



# Collin County Purchasing

**2021-107**

## **COVID-19 PSA/Advertising Project**

Issue Date: 12/15/2020

Questions Deadline: 12/30/2020 02:00 PM (CT)

Response Deadline: 1/7/2021 02:00 PM (CT)

Collin County Purchasing

### **Contact Information**

Contact: Gina Zimmel

Address: Purchasing

Admin. Building

Ste.3160

2300 Bloomdale Rd.

Ste. 3160

McKinney, TX 75071

Phone: (972) 548-4119

Fax: (972) 548-4694

Email: [gzimmel@co.collin.tx.us](mailto:gzimmel@co.collin.tx.us)

## Event Information

Number: 2021-107  
Title: COVID-19 PSA/Advertising Project  
Type: Request for Proposal - Other  
Issue Date: 12/15/2020  
Question Deadline: 12/30/2020 02:00 PM (CT)  
Response Deadline: 1/7/2021 02:00 PM (CT)

## Ship To Information

Contact: Candy Blair  
Address: Health Care Services  
Health Care Services  
Ste. 130  
825 N. McDonald St.  
Ste. 130  
McKinney, TX 75069

## Billing Information

Address: Auditor  
Admin. Building  
Ste. 3100  
2300 Bloomdale Rd.  
Ste. 3100  
McKinney, TX 75071

## Bid Attachments

### **General\_Instructions\_Proposals.docx**

General Instructions - Proposals

[View Online](#)

### **Terms\_of\_Contract\_Proposals\_-\_5.11.20.docx**

Terms of Contract - Proposals

[View Online](#)

### **Insurance\_GenWCAuto.doc**

Insurance Requirements

[View Online](#)

### **Special Conditions and Specifications -PHYSICAL&DIGITAL.docx**

Special Conditions and Specifications

[View Online](#)

### **Potential Media.docx**

Exhibit A: Potential Media

[View Online](#)

### **Demographics Summary.pdf**

Exhibit B: Demographics Summary

[View Online](#)

### **Demographics Data.xlsx**

Exhibit C: Demographics Data

[View Online](#)

### **Information\_Regarding\_Conflict\_of\_Interest\_Questionnaire.docx**

Information Regarding Conflict of Interest Questionnaire

[View Online](#)

### **CIQ\_113015.pdf**

Conflict of Interest Questionnaire

[View Online](#)

### **W-9 rev 2018.pdf**

W-9 Form

[View Online](#)

## Requested Attachments

### Proposal Response to Section 6.0

(Attachment required)

### W-9

(Attachment required)

### Conflict of Interest Questionnaire

## Bid Attributes

#### 1 eBid Notice

Collin County exclusively uses IonWave Technologies, Inc. (Collin County eBid) for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means. Please initial.

(Required: Maximum 1000 characters allowed)

#### 2 Contact Information

List the contact name, email address and phone number of the main person(s) Collin County should contact in reference to this solicitation. Contact(s) shall be duly authorized by the company, corporation, firm, partnership or individual to respond to any questions, clarification, and or offers in response to this solicitation.

(Required: Maximum 4000 characters allowed)

#### 3 Solicitation Submittals

In an effort to avoid person-to-person interaction to comply with the latest Order issued to prevent the spread of COVID-19, Collin County Purchasing will temporarily only accept IFB, RFP, RFQ and Quote submittals electronically in Ionwave (eBid) or via parcel carrier until further notice. Please do not deliver your solicitation response in person. All bid openings will be completed on schedule and witnessed by Collin County Purchasing staff to ensure all procurement statutes, policies and state laws are followed. Please initial.

(Required: Maximum 1000 characters allowed)

#### 4 Exceptions

Do you take exceptions to the specifications? If so, by separate attachment, please state your exceptions.

Yes  No

(Required: Check only one)

**5 Insurance Acknowledgement**

I understand that the insurance requirements of this solicitation are required and are included in the submitted pricing. A certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract. Please initial.

---

---

---

*(Required: Maximum 1000 characters allowed)*

**6 Subcontractors**

State the business name of all subcontractors and the type of work they will be performing under this contract. If you are fully qualified to self-perform the entire contract, please respond with "Not Applicable-Self Perform".

---

---

---

---

---

---

*(Required: Maximum 4000 characters allowed)*

**7 Reference No. 1**

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references preferred. Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

---

---

---

---

---

---

*(Required: Maximum 4000 characters allowed)*

**8 Reference No. 2**

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references preferred. Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

---

---

---

---

---

---

*(Required: Maximum 4000 characters allowed)*

**9 Reference No. 3**

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references preferred. Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

---



---



---



---



---

*(Required: Maximum 4000 characters allowed)*

**10 Cooperative Contracts**

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 inter-local 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

*(Required: Check only one)*

**11 Preferential Treatment**

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).

1. Is your principal place of business in the State of Texas?
2. If your principal place of business is not in Texas, in which State is your principal place of business?
3. If your principal place of business is not in Texas, does your state favor resident bidders (bidders in your state) by some dollar increment or percentage?
4. If your state favors resident bidders, state by what dollar amount or percentage.

---



---



---



---



---

*(Required: Maximum 4000 characters allowed)*

**12 Debarment Certification**

I certify that neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations. Please initial.

---



---



---

*(Required: Maximum 1000 characters allowed)*

**1**  
**3** **Immigration and Reform Act**

I 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 by Collin County. Please initial.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Required: Maximum 1000 characters allowed)*

**1**  
**4** **Disclosure of Certain Relationships**

Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071. Please initial.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Required: Maximum 1000 characters allowed)*

**1**  
**5** **Anti-Collusion Statement**

Bidder certifies that its Bid/Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid/Proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates or gratuities permitted; either with, prior to, or after any delivery of material or provision of services. Any such violation may result in Agreement cancellation, return of materials or discontinuation of services and the possible removal from bidders list. Please initial.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Required: Maximum 1000 characters allowed)*

**1**  
**6** **Disclosure of Interested Parties**

Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016. Please initial.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Required: Maximum 1000 characters allowed)*

**17 Notification Survey**

In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165. How did you receive notice of this request?

- Plano Star Courier
- Plan Room
- Collin County eBid Notification
- Collin County Website
- Other

*(Required: Check only one)*

**18 Proposer Acknowledgement**

Proposer acknowledges, understands the specifications, any and all addenda, and agrees to the proposal terms and conditions and can provide the minimum requirements stated herein. 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 Proposal submittal resulting from Proposer's failure to do so. Proposer acknowledges the prices submitted in this Proposal have been carefully reviewed and are submitted as correct and final. If 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 Request for Proposal. Please initial.

