



REQUEST FOR PROPOSAL

CITY OF KINGMAN

FIN24-004

DEBT COLLECTION SERVICES

ISSUE DATE: March 4, 2024

PROPOSAL DUE DATE: March 28, 2024, 3:00 pm (Arizona Time)

CONTACT PERSON:

Wendy Sherer, Assistant Finance Director

(928) 753-8582

wsherer@cityofkingman.gov

Please Note: If RFP documents were downloaded from the City of Kingman's website, Proposer is responsible for obtaining any addenda either through updates on the website, or by contacting the person listed above.

CITY OF KINGMAN

Contents

1. REQUEST FOR PROPOSAL	4
2. INTRODUCTION	5
2.1. General Information.....	5
2.2. Submittal Location and Details.....	5
2.3. RFP Schedule.....	6
2.4. Terms of Engagement	6
3. SCOPE OF WORK.....	7
3.1. Scope of Work or Project Details	7
4. PROPOSAL INSTRUCTIONS AND REQUIREMENTS	10
4.1. Proposal Format and Requirements	10
4.2. Periods of Time.....	11
4.3. Proposal Withdrawal.....	11
4.4. Addenda	11
4.5. Documents are Public Records	11
4.6. Copies	11
4.7. Late Delivery of Proposal	11
4.8. Rejection of Proposals	11
4.9. Collusion.....	11
4.10. Disputes	12
4.11. Confidentiality.....	12
5. EVALUATION CRITERIA AND PROCEDURES.....	13
5.1. Selection Process	13
5.2. Evaluation Committee.....	13
5.3. Evaluation Approach	13
5.4. Contract Negotiation and Award	14
5.5. Rejection of All Proposals and Cancellation of Award	15
5.6. Reissuance of RFP	15
5.7. Protest of Award	15
EXHIBIT I - PROPOSER SIGNATURE PAGE.....	16
EXHIBIT II - PROPOSER GUARANTEES AND WARRANTIES	17

EXHIBIT III - REFERENCES 18
EXHIBIT IV – PRICING PROPOSAL SUMMARY 19
EXHIBIT V – VENDOR FORMS..... 20

1. REQUEST FOR PROPOSAL

The City of Kingman, Arizona ("City") is soliciting proposals from qualified agencies to provide Debt Collection Services with a contract term of five (5) years. Proposals are due by 3:00 pm, Arizona time, on Thursday, March 28, 2024. The City may reject any proposal not in compliance with all of the prescribed solicitation procedures and requirements contained herein. The City also reserves the right to reject any proposal when cancellation is in the best interest of the City.

Qualified proposers must have the ability to demonstrate a minimum of five (5) years of verifiable history in the collection of debt, preference will be given to those with Utility debt collection experience.

Criteria for selection will be Qualifications and Experience, Cost, and References. The selection process will be led by an Evaluation Committee comprised of at least three (3) City team members.

The request for proposal may be obtained by visiting the City of Kingman's website: <https://www.cityofkingman.gov/government/advanced-components/list-detail-pages/rfp-posts-list> or by contacting Wendy Sherer at (928) 753 – 8582 during normal business hours, Monday through Thursday 7:00 am – 6:00 pm (Arizona time).

Proposers wishing to submit questions regarding this RFP must do so by 3:00 pm, Arizona time, on Monday, March 18, 2024. Questions should be submitted by email to: wsherer@cityofkingman.gov.

Written proposals are due by 3:00 pm Arizona time, on March 28, 2024. Responses must be sealed, following the specifications contained herein. The City may reject any proposal not in compliance with all of the prescribed solicitation procedures and requirements contained herein. The City also reserves the right to reject any proposal when cancellation is in the best interest of the City.

Responses must be sent to the following address:

City of Kingman
Attention: Annie Meredith, City Clerk
310 N. 4th Street
Kingman, AZ 86401

Thank you for your interest in working with the City of Kingman.

Wendy Sherer
Assistant Finance Director

2. INTRODUCTION

2.1. General Information

The City of Kingman, Arizona (City) is seeking proposals from highly qualified collection agencies to assist with the collection of Utility and General Billing debt collections.

