

Solicitation 06308-12

Services, Travel Agency



Collin County

Bid 06308-12 Services, Travel Agency

Bid Number 06308-12
 Bid Title Services, Travel Agency

Bid Start Date In Held
 Bid End Date Nov 1, 2012 2:00:00 PM CDT
 Question & Answer
 End Date Oct 26, 2012 5:00:00 PM CDT

Bid Contact Sara Hoglund CPPB
 Contract Administrator
 Purchasing Department
 972-548-4104
 shoglund@co.collin.tx.us

Contract Duration 1 year
 Contract Renewal 3 annual renewals
 Prices Good for 90 days

Standard Disclaimer ***Note to Bidders/Offerors~The following standard disclaimer applies to Invitation to Bid (IFB), Competitive Sealed Proposal (CSP), and Request for Proposal (RFP) ONLY, not applicable to Request for Qualifications (RFQ) or Request for Information (RFI).***
 Mailing Address:
 Collin County Purchasing
 2300 Bloomdale Rd., Ste 3160
 McKinney, TX 75071
 Prices bid/proposed shall only be considered if they are provided in the appropriate space (s) on the Collin County bid form(s). For consideration, any additions or deductions to the bid/proposal prices offered must be shown under the exceptions section of the bid/proposal in the case of electronic submittal, ONLY in the case of a hard copy submittal will an additional attachment be allowed. Extraneous numbers, prices, comments, etc. or bidder/offeror generated documents appearing elsewhere on the bid or as an additional attachment shall be deemed to have no effect on the prices offered in the designated locations.
 All delivery and freight charges (F.O.B. inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

Item Response Form

Item 06308-12--01-01 - State price for Online Booking Services, Airline Only
 Quantity 1 each
 Unit Price
 Delivery Location Collin County
 Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
 Qty 1

Description
 State price for Online Booking Services, Airline Only

Item **06308-12--01-02 - State price for Telephone Booking Services, Airline Only**
Quantity **1 each**
Unit Price
Delivery Location **Collin County**
Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

State price for Telephone Booking Services, Airline Only

Item **06308-12--01-03 - State price for Online Booking Services, Airline plus hotel and/or car rental**
Quantity **1 each**
Unit Price
Delivery Location **Collin County**
Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

State price for Online Booking Services, Airline plus hotel and/or car rental

Item **06308-12--01-04 - State price for Telephone Booking Services, Airline plus hotel and/or car rental**
Quantity **1 each**
Unit Price
Delivery Location **Collin County**
Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

State price for Telephone Booking Services, Airline plus hotel and/or car rental

Item **06308-12--01-05 - State Cost, if any, for startup of online booking**
Quantity **1 each**
Unit Price
Delivery Location **Collin County**
Collin County- See P.O.
See P.O. for Delivery Location
2300 Bloomdale Rd.
Ste. 3160
McKinney TX 75071
Qty 1

Description

State Cost, if any, for startup of online booking

Item	06308-12--01-06 - State any additional pricing necessary to make services operational
Quantity	1 each
Unit Price	<input type="text"/>
Delivery Location	Collin County <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 Qty 1

Description

State any additional pricing necessary to make services operational



COLLIN COUNTY, TEXAS TERMS AND CONDITIONS

1.0 GENERAL INSTRUCTIONS

1.0.1 Definitions

1.0.1.1 Bidder/Quoter/Offeror: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Bidder/Quoter/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by a Bidder/Quoter/Offeror.

1.0.1.4 IFB: refers to Invitation For Bid.

1.0.1.5 RFQ: refers to Request For Qualifications

1.0.1.6 RFP: refers to Request For Proposal.

1.0.1.7 RFI: refers to Request For Information.

1.0.1.8 CSP: refers to Competitive Sealed Proposal

1.0.1.9 Quotation: refers to Request for Quotation

1.1 If Bidder/Quoter/Offeror do not wish to submit an offer at this time, please submit a No Bid Form.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses BidSync for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A bid/quote/submittal may not be withdrawn or canceled by the bidder/quoter/offeror prior to the ninety-first (91st) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Bids/Quotes/Proposals/Submittals for any or all products and/or services covered in an Invitation For Bid (IFB), Request For Qualifications (RFQ), Request For Proposal (RFP), Request For Information (RFI), Competitive Sealed Proposal (CSP), and Quotation, and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All IFB's, RFP's, CSP's, RFQ's, and RFI's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB/RFP/RFQ/RFI/CSP/Quotation number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. IFB's, RFP's, RFQ's, CSP's, and RFI's, may be submitted in electronic format via **BidSync**.

1.9 All Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), and Request For Information (RFI), submitted electronically via **BidSync** shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ, CSP, and/or RFI.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), Request For Information (RFI), submitted in hard copy paper form. IFB's, RFP's, RFQ's, CSP's, RFI's, received in County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the IFB/RFQ/RFP/CSP/RFI/, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to an Invitation For Bid/Request For Qualifications/Request For Proposal/Request for Information/Competitive Sealed Proposal, and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via **BidSync**, by facsimile, E-mail transmission or mailed via the US Postal Service.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the IFB/RFQ/RFP/RFI/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **BidSync** at www.bidsync.com, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder/Quoter/Offeror's receipt of any addenda issued. Bidder/Quoter/Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County

Employees.

1.17 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.18 Bidders/Quoters/Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder/Quoter/Offeror shall state these exceptions in the section provided in the IFB/RFQ/RFP/CSP/Quotation or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.19 Minimum Standards for Responsible Prospective Bidders/Quoters/Offerors: A prospective Bidder/Quoter/Offeror must meet the following minimum requirements:

- 1.19.1 have adequate financial resources, or the ability to obtain such resources as required;
- 1.19.2 be able to comply with the required or proposed delivery/completion schedule;
- 1.19.3 have a satisfactory record of performance;
- 1.19.4 have a satisfactory record of integrity and ethics;
- 1.19.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Bidder's/Quoter's/Offeror's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with it's preparation of an RFI/IFB/RFQ/RFP/CSP/Quotation submittal.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

2.0 TERMS OF CONTRACT

2.1 A bid/quote/proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment and/or a Change Order.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments and/or Change Orders to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Bids/Quotes/Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 If a contract, resulting from a Collin County IFB, RFP, RFQ, CSP, Quotation is for the execution of a public work, the following shall apply:

2.10.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.10.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.11 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.

2.12 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.

2.13 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.

2.14 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

2.15 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.

2.16 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.

