



**CITY OF HOUSTON
HOUSTON PUBLIC LIBRARY DEPARTMENT
S72-T25924
NOTICE OF INFORMAL REQUEST FOR PROPOSALS**

**STRATEGIC PURCHASING
DIVISION**
901 Bagby Street, Concourse
Level
Houston, Texas 77002
(832) 393-8724
(832) 393-8759 Fax

GENERAL TERMS & INSTRUCTIONS

The Houston Public Library (HPL) is soliciting proposals from qualified professional firms (Concessionaires) to install and maintain a coin and debit card driven system of photocopiers, identical debit card activation devices, City-owned computer printers, and debit card vending machines to issue cards which activate these machines (the "devices") in HPL (the "Library").

The Scope of Work/Services for this project is outlined below. If you should have additional questions regarding this Informal Request for Proposal (IRFP) or believe that your company/organization meets the minimum requirements as outlined in the Scope of Work/Services of this IRFP, please submit your response to Yvette Smith, Procurement Specialist, (832) 393-8765, via one of the following methods listed below by: **Thursday, September 8, 2016 at 10:00 A.M. CST.**

Pre-Proposal Conference: A Pre-Proposal Conference will be held for all prospective proposers at 901 Bagby Street, Houston, Texas 77002 City Hall Annex, Tunnel Level (Basement) SPD Conference Room-2 at **11:30 A.M. on Tuesday, August 23, 2016.** Prospective proposers needing additional information/clarification to this request for proposal (RFP) are requested to e-mail questions to Yvette Smith at yvette.smith@houstontx.gov. The deadline for submitting questions is **Friday, August 26, 2016 at 1:00 P.M. CST.** ***No questions will be accepted after August 26, 2016.*** All relevant questions will be answered via letter of clarification to this RFP and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFP.

E-mail (preferred method): yvette.smith@houstontx.gov

Mail: City of Houston
Strategic Purchasing Division (Suite B403)
901 Bagby Street
Houston, Texas 77002

GENERAL TERMS & CONDITIONS

1.0 CONCESSION AGREEMENT TERM

1.1 The Concession Agreement shall become effective on the Countersignature Date and expire one year (1) after the date specified in the Notice-to-Proceed. The Concessionaire shall have the option to renew this agreement for four (4) consecutive one-year terms on the same terms and conditions as provided herein. To exercise this option, the Concessionaire must submit a written request to the Chief Procurement Officer, Director of HPL or Designee not less than ninety (90) calendar days before the termination of this agreement. The City retains the right to accept or deny the request as to some of the devices or all of the devices listed in Exhibit A. If the renewal request is not granted for all of the devices listed in Exhibit A, Concessionaire must remove those devices for which renewal was not granted.



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**SECTION B
SCOPE OF WORK/SPECIFICATIONS**

1.0 PURPOSE:

1.0 The City of Houston Public Library (HPL) is seeking a pool of qualified professional contractors to install and maintain a coin, bills and credit card driven system of multi-function photocopiers, in HPL (the "Library").

2.0 SCOPE OF WORK:

2.1 The contractor shall furnish all supervision, labor, materials, supplies, tools, permits, fees, transportation and equipment necessary to install and maintain a coin, bills and/or credit card driven system of photocopiers at the Library locations listed in Exhibit B1, Library Print/Copy Summary and Locations.

2.2 The Contractor shall not change the physical location of any device in any manner from the specific locations designated and approved in Exhibit B1, without written approval from the Director/designee of the HPL.

2.3 Photocopiers will have both a credit card receptor and a bills and coin operated device which can accept nickels, dimes, quarters and one-dollar bills on at least one unit at each branch library. Copiers will charge fifteen cents each for credit card transaction and fifteen cents each for coin and currency transactions. The City will have the ability to bypass the vending operation to allow the City to make free (no charge) administrative copies.

