



REQUEST FOR PROPOSAL

FOR

Enterprise Resource Planning (ERP) System and Implementation Services

CIP #118033

**Issue Date
November 8, 2018**

**Response Due Date / Time
January 14, 2019 / 2:00 PM PDT**

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1 RFP Overview

1.1 Purpose of RFP

The City of Merced (City) has issued this Request for Proposal (RFP) to solicit responses from vendors offering proven integrated solutions to replace the City's existing ERP system (SunGard HTE). The City seeks a qualified vendor (Proposer) with the experience, expertise, and qualifications to provide a fully integrated, proven state-of-the-art solution encompassing finance, human resources, payroll, land management, utility billing, and Public Works components along with the professional services specified in this RFP to complete the implementation of the replacement solutions.

While the City prefers a single solution provider to accommodate all of its functional requirements, it is open to proposals that contemplate multiple solution providers, with the understanding that the overall solution(s) proposed must provide for data integration between systems.

1.2 Project Objectives and Scope

With this RFP, the City intends to replace its existing core finance, human resources, payroll, land management, utility billing, workorder/facility management, and Public Works (including fleet, fuel management, and refuse) systems with a proven, commercial-off-the-shelf (COTS) solution. The City's goal is to take advantage of modern ERP solutions that are designed around best practices and which will allow the City to streamline and improve processes that result in timely, accurate, and easy-to-access information. More specifically, the new system should meet the objectives of improving staff efficiency, reducing complexity of business processes, and enhance transparency to the public utilizing the following major features and functionality:

- Provide a comprehensive and fully integrated solution to manage the City's business functions through a single ERP solution or an ERP solution with integrated 3rd party applications;
- Eliminate the need for redundant data entry;
- Minimize the need for manual input when preparing the annual budget and financial statements;
- Provide an up-to-date, user-friendly and intuitive user interface to promote system use and productivity;
- Streamline business processes to take advantage of best practices through automation, integration, and workflows;
- Provide interface capabilities with the City's required third-party systems;
- Improve and provide necessary reports and access to data through inquiry or drill down capabilities; and
- Provide a customer portal to view bills and make payments, a vendor self-service portal and an employee self-service portal.

The proposed solution should provide the following integrated functionality (meaning that the individual components of the system should utilize, as much as possible, a shared / integrated repository of information and processes to ensure that all users have access to the same information, and that redundant data entry is not required):

- Financial Management, including but not limited to: General Ledger, Budget, Position Control, Payroll Administration, Accounts Payable, Accounts Receivable, Purchasing, Inventory Management, Bid Management, Contracts Management, Fixed Assets Management, Capital Budgeting, Project Accounting / Grant Management, and CAFR completion.

- Human Resources Management, including but not limited to: On-boarding, Benefits Administration, Performance Reviews, Separation/Off-boarding, and Employee Self Service.
- Payroll processing, including Time Entry, Leave Administration and Reporting, and Employee Self-Service.
- Utility Billing and Customer Information System, including but not limited to: Customer and Account Location Management, Utility Billing, Cashiering, Collection Management, and Service Order Management.
- Land Management, including but not limited to: Planning application and processing, ePlan Review, Permit application and processing, Code Enforcement, and Inspections.
- Public Works activities, including but not limited to: Facilities Management, Fleet Management (including Fuel Management), Refuse, and Work Order Management.
- Engineering activities, including but not limited to: document management, project bidding support, Capital Improvement Program (CIP) project budgeting, inspection log, plan review, and encroachment permit application and processing.

The City will consider both cloud-based and on-premise solutions. If cloud-based, Proposer must include minimum system requirements for City infrastructure to effectively support this platform (i.e. recommended bandwidth, redundancy, etc.). For on-premise solutions, Proposer must provide specifications for necessary hardware to effectively support the proposed system(s).

The City will be contracting with a single entity to procure the systems and implementation services needed to satisfy all of the necessary functionality for financial, utility billing, land management, etc. as stated in Appendix A - Requirements. While the City is open to a “best of breed” approach to meet the required functionality for the various functional software components being replaced, Proposer(s) are required to present either a single solution to meet all of the various functional needs, or, as a part of their proposal, must propose business partnerships with software solution providers such that the Proposal meets the needs for all functional areas. Proposals that do not provide comprehensive solutions (either single solution or proven business partnerships) to meet the City’s required functional and technical requirements are subject to immediate disqualification. Partnership proposals must specify strategies and responsibilities for maintenance of integration / interfaces between or among the solution components so as to clearly define which provider is responsible for ensuring ongoing interoperability.

The proposed ERP system solution must also have the ability to effectively integrate with other 3rd party software systems in use at the City; a list of these systems is provided in Section 3 Current Environment, Table 2 – City 3rd Party Applications.

Table 1 below identifies the proposed RFP schedule that will be followed (***all dates are tentative and subject to change***).

Table 1 – RFP Schedule of Events

RFP EVENT	DATE/TIME
City Issues RFP	November 8, 2018
Deadline for Proposer Questions	November 27, 2018 11:00 AM PDT
City Provides Responses to Questions	December 11, 2018
Deadline for Proposal Submission	January 14, 2019 2:00 PM PDT
City Completes Evaluations	March 14, 2019

RFP EVENT	DATE/TIME
Finalist(s) Notified	Week of March 18 th
Proof of Capabilities (POC) Packet Provided	March / April 2019
POC Demonstration(s)	April / May 2019
Award of Proposal & Contract Execution	May / June 2019
Anticipated Project Start Date	July 2019

Proposers should be aware that finalist(s) will be required to participate in an on-site, multi-day proof-of-capabilities (POC) demonstration to allow staff to fully understand the proposed solution. This scripted demonstration will use scenarios developed by the City to provide for the evaluation of critical product functionality. At the completion of the POCs, the City intends to select a finalist that may participate in further solution demonstrations so that all pertinent information is reviewed prior to finalizing negotiations. ***Proposers must be prepared to invest the time and resources in the proof-of-capabilities demonstration to be successful in this procurement.***

The City reserves the right, at its sole discretion, to adjust this schedule or to add preliminary solution demonstrations as it deems necessary. Notification of any adjustment to the RFP Schedule of Events will be posted on the City's procurement website, <https://www.cityofmerced.org/RFP>. It is the Proposers' responsibility to check back on the website for any addenda that may be issued prior to the proposal due date.

1.3 RFP Coordinator

All communications concerning this RFP must be submitted via email to the designated RFP Coordinator, John Cardoza, at CardozaJ@cityofmerced.org.

The RFP Coordinator will be the sole point of contact for this RFP. **Proposer contact with anyone else in the City or associated with this procurement is expressly forbidden and may result in disqualification of the Proposer's bid.**

1.4 RFP Amendment and Cancellation

The City reserves the unilateral right to amend this RFP in writing at any time. The City also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued, the amendment will be posted on the City's procurement website, <https://www.cityofmerced.org/RFP>. Proposers will respond to the final written RFP and any exhibits, attachments, and amendments. It will be the sole responsibility of Proposers to monitor the City's website for updates and/or amendments to this RFP; the City bears no responsibility for notifying potential bidders of updates to this solicitation.

1.5 RFP Questions

Specific questions concerning the RFP should be submitted via e-mail to the RFP Coordinator prior to the "Deadline for Proposer Questions" identified in Table 1 – RFP Schedule of Events. Proposer questions should clearly identify the relevant section of the RFP and page number(s) related to the question being asked. The questions submitted and the City's responses will be posted on the City's procurement website, <http://www.cityofmerced.org/RFP> by the corresponding date specified in Table 1 – RFP Schedule of Events.

1.6 Proposal Submittal

Proposers must submit in a sealed package:

- One (1) original, bound, signed master version of the vendor proposal, including a completed copy of Appendix A – Requirements, and Appendix B - Pricing
- Twenty-five (25) copies of the vendor proposal, including completed copies of Appendix A – Requirements, and Appendix B - Pricing
- An electronic copy of all proposal materials on a “flash” drive (a single .pdf file containing all submitted material is strongly encouraged) and electronic copies of both Appendix A – Requirements and Appendix B – Pricing in their respective, provided formats.

The package should be clearly labeled as follows:

Proposal for ERP System and Implementation Services

Attention:

John Cardoza
I.T. Department
City of Merced
678 W. 18th Street
Merced, CA 95340

Name of Proposer
Proposer’s Address
Proposer’s Contact Person
Proposer’s Telephone Number

The proposal package should be mailed, couriered, or hand delivered to the RFP Coordinator at the address specified above.

Any proprietary content that a Proposer elects to include with a proposal should be clearly labeled as such.

All proposals must be received before 2:00 PM PDT on the “Deadline for Proposal Submission” date as specified in Table 1 – RFP Schedule of Events. Postmarks will not be accepted as proof of receipt. Proposers assume the risk of the method of delivery chosen. The City assumes no responsibility for delays caused by any delivery service. A Proposer's failure to submit a proposal as required before the deadline may cause the proposal to be disqualified and the proposal may be returned unopened.

2 City Overview

The City of Merced (City) was incorporated in 1889 and operates under the Council-Manager form of government. The City is a dynamic community of approximately 86,750 people, with friendly small-town living in a mid-size city. Merced's population, youthful and diverse, has grown faster than the state average since 1980. The University of California Merced campus, opened in 2005, provides additional educational and economic opportunity, adding to the already-established growth of the region.

Located in the heart of California's agricultural Central Valley, Merced is the region's hub for education, culture, and business. The community offers abundant shopping, pleasant neighborhoods and tree-lined streets. Bicycle paths along creeks link major City parks. Even with recent increases in prices, Merced's housing remains affordable compared to many other California locations. Merced's revitalized downtown is emerging as the entertainment center of the area. Annual events and festivals bring regional and even national recognition.

Merced's Valley location southeast of San Francisco provides easy access to the central California coast, Sierra Nevada mountains and national parks, and major cities. Merced has historically been considered to be the "Gateway to Yosemite", and residents also enjoy short drives to skiing, beaches, fishing, and other outdoor attractions.

The City employs approximately 500 employees and provides services through the following departments:

- ◆ City Manager

The City Manager is the Chief Administrative Officer of the City. This office is responsible for coordinating and directing the resources of the City government, carrying out programs and policies established by the City Council. The City Manager serves as the Executive Director of the Public Finance and Economic Development Authority and the Parking Authority and completes the goals and projects for these two entities.

- ◆ City Attorney

The City Attorney is appointed by the City Council and acts as legal advisor and counsel for legal issues involving the City, the Public Financing and Economic Development Authority (PFEDA), and the Parking Authority and their committees and commissions. The City Attorney represents the City Council, City Manager, City administrative staff, PFEDA, and the Parking Authority and others as required to represent the City in litigation and to direct the City's legal service so that policies are established, and programs are maintained within the guidelines established by city, state, and federal laws.

- ◆ City Clerk

The City Clerk's Office promotes open government by managing and storing official records and providing citizens with easy access to the City Council decision-making process. In addition to maintaining accurate and complete data of all matters and business pertaining to the City, the Division is responsible for staff support to the City Council, including the preparation and posting of agendas, clerking of all City Council meetings, indexing actions and documents, and preparing a detailed and accurate record of proceedings. The Division also coordinates City boards and commissions, providing consultation to support staff, noticing vacancies, managing citizen appointments, coordinating ethics training and administering oaths. The City Clerk's Office supports all departments with the processing of contracts, agreements and deeds by ensuring they are complete, executed, certified, distributed and properly maintained. The Division processes legal summons and subpoenas, and provides election services including election initiation, responding to candidates, citizen and media enquiries, mandatory campaign statement filing, and follow-up activities.

