

REQUEST FOR PROPOSAL
FOR
BID NO. 018-11
RFP FOR MUNICIPAL INFORMATION SYSTEM
FOR THE
IT DEPARTMENT
OF THE
CITY OF FAIRHOPE

Mayor

Timothy M. Kant

Fairhope City Council

Lonnie Mixon, Council President

Set No. _____

Bid Posted: 04-29-11
Bid Opening: 05-23-11

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**CITY OF FAIRHOPE
REQUEST FOR PROPOSALS
ADVERTISEMENT**

April 29, 2011

Sealed proposals will be received by the City of Fairhope of Baldwin County, Alabama, in the City of Fairhope offices, 555 South Section St. Fairhope, Alabama, until **2:00P.M. May 23, 2011** and then publicly opened thereafter, for furnishing all labor and materials, and performing all work required by the City of Fairhope and described as follows:

Bid Number 018-11, RFP (Request for Proposals) for Municipal Information System

Questions or comments pertaining to this RFP must be presented in writing, sent as e-mail or faxed to the attention of the Purchasing Manager, Daniel P. Ames, P.O. Drawer 429, 555 South Section St., Fairhope, Al 36532, e-mail: dan.ames@cofairhope.com.: Seventy Two (72) hours prior to the RFP opening or will be forever waived.

All proposals must be on bid forms provided in the RFP Documents. **BID BOND IS WAIVED.**

There will be a non-mandatory pre-bid meeting at 10:00 a.m., on May 10, 2011 at 555 South Section St. Fairhope, Al 36532.

The City of Fairhope is an Equal Opportunity Employer and requires that all Lessees comply with the Equal Employment Opportunity laws and the provisions of the Contract Documents in this regard. The City also encourages and supports the utilization of Minority Business Enterprises on this and all public bids.

All proposals, with their guarantee (when required), must be enclosed in a sealed, opaque envelope, clearly identified on the outside as a **"Sealed Bid" with Item Name, Bid Number, City of Fairhope's Name and Address and Bidder's Name and Address.** Each proposal must be in a separate envelope. Proposals made out in pencil will not be accepted.

Failure to observe the instructions contained herein will constitute grounds for rejection of your proposal. The City reserves the right to accept or reject all proposals or any portion thereof whichever is in the best interest of the City of Fairhope.

An awarded bidder with three or more employees must have Workman's Compensation Insurance on all of its employees if work is done on City premises. General Liability Insurance must be maintained to hold the City harmless in the event of an accident. If work is done on City premises, proof of acceptable insurance coverage must be submitted prior to starting work. See Instructions below for details.

No proposals will be considered unless the bidder, whether resident or non-resident of Alabama, is properly qualified to submit a proposal for this type of work in accordance with all applicable laws of the State of Alabama. Where applicable, this shall include evidence of holding a current license from the State Licensing board for General Contractors, Montgomery, Alabama, as required by Chapter 8 of Title 34, of the Code of Alabama, 1975. In addition, non-residents of the State if a corporation, shall show evidence of having qualified with the Secretary of State to do business in the State of Alabama

Daniel P. Ames,

Purchasing Manager

Posted 04-29-11

Opens 05-23-11

ITEM II
INSTRUCTION TO BIDDERS

1. PREPARATIONS FOR PROPOSALS:

Forms furnished, or copies thereof, shall be used, and strict compliance with the requirements of the invitation, these instructions, and instruction printed on the forms is necessary. Special care should be exercised in the preparation of bids. Bidders must make their own estimates of the facilities and difficulties attending the performance of the proposed contract, including local conditions, uncertainty of weather, and all other contingencies. All designations and prices shall be fully and clearly set forth. The proper space in the bid form shall be suitably filled in.

2. LABOR AND MATERIALS NOT TO BE FURNISHED BY CITY OF FAIRHOPE:

- a. The City of Fairhope, Alabama, will not furnish any labor, material, or supplies unless specifically provided for in the Contract documents.

3. SIGNATURE TO PROPOSALS:

- a. Each bid must give the full business address of the Bidder and must be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word "president", "secretary", "agent" or other designation without disclosing his principal, may be held to be the bid of individual signing. When requested by the City of Fairhope, Alabama, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

4. ALTERNATE PROPOSALS:

- a. Alternate proposals will not be considered unless called for.

5. CORRECTIONS:

- a. Erasures or other changes in the proposals must be explained or noted over the signature of the bidder.

6. OWNER:

- a. Where the word "Owner" appears herein, the same refers to City of Fairhope, Alabama, and includes the Fairhope City Council, its governing body.

7. INSURANCE:

- a. The insurance policies of any insurance company shall be an admitted carrier by the State of Alabama, will be accepted as insurance as required for any bid or contract. See the instructions (V-1) hereinafter contained with respect to the type, form, and amounts of required insurance policies.

8. MARKING AND MAILING PROPOSALS:
 - a. Mark and mail proposals per the instructions in Item I, Advertisement for Request for Proposals (RFP).
9. TIME FOR RECEIVING PROPOSALS:
 - a. Proposals received prior to the time of opening will be securely kept, unopened. The Owner will decide when the specified time has arrived. No responsibility will attach to the City of Fairhope, or Fairhope City Council for the premature opening of a proposal not properly addressed or identified. Unless specially authorized, telegraphic proposals will not be considered.
10. WITHDRAWAL OF PROPOSALS:
 - a. Proposals may be withdrawn on written or telegraph request received from bidders prior to the time fixed for opening. Negligence on the part of the bidder in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened.
11. BIDDERS PRESENT:
 - a. At the time fixed for the opening of proposals, their contents will be made public for the information of bidders and others properly interested who may be present either in person or by representation.
12. AWARD OR REJECTION OF PROPOSALS:
 - a. The Contract will be awarded to the lowest responsible bidder complying with conditions of the request for proposal, provided his bid is reasonable and it is in the interest of the Owner to accept it. The bidder to whom the award is made will be notified at the earliest possible date. The Owner, however, reserves the right to reject any and all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the interest of the Owner. It also reserves the right to reject the proposal of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a proposal of a bidder who is not, in the judgment of the Owner, in a position to perform the Contract.
 - b. Local vendors, within the city limits of the City of Fairhope, will have a 3% favorable allowance in all proposals.
13. ERRORS IN PROPOSALS:
 - a. Bidders or their authorized agents are expected to examine the specifications and all other instructions pertaining to the work, which will be open to their inspection. Failure to do so will be at the Bidder's own risk, and he cannot secure relief on the plea of error in the proposal. In case of error in the extension of prices, the unit price will govern.
14. CONTRACT AND BOND:
 - a. The bidder to whom award is made must, when requested, enter into written contract within the period specified, or, if no period be specified, within 15 days after the required forms are presented to him for signature.

15. COLLUSION:

a. If there is any reason for believing that collusion exists among the Bidders any or all proposals may be rejected, and those participating in such collusion may be barred from submitting proposals on the same or other work with the City of Fairhope.

16. SUBLETTING OR ASSIGNING OF CONTRACT:

a. Limitations: The Contractor shall not sublet, assign, transfer, convey, sell, or otherwise dispose of any portion of the contract, his right, title or interest therein, of his power to execute such contract, to any person, firm or corporation without written consent of the City of Fairhope, and such written consent shall not be construed to relieve the Contractor of any responsibility for fulfillment of the contract. Unless otherwise stipulated in the proposal or special provisions, the Contractor shall perform with his own Organization, and with the assistance of workmen under his immediate superintendence and reported on his payroll, all contract work.

Proposal Terms and Conditions

1. The Proposal must be signed and dated by a duly authorized representative of the vendor's company who is authorized to negotiate contracts and bind the vendor. Proposals must state the representative's name and title, and the vendor's legal name and the vendor's address, telephone and facsimile numbers and e-mail address, and the name of the person who may be contacted during the evaluation of Proposals, if necessary.
2. The vendor selected to enter into a contract with the City must be licensed to do business in the City of Fairhope prior to commencement of any work under the contract.
3. Each respondent shall disclose in its Proposal any potential conflict of interest with respect to the respondent's Proposal. For purposes hereof, a "conflict of interest" shall include any real or seeming incompatibility between the private interests of a respondent, or any of its principals, employees or agents, and the public interests or fiduciary duties of such respondent or person.
4. The submitted Proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all Proposals. Failure to complete any portion of this request may result in rejection of a Proposal.
5. Proposals should respond to all requirements of this RFP to the maximum extent possible. Vendors are asked to clearly identify any limitations or exceptions to the requirements inherent in the proposed system. Alternative approaches will be given consideration, if the approach clearly offers the City of Fairhope increased benefits.
6. By submitting a RFP the vendor agrees to participate in the selection process as described in this document.
7. Proposals received by the City shall become a matter of public record and subject to public inspection. If a vendor desires to keep certain information confidential, such information shall be clearly marked in capital letters as "CONFIDENTIAL"; provided, however, and anything in this RFP to the contrary notwithstanding, each vendor understands and acknowledges that the City shall only keep information confidential to the extent it is permitted to do so under applicable law and the City cannot, and does not, make any representation or warranty with respect to maintaining the confidentiality of any information submitted in response to this RFP. The City further disclaims any liability arising from or related in any way to the disclosure of any such confidential information and, by submitting a Proposal in response to this RFP, a respondent shall be deemed to have waived and released the City from any such liability.]

8. No representations, negotiations, decisions, or actions shall be relied upon by the vendor as a result of any discussions with a City official, employee and/or consultant. Only those instructions provided in written form from the City may be relied upon. Also, the City will only consider written and signed requests from vendors.
9. The City shall not be liable for any pre-contract costs incurred by interested vendors participating in the selection process, including, but not limited to, any costs associated with Proposals submitted in response to this RFP or any costs associated with meetings, travel, or negotiations.
10. Responses submitted to this RFP shall become the property of the City and will not be returned.
11. The City reserves the right to amend this RFP by addendum, at any time, in its sole and absolute discretion, including, but not limited to, the schedule set forth herein, and the City will post such addenda as may be issued to its website www.cofairhope.com . It is the potential bidder's responsibility to obtain all such addenda from the website.
12. All questions and requests for clarification or interpretation must be made in writing and directed to the contact listed herein. All answers to questions, clarifications and interpretations of this RFP shall be made only by addendum issued by the City. The City will furnish such addenda as may be issued to those vendors being furnished with a copy of this RFP.
13. Each addendum issued by the City will be transmitted either by email, facsimile, United States Mail or other courier service. Any addendum so issued shall be considered a part of this RFP and each respondent shall acknowledge in its Proposal receipt of all addenda. Failure to include such acknowledgement in a Proposal may be grounds for disqualifying the vendor from further consideration.
14. The contents of each vendor's Proposal, including technical specifications for hardware and software, and hardware and software maintenance fees, shall remain valid for a minimum of 30 calendar days from the Proposal due date, and the Proposal may not be withdrawn during said 30 day period without the prior written consent of the City.
15. The City, if it selects a vendor through this RFP process, will compose and award a contract to a single vendor for all provisions of the RFP. Vendors may provide a Proposal that includes subcontractors, but the City will enter into a single agreement with one vendor acting as the prime contractor. The prime contractor will be responsible for fulfillment of all obligations under the contract, including but not limited to, the timeliness, quality, and deliverables provided by any subcontractors under the prime contractor's agreement.
16. Commencing with the issuance of this RFP, no vendor or anyone acting on a vendor's behalf, shall make direct or indirect contact with City personnel or undertake any activities or take any action to otherwise promote its Proposal to the City or its personnel. All communications shall be made to the contact identified herein. Violation of this requirement may, at the City's sole and absolute discretion, be grounds for disqualifying a vendor from further consideration.
17. By submitting a Proposal in response to this RFP, each vendor expressly represents that they have taken no exception to any term, condition, obligation or requirement contained in this RFP, unless such exception is clearly and expressly stated in its Proposal. Each vendor further represents that they will report immediately to the City in writing any errors, inconsistencies, ambiguities, or terms which limit competition or which or otherwise unlawful that they discover in this RFP and supporting documentation.

18. The City may make such independent investigations as it deems necessary to determine the capability of any vendor to perform the work, and each vendor shall furnish to the City all such information and data for this purpose as the City may request. Failure to furnish such information in a timely manner may be grounds for disqualifying the vendor from further consideration.
19. Anything in this RFP to the contrary notwithstanding, the City reserves the right at all times and in its sole and absolute discretion, to do any one or more of the following: (i) cancel this RFP, at any time; (ii) reject any and all proposals that may be submitted; (iii) negotiate with one or more of the respondents submitting Proposals until such time as a definitive agreement is reached with a respondent or until the City determines to discontinue negotiations.

Schedule

The following is the current schedule as defined by the City of Fairhope:

Selection Process Step	Date(s)
Release and Issuance of the Request for Proposal (RFP)	04-29-11
Non-mandatory pre bid meeting	05-10-11
Proposals Due	05-23-11
Selection Committee to review all bids – narrow to 3-5 bidders	From 05-24-11 to 05-27-11
Demos for top 5 bids	From 06-06-11 To 06-10-11
Vendor selection-reduce field to 2-3 bidders	From 06-13-11 to 06-17-11
Site visits of existing customers	From 06-20-07-25-11
Vendor Selection	08-08-11
Council Approval	08-08-11
Begin Implementation	09-08-11

Please provide one (1) original and five (5) copies of the Proposal.

ITEM III
PROPOSAL FORM

Date: ____/____/____

Bid No.: 018-11

Bid Name: RFP FOR MUNICIPAL INFORMATION SYSTEM

I. Pricing

Item	Cost
Hardware needed for system operations	
Application Software	
Third party Application Software	
Software Licensing	
Installation	
Training	
Software Maintenance Fees	Per year
Technical Support Fees	Per year

Bid will include all labor, materials, equipment, shipping and postage, overhead, profit, bonds, insurance and all other costs necessary to provide the complete services outlined within this contract and scope of work. Show quantity / price breaks.

The Contractor agrees to complete all the work within timeframe stated in contract, unless other arrangements are approved by the City of Fairhope.

Each bid must give the full business address of the bidder and must be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word "president," "secretary," "agent," or other designation without disclosing his principal, may be held to be the bid of the individual signing. When requested by the City of Fairhope, Baldwin County, Alabama, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

The undersigned agrees to furnish the goods/services as requested by you for the City of Fairhope, Baldwin County, Alabama in your invitation to bid, and certifies that they will meet or exceed the specifications called for. The undersigned has read all information pertaining to this bid and has resolved all questions. It is also understood and agreed that all prices quoted are F.O.B. described in the bid documents and specifications. The undersigned also affirms he/she has not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding or otherwise.

Company _____

State of Incorporation _____

Company Representative _____
(Signature)

Title _____

Company Representative _____
(print)

Company Address _____

Phone _____

Fax _____

Federal ID Number _____

Foreign Vendor Alabama Registration Number, if applicable

Alabama State Contractor's License Number, if applicable

THIS MUST BE NOTARIZED!

STATE OF _____ }

} ss:

COUNTY OF _____ }

I, the undersigned authority in and for said State and County, hereby certify that

_____, as _____

(Type name of bid signer here)

(Type bid signers Title here)

respectively, of _____

(Type company name here)

whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notaries Seal on this _____ day of _____, 2011.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

END OF BID RESPONSE FORM

ITEM IV

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That _____ of

WAIVED

(Name of Contractor)

(Address)

as Principal, and _____ of

(Name of Surety)

_____, as Surety, are held

(Address)

firmly bound unto CITY OF FAIRHOPE, a Political Subdivision of and Body Corporate in the State of Alabama as Obligee, in the full and just sum of FIVE PERCENT (5%) OF, _____ lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal is herewith submitting its proposal for

BID NO. 018-11, RFP FOR MUNICIPAL INFORMATION SYSTEM

The Conditions of this obligation is such that if the aforesaid Principal shall be awarded the contract the said Principal will, within the time required, enter into a formal contract and give a good and sufficient bond to secure the performance of the terms of and conditions of the Contract, than this obligation to be void; otherwise, the Principal and the Surety will pay unto the Obligee the difference in money between the amount of the Contract as awarded and the amount of the proposal of the next lowest bidder, which amount shall not exceed \$10,000. If no other bids are received, the full amount of the proposal guarantee shall be so retained or recovered as liquidated damages for such default.

Signed, Sealed and Delivered

Date _____

Principal

Witness as to Principal:

Contracting Firm

By: _____(SEAL)

_____ (SEAL)

Name of Surety

BIDS WILL NOT BE CONSIDERED UNLESS BID BOND IS SIGNED BY PRINCIPAL AND SURETY

ITEM VI
SCOPE OF WORK AND SPECIFICATIONS
FOR
BID NO. 018-11
RFP FOR MUNICIPAL INFORMATION SYSTEM

SCOPE

1. The attached specifications are intended and provided solely as a general and non-exhaustive expression of the intent and purpose of the City of Fairhope regarding this bid; said specifications should be so considered by the bidders. The use of specific names is not intended to restrict the bidder or any seller or manufacturer, but is solely for the purpose of indicating the type, size and quality of materials, product services, or equipment best suited for the City of Fairhope. Accordingly, the bidder admits and agrees that said specifications are not complete in every detail and that the work and materials not indicated or expressly mentioned in said specifications, but which are reasonably necessary for the full and faithful performance of the item(s) bid in accordance with the full and faithful intent, will be included in the bid and incorporated in the work by the bidder and at the bidder's sole expense, the same as if indicated and specified.
2. Minimum specifications **MUST** be met. Additional features and/or capabilities not included in the specifications may be included in the bid.
3. The City of Fairhope reserves the right to reject any or all bids.
4. Provide the names and contact numbers for at least 5 other agencies that are currently using the vendors proposed system. In addition, please provide the names and contact numbers for any agencies in Mobile or Baldwin County that currently utilize the proposed system.