2.4 The photocopiers will have the capability to allow for patrons to scan at no charge (free) to .pdf or .tif file format, preferably to USB device directly on the photocopier. Printing from patron owned devices is a desired feature. Faxing and emailing capability, at minimum, at those sites listed in Exhibit B1 required.

2.5 The photocopier will have the capability to print from customer's laptops and smartphones. Network tabletop printer to be provided by Contractor for one location (Central) as noted in Exhibit B1. Photocopiers will have the capability for color printing.

2.6 During the term of the agreement, Contractor, as owner, shall supply all paper, toner, staples, repair parts and labor, related supplies and workmanship necessary to maintain and operate the photocopier at its optimum quality and service capability. Library personnel will install supplies and handle typical user maintenance (i.e. clearing jams, removing smudges' from glass, etc.) on site as much as is practical. Photocopiers supplied under this contract may be either new or remanufactured based upon the definition given herein. No other equipment condition is acceptable. "New" is defined as equipment which has never been used prior to installation and has been shipped directly from the manufacturer, via normal distribution points, to the users. "Remanufactured" is defined as equipment restored to like new condition. Remanufactured equipment must have been disassembled to the extent that each Contractor, moving part was examined and tested for wear and replaced as required. All parts of all assemblies must have been thoroughly cleaned, lubricated, refinished and adjusted, and all appropriate retrofits installed. The reassembled unit must be thoroughly inspected and tested, in whole and in part, to ensure the unit functions according to manufacturer's specifications.



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- 2.7 Contractor shall supply maintenance services for photocopiers, either through its own organization, or through a third party, to handle maintenance and repairs above and beyond that supplied by Library personnel. Service shall be provided six (6) days a week, Monday through Saturday, between 9:00 a.m. and 5:00 p.m. and Sunday between 1:00 PM and 5:00 PM. Maintenance party shall also make periodic, but regularly scheduled, preventative maintenance checks as part of the maintenance program at each location. All maintenance shall be supplied within a response time not to exceed four (4) business hours from the time a service call is made. Contractor agrees to replace any unit which requires a service call six (6) or more times within any eight week period.
- 2.8 Contractor will be responsible for any changes in electrical connections required to support the devices. This will include, but is not limited to, plugs, wires, cover plates, installation and any other cost related to the proper installation of these devices. Contractor will provide Payment Card Industry (PCI), compliant credit card processing solution according to City standards.
- 2.9 Contractor shall prominently display instructions and Contractor's telephone numbers for user refunds for bad/unusable copies, computer prints, or credit card no longer required by public users, in the event of termination of this contract Contractor will promptly and courteously refund any money lost by the public in devices operated by Contractor. The City will not be responsible for any refunds.
- 2.11 Contractor will not be obligated to pay utility costs for electricity incurred by Contractor in the operation of the vending machines. Except for such utilities, Contractor will be responsible for all other costs connected with the operation of all equipment.
- 2.12 At any time that the Contractor is required to remove the devices, the removal shall be done at the expense of Contractor. Should Contractor not remove the devices promptly as required herein, within five (5) business days of notice to remove, the Director or designee shall have the option to remove the devices and hold the devices in storage until claimed by Contractor. In the case of removal by the Director or designee, the City, its officers and employees shall not be liable for damages to the devices nor to the contents thereof. If the Director or designee removes the devices, a reasonable storage charge, as determined by the Director or designee, must be paid before Contractor can reclaim the devices. Devices held in storage by the City must be claimed within six (6) months of storage. Devices not claimed and removed from storage within six months shall be declared abandoned and sold at auction as provided by law.
- 2.13 The City will have no liability to Contractor for damage to equipment by third parties and Contractor will not make any claim against or seek to recover from the City any loss or damage to equipment.

