

Exhibit B



**REQUEST FOR PROPOSAL
FOR
PARKING CITATION PROCESSING**

**FINANCE DEPARTMENT
CITY OF HUNTINGTON BEACH**

Released on July 20, 2021

PARKING CITATION PROCESSING REQUEST FOR PROPOSAL (RFP)

1. BACKGROUND

The City of Huntington Beach is located in Southern California, approximately 40 miles south of Los Angeles. Huntington Beach covers 28 square miles of land, 26 square miles of water, and is one of the 20 largest cities in California. The City owns and operates 3 miles of sandy beach and is well known for its surf culture and as a tourist destination receiving over 16 million visitors each year. The City has approximately 200,000 residents and has the reputation for being the ideal Orange County destination to live, work, and play. Huntington Beach offers residents and visitors a charming community with ideal weather, 8.5 miles of uninterrupted beach along the Pacific Ocean, world renowned special events, a multitude of beautiful parks and recreational facilities.

The City of Huntington Beach Police Department currently employs 10 full-time and 5 part-time Parking/Traffic Control Officers and contracts with 5 Allied Universal employees to actively conduct enforcement. The City issues approximately 80,000 citations annually. One reminder notice is mailed to the registered owner. Citations are either paid by phone, online or by mail.

2. SCHEDULE OF EVENTS

This request for proposal will be governed by the following schedule:

Release of RFP	July 20, 2021
Deadline for Written Questions	August 3, 2021
Responses to Questions Posted on Web	August 10, 2021
Proposals are Due	August 20, 2021
Proposal Evaluation Completed	August 30, 2021
Vendor Interviews/Demos	September 2, 2021
Approval of Contract	September/October 2021

3. SCOPE OF WORK

The City of Huntington Beach intends to obtain a parking citation processing agency to support our parking citation services. The minimum scope of work required includes:

Data Entry from Handheld Ticket Writer with Interface

- Proposers must have existing products meeting the functional requirements of the City. The City will not consider software systems that are still in development phase and not yet successfully implemented with other clients.

- Proposers must have the resources necessary to provide the required implementation as well as ongoing technical product support and maintenance to the City.
- CONTRACTOR will provide for automated import of electronic citations into CITY's database in real time.
- CONTRACTOR will maintain and update listing of scofflaw files on a daily basis for CITY to upload into their handheld ticket writers.
- CONTRACTOR will work with CITY to implement any changes required for handheld ticket writer equipment.
- CONTRACTOR shall process citations for non California license plates by entering the citation information into the system database and reporting them along with all other citations on the database with the standard reports
- Second level hearing officer and adjudication hearing program
- Pursuant to AB503, provide and fully maintain (at no additional cost to the agency) payment plan services including data entry and mailed notifications. The CONTRACTOR will generate a monthly report including status for all existing payment plans.
- LPR Technology compatibility required including ability to integrate and function with various vehicle mounted LPR systems.
- Proposer shall have existing capabilities to integrate pay-by-plate and permit-by-plate technology from various outside vendors.

Data entry from manual citations

- Data entry within 48 hours.
- Edit capability to correct dates, violations codes and fine amounts.
- CONTRACTOR to notify city regarding citations unable to be entered for any reason (no violation code, illegible handwriting, etc).
- File and store citations in easily retrievable format.
- File and store hard copy citations for minimum of two (2) years and then destroy.

Registered owner correspondence

- CONTRACTOR is required to mail reminder notices for all citations to registered owner within two days of receipt of original citation.
- CONTRACTOR is required to mail notices to lessees or renters of cited vehicles when provided with proof of written lease or rental agreement.

Registered owner name and information retrieval from Department of Motor Vehicles (DMV)

- CONTRACTOR must have ability to retrieve registered owner data from DMVs in all 50 states.
- CONTRACTOR is expected to have internet access to DMV database.
- Must have manual access to registered owner information from California DMV upon request.
- Review DMV "No Hit" list to insure license plate and state information entered correctly.
- Confirm vehicle make and registered owner information.
- CONTRACTOR will maintain communications with all out-of-state DMV agencies and Transportation Ministries in Canada and Mexico.

