

INVITATION TO BID



Taxpayer Location and Discovery Services Bid Number 2091-285714

**Robert Martin, Chief Financial Officer
City of Hopkinsville
P.O. Box 707
Hopkinsville, KY 42241-0707
(270) 890-0239**

www.hopkinsvilleky.us



City of Hopkinsville
Kentucky
42240

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INVITATION TO BID

CITY OF HOPKINSVILLE

Taxpayer Location and Discovery Services Bid Number 2091-285714

The City of Hopkinsville is accepting bids from qualified companies, vendors, and agencies for its Taxpayer Location and Discovery Services.

Sealed bids must be received no later than **10:00 a.m. CST on Tuesday, June 18, 2019** at which time bids will be opened and read aloud publicly in Conference Room 214 (second floor) of the Hopkinsville Municipal Center, 715 South Virginia Street, Hopkinsville, KY 42240. Sealed bids may be brought to the bid opening, mailed to the City of Hopkinsville, ATTN: Robert Martin, CFO, P.O. Box 707, Hopkinsville, KY 42241-0707 or hand-delivered to 715 South Virginia Street, Hopkinsville, KY 42240. Each bid should be enclosed in a second envelope and both envelopes clearly marked:

“TAXPAYER LOCATION AND DISCOVERY SERVICES BID NUMBER 2091-285714”

Information may be obtained from the City’s website (www.hopkinsvilleky.us) or by contacting Robert Martin by phone (270-890-0239) or at the above address.

The City of Hopkinsville reserves the right to accept or reject any and all bids.

**MAYOR CARTER M. HENDRICKS
CITY OF HOPKINSVILLE**

SCOPE OF PROGRAM AND GENERAL REQUIREMENTS

The City of Hopkinsville, KY (“City”) is seeking bids from qualified companies, vendors, and agencies for Taxpayer Location and Discovery Services.

The City’s Revenue and License Office is responsible for the collection of all operating cash of the City. The City bills and collects certain tax revenue and is responsible for tax record management and maintenance, including the administration and receipt of Code Enforcement Board fines and liens, Insurance Premium Taxes, and Occupational License Taxes (Business Licenses and Payroll Taxes) due by persons and business entities conducting businesses, occupations, and professions within the City including penalties and interest on each (Hopkinsville Code of Ordinances Chapters 33, 34, and 110).

The City is seeking Taxpayer Location and Discovery Services to conduct investigations to ensure all entities conducting business within the City are paying the taxes that are relevant. Specifically, we are trying to target entities that are conducting business in the city but not paying any taxes at all or are delinquent in their previously required filings. The City wants the Bidder to focus their investigative services on the Occupational License Taxes. More information on these taxes and fees can be found at <http://www.hopkinsvilleky.us/departments/finance/index.php>.

GENERAL INSTRUCTIONS TO BIDDER

OFFICIAL CLOCK

Bids will be accepted by mail or hand-delivery until June 18, 2019 at 10:00 a.m. CST at the Hopkinsville Municipal Center, 715 South Virginia Street, Conference Room 214 (second floor), Hopkinsville, KY 42240. If the bid is mailed, please allow sufficient time for such mailing to reach the address prior to the scheduled closing time for receipt of bids.

CALCULATION ERROR(S)

In the event of a calculation error on the bid form, unit price shall prevail.

QUESTIONS AND ADDENDA

This bid is offered by the Chief Financial Officer (CFO). Bidders shall carefully examine this bid and any addenda issued by the CFO. Failure to include signed addenda in the bid submission will result in rejection of the bid. Bidders shall seek clarification of any ambiguity, conflict, omission, or other error in this bid in writing. Oral comments or communications do not form any part of this bid offering. Questions should be addressed to the CFO in writing by June 10, 2019. Questions submitted after this date will not be answered. If the answer materially affects this procurement, the information will be issued in an addendum. Written communications should be addressed as follows:

City of Hopkinsville
ATTN: Robert Martin, CFO
P.O. Box 707
Hopkinsville, KY 42241-0707
270-890-0239 Phone
rmartin@hopkinsvilleky.us

RESPONSIBILITY OF BIDDERS FORM

The City issues in all bid offerings a Responsibility of Bidder Form that MUST be completed by the Bidder and attached to the bid form in order for the Bidder to be considered for a bid award. This is a mandatory form that must be attached to the bid form and in accordance with KRS 45A.395, all information submitted thereon is deemed to be confidential and therefore exempt from Kentucky Open Records Law.

RETENTION OF RECORDS

The successful Bidder shall be required to maintain, for a period of five (5) years from the date of final payment to the Bidder, all books and records pertaining to this bid offering.