The City's primary objectives are to recover the maximum amount of revenue from delinquent accounts; to have a collection process which is conducted within the highest legal and ethical standards; and to have action taken in a timely manner on all accounts referred for collection.

The City intends to award one contract to the selected qualified Proposer based on the evaluation criteria detailed in the Evaluation Criteria section of this RFP.

The City provides a full range of services including public safety, highways and streets, parks and recreation, water, wastewater, solid waste, airport, community development, and general administrative services. The City serves as the Mohave County, Arizona seat and has a population of more than 33,000. It employs 401 full-time employees who provide services for 31 divisions. More detailed information on the City and its finances can be found in the City's ACFR located on the City's website at www.cityofkingman.gov

2.2. Submittal Location and Details

Sealed Proposals will be received at the City of Kingman, City Clerk, 310 North Fourth Street, Kingman, Arizona 86401, until 3:00 P.M. (Arizona time) on March 28, 2024. Any proposal received after 3:00 P.M. on the above stated date will be returned unopened. The outside of the proposal envelope shall indicate the name and address of the Proposer shall be addressed to: City of Kingman, Attention: City Clerk at the above address and shall be marked:

“FIN24-004 SEALED RFP – DEBT COLLECTION SERVICES”

The envelope shall contain one (1) original and four (4) copies of the proposal.

Delays due to mail and/or delivery services will not be considered excusable to the time requirements contained within this RFP.

The City anticipates selecting a proposer and awarding a contract by May 21, 2024. There is not an expressed or implied obligation for the City of Kingman to reimburse responding proposers for any expenses incurred in preparing proposals in response to this request.

During the evaluation process, the City of Kingman reserves the right, where it may serve in the City's best interest, to request additional information or clarification from Proposers. At the discretion of the City of Kingman, each Proposer submitting a proposal may be requested to attend interviews as part of the evaluation process.

The City of Kingman reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this request for proposal.

The objective of requesting proposals is for the City to contract with a Proposer that offers the highest quality of service at the best value possible.

2.3. RFP Schedule

The City anticipates the following general timeline of key events during the proposal evaluations and contract award period:

Issue RFP:	March 4, 2024
Questions from Proposers Due:	March 18, 2024, 3:00 pm
Last Day for an Addenda:	March 20, 2024
Proposal Due Date:	March 28, 2024 3:00 pm
Evaluate Proposals:	April 11, 2024
Notice of Intent to Award:	April 18, 2024
Contract negotiations:	April 18, 2024 - April 25, 2024
Council Contract Award:	May 21, 2024

2.4. Terms of Engagement

The term of this contract will be five (5) years from the contract execution date with monthly contract terms thereafter and no requirement to renew for additional annual terms. The maximum overall contract term, including any optional renewals, cannot exceed five (5) years.

3. SCOPE OF WORK

3.1. Scope of Work or Project Details

SCOPE OF SERVICES

I. OVERVIEW

Selected Proposer (now referred to as "Agency") shall provide debt collection services for the City of Kingman's delinquent accounts. The accounts will be referred to the Agency for collection by the City's Finance Department. Delinquent account balances will vary based on the type of revenues billed and the duration of unpaid billings. The Agency shall pursue each account to its lawful conclusion.

II. DESCRIPTION OF THE CITY'S REVENUE COLLECTION PROCESSES

A. Revenue Collection Process

The City of Kingman issues monthly billing statements to its Utility Billing and General Billing customers through the Tyler Technologies, Enterprise Resource Planning (ERP) software. The City has approximately 22,545 Utility accounts and 85 General Billing accounts. Certain accounts which are deemed uncollectible after all efforts by the City to collect will be referred to the Agency for follow-up and collection services. Generally, items will be deemed uncollectible following the expiration of 120 days.

General Billing accounts remaining outstanding after thirty days (30) receive a standard reminder notice. This notice may be followed by either a telephone call or a payment demand letter.