2.17 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:

2.17.1 Collin County Purchase Order Number;

2.17.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;

2.17.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.

2.18 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.

2.19 All warranties shall be stated as required in the Uniform Commercial Code.

2.20 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

2.21 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.

2.22 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.

2.23 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.

2.24 The apparent silence of any part of the 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 the specification shall be made on the basis of this statement.

2.25 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.

2.26 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.

2.27 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.

2.28 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County's Sheriff's Office prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.

2.29 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

2.30 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

2.31 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Bidder/Quoter/Offeror certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Bidder/Quoter/Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.32 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention

Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

2.33 Delays and Extensions of Time when applicable:

2.33.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect may determine.

2.33.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

NOTE: All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual IFB/RFQ/RFP/RFI/CSP/Quotation Solicitation documents as Special Terms, Conditions and Specifications.

3.0 INSURANCE REQUIREMENTS

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 Commercial General Liability insurance at minimum combined single limits of (\$500,000 per-occurrence and \$1,000,000 general aggregate) for bodily injury and property damage, which coverage shall include products/completed operations, independent contractors, and contractual liability each at \$500,000 per occurrence. Coverage must be written on an occurrence form.

3.1.2 Workers Compensation insurance at statutory limits, including employers liability coverage at minimum limits. In addition to these, the contractor must meet each stipulation below as required by the Texas Workers Compensation Commission; (Note: If you have questions concerning these requirements, you are instructed to contact the TWCC at (512)440-3789).

3.1.2.1 Definitions: Certificate of coverage ("certificate"); A copy of a certificate of authority of self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, OR TWCC-84), showing statutory workers compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in 406.096) includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

3.1.2.2 The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.

3.1.2.3 The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.

3.1.2.4 If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

3.1.2.5 The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:

3.1.2.5.1 A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and

3.1.2.5.2 no later than seven days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

3.1.2.6 The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

3.1.2.7 The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within 10 days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

3.1.2.8 The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

3.1.2.9 The contractor shall contractually require each person with whom it contracts to provide services on a project, to:

3.1.2.9.1 provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;

3.1.2.9.2 provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;

3.1.2.9.3 provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

3.1.2.9.4 obtain from each other person with whom it contracts, and provide to the contractor:

3.1.2.9.4.1 a certificate of coverage, prior to the other person beginning work on the project; and

3.1.2.9.4.2 a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

3.1.2.9.5 retain all required certificates of coverage on file for the duration of the project and for one year thereafter;

3.1.2.9.6 notify the governmental entity in writing by certified mail or personal delivery, within 10 days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

3.1.2.9.7 contractually require each person with whom it contracts, to perform as required by paragraphs 3.1.2.1 through 3.1.2.7, with the certificates of coverage to be provided to the person for whom they are providing services.

3.1.2.10 By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

3.1.2.11 The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten days after receipt of notice of breach from the governmental entity.

3.1.3 Commercial Automobile Liability insurance shall be no less than \$500,000 combined single limits per accident for bodily injury and property damage, including owned, non-owned, and hired vehicle coverage.

3.1.4 Professional Liability Insurance at minimum limits of \$1,000,000. This policy must have a two (2) year extended period of coverage, (i.e. tail coverage). If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

3.2 The required limits may be satisfied by any combination of primary, excess or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess umbrella is following form. The vendor may maintain reasonable and customary deductibles, subject to approval by Collin County.

3.3 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.3.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be contained in the workers compensation coverage.

3.3.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.3.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.3.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

3.3.5 All copies of Certificates of Insurance shall reference the project/contract number.

3.4 All insurance shall be purchased from an insurance company that meets the following requirements:

3.4.1 A financial rating of B+VI or better as assigned by the BEST Rating Company or equivalent.

3.5 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

3.5.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.5.2 Sets forth the notice of cancellation or termination to Collin County.

4.0 EVALUATION CRITERIA AND FACTORS

4.1 The award of the contract shall be made to the responsible offeror whose proposal is determined to be the lowest and best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request For Proposals in accordance with Vernon's Texas Code Annotated, Local Government.

4.1.1 The evaluation criteria will be grouped into percentage factors as follows:

25%	FIRM'S QUALIFICATIONS/EXPERIENCE
20%	PROPOSED STAFF & QUALIFICATIONS
30%	TOTAL PROPOSED PRICE
25%	THE PROPOSED PRODUCT MEETING COLLIN COUNTY'S NEEDS AND REQUIREMENTS

5.0 SPECIAL CONDITIONS AND SCOPE OF SERVICES

5.1 Authorization: By order of the Commissioners' Court of Collin County, Texas sealed proposals will be received for Services, Travel Agency.

5.2 Intent of Request for Proposal: The intended purpose for this Request For Proposal (RFP) and resulting contract is to provide offerors with sufficient information to prepare a proposal for Travel Agency Services. This contract for travel agency services shall provide comprehensive travel agency services for Collin County which includes a web-based travel solution with the ability of occasional use of phone to make travel arrangements.

5.3 Term: Provide for a term contract commencing on the date of the award and continuing through and including September 30, 2013 with the option of three (3) additional one (1) year renewals.

5.4 Funding: Funds for payment for Collin County expenditures have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. All other participating entities expenditures have been provided through their entity's governing body for this fiscal year only. State of Texas statutes prohibit any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that arise past the end of the current fiscal year shall be subject to budget approval.

5.5 Price Reduction: If during the life of the contract, the vendor's net prices to other customers under the same terms and conditions for items/services awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to Collin County.

5.6 Price Redetermination: A price redetermination may be considered by Collin County only at October 1st date each year of the contract. All requests for price redetermination shall be in written form, shall be submitted a minimum of thirty (30) days prior to the anniversary date and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A, Insurance Coverage Rates, etc.. The offeror's past experience of honoring contracts at the

contract price will be an important consideration in the evaluation of the lowest and best offer. Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

5.7 Response Time: Vendor shall have a service ready to be utilized within 90 days of award date.

5.8 Delivery Location: Locations for delivery will be stated on each purchase order. Delivery shall include assembly, set-up and installation and shall be included in the proposal.

5.9 Testing: Testing may be performed at the request of Collin County, by an agent so designated by the County, without expense to Collin County.

5.10 Samples/Demos: When requested, samples/demos shall be furnished free of expense to Collin County.

5.11 Approximate Usage: Estimated annual usage is stated below. Approximate usage does not constitute an order, but only implies the probable quantity the County will use. Services will be ordered on an as-needed basis.