Municipal Information System – Technical Scope and Needs Assessment

Purpose

The City of Fairhope is seeking a solution to replace the existing AS/400 Central Information System. The current system running on an iS OS version 5.4, provides all financial processing, work orders, purchase orders, building permits, utility transactions, and other various functions throughout City operations. This RFP will layout the needs of the City and identify a vendor that can not only provide a modern software solution, but also increase efficiency of government operations and have value to the local taxpayers, business owners, and residence of the City of Fairhope.

Demographics

Fairhope Population: 16,000
How many Business Licenses are issued per year? - 3012 in 2010
Total Number of employees: 275 full-time & 99 part-time
How many Building Permits are issued per year? - 1103 in 2010
Utility Customer Breakdown:
 Electric: - 6500
 Gas: - 8900
 Water - 15500
 Sewer: - 8500
Number of users using the system on a daily basis: 75-100

Selection Criteria

A Selection committee will be comprised of several stakeholders throughout City operations that will evaluate the each bidder on the following criteria according to the provided scoring system. The City of Fairhope reserves the right to modify the scoring system and criteria as necessary and reserves the right to eliminate any vendor regardless of total score.

Vendor provides needed applications	20 points
Applications meet stated needs	20 points
Vendor's migration, implementation and training plan	20 points
Ease of use of proposed system	10 points
Experience of vendor with cities of similar size and scope	10 points
Initial cost of proposed solution	10 points
First year maintenance and support agreement cost	5 points
Second year maintenance and support agreement cost	5 points

Project Summary

The City is seeking a single vendor, single server solution, on an industry standard Windows Server platform. All applications should be accessible via LAN access, remote dial-in, or VPN. All applications should have appropriate security measures integrated such as but not limited to, Active Directory account validation, or proprietary user list that allows a granular level of account and permission management.

The City of Fairhope is seeking an integrated software solution to address the following operations: General Ledger, Budgeting, Bank Reconciliation, Purchase Orders, Accounts Payable, Fixed Assets, Project Management, Accounts Receivable, Payroll, Building Permits and Inspections, Utility Billing, Licenses/Permits, Complaints and Code Enforcement, Central Cash Management, Taxes, Inventory, Work Orders, Collections, Municipal Court, and a reporting module for all applications as well as system-wide queries. In addition to these core applications, we are also seeking solutions for online billing and bill pay for our utility customers, and fleet maintenance/management. Ideal bidder will be able to meet most if not all of these needs in one integrated system.

The solution provider must have experience with, and present a plan to ensure the successful migration of all current AS/400 based data and operations to the new platform.

Solution can be client based or web browser based as long as the same windows-based look and feel is preserved throughout the package.

Solution provider must offer current on-line documentation with table of contents, index, and key word search capabilities.

Solution provider must offer multiple options for real-time support of the system such as websites, user group discussions, user group meetings, telephone, and e-mail. Vendor will provide real-time logging of all support requests which will include the name of the person requesting service, a summary of the issue, and the proposed and final resolution of any such requests.

Bidders must provide at least five (5) references from current customers that are similar to Fairhope in terms of the demographics provided . Bidders must provide at least two (2) references of former customers.

TECHNICAL SCOPE

In the following pages, we will define our needs and requirements for each requested application. Variances, exceptions and alternative solutions from desired technical specifications must be explained and attached to the bid response..

System Wide

- 1) All applications should have appropriate security measures integrated such as but not limited to, Active Directory account validation, or proprietary user list that allows for group and individual permission settings. An administratively accessible audit trail should show which users access which applications, and what actions are performed in those applications.
- 2) All users should be able to print to both direct attached (USB or parallel) and/or networked printers.
- 3) All modules should be developed by the same vendor. Please describe how many modules would need to be purchased, and if any third party software or drivers are needed, please describe.
- 4) Must have available an application scheduler for (a) scheduling processes and reports, (b) running processes and reports in the background on the server, and (c) archiving reports.
- 5) Must have available a report and form publisher for easy archiving of information
- 6) Any look-up screen can export the contents to MS-Excel with a single click.
- 7) System must allow for resizing of all screens.
- 8) System must have work flow notification and approvals that utilizes both an internal messaging system and/or MS-Outlook.
- 9) System must allow a single user to be in multiple modules at the same time, without running multiple sessions of the application or requiring the use of an extra "user license".
- 10) System must allow multiple users to be in the same module at the same time, even if another user is updating customer records and/or posting data to the General Ledger module.
- 11) System uses Drop-Down Menu Lists or other look-up features to ensure the entry of data is consistent, and to provide validation during data entry.
- 12) Address Entry fields should allow standardization throughout the system. The current system currently allows Street, ST, St, or any other combination which causes redundancy, inconsistency, and inefficiency. For example, the suffix for "Street" should always be abbreviated the same way.
- 13) All fields should allow users to type information directly into the field. Look-up screens should always be optional.
- 14) Combo boxes or lookup screens are accessible by both a mouse click and a keyboard shortcut.
- 15) All screens be navigated and completed with or without the use of a mouse.
- 16) Data entry order can be modified on all screens, and each user can have their own data entry order.
- 17) Data used to create graphical data analysis must be easily exported in an Excel format.
- 18) The software is inherently (does not require a third-party interface) ODBC compliant providing the ability to access data with third party products such as Microsoft Excel, Microsoft Access, etc.
- 19) The product must be capable of running in a Windows 2003, and Windows XP, Windows Vista environment. Describe any other operating environments your proposed software will work with.
- 20) The system should provide security that allows for adequate internal controls and is in compliance with all state and federal laws including, but not limited to, HIPAA and state public records laws.
- 21) Any proposed solution should comply with guidelines from GASB, HIPAA, FERC, and NERC.
- 22) Reports should support the following features:
 - a) All reports can be previewed on the screen prior to being sent to a printer.
 - b) At each workstation, reports can be sent to any printer available either locally or on the network.

- c) All reports should include the name and title of the report, date and time the report was produced and the date(s) for which the report covers.
 - d) System should have built-in report-writing tools that allow an employee with no knowledge of report-writing programs to build their own reports.
 - e) Built-in report-writing tools should allow the user to export reports to XML datasets.
 - f) All reports can be exported to an electronic file.
- 23) Notification emails through MS Outlook or any proprietary messaging system from the bidder must allow the user to open the work flow item from a "hyper-link" without the end-user having to navigate to the module and select menu options.
- 24) Where possible, the ideal system will utilize "Wizards" to expedite processes

Budget

- 1) The system must include a user defined budget work sheet and budget proposal report as specified by the Organization. A report generator should be available that provides the capability for the user to create additional user defined budget reports.
- 2) Budget work sheets and proposals should be capable of including account number, account name, one or more previous year's budget amounts, one or more previous year's actual amounts, current year's actual YTD, estimated final annual amount, and current fiscal year budget in addition to the proposed budget.
- 3) The system must allow automatic installation of the adopted budget.
- 4) The system should allow the user to create projected budgets for an unlimited number of years into the future.
- 5) System must have roll-up/roll-down capabilities for all line items.
- 6) The system should provide the ability to include free form text notes at the line item, department, and fund level. These notes can be printed with budget work sheets and budget proposals at the user's discretion.
- 7) The system must have the capability to have seamless export and import capabilities to and from Excel.
- 8) During budget formulation, all object and revenue line items currently in use by the financial system should be accessible by the budget subsystem.
- 9) The system must be able to accommodate an unlimited number of versions, per year, of the budget and multiple changes per cost center.
- 10) Subsequent to the final approved budget being established in the system, all versions used during budget formulation should still be available for on-line inquiry and report printing.
- 11) Authorized users must be able to change amounts at any time. All changes to the final approved budget must be input as amendments and maintained in a budget adjustment file. Any files in other subsystems or the primary financial system using budget data, should reflect these changes.
- 12) Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities.
- 13) End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Budget Management system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.
- 14) The budget must be able to support attachments without the use of a third-party document imaging system. Security must be robust enough to allow an end-user to see only their accounts and modify/enter

budget amounts on only those accounts they have clearance for. (E.g. see all accounts in their dept but not be able to modify payroll/benefit accounts)

General Ledger

- 1) The system must accommodate the structural requirements of fund accounting such as maintaining multiple fund general ledgers, appropriation/encumbrance/expenditure/revenue details, and should interface with financial support systems, which collect data from the entity's day-to-day financial activities.
- 2) The system must provide for the maintenance of separate funds, each of which is a self-balancing set of accounts, with all funds recorded being processed simultaneously by the common system.
- 3) The system must have the capability to post to any of the months in the current fiscal year or the next fiscal year without closing any of the months of the current fiscal year
- 4) During all processing, the system should edit transactions to ensure that each entry to a fund is balanced and complete and also that each fund is maintained as a self-balancing entity.
- 5) Ability to accommodate consolidated (pooled) cash accounting for transactions of multiple funds, which are accounted for in one centralized (pooled) bank account.
- 6) Provide the ability to account for cash in funds where cash is maintained separately from the pooled cash bank account.
- 7) Ability to maintain unlimited detailed historical financial data, i.e. actual amounts for both budgetary and financial data. This information must be available for both systems reports and inquiry functions.
- 8) Capability of revising the budget during the year and provide an audit trail for tracking budget revisions. This audit trail should provide data for a budget adjustment date, description, adjustment amount and new budget. The system must be able to maintain the amounts in the original adopted budget, as well as the amounts for the revised or adjusted budget to comply with GASB 34.
- 9) The system must have the ability to run interim financial reports during an accounting month.
- 10) Provide for an automated bank reconciliation process for multiple cash and bank accounts.
- 11) Provide three optional "adjustment periods" for posting and separating audit adjusting including GASB & CAFR Reporting. Periods 13, 14 and 15 and provide specific Journal Entry "types" for CAFR and GASB Reporting
- 12) Allow the user to reverse a previously posted journal entry. The system must also be able to re-post a journal entry after its reversal. The system should provide a complete audit trail in the general ledger for journal entry reversal and re-post by requiring a separate journal entry number or code for each reversal/re-post. This applies to both manually entered general journal entries and journal entries created internally by the system.
- 13) Journal entries must have a unique identifying transaction code or number.
- 14) Must prevent journal entries from posting to months, fiscal years, or accounting periods, which have already been closed for accepting business transactions.
- 15) Authorized users must be able to close and re-open accounting periods as necessary.
- 16) Maintain detailed transaction descriptions in the general ledger for both system and manually generated journal entries.
- 17) Prevent posting transactions to invalid general ledger account numbers.
- 18) The system must have the ability to automatically balance all journal entries when posting a transaction to one fund which will affect other funds.
- 19) The system must provide for error identification and correction before actual posting occurs, including the rejection of out-of-balance batches and invalid account numbers.

- 20) Print journal entry transaction detail and allow for corrections prior to posting the journal entry to the general ledger.
- 21) Ability to set up predefined sets of accounts and corresponding descriptions for repetitious journal entries. Provide ability to distribute the amount of the journal entry on a predefined percentage basis or by stated amounts entered by the operator.
- 22) Provide for automated year-end closing. This process should include the automated closing of revenue and expenditure accounts to the individual fund equity account, and posting of asset, liability and equity balances to subsequent year's general ledger. In addition, the system must allow the user the ability to post audit-adjusting entries to prior year's data after the initial year-end close has been processed. The system must automatically post all adjusted balance sheet amounts to the current year's general ledger, and reflect prior year audit adjusting entries in individual account historical data.
- 23) The system should provide on-line account number look-up at any prompt for a general ledger account number. Filtering options should be available on the look-up to allow the user to quickly find the desired account.
- 24) General Ledger Data Display - Data on status and history of an account including general ledger number, account name, type account and account balance.
- 25) Provide on-line account information including account number, account name, type of account (asset, revenue, expense, etc.), account balance, both the original and current amount budgeted, and the amount encumbered.
- 26) The inquiry program should provide an option to display detailed information on transactions posted during the fiscal year. The system should display the transaction date, transaction number, reference (ck number, etc.), description, and amount of the transaction. If appropriate, the invoice number and purchase order number should be displayed. The detail records should support drill-down functionality on the transaction number, vendor number.
- 27) The monthly activity, budget information and transaction detail information described above should be available for on-line inquiry for the current fiscal year as well as for an unlimited number of previous years.
- 28) Ability to inquire on transactions by journal entry numbers, including transactions created internally in the system.

Reports:

- 29) Provide the ability to design and create reports in a user-friendly reporting tool. Data elements for purposes of creating reports should include at a minimum, the following: current year-to-date actual, prior year-to-date actuals for up to three years, current year budget amounts, prior year budget, current month actual, prior year month actual, and percentage comparison of YTD amount and total budget amount.
- 30) The system should print a revenue report by fund and account code showing budgeted revenues, revenues for the period, revenues YTD and budget variances with totals by summary account.
- 31) The system should print an expenditure report by fund, organization and expense object, showing budget, expenditures for the period, expenditures YTD, prior YTD, percent of budget expensed, outstanding encumbrances and unobligated balance with totals by summary accounts.
- 32) Ability to generate financial statements by individual funds or combination of funds.
- 33) Ability to combine funds into an unlimited number of user-defined groups for sub-totaling and filtering purposes.
- 34) Provide the ability to run all applicable reports for the current fiscal year's data or from data from any previous fiscal year.

- 35) The system must generate data necessary for compliance with all state and federal laws and regulations.
- 36) The following “canned” financial reports must be included:
 - a) Chart of Accounts
 - b) Statement of Revenues and Expenditures
 - c) Trial Balance
 - d) Balance Sheet
 - e) Budget Worksheet
 - f) Budget Presentation
 - g) General Ledger Detail Report: Report parameters should include the ability to choose fund or any other account section, range of dates, and range of accounts. There should also be an option to include unposted journal entries. For each account selected, the report should print the account number and name, beginning balance, debits and credits for the periods selected, and ending balance.
- 37) Budget Analysis: Report parameters should include the ability to choose the fund(s), budget code, accounting period(s), starting and ending general ledger account. For each account selected, the report should print the account name and number, and beginning balance, and current balance.

Accounts Receivable

- 1) Handle an unlimited number of fees and rates.
- 2) Have both taxable and non-taxable fees.
- 3) System allows for individual late fee codes associated with a rate.
- 4) Data must share a centralized customer table with all other customer-based modules, such as Utility Billing, Licenses, Permits, Special Assessments, etc.
- 5) Unlimited accounts and history.
- 6) Allow for recurring invoices that can be grouped together to facilitate creating invoices.
- 7) Track credits and deposits.
- 8) Allow credit and deposits to be applied to accounts and have a process for any other adjustments such as write-offs.
- 9) Have the capability to automatically create refund invoices in Accounts Payable to refund credits and deposits. The system will automatically create a vendor record for the customer without having to re-enter the data into the AP system.
- 10) Allow for multiple billing cycles.
- 11) Minimum 24 user defined fields with field labels.
- 12) Reports:
 - a) Aging report that allows the user to define the dates and ages that print on the report.
 - b) Statements can be printed at any time.
 - c) Detail report for each receivable G/L account.
 - d) Trial balance for a user-defined date range that provides beginning balance, invoices, payments and adjustments during the period, and ending balance by customer.
- 13) Must interface with General Ledger, Cash Receipts, Accounts Payable, Project Management, and Work Orders

Taxes

- 1) Provide for an unlimited number of Tax Types per account, with an unlimited number of fee codes. Possible user defined Tax Types should include:

- a) Payroll Withholding Tax
 - b) Sales Tax (Beer and Wine, Liquor, Tobacco)
 - c) Gross Receipts
 - d) Net Profit
 - e) Business / Occupational Tax
 - f) Transient Room Tax
 - g) Insurance Premium Tax
 - h) Business license
- 2) Process Multiple City Recordings of tax information for:
 - a) Individual
 - b) Business Returns
 - c) Employers
 - 3) Maintain information on Taxpayer Account including:
 - a) Account holder name
 - b) User defined account status
 - c) User defined organization type
 - d) User defined business type
 - e) Number of employees
 - f) DBA name
 - g) Start date
 - h) Close date
 - i) Tax types collected for that account
 - j) Address
 - 4) Support multiple Tax Schedules (such as monthly, quarterly, yearly).
 - 5) Tax schedules must be user-defined with the ability to establish month and day for each tax return or payment that is due.
 - 6) Must have ability to allow extensions on Tax Types.
 - 7) For each tax schedule, support the ability to override tax schedules for certain accounts.
 - 8) For override tax schedule, support the ability to specify the override schedule only once (thus each year will remain consistent until changed).
 - 9) Override Schedule should have the ability to include both due date and extension date.
 - 10) Support an unlimited number of taxpayer accounts.
 - 11) Provides all file maintenance on-line real-time via display.
 - 12) Support both accrual and cash accounting methods and the ability to automate general journal entries in the General Ledger.
 - 13) Support the ability to enter first and last names in separate fields.
 - 14) Ability to enter tax information and calculate tax liability due.
 - 15) Handle an unlimited number of fees and Tax Types.
 - 16) Fee codes must allow for calculation based on user-defined units, such as number of employees, gross receipts, net profit, etc.
 - 17) System interfaces with the general ledger at the fee code level, therefore, each Tax Type may be linked to multiple general ledger account numbers.
 - 18) Ability to provide user-specified and user maintained fee code tables. With the proper security, users should be able to update fee codes as ordinances change.
 - 19) Ability to vary fee code structure to accommodate an unlimited number of fee code tables for each Tax Type.