◆ Parks and Recreation

The Parks and Recreation Department is responsible for providing recreation and leisure programs for youth and adults, renting park facilities and fields, and overseeing the Merced Senior Community Center and Applegate Park Zoo. Parks and recreation programming make life better through:

- Strengthening community image and sense of place: Parks and Recreation Department facilities, programs, and community events are key factors in strengthening community image and creating sense of place.
- Fostering human development: Parks and Recreation Department fosters social, intellectual, physical, and emotional development of children, youth, and adults.
- Strengthening safety and security: Parks and Recreation staff provides safe environments for recreation, designs programs and services specifically to reduce criminal activity.
- Providing recreation experiences: Through programmed and self-facilitated recreation, a variety of benefits to individuals are achieved. Recreational experiences also are important as an end in themselves for personal enjoyment.
- Increasing cultural unity: Parks and Recreation increases cultural unity through experiences that promote cultural understanding and celebrate our growing diversity.
- Promoting health and wellness: Participation in recreation improves physical and emotional health.

◆ Finance

The Finance Department is responsible for providing quality service to the City's customers, which includes the preparation of the City's utility bills, monthly statements, parking citation reminders & business licenses. The Department collects and disburses all funds, performs all treasury functions, maintains the general and subsidiary accounting systems, prepares financial and management reports, provides centralized purchasing and central stores, maintains and reviews all control policies and compiles budget revenue and expense estimates. The following general functional areas are within the Finance Department:

- Budget
- Accounting
- Business License
- Payroll Administration
- Purchasing
- Utility Billing

◆ Economic Development

The Office of Economic Development serves as a clearinghouse for information and development opportunities in Merced, serving as the liaison between the client and all City departments, and ensuring a smooth development process.

◆ Development Services

The Development Services Department is made up of three divisions: Planning & Permitting, Inspection Services and Housing. The Planning & Permitting division is responsible for developing and maintaining the City's General Plan, developing specific plans, neighborhood plans, master plans, and special studies as needed, and participating in regional transportation and land use plans. In addition, the division is responsible for maintaining the zoning ordinance and map, processing development applications as part of the "one-stop permit" center, conducting development review, reviewing improvement plans, building permits, and business licenses for compliance with City regulations, and enforcing the zoning and subdivision codes. The Inspection Services Division is responsible for plan review and inspection of all construction, issuance of construction permits, and inspection of all public developments within the City. The Housing Division oversees several grants to help improve the housing quality within the City of Merced. In addition, mini-grants are provided annually to those non-profit organizations that provide programs pertaining to the Housing Division's Annual Report Goals. Funding comes primarily from the Federal Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) Funds. The Housing Division administers CDBG and HOME funds. These programs can include housing purchase or rehabilitation loans to local residents.

◆ Engineering

The Engineering Division is primarily responsible for management of the City's Capital Improvement Program (CIP) and CIP Budget; management of construction contracts and activities; management of contractual engineering services; support to Merced Area Groundwater Pool Interests (MAGPI) Program; development of Standard Designs of Common Engineering Structures; engineering and technical assistance to other departments; infrastructure grant procurement, monitoring, and reporting; maintenance of GIS plats and other mapping and record systems; development and maintenance of the pavement management system; compliance with local, regional, state, and federal laws; development of staff in technical, organizational, and supervisory skills; chair and staff support to the Traffic Committee; and management of right-of-way activities.

◆ Fire

The Merced Fire Department includes the Operations and Fire Prevention divisions. The Fire Prevention division is responsible for completion of inspections, including those related to land management, which are completed in part through the SunGard system; coordination, review, revision and communication are all completed outside of SunGard. Fee calculation is manual and is also completed externally to the City's financial system.

◆ Police

The Police Department coordinates traditional public safety activities along with specific additional responsibilities including:

- Animal Control Unit
- Communications Division
- Code Enforcement
- Crime Prevention
- Investigations Division
- Parking Enforcement Division
- Property & Evidence Division

- Records Division

- ◆ Support Services

- Personnel

The Personnel Department provides support services in the overall administration of the City's personnel program, including recruitment and testing services, and the administration of salary plans, job classification plans, and personnel rules and policies. Most employment opportunities are advertised by this department, which then processes all employment applications and administers job-related tests to determine those applicants qualified for available positions. Additionally, the department staff assists individual employees and other City departments in employment-related activities.

- Risk Management / Insurance

- Worker's Compensation - Responsible for administration of the self-insured worker's compensation program, including preparation of reports for management, benefit approval and payment authorization, coordination with a third-party worker's compensation administrator, the City Attorney's Office and outside legal counsel in authorizing claims and preparing them for settlement.
 - Liability Insurance - Responsible for providing the mechanism through which the City purchases general liability, property and fire, boiler and machinery, and employee crime insurance. Also conducts claims investigations for general liability, automobile damage and property damage.
 - Employee Benefits - Responsible for providing the mechanism through which the City pays the cost of health, disability, life, dental and vision insurance for all eligible employees. Also coordinates meetings of the Employee Benefits Committee and implements changes to employee benefits.
 - The Division also organizes and manages the City's Safety Program.

- ◆ Public Works

The Public Works Department provides a wide variety of services, including Fleet Services for City-owned vehicles, Facilities Maintenance for City-owned buildings, Refuse/Recycling/Green Waste garbage services, Parks and Trees maintenance, Streets, Water, Wastewater, Sewer/Storm Drains, and Water Quality Control. The Department is responsible for the following major areas:

- Work Orders
 - GIS
 - Fleet
 - Facilities
 - Parks
 - Refuse Services, including bin roll-off management
 - Trees
 - Streets & Lights
 - Water
 - Wastewater

- ◆ Information Technology

The Information Technology Department provides the necessary leadership and vision to develop and carry out the City's Information Systems Strategic Plan, to ensure technology related efforts are planned from an enterprise point of view. The Department assists with planning and managing information technology projects, as well as in the selection, implementation and maintenance of information systems. The Department also provides assistance and trains employees on their information systems as necessary; provides desktop computer, network and application support; maintains information and network security and integrity; coordinates with external agencies to improve service to the community; and provides quality and timely customer service to City staff.

3 Current Environment

The City currently has an agreement with SunGard Public Sector Inc. to provide software, maintenance, and hosting services for the SunGard HTE (NaviLine) system (SunGard system). The City is currently on version 9.1.15.3.0. The SunGard system includes the following components:

- ◆ GMBA w/ Extended Reporting
- ◆ Accounts Receivable
- ◆ Purchasing / Inventory
- ◆ Fixed Assets / Asset Management
- ◆ Purchase Card
- ◆ Cash Receipts
- ◆ Payroll / Personnel
- ◆ Customer Information System
- ◆ Community Imaging Interface
- ◆ Click2Gov K3
 - Building Permits
 - CIS
- ◆ RecTrac Interface
- ◆ Work Orders / Facility Management
- ◆ Fleet Management
- ◆ Code Enforcement
- ◆ Building Permits
- ◆ Business License
- ◆ Land/Parcel Management including Public Works Permits
- ◆ IVR interfaces
 - Credit Card Interface
 - Delinquency Call Out – Selectron Interface
 - CIS Voice Response
 - BP Voice Response
- ◆ Document Management Services
- ◆ GTG Looking Glass (GIS – ArcGIS)
- ◆ Cognos Business Intelligence (BI) Analytics and Reporting

The City originally purchased Harward Technical Enterprises (HTE) system in 1989. The scope of the original purchase includes a suite of modules that included financial reporting, budget, purchasing, asset management, accounts receivable, accounts payable, payroll, code enforcement, fleet management and work order management. In 2003, SunGard Data Systems, Inc. (SunGard) purchased HTE, and the City continues relying on the SunGard (HTE) system today.

In addition to the core systems above, the City also utilizes the 3rd party solutions identified in the following table.

The Table below identifies third party software applications currently interfaced to HTE. The City requires these applications to be interfaced to the new ERP, and the table provides details to allow the vendors to identify their ability to interface to these products and the associated cost. A manual process is considered staff manually entering information or running reports to import/export between systems. An automated process is considered an API, scheduled reports sent to a folder, FTP, etc. for staff to then import/export to the appropriate system.

Table 2 – City 3rd Party Applications

Department	Vendor – Product	Purpose	Direction	Manual or Automated	Freq.
Community Development	Selectron / VoicePermits IVR	Interactive Voice Response for Building Permits: Schedule, Cancel, and Hear Inspection Results/History	To and From Selectron and ERP/LMS	Automated	Real-Time
Finance	Wells Fargo	Bank reconciliation, updates cleared checks for A/P & payroll	From Wells Fargo to ERP	Manual	Monthly
Finance	Wells Fargo	Check file into banking for positive pay, ACH credit file for payroll checks & ACH debit file for utility billing customer payments	To Wells Fargo from ERP	Manual	Weekly
Finance	US Bank	P Card transactions used to import data into system to record expenses paid by credit card & to pay bank for those charges	From US Bank to ERP	Manual	Twice a Week
Finance	OpenGov	Provide current year budget and prior year actuals online for public to access.	From ERP to OpenGov	Manual	Twice a year
Finance / Utility Billing	ABS	Prints, stuffs & mails for utility bills and other miscellaneous bills	From ERP to ABS	Manual	As Needed
Information Technology / Finance / Public Works	Selectron / VoiceUtility IVR	Interactive Voice Response for Utility Billing: Account Information, Billing History, Payment History, Credit Card Payments, Outbound Delinquency Notification Calls	To and From Selectron and ERP/UB	Automated	Real-Time

Department	Vendor – Product	Purpose	Direction	Manual or Automated	Freq.
Parks & Community Services	Vermont Systems (VSI) / RecTrac and WebTrac	Recreation program registration, scheduling, reservations and online payments and recording financial transactions	From Vermont Systems to ERP	Manual	As Needed
Personnel / Human Resources	ACA Works (ACA reporting)	Pay dates, wages, hours, etc. for Affordable Care ACT reporting; IRS Notifications, 1095-C, 1094	To and From ERP and ACA Works	Automated	Biweekly
Police	Progressive Solutions / PetTrack	Tracking of and collecting payments for pet licenses and recording financial transactions	From PetTrack to ERP	Manual	As Needed
Public Works	Beacon / API	Updates for meter changes & account changes in Beacon system	To and From Beacon and ERP/UB	Automated	Nightly
Public Works / Citywide	ESRI / ArcGIS	Share APN, address, owner, etc. information	To and From GIS and ERP	Automated	Nightly
Public Works / Citywide	Phoenix System (fuel management)	Fuel Management Software	From Phoenix to ERP	Manual	As Needed
Public Works / Citywide	Pictometry	GIS Tool - Aerial image capture process that produces imagery showing the fronts and sides of buildings and locations on the ground	Tool is a plug in that connects to a remote Pictometry server.	Automated	Every 2 to 3 Years
Public Works / Finance	National Meter / Beacon	Bimonthly meter reads, customer usage data	To and From National Meter and ERP/UB	Manual	Bi-Monthly

The Table below identifies third party software applications the City is considering interfacing to the new ERP and for the purposes of this RFP are considered “Optional”, however vendors are required to provide associated cost. A manual process is considered staff manually entering information or running reports to import/export between systems. An automated process is considered an API, scheduled reports sent to a folder, FTP, etc. for staff to then import/export to the appropriate system.

