

TOWN OF WELLESLEY
REQUEST FOR PROPOSALS
PARKING VIOLATION PROCESSING SERVICES

RFP No. # PFP-16

Notice Published:
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PART I: GENERAL INFORMATION

1. Scope

The Town of Wellesley has the authority to process parking violations under Section 20A and 20A ½ of Chapter 90 of the General Laws of Massachusetts. The intent of this RFP is to secure a vendor to perform parking violation processing services for the Town of Wellesley, subject to the appropriation of funds.

The Town of Wellesley seeks a vendor who will provide up to 5 lightweight one-piece handheld ticket-writing computers including software for (both handheld and Town Hall personal computers) use by Town of Wellesley Meter Attendants along with the affiliated cradle for uploading and downloading of the handheld computers; along with state-of-the-art database management system for processing all transactions and generating required reports. Such services include, but are not limited to, the following: cash management, data entry, data processing, management information systems, generation of delinquent notices, report generation and all forms and use of printers.

2. Parties

The Town of Wellesley, acting through its Board of Selectmen, has issued this RFP and intends to contract on the basis of it with the selected vendor.

Vendor proposals will be entertained only on a prime contractor basis. Vendor proposals shall identify any subcontract relations and shall state that the prime

vendor contractor assumes total responsibility for all performance under the contract.

3. RFP Administrator

The municipal official responsible for administering this RFP, to whom all inquiries and correspondence should be addressed, is:

*Terrance Connolly, Deputy Director
Wellesley Town Hall
525 Washington Street
Wellesley, MA 02482
(781) 489-4299
Email: tconnolly@wellesleyma.gov*

4. Intent to Bid

Vendors intending to bid are requested to signify their intent in writing to the Selectmen's office. Vendors should identify the name, title, address and telephone number of an individual authorized to receive communications regarding the RFP. Only vendors complying with this requirement shall be entitled to receive additional communications regarding the RFP.

5. Inquiries

Vendor inquiries should be directed to Terrance Connolly, (781) 489-4299. Hours: Monday through Friday 9 AM – 5 PM.

6. RFP Addenda

Any modifications, clarifications or additions to the RFP will be distributed as RFP written addenda to all vendors who have indicated intent to bid in writing. The Town of Wellesley reserves the right to amend, alter or revoke this RFP in any manner at any time.

7. Vendor Selection

The Town of Wellesley will select a vendor on the basis of the vendor's proposal, supporting materials and negotiation of an acceptable formal contract document. The Town of Wellesley reserves the right to accept or reject any or all proposals, to take exception to parts of proposals and to request oral and/or written clarification of proposals and supporting materials from the vendor, as the Town of Wellesley deems to be in its best interest.

Formal oral vendor presentations, however, are not contemplated at this time. Vendors may be excluded from further consideration for failure to comply fully with the requirements of this RFP.

8. Employee Bonds for Theft

The Town of Wellesley may require certain personnel of the selected vendor to be bonded as required by the Town Treasurer.

9. Evaluation Criteria

It should be recognized that parking violation processing is an extremely sensitive area of public contact for a municipality. The criteria outlined below and described in detail in Part III, Services Description, are those by which all responsible vendor proposals will be evaluated.

- a. Experience in providing hand-held ticket computers, parking ticket processing and accounts receivable collection and business reputation and references.
- b. Financial strength of bidder.
- c. Staff and resource commitment and capabilities, including resources committed to staff assistance and problems.

- d. Bidders must have the ability to interface with the Massachusetts Registry of Motor Vehicles, in both batch and online real time update modes in support of the Parking Clerk and in maximizing the inquiry, marking and clearing process. Bidders must show the ability to interface directly with other states Registry of Motor Vehicles.
- e. Ability to interface with the Town's existing Parking Violation processing vendor for conversion of all existing files. Any charge for this conversion must be one-time and should be identified separately in the cost proposal.
- f. Responsiveness to the RFP and quality of proposal.
- g. Ability to meet processing specifications.
- h. Ability to meet timeframe requirements.
- i. Data processing technical capabilities.
- j. Lockbox and cash management capabilities.
- k. Ability to ensure that the Town receives revenues to which it is entitled.
- l. Quality of revenue and processing controls, including: method and effectiveness of security measures during processing; thorough reconciliation of totals during each phase of processing; ability to meet timeframe requirements for processing new tickets; and maintaining an effective noticing program.
- m. Implementation and operations management approach.
- n. Quality of lightweight single piece handheld units offered to Town along with simplicity of use. Replacement units must be available the next business day.