*(Required: Maximum 1000 characters allowed)*

**19 Cooperative Contract Name**

State the cooperative contract name this quote is offered under. (i.e. TX DIR, TXMAS, OMNIA Partners, Buyboard, TIPS/TAPS, HGAC, HCDE, etc.) If none, answer N/A.

*(Required: Maximum 4000 characters allowed)*

**20 Cooperative Contract Number**

State the cooperative contract number this quote is offered under. If none, answer N/A.

*(Required: Maximum 4000 characters allowed)*

**21 Cooperative Contract Website**

Please provide the website URL for the cooperative contract this quote is offered under. If none, answer N/A.

*(Required: Maximum 1000 characters allowed)*

**Bid Lines**

1

Total cost of proposed solution

*(Response required)*

Quantity:   1   UOM:   lump sum   Price: \$  Total: \$

Supplier Notes: \_\_\_\_\_

\_\_\_\_\_

No bid  
 Additional notes  
*(Attach separate sheet)*



**Supplier Information**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Supplier Notes**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned hereby certifies the foregoing proposal submitted by the company listed below hereinafter called "offeror" is the duly authorized agent of said company and the person signing said proposal has been duly authorized to execute same. Offeror affirms that they are duly authorized to execute this contract; this company; corporation, firm, partnership or individual has not prepared this proposal in collusion with any other offeror or other person or persons engaged in the same line of business; and that the contents of this proposal as to prices, terms and conditions of said 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 proposal.

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

## 1.0 GENERAL INSTRUCTIONS

### 1.0.1 Definitions

1.0.1.1 Offeror: refers to submitter.

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

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by an Offeror.

1.0.1.4 RFP: refers to Request for Proposal.

1.0.1.5 CSP: refers to Competitive Sealed Proposal

1.1 If Offeror does not wish to submit an offer at this time, please submit a No Bid.

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 ionWave Technologies, Inc. (Collin County eBid) 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 submittal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A submittal may not be withdrawn or canceled by the offeror prior to the ninety-first (91<sup>st</sup>) 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 Proposals/Submittals for any or all products and/or services covered in a Request For Proposal (RFP) and Competitive Sealed Proposal (CSP), 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 RFP's and CSP's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the RFP/CSP 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. RFP's and CSP's may be submitted in electronic format via Collin County eBid.

1.9 All Request for Proposals (RFP) and Competitive Sealed Proposals (CSP) submitted electronically via Collin County eBid shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the RFP and/or CSP.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Request for Proposals (RFP) and Competitive Sealed Proposals (CSP) submitted in hard copy paper form. RFP's, and CSP's received in the Collin 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 RFP/CSP, 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 a Request for Proposal or 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 the date specified in the solicitation. 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 Collin County eBid.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the RFP/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. **Collin County eBid** <https://collincountytx.ionwave.net/>, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Offeror's receipt of any addenda issued. 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 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.17 Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Offeror shall state these exceptions in the section provided in the RFP/CSP 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.

1.18 Minimum Standards for Responsible Prospective Offerors: A prospective Offeror must meet the following minimum requirements:

1.18.1 have adequate financial resources, or the ability to obtain such resources as required;

1.18.2 be able to comply with the required or proposed delivery/completion schedule;

1.18.3 have a satisfactory record of performance;

1.18.4 have a satisfactory record of integrity and ethics;

1.18.5 be otherwise qualified and eligible to receive an award.

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

1.20 Vendor shall bear any/all costs associated with it's preparation of a RFP/CSP 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 offerors during the solicitation process is subject to release under the Act.

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

1.23 Interlocal Agreement: Successful Offeror 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. Delivery to governmental entities located within Collin County will be at no additional charge or as otherwise provided for in the award document. Delivery charges, if any, for governmental entities located outside of Collin County shall be negotiated between the Vendor and each governmental entity.

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 offeror upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

1.25 Offeror shall comply with all local, state and federal employment and discrimination laws and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or any other class protected by law.

## 2.0 TERMS OF CONTRACT

2.1 A 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.

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 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 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 Expenses for Enforcement. In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.

2.11 If a contract, resulting from a Collin County RFP/CSP is for the execution of a public work, the following shall apply:

2.11.1 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 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.11.2 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 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.12 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.

2.13 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.

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

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

2.16 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.

2.17 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.

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

2.18.1 Collin County Purchase Order Number;

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

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

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

- 2.20 All warranties shall be stated as required in the Uniform Commercial Code.
- 2.21 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.
- 2.22 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- 2.23 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.
- 2.24 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.
- 2.25 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.
- 2.26 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.
- 2.27 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.
- 2.28 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.
- 2.29 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.
- 2.30 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.

2.31 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.

2.32 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 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 proposal submission and time of award, the Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.33 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.

2.34 Delays and Extensions of Time when applicable:

2.34.1 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/Enginner may determine.

2.34.2 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.

2.35 Disclosure of Certain Relationships: Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.



2.36 Disclosure of Interested Parties: Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

2.37 Vendors/Contractors/Providers must be in compliance with the provisions of Section 2252.152 and Section 2252.153 of the Texas Government Code which states, in part, contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations are prohibited. A governmental entity may not enter into a contract with a company that is listed on the Comptroller of the State of Texas website identified under Section 806.051, Section 807.051 or Section 2253.253 which do business with Iran, Sudan or any Foreign Terrorist Organization. This Act is effective September 1, 2017.

2.38 Force Majeure: No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by or results from acts beyond the affected party's reasonable control, including, without limitation: acts of God; flood, fire or explosion; war, invasion, riot or other civil unrest; actions, embargoes or blockades in effect on or after the date of this Agreement; or national or regional emergency (each of the foregoing, a "Force Majeure Event"). A party whose performance is affected by a Force Majeure Event shall give notice to the other party, stating the period of time the occurrence is expected to continue and shall use diligent efforts to end the failure or delay and minimize the effects of such Force Majeure Event.

**NOTE:** All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual RFP/CSP 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 including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Coverage must be written on occurrence form.

- Each Occurrence: \$1,000,000
- Personal Injury & Adv. Injury: \$1,000,000
- Products/Completed Operation Aggregate: \$2,000,000
- General Aggregate: \$2,000,000

3.1.2 **Workers Compensation** insurance, as required by the laws of Texas, and Employers' Liability.

Employers' Liability

- Liability – Each Accident: \$500,000
- Disease – Each Employee: \$500,000
- Disease – Policy Limit: \$500,000

3.1.3 **Commercial Automobile Liability** insurance that includes any automobile (owned, non-owned, and hired vehicles) used in connection with the contract.

- Combined Single Limit – Each Accident: \$1,000,000

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

3.2.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers, and officers shall be provided for General Liability, Commercial Automobile Liability, and Workers Compensation.