BUSINESS TAX STATUS

In order to receive a bid award from the City of Hopkinsville, KY, a Bidder must not be delinquent on any ad valorem taxes, including penalty and interest charges, due to the City for real or personal properties owned by the Bidder, or any one or more of its corporate officers. Inquiries can be directed to City of Hopkinsville Revenue and License Office, 715 South Virginia Street, Hopkinsville, KY 42240 or by phone 270-890-0221.

BUSINESS STATUS AND REGISTRATION REQUIREMENTS

In order to receive a bid award from the City a Bidder must be properly registered with the Revenue and License Office to do business in the City. If a Bidder is already registered, all of their applicable license accounts must be in "good standing" with the City. Good standing is defined as having all fees, including penalty and interest charges, relating to employee wages, and business net profits, paid in full with appropriate reporting forms filed in the Revenue and License Office, 715 South Virginia Street, Hopkinsville, KY 42240.

CONFLICTS, GRATUITIES, AND KICK-BACK PROHIBITED

The City adheres to the provisions of KRS 45A.455, paragraphs (1) through (5) pertaining to conflicts of interests, gratuities, kick-backs, and use of confidential information in all bid offerings. If it is found that the Bidder is in violation of KRS 45A.455 the City, by written notice to the Bidder, may cancel this contract.

SUPPORTING DOCUMENTATION

Bidders are encouraged to submit with their bids any literature, warranty information and other documentation to support the Bidder's compliance with the specifications contained in this bid packet.

BID RETRACTION

Bidders are advised that bids submitted as part of this bid offering may not be withdrawn for a minimum of 90 days following the public bid opening unless circumstances justify consideration by the CFO of a release from provision. Requests to withdraw a bid must be in writing and received by the City within twenty-four (24) hours of the public bid opening.

RIGHT TO REJECT AND AWARD BID

The City reserves the right to reject any and all bids received in response to this bid offering and to waive any informalities in this bid offering. The award of a contract shall be at the sole discretion of the City. The award will be made to the responsible Bidder whose bid is determined to be the most advantageous to the City, taking into consideration the evaluation factors set forth in this bid packet. The City may make the award without further discussion of the bids submitted. Therefore, the bid should be submitted initially on the most favorable terms which the Bidder can bid with respect to price, product, service and technical capability. The contents of the bid of the selected Bidder will become the basis for the City's contractual obligation when the award is made.

BID IDENTIFICATION

Bidders are to submit their bid in a clearly marked sealed envelope. The Bidder is required to clearly mark their bid material with the bid number and description set forth in the "Invitation for Bids." This instruction is provided as a means to ensure proper delivery, handling, and public announcement of a Bidder's response at the official bid opening date and time. Bids in the form of e-mails, telegrams, telephone calls, facsimiles, or telex messages will not be accepted.

DISPOSITION OF BIDS

All materials submitted in response to this bid offering will become property of the City. One (1) copy of each bid shall be retained for the official files and will become a public record after an award is made by the City and thus open for public inspection. It is understood that the bid will become part of the official file without obligation on the part of the City of Hopkinsville, KY except as to the disclosure restrictions contained in the paragraph below.

DISCLOSURE

In compliance with Kentucky Revised Statutes, Chapter 45A, and the Kentucky Open Records Act, trade secrets or proprietary information submitted by a Bidder in connection with this procurement shall not be subject to public disclosure. However, the Bidder must invoke this protection prior to or upon submission of the data or other material, and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire bid is proprietary is unacceptable. A statement that costs are to be protected is also

unacceptable. Disputes over disclosure will be resolved by the City Administrative Officer based on legal advice provided by the City's legal counsel.

COST INCURRED IN RESPONDING

This bid offering does not commit the City to pay any costs incurred in the preparation and submission of bids or in making necessary studies or designs, nor does it commit the City to enter into a contract.

PRIME BIDDER RESPONSIBILITIES

If the Bidder's response includes goods and services provided by others, the Bidder will be required to act as the prime contractor for all such items and must assume full responsibility for the procurement, delivery, and quality of such goods and services. The Bidder will be considered the sole point of contact with regard to all stipulations, including payment of all charges and meeting of all contractual requirements, resulting from this bid offering.

INSURANCE REQUIREMENTS

Prior to entering into a contract with the City, the successful Bidder must provide a Certificate of Insurance showing proof of insurance.

ADDENDUMS

It is the responsibility of the Bidder to verify, via the City of Hopkinsville website, if an addendum has been added to this Invitation to Bid (www.hopkinsvilleky.us).

BID CONTENT AND SPECIFICATIONS

EVALUATION OF BIDS

The City intends to evaluate bids based on the written response to the Invitation to Bid (submitted bids) and to make a tentative selection of a successful Bidder with whom the City will then engage in negotiations to finalize a contract. The City reserves the right to reject any or all submittals, to waive technicalities, to re-advertise, and/or to proceed otherwise when in the best interest of the City.

