



**NOTICE OF A REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
TUESDAY, APRIL 18, 2023
6:00 P.M.**

Notice is hereby given that the City Council of the City of Sunset Valley, Texas will hold a regular meeting on Tuesday, the 18th day of April, 2023 at 6:00 P.M. in the City Hall Council Chambers, 3205 Jones Road, Sunset Valley, Texas, at which time the following items will be discussed, to-wit:

1. Call to order of the City Council
2. Public Comments

Members of the public wishing to address the City Council for items not on the agenda will be received at this time. Comments are limited to 4 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Members of the public who wish to address the Council regarding matters on this agenda will be received at the time the item is considered. Per § 30.12 (2) of the City's Code of Ordinances, when addressing the Council, no person may make offensive personal insults or comments; use foul language or language not appropriately uttered in front of children; use intimidating gestures or postures; make slanderous remarks; threaten harm to any person or property; or refuse to comply with the direction of the Presiding Officer.

3. Council consideration of agenda items for approval on consent

Items Which May Be Considered and Acted on Consent

4. Consider and act on approval of the minutes from the April 4, 2023 regular meeting. (Mayor Bruner/Administration)
5. Consider and act on approval of releasing a Request for Proposals (RFP) for Fire Hydrant Maintenance and Inspection. (Mayor Bruner/Public Works)
6. Consider and act on approval of the cost share construction costs to Townbridge Capital, LLC for a waterline project at Stearns Lane and Highway 290. (Mayor Bruner/Public Works)

Presentation Items for Discussion and Possible Action

7. Presentation and possible approval of a Temporary Special Use Permit for Bodies Race Company to hold 5k, 10k, and ½ marathon events on May 20, 2023. (Mayor Bruner/Administration)

8. Presentation and possible action on withdrawing the Request for Proposals for Document Imaging Services and Records Retention Processing (RFP #02072023-A). (Mayor Bruner/Administration)
9. Presentation and possible approval of a seasonal laborer position within the Public Works Department and approval of an Ordinance amending the FY 2022-2023 Budget (Budget Amendment #6) to fund the position. (Mayor Bruner/Public Works)
10. Adjourn

Executive Session Notice

Council may announce that it will deliberate in a closed session any matter listed on this agenda for which an exception to open meetings requirements (Open Meetings Act, Chapter 551 of the Texas Government Code) permits such closed deliberation, as announced at the time of such closed session, including but not limited to: (i) consultation with the City's attorney pursuant to Tex. Gov't Code § 551.071 and Texas Disciplinary Rules of Professional Conduct Section 1.05; (ii) deliberation of personnel matters pursuant to Tex. Gov't Code § 551.074. The City Council may deliberate and take action in open session on any issue that may be discussed in executive session.

Remote Participation Notice

AT THIS MEETING AT THE STATED LOCATION, A QUORUM OF THE CITY COUNCIL WILL BE PHYSICALLY PRESENT AND THIS NOTICE SPECIFIES THE INTENT TO HAVE A QUORUM PRESENT THERE, AND THE MEMBER OF THE CITY COUNCIL PRESIDING OVER THE MEETING WILL BE PHYSICALLY PRESENT AT THAT LOCATION. ONE OR MORE MEMBERS OF THE CITY COUNCIL MAY PARTICIPATE IN THIS MEETING REMOTELY, AND IF SO, VIDEOCONFERENCE EQUIPMENT PROVIDING TWO-WAY AUDIO AND VIDEO DISPLAY AND COMMUNICATION WITH EACH MEMBER WHO IS PARTICIPATING BY VIDEOCONFERENCE CALL WILL BE MADE AVAILABLE.

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 13th day of April 2023 at 6:00 P.M.


Melissa Marquez
City Secretary

CITY COUNCIL MEETING DATE: APRIL 18, 2023



CITY COUNCIL AGENDA ITEM # 4

STAFF PREPARER/CONTACT INFORMATION: Melissa Marquez, City Secretary
mmarquez@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner/Administration

SUBJECT: MINUTES

DESCRIPTION: Consider and act on approval of the minutes from the April 4, 2023 regular meeting.

BACKGROUND: N/A

APPLICABLE CODE SECTIONS: TEXAS LOCAL GOVT. CODE 22.073

FUNDING:

CURRENT YEAR FISCAL BUDGET				
ACCOUNT	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
N/A	\$0	\$0	\$0	\$0
PRIOR YEAR FISCAL BUDGET(S)				
BUDGET YEAR	ACCOUNT	AMOUNT	TOTAL	NOTES

STAFF RECOMMENDATION: APPROVE

SUPPORTING MATERIALS PROVIDED: YES

- DRAFT MINUTES 4-4-23



**NOTICE OF A REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
TUESDAY, APRIL 4, 2023
6:00 P.M.**

COUNCIL MEMBERS PRESENT

Mayor Marc Bruner
Council Member Rob Johnson
Council Member Karen Medicus
Council Member Wanda Reetz
Council Member Rudi Rosengarten
Member Charles Young

STAFF PRESENT

Matt Lingafelter, City Administrator
Melissa Marquez, City Secretary
Carolyn Meredith, Public Works Director
Kyle Sorahan, Accounting Manager
Lenn Carter, Police of Chief
Dakota Burns, Superintendent
Barbara Boulware-Wells, City Attorney (Virtual)

1. Call to order of the City Council

Mayor Bruner called the meeting to order at 6:00 p.m.

2. Public Comments:

- Melissa Gonzales

3. Staff Reports

- Administration-** Matt Lingafelter, City Administrator delivered the administration report.
- Public Works-** Carolyn Meredith, Public Works Director delivered the report for Public Works.
- Public Safety-** Chief Carter delivered the Public Safety report.

4. Council consideration of agenda items for approval on consent

Items Which May Be Considered and Acted on Consent

Council Member Rosengarten made a motion to approve on consent agenda items 5, 6, 7, 8, and 11. Mayor Pro tem Johnson seconded the motion. All voted in favor and the motion carried.

5. Consider and act on approval of the minutes from the March 21, 2023, regular meeting and work session. (Mayor Bruner/Administration) Agenda item approved on consent.

6. Consider and act on approval of amendments to Financial Policies 105: Budget Planning and Management, 209: Purchase Order Procedures, and 301: Accounts Payable as recommended by the Budget and Finance

Committee. (Council Member Rosengarten/Administration) *Agenda item approved on consent.*

7. **Consider and act on approval of an Ordinance amending the FY 2022-2023 Budget (Budget Amendment #5) for the City Facilities project closeout, as recommended by the Budget & Finance Committee. (Council Member Rosengarten/Administration)** *Agenda item approved on consent.*
8. **Consider and act on approval for the Police Department to accept a Small, Rural, and Tribal (SRT) Body Worn Camera Program Grant of \$10,700 and approval of the City's \$10,700 grant match. (Council Member Johnson/Public Safety)** *Agenda item approved on consent.*
9. **Consider and act on approval of a revised Memorandum of Understanding with American Youthworks (Texas Conservation Corp) to perform vegetation removal, wildfire mitigation, restoration, conservation projects, and disaster mitigation within the City of Sunset Valley. (Mayor Bruner/Public Works)**

Carolyn Meredith, Public Works Director delivered the agenda item.

Question from Council Member Medicus regarding what type of herbicide is used for services.

Council Member Medicus made a motion to approve a revised Memorandum of Understanding with American Youthworks (Texas Conservation Corp) to perform vegetation removal, wildfire mitigation, restoration, conservation projects, and disaster mitigation within the City of Sunset Valley. Council Member Young seconded the motion. All voted in favor and the motion carried.

10. **Consider and act on award of bid to ServPro for the City Hall Kitchen renovations in an amount not to exceed \$41,991.39. (Mayor Bruner/Public Works)**

Carolyn Meredith, Public Works provided overview of agenda item.

Question from Mayor Pro Tem Johnson on whether the refrigerator was also a freezer and concern over the price amount of the refrigerator.

Suggestion from Council Member Medicus to rearrange the warming and ice stations in the kitchen layout.

Mayor Pro tem Johnson made a motion to award bid to ServPro for the City Hall Kitchen renovations in an amount not to exceed \$41,991.39. Council Member Medicus seconded the motion. All voted in favor and the motion carried.

11. **Consider and act on approval of a Temporary Special Use Permit for Subdivision Locations to conduct a one-day commercial photo shoot at 32 Reese Drive and parking for vehicles along the east side of Reese Drive. (Mayor Bruner/Administration)** *Agenda item approved on consent.*

Presentation Items for Discussion and Possible Action

12. **Presentation and possible action on residential street message boards.**

(Mayor Bruner/Administration)

Matt Lingafelter, City Administrator presented agenda item.

Discussion between Council and staff in determining on whether or not the message boards should be reinstalled in residential areas:

- Time and effort for staff to post message boards aside from other work tasks.
- Visibility for drivers
- No difference in community engagement since message boards have been removed.
- Other news outlets: social media, icontact, postcards, etc.
- Suggestion to instead install one larger sign at City Hall to advertise meetings and/ or special events.

Public Comments:

- Burton Pierson
- Melissa Gonzales

Table agenda item-no action was taken.

Presentation Items for Discussion Only

13. Presentation and discussion on the status of Water Conservation programs. (Mayor Bruner/Administration)

Mayor Bruner introduced agenda item.

Additional overview on topic given by Carolyn Meredith, Public Works Director

Discussion between Council and staff on how to improve water conservation programs:

- Create better Incentives for rebate programs.
- Analysis for drought tolerant landscapes
- Research on Artificial turf

14. Presentation and discussion on better lighting in Sunset Valley. (Mayor Bruner/Administration)

Carolyn Meredith, Public Works Director presented agenda item.

Discussion from Council and staff in regards to incorporating better lighting in the city:

- Council Member Reetz offered a possible implementation process for the city to become certified in Dark Sky
- Shopping centers need to use specific type of lighting for store signs to be in code with sign ordinance in the city.
- Prepare resolution to pursue Dark Sky and improve better lighting on Brodie.
- Address lighting issue with a consultant/ Lighting Engineer
- Review code regarding nuisance lighting in order to resolve issue from school lighting going onto residential areas.

Public Comments:

- Melissa Gonzales
- Burton Pierson

Staff direction to bring back agenda item for further discussion and research:

- Consult with lighting engineers to evaluate the lighting situation in the city.
- Craft a resolution for Dark Sky that meets legal standard.
- Review code on Nuisance lighting

15. Adjourn

Council Member Medicus made a motion to adjourn the meeting, seconded by Council Member Young. All voted in favor and the motion carried.

The City Council meeting was adjourned at 8:03 p.m.