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

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

3.2.4 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.

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

3.3 All insurance shall be purchased from an insurance company with a financial rating of A or higher as assigned by A.M. Best Rating Services, Inc. or equivalent.

3.4 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:

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

3.4.2 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 proposer whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request for Proposal (RFP) in accordance with Vernon’s Texas Code Annotated, Local Government 262.030.

The Evaluation Committee will review all proposals received by the closing date and time as part of a documented evaluation process. For each decision point in the process, the County will evaluate proposers according to specific criteria and will elevate a certain number of proposers to compete against each other.

The County will use a competitive process based upon “selection levels”. The County recognizes that if a proposer fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining proposers or to elevate a proposer that was not elevated before. The selection levels are described in the following sections.

### **LEVEL 1 – CONFORMANCE WITH MANDATORY REQUIREMENTS**

The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. At the County’s discretion, proposers may be contacted to submit clarifications or additional information within two (2) business days. Criteria assessed during Level 1:

- Conformance with RFP guidelines and submittal requirements.

### **LEVEL 2 – DETAILED PROPOSAL ASSESSMENT**

The Evaluation Committee will conduct a detailed assessment of all proposals elevated to this level. Proposers elevated to Level 2 may be asked to respond in writing to issues and questions raised by the County, as well as any other cost and implementation planning considerations in the proposal. Criteria evaluated in Level 2:

<b>Points</b>	<b>Evaluation Criteria</b>
<b>25</b>	Firm Overview: Proposer’s qualifications, including licenses and certifications, and documented experience and accomplishments in providing similar services. (Section 6.4, 6.5.7)
<b>20</b>	Report: Thoroughness and ease of understanding of proposer’s sample report. (Section 6.5.6)
<b>15</b>	Strategy: How well the proposed solution meets County’s needs and requirements. (Section 6.5.1 - 6.5.3, 6.5.7)
<b>10</b>	Targeted Populations: How well the proposed solution reaches targeted populations.

	(Section 6.5.5)
<b>70</b>	<b>Total Points</b>

It is anticipated that the Evaluation Committee will elevate proposals scoring at least 49 points (70%) to Level 3.

**LEVEL 3 – PRICING**

Proposers who are elevated to Level 3 will have their pricing compared and evaluated.

<b>Points</b>	<b>Evaluation Criteria</b>
<b>30</b>	Cost for Services: Price per reach based on proposed reach. (Section 6.5.4, 6.6)

**LEVEL 4 – BEST AND FINAL OFFER**

Proposers who are susceptible of receiving award may be elevated to Level 4 for Best and Final Offer. Proposers will be asked to respond in writing to issues and questions raised by the County, as well as any other cost and implementation planning considerations in the proposal, and may be invited to present their responses on-site. Proposals may be reevaluated based upon criteria in Level 2 and/or 3.

Based on the result of the Best and Final Offer evaluation, a single proposer will be identified as the finalist for contract negotiations. If a contract cannot be reached after a period of time deemed reasonable by the County, it reserves the right to contact any of the other proposers who have submitted bids and enter into negotiations with them.

<b>5.0 SPECIAL CONDITIONS AND SCOPE OF SERVICES</b>
---

- 5.1 **AUTHORIZATION:** By order of the Commissioners Court of Collin County, sealed proposals will be received for RFP No. 2021-107, COVID-19 PSA/Advertising Project: Physical and Digital Media.
- 5.2 **INTENT OF REQUEST FOR PROPOSAL:** The intent of this Request for Proposal (RFP) and resulting contract is to award one or more vendors to distribute COVID-19 PSAs for Collin County residents across various types of physical and digital media, particularly targeting certain vulnerable populations.
- 5.3 **TERM:** Provide for a contract commencing on date of award, and continuing through and including February 28, 2021.
- 5.4 **CONFIDENTIALITY:** All completed and submitted proposals become the property of Collin County. Collin County may use the proposal for any purpose it deems appropriate. Prior to Collin

County approval, the proposal material is considered as “draft” and is not subject to the Texas “Public Information Act”, Texas Government Code Chapter 552. After approval by Collin County, the proposal material becomes part of the contract between the vendor and Collin County. Upon signing of a contract, proposals and contracts are subject to the State of Texas “Public Information Act”. Contractors shall identify those portions of their proposals that they deem to be confidential, proprietary information or trade secrets. Contractors shall clearly indicate each and every section to which this applies. It is not sufficient to preface the entire proposal with a proprietary statement. The State of Texas Attorney General retains the final authority as to the extent of material that is considered proprietary or confidential.

- 5.5 **BINDING EFFECT:** This resulting agreement shall be interpreted and enforced under the laws and jurisdiction of the State of Texas. Collin County’s RFP, the proposer’s proposal in response to the RFP, and any additional negotiated conditions reduced to writing will become part of the final contract between the successful proposer and Collin County. This agreement then constitutes the entire understanding between the parties and is not subject to amendment unless agreed upon in writing by both parties hereto. By mutual agreement, the parties may, from time to time, promulgate scope of service documents to define the scope of services. Such scope of service documents will be incorporated into the contract agreement. Proposer acknowledges and agrees that it will perform its obligations hereunder in compliance with all applicable state, local, or federal laws, rules, regulations, and orders.
- 5.6 **PERMITS, TAXES, AND LICENSES:** The vendor is responsible for all necessary permits, licenses, fees, and taxes required to carry out the provisions of the RFP. The financial burden for such expenses rests entirely with the company providing the service under the contract.
- 5.7 **SUBCONTRACTORS:** Proposer shall state names of all subcontractors and the type of work they will be performing. If a proposer fails to specify a subcontractor, then he shall be deemed to have agreed that he is fully qualified to perform the contract himself, and that he will fully perform the contract himself.

No proposer whose proposal is accepted shall (a) substitute any subcontractor, or (b) permit a subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original proposal without approval in writing from the Collin County Purchasing Department.

The successful proposer further agrees that Collin County and its agents, servants and employees shall not be liable for any loss or damage resulting from personal injury, physical loss, harassment of or discrimination against employee or other violations of the provisions of this contract occasioned by the acts or omissions of the successful proposer’s subcontractors, their agents or employees. The indemnification provisions of this contract shall apply to all subcontractors.

- 5.8 **FREIGHT/DELIVERY CHARGES:** Any freight or delivery charges shall be included in the submitted pricing. No additional fees for delivery/freight/fuel surcharges or other fees shall be invoiced or paid by Collin County.
- 5.9 **PRICE REDUCTION:** If during the life of the contract the vendor's net prices to its customers for

the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.

