



**WILLIAMSON COUNTY
NORTH CAMPUS FACILITIES**

STEP 2 FOR RFQ#15RFQ108

**REQUEST FOR PROPOSALS
FOR
CONSTRUCTION MANAGER-AT-RISK**

Proposal #15RFP132

RESPONSES DUE JULY 22, 2015 10:00 AM

Prepared By:

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REQUEST FOR PROPOSALS FOR
CONSTRUCTION MANAGER-AT-RISK
WILLIAMSON COUNTY
NORTH CAMPUS FACILITES

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

1.1 GENERAL INFORMATION: Williamson County (“Owner”) is soliciting proposals (“Proposals”) for selection of a Construction Manager at Risk firm for the Williamson County – North Campus Facilities (“Project”), in accordance with the terms, conditions, and requirements set forth in this Request for Proposals.

1.1.1 This Request for Proposals (“RFP”) is the first phase of the second step in the process for selecting a Construction Manager at Risk firm for the Project. The Owner is soliciting RFP’s from five (5) or fewer of the most qualified Respondents to the previous RFQ. The RFP provides the information necessary to prepare and submit Proposals including fee proposals and general conditions prices. The Owner will incorporate the information contained in the Proposals with the interview evaluation scores to determine the “preliminary best value” for the Owner.

1.1.2 Interviews are the second phase of the second step in the process for selecting a construction Manager at Risk for the Project. The “most” qualified Respondents will be requested to attend an interview with the Owner to confirm their Proposal, present their qualifications and answer additional questions. The Owner will evaluate the responses to the RFP and the interviews based on the following criteria in order to identify the firm providing the “best value”:

- .1 Price. Points awarded for price shall be calculated as follows: Respondent’s price (respondent’s proposed fee and its price for fulfilling the General Conditions) divided by the lowest price of all respondents multiplied by 5. In accordance with such method of calculation, the respondent that proposes the lowest price will receive 5 total points for price and the remaining respondents will receive points based upon the price differential between such respondent’s price and the lowest price proposed (5 points maximum)
- .2 *(Interview) Respondent’s CMAR experience with similar project and size (5 points maximum)*
- .3 *(Interview) Project Manager experience (5 points maximum)*
- .4 *(Interview) Project Superintendent experience (5 points maximum)*
- .5 *(Interview) Post Construction / Warranty Assurance (5 points maximum)*
- .6 *(Interview) Staff’s availability to work County’s project (on County’s requested timeline with other current/potential County projects and considering prior/current commitments to respondent’s other customers) (5 points maximum)*
- .7 *(Interview) Past performance with Williamson County (5 points maximum)*

The total maximum points for the second step shall therefore be 35.

7.1 PUBLIC INFORMATION: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information

Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed.

- 7.1.1 The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFP information.
- 1.3 **TYPE OF CONTRACT:** The successful or selected Respondent shall be required to execute a formal contract/agreement at Williamson County's offices in Georgetown, Texas within ten (10) days after the contract is awarded by the Williamson County Commissioners Court. Said contract shall be in the same form as the Agreement Between Owner and Construction Manager-At-Risk (sometimes referred to herein as the "ensuing agreement", "resulting Contract", "contract/agreement" or the "Contract"), which was previously referenced in the RFQ and which remains posted on the Williamson County vendor portal at the following link: <http://wilco-online.org/ebids/bids.aspx>. The only anticipated changes to the Agreement Between Owner and Construction Manager-At-Risk will be to include additional exhibits, to fill in blanks to identify the successful Respondent, and add terms relating to the compensation, or to revise the Agreement Between Owner and Construction Manager-At-Risk to accommodate corrections, changes in the scope of services, or changes pursuant to addenda issued. **Because the signed Agreement Between Owner and Construction Manager-At-Risk will be substantively and substantially derived from the Agreement Between Owner and Construction Manager-At-Risk that was referenced in the previously issued RFQ, all Respondents are urged to seek independent legal counsel as to any questions about the terms, conditions or provisions contained therein, as well as terms, conditions or provision contained in the Uniform General Conditions for Williamson County, as previously referenced in the RFQ, *before* submitting a Proposal.** Again, the Agreement Between Owner and Construction Manager-At-Risk and the Uniform General Conditions for Williamson County can both be found on the Williamson County vendor portal at the following link: <http://wilco-online.org/ebids/bids.aspx>. **Said documents** contain important legal provisions and are considered part and parcel of this RFP. Failure or refusal to sign aforesaid agreement shall be grounds for Williamson County to revoke any selection of the Respondent, forfeiture of such Respondent's bid security, if applicable, and force the selection of another Respondent.
- 1.4 **CLARIFICATIONS AND INTERPRETATIONS:** Responses to inquiries which directly affect an interpretation or change to this RFP will be issued in writing by addendum (amendment) and will be posted on the Williamson County vendor portal at the following link: <http://wilco-online.org/ebids/bids.aspx>. All such addenda issued by the County prior to the time that Proposals are received shall be considered part of the RFP, and the Respondent shall be required to consider such addenda in its submittal.
- Only those inquiries made by formal written addenda to which the County replies shall be binding. Oral and other interpretations or clarification will be without legal effect. It is the Respondent's responsibility to check with the Williamson County Purchasing Department prior to submitting its Proposal to ensure that Respondent has a complete, up-to-date package. The Williamson County Purchasing Department takes no responsibility to ensure any interested Respondent has obtained any outstanding addenda or additional information. Any **addenda and/or other**