Utility Billing account billing statements are billed and collected using the following schedule:

Day One (1)	Bill Date
Day Twenty (20)	Bill Due Date (Payment Must be Received by 6:00 pm)
Day Twenty-One (21)	Delinquent Bill Generated and Late Fee Applied to the Account
Day Thirty-One (31)	Delinquent Bill Due Date (Payment Must be Received by 6:00 pm)
Day Thirty-Two (32)	Disconnected for Nonpayment of Delinquent Bill
Day Thirty-Nine (39)	Meter Locked if Delinquent Bill Remains Unpaid
Day Forty-Six (46)	Customer Account is Inactivated and Final Bill is Generated

B. Processing Incoming Information from Collection Agencies

The collection Agency to which the receivables are to be submitted will be identified manually or by the system automatically. A file will be created during submission run with all information relevant for collecting the receivables. The file(s) will be uploaded to the collection Agency via an agreed upon secure method. Proposer should identify secure methods offered in the response.

C. Call back items from collection agency

Receivables can be called back from collection Agency in the following instances:

- Collection Agency cannot collect the receivables beyond the 3-year statute of limitation period.
- The receivable is cleared within ERP software by other credit items.
- The account was submitted by error.

D. Processing incoming information from collection agency (monthly process)

The collection Agency will inform the City of Kingman when it has completed a collection request. The collection Agency will send a file with all collection information using the mutually agreed upon secure method. Proposer must provide an example of their reporting with the proposal response.

III. REQUIREMENTS

1. Collection Assignments

Agency shall make all reasonable efforts to collect outstanding amounts due on accounts referred to the Agency by City.

2. Withdrawing

The City shall have the option to cancel accounts at any stage of the Agency's collection process when this action will serve the best interests of City.

3. Confirmation

Agency shall provide written confirmation of all accounts referred by City staff within five (5) business days of assignment. Payment received by the City prior to confirmation of assignment will be considered handled by the City and the City will notify the Agency of receipt of payment. Agency will not receive payment on accounts that are paid prior to receipt of confirmation.

4. Letters Series

As part of the collection process, the Agency will be required to have an effective letter series for collection and will be required to obtain the City's Deputy City Manager/Finance Director or Assistant Finance Director's approval of such letter series prior to mailing them to debtors.

The letter series should include the letters for open and closed accounts. Proposer should provide samples of collection letters with the response.

5. Books of Account and Records

Agency shall maintain, in accordance with generally accepted accounting principles, complete and accurate books of account and records relating to performance of the Agreement. Such books of account and records must be maintained throughout the term of the Agreement, including any extension(s) thereof, at Agency's principal place of business. Agency shall make books and records available to City for review or audit at Agency's place of business during the term of the Agreement and for three (3) years following the termination or expiration of the Agreement.

Agency records must include a separate file maintained for each account. Each file shall consist of a complete record of activities pertinent to the respective account.

6. Confidentiality

Agency shall maintain confidentiality on all accounts assigned by the City. Agency shall maintain personal information related to all accounts in a secure manner and prevent unauthorized access to such information. Upon the closing of an account or termination of the Agreement, Agency shall return all account related documents, including but not limited to all documents containing personal information, to City.

7. Reports

7.1 At a minimum, the Agency shall submit to City the following monthly reports in a format approved by City:

- a) Total revenue collected on a gross fee basis for all assigned accounts.
- b) A statement showing the gross collection on each account.
- c) A client inventory report that provides status information on all assigned accounts.
- e) Closed account report.
- f) Canceled account report.

7.2 If City staff requests more frequent reporting or changes to the report format, Agency shall comply with these requests.

7.3. Agency shall provide on-demand reporting access for the status of collections on all accounts referred to the agency.

8. Agency incurred costs:

- a) Agency shall be responsible for all costs incurred in the process of collecting assigned accounts.
- b) Agency shall be responsible for any loss of revenue by or to City due to Agency's negligence.
- c) Agency shall refrain from charging interest on accounts referred for collection by City.

9. No Authorization to File Lawsuits

Agency is not authorized to file a lawsuit or take other legal action on behalf of the City of Kingman.

10. Customer Service.

City staff involved in the collection of delinquent accounts are committed to providing exceptional customer service. Agency will exercise the same commitment in managing customer relations. For example, the City may require a longer time between assignment of an account for collection and the actual reporting of an account to a credit reporting agency for non-payment in order to work with customers.

