

**Request for Proposal  
Information Technology Support Services**



**SUNSET  
VALLEY**

**IT'S GOOD TO BE HERE**

## **RFP#06072022**

The City of Sunset Valley is accepting proposals for Information Technology Support Services. Interested vendors shall submit one (1) original and one (1) digital copy of their proposal response documentation to the City for consideration. **Proposals must be received by Friday, July 8, 2022 at 4:00 P.M.**

Copies of the RFP are available electronically at:

<https://www.sunsetvalley.org/government/public-notices-information/rfp-RFP>, or for pick up at the Sunset Valley Admin/Public Works Offices, 3203 Jones Road, Sunset Valley, during normal business hours 9:00 A.M. to 5:00 P.M., Monday-Friday.

### **GENERAL INSTRUCTIONS**

1. Submit ONE (1) original and ONE (1) digital copy of the proposal in accordance with the terms and conditions of this RFP. Place the proposal in an envelope, and clearly print: **"IT SUPPORT SERVICES" RFP#06072022**
2. A complete and full proposal package will include all proposal response requirements as listed in section 4. SUBMISSION REQUIREMENTS.
3. Interested Vendors may schedule an on-site visit of facilities and system equipment, in accordance with section 8 ON SITE VISITS of this RFP. All visits must be scheduled in advance by contacting the City Point of Contact.
4. **SEND OR HAND DELIVER SEALED PROPOSAL PACKAGE/ENVELOPE TO:**

**City of Sunset Valley  
Attn: City Secretary  
3205 Jones Road  
Sunset Valley, Texas 78745**

5. **POINT OF CONTACT:** Please direct all inquiries to the City Point of Contact, Matt Lingafelter at 512-892-1383 or [mlingafelter@sunsetvalley.org](mailto:mlingafelter@sunsetvalley.org).

# **REQUEST FOR PROPOSALS INFORMATION TECHNOLOGY SERVICES FOR THE CITY OF SUNSET VALLEY**

## **1. INTRODUCTION**

The City of Sunset Valley (CITY) is requesting proposals from qualified, professional technology vendors for Information Technology Support Services. The qualified vendor would provide necessary technical services, which would enable the City to:

- Protect and secure its technology facilities
- Ensure the efficient operation of its data processing networks and related computer systems within the City
- Provide quality IT service for departments defined in the enclosed schedules
- Minimize the spending and maximize the ROI for investment in technology

The ideal vendor will resolve computer system and network issues in accordance with standard and acceptable maintenance and support benchmarks. The successful vendor will be expected to organize Help Desk service calls efficiently and to ensure that there is no significant computer downtime: for Administrative/Public Works Offices during normal working hours, generally 8 AM to 5 PM, Monday through Friday, or for the Police Department which operates 24 hours, 7 days a week. The vendor is expected to report on the status of technology issues and communicate effectively with the City.

## **2. BACKGROUND INFORMATION**

The City of Sunset Valley does not have an IT Department and is currently using an outside vendor service to provide system maintenance, remote and onsite customer support on an as needed basis. Information technology services are provided across three (3) locations and include essential and emergency response functions that require 24/7 service such as Police, Public Works and City Administration.

There are four (4) servers being utilized in the City's infrastructure. The servers have a variety of operational software and specifically familiarity with the Brazos, Incode, RMS and WatchGuard applications are preferred. Other detailed information about the specifications is available for review, as necessary.

There are 42 workstations in the departmental areas to be covered under the service and support agreement with the successful vendor. These PC's, including desktops, laptops, and MDCs (Police Department) are located in three different buildings all within the walking distance to each other. These PC's vary by manufacturer, aging, specifications, software, and service pack versions. Windows 10 is the prevalent operating systems used on the workstations. The City deploys Cisco and SonicWall as its prevalent firewalls.

### **3. SERVICES REQUIRED**

This section summarizes the services to be provided to the City of Sunset Valley in this RFP. The City is looking for a maintenance and support program, designed to be understood as PREVENTIVE MAINTENANCE AND AS NEEDED SUPPORT, to accommodate computer system activities and user equipment performance. The City expects the vendor proposal to define, in detail, the approach to be used in the above categories. Distinction of time and material cost for these efforts are important to billing the City and future budget considerations.

