



**GUADALUPE COUNTY SHERIFF'S DEPARTMENT REQUEST FOR PROPOSAL
TELEPHONE SYSTEM**

OPENING DATE: 2 PM – THURSDAY, 17 APRIL, 2008

PROPOSAL NUMBER 08-6503

Sealed Requests For Proposals (RFP's), subject to the proposal documents hereto attached, for a TELEPHONE SYSTEM are being accepted.

Legal Name of Contracting Company

Federal I.D.# (Company Or Corporation)

Social Security # (Individual)

Telephone Number

Facsimile Number

Contact Person

Title

Complete Mailing Address

City & State

Zip

Complete Street Address

City & State

Zip

GUADALUPE COUNTY REQUEST FOR PROPOSAL

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INTRODUCTION

The Sheriff's Office of County of Guadalupe, Texas (County) is requesting proposals from established and qualified vendors to provide the Sheriff and Adult Detention Offices (S.O.) with a main telephone system, including delivery and installation, system set-up, training, documentation, and on-going maintenance support.

The enclosed REQUEST FOR PROPOSAL and accompanying SPECIFICATIONS are for your convenience in offering the referenced products and/or services for the Guadalupe County Sheriff's Office.

The S.O. intends to seek the most cost effective solution, based on the representative criteria contained in this RFP, for its telecommunications needs. The successful vendor will install and program telephone system for joint operations of the Guadalupe County Sheriff's and Adult Detention Facilities, which will satisfy the specifications contained in this RFP, bringing to bear whatever vendor resources are required from the areas of computer systems hardware, software, technical training, conversion, maintenance and services support.

Price is an important consideration in this process, but not the only consideration. Other factors include track record of successes at other counties or cities, identification and understanding of the County's needs and requirements.

Guadalupe County is appreciative of the time and effort you expended to submit an offer.

BACKGROUND

The Sheriff's facility is located at 2617 N Guadalupe St. Seguin TX, 78155. It is a twenty-four (24) hour operations facility which handles thousands of critical calls for service per day. The Sheriff's office has five (5) Dispatch controllers which act as telephone operators. The Adult Detention Facility is sharing the same phone system but is using it in auto-attendant mode.

CURRENT PHONE SYSTEM

The S.O. Facility is currently using a Samsung Prostar telephone system. It has eighty (80) telephones comprised of five (5) operator consoles, forty-seven (47) S.O. Telephones, and twenty-eight (28) Adult Detention Phones. It has eight (8) voicemail ports and auto-attendant. It currently has 32 standard analog inbound trunks.

SCOPE OF SERVICES

The Sheriff's Office envisions a telecommunications system that replaces the existing features of the current Samsung system and utilizes new technology to help defray cost and provide more capability to the end user. Specifically, the S.O. is looking to include voice recording capability for all phones and voice/email integration. They are requesting web type front end programming. The department is also requesting to increase the number of operators consoles to 8.

The S.O. Department seeks comprehensive installation and training services. The proposed solution must include hardware specifications including model numbers and features, comprehensive documentation, user training, installation services, project management support, and comprehensive ongoing support. Companies unable to provide the required products and

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services and comply with the S.O.'s terms and conditions should not submit a response to this request.

Vendors should propose a complete solution for the components identified below. The S.O. Department is seeking specific information about your proposed solution

The core system required to meet the requirements of this RFP are:

- 40 Analog inbound phone lines
- 8 full operator consoles (operator buttons)
- 100 stations ready and programmed (with voice mail)
- IP Capable and Ready
- Programmable from MIS Dept (HTML Front end Preferred)
- Full Auto Attendant (use to be determined)
- Caller ID with at least 10 call memory storage (both name and number)
- Message Notification on all phones
- Do not disturb feature on all phones
- Call forward capability to off premise cell phones
- At Least 28 Programmable Buttons for inter office group pickup
- Ability to record voice and save to desktop and Email
- Zone paging capability and setup
- Work with cordless headsets for four dispatch stations
- DID capeable
- Intercom for three zones
- Call logging for 30 days with name and number with burner to burn to disk
- Door phone/intercom for lobby to connect to dispatch and receptionist
- Support TTD/TTY machine
- Link Mercom Linear recorder

