

**DENTON COUNTY, TEXAS**  
**REQUEST FOR PROPOSAL**  
**TEMPORARY SERVICES**  
**RFP #10-02-1527**

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**DENTON COUNTY, TEXAS**  
**REQUEST FOR PROPOSAL**  
**TEMPORARY PERSONNEL SERVICE**  
**RFP #10-02-1527**

I. **INSTRUCTIONS**

- A. RETURN TWO (2) 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., Monday, January 6, 2003  
MARK ENVELOPE: TEMPORARY PERSONNEL SERVICE,  
RFP # 10-02-1527

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 is to select qualified, professional firms to provide temporary employment services, on an as-needed basis, for various types and categories of personnel that may be required by Denton County. It is the intent of the County to award contracts to a primary, and secondary agency to insure that all of Denton County's temporary personnel needs are met in a timely manner.

B. **INFORMATION/QUESTIONS**

Requests for information regarding contractual matters related to this RFP should be directed to:
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Sherry Mulkey, A.P.P Purchasing Department 401 W. Hickory, Suite 324 Denton, Texas 76201 940-349-3130/Fax 940-349-3131
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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:

**60% Offerer's total proposed price**

1. Total costs of proposal
2. Cost proposal's compliance with minimum specifications.
3. Cost proposal's compatibility with owner's stated purpose.

**10% Offerer's qualifications/experience**

1. Demonstrated prior experience in providing similar services
2. Capability to provide responsive service
3. Offerer's ability to perform

**30% The proposed service meeting Denton County's needs and requirements (response time and quality of testing and training)**

1. Adherence to requirement of proposal
2. Offerer's responsibility clearly defined
3. Denton County's participation and responsibility clearly defined

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. **Cost Submittals/Rates**

The cost proposal should contain hourly rates. Hourly rates quoted shall be firm for one year from award date and shall be binding if agency is selected for primary or secondary provider. Increases will only be allowed based on a Federal Minimum Wage increase.

2. **Staff Qualifications/Experience/Credentials**

Offerer shall supply your organization, experience and staff assigned to the project. Provide headquarters, nearest office and managing office for the projects state herein. Show level of organizational responsibility of key projects staff members.

3. **References**

Offerer shall supply with this proposal a list of at least three references where like services or similar projects have been performed by their firm. Include name of firm, address, telephone number and name of representative.

4. **Affidavit** as required herein.

E. TERM

The initial term of the contract shall be from February 1, 2003 through January 31, 2004 with an option to renew for two additional one year terms at the discretion of Commissioners Court.

Prices shall remain firm during the initial term of the contract. Upon consideration of each renewal option, vendor shall be allowed to submit price increases based on the latest Federal Minimum Wage increase published 120 days before contract execution. Commissioners Court reserves the right to accept or reject requests for price increases.

F. **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 consider federal, state, and local laws and regulations that may affect costs, progress, performance or furnishing of the work.
3. To study and carefully correlate vendor's knowledge and observations with the contract documents and such other related data.
4. 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. The purpose and intent of this RFP is for the County of Denton to receive written quotations on an hourly rate for Temporary Personnel Service.
- B. Awardees will comply with all State, Federal, and local laws (including the Americans With Disabilities Act, Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act, and Civil Rights Act of 1991) as to treatment and compensation of its employees. County shall make no payments to individual workers.
- C. Criminal background checks are to be completed by awardee on all temporary employees prior to deploying to Denton County. The following felony convictions will disqualify any individual:
  - a. all capital felonies
  - b. all first degree felonies
  - c. any felonies related to bodily injury; indecency with a child or arson.

All remaining lesser felony convictions shall be referred to Denton County Human Resources Department for evaluation.

- D. The awardees shall be responsible to maintain insurance coverage for all temporary employees to include general liability and auto liability in the amount of not less than \$500,000 per occurrence and statutory worker's compensation coverage limits. Awardees shall be responsible for any injury, damage or loss arising out of any acts or omissions of the temporary employee while performing his/her duties for the Denton County. Denton County does not in any manner waive any rights or causes of action against awardees or any representatives or employees of awardees.
- E. The County has the right to control the details of the temporary employees' work while assigned to the County.
- F. Instructions shall be conveyed by awardee to each temporary employee as to the appropriate dress per assignment.