#### **A. Initial Assessment/Status of System Report**

Review of the existing inventory, assessment of the system architecture and equipment for efficiency, life expectancy, capacity, speed, and current process and make recommendations for improving routine support criteria and eliminating emergency maintenance situations. A report of this initial assessment shall be submitted on or before December 31, 2022. An annual system status report shall follow each May 1<sup>st</sup> as long as the contract is in force. This is to allow for necessary budget planning for the upcoming year.

#### **B. Workstation Application and Remote Support**

Performance of basic support functions as requested, including the installation of PC's, laptop, PDA's, printers, peripherals, and office software, diagnosis and correction of desktop application problems, configuring of PC's and laptops for standard applications; identification and correction of user hardware problems, with advanced troubleshooting as needed; and implementation of HELP Desk procedures under policy constraints of the successful vendor.

Occasionally staff will work from home on city-owned laptops. Staff will need support with VPN, accessing the server and any appropriate software while they are remote.

### **C. Server and Workstation Administrative Services**

Management of networks and computer systems, including complex applications, databases, messaging, services and associated hardware, software, communications, and operating systems, necessary for performance, security, reliability and recoverability of the systems.

Scheduling of preventive maintenance for equipment in the areas of coverage is properly and promptly performed; maintenance of records for help desk ticked for both on site visits and telephone support is available; development of operations and quality assurance for backup plans and procedures are being followed.

Configuration management, including changes, upgrades, patches, etc. is maintained; management of user login's and password security is documented; and support of software products relating to services and workstations; timely response to repair and maintenance work for the user.

### **D. Network Administration Services**

Maintenance and support of network equipment, including switches, firewalls, routers, and other security devices is included.

Installation and maintenance of printers, scanners, network devices et al; analysis, routine configuration changes, and installation of patches and upgrades; minor cabling if needed; alert notification in case of failure of equipment.

Proactive monitoring of network equipment, including performance indicators to report on threshold limitations; network performance and capacity management services; continuous troubleshooting re required.

Maintenance of network documentation for daily, weekly, and monthly services is required.

### **E. Email, Security and Backup Efforts**

Maintenance of City email accounts using the City domain, adding, changing, and/or deleting accounts as requested; maintenance of virus detection programs on the City services and user computes and laptops; performance of periodic security audit, including notification of suspected breaches of security are required.

Configuration of the City systems to enable remote access in a secure environment, with provisions for remote access administration, as requested is required.

Requirements for a data backup policy, with procedures in place to handle daily, weekly, and monthly back up of the computer, data and information, email and the like; program to restore systems and data if servers and/or computers go down are required.

#### **F. CJIS Certification**

The Sunset Valley Police Department, as a local law enforcement agency, is required to be compliant with the FBI's Criminal Justice Information Services Division (CJIS). Government entities that access or manage sensitive information from the US Justice Department need to ensure that their processes and systems comply with CJIS policies for wireless networking, data encryption, and remote access, especially since phishing, malware, and hacked VPNs or credentials are the most common attack vectors used to hack into government networks.

The CJIS compliance requirements help proactively defend against these attack methods and protect national security (and citizens) from cyber threats. Any potential IT vendor for the City must have CJIS certification in order to perform IT services for the Police Department.

#### **G. Planning**

Engineering, planning and design services for major system enhancements and/or upgrades to existing system; recommendations for future purchasing and technology needs, when requested or necessary.

#### **H. Reports**

In addition to the annual report, the vendor shall submit a service report on a monthly basis, summarizing services performed and IT policy issues. The vendor must be available to meet with the City IT Coordinator, the City Administrator or the City Council, as requested, to review reports and discuss issues.

#### **I. Not Included.**

The contract to be awarded does not obligate the City to purchase computer equipment, hardware devices, cabling, licenses, software et al from the successful vendor. Replacement parts are not part of this contract.

#### **4. SUBMISSION REQUIREMENTS**

Vendors wishing to be considered in the selection process must submit one (1) original one (1) electronic copy no later than 4:00 P.M., local time, July 8, 2022. The complete proposal package shall be delivered with the words "IT SUPPORT SERVICES" RFP# 06072022 clearly printed.

