guard Services are also required at County Court at Law #1, 210 S. Woodrow Lane, Denton, TX from the regular hours of 7:30 a.m. to 5:30 p.m., Monday through Friday with a 30 minute lunch break. One uniformed and armed guard will be required at the Juvenile Detention facility during regular scheduled hours. All services will meet these schedules except for County holidays, and for after 5:30 p.m. hours as directed by the Denton County designee in order to secure the building. The guards will provide security service at this location utilizing metal detector devices provided by the county.

B. EXPERIENCE/QUALIFICATIONS OF GUARDS

1. All guards shall have training in self-defense techniques and techniques for detaining and holding persons for arrest by police.
2. Security guards will have experience commensurate with type of duty to be performed and will be literate, i.e., will be able to read and understand printed regulations, detailed written orders, training instructions and will be able to compose reports which will convey full information of events pertaining to his shift. Security guards must not have arrest or conviction record of any offense other than minor traffic violations. The Security Agency is responsible for conducting any and all required background checks for its hired personnel at no expense to the County. Prior to any assignment, proof of background check must be submitted to the Denton County designee.
3. Guards are to be trained in the use of handcuffs and are to carry handcuffs while on duty.

4. Guards are to be trained in the use of firearms and to be knowledgeable in how to disarm an individual carrying a weapon. Guards must be certified to carry a firearm prior to being assigned to Denton County. No exceptions will be made to this requirement and proof of certification must be submitted, prior to assignment, to the Denton County designee.
5. Guards must possess thorough knowledge of security rules, regulations and procedures and thorough knowledge of the laws of arrest.
6. Guards must possess ability to face situations firmly, fortuitously, tactfully and with respect for the rights of others.
7. Guards must possess ability to use self defense techniques to protect themselves, staff and clients from unarmed and armed attacks by assailants. They must be able to demonstrate emotional stability during periods of tension and stress while carrying out assigned duties and ability to maintain control in crisis situations.
8. Guards are required to have a minimum of one year's employment as a security guard or law enforcement officer or equivalent or substantially similar experience with the Armed Forces of the United States prior to assignment at Denton County.
9. An appropriate pre-employment screening process shall be required of all guards with the results provided to the County prior to assignment of the guard. Testing to be at no additional cost to the County. Offerer shall describe current pre-employment screening practices in their proposal.
10. Guards not meeting all standards outlined will not be acceptable and the County reserves the right to summarily remove him from duty. If this occurs, the guard service will be contacted and a replacement must be immediately available.
11. Guards shall be properly trained in the use and operation of walk through metal detectors and x-ray machines. Prior to any assignment, proof of training must be submitted to the Denton County designee.

C. UNIFORMS/EQUIPMENT

1. Security Guard Service will furnish security guards with standard uniform. Security Guard Service shall display an approved sign or emblem indicating that the premises are being protected by them. Company badges shall be prominently displayed on the security guard's uniform and on his cap. The guard will be equipped, when appropriate, with flashlight, police whistle, notebook, handcuffs and pen. Security guards must be in full uniform while on duty.

2. Security guards shall be required to carry registered firearms. All guards carrying firearms shall be properly authorized prior to assignment at Denton County.
3. Guards must be well groomed at all times while on duty. This includes clean, well-fitted pressed uniforms and polished shoes. Personal hygiene and neatness are of prime importance. Guards will not be allowed to eat or read while on duty.
4. Denton County will provide communication radios to all the security guards which shall be carried at all times while on duty. At the conclusion of the contract, final payment will be held until all radios are returned and verified that they are in good operating condition.
5. The Contractor is not required to provide a vehicle and guards are not required to operate County owned vehicles.

D. REPORTS

1. Security guards must report regularly to the County designee. A continuous written log of all guard activity, including details of any matters or occurrences pertinent to the security of the agency shall be maintained. The Security Guard Service must submit monthly, a written summary of daily reports to the County designee. This report shall cover all matters of security interest and shall contain recommendations, if any, to improve the security program to enable it to be more effectively administered or to point out security deficiencies. Furthermore, any emergency or abnormal condition must be verbally reported at once to the County designee. A complete written report must be filed as soon as possible.
2. Security Guard Service shall furnish weekly copies of sign-in sheets, showing guards name, assignment and number of hours worked during the period to the Denton County designee.

E. ORDERS

1. General and specific orders must be issued by the Security Guard Service in writing to all guards listing all applicable duties and emergency phone numbers. All general and specific orders shall be prepared by the security service and reviewed by the County designee and shall be subject to his/her approval.
2. A prohibition against using County telephones for personal calls shall be included in orders issued to the guards. A prohibition against use of alcohol or narcotics while on duty must be included in orders to the guards as well as Denton County's No Smoking Policy.