10. Proposal Requirements

Each vendor's proposal must:

- a. Be signed by an individual authorized to bind the vendor. In the case of a corporation, the title of the officer signing must be stated, and each such officer must be duly authorized as evidenced by a certificate of authority signed and sealed by the corporate clerk/secretary. In the case of a partnership, the signature of one of the partners must follow the firm name, using the term "member of the firm," and such partner must have the authority to bind the firm in this matter. In the case of a sole proprietorship, the person signing must identify the nature of the authority to bind the vendor, e.g., owner, manager.
- b. Include the (3) three completed forms attached at the end of this RFP.
- c. Indicate that the vendor is an equal opportunity employer and has necessary applicable insurance coverage to protect workers and clients.
- d. Strictly conform to this RFP (Late bids will not be accepted).

11. Term

The anticipated term of this contract is for three (3) years, pending satisfactory completion of a performance review sixty (60) days prior to the first anniversary date. It is understood and agreed that either party to this agreement may terminate at any time, with or without cause, by providing sixty (60) days written notice of such termination to the other party.

Renewal shall be at the sole option of the Town of Wellesley based upon the vendor's performance and subject to appropriation. The Town reserves the right to solicit competitive proposals or to assume in-house processing responsibilities at the completion of any contractual period.

12. Contract

The Town of Wellesley shall be bound only upon negotiation and execution of a formal contract document, which complies with applicable laws, regulations and procedures. The formal contract shall incorporate and be consistent with these specifications and the selected vendor's proposal. Inability to negotiate and execute a formal contract document within a reasonable period of time, as determined by the RFP administrator, shall constitute sufficient basis for rejecting a vendor's proposal.

13. Proposal Preparation Costs

All costs incurred in the preparation and presentation of this proposal shall be wholly absorbed by the vendor. Once submitted, the proposal and supporting materials become the property of the Town of Wellesley.

14. Confidential Material

Any material submitted by any vendor, which is to be considered as confidential in nature must be clearly marked as such.

15. Special Terminology

Some of the terminology used in this RFP may be characteristic of the particular operating environment. Any apparent denoting or implication of specific vendor offerings, due to special terminology, is purely coincidental and should not be considered as restrictive in any way unless clearly stated. Special terminology used herein having a special or unusual meaning will be defined when first used.

16. References and Demonstrations

The Town of Wellesley will check vendor references. The Town reserves the right to request site visits and demonstrations of existing vendor operations.

17. Management Review and Audit

The Treasurer's office or other authorized representatives of the Town of Wellesley shall have the right to enter the vendor's premises and have reasonable access to files during business hours to inspect, monitor or otherwise evaluate the work performed therein. The vendor shall provide reasonable access and necessary information to auditors engaged by the Town of Wellesley, the State Auditor or as part of a third-party review or other arrangements approved by the Town of Wellesley.

PART II: INSTRUCTION TO BIDDERS

1. Proposal Format and Contents

Vendors are requested to submit their proposals in the general format described below. Vendors should not add, delete or alter the format. If such changes are made, the Town may reject the proposal. Each proposal must include a completed certificate of non-collusion using the wording of the form included with these specifications. The selected vendor shall be required to provide a signed tax certification form. Any out of state vendor is subject to the provisions of MGL Chapter 151A, Section 19 and MGL Chapter 90, Section 3. **Proposals must be received in the Office of the Board of Selectmen, 525 Washington Street, Wellesley, Massachusetts 02482 no later than 2:00 p.m. on Friday, January 15, 2016.** One original and two copies of the proposal are required. In accordance with MGL Chapter 30B, the proposal must be divided into two parts, with pricing information submitted separately from the description of the services being proposed. *Each proposal must, therefore, consist of two sealed envelopes: technical (non-price) information shall be clearly marked "Technical Proposal," and price information shall be clearly marked "Price Proposal."* Every envelope (both technical and price proposals) shall also be marked "Parking Violation Processing Services" with the name of the person, firm or corporation submitting the proposal, together with the date of submission.

