



**Purchasing Division  
200 W. Willis Street  
Leander, TX 78641  
[www.leandertx.gov](http://www.leandertx.gov)**

Solicitation #S16-007

**REQUEST FOR PROPOSAL  
GPS GOLF CART FLEET TRACKING SYSTEM**

Responses Due: April 7, 2016



**REQUEST FOR PROPOSAL  
GPS GOLF CART FLEET TRACKING SYSTEM**

**PART I**

**GENERAL**

1. **PURPOSE:** The City of Leander, herein after “City”, seeks to enter into an agreement with a qualified Individual, Firm or Corporation, herein “Respondent”, to provide a Global Positioning System (GPS) Golf Cart Fleet Tracking System, herein “System” for the Crystal Falls Golf Course cart fleet, herein “Fleet”.

The City seeks a web-hosted platform with satellite or cellular connectivity to provide real-time GPS viewership of cart locations. The City desires the system’s primary functions to provide a shut-off feature when carts leave the geo-fence area, pace-of-play management ability, messaging to cart, 3-D graphics of holes, course yardage measurements and food and beverage sales support.

The City seeks to explore pricing on two options. The first with the GPS function only and the second with the tablet-style, color screen. Attachment E, herein, illustrates both options.

2. **BACKGROUND:** The City of Leander’s Crystal Falls Golf Course located 25 miles north of Austin at 3400 Crystal Falls Parkway in Leander, Texas 78646. The course features 18 holes and runs 81 Yamaha golf carts and a snack cart. The City seeks to maintain its ability to track the location of each cart and, budget permitting, enhance the golf experience through an engaging graphic interface and food and beverage support.

The current system deployed is a DSG Tag System.

3. **BUDGET:** The City pays \$23,304 per year for the current system installation.
4. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City’s standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern but shall be superseded by those terms and conditions specifically provided for otherwise within this solicitation, in a separate agreement or on the face of a purchase order. The City’s Definitions, Terms and Conditions are herein made a part of this solicitation and can be found on the City’s website by visiting <http://www.leandertx.gov/rfps>.

4.1. Any exception to or additional terms and conditions attached to the response will not be considered unless respondent specifically references them on the front of the Solicitation Document. **WARNING:** Exception to or additional terms and conditions may result in disqualification of the response.

5. **ATTACHMENTS:** The following attachment is herein made a part of the solicitation:
  - 5.1. Attachment A: Reference Form
  - 5.2. Attachment B: CIQ Form
  - 5.3. Attachment C: Form 1295
  - 5.4. Attachment D: Price Proposal Form
  - 5.5. Attachment E: Images and examples of both options being considered

6. **CLARIFICATION:** For questions or clarifications of specifications, you may contact:

Joy Simonton  
Purchasing Agent  
City of Leander  
Telephone: 512-528-2730  
[jsimonton@leandertx.gov](mailto:jsimonton@leandertx.gov)

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Leander through the Purchasing Department.

7. **RESPONDENT REQUIREMENTS:** The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive.
- 7.1. Respondents shall be firms, corporations, individuals or partnerships normally engaged in the sale of the commodity or service specified herein.
8. **BEST VALUE EVALUATION AND CRITERIA:** Respondents may be required to make an oral presentation to the selection team to further present their qualifications. These presentations will provide the Respondent the opportunity to clarify their proposal and ensure a mutual understanding of the services to be provided and the approach to be used.

All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:

- Proposed fees;
  - Reputation of Respondent and of Respondent's services;
  - Quality of the Respondent's services;
  - The extent to which the services meet the City's needs;
  - Respondent's past relationship with the City;
  - Any relevant criteria specifically listed in the solicitation.
- 8.1. The City reserves the right to reject any or all responses, or delete any portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City.
- 8.2. Response and associated pricing shall be valid for no less than sixty (60) days from the date of opening.
9. **COMMITTEE REVIEW:** An evaluation committee will review each response for solicitation compliance and technical scoring in each category using the following weighted criteria. A consensus score will be assigned to each response.
- |                      |                  |
|----------------------|------------------|
| 9.1. System Fee      | <b>35 Points</b> |
| 9.2. System Features | <b>50 Points</b> |
| 9.3. References      | <b>15 Points</b> |

The evaluation process may reveal additional information for consideration. The City reserves the right to modify, without notice, the evaluation structure and weighted criteria to accommodate these additional considerations to serve the best interest of the City.