Air Travel History for FY 2011 (October 1, 2010 through September 30, 2011):

Travel purchased through Purchasing Card and Personal Credit Card

Carrier Name	Count	Total Amount	Average Amount
American Airlines	15	\$6,559.37	\$422.93
Southwest Airlines	40	\$11,056.14	\$307.12
Spirit Airlines	1	\$345.40	\$345.40
Other	0	0	0
Total	56	\$17,960.91	\$1,075.44

Travel purchased through Travel Agent

Carrier Name	Count	Total Amount
American Airlines	163	\$39,992.79
Continental Airlines	3	\$1,951.96
Delta Airlines	5	\$1,876.31
Southwest Airlines	66	\$133.69
United Airlines	2	\$15,467.19
US Airways	2	\$1,157.00
Miscellaneous	1	\$2,083.10
Total	242	\$62,662.04

- 5.13 Background: Collin County employees currently have several options to choose from for their travel needs. The County offers a contract travel agency where employees call travel agent to make travel reservations and employees currently have the option to make their own travel arrangements and purchase through their Purchasing Card or personal credit card for reimbursement. See Attachment A – Collin County Travel Policy.
- 5.14 Objectives: To have a contractor provide comprehensive travel agency services for Collin County which includes a web-based travel solution with the ability for occasional use of phone to make travel arrangements.
- 5.15 Statement of Work:
- 5.15.1 Online Booking:
- 5.15.1.1 The Contractor shall provide an on-line booking service.
- 5.15.1.2 The Contractor must review online bookings for reasonableness and identify any errors within twenty-four (24) hours of booking.
- 5.15.1.3 The Contractor shall work with Collin County to ensure only County employees have access to the online booking system.
- 5.15.2 Telephone Booking:
- 5.15.2.1 The Contractor shall have the ability to accept telephone bookings.
- 5.15.2.2 Telephone bookings should be available to County employees Monday through Friday between 8:00 a.m. to 5:00 p.m. CST.
- 5.15.3 Air Travel
- 5.15.3.1 The Contractor shall make reservations issue and deliver ticket and/or itineraries for air travel. Electronic ticketing shall be used whenever possible.

- 5.15.3.2 The Contractor shall book lowest available fair. Travelers will be offered the lowest available fare for flights leaving or arriving within three (3) hours of the travelers' requested departure or arrival times.
 - 5.15.3.3 The Contractor shall make a timely effort to notify travelers of disruptive actions including but not limited to airport closings, potential carrier stoppages, and cancelled or delayed flights.
 - 5.15.3.4 The Contractor will assist the County in managing unused non-refundable tickets to ensure that they are used to the maximum extent for future travel. The Contractor shall provide a report on a quarterly basis of the status of unused tickets.
 - 5.15.3.5 The County has access to the State Travel Management Program that includes State contracted rates for airfares. This contract is designed for last minute and/or fully refundable travel requirements.
 - 5.15.3.6 The Contractor shall arrange for special boarding and/or specialized needs (i.e. for law enforcement officers traveling with firearms and/or prisoners).
 - 5.15.3.7 The Contractor shall be aware of airline policies in regard to law enforcement officers traveling with firearms and/or prisoners and make appropriate travel arrangements.
 - 5.15.3.8 All air travel will be charged to the County's travel "ghost card" or other County approved payment method.
- 5.15.4 Lodging
- 5.15.4.1 If requested by County employee, the Contractor shall make hotel reservations on behalf of the employee. The services for hotel reservation shall be at no additional cost.
 - 5.15.4.2 The Contractor shall make an effort to make such reservations, which take advantage of government and/or vendor discounts.
 - 5.15.4.3 The County has access to discounted "State of Texas" rates.
- 5.15.5 Rental Vehicles
- 5.15.5.1 If requested by County employee, the Contractor shall reserve rental vehicles on behalf of the employee.
 - 5.15.5.2 Where available, the Contractor shall select rental vehicle companies that offer the best value at the location.
 - 5.15.5.3 The County has established relationships with various rental car companies.
- 5.15.6 Hours of Service

- 5.15.6.1 The Contractor shall maintain normal hours of operation Monday through Friday between 8:00 a.m. to 5:00 p.m. CST. A 24-hour toll free number shall be provided for emergencies.
- 5.15.7 Emergency/After hours Communication
 - 5.15.7.1 The Contractor shall provide a dedicated telephone service for the County to include a 24-hour toll free number which will allow immediate access to a reservation agent to perform emergency itinerary changes outside regular business hours.
 - 5.15.7.2 The Contractor shall be responsible for ensuring that any subcontractor providing 24-hour emergency service complies with all conditions of the contract.
- 5.15.8 Reports: At a minimum the Contractor shall provide the following reports:
 - 5.15.8.1 Quarterly Travel Activity Report – A quarterly summary of travel activity data. This summary shall reflect all official travel activity for each traveler using the contract, whether the travel was purchased using the Travel “ghost card” or other method of payment.
 - 5.15.8.2 Quarterly Problem and Resolutions Report – This report shall identify problems and recommend solutions. The report shall include suggestions to enhance service, where appropriate.
 - 5.15.8.3 Monthly Fee Report – A report based on transaction fees. The fees shall be broken down by type of transaction.
 - 5.15.8.4 Quarterly Unused Ticket Report
 - 5.15.8.5 The County encourages the Contractor to submit these reports electronically.

6.0 PROPOSAL FORMAT

6.1 The proposal shall, at a minimum, include a Table of Contents detailing sections and corresponding page numbers and shall include but not be limited to information on each of the following:

6.1.1 FIRM OVERVIEW

Offeror is requested to define the overall structure of the Firm to include the following

- 6.1.1.1 A descriptive background of your company’s history.
- 6.1.1.2 State your principal business location and any other service locations.
- 6.1.1.3 What is your primary line of business?

6.1.1.4 How long have you been selling product(s) and/or providing service(s)?

6.1.1.5 State how many and the locations where your product/services are in use.

6.2 PROPOSED PROJECT TEAM/STAFF QUALIFICATIONS/EXPERIENCE/CREDENTIALS

6.2.1 Offeror is requested to provide qualifications as well as experience information on Offeror's key personnel.

6.3 PROPOSED PRODUCT /SERVICE

6.3.1 Offeror is requested to identify the proposed service to include but not limited to the following areas:

6.3.1.1 System to include all necessary components to render it complete and operational;

6.3.1.2 Work Plan to include:

- 6.3.1.2.1 Installation
- 6.3.1.2.2 Education and Training
- 6.3.1.2.3. Testing and Support
- 6.3.1.2.4 Warranty
- 6.3.1.2.5 Maintenance
- 6.3.1.2.6 Documentation

6.4 REFERENCES

6.4.1 Offeror is requested to include at least three (3) references with names, addresses and telephone numbers and e-mail address.