- 5.10 FUNDING: Funds for payment have been provided through the Collin County budget approved by the Collin County Commissioners Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year shall be subject to budget approval.
- 5.11 APPROXIMATE VALUE: The estimated value of this contract is \$40,000.00 to be divided among the winning proposals. Approximate value does not constitute an order.
- 5.12 PROPOSAL SCHEDULE: Collin County reserves the right to change the schedule of events as it deems necessary. Due to grant funding requirements, the final invoice for all services performed **must** be received by March 1, 2021. No exceptions will be allowed.

RFP released:	Tuesday, December 15, 2020
Deadline for submission of questions:	2:00pm Wednesday, December 30, 2020
Proposals due:	2:00pm Thursday, January 7, 2021
Award of RFP:	February 1, 2021
Work to be completed by:	February 28, 2021

- 5.13 PURPOSE/SCOPE OF WORK: Collin County seeks proposals to distribute media detailed in Exhibit A: Potential Media.
  - 5.13.1 Proposers shall use existing media. This RFP is not for development of new advertisements.
  - 5.13.2 All forms of physical and digital media advertisement are being considered (e.g., billboards, flyers, television, radio, social media, etc.). Proposers may focus on a single venue or propose a broader campaign.
  - 5.13.3 The media shall target residents of Collin County. County demographic information is available in Exhibit B: Demographics Summary, and Exhibit C: Demographics Data.
  - 5.13.4 The County additionally seeks to target the following populations:
    - 5.13.4.1 Elderly residents (age 65+)
    - 5.13.4.2 Residents with school-aged children
    - 5.13.4.3 Residents aged 20-35
    - 5.13.4.4 Residents who speak a language other than English (e.g. Spanish, Chinese)

5.13.5 The ad campaign is to run through the months of January 2021 (after award) and February 2021, to be completed and fully invoiced per the dates in 5.12.

5.14 REQUIREMENTS:

5.14.1 Proposer shall have been in business for at least five (5) years.

5.14.2 Proposer shall employ at least five (5) full-time staff.

<b>6.0 PROPOSAL FORMAT</b>
----------------------------

In accordance with the directions below, Proposer shall provide a response for each item in Sections 5.14 and 6.4 through 6.5 in order and include item numbers in response. Answer all questions fully, clearly, and concisely, giving complete information. Do not skip items. Do not refer to other parts of your proposal for the answers. You may not modify either the order or language of the question. If an item is “not applicable” or “exception taken”, Proposer shall state that and refer to Section 7.0 Exceptions, with explanation.

Proposer shall adhere to the instructions in this RFP for preparing and submitting the proposal. If Proposer does not follow instructions regarding proposal format, points will be deducted during the evaluation process.

6.1 PROPOSAL DOCUMENTS: To achieve a uniform review process and to obtain a maximum degree of comparability, the proposal shall, at a minimum, include a Table of Contents detailing sections and corresponding page numbers.

6.1.1 Proposals may be submitted online via <http://collincountytx.ionwave.net> or submitted via CD-ROM or Flash Drive. Electronic submissions are preferred.

6.1.2 If submitting manually, proposal shall be submitted in a sealed envelope or box with RFP name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing  
Attn: Gina Zimmer  
2300 Bloomdale Rd, Ste 3160  
McKinney, TX 75071

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders.

Manual submittals shall include an electronic copy in a searchable format.

If submitting hard copies, submit one (1) original and four (4) copies.

It shall be the responsibility of Proposer to ensure that their proposal reaches Collin County



Purchasing prior to the date/time for the opening no matter which submission method is used.

6.2 POINT OF CONTACT: Information regarding the purchasing process and the contents of this RFP may be obtained online via <http://collincountytx.ionwave.net>, from the Collin County Purchasing Department, or by emailing [gzimmer@co.collin.tx.us](mailto:gzimmer@co.collin.tx.us), Gina Zimmer, Buyer II. All questions regarding the RFP shall be submitted online.

### 6.3 GENERAL REQUIREMENTS

6.3.1 Proposer shall provide a response for each of the requirements in Section 5.14 of either “Yes, agree to requirement” or “No, cannot agree to requirement”. Any exceptions shall be stated in Section 7.0.

6.3.2 Proposer shall follow the format outlined in Section 6.0 when submitting a response.

6.3.3 SUPPORTING MATERIALS: Various questions included in this RFP will be used in making a selection and should be addressed by section and number. Proposer is requested to submit descriptive literature sufficient in detail to enable a comparison of the specifications of the services proposed with that of the requirements stated herein.

6.3.4 Proposals should not contain promotional or display materials, except as they may directly answer requested information; the section number shall be clearly referenced.

6.4 FIRM OVERVIEW: Proposer is requested to define the overall structure of the firm to include, but not limited to, the following:

6.4.1 A descriptive background of your company’s history, including how many years the company has been in business.

6.4.2 Your principal business location and any other service locations, as well as hours of operation.

6.4.3 Your primary line of business.

6.4.4 How long you have been providing these types of service(s).

6.4.5 Your company’s average number of clients/campaigns per year.

### 6.5 PROPOSAL CONSIDERATIONS:

6.5.1 What type of media is your proposed solution (e.g. “billboards”, “flyers”, “television”, “social media”)?

6.5.2 Describe your proposed distribution strategy for media included in Exhibit A: Potential Media. Include estimated timelines. If applicable, describe the interactive components of your distribution strategy (e.g., a viewer could be redirected to a website for more information).

- 6.5.3 What is the target market for your proposed solution? How does this align with County demographics as described in Exhibit B: Demographics Summary, and Exhibit C: Demographics Data?
- 6.5.4 What is the estimated reach of your proposed solution?
- 6.5.5 Describe which, if any, target vulnerable populations described in Section 5.13.4 will be reached by your proposed distribution strategy.
- 6.5.6 Provide a sample performance report showing, at a minimum, total impressions, total runs, and the demographics of viewers/listeners. Any other metrics relevant to your proposed distribution strategy (e.g. engagement, traffic by source) should be included.
- 6.5.7 Describe a minimum of three (3) other projects, with references, your firm has completed with a similar scope as this project for Collin County. Include the original estimated timeline for completion of each project and how the project deviated from that timeline.

6.6 PRICING

- 6.6.1 Please see line items on eBid. Be sure to include all items necessary to perform all services.

**7.0 EXCEPTIONS TO THE RFP**

The exception table shall be completed for any exception from requirements identified in this RFP. Please complete the following worksheet listing any and all exceptions from the information requested in the RFP. Attach additional pages as needed. If no exceptions are listed in Section 7.0, it is understood that Proposer has agreed to all RFP requirements. The response will be considered as confirmed even if it is listed elsewhere as an exception.