10. **AGREEMENT TERM:** The terms of the awarded agreement shall include but not be limited to the following:

- 10.1. The term “agreement” shall mean the executed contract awarded as a result of this solicitation and all exhibits thereto. At a minimum, the following documents will be incorporated into the agreement:
- 10.1.1. Solicitation document, attachments and exhibits;
  - 10.1.2. Solicitation addendums, if applicable;
  - 10.1.3. City’s Definitions, Terms and Conditions;
  - 10.1.4. Successful Respondent’s submission.
- 10.2. The initial term of the resulting agreement shall be five (5) consecutive twelve (12) month periods from the effective date. The agreement may be renewed for four (4) additional periods of time, not to exceed twelve (12) months each, provided both parties agree in writing prior to the expiration of the current term.
- 10.3. If the Respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the Respondent of the deficiencies and the successful Respondent shall have thirty (30) days to correct such deficiencies. If the Respondent fails to correct the deficiencies within the thirty (30) days, the City may terminate the agreement by giving the Respondent written notice of termination and the reason for the termination.
- 10.4. If the agreement is terminated, for any reason, respondent shall turn over all material, records and deliverables created to date within fifteen (15) working days after completion of duties through the termination date.
11. **PRICE INCREASE OR DECREASE:** A price increase shall not be permitted.
12. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City.
- 12.1. City may, at its sole discretion, create a rotating list of those successful respondents to be available as needed.
- 12.2. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City’s website at <http://www.leandertx.gov/rfps>.
- 12.3. Chapter 176, Texas Local Government Code requires that disclosures of certain relationships be made in relation to certain contracts with the City. Local government officers are the members of the City Council, the City Manager, and other City employees or agents who exercise discretion in planning, recommending, selecting and contracting of a vendor. Please contact the City Secretary for a list of additional City employees and agents who may qualify as local government officers. Click here [Chapter 176, Texas Local Government Code](#), to review this requirement.
- 12.3.1. The Local Government Officers that may be involved in the selection and recommendation of this award are:
- Christopher Fielder, Mayor
  - Andrea Navarrette, Council Member Place 1
  - Michelle Stephenson, Council Member Place 2
  - Shanan Shepherd, Council Member, Place 3
  - Ron Abruzzese, Council Member Place 4
  - Jeff Seiler, Council Member Place 5
  - Troy Hill, Council Member Place 6
  - Kent Cagle, City Manager
  - Tom Yantis, Assistant City Manager
  - Joy Simonton, Purchasing Agent
  - Paige Saenz, City Attorney
  - Steve Bosak, Director of Parks and Recreation

Grant Collins, Golf Course Manager

12.3.2. A completed CIQ Form, herein Attachment B, is required with each response.

12.3.3. A completed Form 1295, herein Attachment C, is required upon award.

- 13. PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:
- 13.1.** There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
  - 13.2.** The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
  - 13.3.** There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
  - 13.4.** The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.
- 14. NON-APPROPRIATION:** The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

**PART II**

**SCHEDULE**

- 1. SOLICITATION SCHEDULE:** It is the City's intention to comply with the following solicitation timeline:
- |  |                       |
|--|-----------------------|
| <b>1.1.</b> Solicitation released                                      | <b>March 17, 2016</b> |
| <b>1.2.</b> Pre-Solicitation Meeting                                   | <b>March 29, 2016</b> |
| <b>1.3.</b> Deadline for questions                                     | <b>March 30, 2016</b> |
| <b>1.4.</b> City responses to all questions or addendums               | <b>March 31, 2016</b> |
| <b>1.5.</b> Responses for solicitation due at or before <b>3:00 PM</b> | <b>April 7, 2016</b>  |

**All questions regarding the solicitation shall be submitted in writing at or before 5:00 PM on the due date noted above.** A copy of all the questions submitted and the City's response to the questions shall be posted on our webpage, <http://www.leandertx.gov/rfps>. Questions shall be submitted to the City contact named herein.

