



***HARRIS COUNTY
APPRAISAL DISTRICT
Harris County
Houston, Texas***

***BID DOCUMENTS
BID NUMBER 2017-03***

***ON-LINE ACCESS TO CURRENT AND
PRIOR YEAR PROPERTY OWNERSHIP
TRANSACTION INFORMATION***

FOR THE

***HARRIS COUNTY APPRAISAL DISTRICT
13013 NORTHWEST FREEWAY
HOUSTON, TEXAS 77040***

| *Issued: September 20, 2017*

The Harris County Appraisal District is accepting sealed proposals, in triplicate, on a contract for the purchase of on-line access to current and prior year deed transactions as outlined in this document. Proposal documents must be physically received no later than **10:30 a.m. on Wednesday, October 25, 2017** in the Purchasing Office of the Harris County Appraisal District. Proposal documents may be mailed, but must be physically received in the Purchasing Office by the required date and time.

PHYSICAL ADDRESS

Attn: Tammy Argento
Purchasing Office
Harris County Appraisal District
13013 Northwest Freeway
Houston, TX 77040

MAILING ADDRESS

Attn: Tammy Argento
Purchasing Office
Harris County Appraisal District
P. O. Box 920975
Houston, TX 77292-0975

The statement "**RFP #2017-03 ENCLOSED**" must be indicated on all proposal envelopes. If a proposal is not adequately identified, it will be opened to establish identification and will be processed as any other proposal. However, this results in an unsealed proposal and violates the integrity of purpose for the sealed procedure. Consequently, proposers are urged to make certain the envelope is adequately identified.

Proposals not physically received in the Purchasing Office by the required date and time, as evidenced by the Purchasing Office date and time stamp, will be returned unopened provided the proposer's envelope is properly identified with the return address. If the proposer's envelope is not properly identified it will be opened to identify the proposer and/or obtain the address before it is returned.

All proposal documents timely received will be publicly opened and read at 2:00 p.m. on Wednesday, October 25, 2017, in the Board of Directors conference room on the seventh floor of the HCAD building. Any questions pertaining to this proposal should be directed to Bonnie Hebert at BoHebert@hcad.org. All vendor questions will be posted, with answers, on the HCAD.org website within 24 hours.

All proposals are subject to the General Conditions, Special Terms & Conditions, and Requirements as stated in this document. Additionally, all proposals, and any contracts that may be commissioned, based upon the proposals, are subject to the requirements of Section 25.01 of the Texas Property Tax Code, as applicable. The Harris County Appraisal District reserves the right to reject any or all proposals or accept the proposal(s) deemed most advantageous to the district.

**FAILURE TO COMPLY
WITH THE GENERAL CONDITIONS,
SPECIAL TERMS, AND REQUIREMENTS
CONTAINED HEREIN
MAY RESULT IN PROPOSAL**

BEING DISQUALIFIED

GENERAL CONDITIONS OF PROPOSAL

1. PROPOSAL

- a. All proposals must include the Proposal Response Sheet furnished by the Purchasing Office.
- b. All proposals must be written in ink or by typewriter. Pencil quotations will not be considered.
- c. Proposals must be filed in triplicate and all three copies must be manually signed.
- d. Proposals should show net prices, extensions and net total. In case of conflict between unit prices and extension, the unit price will govern.
- e. All proposals are to be based on an as-delivered basis and must include all costs that will be billed (i.e. freight, inside delivery, messenger, handling, trip charges, etc.).
- f. Vendor shall furnish technical specifications and all data pertinent to warranties or guarantees, which apply to items and/or services in the proposal.
- g. This proposal must not be altered. Any erasure or alteration of inquiries may invalidate the proposal.
- h. Quotations will not be considered in cases where proposer quotes more than one price on an item or services, except where alternate proposals are expressly called for.
- i. All proposals must show the full name of firm proposing, with the name typewritten or in ink.
- j. All proposals must be signed, in ink, by a responsible officer or employee of the firm and title of the officer or employee must be shown. Obligations assumed by the signature must be fulfilled.
- k. All proposals must be notarized by a bonded notary public.
- l. Proposers are invited to be present at the opening of proposals.
- m. Any deviation from the conditions, special terms and conditions, and requirements of this proposal must be approved in writing by the district.
- n. Proposals transmitted by facsimile are not acceptable.

- o. If the proposer elects to “No Bid” this request for proposals, a “No Bid” should be submitted to the Purchasing Office. Failure to respond may result in removal from the bidders list.
- p. All costs for preparation and submission of proposals are the responsibility of the proposer.
- q. Amending and/or withdrawing a proposal is permissible if such request is received, from the proposer, by the Purchasing Office prior to the proposal opening date and time. All such requests must be typewritten or in ink, manually signed in ink by an officer of the firm, and title of the officer must be shown.