- If they become delinquent, requests for registered owner information will be sent to the appropriate out of state DMV.
- CONTRACTOR will incur any costs for retrieving out of state registered owner information. The Notice of Intent will be generated to the registered owner and the fine amount requested.
- CONTRACTOR is required to process DMV holds or releases within 48 hours.
- CONTRACTOR's system must have the ability to store previous and current owner information when transfer of ownership has occurred.
- Must be able to interface with DMV for placing and releasing registration holds.
- Must be able to interface with DMV and produce a monthly payment file.

Payment and data processing

- Provide PO Box where payments are mailed
- Provide online payments (with convenience fee)
- Pay by phone/text desirable
- Provide Courier Service to City two times per week for the purpose of picking up citations and other documents to be delivered to CONTRACTOR and to return reports and other documents to City
- Courier pickup from PO Box daily
- Open, sort and batch all incoming mail by postmark date for payment posting.
- Make daily bank deposits directly into a city assigned bank account.
- Enter and process payments within 48 hours including opening all mail received, verifying payment amounts, updating computer system and making daily bank deposits.
- Forward deposit slips to city contact within 24 hours after each deposit. OR weekly if scanned image is emailed/faxed.
- Provide reporting for all bank deposits upon request.
- File and store all bank deposit information for a minimum of four years.
- CONTRACTOR is required to send notification to registered owners when either a partial payment is received, check payments are returned for insufficient funds, and for any unpaid citation when the vehicle has a change of ownership.
- CONTRACTOR is required to maintain images of all envelopes with all inbound correspondence.
- Respond to reasonable non judicial public inquiries by phone mail
- Return questionable mail to CITY for decision
- Verify amounts deposited by citation number
- Provide an exclusive toll-free number for customer service calls specific to the City of Huntington Beach.
- Provide weekly reports for bank statement reconciliation
- Provide monthly Paid Citation Distribution Report

Data Management, reporting and statistical capabilities

- Provide monthly reports online indicating the status of all citations, such reports to be available for CITY access no later than the thirtieth (30th) day of the following month.

- CONTRACTOR to maintain provisions for proven database management software and servers.
- All data base information is to be maintained with strict confidentiality and CONTRACTOR is to provide description of securities at time of submittal.
- CONTRACTOR must be able to provide all statistical reports including but not limited to: registered owner contact information, citation number and delinquent status for at least five years from date of citation.
- CONTRACTOR shall be capable at minimum, of producing reports relating to: open citations, bank deposits, scofflaws and citations dispositions. The CONTRACTOR must be capable of delivering these reports to the designated city personnel on an agreed schedule.
- Data system must be able to store, sort and or process the following items: citation number, date and time of issuance, badge number of issuing officer, comment field of up to 50 characters, vehicle license plate number, vehicle identification number, state code, registration expiration date, vehicle make/color, violation codes, location of violation, citation penalty and delinquent amounts, delinquent date, received payments/documents post-marked dates, notification dates, Department of Motor Vehicle hold date, date citation entered into system, disposition codes, registered owner information.

Disabled Citation Processing

- Mailed in requests for dismissal of non-displayed placards will be processed by CITY. Requests received by CONTRACTOR must be submitted to CITY for review.
- CONTRACTOR will receive dismissal results from the city and are required to update database within 24 hours.

Transition Plan

- CONTRACTOR will be required to import current citation data (from third party) into their citations management system. CONTRACTOR will ensure completion and accuracy prior to the go live date.
- CONTRACTOR will train city staff for access and inquire capabilities to citation database, to be conducted at city building.
- CONTRACTOR is required to facilitate installation of software and remote access to database by working in conjunction with the city IT department.
- Obtain approval from the city of standard forms prior to use, including notices of delinquent violation.
- CONTRACTOR will confirm all types of customer correspondence including but not limited to examples of letters to be sent to customer and methods of communication to designated city personnel.