Section Number/ Question Number	Required Service Proposer is Unable to Perform	Steps Taken to Meet Requirement

Exhibit A: Potential Media

**Available COVID-19 - Visuals**

	:05	:10	:15	:30	Extended & Special	GFX	Other
<b>DSHS</b>	3 – English 3- Spanish	1 – English 1 – Spanish	4 – English 4 – Spanish	2 – English 0 - Spanish	3 – English 2 - Spanish	9 – English 9 - Spanish	N/A
	:15	:20	:25	:30	Extended & Special	GFX	Other
<b>CDC</b>	N/A	1 English	1 - English	1 English 2 Spanish	10 – English 2 - Spanish	2 - English 2 - Spanish	various print resources
<b>NIH</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A

\* CDC also has several American Sign Language PSAs

\*\* Some CDC graphics available in Spanish, Chinese, Chinese (Simplified), Vietnamese, and Korean.

[Number of Collin County residents who speak a language other than English \(2017\)](#)

<b>Spanish</b>	114k residents
<b>Chinese (Mandarin &amp; Cantonese)</b>	25k residents
<b>Hindi</b>	15k residents
<b>Tamil</b>	12.4k residents
<b>Vietnamese</b>	10k residents
<b>Telugu</b>	10k residents
<b>Urdu</b>	8k residents
<b>Korean</b>	8k residents

**CDC Audio PSAs**

Topic	Language	Time
Everyday Prevention	English and Spanish	:45 & :48
Readiness	English and Spanish	:38 & :46
Coronavirus Stops With Me	English	1:00
Cleaning and Disinfection	English and Spanish	:53 & :54
What to do If You Are Sick	English and Spanish	:52 & 1:00

Exhibit A: Potential Media

**Links to potential media**

[Texas DSHS video PSAs](#)

[Texas DSHS graphics](#)

[CDC video PSAs](#)

[CDC audio PSAs](#)

[CDC print/graphic resources](#)

## Exhibit B: Demographics Summary




**Collin County Small Business Grant Program** applications now being accepted online. [Click here.](#)

Collin County > Living & Business > The Numbers

## The Numbers

Welcome to Collin County, the fastest growing county in Texas, and one of the top growth counties in America. Why?

### Our Demographics

Here's a demographic snapshot of the northern most county in the Dallas Metroplex; due to the frequency of Census Bureau updates and estimates between dicennial reports, some of this material is dated:

- County Seat: **McKinney**
- Area: **848** sq. miles of land; **38** sq. miles of water
- Towns and Cities: **27**
- Population 2010 Census: **782,341**
- Estimated Population (2018): **1,005,146**
- Growth since 2000: **104%**
- Growth since 2010: **24%**
- Female-to-Male ratio: **51%-49%**
- Median age: **36.5** years
- Under 18 years old: **28%**
- Over 65 years of age: **10%**
- Number of housing units, 2017: **363,568**
- Number of households, 2017: **323,195**
- Average Family Size (2017): **3.30**
- Average Number per Household: **2.81**
- Median Family Income (2017): **\$105,954**
- New residents moving in each day (2018): **80**
- Density: **1,185** people/sq. mile
- Paved County Roads: **726** miles

- Average Taxable Home Value (2019): **\$344,382**
- County Tax Rate (2019): **\$0.174951** per \$100 assessed value
- Independent School Districts: **21**
- Special Districts: **2**
- Hospital Districts: **None**
- County-level Elected Officials: **40**
- Registered Voters (November 2019): **590,266**
- Voter Turnout (November 2019): **11%**

The numbers make Collin County:

- One of the fastest growing counties in Texas and the U.S.
- The 6th most populous county in Texas
- Among counties with more than a half-million people, the highest sustained growth rate since the last Census in 2000.

## Current Local Economics

### Industry & Occupation

From 2010 to 2019 there were more than 202,000 jobs added in Collin county alone, to the civilian labor force here, a 26% increase that outpaced the county's population growth for the same period. The county's **unemployment rate** in December 2019 came in at **2.7 percent**, almost a full point lower than the state's number for that time period, according to the Texas Workforce Commission. More current rates are available from the BLS or the TWC.

The U.S. Census Bureau's American Community Survey (ACS) for Collin County also shows:

- For the labor force in 2019 (more than **570,000**, a.k.a. the 16 and older crowd):
  - Education services, healthcare and social assistance industries employed almost 20 percent;
  - Professional, scientific, and administrative and waste management services industries made up 16.4 percent;
  - Of the employed population, 84 percent were private wage and salary workers; 10 percent were government workers, and 5.8 percent self-employed.

### Workforce Education

The education level of the county's workforce just about doubles state and U.S. averages for degreed workers:

- **51** percent of those 25 and older had a bachelor's degree or higher, far outpacing the state and national figure that hover between 26 and 28 percent.
- More than 9 out of 10 workers 25 and older have at least a high school diploma.

### Getting to Work

The ACS determined that the average commute to work for a Collin County resident is **28.7** minutes. For those less fortunate with their daily commutes, especially those heading to downtown Dallas at the crack of dawn, voters here passed a \$235.6 million bond package in November 2007 to widen and

improve our roadways, plus regional transportation funds from the Sam Rayburn Tollway generated another \$900 million. In November 2018, voters passed a \$750 million bond package that earmarked:

- \$600 million for high-speed roadways;
- \$140 million for arterial roadways that feed into the highway system; and,
- \$10 million for open space and parks projects.

For plans far in the future, take a look at Collin County's Outer Loop Project.

Meanwhile, the ACS figures go on to point out that:

- More than eight out of 10 of county residents drive alone to work, which is higher than state or U.S. percentages;
- Collin County residents work at home (7.4%) at a much higher rate than the state average; and,
- County residents' mean morning work commute travel time increased slightly from 2010-2017, and remained a few minutes longer than national or state averages

### Paychecks & Such

Collin County residents' paychecks also compare favorably to the rest of the country:

- County residents' 2017 annual per capita income (**\$41,609**) is more than 25 percent higher than the national rate;
- Our median *family* income here in 2017 (**\$105,954**) is about 33 percent higher than the U.S. median;
- The 2017 county median *household* income was estimated at **\$90,124**;
- Less than **one percent** of county households were estimated to have received public cash assistance in 2017; and,
- An estimated **6.9 percent of individuals** here were living below the *Federal Poverty Level* in 2017.

### Housing and Households

Collin County had a 94-percent occupancy rate for the **320,000-plus** housing units here:

- Two-thirds of occupied housing are owner-occupied, with 32 percent rented out;
- Traditional married-couple families make up 60 percent of total households;
- The median monthly housing cost for an owner with a mortgage is \$1,884 (\$725 for owners without a mortgage) and \$1,119 a month for the median rent; and,
- Two thirds of these homes - about 117,000 - were built in 2000 or later

For a comparison between these and local figures on home values, please see the Certified Totals from the Collin Central Appraisal District.