Department	Vendor – Product	Purpose	Direction	Manual or Automated	Freq.
Fire	Firehouse	Fire inspection billing	From Firehouse to ERP	Manual	Weekly
Personnel / Human Resources	NeoGov / HRMS	Tracking of applicants, new hires, and salary updates	To and From NeoGov and ERP	Manual	As Needed
Personnel / Human Resources	Target Solutions	Employee onboarding and tracking training certifications	To and From Target Solutions and ERP	Manual	As needed
Personnel / Human Resources	Benefit Coordinators Corporation	Employee master, dependent, benefits etc. information	From ERP to BCC	Manual	1 time a year
Police / Code Enforcement	New World	To provide property information to support Code Enforcement operations	From ERP (Land Management System) to New World	Automated	Weekly
Public Works	Trimble	Global Positioning System for vehicles – City utilizes system for text messaging and Work Order tie – in	From Trimble to ERP	Manual	Daily
Public Works	Merced Connect	To facilitate the creation of a work order initiated by the public	To and From Merced Connect to ERP	Manual	As Needed
Public Works / Waste Water Treatment Plant	TBD ¹	The City is the process of creating a septic hauler dump station/kiosk. Haulers will swipe a credit card for dumping charges. The charges need to be batched over to the ERP.	From TBD system to ERP	Automated	Daily

¹ The City is in the process of developing this program and purchasing the necessary software.

Table 3 – Key Statistics provides information regarding key statistics to aid the Proposers in preparation of their proposed solutions and pricing.

Table 3 – Key Statistics

Metric	Measure
Finance	
Number of Users	145
Purchase Orders (monthly)	89
P-cards Issued	101 - Another 101+ Travel Credit Cards
Accounts Payable Invoices (monthly)	1,687
Journal Entries (monthly)	61
Misc. Accounts Receivable Invoices (monthly)	400-600
Cash Receipts Locations (count)	9
Vendors (currently active)	4,928
Vendors (new, monthly)	17
Contracts (new, annually)	203
Facilities	10 locations
Fleet (rolling stock)	560 total 325 motorized on-road vehicles
Fixed Asset Items	5,414
Human Resources	
Number of Users	11 authorized
Active full-time employees	440
Active Retirees	250
Payroll Cycle	26 pay periods 27 pay periods approximately every 7 years
Position Classifications	Approximately 200
Employee Organizations	5 unions: <ul style="list-style-type: none"> • Fire • Police • Police Sergeants • MACE (Public Works) • AFSCME 6 unrepresented groups: <ul style="list-style-type: none"> • Confidential exempt • Confidential non-exempt • Supervisor exempt • Supervisor non-exempt • Middle Management

Metric	Measure
	<ul style="list-style-type: none"> Executive Management
Personnel Action Forms (e.g. new hires, pay changes, employee separations, etc)	30 per month (15 for W-4s)
Recruitments (monthly)	Approximately 8
Land Management	
Number of Users	244
Building Permit Applications (monthly)	320
Building Permit Inspections (monthly)	1,200
Planning/Zoning Permit Applications (monthly)	13
Code Complaints (monthly)	325
Business Licenses (currently active)	4,921
Business Licenses (new, annually)	965
Utility Billing	
Customer Accounts	21,624
New Customer Accounts (monthly)	250 per month
Call Center Calls (daily)	45 per day
Billing Cycles (monthly)	2 (1 st and 15 th)
Electronic Meter Reading (percentage)	100%
Electronic Bill Payments Received (monthly) ECC	2,395 per month
Electronic Bill Payments Received (monthly) ACH	2,495 per month
Electronic Bill Payments Received (monthly) C2G	3,512 per month
Counter Payments Received (daily)	208 per day
IVR Calls (monthly)	3,025 per month
Service Orders (monthly)	825 per month

The City has the following current technology standards. The proposed system must be compatible with the existing technical environment, accessible from, or able to be integrated with the corresponding technology components. Proposers will be required to confirm conformance to these requirements or clearly articulate proposed alternatives.

Table 4 – Technology Standards

Technology	Current Standard
Databases	SQL MS 2k14
Server OS	Win 2k16
Desktop OS	Win 7 / 10
Server Hardware	HP Proliant
Desktop Hardware	Dell OptiPlex
Laptop/Mobile Hardware	Depp OptiPlex
Brower	I.E. / Chrome
Email Server/Client	Exchange 2016 / Outlook 2016 *
Virtual Environment	VMware 6.0

Technology	Current Standard
Storage Area Network	Dell EMC Clarrion
Active Directory	Win 2k16 forest/Domain 2k12
VPN (number of users)	All Employees
Scanners	HP, Fujitsu, Konica, Kyocera
Printers	HP
Internet: Bandwidth Redundancy	Primary 200/mb Backup 10/mb
ID Badges	HID 37 Bit H10302

*Note that the City will be migrating to Exchange Online / Office 365 in FY 2018/19 and migrating to Windows 10 by the end of 2019.

4 Solution Requirements

The City is currently operating the following core applications in its SunGard solution. Solution providers are expected to address these minimum core applications, which are described in detail in Appendix A – Requirements:

- ◆ Finance (GMBA), including Payroll, Purchasing, and Business License
- ◆ Human Resources
- ◆ Land Management
- ◆ Facilities Management
- ◆ Fleet Management
- ◆ Inventory Management
- ◆ Fixed Assets Management
- ◆ Work Order Management
- ◆ Utility Billing

The City is seeking a fully integrated system that can accommodate the City's current operational needs and provide contemporary features and functionality to improve business processes and increase efficiency and community transparency. As mentioned previously, the City's preference is for a fully integrated single solution; however, the City is open to a core ERP solution with business partnerships / potential 3rd party solutions to address specific functional areas. The goal is to implement a highly integrated future environment that reduces the need to manage and maintain interfaces and ensures data integrity (i.e. single source of truth).

4.1 Implementation Timeline

The City plans on implementing in the Finance modules in phase one of the project. The City is open to guidance from the Proposers based on their experience for the recommended modules phasing and timing. Proposers should clearly communicate all key assumptions along with their proposed schedule. The City is open to suggestions for how best to implement the Proposer's solution. The Proposer's recommended implementation timeline should be clearly articulated in their proposal response.

4.2 Detailed Requirements

The City's functional and technical requirements are listed in Appendix A – Requirements. The City is asking for an individual response or confirmation on each requirement using the response codes provided in Appendix A – Requirements. The City will incorporate the requirements into the final agreement, along with any exceptions.

5 Proposal Submission Requirements

5.1 General Instructions

Proposals should be prepared simply and economically and provide a straightforward, concise description of the Proposer's company, qualifications, proposed solution, and capabilities to satisfy the requirements of this RFP. The City is open to receiving proposals for different solution types (e.g. on-premise, SaaS). If the proposer has different solution types for the same software, the City would like pricing for each solution type (see Appendix B – Pricing)

Emphasis should be on completeness and clarity of content. The City discourages lengthy and costly submissions; glossy sales and marketing brochures are not necessary or desired.

Information must be organized consistent with the outline provided in the next section (5.2 Proposal Format and Content). Proposers must follow all formats and address all portions of the RFP set forth in this document, and provide all requested information. Proposers may retype or duplicate any portion of this RFP for use in responding to the RFP, provided that the proposal clearly addresses all of the City's information requirements.

Notes: The City will be contracting with a single entity to procure the systems and implementation services needed to satisfy all of the necessary functionality. While the City is open to a “best of breed” approach to meet the required functionality for the various functional software components being replaced, Proposer(s) are required to present either a single solution to meet all of the various functional needs, or, as a part of their proposal, must propose business partnerships with software solution providers such that the Proposal meets the needs for all functional areas. Proposals that do not provide comprehensive solutions (either single solution or proven business partnerships) to meet the City's required functional and technical requirements are subject to immediate disqualification. Partnership proposals must specify strategies and responsibilities for maintenance of integration / interfaces between or among the solution components so as to clearly define which provider is responsible for ensuring ongoing interoperability. Partnership proposals must also provide the following items for each partnership proposed in addition to all the items requested in section 5.2:

- ◆ Section 2 – Company Background
- ◆ Section 3 – Company Qualifications, including prior experience in similar partnerships
- ◆ Section 4 – References
- ◆ Section 5 – Proposed Solution
- ◆ Section 6 – Ongoing Maintenance and Support
- ◆ Section 9 – Software Licensing and Maintenance Agreements

5.2 Proposal Format and Content

Proposals must be structured, presented, and labeled in the following manner:

- ◆ Cover Letter
- ◆ Table of Contents
- ◆ Section 1 - Executive Summary
- ◆ Section 2 – Company Background
- ◆ Section 3 – Company Qualifications

- ◆ Section 4 – References
- ◆ Section 5 – Proposed Solution
- ◆ Section 6 – Ongoing Maintenance and Support
- ◆ Section 7 – Implementation Approach and Work Plan
- ◆ Section 8 – Pricing
- ◆ Section 9 – Software Licensing and Maintenance Agreements
- ◆ Section 10 – Performance Bond

Proposals should be prepared on standard 8 1/2" x 11" paper; the City encourages that proposals employ double-sided printing. All proposal pages should be numbered.

The City, at its sole discretion, may reject a proposal if the Proposer fails to follow the specified format, label the responses correctly, or address all of the subsections.

Cover Letter

The proposal must include a cover letter that provides the following:

- a) Proposer's legal name and corporate structure.
- b) Solution type (on-premise, SaaS, or both)
- c) Proposer's primary contact to include name, address, phone, and email.
- d) Other Companies, Corporations, Partnerships, or Joint Ventures with which the Proposer is affiliated.
- e) Identification of use of subcontractors and scope of work to be performed by subcontractors.
- f) Identification of any pending litigation against the Proposer or Proposer's affiliates.
- g) Disclosure of any bankruptcy or insolvency proceedings in last ten (10) years for the Proposer or the proposer's affiliates.
- h) Statement of the Proposer's credentials to deliver the services sought under the RFP.
- i) Statement indicating the proposal remains valid for at least 180 days.
- j) Statement that the Proposer or any individual who will perform work for the Proposer is free of any conflict of interest (e.g., employment by the City).
- k) Statement of acknowledgement that the City's legal documents have been reviewed and accepted with or without qualification. If qualifications are involved, those items requiring adjustment or modification must be identified and listed along with suggested modifications to the contract. If no modifications are noted, the City will assume that the proposer is capable of performing all normal tasks and services without reservation or qualification of the contract.
- l) Signature of a company officer empowered to bind the Proposer to the provisions of this RFP and any contract awarded pursuant to it.

The Proposal Cover Letter should be concise and brief and not exceed three (3) pages unless Proposer's exceptions to the City's legal documents require it.

Table of Contents

All pages are to be numbered. Figures, tables, charts, etc. must be assigned index numbers and identified in the Table of Contents.

Section 1 - Executive Summary

This section of the proposal should provide a brief and concise synopsis of Proposer's proposal and a description of the Proposer's credentials to deliver the services sought under the RFP. The Executive Summary should not exceed three (3) pages.

Section 2 – Company Background

This section of the proposal should:

- 2.1 – Provide a brief description of the Proposer's background.
- 2.2 – Identify the location of headquarters, technical support, and field offices and the location of office which would service the City.
- 2.3 – Identify Proposer's annual company revenues and profit for the last three (3) company fiscal years.