Support

- CONTRACTOR must provide available staff support during normal city business hours: Monday – Friday 8:00 a.m. - 5:00p.m. (Unless otherwise approved).
- Provide on-going support to the city to access and interface with the parking citation data base.

- CONTRACTOR shall provide user's manual which included step-by-step instructions for accessing computer database information and a list and description of any and all codes used in screens accessed by the issuing agency.
- Provide technical support and troubleshooting assistance, within one hour, for any and all hardware and software used by the city. Technical support and assistance must be available between the hours of 7:30 a.m. - 5:30 p.m. Monday through Friday, except City recognized holidays.
- The police department is a 24/7 365 operation, CONTRACTOR must provide a designee and support staff for support in the event of after-hours equipment failure during high peak times and events such as the 4th of July, US OPEN of Surfing, and Air Show events.

System and Software Requirements

A. Database Backup & Off-site Security

- CONTRACTOR will ensure all systems are backed up daily to ensure safety of data in the event of a power outage or natural disaster.
- Transfer and store off-site all backups of data for disaster recovery.

B. Hardware Requirements

- Provide PREMIUM and relevant and up-to-date handheld citation writing equipment, printer, and software necessary to produce the citations; synchronization should be performed wirelessly to the contractor's server.
- Handheld ticket-writing units must be programmable and must be able to produce citations that meet the format requested by the City.
- The same handheld software should operate on the City's laptops, and unlimited software licenses be provided for additional laptops. Equipment to support the upload/download processing and battery recharging, and any additional hardware required for operation of the handheld system. Batteries should last a full shift (approx. 10 hours).
- Technical Support and trouble-shooting must be addressed within 24 hours from being reported.
- All equipment must be approved by Department representative.
- Ticket writers must be within the most recent or current generation IOS or Android phone.
- Equipment must be upgraded by the CONTRACTOR Bi-annually to include the latest generation and model as to stay relevant and support the current technology available.
- IOS integration of software is highly desired.
- Provide an outline of provisions for system failure in the bid proposal.
- Handheld ticket writing units and printers must be installed and ready for operation within thirty (30) days of the contract award date. The established system conversion process should not hold up equipment and installation.
- Three spare working units should be provided and maintained.
- 5G technology highly desired

Maintenance

- Maintenance and repair of all equipment. Repair or replace any that is not functioning properly with equipment that is preprogrammed and fully operational within one business day of notification.
- Replace at Contractor's sole expense any failed equipment within one business day during the term of the contract. Replacement equipment must be of equal or better quality with the City's approval.
- All software must be upgraded for the term of the contract at no charge to the City as the software is enhanced or equipment is scheduled for sunset. At no time shall the City be utilizing equipment that is no longer supported by the manufacturer. Custom software will not be included as part of this no charge upgrade.
- The City reserves the right to penalize the Contractor if more than two (2) units at one time are out of service due to unit malfunction or failure not caused by mishandling by the City. The monthly invoice will be assessed a reduction of up to 5% from that month's total invoice amount.

Supplies for the handhelds, supplied by the vendor:

- Paper- The paper must be water resistant and compatible for use in applicable printers. Payment address must be printed on back of ticket so as to be used in window envelope
- Envelopes-Contractor must be required to provide payment envelopes to be supplied to the violator with the citation, one envelope for each citation written. The envelopes should be water resistant and approved by City in order for the citation to stand out on the violator's windshield.

Other

- Attend city meetings as needed or when requested at company's own expense (at minimum via phone conference). This includes but is not limited to, transportation, lodging, meals and staff time.
- No portion of the contract shall be permitted to be subcontracted to another private or public agency without express written approval from the city.
- The CONTRACTOR shall comply with all requirements of the State of California Vehicle Code (CVC) with regard to processing records sent by the city.