Additional Implementation/Programming Requirements:

- Set up and program Emergency Command within the S.O.
- Set up and Training for every employee
- Maintenance and ongoing support

Note Cabling: The S.O. and Adult Detention phone system is currently in place and cabled. Only cabling required will be the interconnecting of the new system to the existing distribution panel. If any additional cabling becomes required the MIS Department of Guadalupe County will provide it.

PROPOSAL SUBMISSIONS

DEADLINE: Proposals must be received in the County Judge's office prior to **2:00 pm on Thursday, April 17, 2008**. Proposals will be received and publicly acknowledged at 2:00 pm or soon thereafter in the Guadalupe County Commissioners Courtroom, 2nd floor, Guadalupe County Administration Building, 307 W. Court, Seguin, Texas 78155. ***Late proposals will not be accepted under any circumstances!***

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SUBMITTAL: Completed Proposals, must be in a sealed envelope clearly marked with "SHERIFF'S OFFICE PHONE SYSTEM", "PROPOSAL NUMBER 08-6503", "April 17, 2008" AND "2:00 P.M." written in the lower left-hand corner of the envelope containing the proposal.

PROCUREMENT SCHEDULE: Requests For Proposals (RFP) will be available on March 18, 2008 after approval by the Guadalupe County Commissioners Court. Proposal submission deadline is 2:00 p.m. on April 17, 2008. The conclusion of the RFP process will be May 6th with the awarding of the contract to replace the existing Samsung phone system.

RFP Issued	March 18, 2008
Submission Deadline for RFP's	April 17, 2008, 2:00 p.m.
Evaluation of RFP's	
Award of Contract	May 6, 2008

ADDRESS: Sealed proposals may be hand-delivered or mailed to County Judge Mike Wiggins, Guadalupe County, 307 W. Court, Suite 200, Seguin, Texas 78155.

METHODS: All proposals must be returned in a sealed envelope with the proposal name, number, opening date and time clearly marked on the outside. **If an overnight delivery service is used, the proposal name, number, opening date, and time must be clearly marked on the outside of the delivery service envelope.** Facsimile and electronic mail transmittals are not acceptable.

WITHDRAWAL OR ALTERATIONS OF PROPOSAL: Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by vendor guaranteeing authenticity. After the official opening, proposals may not be amended, altered or withdrawn without the recommendation of the County Auditor and the approval of the Commissioners' Court.

NO OFFER: Please indicate on your "NO OFFER" response any area/concern that may have influenced your decision to indicate "NO OFFER."

PROPOSAL OPENING: Proposals will be received and publicly acknowledged at the location, date and time stated above. Vendors, their representatives, and interested persons may be present. The proposals shall be reviewed and acknowledged only so as to avoid disclosure of the contents to competing vendors and kept confidential during negotiations. 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 and identified by vendor as such.

TAX EXEMPT STATUS: The County is exempt from Federal Excise and State Sales Tax. Therefore, tax must not be included in this proposal.

AWARD: It is anticipated that awards will be made within approximately two weeks after proposal opening date. Proposals submitted must be binding for not less than ninety (90) days after the date received.

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PROPOSAL REQUIREMENTS

COMPLETED PROPOSAL: A completed proposal means an original and two (2) copies containing the following:

- Vendor Identification
- Proposal Submission
- Contract page
- Affidavit
- Conflict of Interest Questionnaire

LEGIBILITY: Proposals must be legible and of a quality that can be reproduced.

LATE PROPOSALS: Proposals received after submission deadline will not be opened and will be considered void and unacceptable. Guadalupe County is not responsible for lateness of mail, courier service, etc.