The Background section should not exceed three (3) pages.

Section 3 – Company Qualifications

In this section of the proposal, the Proposer should identify company qualifications and experience in implementing solutions similar to what the City is seeking:

- 3.1 – Describe the Proposer's familiarity with public sector ERP systems (including land management, utility billing and Public Works systems) and associated business processes, data migration of ERP systems, and experience with the requirements of municipalities in the State of California.
- 3.2 – Identify your existing client base including the number of existing clients using the version/release of the software being proposed. Specifically identify experience with similar-sized California agencies.

The Company Qualifications section should not exceed three (3) pages.

Section 4 - References

The Proposer must provide at least five (5) references with at least three (3) of the references for systems that have been implemented in the last five (5) years. The City prefers references from California agencies of similar size and complexity to the City. For each reference, proposer must provide the following information:

- 4.1 – Name and contact information (i.e. name, title, address, phone, and email).
- 4.2 – Brief project description, including identifying the software version and modules implemented.
- 4.3 – Number of employees.

4.4 – Implementation date.

4.5 – Implementation timeline and cost.

Section 5 - Proposed Solution

In this section of the proposal, the Proposer should identify the proposed solution up to and including the following:

- 5.1 – Provide a brief solution overview identifying the solution type origin of system, release history, current release being proposed, and number of operational installations for the proposed software solution.
- 5.2 – Provide confirmation that the Proposer is able to meet all requirements in Appendix A – Requirements. If the Proposer is unable to meet or takes exception to any of the requirements, provide a written explanation.
- 5.3 – Provide hardware and database specifications for the proposed solution including all server and/or hardware specification for on-premise solutions
- 5.4 – Mobile capabilities of proposed modules, including any restrictions, such as mobile platform (iOS and Android)
- 5.5 – Identify any additional recommended modules or services.

Application Integration/Interface

- 5.6 – Describe how proposer would support and manage the integration/interface with the City's existing applications (identified in Section 3 of the RFP).
- 5.7 – Describe APIs and web-services available to pull and push data:
 - Are APIs secured and encrypted?
 - Programming language(s) that interface with the APIs
 - Is there an option to access the data directly from the database?

Data Storage and Backup (SaaS solutions only)

- 5.8 – Describe approach to data storage
- 5.9 – Describe data backup process
- 5.10 – Describe the network bandwidth required between the City and hosting facility
- 5.11 – Describe what options are available for dedicated bandwidth (if available).
- 5.12 – Describe scalability options for computing power (CPU, RAM, and storage)

Data Access and Security (SaaS solution only)

- 5.13 – Describe how data access is managed
- 5.14 – Describe the environment (single or multi-tenant)

5.15 – If a multi-tenant environment, how is the data segregated?

5.16 – If a multi-tenant environment, how is security managed?

5.17 – Describe your vetting process when hiring new employees who will have access to City data

Business Continuity and Disaster Recovery (SaaS only)

5.18 – Describe approach to business continuity and disaster recovery

5.19 – Describe redundancies or processes in place to assure high availability

Service Level Agreements (SLA) (SaaS solution only)

5.20 – Describe supported SLA options (e.g. reliability, availability, performance, issues, requests, system response time, etc.)

Transition (SaaS solution only)

5.21 – Describe the roles, and responsibilities of the City and the vendor in the event of a contract termination.

5.22 – Describe how the vendor will provide the City's data

Software Modifications

5.23 – Describe Proposer's process for software change requests, as well as how Proposer determines which requests are implemented and when.

5.24 – Describe how proposer keeps system documentation up to date and how it can be accessed by staff

5.25 – Describe any ability of the City to modify the software if necessary and/or desired.

The Proposed Solution section should not exceed ten (10) pages.

Section 6 – Ongoing Maintenance and Support

In this section of the proposal, the Proposer should address the following items in a concise manner:

6.1 – Describe ongoing support services including help desk processes and procedures, support hours (in Pacific Standard Time), service request prioritization, escalation procedures, service request tracking & communication, response time commitments, and the City's expected role in the process.

6.2 – Describe the roles and responsibilities of City staff (IT and business application users) post implementation and provide an estimated level of effort to support and administer the system.

6.3 – Describe the frequency that application patches and releases have been made available within the past two (2) years.

- Describe the City's expected role in this process
- Describe how the City will be notified of releases and patches including how much lead time would be provided

- Describe the process for the City to delay, test, accept, and/or deny applying changes

6.4 – Identify if there are solution user groups and/or user conferences.

The Ongoing Maintenance and Support section should not exceed five (5) pages.

Section 7 - Implementation Approach and Work Plan

The Proposer should identify the proposed implementation approach clearly identifying each phase, the timeline proposed, roles and responsibilities to be performed by the Proposer and those to be performed by the City.

- 7.1 – Provide resumes for the project manager and other key resources that will be assigned to the project.
- 7.2 – Describe your project management methodology and provide a work plan/schedule based on your experience in implementing at similar sized agencies.
- 7.3 – Describe the roles and responsibilities of the City staff during implementation and provide an estimated level of effort.
- 7.4 – List and describe all implementation deliverables and documentation that will be provided.
- 7.5 – Describe the roles and responsibilities of City staff during implementation and provide an estimated level of effort.
- 7.6 – Describe your data conversion and migration approach, including roles and responsibilities of the vendor and City staff for key activities. The City requires the vendors to provide pricing for 7 years of data conversion and pricing for optional timeframes identified in Appendix B – Pricing (Conversion Detail Tab). These must be included in Appendix B – Pricing.
- 7.7 – Describe your services and support to perform data extraction from the existing system, data cleansing, and mapping. If the proposer does not offer these services, please identify alternative companies that can support this activity. If the proposer offers these services, they must be listed as an “Optional Service” in Appendix B – Pricing.
- 7.8 – Describe your training methodology and how you ensure users are prepared to use the proposed solution.

The Implementation Approach and Work Plan section should not exceed ten (10) pages.

Section 8 – Pricing and Maintenance (Appendix B – Pricing)

The City seeks a clear and comprehensive understanding of all costs associated with the implementation and ongoing maintenance of the proposed system. If your proposal includes an on-premise software/licensing component, the charges for the software/license must be annualized over 5 years. If the Proposer is unable to meet or takes exception to any of the requirements, provide a written explanation. In this section, the Proposer must itemize all costs associated with the implementation and ongoing maintenance. The City will evaluate Information based on the “Total Cost to Implement” (TCI) and the “Total Cost to Operate” (TCO). TCI will include all costs required for a successful implementation. The TCO will be calculated based on TCI plus five (5) years of annual maintenance fees.

The Proposer's Price Sheet(s) must identify all costs required to complete a successful implementation to include:

8.1 – Licensing and Maintenance Costs (On-Premise and/or SaaS)

8.2 – Services

- a) Project Management
- b) Implementation, installation and configuration
- c) Conversion and data migration
- d) Interface development
- e) Report development
- f) Training and documentation

8.3 – Travel

As discussed in Appendix B – Pricing, the City has provided Proposers an electronic (Microsoft Excel) spreadsheet with a pricing template ***that must be completely filled out*** and included with Proposer's response ***in the native Microsoft Excel file format***. The City will evaluate Proposer pricing Information based solely off the information provided in the Pricing Templates. The template provides space for Proposers to identify any assumptions or comments that will ensure the City understands what is being proposed.

Section 9 – Software Licensing and Maintenance Agreements

In this section, the Proposer must provide any software licensing and maintenance agreements that will be required to implement the Proposer's solution.

Section 10 – Performance Bond

Consultant shall provide a Performance Bond as described below. If the Proposer is unable to meet or takes exception to any of the requirements, provide a written explanation.

10.1 – Consultant shall, within fifteen (15) days of contract award and before performance of work, file a Performance Bond, with and approved by the City, in the amount of 100 percent (100%) of the contract price. The Performance Bond shall remain in effect until recordation of the Notice of Completion, or if a Notice of Completion is not recorded by the City, for sixty (60) days after completion of work.

10.2 – All Bonds shall be furnished by the Consultant at its own cost and expense. All bonds shall be executed by such sureties as are admitted to transact insurance in the State of California. Should an objection as to the sufficiency of an admitted surety on a bond be made, California Code of Civil Procedure Section 995.660 shall apply

6 Proposal Evaluation

All proposals submitted will be reviewed and evaluated by a selection panel through a multi-step process including but not limited to a review of compliance with the RFP, responses to requirements, and cost. The panel will select the Proposer which best fulfills the City's requirements and represents the best value to the City. No single factor will determine the final award decision.

Determination of best value to the City shall be based upon, but not limited to, the following:

1. Qualifications, experience and references in providing similar services for government agencies with similar financial and business management needs of the City.
2. Understanding of the unique nature of providing ERP solutions for the City's financial and business needs.
3. Proven success in guiding government agencies through the ERP replacement process, including documented results of increased efficiencies using ERP software recommended.

Additional factors to be considered in the evaluation of proposals include the following:

- ◆ Quality, clarity, and responsiveness of proposal
- ◆ Ability to meet the stated requirements of the City
- ◆ Commitment to continually advancing / improving the proposed system to remain current with evolving best practices
- ◆ Comprehensive project timeline and roadmap for "go live" with an agreed upon phased approach negotiated during contract
- ◆ Demonstrated ability to work in a cooperative and collaborative manner with clients
- ◆ Anticipated value and total cost of ownership to the City
- ◆ Perceived risk or lack thereof
- ◆ Company financial stability
- ◆ Results of interviews, demonstrations, and site visits
- ◆ Ability to prepare and execute a contract in a timely manner

Vendors considered to provide the best value to the City will be invited to additional evaluation through a Proof of Capability (POC) demonstration. The POC will be an additional evaluation process which will provide the City an opportunity evaluate system capabilities and usability.

The City reserves the right, at its sole discretion, to request clarifications of proposal or to conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions will be to ensure that all parties have a full understanding of the proposal. Discussions will be limited to specific sections of the proposal identified by the City and, if held, will be after initial evaluation of proposal is complete. If clarifications are made as a result of such discussion, the Proposer will put such clarifications in writing.

7 RFP Terms and Conditions

A. Collusion

By submitting a response to the RFP, each Proposer represents and warrants that its response is genuine and not made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham response or any other person to refrain from submitting a response; and that the Proposer has not behaved in any manner to secure any improper advantage over any other person submitting a response.

B. Gratuities

No person will offer, give or agree to give any City employee or its representatives any gratuity, discount or offer of employment in connection with the award of contract by the City. No City employee or its representatives will solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a City contract.

C. Required Review and Waiver of Objections by Proposers

Proposers should carefully review this RFP and all attachments, including but not limited to the Standard Professional Services Agreement. Comments, questions, defects, objections, or any other matter requiring clarification or correction must be made in writing and received by the City no later than the "Deadline for Proposal Questions" detailed in Table 1 – RFP Schedule of Events. Strict adherence to the deadline is required so the City can make any necessary changes to the documents. Any comments, questions, defects, objections, or any other matter requiring clarification or correction will be not be considered if it is submitted after the deadline for proposal questions.

D. Nondiscrimination

No person will be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the City's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or California State Constitutional or statutory law; nor will they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the City or in the employment practices of the City's contractors. Accordingly, all Proposers entering into contracts with the City will, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

E. Proposal Preparation Costs

The City will not pay any costs associated with the preparation, submittal, or presentation (including onsite, multi-day product scripted demonstrations or Proof of Capabilities sessions) of any proposal.