- G. Instructions shall be conveyed by awardee to each temporary employee that all information disclosed by any department in Denton County pertaining to work to be done or information that comes to the attention of a temporary employee during the course of performing such work shall be kept strictly confidential.
- H. In the event that the temporary will be assigned driving duties, the County reserves the right to conduct a motor vehicle register check and an alcohol/drug test before placing the temporary in the work environment.
- I. Denton County estimates a total of 14,000 hours for temporary services are needed for the one-year period of the price agreement. It is specifically understood and agreed that these hours are approximate and any increased hours will be paid for at the quoted hourly rate. It is further understood that the supplier shall not have any claim against Denton County for hours less than the estimated amount.
- J. The County reserves the right to accept or reject all or any part and award by category or total proposal.
- K. The attached list of position specifications are the different types of personnel needed by Denton County. Please use this form for quoting hourly rates for each description.
- L. A primary and secondary agency will be designated. In the event that the primary agency cannot respond in three (3) hours, the County will move to the secondary agency for back-up coverage.
- M. If the primary awardee consistently fails to meet the requirements of the bid specification, the Annual Price Agreement for Temporary Services will be cancelled upon 30 day written notice. The secondary awardee will then be designated as primary awardee.
- N. All awardees will receive written notice of the bid award, which will include the agreed upon rate for each job description.
- O. The bidder shall not offer or accept gifts or anything of value or enter into any business arrangement with any employee, official or agent of Denton County.
- P. Minimum of a high school diploma or GED will be required for all temporary employees assigned to Denton County.

**IV. QUESTIONNAIRE: (Answers will be used in evaluating the bids received).**

(1) What types and what versions of computer software do you train your applicants on?

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(2) How are your applicants trained on the computer?

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(3) Do you hold regularly scheduled, computer-training sessions for your applicants?

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(4) What type of support system is available for your applicants?

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(5) Where are your offices located? \_\_\_\_\_

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(6) What are your office hours?

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(7) What is your verbal response time, after a request for service?

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- (8) What type of system do you have for after-hours calls?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (9) How many applicants do you currently have registered with your company? \_\_\_\_\_
- (10) From your pool of applicants, how many live in Denton County? \_\_\_\_\_
- (11) How often do you have instances where you cannot make a placement? (Percentage)  
\_\_\_\_\_
- (12) Can you provide proof of liability insurance? \_\_\_\_\_
- (13) Do you provide worker's compensation in the event of any injury to your applicant?  
\_\_\_\_\_
- (14) Can you provide proof that you comply with the Americans with Disabilities Act (ADA)?  
\_\_\_\_\_
- (15) What are the limitations, if any, in the event Denton County hires one of your applicants?  
(Denton County will not pay finder fees.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE GIVE ANY OTHER PERTINENT INFORMATION THAT YOU FEEL IS RELEVANT TO THIS BID.

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\_\_\_\_\_

		Hourly Rate
<b>Category I - Clerical / Secretarial</b>		
1.	<p>Receptionist Places, receives and routes phone calls. Provides general information to callers or visitors. Greets and directs visitors. Provides telephone directory assistance. Takes telephone messages. Additional duties may include: opening, delivering and sending mail; using photocopying and facsimile machine; typing general letters or information on a typewriter.</p>	
		Hourly Rate \$
2.	<p>Mail Clerk Responsible for receiving, sorting and distributing interdepartmental, incoming and outgoing mail. Processes outgoing mail by sealing, sorting, weighing and apply proper postage rates and classifications to letters and parcels. Drives to other County locations and post office to deliver and pick up mail. Operates postage metering machine, scales, typewriter, adding machine, copy machine.</p>	
		Hourly Rate \$
3.	<p>General Clerk Ability to process information from several sources according to established guidelines; compiles information for an types/reviews/proofreads documents, reports, forms, etc.; occasionally types memos and correspondence; researches and corrects general problems; analyzes and posts information to records, reports, cards and files; answers general inquiries; routes calls/visitors to appropriate source. Must have knowledge of general office practices and procedures and ability to operate general office equipment such as typewriter, computer, adding machine, copying machine, etc. Typing/data entry speed of 40 wpm. Must have knowledge of Windows and Microsoft programs (Excel, Word, etc). (Basic knowledge and skill - <u>not</u> advanced).</p>	
		Hourly Rate \$
4.	<p>Data Entry Clerk Operates a computer system to input a variety of data; complies and ensures information is complete and accurate; generates reports and other information; distributes to proper personnel. Must have knowledge of specified equipment and software and skill of 5,000 strokes per hour. Windows and Microsoft programs (Excel, Word, etc).</p>	
		Hourly Rate \$