This RFP is available on line at [www.sunsetvalley.org](http://www.sunsetvalley.org) and available for pick up at Sunset Valley City Admin/Public Works Offices, 3203 Jones Road, Sunset Valley, TX 78745, Monday through Friday during working hours (9AM-5PM). The City will neither pay for the cost to mail or deliver this RFP to interested vendors, nor cost to receive delivery from interested vendors.

The City is requesting that the proposal submitted address the subjects with specificity. The evaluators are looking for content, organized effort, and solution-oriented procedures. The goal is a secure, smooth operating, efficient process, and effective information technology system. Due to the nature of this proposal, it is requested that each proposal be complete and to the point. Each proposal shall provide the following information:

##### **A. Letter of Transmittal**

The letter of transmittal must contain the following statements and information:

1. Legal company name, address, telephone number(s), and website
2. Name, title, email address and telephone number of the person(s) to contact and who are authorized to represent the firm and to whom correspondence should be directed.
3. Complete a W-9 that includes Federal taxpayer identification numbers of the firm.
4. A brief statement of your understanding of the services to be performed and make a positive commitment to provide services as specified.
5. The letter must be signed by an officer of the firm or person authorized to bind the vendor to the proposal and cost schedule.
6. A statement indicating that the proposal and cost of service schedule will be valid and binding for sixty (60) days following the proposal date due to allow for the negotiated contract with the City to begin on October 1, 2022.

## **B. Company Profile**

Provide a short profile of the firm including at a minimum:

1. Length of time in business.
2. Length of time in providing proposed services
3. Number of clients
4. Number of clients in the public sector
5. Number of full time employees and area of involvement; Technical support, Programming, Consulting, Sales Support, Administrative Support
6. Location of office to service the account
7. Historically Underutilized Business (HUB) statements, if applicable

## **C. Proposal**

1. Description of the approach the firm will use in providing the services requested.  
Description of how the firm is positioned to provide the services requested, with a history of experience on providing similar services.
2. Name, title, address and telephone number of five (5) references for clients, whom similar services have been (are being) provided, including basic information referencing the actual services performed, number of users, and length of tenure.
3. Naming of staff resources, with identification of principals and key personnel,
  - a. who are available to provide the services;
  - b. experience and expertise of staff, to include industry certifications;
  - c. local availability of staff is an important consideration;
  - d. roles and responsibilities that each staff member will have;
  - e. CJIS certified staff members and experience.
4. Support services questions to be addresses:
  - a. Help Desk description
  - b. Support availability (days of week and time)
  - c. Toll free number
  - d. Structure of charges for support
  - e. Steps for resolving problem escalation
  - f. Final authority regarding conflicts
  - g. Response time and goal for resolving problems
5. Proposal summary, including why the firm is pursuing the work and how it is uniquely qualified to perform the services.

#### **D. Draft Contract Language**

The vendor shall submit a draft contract.

#### **E. Cost of Services**

The City is requesting that the vendor submit a fee schedule for a 12 month period, with an option to renew for up to three (3) additional 12 month periods. The fee schedule should include the monthly fixed fee and rates for services not included under the fixed fee monthly rate.

Vendors must list, specifically, any service which would NOT be covered in the proposal price, but may be elected by the City. The vendor shall indicate the impact, if any, of changes in the City's IT infrastructure (number of servers and PC's) on the fixed fee.

Identify the following for those services not under the fixed fee:

1. A fee schedule containing the vendor hourly rates
2. A description of how services will be billed
3. A description and fee schedule for after hours and emergency support
4. A description and fee schedule of any additional charges, such as out of pocket for expenses for travel

#### **F. Confidential Information**

To the extent permitted under Texas law, all proposals will be kept confidential. In the event any proposed Vendor believes that any information submitted with its proposal is confidential, classified or proprietary business information, such information should be explicitly identified and marked. The reason for such designation should also be stated. Proposals will only be accepted from Vendors authorized to do business in the State of Texas.

#### **G. Required Attachments and Certifications**

The following attachments to this RFP are required to be submitted with your proposal. Attachments listed below are not considered a part of the ten (10) total pages requested.