2. PRICING

- a. No change in price will be considered in the award of proposals, and all quotations must be on a net basis.
- b. Cash discounts will not be considered in the award of proposals, and all quotations must be on a net basis.
- c. All prices proposed must be firm for the term of agreement.
- d. Upon 90 days written notice, prior to the end of each annual term, the successful proposer may request a price increase for the service, but the increase cannot exceed three percent (3%) of the contractual rates for the preceding year.
- e. The successful proposer must provide price decreases whenever they occur.

3. TAXES

- a. The Harris County Appraisal District is exempt from the Federal Excise and Transportation Tax, and the limited Sales and Use Tax.
- b. Unless the proposal form or requirements specifically indicate otherwise, the price proposed must be net exclusive of above mentioned taxes, and will be so construed.
- c. A vendor desiring refunds of, or exemptions from, taxes paid on merchandise accepted by the Harris County Appraisal District, must submit the proper forms, and the purchasing agent, if satisfied as to the facts, will approve or issue the necessary certificates.

4. AWARD

- a. Proposals are customarily referred to the using department for recommendations. Wherever possible, such recommendation will be made in time to permit the Harris

County Appraisal District Board of Directors to award a contract at its next scheduled meeting on Wednesday, November 15, 2017 at 9:30 a.m.

- b. The Harris County Appraisal District reserves the right to consider and make award of proposals on items and/or services of similar nature that will in all respects serve the purpose for which the purchase is being made. The Harris County Appraisal District reserves the right to be the sole judge as to whether such items and/or services will serve the purpose.
- c. Unless otherwise required, the Harris County Appraisal District reserves the right to accept or reject in whole or in part any proposal submitted or to waive any informalities for the best interests of the Harris County Appraisal District.
- d. The Harris County Appraisal District reserves the right to consider and make awards for the best interests of the Harris County Appraisal District.
- e. The district may award a contract, based on the initial offers received, without discussions. Therefore, each initial offer should contain the proposer's best terms.
- f. Contents of the selected proposal and all conditions, special terms and conditions, and requirements of the proposal are contractual obligations.
- g. Bidders having delinquent property taxes will not be considered for award.
- h. A purchase order will be issued to the successful proposer(s) upon award of the contract.
- i. Upon awarding the contract, a tabulation of proposals will be available for public inspection on <http://www.HCAD.org> in the ABOUT menu under Procurement. You may also make a request by email to: TArgento@hcad.org.

5. BID DEPOSIT/BOND

No bid deposit or bond is required.

6. PAYMENT

- a. Payment will be made on completed purchases, which are cleared by the last working day of the month.
- b. Partial payments will be made on purchase orders. However, contact must be made with the Assistant Chief Financial Officer before the end of the month that the vendor wishes to receive payment on items and/or services delivered. Otherwise, payment will be made on completion of the purchase order.

- c. Payments (complete or partial) will be mailed no later than the fourth Friday of the following month.
- d. The district's obligations will be payable solely from funds appropriated in the district's budget for the year in which such obligations may be due and payable. In the event that no funds or insufficient funds are appropriated for payment of obligations the contract shall be terminated without liability to the district, its officers, agents, or employees.
- e. All invoices must reference **RFP #2017-03**, and the applicable purchase order number.
- f. All invoices should be submitted to the following address:
 - Attn: Accounts Payable
 - Harris County Appraisal District
 - P. O. Box 920975
 - Houston, TX 77292-0975

7. PATENTS & COPYRIGHTS

- a. The contractor agrees to indemnify and save harmless the Harris County Appraisal District, its officers and employees, from all suits and actions of every nature and description brought against them or any of them, for or because the use of patented or copyrighted appliances, products, processes, and/or services, and he shall pay royalties and charges which are legal and equitable.
- b. Evidence of such payment or satisfaction shall be submitted, upon request of the purchasing agent, as necessary requirement about the final estimate for payment in which such patented or copyrighted appliances, products, processes, and/or services are used.

8. CONDITIONS PART OF PROPOSAL

The General Conditions of Proposal defined herein shall be a part of the attached proposal.

SPECIAL TERMS & CONDITIONS OF PROPOSAL

1. SCOPE & INTENT

It is the intent of this document to secure a contract for providing on-line access to current and prior year ownership information for the district.

2. TIME FRAME

- a. The term of agreement shall commence on January 1, 2018, and shall cease on December 31, 2018, with two successive one-year renewal options if service is satisfactory and escalation does not exceed three percent (3%) per year.
- b. This agreement is subject to annual renewed fiscal funding. If the district fails to appropriate funds to provide for annual renewal the district may cancel without termination charge, if the successful bidder receives written notice at least 30 days prior to the effective date stating the lack of funds as the reason for termination.