6.5 TIME SCHEDULE

6.5.1 Provide a schedule on each phase of the proposed project beginning with program development and ending with the date of operation. The schedule must include all tasks that will require time in the process, such as County review (identify amount of time assumed for each task).

6.6 PRICING/FEES

6.6.1 State price for Online Booking Services, Airline Only

6.6.2 State price for Telephone Booking Services, Airline Only

6.6.3 State price for Online Booking Services, Airline plus hotel and/or car rental

6.6.4 State price for Telephone Booking Services, Airline plus hotel and/or car rental

6.6.5 State cost, if any, for startup of online booking

6.6.6 State any additional pricing necessary to make services operational.

6.7 SUPPORTING MATERIALS

6.7.1 Various questions included in this RFP will be used in making a selection and should be addressed by section and number. Offeror is requested to submit

with their proposal descriptive literature sufficient in detail to enable an intelligent comparison of the specifications with that of the requirements stated herein.

6.8 FINANCIAL STATEMENTS

6.8.1 Offeror is requested to submit recent financial statements with their proposal. Audited financial statements are not mandatory. Unaudited financial statements will be accepted. If offeror's firm does, however, have audited statements, please include a copy with your proposal.

6.9 OTHER PROJECTS INVOLVED WITH

6.9.1 Offeror is requested to provide a list of other projects that you are currently involved with or will be involved with.

SIGNATURE FORM COLLIN COUNTY, TEXAS

DELIVERY WILL BE F.O.B. INSIDE DELIVERY AT COLLIN COUNTY DESIGNATED LOCATIONS AND ALL TRANSPORTATION CHARGES PAID BY THE SUPPLIER TO DESTINATION.

DELIVERY TO BE SPECIFIED IN CALENDAR DAYS FROM DATE OF ORDER.

WE **DO NOT** TAKE EXCEPTION TO THE BID SPECIFICATIONS.

WE **TAKE** EXCEPTION TO THE BID SPECIFICATIONS (EXPLAIN):

COMPANY INFORMATION/PROFILE/REFERENCES

Preferential Requirement: The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). Bidder shall make answer to the following questions by selecting the appropriate radio button or inserting information in the box provided:

Is your principal place of business in the State of Texas? Yes No

If the answer to question is "yes", no further information is necessary; if "no", please indicate:

in which state is your principal place of business is located:

if that state favors resident bidders (bidders in your state) by some dollar increment or percentage: Yes No

if "yes", what is that dollar increment or percentage?

Company Profile: IS YOUR FIRM?

- Sole Proprietorship Yes No
- General Partnership Yes No
- Limited Partnership Yes No
- Corporation Yes No
- Other Yes No

List Legal Names in Company:

List at least three (3) companies or governmental agencies where these same/like products/services, as stated herein, have been provided. Include company name, address, contact name and telephone number.

AS PERMITTED UNDER TITLE 8, CHAPTER 271, SUBCHAPTER F, SECTION 271.101 AND 271.102 V.T.C.A. AND TITLE 7, CHAPTER 791, SUBCHAPTER C, SECTION 791.025, V.T.C.A., OTHER LOCAL GOVERNMENTAL ENTITIES MAY WISH TO ALSO PARTICIPATE UNDER THE SAME TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT. EACH ENTITY WISHING TO PARTICIPATE MUST ENTER INTO AN INTERLOCAL AGREEMENT WITH COLLIN COUNTY AND HAVE PRIOR AUTHORIZATION FROM VENDOR. IF SUCH PARTICIPATION IS AUTHORIZED, ALL PURCHASE ORDERS WILL BE ISSUED DIRECTLY FROM AND SHIPPED DIRECTLY TO THE LOCAL GOVERNMENTAL ENTITY REQUIRING SUPPLIES/SERVICES. COLLIN COUNTY SHALL NOT BE HELD RESPONSIBLE FOR ANY ORDERS PLACED, DELIVERIES MADE OR PAYMENT FOR SUPPLIES/SERVICES ORDERED BY THESE ENTITIES. EACH ENTITY RESERVES THE RIGHT TO DETERMINE THEIR PARTICIPATION IN THIS CONTRACT. WOULD BIDDER BE WILLING TO ALLOW OTHER LOCAL GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS? Yes No

By signing and submitting this Bid/Proposal, Bidder/Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the bid/proposal terms and conditions and can provide the minimum requirements stated herein. Bidder/Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid/Proposal submittal resulting from Bidder/Offeror’s failure to do so. Bidder/Offeror acknowledges the prices submitted in this Bid/Proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid/Request for Proposal.

THE UNDERSIGNED HEREBY CERTIFIES THE FOREGOING BID/PROPOSAL SUBMITTED BY THE COMPANY LISTED BELOW HEREINAFTER CALLED “BIDDER/OFFEROR” IS THE DULY AUTHORIZED AGENT OF SAID COMPANY AND THE PERSON SIGNING SAID BID/PROPOSAL HAS BEEN DULY AUTHORIZED TO EXECUTE SAME. BIDDER/OFFEROR AFFIRMS THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT; THIS COMPANY; CORPORATION, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID/PROPOSAL IN COLLUSION WITH ANY OTHER BIDDER/OFFEROR OR OTHER PERSON OR PERSONS ENGAGED IN THE SAME LINE OF BUSINESS; AND THAT THE CONTENTS OF THIS BID/PROPOSAL AS TO PRICES, TERMS AND CONDITIONS OF SAID BID/PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID/PROPOSAL.