- Certificate of Non-Discrimination (Attachment C)
- Ethics Affidavit (Attachments D and D-1)
- Drug and Alcohol Free Workplace Certification (Attachment E)

## **5. EVALUATION CRITERIA and SELECTION PROCESS**

A selection committee will review the vendors' qualifications. The City will not release the names of evaluation committee members and requires that the vendor direct any questions to the City Point of Contact. The City established minimum standards for responsible prospective contractors are:

- Have a satisfactory record of performance;
- Have adequate financial resources, or the ability to obtain such resources as required;
- Be able to comply with the required or proposed schedule;
- Have a satisfactory record of integrity;
- Have a positive reputation for quality goods or services;
- Positive past relationship with the CITY (if any);

Vendors may be asked for additional information to demonstrate they meet minimum standards.

The evaluation and selection process will be completed using the following criteria as a benchmark for making a recommendation. Each proposal will be evaluated using the criteria and rating system shown below:

1. Responsiveness to the RFP (5 points)
2. Approach and Methodology (25 points)
3. Experience and References (25 points)
4. Cost Effectiveness and Pricing (25 points)
5. Support Services and Staffing (10 points)
6. CJIS Compliance and Certification (10 points)
7. BONUS – Experience with and/or vetted by Travis County Dispatch Services (10 points)

The award of contract will be made to the firm, whose proposal receives a recommendation of the selection committee and approval of the City Council. Following selection of the recommended vendor, a letter will be sent to all bidders informing them of the City's selection and the date of anticipated City Council meeting to award the contract. Award will be made to the vendor whose proposal best complies with the RFP and will be the most advantageous to the City. The City will negotiate contractual terms of services with the selected vendor and, upon successful negotiation; complete the contract award.

The City is not liable for any costs for work or services performed by the selected Vendor prior to completion of an executed contract and contract start date.

The following is the proposed schedule for selecting a vendor:

Issue RFP: June 8, 2022

Deadline for Written Questions: June 24<sup>th</sup> by 5:00 P.M.

Proposals Due: July 8<sup>th</sup> at 4:00 P.M.

City Council Review and Potential Award: July 19, 2022

Start of Contract: October 1, 2022

## **6. LATE PROPOSALS.**

Proposals received after the designated time will not be considered in the selection process and will be retained unopened. Complete proposals are due July 8, 2022 at 4:00 P.M.

## **7. QUESTIONS AND ADDENDUMS TO THE RFP.**

Bidders having questions concerning specifications to this RFP should submit them in writing to the attention of the City Point of Contact. Questions should be submitted not later close of business, 5:00 PM, Friday, June 24, 2022 so that appropriate information may be researched and made available to all bidders. If it becomes necessary to revise any part of the RFP or otherwise provide additional information, an addendum will be issued by the City. Unauthorized contact regarding this request for proposal with employees may result in disqualification. Any oral communication will be considered unofficial and non-binding.

## **8. ON SITE VISIT.**

All prospective vendors may schedule an on-site visit to review facilities and equipment. Visits must be scheduled in advance of arrival; please no drop in. Appointments can be scheduled Monday-Friday during normal business hours 9:00 A.M. to 5:00 P.M., beginning June 13, 2022 to July 1, 2022. To schedule a visit, email or call the Point of Contact.

## **9. MISCELLANEOUS.**

The City reserves the right to reject any or all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the City's sole judgment best meets the requirements of the program.

The RFP creates no obligation on the part of the City to award a contract or compensate the Bidder for any costs incurred during proposal presentation, response, submission, presentation or oral interviews. The City reserves the right to award a contract based on proposals received without further discussion or negotiation or interview the higher rated bidders. If the City intends to hold interviews, the vendor(s) to be interviewed will be contacted to schedule an interview. Vendors should not rely upon the opportunity to alter their qualifications during any discussions. Submit your proposal as your best and final offer.

## **ATTACHMENT A GENERAL CONDITIONS**

### **A. CONTRACT.**

A contract equally binding between the CONTRACTOR and the CITY shall be produced if and when CONTRACTORS proposal is accepted by the CITY. The CONTRACTOR shall not sell assign, transfer or convey this contract in whole or in part without the prior written consent of the CITY.

### **B. CONTRACT AMENDMENTS**

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. The CITY will make all change orders to the contract in writing.