3. PROPOSER QUALIFICATIONS & EVALUATION

- a. Proposers are required to submit a properly completed Bidder Application Form to the district's purchasing office. It is the responsibility of the bidder to inform the district's purchasing office of any changes/deletions/additions to this form as is deemed appropriate. This application is used to establish a bidder database, which is maintained for a bid mailing list, and other references as required. Bidders are only required to submit this form one time. Please contact the district's purchasing office at (713) 957-5214 if you are unsure as to whether this form has been previously submitted.
- b. Proposers are required to submit a biographical or historical sketch of their firm, which must show past performance indicating the ability to perform the services being proposed. As a necessary criterion for any vendor, the district requires a showing of responsible performance in previous undertakings of similar nature and/or related projects for a period of five (5) years. Due to critical legal and practical issues, a record of satisfactory past performance will be required to be met for a vendor to be a recipient of a contract award.
- c. The Harris County Appraisal District may require proposers to demonstrate any item or service in their proposal, and at their expense, before award of contract. It is mandatory that all proposers certify without reservation that their equipment will be compatible with district equipment, without additional cost to the district or without modification to existing district equipment.
- d. All proposals will be evaluated using the same requirements and criteria.

- e. No vendor having, or having had a contract with the Harris County Appraisal District will be given more consideration than any other proposer.
- f. During any part of the bid process, from preparation of requirements through the issuance of a purchase order, the district purchasing office reserves the right to seek any additional information, clarification, and/or verification deemed necessary to render a reasonable responsive evaluation, and recommendation to the district's board of directors.
- g. Evaluation will determine the ability of the vendor to provide the most efficient service in the most economical method for the Harris County Appraisal District.
- h. Other criteria will include pricing in all respects, quality of service, availability of service, past performance, references, and meeting of all requirements and specifications.
- i. The Harris County Appraisal District reserves the right to reject any proposal at any time after the closing date and to conduct negotiations to the extent the Harris County Appraisal District deems necessary and appropriate. However, proposals should be submitted on the most favorable basis as to price, delivery, or time of completion and other factors since the Harris County Appraisal District may elect to make an award without any further discussions or negotiations.
- j. Bidders having delinquent property taxes will not be considered for award.

4. SUPPLEMENTAL AGREEMENTS

Should the proposer take exception to Harris County Appraisal District's terms and conditions and/or require that supplemental vendor agreements be signed by the district to enter this contract, such agreements must be included with the proposal response and are subject to review and amendment by the district's counsel and under the laws of the State of Texas prior to being executed by the Harris County Appraisal District. All supplemental agreements must include fiscal funding out clauses.

5. CANCELLATION

- a. Cancellation of the contract by the vendor must be submitted in writing to the district's chief appraiser 120 calendar days prior to the effective date.
- b. Cancellation of the contract by the district must be submitted in writing to the vendor 60 calendar days prior to the effective date.

6. SEVERABILITY

If any section, subsection, paragraph, sentence, phrase, or word in this request for proposals shall be held invalid, such holding shall not affect the remaining portions of this request for proposals and it is hereby declared that such remaining portions would have been included in this request for proposals as though the invalid portion had been omitted.

REQUIREMENTS OF PROPOSAL

1. ON-LINE ACCESS TO REAL PROPERTY RECORDS

- a. The district requires unlimited access to on-line computerized real property ownership using all indexes, over the internet, to deeds recorded by the county clerks for properties located within HCAD's jurisdiction, and/or print deeds of Harris and Fort Bend counties.

2. DIRECT ACCESS TO VIEW OR COPY ACTUAL DEEDS

- a. Access to view and/or copy actual deeds of Harris and Fort Bend counties.

PROPOSAL RESPONSE COVER SHEET

I/WE HEREBY PROPOSE to provide on-line access to current and prior year ownership information proposed within this document and if awarded a portion or all of this proposal, do agree to abide by the conditions and requirements herein, except as noted below under "EXCEPTIONS AND CONDITIONS OF THE PROPOSER". Any deviation from the item requirements must be noted on the proposal sheet for that item referenced below.

EXCEPTIONS AND CONDITIONS OF THE PROPOSER

Item specification deviation notations appear on proposal item numbers:
If none, so state.

NAME OF FIRM SUBMITTING PROPOSAL *(Print or Type)*

STREET ADDRESS *(Print or Type)*

TELEPHONE NO.

CITY, STATE & ZIP CODE *(Print or Type)*

NAME & TITLE OF PERSON SUBMITTING PROPOSAL *(Print or Type)*
(Officer of the Company or Authorized Sales Representative)

SIGNATURE OF PERSON SUBMITTING PROPOSAL

SUBSCRIBED AND SWORN to before me this the _____ day of _____, 2017.

Notary Public,
State of _____