F. Proposal Withdrawal

To withdraw a proposal, the Proposer must submit a written request, signed by an authorized representative, to the RFP Coordinator (Section 1.4). After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time up to the Deadline for Proposal Submission detailed in the Table 1, RFP Schedule of Events.

G. Proposal Errors

Proposers are liable for all errors or omissions contained in their proposal. Proposers will not be allowed to alter proposal documents after the “Deadline for Proposal Submission” detailed in Table 1, RFP Schedule of Events.

H. Incorrect Proposal Information

If the City determines that a Proposer has provided incorrect information for consideration in the evaluation process, or contract negotiations, and the City determines the Proposer knew or should have known the information was materially incorrect, the proposal will be rejected.

I. Prohibition of Proposer’s Submittal of Terms and Conditions

A Proposer may not submit the Proposer's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the City, at its sole discretion, may determine the proposal to be a counter-offer (and therefore a legal rejection of the City’s request), and the proposal may be rejected.

J. Assignment and Subcontracting

The Contractor may not subcontract, transfer, or assign any portion of the contract without prior written approval from the City. Each subcontractor must be approved in writing by the City. The substitution of one subcontractor for another may be made only upon the approval of the City and with prior written approval from the City.

The Proposer who is awarded a contract under this RFP will be the responsible contractor for all work performed, even if the Proposer uses approved subcontractors. Additionally, the Proposer will be responsible for all costs or charges related to or connected with the use of any approved subcontractors.

The Proposer is prohibited from performing any work associated with this RFP or using contractors for any service associated with this RFP offshore (outside the United States).

K. Right to Refuse Personnel

The City reserves the right to refuse, at its sole discretion, any subcontractors or any personnel provided by the prime contractor or its subcontractors (collectively referred to as “staff”). The City reserves the right to interview and approve all Proposer staff members. Proposer’s staff may be subjected to the City’s background and drug testing processes at any time.

L. Proposal of Additional Services

If a Proposer indicates an offer of services in addition to those required by and described in this RFP, these additional services may be added to the contract before the contract is signed at the sole discretion of the City.

M. Licensure

Before a contract pursuant to this RFP is signed, the Proposer must hold all necessary, applicable business and professional licenses. The selected Proposer and its subcontractors must obtain and maintain, at their own expense, valid City of Merced business license(s) throughout the term of the contract. The City may require any or all Proposers to submit evidence of proper licensure.

N. Insurance

The selected Proposer shall obtain and maintain throughout the term of the contract, at its own expense, the required insurance coverage as specified in the City's Professional Services Agreement. THE CITY'S INSURANCE REQUIREMENTS ARE MANDATORY AND CANNOT BE ALTERED OR WAIVED. Said requirements are contained in Appendix C - City's Professional Services Agreement.

O. Conflict of Interest and Proposal Restrictions

By submitting a response to the RFP, the Proposer certifies that no amount will be paid directly or indirectly to an employee or official of the City as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFP.

Notwithstanding this restriction, nothing in this RFP will be construed to prohibit another governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFP.

Any individual, company, or other entity involved in assisting the City in the development, formulation, or drafting of this RFP or its scope of services will be considered to have been given information that would afford an unfair advantage over other Proposers, and said individual, company, or other entity may not submit a proposal in response to this RFP.

P. Contract Negotiations

After a review of the Information and completion of the demonstration and POC, the City intends to enter into contract negotiations with the selected Proposer. These negotiations could include all aspects of services and fees. If a contract is not finalized in a reasonable period of time, the City will open negotiations with the next ranked Proposer.

Q. Right of Rejection

The City reserves the right, at its sole discretion, to reject any and all proposals received or to cancel this RFP in its entirety.

Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with all of the terms of this

RFP and all applicable State laws and regulations. The City may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

Proposers may not restrict the rights of the City or otherwise qualify their information. If a Proposer does so, the City may determine the proposal to be a nonresponsive counter-offer, and the proposal may be rejected.

The City reserves the right, at its sole discretion, to waive variances in technical information provided such action is in the best interest of the City. Where the City waives minor variances in information, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, the City may hold any Proposer to strict compliance with the RFP.

R. Disclosure of Proposal Contents

All proposals and other materials submitted in response to this RFP procurement process become the property of the City. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process. Upon the completion of the evaluation of submitted proposals, the proposals and associated materials will be open for review by the public to the extent allowed by the California Public Records Law (NRS 239). By submitting a proposal, the Proposer acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection.

S. Proprietary Information

The master copy of each proposal will be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law (NRS 239). Each Proposer may clearly label part of a proposal as "CONFIDENTIAL" if the Proposer thereby agrees to indemnify and defend the City for not honoring such a designation. The failure to so label any information that is released by the City will constitute a complete waiver of all claims for damages caused by any release of the information.

T. Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the City and Proposers will be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

U. RFP and Proposal Incorporated into Final Contract

This RFP and the successful proposal will be incorporated into the final contract.

V. Proposal Amendment

The City will not accept any amendments, revisions, or alterations to submitted proposals after the “Deadline for Proposal Submission” as identified in Table 1, RFP Schedule of Events unless such is formally requested in writing and the request is granted by the City.

W. Consultant Participation

The City reserves the right to share with any consultant of its choosing this RFP and proposal responses in order to secure a second opinion. The City may also invite said consultant to participate in the Proposal Evaluation process.

X. Warranty

The selected Proposer will warrant that the proposed software will conform in all material respects to the requirements and specifications as stated in this RFP, demonstrated in both the software demonstration and subsequent proof-of-capabilities. Further, that the requirements as stated in this RFP will become part of the selected Proposer’s license and the Proposer will warrant to the requirements. The selected Proposer must warrant that the content of its proposal accurately reflects the software's capability to satisfy the functional/technological requirements as included in this RFP. Furthermore, the warranty, at a minimum, should be valid for the duration of the implementation and until final acceptance (as will be defined during the negotiation process) of all application modules included in the implementation.

Y. Rights of the City

The City reserves the right to:

- ◆ Make the selection based on its sole discretion
- ◆ Reject any and all proposals received
- ◆ Issue subsequent Requests for Proposal
- ◆ Postpone opening proposals, if necessary, for any reason
- ◆ Remedy errors in the Request for Proposal process
- ◆ Approve or disapprove the use of particular subcontractors
- ◆ Negotiate with any, all, or none of the Proposers
- ◆ Accept other than the lowest offer
- ◆ Waive minor informalities and irregularities in the proposal
- ◆ Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City

An agreement will not be binding or valid with the City unless and until it is approved by the City Council and executed by authorized representatives of the City and of the Proposer.

APPENDIX A – REQUIREMENTS

The City requires an individual response or confirmation on each requirement included in the file “Appendix A - Requirements” which has been created as a supplemental document to this RFP. Respondents must use the response codes identified within the file when updating the document. The City will incorporate the completed ERP Requirements document into the final agreement.

APPENDIX B – PRICING

Respondents are required to complete and submit electronic copies of each of the worksheets included in the file “Appendix B - Pricing” which has been created as a supplemental document to this RFP.

APPENDIX C – CITY PROFESSIONAL SERVICES AGREEMENT

APPENDIX D – FEES

Water Rates

	WATER - METER SIZE	HCF	2013	2014	2015	2016	2017	2018*
M01	5/8" x 3/4" Meter	30	33.66	33.66	33.66	33.66	33.66	34.24
M02	3/4" Meter	30	33.66	33.66	33.66	33.66	33.66	34.24
M03	1" Meter	30	35.03	35.03	35.03	35.03	35.03	35.64
M04	1 1/2" Meter	40	46.71	46.71	46.71	46.71	46.71	47.52
M05	2" Meter	50	64.39	64.39	64.39	64.39	64.39	65.50
M06	3" Meter	50	74.84	74.84	74.84	74.84	74.84	76.13
M07	4" Meter	50	88.28	88.28	88.28	88.28	88.28	89.81
M08	6" Meter	50	103.21	103.21	103.21	103.21	103.21	104.99
M09	8" Meter	50	148.02	148.02	148.02	148.02	148.02	150.58
M10	10" Meter	50	192.79	192.79	192.79	192.79	192.79	196.12
M12	12" Meter	50	237.32	237.32	237.32	237.32	237.32	241.42
M15	Compound 2" Meter	50	64.39	64.39	64.39	64.39	64.39	65.50
M16	Compound 3" Meter	50	74.84	74.84	74.84	74.84	74.84	76.13
M17	Compound 4" Meter	50	88.28	88.28	88.28	88.28	88.28	89.81
M18	Compound 6" Meter	50	103.21	103.21	103.21	103.21	103.21	104.99
M19	Compound 8" Meter	50	148.02	148.02	148.02	148.02	148.02	150.58
M20	Compound 10" Meter	50	192.79	192.79	192.79	192.79	192.79	196.12
	per HCF		0.87	0.87	0.87	0.87	0.87	0.89
	LANDSCAPE		2013	2014	2015	2016	2017	2018*
LS1	5/8" x 3/4" Meter	30	33.66	33.66	33.66	33.66	33.66	34.24
LS2	3/4" Meter	30	33.66	33.66	33.66	33.66	33.66	34.24
LS3	1" Meter	30	35.03	35.03	35.03	35.03	35.03	35.64
LS4	1 1/2" Meter	40	46.71	46.71	46.71	46.71	46.71	47.52
LS5	2" Meter	50	64.39	64.39	64.39	64.39	64.39	65.50
LS6	3" Meter	50	74.84	74.84	74.84	74.84	74.84	76.13
LS7	4" Meter	50	88.28	88.28	88.28	88.28	88.28	89.81
LS8	6" Meter	50	103.21	103.21	103.21	103.21	103.21	104.99
LS9	8" Meter	50	148.02	148.02	148.02	148.02	148.02	150.58
	Fire Protection		2013	2014	2015	2016	2017	2018*
FH01	Fire Hydrant		17.56	19.49	19.49	19.49	19.49	19.83
FP4	Fire Protection Service 4"/Less		15.53	17.24	17.24	17.24	17.24	17.54
FP6	Fire Protection Service 6"		18.13	20.12	20.12	20.12	20.12	20.47
FP8	Fire Protection Service 8"		25.89	28.74	28.74	28.74	28.74	29.24
FP10	Fire Protection Service 10"		33.66	37.36	37.36	37.36	37.36	38.01
FP11	Fire Protection Service 11"			76.91	76.91	76.91		
FP12	Fire Protection Service 12"		53.72	59.63	59.63	59.63	59.63	60.66
	BACKFLOW		2013	2014	2015	2016	2017	2018
BDM	Backflow Domestic		5.00	5.00	5.00	5.00	5.00	5.00
BFR	Backflow Fire System		5.00	5.00	5.00	5.00	5.00	5.00
BIR	Backflow Irrigation		5.00	5.00	5.00	5.00	5.00	5.00