Company Name	<input type="text"/>
Street Address of Principal Place of Business	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone of Principal Place of Business	<input type="text"/>
Fax of Principal Place of Business	<input type="text"/>
E-mail Address of Representative	<input type="text"/>
Federal Identification Number	<input type="text"/>
Date	<input type="text"/>
Acknowledgement of Addenda	#1 € #2 € #3 € #4 € #5 € #6 €
Authorized Representative Name	<input type="text"/>
Authorized Representative Title	<input type="text"/>
Signature (Required for paper bid submission)	<input type="text"/>

COURT ORDER NO. 2009- 353 -05-11

THE STATE OF TEXAS

COUNTY OF COLLIN

Subject: Policy, Travel Policy – Auditor

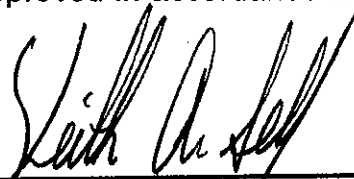
On May 11, 2009, the Commissioners Court of Collin County, Texas, met in regular session with the following members present and participating, to wit:

Keith Self
Matt Shaheen
Jerry Hoagland
Joe Jaynes
Kathy Ward

County Judge, Presiding
Commissioner, Precinct 1
Commissioner, Precinct 2
Commissioner, Precinct 3
Commissioner, Precinct 4

During such session the court considered a request for approval to adopt a Travel Policy.

Thereupon, a motion was made, seconded and carried with a majority vote of the court for approval to adopt a Travel Policy. Same is hereby approved in accordance with the attached documentation.



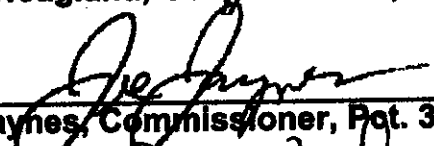
Keith Self, County Judge



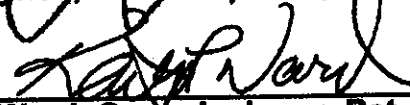
Matt Shaheen, Commissioner, Pct. 1



Jerry Hoagland, Commissioner, Pct. 2




Joe Jaynes, Commissioner, Pct. 3



Kathy Ward, Commissioner, Pct. 4



ATTEST:


Stacey Kemp, Ex-Officio Clerk
Commissioners' Court
Collin County, TEXAS

COLLIN COUNTY TRAVEL POLICY

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INTRODUCTION

The information contained within this manual pertains to financial policy related travel and transportation allowances authorized to county officials and employees. The regulations contained herein have been reviewed and approved in Collin County Commissioners' Court. Legal changes to the entitlement contained in these regulations are initiated by Commissioners' Court and no other source.

CHAPTER 1

POLICY

Section 1.1 Travel Justifications

Travel and transportation at county expense will be permitted only when officially justified and required to conduct official county business. Travel must comply with good management practices. All travel must be entered on an Estimated Expenditure form and turned in to Auditor's Office prior to travel. Otherwise, travel may not be reimbursed. The Auditor's Office must be notified if a trip is cancelled so the encumbered funds can be returned to the department's travel account.

Section 1.2 Equitable Expense Allowance

County officials/employees will not be required to perform official travel at their own expense or at rates of allowances and amounts of reimbursement inconsistent with the provisions contained herein, with the exception of grant funded travel.

Section 1.3 Grant Travel Policy

Expenditures related to travel will only be reimbursed for allowable expenditures and will follow the travel policy guidelines for that specific grant. Expenditures that are deemed unallowable for the grant will not be reimbursed.

Section 1.4 Limitation of Funds

Limitation of available travel funds will be a basis for denying reimbursement for official travel or reducing allowances until funding is made available.

Section 1.5 Weekends, Holidays, Day Travel

Travel on weekends, holidays or day travel to and from points having no connection with official county business is not authorized unless such travel provides a cost savings to the county.

Section 1.6 Expenses Incurred

All expenses incurred shall be made in the name of the county official/employee only. Expenses incurred for activities not connected with county business shall not be reimbursed. These activities shall include, but not be limited to, hotel movies, health club, etc.

Section 1.7 Exercise of Prudence in Travel

A traveler on official county business will exercise the same care in incurring expenses and accomplishing official business that a prudent person would exercise if traveling on personal business. Excess costs, indirect routes, delays,

or luxury accommodations unnecessary or unjustified in the performance of the official business are not considered as exercising prudence.

Section 1.8 Illness, Injury, or Death during Period of Official Travel

If a death, serious injury or illness occurs in the employee's immediate family, the employee shall be authorized to immediately return to their place of residence at county expense. When, during a period of official travel, an official/employee dies due to illness or injury not induced by personal misconduct, the county will pay for all transportation expenses to return the deceased to the point of origin. The official/employees' next of kin shall be authorized travel to the official travel site to make the necessary arrangements. Expenses for such travel shall be reimbursed in the same manner provided in this manual.

Section 1.9 Overpayment or Multiple Payments of Travel Expenses

Duplicate travel expense payments to county officials/employees are prohibited. When an employee engages in travel that is compensated by another source outside of the county, expenses will be reimbursed first by the county. When payment from the outside source is received it must be turned into the Auditor's Office to be deposited into your departments travel account.

Section 1.10 Liquor Purchases

Reimbursement of liquor purchases is prohibited.

Section 1.11 Travel to Receive Non-County Sponsored Honor Awards

Travel and transportation at county expense may be authorized for an employee who travels to receive an honor award sponsored by a non-county organization provided the award is determined to be closely related to the duties of the employee.

Section 1.12 Beginning Travel from Other than the Local Point of Origin

Travel reimbursement shall be based on beginning travel at a local point of origin. Additional expenses incurred from beginning travel at a point greater than the local point of origin shall be at the expense of the official/employee.

Section 1.13 Personal Telephone Calls

Each official/employee shall be allowed one personal telephone call per day at county expense. In situations where an emergency has occurred at the official/employee's home while that official/employee is away on county business, more than one personal call per day maybe allowed at county expense.

The County Auditor shall determine reasonable reimbursement on an individual basis.

Chapter 2

MODES OF TRANSPORTATION

Section 2.1 Routing

In determining transportation reimbursements for travel, the Auditor shall base reimbursement using the shortest practical route between point of origin and the business destination. When traveling via a privately owned vehicle, the most recent internet mileage map must be printed and included in travel voucher, with reasonable additional miles allowed to travel to and from county business and meals. Travel performed, other than the usually traveled route, must be justified as officially necessary and have approval of the Department Head. When, for an employee's own convenience, a person travels by an undirected route or interrupts travel by a direct route, the extra expense will be the responsibility of the traveler, with reimbursement based only on such charges as would have occurred by a usually traveled route. Any excess travel time or expense not justified as officially necessary will be charged as recommended by the Department Head and approved by the Auditor

Section 2.2 Transportation Authorized

Travel of an employee will be by the most expeditious means of transportation practicable. The Official/Department Head directing travel will be responsible for the mode of transportation selected. It is recommended that a county vehicle is used when there is one available.