DOCUMENTATION: Vendor shall provide with this proposal response, all documentation required by this proposal. Failure to provide this information may result in rejection of the proposal.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE VENDORS: A vendor must affirmatively demonstrate their responsibility. A vendor must meet the following minimum 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.

Guadalupe County may request representation and other information sufficient to determine vendor's ability to meet these minimum requirements listed above.

RESPONSE PREPARATION COSTS: The County will not pay any cost incurred by any vendor in the proposal preparation, printing, demonstration or negotiation process. All costs shall be borne by the proposing vendors with exception of costs associated with any County personnel visits to vendor offices or other client sites.

AWARD

CONTRACT: This Proposal, and accompanying documents, and any negotiated terms, when properly accepted by Guadalupe County, shall constitute a contract equally binding between the successful vendor and Guadalupe County. The successful vendor may be required to sign an additional agreement containing terms necessary to ensure compliance with the proposal. No different or additional terms will become part of this contract with the exception of a Change Order.

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 must be made in writing and signed by both parties.

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EVALUATION CRITERIA: Criteria utilized by Guadalupe County for determining the best acceptable vendor includes, but is not limited to: vendor's meeting County's specifications, vendor's experience, skill, ability, business judgment, financial capacity, integrity, honesty, possession of the necessary facilities or equipment, previous performance, reputation, promptness, and any factor which could reasonably be asserted as being relevant to successful performance.

EXCEPTIONS / SUBSTITUTIONS: All proposals meeting the intent of this request for proposal will be considered for award. Vendors taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the proposal. The absence of such a list shall indicate that the vendor has not taken exceptions and shall hold the vendor responsible to perform in strict accordance with the specifications of the RFP. Guadalupe County Commissioners Court reserves the right to accept any, all, or none of the exception(s) / substitution(s) deemed to be in the best interest of the County.

REJECTION / ACCEPTANCE: It is understood that the Commissioners Court of Guadalupe County, Texas, reserves the right to accept or reject any or all proposals for any or all materials and or services covered in this proposal request. Additionally it is understood that they may waive discrepancies or defects in the proposal or to accept such proposal they shall deem to be in the best interest of Guadalupe County. Receipt of any proposal shall under no circumstances obligate Guadalupe County to accept the lowest dollar proposal.

ADDITIONAL INFORMATION: The County may request additional information to further clarify, explain or validate the contents of any response in this RFP. All information must be submitted to the County in writing within three (3) days of the County's request.

CONTRACT ADMINISTRATION: Under this contract, Carl Bertschy Management Information Services Director, shall be the contract administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection, and delivery. The contract administrator will serve as liaisons between Guadalupe County Commissioner's Court and the successful vendor. In order to ensure fair and objective evaluation, all questions related to this RFP should be addressed to the person named above.

NEGOTIATIONS: Guadalupe County reserves the right to negotiate the contract in accordance with Local Government Code section 262 for requests for proposals.

CONTRACT AWARD: The award of this contract shall be made to the responsible vendor whose proposal is determined to be the best evaluated vendor resulting from negotiation, taking into consideration the relative importance of price and the other evaluation factors set forth in the request for proposals

TERMS AND CONDITIONS

CONFLICT OF INTEREST: No public official shall have interest in this contract in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171, including, but not limited to, Local Government Code §171.002 and §171.003.

DISCLOSURE REQUIREMENTS: All prospective vendors shall complete the conflict of interest questionnaire and submit it with their proposal in accordance with Local Government Code §176.004. (The Texas Legislature passed House Bill 914 during the 2005 legislative session which require the conflict of interest questionnaire to be completed. This can be referenced under Local Government Code, Chapter 176. Disclosure of Certain Relationships with Local Government

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Officers; Providing Public Access to Certain Information.)

ETHICS: The vendor shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Guadalupe County.

SOFTWARE DEFECTS: Vendor shall promptly and properly correct all software defects no later than three (3) business days from when the problem is reported to the vendor.