- 20) Fee Codes may be either a flat rate or unit based.
- 21) Fee Code structure should include: unit type, minimum amount, rate tier breaks for subject units, and maximum charge.
- 22) Ability to inactivate fee codes without having to delete the fee code.
- 23) System has the option to use units (such as employees, gross receipts, net profit, etc) in calculating taxes due for a specific tax type, or the tax type may be set up to omit units.
- 24) If the tax type is set up to omit units, the system will simply accept the dollar amount entered when the taxes are paid as the dollar amount that is due.
- 25) Allow for rapid data entry of tax returns entering minimal information. Provide process for entering return details at a later date.
- 26) Provide for displaying and/or printing any taxpayer account history upon request.
- 27) Accepts full and partial and pre-payments.
- 28) Unlimited number of comments may be maintained for an account.
- 29) Comments may be categorized based on user defined comment codes.
- 30) Comments contain a created date and a closed date.
- 31) Adjustments allow the user to pick the specific transaction that is being adjusted. For example, if a return was entered incorrectly, the user should be able to pick that return from a list and create the adjustment to that specific return.
- 32) Ability to adjust both dollar amounts and subject units (number of employees, gross receipts, net profit, etc).
- 33) During adjustment process, system will automatically recalculate receivable based on adjusted units.
- 34) Transfer adjustment is available for a one transaction process to transfer an incorrectly posted return or payment to the correct account.
- 35) Large Description field for a user entered description of reason for adjustment (this should allow for up to 60 characters)
- 36) Preview report available to view any adjustments before being posted to the accounts.
- 37) Adjustments will show real time in account history as soon as adjustment is entered. Adjustment will show that it is unposted.
- 38) Adjustment transactions will show in history all details of adjustment. Adjustment will show as associated with the original transaction. For example if an adjustment was created to the units of a return, the original return subject units will be displayed, and the adjusted subject unit details will be displayed as well.
- 39) The system should provide a way to mass generate adjustments in order to "forgive" a small amount underpayment. (This should be available in a batch process, not just on an individual basis)
- 40) The dollar threshold for the "forgiveness" adjustment may be input by user.
- 41) Ability to mass generate a letter to the taxpayers that the adjustment has occurred. (This should be available in a batch process, not just on an individual basis)
- 42) Allow for credits to accounts.
- 43) At the time of payment entry, should allow for the user to enter the subject units, and the system should allow for the taxpayer to overpay. This credit should be maintained on the taxpayer account.
- 44) Ability for the system to apply credits from one or many tax types to receivables in one or many tax types automatically.
- 45) System should have a process where users can process a batch of credits applied to taxpayer accounts.
- 46) For selecting accounts to be processed in a batch of credits applied, users can generate a group of accounts or process a select list of accounts using a wide range of search options and filters.

- 47) User can override and/or select credits and/or deposits to apply.
- 48) For processing accounts in a batch of credits applied, a proof list should be available for previewing accounts before final update is done.
- 49) Has the ability to receive a deposit for any and all fee codes processed when the return is processed.
- 50) User defined fee code setup for deposit general ledger journal entries, thus giving the user the ability to determine which general ledger accounts are affected by the deposits. (Liability vs. Accounts Receivable)
- 51) Redistribution process shall allow users to apply previously receipted credits and deposits toward any balance due in business tax.
- 52) Redistribution process generates all necessary general ledger journal entries based on fee code setup.
- 53) At the time of payment entry, should allow for the user to enter the subject units, and the system should allow for the taxpayer to underpay. This should then generate a receivable and be maintained on the taxpayer account.
- 54) Payment information must include type of Payment, date of Payment, amount, receipt number, check reference number, and optional user entered description.
- 55) During return / payment entry - ability to enter user defined infraction codes for errors in reporting, missing information, etc.
- 56) Ability to mass generate letters based on infraction codes. (for example, generate letters to all taxpayers that did not include the proper signatures)
- 57) User can add infraction codes to returns at a later date from the original filing.
- 58) During return / payment entry - ability to choose the tax type, year, and period and the system will automatically display due date.
- 59) Ability to run a cash receipts proof listing with only return entry information.
- 60) Ability to track information through system by customer and property. Provide ability to see all taxpayer accounts (current and prior) at a given property. Conversely, be able to view multiple taxpayer accounts associated with a single taxpayer.
- 61) Ability during data entry, inquiry, or maintenance of any data/files, to access any related files for inquiry. For example, while entering a taxpayer payment, the user should be able to temporarily stop entering the data and enter an inquiry mode to research taxpayer history.
- 62) If a user is entering a payment and needs to do more research on a taxpayer account, the user should be able to do so without having to abort the receipt entry process.
- 63) Provided the ability to look up the account based on any of the following criteria:
 - 64) All or a portion of the taxpayer last name.
 - 65) All or a portion of the address.
 - 66) Driver's license number / State Issued Identification
 - 67) Owner
 - 68) Social Security number.
 - 69) Federal Tax ID
 - 70) Business Name
 - 71) DBA Name
 - 72) Tax Lot ID
 - 73) Account Number
 - 74) User Defined Account Status
- 75) Inquiries should be able to search by account statuses (i.e. Active, Terminated, Suspended, Delete, Bankrupt, User Defined Status).

- 76) Transaction history screen should be in a grid like screen with user definable format and layout. Including user definable sorts and sub sorts, column display, and the ability to add or remove columns.
- 77) Transaction history screen should include: tax year, tax period, tax type, due date, transaction date, extension date (if applicable), type of transaction (return entry, payment, credit, adjustment, etc.), references (check number, adjustment type, etc.)
- 78) Display transaction history for an unlimited number years by tax type, tax year, tax period, etc (including both actual calculated amount of taxes owed and amount of taxes paid).
- 79) In transaction history, display balances by Return entered so that the user can easily see the amount paid and the amount calculated per each return.
- 80) Transaction history should include:
 - a) Detailed breakdown of subject units used to calculate receivable. For example, if a return is entered, the transaction history should show the subject units (i.e. Net Profit, Gross Receipts) used to calculate the amount owed.
 - b) Detailed breakdown of fee codes used to calculate receivable. For example, if a return is entered, the transaction history should show the fee codes used to calculate the amount owed. (This would include showing the detail of any penalty or interest associated with the return)
 - c) Any infractions have occurred associated with any returns and/or payments.
 - d) History of any system printed letters / correspondence that have occurred with the taxpayer.
 - e) System printed letters / correspondence that have occurred with the taxpayer on the same screen as financial history information.
- 81) For letters / correspondence transactions in history, the reason for the letter, the date of the letter, and the tax type in which the letter is associated with should be displayed.
- 82) Ability to quickly generate report of transaction history, directly from transactions history screen.
- 83) Maintain an unlimited number of contacts for business within the business master file.
- 84) On the account master file, ability to specify contact type, multiple phone numbers, mailing address, and email address for each contact.
- 85) For each account contact, ability to specify the Tax Type in which this contact should be used for correspondence purposes. For example the accountant should be notified if there is a problem with the net profits tax return information. However, the PR Clerk should be notified of issues dealing with PR Tax.
- 86) For each account contact, be able to specify if that contact should or should not receive a letter if system generated correspondence is produced for that account.
- 87) Provides interface to cash collection system supporting real-time, on-line cash receipts entry, with entry validation and individual cashier totals.
- 88) Ability to have an unlimited number of attachments, scanned documents or any MS Office document attached to taxpayer account.
- 89) System indicates if attachments are present on a taxpayer account, and if so how many.
- 90) Must allow for input and tracking of NAICS and SIC codes.
- 91) In addition to NAICS and SIC, must allow unlimited user-defined business codes/ types.
- 92) Minimum 16 user defined, reportable fields with field labels on taxpayer account.
- 93) Print bar codes on statements/letters representing the taxpayer's account number. Ability to read bar codes with bar code scanners upon receipt of payment from taxpayer.
- 94) Ability to automatically add late penalties or interest charges to delinquent accounts according to a flexible rate structure determined by the user.
- 95) Can assess interest or penalties on unpaid taxes.
- 96) Can assess interest or penalties "on-the-fly" as payments / returns are received for delinquent taxes.
- 97) Ability to override penalty and/or interest charges.

- 98) Ability to track and notify tax delinquencies by user defined letter and/or statement.
- 99) Generate a delinquent statements preview report, which can be reviewed for possible revisions.
- 100) Ability to age accounts in 30, 60, 90, and 120-day increments
- 101) Letter templates must be stored in MS Word.
- 102) Ability to batch (mass) generate mail merge letters to taxpayers that have not filed returns that are due.
- 103) Ability to batch (mass) generate mail merge letters for infractions such as missing documents, errors, etc.
- 104) Ability to mass generate letters based on over/under payment infraction, tax type, organization type, business type, account status, or extension date.
- 105) Review before letters are actually generated.
- 106) Ability to run letters at the end of the daily processing, or wait until a specified date or time period in processing (end of the week) for all letters that should be generated for a particular time period.
- 107) Ability to receive payment for a business license.
- 108) Ability to print business license from system.
- 109) Ability to Print Business Listing by Business Code / Type.
- 110) Ability to Generate Business Listing by start from and to dates, closed from and to dates, or defined account status.
- 111) Ability to Generate listing of credit balance accounts.
- 112) Ability to produce aging report based on user defined aged date (does not have to be as of today, aged date could be a date last year).
- 113) Ability to produce aging report by Tax Type.
- 114) Provide a complete master list of all taxpayers.
- 115) Print Income Tax Return Forms
- 116) Print Tax Audit Notice
- 117) Print Notices of Tax Reissue
- 118) Ability to print trial balance based on date in order to reconcile with General Ledger.
- 119) Print outstanding balance report based on tax type, fee code, and account status.
- 120) Print outstanding balance report based on transaction type. For example, by penalty or interest that is outstanding.
- 121) Print outstanding balance report based on non-filed returns.
- 122) Ability to report on all accounts with credits.
- 123) Print report of all letters / correspondence based on from and to dates.
- 124) Summary and detail reports available by transaction type based on from and to date (all adjustments, payments, etc.)
- 125) Reports should provide drill down capabilities to actual taxpayer account, receipt, etc where applicable.
- 126) Provide for storage of pdf file that is created from scanned in copy of tax forms. This file should somehow be linked to the taxpayer account.
- 127) Provide Lockbox interface for payment / return entry.
- 128) System should fully integrate with the GL system for posting receivables, adjustments, and collections, and the Central Cash system for posting payment to the tax system.
- 129) The ability to export in a Microsoft Access Excel CSV (Comma Separated Value) format.
- 130) End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Tax system.

Utility Billing

- 1) Support an unlimited number of billing cycles per month.
- 2) Support an unlimited number of books/routes per billing cycle.
- 3) Support an unlimited number of utility accounts (service addresses) per book/route.
- 4) Provides all file maintenance on-line real-time via display.
- 5) Support both accrual and cash accounting methods and the ability to automate general journal entries in the General Ledger.
- 6) Support the ability to enter first and last names in separate fields.
- 7) When setting up a new utility account the system should warn the operator if a customer with the same driver's license number or social security number has had an account with the city and either owes a balance or has been written off as a bad debt in the system.
- 8) Provisions for user-defined fields with parameters defined by the user.
- 9) Ability to turn off and turn on individual services (water, sewer, sanitation, etc.) resulting in automatic, user defined, prorating of services. Ability to automatically turn services off and back on at specified dates or vice-versa.
- 10) Provide for displaying and/or printing any customer account history (financial and consumption) upon request.
- 11) Accepts full and partial and pre-payments. Distributes partial payments received on a pro-rata basis of what is owed based on user defined formula able to accommodate different distribution rules for current and past due balances.
- 12) Provision for data entry correction of any distribution errors.
- 13) Provision for unlimited text or notes for a customer's accounts with ability to identify as occupant related or address related notes. Provide ability to assign alert flags to accounts with notes.
- 14) The ability to have an unlimited amount of rate codes per service, per account.
- 15) The system must include a built-in utility consumption and revenue summary by rate class.
- 16) The ability to export in a Microsoft Access, excel, or CSV (Comma Separated Value) format.
- 17) End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Utility Billing system.
- 18) Ability to track information through system by contact and property. Provide ability to see all accounts (current and prior) at a given property. Conversely, be able to view multiple accounts associated with a single contact.
- 19) System must be able to provide an audit trail for changes to the account. Audit trail must include: user name, date, time stamp, what used to be in the field, and what currently is in the field.
- 20) Provide the ability to look up accounts by meter number. The meter lookup feature should accept a partial meter number, displaying a list of all meters beginning with the numbers input by the user.
- 21) Ability during data entry, inquiry, or maintenance of any data/files, to access any related files for inquiry. For example, while entering a customer payment, the user should be able to temporarily stop entering the data and enter an inquiry mode to find any necessary information.
- 22) Provide the ability to look up the account based on any of the following criteria:
 - a) All or a portion of the customer's last name.
 - b) All or a portion of the service address.
 - c) Driver's license number.
 - d) Owner
 - e) Social Security number.
 - f) Meter Route

- g) Meter Sequence
 - h) Serial Number
 - i) Register ID
 - j) Tax Lot ID
 - k) Account number from previous utility billing software.
 - l) Container Route
- 23) Inquiries should be able to search all account statuses (i.e. Active, Final, Suspended, Vacation, Delete).
 - 24) The system should support unlimited transaction and consumption history. History purging for transaction history and consumption history must be controlled by the user.
 - 25) Transaction history screen should be in reverse chronological order, should include: post date, transaction date, type transaction (bill, payment, deposit, deposit refund, adjustment, etc.), references (check number, adjustment type, etc.), debits, & credits.
 - 26) Display balances by service (electric, gas, water, sewer, sanitation, tax, etc.).
 - 27) Display consumption history for an unlimited number of years by month (including both actual meter readings and computed consumption). Any readings that were estimated should be automatically flagged by the system.
 - 28) Ability to provide user-specified and maintained rate tables.
 - 29) Provide for billing up to 8 services (i.e. water, sprinkler meters, gas, or electricity) per service address, with an unlimited number of categories for each service and an unlimited number of rates.
 - 30) Provide ability to base charges for non-metered services such as sewer on water consumption from customer's water consumption. The system must provide the ability to base sewer charges that are dependent on water consumption or user defined winter average.
 - 31) Ability to vary rate structure to accommodate an unlimited number of rate tables for each service.
 - 32) Ability to vary rate structure for different rate types for each service as city ordinances change. This includes the minimum consumption, billing rate breaks for consumption and dollars, tax rate, penalty amount, base charge, minimum charge and maximum charge.
 - 33) Provide for flat rate billings or one-time special charge for commercial and/residential.
 - 34) Interface with Accounts Payable, Accounts Receivable, and Central Cash.
 - 35) Provide for billing commercial or residential container charges. This could include multiple containers, or a pro rata share on one container (rental).
 - 36) Provide for billing for demand meters on any service. The charge for this service can be calculated from a rate table using the demand reading.
 - 37) Print user defined messages on bills.
 - 38) Print bar codes on bills representing the customer's utility account numbers. Ability to read bar codes with bar code scanners upon receipt of payment from customer.
 - 39) Provide for bank draft option for customers. Bills marked "Paid by Draft" should be printed for customers on bank draft.
 - 40) Ability to automatically add late penalties or interest charges to delinquent accounts according to a flexible rate structure determined by the user.
 - 41) Automatically generate a cut off list after printing a preview report, which can be reviewed.
 - 42) Ability to age accounts in 30, 60, 90, and 120-day increments
 - 43) Automatic printing of disconnect notices and cut-off service orders through interface to a service order system.

