

County of Charlotte
 PO Box 608
 250 LeGrande Ave; Suite A
 Charlotte Court House, VA 23923



**Request for Proposals for
 Tax Assessment and Collection System**

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

<u>Bid Number</u>	<u>Bid Due Date and Hour (Local Time)</u>	<u>Date Initiated</u>
037-220	March 29, 2019 at 2:00 pm	February 15, 2019

This solicitation is subject to the provisions of the General Terms and Conditions and any Special Terms and Conditions included herein. The Request for Proposal, your bid, and modifications or additions to either shall constitute an entire integrated contract.

Address All Inquiries and Correspondence to:

County of Charlotte P.O. Box 608 250 LeGrande Avenue; Suite A Charlotte Court House, VA 23923	Monica L. Elder, Purchasing Agent Phone: (434) 542-5117 Fax: (434) 542-5248 Email: melder@charlotteva.com
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Special Instructions:

1. Responses must be signed below in ink.
2. Responses will be accepted until the date and hour shown above.
3. This inquiry incurs no obligation on the part of the County of Charlotte.
4. All proposals are considered firm for our acceptance within 90 days after the due date.
5. Charlotte County may cancel or withdraw a solicitation in whole or in part and reject any and all bids or proposals at any time prior to an award (Section 2.2-4319-Code of Virginia).

In Compliance With This Request For Proposal No. 037-220, And To All The Conditions Imposed Therein, The Undersigned Offers And Agrees To Furnish Products/Services In Accordance With The Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

SCC Number: _____

Name & Address of Offeror: _____ License Number: _____

_____ Date: _____

_____ Name (Print): _____

_____ Signature: _____

_____ Zip Code: _____ Title: _____

FIN: _____ Phone: () _____

E-mail: _____ FAX: () _____



**Charlotte County, Virginia
State Corporation Commission Form**

Complete Legal Name of Offeror: _____

Virginia State Corporation Commission (SCC) registration information.

The Offeror:

is a corporation or other business entity with the following SCC identification number:

-OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

-OR-

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location)

-OR-

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

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Attachments

Cost Proposal Response Form (Excel Spreadsheet) Attachment A

Tax System Checklists (Excel Spreadsheet) Attachment B

I. PURPOSE

The Board of Supervisors of Charlotte County, Virginia, herein referred to as "the County," is soliciting proposals for a tax assessment and revenue collection system. The intent of this Request for Proposal (RFP) is to obtain proposals from qualified firms and to set forth the terms and conditions whereby the County may obtain the software, implementation, training and maintenance for an integrated tax revenue system, herein referred to as "the Tax System", for Charlotte County's Treasurer and Commissioner of the Revenue as described herein.

It is Charlotte County's intent that this Request for Proposal is part of a competitive procurement process which helps to serve the County's best interests while providing Offerors with a fair opportunity for their product and services to be considered. The process of competitive negotiation being used in this case should not be confused with the process of "competitive sealed bidding." Price is not required to be the determining factor, although it may be, and the County may negotiate with one or more Offerors to arrive at a mutually agreeable relationship.

II. BACKGROUND

A. General

Located in South-Central Virginia, Charlotte County is a rural jurisdiction with approximately 12,600 residents. The offices of the County Treasurer and the County Commissioner of the Revenue (herein referred to as the "Treasurer" and the "Commissioner" respectively) are located adjacent to one another in the Town of Charlotte Court House. The Treasurer's Office currently has a total of four (4) full-time staff members while the Commissioner's Office has three (3) full-time staff members. The County has one part-time Information Technology (IT) position through Charlotte County Public School's IT Department.

The Treasurer and the Commissioner handle approximately 10,000 personal property accounts; 815 business personal property accounts (including Machinery & Tools Tax and Merchant's Capital Tax); and 13,350 real estate parcels. In addition, they process approximately 125 Virginia state income tax returns, 85 estimated state income tax return accounts, 32 Public Service Corporation tax payments, 13,400 vehicle licensing fees and approximately 1600 dog licenses annually.