Sewer Rates

FLAT SEWER RATES			2013	2014	2015	2016*	2017*	2018*
S01	Single Family		40.29	40.29	40.29	40.36	40.70	\$41.40
S52	Professional Office		40.29	40.29	40.29	40.36	40.70	\$41.40
S58	Commerical as Residential		40.29	40.29	40.29	40.36	40.70	\$41.40
S98	Mobile Home		20.62	20.62	20.62	20.65	20.83	\$21.19
S99	Multi Family		32.23	32.23	32.23	32.28	32.55	\$33.12
S13	Churches & Parsonages		49.97	49.97	49.97	50.05	50.47	\$51.34
						*increased by CPI		
WASTEWATER - METERED			2013	2014	2015	2016*	2017*	2018*
	Junior College ADA	ADA	8.89	8.89	8.89	\$8.91	8.98	9.13
	School	ADA	8.15	8.15	8.15	\$8.16	8.23	8.37
S41	Bakery - Wholesale		7.86	7.86	7.86	\$7.87	\$7.94	\$8.08
S42	Bars with out dining		3.92	3.92	3.92	\$3.93	\$3.96	\$4.03
S43	Car Wash		3.18	3.18	3.18	\$3.19	\$3.21	\$3.27
S44	Department & Retail		3.59	3.59	3.59	\$3.60	\$3.63	\$3.69
S45	Hospital & Convalescent		3.73	3.73	3.73	\$3.74	\$3.77	\$3.83
S46	Hotel with dining		4.86	4.86	4.86	\$4.87	\$4.91	\$4.99
S47	Hotel with out dining		3.99	3.99	3.99	\$4.00	\$4.03	\$4.10
S48	Laundry		4.86	4.86	4.86	\$4.87	\$4.91	\$4.99
S49	Market		7.93	7.93	7.93	\$7.94	\$8.01	\$8.15
S50	Laundromat		3.45	3.45	3.45	\$3.46	\$3.48	\$3.54
S51	Mortuary		7.93	7.93	7.93	\$7.94	\$8.01	\$8.15
S52	Professional office		3.28	3.28	3.28	\$3.29	\$3.31	\$3.37
S53	Repair shop/Service station		4.14	4.14	4.14	\$4.15	\$4.18	\$4.25
S54	Restaurant		7.86	7.86	7.86	\$7.87	\$7.94	\$8.08
S55	Soft water service		2.79	2.79	2.79	\$2.79	\$2.82	\$2.87
S56	Theater		3.42	3.42	3.42	\$3.43	\$3.45	\$3.51
S57	Warehouse		3.28	3.28	3.28	\$3.29	\$3.31	\$3.37
S58	Recreation hall		3.28	3.28	3.28	\$3.29	\$3.31	\$3.37
S59	Government building		3.28	3.28	3.28	\$3.29	\$3.31	\$3.37
S60	Barber & beauty shop		3.42	3.42	3.42	\$3.43	\$3.45	\$3.51
S61	Dry Industrial		5.80	5.80	5.80	\$5.81	\$5.86	\$5.96
S62	Construction (not used)		3.59	3.59	3.59	\$3.60	\$3.63	\$3.69
S63	Light manufacturing		3.99	3.99	3.99	\$4.00	\$4.03	\$4.10
S64	Mixed use commerical		3.99	3.99	3.99	\$4.00	\$4.03	\$4.10
	Minimum Amount		1.60	1.60	1.60	\$1.60	\$1.62	\$1.64

Residential Refuse Fees

2018 Residential Refuse Rates & Fees

Size of Containers	Container Fees
300 Gal (Single Family-2 or less Units)	\$19.21
300 Gal (Apartment –3 or more Units)	\$19.05
90 Gal Pack-out (Single Family Units)	\$92.90
64 Gal (Gray) Curbside (Single Family Unit & Multi Unit extra cans).	\$25.04
90 Gal Green Waste (Green) Container	\$5.38
64 Gal Recycling (Blue) Container	\$5.59
90 Gal Disabled Pack-out (Single Family Unit)	\$25.04
90 Gal Pack-out (Mobile home)	\$89.41
90 Gal Curbside (Mobile home)	\$19.11
Extra 64 Gal Refuse (Gray) Container single Residential only NOT MULTI UNITS	\$15.86/month ea. (\$190.32/12)
Extra 90 Gal Green Waste (Green) Container	\$5.38
Extra 64 Gal Recycling (Blue) Container	\$5.59
Residential Go-Back Fee All Cans	\$25.00
Residential Special Pick Up Fee Any single can or All Cans (includes extra service or refilling of cans) Courtesy call back not allowed.	\$25.00
Contamination Fee (Garbage in Green or Blue can)	\$25.00

Commercial Refuse Fees

Size of Container	Number of Pickups	CODE	01/01/15	01/01/16	01/01/17	01/01/18	01/01/19
1 Yard	1	101	61.25	61.86	62.48	63.11	63.74
	2	102	115.81	116.97	118.14	119.32	120.51
	3	103	170.37	172.07	173.79	175.53	177.29
	4	104	224.93	227.18	229.45	231.75	234.06
	5	105	279.49	282.28	285.11	287.96	290.84
	6	106	334.04	337.38	340.75	344.16	347.60
	7	107	388.60	392.49	396.41	400.37	404.38
1.5 yard	1	151	66.74	67.41	68.08	68.76	69.45
	2	152	126.78	128.05	129.33	130.62	131.93
	3	153	186.82	188.69	190.58	192.48	194.41
	4	154	246.86	249.33	251.82	254.34	256.88
	5	155	306.89	309.96	313.06	316.19	319.35
	6	156	366.93	370.60	374.31	378.05	381.83
	7	157	426.97	431.24	435.55	439.91	444.31
2 Yard	1	201	79.92	80.72	81.53	82.34	83.17
	2	202	153.16	154.69	156.24	157.80	159.38
	3	203	226.41	228.67	230.96	233.27	235.60
	4	204	299.65	302.65	305.67	308.73	311.82
	5	205	372.86	376.59	380.35	384.16	388.00
	6	206	446.10	450.56	455.07	459.62	464.21
	7	207	519.35	524.54	529.79	535.09	540.44
3 Yard	1	301	87.76	88.64	89.52	90.42	91.32
	2	302	168.84	170.53	172.23	173.96	175.70
	3	303	249.91	252.41	254.93	257.48	260.06
	4	304	330.99	334.30	337.64	341.02	344.43
	5	305	412.06	416.18	420.34	424.55	428.79
	6	306	493.13	498.06	503.04	508.07	513.05
	7	307	574.22	579.96	585.76	591.62	597.54
4 Yard	1	401	95.60	96.56	97.52	98.50	99.48
	2	402	184.52	186.37	188.23	190.11	192.01
	3	403	273.44	276.17	278.94	281.73	284.54
	4	404	362.34	365.96	369.62	373.32	377.05
	5	405	451.26	455.77	460.33	464.93	469.58
	6	406	540.16	545.56	551.02	556.53	562.09
	7	407	629.07	635.36	641.71	648.13	654.61

Commercial Refuse Fees continued

Size of Container	Number of Pickups	CODE	01/01/15	01/01/16	01/01/17	01/01/18	01/01/19
5 Yard	1	501	103.43	104.46	105.51	106.56	107.63
	2	502	200.19	202.19	204.21	206.26	208.32
	3	503	296.93	299.90	302.90	305.93	308.99
	4	504	393.18	397.11	401.08	405.09	409.14
	5	505	490.44	495.34	500.30	505.30	510.35
	6	506	587.18	593.05	598.98	604.97	611.02
	7	507	683.94	690.78	697.69	704.66	711.71
6 Yard	1	601	111.28	112.39	113.52	114.65	115.80
	2	602	215.87	218.03	220.21	222.41	224.64
	3	603	320.45	323.65	326.89	330.16	333.46
	4	604	425.05	429.30	433.59	437.93	442.31
	5	605	529.61	534.91	540.26	545.66	551.11
	6	606	634.21	640.55	646.96	653.43	659.96
	7	607	738.79	746.18	753.64	761.18	768.79
8 Yard	1	801	126.95	128.22	129.50	130.80	132.10
	2	802	247.21	249.68	252.18	254.70	257.25
	3	803	367.48	371.15	374.87	378.62	382.40
	4	804	487.74	492.62	497.54	502.52	507.54
	5	805	608.01	614.09	620.23	626.43	632.70
	6	806	728.26	735.54	742.90	750.33	757.83
	7	807	848.53	857.02	865.59	874.24	882.98
<u>Commercial/Industrial Container Service (Roll-off)</u>							
			<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Scheduled Pickups			179.91	181.71	183.53	185.36	187.22
Unscheduled Pickups			214.16	216.30	218.47	220.65	222.86
Additional Fee for Nights, Weekend & holidays for unscheduled pickups			114.16	115.30	116.45	117.62	118.80
Rental Charge on Unscheduled daily fee			4.91 147.30	4.96 148.80	5.01 150.30	5.06 151.80	5.11 153.30
Accounting Fee/Shared Containers			2.10	2.10	2.10	2.10	2.10
Temporary 3 Yrd (3yd 1pu + move cont. fee est. 2017)			147.76	149.24	154.59	156.14	157.70
Move container fee			63.79	64.43	65.07	65.72	66.38

Commercial Recycling Fees

Size of Container	Number of Pickups	CODE	01/01/15	01/01/16	01/01/17	01/01/18	01/01/19
1 Yard	1		52.58	53.11	53.64	54.17	54.71
	2		99.42	100.41	101.42	102.43	103.46
	3		146.26	147.72	149.20	150.69	152.20
	4		193.10	195.03	196.98	198.95	200.94
	5		239.94	242.34	244.76	247.21	249.68
	6		286.77	289.64	292.53	295.46	298.41
	7		333.62	336.96	340.33	343.73	347.17
1.5 yard Cardboard	1	151C	43.59	44.03	44.47	44.91	45.36
	2	152C	87.20	88.07	88.95	89.84	90.74
	3	153C	130.79	132.10	133.42	134.75	136.10
	4		174.38	176.12	177.89	179.66	181.46
	5		217.97	220.15	222.35	224.57	226.82
	6		261.56	264.18	266.82	269.49	272.18
	7		305.15	308.20	311.28	314.40	317.54
1.5 yard	1	151R	57.30	57.87	58.45	59.04	59.63
	2	152R	108.84	109.93	111.03	112.14	113.26
	3		160.39	161.99	163.61	165.25	166.90
	4		211.93	214.05	216.19	218.35	220.54
	5		263.47	266.10	268.77	271.45	274.17
	6		315.01	318.16	321.34	324.56	327.80
	7		366.55	366.55	366.55	366.55	366.55
2 Yard	1	2RC1	68.61	69.30	69.99	70.69	71.40
	2	2RC2	131.49	132.80	134.13	135.47	136.83
	3		194.37	196.31	198.28	200.26	202.26
	4		257.25	259.82	262.42	265.04	267.70
	5		320.10	323.30	326.53	329.80	333.10
	6		382.98	386.81	390.68	394.58	398.53
	7		445.86	450.32	454.82	459.37	463.96
3 Yard	1	3RC1	75.34	76.09	76.85	77.62	78.40
	2	3RC2	144.95	146.40	147.86	149.34	150.84
	3	3RC3	214.55	216.70	218.86	221.05	223.26
	4		284.16	287.00	289.87	292.77	295.70
	5		353.75	357.29	360.86	364.47	368.11
	6		423.35	427.58	431.86	436.18	440.54
	7		492.97	497.90	502.88	507.91	512.99
4 Yard	1	4RC1	82.08	82.90	83.73	84.57	85.41
	2	4RC2	158.41	159.99	161.59	163.21	164.84
	3	4RC3	234.74	237.09	239.46	241.85	244.27
	4		311.07	314.18	317.32	320.50	323.70
	5		287.40	391.27	395.19	399.14	403.13
	6		463.73	468.37	473.05	477.78	482.56
	7		540.06	545.46	550.92	556.42	561.99