DRAFT

CITY COUNCIL MEETING DATE: APRIL 18,2023



CITY COUNCIL AGENDA ITEM #5

STAFF PREPARER/CONTACT INFORMATION: Carolyn Meredith, Public Works Director
cmeredith@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner, mbruner@sunsetvalley.org

SUBJECT: HYDRANT MAINTENANCE AND INSPECTION

DESCRIPTION: Consider and act on approval of releasing a Request for Proposals (RFP) for Fire Hydrant Maintenance and Inspection.

BACKGROUND: As part of the budget process for FY 2023, a program for hydrant maintenance and inspection was approved. This RFP will find a licensed company to assist the Public Works Department with the inspection, testing and maintenance of the fire hydrants throughout the City. This is an important part of the fire protection process to ensure all hydrants are operating successfully. Once responses are received the bids will be returned to the Council for approval.

APPLICABLE CODE SECTIONS: Financial Policies

FUNDING: Hydrant Maintenance

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	YTD EXPENSE	THIS ITEM	REMAINING
	06			30,000	NA	TBD	

STAFF RECOMMENDATION: Approve RFP

SUPPORTING MATERIALS PROVIDED: RFP



City of Sunset Valley

RFP #04192023A

Fire Hydrant Maintenance and Inspection

City of Sunset Valley

Request for Proposals

1. Introduction

A. Project Overview: Sunset Valley is requesting Bids with the intent of awarding a contract for the purchase of goods and services contained in Appendix A – Scope of Services.

B. RFP Questions:

- i. **RFP Clarifications:** All questions related to requirements, processes, or scope of work for this RFP should be submitted in writing to the Purchasing Agent identified in section 2 below. The City is the final judge of the meaning of any word(s), sentences, paragraphs or other parts of the solicitation documents. Bidders are encouraged to seek clarification, before submitting a Bid, of any portion of the Bid documents that appears to be ambiguous, unclear, inconsistent, or otherwise in error. Clarifications will be in writing.
- ii. **Replies:** Responses to inquiries which directly affect an interpretation or effect a change to this RFP will be issued in writing by addendum and will be uploaded to the City of Sunset Valley website (<http://www.sunsetvalley.org>). All such addenda issued by City prior to the submittal deadline shall be considered part of the RFP. The City shall not be bound by any reply to an inquiry unless such reply is made by such formal written addendum.
- iii. **Acknowledgement of Addenda:** The Bidder must acknowledge all addenda by signing and returning such document(s) or by initialing appropriate area of the Bid.

C. Notification of Errors or Omissions: Bidders shall promptly notify the City of any omissions, ambiguity, inconsistency, or error that they may discover upon examination of this RFP. The City shall not be responsible or liable for any errors and/or misrepresentation that result from the solicitations which are inadvertently incomplete, ambiguous, inconsistent, or obviously erroneous.

D. Conflict of Interest Questionnaire (Form CIQ): A person or business, and their agents, who seek to contract or enter into an agreement with the City, are required by Texas Local Government Code, Chapter 176, to file a

conflict-of-interest questionnaire (FORM CIQ) which is found in Appendix C.

E. Certificate of Interested Parties (1295 Form): A person or business, and their agents, who seek to contract or enter into an agreement with the City, are required by Texas Local Government Code Chapter 2252, Subtitle F, Title 10, Section 2252.908, to file a disclosure of interested parties with the Texas Ethics Commission (https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm). A sample form and instruction sheet can be found in Appendix D.

F. House Bill 89 Verification Form: A person or business, and their agents, who seek to contract or enter into an agreement with the City, are required by Texas Local Government Code Chapter 2270 Section 1, Subtitle F, Title 10, Section 2270.001 to submit a verification form to the City. This Chapter reads "Prohibition on Contracts with Companies Boycotting Israel". This form is found in Appendix E.

2. Definitions

Bid: The signed and executed submittal of the entirety of Appendix A – Bid.

Bidder: The Bidder and the Bidder's designated contact signing the first page of the Bid.

City of Sunset Valley ("City"): The City of Sunset Valley, Texas.
Sunset Valley - RFP – 04192023A

City of Sunset Valley
3205 Jones Road
Sunset Valley, Texas 78745
(512)891-9103

Project: The name is identified on the cover sheet and first page of Appendix A – Scope of Services.

City Contact: Rolando Sandoval, Utilities Supervisor
(512)891-9103
Email: rsandoval@sunsetvalley.org

Request for Proposals (RFP): The entirety of this document, including all Appendices and Addenda.

Scope of Services: The entirety of Appendix A – Scope of Services.

3. General Information

- A. Tax Exempt Status:** City purchases are exempt from State Sales Tax and Federal Excise Tax. Do not include tax in the Bid. City will furnish Excise Tax Exemption Certificate upon request.
- B. Public Inspection of Bids:** The City strictly adheres to the Texas Public Information Act (Texas Government Code Chapter 552.001, et seq.) and all other governing statutes, regulations, and laws regarding the disclosure of RFP information. Bids are not available for public inspection until after the contract award. If the Bidder has notified the City, in writing, that the Bid contains trade secrets or confidential information, the City will generally take reasonable steps to prevent disclosure of such information, in accordance with the Public Information Act. This is a statement of general policy only, and in no event shall the City be liable for disclosure of such information by the City in response to a request, regardless of the City's failure to take any such reasonable steps, even if the City is negligent in failing to do so.
- C. Legal Relations and Responsibilities:** Bidder shall maintain adequate records to justify all charges, expenses and costs incurred in performing the Services for a period of at least Five (5) years following the termination date of the contract. The City shall have full and complete access to all records, documents and information collected and/or maintained by Bidder in the course of the administration and performance of the Contract. This information shall be made accessible at Bidder's local place of business in the City's jurisdiction, for purposes of inspection, reproduction and audit without restriction.
- D. Application:** These standard terms and conditions shall apply to all City of Sunset Valley (hereafter "City" or "Owner") solicitations and procurements, unless specifically accepted in the solicitation specifications.
- E. Requirements:** By submitting a Bid, the bidder agrees to provide the City of Sunset Valley with the specified goods or services described in the solicitation in accordance with these standard terms and conditions, at the agreed upon Bid price and in compliance with the stated specifications and any subsequent addendums issued prior to the date of the Bid opening.
- F. Legal Compliance:** Bidder must comply with all Federal, State and Local laws, statutes, ordinances, regulations and standards in effect at the time of delivery of goods and services and must maintain any and all required licenses and certificates required under the same laws, statutes,

ordinances, regulations and standards for services and/or goods provided in response to this solicitation. Bidder certifies that he/she holds all licenses required by the State of Texas for a provider of the goods and/or services described by the Scope of Services herein.

- G. Right to Refuse Bid:** The City reserves the right to refuse any and/or all parts of any and or/all Bids and to waive formalities in the best interest of the City. The City of Sunset Valley does not discriminate on the basis of race, color, national origin, sex, religion, and age or disability status in employment, procurement or provisions of service.
- H. Estimated Quantities:** This solicitation calls for unit pricing on specific items and the City of Sunset Valley has no estimated or guaranteed quantities of these items that will be purchased during the contract period. City of Sunset Valley has set a Not to Exceed value of \$55,000 annual services provided by the contractor throughout the contract performance period. The actual amount ordered over the contract period may be less than the Not to Exceed estimate. Quantities represent the City's best estimate, based on past history and anticipated purchases.
- I. Independent Contractor:** Bidder agrees that Bidder and Bidder's employees and agents have no employer-employee relationship with the City. Bidder agrees that if Bidder is selected and awarded a contract, City shall not be responsible for the Federal Insurance Contribution Act (FICA) payments, Federal or State unemployment taxes, income tax withholding, Workers Compensation Insurance payments, or any other insurance payments, nor will City furnish any medical or retirement benefits or any paid vacation or sick leave.
- J. Assignments:** The rights and duties awarded the successful Bidder shall not be assigned to another without the written consent of the City's Agent. Such consent shall not relieve the assigner of liability in the event of default by the assignee.
- K. Liens:** Bidder shall indemnify and save harmless the City against any and all liens and encumbrances for all labor, goods, and services which may be provided to the City by Bidder or Bidder's vendor(s), and if the City requests, a proper release of all liens or satisfactory evidence of freedom from liens shall be delivered to the City.
- L. Gratuities/Bribes:** Bidder certifies that no bribes in the form of entertainment, gifts, or otherwise, were offered or given by the successful Bidder, or its agent or representative, to any City officer, employee or

elected representative, with respect to this RFP or any contract with the City, and that if any such bribe is found to have been made this shall be grounds for voiding of the contract.

- M. Financial Participation:** Bidder certifies that it has not received compensation from the City to participate in preparing the specifications or RFP on which the Bid is based and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.
- N. Responsiveness of Bids:** The City desires to receive competitive bids but will declare any Bids “nonresponsive” if they fail to meet the significant requirements outlined in this solicitation document.
- O. Discrepancies and Errors:** The lump sum price of a bid that has been opened may not be changed for the purpose of correcting an error in the Bid price.
- P. Identical Bids:** In the event two or more identical Bids are received, and are lowest, responsible and responsive, award will be made as prescribed in the Texas Local Government Code, Chapter 2.62.027(b).
- Q. Withdrawal of Bids:** Bidders may withdraw any submitted bids prior to the bid submission deadline. Bidders may not withdraw once the bids have been publicly opened, without the approval of the City’s Agent. Bidders will be allowed to withdraw bids that contain substantial mathematical errors in extension. However, once a bid has been withdrawn, it can no longer be considered.
- R. Disqualification of Bidder:** The City may disqualify bidders, and their bids not be considered, for any of the following reasons: Collusion among bidders; bidder’s default on an existing or previous contract with the City, including failure to deliver goods and/or services of the quality and price bid; bidder’s lack of financial stability; any factor concerning the bidder’s inability to provide the quantity, quality, and timeliness of services or goods specified in the solicitation; bidder involved in a current or pending lawsuit with the City; bidder’s attempt to influence the outcome of the solicitation through unauthorized contact with City officials outside of those listed in the solicitation documents; and bidder’s attempt to offer gifts, gratuities, or bribes to any City employee or elected official in connection with a solicitation.
- S. Waiver of Formalities:** City reserves the right to reschedule, extend, or cancel this RFP at any time. City reserves the right to reject any or all responses, and to waive formalities or irregularities in connection with this

RFP and may consider submissions not made in compliance with this request for proposals if it elects to do so, to the extent permitted by law, although the City will have no obligation for such consideration. The City reserves the right to waive any minor irregularities that do not materially affect the scope or pricing of submitted Bids.

T. Outstanding Liabilities: Bidders shall not have outstanding, unpaid liabilities owed to the City. Liabilities may include, but are not limited to, property taxes, hotel occupancy taxes, and license or permit fees. Bids will be considered non-responsive and not given further consideration if submitted by a bidder with such outstanding liabilities.

U. Offset: The City may, at its option, offset any amounts due and payable under contract award under this solicitation against any debt lawfully due the City from a vendor, whether or not the amount due arises pursuant to the terms of the contract and whether or not the debt has been reduced to judgment by a court.

