

# NOTICE TO BIDDERS

## Addendum No. One (1)

### RFP-2011-08 “Old Juvenile Detention Building Remodeling”

Please be advised that The County of Webb has extended the Proposal opening date for the above mentioned project to **Tuesday, October 25, 2011 at 2:00 P.M.** at the following location:

**County Clerk Office  
Webb County Justice Center  
1110 Victoria Suite 201  
Laredo, Texas 78040**

Late Proposals will have no consideration if received after the time specified.

Proposals must be submitted (1) original and (8) eight copies in sealed envelopes marked with Proposal number on the lower left hand of envelope.

**A pre-bid conference will be held at the Webb County Purchasing Department Conference Room, 1110 Washington Suite 101, Laredo, Texas 78040, Tuesday, October 18, 2011 at 2:00 P.M.**

If additional information is requested please contact, Leticia Gutierrez at the Webb County Purchasing Department, 1110 Washington St. Suite 101 (956)523-4127, Laredo, Texas 78041. Please visit our Web-site for a copy of Proposal notice and up-dated specifications, under purchasing department [www.webbcountytx.gov](http://www.webbcountytx.gov).

**Acknowledgement of Addendum(s) will become part of the Proposal package and must be submitted and signed.**

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Dr. Cecilia May Moreno  
Purchasing Agent

Publication Dates: Wednesday, October 12, 2011  
Wednesday, October 19, 2011

## ADDENDUM NO 1

What has been updated?

1. Statement of work – Exhibit "A" and "B" have been updated  
Please use the updated Exhibit "A and updated Exhibit "B" as your statement of work
2. Section III proposal information has been updated to include reference to the new due date **Tuesday, October 25, 2011.**  
Date for a new pre-construction conference has been included **Tuesday, October 18, 2011.**

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Acknowledge Addendum 1

## **“Sealed Proposal”**

### **RFP 2011-08 “Old Juvenile Detention Building Remodeling”**

- Invitation to Bid**
- Proposal Specification package**
  - Proposal Form**
  - Proposal Information**
- Terms and Conditions**
- Proof of no delinquent taxes owed to Webb County**
- Conflict of Interest forms included**
- Bid Bond and Performance and Payment Bond**
- Notice to All Bidders - Contractor acknowledge having read section 110.110 – Reporting requirements for building or construction projects for governmental entities worker’s compensation insurance coverage (Construction only)**

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**Signature of person  
Completing this form**

**Webb County**  
**Proposal 2011-08 Old Juvenile Detention Building Remodeling**

**Section I - General**

Proposals will be received at the Webb County Clerk's Office, at 1110 Victoria Street, Suite 201, in the Webb County Justice Center Laredo, Texas.

**UPDATE Exhibit A and B**

Webb County is soliciting sealed proposals from qualified contractors to do minor renovations to the old Juvenile Detention Center, located at 4101 Juarez, Laredo, Texas. Webb County proposes to renovate the center so that the South Texas Council on Alcohol and Drug Abuse (STCADA) organization can occupy and provide services to the community. The proposed renovations must meet ADA requirements and the listed needs of the organization in Exhibit "A" & "B" attached. Renovations are internal and do not add to the size of the building.

**Section II – Statement of Work**

- 2.1 Webb County is requesting sealed proposals for the minor renovations to the Old Juvenile Detention Center, which is a building approximately 10,000 Sq. Ft. in size; attached please find Exhibit "A" a floor plan with numbered areas and Exhibit "B" a list items work for each identified areas.
- 2.2 The old Juvenile Detention Center renovations are in the following areas in Exhibit "B"- Areas 1, 2, 3, 4, 5, 8, 9, 10, 13, 14,15, 16, 18, 19,20, 23, 24, 29, 33, 34,35, 36,37, 38,39, 43, 44, 45, 46, 47, 48, 48a, 49, 50 51,52, and 53. Calling for specific work in each area.
- 2.3 Important notes in areas 11, 12, 41 and42 (page 5) and in all areas (page 6)