Commercial Recycling Fees continued

Size of Container	Number of Pickups	CODE	01/01/15	01/01/16	01/01/17	01/01/18	01/01/19
5 Yard	1		88.79	89.68	90.57	91.48	92.40
	2		171.86	173.58	175.31	177.07	178.84
	3		254.92	257.47	260.04	262.64	265.27
	4		337.54	340.92	344.32	347.77	351.25
	5		421.04	425.25	429.50	433.80	438.14
	6		504.09	509.13	514.22	519.36	524.56
	7		587.16	593.03	598.96	604.95	611.00
6 Yard	1	6RC1	95.53	96.49	97.45	98.42	99.41
	2	6RC2	185.33	187.18	189.06	190.95	192.86
	3	6RC3	275.10	277.85	280.63	283.44	286.27
	4		364.91	368.56	372.24	375.97	379.73
	5		454.67	459.22	463.81	468.45	473.13
	6		544.47	549.91	555.41	560.97	566.58
	7		634.25	640.59	647.00	653.47	660.00
8 Yard	1	8RC1	108.99	110.08	111.18	112.29	113.42
	2	8RC2	212.23	214.35	216.50	218.66	220.85
	3	8RC3	269.58	272.28	275.00	277.75	280.53
	4		418.73	422.92	427.15	431.42	435.73
	5		521.98	527.20	532.47	537.80	543.17
	6		625.21	631.46	637.78	644.15	650.60
	7		728.47	735.75	743.11	750.54	758.05
300 Gallon recycling	1	301R	42.33	42.75	43.18	43.61	44.05
	2	302R	80.43	81.23	82.05	82.87	83.70
	3		114.29	115.43	116.59	117.75	118.93
	4		152.39	153.91	155.45	157.01	158.58
	5		190.49	192.39	194.32	196.26	198.22
	6		228.58	230.87	233.17	235.51	237.86
	7		266.68	269.35	272.04	274.76	277.51
6 Yard Green Waste (temp rate)	1	6GW1	111.28	111.28	112.39	113.52	114.65

Residential Recycling Fees

	CODE	1/1/15	1/1/16	1/1/17	1/1/18	1/1/19
Per single family dwelling unit provided with collection from three hundred gallon containers in an alley or apartments with two units or less and drive through access per unit per month	G01	17.33	17.93	18.56	19.21	19.88
Per each apartment with total units of three or more and drive through access provided with collection from three hundred gallon containers per unit per month	G06	17.18	17.78	18.40	19.05	19.72
Per single family dwelling unit provided with packout service per month	G02	83.79	86.73	89.76	92.90	96.16
Extra Container Packout Service	G98	76.03	78.97	82.00	85.14	88.40
Per single family dwelling unit provided with curb line service per month	G03	22.58	23.37	24.19	25.04	25.92
Per single family dwelling unit with disabled/senior citizen occupant provided with packout service per month	G00	22.58	23.37	24.19	25.04	25.92
Per mobile home dwelling unit provided with packout service per unit per month	G09	80.65	83.47	86.39	89.41	92.54
Per mobile home dwelling unit provided with curb line service per unit per month	G08	17.23	17.84	18.46	19.11	19.77
For additional curb line containers furnished by the city for a dwelling unit per container per year or part thereof	G99	171.65 14.30	177.66 14.81	183.88 15.32	190.32 15.86	196.98 16.42
8.04.230 - Residential Generally						
Per dwelling unit provided with green waste service per container per month	GRW	4.85	5.02	5.20	5.38	5.57
Extra Container	GRW2	0.00	0.00	5.20	5.38	5.57
8.04.630 - Curbside recycling rates and charges						
Per residential dwelling unit provided with curbside recycling collection	RECY	4.87	5.05	5.22	5.40	5.59
Per commercial property provided with curbside recycling collection	RECY	4.87	5.05	5.22	5.40	5.59
Common Area Recycling (per container)	60CA	4.87	5.05	5.22	5.40	5.59

Building Permit Fees

New Commercial

Type of Occupancy	Charge Per Square Foot
Churches and Other Religious	\$0.64
Apartments	\$0.70
Hotels/Motels	\$0.63
Industrial/Warehouse to 5000 Sq. Ft.	\$0.56
Industrial/Warehouse 5001-10000 Sq. Ft.	\$0.37
Industrial/Warehouse 10001-40000 Sq. Ft.	\$0.32
Industrial/Warehouse 40001-50000 Sq. Ft.	\$0.26
Industrial/Warehouse 50001 Sq. Ft. and up	\$0.21
Offices/Professional to 5000 Sq. Ft.	\$0.91
Offices/Professional 5001 – 10000 Sq. Ft.	\$0.77
Offices/Professional 10001 – 40000 Sq. Ft.	\$0.68
Offices/Professional 40001 – 50000 Sq. Ft.	\$0.55
Offices/Professional 50001 Sq. Ft. and over	\$0.39
Restaurants – All Square Footages	\$1.56
Shell Building to 4999 Sq. Ft.	\$0.52
Shell Building 5000-25000 Sq. Ft.	\$0.48
Shell Building 25001 Sq. Ft. and up	\$0.41

*There will be an additional \$.05 per square foot multiplier for the entire square footage of buildings 2 stories or more.

*\$28.00 for \$100,000.00 of valuation for Commercial SMI

*The Building Official shall classify commercial buildings not listed above in the category most nearly resembling the use.

Commercial Tenant Improvements

Type of Occupancy	Charge Per Square Foot
Up to 2000 Sq. Ft.	\$0.86
2001-3000 Sq. Ft.	\$0.76
3001-5000 Sq. Ft.	\$0.59
5001-20000 Sq. Ft.	\$0.50
20001 Sq. Ft. and up	\$0.44
Restaurants – All square footages	\$1.57

*THE PLAN CHECK FEE FOR TENANT IMPROVEMENTS AND NEW BUILDINGS WILL BE 65% OF THE BUILDING PERMIT FEE.

*PLANNING DEPT. PERMIT REVIEW FEE OF \$61.00 (RESIDENTIAL) \$246 (COMMERCIAL) WILL BE ADDED FOR CERTAIN PROJECTS REQUIRING REVIEW

*ADD \$1.00 FOR STATE BP FEE FOR EACH PERMIT

*ALL OSHPD III CERTIFICATIONS WILL BE AN ADDITIONAL \$0.33 PER SQUARE FOOT FOR TENANT IMPROVEMENTS AND NEW CONSTRUCTION

*AN ADDITIONAL \$0.12 PER SQUARE FOOT MULTIPLIER WILL BE ADDED TO MEDICAL AND DENTAL OCCUPANCIES NOT REQUIRING OSHPD CERTIFICATION

Building Permit Fees, continued

Swimming Pools

Type	Fees *Includes \$1.00 SBP fee and \$61.00 Planning Department review
Residential – Pool only	\$762.00 – (\$34.00 x 1.5 intake/processing + \$101.00 x 5 inspection hours + \$96 x 1.5 plan review hours)
Residential – Pool & Spa	\$1,065.00 – (\$34.00 x 1.5 intake/processing + \$101.00 x 8 inspection hours + \$96 x 1.5 plan review hours)
Commercial-Pool only	\$1,560.00 – (\$34.00 x 1.5 intake/processing + \$101.00 x 11 inspection hours + \$96 x 3.5 plan review hours)

Reroof Permits

Type	Fees *Includes \$1.00 SBP fee
Residential	\$247 – (\$34.00x.25 + \$200.00 Base +CPI Inspection Hours)
Commercial	1-20000 sq. ft. \$313.00 (\$34.00 x .25 intake /processing + \$101.00 x 3 inspection hours)
	20001-40000 sq. ft. \$515.00 (\$34.00 x .25 intake /processing + \$101.00 x 5 inspection hours)
	40001-60000 sq. ft. \$616.00 (\$34.00 x .25 intake /processing + \$101.00 x 6 inspection hours)
	60001-80000 sq. ft. \$818.00 (\$34.00 x .25 intake /processing + \$101.00 x 8 inspection hours)
	80001-100000 sq. ft. \$1020.00 (\$34.00 x .25 intake /processing + \$101.00 x 10 inspection hours)
	100001-120000 sq. ft. \$1,222.00 (\$34.00 x .25 intake /processing + \$101.00 x 12 inspection hours)
	120001+ sq. ft. \$1,424.00 (\$34.00 x .25 intake /processing + \$101.00 x 14 inspection hours)

Building Permit Fees, continued

Residential Additions

Square Footages	Fees
All square footages	Minimum \$101.00 x 2 hour inspection time + Minimum \$96.00 x 1 hour plan review + .91 per sq. ft. CRIS + \$13.00 each \$100,000 of valuation for residential state tax OR \$1.23 per sq. ft. for inspection and 65% of inspection fee for plan review + .91 per sq. ft. CRIS + \$13.00 each \$100,000 of valuation for residential state tax

The Plan check fee will be 65% of the building permit fee.

***PLANNING DEPT. PERMIT REVIEW FEE OF \$61.00 WILL BE ADDED FOR CERTAIN PROJECTS REQUIRING REVIEW**

***ADD \$1.00 FOR STATE BP FEE FOR EACH PERMIT**

There will be an additional \$.05 per square foot multiplier for the entire square footage of buildings 2 stories or more.

Residential Remodels

Square Footages	Fees
All square footages	\$360.00 minimum – (Residential alteration, remodel and repair fee calculation worksheet shall be used)

Fire Damage Repair Permits

Square Footages	Fees
All square footages	\$360.00 minimum – (For residential or commercial, the fire damage repair fee calculation worksheet shall be used)

Sign Permits

Wall Sign/ Monument Sign	Wall-\$259.00 minimum – (Commercial sign fee calculation worksheet shall be used) Monument-\$461.00 minimum – (Commercial sign fee calculation worksheet shall be used)
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Building Permit Fees, continued

**New Single Family Dwellings and Duplexes Permit Fees
(One Story)**

Square Footage	Charge Per Square Foot
0-1580	\$1.23
1581-3350	\$1.17
3351-5000	\$1.04

*There will be an additional \$.05 per square foot multiplier for the entire square footage of buildings 2 stories or more.

*The Plan check fee for custom homes will be 65% of the building permit fee.