V. Solicitation Results: The City normally posts solicitation results on-line after bids are received and approved by the City Council. The City's website is www.sunsetvalley.org. Results are on the Purchasing Solicitation page, in the same place as the original solicitation documents. Posted results are for informational purposes only, not a notice of award.

W. Control of The Work: Bidder shall furnish all materials and perform work in reasonably close conformity with the scope of work referenced in this request for proposals. Bidder must obtain written approval from the City of Sunset Valley before deviating from the scope of work provided in this request for proposals. Failure to promptly notify the City of any errors or concerns with the scope of work will constitute a waiver of all claims for misunderstandings or ambiguities that result from the errors, omissions, or discrepancies discovered.

X. Cost of Bid: The cost of submitting Bids shall be borne by the Bidder, and the City will not be liable for any costs incurred by a Bidder responding to this solicitation.

4. RFP Withdrawals and/or Amendment

A. RFP Withdrawal: The City reserves the right to withdraw this RFP for any reason.

B. RFP Amendments: The City reserves the right to amend any aspect of this RFP by formal written addendum prior to the bid submittal deadline and will endeavor to notify all potential bidders that have registered with the City, but failure to notify shall impose no obligation or liability on the City.

All modifications and addendums must be in written form prepared by the City department issuing the solicitation. Bidder is responsible for incorporating any and all modifications and addendums into their bids.

5. Bid Submittal Requirements

- A. Submittal Packet** – Required Content: Bidder shall submit one (1) signed original Bid. This submittal packets shall be submitted in a sealed envelope with a completed, signed and executed Appendix B – Bid Verification Document.

- B. Submittal Deadline:** The deadline for submittal of Bids is, November 1st, 2021. It is the Bidder’s responsibility to have the Bid correctly marked and hard-copies delivered to the City of Sunset Valley offices. No extensions will be granted and no late Bids will be accepted.

- C. Bids Received Late:** Bidders are encouraged to submit their Bids as soon as possible.
The time and date of receipt as recorded at the City of Sunset Valley and shall be the official time of receipt. The City is not responsible for late delivery of mail or other carrier. Late Bids will not be considered under any circumstances.

- D. Alterations or Withdrawals of Bid:** Any submitted Bid may be withdrawn or a revised Bid substituted if a written notice is submitted to the City of Sunset Valley prior to the submittal deadline. Any interlineations, alteration, erasure or other amendment made before the submittal deadline, must be signed or initialed by the Bidder or the Bidder’s authorized agent, guaranteeing authenticity. Bids cannot be altered, amended or withdrawn by the Bidder after the submittal deadline.

- E. Bid Format:** All Bids must be prepared in single-space type, on standard 8-1/2” x 11” vertically oriented pages, using one side of the paper only. Pages shall be numbered at the bottom. Entries shall be typed, or legibly written in ink. All Bids shall be mailed, or hand delivered to the City of Sunset Valley. Any other format (via telephone, fax, email, etc.) shall be rejected by the City.

- F. Validity Period:** Once the submittal deadline has passed, any Bid shall constitute an irrevocable Bid to provide the commodities and/or services

set forth in the Scope of Services at the price(s) shown in the Bid on the terms set forth in the Bid, such Bid to be irrevocable until the earlier of the expiration of ninety (90) days from the submittal deadline, or until a contract has been awarded by the City.

6. Bid Evaluation and Contract Award

- A. Bid Evaluation and Contract Award Process:** An award of a contract to provide the goods or services specified herein will be made using competitive sealed bids, in accordance with Chapter 262 of the Texas Local Government Code, Chapter 2269 of the Texas Government Code and with the City's purchasing policy. All bids should be based on a lump sum and per unit price (Cost to complete all task listed within Appendix A to include all necessary bonds and insurance). Sunset Valley will score all eligible respondents based on their bid price. The contract will be given to the lowest/best value/most responsive bidder that complies with all requests for bid items and requirements set forth by the City of Sunset Valley in this RFP, to include bonds, insurance requirements and Sunset Valley may consider: 1) price: 2) the offeror's experience and reputation: 3) the quality of the offeror's goods and/or services: 4) the impact on the ability of the Governmental entity to comply with rules relating to historically underutilized businesses: 5) the offeror's safety record: 6) the offeror's proposed personnel: 7) whether the offeror's financial capability is appropriate to the size and scope of the project. The selected bidder must NOT be debarred from any federal and/or state agency and Sunset Valley will conduct a review of the bidder's status on SAM.Gov. The City of Sunset Valley City Council will make the final selection and award. The City has the right to reject any and/or all Responses.
- B. Completeness:** If the Bid is incomplete or otherwise fails to conform to the requirements of the RFP, City alone will determine whether the variance is so significant as to render the bid non-responsive, or whether the variance may be cured by the bidder or waived by the City, such that the bid may be considered for award.
- C. Ambiguity:** Any ambiguity in the bid because of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions and all conditions shall be construed in the favor of the City. In the event of a conflict between these standard RFP requirements and details provided in Appendix A – Scope of Services or Appendix B – Bid, the Appendices shall prevail.
- D. Controlling Document:** In the case of a discrepancy between this solicitation and the formal contract, the formal contract will prevail and control.

- E. Firm Prices:** Unless otherwise stated in the specifications, Bidder's prices remain firm for 90 days from date of Bid opening and, upon award, remain in effect for the contract period specified in the solicitation. If formal award has not occurred within 90 days of bid opening, the Contractor and the City may mutually agree to extend the firm price period.
- F. Additional Information:** City may request any other information necessary to determine bidder's ability to meet the minimum standards required by this RFP.
- G. Debarment:** The selected Bidder must NOT be debarred from any federal and/or state agency and Sunset Valley will conduct a review of the Bidder's status on SAM.Gov. The City of Sunset Valley City Council make the final selection and award. The City has the right to reject any and/or all Responses.

Appendix A – Scope of Services

- 1. **Project Title:** Fire Hydrant Maintenance and Inspection
- 2. **Scope of Services Contact:** Questions about the technical nature of the Scope of Services, etc. may be directed to Rolando Sandoval through email at rsandoval@sunsetvalley.org

3. Bid Evaluation Factors:

Bid Price	Factor
UNIT PRICE	Cost per hydrant initial inspection
UNIT PRICE	Cost per annual hydrant flow testing
HOURLY RATE	Repair and maintenance of hydrants

4. Key Events Schedule:

- i. Bid Release Date April 19, 2023
- ii. Deadline for Submittal of Written Questions is May 16th at 5 PM,
- iii. Sealed Bids Due to and Opened by City May 30th, 2PM,
- iv. Anticipated Award Date June 6th, 2023

5. Scope of Services:

Project Overview:

This project will include the annual flow testing, inspection, as well as maintenance/repairs on all fire hydrants located within the City of Sunset Valley. The timeline for repairs will be determined by the inspection of the hydrants and priority goals following the inspection. In general the following actions are anticipated:

A. GENERAL RESPONSIBILITIES AND REQUIREMENTS

- a.** The City of Sunset Valley currently has approximately 60 fire hydrants. Each fire hydrant will be painted once in the life of this contract. We require only one color, which is red.
- b.** General Fees:
 - i.** Fee for Fire Hydrant initial inspection.
 - ii.** Fee for Annual Fire Hydrant Flow Test.
 - iii.** Hourly Rate for Hydrant Repair and Maintenance.
 - 1.** All tools, equipment, and traffic control needed to complete any of the services listed will be provided by the contractor.
 - 2.** All Right of Way permitting, and restoration of any excavated area will be coordinated and completed by the City of Sunset Valley.
 - 3.** Parts for hydrant repairs will be billed to the City of Sunset and invoiced for each hydrant that is repaired as noted below.

B. Services may include:

- a.** Painting
 - i.** Painting includes cleaning and removal of old loose paint prior to applying the new coat of paint. All debris and paint that is removed during this process must be completely contained and properly disposed of. If the hydrant has chains from the barrel to the caps they must be permanently removed before painting. Any damage to the surrounding area that may occur during the contractor's work (Paint on sidewalks, damage to grass, tire ruts in dirt, etc.) must be repaired before leaving the job site. If spraying on paint instead of brushing a protective barrier must be used to protect any facilities that may be nearby from over spray (cars, traffic signs, sidewalks, retaining walls, houses, etc). All Hydrants will be painted as needed.

- b. Sand Blasting**
 - i.** Sand Blasting includes stripping the paint down to bare metal with an environmentally safe blasting media, then re-priming the hydrant so that it is ready to be painted. All paint, debris, and blasting media that is removed during the process must be completely contained and properly disposed of. If the hydrant has chains from the barrel to the caps they must be permanently removed before priming. Any damage to the surrounding area that may occur during the contractor's work (Paint on sidewalks, damage to grass, tire ruts in dirt, etc.) must be repaired before leaving the job site. If spraying on primer instead of brushing a protective barrier must be used to protect any facilities that may be nearby from over spray (cars, traffic signs, sidewalks, retaining walls, houses, etc.)
- c. Fire Flow Testing**
 - i.** Fire Flow Tests must be done in accordance with the AWWA M17. Fire Flow Tests must also be logged into the COA WEIRS system for compliance. Fire Flow Tests will be done once every year.
- d. Hydrant Operation Inspection**
 - i.** Hydrant Operation Inspections will be done in accordance with the AWWA M17. Inspections will be conducted annually and as needed.
- e. Lubrication**
 - i.** Lubrication will take place immediately following a Hydrant Operation Inspection. This will include lubricating the main valve stem according to manufacturer recommendations with food grade lubrication, as well as coating the cap threads with a food grade anti-seize compound.
- f. Raising and Lowering**
 - i.** Hydrants will be raised or lowered with kits approved by the manufacturer of the hydrant, and the breakaway flange should be set 2 to 6 inches from ground level in accordance with City of Sunset Valley Standard Detail
- g. Remove and Replace**
 - i.** Hydrant removal and replacement includes excavating to the hydrant lead, coordinating with the City of Sunset Valley Utilities Department to turn off the hydrant isolation valve, removing existing blocking if needed, removing the existing hydrant, installing a new hydrant, installing blocking if needed, and backfilling the excavation. Hydrants must be installed in accordance with the AWWA M17, and the City of Sunset Valley Standard Details. The area that is excavated must be backfilled in accordance with City of Sunset Valley Standard Details Repair

- h.** Hydrant Repair includes but is not limited to the following;
 - i.** Replacement of Various Gaskets
 - ii.** Replacement of Main Valve Assembly
 - iii.** Replacement of Various Mechanical Parts that are not functional or compromised by corrosion.
- C.** MATERIAL REQUIREMENTS
 - a.** All materials will be provided by the contractor and must meet standards for public water systems. Parts will be invoiced for each hydrant.
- D.** REPORTING REQUIREMENTS
 - a.** The contractor will provide inspection reports for all hydrant inspections and repairs. This will document the work that was performed on each hydrant as well as additional work required.

