

City of Grants Pass, Oregon Request for Proposal



VoIP Telephone Communications System

Issue Date: October 24, 2008

Due Date: 4 p.m. (Pacific Daylight Time), November 21, 2008

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Grants Pass, Oregon for:

VoIP Telephone Communications System

The City of Grants Pass, located at 101 NW "A" Street, Grants Pass, OR 97526, is seeking qualified individuals or firms to submit proposals for a City-wide IP enabled Telecommunication System:

Proposals must be received no later than **4 p.m. on November 21, 2008** and sent to the attention of David Reeves, Finance Director. The proposal outlines specific instructions. Each

proposal must be delivered in sealed envelopes clearly marked with **“Proposal for VoIP Telephone Communications System”**

Proposals received later than 4 P.M., November 21, 2008 will not be considered.

A copy of this Request for Proposal (RFP) may be obtained from City’s web site at <https://www.grantspassoregon.gov> or by contacting this RFP Coordinator, David Reeves, at dreeves@grantspassoregon.gov

The City of Grants Pass reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

David Reeves
Finance Director
Grants Pass, Oregon

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Chapter I: General RFP Information

OBJECTIVE OF THIS RFP

The purpose of this RFP is to solicit proposals from vendors qualified to design, upgrade, and implement a VoIP Telephone Communications system for the City of Grants Pass. We will consider proposals from single vendors or from multiple vendors working as a team. The ideal vendor(s) will have experience in the public sector, and have worked with local government entities in Oregon and Washington that are both larger and smaller than City of Grants Pass.

BACKGROUND

The current telecommunication system is a Nortel Meridian Option 61c PBX serving approximately 175 handsets located in multiple locations throughout the City. City Hall and the Public Safety Station are currently linked with fiber-optic cable for the data network and twisted pair copper for telephones. Other sites are connected through Qwest lines for phone and Qwest or Charter connections for data.

Two of the locations are new facilities, recently built for public safety. The installation of a telecommunications system is an essential element of the larger Parkway station. The City would like to install the VoIP system in the Parkway station prior to its opening in January. The installation of the proposed City-wide VoIP system can be done all at one time or installation may be proposed in Phases.

THE CITY OF GRANTS PASS

The City of Grants Pass is a growing city located in the “Sun Belt” of Southern Oregon. It is a full service City with a population of 31,740. Grants Pass is the county seat of Josephine County and serves as the major business and commercial center for a population of more than 82,390.

Services Provided by Grants Pass include:

- Public safety functions of police and fire protection.
- Water and Sewer Utilities
- Community development functions of planning, building, and code.
- Public infrastructure such as streets, Storm water facilities and parks.
- Support services

A full community profile can be found on our website. www.grantspassoregon.gov

GRANTS PASS TELEPHONY ENVIRONMENT

The City of Grants Pass has approximately 231 full time employees. City employees are located at multiple locations, two of which are connected by fiber (currently data only).

The City telephony consists of a Nortel Meridian Option 61c PBX with Meridian voice mail serving the following locations:

Primary Locations:

• City Hall	101 NW 'A' Street	Approximately 87 Handsets
• Public Safety (Justice)	601 NW 5 th Street	Approximately 26 Handsets
• Public Safety (Hillcrest)	199 NW Hillcrest	Approximately 6 Handsets
• New Parkway Fire Station	800 E. Park Street	Approximately 15 Handsets
• Public Safety (Parkway)	780 E Park	Approximately 2 Handsets
• Public Safety (Redwood)	3071 Leonard Road	Approximately 5 Handsets
• City Yard-Public Works	650 SE 'H' Street	Approximately 5 Handsets
• City Yard-Fleet	650 SE 'H' Street(Bldg C)	Approximately 4 Handsets
• Water Restoration	1200 SW Greenwood	Approximately 3 Handsets
• Water Filtration	821 SE 'M' Street	Approximately 2 Handsets