The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **PRE-SOLICITATION MEETING:** A non-mandatory pre-solicitation meeting will be held to fully acquaint Respondents with the unique needs of the City. The pre-solicitation meeting will be conducted on:  

**March 29, 2016 at 2:00 PM CT**  
**Crystal Falls Golf Course**  
**3400 Crystal Falls Parkway**  
**Leander, Texas 78646**

  - 2.1. The City considers this pre-solicitation meeting **non-mandatory**.
  - 2.2. It is the responsibility of the Respondent to be familiar with the specifications herein and to ask any relevant questions they may have concerning this solicitation.
3. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at <http://www.leandertx.gov/rfps> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
4. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before **3:00 PM**, on the date noted above to the Purchasing Department. Mail or carry sealed responses to:  

**FedEx, UPS or Hand Deliver to:**

**City of Leander**  
**Purchasing Department**  
**200 W. Willis**  
**Leander, Texas 78641**

**Mail to:**

**City of Leander**  
**Purchasing Department**  
**PO Box 319**  
**Leander, TX 78646**

  - 4.1. Responses received after this time and date shall not be considered.
  - 4.2. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and "**DO NOT OPEN**".
  - 4.3. Facsimile or electronically transmitted responses are **not acceptable**.
  - 4.4. Late responses will be returned to Respondent unopened if return address is provided.
  - 4.5. Responses cannot be altered or amended after opening.
  - 4.6. No response can be withdrawn after opening without written approval from the City for an acceptable reason.
  - 4.7. The City will not be bound by any oral statement or offer made contrary to the written specifications.
5. **AGREEMENT NEGOTIATIONS:** In establishing an agreement as a result of the solicitation process, the City may:
  - 5.1. Review all submittals and determine which Respondents are reasonable qualified for award of the agreement.

- 5.2. Determine the Respondent whose submittal is most advantageous to the City considering the evaluation criteria.
  - 5.3. Attempt to negotiate with the most responsive Respondent an agreement at fair and reasonable terms, conditions and cost.
  - 5.4. If negotiations are successful, enter into an agreement or issue a purchase order.
  - 5.5. If not successful, formally end negotiations with that Respondent. The City may then:
    - 5.5.1. Select the next most highly qualified Respondent and attempt to negotiate an agreement at fair and reasonable terms, conditions and cost with that Respondent.
    - 5.5.2. The City shall continue this process until an agreement is entered into or all negotiations are terminated.
  - 5.6. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received.
6. **POST AWARD MEETING:** The City and Respondent shall have a post award meeting to discuss, but not be limited to the following:
- 6.1. Identify specific milestones, goals and strategies to meet objectives.
7. **COSTS INCURRED:** Respondent shall acknowledge that the issuance of a solicitation shall in no way obligate the City to award a contract or to pay any costs associated with the preparation of a response to said solicitation. The costs in developing and submitting proposals, preparing for and participating in oral presentations or any other similar expenses incurred by a Respondent are the sole responsibility of the Respondent and shall not be reimbursed by the City.

### **PART III**

#### **SPECIFICATIONS**

1. **SCOPE:** The City seeks a Global Positioning System (GPS) Golf Cart Fleet Tracking System, for the Crystal Falls Golf Course cart fleet.

The City seeks a web-hosted platform with satellite connectivity to provide real-time GPS viewership of cart locations. The City desires the system's primary functionality to provide a shut-off feature when carts leave the geo-fence area, pace-of-play management ability, 3-D graphics of holes, course yardage measurements, details of hole and food and beverage sales support.

The City seeks to explore pricing on two options. The first with the GPS function only and the second with the tablet-style, color screen. Attachment E, herein, illustrates both options.
2. **WEB-HOSTED:** System shall be web hosted and accessible with a secure log-in feature for golf course management staff.
3. **SATELLITE OR CELLULAR:** System shall provide satellite based or cellular based connectivity to provide real-time viewership of cart locations. Connectivity shall allow for the quick location and tracking of carts.
4. **CART MOUNTED COMPONENTS:** Golf cart components shall be cart-mounted. The golfer's screen shall mount to the cart near the dash board to provide an easy-to-read, sun lit reliable display or touchpad.