### Schools

Total school enrollment for ages 3 and up was estimated at **260,518 in 2017**, which breaks down to 32,000 in pre-school and kindergarten, 173,000 in grades 1 through 12, and, more than 54,000 in college or graduate school. For individual school district enrollments please check our ISD links.

For an outside look at Collin County schools, Forbes Magazine ranked as 2nd in the nation for its *Best and Worst School Districts for the Buck*. Additionally:

One of the biggest improvements to county public education came in early 2010, when Collin College's Higher Education Center, at Highway 121 (Rayburn Tollway) and U.S. 75 in McKinney. This new facility offers coursework for four-year degrees and graduate programs (both masters and doctoral) to county residents for the first time.

### **Businesses That Call Collin County Home**

More and more businesses are setting up shop here, for a lot of great reasons. Take a look at some of these companies, and how many people they're currently employing in Collin County. And maybe soon we can add you to the list.

[Locations](#) | [Webmail](#) | [Privacy & Accessibility](#) | [Website Feedback](#)

Copyright © 2020 Collin County Texas · All Rights Reserved · 972.548.4100 (McKinney) · 972.424.1460 (Metro)



Exhibit C: Demographics Data

Fact	Fact Note	Collin County, Texas
Population estimates, July 1, 2019, (V2019)		1,034,730
Population estimates base, April 1, 2010, (V2019)		781,419
Population, percent change - April 1, 2010 (estimates base) to July 1, 2019, (V2019)		32.40%
Population, Census, April 1, 2010		782,341
Persons under 5 years, percent		6.10%
Persons under 18 years, percent		25.60%
Persons 65 years and over, percent		11.30%
Female persons, percent		50.80%
White alone, percent		69.30%
Black or African American alone, percent	(a)	10.90%
American Indian and Alaska Native alone, percent	(a)	0.70%
Asian alone, percent	(a)	16.30%
Native Hawaiian and Other Pacific Islander alone, percent	(a)	0.10%
Two or More Races, percent		2.80%
Hispanic or Latino, percent	(b)	15.50%
White alone, not Hispanic or Latino, percent		55.10%
Veterans, 2014-2018		42,290
Foreign born persons, percent, 2014-2018		20.70%
Housing units, July 1, 2019, (V2019)		390,216
Owner-occupied housing unit rate, 2014-2018		65.60%
Median value of owner-occupied housing units, 2014-2018		\$288,900
Median selected monthly owner costs -with a mortgage, 2014-2018		\$2,093
Median selected monthly owner costs -without a mortgage, 2014-2018		\$817
Median gross rent, 2014-2018		\$1,297
Building permits, 2019		13,811
Households, 2014-2018		331,336
Persons per household, 2014-2018		2.84
Living in same house 1 year ago, percent of persons age 1 year+, 2014-2018		85.30%
Language other than English spoken at home, percent of persons age 5 years+, 2014-2018		28.10%
Households with a computer, percent, 2014-2018		97.30%
Households with a broadband internet subscription, percent, 2014-2018		91.40%
High school graduate or higher, percent of persons age 25 years+, 2014-2018		93.70%
Bachelor's degree or higher, percent of persons age 25 years+, 2014-2018		51.70%
With a disability, under age 65 years, percent, 2014-2018		4.40%
Persons without health insurance, under age 65 years, percent		12.50%
In civilian labor force, total, percent of population age 16 years+, 2014-2018		70.90%
In civilian labor force, female, percent of population age 16 years+, 2014-2018		62.90%
Total accommodation and food services sales, 2012 (\$1,000)	(c)	1,892,304
Total health care and social assistance receipts/revenue, 2012 (\$1,000)	(c)	4,766,299
Total manufacturers shipments, 2012 (\$1,000)	(c)	8,652,862
Total merchant wholesaler sales, 2012 (\$1,000)	(c)	18,366,839
Total retail sales, 2012 (\$1,000)	(c)	14,623,924
Total retail sales per capita, 2012	(c)	\$17,521
Mean travel time to work (minutes), workers age 16 years+, 2014-2018		28.9
Median household income (in 2018 dollars), 2014-2018		\$94,192
Per capita income in past 12 months (in 2018 dollars), 2014-2018		\$43,439
Persons in poverty, percent		6.40%
Total employer establishments, 2018		24,699
Total employment, 2018		434,685
Total annual payroll, 2018 (\$1,000)		27,911,325
Total employment, percent change, 2017-2018		3.70%
Total nonemployer establishments, 2018		101,380
All firms, 2012		82,009
Men-owned firms, 2012		43,440
Women-owned firms, 2012		28,588
Minority-owned firms, 2012		24,828
Nonminority-owned firms, 2012		54,508
Veteran-owned firms, 2012		6,983
Nonveteran-owned firms, 2012		71,627
Population per square mile, 2010		930
Land area in square miles, 2010		841.23
FIPS Code		"48085"

NOTE: FIPS Code values are enclosed in quotes to ensure leading zeros remain intact.

Fact Notes

- (a) Includes persons reporting only one race
- (b) Hispanics may be of any race, so also are included in applicable race categories
- (c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data





Exhibit C: Demographics Data

DP05_004	DP05_004	DP05_004	DP05_004	DP05_004	DP05_004	DP05_004	DP05_004	DP05_004	DP05_004	DP05_004	DP05_004	DP05_004	DP05_004	DP05_004	DP05_004	DP05_004	DP05_004	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005
Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!
7160	1.4	0.1	210148	5359	0.8	0.1	131225	4971	0.5	0.1	22189	1519	0.1	0.1	73774	3362	0.3	0.1	262280	6414	0.9	0.1	217265	6386	0.8	0.1	23672
2411	6.6	0.3	27113	1562	2.9	0.2	7539	1038	0.8	0.1	1918	395	0.2	0.1	7958	1357	0.8	0.1	12410	1799	1.3	0.2	16834	1792	1.8	0.2	624

Exhibit C: Demographics Data

DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005	DP05_005														
Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!												
1173	0.1	0.1	6096	861	0	0.1	6636	923	0	0.1	4004	786	0	0.1	6936	873	0	0.1	1600234	19669	5.7	0.1	730499	12865	2.6	0.1	187668	122	0.1	0.1	202	103	0	0.1	126	103	0	0.1	182	113	0	0.1	114	76	0	0.1	23528	2211	2.5	0.2	30141	1767	3.2	0.2	6986