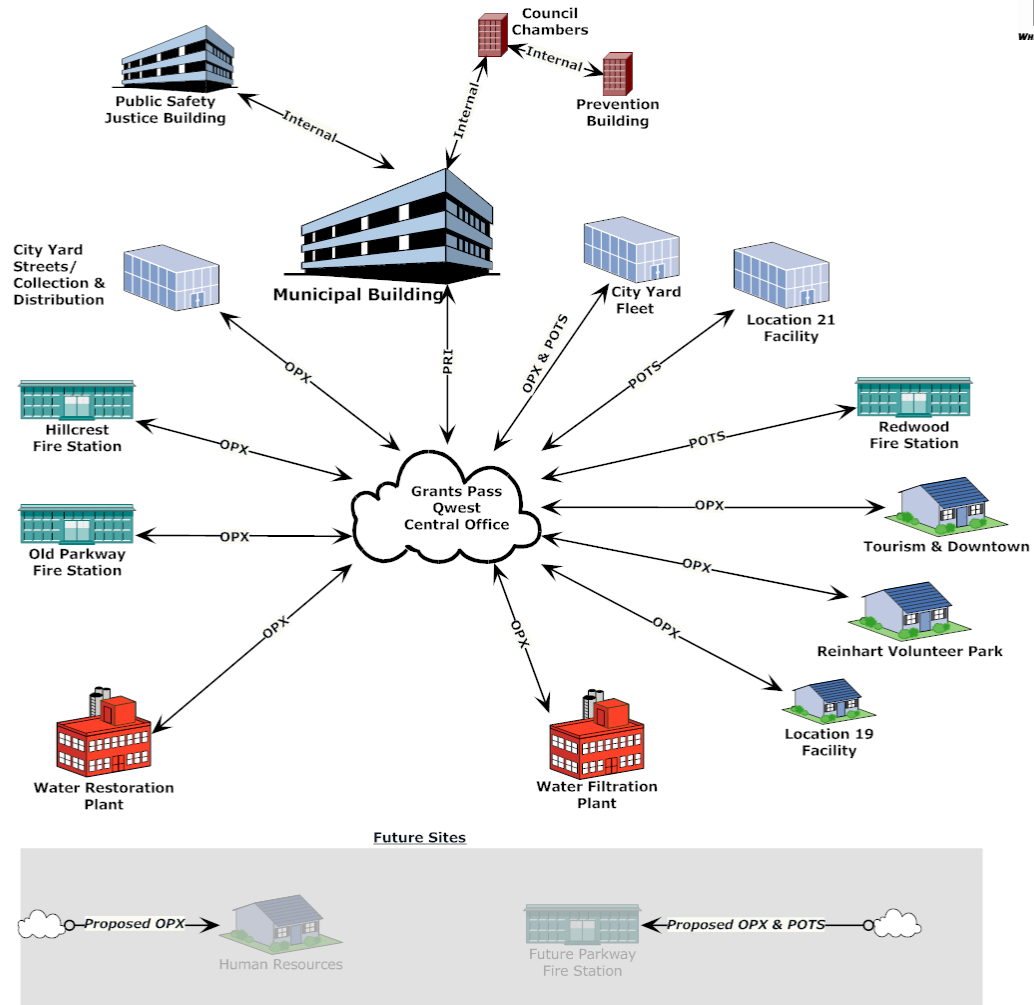
Secondary Locations:

• Tourism & Downtown	1995 NW Vine Street	Approximately 2 Handsets
• Location 19 Facility	6 th & E Park Street	Approximately 1 Handsets
• Location 21 Facility	2172 NE Industry Dr.	Approximately 3 Handsets
• Reinhart Volunteer Park	1799 SW Webster	Approximately 3 Handsets
• Human Resources Building	723 NW 5 th Street	Approximately 4 Handsets

The following exhibit illustrates the City's current Phone connectivity.

In future phases, the City will be replacing some of the OPX connections with fiber optic connections. The proposed system should be capable of easily adapting to fiber-optic connections.