The County has a centralized accounting system and currently utilizes RDA Systems' software for all of its accounting functions including accounts payable, accounts receivable, payroll, budgeting and billing & collections. The County entered into an agreement with RDA in May 2017 to upgrade to RDA's new BREEZE platform. At this time, the County has not yet completely transitioned to BREEZE.

In 2012 the County purchased Pearson's Appraisals' computer-assisted mass appraisal software, "CAMA Solutions," to maintain their real estate assessment information.

B. Billing

Charlotte County's Personal Property and Real Estate taxes are billed in two equal annual installments with payments due June 5th and December 5th. Billing files are sent via secure internet transfer or FTP to a third party vendor who prints and mails the tax bills.

The County has a \$25 vehicle license fee for all vehicles. This fee is billed as a separate item on personal property bills in two equal installments. The County's fire and rescue volunteers are exempt from the vehicle license fee on one vehicle registered in their name.

The County issues supplemental tax bills several times during the billing cycle. Supplemental bills are both printed and mailed by the Treasurer's Office.

A late payment penalty may be incurred for any payment not postmarked by the due date. The County has a 2% late penalty for delinquent taxes for the month in which the taxes were due. An additional 8% penalty is applied on the 1st of the subsequent month if the taxes are not paid in full. Interest is calculated and levied on delinquent taxes on the 1st of each month, based on an annualized rate of 10%.

III. SPECIFICATIONS AND REQUIREMENTS

A. General

The new Tax System will provide an automated means to assess and account for real estate and personal property taxes and other miscellaneous taxes, fines and fees assessed and/or collected by the County including vehicle licensing fees, dog licenses, state income tax payments, estimated state income tax payments and public service corporation tax payments. Enhancements should be possible through the use of user-defined screens and menus, interfaces to other systems and report writers. In the event that custom programming is required, the Offeror's proposal must include detailed specifications and pricing.

The Tax System shall provide a unified, integrated solution to the County's taxation processes that complies with all legal taxation requirements. From an end-user perspective, the system shall provide a singular view of taxpayer information, real-time processing of payments, the automation of repetitive and predictable aspects of processes and an easy-to-follow graphical layout.

The system should be available at least 99% of the time while efficiently using the County's computer resources. The system should provide for minimal end-user impact when executing long-running batch processes.

The Offeror shall provide a mature version of the system and should provide information regarding the implementation of future system revisions, including upgrades, enhancements, modifications, etc. as required by changes to Virginia tax law and/or County procedures.

B. Personal Property Assessments

The Tax System must provide for a means to add, update and inquire on taxpayer information through a restricted access. In addition, the system should provide for an interface to gather data from external entities such as the NADA and the Virginia Department of Motor Vehicles.

The Tax System must be capable of obtaining and importing the assessed value for vehicles from the NADA valuation table for the tax year. If an assessment cannot be obtained from NADA, the Tax System must notify the user and provide a means for entering the assessed value based on prior year assessment, vehicle type, etc..

The Tax System must allow for Supplemental Assessments for properties entered into the system after the generation of the Original Tax Book.

The Tax System must allow for additional assessments for increases in a property's original reported cost (business personal property) or assessed value (personal property). The Tax System must also calculate the increase to tax, PPTRA, late payment penalty and interest.

The Tax System must be able to roll over business personal property account information and the depreciation schedule. The Tax System must compute the assessed value for each item's reported cost, based on a depreciation schedule associated with the date acquired.

The Tax System must be capable of calculating the tax, late payment penalty and interest.

C. Real Estate Tax (RE)

The Tax System must provide for a means to add, update and inquire on taxpayer information through a restricted access.

The Tax System must be able to obtain and import data for real estate and mobile homes from the CAMA software into the revenue tax applications including property owner information, legal description, acreage and assessment data. The system should also facilitate abatements processed in the Real Estate's CAMA application.