*\$.91 CRIS fee per square foot

*\$13.00 for \$100,000.00 of valuation for Residential SMI

*\$1.00 per permit for State BP fee

*\$61.00 Planning review fee

Building Permit Fees, continued

Miscellaneous Permits	Fee*includes \$1.00 State BP fee
Gas line replacement	\$111.00 – (34.00 x .25 processing + 101.00 x 1 inspection hour)
Domestic water line replacement	\$111.00 – (34.00 x .25 processing + 101.00 x 1 inspection hour)
Temporary power	\$111.00 – (34.00 x .25 processing + 101.00 x 1 inspection hour)
Backflow prevention device installation (2" or smaller)	\$111.00 – (34.00 x .25 processing + 101.00 x 1 inspection hour)
Backflow prevention device installation (Larger than 2")	\$111.00 – (34.00 x .25 processing + 101.00 x 1 inspection hour)
HVAC change-outs (Jobs more complicated than simple replacements will be subject to additional inspection fees)	\$111.00 – (34.00 x .25 processing + 101.00 x 1 inspection hour)
Water heater change-outs/basic mechanical permit	\$111.00 – (34.00 x .25 processing + 101.00 x 1 inspection hour)
Electrical panel change-outs/replacements (200 amp and smaller)	\$111.00 – (34.00 x .25 processing + 101.00 x 1 inspection hour)
Electrical panel change-outs/replacements (Larger than 200 amp)	Cost recovery – use commercial or residential fee worksheet
Inspections outside of regular business hours	Actual inspection hours \$101.00 x minimum of 2 inspection hours
Re-inspection fees	Actual inspection hours at \$101.00 per inspection hour
Additional plan review	Actual plan review hours at \$96.00 per hour
Commercial signs	Cost recovery – use commercial sign fee calculation worksheet
Photovoltaic System up to 2 inverters/80 micro-inverters	\$306.00 (34.00 x .25 processing + 101.00 x 1.5 insp. hr. + 96.00 x 1.5 plan review hour)
Photovoltaic System 3 to 5 inverters 81 to 160 micro-inverters	\$407.00 (34.00 x .25 processing + 101.00 x 2.5 insp. hr. + 96.00 x 1.5 plan review hour)
Photovoltaic System 6 or more inverters/161 + micro-inverters	\$508.00 (34.00 x .25 processing + 101.00 x 3.5 insp. hr. + 96.00 x 1.5 plan review hour)

Building Permit Fees, continued

Miscellaneous Permits (continued)	Fee*includes \$1.00 State BP fee
Sewer line replacement/repair	\$111.00 – (34.00 x .25 processing + 101.00 x 1 inspection hour)
Fences, Block walls, and retaining walls requiring permit	\$259.00 minimum (1 hour plan review at \$96.00 + 1 hour minimum inspection hour at \$101.00 per hour \$61.00 Planning Department review) Use residential or commercial alteration, remodel and repair fee calculation worksheet.
Carports, patio covers, and enclosing patio covers	Residential: \$360.00 minimum Commercial: (1 hour plan review at \$96.00 + 2 hours minimum inspection hours at \$101.00 per hour + \$61.00 Planning Review fee) Use residential alteration, remodel and repair fee calculation worksheet

Encroachment Permit Fees

2018 ENCROACHMENT PERMIT FEES

PROJECT TYPE	FEE*includes \$1.00 State BP fee
NEW DRIVEWAY APPROACH	\$173.00 -Based on 2 Inspection hours at \$80.00 per inspection + \$12.00 Base encroachment fee
SEWER LINE REPLACEMENT	\$173.00 -Based on 2 Inspection hours at \$80.00 per inspection + \$12.00 Base encroachment fee
REPLACE WATER LINE	\$173.00 -Based on 2 Inspection hours at \$80.00 per inspection + \$12.00 Base encroachment fee
NEW SIDEWALK AND REPAIR	\$173.00 -Based on 2 Inspection hours at \$80.00 per inspection + \$12.00 Base encroachment fee

***Project beyond the scope of basic permit requirements shall be charged additional plan review and inspection fee based on 1 hour increments at \$80.00 per hour.**

2018 ENCROACHMENT PERMIT FEES continued -

PROJECT TYPE	FEE*includes \$1.00 State BP Fee
RIGHT-OF-WAY AND PUBLIC UTILITY EASEMENTS	\$173.00-Based on 2 Inspection hours at \$80.00 per inspection + \$12.00 processing fee

For new development:

3% of Engineer's estimate

Planning and Development Fees Schedule

<u>Application Type</u>	<u>Application Fee</u>
ANNEXATION & PRE-ZONING (See Note #3)	
Single R-1 Lot (1 acre or less) (See Note #2)	\$1,228
All Other Annexations (See Note #5)	\$2,455
	+\$183/acre
	⁵ Actual Cost w/ \$30,000 Deposit (Over 200 ac)
Pre-Annex Development Agmt (Payable to Planning Dept)	\$3,683
Pre-Annex Development Agmt (Payable to City Atty)	\$6,139
APPEALS (See Note #10)	
Conditional Use Permits (CUP)	\$368
Tentative Subdivision Map	\$368
Design Review Commission (Appeal to Council)	\$246
Appeal of Certification of Alteration	\$61
<i>Minor Subdivisions:</i>	
Lot Splits/Parcel Maps	\$246
Site Plan Review Committee	\$276
Miscellaneous Appeals	\$276
CONDITIONAL USE PERMITS (CUP)	
Admin CUP's for Signs (Staff Approval only)	\$246
Minor: (Signs, walls, etc. if goes to Planning Commission)	\$614
Regular CUP (R-1 type uses, churches, Land use or design only; interface overlay, etc.)	\$3,069
Major CUP (Land use and design; P-D's)	\$3,069
<i>Note: No Charge for CUP's for Community Gardens</i>	+\$122/acre
DESIGN REVIEW & HISTORIC PRESERVATION	
Painting and Small Signs (Staff)	\$31

Signs, Awnings, and Simple Modifications (Staff)	\$92
Remodels and Site Improvements (DRC)	\$614
New Developments (DRC)	\$1,473
<u>Historic Preservation Applications (DRC/HPC)</u>	
Application for Historic Resource (DRC & Council)	\$307
Certificate of Alteration for an Historic Resource	\$184
DETERMINATIONS/INTERPRETATIONS	
By Planning Commission	
Single R-1 Lot	\$614
Other	\$614
By Staff	\$61

<u>Application Type</u>	<u>Application Fee</u>
ENVIRONMENTAL REVIEW	
Categorical Exemption	\$123
Negative Declaration	\$1,228
Mitigated Negative Declaration	\$6,139
Expanded Initial Study	\$6,139
Environmental Impact Report	Based on Cost (See Note #5) (Deposit Required)
<u>Additional Related Fees</u>	
Merced County Clerk Filing Fee (Required of all)	\$50 check made out to "Merced County"
EIR/EIS Contract Management Fee	10% of Cost
<i>State Fish & Game Fees:</i> (Check needs to be made out to Merced County and must accompany the NOD) (See Note #8)	
For Negative Declarations	\$2,280.75
For EIR's	\$3,168.00
EXTENSIONS	
Tentative/Final Subdivision Maps	\$246
Minor Subdivisions	\$92
Variances	\$123
FINAL SUBDIVISION MAPS	
Final Subdivision Map	\$4,911
Final Subdivision Map Extensions/Amendment to Agreement	\$921
Reversion to Acreage (Requires a Final Map)	\$4,911

Engineering Plan Check	3/4% of the public improvement value
GENERAL PLAN AMENDMENTS	\$2,455
	+\$122/acre
MINOR SUBDIVISIONS	
Lot Splits/Parcel Maps	\$982
Lot Line Adjustment	\$491
Lot Mergers	\$491
Subdivision Map Exemption Investigation	\$246
Reversion to Acreage	See Final Maps (Above)
Certificate of Compliance	\$184

<u>Application Type</u>	<u>Application Fee</u>
MISCELLANEOUS	
Administrative Revision to Site Plans or Elevations	\$184
Abandonment (Street)	\$184
<i>Building Permit--Planning Site Plan Review Only</i>	
Residential/Remodals/Tenant Improvements/ Pools/Signs	\$61
Commercial (New Construction)	\$246
Industrial (New Construction)	\$246
Continuance Requests - Planning Commission Public Hearings (After agenda is published)	\$184
Covenants of Easement	\$368
Encroachment Permits (If have to go to City Council)	\$368
Home Occupation Permits	\$31
Restaurant Encroachment Permit (See Note #9)	\$184
Staff Research Time	\$55 per 1/2 hour
<i>Street Closures: (See Note #9)</i>	
Staff Review	\$61
Council Review	\$368
Temporary Outdoor Uses	\$61
Will Serve Letter (Utilities)	\$123
Zoning Compliance Letter (Involves City Atty)	\$491

Zoning Verification Letter (Planning Staff Only)	\$92
NAME CHANGES Subdivision Names (once public hearing notice has been published) Street Names (for subdivisions, once final subdivision map has been submitted to City Council)	\$307 \$1,228
PRE-APPLICATION REVIEW (See Note #1) Minor (CUP's, Site Plan Approval, etc.) Major (Zone Changes, General Plan Amendments, Annexations, SUP Revisions, Tentative Maps, etc.)	\$153 \$246
SERVICE (WATER & SEWER) REQUESTS (County Property) Staff Review City Council Review	\$184 \$246 + \$16/acre or portion thereof

<u>Application Type</u>	<u>Application Fee</u>
SITE PLAN REVIEW Minor (Minor change in existing site or change in use with minor design adjustments) Major (Major redesign of existing site or design of vacant site) (<i>Large projects may be charged on an hourly basis</i>) (See Note #6) <i>Other:</i> <i>Second Residential Units & Community Gardens</i> <i>Recycling Centers</i>	\$737 \$1,228 No Charge \$246
SITE UTILIZATION PLAN ESTABLISHMENT Residential Planned Development (RP-D) and Planned Development (P-D)	\$3,683 +\$122/acre
SITE UTILIZATION PLAN REVISIONS (See Note #4)	\$1,842 +\$122/acre
TENTATIVE SUBDIVISION MAPS 1-50 Lots 50+ Lots	\$3,683 \$6,139
VARIANCE Single R-1 lot All Others Multiple on one application	\$1,044 \$1,228 \$1,842
ZONE CHANGES (Including to Planned Developments)	\$3,683 +\$122/acre

ZONING TEXT AMENDMENTS (Amendments to Title 20 of Merced Municipal Code)	
Re: Standards (Setbacks, signs, etc.)	\$1,228
Re: Land Use (Adding a land use to a zone, adjusting requirements for a specific land use, etc.)	\$1,842
COMMERCIAL CANNABIS BUSINESS PERMITS <i>Please Refer to Separate City Council Resolution #2017-67 (Adopted 12/18/17)</i>	

Commercial Cannabis Business Permit Application Fees and Cannabis Business Annual Regulatory Fees

<u>CCBP Application Fees</u>	<u>Proposed Fee</u>
Phase 1 (All Types)	\$964.00
Phase 2 (Merit-Based)	\$8,577.00
Phase 2 (Non-Merit Based)	\$6,250.00
Annual CCBP Renewal	\$2,232.00
Appeal of a CCBP	\$374.00
Appeal of a CCBP Renewal	\$473.00

<u>Annual Regulatory Fees</u>	<u>Proposed Fee</u>	<u># of Inspections/Year</u>
Cultivation--Up to 10,000 SF	\$18,193.00	4
Cultivation--Nursery Only	\$15,275.00	4
Distribution	\$12,556.00	4
Manufacturing	\$32,595.00	4
Retail Sales	\$20,920.00	6
Testing	\$6,259.00	2

Public Facilities Impact Fees

<i>Per Dwelling</i>		<i>Per 1,000 Sq. Ft. of Building Space</i>				
Residential			Commercial			Industrial
Single Family	Multi-Family		Retail Less Than 50,000 SF	Retail Greater Than 50,000 SF	Office/Commercial	
\$5,173	\$3,577	\$3,554	\$10,392	\$7,840	\$6,804	\$1,946

Park Dedication In-Lieu Fee Schedule

PARK ZONE	FEE PER DWELLING UNIT
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	Single Family Detached	Multi-Family
I	\$473	\$282
II	\$473	\$282
III	\$473	\$282
IV	\$662	\$395
V	\$662	\$395