Processing of Administrative Adjudication Service

CONTRACTOR shall coordinate and perform Administrative Reviews by following prescribed timelines and processes for persons contesting parking citations in accordance with the laws of the State of California. CONTRACTOR will scan all mailed in appeals. Scheduling monthly hearings conducted in-person and/or by written declaration. Hearings are scheduled approximately three weeks in advance and held at the City of Huntington Beach or an agreed upon location. Print and mail (by first class mail) customized hearing notification letters on behalf of the City. Respond to inquiries from the City and the public regarding date and time of hearing, mailing date, location of hearing and directions to hearing location. Resend letters should a change occur or if rescheduling of a hearing is requested.

The duties and tasks of Administrative Review and Adjudication Process shall include, but not be limited to the following actions:

- Tracking and correspondence of administrative review requests.
- System must be integrated with parking citation system(s).
- Provide inquire capabilities for citations in the administrative review process.
- Enter administrative review requests within 48 hours.
- Sort and batch administrative review requests by postmark date.
- Print and mail (by first class mail) all administrative review result letters using custom letterhead and envelopes.
- Notify the City of citations that have been found not liable and have had payments processed, so the City can issue a refund.
- Enter and maintain database of all administrative review requests received showing status of each request.
- File and store all source documents for ease of retrieval if necessary for a minimum of three (3) years.
- CONTRACTOR shall work with the City to provide guidelines for reducing all correctable violations, such as disabled parking, missing license plate, and expired registration, etc.
- CONTRACTOR will provide staff to respond to telephone inquiries regarding how to contest violation, outstanding penalty amounts or delinquent fees, or any other pertinent information in order to contest a citation in the City.
- Hearing tracking system must be linked to citation database in real time to obtain citation information such as citation issue date; delinquent date, amount owed, and other citations open with the same license plate numbers.
- CONTRACTOR to provide staff that will respond to telephone inquiries regarding how to contest a citation, outstanding penalty amounts or delinquent fees, or any part of the contest process.
- The public must be able to view their initial review result online in real time for all contested citations, including second level hearing due date for citations upheld. Scheduled hearing dates, times and subsequent results must also be available to the public for online viewing as soon as they are entered.

COLLECTION SERVICES

City Prefers the Contractor provide its own collection services; alternatively the City may consider an Interface with CITY s outside Collection Agency

- Outstanding citations (DMV No Holds or DMV Transfer of Ownership Releases or Non California plates) are transferred into a collection database system on a weekly basis.
- Up to two collection letters will be mailed for each account requesting payment.
- Delinquent accounts are sent to qualified credit reporting agency on a weekly basis.
- Paid accounts are reported to weekly to qualified credit reporting agency.
- Payments are processed daily and deposited to the City's regular citation processing bank account.
- The CONTRACTOR Customer Service Center will handle all collection related calls through a special toll free number dedicated to collection placed accounts.

- Monthly reporting shows all accounts moved to the collection system and all payments received due to CONTRACTOR collection efforts.

Contract Requirements

- The CONTRACTOR shall comply with all requirements of the State of California vehicle code (CVC) in regard to processing records sent by the city.
- No portion of the contract shall be permitted to be subcontracted to another private or public agency without the express written approval from the city. CONTRACTOR must disclose the nature of work being subcontracted and the name of the private or public agency.
- The term of the agreement will be for a three-year base period with up to two one-year optional renewals.
- Price changes after the base period must be negotiated.

Franchise Tax Board Offset

- CONTRACTOR shall be able to assign past due citations to Franchise Tax Board.
 - Citations issued to California license plates that have completed the regular citation processing steps and have either been rejected for DMV Hold or have been removed from DMV hold will be qualified for this service. The program intercepts Personal Income Tax only, no corporate or partnership funds
 - CONTRACTOR shall collect outstanding parking violations by deducting the amounts owed to CITY from citizens California State Tax Refunds and/or California Lottery winnings
 - The FTB will send CITY a weekly detail report showing the intercepts (collections) that occurred that week. The weekly detail report must be reported to CONTRACTOR immediately so CONTRACTOR can clear the database of outstanding accounts.