**Section III – Proposal Information**

- 3.1 Proposals will be received at the Webb County Clerk's Office, at 1110 Victoria Street, Suite 201, in the Webb County Justice Center building, in Laredo, Texas, at **2:00 p.m., on Tuesday, October 25, 2011.** Any proposals received after the specified time will not be considered. No proposal will be considered which is not accompanied by the attached Proposal Form and signed by the proper official of the firm.
- 3.2 Proposal information is restricted and not publicly available until after the award of the Contract.
- 3.3 While it is not mandatory, we strongly recommend that interested contractors participate in a pre-proposal conference which will be held at Webb County Purchasing Department Conference Room, 1110 Washington Suite 101, Laredo, Texas 78040 at **2:00 P.M. on Tuesday, October 18, 2011.** Areas to be addressed materials, hardware, doors, flooring, paint, electrical, data, lighting, HVAC and ceiling renovations.
- 3.4 Criteria for Selection
  - a. Price (**50 points**)
    - Use Proposal Form provided by the county
    - Separate material cost from labor cost
    - Identify other cost

- Total cost to be included
- b. Length of time necessary to complete the work **(25 points)**
  - Expected work requirement is within 90 Days of contract approval
- c. Experience **(15 points)**
  - Identify work performed during the past 2 years
  - Identify if any jobs have been similar to this one
- d. Knowledge of ADA building requirements and building standards (5 points)
  - Provide information that will help us judge your knowledge of required standards and compliance with American Disabilities Act building requirements
- e. Capacity to perform**(5 points)**
  - Identification and experience of personnel who will be assigned to supervise the completion of the work
  - List of 3 references with contact information where the proposed contractor has performed a similar job and where timely completion of job was important

**Total Score 100 Points**

## **Section IV –Terms and Conditions**

4.1 Contractor is to submit proposed corrective action for each area of renovation to the County Engineer's office for its review and approval. Submittals are to include: materials, hardware, doors, flooring, paint, electrical, data, lighting, HVAC and ceiling renovations.



## Juvenile Detention Center Remodeling Areas

### Area # 1

1. Remove public telephone, patch & paint wall, push wires in side of suspended sealing.
2. Replace or adjust front door closer to meet ADA compliant
3. Remove solar screens from the front windows and doors and replace with interior screens.
4. Remove and replace lobby fan with 52" Hunter or equal .
5. Convert existing double doors to a single door on east side on south wall. Door to open into the lobby with ADA closer and push bar hardware

### Area # 2

1. Relocate window and counter to the west side of the medical records area #3.
2. Replace existing door lock with lever handles lock set ADA compliant.

### Area # 3

1. Remove existing door on the north side of the office and fill in the wall
2. Relocate existing door on the north wall to the east wall hallway opening.
3. Replace existing door lock with lever handles lock set ADA compliant.
4. Close in door to area #9
5. Expand the office by removing part of the south wall of the office to make the office bigger, aprox measurements 13x13
6. Existing storage area to remain.

### Areas #,2,3, 4,12,13,14,18,19,34

1. Patch built up gravel roof in this area.

### Area # 5

1. Relocate existing access door from area #9 to north side of area #5 for hall of area #4.

### Areas # 6, 7, 8, 9 & 10

1. Remove all court room furniture and carpet, (salvage furniture).
2. Add 3 office spaces (area # 6,7 & 8)along the west wall approx. measures 10x10 ft. lever handles lock set needs to be ADA compliant.
3. Install VCT tile flooring (commercial)
4. Adjust lighting to new ceiling height.
5. Adjust A/C to new ceiling height.
6. Install suspended ceiling in offices and hall to new ceiling height.
7. Paint existing metal door located in front of office area #8 (using same color of the wall).

## Areas # 9 & 10

1. Add a wall to create two offices approx measurements 10x10 sq ft
2. Door locks are to be lever handle lock sets ADA compliant
3. Add a door to west wall of office area # 9.

## Area # 13

1. Add a 4x5 ft window on the west side wall of the office. **Additive alternative #1**

## Area # 14

1. Relocate door from east wall to north wall, door lock to be lever handle lock sets ADA compliant.
2. Fill in doorway in east wall.

## Area # 15

1. Add a 4x5 ft window on the west wall of the office. **Additive alternative #1**

## Area # 16

2. Add a 4x5 ft window on the north wall of the office. **Additive alternative #1**

## Areas # 18 & 19.

1. On the north end of area #4 add 2 office spaces approx. Measurements of 9x10 ft., door locks to be lever handle lock sets ADA compliant
2. Reconfigure lighting and A/C for two offices and hall.