information relevant to the RFP will be posted on the Williamson County vendor portal at the following link: <http://wilco-online.org/ebids/bids.aspx>

1.5 SUBMISSION OF PROPOSALS:

- 1.5.1 Deadlines and location: The Owner will receive Proposals until July 22, 2015 no later than 10:00 AM local time at WILLIAMSON COUNTY PURCHASING OFFICE, 901 S. Austin Ave., GEORGETOWN, TEXAS 78626. Proposals shall be addressed to the attention of Kerstin Hancock.
 - 1.5.2 Submit (1) one original, signed, and (6) six identical paper copies of the Proposal. Also submit (1) one copy on flash drive with your Proposal. Originals and all copies should be marked as such.
 - 1.5.3 Proposals received after the deadline will be returned unopened to the Respondent.
 - 1.5.4 The Owner will not acknowledge or receive Proposals that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).
 - 1.5.5 Properly submitted Proposals will not be returned to Respondents.
 - 1.5.6 Proposal materials must be enclosed in a sealed envelope (box or container) addressed to the Point-of-Contact person; the package should clearly identify the submittal deadline and the Project Name, Proposal #, and the name and return address of the Respondent.
 - 1.5.7 Properly submitted Proposals will be opened publicly and the names of the Respondents, fees and prices will be read aloud.
- 1.6 **POINT-OF-CONTACT:** Kerstin Hancock, (512) 943-1546 or khancock@wilco.org and carbon copy purchase@wilco.org
- 1.7 **EVALUATION OF PROPOSAL:** The evaluation of the Proposals shall be based on the Respondent's actual Pre-Construction Phase Fee, Construction Phase Fee, General Conditions and other requirements as described in this RFP. All properly submitted Proposals will be reviewed, evaluated, and ranked by the Owner as described in Section 1.2.
- 1.8 **OWNER'S RESERVATION OF RIGHTS:** The Owner may evaluate the Proposals based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and/or all Proposals and re-solicit for new Qualifications, or to reject any and/or all Proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any Respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.
- 1.9 **ACCEPTANCE OF EVALUATION METHODOLOGY:** By submitting its Proposal in response to this RFP, Respondent accepts the evaluation process and acknowledges and accepts that determination of the "best value" firm will require subjective judgments by the Owner.

- 1.10 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFP shall be at the sole risk and responsibility of the Respondent.

SECTION 2 – SCHEDULE

The proposed project schedule is shown below. Notice to proceed is anticipated to be issued in August 2015 for preconstruction phase. Construction is anticipated to begin in the spring of 2016.

SECTION 3 – REQUIREMENTS FOR PROPOSAL

Respondents shall carefully read the information contained in the following criteria and submit a complete response to all questions in Section 3 formatted as directed in Section 4. Incomplete responses will be considered non-responsive. There are no HUB requirements at this time.

3.1 CRITERIA ONE: RESPONDENT'S SERVICES FOR THIS PROJECT

3.1.1 Provide a detailed list of all Preconstruction Services and Construction Phase Services you will provide to the Owner and the Architect/Engineer (A/E) on this Project.