Interface with City's Collection Agency

- CONTRACTOR shall provide an interface to the CITY's outside collection Agency by running a quarterly file to be given electronically to the specified Collection Agency for further collection efforts. Records in the file will include various categories of outstanding citations including
 - Out of State Delinquent Citations
 - Citations that did not hold at DMV
 - Citations removed from DMV Hold after 2 years
 - Citations removed from DMV hold due to Transfer of Ownership

The City of Huntington Beach is aware additional citation processing and support services may be available. Responses to this RFP are encouraged to include descriptions and costing of any and all additional services the agency can provide. Known additional services include but are not limited to:

- On-line payment by credit card.
- Automated telephone processing (IVR).
- Pay by text
- Past due correspondence.

City's Duties and Responsibilities

- Provide deposit slips and endorsement stamps
- Reconcile daily credit card deposits
- Answer questions referred by CONTRACTOR
- Provide direction on unique questions and concerns from violators
- Provide PC's and Internet access for connection to CONTRACTOR database
- Sign necessary DMV forms when required for DMV access
- Communicate bank adjustments and NSF checks

4. PROPOSAL FORMAT GUIDELINES

Interested firms are to provide the City of Huntington Beach with a thorough proposal using the following guidelines:

Proposal should be typed and should contain no more than 20 typed pages using a 12-point font size, including transmittal letter and resumes of key people, but excluding Index/Table of Contents, tables, charts, and graphic exhibits. Each proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals, which appear unrealistic in the terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected. The following proposal sections are to be included in the bidder's response:

A. Vendor Application Form and Cover Letter

Complete Appendix A, "Request for Proposal-Vendor Application Form" and attach this form to the cover letter. A cover letter, not to exceed three pages in length, should summarize key elements of the proposal. An individual authorized to bind the company must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 180 days. Indicate the address and telephone number of the Vendors office located nearest to Huntington Beach, California and the office from which the project will be managed.

B. Background and Project Summary Section

The Background and Project Summary Section should describe your understanding of the City, the work to be done, and the objectives to be accomplished. Refer to Scope of Work of this RFP.

C. Methodology Section

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include:

- 1) An implementation plan that describes in detail (i) the methods, including controls by which your firm manages projects of the type sought by this RFP; (ii) methodology for soliciting and documenting views of internal and external

stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.

- 2) Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.
- 3) Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion.
- 4) Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.

D. Staffing

Provide a list of individual(s) who will be working on this project and indicate the functions that each will perform. Include a resume for each designated individual.

Upon award and during the contract period, if the CONTRACTOR chooses to assign different personnel to the project, the CONTRACTOR must submit their names and qualifications including information listed above to the City for approval before they begin work.

E. Qualifications

The information requested in this section should describe the qualifications of the firm, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

- 1) Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.
- 2) A summary of the your firm's demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal.
- 3) Provide at least five local references that received similar services from your firm. The City of Huntington Beach reserves the right to contact any of the organizations or individuals listed. Information provided shall include:
 - ◆ Client Name
 - ◆ Project Description
 - ◆ Project start and end dates
 - ◆ Client project manager name, telephone number, and e-mail address

F. Fee Proposal

The Cost/Price format for the proposal must be as follows:

- Flat rate per notice of parking violation issued and electronically transferred;
- Flat rate per notice of parking violation issued and manually processed;
- Fee for out-of-state processing/collections;
- Administration of adjudication process;
- Collection Services, if applicable
- Delinquent notice letter;

- Fee for online inquiry;
- Conversion cost per notice of parking violation transfer of records from current CONTRACTOR to selected CONTRACTOR;
- Cost to lease or purchase a handheld ticket writer computer;
- Potential cost impacts from future changes in legislation and/or collection of fees;
- Any other costs not specifically listed.

Proposers must submit cost proposals for all items listed. It will be assumed that all contingencies and/or anticipated escalations are included. No additional funds will be paid above and beyond the original quote given by the selected bidder.