IV. TECHNICAL REQUIREMENTS

Agency shall provide City staff access to Agency's database electronically including but not limited to by modem, FTP, and Web based portal.

4. PROPOSAL INSTRUCTIONS AND REQUIREMENTS

4.1. Proposal Format and Requirements

Proposer must provide one (1) original and four (4) copies of the written, sealed proposal.

The City will follow the evaluation process and selection criteria described in this RFP. In order to provide each Proposer an equal opportunity for consideration, adherence to a standardized proposal format is required. The format of each proposal must contain the following elements organized into separate chapters and sections, as the Proposer may deem appropriate:

- A. Cover letter;
- B. Sample contract with terms and conditions;
- C. Detailed response to all requirements;
- D. Description of the experience and knowledge base of the Proposer;
- E. Proposer Signature Page;
- F. Proposer Guarantees and Warranties;
- G. References (a minimum of three (3) must be provided);
- H. Sample of reports provided by Collection Agency to the City;
- I. Sample of Collection Letter Series;
- J. New Vendor Application;
- K. IRS W-9 Form; and
- L. Optional - Vendor EFT Form.

All requested items must be included with the proposal or it will be considered non-responsive and may be rejected. The City is not responsible for failure to locate, consider and evaluate qualification factors presented outside of this format.

Each proposer must demonstrate a clear understanding of the work to be performed and must provide detailed specific qualifications and prior working experience.

Unsigned proposals will be considered non-responsive and will be rejected. Proposals must be signed by a duly authorized representative of the Proposer. If a Proposal is signed by an agent of the Proposer, a Power of Attorney showing the authority of the agent to sign must be submitted with the proposal or the proposal will be rejected.

The City will not be liable for any cost incurred by Proposers in preparing and submitting proposals. Proposers may not collect proposal preparation charges from the City as a result of cancellation of this RFP.

In the case of error in the extension of prices in the proposal, the unit price will govern. No proposal shall be altered, amended or withdrawn after the specified RFP closing date and time.

It is the responsibility of the Proposer to examine the entire request for proposal package and seek clarification for any item, service or requirement that may not be clear.

It is the responsibility of the Proposer to check the Proposer responses for accuracy before submitting a proposal.

4.2. Periods of Time

Periods of time, stated as a number of days, shall be calendar days unless otherwise specified.

4.3. Proposal Withdrawal

Any proposal may be withdrawn at any time prior to the specified date and time for RFP closing. The City will not accept late proposals, late requests for modifications, or late withdrawals. All proposals shall be irrevocable for one hundred twenty (120) calendar days from the day of RFP closing.

Delays in submitting your proposal will not be considered excusable to the time requirements contained within this RFP.

4.4. Addenda

All addenda shall be issued no later than five (5) business days prior to the RFP closing date.

4.5. Documents are Public Records

All documents, reports, proposals, submittals, or other materials submitted to the City by Proposers shall become the sole and exclusive property of the City and become a public record.

4.6. Copies

Proposers may request copies through the City Clerk's office. The charge per copy is payable in advance. Please contact the City Clerk's Office for a current per copy cost.

4.7. Late Delivery of Proposal

Late proposals will not be considered under any circumstances. Delays in submitting your proposal will not be considered excusable to the time requirements contained within this request for proposal.

4.8. Rejection of Proposals

The City reserves the right to waive technical defects, discrepancies and minor irregularities in a proposal. The City reserves the right to re-seal any proposal that was opened prematurely; the City has determined this event as a minor irregularity. The Deputy City Manager/Finance Director shall be notified and shall log the event and place it in the procurement file.

The City reserves the right to award any alternatives set forth in the RFP documents at its sole discretion. Proposals may be rejected if there are any alterations to the required forms, additions not called for, conditional proposals, incomplete proposals, or irregularities of any kind. The City reserves the right to reject any proposal not in compliance with the RFP documents, or prescribed public proposal procedures and requirements. Written notice of rejection of all proposals shall be sent to all Proposers. ALL UNSIGNED PROPOSALS SHALL BE REJECTED.