### **C. DRUG FREE WORKPLACE.**

It is the policy of the City of Sunset Valley to maintain a drug-free work place. CONTRACTORS and their employees are expected to report to work with an appropriate mental and physical condition for work. CONTRACTORS must complete and adhere to Drug and Alcohol Free Workplace Certification, **Attachment E**, and submit with this proposal for consideration.

### **D. ETHICS/CONFLICTS OF INTEREST STATEMENT.**

No public official or CITY employee shall have a personal or financial interest in this contract. CONTRACTOR shall not offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the CITY during the procurement period or life of the contract. CONTRACTORS must disclose any prior or existing business relationship with CITY employee, officials or agent; and submit Ethics Affidavit with proposal **Attachments D-1 and D-2**.

### **E. FUNDING.**

Funds for payment are provided through the CITY budget. Funding is approved by the CITY Council for this fiscal year. State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipation orders or other obligations that may arise past the end of the current CITY fiscal year shall be subject to budget approval.

### **F. HOLD HARMLESS.**

The CONTRACTOR shall defend, indemnify and save harmless the CITY and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or

damages received or sustained by any person, persons or property on account of any negligent act or fault of the bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bids award. CONTRACTOR indemnifies and will indemnify that save harmless the CITY from liability, claim or demand on their part, agents servants, customer, and or employees whether such liability, claim or demand arise from the event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. CONTRACTOR shall pay any judgment with costs, which may be obtained, against the CITY growing out of such injury or damages.

**G. HOLIDAYS AND HOURS OF WORK.**

No work shall be allowed on designated City holidays, unless specific prior arrangements have been made. Work will be normally performed during normal business hours, Monday-Friday 8:00 A.M. to 5:00 P.M. Work to restore critical operations may be performed at anytime and on any day.

**H. INSURANCE.**

The CONTRACTOR responsible for services performed will provide proof of Worker's Compensation Insurance, General Liability Insurance, and Umbrella Liability Insurance. The CONTRACTOR should not include such insurance costs in its proposal. The CONTRACTOR insurance requirements are identified in **Attachment F**.

**I. NON DISCRIMINATION**

The CITY encourages equal employment opportunity practices on the part of private businesses and persons seeking to do business with the CITY are expected to comply with applicable Federal and Texas State laws, regulations and orders relating to equal employment and non-discrimination with regard to employees and subcontractors. CONTRACTOR must complete **Attachment C** and submit with proposal.

**K. SILENCE OF SPECIFICATION.**

The apparent silence of specification as to any detail or to 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. All interpretations of these specifications shall be made on the basis of this statement.

**L. TERMINATION OF CONTRACT.**

Contracts resulting from this proposal shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) day written notice prior to any cancellation. CONTRACTOR must state the reason(s) for such cancellation. The CITY reserves the right to award cancelled contracts to the next lowest and best bidder as it deems to be in the best interest of the CITY.

**M. TERMINATION FOR DEFAULT.**

The CITY reserves the right to enforce the performance of contracts in any manner prescribed by law or deemed to be in the best interest of the CITY in the event of breach or default of any contract resulting from this proposal. The CITY reserves the right to terminate the contract immediately in the event the successful bidder fails to:

- Meet schedules
- Otherwise perform in accordance with these specifications

Breach of contract or default authorizes the CITY to exercise any or all of the following rights:

- The CITY may take possession of the assigned premises and any fees accrued or becoming due to date;
- The CITY may take possession of all goods, fixtures and materials of CONTRACTOR and may foreclose its lien against such personal property, applying the proceeds toward fees due or therein after becoming due;

In the event the CONTRACTOR fails to perform, keep or observe any of the terms and conditions to be performed, kept or observed, the CITY shall give the CONTRACTOR written notice of such default; and in the event said default is not remedied to the satisfaction and approval of the CITY within two (2) working days of receipt of such notice by the CONTRACTOR, default will be declared and all the CONTRACTOR's rights shall terminate.

Bidder is submitting this proposal agrees that the CITY shall not be liable to prosecution for damages in the event that the CITY declares the CONTRACTOR in default.