## Area # 20

3. Add a 4x5 ft window on the north side wall of the office. **Additive alternative #1**

## Area # 23

1. Add a 4x5 ft window on the north wall of the office. **Additive alternative #1**

## Area # 24

1. Convert this area in to an office approx 12 x 15.
2. Remove door on the south side of area 24 and fill in wall.

## Area # 29

1. Add a 4x5 ft window on the north wall of the office. **Additive alternative #1**
2. Repair A/C compressor unit on roof top unit that cool this area.

### Area # 33

1. Expand area #33 (UA restroom) to the north aprox measurements 5x9 ft.
2. Abandon existing plumbing in the wall on the north side to be demolished
3. Relocate door on the east wall to the north end of the restroom.
4. Door lock is to be lever handle lock sets ADA compliant

### Areas # 34 & 35

1. Remove existing double doors outside of areas 34 & 35 in hall way.
2. Extend north and northwest wall of area # 34.
3. Convert areas 34 & 35 in to 2 office areas aprox. measurements 10x12 ft.
4. Add doors to the east wall of area 34 & 35. Door locks are to be lever handle lock sets ADA compliant.
5. Expand storage area into area 35.
6. Relocate south door of area #24 to # area 34.

### Area # 36 & 37

1. Create 2 office spaces (areas #36 & 37) approximate measurements 11x9 ft.
2. Relocate existing door on the north wall of area #36 to west wall, Door lock is to be lever handle lock sets ADA compliant.
3. Fill in the wall on the north side of area # 36.
4. Add a door on the west side of area #37, Door lock is to be lever handle lock sets ADA compliant.

### Area # 38 & 39

1. Add a hallway with aprox measurements 3x4 ft, on the south end of the north wall of area # 39 and create an access door to area #38.
2. Add a door on the north west wall of area #38. Door lock is to be lever handle lock sets ADA compliant.

### Area # 43, 44 & 45

1. Add a suspended ceiling
2. Add ½" sheetrock on interior walls
3. Adjust lighting and A/C to new ceiling height.
5. Replace existing metal doors with regular wood doors for areas 44 & 45. Door locks are to be lever handle lock sets ADA compliant.

### Area # 46 & 47

1. Remove the walls of the existing stalls and showers.
2. Create offices in areas 46 & 47.
3. Install level VCT flooring (commercial).

4. Install a suspended ceiling
5. Add ½" sheetrock on west wall
6. Adjust lighting and A/C to new ceiling height.
6. Replace existing metal doors with regular wood doors. Door locks are to be lever handle lock sets ADA compliant.

#### Area # 48

1. Refurbish existing counters in HIV Outreach area.
2. Cover existing window on west wall.

#### Area # 48 A

1. Remove 3 hall way doors and store.
2. Paint partitions with the same color of the wall
3. Sheetrock over two metal and glass partitions.

#### Area #53

1. Add an A/C duct from the hallway to this area to cool office.

#### Area # 49

1. The fence on the south & west side of the gated generator area is to remain.
2. Remove 6' of block wall fence.
3. Add a 5' sidewalk from parking lot to the prevention entrance.
  - a. Ensure that concrete that leads to entrance has a non slip broom finish.

#### Area # 50

1. Remove chain link fence behind block wall.

#### Area # 51

1. Add a door in the hallway after second room entry from west prevention entrance entry to block the access from the prevention area to the treatment group room entrance.
2. Add a door on the hallway after first room entry from east entrance entry to block the access from the HIV area #38 to the treatment group room entrance area #5.
3. Replace west door to the main entrance to the Prevention department with a door with a glass insert, door closer, deadbolt lock, push /pull ADA Hardware.

#### **ADA requirements for tentative approval of Substance Abuse Facility licensure:**

#### Area # 52

#### Accessible Approach/Entrance

Route of Travel (ADAAG 4.3, 4.4,4.5,4.7):