4.9. Collusion

Upon evidence that collusion exists among Proposers, none of the proposals of participants in such collusion will be considered. All involved proposals shall be rejected. Proposals in which prices are unbalanced may be rejected. The Proposer will be required to complete, notarize and submit a "No-

Collusion Affidavit" upon request by the City. Failure of the Proposer to submit a properly executed affidavit upon request by the City shall be grounds for rejection of the proposal.

4.10. Disputes

In the event any doubt or differences of opinions exists as to the items or service to be furnished hereunder, or from evaluation and/or testing of substitutes, or the interpretation of the provisions of this procurement, the decision of the City of Kingman shall be final and binding upon all parties.

4.11. Confidentiality

The City of Kingman is subject to the Arizona Revised Statutes, Title 39, Chapter 1, relating to public records. The RFP herein states that the following RFP materials shall be submitted in confidence, shall remain confidential, and are exempt from disclosure to the extent allowed by law and pursuant to ARS § 41-2534, D. Proposals shall be opened publicly at the time and place designated in the RFP. The name of each Proposer and such other relevant information as is specified by rule shall be publicly read and recorded. All other information contained in the proposals shall be confidential so as to avoid disclosure of contents prejudicial to competing Proposers during the process of negotiation. The proposals shall be open for public inspection after contract award. To the extent the Proposer designates, trade secrets or other proprietary data contained in the proposal documents shall remain confidential.

5. EVALUATION CRITERIA AND PROCEDURES

5.1. Selection Process

The City of Kingman intends to select the Proposer who can provide the best value and highest quality of service at a reasonable price. Proposers must meet the minimum requirements under this proposal, have a minimum of five (5) years of verifiable experience (preference will be given to those with Utility experience) and must demonstrate the ability to provide quality and timely service.

If it is determined to be in the best interest of the City, an interview will be scheduled with any or all Proposers. The Evaluation Committee may ask additional questions related to the proposal and the nature of the services requested. The City will schedule the time with the Proposer and the interview will be conducted via teleconferencing.

Each evaluator shall independently assign a score to each evaluation criteria based on the written proposals and additional details obtained during the interview. Criteria score will be summed and the award will be given to the highest scoring proposal.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Qualifications and Experience	Points Based	60 <i>(60% of Total)</i>
2.	Cost	Points Based	20 <i>(20% of Total)</i>
3.	References	Points Based	20 <i>(20% of Total)</i>

5.2. Evaluation Committee

The Evaluation Committee will include at least three (3) City staff members. The role of the Committee will be to evaluate the Proposals and make a recommendation for award. Scoring will be completed based on all areas listed in the Evaluation Criteria.

5.3. Evaluation Approach

The Evaluation Committee may consider the key points listed below while evaluating the Proposals when determining the selection of the Proposal for contract.

1. Response Format

- Did the Proposer meet the response format requirements?
- Did the Proposer include all of the required documents as listed in *Section 5 – Proposal Instructions and Requirements*?

- Does the Proposer demonstrate an understanding of how the Proposal should be delivered and prepared?
- Did the Proposer include a Cover Letter expressing interest along with the capability to provide the services requested herein?

2. Project Cost

- Did the Proposer include a detailed Pricing Proposal Summary (using the sample provided in Exhibit IV or the Agency's standard format) that is clear, concise, and follows the format requested? Although cost is a significant factor, it will not be the dominant factor. The City is seeking the highest quality of service at the most reasonable price.
- Did the Agency provide all possible costs for both one-time and recurring costs?

3. References

- Did the Proposer include at least three (3) relevant, current references?
- Did the Proposer include a Utility as a reference?
- Were any of the references Tyler Technologies, Enterprise Resource Planning software system users?
- If contacted, did the references substantiate the Proposer's ability to provide the quality of service requested?