**City Building Connectivity
Diagram -- Phones**
(10/14/2008)

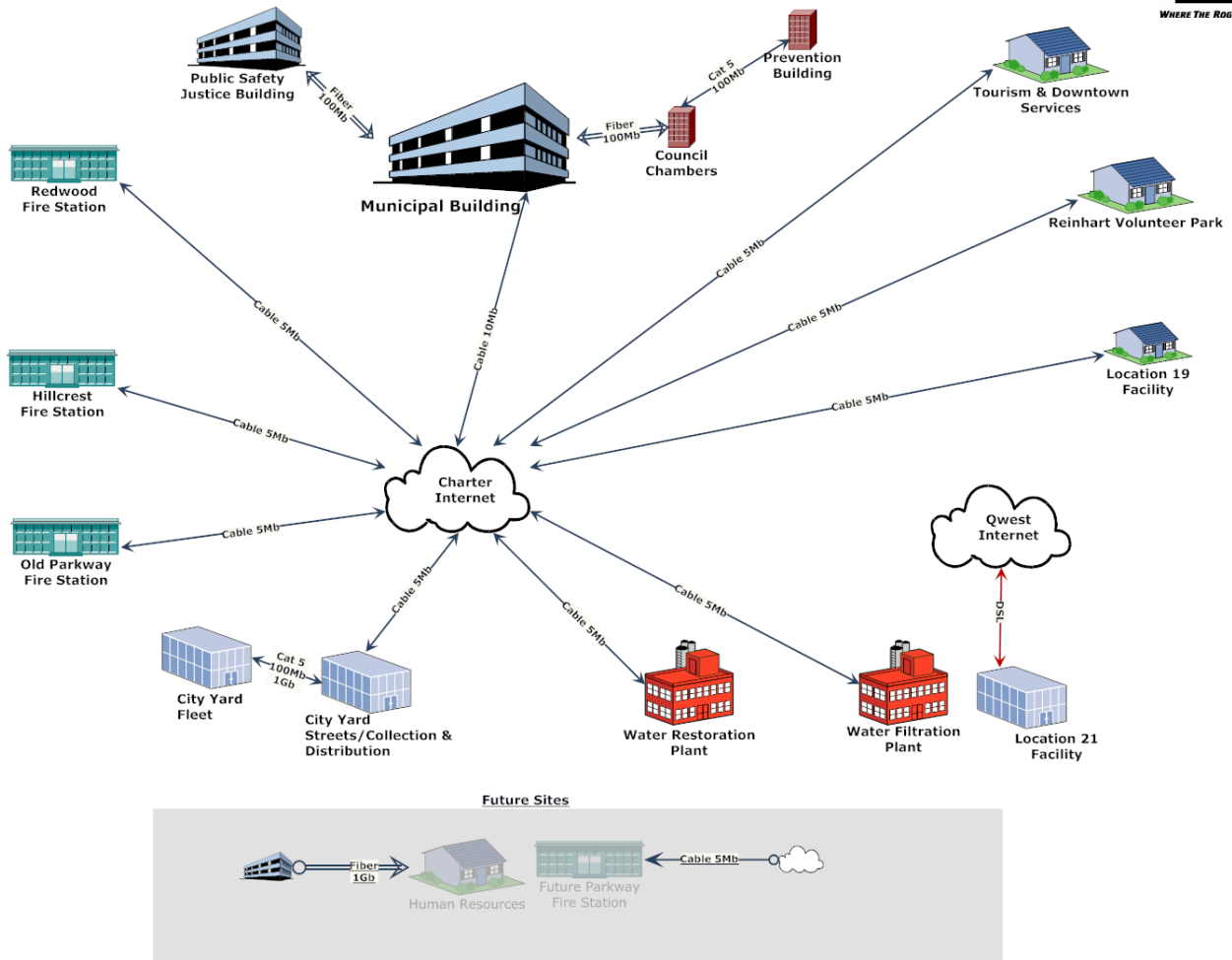


GRANTS PASS DATA ENVIRONMENT

The City of Grants Pass currently utilizes Charter for the majority of its data connections. It would be our intent to converge the data and phone connections as soon as the supporting links could adequately support the combined data and phone demand. The City will continue to use Charter for data only until we can make the change.

The next exhibit demonstrates the City's data connectivity.

**City Building Connectivity
Diagram -- DATA**
(10/14/2008)



REQUESTED SERVICES

We are looking for a vendor to assist the city in installing new Phone systems that would be part of a City-wide VoIP Communications system at the Parkway Public Safety building and then throughout the City. Implementing and integrating this system throughout all of the City's building and operations would be the goal of this proposal. The City has secured a block of DID numbers that we would like to be utilized throughout the City's phone network. We would like all users to have access to all services including: direct inward dialing, voice mail, e-mail, network connectivity, and internet access. The project will also include the requisite network infrastructure additions and upgrades, with the potential to include a wireless network. The system design must be capable of supporting an integrated data and telephone communications network.

