



RFP2023-04

Property Transaction Information

Issue Date: 9/20/2023

Questions Deadline: 10/12/2023 03:00 PM (CT)

Response Deadline: 10/19/2023 10:00 AM (CT)

Contact Information

Contact: Mrs. Tammy A. Argento Purchasing Manager

Address: Purchasing Dept

2nd Floor

Harris Central Appraisal District

13013 NW Freeway

Houston, TX 77040

Phone: 1 (713) 957-7401

Email: targento@hcad.org

Event Information

Number: RFP2023-04
Title: Property Transaction Information
Type: Request for Proposal for Services
Issue Date: 9/20/2023
Question Deadline: 10/12/2023 03:00 PM (CT)
Response Deadline: 10/19/2023 10:00 AM (CT)
Notes: The Harris Central Appraisal District is issuing a formal Request for Proposal for Property Transaction Information.

Written or electronic sealed proposals will be accepted in the Purchasing department of the Harris Central Appraisal District, Second Floor, 13013 Northwest Freeway, Houston, Texas by the stated close date and time of the bid event. If you submit using Ionwave Technology software at <https://hcad.ionwave.net> paper copies are not necessary.

Questions or comments regarding this bid package must be submitted electronically via the Harris Central Appraisal District's electronic bidding portal. All bid documents, plans, questions, and addendums will be posted in the electronic bidding system.

This request for proposal does not commit the District to enter into any formal or informal depository services arrangement, or to incur any costs related to the preparation of a response. All cost for preparation and submission of proposals is the responsibility of the proposer.

Bid Opening

All bids will be opened and publicly read in the Board Room, 7th Floor, 13013 Northwest Freeway at 10:30 A.M. on October 19, 2023. Texas Government Code Section 552.104 allows the District to hold all offerors' information confidential until the contract is awarded in a competitive situation.

Ship To Information

Contact: Tammy Argento
Address: Purchasing Dept
2nd Floor
Harris Central Appraisal District
13013 NW Freeway
Houston, TX 77040
Phone: 1 (713) 957-7401
Email: targento@hcad.org

Billing Information

Contact: Accounts Payable Team
Address: Accounts Payable
7th Floor
Harris Central Appraisal District
PO Box 920975
Houston, TX 77292-0975
Phone: 1 (713) 957-5211
Email: AccountsPayable@hcad.org

Bid Activities

Legal Dept Review

8/13/2023

RFP Approved and Ready

8/31/2023 5:00:00 PM (CT)

RFP Approved and Ready to go to OCA for the board meeting book. Action item and RFP need to be approved by CFO.

Request to publish to Daily Court Review

9/4/2023 10:00:00 AM (CT)

Send request and information to Daily Court Review for proof and quote. Create PO. Request affidavit stating the notice was published. Scan and keep in Bid file.

Request for Proposal to BOD for approval to solicit

9/20/2023 9:30:00 AM (CT)

The RFP will go to the BOD for approval to go out for bid.

RFP Open To Public

9/20/2023 10:00:00 AM (CT)

RFP Invitations sent through Ionwave.
RFP emailed.
RFP published on HCAD website.

1st Notice Published in Daily Court Review

9/21/2023 10:00:00 AM (CT)

Notice for Bidders published in the Daily Court Review.

REQUEST FOR PROPOSAL

Sealed proposals are now being accepted by Harris Central Appraisal District for RFP# 2023-04. A copy of the requirements may be obtained at no charge by calling 713-957-7401 or on the website www.HCAD.org. Select the ABOUT menu at the top of the page then select the PROCUREMENT section. You may also obtain the package in person at Harris Central Appraisal District, Purchasing Office, 2nd Floor, 13013 Northwest Freeway, Houston, Texas, 77040 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Deadline for submission of proposal is 10:00 a.m., October 19, 2023. Bids will be opened at 10:30 a.m. the same day, in the Board of Directors meeting room on the 7th floor. **Please check for updates on the HCAD.org website.**

2nd Notice Published in Daily Court Review

9/25/2023 10:00:00 AM (CT)

2nd Notice for Bidders published in the Daily Court Review.

REQUEST FOR PROPOSAL

Sealed proposals are now being accepted by Harris Central Appraisal District for RFP# 2023-04. A copy of the requirements may be obtained at no charge by calling 713-957-7401 or on the website www.HCAD.org. Select the ABOUT menu at the top of the page then select the PROCUREMENT section. You may also obtain the package in person at Harris Central Appraisal District, Purchasing Office, 2nd Floor, 13013 Northwest Freeway, Houston, Texas, 77040 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Deadline for submission of proposal is 10:00 a.m., October 19, 2023. Bids will be opened at 10:30 a.m. the same day, in the Board of Directors meeting room on the 7th floor. **Please check for updates on the HCAD.org website.**

Questions Cut-off

10/12/2023 3:00:00 PM (CT)

No more questions will be answered after cut-off to allow all vendors to prepare their proposals.