4. Qualifications and Experience

- Did the Proposer describe their approach to collections and collection plan? Did they provide clear insight to how the Proposer's project team will communicate with the City's team?
- Did the Proposer describe any significant anticipated issues or concerns that might arise throughout the implementation of services?
- Did the Proposer demonstrate a general understanding of the services requested?
- Did the Proposer provide details of the Agency to include: staff, locations, resources available to allocate to the City of Kingman's service requests, data processing capabilities, etc.?
- Did the Proposer identify any comprehensive services beyond Utility and General Billing debt collection services?
- Did the Proposer provide adequate debt collection experience, demonstrated results, overall experience, and Agency reputation?
- Did the Proposer identify the secure method(s) used for the transmission of data between the Agency and the City?

5.4. Contract Negotiation and Award

Contract negotiations will proceed immediately after a recommendation for award is made to the highest ranked responsive, responsible Proposer. The Proposer must include a proposed contract with their Proposal. The City reserves the right to negotiate a final contract that is in the best interest of the City. The City may negotiate: (a) any material changes to the statement of work, (b) any pricing that might be affected by changes to the statement of work, (c) any modifications being offered by the Proposer for this project, and, (d) any other terms and conditions reasonably related to and authorized for negotiation in the RFP or addenda.

Should contract negotiations be unsuccessful with the highest-ranking Proposer, negotiations will be terminated with that Proposer and initiated with the second-ranked Proposer, and so forth. When negotiations become successful with a Proposer, an award recommendation shall be forwarded to the City Council for their consideration.

An RFP response is an offer by a Proposer to contract with the City based upon the terms, conditions and specifications, statement of work contained in the RFP. RFPs do not become contracts unless, and until, they are accepted and an award is made by the City of Kingman.

Awards will be made with reasonable promptness by the City Council to the Proposer(s) whose proposal(s) is determined to be responsive and responsible that best conforms to the RFP and will be the most advantageous to the City.

A contract is formed when the City of Kingman gives written Notice of Award(s) to the successful Proposer(s) and executes a contract with the Proposer. The delivery or furnishing of any of the RFP items or services cannot commence until a contract is duly and properly executed and certificate of insurance provided with the required limits of coverage. The Proposer hereby agrees to accept the contract terms unless exceptions to the contract are submitted by the Proposer with their Proposer Response. If the Proposer does not provide written exceptions and the Proposer indicates exceptions during or after contract evaluations, the City reserves the right to reject the Proposal and negotiate a contract with the next ranked Proposer.

5.5. Rejection of All Proposals and Cancellation of Award

The City reserves the right to reject all proposals or to cancel award of the contract at any time before execution of the contract by both parties if rejection of all proposals or cancellation of the award is deemed to be in the City's best interest. In no event shall the City have any liability for the cancellation of award.

5.6. Reissuance of RFP

The City reserves the right to re-issue a subsequent procurement for this service at any time if deemed to be in the best interest of the City.

5.7. Protest of Award

A protest of award must be physically delivered to the Purchasing Officer within seven (7) business days of the notice of award date. Packages containing protests shall be marked as follows:

RFP Award Protest, RFP – Debt Collection Services
City of Kingman
Attn: Tina Moline, Deputy City Manager/Finance Director
310 N. Fourth Street
Kingman, AZ 86401

EXHIBIT I - PROPOSER SIGNATURE PAGE

- A. By signature below, the Proposer certifies the specifications and general provisions have been carefully examined. If the Proposal is accepted, Proposer agrees to contract with the City of Kingman to furnish the item(s) and/or services in the manner and time herein prescribed and according to all the requirements set forth.
- B. The Proposer hereby certifies that Proposer:
1. Has not discriminated against disadvantaged, minority or women small business enterprises in obtaining any required subcontracts in accordance with ARS.
 2. Completes, signs and returns the attached documentation in the following order:

Cover Letter
Sample Contract with Terms & Conditions
Detailed Response to all Requirements
Description of Experience and Knowledge Base
Exhibit I - Proposer Signature Page
Exhibit II - Proposer Guarantees and Warranties
Exhibit III - References
Exhibit IV – Pricing Proposal Summary
Exhibit V – Vendor Forms
 3. May withdraw a Proposal at any time prior to the RFP opening by providing written request to the City Clerk. However, all RFP's shall be irrevocable for one hundred twenty (120) calendar days from the day of the RFP opening.
- C. The Proposer agrees that pursuant to ARS § 34-253, the undersigned certifies that neither he/she nor anyone associated with Proposer's company listed below has directly, or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive submission in connection with this procurement. Further, Proposer agrees to provide a notarized "NO COLLUSION AFFIDAVIT" if so required by the City, at a future date.