RFP 04192023A Fire Hydrant Inspection and Maintenance

APPENDIX A-BID SHEET

SCOPE OF WORK	BID AMOUNT
Cost per hydrant initial inspection	
Cost per hydrant for annual flow testing	
Repair and maintenance of hydrants hourly rate	

Authorized Signature of Bidder

Date

APPENDIX B-BID VERIFICATION

Bid Verification Submittal Checklist

(To determine validity of Bid - all bids received without the following items will be considered non-responsive and will be rejected. Forms from previous solicitations for goods or services will not be used in place of the required forms for this RFP-04192023A.

- Appendix A must be completed, signed, and included in the Bid submittal.
- Appendix B must be completed, signed, and included in the Bid submittal.
- Appendix C – Conflict of Interest Form (CIQ Form) must be completed, signed, and included in the Bid submittal.
- Form 1295 filed online
- Appendix E– HB 89 Verification Form must be completed, signed, and included in the Bid submittal.
- Appendix F- Non-discrimination Form must be completed, signed and included in the Bid Submittal.
- Appendix G-Acknowledgement of contact with key contracting persons must be completed, signed, and included in the Bid submittal.
- Appendix H-Drug Free Workplace Certification must be completed, signed, and included in the Bid submittal.
- Certificate of Insurance showing Proof of Contractor’s Ability to Meet the Insurance Requirements.
- Signed Addendum(s) (If any are issued by Owner).

All bids must be submitted to the City of Sunset Valley with this page included	
RFP NO:	04192023A
Project Title	Fire Hydrant Inspection and Maintenance
Submittal Deadline	May 30 th , 2023 at 2:00 p.m.
Submit Hardcopies to:	R. Sandoval City of Sunset Valley 3203 Jones Road Sunset Valley, Texas 78745
Bidder's Information	
Bidder's Legal Name:	
Address:	
City, State & Zip	
Federal Employers Identification Number #	
Bidder's Point of Contact:	
Phone Number:	
E-Mail Address:	
Bidder Authorization	
I, the undersigned, have the authority to execute this Bid in its entirety as submitted and enter a contract on behalf of the Bidder.	
Printed Name of Representative Name:	
Position:	
Signature:	
Date:	

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1. **CONTRACT AWARD INFORMATION:**

A. Term of Contract Any contract resulting from this RFP shall be effective from the date that the Notice to Proceed is received by the contractor and shall remain in effect for FOUR (4) years.

B. Federal, State and/or Local Identification Information

i. Centralized Master Bidders List registration number:

ii. Prime contractor HUB / MWBE registration number:

iii. Employer Identification Number (EIN)/Federal Tax Identification Number:_____.

iv. An individual Bidder acting as a sole proprietor must also enter the Bidder's Social Security Number:
_____.

2. **CONTRACT TERMS AND CONDITIONS. EXCEPT WHERE BIDDER MAKES SPECIFIC EXCEPTION IN THE SUBMITTED BID, ANY CONTRACT RESULTING FROM THIS RFP WILL CONTAIN THE FOLLOWING TERMS AND CONDITIONS, WHICH BIDDER HEREBY ACKNOWLEDGES, AND TO WHICH BIDDER AGREES BY SUBMITTING A BID:**

A. Standard Terms and Conditions

i. **Taxpayer Identification:** Bidders must provide the City with a current W-9 before any goods or services can be procured from the Bidder.

B. Governing Law and Venue: All Bids submitted in response to this solicitation and any resulting contract shall be governed by and construed in accordance with the laws and court decisions of the State of Texas. Any legal or equitable actions arising from this request for proposals, or any resulting contract shall be brought before an appropriate court located in Travis County.

C. Resolution of Program Non-compliance and Disallowed Costs: In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement, or the breach thereof, including determination of responsibility for any costs disallowed because of non-compliance with federal, state or TxCDBG program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation

administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Agreement and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. [This section may also provide for the qualifications of the mediator(s), the locale of meetings, time limits or any other item of concern to the parties. If the matter is not resolved through such mediation within 60 days of the initiation of that procedure, either party may proceed to file suit.

D. Termination for Cause: The occurrence of any one or more of the following events will justify termination of the contract by the City for cause:

1. The successful Bidder fails to perform in accordance with the provisions of these specifications; or
2. The successful Bidder violates any of the provisions of these specifications; or
3. The successful Bidder disregards laws or regulations of any public body having jurisdiction; or
4. The successful Bidder transfers, assigns, or conveys any or all of its obligations or duties under the contract to another without written consent of the City.
5. If one or more of the events identified in Subparagraphs I (1) through (4) occurs, the City may, terminate the contract by giving the successful Bidder seven (7) Calendar days written notice. In such case, the successful Bidder shall only be entitled to receive payment for goods and services provided before the effective date of termination. The successful Bidder shall not receive any payment on account of loss of anticipated profits or revenue or other economic loss resulting from such termination.
6. When the contract has been so terminated by the City, such termination shall not affect any rights or remedies of the City then existing or which may thereafter accrue.
7. A "Termination for Cause" clause will be added to selected Bidder's contract with Sunset Valley.

E. Termination for Convenience: This contract may be cancelled or terminated at any time by giving vendor thirty (30) days written notice. Vendor may be entitled to payment for services actually performed; to the extent said services are satisfactory. A "Termination for Convenience" clause will be added to selected Bidder's contract with City of Sunset

Valley.

- F. Force Majeure:** To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed. Determination of force majeure shall rest solely with City of Sunset Valley.
- G. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708):** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- H. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387):** Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- I. Affirmative Action/EOE:** Sunset Valley is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for of the Housing and Urban Development Act of 1968 (12U.S.C. 1701u) as amended. During the performance of an awarded contract, the contractor agrees as follows:

- i. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places. Available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- ii. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- iii. The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This Provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- iv. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- v. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

- vi. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- vii. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- viii. The contractor will include the portion of the sentence immediately preceding paragraph (l) and the provisions of paragraphs (i) through (vii) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- ix. The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
- x. The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal

opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

- xi. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.
- xii. **Subcontracts.** Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.

J. Payment Terms: Unless otherwise specified in the Scope of Services or otherwise agreed to in writing by City of Sunset Valley, payment terms for the City are Net 30 days upon receipt of invoice after receipt of goods or services. A 5% retainage will be held from each invoice until the completion of the project. Pay applications must be submitted to the Public Works Director for approval and processing for payment. Sunset Valley will pay based on percentage of completion at the time of pay application submission pending verification from the Public Works Director. Final approval will be based on inspection of the project for verification of compliance with all aspects of the scope of work listed within Appendix A of this RFP. The work performed in accordance with this contract shall be paid for using lump sum and unit pricing. This price is full compensation for all tasks listed in the bid submitted by the vendor and must include all necessary fees, charges and bonds needed to complete this work. Sunset Valley will NOT pay any fees to the vendor other than the agreed upon bid

price.

K. Liquidated Damages: Should the CONTRACTOR fail to complete the requirements set forth in the scope of work, Sunset Valley will suffer damage. The amount of damage suffered by Sunset Valley is difficult, if not impossible, to determine at this time. Therefore, the CONTRACTOR shall pay Sunset Valley as liquidated damages, the following:

- i. The CONTRACTOR shall pay Sunset Valley liquidated damages of \$100 per day for each day past the specified start date (starting on the eleventh calendar day from the date the Contractor receives a purchase order) agreed to by the City of Sunset Valley and the Contractor.
- ii. The CONTRACTOR shall pay the City of Sunset Valley liquidated damages of \$1500 per incident where the CONTRACTOR fails to repair damages that are caused by the CONTRACTOR and/or subcontractor(s). Application of liquidated damaged does not release the CONTRACTOR from the responsibility of resolving or repairing • The amounts specified above are mutually agreed upon as reasonable and the proper amount of liquidated damages the City of Sunset Valley would suffer in the aforementioned examples.

L. Warranty of Products and Services: All products furnished under this contract shall be warranted to be merchantable and good quality and fit for the purposes intended as described in this bid, to the satisfaction of City and in accordance with the manufacturers specifications, terms, and conditions of the scope of work (Appendix A), and all services performed shall be warranted to be of a good and workmanlike quality, in addition to, and not in lieu of, any other express written warranties provided.

M. Bid, Payment and Performance Bonds: The CONTRACTOR IS REQUIRED to furnish a good and sufficient bid bond or a cashier's check in the amount of five percent (5%) of the Not to Exceed contract value of \$55,000. A bid bond must be executed with a surety company authorized to do business in the State of Texas. The bid bond of the awarded contractor is subject to forfeiture in the event the successful bidder fails to execute all requirements set forth in the contract documents within ten days after the contract has been awarded. Payment and Performance bonds shall be provided by the Contractor to City of Sunset Valley based on the work order system. Should the estimate of a specific project (under the Annual Crack Seal Project Contract) reach the State of Texas threshold for public works projects, the contractor agrees that within ten (10) days after written notice to proceed is sent to them by City of Sunset Valley, a Payment Bond will be executed and delivered to City of Sunset Valley for the amount of one hundred percent (100%) of the estimated project total, should the

estimated project amount meet and/or-five thousand dollars (\$5,000). A Performance bond in an amount of one hundred percent (100%) of the estimated project total should also be executed and delivered to City of Sunset Valley should the estimated project amount meet and/or exceed twenty-five thousand dollars (\$25,000). The Performance and Payment Bond must be maintained throughout the execution period of the project(s). At the completion of all work, the Payment and Performance Bond shall be released. Cost of all bonds must be included in the bid price. Payment for services will not be made until receipt of all required bonds have been made to City of Sunset Valley.

N. Funding: State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Orders or other obligations that may arise beyond the end of the current fiscal year shall be subject to approval of budget funds.

O. Taxes: The City is exempt from all federal excise taxes and all state and local sales and use taxes. If such taxes are listed on a Bidder's invoice, they will not be paid.

P. Insurance: The Bidder, consistent with its status as an independent contractor, shall carry, and shall require any of its subcontractors to carry, at least the following insurance in such form, with such companies, and in such amounts (unless otherwise specified) as City may require:

- i. Worker's Compensation and Employer's Liability insurance, including All States Endorsement, to the extent required by federal law and complying with the laws of the State of Texas;
- ii. Commercial General Liability insurance, including Blanket Contractual Liability, Broad Form Property Damage, Personal Injury, Completed Operations/Products Liability, Premises Liability, Medical Payments, Interest of Employees as additional insureds, and Broad Form General Liability Endorsements, for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage on an occurrence basis;
- iii. Comprehensive Automobile Liability insurance covering all owned, non-owned or hired automobiles to be used by the Contractor, with coverage for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage.

Contractor shall submit proof to City of Sunset Valley that said contractor has the ability to meet all insurance requirements listed above.