1. Reseal parking lots and entries paving. **Additive alternative #2**
2. Fill small bumps and breaks with leveled patches. If needed
3. Parking and Drop off areas (ADAAG 4.6) stripe all paved entry area and paint sloped walks.
4. Reconfigure west parking area by repainting 8 foot wide stripes spaces angled to the south with one van-accessible space.
5. Add new exit only 15' drive on the south end of the West parking lot. **Additive alternative #3**
6. Add four parking spaces along east curb of the West parking lot. **Additive alternative #3**
7. Add new exit only 15' drive on the south end of the East parking lot. **Additive alternative #3**
8. Add five parking spaces along southwest curb and slab area of the East parking lot
9. Reconfigure east parking area by repainting 8 foot wide stripes spaces with two van-accessible space?
10. Clear and grub area north of the building. Add a 6" thick base course parking lot along the north walk with car stops for 10 cars approx. 80'x25' with one 15' access point from the West parking lot. **Additive alternative #4**
11. Entrance (ADAAG 4.13, 4.14, 4.5)

Remove 12" from all entrances and replace with sloped walk with a threshold edge ¼ inch high or less, or leveled edge

#### Important notes:

1. Areas 11 & 12

Entry rest room must be ADA compliant:

- Lavatories, urinals, sinks, mirrors and grab bars, soap dispensers, towel holders, stalls and hand dryers need to meet ADA guide lines. (ADAAG 4.15).
- Door clearances must have 32 inches clear opening with a 5' inner turning radius.

2. Areas 41 & 42

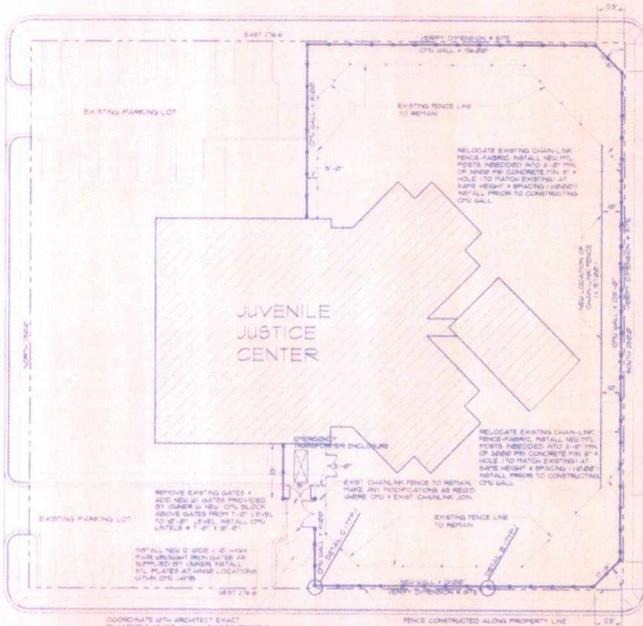
Rest room must be ADA compliant:

- Lavatories, urinals, sinks, mirrors and grab bars, soap dispensers, towel holders and hand dryers need to be installed as per ADA guide lines. (ADAAG 4.15)
- Door clearances must have 32 inches clear opening with a 5' inner turning radius.

1. All areas

- a. Replace all office and rest room door knobs to be changed to lever handle lock sets.
- b. Interior and exterior doors closers require (< 5 lbs maximum) force to open. Adjust door closers and oil hinges (Door closers must not take less than 3 seconds to close).
- c. All floors surfaces must be clean and waxed before inspection and occupancy (office, halls, lobbies and counseling areas).
- d. All interior and exterior areas must be painted with color approved by STCADA.
- e. Flooring damaged areas must be repaired.
- f. A/C is to be serviced and functional in all areas.
- g. Replace damaged suspended ceiling tile.
- h. Check and patch roof leak on the north end of the building.

SALINAS AVENUE



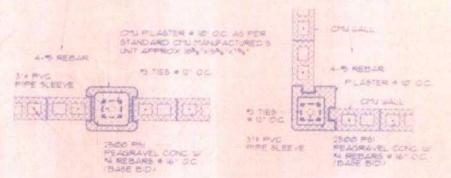
JUAREZ AVENUE

NOTE NEW CON WALLS TO BE NEAR PROPERTY LINE. CONTRACTOR TO EMPLOY THE SERVICES OF A REGISTERED SURVEYOR FOR PROPER PLACING OUT OF THE PROPERTY CORNER LINES. CONTRACTOR IS TO VERIFY ALL DIMENSIONS AT SITE.

NOTE THE GENERAL CONTRACTOR WILL COORDINATE WITH THE OWNER FOR THE OWNER TO INSTALL CONDUITS FOR FUTURE SECURITY CAMERA WIRING AS DIRECTED BY THE CTO'S DONE.