- 44) Ability to produce delinquent bills for customers that have already received a final bill but continue to maintain an unpaid balance.
- 45) Automatically generate cut-off letter notices or other suitable shut-off notices after printing a preview report, which can be reviewed for possible revisions.
- 46) Provides ability to post payments and adjustments to bad debt accounts.
- 47) Provides ability to reinstate a bad debt account to the active data files without having to re-enter account information.
- 48) Service order system provides automated updates to the utility system upon completion of applicable service orders. Examples are turn-ons, turn-offs, re-reads, meter change outs, transfers, etc.
- 49) A history of all service orders related to a service address should be displayed in the inquiry window at the service address. The status of each service order should be displayed. Service orders should provide drill-down functionality for details of account.
- 50) Each service address should include a history of all meters that have been installed at the service address. This history should include the date a meter was removed, the meter serial number and last reading.
- 51) Actual reading and consumption for each meter will be determined by the number of dials to be read for that meter and should support a minimum of nine digits.
- 52) Store date and time of readings when captured through automated meter reading system.
- 53) Ability to change out (Swap) meters at any time. Where meters have been changed out, ability to show separate individual meter readings and consumption, and to show total consumption and billing amount on the same bill.
- 54) Ability to handle multiple meter changes for a single metered service within a single billing period.
- 55) When a customer transfers to a new service address, the system has the ability to automate the transfer of the customer's balance, deposits and any other occupant related information to the new account.
- 56) The customer master record should maintain the date of the transfer and the account transferred to or from.
- 57) The system should prorate bills for new accounts and final accounts based on user-defined formulas.
- 58) Ability, as soon as a meter reading is obtained, to calculate a final bill with deposit applied and print on printer associated with the workstation.
- 59) Supports calculation of consumption using current and previous meter readings multiplied by user-defined multipliers.
- 60) If a meter change occurs during the billing period, the system should have the ability to support different consumption multipliers on each meter.
- 61) Calculates final bills during any cycle, based on the internal system issuance of a turn-off service order, or closing of a customer account.
- 62) Has the ability to automatically apply deposits to a final bill.
- 63) Ability to prorate final bills based upon user-defined criteria.
- 64) Ability to estimate consumption for a complete route or routes in the event of emergencies and produce bills. Also, provide the ability to estimate bills for single accounts of all un-read meters.
- 65) Estimated readings are flagged in consumption history to differentiate from actual readings.
- 66) Ability to change meter reading sequence without changing the customer account number.
- 67) Handle data transfer from multiple Automated Meter Reading systems. This data transfer is handled through a pre-defined system routine for upload/download from the AMR route management software.
- 68) Flexible high/low feature that allows the user to adjust the range of parameters. This high/low would

- 69) be both on the information sent to the Automated Meter Reading system before readings and on the edits performed in the Utility Billing System after the data import.
- 70) Permit off-cycle billing for accounts that have been disconnected in order to get final bills to customer's as soon as possible.
- 71) Provides consumption reports prior to generating the billing. Reports would include: Proof list, meter change-out, possible misreads, and unread meters.
- 72) Prorates service fees for partial month billing on initiation and termination of accounts. Prorates occur only upon user-defined services set for prorating.
- 73) Ability to bill by cycle and produce corresponding billing registers and journal entries.
- 74) Ability to print edit report for all bank draft accounts, make necessary changes. Posting program posts all bank drafts as a single process.
- 75) Ability to interface to a Special Assessments package that would incorporate different installment bills on the utility bill. These items are identified separately.
- 76) System should calculate and bill on level or average-monthly-payment basis. This can be a continuous twelve-month rolling-average calculation or once calculated, billed on a flat basis until recalculated or removed from enrollment on level payment plan.
- 77) Where meters have been exchanged, show individual meter readings and consumption, a message that the meters were exchanged, and total consumption and amount on the bill.
- 78) Ability to handle non-utility services such as sales of merchandise, meter damage, billings for hydrant meters, and repairs.
- 79) Ability to place an account on hold, resulting in the account not being billed until taken off hold. Deposits should not be refunded.
- 80) Allow for the cashier to modify the distribution of moneys to various services.
- 81) Provides interface to cash collection system supporting real-time, on-line cash receipts entry, with entry validation and individual cashier totals.
- 82) The system can handle multiple donation types and payment "round-up".
- 83) Allow for the cashier to modify the distribution of moneys to various services.
- 84) Deposit information must include type deposit, date of deposit, amount, receipt number, check number, and refund date. Cash collection system should interface with deposit programs in utility billing system to capture deposit information.
- 85) Ability to calculate interest on deposits. Interest may be applied to account, added to deposit, or disbursed to customer by check.
- 86) Can automatically refund deposited funds plus accrued interest, if applicable, when the account is closed.
- 87) Ability to transfer deposit(s) from one active billing account to another, as when a customer moves and wants the old deposit to transfer to his new location.
- 88) System should integrate with the General Ledger for posting billings, adjustments, and collections.
- 89) If the utility system does not generate its own deposit refund checks, it should integrate fully with the accounts payable module for processing of refund checks to customers.
- 90) System should be able to upload and download data to hand-held meter reading system.
- 91) Fully integrate with centralized cash receipts module for posting payments, deposits, etc. to UB system.
- 91) Should provide immediate updates to the utility billing system of payments pending until posted at end of day.

92) Service Orders: Service order creation, completion and inquiry should be accessible from any screen in the utility billing system. Completed service orders related to the utility billing system should automatically update the utility billing system.

Fixed Assets

- 1) Menus have drill-down capabilities for detail.
- 2) Integrated with Accounts Payable system to facilitate additions to the fixed assets inventory.
- 3) Assets sent over from the Accounts Payable system will automatically record the purchase amount, purchase date, description, vendor, invoice number, and purchase order number.
- 4) Allows user to assign fixed assets to one or more funds.
- 5) Allows the user to define classes of fixed assets.
- 6) Must be able to attach an unlimited number of electronic files to an asset.
- 7) Must be able to scan invoices directly through the system without a third-party interface and automatically attach those scans to the asset record.
- 8) Capability of bar coding assets for physical inventory.
- 9) Generate depreciation amounts and post automatically to the General Ledger.
- 10) Calculates depreciation and records it to the appropriate G/L accounts.
- 11) Integrates with:
 - a) General Ledger
 - b) Accounts Payable
 - c) Work Orders
 - d) Reports:
 - e) Additions, Deletions, and ending fiscal year balances in compliance with GASB 34

Central Cash Management

- 1) During Cash Receipts Entry, provide the ability to look up the account based on any of the following criteria:
 - a) All or a portion of the taxpayer last name
 - b) Business Name
 - c) Driver's license number / State Issued Identification
 - d) Customer Number
 - e) Social Security Number.
 - f) Home Phone
 - g) Business Phone
 - h) Cell Phone
 - i) Account Number (Business Tax Account Number)
- 2) Accepts any type of cash receipt including utility payments, accounts receivable, building permits, licenses, fees, taxes, etc.
- 3) Cashiers are to have a workstation with a dedicated receipt/validation printer, automated cash drawer, and an optional bar code scanner. Certain workstations can be designated for cash collections without the peripheral equipment, but will have restricted capabilities as a result.
- 4) The system provides the option to have more than one operator logged in to a workstation at the same time. Each operator is given a code that must be used by the operator receiving the payment. If only one operator is logged on to the workstation, the code should not have to be re-entered before each payment posted.
- 5) Each operator can have multiple batches active in the system and the ability to update each separately.
- 6) Cash receipts for integrated systems such as Utility Billing, Licenses, Permits, Accounts Receivable,

- 7) Taxes, etc., will post to those accounts in true real-time.
- 8) This real-time posting, just after the receipt is entered, includes not just summary but detailed line item information regarding the transaction that occurred.
- 9) Each type of receipt should carry a unique code that indicates the type payment being posted. A look-up feature should be provided that allows the operator to view the available codes authorized for that operator and make their selection.
- 10) Support an unlimited number of predefined general ledger accounts that may be debited/credited for each transaction code using the category and type codes.
- 11) The system should be capable of endorsing checks and validating a customer's utility bill on one pass-through or printing a separate receipt. The time, date, operator code, amount paid, how paid, amount posted, and change given, should be printed on the receipt or bill.
- 12) The user should be able to edit the receipt template in the system without using a third party report-writing tool.
- 13) Provide on-line account number validation for any integrated subsystems such as the Utility Billing System, Accounts Receivable, Building Permits, etc., with on-line look up of the respective account available once the transaction code for that subsystem is selected.
- 14) When posting a payment to a customer's account, the Central Cash Collection system should provide the ability to look-up accounts by account number, the account name or a portion of the name. (i.e. If the letters "SM" are entered, the system should display all account names beginning with "SM" and provide the ability to select the desired account). Once the account is selected, the operator can choose from all invoices available for that customer to apply payment, no matter which module created the invoice.
- 15) Ability for cashier to collect payments for items that are not pre-billed in any system. These transactions would only post to the respective general ledger accounts. These could include, but are not limited to, transaction codes such as copy fees, rent, entrance fees, vending machine receipts, etc.
- 16) From the receipt window, the operator with appropriate security rights can create, open, and close batches. The operator can also enter payments, void a receipt, and reprint a receipt.
- 17) Ability to display an at-a-glance total of the items in the receipt batch. This serves as an easy way of double checking the drawer totals without producing a report. This should include: cash total, check total, other total, change total, and batch total.
- 18) At the end of a cashier's scheduled work day, a close-out report should be printed to be balanced with the cash, checks, money orders, etc. in the operator's drawer.
- 19) The system should provide for the ability to void a receipt (for users with appropriate security clearances).
- 20) The system should never allow receipts to be deleted. They can only be voided.
- 21) System should provide a complete audit trail that shows the user name, date, time, and a description of the change. This audit trail is not editable by any user.
- 22) Each Receipt Type should be able to have its own unique receipt information printed on the customer receipt. These should be user definable.
- 23) When processing a customer's payment, the system should provide the ability to go to the account management window and inquire on information such as transaction history, detailed data of current bill, consumption history for utility billing, etc based upon security rights. The user should be able to do this without exiting out of the receipt entry screen.
- 24) Provide the ability, at any time during the day, to display a summary of all receipts processed at a cash collection workstation. Information displayed should include the operator's code and name, and

- 25) total receipts for each type of transaction (utility payments, deposits, building permits, etc.) and by type (cash, check, credit card, etc.). The grand total of all receipts at the workstation should be displayed as well as the total number of receipts voided.
- 26) Support the processing of payments for multiple accounts from one customer as a single transaction and print a single receipt.
- 27) Support the processing of a single payment for different types of transactions from one customer as a single transaction (utility bill, accounts receivable invoice, building permit, business tax receivable) and print a single receipt or multiple receipts based on the types of transactions.
- 28) When posting a payment on a customer account, the system should default to the balance currently owed by the customer for all modules (Utility Billing, Accounts Receivable, Permits, Business Tax, etc.).
- 29) Have a process for entering mail-in payments so that receipts are not printed. The operator should be able to scan the customer's bar code, ensure the amount of the payment matches the balance due, and proceed to the next utility payment. The only input required would be in the event the amount paid does not match the customer's current balance displayed on the screen.
- 30) Ability to perform inquiry on receipt information before and after the receipt batch is posted. Filters for displaying this information should include: cash receipting station, operator, batch, dollar amount, check number, customer number, receipt status, receipt from and to dates, receipt from and to numbers, and account number. From this inquiry the user should be able to drill down into the details of the receipt.
- 31) All reports will be previewed through a viewer with user-defined display parameters, layouts, formats, and printers available.
 - a) Cash Collection Receipt Register: This report should be printed when an operator is ready to closeout a batch of payments taken by the operator. This report should include all transactions handled by the operator in the batches selected. The report should be printed in receipt number or transaction number order and should include receipt number, date, time, operator code, workstation number, payment type (utility, court fine, etc.), amount tendered, amount applied, change, how paid (cash, check, etc.), reference (i.e. check number), subsystem payment will update, voided receipts, utility account number and utility customer name. The batches can then be approved and updated.
 - b) Daily Cash Collection Register: This report should print a summary of all Cash Collection Receipt Registers during the day totaled by operator and workstation. Total receipts for each payment type (utility, court, building permits, etc.) are totaled as well as totals for checks, cash, money orders, credit cards and other. This report should include a General Ledger posting report and deposit recap.
 - c) Journal Report: User defined parameters should include the ability to select the operators and workstations to be included in the report. The report should be printed in receipt number order and should include receipt number, date, time, operator code, workstation number, amount tendered, amount posted, change, how paid, reference and subsystem the transaction will be posted to. Utility payments should include utility account numbers and customer's names. The report should include summaries by operator and workstation.
 - d) History Report: User defined parameters should include the ability to select by ranges of transaction numbers, dates, and receipt numbers. Option to print history on transactions generated from a designated workstation and/or operator. Information printed on the report

- e) should include receipt number, date, time, operator code, workstation number, transaction type, subsystem (if applicable), amount applied, charges, amount tendered, method of payment, and
- f) notes (if applicable). Daily totals should be provided for the range of dates specified and grand totals for the overall report.
- g) End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Cash Receipts system. The interface must have the capability to transfer data to third party applications Microsoft Excel, Access, etc.

Return Entry

- 32) During Return Entry, provide the ability to look up the account based on any of the following criteria:
 - a) All or a portion of the taxpayer last name
 - b) Driver's license number / State Issued Identification
 - c) Social Security Number
 - d) Federal Tax ID
 - e) Business Name
 - f) DBA Name
 - g) Customer Number
 - h) Account Number (Business Tax Account Number)
 - i) User Defined Account Status
- 33) Ability for the cashier to enter Return information and payments in the same cash receipts batch as other miscellaneous types of payments.
- 34) If the tax type is set up to omit units, the system will simply accept the dollar amount entered when the taxes are paid as the dollar amount that is due.
- 35) Allow for rapid data entry of tax returns entering minimal information. Provide process for entering return details at a later date.
- 36) Accepts full, partial and pre-payments.
- 37) At the time of payment entry, should allow for the user to enter the subject units, and the system should allow for the taxpayer to overpay. This credit should be maintained on the taxpayer account.
- 38) Has the ability to receive a deposit for any and all fee codes processed when the return is processed.
- 39) At the time of return entry, should allow for the user to enter the subject units, and the system should allow for the taxpayer to underpay. This should then generate a receivable and be maintained on the taxpayer account.
- 40) Payment information must include type of Payment, date of Payment, amount, receipt number, check reference number, and optional user entered description.
- 41) During return / payment entry - ability to enter user defined infraction codes for errors in reporting, missing information, etc.
- 42) During return / payment entry - ability to choose the tax type, year, and period and the system will automatically display due date.
- 43) The entire screen may be used to have the return data entry window maximized for ultimate ease of entry and viewing of information.
- 44) If a user is entering a return and needs to do more research on a taxpayer account, the user should be able to do so without having to abort the receipt entry process.
- 45) The system should provide for the ability to void a receipt (for users with appropriate security clearances).
- 46) The system should never allow returns to be deleted. They can only be voided.
- 47) Can assess interest or penalty "on-the-fly" as payments / returns are received for delinquent taxes.

- 48) Within one return transaction, a deposit may be entered, an infraction added, a payment made, and a receivable created for a specific tax type and period.
 - 49) Each report should include in the title the name of the report, date and time when printed, the date or dates covered by the data in the report, and page numbering.
 - 50) Ability to run a return proof listing with only return entry information.
 - 51) The Return Proof Listing may be printed in detailed or summary mode. Listing should print receipt number, invoice number, customer number, voided items, customer name, fee codes paid, fee type (standard vs. penalty), the original number of units (i.e. subject wages, gross receipts), the total deductions, the total subject units, calculated amount, payment amount, receivable amount, credit amount, and deposit amount.
 - 52) Ability to run proof listing with both return information and return payment information included with other types of payments (such as miscellaneous payments).
 - 53) One G L Distribution Report may be generated which contains both miscellaneous payments and return entry payments.
 - 54) Ability to drill down from proof listing to actual receipt.
 - 55) Provides security down to the field level. This access should allow each user group to be granted full access, read-only access or no-access on field basis. Users must be able to have access granted based upon assignment of user groups.
 - 56) The ability to export in a Microsoft Access, Excel or CSV (Comma Separated Value) format.
 - 57) Ability to Export Inquiry Screen to MS Excel. Inquiry screen layout will be maintained in the Excel spreadsheet layout.
 - 58) System must allow for all return entry screen to be customized by each individual user, including or excluding non-required fields from the screen, and determining the order in which the fields may be entered or tabbed through.
 - 59) Provide Lockbox interface for payment / return entry.
 - 60) With Lockbox interface, provide functionality with Cash Receipts to proof the information being imported, before posting it the tax accounts.
- The Central Cash Collection system should interface with utility billing, GL, AR, Building Permits, Business License, tax, and project management applications.

Accounts Payable

- 1) System can utilize a designated disbursement fund.
- 2) System can utilize a pooled cash account.
- 3) Support cash, accrual, modified accrual, or combinations thereof.
- 4) Ability to process credit memos on-line.
- 5) Ability to store credit memos for each vendor.
- 6) Ability to provide a comment field that can accommodate various comments, which are printed on the check.
- 7) At any time during data entry, inquiry, or maintenance, the system must allow immediate access to vendor data and invoice history.
- 8) Ability to automatically accept and create liabilities from payroll.
- 9) Must automatically accept all refund batches from customer-based modules such as miscellaneous Accounts Receivable, Licenses, Permits, Utility Billing, and Special Assessments.
- 10) Ability to set up pre-defined sets of accounts and corresponding descriptions for vendors with recurring type invoices that are always expensed to the same general ledger account numbers. Provide ability to distribute the invoice by percentage to the accounts or by amounts entered by the operator.

- 11) The system must internally generate all entries to keep all funds in balance if an item is expensed to multiple funds.
- 12) Ability to pay an invoice out of current calendar year before printing 1099's from previous calendar year.
- 13) The system must accommodate payment of all invoices from a single disbursement fund account and automatic generation of receivables and payables between various funds and a disbursement fund.
- 14) Provide function for automated process of reversing accounts payable checks. Provides option to automatically create reversing entries in the general ledger, and void the check in the check reconciliation system. When voiding a check, the system will give the user the option to leave the invoice open for payment, or void the invoice automatically.
- 15) Vendor numbers and G/L account numbers must be validated by the system at the field level.
- 16) The system must accept future dated entries, which would not be processed until that date is reached. These entries must be maintained in the unpaid file until processed.
- 17) The system must provide an option to print separate checks for a single vendor, when needed. The system default, however, must be to pay all invoices from a vendor with one check.
- 18) Payment information will be maintained both on a calendar basis and on a fiscal year basis for each vendor.
- 19) When checks have been issued, and files are updated, the vendor file must automatically be updated for subsequent 1099 use.
- 20) The system must not require any type of month-end or year-end closing procedure. If this type of procedure is required, please explain why it is necessary.
- 21) Vendor record must contain fields for both ordering and remittance addresses.
- 22) Vendor Information: Vendor data must include but not necessarily be limited to following:
 - a) Vendor number
 - b) Name
 - c) Remittance address
 - d) Support Entry and electronic filing for 1099 Type Codes "MISC", "S", "INT" & "G"
 - e) Telephone number
 - f) Fax number
 - g) Contact person (unlimited number of contacts)
 - h) E-mail addresses for all contacts
 - i) Taxpayer ID numbers (federal, state, and local)
 - j) User-defined fields
- 23) Provide lookup capability by vendor number, vendor address, or vendor name. If a portion of the vendor name is entered, the system must display all vendors starting with the letters entered and provide scroll and point selection of the selected vendor.
- 24) Provide a process to merge the vendor master information and vendor history for duplicate vendors.
- 25) Must be able to select invoices for payment based upon manual selection or automatic selection using payment dates, vendors, bank accounts, funds, invoice batches, or invoice numbers.
- 26) Option to pay items with a specific vendor or for all vendors.
- 27) Ability to print edit report of selected items with option to make desired changes prior to processing checks.
- 28) Print accounts payable checks and check register.
- 29) Provides emergency check writing with concurrent authorization controls.
- 30) Ability to add/edit vendors from item input with system maintained security.
- 31) The system must be able to handle bank drafts.
- 32) The system must allow an unlimited of distributions for the invoice amount. Prior to processing, the user must be able to access the invoice to change the account distribution as needed.