3. Indemnification: Bidder agrees to defend, indemnify and hold harmless the City of Sunset Valley, all of its officers, agents, employees, appointees and volunteers from and against all claims, actions, suits, demands, proceedings, costs, damages

and liabilities, including reasonable attorneys' fees, court costs, related expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by Bidder's breach of any of the terms or provisions of any contract awarded as a result of this solicitation, or by any negligent or strictly liable act or omission of the Bidder, its officers, agents, employees, or subcontractors, in the performance of an awarded contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the City, its officers, agents or employees, and in the event of joint and concurrent negligence or fault of the Bidder and City, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the City under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

IN SUBMITTING A RESPONSE TO THIS RFP, THE RESPONDENT AGREES THAT IT WAIVES ANY CLAIMS IT HAS OR MAY HAVE AGAINST THE CITY, THE CITY'S EMPLOYEES, OFFICERS, AGENTS, REPRESENTATIVES, AND THE MEMBERS OF THE CITY'S GOVERNING BODY IN CONNECTION WITH OR ARISING OUT OF THIS RFP, INCLUDING, THE ADMINISTRATION OF THE RFP, THE BASIS FOR SELECTION, THE EVALUATIONS OF THE RESPONSES, THE METHOD USED FOR SELECTION, AND ANY DISCLOSURE OF INFORMATION REGARDING THE RESPONSES OR EVALUATIONS. THE SUBMISSION OF A BID CONSTITUTES THE ACCEPTANCE BY THE RESPONDENT OF THE EVALUATION TECHNIQUE DESCRIBED IN THIS RFP. THE PERSON SIGNING ON BEHALF OF BIDDER CERTIFIES THAT THE SIGNER HAS AUTHORITY TO SUBMIT THE BID ON BEHALF OF THE BIDDER AND TO BIND THE BIDDER TO ANY RESULTING CONTRACT I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ALL REQUIREMENTS SETFORTH IN THIS REQUEST FOR PROPOSALS:

Authorized Signatory for Contractor

Printed Name

Date

Company Name

APPENDIX C

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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).</p> <p>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.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	Date Received	
<p>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.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p>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.</p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;">Yes No</p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;">Yes No</p>		
<p>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.</p>		
<p>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).</p>		
<p>7</p>		

APPENDIX D

Implementation of House Bill 1295

Implementation of House Bill 1295 Certificate of Interested Parties (Form 1295): In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies (with a few exceptions) only to a contract between a business entity and a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

Changed or Amended Contracts: Form 1295 is only required for a change made to an existing contract in certain circumstances: (1) if a Form 1295 was not filed for the existing contract, then a filing is only required if the changed contract either requires an action or vote by the governing body or the value of the changed contract is at least \$1 million; or (2) if a Form 1295 was filed for the existing contract, then another filing is only required for the changed contract if there is a change to the information disclosed in the Form 1295, the changed contract requires an action or vote by the governing body, or the value of the changed contract increases by at least \$1 million. As required by law, the Commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The Commission also adopted rules (Chapter 46) to implement the law. The Commission does not have any additional authority to enforce or interpret section 2252.908 of the Government Code.

Filing Process: A business entity must use the Form 1295 filing application the Commission created to enter the required information on Form 1295 and print a copy of the completed form. Once entered into the filing application, the completed form will include a unique certification number, called a “certification of filing.” An authorized agent of the business entity must sign the printed copy of the form affirming under the penalty of perjury that the completed form is true and correct. The completed, printed, and signed Form 1295 bearing the unique certification of filing number must be filed with the governmental body or state agency with which the business entity is entering into the contract.

Acknowledgement by State Agency or Governmental Entity: The governmental entity or state agency must acknowledge receipt of the filed Form 1295 with the certification of filing, using the Commission’s filing application, not later than the 30th day after the date the governing body or state agency receives the Form 1295. The Commission will post the completed Form 1295 to its website within seven business days after the governmental entity or state agency acknowledges receipt

of the form. Changes to Form 1295 Changes to the law requiring certain businesses to file a Form 1295 are in effect for contracts entered into or amended on or after January 1, 2018. The changes exempt businesses from filing a Form 1295 for certain types of contracts and replace the need for a completed Form 1295 to be notarized. Instead, the person filing a 1295 needs to complete an “unsworn declaration.”

What type of contracts are exempt from the Form 1295 filing requirement under the amended law? The amended law adds to the list of types of contract exempt from the Form 1295 filing requirement. A completed Form 1295 is not required for:

- A sponsored research contract of an institution of higher education;
- An interagency contract of a state agency or an institution of higher education;
- A contract related to health and human services if: the value of the contract cannot be determined at the time the contract is executed; and any qualified vendor is eligible for the contract;
- A contract with a publicly traded business entity, including a wholly owned subsidiary of the business entity;*
- A contract with an electric utility, as that term is defined by Section 31.002, Utilities Code;* or
- A contract with a gas utility, as that term is defined by Section 121.001, Utilities Code.* The newly exempt contract types are marked with an asterisk.

Why do I need to include my date of birth and address when I sign Form 1295? Was this always the case? In 2017, the legislature amended the law to require Form 1295 to include an “unsworn declaration” which includes, among other things, the date of birth and address of the authorized representative signing the form. The change in the law applies to contracts entered into, renewed, or amended on or after January 1, 2018. The unsworn declaration, including the date of birth and address of the signatory, replaces the notary requirement that applied to contracts entered into before January 1, 2018.

Will my date of birth and address appear on the TEC’s website when I file the form? No. The TEC filing application does not capture the date of birth or street address of the signatory and it will not appear on forms that are filed using the TEC filing application. Although the TEC does not capture the date of birth and street address of the signatory, the contracting state agency or governmental agency will have a physical copy of the form that includes the date of birth and address of the signatory. The TEC cannot answer whether the contracting state agency or governmental agency may release such information. Questions regarding the Texas Public Information Act may be directed to the Office of the Attorney General. See also *Paxton v. City of Dallas*, No. 03-13-00546-CV, 2015 Tex. App. LEXIS 5228, at *10-11 (App.—Austin May 22, 2015)

APPENDIX E

House Bill 89 VERIFICATION

I, _____, the undersigned representative of _____ (hereafter referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270.:

- 1. Does not boycott Israel currently; and
- 2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with City of Sunset Valley.

Pursuant to Section 2270.001, Texas Government Code:

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Authorized Signatory for Contractor

Printed Name

Date

Company Name

ON THIS THE ____ day of _____, 20____, personally appeared _____, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

NOTARY SIGNATURE

APPENDIX F
RFP 04192023A – FIRE HYDRANT INSPECTION AND
MAINTENANCE
CERTIFICATION OF NON-DISCRIMINATION

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

Contractor

Signature

Title

Date

APPENDIX G

RFP 04192023A – FIRE HYDRANT INSPECTION AND MAINTENANCE

ACKNOWLEDGMENT OF CONTACT WITH KEY CONTRACTING PERSONNEL

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

If no one is listed above, Bidder on oath swears that the following statements are true:

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

Authorized Signatory for Contractor

Printed Name

Date

Company Name

EXHIBIT G-1

RFP 0419202A-FIRE HYDRANT MAINTENANCE AND INSPECTION

LIST OF KEY CONTRACTING PERSONS

April 1, 2023

Position Held	Name of Individual
Mayor	Marc Bruner
Councilmember	Karen Medicus
Councilmember	Rudi Rosengarten
Councilmember	Charles Young
Councilmember	Wanda Reetz
Councilmember	Robert Johnson
City Administrator	Matt Lingafelter
Public Works Director	Carolyn Meredith
Accountant	Kyle Sorahan
Utilities Supervisor	Rolando Sandoval

APPENDIX H

RFP 04192023A – FIRE HYDRANT MAINTENANCE AND INSPECTION

DRUG-FREE WORKPLACE CERTIFICATION

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

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

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

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

Authorized Signatory for Contractor

Printed Name

Date

Company Name

APPENDIX I

RFP 04192023A – FIRE HYDRANT INSPECTION AND MAINTENANCE

CITY INSURANCE REQUIREMENTS

Insurance Provided by the CONTRACTOR

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

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

APPENDIX J -FIRE HYDRANT INSPECTION AND MAINTENANCE

Provide a list of three (3) references of clients documenting their experience working with your company.

- Each reference should include the individual's name, title, description, tenure of service for the client and contact information (telephone number and email address).
- *Individuals identified as references will be assured of anonymity to the fullest degree possible under the Freedom of Information Law.*

CITY COUNCIL MEETING DATE: APRIL 18,2023



CITY COUNCIL AGENDA ITEM #6

STAFF PREPARER/CONTACT INFORMATION: Carolyn Meredith, Public Works Director
cmeredith@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner, mbruner@sunsetvalley.org

SUBJECT: STEARNS LANE WATERLINE

DESCRIPTION: Consider and act on approval of the Cost Share Construction costs to Townbridge Capital, LLC for a waterline project at Stearns and Highway 290. (Mayor Bruner/Public Works)

BACKGROUND: The City approved a development by Townbridge at 4800 W Hwy 290. Additionally in February 2022, the City approved a participation agreement with Townbridge to extend the waterline along Stearns Lane and upsize the waterline to 8 inches for the future use along Stearns Lane. This is the first phase to address the need to provide water to Stearns Lane residences and reduce the number of meter connections to the City of Austin's waterlines. This is part of the requirements that will be included in the interlocal agreement between Sunset Valley and the City of Austin. This first phase will also provide water to the lift station.

The total cost for the City's portion to upsize and extend the waterline is estimated to be \$50,547. This includes the City's portion of the bonding of the project. The City will also include a 10% contingency for this project to address unforeseen circumstances that may develop during construction. The total cost of the reimbursable amount is \$55,601.70.

APPLICABLE CODE SECTIONS:

FUNDING: Contingency Fund

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	YTD EXPENSE	THIS ITEM	REMAINING
30	05		Stearns Lane Lift Station	150,000	NA	55,601.70	94,398.30

STAFF RECOMMENDATION: Approve reimbursable total to Townbridge Capital, LLC to be reimbursed at completion of project.

SUPPORTING MATERIALS PROVIDED: ESTIMATE AND REIMBURSEMENT CALCULATION

Extension of Waterline for Levy Tract

6in Water Line

The length prior to the private service is 380 LF.

6" Waterline to include misc 6" fittings
45 tee 90, 22.5, 11.25, gate valves,

Total = \$69,319.65

A total of 780LF of water pipe

The cost difference for the shared portion is
\$7,139.40

The cost for the future use portion is \$41,920.00

Bonding cost= \$2,687.67

Total reimbursement for work: \$50,547

Proposed 8in WaterLine & Extension

The length for the 8" Water line extension for future use is 400LF.