SITE PLAN

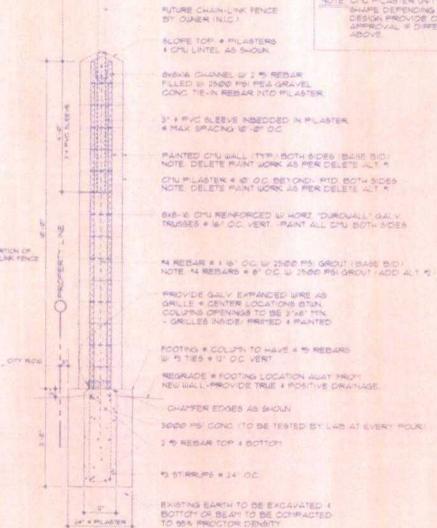
NOTE: ADD ALL # 5, ADD NEW WORKING BARS # 8 @ 0' OC EACH CELL.



PILASTER PLAN DTL

CORNER PILASTER DTLS

NOTE: CTO PILASTER UNIT MAY BE DIFFERENT IN SIZE, DEPENDING ON MANUFACTURER'S DESIGN. PROVIDE CTO SUBMITTAL FOR APPROVAL IF DIFFERENT FROM SHOWN ABOVE.



WALL SECTION

NEW DETENTION CENTER WALL FOR JUVENILE JUSTICE CENTER - SESS COUNTY

DATE: 9-24-95  
 SCALE: AS SHOWN  
 DRAWN: JAV  
 CHECK: SAG  
 REVISIONS:  
 3-88  
 41

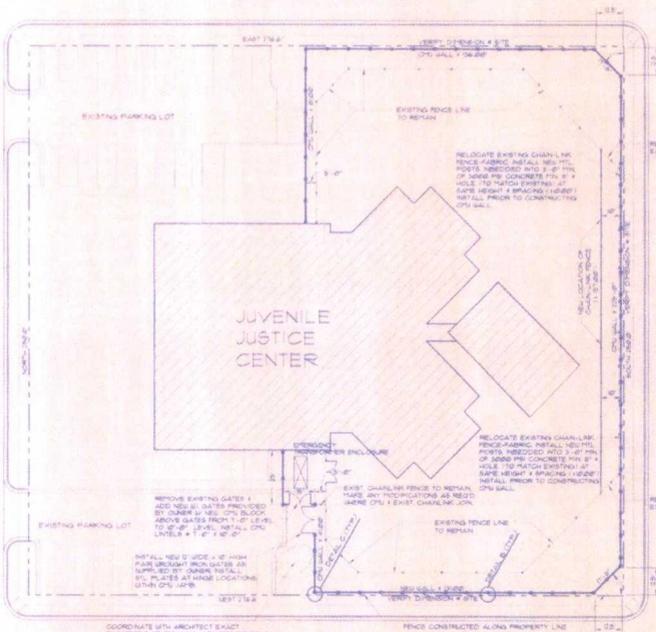
REVISIONS

NO.	DATE	DESCRIPTION
1	9/24/95	ISSUED FOR PERMITS
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3	10/10/95	REVISIONS TO PERMITS
4	10/10/95	REVISIONS TO PERMITS
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SALINAS AVENUE

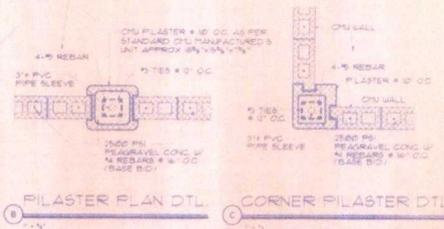
BAR # 8" O.C. EACH CELL

CHICAGO ST.

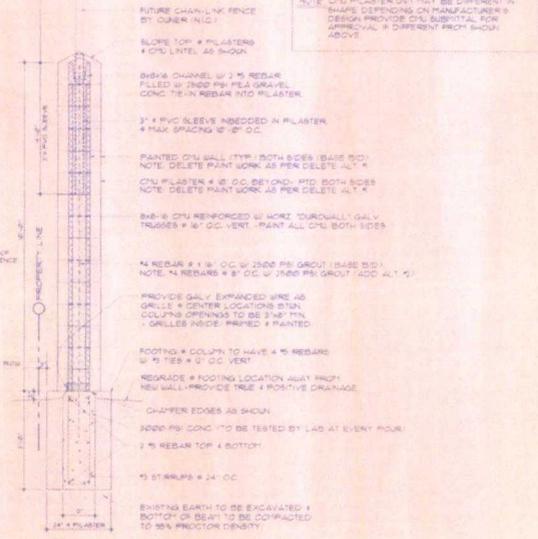


JUAREZ AVENUE

FACE ST.