PROPOSAL SUBMITTED BY:

NAME/TITLE: _____

SIGNATURE: _____

ARIZONA TAX ID: _____

FEDERAL TAX ID: _____

NAME OF PROPOSER: _____

ADDRESS: _____

PHONE: _____

FAX: _____

EXHIBIT II - PROPOSER GUARANTEES AND WARRANTIES

- A. The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section 3. Scope of Work
- B. Proposer warrants that it is willing and able to comply with State of Arizona laws with respect to foreign (non-State of Arizona) corporations.
- C. Proposer warrants that all information provided in connection with this proposal is true and accurate.
- D. Proposer warrants the following by indicating yes or no to the following questions:

Yes No #

		1.	Has the City of Kingman or other governmental entity incurred costs as a result of contested change order(s) from the Proposer?
		2.	Has the City of Kingman or other governmental entity been involved in litigation relative to contract performance with the Proposer?
		3.	Has the Proposer failed to perform or performed unsatisfactory in two or more contracts within a thirty-six-month period?
		4.	Has the Proposer been convicted of a criminal offense within a ten-year period of embezzlement, theft, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which might affect responsibility as a municipal contractor?
		5.	Does the Proposer have adequate equipment, personnel and expertise to complete the proposed contract?

If you answered "yes" to Items 1-4 or answered "no" to Item 5, please attach a full explanation to this questionnaire.

Signature of Official: _____

Name (Typed): _____

Title: _____

Proposer: _____

Proposer FEI Number: _____

Date: _____

EXHIBIT III - REFERENCES

1. Agency/Company: _____
City/State: _____ Telephone: _____
Email: _____ Contact Person: _____
Work Performed & When: _____

2. Agency/Company: _____
City/State: _____ Telephone: _____
Email: _____ Contact Person: _____
Work Performed & When: _____

3. Agency/Company: _____
City/State: _____ Telephone: _____
Email: _____ Contact Person: _____
Work Performed & When: _____

4. Agency/Company: _____
City/State: _____ Telephone: _____
Email: _____ Contact Person: _____
Work Performed & When: _____

PROPOSER'S NAME: _____

EXHIBIT IV – PRICING PROPOSAL SUMMARY

Proposer may use the format below or may choose to provide a separate standard format. All costs must be included in the Pricing Proposal provided by the Agency.

SUBMITTED BY:

COMPANY NAME

Pricing Proposal Summary (Optional Format)				
Estimated Quantity	Unit of Measure	Description	Unit Price	Extended Price
<i>Design and Implementation</i>				
1	Total Project Cost	Initial Set-Up Fees	\$	\$
1	Total Project Cost	Programming Charges/All Other One Time Fees	\$	\$
1	Total Project Cost	Training/Travel	\$	\$
Total Implementation Fees				\$
<i>Recurring Fees</i>				
Enter:___	Enter:_____	Recurring service fees (percentages, surcharges, etc.)	\$	\$
Enter:___	Enter:_____	Other	\$	\$
Total Recurring Fees				\$

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

EXHIBIT V – VENDOR FORMS



Vendor Application

City of Kingman		Date:	
New Vendor Application		Company Website:	
Please provide all information requested on this application form. Please insert N/A for items not applicable:			
Company Name			Contact Person/Title
Address	City	State	Zip Code
Payment Remittance Address	City	State	Zip Code
Billing Contact	Phone	Email	
<u>IF YOU ARE A CONTRACTOR LICENSED UNDER THE ARIZONA REGISTRAR OF CONTRACTORS, YOU MUST PROVIDE THE FOLLOWING.</u>			
Valid Arizona Contractor License			
DUNS number (register at www.sam.gov)			
Individual(s) authorized to contractually bind the company or firm (Please indicate if agent):			
Name	Title	Phone	Email
Name	Title	Phone	Email
TYPE OF BUSINESS: 1099 Required? YES NO			
Attorney	Individual/Sole Proprietor	Health Care Provider	
Rent/Royalties	LLC	Other: _____	