WARRANTY: The vendor shall provide a minimum of one-year warranty from the date of installation. Vendor shall warranty, during the warranty period, that the system will be free of defects in material and workmanship. Warranty shall include labor, materials, freight and equipment sold to or loaned to the County.

TERMINATION OF CONTRACT: This contract shall remain in effect until: 1) contract expires, 2) delivery/completion and acceptance of products and or services ordered or 3) terminated by either party with a thirty (30) days written notice prior to any cancellation. The successful vendor must state therein the reasons for such cancellation. In the event the contract is cancelled, the County reserves the right to award to the next best proposal, as it deems to be in the best interest of the County.

TERMINATION FOR DEFAULT: Guadalupe 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 of this contract. Non-Performance of the vendor shall be a basis for termination of the contract by the County. Guadalupe County reserves the right to terminate the contract immediately in the event the successful vendor fails to 1) meet delivery or completion schedules or 2) otherwise perform in accordance with these specifications. Breach of contract or default authorizes the County to award to another vendor, purchase elsewhere and charge the full increase in cost and handling to the defaulting successful vendor. The County shall not pay for any commodities / services that are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

FORCE MAJURE: Neither party shall be responsible for delays caused by "Acts of God", non-county governmental processes, national emergency or any other causes beyond their reasonable control. Upon the discovery of such an event, the affected party shall notify the other and arrange a meeting to propose a program for a solution to the problem, and if necessary, to establish an estimated period of time of suspension or extension of the work.

COMPLIANCE WITH LAWS: The successful vendor shall comply with all applicable federal, state and local laws and regulations.

INVOICING: Invoices shall be sent directly to the Guadalupe County Auditor's office, attention Accounts Payable, 307 West Court Street, Suite 205, Seguin, Texas 78155. Payments will be processed within thirty (30) days after receipt of invoice or items, whichever is later. Invoices must be itemized and must reference the Guadalupe County Purchase Order Number in order to be processed for payment.

PAYMENT: Payment shall be made by check from the County upon satisfactory completion and acceptance of items and submission of a valid invoice. Payments shall be made in accordance with the State of Texas Prompt Payment Act, Vernon's Texas Codes Annotated, Government Code

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Title 10, Subtitled F, Chapter 2251. Successful vendor is required to pay subcontractors within ten (10) days after the successful vendor receives payment from the County.

Payment inquiries should be directed to the Auditor's Office, Accounts Payable: Sharon Riggs 830-303-4188 ext. 370.

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

ASSIGNMENT OF CONTRACT: The successful vendor shall not assign, sell, transfer, subcontract, or convey this contract, in whole or in part, without the prior written consent of Guadalupe County Commissioners Court.

SILENCE OF SPECIFICATIONS: The apparent silence of these specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of these specifications shall be made on the basis of this statement

HOLD HARMLESS AGREEMENT: Contractor shall indemnify and hold Guadalupe County harmless from all claims for personal injury, death and / or property damage arising from any cause whatsoever, resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this proposal, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this proposal. Certification of such coverage must be provided to the County upon request.

WAIVER OF SUBROGATION: By virtue of acceptance of this contract, both contractor and insurance carrier waive any and all rights whatsoever with regard to subrogation against Guadalupe County as an indirect party to any suit arising out of personal or property damages resulting from contractor's performance under this agreement.

INSURANCE: Before commencing work, the successful vendor shall be required, at his own expense, to furnish the Guadalupe County Purchasing Coordinator within ten (10) days of notification of award with certificates of all insurance policies for all requirements as stated below to be in force throughout the term of the contract.

A. Commercial General Liability insurance at minimum combined single limits of \$500,000 per occurrence and \$500,000 general aggregate for bodily injury and property damage, which coverage shall include products / completed operations at \$500,000 per occurrence. Coverage must be written on an occurrence form.

B. Commercial Automobile Liability insurance at minimum combined single limits of \$300,000 per occurrence for bodily injury and property damage, including owned, non-owned, and hired vehicle coverage.