The Tax System must allow for Supplemental Assessments for properties entered into the system after the generation of the Original Tax Book.

D. Abatements

Upon entry of the abatement amount and the reason, the Tax System must automatically compute the reduction to the assessment, tax, late penalties, interest and car tax relief (PPTRA) when applicable. The Tax System must provide the ability to print an abatement certificate. These abatements should be included in a monthly abatement report.

If the abatement generates a credit balance, the system must provide a method to generate a refund. The refund must include the accounting information required to create the Accounts Payable (AP) record. However, the Tax System must not allow for a refund for one tax type if other taxes are due.

E. Books

The System must be able to provide a "non-official" tax book (proof) and an "official" tax book (final) for personal property and real estate. The "official" tax books must contain a signature certification page and meet all legal requirements. The County shall have the capability to export the Tax Books, print a hardcopy and store in PDF format.

F. Customer Administration

The Tax System shall:

1. Retain multiple legal identifications per taxpayer and use this information to ensure the taxpayer is not already in the system;
2. Retain all taxpayer information for a minimum of ten (10) years;
3. Retain unpaid account data for twenty (20) years;
4. Allow authorized users to add, modify and remove notes/comments;
5. Allow authorized users to update taxpayer account information through a restricted update function and;
6. Maintain a history of all changes that can be retrieved at any time by specific users.

G. Reporting

The Tax System shall be capable of generating a variety of "canned" reports as well as ad hoc reports based on user defined selection criteria. These reports should have options for the disposition of the generated report including email, storing in PDF format, printing a hardcopy or creating a file. The Tax System should be capable of producing mailing labels, form letters, and detailed lists based on selection criteria. The report writer for the system should be easily configurable and easy to use.

Example of reports include:

1. Delinquent listing (by user-specified selection criteria)
2. Credit balance listing (by user-specified selection criteria)
3. Abatement listing (by user-specified selection criteria)
4. Supplement listing (by user-specified selection criteria)
5. Transaction Summary Report (group by billing, payment, abatement, etc.)
6. Processed returns (by user-specified selection criteria)
7. Total assessment and count by classification
8. Vehicle records with no assessment value
9. Exempt property listings
10. Detailed transaction report by account
11. Mortgage service company vs. home-owner billing breakdown
12. Summary and detailed reports to assist in cashier balancing and
13. Total collections and count for dog licenses processed.

H. Payments

Approximately 55% of tax payments are received by mail, 40% of payments are made over the counter and the remaining 5% of payments are made online. Payments received by mail are processed internally by the Treasurer's Office staff. The Treasurer's Office also accepts credit card payments over the counter.

a. General

The Tax System must generate uniquely numbered tax bills for every real estate and personal property account and provide for flexibility in sorting and grouping tax bills.

The Tax System shall provide for external third party printing as well as internal printing of tax bills.

The Tax System should allow the Treasurer's Office to define a "minimum bill print" amount, allowing the Treasurer the ability to waive small bill amounts.

The Tax System shall provide for printing, mailing and tracking of delinquent statements internally or by a third party for all tax revenue items.

The Tax System shall provide the capability to generate a duplicate copy of any tax bill either "on-demand" or in a batch process.

b. Personal Property

The Tax System shall provide for a tax bill calculation process that considers vehicle license fees, associated exemptions, existing refund amounts, credits, interest, penalties and vehicle tax relief (PPTRA) in addition to the tax rate when generating tax bills.

Vehicle license fees must be listed as a separate item in the Tax System and on the personal property tax bill.

c. Real Estate

The Tax System shall provide a tax bill calculation process that considers tax exemptions, existing refund amounts, credits, interest & penalties in addition to the tax rate and assessed value when generating tax bills.

The Tax System must be capable of comparing updated assessments in the CAMA software to the assessed values that have already been billed to create supplemental tax bills.