DELIVERABLES

We are expecting the Vendor to recommend and provide a system that will meet the needs of the City of Grants Pass. The following deliverables are to be provided by the vendor. Additional deliverables may be identified during the initial meetings between the vendor and the City.

Equipment:

1. Switches with adequate ports and associated software.
2. Voice Gateways with remote site telephone capabilities
3. IP Phones:
 - i. Qty: (195) please specify proposed models and features.
 - ii. Qty: (4) four wireless phones
 - iii. Qty: (4) four IP Phone expansion modules for PC (PC phone software)
4. City-wide Voicemail system with unified communications
5. Sufficient analog gateways for fax machines and other analog needs
6. Qty: (3), three wireless access points (City Hall, Public Safety (Justice), Public Safety (New Parkway) [capable of combined data and voice]
7. Required software and user/device licenses
8. Relevant patch cables, SFP's and other necessary items

Professional Services:

1. The City expects a turn-key delivery of the VoIP Telephone and voicemail system.
2. Configure and Install Switches in each location
 - a. Switch configuration must be compatible with City's network
 - i. Proposer responsible for ensuring end-to-end QoS for voice, video & data
3. Configure and Install Voice gateways with stand alone capability in each primary location
 - a. Must configure all gateways (for up to the maximum number of IP Phones supported per gateway)
4. Configure network to prioritize voice and video over data
5. Configure Telephone system for implementation of new DID phone numbers.
6. Configure voicemail system
7. Wireless site survey for four wireless access points
8. Support Systems Cut-Over
9. Provide system administration training
10. Provide at least two user training sessions for employees/users
11. Provide instructor training for City IT Staff

12. Provide Day Two Support
13. Provide 180-day post-upgrade support
14. Provide full system documentation

RFP OFFICIAL CONTACT

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the RFP Coordinator or Assistant Coordinator listed below. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City. Vendors should rely only on written statements issued by the RFP Coordinator.

Name: RFP Coordinator
David Reeves, Finance Director
Assistant Coordinator
Tye Trimpey, IT Manager
Address: City of Grants Pass
Finance Department
101 NW A Street
Grants Pass, Oregon 97526
Telephone: (541) 474-6360 x 6301
E-mail: dreeves@grantspassoregon.gov

PROCUREMENT SCHEDULE

The procurement schedule for this project is as follows:

Note: The City reserves the right to adjust this schedule as necessary.

Milestone	Date
Release RFP to Vendors	October 24, 2008
Vendor Questions (if any) Due	November 11, 2008
Answers to RFP Questions Released	November 14, 2008
Proposal Responses Due (4:00 p.m.)	November 21, 2008
Vendor Selection	December 3, 2008
Contract Negotiations Complete	December 10, 2008
Contract Signed	December 11, 2008
Network Evaluation Complete	December 20, 2008
Work Begins	December 22, 2008
Final Acceptance	January 15, 2009

LETTER OF INTENT

Vendors wishing to submit proposals are encouraged to provide a written letter of intent to propose by November 11, 2008. (An email attachment sent to dreeves@grantspassoregon.gov is sufficient). The letter must identify the name, address, phone, fax number, and e-mail address of the person who will serve as the key contact for all correspondence regarding this RFP.

A letter of intent is required in order for the City to provide interested vendors with a list of any questions received and the City's answers to those questions.

A list of all vendors submitting a letter of intent will be available upon request.

QUESTIONS REGARDING THE RFP

Vendors who request a clarification of the RFP requirements may submit written questions to the RFP Coordinator by 4 p.m. (PST) on November 11, 2008. Written copies of all questions and answers will be provided to all vendors who have submitted letters of intent. (An email attachment sent to dreeves@grantspassoregon.gov is sufficient).

PROPOSAL PREPARATION

General Information

It is important that all bidders read this section carefully. Failure to comply with these instructions may result in your proposal being removed from consideration by the City.