5. **MANAGEMENT-INTERFACE**: The System's management interface shall integrate with current on-site computers and monitors.
  - 5.1. Management interface shall provide an easy to read aerial view of all cart locations on the course.
  - 5.2. Interface shall feature course management screens and food and beverage order training screens.
6. **GEO-FENCE AND SHUT-OFF**: System shall provide ability to geo-fence designated areas. Geo fence shall mean a virtual barrier so that when a cart exits a boundary defined by the System a text message is sent or the cart can be shut-off remotely.
  - 6.1. Geo-fence shall assist in enforcing boundaries.
7. **PACE OF PLAY MANAGEMENT**: System shall provide ability to track pace of play from the course management screen and send a message each cart to speed up or slow down accordingly.
8. **ENHANCED GOLFER EXPERIENCE**: City seeks to explore cart mounted, tablet-style golfer display that provides for an enhanced golfer experience by providing 3-D graphics of the course holes, course yardage and the ability to order or pre-order food and beverage from the snack cart or club house. Attachment E, herein, illustrates both options.
9. **HISTORICAL CART USAGE**: System shall track and record the path of each cart to better analyze where golf carts frequently and rarely travel and where carts may linger. System shall also track and record:
  - 9.1. Times used;
  - 9.2. Speeds;
  - 9.3. Cart hours;
10. **FOOD AND BEVERAGE**: System shall offer golfers the ability to order food or beverage from the traveling snack cart or the pro-shop on their approach from the 9<sup>th</sup> or 18<sup>th</sup> hole.
11. **ADVERTISER REVENUE**: System shall provide platform for advertisements sold and administered by course management staff.
12. **MESSAGING TO CART**: System shall provide messaging option to cart.
13. **TRAINING AND INSTALLATION**: Successful respondent shall provide complete installation and on-site training to staff for a minimum of one day.
14. **DEPLOYMENT DATE**: The City's current system lease runs through September 25, 2016. City will seek the installation of the new system on or around that date.
15. **REINSTALLATION**: The Fleet is leased on a term and will be changed out mid-lease of the GPS system. Pricing shall include one (1) re-installation of all GPS units onto new cart fleet when changed out on new lease.
16. **TECHNICAL SUPPORT SERVICE LEVEL**: City requires System technical support at no charge throughout the term of the rental and/or lease to own period. Fees for continued maintenance contract shall be provided.
  - 16.1. Technical support shall be available by telephone 24/7.
  - 16.2. On-site technical support shall be available at least once per month for issues that require technician.
  - 16.3. Emergency on-site technical support shall be available with 24-hours notice. Location of service office shall be provided. If cost for emergency service applies respondent shall provide said pricing.
17. **MAINTENANCE**: Parts for maintenance shall be provided free of charge during rental or lease.

- 17.1. Maintenance services shall be available beyond the lease-to-own term and pricing provided.
- 17.2. Parts shall be available for no less than 10 years past the lease-to-own term.
18. **WARRANTY:** Warranty information shall be provided for proposed systems on the lease-to-own proposal.
19. **SOFTWARE UPDATES:** To be included in price and to be done at night to avoid interruption of System and play.
20. **PRICING:** City seeks two pricing options on each configuration.
- 20.1. Five-year **rental** of system to include all installation, training and maintenance services.
- 20.2. Five-year **lease to own** option to include all installation, training and maintenance while on lease.
- 20.2.1. This option to also provide price for continued maintenance on system after owned.

#### **PART IV**

#### **RESPONSE REQUIREMENTS**

1. **SOLICITATION SUBMISSION REQUIREMENTS:** To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall be organized in the manner specified below. Responses **shall not exceed thirty (30) pages** in length (excluding title page, index/table of contents, work sample attachments (on flash drive) and dividers). Information in excess of those pages allowed will not be evaluated. One page shall be interpreted as one side of a printed, 8 1/2" X 11" sheet of paper. It is recommended that responses not be submitted in ringed binders or metal spirals to conserve cost for both the Respondent and the City.