About 7% of all Real Estate accounts are billed directly to and paid by escrow holders or mortgage servicing companies. The Treasurer currently provides tax bills in an electronic file to most of these companies. However, there are still some that require a printed statement. The Tax system must be able to flag and identify the bank/tax service and must allow and account for multiple mortgage servicing companies per account. If a mortgage servicing company deletes an account at the time of payment, the Tax System must flag that account.

I. Cashiering

The Tax System shall:

- Allow users to search all tax accounts by account number, ownership information, social security number, address and bill number
- Allow users to print and reprint customers' bills
- Allow users to accept multiple tender (cash, check and credit card) on one payment transaction
- Allow users to print information on the back of the check received in payment
- Allow customers to pay multiple accounts with one check
- Interface with a credit card processing entity
- Export payment information including daily summary transactions to the County's Financial Accounting application
- Provide a detailed customer receipt
- Allow authorized parties to override payment application rules, and apply payment directly to tax, penalties, interest or fees associated with tax bills
- Provide for transaction storage and retrieval

J. Refunds

The Tax System shall provide for the processing of refunds. Refund functionality shall include tracking refunds, generating reports on refund data, automatic interface with the County's Financial Accounting application and applying refunds to other outstanding tax bills.

K. Collections

The Tax System shall provide a workflow process for performing collection activities on accounts, facilitating returned check processing, generating and tracking appropriate documents for collection actions, facilitating the sale and tracking of delinquent real property and interfacing with the appropriate external systems. The system should also provide the capability to track taxpayer bankruptcy and provide an audit trail of all collection activities for each taxpayer.

L. Customer Information

The Tax System shall:

- Provide for the maintenance of customer information using a configurable set of validation rules based on an end-user's authority
- Provide for the storage and retrieval of all changes to customer account and address information
- Identify taxpayer identification information in the NCOA match file to search in the system and allow taxpayer address in account to be updated with the address in the NCOA file

M. System Administration

The Tax System shall allow designated administrators to manage system variables including but not limited to user role access, tax rates, tax year, NADA information, property types, financial accounting (associated with billings, adjustments and payments), exemptions, user defined codes, depreciation rates, assessment reasons and flags with descriptions. The system should provide for maintaining these variables for multiple years and include a complete audit trail of all system maintenance changes.

N. Security

The Tax System shall provide for separate security administration roles and monitoring of all security administrations activities. The Tax Systems' security shall be in line with industry standards for secure financial transaction processing.

O. Database

The Tax System shall have access via ODBC using standard SQL queries.

P. Remote Access

The Tax System shall provide for remote access.

Q. System Information

The Offeror shall provide technical documentation including file layouts and database schemas.

R. Architecture

The Tax System shall be designed to adapt to legal changes affecting Taxation and Accounts Receivable processing.

S. Data Conversion

The Offeror shall provide appropriate data conversion safeguards that meet CoBIT 5.0 standards and audit best practices. The data conversion shall include verification of the data converted to the data source and should provide a cross reference of the new location of data to the original data source. The conversion will require importing a minimum of ten (10) years of paid records and twenty (20) years of unpaid records.

T. Implementation

The Offeror will work with other software providers and County staff to plan and implement all necessary data migration activities with minimal disruption of normal operations. The goal of this project is not simply to acquire a new Tax System, but to accomplish a successful transition to the new system. Offerors should describe the client resources needed to set up and implement their Tax System. This should include people, workspace and equipment. Offerors should also describe their resources, on-site and remote, that will be used during the implementation and technical support to be provided during the actual go-live. Costs for on-site assistance for all conversion work must be outlined.

The Offer shall provide a testing/training environment for the new Tax System. Existing software will run concurrently with the new system until the County has tested each module and has provided written acceptance.

U. Training

The Offeror must establish and implement a training program to teach County staff to effectively use the Tax System. The Offeror will provide ongoing technical support and documentation and implement system updates as they become available.