NOTE: CPU PILASTER UNITS MAY BE DIFFERENT IN SHAPE, DEPENDING ON MANUFACTURER'S DESIGN. PROVIDE CPU SUBSTITUTAL FOR APPROVAL. A DIFFERENT FROM SHOWN ABOVE.



WALL SECTION

SITE PLAN

REVISIONS

NO.	DATE	DESCRIPTION
1	10/15/10	ISSUED FOR PERMITS
2	11/10/10	REVISED PER COMMENTS
3	12/15/10	REVISED PER COMMENTS
4	01/10/11	REVISED PER COMMENTS
5	02/10/11	REVISED PER COMMENTS
6	03/10/11	REVISED PER COMMENTS
7	04/10/11	REVISED PER COMMENTS
8	05/10/11	REVISED PER COMMENTS
9	06/10/11	REVISED PER COMMENTS
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95	08/10/18	REVISED PER COMMENTS
96	09/10/18	REVISED PER COMMENTS
97	10/10/18	REVISED PER COMMENTS
98	11/10/18	REVISED PER COMMENTS
99	12/10/18	REVISED PER COMMENTS
100	01/10/19	REVISED PER COMMENTS



# Proposal Form

Proposal:

**Labor Cost** \_\_\_\_\_

**Materials cost** \_\_\_\_\_

**Other (specify)** \_\_\_\_\_

**Total** \_\_\_\_\_

**Length of Time of Completion:** \_\_\_\_\_

**Renovation must meet America Disability Act**

\_\_\_\_\_  
Signature

Proposer Information

Name of Company\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email Address:\_\_\_\_\_

Signature of Person Authorized to Sign Proposal:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Proposer must complete this document in its entirety in order for it to be **valid**.

# COUNTY OF WEBB

## **Terms and Conditions of Invitations for Proposals**

### 1. GENERAL CONDITIONS:

Proposers are required to submit their proposals upon the following expressed conditions:

- (A) Proposers shall thoroughly examine the drawings, specification schedule, instructions and all other contract documents.
- (B) Proposers shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of materials and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure to fulfill in every detail the requirements of the contract documents of the County or the compensation of the vendor.
- (C) Proposers are advised that all County contracts be subject to all legal requirements provided for in county, state and federal statutes and regulations.

### 2. PREPARATION OF PROPOSALS:

Proposals will be prepared in accordance with the following:

- (A) All information required by the proposal form shall be furnished. The bidder shall print or type his name and manually sign the schedule and each continuation sheet on which an entry is made.
- (B) Unit prices shall be shown and where there is an error in extension of prices, the unit price shall govern.
- (C) Alternate bids will not be considered unless authorized by the Invitation for Bids.
- (D) Proposed delivery time must be shown and shall include Sundays and holidays.
- (E) Bidders will not include Federal taxes or State of Texas limited sales excise and use taxes in bid prices since the County of Webb is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.

3. DESCRIPTION OF SUPPLIES:

Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate type and quality of material. Bidders are required to state exactly what they intend to furnish otherwise they shall be required to furnish the items as specified.

4. SUBMISSION OF PROPOSALS:

- (A) Proposals and changes thereto shall be enclosed in sealed envelopes addressed to the Webb County Clerk. The name and address of the bidder, the date of the proposal opening and the material or service bid on shall be placed on the outside of the envelope.
- (B) Proposals must be submitted in the forms furnished. Telegraphic bids will not be considered. Proposals, however, may be modified by telegraphic notice provided such notice is received before the time and date set for the proposal opening.
- (C) Samples, when required, must be submitted within the time specified, at no expense to the County of Webb. If not destroyed or used up during testing, samples will be returned upon request at the proposer expense.