Bids Due

10/19/2023 10:00:00 AM (CT)

Proposals are due in the Purchasing Department, 2nd floor, HCAD Headquarters, 13013 NW Freeway, Houston, TX 77040.

Bids will be opened

10/19/2023 10:30:00 AM (CT)

Bids will be opened and publicly read in the Board Room, 7th Floor, 13013 Northwest Freeway at 10:30 A.M. on October for the purchase of all equipment, material, labor, and performing all work required as specified in this invitation.

Proposals Submitted to Board of Directors

11/15/2023 9:30:00 AM (CT)

Recommendations will be made to the Harris Central Appraisal District Board of Directors to award a contract at its meeting scheduled for Wednesday, November 15, 2023. The Board of Directors' meeting is open to the public and held in the District's Boardroom on the 7th floor at 9:30 am.

Award of Bid

11/15/2023 1:00:00 PM (CT)

Bid Attachments

Conflict of Interest.pdf

[Download](#)

Please complete and upload this form before submitting your proposal.

GC 2270.002 Agreement.pdf

[Download](#)

Please complete and upload this form before submitting your proposal.

Bidder Application.pdf

[Download](#)

Please complete and upload this form before submitting your proposal.

w9.pdf

[Download](#)

Please complete and upload this form before submitting your proposal.

Scope of Work for Property Transaction Information.pdf

[Download](#)

To be read and then a proposal to be submitted according to the scope of work described in this document.

Official Bid Form.pdf

[Download](#)

I have downloaded and read the Scope of Work located in the attachments.

Requested Attachments

W-9

(Attachment required)

Please download the W-9 form, located on the "Attachments" tab, and upload the completed form here.

Conflict of Interest Questionnaire (CIQ)

(Attachment required)

Please download the Conflict of Interest Questionnaire (CIQ) form, located on the "Attachments" tab, and upload the completed form here.

Bidder Application Form

(Attachment required)

Please download the Bidder Application form, located on the "Attachments" tab, and upload the completed form here.

Official Bid Form

(Attachment required)

Please complete and upload the official bid form with signatures and notary stamp. Then, you will have five days from date due to deliver the original document with signatures and stamp to Harris Central Appraisal District.

GC 2270.022

(Attachment required)

Please download the GC 2270.022 form, located on the "Attachments" tab, and upload the completed form here.

Proof of Liability Insurance

(Attachment required)

Please upload proof of liability insurance here.

Scope of Work

Please read the scope of work and then enter your bid in the line-items tab.

Bid Attributes

1	Contract Start Date HCAD is requesting the contract start on January 1, 2024.
2	Contract End Date The term of the contract shall be for a period of three (3) years, consisting of an initial (1) year plus two additional one-year periods, at the discretion of the Board of Directors and renewed fiscal funding. The three-year term will expire on December 31, 2026 if all renewals are fulfilled.
3	Introduction There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. **Please select each page on the right-hand side of the blue bar below (at the bottom of this list of attributes) to view the next page of Bid Attributes* <input type="checkbox"/> I have read and agree. <i>(Required: Check if applicable)</i>
4	Communication Statement Contact between vendors and Harris Central Appraisal District personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Harris Central Appraisal District personnel may result in disqualification. All communication shall go through the Purchasing Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. It is highly recommended to submit your questions through the electronic bid system. <input type="checkbox"/> I have read and agree. <i>(Required: Check if applicable)</i>