The user must be able to make these changes directly to the accounts and/or amounts.

- 33) Ability to allow individual documents to be held back when generating a batch of recurring documents.
- 34) Allow invoices to be associated with predefined projects and funding sources from the Project Accounting system directly from input with project code lookup using drop-down lists.
- 35) Must be able to flag a Fixed Asset at the time invoices are entered and have the system create a Fixed Asset record in that module.
- 36) Must be able to attach an unlimited number of electronic files to an invoice.
- 37) Must be able to scan invoices and attach those scans to the invoice record.
- 38) Must be able to enter multiple invoices and multiple line items per invoice, split among an unlimited number of G/L accounts, on a single screen.
- 39) Must support creating a Positive Pay file to send to the bank for every batch of checks processed in the system.
- 40) The system must check for duplicate payments by comparing vendor/invoice combinations to those maintained in historical files.
- 41) The system must provide on-line item detail for user defined length of time. This detail must include:
 - a) Vendor number
 - b) Vendor name
 - c) Invoice number
 - d) Description
 - e) Due date
 - f) Adjustments and purchase orders number
 - g) Item date
 - h) General ledger distribution
 - i) Amount paid
 - j) Discount taken
 - k) Date paid
 - l) Check number paid.
- 42) Provide ability for users to lookup and display a listing of all checks issued to a vendor.
- 43) All invoices, even when paid, must be available for on-line review for a user specified period of time
- 44) System to provide an option to look at unpaid items or all items.
- 45) The system must be able to print 1099's for selected vendors at the end of the calendar year.
- 46) Must be able to flag invoices as 1099 items even after they are paid.
- 47) The system must be able to provide cash requirement report based on user defined periods of time.
- 48) The system must produce all registers and audit reports necessary to provide a complete audit trail.
- 49) The organization must be able to print the contents of the 1099 field in report format, prior to the actual production of the 1099's.
- 50) Accounts Payable Check Register: must print vendor number, invoice number, vendor name, check date, amount for each invoice, check number, check amount.
- 51) History Check Register: Provide the ability to print a check register for any range of dates or check numbers.
- 52) Accounts Payable Disbursements Report: User defined parameters must include ability to sort on all fields and print paid items within a range of payment dates. Sort sequence options must include fund, department and vendor. Choice to print General Ledger distribution and fund totals.
- 53) End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Accounts Payable system. The interface must have the capability to transfer data to third party applications Microsoft Excel, Access, etc.

54) The Accounts Payable system must interface with the following modules:

- a) General Ledger
- b) Purchase Orders
- c) Check Reconciliation
- d) Project Accounting
- e) Inventory
- f) Fixed Assets
- g) Payroll
- h) Accounts Receivable
- i) Utility Billing
- j) Licenses & Permitting
- k) Special Assessments
- l) Purchase Orders & Encumbrances, and Work Orders

Payroll

General Features

- 1) The system must provide the ability to establish base payrolls and process time record data for exception pay employees on a weekly, bi-weekly, semi-monthly, or monthly basis or any user-defined combination thereof.
- 2) Ability to define unlimited earnings types.
- 3) Ability to support employees in multiple labor distributions. Support automatic distribution of pay and other benefits on a percentage basis and on the basis of hours worked at each job.
- 4) Ability to produce an hourly or salaried payroll or a combination thereof.
- 5) Ability to produce a supplemental payroll.
- 6) Ability to pay employees for multiple positions in one pay period.
- 7) Provide an unlimited number of hourly/salary rates and expense distributions for each employee.
- 8) Provide options to prevent Federal Tax, FICA Tax, and/or Medicare Tax from being withheld on an employee-by-employee basis.
- 9) Must be able to enter hours worked, vacation, and sick time taken, along with General Ledger distribution with defaults for each.
- 10) Provide the capability to edit and verify the labor distribution prior to the actual payroll check production.
- 11) System will automatically calculate gross pay from multiple user defined components such as base pay, longevity, educational incentive pay, shift differential, etc.
- 12) The system should provide the capability to automatically distribute an employee's base pay, overtime, leave pay, employer retirement contribution and other employee costs based on a predefined percentage to multiple funds/departments/line items within the General Ledger.
- 13) The system should automatically generate liability accruals to be posted to the General Ledger along with liability payments and accrual relief entries.
- 14) Support ability to handle earned income credits resulting in reduction of payroll tax deposit, reporting on 941 and reporting on W-2.
- 15) Support direct deposit capabilities. Prepare an ACH file for transmission to a central repository bank for input into the Federal Reserve System for deposit into individual employee accounts. Ability for each employee to designate an unlimited number of bank/savings accounts, etc. for direct deposit.
- 16) Provide audit trail of on-line file maintenance to critical fields with operator ID, date/time,

and old/new data. Track rate changes, date of change, old and new rate, and reason for change.

- 17) Prepare employee earnings\check stub for each employee, including employees on direct deposit, showing all hours earnings, deductions and all year to date totals and leave balances.
- 18) System will provide for multiple methods of calculating overtime pay, such as time-and-a-half, double-time, and premium pay. These calculations are user defined and maintained.
- 19) System shall allow for non cash pay adjustments such as car used for personal use, city owned lodging, taxable per diem and spousal insurance.
- 20) Capability to handle a cafeteria benefits plan with flexible spending accounts.
- 21) Maintain an unlimited amount of prior years' detail and totals.
- 22) System must handle automated retro-pay.
- 23) Ability to correct or change time accounting up to the deadline for processing payroll.
- 24) Provide the capability for automated check reconciliation.
- 25) The system must provide the ability to expense the payroll to multiple funds and internally keep all funds in balance.
- 26) Create both payroll and General Ledger distribution data from same input.
- 27) Provide for the calculation of overtime pay with user-defined parameters.
- 28) Ability to select tax treatment of earning categories for various tax calculations.
- 29) Allow for an extra withholding tax deduction in any amount at the option of the employee.
- 30) Ability to compute shift and overtime premium or exception pay.
- 31) Provide capability for time to be entered for an employee who works temporarily in a higher pay class or position.
- 32) Ability to adjust pay for "differential" hours worked at a different rate than the employee's normal rate.
- 33) Ability to accurately track workers compensation codes for each employee, including tracking employees that change positions resulting in different codes for various ranges of dates during the year.
- 34) Payroll processing will include updates to employee data, time reporting, adjustments, calculation of gross and net pay, accruals disbursements, registers, and other reports.
- 35) Allow the preparation of paychecks at any time during the pay period for terminated employees, back pay, special allowances, and other reasons.
- 36) Calculate payroll and print payroll checks and related reports.
- 37) Provide the capability to reconstruct a previously posted payroll register, along with related payroll check registers and deduction registers.
- 38) Maintain the following general information for each employee:
 - a) Employee name and number
 - b) Address
 - c) Social Security Number
 - d) Normal hours worked per pay period and annually
 - e) Pay cycle (weekly, bi-weekly, semi-monthly, monthly, etc.)
 - f) Number of dependents
 - g) Home state and work state
 - h) Title and primary department number
 - i) Date of birth
 - j) Date of last raise
 - k) Date hired
 - l) Date terminated
 - m) Full time / part time

- n) Sex and race
- o) EEO-4 Category
- p) Home telephone number
- q) Previous and current job grade and step
- r) Exempt flag
- s) Email address
- t) Mobile Phone Number

- 39) If security is granted, an employee can request time off and have the request electronically approved.
- 40) Calendaring feature that provides employee, department head and payroll staff to view what day(s) the employees took leave.
- 41) System must provide a detailed audit trail on the payroll maintenance files. Information should contain: Who/What/When/and why did something change, such as the tax tables, pay codes, etc.
- 42) Provide ability to easily prioritize direct deposit information. An example would be that the employee wants the first 25% of net pay to go to savings and 75% of net pay to checking.
- 43) While viewing a payroll proof list, provide drill-down capability to click on an employee ID and have the system "launch" time-card entry for that employee.

Time Entry

- 44) The system should allow time entry on an exception basis; for example, only exceptions to a pre-established work schedule should require entry.
- 45) The system should be capable of facilitating time entry at any point or points during the pay period, including daily if desired.
- 46) The system must have the ability to accommodate varied work cycles used in determining hours worked in accordance with Federal Labor Standards Act (29 C.F.R. Part 553).
- 47) The system should permit the entry of information concerning multiple types of leave. Accrual of leave amounts should be automatic and should not require input during the time entry process.
- 48) During the time entry process, the system should allow the user to override the default labor distribution to specify possible multiple accounts for distribution. Changes to the distribution should not affect the liabilities recorded to federal and regulatory authorities, unless specified by the user.
- 49) Allow Split distribution between accounting periods based on time card date and/or between date worked vs. date paid
- 50) Additional pays such as longevity automatically increases to the next user-defined level
- 51) System allows time entry to a specific project(s) for cost accounting. The employee benefit will follow the wage distribution
- 52) The employee can enter equipment used on a project at the same time they are entering time.
- 53) The system can restrict access to pay codes to employees that are not eligible for that pay type based on user-defined classification of employee.
- 54) Additional pays such as longevity automatically increases to the next user-defined level

Benefits/Deductions Features

- 55) Support an unlimited number of deduction codes for items such as insurance, retirement, child support, etc. These deductions should be able to set up as a flat amount or a percentage of gross or other user defined pay field. Options should be provided to designate the tax treatment of the deduction code (after federal and state tax, before federal and state, before FICA, etc.) in order to accommodate various retirement plans and Section 125 type deductions.
- 56) Provide the ability to assign an unlimited number of deduction codes to each employee.
- 57) Ability to designate if a deduction code is global or employee specific for purposes on ongoing

maintenance of deduction codes. A retirement plan deduction might be global (all employees pay the same percentage, the City contributes the same percentage for all employees, meaning an increase or decrease would apply to all the employees with the deduction code); a child support code would be employee specific (changes would have to be made at the employee record level).

- 58) Provide the ability to assign accounts payable vendors to each deduction code with flexible parameters for definition of due dates.
- 59) Provide the ability to distribute the City's share of benefits across multiple funds and departments in the same percentages that an employee's pay is distributed.
- 60) Once a deduction code is set up, provide the ability to stop and start a deduction on an employee-by-employee basis. Year-to-date totals should be maintained.
- 61) Ability to provide global control of what deductions are included in each payroll process.
- 62) Ability to establish limits for deductions and employer taxes. The deduction should stop when a specified limit for the employee is reached. Option to automatically re-establish the deduction for purposes of employee bond purchase plans, etc. Limits should include annual maximums and lifetime maximums.
- 63) Ability to distribute deduction and benefit expenses to the Project Accounting module.
- 64) Ability to withhold garnishments.
- 65) Ability to void or reverse checks. Voiding a payroll check should reverse all General Ledger and employee entries, along with any Project Management entries.
- 66) Ability to calculate deductions based on net pay.
- 67) Ability to withhold IRS tax levies.
- 68) Provide comprehensive reporting capabilities for deductions including user-defined parameters. Deduction reports should provide options such as range of dates (including prior years data), sorting options (alpha, employee number, by department, social security number, etc.), deduction code(s) (options for one, multiple, all). Option to print gross amount of pay, employer's share of deduction code, department totals, general ledger detail, and social security numbers.
- 69) Ability to setup predefined consolidation codes for purposes of grouping deduction codes for reporting purposes (i.e., one report consolidating information for several retirement plans, or all cafeteria plan deductions).
- 70) Ability to calculate and track city paid benefits.
- 71) Ability to generate deduction calculations automatically for:
 - a) First Pay period of the month.
 - b) Second pay period of the month.
 - c) Third pay period of the month (when applicable).
 - d) All pay periods.
 - e) Current pay period only.
 - f) Or any other user defined cycle.
- 72) System provides the ability to enter a benefit rate increase with an effective date in the future

Leave Tracking Features

- 73) Accrue sick and vacation time and an unlimited number of other user-defined leave categories for each employee based on user-defined tables with leave category, length of service, and/or job classification.
- 74) The system should track each of these leave categories on an annual or employee anniversary basis.
- 75) Provide on demand leave accrual for holidays.
- 76) On-screen inquiry should display balance carried forward from previous year, current year accrual,

current year taken, current year adjustments, and total hours available for each leave category. Option to display further detail for any leave type including all accruals and hours taken by date and check number.

- 77) Ability to print leave history in summary or detail format for one employee, all employees in a department, or for all employees.
- 78) Ability to post adjustments, with concurrent authorization, to an employee's leave balances. A history of any adjustments posted must be maintained for inquiry or reporting purposes.
- 79) Ability to limit accrual of leave time to maximum allowed.
- 80) Provide a report of the dollar amount of the City's liability for accrued benefits and compensated absences in compliance with GASB 34.
- 81) Validate availability of leave at time of payroll input. Employees should be able to see their accruals

Payroll History Capabilities

- 82) Provide detailed history of all payroll checks. Ability to designate any range of dates (unlimited history) for prior year's history for inquiry purposes on screen including posting date, check date, check number, gross pay, deductions, taxes, reimbursements, and net pay. Ability to retrieve further detail in a report format.
- 83) Ability to print leave history in summary or detail format for one employee, all employees in a department, or for all employees.

Personnel/Human Resources Features

- 84) The system must have the capability of tracking information related to the performance review of the individual:
 - a) Date review due
 - b) Date of discussion with employee
 - c) Next review date
 - d) Follow-up review date
 - e) Pay increase granted
- 85) Maintain date employee goes on C.O.B.R.A benefit and C.O.B.R.A code.
- 86) Maintain date of last physical and date of next physical.
- 87) Provide emergency information for each employee including name, address, phone number, and relationship.
- 88) Provide fields for disabled veteran flag and code, military code, and veteran code.
- 89) Unlimited free form text area for maintaining a history of employee reviews and promotions. The information should be displayed in reverse chronological order.
- 90) Unlimited number of attachments, which can be scanned documents, any existing electronic document file, or any MS Office file.
- 91) Ability to set up user defined fields to track human resources related data such as educational qualifications, licenses held, continuing education requirements and history, spouse's name, address, phone number, date of birth, employer, employer phone number, insurance data such as group health census data, life insurance amounts, number of children covered, types of insurance coverage, etc..
- 92) Provide for the recording and retention of data relating to employee performance, commendation, and disciplinary action.
- 93) The system should be able to record, in the employee record, the various training courses an employee completes while working for the city, including such information as grade or certification received in the course.
- 94) Ability to process COLA increases for an individual employee classification or for multiple employee classifications by a percentage or flat amount.

- 95) Ability to proactively notify an employee or department head via electronic work-flow, for things like recertification/training/review dates etc.
- 96) Position Control: Provide ability to see the history of a position in a display mode and report mode. At a minimum display who has occupied the position and the dates the individual occupied the position.
- 97) Requirements Report: Report on employees that are about to expire on requirements or have already expired.
- 98) Provide for a Personal Action Form Microsoft Word Merge that can be used for the COLA process, the Pay Adjustment Process and the applicant screening process.
- 99) Pay Adjustments: Users want the ability to move an employee up a percentage value when using a range in grade/steps. Needs to have validation that the employee did not fall out of the pay scale with the increase.
- 100) Reporting: Need to see the History Report.
- 101) Provide a screen of information for Emergency Contacts and Dependents that can aid with Benefit Management so that payroll staff can report the number of dependents, the age of the dependent (for insurance purposes), SSN, contact information, in college, etc.
- 102) Print check numbers on computer generated check register.
- 103) Prepare monthly, quarterly, and year-end reports as required for Workers Compensation, insurance, tax withholding, and FICA.
- 104) Prepare W2's as required including capability to prepare an electronic file for transmission of federal withholding and social security deductions. File format must meet federal requirements.
- 105) Capability to maintain and report employee tax withholding data and generate W-2's at any time of the year.
- 106) Ability to run W-2's for prior year after payrolls for current calendar year have been posted.
- 107) Ability to produce quarterly reports at any time during the year for a previous year.

Reports

Comply with EEOC reporting

- 108) Payroll Check Register: Print employee number, name, check date, check amount and check number and provide number of regular and manual checks printed with totals.
- 109) Leave Liability: A report showing the dollar amount and the hours of the City's liability for unused leave and sick time and other user defined leave categories. Report will be by department/division. Totals by department/division and overall totals.
- 110) Worker's Compensation Report: Provides ability to input the City's discount rate and experience factor for purposes of automatically calculating the Worker's Compensation premium for the period specified. Produces the necessary report for the City's Worker's Compensation carrier.
- 111) Deduction Report: The system will have the capability to produce a report for each deduction. These reports will list as a minimum, Employee, Social Security number, department, amount of deduction, total amount, and total number of employees participating in the deduction. Provide options to sort by employee name, employee number, department number, or social security number. Provide option to print for one or more deduction codes in one report.
- 112) Employee Profile Report: User defined parameters should include sort sequence (number, department, alpha), department, and employee number if information on a single employee is requested. This report should print a summary of all information in an employee's information in the master file.
- 113) 941 Report: Option to print for any range of dates.
- 114) Payroll History Report: User defined parameters should include range of dates to include

employee number(s). The report should print the following information from each pay period: check number, posting date, the following in both hours and dollars: net pay, gross pay, overtime pay, vacation pay, sick pay, holiday pay, any other leave pay. All deductions should be included, including employer contributions. Should include totals by calendar quarter.