a. Letter of Transmittal

Each proposal shall include a letter of transmittal which bears the signature and title of an authorized representative of the vendor. The letter should indicate that the vendor's proposal is a firm offer for a period of at least 120 days, and that the vendor will comply with the terms of the RFP. The letter shall indicate the existence and nature of any contemplated sub-bidding relationships. Any exceptions or changes to the General Information above should be identified in the letter.

b. Vendor Description

The vendor shall provide a brief description of its organization and the organization of any major sub-bidders, including:

- i. Legal form and ownership;
- ii. Headquarters and other office addresses and telephone numbers;
- iii. Names, titles and reporting relationships of key officials (indicate whether authorized to bind the organization in negotiations with the Town of Wellesley);
- iv. Certified audited financial statements and annual reports of vendor's organization and parent organization, if applicable;
- v. Description of any pending litigation or other factors, which could affect the ability to perform for the full contract term;
- vi. Names and/or titles and reporting relationships of personnel who will be assigned to this account, indicating the percentage of each individual's time which is expected to be devoted to servicing the Town of Wellesley;

- vii. Name of project manager of operations for the Town of Wellesley, including credentials of this employee and the number of hours this employee will devote to the Town's contract;
- viii. Number of years actively participating in providing data processing services;
- ix. Number of employees committed to providing data processing services;
- x. List of (3) current Massachusetts clients for whom parking violations processing services are provided, indicating for each client:
 - Date services started;
 - Number of jurisdictions accounted for;
 - Number of tickets processed annually;
 - Dollar value of parking revenues for the last full fiscal year;
 - Brief description of critical/beneficial features of the system;
 - POC, phone number and availability as a reference.
 - Percentage of tickets processed with payment to number of tickets processed annually (collection rate).
- xi. List of clients (minimum of one) that have been provided hand-held ticket writing computers that currently scan Massachusetts Registry of Motor Vehicle inspection stickers

c. Technical Approach

The vendor should describe the technical approach, which will be followed to meet the Town of Wellesley's requirements. To facilitate analysis, the vendor should address each item in Part III, Services Description, below. The vendor should describe how each requirement will be met (for example, specify data entry editing criteria, updating techniques and

controls) and identify any requirements which the vendor will not support, the alternatives proposed and any suggested additional features or approaches. The vendor should identify proposed equipment configurations and whether proposed software is already in use or must be customized for the Town of Wellesley.

d. Training

The vendor must provide training to all necessary Town personnel, including Treasurer's and Parking Clerk departments.

e. Management Reports

The vendor must supply the Town of Wellesley with sample reports that are currently being provided to other clients.

f. Pricing

The Town of Wellesley will compensate the vendor on the basis of each unit of service provided. The vendor must identify all items for which there will be a charge. Unit prices should incorporate cost of Town use of lightweight one-piece handheld ticket-writing computers and all other required processing costs including necessary forms, personnel, overhead, equipment, supplies, communications, CRT, printer, telephone line, lockbox, security, handling data entry, computer usage and regular reports. Unit prices should not include postage. Postage is to be provided to the Town at cost. Prices shall be submitted for the items in the format specified on Attachment A (Pricing Schedule). The vendor should identify any volume-sensitive unit pricing by indicating between Pricing Schedule entries the volume(s) at which alternative pricing would take effect.

2. Registry of Motor Vehicles

The vendor must describe its experience with the Massachusetts Registry of Motor Vehicles, or if not currently a Registry authorized vendor, describe the vendor's ability to implement the Registry hold provisions of Section 20A of

Chapter 90 of the General Laws and the process the vendor needs to follow to obtain designation as a Registry authorized vendor.