3.2 CRITERIA TWO: REPONDENT'S PRICING AND DELIVERY PROPOSAL

3.2.1 Complete the attached "Pricing and Delivery Proposal Form".

Pricing and Delivery Proposal Form

Proposal of: _____
(Company Name)

Kerstin Hancock

Deputy Purchasing Agent
Williamson County Purchasing Department
901 S. Austin Ave.
Georgetown, TX 78626

Project Name: **WILLIAMSON COUNTY NORTH CAMPUS FACILITIES**

Having carefully examined all the requirements of the previously issued RFQ, this RFP, the Agreement Between Owner and Construction Manager-At-Risk that was attached to the previously issued RFQ, and any attachments to them, the undersigned proposes to furnish Construction Manager-At-Risk services as required for this Project on the following terms:

3.2.2 ESTIMATED CONSTRUCTION TIME: For Proposal purposes use a construction period of 18 months from start of construction to final acceptance.

3.2.3 RESPONDENT'S PROPOSED PRE-CONSTRUCTION PHASE FEE: The Respondent shall identify a Proposed Pre-Construction Phase Fee. Note that the fee shall not be less than \$45,000. If a lower amount is written in the space a value of \$45,000 shall be used in the calculation of the total.

Respondent's Proposed Pre-Construction Phase Fee

\$ _____

3.2.4 RESPONDENT'S PROPOSED CONSTRUCTION PHASE FEE: Using the Anticipated Guaranteed Maximum Price (GMP) of \$16,000,000, the Respondent shall identify a Construction Phase Fee:

Respondent's Proposed Construction Phase Fee

\$ _____

3.2.5 RESPONDENT'S NOT-TO-EXCEED GENERAL CONDITIONS COST: A list of the items, at a minimum, to be included in the General Conditions Costs is included in Exhibit A.

Respondent's Proposed General Conditions Cost

\$ _____

**Total of Proposed Pre-Construction Phase Fee
(Section 3.2.3), Proposed Construction Phase Fee
(Section 3.2.4) and Proposed General Conditions
Cost Amount Section (3.2.5):**

\$_____

3.2.6 REMBURSABLE EXPENSES: Exhibit B, "Williamson County's Vendor Reimbursement Policy" outlines items that will not be reimbursed under the Pre Construction Phase Fee, as a Proposed General Conditions Cost or as a construction cost.

The following items will also not be reimbursable under the Pre Construction Phase Fee, as a Proposed General Conditions Cost or as a construction cost:

- Ground breaking expenses
- Ribbon cutting expenses
- Field office set up
- Drinking water
- Field office supplies
- Fields office cleaning
- Field office fire safety and first aid equipment supplies
- Field office window cleaning

3.2.7 ADDENDA: Receipt is hereby acknowledged of the following addenda to this RFP (initial if applicable).

No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____ No. 5 _____ No. 6 _____

3.2.8 AWARD OF CONTRACT AND COMMENCEMENT OF SERVICES: The Respondent that has been identified by the Owner as the Respondent with the "best value" Proposal shall be able to commence services within five days of execution of the contract and shall begin services on the date stated by the Owner in a Notice to Proceed. The Owner reserves the right to accept or reject and all Proposals and to waive proposal irregularities. Proposals shall be valid and not withdrawn for a period of ninety (90) days from the date of opening thereof.

3.2.9 Respectfully Submitted and Certified By:

(Name Respondent)

(Printed Name Authorized Signatory)

(Title)

(Authorized Signature)

(Date)

Exhibit A

Minimum items to be included in General Conditions Cost:

Project Superintendent
Safety Coordinator
Testing Services
Project Manager
Admin. Personnel
Document Reproduction (Shop Drawings Only)
Postage
Delivery Service
As Built Documents
Field Office
Project Fence
Temp. Walkways
Temp. Roads & Parking
Project Signs
Toilets
Photos
Temp. Protection
Field Office Equipment
Layout site work
Survey Services
CM Layout
Barricade/Guardrails
Dumpsters
Street Cleaning
Daily Jobsite Clean Up
Final Clean Up
Erosion Control
Storage Trailers
Telephone and Communications
Job Office Utilities
Temporary Electricity for Construction
Start-Up Electricity Billings
Trucks and Fuel for Supervisory Personnel
Misc.-Equip. Rental
Permits
Safety Services Fee
Field Office Delivery and Removal
Field Office Furniture and Equipment Rental

REV 6/26/15

EXHIBIT B

Williamson County Vendor Reimbursement Policy

The purpose of this Williamson County Vendor Reimbursement Policy ("Policy") is to provide clear guidelines to vendors on Williamson County's expectations and requirements regarding allowable reimbursable expenditures and required backup. The Policy will also minimize conflicts related to invoice payments and define non-reimbursable items. This Policy is considered a guideline and is not a contract.