**ATTACHMENT C**  
**CERTIFICATION OF NON-DISCRIMINATION**

The CONTRACTOR hereby certifies not to discriminate and to comply with the CITY's Non-Discrimination provision of this Request for Proposal. The CITY's Policy on Non-Discrimination requires compliance with applicable Federal and Texas state laws, regulations and orders relating to equal employment opportunity and non-discrimination.

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Contractor

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Signature

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Title

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Date

**ATTACHMENT D  
ETHICS AFFIDAVIT**

STATE OF TEXAS                    }

COUNTY OF TRAVIS }

Date: \_\_\_\_\_

Name of Affiant: \_\_\_\_\_

Title of Affiant: \_\_\_\_\_

Business Name of Bidder: \_\_\_\_\_

County of Bidder: \_\_\_\_\_

Affiant on oath swears that the following statements are true:

1. Affiant is authorized by Bidder to make this affidavit for Bidder.
2. Affiant is fully aware of the facts stated in this affidavit.
3. Affiant can read the English language.
4. Bidder has received the list of key contracting persons associated with this invitation for bids, which is attached to this affidavit as Exhibit D-2.
5. Affiant has personally read Exhibit D-1 and D-2 to this Affidavit.
6. Affiant has no knowledge of any key contracting person on Exhibit "A" with whom Bidder is doing business or has done business during the 365-day period immediately before the date of this affidavit whose name is not disclosed in the Invitation for Bids.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Address

SUBSCRIBED AND SWORN TO before me by \_\_\_\_\_ on \_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
Typed or printed name of notary

My commission expires: \_\_\_\_\_

## ATTACHMENT D-1

Bidder acknowledges doing business or has done business during the 365 day period immediately prior to the date on which this bid is due with the following key persons and warrants that these are the only such key persons:

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If no one is listed above, Bidder warrants that Bidder is not doing business and has not done business during the 365-day period immediately prior to the date on which this bid is due with any key person.

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Signature

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Print Name

**EXHIBIT D-2**  
**LIST OF KEY CONTRACTING PERSONS**  
**City of Sunset Valley**

<b><u>POSITION HELD</u></b>	<b><u>NAME OF INDIVIDUAL</u></b>
Mayor	Marc Bruner
Mayor Pro-Tem	Alfonso Carmona
Council Member	Robert Johnson
Council Member	Justin Litchfield
Council Member	Wanda Reetz
Council Member	Rudi Rosengarten
City Administrator	Sylvia Carrillo
Assistant City Administrator	Matt Lingafelter
Lieutenant, Police Department	Tyler Early

## **ATTACHMENT E DRUG-FREE WORKPLACE CERTIFICATION**

It is the policy of the City of Sunset Valley to maintain a drug-free work place. CONTRACTORS, SUBCONTRACTORS and their employees are expected to report to work with an appropriate mental and physical condition for work; and are not to report to or remain at work under the influence of intoxicants. For the purpose of this policy, intoxicants include abused inhalants such as glue or paint thinner, alcoholic beverages, and any drug which is not legally obtainable or which is legally obtainable but has not been legally obtained or not used for their prescribed purposes.

In order to have a drug-free workplace, CONTRACTOR shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the CONTRACTOR'S policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this proposal a copy of the statement specified in Subsection (1) of this Attachment.
4. Notify the employees that, as a condition of working under this proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction or plea of guilty or nolo contendere to, of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction. CONTRACTOR will impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation.
5. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this CONTRACTOR complies fully with the above requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

**ATTACHMENT F  
CITY INSURANCE REQUIREMENTS**

**Insurance Provided by the CONTRACTOR.**

For any Contract resulting from this request for proposals, the CONTRACTOR shall, prior to Notice to Proceed, provide the CITY with a Certificate of Insurance in the below listed minimum amounts and shall maintain such coverage in effect for the full duration of the Contract, unless such Contract specified different coverage or amounts. Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to the CITY by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

1.	Workers' Compensation	\$500,000	
2.	Employer's Liability	\$500,000	
3.	Bodily Injury Liability: Except automobile	\$500,000 \$1,000,000	per each occurrence aggregate
4.	Automobile Bodily Injury Liability	\$500,000 \$1,000,000	per each person per each occurrence
5.	Automobile Property Damage	\$500,000	per each occurrence
6.	Excess Umbrella Liability	\$500,000	per each occurrence