3.0 PAYMENT FEATURES AND PRICING:

- 3.1 Photocopiers will have both a debit card receptor and a coin operated device which accepts nickels, dimes, quarters and one-dollar bills on at least one unit at each branch library. Devices should accept coins and bills, as well as debit/credit cards, but cash value cards are not desired. It is not required for photocopiers to have stapling capability or print speed above 30 ppm. The City will have the ability to bypass the charging operation to allow the City to make free (no charge) copies and prints to assist patrons whose copies were not satisfactorily generated. The photocopiers should have the capability to print copies in color, as well as black and white prints. Faxing is desired at all sites; refer to Exhibit B1 for location and quantities of desired photocopiers.



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3.2 Copiers will charge fifteen cents each for credit card transaction and fifteen cents each for coin and currency transactions. Photocopiers shall have the ability to charge patrons for copies at the list price:

Color copies and prints any size	\$1.00 (dollar)
Black & White letter or legal copies or prints	.15 (cent)
Black & White ledger size	.30 (cent)
All fax transaction (Sending only)	\$1.00 (dollar)

4.0 SOFTWARE:

4.1 Photocopiers that are coin and credit card operated shall be accessible and are capable of communication between the photocopier and the City of Houston print management software (brand name: iTeam Resources). If neither of these is available, the Department and Contractor shall mutually decide on acceptable software.

5.0 INVOICING AND PAYMENT:

5.1 For and in consideration of revenue sharing specified under this contract, and the contractor agrees to accept the schedule, as specified in Exhibit B2, Revenue Sharing.

5.2 Payment is due thirty (30) days after the receipt of gross proceeds collected and recorded.

5.3 Houston Public Library Department reserves the right to monitor this contract for compliance to ensure legal obligations are fulfilled, and that acceptable levels of services are provided. Monitoring may take the form of, but not necessarily limited to, (1) review of the contractor's checks for accuracy; (2) site visits; (3) testing and sampling; (4) review of permits and certifications, and (5) view access to vendor's database to verify print volumes.

SUBMISSION REQUIREMENTS

1.0 EXPERTISE, EXPERIENCE and QUALIFICATIONS:

1.1 Provide a brief statement that demonstrates the technical qualifications to install, operate and perform maintenance required for debit vending system to be compatible with the City of Houston software systems, currently LIBRARY COMPUTER PRINTING MANAGEMENT SOFTWARE (brand name:I-Team).

1.2 Provide details of experience and competence of proposed team, key team members that are professional personnel to include resumes and experience summaries for team members.



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2.0 PERCENTAGE of GROSS RECEIPTS:

2.1 Proposed percentage of gross receipts from all devices placed within any City building by Contractor during the term of the agreement. (Percentage Proposal must be submitted on Exhibit B2).

3.0 REQUIRED DOCUMENTS:

Submit the table of required forms, which can be downloaded from the following link:

<http://purchasing.houstontx.gov/forms.shtml>. Respondent will be able to click and print each required document from this site.

TABLE 1 - REQUIRED FORMS
City of Houston Ownership Information Form (Exhibit III)
Anti-Collusion Statement (Exhibit V)
Conflict of Interest Questionnaire (Exhibit VI)
Drug Forms (Downloadable)
Offer and Submittal, List of References and List of Proposed Subcontractors (Exhibit I)
Signed M/WBE Forms: Attachment "A" Schedule of M/WBE Participation, Attachment "B," Notice of Intent, Attachment "C," Certified M/WBE Subcontract Terms, Attachment "D" Office of Business Opportunity and Contract Compliance M/WBE Utilization Report (Exhibit II)

EVALUATION CRITERIA

1.0 Technical Competence/Requirements (100 Points)

- 1.1 Demonstrate expertise, experience, qualifications - 65 Points
- 1.2 Completion of percentage proposal, Exhibit B2 - 35 Points



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MISCELLANEOUS

PROTEST:

- 1.0 An interested party may file a protest on the basis that the City has failed to comply with applicable federal or state law or with City ordinances. The subject of the protest shall be limited to fraud, corruption, or illegal acts undermining the objectivity and integrity of the procurement process. A protest must be filed in accordance with the timing requirements set forth herein and must include:
 - 1.1 The name, address, telephone number, and email address of the protestor.
 - 1.2 The number of the solicitation.
 - 1.3 Information confirming that the protestor is an interested party.
 - 1.4 A written statement of the grounds for the protest and the law or ordinance alleged to have been violated. The statement shall be accompanied by relevant supporting documentation and the relief requested.
 - 1.5 The signature of the protestor.
- 2.0 Protests shall be submitted to: Chief Procurement Officer, City of Houston, 901 Bagby B300, Houston, TX 77002.
- 3.0 The City recognizes three types of protests:
 - 3.1 Protests regarding solicitation (Pre-Submission Protest)
 - 3.2 Any Pre-Submission Protest regarding a solicitation published by the City shall be filed no later than five days before the opening of bids (if a competitive bid) or due date for submittals or proposals (if an RFP/RFQ), as applicable.
 - 3.3 Protests regarding the evaluation or rejection of bids, qualifications, or proposals (Pre-Award Protest)
 - 3.4 Any Pre-Award Protest regarding the evaluation of bids, qualifications, or proposals by the City must be filed no later than five business days prior to the City Council meeting at which the award appears on the agenda.
- 4.0 Protests made after City Council's decision to award a contract (Post-Award Protest)
 - 4.1 Any protest regarding the award of a contract must be submitted no later than five calendar days after the date of the award.
- 5.0 Any protest received after the applicable deadline will not be considered.



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NO CONTACT PERIOD:

Neither bidder(s) nor any person acting on bidder(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the award, aside from bidder's formal response to the solicitation, communications publicly made during the official prebid conference, written requests for clarification during the period officially designated for such purpose by the City Representative, neither bidder(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.



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**EXHIBIT B1
HPL Photocopier Print/Copy Summary and Locations**

Houston Public Library Copy/Print Summary		Desired # Multifunctional Copier Black / White & Color Copies	Contractor Provided Tabletop Network Printer	Desired Fax Capability	Desired Card Dispenser
Acres 8501 West Montgomery Houston, Texas 77088		1		1	
Bracewell 9002 Kingspoint Dr. Houston, Texas 77089		1		1	
Carnegie 1050 Quitman Houston, Texas 77009		1		1	
Clayton 5300 Caroline Houston, Texas 77004		5		1	
Collier 6200 Pinemont Houston, Texas 77092		1		1	
Central 500 McKinney Houston, Texas 77002 Color Central		6	1	1	
Dixon 8002 Hirsch Houston, Texas 77016		1		1	
Flores 110 North Milby Houston, Texas 77003		1		1	
Frank 10103 Fondren, Brays Oaks Towers Building Houston, Texas 77096		1		1	



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Freed-Montrose 4100 Montrose Houston, Texas 77006		2		1	
Gregory_School 1300 Victor Street Houston, Texas 77019		1		1	
Heights 1302 Heights Blvd Houston, Texas 77008		1		1	
Henington-Alief 7979 South Kirkwood Houston, Texas 77072		1		1	
Hillendahl 2436 Gessner Rd Houston, Texas 77080		1		1	
Johnson 3517 Reed Rd Houston, Texas 77051		1		1	
Jungman 5830 Westheimer Rd. Houston, Texas 77057		1		1	
Kendall 609 N. Eldridge Houston, Texas 77079		2		1	
Lakewood 8815 Feland Street Houston, Texas 77028		1		1	
Looscan 2510 Willowick Houston, Texas 77027		1		1	
Mancuso 6767 Bellfort Houston, Texas 77087		1		1	