All insurance must be written on forms filed with and approved by the Texas State Board of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or it's authorized agent.

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All required insurance shall be in force throughout the term of this contract. Failure to provide or any lapse in the required insurance may be cause for immediate cancellation of award of this contract.

QUESTIONS REGARDING PROPOSAL DOCUMENTS: Questions concerning this proposal should be directed to either Carl Bertschy, Management Information Services Director at 830-303-4188 Ext. 298 or Kristen Klein, County Auditor at 830-303-4188 Ext. 328.

GUADALUPE COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT IN PART OR IN WHOLE ANY PROPOSALS SUBMITTED, AND TO WAIVE ANY TECHNICALITIES FOR THE BEST INTEREST OF THE COUNTY.

DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT.

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SPECIFICATIONS AND PROPOSAL SHEETS

GENERAL: It is the intent of the following specification to describe, in general, the telephone system needed by the S.O.

EVALUATION CRITERIA: Proposals will be evaluated based on the following criteria:

- 20% Total solution package
- 20% Compliance, meeting the needs of the County
- 20% Staff, qualifications and reputation of the firm
- 20% Time and ease of installation
- 20% Rates for service

The basis for the evaluation of proposals received includes but is not limited to, the following considerations.

High Priority:

- Compliance (meeting the needs of Guadalupe County).
- Staff, qualifications, and reputation of the firm.
- Time and ease of installation.
- Rates for services.

Important Priority:

- Vendor's performance record in meeting requirements of their existing customers (users). Particular emphasis will be placed in the areas of customer support and the ability to meet the anticipated future needs of the S.O.
- Number of satisfied local government customers, emphasis on Texas customers, using the software and hardware configuration being proposed.
- Amount and cost of vendor support that will be available for conversion, implementation, maintenance and on-going modifications.
- Proven, existing application systems that the vendor has available for immediate implementation. The vendor's capabilities in other systems areas will be treated as a positive factor.
- Capability and costs to perform the required conversion of existing data files.
- Quality of application software manuals, or other documentation and training aids.
- Ease and ability to train user personnel.
- Adherence to the requested proposal format. This includes thoroughness of the proposal as well as the format of the presentation.
- Software and hardware maintenance, support and service capability.
- Required experience and number of in-house data processing personnel necessary to operate and maintain the system.
- The number, type and experience of vendor staff.
- Vendor's ability to support the total system solution, including installation, conversion, software, training, and hardware/software maintenance and support.
- Responsiveness to software requirements outlined in this RFP.

The County reserves the right to negotiate the contract in accordance with Local Government Code, Chapter 262, for request for proposal.

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PROPOSAL SUBMISSION / INFORMATION FROM VENDOR

The RFP received from the vendor should include each of the following sections in the numbered order as noted below. If additional sections are needed by the vendor to highlight their product or provide additional information, such sections are to be added after the required sections.

Instructions: Please answer the questions listed below. Pre-printed product literature regarding your system(s) is acceptable but not required.

Section 1 - Vendor Information

Please include the following information on the Primary contact representative:

- Name
- Address
- Title
- Telephone Number
- FAX Number
- E-mail address

Please indicate if this person has the binding authority to enter into contracts.

Section 2 – Summary of Solution

Please provide a summary of your solution for the S.O.'s telephone system. If any section leaves out what you consider crucial or valuable information, please include it in your proposal.

Section 3 – Profile/History

Provide a brief history and profile of your company.

How many years has the company actively provided telecommunication systems to local governments?

Include additional information such as:

- When it was founded.
- Types of equipment sold.
- Type of legal entity (i.e. corporation, partnership, etc.).
- Names of owners if privately owned.

Section 4 - Client Base

1. Are any local governments currently using your proposed system? If so, please list.
2. Are any other law enforcement agencies currently using your proposed system? If so, please list.
3. Are any other businesses currently using your proposed system? If so, please list

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Section 5 - Description of Additional Features

Include a description of any products, features, or other value-added components available for use with the proposed telephone system that have not been specifically requested in this RFP. Guadalupe County will consider your suggestions.