V. Support Resources & Software Maintenance

The Offeror shall provide ongoing technical support and documentation. Offerors should clearly identify available support services including hours; levels of support; and response times to requests for technical support during the development, implementation and the post-implementation of the system.

The Offeror will be required to provide ongoing Tax System updates. As software updates are released, distribution of those updates will be the responsibility of the selected Offeror. Any updates necessary to implement legal changes affecting taxation and accounts receivable (A/R) processing shall be included in the software maintenance cost provided in the Offeror's proposal.

W. Third Party Software

The County will accept proposals that include third party software only if the Offeror agrees to act as primary contractor and guarantor for the software. Offerors must disclose the use of third party software and identify any fees or licensing agreements that are required in order for the software to be fully functional.

IV. TECHNICAL INFORMATION

A. General Requirements

The Tax System must support, work with, interface with and must not interfere with the County's current software and systems.

Offerors shall identify any existing hardware that the County will need to replace due to compatibility issues. The cost of replacement hardware shall be included in the cost proposal under Section G.

Should the Offeror recommend the purchase of a server or any additional hardware, they must identify the recommended hardware in their proposal and provide pricing on the cost proposal.

The County reserves the right to purchase all necessary hardware through a separate procurement process if deemed by the County to be in their best interest.

The Tax System shall operate normally on desktop computing platforms with Windows 7 and 10. External web aspects of the system must be compatible with the two most recent versions of Google Chrome and Firefox.

B. Current Hardware & Software in Use

- a) Financial Accounting Software: RDA Systems' BREEZE with archive information on a legacy Linux server
- b) CAMA Software: Pearson's Appraisal's "CAMA Solutions"

- c) CAMA Server: 64-bit Windows 7 Business Operating System
- d) Desktop PC's (Approximately 12): 64-bit Windows 7 & 64-bit Windows 10
- e) Apple iPads (Three): 32GB iPads used at the Treasurer's Office's front counter with Paypal card readers for credit card payments
- f) Check Validation Printers (Three): Epson model #TM-U325D used at the Treasurer's Office's front counter
- g) Receipt Printers: Currently the Treasurer's Office prints 8.5"x11" receipts on multipurpose copiers & printers

V. SUBMISSION OF PROPOSALS

A. Submission Procedures

1. To receive consideration your proposal with original signature along with two (2) copies must be received in the Charlotte County Administrator's Office no later than 2:00 pm on March 29, 2019.
2. The original copy must be clearly identified on the outside cover.
3. The submission of proposals by fax, phone, e-mail, or verbal offer will not be accepted.
4. All proposals must be in a sealed package clearly marked "RFP- Tax System."
5. It is the responsibility of each Offeror to see that their proposal is in the Office of the County Administrator by the specified time and date.
6. Please note that some overnight courier services cannot guarantee delivery to this location by 2:00 pm and plan accordingly.
7. Any offers or amendments received by the County after the specified date and time will not be considered. Date of postmark will not be considered. There will be no extensions and no exceptions.
8. Submittals can be hand-delivered or mailed to the following address:

Charlotte County Administrator's Office
 Attention: Monica Elder, Purchasing Agent
 P. O. Box 608
 250 LeGrande Avenue, Suite A
 Charlotte Court House, Virginia 23923

B. Proprietary Information

All proposals submitted under this RFP shall become the property of Charlotte County and will be subject to public inspection in accordance with the *Virginia Freedom of Information Act (FOIA)*. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the *Virginia FOIA*. However, the Offeror must invoke the protections of Section 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the material is submitted. The written notice must specifically identify the materials to be

protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method, such as highlighting or underlining, and must indicate only the specific words, figures or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

C. Proposal Content

Proposal emphasis should be on completeness and clarity of content. Proposals shall contain the following:

1. A completed cover page of this RFP signed by an authorized individual
2. A completed State Corporation Commission Form (Page 2 of this RFP)
3. A brief narrative explaining the Offeror's expertise and experience, specifically relating to the services outlined in this RFP,
4. A description of products & services to be provided and project approach including a tentative schedule and task list.
5. A list of project team members, their roles and resumes
6. A list of at least three (3) localities for whom similar systems have been provided - Include contact information, description of system provided and date of implementation
7. A completed cost proposal (Attachment A) specifying all costs to the County including software, hardware, conversion, customization, implementation, training, maintenance and any other costs associated with the project
8. A completed copy of all addenda issued and
9. One CD containing the completed Tax System Checklists (Attachment B).
Please do not submit printed copies of these spreadsheets.

D. Tax System Checklists (Attachment B)

In order to gain an understanding of the proposed Tax System's capabilities, the County has prepared a Tax System Checklist (Attachment B) containing four worksheets. While many of the items listed in this document are considered by the County to be critical capabilities, others are not vital to County operations. Offerors shall complete the checklists by indicating the availability of each item using the key located at the top of each sheet. A column for vendor comments has also been provided in case Offerors feel a brief explanation is needed.

E. Additional Information

Offerors should be as complete as possible in their response. The County may contact the Offeror to clarify any response, solicit information from any available sources concerning any aspect of the proposal, and/or seek and review any other information deemed pertinent to the evaluation process.

VI. QUESTIONS & ADDENDA

A. Questions

1. All questions regarding this RFP must be submitted in writing. Questions can be mailed, e-mailed, or hand-delivered to the Charlotte County Purchasing Agent, Monica Elder, and must be received by the County no later than 2:00 pm on March 8, 2019.
2. All responses to questions will be provided in an official written addendum.
3. The County will not assume responsibility for claims of oral instructions.

B. Addenda

All addenda issued shall become part of this RFP. It is the responsibility of each Offeror to ensure that they obtain a copy of all addenda. Addenda will be posted on eVA and the Charlotte County website, www.charlotteva.com.

VII. SELECTION PROCEDURE AND EVALUATION OF PROPOSALS

The evaluation and selection processes will be governed by and completed in accordance with the Virginia Public Procurement Act (VPPA). If any provision of this RFP is found to be inconsistent or in conflict with such policy, the terms of the VPPA shall govern.

A. Selection Process

Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the selection criteria specified in this RFP. Negotiations shall be conducted with each of the Offerors so selected. During the negotiation process, the County will conduct interviews with each of the selected Offerors where the Offerors shall be encouraged to elaborate on their qualifications, experience and the product they offer. As part of this process, the County may visit other localities to see the Tax System in use and may request that the Offeror provide a demonstration or short training session on their software.

After negotiations have been conducted, the County shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Price shall be considered, but need not be the sole determining factor. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

B. Proposal Evaluation Criteria:

The following criteria will be used to review and evaluate Offerors' proposals:

1. Tax System's Capabilities (30%) - The proposed system's features, dependability and ease of use and the ability of the system to interface with existing systems
2. Expertise & Experience (25%) - To include, but not limited to, demonstrated ability and reputation in converting data, implementing Tax Systems for Virginia municipalities and completing projects in a timely manner
3. Total Project Cost (25%)
4. Project Approach (20%) - Offeror's understanding of the scope of work; the proposed project plan and schedule, to include data conversions and implementation; and the Offeror's ability to provide organized and professional quality services

VIII. FEES & PAYMENT

The total cost for the project shall be established through the competitive negotiation process. After work commences, invoices for up to 90% of the contract amount will be submitted monthly to the County, with a 10% retainer as a performance guaranty. The amount of each monthly invoice shall be based on the amount of work completed in the previous calendar month. The 10% retainer shall be payable upon completion of the project and receipt of written approval from the County .

The selected Offeror shall submit invoices to Charlotte County; P.O. Box 608; Charlotte Court House, VA 23923 by the 2nd of each month following the month services are rendered.