Must describe experience with other states Registry of Motor Vehicles.

3. Minimum Qualifications

- a. Bidders must possess a minimum of:
 - i. Three (3) years operating, for Massachusetts municipalities or colleges, an online parking ticket processing system substantially similar to the system outlined in this invitation; and
 - ii. Three (3) years of consecutive and current experience operating an online parking ticket processing system substantially similar to the system for municipalities or colleges, which issue at least 20,000 tickets annually.
 - iii. Have direct nationwide DMV access. Direct experience with DMV agencies in Connecticut, New York, New Hampshire, and Rhode Island is preferable.
- b. Staffing and resources must be adequate to perform contractual obligations on a timely basis.
- c. Bidders must be experienced in cash receipts management operations.
- d. Bidders must be able to provide a performance bond, issued by a surety company licensed to do business in the Commonwealth of Massachusetts, in the amount of five thousand dollars (\$5,000) and in a form acceptable to the Town of Wellesley. A certified check, in the above amount and payable to the Town of Wellesley, may be submitted in place of the bond.

PART III: SERVICES DESCRIPTION

1. Evaluation

- a. Proposals which provide services, which exceed those described, will be considered *“highly advantageous”*.
- b. Proposals which provide the services described will be considered *“advantageous”*.
- c. Proposals which do not provide the services described will be considered *“unacceptable”*. More than one rating of unacceptable will eliminate a proposal from consideration.

2. General Requirements

The vendor is responsible for implementing all the requirements of this RFP. This includes, by way of illustration and is not limited to, the following: lightweight one-piece handheld ticket-writing computers plus all related software, cradle to communicate with handheld units, data processing; cash management; management information; security; courier service; all equipment; facilities and communications; computer programs; Department of Motor Vehicles files; incidental supplies; approved forms; personnel; and administrative and management support. The Town of Wellesley will be responsible for program administration and oversight; ticket issuance; over-the-counter payments; adjudication of contested tickets; all inquiries; correspondence; and entering all voids, dismissals, reductions and hearing dispositions when not entered by the vendor through the batch system.

3. Equipment Required

The vendor shall bear the cost of purchase or leasing, maintenance and service of the required equipment. Terminal access is required at two sites in the Wellesley Town Hall (the Office of the Parking Clerk and the Treasurer's Office). Handheld units and cradle to be housed in the Treasurer's Office. The vendor

shall arrange with suppliers of the equipment to respond, or the vendor shall respond, within four (4) hours of reported equipment failure.

4. New Ticket Processing

The vendor must physically receive; acknowledge receipt of, account for, process and store up to 200 parking tickets per day from one or more sources. The Town will send the tickets daily through email or direct data transmission.

The vendor shall be responsible for uploading the required information into a database to facilitate processing of tickets by the Town's Parking Attendants. Vendor is responsible to customize software and provide any upgrades at no additional cost to Town. Vendor is to have replacement handheld unit available upon request the next business day.

The vendor shall be responsible for picking up batched tickets from the Wellesley Parking Clerk, at a minimum, twice weekly, or as may be directed by the Parking Clerk.

The vendor shall maintain original ticket source documents for the term of the contract, including any renewal terms. At the conclusion of the contract term, the vendor shall deliver the ticket source documents as directed by the Parking Clerk. Copies of such documents shall be made available to the Parking Clerk within five (5) days of any request therefor.

All tickets received by the vendor must be added to the master file within two (2) days after receipt by the vendor. Tickets must be batched or otherwise controlled for data entry and verification. Appropriate logs should be maintained in order to balance tickets, receipts, data entry and file additions.