The Respondent shall submit **one (1) original signed paper copy and two (2) copies** of its Response.

In addition, the Respondent shall submit one (1) flash drive, each containing a complete copy of Respondent's submission in an acceptable electronic format (PDF, RTF, TXT, DOC, XLS). A complete copy of the Response includes all documents required by this Solicitation. The flash drive shall be titled: "SOLICITATION NUMBER - Complete copy of [Name of Respondent]'s submission." **Failure to provide a flash drive may result in disqualification for award.**

If supplemental materials are included with the Response, each CD must include such supplemental materials. The Response and accompanying documentation are the property of the City and will not be returned.

TAB #1

- 1.1. Title Page (1 page) – Show the solicitation title and number, the name of your firm, address, telephone number(s) name of contact person and date.
- 1.2. Letter of Transmittal (1 page) – Identify the services for which the solicitation has been prepared.
- 1.2.1. Briefly state your firms understanding of the services to be performed and make a positive commitment to provide the services as specified.
- 1.2.2. Provide the name(s) of the person(s) authorized to make representations for your firm, their title(s), address, telephone number(s) and e-mail address.
- 1.2.3. The letter of transmittal shall be signed in permanent ink by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individuals(s) signing the solicitation shall be clearly shown immediately below the signature.

TAB #2

1.3. Table of Contents (1 page) – Clearly identify the materials by Tab and Page Number.

TAB #3

1.4. Company Information – Provide Respondent shall provide business history of firm, location, size, number of years in and an overview of the services provided in the respective field.

- 1.4.1. Provide the name, address, telephone number and e-mail address of a primary contact for at least three (3) municipalities or organizations of similar size that have utilized similar services from your organization, within the last three (3) years. Include a brief overview of the work performed with associated fees charged. City of Leander references are not applicable. References may be checked prior to award. Any negative feedback received may result in disqualification of submittal. **Attachment A** may be used for a portion of the response.

TAB #4

1.5. System Features: Respondent shall provide detailed information of proposed system features that support the functions specified herein. Additionally, respondent shall provide:

- 1.5.1. Photos of cart-mounted hardware and monitors shall be provided;  
1.5.2. Photos of 3-D imaging of holes and distance information shall be provided;  
1.5.3. Screen shots of golf course facing management screen shall be provided;

TAB #5

1.6. Installation, Training and Technical Support: Respondent shall provide detailed information on the system installation, staff training and responsiveness of technical support.

- 1.6.1. Address of service office shall be provided for emergency support with 24-hour notice.

TAB #6

1.7. Warranty Information: Respondent shall provide detailed information on system warranty and warranty options beyond the initial term or lease or rental.

TAB #7

1.8. Fee Proposal: Respondent shall provide five-year cost on **rental** of each configuration of system and **five-year lease to own** alternative terms. **Both systems do not have to be proposed.** Attachment D herein provided.

- 1.8.1. Pricing shall be all inclusive of system, software, hardware, training, installation and maintenance.  
1.8.2. Pricing shall include one (1) re-installation onto new cart fleet when changed out on new lease.  
1.8.3. Lease to own option shall also provide price for continued maintenance on system after owned.  
1.8.4. Pricing shall be provided for 24-hour emergency on-site service if needed.

TAB #8

1.9. CIQ Form: Attachment B, the Conflict of Interest Questionnaire must be completed and returned with the response.

TAB #9

1.10. Form 1295: Attachment C shall be required to be files with the Texas Ethics Commission no later than 72 hours after notification of Intent to Award.

## PART V

1. **CONFIDENTIALITY OF CONTENT**: All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt

from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.

- 1.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
- 1.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

2. **ETHICS ORDINANCE AND DISCLOSURE STATEMENTS:** The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the following link:  
<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

**Sec. 9.05.007 Persons doing business with the city**

(a) Persons seeking discretionary contracts.

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

(b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body; has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

**Sec. 9.05.009(f)** Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person

who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.