This Policy may be altered, deleted or amended, at any time and without prior notice to vendors, by action of the Williamson County Commissioners Court. Unenforceable provisions of this Policy, as imposed by applicable law, regulations, or judicial decisions, shall be deemed to be deleted. Any revisions to this Policy will be distributed to all current vendors doing business with the County.

1. Invoices and Affidavits

- 1.1 Invoices must adequately describe the goods or services provided to County and include all required backup (i.e. reimbursable expenses, mileage log, timesheets, receipts detailing expenses incurred etc.) that is in a form acceptable to the Williamson County Auditor. Invoices that do not adequately describe the goods or services provided to County or contain backup that is satisfactory to the Williamson County Auditor will be returned to vendor for revisions and the provision above relating to invoice errors resolved in favor of the County shall control as to the required actions of vendor and when such invoice must be paid by the County.
- 1.2 In the event an invoice includes charges based upon hourly billing rates for services or any other rates based upon the amount of time worked by an individual or individuals in performing services, whether the charges are being billed directly to the County or whether they are the basis of invoices from subcontractors for which the vendor seeks reimbursement from the County, the charges shall be accompanied by an affidavit signed by an officer or principal of the vendor certifying that the work was performed, it was authorized by the County and that all information contained in the invoice that is being submitted is true and correct.
- 1.3 Upon County's request, vendor must submit all bills paid affidavits wherein vendor must swear and affirm that vendor has paid each of its subcontractors, laborers, suppliers and material in full for all labor and materials provided to vendor for or in connection with services and work performed for County and, further, vendor must swear and affirm that vendor is not aware of any unpaid bills, claims, demands, or causes of action by any of its subcontractors, laborers, suppliers, or material for or in connection with the furnishing of labor or materials, or both, for services and work performed for County.

2. Travel Reimbursement

- 2.1 The County will only cover costs associated with travel on vendors outside a 50 mile radius from Williamson County, Texas.
- 2.2 The County will only cover costs associated with travel as documented work for County. If a vendor is also doing business for another client, the travel costs must be split in proportion to the amount of work actually performed for County and the other client. The only allowable travel expense will be for the specific days worked for Williamson County.
- 2.3 No advance payments will be made to vendor for travel expenditures. The travel expenditure may only be reimbursed after the expenditure/trip has already occurred and vendor has provided the Williamson County Auditor with all necessary and required backup.
- 2.4 Vendors must submit all travel reimbursement requests on each employee in full. Specifically, a travel reimbursement request must include all related travel reimbursement expenses relating to a particular trip for which vendor seeks reimbursement. Partial travel reimbursement requests will not be accepted (i.e. vendor should not submit hotel and mileage one month then the next month submit rental car and airfare). If the travel reimbursement appears incomplete, the invoice will be sent back to the vendor to be submitted when all information is ready to submit in full.
- 2.5 Reimbursement for transportation costs will be at the most reasonable means of transportation (i.e.: airline costs will be reimbursed for coach rate, rental car costs will only be reimbursed if rental car travel was most reasonable means of travel as compared to travel by air).
- 2.6 The County will not be responsible for, nor will the County reimburse additional charges due to personal preference or personal convenience of individual traveling.
- 2.7 The County will not reimburse airfare costs if airfare costs were higher than costs of mileage reimbursement.
- 2.8 Additional expenses associated with travel that is extended to save costs (i.e. Saturday night stay) may be reimbursed if costs of airfare would be less than the cost of additional expenses (lodging, meals, car rental, mileage) if the trip had not been extended. Documentation satisfactory to the Williamson County Auditor will be required to justify expenditure.
- 2.9 County will only reimburse travel expense to necessary personnel of the vendor (i.e. no spouse, friends or family members).
- 2.10 Except as otherwise set forth herein, a vendor must provide a paid receipt for all expenses. If a receipt cannot be obtained, a written sworn statement of the expense from the vendor may be substituted for the receipt.
- 2.11 Sales tax for meals and hotel stays are the only sales taxes that will be reimbursed. Sales tax on goods purchased will not be reimbursed. A sales tax exemption form is available from the Williamson County Auditor's Office upon request.

- 2.12 The County will not pay for any late charges on reimbursable items. It is the responsibility of the vendor to pay the invoice first and seek reimbursement from the County.