- 115) Employee Review Report: Should print history of an employee's review with the City. Ability to provide reminder of employees who may be due a review.
- 116) Retirement Plan Report: Prints necessary information for three different employee retirement systems in format acceptable to the State's retirement system.
- 117) Leave Balance/Usage Report: Listing of accumulated leave and leave taken so that beginning balance, taken, and current balance are reported. Listing should be for each employee in department/division sequence. Should provide both summary and detail reports. Detail report should allow selection to print history of one or more leave categories and list leave time earned, taken and any adjustments for each leave category selected.
- 118) Payroll Calculation Report: This report is to be used to proof payroll data prior to printing payroll checks. The report should be printed in employee number order, subtotaled by department and should include, but not necessarily be limited to, the following information for each employee:
 - a) Employee number
 - b) Employee name
 - c) Earnings in hours and amount for each applicable earnings type
 - d) Leave time in hours and amount for each applicable leave category
 - e) Benefits and reimbursements
 - f) Deduction information including both employee and associated employer contributions
 - g) Taxable wage totals, employee and employer contributions for federal withholding, FICA and Medicare
 - h) This report should show totals for all departments, provide department recap totals, and detailed journal of transactions to be posted to the Accounts Payable system. General Ledger totals should also be provided showing all debits and credits that will be posted to the General Ledger. Errors and/or warnings regarding this report should be listed including page numbers on which errors and/or warnings appear.
- 119) Employee List: User defined parameters should include sort sequence (employee number, name, social security number, and choice to print specific or all departments.) Report should include employee number, name, social security number, department number, annual wages, hourly rate/salary and status (active, terminated).
- 120) Performance Review Reminder Report: This report should include the next review date, for those reviews overdue and also include those due within the next sixty days.
- 121) End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Purchase Order system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.
- 122) System Interfaces with General Ledger, Accounts Payable, Project Accounting, Work Orders, and Check Reconciliation.
- 123) The Payroll system should interface with the following software modules:
 - General Ledger
 - Accounts Payable
 - Project Accounting
 - Work Orders and Check Reconciliation

Bank Reconciliation

- 1) The Bank Reconciliation system should be an interactive set of programs/modules that allow the user to reconcile monthly bank statements to General Ledger cash accounts.
- 2) The program shall allow the user to identify items to clear during the current month's reconciliation in a batch, full screen, or individual item mode.
- 3) The system shall process an unlimited number of cash accounts per fund.
- 4) Accounts Payable, Cash Receipts, and Payroll shall be integrated with cash account transactions and automatically posted to the Bank Reconciliation system.
- 5) Ability to automatically upload an electronic file of cleared items from the bank to the check reconciliation system.
- 6) The system shall produce monthly reconciliation statements detailing the bank balance at last statement, cleared checks, cleared deposits, cleared interest, service charges, and miscellaneous items.
- 7) Reconciliation Statement: this report shall produce a new bank balance with a detail of outstanding items to prove the General Ledger cash account balance. It can be run by account and as of a specific date.
- 8) Bank Reconciliation Register: this report will be run by account and filtered for type of transaction, status, range of dates, amounts, and sub-system posted from. These transactions can also be grouped by type.

Purchase Orders

- 1) Ability to define approval levels, user account levels, inquiry/access/input restrictions at the system level. At any time during data entry, inquiry or maintenance, from the application, allow immediate access to vendor data and invoice history with optional add/edit functionality.
- 2) Ability to allow add/edit functionality of general ledger accounts from input with system level security.
- 3) Vendor numbers and G/L account numbers should be validated by the system at the field level prior to the user leaving the screen on which the G/L account number was entered.
- 4) The system should not require any type of month-end or year-end closing procedure. If this type of procedure is required, please explain.
- 5) Provide the ability to look up purchase orders for inquiry purposes by purchase order number, all purchase orders with a specific vendor, all purchase orders that encumber a specific general ledger account number, or all purchase orders. When multiple purchase orders are displayed, the user should have the ability to scroll through the purchase orders displayed and select the desired purchase order. The status of each purchase order should be displayed during the selection process.
- 6) Purchase order data displayed during inquiry for open, closed, or voided PO's should include vendor name and number, total amount of purchase order, amount outstanding, ordered by, approved by, summary description of PO, shipping address code, date issued, estimated delivery date, free form text, invoice received, invoice date, due date, invoice description, goods ordered and received, unit prices based on purchase order number, and up to five bids or quotes, with a field for additional comments.

- 7) When requisitions are entered and approved, purchase order is created without additional re-entry required.
- 8) Provide for detailed analysis of open, closed, or voided PO's.
- 9) Anytime a General Ledger account number is required in the Purchase Order, or Requisition system, the user should have the ability to lookup General Ledger accounts based on a portion of the account number. The system should display the accounts providing scrolling selection of the desired account. The account number and name should then automatically be displayed in the desired field.
- 10) An unlimited amount of history should be available, with an option to purge all paid items prior to a user specified date.
- 11) Must have centralized vendor file, accessible by all purchasing/payable transactions, must be accessible by vendor number, address, or name lookup.
- 12) The system must allow next year funds to be pre-encumbered.
- 13) Support requisition input at either a central location or at the department level, including remote locations. Option for Buyers to print purchase orders at the department locations.
- 14) The system must provide on-line status listings of purchase orders as they are processed through the procurement/payment cycle.
- 15) The system should provide the option for purchase order numbers to be assigned automatically by the system.
- 16) Allow each PO to be distributed to any combination of up to an unlimited number of funds and accounts, either by percentage or flat amounts.
- 17) Validation of available budget against the appropriate budget year as each item is entered.
- 18) The system should provide the ability to report requisition by requisition number and provide the ability to display all requisitions tied to a specified vendor number or vendor name, with the ability to scroll through the requisitions displayed and select the desired requisition.
- 19) The system must provide a table of commodity codes using either the NIGP codes or a user-defined set of codes.
- 20) Requisition data should include but not necessarily be limited to the following:
 - a) Requisition number
 - b) Vendor number
 - c) Vendor name
 - d) Commodity Code
 - e) Status
 - f) Department
 - g) Approved by
 - h) Ordered by
 - i) Summary description
 - j) Ship to address code
 - k) Date issued
 - l) Estimated delivery date
 - m) Free form text to be printed on PO
 - n) General Ledger coding for each item
 - o) Description for each item
 - p) Number of units
 - q) Price per unit
 - r) Amount

- 21) Once a requisition has been processed, the above information should be displayed for each purchase order during the purchase order receiving process.
- 22) After the requisitions have been edited and accepted for processing, a report listing all requisitions should be available for supervisory review and approval. The report should flag any items that result in over-budget accounts.
- 23) Before processing the requisition, the user should be able to access the requisition as many times as desired to make changes.
- 24) There should be a means of easily deleting requisitions no longer needed from the system.
- 25) Ability to allow vendor terms, codes, and predefined General Ledger allocation to be over-ridden when turning Requisitions into Purchase Orders.
- 26) Must have a flag on the Purchase Order to designate Fixed Asset purchases.
- 27) Must provide for printing and reprinting of purchase orders.
- 28) During the optional receiving process, provide the ability to look up purchase orders by purchase order number, all purchase orders with a specific vendor, or all purchase orders. When multiple purchase orders are displayed, the user should have the ability to scroll through the purchase orders displayed and select the desired purchase order. The status of each purchase order should be displayed during the selection process.
- 29) Provide for both full and partial liquidation of encumbrances and make provisions for properly accounting for items that have been back ordered or discontinued.
- 30) The entry of vendor invoices into the Accounts Payable system should automatically reduce the encumbrance created by the Purchase Order system by the amount of the invoice.
- 31) Accommodate multiple invoices for one purchase order and/or multiple purchase orders for one invoice.
- 32) There should be a means of voiding a purchase order and removing the encumbrances from the ledger.
- 33) The system should allow for an unlimited number of electronic files to be attached to a single Purchase Order record. The system should provide for scanning directly into the system without a third-party interface.
- 34) When entering an invoice, the user should be able to override the system calculated payment date with the desired payment date.
- 35) Purchase Order Status Report: User defined parameters should include range of vendors, status, and purchase order number range. The report should be available in both detail and summary formats. The summary report should print one line per purchase order and include purchase order number vendor number, vendor name, purchase order status, department number, date ordered, date items last received, dollar amount ordered, dollar amount received and amount outstanding. Totals should be printed for each status. Detail format should provide line-by-line detail on each purchase order.
- 36) Purchase Order Receipt Report: Print vendor number and name, invoice number, receipt date, bank code, purchase order number, general ledger account number and name, item description, distribution amount, invoice amount, and totals by vendor.
- 37) Purchase Order Encumbrance Report: User defined parameters should include fund, vendor range, General Ledger account number range, date range, status, and detailed or summary. The report should be sorted by general ledger account number and should print the general ledger account number, account name, purchase order number, issue date, vendor number and name, item description and amount outstanding.
- 38) End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Purchase Order system. The interface must have the capability to transfer data

to third party applications Microsoft Excel, Access, etc.

- 39) Modification to the original PO requires a change order to purchases orders with user defined security and approval process
- 40) User define Work-Flow and Business Rules can be set up to automatically route the PO to a specific individual based on value, account code or whether the PO will create a Fixed Asset
- 41) Must interface to General Ledger, Accounts Payable, Budgetary, Project Accounting, Fixed Assets, Inventory, Requisitions, and Work Orders.

Work Orders

- 42) End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Accounts Payable system. Authorized users should be able to see any and all purchase orders that may be connected to a work order. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.
- 43) Must allow for estimates before a work order is actually created in the system.
- 44) Have default rates for overhead for labor, materials, services, and equipment charges. The default rates can be overwritten on individual work orders.
- 45) System must have a user-defined index field to allow for grouping work orders for searching and reporting purposes.
- 46) Work orders can contain service address information that links to a system-wide shared table of service addresses. Using a service address should be optional.
- 47) Unlimited work orders and detail history.
- 48) User should be able to assign a department to a work order from a system-wide shared table of departments.
- 49) Have an unlimited character field for tracking notes on individual work orders.
- 50) Be able to assign labor costs from a specific employee or from a position table.
- 51) Be able to assign equipment costs from a specific Fixed Asset or from a table within work orders.
- 52) Be able to assign material costs from the Inventory module and be able to find special order parts or projects.
- 53) User defined fields with field labels.
- 54) Be able to set up a work order template for routine work orders.
- 55) Be able to modify a work order after it is created from a template.
- 56) Be able to progress bill a work order by selecting work order items to be sent to Accounts Receivable to automatically create an invoice, which can be edited before being sent to the customer. The system should keep track of what has been billed on each work order.
- 57) Have the option to wait until the work order is completed and bill the entire work order at once.
- 58) Unlimited number of attachments, which can be scanned documents, any existing electronic document file, or any MS Office file.
- 59) Work orders can be grouped as "maintenance", "new construction/capital outlay", "improvements", or "other" for sorting and reporting purposes.
- 60) Improvements can be linked to existing Fixed Assets.
- 61) Finished work orders can be left as expense items for maintenance, added as an improvement to an existing Fixed Asset, or create a new Fixed Asset.
- 62) Work Orders should include a process to reimburse the various sources of labor, equipment, and inventory (inter-fund transfers).
- 63) Must interface with GL, Payroll, AP, and Project Management.

Project Management

- 1) Project Management will need to maintain subsidiary ledger activity for each project and will need to record, store and allow retrieval of both current and historical project related information. This inception to date data maintenance and reporting is required for meaningful project budgeting, monitoring and reporting.
- 2) The Project Management system is designed to allow tracking of projects across multiple fiscal years.
- 3) The system can setup project budgets and track activity for up an unlimited number of fiscal and calendar years.
- 4) Software should provide budgeting and reporting capability based on any date range.
- 5) Support the ability for multiple departments to access the project information simultaneously.
- 6) Ability to correct errors or edit on-line in real time.
- 7) Ability to calculate budget, expenditures, and available balances (e.g. daily, weekly, and monthly) with totals to date.
- 8) Project set up should allow projects to be continued over one or more fiscal years as deemed necessary by user.
- 9) General information associated with a project can be set up with a minimum of 3 levels below the project level.
- 10) Define the line item budgets for the project.
- 11) Ability to track and compile reports on project expenditures/accumulated costs by Agency's object account coding system for both fiscal year and project –inception-to-date.
- 12) Ability to track all project related costs for the life, inception-to-completion, of the project for a minimum of 5 years crossing fiscal years as necessary.
- 13) Ability to track projects with multiple funding sources and identify expenditures by funding sources within individual projects for the life of the project and or for the individual fiscal years.
- 14) Ability to Identify and report status of project using user definitions.
- 15) Identify and track money expended on entire project by project total and or by object code.
- 16) Identify department in charge of work being completed by project.
- 17) Identify and report status of project using user definitions.
- 18) The associated department can be entered.
- 19) A description of the type of project can be entered. For example, a project type may be a grant, a capital project, a program such as meter change outs, etc.
- 20) Additional lines for detailed descriptions and notes can be displayed.
- 21) Reports can be run for groups of projects related to a specified master project.
- 22) Provide summary information on activity and total expenses for the entire group of projects.
- 23) A project can be tied to a master project by selecting from a list of master project codes.
- 24) If a project is funded by a grant, there is an option of entering the grant number.
- 25) If a project is associated with a particular contract, a contract number can be assigned to the project.
- 26) The project can be tracked by entering the starting month and year for the project fiscal year.
- 27) Must be able to attach an unlimited number of electronic files to a project or to a specific phase of a project.
- 28) Must be able to scan invoices and automatically attach those scans to the project record.
- 29) A listing of the individual transactions posted to a line item, will display the Date, Description, G/L Account, and Amount of each transaction.
- 30) When posting items to projects through the Payroll, Accounts Payable, Purchase Order, Accounts Receivable, Cash Receipts, and General Ledger systems, a detail transaction is also posted to the Project Management files.

- 31) The project report provides general information about each project (such as description, type, department, grant and contract information), and lists the budgets for each line item.
- 32) A report can be run for a range of project numbers and you may select a master project for which to run the report, if you want reports totals to provide a summary for all projects tied to a selected master project.
- 33) The Line Item report provides a summary of the Budget and Actual expenditures, by line item, for each fiscal year.
- 34) The line item report can be run for a range of project numbers. User can select a master project which will generate a Budget and Activity summary for all projects tied to a selected master project.
- 35) The detail report prints the detail of each transaction posted within a selected range of dates.
- 36) Transactions are listed by line item for each project, and activity and balance totals are printed for each line item, and for the entire project.
- 37) Should interface with General Ledger, Purchase Order, Accounts Payable, Inventory, Accounts Receivable, Cash Receipts, Work Orders, and Payroll Systems.

Licenses and Permits

- 1) Menus have drill-down capabilities for detail.
- 2) System has complete on-line help function.
- 3) Report writer for ad-hoc reporting.
- 4) Handle an unlimited number of fees and rates.
- 5) Rates must allow for calculation based on user-defined units, such as number of employees, gross receipts, square footage, etc.
- 6) System allows for individual late fee codes associated with a rate.
- 7) System integrates with General Ledger, Cash Receipts.
- 8) Data must reside in the central CIS database with UB, Misc. AR, etc.
- 9) Unlimited licenses, accounts and history.
- 10) Allow for credits and deposits.
- 11) Minimum 24 user defined fields with field labels.
- 12) In addition to NAICS and SIC, must allow unlimited user-defined business codes.
- 13) Maintain contact file, contact checklist.
- 14) Licenses and Renewals forms must be stored in MS Word.
- 15) Renewal schedules must be user-defined and not limited to monthly or annual.
- 16) Must track business information, including number of employees.

Building Permits and Inspections

- 1) Real time system processing, not batch processing.
- 2) Menus have drill-down capabilities for detail.
- 3) System has complete on-line help function.
- 4) Report writer for ad-hoc reporting.
- 5) Handle an unlimited number of fees, rates, and standards
- 6) Rates must allow for calculation based on user-defined units, such as number of square feet, number of fixtures, building value, selling price, lot cost (property cost) etc.
- 7) System allows for individual re-inspection and/or project expansion fees associated with a rate.
- 8) Data must reside in the central CIS database with UB, Misc AR, etc.
- 9) Unlimited building permits, accounts and history.

- 10) Allow customers to pay via debit or credit card
- 11) Unlimited number of miscellaneous user defined fields.
- 12) Maintain contractor information including contacts.
- 13) From the contractor file, easily drill down to the permit detail of any of the permits the contractor is working on.
- 14) Automatically verify contractor expiration dates in system when permit is associated with a particular contractor and display warning if within 30 days of grace period.
- 15) Building Permit forms must be stored in MS-Word or MS-Excel as applicable.
- 16) Maintains history of all forms printed on the permit record.
- 17) When issuing a permit, all supporting documentation should be prompted or printed automatically.
- 18) Track unlimited number of permit classes
- 19) Optional ability to track inspector's schedules.
- 20) Optional display of available inspectors for an inspection based on their schedule.
- 21) Scheduled inspection approval steps.
- 22) Unlimited number of approval steps.
- 23) Print application directly from the permit maintenance screen.
- 24) Print permit directly from the permit maintenance screen.
- 25) System should allow scanned or entered inspection report, which should also be printable from the permit maintenance screen.
- 26) Permit information should allow the attachment of any blueprints, scanned images, or documentation related to a particular permit or project.
- 27) One "Master Permit" can be comprised of several permits.
- 28) One screen for inspectors to access all of their open inspections and pertinent information regarding that inspection.
- 29) Track zones and zoning information automatically when property ID is entered into system
- 30) Can print aging report for any date, past or present.
- 31) Permit listing based on application date, completion date, expiration date, print date, and issue date.
- 32) All information, i.e.: variances, annexations, special conditions, etc, should be linked to the parent/child Tax Parcel ID of any particular piece of property.