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McCrane-Kashmere 5411 Pardee St. Houston, Texas 77026		1		1	
Melcher 7200 Keller Houston, Texas 77012		1		1	
Meyer 5005 West Bellfort Houston, Texas 77035		1		1	
Moody 9525 Irvington Houston, Texas 77076		1		1	
Oak Forest 1349 West 43rd Street Houston, Texas 77018		1		1	
Park-Place 8145 Park Place Houston, Texas 77017		1		1	
Pleasantville-MFP 1520 Gellhorn Houston, Texas 77029		1		1	
Ring 8835 Long Point Houston, Texas 77055		1		1	
Robinson 3223 Wilcrest Houston, Texas 77042		1		1	
Scenic-Woods 10677 Homestead Rd Houston, Texas 77016		1		1	
Smith 3624 Scott St. Houston, Texas 77004		1		1	



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**EXHIBIT B1
HPL Photocopier Print/Copy Summary and Location**

Houston Public Library Copy/Print Summary	Desired # Multifunctional Copier Black & White & Color Copies	Contractor Provided Tabletop Network Printer	Desired Fax Capability	Desired Card Dispenser
Stanaker 611 S-Sgt. Macario Garcia Houston, Texas 77011	1		1	
Stella Link 7405 Stella Link Houston, Texas 77025	1		1	
Stimley-Blue-Ridge 7007 W. Fuqua Houston, Texas 77489	1		1	
SW Express 6400 High Star Houston, Texas 77074	1		1	
Texasroom 500 McKinney Houston, Texas 77002	2		1	
Tuttle 702 Kress Houston, Texas 77020	1		1	
Vinson 3810 W. Fuqua Houston, Texas 77047	1		1	
Walter 7660 Clarewood Houston, Texas 77036	1		1	
Young 5260 Griggs Rd, Palm Center Houston, Texas 77021	1		1	
	52	1	40	



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EXHIBIT B2
Proposed Revenue Sharing

Contract Years	Number (#) of Copier Prints	Proposed Percentage Contractor will share with City of Houston
Years One (1) – Five (5)	Over 500,000 Copies	
Years One (1) – Five (5)	1,200,000-1,300,000 Copies	
Years One (1) – Five (5)	1,300,000-1,400,000 Copies	
Years One (1) – Five (5)	1,400,000-1,500,000 Copies	
Years One (1) – Five (5)	1,500,000-1,600,000 Copies	
Years One (1) – Five (5)	1,600,000 & Above	



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**EXHIBIT I
OFFER AND SUBMITTAL, REFERENCES, PROPOSED SUBCONTRACTORS**

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**EXHIBIT I-A
OFFER AND SUBMITTAL**

NOTE: SUBMISSION MUST BE SIGNED AND NOTARIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE RESPONDENT, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED AND THE TOTAL FIXED PRICE CONTAINED THEREIN SHALL REMAIN FIRM FOR A PERIOD OF ONE-HUNDRED EIGHTY (180) DAYS.

"THE RESPONDENT WARRANTS THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED OR RETAINED TO SOLICIT OR SECURE THIS CONTRACT UPON AN AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE, OR CONTINGENT FEE, EXCEPTING BONA FIDE EMPLOYEES. FOR BREACH OR VIOLATION OF THIS WARRANTY, THE CITY SHALL HAVE THE RIGHT TO ANNUL THIS AGREEMENT WITHOUT LIABILITY OR, AT ITS DISCRETION, TO DEDUCT FROM THE CONTRACT PRICES OR CONSIDERATION, OR OTHERWISE RECOVER THE FULL AMOUNT OF SUCH COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE."

Respectfully Submitted:

(Print or Type Name of Contractor – Full Company Name)

City of Houston Vendor No. (If already doing business with City):

Federal Identification Number:

By: _____

(Signature of Authorized Officer or Agent)

Printed Name: _____

Title: _____

Date: _____

Address of Contractor: _____

Street Address or P.O. Box

City – State – Zip Code

Telephone No. of Contractor: (____) _____

Signature, Name and title of Affiant: _____

(Notary Public in and for)

_____ County, Texas

My Commission Expires: _____ day of _____ 20 _____



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**Exhibit I-B
References- (List of Previous Customers)**

1. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
System Description: _____

2. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
System Description: _____

3. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
System Description: _____

4. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
System Description: _____



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**EXHIBIT II
ATTACHMENT "B"
OFFICE OF BUSINESS OPPORTUNITY AND
CONTRACT COMPLIANCE M/WBE UTILIZATION REPORT
NOTICE OF INTENT**

THIS AGREEMENT IS SUBJECT TO MEDIATION AND CAN BE INITIATED BY THE COMPANIES SIGNED BELOW OR THE OFFICE OF BUSINESS OPPORTUNITY.