Section 2.3 Travel via Privately Owned Vehicle

Payments to officials/ employees for the use of privately owned vehicles shall be on a basis of actual mileage traveled round trip from place of employment to purpose of travel destination while on official county business. Such payment or allowance shall be made at the current rate approved by Commissioners' Court. Any mileage related to education and conference must be turned in on a travel voucher. All other mileage reimbursement requests must be turned in on a mileage sheet.

Section 2.4 Two or More Employees Traveling in a Single Private Vehicle

When two or more employees travel in a single vehicle, only one shall receive a transportation allowance.

Section 2.5 Travel via Commercial Aircraft

Travel via commercial aircraft will generally be the least costly mode of long distance travel. This method shall be used whenever it is reasonably available. The employee must use most cost effective method of travel arrangements,

must be a non-refundable ticket if purchased with personal credit card or procurement card and must be based on coach fare. If airfare is cancelled for any reason, on a non-refundable ticket, a credit voucher will be issued by the travel agent. It is the responsibility of the official/employee to report unused airfare to the Auditor's Office. Credit vouchers for non-refundable tickets must be used toward the purchase of another ticket for the same traveler, within one year for county travel only. The official/employee must provide the confirmation number when the next reservation is made. This must be notated on the Estimated Expenditure Form when used. If traveling long distance via a privately owned vehicle, you must obtain the airfare cost from the least expensive airfare source as of the date of the estimated travel form and will be reimbursed that rate of airfare or actual mileage, whichever is less.

Section 2.6 Rental Vehicle

Reimbursement to county officials/ employees for the use of a rental car shall be based on actual cost incurred for the most economical vehicle. All upgrades will be the responsibility of the employee. The fuel tank must be filled prior to returning the vehicle to the rental agency. Additional fuel charges, by rental agency, will also be the responsibility of the employee. Receipts are required in support of claims for reimbursement. Rental car insurance is not necessary and will not be reimbursed. The county insurance will cover accidents incurred for the duration of the business trip. If additional days are added to the trip, for personal reasons, insurance for additional days would be the responsibility of the employee. If an accident occurs during the business portion of the trip a police accident report must be obtained and the County Risk Claims Manager must be notified immediately. (972) 548-4605 (located in Human Resources)

Section 2.7 Use of Public Transportation

While on official travel, public transportation shall be allowed when necessary for local commuting including airport to travel destination and return to travel origin. Reimbursement to county officials/ employees for the use of all other modes of transportation shall be based on actual cost incurred. Receipts are required in support of claims for reimbursement.

Section 2.8 Transportation Expenses of Spouse

Elected Officials/Department Heads are not allowed to authorize reimbursement of travel expenses incurred by a county employee's spouse, relative or friend while accompanying that employee to a conference.

Section 2.9 Parking Fees, Toll Charges, etc.

Reimbursement is authorized for parking fees, road and tunnel tolls which have been incurred. Receipts are required in support of claims for reimbursement.

Chapter 3

County Vehicles

Section 3.1 Authorization

County vehicles will be utilized only for county business, not for personal business of employees. Only authorized personnel may ride as passengers.

A current license or certification, appropriate to the assigned vehicle, will be maintained at all times. Any employee whose license becomes suspended for any reason will notify their supervisor immediately.

Section 3.2 Definition and General Matters

- A county vehicle is defined as any car, truck, van, etc., which is owned by the county, including Sheriff vehicles.
- County business is defined as any work done by a county employee on behalf of Collin County.
- Authorized personnel are defined as county employees or individuals conducting business for Collin County.
- "Stand-by" employees are those county employees who drive county vehicles to and from their home, conducting after business hour service calls.

Each county department utilizing county vehicles shall develop and maintain departmental procedures regarding their particular use to include after hours usage, stand-by duty restrictions, etc. Said procedures are to be approved by Commissioners' Court annually or as revised. Departmental procedures shall be consistent with this policy.

Section 3.3 Use of County Vehicles

The following are guidelines for the use of county vehicles before or after business hours:

- The use of county vehicles shall be for official county business only.
- All employees are expected to operate their assigned vehicles in a lawful, safe, and prudent manner at all times. Transportation, or consumption, of any drug or alcoholic beverage in a county vehicle is prohibited.
- Only the employee(s) assigned to operate a vehicle may drive that vehicle. Other employees may drive the vehicle with the authorization of the

Department Head. A non-employee is not authorized to drive a county vehicle under any circumstances.

- Before or after business hours, vehicles are to be driven either to or from work by the most direct or practical route available. Side trips to tend to personal affairs are not authorized.
- If an accident occurs, when an employee is not on the most direct or practical route to work or residence, then that employee is not considered to be a permissive user of the vehicle for insurance purposes. This means that the employee has the personal responsibility, either through personal insurance or out of pocket expense, to provide compensation to both the third party and to the county for property damage to the vehicle. Additional disciplinary action may be taken according to departmental policy.

Section 3.4 Authorized Persons

- In the interest of safety, to expedite response to calls, and to protect the county from possible costly civil claims, it is necessary to restrict passengers in departmental vehicles to those necessary to the duty being performed. No person other than those listed below shall ride in departmental vehicles.
- On duty sworn officers of the Sheriff's Department.
- Departmental employees required to use or ride in such vehicles in line of duty and then only as needed to perform those duties.
- Officers of other departments may be transported only when required to perform a specific task and only when necessary to the successful completion of that task.

Section 3.5 Other County employees when their transportation is necessary to official business.

- An employee on county business is the only person allowed to ride as a passenger in a county vehicle. Exceptions can be made in certain emergency or humanitarian situations where transportation of an individual (s) will prevent a threat to their well-being. Hitchhikers, family and friends are not authorized passengers unless the transportation is directly related to county business.
- Persons who are in custody of a Sheriff's Deputy, or who are being transported in line of duty (motorist being assisted, etc.).
- Reserves of the Sheriff's Department in training. They may ride in county vehicles only on a prescheduled basis. This scheduling must be approved by

the Sheriffs designated representative who will be responsible for notifying the officer in charge of the shift.

Section 3.6 Travel via County Vehicle

No county official/employee shall be reimbursed for mileage while operating a county vehicle. If gas is purchased, other than the county gas card, the receipt must be submitted for reimbursement in travel voucher.