8" Waterline to include misc 8" fittings 45 tee 90 22.5 11.25
(2) Utility
Crossings

Gate valves

Fire Hydrant Assembly

Total = \$81,589.02

CITY COUNCIL MEETING DATE: APRIL 18, 2023



CITY COUNCIL AGENDA ITEM #7

STAFF PREPARER/CONTACT INFORMATION: Lenn Carter, Police Chief
lcarter@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner/Administration

SUBJECT: TEMPORARY SPECIAL USE PERMIT FOR BODIES RACE

DESCRIPTION: Consider and act on approval of a Temporary Special Use Permit for the Bodie Race Company to hold their 5k, 10k, and ½ marathon events on May 20, 2023.

BACKGROUND: This is a request from the Bodies Race Company to host the a 5k, 10k and ½ marathon event in Sunset Valley on May 20, 2023. The event is scheduled to begin at 8:00 AM and end at 12:30 PM. Set-up for the event begins at 6:00 The course for all race events is a continuous loop that includes Jones Road, Ernest Robles Way, and Upper Cougar Creek. The proposed race route does not access Brodie Lane or Hwy 290 frontage road. So, there will be minimal impact on surrounding businesses. The host is responsible for providing race security and traffic control.

APPLICABLE CODE SECTIONS: Section 2.501(j) of the Land Development Code
A Temporary Special Use Permit may be granted by the City Council on the terms and conditions determined by the City Council for a period not to exceed thirty (30) consecutive calendar days. A Temporary Special Use Permit may be extended for an additional fifteen (15) consecutive calendar days upon approval of the City Council.

Sec. 2.502 General Criteria Applicable to All Special Uses and Temporary Special Uses

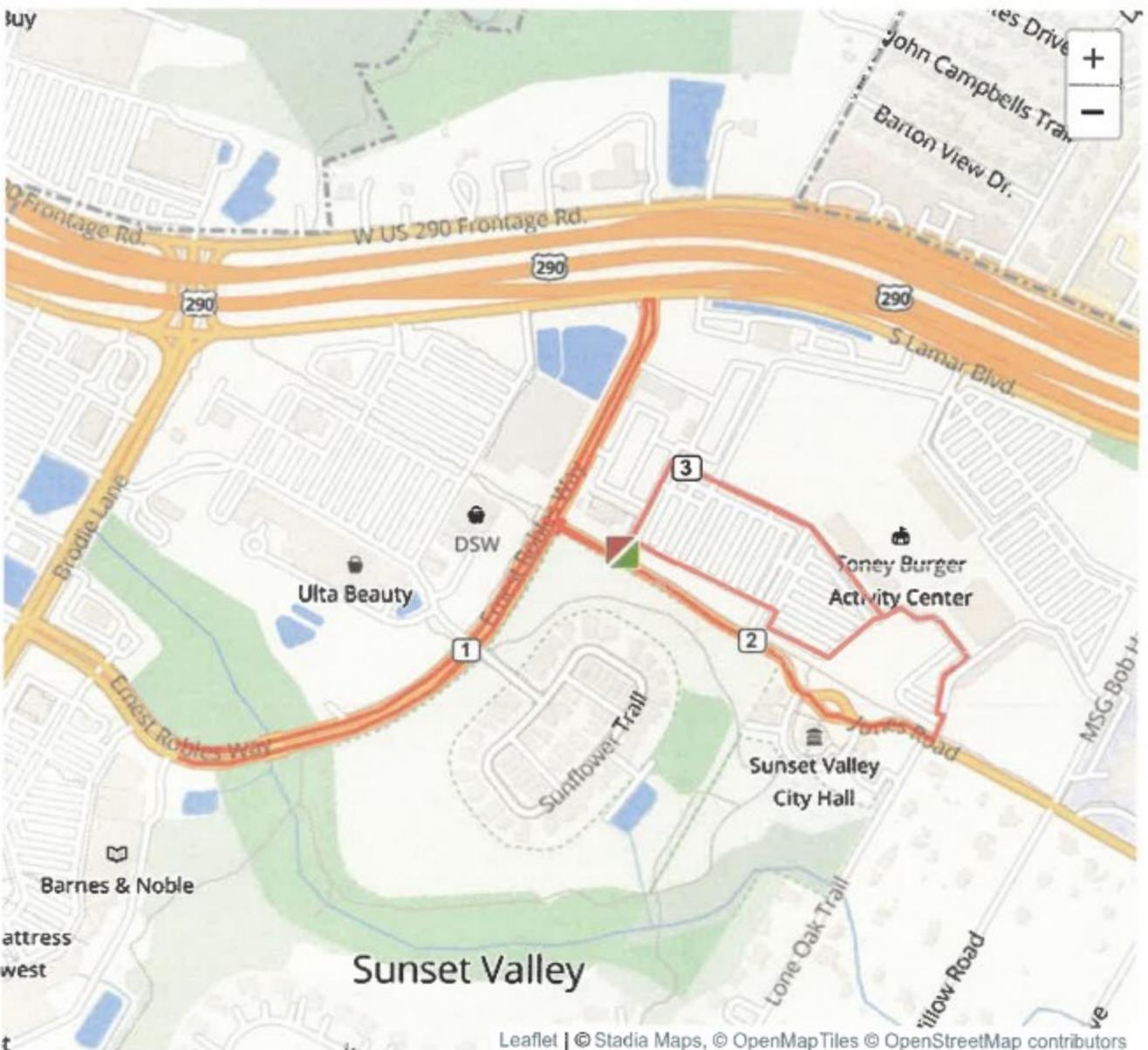
Sec. 2.504 General Requirements for All Special Uses and Temporary Special Uses

FUNDING: N/A

STAFF RECOMMENDATION: Approve, with the condition that the Bodies Race Company coordinate with Public Safety and other city officials for their event operation plan.

SUPPORTING MATERIALS PROVIDED: YES

- Permit Application
- Proposed Course Map



Leaflet | © Stadia Maps, © OpenMapTiles © OpenStreetMap contributors

CITY COUNCIL MEETING DATE: APRIL 18, 2023



CITY COUNCIL AGENDA ITEM #8

STAFF PREPARER/CONTACT INFORMATION: Matt Lingafelter, City Administrator
mlingafelter@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner mbruner@sunsetvalley.org

SUBJECT: RECORDS RETENTION

DESCRIPTION: Presentation and possible action on withdrawing the Request for Proposals for Document Imaging Services and Records Retention Processing (RFP #02072023-A).

BACKGROUND: On February 7, 2023 the Council approved the release of a Request for Proposals for a vendor to be selected for document imaging and records retention processing services. The project consists of preparing, scanning, and indexing permanent and inactive records for retention or destruction of the City of Sunset Valley Administration, Public Safety and Public Works Departments in accordance with the Records Retention Schedule published by the Texas State Library and Archives Commission (TSLAC).

A total of six responsive proposals were received. Three staff members, including the City Administrator, City Secretary, and Barbara Wilson, Administrative Assistant, comprised the scoring and selection committee. Barbara Wilson, who has professional expertise in local government records retention. During the process of reviewing the proposals, and contacting possible vendors, it was determined that the City has not been maintaining a records inventory and retention schedule, as required by Texas law.

The proposed vendors that prepared proposals were working under the assumption that the City has been keeping the inventories, schedules, and labeling requirements, per the Texas Local Government Code and Texas State Library and Archives (TSLAC) guideline. Therefore, the City is left with two choices:

Proceed with the RFP/Project:

Scan all records, even if it is not required to be kept, which then leaves the City with having to both inventory and label all records and develop a retention schedule. This would require additional funding to have the vendors in the meta data to describe each page. Also, we would have to rely on the vendors to know and understand what they are looking at and where it falls in the different State schedules.

Inventory the Records:

Work with a consultant who is qualified in all of the State requirements to inventory our records as per State rules and regulations. This consultant will work with the City Secretary to develop an inventory, schedules, and proper labeling procedure. Many of our records do not have to be kept at all, either scanned or scored.

Staff recommends the second option. Not only would a proper inventory of our records and schedule development bring us into compliance, but it would also reduce the number of documents that need to be scanned. Once an inventory and retention schedule are developed, we can release a more accurate RFP for Document Imaging Services, and vendors will be able to provide a more accurate cost estimate. We also will not be paying for scanning and indexing records we do not need to keep.

APPLICABLE CODE SECTIONS: Texas Local Government Code Title 6. Records

- [Chapter 201 General Provisions](#)
- [Chapter 202 Destruction and Alienation of Records](#)
- [Chapter 203 Management and Preservation of Records](#)
- [Chapter 204 Microfilming of Records](#)
- [Chapter 205 Electronic Storage of Records](#)

FUNDING: N/A

STAFF RECOMMENDATION: Take action to withdraw RFP #02072023-A

Provide direction to staff on bringing back options for working with a certified consultant to properly inventory existing records and develop a retention schedule.

Also provide training opportunities for the City Secretary for records management.

SUPPORTING MATERIALS PROVIDED:

Below are some links to paperwork that the State of Texas (TSLAC) will need from us to comply with the law, as well as guidance/training on electronic records and scanning projects.

First, the City Secretary will need to fill out an [SLR 508: Declaration of Compliance](#). This is the form you use to let us know which schedules you'll be following. In Part 1, she will provide their contact information; in Part 2 she will select which of our schedules our city will be adopting (TSLAC recommends (EL, HR, LC, PS, PW, TX, and UT for cities). We will need to sign this and return it to the State.

[Training for State and Local Records Managers | TSLAC \(texas.gov\)](#)

[Webinar: The 5 Ws of Planning an Imaging Project | TSLAC \(texas.gov\)](#)

[Imaging One Page Guide.pdf \(texas.gov\)](#)

[FAQ: Can I destroy a paper original after scanning? | The Texas Record](#)

[e-Records 2016 Conference Sessions Recap: “Case Study: Disposing of Paper Records After Scanning” and “Digital Workflow Optimization and Automation” | The Texas Record](#)

[All the Things That I Learned: Imaging Project | The Texas Record](#)

[Incentivize an Imaging Project | The Texas Record](#)

**REQUEST FOR PROPOSALS (RFP)
DOCUMENT IMAGING SERVICES AND
RECORDS RETENTION PROCESSING
RFP 02072023-A**

NOTICE TO BIDDERS

NOTICE is hereby given that the City of Sunset Valley, Texas, is requesting bids for Document Imaging Services and Records Retention Processing. All bids must be clearly marked “**SEALED BID – RFP DOCUMENT IMAGING SERVICES AND RECORDS RETENTION PROCESSING - RFP 02072023-A**” to the City of Sunset Valley City Secretary’s office, 3205 Jones Road, Sunset Valley, Texas prior to Friday, March 31, 2023, at 2:00 P.M., at which time they will be publicly opened and acknowledged in the City offices. Any bid delivered or received after 2:00 P.M. will not be considered and shall be returned unopened to the addressee. The City reserves the right to reject any or all bids.