To: City of Houston Administering Department Date: _____

Project Name and Number _____

Bid Amount: _____ M/W/SBE Goal: _____

_____, agrees to enter into a contractual agreement with
Prime Contractor

_____, who will provide the following goods/services in connection
MWSBE Subcontractor

with the above-referenced contract:

for an estimated amount of \$ _____ or _____% of the total contract value.

_____ is currently certified with the City of Houston's Office of Business
(M/W/SBE Subcontractor) Opportunity to function in the aforementioned capacity.

_____ Intend to
Prime Contractor M/W/SBE Subcontractor

work on the above-named contract in accordance with the M/W/DBE Participation Section of the City of Houston Bid Provisions, contingent upon award of the contract to the aforementioned Prime Contractor.

Signed (Prime Contactor)

Signed (M/W/SBE Subcontractor)

Printed Signature

Printed Signature

Title

Date

Title

Date



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**EXHIBIT II
ATTACHMENT "C"
CERTIFIED M/WBE SUBCONTRACT TERMS**

CITY OF HOUSTON CERTIFIED MWSBE SUBCONTRACT TERMS

Contractor shall ensure that all subcontracts with M/WSBE subcontractors and suppliers are clearly labeled "**THIS CONTRACT IS SUBJECT TO MEDIATION**" and contain the following terms:

1. _____ (M/WSBE subcontractor) shall not delegate or subcontract more than 50% of the work under this subcontract to any other subcontractor or supplier without the express written consent of the City of Houston's Office of Business Opportunity Director ("the Director").
2. _____ (M/WSBE subcontractor) shall permit representatives of the City of Houston, at all reasonable times, to perform 1) audits of the books and records of the subcontractor, and 2) inspections of all places where work is to be undertaken in connection with this subcontract. Subcontractor shall keep such books and records available for such purpose for at least four (4) years after the end of its performance under this subcontract. Nothing in this provision shall affect the time for bringing a cause of action or the applicable statute of limitations.
3. Within five (5) business days of execution of this subcontract, Contractor (prime contractor) and Subcontractor shall designate in writing to the Director an agent for receiving any notice required or permitted to be given pursuant to Chapter 15 of the Houston City Code of Ordinances, along with the street and mailing address and phone number of such agent.

These provisions apply to goal-oriented contracts. A goal-oriented contract means any contract for the supply of goods or non-professional services in excess of \$100,000.00 for which competitive submissions are required by law; not within the scope of the MBE/WBE/SBE program of the United States Environmental Protection Agency or the United States Department of Transportation; and which the City Chief Procurement Officer has determined to have significant MWSBE subcontracting potential in fields which there are an adequate number of known MBEs, WBE's, and or SBE's (if applicable) to compete for City contracts.

The MWSBE policy of the City of Houston will be discussed during the pre-submission conference. For information, assistance, and/or to receive a copy of the City's Affirmative Action Policy and/or Ordinance, contact the Office of Business Opportunity Division at 832.393.0600, 611 Walker Street, 7th Floor, Houston, Texas 77002.