Although data entry will be minimal due to use of the handheld units, complete editing should be performed during or near data entry to minimize errors and research/correction time. The following data fields must be accepted and verified said items should also be contained on the handheld units:

- a. Ticket number, consisting of a (10) seven-digit sequence number;
- b. Date (MM-DD-YYYY);
- c. Time (00:00-12:00, A.M./P.M.);
- d. Registration state (two-character abbreviation);
- e. Registration number, including color and type (standard, drop down entry format);
- f. Make (standard abbreviations);
- g. Color (standard abbreviations for basic colors);
- h. Meter number for meter violations;
- i. Violation location;
- j. Violation code (two digits);
- k. Badge number;
- l. Fine amount (based on violation code); and
- m. Any other information fields that the Registry of Motor vehicles may require the Town to include on its tickets.
- n. Any other information fields the Town of Wellesley may require.

At the time of data entry, an historical listing of tickets should be produced by batch and formatting data in columns. Such a listing may be an error/edit report,

so long as there are provisions to ensure that indicated errors have been corrected and resubmitted.

5. Demand/Hearing Notices

Demand/hearing notices (notices of overdue parking violations) will inform violators that parking tickets have not been paid within the 21-day limit established by law, the fine has been increased and as required by Chapter 90, Section 20A, hearings have automatically been scheduled, listing the date, time and place of the hearing. The form of such notice shall be approved by the Parking Clerk.

The demand/hearing notice should identify the notice number, date mailed, vehicle registration and state, vehicle make as registered, owner's name and address and total amount due on each notice. The demand/hearing notice should also specify for each of up to twenty-five (25) tickets: ticket date and time; ticket number; location including ticket number; violation code; fine; penalty; partial payments; and total amount due on each ticket. Each notice shall include a removable stub to be retained by the violator. The stub shall include the mail date, ticket numbers and the total amount due.

Each day the following should be performed: fines on tickets unpaid 21 days after the date of issuance should be increased. Demand/hearing notices should be prepared weekly (with a standard hearing date to be held once a month) for each unpaid ticket with a fine increase for which a registered owner's name and address are available. A register of notices should be prepared and submitted to the Parking Clerk's office in Wellesley before the mail date appearing on the notices. Notice registers will be organized two ways: by docket number and alphabetically by last name. The Notice Register shall include state/plate number, the issue date; ticket number violation code; fine; penalty; reduction; payment and due amounts; owner's name, address, city and state; and date of last notice.

6. Registry Notification

For each ticket unpaid after the hearing date, the following should be performed:

- a. A Registry notification letter will be sent to the registered owner indicating a flag will be placed at the Massachusetts Registry of Motor Vehicles and fines increased if the total fine is not paid by a designated date.
- b. The Registry of Motor Vehicles should be notified of the unpaid ticket with the appropriate information in a format acceptable to the Registry.
- c. The fine on each registration number shall be increased by \$20.00 for the fee charged by the Registry, \$5.00 for the fee charged by the Town.

The time intervals for notices and fine structures may be changed by the Parking Clerk as required.

7. Payment Processing

The vendor is required to provide a detailed description of its payment processing procedures. The description should include, but is not limited to, the following:

- a. Lockbox procedure (must utilize the P.O. Box in Wellesley unless otherwise agreed);
- b. Payment and correspondence pickup at Town Hall (at least twice a week);
- c. Receipts transmittal to Treasurer;
- d. Banking arrangements (must use Town's existing bank account);
- e. Security;
- f. Returned check processing;

All procedures are subject to negotiation prior to final agreement.

8. Online System

The Parking Clerk's office must have aggregate 95 percent uptime availability on each terminal between the hours of 8:00 a.m. through 5 p.m., weekdays, or other hours and days as required by the Parking Clerk. The response time for all online system processing shall be an average of less than three (3) seconds. The vendor shall notify the Town of any foreseeable or anticipated downtime at least one (1) hour before such downtime is to occur. The vendor shall agree to respond reasonably to reported equipment or software failure.

9. Registry of Motor Vehicles

At minimum, the vendor will request monthly vehicle owner information from the Massachusetts Registry of Motor Vehicles (RMV) for newly issued tickets. The vendor will also be required to request, on an ongoing basis, vehicle owner information for vehicles registered out of state for newly issued tickets directly with the appropriate DAV agencies. The vendor shall make subsequent requests for vehicle owner information from both the RMV for tickets that fail violator noticing edit criteria, such as vehicle make match or license plate effective date match.