The project consists of preparing, scanning, and indexing permanent and inactive records for retention or destruction of the City of Sunset Valley Administration, Public Safety and Public Works Departments in accordance with the Records Retention Schedule published by the Texas State Library and Archives Commission (TSLAC). Records will be located at the City Facilities campus 3205 Jones Road, and some records will also be located at an offsite storage facility (due to renovations at City Hall).

Questions or requests for information relating to this request for bid may be directed to City Secretary Melissa Marquez via email at mmarquez@sunsetvalley.org no later than 5:00 P.M. CST on Friday, March 17, 2023.

CITY OF SUNSET VALLEY, TEXAS

Melissa Marquez

Melissa Marquez, City Secretary



**REQUEST FOR PROPOSALS (RFP) 02072023-A
DOCUMENT IMAGING SERVICES AND
RECORDS RETENTION PROCESSING**

INTRODUCTION:

The City of Sunset Valley, Texas is requesting proposals from qualified Vendors to provide Document Imaging Services and Records Retention Processing to include staffing and equipment.

SUBMISSION OF PROPOSALS:

The proposal must be submitted in a sealed envelope bearing the title “City of Sunset Valley Request for Proposal for Document Imaging Services and Records Retention Processing – RFP 02072023-A along with the name and address of the proposer. The proposer shall submit one (1) physical copy and one (1) electronic copy of the completed Proposal Form and the other required information identified below to:

Melissa Marquez
City Secretary
3205 Jones Road
Sunset Valley, Texas 78745
mmarquez@sunsetvalley.org

Deadline for submission is **2:00 P.M. (CST), March 31, 2023**. Proposals received after that time will not be considered and will be returned to the proposer unopened.

Other requirements are listed below:

- A. One (1) physical copy and one (1) electronic copy of the proposal shall be submitted.
- B. All information requested of the proposer by the RFP shall be provided. Failure to do so may disqualify the proposal.
- C. All information shall be entered in ink or typewritten.
- D. Proposal shall be signed by an authorized representative of the company.
- E. Proposals may be submitted in a sealed envelope or box to the address shown above.
- F. Proposals (physical copy) may be submitted in person, by U.S. Mail, Special Delivery or courier service.
- G. All exceptions to any point of the RFP must be clearly shown. It is suggested that exceptions be made as a separate section within the proposal for clarity.

SCOPE OF WORK:

- A. **Offsite Scanning.** The Vendor will provide an estimated cost for retrieving documents and transporting them to their facility for purging (upon request), preparing, scanning and indexing. The Vendor will provide details on how they will pick-up, transport and handle City records. Not all records will be released at one time to the Vendor. There will need to be multiple pickups and returns of records over the course of the project. The Vendor will provide details on the facility where City records will be stored and the security features in place to protect the records and the confidential information within the records. The Vendor will also provide details on how they will transport the records back to the city. The documents to be purged (upon request), prepared, scanned and indexed are located at the City Facilities campus, 3205 Jones Road, or at the City's offsite storage facility, Life Storage at 9706 Menchaca Road, Austin, Texas 78748.
- B. **Inactive Records.** The Vendor will provide processing of inactive records at the city in accordance with the Records Retention Schedules published by the Texas State Library and Archives Commission (TSLAC). The Vendor will need to work closely with TSLAC to ensure a thorough understanding and proper implementation of the Local Record Control Schedules.
- C. **Quality, Production, and Pricing Requirements.** The following requirements will be taken into consideration to perform the purging, preparing, scanning and indexing offsite.
1. Vendor shall perform "Document Preparation" as necessary to scan all files, which includes removing all staples and paperclips, straighten all folded paper and otherwise make the documents ready for processing.
 2. Scanned images shall be in an approved format by the City and delivered to the City on an appropriate approved media for uploading into the City's Laserfiche repository.
 3. Each file and the documents therein will be scanned individually and each document within the file will have a unique file name.
 4. Each scanned document shall have a unique set of metadata attached to it (indexing).
 5. Documents shall be rotated to provide maximum readability (e.g. letters shall be in proper orientation when document is displayed without rotation.)
 6. The Vendor shall use 200 dpi (dots per inch) or higher.
 7. The Vendor shall not scan blank documents.
 8. Vendor shall perform a final audit of the document image database to ensure that 100% of all documents have been captured, the images are sufficient to reproduce the record, and the images are appropriately indexed and accessible.
 9. Vendor shall ensure that scanning system is free from dust and other particles; maintain calibration through each shift.
 10. Report and discuss any problem images that cannot be captured to meet benchmark specifications.
 11. Vendor invoices shall denote the number of scanned pages being billed for the current invoice as well as the total number of pages billed to date.

12. Vendor will provide scanned images electronically on an external storage media, such as DVD, USB flash drive, or USB hard drive in PDF format for importation of images and metadata into the City's Laserfiche system, and will assist in resolving any issues that shall arise.
13. Vendor will provide an option to complete document destruction services at the request of the City.
14. Vendor will review and prepare a Records Retention Control Schedule based on the listing of all records, whether active or inactive, maintained by all departments and locations of the city. The Records Control Schedule will be based on current TSLAC Local Record Retention Schedules, federal guidelines, where applicable.

D. SPECIFICATIONS

1. **Types of Records.** The records being scanned will be records filed in the three City Departments: Administration, Public Safety and Public Works. Records include human resources, City Council, Boards and Commissions, building and development, property records, capital projects, criminal records and public safety case files. Pages will be letter sized and legal sized in folders. There will be irregular sized documents to be scanned within the files to include plats, building plans, envelopes, sticky notes, etc. found within the file. Those are expected to be scanned as well. The Vendor may contact the City to schedule an on and off-site visit to view records.
2. **Estimated Quantity of Records.** It estimated that the total number of images needing to be scanned will be 750,000 images. The records are housed in approximately 250 number of banker boxes. Bidders are encouraged to complete a site visit to view the quantity of the records to be scanned and processed for retention.
3. **Security.** The Vendor will need to demonstrate a commitment to securing the files and the data from transportation of the files, to housing the files and data in a secure facility and providing network and data security.
 - a. **Pickup and Transportation.** The Vendor will need to demonstrate a strong respect for the chain of custody of the files during transportation of the files to the Vendor's facility, while the files are at the Vendor's facility for processing and return transportation of the files to the City. The City will provide an inventory of boxes being transported by the Vendor for that shipment. The Vendor will provide their own secure vehicle for transporting the boxes. Upon arrival at the Vendor's processing facility, the Vendor will perform an additional inventory of City boxes in their possession to ensure all boxes arrived safe and secure. Come time for delivery of scanned boxes back to the City, the Vendor will perform an additional inventory to ensure that all boxes have been scanned and all boxes are being returned back to the City. At arrival at the City, the City will perform an additional inventory to compare with the original inventory.
 - b. **Location Security.** Once in possession of the files, the Vendor will store City files in a physically secure location or controlled area, where access to the files is limited to only those involved in the scanning project. The Vendor will provide a description of their facility and the security measures in place there. The facility needs to be equipped with fire protection and suppression equipment and climate controlled. This also includes appropriate security restrictions for computers and servers, which may contain any scanned images or information from the files. Those too need to be housed in a physically secure location or controlled area. In the proposal, the Vendor will lay out their processes for how they plan to maintain strict ownership of the files while in their

facility and throughout scanning.

- c. **Network and Data Security.** Due to the sensitive nature of information found within the files, including personally identifiable information (PII), the Vendor will need to comply with state and federal guidelines for storing such data. This includes, but is not limited to, network security measures, firewalls, robust password security, account management, spam and spyware protection, backing up data, and possible encryption of backed up data. The Vendor will need to detail their information service security measures in their proposal. Upon delivery and upload of the data in the City's content management system, the Vendor will delete and destroy all City data on the Vendor's systems. Once done, the Vendor will provide the City with a statement that all data has been deleted.

E. PROPOSAL REQUIREMENTS

1. **Letter of Interest.** The letter should include general information about the Vendor, such as: description of all services offered, the total years in business, number of employees, office location(s) etc. Include name, phone and email for authorized contact concerning proposal.
2. **Proposed Project Work Plan.** Provide an outline detailing your approach and concept of the project.
3. **Key Personnel.** List those persons who will have a management position working with the City if you are awarded the contract.
4. **List of Similar Projects and References.** Provide a list of a minimum of three (3) similar relevant projects, together with information on the project scope, client, location, budget, common issues, services provided. Provide client references, including names, titles, addresses, telephone numbers and email addresses for these projects.
5. **Proposed Fees.** Pricing for scanning/imaging services: Provide a total price per image and an estimated total price for offsite scanning and onsite scanning based upon the approximate quantity of records stated in Section II.D.2.

F. PROPOSER'S RESPONSIBILITY:

Proposers should carefully examine the entire RFP and any addenda thereto, and any related materials and dates referenced in the RFP. Proposers shall become fully aware of the nature and location of the work. All proposers are responsible for the cost to produce their proposal. All proposers are responsible for their proposal's content, timeliness of submission and withdrawal.

EVALUATION PROCESS

- A. **Evaluation Committee.** Proposals submitted will be evaluated by a scoring committee.
- B. **Review of Proposals.** The Evaluation Committee will review all proposals. Each member will first assess each proposal by each of the criteria described in Section II: Scope of Work.
- C. **Evaluation Criteria.** Proposals will be evaluated using three sets of criteria. Vendors meeting the mandatory criteria will have their proposals evaluated for both technical qualification and price. The following represent the selection criteria that will be considered during the evaluation process. Vendors will understand that this is a "Request

for Proposal” (RFP). While pricing will be an important factor in selecting the successful Vendor, other factors such as service, reputation, security, and responsiveness to the requirements of the RFP will be considered in the final decision-making process. Vendors are encouraged to include in their proposal any “extras” that may benefit the city. The City reserves the right to accept or reject any or all Proposals and to award the Contract as it is determined to serve the best interest of the City. The City is not responsible for any cost incurred by Vendors to prepare and submit proposals.

1. Mandatory Elements

- a. The Vendor is authorized to practice in the State of Texas and is not suspended or debarred.
- b. The Vendor adheres to the instructions in this Request for Proposal (RFP) on preparing and submitting the proposal.

2. Technical Qualifications

- a. Expertise and Experience (References)
 - i. The Vendor’s past experience and performance on comparable engagements.
 - ii. The quality of the Vendor’s professional personnel to be assigned to the engagement and the quality of the Vendor’s management of personnel to be available.
 - iii. Quality of technical equipment and specification to accomplish the stated goals of this RFP.

3. Price

The price should encompass all aspects of scanning (employee costs, shipping, project management, etc...) into a cost per image price and an estimated total price for offsite scanning and onsite scanning based upon the approximate quantity of records stated in Section II.G.2.