Vendors must prepare proposals using a word processor and electronic versions of the forms provided in Chapter II of this RFP. The City of Grants Pass is using a "forms-based" approach to this procurement. This will allow all the bids received to be compared in a meaningful (i.e., "apples-to-apples") way. The RFP contains, in addition to the General RFP Information, a series of Response Forms.

PROPOSAL SUBMISSION

The following provides specific instructions for submitting your sealed proposal.

Due Date: Sealed Proposals must be received by the City of Grants Pass (Finance Department) no later than Friday, November 21, at 4 p.m. (Pacific Standard Time). Late proposals will not be accepted nor will additional time be granted to any vendor. All proposals and accompanying

documentation will become the property of the City and will not be returned.

Number of
Copies:

A total of 3 paper copies (2 bound and 1 unbound) and an electronic copy of the vendor's proposal, in its entirety, must be received as specified above.

Address for
Submission:

The City will **not** accept facsimile.

City of Grants Pass
Attention: David Reeves
"Proposal for VoIP Telephone Communications System"
101 NW A Street
Grants Pass, Oregon 97526

EVALUATION PROCEDURES

The RFP coordinator and other staff will evaluate the submitted proposals.

The evaluators will consider how well the vendor's proposed solution meets the needs of the City as described in the vendor's response to each requirement and form. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the City select the vendor with the best combination of attributes, including price, based on the evaluation factors. The City reserves the right to require that a subset of finalist vendors make a presentation to a selection team.

APPEALS

Vendors who wish to appeal a disqualification of proposal or the award of contract may submit the appeal in writing to the City Attorney's Office within SEVEN (7) calendar days of the postmark on the Notice of Award or disqualification.

Appeals should be sent to the following address:

**Kris Woodburn
City Attorney
City of Grants Pass
101 NW A Street
Grants Pass, OR 97526**

The appeal must describe the RFP and specific citation of law, rule, regulation, or common business practice upon which the protest is based. Include any and all supporting documentation. Neither the judgment used in the scoring by individual evaluators nor disagreement with the procurement process shall constitute grounds for appeal. The City will not consider any protest based on items that could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the City from executing a contract with any other vendor.

Chapter II: Required Proposal Response Forms

The proposal must provide a summary of the firm's qualifications to perform the duties outlined in the requested services section. This chapter contains forms vendors must complete to submit their proposals. Vendors must complete all the forms in this chapter as well as other requests for information contained herein. The following forms are included:

- 1) Cover Letter
- 2) Proposal Summary
- 3) Acceptance of Terms and Conditions
- 4) General Vendor Information
- 5) Project Staff List
- 6) Key Project Staff Background Information
- 7) Customer Reference
- 8) Project Schedule and Work plan

PROPOSAL PREPARATION INSTRUCTIONS

To prepare your proposal, follow these instructions:

1. Open the electronic version of the forms of this RFP in your word processing application (Microsoft Word 2003 or later is highly recommended).
2. Using your word processing application's copy and paste commands, copy sections and forms as necessary and paste them into a new file. Save the new file.
3. Complete all of the forms in your word processing and spreadsheet applications. Also, please create a table of contents with page numbers. Delete instructions (i.e., materials contained in brackets) from each form.
4. When your proposal is finished, refer to the proposal submission instructions in this document.

FORM 1: COVER LETTER

[Use this space to compose a cover letter for your proposal. All proposals must include a cover letter signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. You may choose to use your company's letter head for this form. NOTE: The cover letter is not intended to be a summary of the proposal itself; this is accomplished in Form 2.

The cover letter must contain the following statements and information:

1. "Proposal may be released in total as public information in accordance with the requirements of the laws covering same." (Any proprietary information must be clearly marked.)
2. "Proposal and cost schedule shall be valid and binding for ONE HUNDRED EIGHTY (180) days following proposal due date and will become part of the contract that is negotiated with the City."
3. Company name, address, and telephone number of the firm submitting the proposal.
4. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.

TEXT WITHIN THE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

FORM 2: PROPOSAL SUMMARY

[Use this form to summarize your proposal and your firm's qualifications. Additionally, you may use this form at your discretion to articulate why your firm is pursuing this work and how it is uniquely qualified to perform it.

Your proposal summary is not to exceed two pages.

**THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED AND REPLACED BY
YOUR PROPOSAL SUMMARY.]**

[Use this space as needed for page 2 of your proposal summary.]

FORM 3: ACCEPTANCE OF TERMS AND CONDITIONS

[Use this form to indicate exceptions that your firm takes to any terms and conditions listed in this RFP, including the Appendices and Attachments. Proposals which take exception to the specifications, terms, or conditions of this RFP or offer substitutions shall explicitly state the exception(s), reasons(s) therefore, and language substitute(s) (if any) in this section of the proposal response. Failure to take exception(s) shall mean that the proposer accepts the conditions, terms, and specifications of the RFP.

If your firm takes no exception to the specifications, terms, and conditions of this RFP, please indicate so.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED AND REPLACED BY YOUR RESPONSE.]

Signed,

By: _____

Title

Date

For: _____

FORM 4: GENERAL VENDOR INFORMATION

[Use this form to provide information about your firm.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

1. Please complete the following table:

Name of parent company	
Length of time in business	
Length of time in business of providing proposed services	
Gross revenues for the prior fiscal year	
Total number of clients	
Total number of clients in the proposed service area	
Number of public sector clients	
Number of full-time personnel in:	
a. Consulting	
b. Telecommunications	
c. Sales, marketing and administrative support.	
Other (please note relevant staff.	

2. Where is your headquarters located? Field offices?

3. Which office would service this account?

[form 4 continued...]

4. In the following table, please list credit references that can verify the financial standing of your company.

Institution	Address	Phone Number

5. If the vendor has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default.

In the space provided, submit full details of all terminations for default experienced by the vendor during the past five years, including the other party's name, address, and telephone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the vendor.

If no such terminations for default have been experienced by the vendor in the past five years, declare so in the space provided.

If the vendor has had a contract terminated for convenience, nonperformance, non-allocation of funds, or any other reason which termination occurred before completion of the contract during the past five years, describe fully all such terminations, including the name, address, and telephone number of the other contracting party.

A vendor response that indicates that the requested information will only be provided if and when the vendor is selected as the apparently successful vendor is not acceptable. Restricting the vendor response to include only legal action resulting from terminations for default is not acceptable.

[Please use this space to respond to Question 5 of Form 4. Your response may take as many pages as needed to fully answer the question. TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

FORM 5: PROJECT STAFF LIST

[Please complete the following table to identify the proposed project staff members (including subcontractors) who will assist the City with this project. Indicate the percent of time each staff member will be dedicated to the project and each member's years of experience in telecommunications. Add additional lines as necessary for each instance of the list. Use your word processing application's copy and paste functions to create additional copies of this table as necessary. TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE]

Staff Member Name	Title	Percent of staff member's time dedicated to project	Number of years in IT

FORM 6: KEY PROJECT STAFF BACKGROUND INFORMATION

[Complete the following table for each of the key project staff members. Use your word processor's copy and paste commands to create additional copies of this table as necessary. Please allow one page for each table. At a minimum, key staff must include your proposed project manager and key contributors to this project. TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Vendor Name	
Staff member name	
Position in the company	
Length of time in position	
Length of time at company	
Project position and responsibilities	
Education	
Previous Work Experience	
Technical skills and qualifications for the project position.	

FORM 7: CUSTOMER REFERENCE FORM

[Using the tables below, please list five private sector clients and all public sector clients for whom you have designed and installed a Comparable Communications System or other services relevant to this RFP over the past two years. Use your word processor's copy and paste functions to create additional tables as needed.]

Customer/Client Name				
Reference Name				
Title				
Phone Number				
Mailing Address				
URL where plan copy is available for view (if applicable)				
Customer Size	Start Date	End Date	Service Description	Contract Amount

FORM 8: PROJECT SCHEDULE AND WORKPLAN

[Provide a detailed project implementation plan that includes:

- A Gantt chart showing beginning and end dates of all tasks (the actual project start date will be determined during contract negotiations)
- A table listing vendor staff assignments and proposed labor hours for all tasks
- A brief description of each task and its work products
- A description of each proposed deliverable

Insert pages as needed to allow space for your Gantt chart and work plan. TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Task Descriptions

[Use this section to include brief descriptions of all tasks, milestones and associated work products.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Deliverables

[Use this section to include brief descriptions of all project deliverables.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

FEE SCHEDULE

[The Proposal must contain a fee schedule that includes estimated hours, rates, and overall price. Pricing should be broken down by line item. Please organize the fee schedule by: 1) Hardware and equipment, 2) Software, Programs and Licenses (include dates for any license that is not a permanent license), 3) Services and Labor, 4) Other if applicable.

TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Appendices

RFP AMENDMENTS

The City reserves the right to change the schedule or issue amendments to the RFP at any time. The City also reserves the right to cancel or reissue the RFP.

VENDOR'S COST TO DEVELOP PROPOSAL

Costs for developing proposals in response to the RFP are entirely the obligation of the vendor and shall not be chargeable in any manner to the City.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

REJECTION OF PROPOSALS – WAIVER OF INFORMALITIES OR IRREGULARITIES

The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City.

PROPOSAL VALIDITY PERIOD

Submission of the proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City and the successful vendor.

PUBLIC RECORDS

"Under Oregon state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this request for proposals (the "documents") become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the City receives a request for inspection or copying of any such documents provided by a vendor in response to this RFP, it will promptly notify the vendor at the address given in response to this RFP that it has received such a request. Such notice will inform the vendor of the date the City intends to disclose the documents requested and affording the vendor a reasonable opportunity to obtain a court order prohibiting or conditioning the release of the documents. The City assumes no contractual obligation to enforce any exemption."

CONTRACT AWARD AND EXECUTION

- The City reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the City.
- The general conditions and specifications of the RFP and as proposed by the City and the successful vendor's response, as amended by agreements between the City and the vendor, will become part of the contract documents. Additionally, the City will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination.
- The vendor selected as the apparent successful vendor will be expected to enter into a contract with the City.
- If the selected vendor fails to sign the contract within five (5) business days of delivery of the final contract, the City may elect to cancel the award and award the contract to the next-highest-ranked vendor.
- No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

DEFENSE, INDEMNIFICATION, HOLD HARMLESS AND INSURANCE REQUIREMENTS

In addition to other standard contractual terms the City will need, the City will require the selected vendor to comply with the defense, indemnification, hold harmless and insurance requirements as outlined below:

Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

The vendor shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the City.

LIABILITY INSURANCE

CONTRACTOR will maintain a policy of liability insurance in the form, and from an insurance company, approved by the CITY, which company is admitted or otherwise licensed to do business in the State of Oregon.

- A. Said insurance shall insure CONTRACTOR for the benefit of the City of Grants Pass in not less than the amount of \$500,000 single limit liability for each occurrence, and aggregate coverage of not less than \$1,000,000.
- B. The insurance shall cover any occurrences, resulting from any conduct, act, or failure to act, by CONTRACTOR, or by an employee, representative, or agent of CONTRACTOR, and which occurrence or occurrences result in damages of any kind, including, but not limited to, personal injury or death to any person or persons, damage to any property (personal or real), or damage to any contractual or other commercial right or interest.
- C. Certificate of Insurance: CONTRACTOR shall require its insurance carrier to provide to the City of Grants Pass a certificate of insurance evidencing said coverage. Said policy shall provide that such coverage cannot be modified, terminated or canceled by the carrier without 6 months written notice sent by certified mail by the insurance carrier to the City of Grants Pass. It is agreed that

no person shall perform any acts on behalf of CONTRACTOR without having said insurance in full force and effect.

EQUAL OPPORTUNITY COMPLIANCE

The City is an equal opportunity employer and requires all Proposers to comply with policies and regulations concerning equal opportunity.

The Proposer, in the performance of this Agreement, agrees not to discriminate in its employment because of an employee's or applicant's race, religion, national origin, ancestry, sex, sexual preference, age, or physical handicap.

OTHER COMPLIANCE REQUIREMENTS

In addition to nondiscrimination and affirmative action compliance requirements previously listed, the Proposer awarded a contract shall comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

OWNERSHIP OF DOCUMENTS

Any reports, studies, conclusions, and summaries prepared by the Proposer shall become the property of the City.

CONFIDENTIALITY OF INFORMATION

All information and data furnished to the Proposer by the City, and all other documents to which the Proposer's employees have access during the term of the contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.