F. OBJECTIVES/SUMMARY

1. Protect all persons at the designated locations from bodily harm or injury.

2. Perform other such functions as may be appropriate and necessary in the event of situations or occurrences affecting the security of the facility, such as fires, accidents, internal disorders, emergencies, sabotage, or other criminal acts, etc.
3. Guard is to observe all persons entering or leaving premises.
4. Guards shall man and operate walk-through metal detectors and x-ray machines at the front entrance of the new Courthouse and a walk-through metal detector at the County Courts during specified hours. Guard shall, if he has any questions, examine packages, briefcases, etc. before permitting access to anyone, including employees, and ask anyone to leave the building as necessary.
5. Guard is to maintain order while County is in operation and while staff, jurors, etc., are using the building's facilities. On request, Guard will immediately assist Denton County law enforcement officers in the event of any incident which may impact the safety, security, or enforcement of law and order in the Denton County Courthouse.
6. Guard shall apprehend persons gaining unauthorized access to facilities and remove any unruly persons.
7. Guard will call appropriate Law Enforcement officials immediately in the event of a crisis situation.
8. If for any reason the regular security guard is unable to report, the Security Guard Service must fully brief the substitute as to his general and specific orders. Each substitute guard shall receive detailed instructions on Guard Service responsibilities from Security Guard Service.
9. Security Guard Service should have adequate employees available to handle any necessary substitutes as well as hours required after 5:30 p.m.
10. No guard shall be scheduled nor permitted to work more than sixteen (16) hours consecutive duty. Generally, no security guard shall be scheduled for sixteen (16) consecutive hours duty, except for bonafide emergency absence of another security guard originally scheduled. The Security Guard Service shall not circumvent this requirement by having an employed security guard work a shift at another contracted location immediately proceeding the scheduled or actual shift at the County facility.
11. Security Guard Service must be able to provide guards immediately in the event that any Judge determines that it is necessary to hold a trial after 5:30 p.m. on any day. There shall not be a lapse in service when shifts are changed. Overtime will not be paid for this service. The same rate per hour per employee will apply and schedules should be adjusted to allow for this requirement.

12. Denton County reserves the right to randomly inspect and test officers on duty to determine compliance to orders governing entrance to the facility. Security Guard Service will be notified of the results of such tests. Documented failure to comply will be basis for termination.
13. Guards shall be required to periodically monitor security cameras in control room and take any necessary action to control security breach.
14. Parking is provided for the Security Guards and Supervisor at all of the Denton County facilities at no cost.

IV. **GENERAL CONTRACT TERMS AND CONDITIONS**

A. **CONTRACT**

This proposal, submitted documents, and any negotiations, when properly accepted by Denton County, shall constitute a contract equally binding between the successful offerer and Denton County. No different or additional terms will become a part of this contract with the exception of a Change Order.

B. **CONFLICT OF INTEREST**

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

C. **CONFIDENTIALITY**

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

D. **ADDENDA**

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

E. **CHANGE ORDERS**

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by Denton County Director of Purchasing.

F. ASSIGNMENT

The successful offerer shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of Denton County Commissioners.

G. VENUE

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

H. SUBMITTAL OF CONFIDENTIAL MATERIAL

Any material that is to be considered as confidential in nature must be clearly marked as such by the offerer and will be treated as confidential by Denton County.

I. MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE OFFERERS:

A prospective offerer must affirmatively demonstrate their responsibility. A prospective offerer must meet the following requirements:

1. have adequate financial resources, or the ability to obtain such resources as required;
2. be able to comply with the required or proposed delivery schedule;
3. have a satisfactory record of performance;
4. have a satisfactory record of integrity and ethics;
5. be otherwise qualified and eligible to receive an award.

Denton County may request representation and other information sufficient to determine offerer's ability to meet these minimum standards listed above.

J. SUCCESSFUL OFFERER SHALL

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

K. SALES TAX

Denton County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the proposal price shall not include taxes.

L. DESIGN, STANDARDS AND PRACTICES

Design, strength, quality of materials and workmanship must conform to the highest standards of engineering practices and/or professional services.

- M. PROPOSALS/OFFERERS MUST COMPLY WITH:
All federal, state, county and local laws governing or covering this type of service.
- N. PATENTS/COPYRIGHTS
The successful offerer agrees to protect Denton County from claims involving infringements of patents and/or copyrights.
- O. TERMINATION OF CONTRACT
This contract shall remain in effect until contract expires, completion and acceptance of services or default. Denton County reserves the right to terminate the contract immediately in the event the successful offerer fails to:
1. meet delivery or completion schedules, or
 2. otherwise perform in accordance with the accepted proposal.
- Breach of contract or default authorizes the County to award to another offerer, purchase elsewhere and charge the full increase cost to the defaulting offerer.
- Either party may terminate this contract with a thirty (30) days' written notice prior to the either party stating cancellation. The successful offerer must state therein the reasons for such cancellation. Prior written notice must be delivered in person or sent by registered or certified mail, return receipt requested, proper postage paid, and properly addressed to the other party at the address on the affidavit for the contractor or to the County Judge, 110 West Hickory, Denton, Texas.
- P. PERFORMANCE OF CONTRACT
Denton County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default or resulting contract award.
- Q. PURCHASE ORDER
A purchase order(s) shall be generated by Denton County to the successful offerer.
- R. INVOICES
Invoices shall be mailed directly to:

Denton County Auditor's Office
P.O. Box 2055
Denton, Texas 76202

The invoices shall show:

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

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

S. PAYMENT

Payment will be made upon receipt and acceptance by the County of all completed services and/or products ordered and receipt of a valid invoice, in accordance with the Texas Government Code, Chapter 2251. Successful offerer is required to pay subcontractors within ten (10) days.

T. OWNERSHIP

All plans, prints, designs, concepts, etc., shall become the property of Denton County.

U. INSURANCE

Before commencing work, the successful offerer shall be required, at his own expense, to furnish the Denton County Director of Purchasing within ten (10) days of notification of award with evidence showing the following insurance coverage to be in force throughout the term of the contract:

1. Worker's Compensation in accordance with State Territorial Worker's Compensation Laws; and Employer's Liability Insurance:
2. Public Liability and property damage insurance coverage including, but not limited to, the liability assumed in the indemnification provisions (as specified in this RFP) fully insuring contractor's and/or subcontractor's liability for injury to, or death of, county employees and third parties, extended to include personal injury liability coverage, and for damage to property of third parties, with a minimum combined coverage for each occurrence of \$500,000.00.
3. Comprehensive automobile and truck liability insurance to include coverage of owned, hired, and non-owned vehicles with minimum limits of \$300,000.00 each occurrence for bodily injury and \$100,000.00 each occurrence for property damage.

Each insurance policy to be furnished by successful offerer shall include, by endorsement to the policy, a statement that a policy, a statement that a notice shall be given to Denton County by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

The requirement for automobile and truck liability insurance is a standard requirement for all vendors interested in doing business with Denton County if they own any vehicles.

V. FUNDING

Funds for payment have been provided through the Denton County budget approved by the Commissioners Court for this fiscal year only. State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Denton County fiscal year shall be subject to budget approval.

VENDOR REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this proposal. ***THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL.***

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work _____

AFFIDAVIT

The undersigned certifies that the bid prices contained in this proposal have been carefully checked and are submitted as correct and final and if bid is accepted (within 90 days unless otherwise noted by vendor), agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Specifications.

STATE OF _____
COUNTY OF _____

BEFORE ME, the undersigned authority, a Notary Public in and for the State of _____, on this day personally appeared

_____ who, after having first been duly sworn, upon oath did depose and say;

That the foregoing proposal submitted by _____

_____ hereinafter called "Bidder" is the duly authorized agent of said company and that the person signing said proposal has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Name and Address of Bidder:

Telephone number _____

Signature

Name: _____

Title: _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ day of _____,
20 _____.

Notary Public in and for the
State of _____.

ATTACHMENT 'A'

Denton County Holidays 2002 Holiday Schedule

Holiday	Date	Day
New Year's Day	January 1, 2002	Tuesday
Martin Luther King, Jr. Day	January 21, 2002	Monday
President's Day	February 18, 2002	Monday
Good Friday	March 29, 2002	Friday
Memorial Day	May 27, 2002	Monday
Independence Day	July 4, 2002	Thursday
Labor Day	September 2, 2002	Monday
Veterans Day	November 11, 2002	Monday
Thanksgiving Day	November 28, 2002	Thursday
Day After Thanksgiving Day	November 29, 2002	Friday
Christmas Eve	December 24, 2002	Tuesday
Christmas Day	December 25, 2002	Wednesday

Denton County is always very conscious and extremely appreciative of the time and effort you must expend to submit an offer. In an effort to better serve our customers, the Purchasing Department would appreciate your taking the time to answer the following statement.

HOW DID YOU RECEIVE NOTICE OF THIS REQUEST FOR BID?

Please answer Yes or No

_____ ***Newspaper advertisement.***

_____ ***Announcement posted by Denton County Purchasing***

_____ ***Downloaded from Denton County Purchasing Website***
www.dentoncounty.com

_____ ***Notice received from Denton County Purchasing Department.***

_____ ***Other:*** _____

Do you or your company subscribe to a newspaper? _____ **Yes** ___ **No**

Do you or your company own or have access to a computer? _____ **Yes** ___ **No**

Is your company a member of any on-line business that manages the distribution and reporting of Bids, RFPs and quotes? _____ **Yes** ___ **No**

If yes, what is the name of the business? _____