D. Final Selection. It is anticipated that the Vendor will be selected by City Council on April 18, 2023. Following the notification of the Vendor selected, it is expected a contract will be executed between both parties by May 1, 2023.

E. Right to Reject Proposals. Submission of a proposal indicates acceptance by the Vendor of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Sunset Valley and the Vendor selected. The City of Sunset Valley reserves the right without prejudice to reject any and all proposals.

EXHIBIT A
CITY OF SUNSET
VALLEY PROPOSAL
FORM

DOCUMENT IMAGING SERVICES AND RECORDS RETENTION PROCESSING

Company Name: _____

Company Address: _____

Company Phone: _____

Official Submitting: _____

Title of Official: _____

TECHNICAL QUESTIONS

The following issues should be fully responded to in the proposal in concise narrative form. Each issue shall be referenced and presented in the following order:

- A. Please provide a list of security measures your company follows to safeguard the information contained within your customer's documents; i.e, how often are your servers backed up, are background checks performed on your employees. Please elaborate.

- B. Please provide a list of equipment your company uses for scanning. Include the make and model number of the equipment, how many of each and also the current version of scanning software being utilized. Also, explain your process of creating .TIF images and indexing. Please elaborate.

- C. Please include in this description the proposed hardware platform, supporting peripheral equipment, software tools and backup and recovery system used by your company.

- D. What experience do you have on providing onsite scanning services?

- E. How is customer support handled within your organization?

F. What is the name of your imaging/scanning product?

G. How many years has it been available and what is the software version?

H. Will there be an additional charge for responding to requests for documents? What is the expected response time to receive an electronic copy of these requested files?

I. The potential exists that additional scanning needs could arise beyond the approximate 550,000 pages quoted above. Should such scanning need arise, can future pricing be fixed at the contracted rate?

J. How is confidentiality of scanned records and documents guaranteed to your clients? Provide a copy of your standard confidentiality agreement that would be executed between your company and the City of Sunset Valley and describe any and all internal controls in place between your company and employees/ independent contractors that ensures confidentiality will be maintained by any person that will come into contact with records and documents. Please provide a statement of your willingness to enter into such agreements, as approved by City of Sunset Valley, to ensure confidentiality of records is maintained and City of Sunset Valley is indemnified for any breach of confidentiality by your company and/or its employees.

PER ITEM PRICING MATRIX

DESCRIPTION	UNIT PRICE	TOTAL
BOXING, TRASPORTATION, & RECORDS DISPOSITION		
Box Label, & Inventory Records for Transportation (Per Box)		
Pickup Transportation of Boxes (Per Round Trip)		
Secure Document Destruction (Per Box)		
IMAGING PERMANENT GENERAL CITY RECORDS		
Prep/Scan/Index/Quality Control - Various Records (Per Image)		
OCR - Full-Text Searchable Images (Per File)		
IMAGING PERMANENT DEVELOPMENT SERVICES & BUILDING RECORDS		
Prep/Scan/Index/Quality Control - Permit Records (Per Image)		
OCR - Full-Text Searchable Images (Per File)		
Prep/Scan/Index/Quality Control - Property Records (Per Image)		
OCR - Full-Text Searchable Images (Per Image)		
Prep/Scan/Index/Quality Control - Lg. Format Sheets (Per Sheet)		
IMAGING PERMANENT DEVELOPMENT SERVICES & BUILDING RECORDS		
Prep/Scan/Index/Quality Control - Large Format (Per Sheet)		
IMAGING PERMANENT PUBLIC SAFETY RECORDS		
Prep/Scan/Index/Quality Control - Various Records (Per Image)		
OCR - Full-Text Searchable Images (Per File)		
IMAGE AND DATA DELIVERY		
Images and Data Files via FTP for Laserfiche Import		

SIGNATURE OF ENTIRE PROPOSAL AND SUBMITTALS

FIRM: _____

BY: _____
Signature Title

Print or Type Name

ADDRESS: _____
Street Address and/or P.O. Box Number

City State Zip Code

PHONE: _____ FAX: _____

RETURN ENTIRE RFP PACKAGE AND ALL DOCUMENTATION REQUIRED
BY THIS REQUEST FOR PROPOSAL

CITY COUNCIL MEETING DATE: APRIL 18, 2023



CITY COUNCIL AGENDA ITEM #9

STAFF PREPARER/CONTACT INFORMATION: Carolyn Meredith, Public Works Director
cmeredith@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner, mbruner@sunsetvalley.org

SUBJECT: SEASONAL LABORER POSITION

DESCRIPTION: Presentation and possible approval of a seasonal laborer position within the Public Works Department and approval of an Ordinance amending the FY 2022-2023 Budget (Budget Amendment #6) to fund the position

BACKGROUND: The Public Works Department is seeking a seasonal laborer position to assist with projects from now until the end of FY 23. The department has several projects to complete and needs additional staff resources.

The department manages over 270 acres of greenspace, miles of street, water, wastewater, and stormwater infrastructure, as well as every City facility. The department oversees all capital improvement projects and assists other departments with activities as needed, including community/committee programs and events. Add natural disasters and emergency situations into the workload and the department is in need of additional staffing to complete tasks.

In previous years, the department had a seasonal laborer position that assisted with projects. This position is a non-regular part time position and does not receive benefits. The department is seeking to hire a seasonal laborer through the remainder of the fiscal year. The department has used temporary agencies in the past, but these organizations have high overhead, but by using a part-time position the City will save money reducing overhead costs.

From Section 4.05 of the City's Human Resources Policy Manual:

Non-regular part time employees are employed to regularly work fewer than twenty (20) hours per week, such as part-time police officers employed for night and weekend shifts, and for other occasional substitution work. Non-regular part time employees may occasionally work more than twenty (20) hours per week, but shall not work more than 1,000 hours in any fiscal year.

Temporary employees and non-regular part-time employees are not eligible for benefits other than worker's compensation coverage as may be arranged by the City and any other benefits that are required by applicable law.

APPLICABLE CODE SECTIONS: Financial Policies and HR Policy Manual

FUNDING: The funding for this position will come from the General Government contingency line item. These funds would be transferred to the Public Works Department General Fund to offset the cost of this position. There would be no net increase in the general fund budget for FY23.

At \$16.50 per hour plus payroll taxes, \$13,500 would fund a seasonal laborer for an average of 32 hours a week for the remainder of the year (approximately 740 total hours). Due to the inter-departmental transfer, a Budget Amendment is required.

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	YTD EXPENSE	THIS ITEM	REMAINING
01	09	5321	Contingency	\$19,500	\$0	\$13,500	\$6,000

STAFF RECOMMENDATION: Approve Position

SUPPORTING MATERIALS PROVIDED:

- JOB DESCRIPTION
- BUDGET ADJUSTMENT
- BA ORDINANCE
- BA RUNNING LIST

**City of Sunset Valley
Job Description
Seasonal Laborer**

SUMMARY

Performs maintenance functions related to public grounds, city facilities, utilities, and public streets.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Percentages are approximate and may vary.* Other duties may be assigned.

General

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, city council, management and staff, and the public; and
- Performs responsibilities with a focus on high quality customer service; and
- Complies with the City Code of conduct standards as adopted and may be amended from time to time.

Maintenance of Public Facilities, Grounds, Water/Wastewater Utilities and Streets:

- Performs maintenance of public areas including mowing, trimming, planting and trail maintenance, removal of litter.
- Performs maintenance of public buildings including but not limited to: painting, minor carpentry, sidewalk repair, cleaning windows, emptying trash, and changing light bulbs and AC filters;
- Performs maintenance of city roads, including filling potholes, cracks in the pavement, culvert maintenance and curb repair;
- Installs and repairs street and park signs;
- Assists with the repairs maintenance of water/wastewater utility lines;
- Performs repair and maintenance of small equipment; and
- May be called in for assistance during emergencies.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school graduation or its equivalent.

KNOWLEDGE OF

Basic electric and gas-powered landscaping and carpentry equipment and hand tools. Must have the ability to operate vehicles.

SKILL/ABILITY TO

Establish and maintain effective working relationships with officials in local and state government and in the private sector; must be able to operate a computer proficiently using standard word processing programs and communicate effectively, both orally and in writing; and gather, compile, analyze, and evaluate a variety of data, and make sound decisions regarding those data as they apply to providing services.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess or be able to obtain a valid Texas class "C" driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move objects weighing up to 50 pounds, such as books and stacks of records, and may be required to lift objects up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies significantly from one situation to the next. The work environment includes assignments to work in all weather conditions, both inside and outside, and in light or dark conditions. The employee has frequent contact with the public and other organizations. The employee is constantly required to perform multiple tasks simultaneously and to work closely with others as part of a team. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations.

Budget Adjustment #6 FY23

Salaries

Fund	Dpt	GL	GL Description	Adopted Budget	Proposed Increase	Amended Budget	Notes
01	04	5000	Salaries	79,667.00	13,500.00	93,167.00	Seasonal PW Employee
				-	13,500.00	93,167.00	

Funding

Fund	Dpt	GL	GL Description	Current Balance	Proposed Funding	Ending Fund Balance
01	09	5321	Contingency Fund	19,500.00	13,500.00	6,000.00
				19,500.00	13,500.00	6,000.00
Budget Adjustment Total					13,500.00	

ORDINANCE NO. 230418

AN ORDINANCE AMENDING ORDINANCE NO. 220927-A AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND TERMINATING SEPTEMBER 30, 2023 AND MAKING TRANSFERS AND APPROPRIATIONS OF FUNDS FOR ACCOUNTS AFFECTING THE GENERAL FUND.

WHEREAS, the City Council of the City of Sunset Valley, Texas, deems it necessary to amend Ordinance No. 220927-A to meet unexpected and/or unforeseen conditions that could not have been included in the original budget using reasonably diligent thought and attention.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SUNSET VALLEY, TEXAS THAT:

Ordinance No. 220927-A passed and approved on September 27, 2022, is hereby amended, to provide for the line-item adjustments and transfers set forth in Attachment A, Budget Amendment #6, attached hereto and incorporated herein. Except as specifically affected by the transfers and appropriations reflected on the attached Attachment A, the budget for Fiscal Year 2022-2023 as previously approved, shall remain in full force and effect.

PASSED AND APPROVED this 18th day of April 2023.

Marc Bruner
Mayor

ATTEST:

Melissa Marquez, City Secretary

#	Date Approved	Reason	Amount	Account String
1	10/18/2022	Increase in cost of Stearns Lift Station	62,948.00	30-50-7221
2	11/1/2022	7" Chipper	5,200.00	18-18-5625
3	3/7/2023	CIP - Increase	831,694.00	30-xx-73xx
4	3/21/2023	6107 Brodie Demolition	100,000.00	30-02-7252
5	4/4/2023	City Facilities	239,657.10	20-20-7120
6		Seasonal PW Employee	13,500.00	01-04-5000
			1,252,999.10	