**CITY OF HOUSTON
HOUSTON PUBLIC LIBRARY DEPARTMENT
S72-T25924
NOTICE OF INFORMAL REQUEST FOR PROPOSALS**

**STRATEGIC PURCHASING
DIVISION**
901 Bagby Street, Concourse
Level
Houston, Texas 77002
(832) 393-8724
(832) 393-8759 Fax

***EXHIBIT III
CITY OF HOUSTON OWNERSHIP INFORMATION FORM***

The [City of Houston Ownership Information Form](#) is one consolidated form that combines:

- [Affidavit of Ownership,](#)
- [Statement of Residency, and](#)
- [Fair Campaign Ordinance Compliance](#)

To access this required City of Houston Ownership Information Form, launch the following URL <http://purchasing.houstontx.gov/forms.html>, and under the “Business” header, scroll down to the “[Ownership Information Form.](#)” and launch.



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***EXHIBIT V
ANTI-COLLUSION STATEMENT***

Anti-Collusion Statement

The undersigned, as **Respondent**, certifies that the only person or parties interested in this Response as principals are those named herein; that the Respondent has not, either directly or indirectly entered into any Agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this Contract.

Date

Respondent Signature



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**EXHIBIT VI
CONFLICT OF INTEREST QUESTIONNAIRE**

CONFLICT OF INTEREST QUESTIONNAIRE:

Chapter 176.006 of the Local Government Code ("the code") requires a Vendor/Contractor to file a Conflict of Interest Questionnaire (CIQ) with the City.

NOTE: Vendors/Contractors or Agents should **not** complete the CIQ if a conflict, as described below, **does not exist. Only Vendors/Contractors or Agents that actually have a conflict, as described below, must file a CIQ.**

Who must file a CIQ?

A Vendor/Contractor or Agent of a Vendor/Contractor does not have to file a CIQ unless they intend to enter or is considering entering into a contract with the City or:

1. has an employment or other business relationship with the Local Government Officer/Family Member; or
2. has given the Local Government Officer/Family Member one or more gifts with the aggregate value exceeding \$250.00.

When must the Vendor/Contractor or Agent file a CIQ?

The completed CIQ must be filed with the City Chief Procurement Officer not later than the 7th business day after the date the Vendor/Contractor or Agent:

1. begins discussions or negotiations to enter into a contract with the City;
2. submits an application to the City in response to a request for Request for Qualifications, correspondence, or any other writing related to a potential contract with the City;
3. becomes aware of an employment or other business relations with the Local Government Officer/Family Member;
4. becomes aware that he/she has given one or more gifts to the Local Government Officer/Family Member that exceeds \$250.00; or
5. an event that would make the CIQ incomplete or inaccurate.

What is a business relationship?

Under Chapter 176, business relationship means a connection between two or more parties based on the commercial activity of one of the parties. The term does not include:

1. a transaction that is subject to a rate or fee regulation by a governmental entity;
2. a transaction conducted at a price and subject to terms available to the public; or
3. a purchase or lease of goods or services from a person who is chartered by a state or federal agency and is subject to regular examination and reporting to that agency.

The Conflict of Interest Questionnaire is available for downloading from the Texas Ethics Commission's website at <http://www.ethics.state.tx.us/forms/CIQ.pdf>.

The Original Conflict of Interest Questionnaire shall be filed with the Administration and Regulatory Affairs Department's Record Administration (Lourdes Coss, City Chief Procurement Officer, 901 Bagby, Concourse Level, Houston, Texas 77002). Vendors and Contractors required to file shall include a copy of the form as part of the Request for Qualifications package. **Any questions about filling out this form should be directed to your attorney.**



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**EXHIBIT VI
CONFLICT OF INTEREST QUESTIONARE**

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		
<p><small>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</small></p>	OFFICE USE ONLY	
<p>1 Name of person who has a business relationship with local governmental entity.</p> <p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. <small>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</small></p>	<p>Date Received</p> 	
<p>3 Name of local government officer with whom filer has employment or business relationship.</p> <p align="center">_____</p> <p align="center">Name of Officer</p> <p><small>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</small></p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
<p>4</p> <p align="center">_____ Signature of person doing business with the governmental entity</p> <p align="right">_____ Date</p>		

Adopted 06/29/2007