5 Proposal Requirements

1. Bidders are encouraged to register with HCAD's electronic bidding system. All paper, sealed, bids must be on forms provided in this invitation and must be written in ink on the bid forms. Bids must be signed by an authorized officer of the company and acknowledged by a Notary Public. Obligations assumed by the signature must be fulfilled. (You must print the signature page/notary signature page and deliver to HCAD within 5 days of electronically submitting a bid.)
2. Paper bids require one copy. The statement "RFP2023-04 Enclosed" must be indicated on all bid packages. If a bid is not adequately identified, it will be opened to establish identification and will be processed as any other bid.
3. TIME AND DATE: Bids must physically be in the Purchasing Manager's office, 13013 Northwest Freeway, Second Floor, by 10:00 A.M. on the date bids are due; an early postmark will not suffice.
4. WITHDRAWAL OF BID: A bidder may withdraw their proposal before the expiration of the time during which a proposal may be submitted by submitting a written request for its withdrawal to the officer who holds it or by using the electronic system that was initially used to submit the bid.
5. The proposal must not be altered.
6. Bidders are invited to be present at the BID OPENING. After a contract has been awarded, bid details may be requested through the Purchasing Office, Second Floor, 13013 Northwest Freeway, Houston, Texas.
7. All bids must show the FULL NAME of the firm bidding, with the name typewritten or printed in ink.
8. Bidders having delinquent PROPERTY TAXES will not be considered for award.
9. Bidders are required to submit a properly completed BIDDERS APPLICATION FORM with the proposal. It is the responsibility of the bidder to inform the District's Purchasing Office of any changes/deletions to this form as is deemed appropriate.
10. Each Bidder must furnish a list of three similar PROJECTS the Bidder has performed in the past five years with the contact's name, email address and phone number of the project owner for each project. Each Bidder must also furnish a list of Bidder's current on-going projects, the anticipated dates of completion for each and a contact name and phone number of the project owner for each project.
11. Referrals from three previous jobs, on the attached forms, must accompany the bid.
12. Chapter 2270.002 of the Government Code provides that any government entity may not enter into contract with a company for goods or services unless the contract contains a written verification from the company that it:
 - a. Does not boycott Israel; and
 - b. Will not boycott Israel during the term of the contract.
13. Chapter 2252.152 of the Government Code – Contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations. A government entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 8807.051, or 2252.153. Therefore, if this proposal is signed by the Bidder, this serves as an agreement with the statement.
14. Chapter 2252.098 section (b) of the Texas Government code states a governmental entity may not enter into a contract described with a business entity unless the business entity, in accordance with the Texas Ethics Commission, and rules adopted under this chapter and section submits a disclosure of interested parties to the government entity at the time the business entity submits the signed contract. The disclosure of interested parties must be submitted on form 1295 as prescribed by the Texas Ethics Commission.

I have read and agree.

(Required: Check if applicable)

6 Proposal Opening

Any proposal received later than the specified time, whether delivered in person or by any other method shall be disqualified. Any questions pertaining to the proposal procedures should be addressed to Tammy Argento, Purchasing Manager at Targento@hcad.org.

I have read and agree.

(Required: Check if applicable)

7 Evaluation and Award

1. The District will evaluate proposals and award the contract based on the criteria listed below. The responsive proposals will be assigned a numerical score in each category, not to exceed the maximum allowed score for each category, as determined through the Offeror's attention to the factor detailed in the following sections. The amount of discussion to be applied to each listed topic is an individual choice of the Offeror; however, discussion should be detailed enough to inform and educate the Evaluation Committee Members.

2. All proposals will be reviewed for compliance with the mandatory specifications stated within the request. Proposals deemed non-responsive will be eliminated from further consideration.
3. Lowest bid, most responsible, best value, and most advantageous to the District are other criteria the bid evaluation committee will use to determine the best proposal. In addition, the District uses weighted criteria with mandatory elements.
4. Responsive proposals will be evaluated on the factors list below. If further evaluation is needed, the responsive Offerors with the best scores will be selected as finalist. The finalist will receive a short list of written questions to further explain their offer. The answers will then be scored by the committee.
5. Local Government Code 252.0435 allows the offeror's safety record to be taken into consideration.
6. Local Government Code 252.043 addresses the items listed below as possible points for scoring.

Bid Evaluation	
Mandatory Criteria (Pass or Fail)	P or F
Attended Pre-Bid Meeting	
Deadline for Bid Delivery Was Met	
Sealed Bid Packaged Appropriately	
Bidder's Application	
W-9 Form	
Certificate of Liability Insurance	
Conflict of Interest Form	
Harris County Taxes are Current	
Prevailing Wage Scale Can Be Met	
References (3) to be emailed to HCAD	
Weighted Criteria	
Price	55%
Satisfactory Past Experience with HCAD	15%
Safety	5%
References	5%

HUB, Nonprofit or Person with Disabilities	5%
Cooperative Member	5%
Extent to which the goods and services meet the Districts needs	10%

I have read and agree.
(Required: Check if applicable)

8 Bonds and Payments

1. PERFORMANCE BOND is required by Government Code 2252.021 if the bid is more than \$100,000. A surety company authorized to do business in the state of Texas must issue the bond. Required with signed contract.
2. PAYMENT BOND is required by Government Code GC2252.021 if the bid is more than \$50,000. Required with signed contract.
3. Government Code 2252.031 requires a retainage in the amount of 10% from payments until contract work is completed.
4. Invoice payments comply with Government Code 2251.021 Subsection (b) which states a payment under a contract executed on or after September 1, 1993, owed by a political subdivision whose governing body meets only once a month or less frequently is overdue on the 46th day after the later event. The contractor shall submit to HCAD monthly invoices by the tenth day of the month following that month during which the services were performed for which payment is requested. HCAD shall pay the invoiced amount within thirty (30) days of receipt of an invoice approved by the Purchasing Manager.
5. The Harris Central Appraisal District is exempt from the Federal Excise and Transportation Tax, and the limited Sales and Use Tax.