The vendor shall contract for all RMV services as specified under these requirements.

The system must have the capability to segregate the ticketing of one plate owner from another where a registration number has been issued to multiple owners. The system must be able to report through the online system the fact that the plate number has been issued to more than one registrant at different periods of time; the system must show the effective date of each registrant.

The vendor shall provide the capability to refer violator names and/or license plate numbers to the RMV for the purpose of vehicle registration and driver's license non-renewal for unpaid tickets. The capability to interface with the RMV

must be in accordance with RMV specifications. Such interface must also include the capability to provide each month to the RMV the subsequent disposition of tickets by payment or otherwise. The vendor shall also develop proper accounting for all fees, which are owed to the RMV for non-renewal transactions.

The RMV is currently issuing new license plate numbers to vehicle owners. In order to ensure that the Town of Wellesley is able to collect on tickets that have been issued to a vehicle owner's returned license plate, as well as those tickets that have been assigned to a newly issued plate, the vendor shall develop the capability to report on an online basis all tickets issued to a vehicle owner. When a vehicle owner's file is accessed through the online system, the retired license plate number, and the current number, must be presented. The noticing program must, in a consolidated manner, accommodate the swap of information and notice all outstanding tickets, whether they are issued to an old or current plate.

10. Weekly Update of Master Files

At least once each week all newly issued tickets, payments, payment adjustments, voids, dismissals, reductions, scheduled hearings, name and address changes shall be applied to the master file. Any update transaction that fails to find a match in the master file must be retained in a separate file and run against the master file as part of the weekly update, until a match is found.

Each week in conjunction with the weekly update of the master files, management reports shall be prepared from the master file and the unapplied file and shall include the following information:

- a. The number and value of new citations added to the file;
- b. The number and value of payments and payment adjustments entered, subdivided by lockbox and online payments and adjustments;

- c. The number of scheduled hearings and dispositions entered.

11. Management Reports

The vendor shall make available upon request the following reports in addition to any other reports described elsewhere in the RFP:

- a. Manual logs of revenue should be balanced daily with computer reports of receipts processed and bank deposits. A separate statement should be prepared and reconciled monthly showing daily receipts, and one copy shall be sent to the Parking Clerk and Treasurer.
- b. Multiple Offenders Report, showing by state/plates all plates with five or more unpaid tickets including ticket numbers, issue dates, fine, penalty, reduction, paid and due amounts, together with the owner's name and violation location.
- c. A monthly report listing all outstanding violations on each plate sorted alphabetically by the name of the registered owner. The report should include the plate number, violation number, fine, penalty, reduction, paid and due amounts.

The Town of Wellesley emphasizes that all of the reports described in this RFP could be classified as public documents under the General Laws of the Commonwealth of Massachusetts. Accordingly, due diligence must be taken to ensure the accuracy of the information contained therein.

12. Summary Record Information

Vehicle summary records should be added as needed and updated quarterly and annually with:

- a. Number and value of tickets issued during the year;

- b. Amount of payments and number of payments during the year;
- c. Number and value including surcharges applicable at the end of the year of unpaid tickets for the municipality for the current year; and
- d. Cumulative number and value of unpaid tickets and surcharges for the municipality for prior years after 1989.

13. Lease/Rental Vehicle Processing

Tickets issued to owners of lease/rental vehicles should be processed pursuant to Chapter 90, Section 90E of Massachusetts General Laws. The system should allow for the change of owner's name and address upon notification from a lessor; send notices to the lessee; and return the lessor's name and address to the ticket if the lessee fails to pay the fine.

14. Return of Materials

On the expiration date or termination date of the contract, the vendor shall deliver to the Town the following materials:

- a. CD Rom (or in another format approved by the Town) with a file description of all the Town of Wellesley's parking data;
- b. All source documents and records in the vendor's possession, including all tickets issued by the Town, all notice registers, all manual notices records and all notices sent by the vendor;
- c. The assignment of vendor's rights and interest to the post office box.