IX. SPECIAL TERMS AND CONDITIONS

A. Insurance

The selected Offeror shall, during the entire performance of the contract, keep in force at least the following minimum limits of Insurance:

1. Workers compensation insurance shall comply with requirements of the laws of the Commonwealth of Virginia.
2. Professional Liability - \$1,000,000.00 - Insurance Coverage for Errors and Omissions on Claims Made Basis
3. General Liability - \$1,000,000 per occurrence - Coverage for personal injury, bodily injury, and property damage

** The insurance policies required herein shall name Charlotte County as additional insured with regard to work performed under any contract resulting from this RFP. The selected Contractor shall provide Charlotte County with a certificate of insurance and a copy of the declaration page of their policy before performing any work for the County.

B. Ethics in Public Procurement

By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer, or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

C. Termination of Contract for Convenience

Charlotte County, by written notice, may terminate the resulting contract in whole or in part when it is determined by the public body to be in the County's best interest. Termination shall be effected by serving a notice of termination. In the event of termination pursuant to this paragraph, the County shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of this termination.

D. Termination of Contract by Default

Should the selected Offeror fail to deliver the services in accordance with the contract terms and conditions, the County has the right to terminate any contract resulting from this solicitation for default. Termination shall be effected by serving a notice of termination stating the manner of the default. In the event of termination pursuant to this paragraph, the County shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of this termination less any fines or other fees that may be withheld.

X. GENERAL TERMS AND CONDITIONS

A. All proposals must be submitted in accordance with this RFP. All information received shall become part of the proposal.

B. The Offeror certifies that it knows of nothing that could raise the issue of conflict of interest with regard to this RFP.

C. A contract shall be deemed executory only to the extent of appropriations available for the purchase of such the same or similar goods or services as

requested in this proposal. Future obligations shall be subject to future appropriations, if any, by the Board of Supervisors. Nothing contained herein shall be construed to require any future obligation by the Board of Supervisors.

- D. The award of a contract shall be at the sole discretion of the County Board of Supervisors. The award shall be based upon the evaluation of all information made available to the County. The Board reserves the right to enter into any contract deemed to be in its best interest. The County shall not be obligated to furnish a statement of the reason why a proposal was not deemed to be the most advantageous.
- E. An officer of the proposing Offeror must sign the proposal and all issued addenda. Such signature shall bind the Offeror to all obligations under this RFP.
- F. The Offeror agrees that their proposal shall be good and may not be withdrawn for a period of ninety (90) days.
- G. The County shall not be responsible for any expense incurred by any Offeror in preparing and submitting a proposal or participating in the interview and negotiation processes.
- H. All proposals shall become the property of Charlotte County. In accordance with the VPPA, they will not be open for public inspection prior to final selection by the County.
- I. The County Board of Supervisors reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality in the RFP.
- J. This RFP, any subsequent contract and the work performed there under shall be governed in all respects by the laws of the Commonwealth of Virginia. The Offeror shall comply with applicable federal, state, and local laws and regulations.
- K. The Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any award, or any or all of its rights, obligations, or interests under this contract, without the prior written consent of the County.
- L. The Offeror shall indemnify and save harmless Charlotte County, its supervisors, officers, agents, servants, and employees from and against any and all liability, claims, losses, suits, legal proceedings, and costs occurring from any cause whatsoever in any work required by this RFP.
- M. The Offeror shall agree to the nondiscrimination provisions set out in § 2.2-4311, Code of Virginia.
- N. The Offeror shall agree to the drug-free workplace provisions set out in § 2.2-4312, Code of Virginia.

O. The Offeror shall agree to comply with all federal immigration laws. The contractor shall not knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

P. Proof of Authority to Transact Business in Virginia

In accordance with § 2.2-4311.2, Code of Virginia, Offerors organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 shall include the identification number issued to it by the State Corporation Commission. Any Offeror not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include a statement describing why they are not required to be so authorized.