5.	<p>Senior Data Entry Clerk Operates a computer system to input a variety of data; compiles and ensures information is complete and accurate; generates reports and other information; distributes to proper personnel; assists in routing calls/visitors to appropriate source; and may perform other general office duties. Must have knowledge of specified equipment and skill of 8,000 strokes per hour.</p>	
Hourly Rate		\$
6.	<p>Secretary Ability to perform a variety of office tasks such as answering a multi-phone line (4-8 lines); answers questions according to established guidelines; routes calls/visitors to appropriate source; types and proofreads reports and other correspondence on typewriters or on a word processor/computer; composes correspondence and memos; opens and distributes mail; files/retrieves documents; may schedule appointments and make travel arrangements. Must have knowledge of general office practices/procedures and equipment such as computer, typewriter, copying machine, adding machine, etc. Must have knowledge of Windows and Microsoft Programs (Excel, Word, etc.). Prefer experience on equipment and software specified (basic knowledge and skills - <u>not</u> advanced).</p>	
Hourly Rate		\$
7.	<p>Legal Assistant Performs secretarial or para professional clerical work of a legal nature. Work includes legal research, drafting of legal documents under the direction of the Civil Attorney. Must use computerized data entry equipment.</p>	
Hourly Rate		\$
<b>Category I – Average Hourly Rate</b>		<b>\$</b>

<b>Category II - Accounting</b>		
8.	Accounting Clerk Performs calculations such as addition, subtractions, and percentages; uses 10 key by touch and light detail accounting. Must have the ability to handle monies and be familiar with banking procedures. Skill in reading computer readouts and conduct basic research. Ability to perform simple journal entries. Post invoices for payment, verifying amount codes, etc. Post information on computer.	
	Hourly Rate	\$
9.	Senior Accounting Clerk Same skills as Accounting Clerk. Working experience in accounting, some typing and answering inquiries required. Knowledge of accounting principles. Ability to perform complex journal entries.	
	Hourly Rate	\$
<b>Category II – Average Hourly Rate</b>		\$

<b>Category III – Light Industrial</b>		
10.	Maintenance Worker Painting, light maintenance, janitorial, carpentry, service technician. Lawn maintenance/mowing, upkeep of shrubbery and flowerbeds, move furniture, and general clean-up.	
	Hourly Rate	\$
11.	Light Truck Driver Operates one or more types of motorized equipment used in construction. Work includes operation of tractor, backhoe, and light trucks.	
	Hourly Rate	\$
<b>Category III – Average Hourly Rate</b>		\$

<b>Category IV – Computer Technician</b>		
12.	Computer Technician Requires good understanding of computer technology. General duties include computer, peripheral, cabling, and software installation, maintenance and troubleshooting.	
	Hourly Rate	\$
<b>Category IV – Average Hourly Rate</b>		\$

<b>Category V – Election Workers</b>		
13.	<p><b>Election Workers</b>  Ability to operation multi-line telephone system and direct incoming telephone calls. Answers questions and provides information to caller regarding eligibility to vote, polling location, precinct information and application to vote by mail. Responsibilities include, but are not limited to, operation of a personal computer and or a network station to input a variety of data; compiles and ensures information is complete and accurate. Performs a variety of clerical tasks.</p> <p style="text-align: right;">Hourly Rate</p>	\$
14.	<p><b>Elections Warehouse Workers</b>  Ability to lift/move heavy equipment to excess of 50 lbs. Responsibilities include but not limited to, assist in voting equipment; preparation of elections; set up and deliver equipment; learn to repair and perform minor maintenance duties on election equipment; other related duties as assigned</p> <p style="text-align: right;">Hourly Rate</p>	\$
<b>Category V – Average Hourly Rate</b>		\$

<b>Summary of Average Hourly Rate</b>	
Category I – Clerical / Secretarial	\$
Category II – Accounting	\$
Category III – Light Industrial	\$
Category IV – Computer Technician	\$
Category V – Election Workers	\$
<b>Total Cost of Average Hourly Rate</b>	<b>\$</b>

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. INVOICES

Invoices shall be mailed directly to:

Denton County Human Resources Department  
Attn: Georgiana McCoig  
401 W. Hickory, Suite 516  
Denton, Texas 76201

The invoices shall show:

1. Name and address of successful offerer;
2. Detailed breakdown of all charges for the services stating any applicable period of time;

Invoices shall be based upon actual services rendered and actual hours of performance .

R. 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.

S. OWNERSHIP

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

T. 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. Such insurance is to include coverage for loading and unloading hazards.

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.

U. 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 \_\_\_\_\_.

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](http://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? \_\_\_\_\_***