5. PROCESS FOR SUBMITTING PROPOSALS

- **Content of Proposal**
The proposal must be submitted using the format as indicated in the proposal format guidelines.
- **Preparation of Proposal**
Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.
- **Number of Proposals**
Submit one electronic copy of your proposal in sufficient detail to allow for thorough evaluation and comparative analysis. Proposal must be in PDF file version only.
- **Submission of Proposals**
Complete proposals must be submitted online in PDF file format via the Planet Bids online service portal, and received no later than 4:00 p.m. (P.S.T) on 8-20-2021 to the web address below. Proposals will not be accepted after this deadline. Faxed, mailed or e-mailed proposals will not be accepted.

Go to: www.huntingtonbeachca.gov/business/bids_rfps/

RE: Parking Citation Payment Processing

- **Inquiries**
Questions about this RFP must be directed in writing, via PlanetBids by 8-3-2021.

From the date that this RFP is issued until a firm is selected and the selection is announced, firms are not allowed to communicate for any reason with any City employee other than the contracting officer listed above regarding this RFP, except during the pre-proposal conference. Refer to the Schedule of Events of this RFP or the City webpage to determine if a pre-proposal conference has been scheduled. The City reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted, and no response other than written will be binding upon the City.

- **Conditions for Proposal Acceptance**

This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety. All proposals will become the property of the City of Huntington Beach, USA. If any proprietary information is contained in the proposal, it should be clearly identified.

6. EVALUATION CRITERIA

The City of Huntington Beach may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

- A. Compliance with RFP requirements
- B. Understanding of the project
- C. Recent experience in conducting similar scope, complexity, and magnitude for other public agencies, preferably located in the State of California
- D. Educational background, work experience, and directly related consulting experiences
- E. Price
- F. References

The City may also contact and evaluate the bidder's and sub-contractors references; contact any bidder to clarify any response; contact any current users of a bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the City.

After written proposals have been reviewed, discussions with prospective firms may or may not be required. If scheduled, the oral interview will be a question/answer format for the purpose of clarifying the intent of any portions of the proposal. The individual from your firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

A Notification of Intent to Award may be sent to the CONTRACTOR selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing CONTRACTORS unless an agreement is reached. If contract negotiations cannot be concluded successfully, the City may negotiate a contract with the next highest scoring CONTRACTOR or withdraw the RFP.

7. STANDARD TERMS AND CONDITIONS

- **Amendments**

The City reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the Huntington Beach Procurement Registry, Huntington Beach - Official City Web Site - Business - Bids & RFP's; bidders should check this web page daily for new information.

- **Cost for Preparing Proposal**

The cost for developing the proposal is the sole responsibility of the bidder. All proposals submitted become the property of the City.

- **Contract Discussions**

Prior to award, the apparent successful firm may be required to enter into discussions with the City to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved within one (1) week from notification. If no resolution is reached, the proposal may be rejected and discussions will be initiated with the second highest scoring firm. See Exhibit B for a sample agreement.

- **Confidentiality Requirements**

The staff members assigned to this project may be required to sign a departmental non-disclosure statement. Proposals are subject to the Freedom of Information Act. The City cannot protect proprietary data submitted in proposals.

- **Financial Information**

The City is concerned about bidders' financial capability to perform, therefore, may ask you to provide sufficient data to allow for an evaluation of your firm's financial capabilities.

- **Insurance Requirements**

City Resolution 2008-63 requires that licensees, lessees, and CONTRACTORS have an **approved** Certificate of Insurance (not a declaration or policy) on file with the City for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful bidder must furnish the City with the Certificates of Insurance proving coverage as specified in Appendix C. Failure to furnish the required certificates within the time allowed will result in forfeiture of the Proposal Security.

Please carefully review the Sample Agreement and Insurance Requirements before responding to the Request for Proposal enclosed herein. The terms of the agreement, including insurance requirements have been mandated by City Council and can be modified only if extraordinary circumstances exist. Your response to the Request for Proposal must indicate if you are unwilling or unable to execute the agreement as drafted as well as providing the insurance requirements. The City will consider this in determining responsiveness to the Request for Proposal.