3. Meals

- 3.1 Meal reimbursements are limited to a maximum of \$40.00 per day on overnight travel. On day travel (travel that does not require an overnight stay), meal reimbursements are limited to a maximum of \$20.00 per day. The travel must be outside the Williamson County, Texas line by a 50 mile radius.
- 3.2 Receipts are required on meal reimbursement amounts up to the maximum per day amount stated for overnight or day travel. If receipts are not presented, the vendor can request per diem (per diem limits refer to 3.2). However, a vendor cannot combine per diem and meal receipts. Only one method shall be allowed.
- 3.3 Meals are reimbursable only for vendors who do not have the necessary personnel located within a 50 mile radius of Williamson County, Texas that are capable of carrying the vendor's obligations to County. Meals will not be reimbursed to vendors who are located within a 50 mile radius of Williamson County, Texas.
- 3.4 County will not reimburse for alcoholic beverages.
- 3.5 Tips are reimbursable but must be reasonable to limitation of meal allowance.
- 3.6 No meals purchased for entertainment purposes will be allowed.
- 3.7 Meal reimbursement must be substantiated with a hotel receipt.

4 Lodging

- 4.1 Hotel accommodations require an itemized hotel folio as a receipt. The lodging receipt should include name of the motel/hotel, number of occupant(s), goods or services for each individual charge (room rental, food, tax, etc.) and the name of the occupant(s). Credit card receipts or any other form of receipt are not acceptable.
- 4.2 Vendors will be reimbursed for a single room rate charge plus any applicable tax. If a single room is not available, the vendor must provide documentation to prove that a single room was not available in order to justify the expense over and above the single room rate. A vendor may also be required to provide additional documentation if a particular room rate appears to be excessive.
- 4.3 Personal telephone charges, whether local or long distance, will not be reimbursed.

5 Airfare

- 5.1 The County will only reimburse up to a coach price fare for air travel.
- 5.2 The County will exclude any additional charges due to personal preference or personal convenience of the individual traveling (i.e. early bird check in, seat preference charges, airline upgrades, etc. will not be an allowable reimbursement)
- 5.3 Air travel expenses must be supported with receipt copy of an airline ticket or an itinerary with actual ticket price paid. If tickets are

- purchased through a website, vendor must submit a copy of the webpage showing the ticket price if no paper ticket was issued.
- 5.4 Cancellation and/or change flight fees may be reimbursed by the County but vendor must provide the Williamson County Auditor with documentation in writing from a County department head providing authorization for the change.
 - 5.5 The County will not reimburse vendor for tickets purchased with frequent flyer miles.

6 Car Rental

- 6.1 Vendors that must travel may rent a car at their destination when it is less expensive than other transportation such as taxis, airport shuttles or public transportation such as buses or subways.
- 6.2 Cars rented must be economy or mid-size. Luxury vehicle rentals will not be reimbursed. Any rental costs over and above the cost of a mid-size rental will be adjusted.
- 6.3 Vendors will be reimbursed for rental cars if the rental car cost would have been less than the mileage reimbursement cost (based on the distance from vendor's point of origin to Williamson County, Texas) had the vendor driven vendor's car.
- 6.4 Vendors must return a car rental with appropriate fuel levels as required by rental agreement to avoid the car rental company from adding fuel charges.
- 6.5 Rental agreement and credit card receipt must be provided to County as back up for the request for reimbursement.
- 6.6 Insurance purchased when renting vehicle may also be reimbursed.
- 6.7 Car Rental optional extras such as GPS, roadside assistance, and administrative fees on Tolls will not be reimbursed.

7 Personal Car Usage

- 7.1 Personal vehicle usage will be reimbursed in an amount equal to the standard mileage rate allowed by the IRS.
- 7.2 Per code of Federal Regulations, Title 26, Subtitle A, Chapter 1, Subchapter B, Part IX, Section 274(d), all expense reimbursement requests must include the following:
 - 7.2.1.1 Date
 - 7.2.1.2 Destination
 - 7.2.1.3 Purpose
 - 7.2.1.4 Name of traveler(s)
 - 7.2.1.5 Correspondence that verifies business purpose of the expense
- 7.3 The mileage for a personal vehicle must document the date, location of travel to/from, number of miles traveled and purpose of trip.
- 7.4 Mileage will be reimbursed on the basis of the most commonly used route.
- 7.5 Reimbursement for mileage shall not exceed the cost of a round trip coach airfare.
- 7.6 Reimbursement for mileage shall be prohibited between place of residence and usual place of work.
- 7.7 Mileage should be calculated from vendor's employee's regular place of work or their residence, whichever is the shorter distance when traveling to a meeting or traveling to Williamson County, Texas for

vendors who are located outside of Williamson County, Texas by at least a 50 mile radius.