Additional Notes/Comments:

<p>For purposes of determining any possible conflict of interest, all Vendors must disclose if any current City of Kingman employee is also an owner, corporate officer, or employee of your business. Indicate either Yes (a City of Kingman employee is associated with your business), Or No. If yes, provide the name(s) of the City of Kingman employee and the position they hold within your business.</p>		
YES	NO	Employee Name/Position
<p>I hereby certify that the above information is true and correct to the best of my knowledge. I understand that the submission of false or inaccurate information may result in rejection or deletion of my application.</p>		

Authorized Individual's Signature _____ Print Name _____

Title _____ Date _____

Office Use Only	Vendor Number: _____	Date Processed: _____	Initials: _____
	City of Kingman Finance Signature: _____		Date: _____

Please return completed application and W-9 to vendors@cityofkingman.gov



CITY OF KINGMAN

310 N. 4TH STREET KINGMAN ARIZONA 86401 928.753.5561

WWW.CITYOFKINGMAN.GOV

EFT Enrollment Form for Vendors

Read instructions prior to completing.

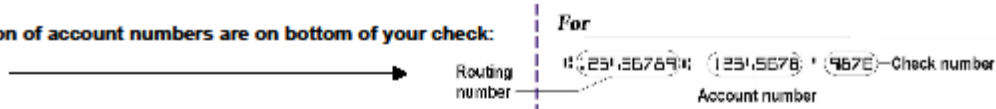
Section A - Vendor's information

Vendor name:		Vendor Tax Identification Number <i>(Required)</i> :	
Vendor address			
Street:	City:	State/province:	ZIP code/postal code:
Telephone number: <i>(Required)</i>	Email address <i>(Required)</i> :		

Section B- Financial institution information

Financial institution name:			
Financial institution address			
Street:	City:	State/province:	ZIP code/postal code:
Financial institution routing number:	Type of account at financial institution <input type="checkbox"/> Checking* OR <input type="checkbox"/> Savings <input type="checkbox"/> Personal* OR <input type="checkbox"/> Business* <i>*Copy of preprinted voided check or bank verification letter required.</i>		
Vendor's account number with financial Institution:			

Location of account numbers are on bottom of your check:



Section C - Submission information

Reason for submission:	<input type="checkbox"/> New enrollment <i>(Start)</i>	<input type="checkbox"/> Change enrollment	<input type="checkbox"/> Cancel enrollment <i>(STOP)</i>
Important! Please read and sign before submitting. This form is used to authorize Electronic Funds Transfer to a checking or savings account. I certify that I have read and understand the information contained in this form. I acknowledge that the origination of transactions to the authorized account must comply with provisions of Arizona and US law. I certify that I am authorized to enter into this agreement as the account holder. Printed name of authorize signer: _____ Authorized written signature of person submitting enrollment: _____ Date: _____			
<ul style="list-style-type: none"> Recovery of funds deposited in error – In the event an erroneous deposit occurs creating an overpayment, City of Kingman will reserve the right to debit your account accordingly. <p>Once completed and signed please send this form to: City of Kingman, Finance Department, 310 N. 4th St., Kingman, Arizona 86401 or email to vendors@cityofkingman.gov</p>			

Office use only	Vendor Number:	Date processed:	Initial:
	City of Kingman Finance signature:		Date:

**Request for Taxpayer
Identification Number and Certification**

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number										
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OR										
Employer identification number										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; height: 20px;"> </td> <td style="width:10%; height: 20px;"> </td> <td style="width:10%; height: 20px;"> </td> <td style="width:10%; height: 20px;"> </td> <td style="width:10%; height: 20px;"> </td> <td style="width:10%; height: 20px;"> </td> <td style="width:10%; height: 20px;"> </td> <td style="width:10%; height: 20px;"> </td> <td style="width:10%; height: 20px;"> </td> <td style="width:10%; height: 20px;"> </td> </tr> </table>										

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

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

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

Purpose of Form

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

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

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

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