Exhibit C: Demographics Data

DP05_006	DP05_006	DP05_006	DP05_006	DP05_006	DP05_006	DP05_006	DP05_006	DP05_006	DP05_006	DP05_006	DP05_006	DP05_006	DP05_006	DP05_006	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007	DP05_007																				
Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!																				
5975	1.2	0.1	1507792	4046	5.4	0.1	56073	2281	0.2	0.1	1766423	21198	6.3	0.1	27885195	*****	27885195	(X)	10921556	206	39.2	0.1	9394506	17088	33.7	0.1	194939	879	1.3	0.1	148206	619	15.7	0.1	2047	455	0.2	0.1	28933	2427	3.1	0.3	944350	*****	944350	(X)	143369	*****	15.2	*****	108049	2221	11.4	0.2	5585





Exhibit C: Demographics Data

DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008		
Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!
4791	4.6	0.1	20381	1009	0.1	0.1	42354	3075	0.2	0.1	463123	7830	1.7	0.1	21662	1694	0.1	0.1	441461	7482	1.6	0.1	10769900	694	(X)	(X)	17859496				
1215	14.3	0.1	582	115	0.1	0.1	2691	800	0.3	0.1	22963	1628	2.4	0.2	1413	383	0.1	0.1	21550	1496	2.3	0.2	351573	491	(X)	(X)	600595				

Exhibit C: Demographics Data

DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_008	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000				
Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!
19385	17859496 (X)		8719463	11176	48.8	0.1	9140033	10634	51.2	0.1	27885195 *****	27885195 (X)	13849775	1886	49.7	0.1	14035420	1886	50.3	0.1	98.7	0.1 (X)	(X)	1998869							
3110	600595 (X)		288856	1983	48.1	0.2	311739	1579	51.9	0.2	944350 *****	944350 (X)	464248	66	49.2	0.1	480102	66	50.8	0.1	96.7	0.1 (X)	(X)	59858							

Exhibit C: Demographics Data

DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_000	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001
Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!
927	7.2	0.1	2028151	7198	7.3	0.1	2057414	7179	7.4	0.1	1987192	2281	7.1	0.1	1998210	2251	7.2	0.1	4094297	2542	14.7	0.1	3767582	2027	13.5	0.1	3511040
67	6.3	0.1	69836	1616	7.4	0.2	76360	1623	8.1	0.2	67986	102	7.2	0.1	53580	132	5.7	0.1	120753	93	12.8	0.1	151930	53	16.1	0.1	143663

Exhibit C: Demographics Data

DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001	DP05_001
Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!
2029	12.6	0.1	1658878	7232	5.9	0.1	1445748	7187	5.2	0.1	2000715	1291	7.2	0.1	971168	3979	3.5	0.1	365931	3752	1.3	0.1	34.4	0.2	(X)	(X)	7292686				
48	15.2	0.1	56656	1138	6	0.1	45688	1133	4.8	0.1	62711	90	6.6	0.1	26801	536	2.8	0.1	8528	540	0.9	0.1	36.6	0.2	(X)	(X)	250994				

Exhibit C: Demographics Data

DP05_001	DP05_001	DP05_001	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	DP05_002	
Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!
775	26.2	0.1	21394120	3908	76.7	0.1	20592509	775	73.8	0.1	19396905	5064	69.6	0.1	4169101	5514	15	0.1	3337814	1144	12	0.1	20592509	775	20592509 (X)	10129834	
*****	26.6	*****	722702	684	76.5	0.1	693356	*****	73.4	*****	660532	847	69.9	0.1	123981	1107	13.1	0.1	98040	30	10.4	0.1	693356	*****	693356 (X)	336388	



le

Exhibit C: Demographics Data

GEO_ID	NAME	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	
id	Geographi	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of
0400000U	Texas	9553046	18343	9553046 (X)	6629325	19105	69.4	0.1	3132443	16654	32.8	0.1	4812972	23549	50.4	0.2	2156831	18176	22.6	0.2	488202	6231	5.1	0.1	225236	4095	
0500000U	Collin Cou	331336	1523	331336 (X)	245934	1958	74.2	0.5	132718	1447	40.1	0.4	201733	2292	60.9	0.6	107951	1500	32.6	0.4	12277	1053	3.7	0.3	6353	673	



Exhibit C: Demographics Data

DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_000	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001	DP02_001																								
Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of																								
2.4	0.1	1328151	7481	13.9	0.1	750376	6057	7.9	0.1	2923721	10635	30.6	0.1	2397543	10102	25.1	0.1	784778	7296	8.2	0.1	3542083	16429	37.1	0.1	2316951	7504	1.9	0.2	31924	1343	9.6	0.4	18414	1111	5.6	0.3	85402	1719	25.8	0.5	70820	1582	21.4	0.5	20177	833	6.1	0.2	140650	1493	42.4	0.5	66386	776





Exhibit C: Demographics Data

DP02_002	DP02_002	DP02_002	DP02_002	DP02_002	DP02_002	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003	DP02_003																			
Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of																		
2.3	0.1	985062	8549	9.2	0.1	11055268	1375	11055268 (X)	3292269	12587	29.8	0.1	5256376	20985	47.5	0.2	320120	5064	2.9	0.1	860881	6448	7.8	0.1	1325622	9136	1.4	0.1	25390	1113	7.1	0.3	378966	28	378966 (X)	94073	1572	24.8	0.4	214757	2423	56.7	0.6	6019	576	1.6	0.2	22547	893	5.9	0.2	41570	1710



Exhibit C: Demographics Data

DP02_004 (X)	DP02_004 (X)	DP02_004 776977	DP02_004 8596	DP02_004 776977 (X)	DP02_004 286315	DP02_004 5359	DP02_004 36.8	DP02_004 0.5	DP02_004 57281	DP02_004 2181	DP02_004 7.4	DP02_004 0.3	DP02_004 62964	DP02_004 2588	DP02_004 8.1	DP02_004 0.3	DP02_004 45556	DP02_004 2103	DP02_004 5.9	DP02_004 0.3	DP02_004 120514	DP02_004 3334	DP02_004 15.5	DP02_004 0.4	DP02_004 286315	DP02_004 5359
(X)	(X)	21279	1590	21279 (X)	5621	881	26.4	3.3	1483	443	7	1.9	1286	395	6	1.8	764	208	3.6	1	2088	525	9.8	2.3	5621	881

Exhibit C: Demographics Data

DP02_004	DP02_004	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005														
Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of																
286315 (X)	175028	3368	61.1	0.5	207725	5024	72.6	0.8	7626437	15107	7626437 (X)	456269	5672	6	0.1	409342	4652	5.4	0.1	3293029	6879	43.2	0.1	1611567	5838	5621 (X)	3492	550	62.1	3.1	4138	744	73.6	5.8	269343	2284	269343 (X)	18868	822	7	0.3	13993	911	5.2	0.3	116394	1085	43.2	0.5	60790	1041