Section 6 – Training

Please specify how many staff-days of total training are provided. Keep in mind that the S.O. and Adult Detention run a 24 hour department and all shifts must be properly trained in phone use. Please indicate the cost of any additional training.

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CONTRACT

The undersigned agrees, if this proposal is accepted, to furnish any and all items upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specifications.

The undersigned, by his/her signature, affirms and represents that he/she is duly authorized to execute this contract and bind the vendor to fully comply with terms and conditions of the attached documents for the amount(s) shown on the accompanying proposal. Further, the undersigned affirms and represents that this proposal has not been prepared in collusion with any other vendor, and that the contents of this proposal have not been communicated to any other vendor prior to the official opening of this proposal.

By signing below, you affirm that you have read the entire document and agree to the terms therein.

Signature of Person Authorized to Sign Proposal

Date

Printed Name and Title of Signer: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Phone No.: _____ Fax No.: _____

The Commissioners Court of Guadalupe County, Texas does hereby agree to contract with _____ to provide a Telephone System for the Guadalupe County Sheriff's Office and Adult Detention Center, inclusive, in accordance with the request for proposal submissions set forth hereto.

PASSED THIS _____ DAY OF _____, 2008.

APPROVED:

ATTEST:

MIKE WIGGINS, COUNTY JUDGE

TERESA KIEL, COUNTY CLERK

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AFFIDAVIT

STATE OF TEXAS
COUNTY OF GUADALUPE

BEFORE ME, the undersigned authority, on this day personally appeared _____
_____ known to me to be the person whose name is subscribed to
the following, who upon oath, says:

I am the Manager, Secretary or other agent or officer or the principal of the vendor in the matter of the proposals to which this affidavit is attached, and I have full knowledge of the relations of the vendor with the other firms in this same line of business, and the vendor is not a member of any trust, pool or combination to control the price of supplies proposed on, or to influence any person to propose or not to propose thereon.

I further affirm that the vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal.

Affiant

SWORN TO AND SUBSCRIBED BEFORE ME by the above Affiant, who, on oath states that the facts contained in the above are true and correct, this _____ day of _____, 2008.

Notary Public in and for _____ County, Texas

Name of Vendor: _____

Signed by: _____

Name / Title: _____

Date: _____

NOTE: PROPOSALS NOT ACCOMPANIED BY THIS AFFIDAVIT WILL NOT BE CONSIDERED

The County of Guadalupe does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

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CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government 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.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY <hr/> Date Received	
1 Name of person doing business with local governmental entity.		
2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)		
3 Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.		
4 Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.		

Adopted 11/02/2005

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CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

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Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each affiliation or business relationship.

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Signature of person doing business with the governmental entity

Date

Adopted 11/02/2005

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I M P O R T A N T

BIDDER'S / PROPOSER'S CHECKLIST

Check off each of the following as the necessary action is completed.

-] The prices have been checked.
-] The VENDOR IDENTIFICATION PAGE (Page 1) has been completed, including all the requested information, and is included in your proposal.
-] The PROPOSAL SUBMISSION has been completed, including all requested information, and is included in your proposal package.
-] The CONTRACT (Page 13) has been completed, signed, dated and included in your proposal package.
-] The AFFIDAVIT (Page 14) signed and notarized and included in your proposal package.
-] The CONFLICT OF INTEREST QUESTIONNAIRE (Page 15-16) has been completed, signed, dated and included in your proposal package.
-] The mailing envelope has been addressed to:

County Judge Mike Wiggins
Guadalupe County
307 West Court Street, Suite 200
Seguin, Texas 78155
-] The mailing envelope contains the original and **two (2)** copies.
-] The mailing envelope has been sealed and marked:
 - A. Proposal number
 - B. Name of proposal
 - C. Opening date and time

GUADALUPE COUNTY WISHES TO THANK ALL VENDORS FOR THEIR PARTICIPATION.