Complaints and Code Enforcement

- 1) The Complaint Tracking and Code Enforcement System should provide the ability to record and track incoming code enforcement violations, complaints, notifications, and resolutions. The system should also handle notification of staff, track actions taken, and resolutions.
- 2) Violations or complaints have templates that can be set up to accommodate an unlimited number of steps.
- 3) Ability to track information through system by contact and property. Provide ability to see all incidents (current and prior) at a given property. Conversely, be able to view multiple incidents associated with a single contact.
- 4) Ability to define a scheduled date for each task and track past due status.
- 5) Menus have drill-down capabilities for detail.
- 6) System has complete on-line help function.
- 7) Report writer for ad-hoc reporting.
- 8) Provide violation/issue search based on filters including: user, queue, citation number, issue number, type, status, resolution, creation date, scheduled date, completed date, source customer, target customer, and lot with full drill down capability.

- 9) System integrates with General Ledger, Cash Receipts.
- 10) Data must reside in the central CIS database with UB, Misc AR, etc.
- 11) Unlimited code enforcement violation issue types, unlimited customer complaints, accounts and history.
- 12) Unlimited number of user defined Forms, which can be automatically generated - must be stored in MS Word.
- 13) Maintains history of all forms printed on the violation or complaint record.
- 14) Violations or complaints have templates with an unlimited number of actions/steps that can be set up per violation or complaint type. These steps can be modified at the issue or complaint level.
- 15) Violations or complaints have templates that can be set up to accommodate an unlimited number of steps.
- 16) Unlimited user defined resolution types.
- 17) Print violation/complaint info directly from the violation/complaint screen.
- 18) Unlimited number of attachments that can be associated with a violation/complaint
- 19) Can use a resource scheduler to schedule time required for complaint/violation resolution.
- 20) Issue listing based on issued date, citation number, issue type, issue status, and issue resolution.
- 21) Issue listing based on Lot ID, source constituent that reported violation or complaint, and constituent that violation or complaint is against.
- 22) End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Code Enforcement system. The interface must be ODBC compliant and have the capability to transfer data to third party applications such as MS-Excel or MS-Access
- 23) Ability to Integrate with the Work Order module and create a work order based on a step in the violation or complaint template.
- 24) Ability to integrate with the Utility Billing Service Requests and create a service request based on a step in the violation or complaint template.
- 25) Seamless Link to AR for billing
- 26) Seamless Link to Central Cashiering for receipting

END ITEM VI

SCOPE OF WORK AND SPECIFICATIONS

ITEM VII

SAMPLE

CONTRACT

This **CONTRACT** is made this _____ day of _____, _____,
by and between the **CITY OF FAIRHOPE** (hereinafter "**OWNER**") and
_____(hereinafter "**CONTRACTOR**"), on
the

BID NO.: **018-11**

BID NAME: **RFP for Municipal Information System**

The **OWNER** and the **CONTRACTOR** agree as set forth below:

1. The contract consists of all of the items contained within this bid package.
2. The **CONTRACTOR** shall perform all the **WORK** described herein.
3. The **WORK** to be performed under this **CONTRACT** shall be commenced upon execution of this **CONTRACT** within thirty (30) days of the date specified in a *Notice to Proceed* (NTP) to be issued to the Contractor by the Owner, or its authorized representative. The work shall be completed, subject to authorized adjustments, within **HUNDRED EIGHTY (180)** working days from and after the commencement date stipulated in said *Notice to Proceed*. Liquidated damages for non-completion of the work within this time limit will be assessed at the rate of \$200 per working day.

4. The **OWNER** shall pay the **CONTRACTOR** in current funds for the performance of the **WORK**, the **CONTRACT SUM** of _____

_____(\$ _____). The **CONTRACTOR** shall submit to the **OWNER**, on or before the 5th day of each month, an estimated total for work performed in the previous month. The **OWNER** will hold back 5% of each monthly estimate until 50% completion of the work. The contractor shall, immediately after the completion of the contract, give notice of the completion by an advertisement in a newspaper of general circulation published within the city or county in which the work has been done, for a period of four successive weeks. A final settlement shall not be made upon the contract until the expiration of 30 days after the completion of the notice. Proof of the publication of the notice shall be made by the **CONTRACTOR** to the **OWNER** by affidavit of the publisher and a printed copy of the notice published.

5. The **CONTRACTOR** shall not commence work under this **CONTRACT** until it has purchased **INSURANCE** for protection from any and all claims that may arise out of or result from the **CONTRACTOR'S** operations under the **CONTRACT**. The **CONTRACTOR** shall maintain the required insurance in the minimum amounts as described in Item II.

6. To the fullest extent permitted by law, the **CONTRACTOR** shall indemnify and hold harmless the **OWNER**, and its agents and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees arising out of or resulting from the performance of the **WORK**.

7. The **CONTRACTOR** has thoroughly and completely inspected the premises, and hereby agrees to perform the **WORK** for the **CONTRACT SUM**.

8. The **CONTRACTOR** warrants to the **OWNER** that all materials furnished under this **CONTRACT** will be new, and that all work will be of a good quality, free from faults and defects and in conformance with the **CONTRACT DOCUMENTS**. All **WORK** not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. If required by the **OWNER**, the **CONTRACTOR** shall furnish satisfactory evidence as to the kind and quality of materials.

9. The **CONTRACTOR** shall promptly correct all **WORK** rejected by the **OWNER** as defective or failing to conform to the **CONTRACT DOCUMENTS**. The **CONTRACTOR** shall bear all costs of correcting such rejected **WORK**, regardless of whether the **WORK** is fabricated, installed or completed.

10. The **CONTRACTOR** shall remove from the site all portions of the **WORK** which are defective or non-conforming and which have not been corrected, unless removal is waived by the **OWNER**.

11. If the **CONTRACTOR** fails to correct defective or nonconforming **WORK** within a reasonable time fixed by written notice from the **OWNER**, the **OWNER** may correct and the **CONTRACTOR** shall bear the cost of making good all work of the **OWNER** or separate contractors.

12. If the **OWNER** prefers to accept the defective or nonconforming **WORK**, the **OWNER** may do so instead of requiring its removal and correction, in which case a reduction in the **CONTRACT SUM** shall be effected whether or not final payment has been made. The reduction shall be equitable and appropriate.

13. If the **CONTRACTOR** fails to correct defective **WORK** as set forth above or persistently fails to carry out the **WORK** in accordance with the **CONTRACT DOCUMENTS**, or fails to supply enough properly trained workers or proper materials or disregards laws, ordinances, rules or regulations, the **OWNER**, by a written order signed by its authorized agent, may order the **CONTRACTOR** to stop the **WORK**. If the **CONTRACTOR** fails within the seven (7) days after receipt of written notice to commence corrective action, the **OWNER** may, after seven (7) days follow the receipt of an additional written notice, and without prejudice to any other remedy of the **OWNER**, terminate employment of the **CONTRACTOR** and take possession of the site and of all materials thereon, and may finish the work by whatever methods the **OWNER** finds expedient.

14. If, within one (1) year after acceptance of the **WORK** by the **OWNER**, or within such longer period of time as may be prescribed by law or by the terms of any applicable special warranty required by the **CONTRACT DOCUMENT**, any of the **WORK** is found to be defective or not in conformity with the **CONTRACT DOCUMENTS**, the **CONTRACTOR** shall correct it promptly after receipt of a written notice from the **OWNER** to do so unless the **OWNER** has previously given the **CONTRACTOR** a written acceptance of such condition. This obligation shall survive both final payment for the **WORK** and termination of the **CONTRACT**. The **OWNER** shall give such notice promptly after discovery of the condition.

15. If the **CONTRACTOR** is delayed at any time in the progress of the **WORK** by any act or neglect of the **OWNER**, any of its employees, labor disputes, fire, unusual delay in transportation, adverse weather conditions not reasonably anticipatable, unavoidable casualties, or any causes beyond the **CONTRACTOR'S** control, the **CONTRACT** time shall be extended to such reasonable time as the **OWNER** may determine.

16. The **CONTRACTOR** shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the **WORK**. The **CONTRACTOR** shall perform the **WORK** in a manner that allows the **OWNER** to the maximum extent possible to continue its daily operations on the premises.

17. The **CONTRACTOR** shall at all time keep the premises free from accumulation of waste materials or rubbish caused by the **CONTRACTOR'S** operations. At the completion of the **WORK**, the **CONTRACTOR** shall remove all the **CONTRACTOR'S** waste materials and rubbish from and about the **PROJECT** as well as all the **CONTRACTOR'S** tools, construction equipment, machinery and surplus materials. If the **CONTRACTOR** fails to clean up at the completion of the **WORK**, the **OWNER** may do so and the cost thereof shall be charged to the **CONTRACTOR**.

18. **WRITTEN NOTICE** shall be deemed to have been duly served if delivered in person to the individual or member of the firm or entity or to an officer of the corporation for whom it was intended, or if delivered at or sent by registered or certified mail to the last business address known to the party giving the notice.

19. The duties and obligations imposed by the **CONTRACT DOCUMENTS** and the **RIGHTS AND REMEDIES** available there under shall be in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

20. Should either party to the **CONTRACT** suffer injury or damage to person or property because of any act or omission of the other party or of any of the other party's employees or agents, claim shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

21. The **OWNER** and **CONTRACTOR**, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party hereto and to the partners, successors, assign and legal representatives of such other party with respect to all covenants, agreements and obligations contained in the **CONTRACT DOCUMENTS**. Neither party to the **CONTRACT** shall assign the **CONTRACT** or sublet it as a whole without the written consent of the other.

ATTEST:

THE CITY OF FAIRHOPE, ALABAMA

LISA A. HANKS

City Clerk

BY: **TIMOTHY M. KANT**

ITS: Mayor

ATTEST:

(Name of Contractor)

BY: _____

(Contractor's Representative)

ITS:

(Representative's Title)

**GENERAL CONTRACTOR'S LICENSE NUMBER
(Required):**

CONTRACTOR'S STATE OF ALABAMA
FOREIGN VENDOR REGISTRATION
NUMBER (Required of out-of-state-vendors)

NOTARY FOR CONTRACTOR

STATE OF ALABAMA}

COUNTY OF BALDWIN}

I, the undersigned authority in and for said State and County, hereby certify that
, as _____ respectively, of
, whose name is signed to the foregoing document and who are known to me,
acknowledged before me on this day, that, being informed of the contents of the
document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notaries Seal on this _____ day of _____,

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

NOTARY FOR OWNER (CITY OF FAIRHOPE)

STATE OF ALABAMA}

COUNTY OF BALDWIN}

I, the undersigned authority in and for said State and County, hereby certify that TIMOTHY M. KANT as Mayor of the City of Fairhope and LISA A. HANKS as City Clerk whose names are signed to the foregoing document and who are known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the date the same bears date.

Given under my hand and Notaries Seal on this _____ day of _____, _____.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

CITY OF FAIRHOPE, ALABAMA

STANDARD TERMS AND CONDITIONS

ACCEPTANCE OF AGREEMENT

This Agreement contains all terms and conditions agreed upon by the Owner and Winning bidder. No other agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either party hereto. The Winning Bidder shall not employ Subcontractors without the express written permission of the Owner. No waiver, alteration, consent or modification of any of the provisions of the Agreement shall be binding unless in writing and signed by the Owner and Contractor. This Agreement shall not be construed against the party or parties preparing it. It shall be construed as if all the parties and each of them jointly prepared this Agreement, and any uncertainty or ambiguity shall not be interpreted against one or more parties.

ACCEPTANCE OF WORK

The City of Fairhope will be deemed to have accepted the Work after the City of Fairhope agrees the Work is completed by signature on delivery or service tickets. In the event Work furnished under the Contract / Agreement / Purchase Order is found to be defective or does not conform to the intent of the Contract / Agreement / Purchase Order, the awarded vendor shall, after receipt of notice from the City of Fairhope, correct the deficiencies. Failure on the part of the awarded vendor to properly correct the deficiencies within the time period allowed will constitute the City of Fairhope's right to cancel the Contract / Agreement / Purchase Order immediately, upon written notice to the awarded vendor.

ADDENDA

All Addenda are part of the Contract Documents. Include resultant costs in the Bid. Addenda will be issued by FAX or Email to all Bidders on record, and posted to the City of Fairhope website [.cofairhope.com](http://cofairhope.com). It is the responsibility of the bidder

to verify that all addenda have been received, and to include all signed addenda in the bid submission

ADDITIONAL ORDERS

Unless it is specifically stated to the contrary in the bid response, the City of Fairhope reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions; to extend the renewal date until a new bid is in place, if it is mutually agreeable.

APPLICABLE LAW

This Agreement is deemed to be under and shall be governed by and construed according to the laws of the State of Alabama. Any litigation arising out of the Agreement shall be heard in the Courts of Baldwin County, Alabama.

ASSIGNMENT

The awarded vendor shall not assign the Contract / Agreement / Purchase Order or sublet it as a whole without the express written permission of the City of Fairhope. The awarded vendor shall not assign any payment due them hereunder, without the express written permission of City of Fairhope. The City of Fairhope may assign the Contract / Agreement / Purchase Order, or sublet it as a whole, without the consent of the awarded vendor.

ASSURANCE OF NON-CONVICTION OF BRIBERY

The bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors, or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery,

attempted bribery or conspiracy to bribe under the laws of any state or Federal government.

AWARD CONSIDERATION

The following factors will be considered in determining the lowest **responsible** bidder: Overall

quality, Conformity with specifications both general and specific, Purposes for which materials or services are required, Delivery dates and time required for delivery, Unit acquisition cost, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs, and other objective and accountable factors which are reasonable.

AWARD OR REJECTION OF BIDS

The Bid will be awarded to the lowest responsible bidder complying with conditions of the invitation for bids, provided his bid is reasonable and it is in the interest of the City of Fairhope to accept it. The bidder to whom the award is made will be notified at the earliest possible date. The City of Fairhope, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest to the City of Fairhope.

BACK ORDERS

If it is necessary to back order any items, the vendor must notify the Purchasing Department and advise as to the expected shipping or delivery date. If this date is not acceptable, the City of Fairhope may seek remedies for default.

BID AND PERFORMANCE SECURITY

If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany the bid and be made payable to The City of Fairhope of Baldwin County, Al. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the City and underwritten by a company licensed to issue bonds in the State of Alabama. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Purchasing Manager deems the failure to be non-substantial. All checks will be returned to the bidders after the contract has been approved. If a performance bond is required, the successful bidder will be notified after the awarding of the contract.

BRAND NAMES

Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality thereby indicated will be considered, providing the bid clearly describes the article offered and indicates how it differs from the referenced brands. Descriptive literature or manufacturers specifications plus any supplemental information necessary for comparison purposes should be submitted with the bid or the bid on that item may be rejected. Reference to literature submitted with a previous bid or on file with the Division of Purchasing will not satisfy this requirement. The burden is on the bidder to demonstrate that the item bid is equivalent to the item specified in the ITB. Bids without sufficient documentation to fully support equality, may be considered non-responsive.

Reference by the City of Fairhope in the ITB to available existing specifications shall be sufficient to make the terms of such specifications binding on the bidder. Unless the bidder specifies otherwise in its bid, it is understood the bidder is offering a referenced brand item as specified in the ITB or is bidding as specified when no brand is referenced. Failure to examine drawings, specifications and instructions will be at the bidder's risk.

BUSINESS LICENSE

The vendor selected to enter into a Contract / Agreement with the City of Fairhope must be licensed to do business in the City of Fairhope prior to commencement of any work under the contract. Delivery of goods or services to the City of Fairhope by Purchase Order have detailed and varied Business License requirements. In all instances that require a business license. Awarded vendor will provide proof of possessing a current City of Fairhope Business License. Prospective bidders will not be required to possess a City of Fairhope Business License prior to award.

CANCELLATION OF / CONTRACT / AGREEMENT / PURCHASE ORDER / LEASE

A purchase order can be canceled in whole or in part when awarded vendor fails to deliver or perform as specified. Cancellation of a purchase order can only be made by a written purchase order change (POC) from the City of Fairhope. A term contract, lease or agreement can be canceled by the City of Fairhope, for justifiable cause, or convenience, by written notice.

CERTIFICATION PURSUANT TO ACT NO. 2006-557

Alabama law (section 41-4-116, code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with act no. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false. All corporations must register to do business in Alabama with the Office of the Secretary of State. Their address is:

Office of the Secretary of State
P.O. Box 5616
Montgomery, AL 36103
(334) 242-5324
Fax: (334) 240-3138
[://www.sos.state.al.us/index.aspx](http://www.sos.state.al.us/index.aspx)

The Foreign Corporation form is online at
[://www.sos.state.al.us/downloads/dl1.cfm](http://www.sos.state.al.us/downloads/dl1.cfm).

COST OF REMEDYING DEFECTS

All defects, indirect and consequential costs of correcting, removing or replacing any or all of the defective materials or equipment will be charged against the awarded vendor.

DELIVERY OF BID

Bids must be received in the Purchasing Office by the date and time specified on the bid cover. All bids will be accepted until the time and date stated on the bid cover. No bids will be accepted that extend past the time and date on the bid cover. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bids submitted by U.S. Mail must be received by the City of Fairhope of Baldwin County, Alabama, in the City of Fairhope offices, 555 South Section St., Fairhope, Al., unless otherwise specified.