Exhibit C: Demographics Data

DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_005	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006	DP02_006																						
Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of																				
21.1	0.1	1856230	11287	24.3	0.1	17815359	2079	17815359	(X)	1506111	12265	8.5	0.1	1487321	11778	8.3	0.1	4448881	18688	25	0.1	3892527	16048	21.8	0.1	1261050	10864	22.6	0.4	59298	2044	22	0.6	616730	99	616730	(X)	20816	1650	3.4	0.3	18315	1255	3	0.2	91405	2620	14.8	0.4	121199	2311	19.7	0.4	45997	1615





Exhibit C: Demographics Data

DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007									
Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of	Percent Es	Percent M Estimate!!	Margin of									
27417645 (X)	3152865	11624	11.5	0.1	7282822	854	7282822 (X)	296876	4854	4.1	0.1	16881555	2734	16881555 (X)	1618704	7745	9.6	0.1	3253268	1351	3253268 (X)	1237285	6605	941564 (X)	65146	1942	6.9	0.2	250946	39	250946 (X)	6300	667	2.5	0.3	593860	337	593860 (X)	30768	1353	5.2	0.2	96758	179	96758 (X)	28078	1080

Exhibit C: Demographics Data

DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_007	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008																										
Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of																						
38	0.2	27505786	4624	27505786 (X)	23127223	33183	84.1	0.1	4155787	32302	15.1	0.1	2536305	26340	9.2	0.1	1619482	16454	5.9	0.1	1072957	12775	3.9	0.1	546525	9827	29	1.1	933686	812	933686 (X)	796505	4095	85.3	0.4	127366	3687	13.6	0.4	60980	2749	6.5	0.3	66386	2937	7.1	0.3	39381	2084	4.2	0.2	27005	2000

Exhibit C: Demographics Data

DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_008	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009
Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of
2	0.1	222776	5260	0.8	0.1	27885195	*****	27885195	(X)	23148503	22601	83	0.1	22736251	22197	81.5	0.1	16639342	25074	59.7	0.1	6096909	21028	21.9	0.1	412252	5590
2.9	0.2	9815	1281	1.1	0.1	944350	*****	944350	(X)	748933	3494	79.3	0.4	733973	3628	77.7	0.4	411994	5371	43.6	0.6	321979	4816	34.1	0.5	14960	1236

Exhibit C: Demographics Data

DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	
Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of
1.5	0.1	4736692	22601	17	0.1	4736692	22601	4736692 (X)	1738344	12423	36.7	0.3	2998348	21879	63.3	0.3	5148944	22197	5148944 (X)	412252	5590	412252 (X)	89413	3226											
1.6	0.1	195417	3494	20.7	0.4	195417	3494	195417 (X)	90736	2081	46.4	1.1	104681	3416	53.6	1.1	210377	3628	210377 (X)	14960	1236	14960 (X)	2803	483											

Exhibit C: Demographics Data

DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_009	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010															
Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of																
21.7	0.8	322839	5665	78.3	0.8	4736692	22601	4736692 (X)	907142	12176	19.2	0.2	3829550	16664	80.8	0.2	4736692	22601	4736692 (X)	196224	4490	4.1	0.1	1022830	6494	18.7	2.8	12157	1072	81.3	2.8	195417	3494	195417 (X)	48487	2489	24.8	1.1	146930	3212	75.2	1.1	195417	3494	195417 (X)	12506	1236	6.4	0.6	106292	1898

Exhibit C: Demographics Data

DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_010	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011	DP02_011																
Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of														
21.6	0.1	228786	6914	4.8	0.1	13678	1227	0.3	0.1	3226116	17451	68.1	0.2	49058	2543	1	0.1	25886326	927	25886326 (X)	16688818	27437	64.5	0.1	9197508	27188	54.4	1	16079	1641	8.2	0.8	563	167	0.3	0.1	56181	1931	28.7	0.8	3796	584	1.9	0.3	884492	67	884492 (X)	636345	4353	71.9	0.5	248147	4359







Exhibit C: Demographics Data

DP02_012	DP02_012	DP02_012	DP02_012	DP02_012	DP02_012	DP02_012	DP02_012	DP02_012	DP02_012	DP02_012	DP02_012	DP02_012	DP02_012	DP02_012	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013	DP02_013																			
Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of	Percent Es	Percent M	Estimate!!	Margin of																
0.2	0.1	194384	4479	0.7	0.1	1625797	14326	5.8	0.1	523038	7706	1.9	0.1	73195	2725	0.3	0.1	2500865	16386	9	0.1	49192	2057	0.2	0.1	37806	1842	0.3	0.1	9047	1008	1	0.1	80385	2550	8.5	0.3	19000	1273	2	0.1	3290	474	0.3	0.1	112856	2869	12	0.3	2334	503	0.2	0.1	2020	394







!!With a broadband Internet subscription

## **INFORMATION REGARDING CONFLICT OF INTEREST QUESTIONNAIRE**

During the 79<sup>th</sup> Legislative Session, House Bill 914 was signed into law effective September 1, 2015, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the 84<sup>th</sup> Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and CIS:

[http://www.ethics.state.tx.us/filinginfo/conflict\\_forms.htm](http://www.ethics.state.tx.us/filinginfo/conflict_forms.htm)

The vendor acknowledges by doing business or seeking to do business with Collin County that he/she has been notified of the requirements under Chapter 176 of the Texas Local Government Code and that he/she is solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers:

<http://www.collincountytx.gov/government/Pages/officials.aspx>

At the time of this solicitation being released, the following are known to be involved in the planning, recommending, selecting, and contracting for the attached procurement:

Department:

Candy Blair – Health Care Administrative Manager  
Taylor Burton – PHEP Coordinator, Bioterrorism  
Joann Gilbride – Health Care Coordinator, Health Care Services  
Grace Powers – Epidemiologist, Health Care Services  
Mandie Sosa – Administrative Secretary, Bioterrorism  
Sophia Vilca – Indigent Care Coordinator, Health Care Services  
Darrell Willis II – Public Information Officer, Health Care Services

Purchasing:

Michelle Charnoski, CPPB – Purchasing Agent  
Gina Zimmer – Buyer II  
Meagan Mason – Senior Buyer

Commissioners Court:

Chris Hill – County Judge  
Susan Fletcher – Commissioner Precinct No. 1  
Cheryl Williams – Commissioner Precinct No. 2  
Darrell Hale – Commissioner Precinct No. 3  
Duncan Webb – Commissioner Precinct No. 4

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

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

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

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

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

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

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

\_\_\_\_\_  
Date



## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
							-				

## Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*