Section 3.7 Operation of County Vehicle

All county vehicles shall be operated in a safe manner consistent with good defensive driving. Neglect of this responsibility shall necessitate suspension of continued use of county vehicles. County officials/employees must possess a current Texas driver's license and insurance to operate county vehicles.

Section 3.8 Repair of County Vehicle

Reimbursement for local travel expenses incurred while waiting for repair of a county vehicle is authorized if such expense(s) fall within the guidelines of this chapter.

Section 3.9 Insurance

The county shall provide basic insurance coverage for all county vehicles. Any additional insurance coverage shall be the responsibility of the county official/employee concerned. If a privately owned vehicle is used for official county business, the owner of that vehicle shall ensure the vehicle's insurance coverage meets or exceeds the minimum coverage required by law. The county shall not be responsible for damage to a privately owned vehicle which is used for official business.

Section 3.10 Authority

Commissioners' Court shall have the final authorization for use of county vehicles and may exclude certain provisions from this policy.

CHAPTER 4

LODGING

Section 4.1 Reimbursement Rate

A county official or employee shall be reimbursed for available lodging based on double room accommodation rates utilizing the most economical rates pertinent to the conference/travel. Unnecessary lodging expenses shall be the responsibility of the traveler unless justification for such expense can be established.

Section 4.2 Staying with Friends or Relatives

If a county official/employee stays with friends or relatives while on official county business, no reimbursement for lodging shall be allowed.

Section 4.3 Expenses Incurred

Expenses incurred for activities not connected with county business shall not be reimbursed. These activities shall include, but not be limited to, hotel movies, health club, hotel computer access etc.

CHAPTER 5

MEALS

Section 5.1 Meal Expenses

All county officials and employees shall be reimbursed for meal expenses. Meal reimbursement must be supported by an **itemized** meal receipt. Reasonable meal expenses would be as follows: Breakfast - \$10.00; Lunch - \$15.00; Dinner - \$25.00. Unusually high expenses must be justified in writing by the Department Head and approved in Commissioners' Court before reimbursement. Tips will be reimbursed at a preferred rate of 15%, with a maximum of 20%.

Travel meals in Collin County are prohibited. Business luncheon meetings are not considered as Travel Meals.

Section 5.2 Two or More Meals on the Same Receipt

If more than one employee's meal expense is on the same receipt, the names of all attendees and the reason for the claim must be indicated on the back of the receipt.

Within the limits of each department's budget, an employee may be reimbursed for the payment of meals for guests that are invited to discuss county business. See Section 6.2.

Section 5.3

Reimbursement for meals paid using your department assigned procurement card must be turned in with your department/division procurement card approval list.

Section 5.4 Spouse/Relative Meal Expenses

Reimbursement shall not be made for the payment of meal expenses or entertainment incurred by the spouse or relatives.

Section 5.5 Meals Per Day

No county official or employee shall be reimbursed for more than three (meals) per day. Snacks, candy, gum, etc. and beverages will not be reimbursed unless there is a justification that they are a replacement for a specific meal.

CHAPTER 6

DAY TRAVEL

Section 6.1 Day Travel Definition

Travel away from home outside of Collin County, but not overnight, is considered "Day Travel" for purpose of meals. Therefore, any reimbursement to an employee for meals, incurred on such "day travel", is taxable to the employee and will be processed through payroll. This must be turned in on a travel voucher and must include **itemized receipts**.

Section 6.2 Business Meals

To qualify as a business meal, the employee must identify the participants and the business purpose of the discussion. This must be turned in on an affidavit and must include **itemized receipts** and the Department Head signature.

CHAPTER 7

CONFERENCE SPONSORED ACTIVITIES

Section 7.1 Activities

Expenses incurred by a county official/employee for activities related to the conference, shall be reimbursed by the county. Activities unrelated to the conference shall not be reimbursed.

CHAPTER 8

REGISTRATION FEES

Section 8.1 Registration Fees

Registration fees for a county official/employee shall be paid by the county following the requisition/purchase order process. The **completed registration form** must be submitted to the Auditor's Office at the time that the requisition is entered.

Section 8.2 Registration Fees Paid by Credit Card/Procurement Card

The only exception, to the above, being if there is a deadline that the county cannot meet following this process. If this occurs registration may be paid utilizing your personal credit card, your department assigned procurement card or cash at the door. Reimbursement for registration paid using your personal credit card or cash must be turned in on your travel voucher with a receipt. If registration fees are paid using the department assigned procurement card, the department must turn in the registration forms with their department/division procurement card approval list. The registration form and receipt must be included with payment amount and vendor name highlighted.

CHAPTER 9

ADVANCE OF FUNDS FOR TRAVEL EXPENSES

Section 9.1 Advance

A Travel Advance Affidavit must be completed for every advance of funds and must be approved by the Elected Official/Department Head. The request for an advance must be received in the Auditor's Office by the deadline as listed on the AP Check and Commissioners' Court Schedule, for the Commissioners' Court date prior to scheduled travel. (My Network Places/Public share on chdata/Auditor folder/AP Check and Commissioners' Court Schedule.)

Section 9.2 Travel Advance Limitations

Travel Advance Limitations:

- Advances will not be disbursed for less than \$100.00.
- Advances will not be disbursed for "day travel" expenses.
- Advances will not be disbursed after the travel is completed.
- Advances will not be disbursed if you have a procurement card in your name.
- Advances will not be disbursed when a traveler has an outstanding advance.
- Only one advance of funds shall be authorized for each scheduled travel.

Section 9.3 Recovery of Outstanding Travel Advances

An employee is required to complete a travel voucher and forward to the Auditor's Office within **7** calendar days after the travel end date. Once audited, you will receive a travel memo, via email, with the amount due to Collin County. All money owed to Collin County must be received in the Auditor's Office within **15** calendar days. Refer to travel advance which states you must "repay to Collin County any of this unspent travel advance no later than **30** days following the completion of the travel. If I fail to submit the proper documents and do not repay any unspent monies, Collin County has my permission to withhold the outstanding travel advance from my paycheck." If money is owed to the employee, it will be processed on the check run following the receipt of travel voucher in the Auditor's Office or as soon thereafter as is feasible.

Section 9.4 Advance Return for Cancelled Trip

In the event that a trip is cancelled, the advance must be returned to the Auditor's Office upon notice of cancellation of travel.

Section 9.5 Loss of Advance Funds

Each county official/employee shall be responsible for any loss of advance funds. Such incident shall not be considered a travel expense.