**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**  
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor 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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2  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 the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information in this section is being disclosed.**

\_\_\_\_\_   
 Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor 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.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor 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?

Yes       No

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 interest of one percent or more?

Yes       No

D. Describe each employment or business and family relationship with the local government officer named in this section.

**4**

\_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
 Date

# CERTIFICATE OF INTERESTED PARTIES

# FORM 1295

## OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.**

| 4<br>Name of Interested Party | City, State, Country<br>(place of business) | Nature of Interest (check applicable) |              |
|-------------------------------|---|---------------------------------------|--------------|
|                               |   | Controlling                           | Intermediary |
|                               |   |                                       |              |
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**5 Check only if there is NO Interested Party.**

**6 AFFIDAVIT** I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
 Signature of officer administering oath      Printed name of officer administering oath      Title of officer administering oath

**ADD ADDITIONAL PAGES AS NECESSARY**



**ATTACHMENT D  
CITY OF LEANDER BUDGET AND FEE PROPOSAL FORM  
PURCHASING DEPARTMENT  
200 W. Willis Street • Leander, Texas 78641**

|                                 |   |                               |                                  |
|---------------------------------|---|-------------------------------|----------------------------------|
| <b>SOLICITATION INFORMATION</b> | Solicitation Number: <b>#S16-007 GOLF CART GPS TRACKING SYSTEM</b><br><br>Due Date:                   April 7, 2016<br><br>Time:                         On or Before 3:00 PM CST<br><br>Submit to:                 City of Leander<br>Purchasing Division<br>200 W. Willis Street<br>Leander, TX 78641 | <b>RESPONDENT INFORMATION</b> | Tax ID Number:           _____   |
|                                 |   |                               | Business Name:           _____   |
|                                 |   |                               | Address:                   _____ |
|                                 |   |                               | Address:                   _____ |
|                                 |   |                               | Contact:                   _____ |
|                                 |   |                               | Telephone:                _____  |
|                                 |   |                               | Entity Type:              _____  |
|                                 |   |                               | E-mail:                    _____ |

|  |  |
|--|--|
| <b>HOW DID YOU HEAR ABOUT THIS SOLICITATION?</b> | <input type="checkbox"/> Newspaper <input type="checkbox"/> City's Website <input type="checkbox"/> E-mail Announcement <input type="checkbox"/> ESBD <input type="checkbox"/> Other _____ |
|--|--|

|  |  |   |  |
|--|--|---|--|
| <b>FIRST TIME RESPONDING TO CITY OF LEANDER?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <b>IS YOUR BUSINESS REGISTERED WITH TEXAS BID SYSTEM?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No    Register at: <a href="http://www.texasbidsystem.com">http://www.texasbidsystem.com</a> |
|--|--|---|--|

| Item # | Description  | Terms        | Unit of Measure | Price Per Year | Years | Price |
|--------|--|--------------|-----------------|----------------|-------|-------|
| 1      | Option 1 - GPS Function Only   | Rental       | Per Year        | \$             | 5     | \$    |
| 2      | Option 1 - GPS Function Only   | Lease-To-Own | Per Year        | \$             | 5     | \$    |
| 3      | Option 2 - GPS Function, 3-D Graphics, Tablet-style Interactive Display, and Food and Beverage Support | Rental       | Per Year        | \$             | 5     | \$    |
| 4      | Option 2 - GPS Function, 3-D Graphics, Tablet-style Interactive Display, and Food and Beverage Support | Lease-To-Own | Per Year        | \$             | 5     | \$    |

| Item # | Description   | Terms | Unit of Measure | Price |
|--------|---|-------|-----------------|-------|
| 5      | Continued maintenance on system AFTER Lease-To-Own pay off terms are concluded. |       | Per Year        | \$    |
| 6      | 24-Hour On-site Emergency Repair Service  |       | Per Visit       | \$    |

Pricing shall be all inclusive of system, software, hardware, training, installation and maintenance.

**AUTHORIZED  
SIGNATURE**

Print Authorized Individual Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

Attachment E

Images and examples of both options being considered

Option 1 – GPS feature only  
(Currently installed)



Option 2 – 3-D images on  
tablet-style color screen