- 7.8 When more than one person travels in same vehicle, only one person may claim mileage reimbursement.
- 7.9 Tolls, if reasonable, are reimbursable. Receipts are required for reimbursement. If a receipt is not obtainable, then written documentation of expense must be submitted for reimbursement (administrative fees on Tolls will not be reimbursed).
- 7.10 Parking fees, if reasonable, are reimbursable for meetings and hotel stays. For vendors who contract with a third party for visitor parking at vendor's place of business, Williamson County will not reimburse a vendor based on a percentage of its contracted visitor parking fees. Rather, Williamson County will reimburse Vendor for visitor parking on an individual basis for each time a visitor uses Vendor's visitor parking. Receipts are required for reimbursement. If a receipt is not obtainable, then written documentation of expense must be submitted for reimbursement.
- 7.11 Operating and maintenance expenses, as well as other personal expenses, such as parking tickets, traffic violations, and car repairs and collision damage are not reimbursable.

8. Other Expenses

- 8.1 Taxi fare, bus tickets, conference registrations, parking, etc. must have a proper original receipt.

9. Repayment of Nonreimbursable Expense.

Vendors must, upon demand, immediately repay County for all inappropriately reimbursed expenses whenever an audit or subsequent review of any expense reimbursement documentation finds that such expense was reimbursed contrary to these guidelines and this Policy. Williamson County reserves the right to retain any amounts that are due or that become due to a vendor in order to collect any inappropriately reimbursed expenses that a vendor was paid.

10. Non-Reimbursable Expenses

In addition to the non-reimbursable items set forth above in this Policy, the following is a non- exhaustive list of expenses that will not be reimbursed by Williamson County:

- 10.1 Alcoholic beverages/tobacco products
- 10.2 Personal phone calls
- 10.3 Laundry service
- 10.4 Valet service
- 10.5 Movie rentals
- 10.6 Damage to personal clothing
- 10.7 Flowers/plants
- 10.8 Greeting cards
- 10.9 Fines and/or penalties
- 10.10 Entertainment, personal clothing, personal sundries and services
- 10.11 Transportation/mileage to places of entertainment or similar personal activities

- 10.12 Upgrades to air, hotel and/or car rental
- 10.13 Auto repairs
- 10.14 Baby sitter fees, kennel costs, pet or house-sitting fees
- 10.15 Saunas, massages or exercise facilities
- 10.16 Credit card delinquency fees
- 10.17 Doctor bills, prescription and other medical services
- 10.18 Hand tools
- 10.19 Safety Equipment (hard hats, safety vests, etc.)
- 10.20 Office supplies
- 10.21 Any other expenses which Williamson County deems, in its sole discretion, to be inappropriate or unnecessary expenditures.

Version June 24, 2015

SECTION 4 – FORMAT OF PROPOSALS

4.1 GENERAL INSTRUCTIONS

- 4.1.1 Proposals shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the Respondent's ability to meet the requirements of this RFP. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 4.1.2 Proposals shall be a MAXIMUM OF FIFTY (50) PRINTED PAGES. The cover, table of contents, divider sheets, and Pricing and Delivery Proposal do not count as printed pages.
- 4.1.3 Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete Proposals will be considered non-responsive and subject to rejection.
- 4.1.4 Proposals and any other information submitted by Respondents in response to this RFP shall become the property of the Owner.
- 4.1.5 Proposals that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 4.1.6 The Owner makes no representations of any kind that an award will be made as a result of this RFP. The Owner reserves the right to accept or reject any and/or all Proposals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP when deemed to be in Owner's best interest.
- 4.1.7 Proposals shall consist of answers to questions identified in Section 3 of the RFP. It is not necessary to repeat the question in the Proposals; however, it is essential to reference the question number with the corresponding answer.
- 4.1.8 Failure to comply with all requirements contained in this Request for Proposals may result in the rejection of the Proposals.

4.2 PAGE SIZE, BINDING, DIVIDERS AND TABS:

- 4.2.1 Proposals shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings or staples. DO NOT USE METAL-RING HARD COVER BINDERS.
- 4.2.2 Additional attachments shall NOT be included with the Proposals. Only the responses provided by the Respondent to the questions identified in Section 3 of this RFP will be used by the Owner for evaluation.
- 4.2.3 Separate and identify each criteria response to Section 3 of this RFP by use of a divider sheet with an integral tab for ready reference.

4.3 TABLE OF CONTENTS:

4.3.1 Submittals shall include a “Table of Contents” and give page numbers for each part the Qualifications.

4.4 PAGINATION:

4.4.1 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.).