CHAPTER 10

ADVANCE FOR SHERIFF'S OFFICE PRISONER TRANSFER

Section 10.1 Advancement of Funds for Prisoner Transfer

An advancement of funds for travel expenses related to prisoner transfers shall be provided through a special fund in the Sheriff's Department. Procedures to account for such funds shall be prescribed by the County Auditor. Upon return from each trip, Sheriff's Transfer Officer shall reimburse the fund any excess advance payments. Documentation of expenses and approval of travel claims shall be made in the same manner as provided in this manual.

Section 10.2 Loss of Advance Funds

Each county official/employee shall be responsible for any loss of advance funds. Such incident shall not be considered a travel expense.

Section 10.3 Usage of Procurement Card for Prisoner Transfer

See Section 11.2.

CHAPTER 11

COUNTY PROCUREMENT CARDS

Section 11.1 County Procurement Cards

County officials/employees who are expected to travel frequently to support the mission of the county may be eligible for a County Procurement Card. Elected Officials/Department Heads may request for their personnel to be cardholders by contacting the Procurement Card Coordinator. (Purchasing Department) The coordinator will issue an employee card request form. Personnel authorized to receive a County Procurement Card must be approved by the appropriate Elected Official/Department Head responsible for the department in which the employee works. After approval of the Department Head, the application will be processed according to the applicable Procurement Card Agreement.

Section 11.2 Use of the County Procurement Card

The County Procurement Card shall only be used by the cardholder for his own travel purposes. In other words a cardholder may not use their card for another employee's expenses or travel arrangements. (Exceptions: Prisoner/Juvenile Transfers) The County Procurement Card shall not be used for personal purposes or family members and may only be used in connection with official Collin County travel or business. When a department needs a new vendor set-up; it is the responsibility of the department to supply the Auditors office with the vendor name, address, phone number and tax id information.

All meal purchases using the County Procurement Card must be in accordance with the policy as indicated in Chapter 5 of the Collin County Travel Policy.

Advances for travel will not be disbursed if you have a procurement card in your name.

All procurement card receipts must be attached to the Department/Division Report.

Section 11.3 Termination from County

Prior to leaving the county or transferring to another department, the cardholder shall surrender the County Procurement Card and all receipts to the approving supervisor of your respective department. Upon its receipt, the approving supervisor will review, approve and deliver the County Procurement Card to the Procurement Card Coordinator. (Purchasing Department) Please be aware that the responsibility of the void card remains with the Cardholder/Department Head until it has been received by the Procurement Card Coordinator.

Final payroll payment will be held until the County Procurement Card has been returned.

CHAPTER 12

INSURANCE CLAIMS

Section 12.1 Reporting Insurance Claims

When a rental vehicle is used, the official or employee should decline all supplemental vehicle rental insurance offered by the rental agency to cover incidents while using the vehicle for county purposes. The County Risk Claims Manager will provide all necessary insurance coverage for employees and officials using rental vehicles for county purposes. If an accident occurs during the business portion of the trip a police accident report must be obtained and the County Risk Claims Manager must be notified immediately. (972)548-4605 (located in Human Resources) While not condoned, all use of a rental vehicle for personal reasons is at the risk of the employee or official.

CHAPTER 13

SUBMISSION OF CLAIMS

Section 13.1 Submitting Travel Claims

Claims for reimbursement or payment shall be made directly to the Auditor's Office. When filing a travel claim, each county official/employee shall complete a Collin County Travel Voucher supported by documentation of expenses. Submission of claims shall be made no later than **7** days after completion of travel. See Section 9.3.

Section 13.2 Documentation

The completed Travel Voucher shall be submitted to the Auditor's Office with a travel expense worksheet and documentation to include statements, **itemized** hotel bills, **itemized** meal receipts, (day travel/business meals) and any other documentation necessary to justify the expenses incurred. Receipts must be taped to an 8½ x 11 paper in date order. Please do not highlight or tape over amounts on receipts. Do not fold or seal envelope.

AFFIDAVIT OF COMPLIANCE

I, the undersigned, declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.

I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable.

Name of Company	<input type="text"/>
Title of Officer	<input type="text"/>
Name of Officer	<input type="text"/>
Date:	<input type="text"/>

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>	<p>OFFICE USE ONLY</p> <p>Date Received</p>
<p>1 Name of person doing business with local governmental entity.</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(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.)</p>	
<p>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.</p> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 5px;"></div>	
<p>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.</p> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 5px;"></div>	

Adopted 11/02/2005

FORM CIQ

CONFLICT OF INTEREST QUESTIONNAIRE

Page 2

For vendor or other person doing business with local governmental entity

**5 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.

Empty text box for describing affiliations or business relationships.

6

Signature line

Signature of person doing business with the governmental entity

Date line

Date

Adopted 11/02/2005

**COLLIN COUNTY**

OFFICE OF COUNTY AUDITOR
2300 Bloomdale Road • Suite 3100
McKinney, Texas 75071
(972) 548-4731 • Metro (972) 424-1460
Fax (972) 548-4696

Dear Vendor:

In order for Collin County to comply with Internal Revenue Service Guidelines, we are required to keep a W-9 on file for each vendor to whom we have remitted payment(s). Collin County is in the process of up dating their files.

Please complete the attached/faxed W-9 form and **fax** to (972) 548-4696 OR **mail** the original to 2300 Bloomdale Road, Suite 3100, McKinney, Tx 75071. Failure to do so may result in delay(s) of future payments.

Thank you in advance for your assistance in this matter.

Sincerely,

Jeffry May
Collin County Auditor

JM/pac

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
: :
: :
or
Employer identification number
: :

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

In order to better serve our bidders, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Please take a moment to complete the below. Should you have any questions or require more information please call (972) 548-4165.

HOW DID YOU RECEIVE NOTICE OF THIS REQUEST FOR BID OR PROPOSALS?

McKinney Courier-Gazette?	€	Yes	€	No
Plan Room?	€	Yes	€	No
Collin County Web-Site?	€	Yes	€	No
Facsimile or email from BidSync?	€	Yes	€	No
Other <input type="text"/>				

HOW DID YOU RECEIVE THE BID DOCUMENTS?

Downloaded from Home Computer?	€	Yes	€	No
Downloaded from Company Computer?	€	Yes	€	No
Requested a Copy from Collin County?	€	Yes	€	No
Other <input type="text"/>				

Thank You,

Collin County Purchasing Department

Question and Answers for Bid #06308-12 - Services, Travel Agency

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.