DELIVERY

The number of calendar days required for delivery after receipt of a purchase order shall be stated in the RFQ / ITB / RFP and/or Purchase Orders. When no time is stated in the document, the time shall be fourteen (14) calendar days after receipt of order. If a shipment is not made within the time period specified, the Purchase Order may be canceled.

ENVIRONMENTAL REQUIREMENTS

All products will be clearly labeled for their intended use. Each delivery of product or materials will include a Material Safety Data Sheet (MSDS) for all materials that require an MSDS. All manufacturers/distributors of hazardous substances, including any of the items listed on this bid/quote/contract and subsequent award must include completed material safety data sheet (MSDS) for each hazardous material. Additionally, each container of hazardous materials must be appropriately labeled with:

- a) The identity of the hazardous material,
- b) Appropriate hazard warnings, and

c) Name and address of the chemical manufacturer, importer, or other responsible party

EQUIPMENT DEMONSTRATION

The City of Fairhope may require equipment/product materials or service techniques to be demonstrated at a time, date and location to be specified by the City of Fairhope.

EQUIPMENT ELECTRICAL CERTIFICATION

All electrical equipment purchased shall conform to, and be identified in, the applicable standard(s), or otherwise be certified as applicable, as of the bid opening date and time, by Underwriters Laboratories, Inc. or other recognized laboratory facility. Bidder must provide satisfactory documentation with returned bid that all such equipment meets the applicable product standard or has otherwise been certified as outlined above. Unless indicated in the bid document, the above certification shall apply to the equipment itself, not the individual components of that equipment.

ERRORS IN BID

Bidders are assumed to be informed regarding conditions, requirements and specifications prior to submitting bids. Failure to do so will be at the bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after the bid opening may not be corrected.

FORCE MAJEURE

Neither the City nor the awarded vendor shall be deemed in breach of any contract / Purchase Order or Agreement which may result from this proposal submission if it is prevented from performing any of the obligations hereunder by reason of Acts of God, acts of the public enemy, acts of superior governmental authority, strikes or labor disputes,

floods, riots, rebellion, sabotage, or any similar other unforeseeable causes beyond its control and not due to its fault or negligence. Each party shall notify the other immediately in writing of the cause of such after the beginning period thereof. The awarded vendor may request cancellation and the City of Fairhope may grant the request if performance is prevented by any of the above referenced causes, or other unavoidable circumstances not attributable to the fault or negligence of the vendor. The burden of proof for such relief rests with the vendor. All correspondence pertaining to cancellation of a purchase order or term contract must be addressed to the City of Fairhope Purchasing Manager.

HAZARDOUS AND TOXIC SUBSTANCES

Bidder must comply with all applicable Federal, State, County and City laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to information hazardous and toxic substances, and as amended from time to time. Bidder shall provide the City of Fairhope with a "Material Safety Data Sheet" for all goods that carry one.

INDEMNITY

Indemnity: The awarded vendor hereby agrees to indemnify and save harmless the City of Fairhope, its officers, agent, and employees, from and against any and all liabilities, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including reasonable attorneys fees for trial and on appeal, of any kind and nature, arising or growing out of, or in any way connected with the performance of this Contract / Agreement / Purchase Order, to the extent caused by a negligent act or omission of the awarded vendor, their agents, servants, employees, Subcontractors, or others associated with the awarded vendor. The awarded vendor shall be responsible for damage to any equipment excluded from this agreement, or damage or injury caused by any equipment excluded from this agreement, only to the extent that the damage or injury is caused by a

negligent act or omission of the awarded vendor, or caused by failure of the awarded vendor's supplied product to perform as specified.

INSPECTION

All materials, workmanship, equipment, and supplies are subject to inspection and test at any source or time. Final inspection, acceptance or rejection will be made at delivery destination. Goods that do not meet specifications will be rejected unless substitutions have been approved by the City of Fairhope. Failure to inspect or to reject upon receipt, however, does not relieve the awarded vendor of liability. When subsequent tests, after receipt, are conducted and when such tests reveal a failure to meet specifications, the City of Fairhope will reject the goods and the awarded vendor shall immediately supply goods meeting specifications or the City of Fairhope may seek damages including but not limited to the testing expense, regardless of whether a part of or all of the goods have been consumed through the testing process. Rejected goods shall be removed by the awarded vendor promptly after rejection, at his expense. If not removed in fourteen (14) calendar days, they may be disposed of at the discretion of the City of Fairhope. Disposal costs will be the awarded vendor's responsibility.

INSPECTION OF PREMISES

At reasonable times, the City may inspect those areas of the awarded vendor's place of business that are related to the performance of a Contract / Agreement / Purchase Order. If the City makes such an inspection, the awarded vendor must provide reasonable assistance. The City of Fairhope reserves the right on demand and without notice all the vendor's files associated with a subsequent Contract / Agreement / Purchase Order where payments are based on the awarded vendor's record of time, salaries, materials, or actual expenses. This same clause will apply to any subcontractors assigned to the Contract / Agreement / Purchase Order.

INSURANCE

If a Contract / Agreement / Purchase Order results from this RFQ / ITB / RFP, or other form of solicitation, the awarded vendor shall maintain such insurance as will indemnify and hold harmless the City of Fairhope from Workmen's Compensation and Public Liability claims from property damage and personal injury, including death, which may arise from the awarded vendor's operations under this Contract / Agreement / Purchase Order, or by anyone directly or indirectly employed by him/her.

INVITATION TO BID

Any provisions made in the RFQ / ITB / RFP, or other form of solicitation, supersedes any provisions outlined here in the General Terms and Conditions.

INVOICING, DELIVERY, PACKAGING

Invoices shall be prepared only after ordered materials have been delivered. All invoices must show the purchase order number. Unless otherwise specified in writing, vendors shall not ship any material without an authorized Purchase Order from the City of Fairhope Purchasing Department. All packages delivered must show the purchase order number. The awarded vendor will be required to furnish all materials, equipment and/or service called for at the bid price quoted. In the event the awarded vendor fails to deliver within a reasonable period of time, as determined by the City of Fairhope, the right is reserved to cancel the award and subsequent purchase order and purchase from the next lowest responsible bidder the items needed. The original awarded vendor will be back charged the difference between the original contract price and the price the City of Fairhope has to pay as a result of the failure to perform by the original awarded vendor. All bids will remain firm for acceptance for 60 days from the date of bid opening. Prices shall be net F.O.B., Prepaid and Allow, City of Fairhope chosen site, Baldwin County, Al. The title and risk of loss of the goods will

not pass to the City of Fairhope until receipt and acceptance takes place at the F.O.B. point.

LABELING

Individual shipping cartons shall be labeled with the name "City of Fairhope", Purchase Order Number, and where applicable, Contract Number, date of manufacture, batch number, storage requirements, conditions, and recommended shelf life. Bidders are encouraged to offer product packaging with recycled content.

LOSS OR DAMAGE IN TRANSIT

Delivery by a vendor to a common carrier does not constitute delivery to the City of Fairhope. Any claim for loss or damage incurred during delivery shall be between the vendor and the carrier. The City of Fairhope accepts title only after satisfactory receipt at the delivery point. The City of Fairhope shall note all visible damages on the freight bill and may refuse the damaged goods. The vendor shall make immediate replacement of the damaged merchandise or be subject to damages for breach of contract. If damage is to a small portion of a total shipment and the City of Fairhope will not be inconvenienced because of the shortage, the vendor may be permitted by the Purchasing Manager to deduct the amount of damage or loss from its invoice, in lieu of replacement. Risk of loss during delivery is borne by the vendor until the goods have been accepted by the City of Fairhope, unless otherwise specified in the RFQ / ITB / RFP or other form of solicitation.

MANDATORY SITE VISIT

If the RFQ / ITB /RFP or other form of solicitation requires a mandatory site visit, bidders must inspect the site where installation or service is to take place to obtain a full understanding of scope of work outlined therein. Date of site visit will be determined by the City of Fairhope.

MONITORING OF SERVICES

Performance of services will be monitored by the requisitioning department and/or the Purchasing Department, and evaluation reports may be filed with the Purchasing Department. Performance not meeting specifications will result in cancellation of Contract / Agreement / Purchase Order and may result in vendor being removed from the vendor list.

NONCONFORMING MERCHANDISE

When merchandise received from the lowest responsible bidder is not in accordance with the purchase order, it will be returned to the bidder, at bidder's expense.

NON-DESCRIMINATION

The City of Fairhope is an Equal Opportunity Employer and requires that all contractors comply with the Equal Employment Opportunity laws and the provisions of the Contract / Agreement / Purchase Order Documents in this regard. The City also encourages and supports the utilization of Minority Business Enterprises on this and all public bids.

NON EXCLUSIVE

Unless otherwise specified, this Contract / Agreement / Purchase Order is considered a non-exclusive Contract /Agreement / Purchase Order between the parties.

NOTIFICATION AND ACCIDENT REPORTS

In the event of accidents of any kind, in the performance of a Contract / Agreement / Purchase Order, the awarded vendor shall notify the City of Fairhope immediately and furnish, without delay, copies of all such accident reports to the City of Fairhope. If in the performance of their Work, the awarded vendor fails to immediately report an accident to the City of Fairhope, of which the awarded vendor has knowledge of and which results in a fine levied

against the City of Fairhope then the awarded vendor shall be responsible for all fines levied against the City of Fairhope.

PACKAGING

All goods must be packaged in new packing containers. Packing that meets the requirements of common carriers is acceptable, unless otherwise required. A packing slip or invoice must accompany all shipments and must reference the purchase order number.

PAYMENT

Invoices -- Upon completion of service and delivery of materials specified in the applicable purchase order, awarded vendor will submit an invoice and signed delivery ticket to:

City of Fairhope

Accounts Payable Department

P.O. Box 429

Fairhope, Al. 36533

All invoices must reference appropriate Purchase Order Numbers

Payment Of Invoice: All invoices received by the City of Fairhope are payable within thirty (30) days from the date of receipt by the City of Fairhope, provided they are approved by the City of Fairhope.

PAYMENT WITHHELD

Payment may be withheld until all items have been delivered and all requirements of the Contract / Agreement / Purchase Order have been fulfilled.

RECEIPT BY CITY OF FAIRHOPE

If not otherwise stated in the order, the City of Fairhope will be said to have received goods when they have been delivered, unloaded and placed on the agency's dock or if there is no dock, inside an accessible building, and signed for by an authorized City employee. Shipments will be checked against the receiving copy of the Purchase Order. If the purchase order requires grading certificates, USDA Stamps, or any proof of quality, such proof must accompany the shipment.

SET-UP AND INSTALLATION

Unless otherwise specified, bid / quotation to include cost of all uncrating, disposal of shipping materials, set-up, testing and initial instruction to agency personnel.

SPILL CLEAN UP

The awarded vendor shall be responsible for spillage caused by their negligence, which occurs during transit or unloading operations. The awarded vendor shall immediately report and clean up any spillage. Upon failure to do so, the awarded vendor shall remain responsible for all actual related costs.

PRODUCT TESTING

Vendor shall incur all cost involved in obtaining an Independent Laboratory Test if the City deems necessary during the term of the Contract / Agreement / Purchase Order. The City of Fairhope reserves the right to request a demonstration of any and all items bid before making the award.

PATENTS

Awarded Vendor guarantees that the sale and / or use of goods will not infringe upon any U.S. or foreign patent. Awarded vendor will at his / her own expense, indemnify, protect and save harmless the City of Fairhope, on any patent claims arising from the purchase of goods or services.

PACKAGING

Unless otherwise specified, goods are to be packaged in cartons meeting federal specifications and shipped on non-returnable pallets.

PERMITS LICENSES AND CERTIFICATES

The awarded vendor is to procure all permits, licenses, and certificates, or any approvals of plans or specifications as may be required by Federal, State, Local Laws, ordinances, rules, and regulations, for the proper execution and completion of Work covered under the Contract / Agreement / Purchase Order.

PREPARATION OF BID

All bids / proposals shall be typewritten or in ink on the form(s) prepared by the City of Fairhope. Bids / proposals prepared in pencil will not be accepted. All bids / proposals must be signed by officials of the corporation or company duly authorized to sign bids / proposals. Any bid / proposal submitted without being signed will automatically be rejected. All corrections or erasures shall be initialed and dated by the person authorized to sign quotations /bids / proposals. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.

QUESTIONS / CONTACT

Commencing with the issuance of the RFQ / ITB / RFP, or other form of solicitation, no vendor or

anyone acting on a vendor's behalf, shall make direct or indirect contact with City personnel or undertake any activities or take any action to otherwise promote its quotation / bid / proposal to the City or its personnel. All communications shall be made to the contact identified in the quotation / bid / proposal documents. Violation of this requirement may, at the City's sole and absolute discretion, be grounds for disqualifying a vendor from further consideration.

REJECTION OF BIDS

The City of Fairhope reserves the right to accept or reject any or all bids in whole or in part for any reason, to waive technicalities or informalities, or to advertise for new proposals, if, in the judgment of the awarding authority, the best interest of the City of Fairhope will be promoted thereby. Bidders may be disqualified and rejection of proposals may be recommended for any of (but not limited to) the following causes: Failure to use the bid forms furnished by the City of Fairhope, Lack of signature by an authorized representative on the bid form, Failure to properly complete the bid form and vendor compliance, Evidence of collusion among bidders, Unauthorized alteration of the bid form.

RIGHT TO AUDIT

The awarded vendor shall maintain documentation of all work performed. The awarded vendor shall make any and all documentation available to the City of Fairhope at all reasonable times, for inspections and audit by the City of Fairhope, during the entire term of the Contract / Agreement / Purchase Order and for a period of Three (3) years after the expiration of the Contract / Agreement / Purchase Order.

SAMPLES

Bidders will not be required to furnish samples at the time of bid opening, unless specifically called for. The City of Fairhope reserves the right to request samples

after bid opening to assist in the evaluation of proposals submitted.

SAFETY MEASURES

The awarded vendor shall take all necessary precautions for the safety of the City of Fairhope's and awarded vendor's employees at the Work site, and shall erect and properly maintain at all times, all necessary safeguards for the protection of the workmen and the public. The awarded vendor shall post signs warning against hazards in and around the Work site.

SUBSTITUTIONS

Substitutions on a purchase order shall require the approval of the Originating Buyer. The City of Fairhope reserves the right to reject at destination and hold at the vendor's risk and expense any goods supplied by the vendor which do not conform to the specification or description embodied in the order or are inferior in any respect to the good specified. Any good bought by sample which is inferior in quality to the sample submitted by vendor will be rejected. Any goods delivered that do not meet specifications may be returned to the vendor at its expense. When a good is returned, the vendor must make immediate replacement with acceptable merchandise or the City of Fairhope may seek remedies for default.

TABULATION

Bid results are posted on The City of Fairhope's web site: [.cofairhope.com](http://cofairhope.com) . The awarded vendor will be sent a written notification via mail.

TAXES

Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales, and manufacturer's taxes. The City will assume no transportation or

handling charges other than specified in the RFQ, ITB, RFP or other form of solicitation. The City is tax exempt by law – Code of Alabama 1975.

TERMINATION FOR CONVENIENCE

Any Contract / Agreement / Purchase Order may be terminated for convenience by the City of Fairhope, in whole or in part, by written notification to the awarded vendor.

TERMINATION FOR DEFAULT

Performance of Work under the Contract / Agreement / Purchase Order Agreement may be terminated by the City of Fairhope, in whole or in part, in writing, whenever the City of Fairhope determines that the awarded vendor has failed to meet the requirements of the Contract / Agreement / Purchase Order.

TERMINATION FOR NON-APPROPRIATION

Termination for Non-appropriation – The continuation of any financial obligation beyond the current fiscal year is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the local source, State Legislature and/or federal sources. The City of Fairhope may terminate any financial obligation, and awarded vendor waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the City of Fairhope's funding from local, State and/or federal sources is not appropriated, withdrawn or limited.

TIME IS OF THE ESSENCE

The City of Fairhope and awarded vendor agree that time is of the essence in the performance of Work called for under this Contract / Agreement / Purchase Order. The awarded vendor agrees that all work will be accomplished regularly, diligently and uninterrupted at such a rate of

progress as will ensure full completion thereof within reasonable time periods.

TITLE

All titles, fees, as well as other charges, are to be paid by awarded vendor. Awarded vendor is to furnish prepaid certificate of title in the name of the City of Fairhope. Title shall change upon acceptance of delivery at the City of Fairhope approved delivery location.

VENDOR LIST

A vendor may be removed from the City of Fairhope's Bidders List if a vendor fails to respond to three (3) consecutive ITB's. A properly submitted "No Bid" is considered as a response and the vendor will receive credit for the response.

WARRANTY

The awarded vendor expressly warrants that all articles, materials, and work offered shall conform to each and every specification, drawing, sample, or other description which is furnished to or adopted by the City of Fairhope, and that it will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defects. The awarded vendor further warrants all items for a period of one year, unless otherwise stated, from the date of acceptance of the items delivered and installed or work completed. All repairs, replacements, or adjustments during the warranty period will be at the awarded vendor's sole expense. Awarded vendor will provide written warranty for all parts and labor for a period of (1) one year commencing from date of written acceptance of delivery by City of Fairhope. Awarded vendor will provide written copies of all other applicable warranties, such as, Manufacturer's warranty. Those warranties, if any, will be in addition to the awarded vendor's warranty, and the terms of which will not be altered by the awarded vendor's warranty.