BID CONTENTS AND REQUIREMENTS

Bids should be submitted under company stationery with the information required in this Invitation to Bid. Each section must be labeled and in the order listed below. Failure to comply may deem bid non-responsive. As a minimum, bids must include:

COVER LETTER

The cover letter shall be addressed to:

City of Hopkinsville
ATTN: Robert Martin, CFO
P.O. Box 707
Hopkinsville, KY 42241-0707

THE COVER LETTER MUST INCLUDE:

- Identification of Vendor, including name, address, and telephone number.
- Acknowledgement of receipt of all Invitation addenda, if any.
- Name, title, address, and telephone number of contact person during the period of bid evaluation.
- Notarized signature of a person authorized to bind Bidder to this bid.
- Copy of the Invitation to Bid with requested information filled out.

SCOPE OF WORK DETAILS

- The Bidder's tax investigative services will focus on the Business License Requirement, Occupational Fees (Net Profit and Payroll Taxes), and Code Enforcement Board fines and liens.
- The Bidder should provide taxpayer location services that will find unidentified entities that are not paying the appropriate City taxes and fees, if any.
- The Bidder should have knowledge and experience in providing investigation tax services including familiarity with local tax law and government action and proceedings.
- The Bidder shall:
 - Establish a comprehensive inventory of the entities subject to taxation by the City and the database elements needed to facilitate a comprehensive comparative analysis with the City's records of those entities that are properly registered.
 - Compare Bidder's database of business records with the City's records to identify potential non-reporting and non-registered entities subject to taxation.

- For each unregistered or non-reporting entity identified and confirmed, assist the entities, as necessary, to complete the City's applicable registration form(s) and determine the amount of tax due for current and prior periods (plus applicable interest and penalties, where appropriate).
- Invoice entities (including supporting documentation) on behalf of the City for the amount of identified deficiencies.
- Ensure that all submitted registration forms are completed correctly and in their entirety.
- Collect the amount of identified deficiencies, together with supporting documentation, and remit payment received to the City monthly.
- Establish a call center open during normal business hours to assist entities with questions concerning application of the City's taxes, and reporting and remittance requirements.
- Educate entities regarding the City's reporting requirements to prevent recurring deficiencies in future years.
- Monitor and analyze the business license registration files of the City each quarter during the term of the contract in order to determine non-reporting businesses.

THE RESPONDER NEEDS TO DEMONSTRATE THE ABILITY TO

- Effectively conduct tax investigations.
- Maintain confidential information.
- Develop and execute effective tax investigation strategies.

ADDITIONAL INFORMATION

- Describe your firm's experience in providing similar tax investigation services for other clients including tax amounts identified for clients.
- List how many years have you provided these services.
- Describe any unique characteristics of your company that will identify your competitive advantage over other companies.
- Please provide a minimum of three (3) references. Provide an overview of the services in use and contact information for each client: company, city name, address, contact person, phone, and email address.
- List any pending legal action against your company. Please describe.
- Please provide any other information you believe will be useful in our decision.

BID FORM

Company Name _____

Name _____

Address _____

Telephone _____ Email _____

BID FOR SERVICE _____

I, the undersigned, do hereby certify that I am a duly authorized representative of

located at _____

and I have carefully examined the Bid Packet and agree to all terms and conditions as set forth.

Signature

Printed Name and Title

Date

Subscribed and sworn before me this _____ day of _____, 2019.

Notary Public

Notary ID Number

Expiration Date

RESPONSIBILITY OF BIDDER FORM

This form must be completed in full and submitted with bid. Misrepresentation or failure to complete will automatically disqualify bid. All information is confidential and exempt from Open Records Law, pursuant to KRS 45A.395.

Name _____ Phone _____

Address _____
Street or P.O. Box City State Zip Code

- 1. Type of services/supplies provided in normal course of business: _____
2. Length of time in business: _____
3. Experience in providing bid-required services/supplies: _____
4. Currently a party/defendant in lawsuit(s)? () Yes () No
If yes, explain: _____
5. State past history as party/defendant in lawsuit(s).
6. Name of contract/product liability insurance carrier: _____
Limits: \$ _____
7. If construction bid:
(a) How many other projects are currently ongoing? _____
(b) How many bids currently submitted elsewhere? _____
(c) Have books been audited by CPA? () Yes () No
Date of last audit _____
8. City of Hopkinsville Business License No. _____
9. List of references (public or private) and contact person for whom similar services/supplies provided. If more space is needed, please attach separate sheet(s).

Table with 4 columns: Name of Firm, Address, Contact Person, Phone #. Three rows for listing references.

I, _____, do solemnly swear that to the best of my knowledge and belief the above is true and accurate statement of facts.

Signed _____ Date _____

State of _____ County of _____

Sworn to and subscribed before me, a Notary Public, this ___ day of _____, 2019.

NOTARY PUBLIC ID#: _____
Expiration Date: _____