In addition, throughout the term of the contract, the vendor shall at the request of the Town provide a CD Rom (or another format approved by the Town) containing a current copy of the Master Violation File to the Town once each quarter.

ATTACHMENT A
Pricing Schedule

Pricing shall be based on the estimated yearly volumes shown below. Price variations on higher or lower volumes shall be indicated. Do not include postage costs in pricing. Postage must be provided at cost.

Proposed Prices:

Conversion:

Convert Master File of approximately 250,000 records \$_____ for entire file

New Ticket and Lockbox Processing:

Year #1	<u>Unit Prices</u>	<u>Estimated Items</u>	<u>Annual Price</u>
Cost per ticket	\$_____	x 25,000 =	\$_____
Cost per lockbox item	\$_____	x 21,000 =	\$_____
Cost per Delinquent Notice	\$_____	x 10,000 =	\$_____
Total Annual Cost for Year 1			\$_____

Year #2	<u>Unit Prices</u>	<u>Estimated Items</u>	<u>Annual Price</u>
Cost per ticket	\$_____	x 25,000 =	\$_____
Cost per lockbox item	\$_____	x 21,000 =	\$_____
Cost per Delinquent Notice	\$_____	x 10,000 =	\$_____
Total Annual Cost for Year 2			\$_____

Year #3	<u>Unit Prices</u>	<u>Estimated Items</u>	<u>Annual Price</u>
Cost per ticket	\$_____	x 25,000 =	\$_____
Cost per lockbox item	\$_____	x 21,000 =	\$_____
Cost per Delinquent Notice	\$_____	x 10,000 =	\$_____
Total Annual Cost for Year 3			\$_____

TOTAL THREE YEAR COST INCLUDING FILE CONVERSION: \$_____

Signature of Vendor _____ Date _____

Name of Company _____

TOWN OF WELLESLEY

BOARD OF SELECTMEN

PROPOSER'S STATEMENT WITH CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

The undersigned, by submittal of this Proposal, agrees, should the undersigned become the successful proposer, to all of the terms of the RFP specifications and accepts these terms as incorporated in a contract with the Town.

Name of person signing proposal

Title

Name of business

Business Address: _____

City and State: _____

Telephone No: _____ Fax No: _____

E-mail Address: _____

Date: _____

Signature

COMMONWEALTH OF MASSACHUSETTS TAX CERTIFICATION

I certify, under the penalties of perjury, that the below mentioned firm or person, to my best knowledge and belief, has complied with all the laws of the Commonwealth relating to taxes.

NAME/FIRM: _____

ADDRESS: _____

TELEPHONE: _____ DATE: _____

SIGNATURE OF AUTHORIZED OFFICIAL: _____

TITLE: _____

SOCIAL SECURITY or FEDERAL IDENTIFICATION #: _____

Approval of a contract, or other agreement, will not be granted unless the applicant signs this certification form.

Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. The Town is required to furnish a list to the DOR at the end of its fiscal year, showing the vendors, to whom more than \$5,000 is paid during the 12 months, ending June 30. Providers, who fail to correct their non-filing or delinquency, will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, and Section 49a.

CERTIFICATION CLAUSE

MASSACHUSETTS GENERAL LAWS, CHAPTER 62c, Section 49a.

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors
of _____
(Insert name of corporation)

Held on (*) _____ at which all the Directors were present or waived notice,
(Date)

It was voted that _____, _____ of
(Name) (Corp. Office)

this corporation be and he or she hereby is authorized to execute proposals, bid documents, contracts and bonds in the name and behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any proposal, bid document or contract of obligation in this corporation's name on its behalf under seal of the corporation, shall be valid and binding upon this corporation.

ATTEST:

(Clerk or secretary)

Place of Business:

I hereby certify that I am the clerk/secretary of

(Name of Corporation)

And that _____ is the duly elected

(Name) (Corp. Office)

Of said corporation, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

ATTEST:

(Clerk or secretary)

Date: **

* This date must be on or before the date of the contract.

** This date must be on or after the date of the contract.

Please affix the CORPORATE SEAL over both signatures.