I have read and agree.
(Required: Check if applicable)

9 Patents

The contractor agrees to indemnify and save harmless the District, the purchasing agent, and his assistants from all suits and actions of every nature and description brought against them of any of them, for on account of the use of patented appliances, products or processes and he shall pay royalties and charges which are legal and equitable.

I have read and agree.
(Required: Check if applicable)

10 Reference Number One

11 Company Name

(Required: Maximum 1000 characters allowed)

12 Contact Person

(Required: Maximum 1000 characters allowed)

13 Business Address
Enter street address, city, state, zip code

(Required: Maximum 1000 characters allowed)

14 Business Phone Number
 ext:
(Required)

15 Email

(Required: Email address)

16 Description of Services Performed & Dates of Service

(Required: Maximum 4000 characters allowed)

17 Reference Number Two

18 Company Name

(Required: Maximum 1000 characters allowed)

19 Contact Person

(Required: Maximum 1000 characters allowed)

20 Company Address
Enter street address, city, state, zip code

(Required: Maximum 1000 characters allowed)

21 Business Phone Number
 ext:
(Required)

22 Email

(Required: Email address)

23 Description of Services Performed & Dates of Service

(Required: Maximum 4000 characters allowed)

24 Ongoing Project Number One

25 Project Name

(Required: Maximum 1000 characters allowed)

26 Company (Customer) Name

(Required: Maximum 1000 characters allowed)

27 Total Cost

(Required: Numbers only)

28 Projected Completion Date

(Required)

29 Ongoing Project Number Two

30 Project Name

(Required: Maximum 1000 characters allowed)

31 Company (Customer) Name

(Required: Maximum 1000 characters allowed)

32 Total Cost
\$ _____
(Required: Numbers only)

33 Projected Completion Date
____ / ____ / ____
(Required)

34 W-9
Please check the box to acknowledge the W-9 form is attached.
 Yes, the W-9 form is attached.
(Required: Check if applicable)

35 Bidder Application
Please check the box to acknowledge the Bidder Application form is attached.
 Yes
(Required: Check if applicable)

36 Insurance Requirements

The contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsement, and subject to terms and conditions.

- **Commercial General Liability** Insurance for the project written on an occurrence form with policy limits of not less than \$1,000,000 each occurrence, \$1,000,000 general aggregate and \$2,000,000 aggregate for products-completed operations hazard, providing coverage for claims including:
 - o damages because of physical damage to or destruction of tangible property, including the loss of use of such property.
 - o bodily injury or property damage arising out of completed operations; and
 - o the contractor's indemnity obligations.
- **Automobile Liability** covering vehicles owned by the contractor and non-owned vehicles used by the contractor, which policy limits of not less than \$1,000,000 per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.
- **Workers Compensation** at statutory limits for the State of Texas and applicable Federal Statutory.
- **Employers' Liability** with policy limits not less than \$500,000 each accident, \$500,000 each employee, and \$500,000 policy limit.

37 Conflict of Interest
Please check the box to acknowledge the Conflict-of-interest form is attached.
 Yes, the form has been uploaded.
(Required: Check if applicable)

38 Bid Form
Please check the box to acknowledge the bid form is attached.
 Yes, the Bid Form is attached.
(Required: Check if applicable)

39 Texas Government Code 2270.002
Please check the box to acknowledge the Texas Government Code 2270.002 is attached.
 Yes, the agreement is attached.
(Required: Check if applicable)

40 SCOPE OF WORK

I have downloaded and read the Scope of Work, located with all attachments.

Yes, I read the Scope of Work
(Required: Check if applicable)

Bid Lines

1 Package Header

Provide 12 months of property transaction information according to the scope of work found in the attachments tab within this bid. This is for a one-year contract with two additional years pending budget approval.

Quantity: 1 UOM: EA Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Package Items

1.1 For 2024

Provide 12 months of property transaction information according to the scope of work found in the attachments tab within this bid.
(Response required)

Quantity: 12 UOM: Months Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

1.2 For 2025

Provide 12 months of property transaction information according to the scope of work found in the attachments tab within this bid.
(Response required)

Quantity: 12 UOM: Months Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

1.3 For 2026

Provide 12 months of property transaction information according to the scope of work found in the attachments tab within this bid.

(Response required)

Quantity: 12 UOM: Months Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

The undersigned hereby offers to furnish and deliver the goods and/or services as specified at the prices and terms herein stated and in accordance with the Invitation to Bid, Clarification Letters, and General Conditions of Bidding, all of which are made a part of this offer. All pages of the HCAD form, including but not limited to the conditions of bidding and page one of this bid invitation are incorporated into this bid for all purposes.

Print Name

Signature