5. REJECTION OF PROPOSALS:

- (A) The Purchasing Agent may reject a proposal if it is not satisfactory to Commissioners' Court because:
  - (1) The proposer misstates or conceals any material fact in the bid or if,
  - (2) The proposal does not strictly conform to the law or the requirements of the proposal, or if,
  - (3) The proposal is conditional, except that the proposer may qualify his proposal for acceptance by the County on an "All or None" basis or a "low item" basis. An "All or None" basis proposal must include all items upon which bids are invited.
- (B) No proposal submitted herein shall be considered if the proposer owes any delinquent taxes to the County of Webb at the time proposals are opened. In the event that the successful proposer herein subsequently becomes delinquent in the payment of his or its County taxes, such fact shall constitute grounds for cancellation of the contract.

- (C) No proposal submitted herein shall be considered unless the proposer warrants that upon execution of a contract with the County of Webb, he will not engage in employment practices which have the effect of discriminating against employees or prospective employees because of race, color, sex, creed, or national origin and will submit such report as the County may thereafter require to assure compliance.
- (D) The County may, however, reject all proposals whenever it is deemed in the best interest of the County to do so, and may reject any part of a bid unless the proposal has been qualified as provided in 5 (a) 3 above. The County may also waive any minor informalities or irregularities in any bid.

6. WITHDRAWAL OF PROPOSALS:

Proposals not are withdrawn after the time set for the bid opening, unless approved by Commissioners' Court.

7. LATE PROPOSALS OR MODIFICATIONS:

Proposals and modifications received after the time set for the proposal submission will not be considered.

8. CLARIFICATIN OR OBJECTION TO PROPOSAL SPECIFICATIONS:

If any person contemplating submitting a proposal for this contract is in doubt as to the true meaning of the specifications, or other proposal documents or any part thereof, he may submit to the Purchasing Agent on or before five days prior to scheduled opening a request for clarification. All such requests for information shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposal, if made, will be made only by Addendum duly issued. A copy of such Addendum will be mailed or delivered to each person receiving a set of proposals. The County will not be responsible for any other explanation or interpretation of the proposal made or given prior to the award of the contract. Any objections to the specifications and requirements as set forth in this proposal must be filed in writing with the Purchasing Agent on or before five days prior to the scheduled opening.

9. DISCOUNTS:

- (A) Prompt payment discounts will be considered in making the award provided the period of the discount offered is sufficient to permit payment within such period in the regular course of business.

- (B) Concerning any discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.

10. AWARD OF CONTRACT:

- (A) The contract will be awarded to the lowest responsible bidder whose bid, conforming to the Invitation for Proposals, is most advantageous to the County price and other factors considered.
- (B) The County reserves the right to accept any item or group of items of this bid, unless the proposer qualified his proposal by specific limitations. Re Par. 5(a) 3 above.
- (C) A written award of acceptance mailed or otherwise furnished to the successful bidder results in a binding contract without further action by either party.
- (D) Prices must be quoted F.O.B. Webb County with all transportation charges prepaid, unless otherwise specified in the Invitation for Proposals.
- (E) Delivery time and prompt payment discounts, including time allowed for payment, will be considered in breaking of tie proposals.

11. PERFORMANCE DEPOSIT:

- (A) The successful proposer(s) must furnish the County of Webb a performance deposit in the amount set forth in the Invitation for Proposals. This deposit is not to be submitted with bids, but must be presented to the Purchasing Department upon notification.
- (B) The County of Webb will not enter a contract or issue a purchase order until the successful bidder has complied with the performance deposit provisions.
- (C) The performance deposit shall be in the form of a bond, certified check upon a State or National Bank or Trust Company signed by a duly authorized officer, thereof, or a certificate of deposit from such bank or trust company. All such bonds, checks and certificate of deposit shall be drawn payable to the order to the Webb County Treasurer and submitted to the Purchasing Agent's Office.

- (D) The performance deposit of the successful bidder(s) shall be returned by the County upon completion of the contract and final acceptance of all items in accordance with conditions thereof.
- (E) Failure of vendor to perform any of the services by this contract, within ten days of receipt of written demand for performance from County, or failure of vendor to correct or replace defective goods or products, within ten days from receipt of written demand will therefore, shall constitute a total breach of this contract, and shall be cause for termination. In the event of such termination the performance deposit shall be retained by the County of Webb as liquidated damages, based upon mutual agreement and understanding between vendor and County at the time this bid is solicited, submitted and accepted, that the County of Webb is a governmental agency engaged in public projects, and that the measurement of damages which might result from a breach of the terms and specifications herein is difficult or impossible to determine. Provided, however, that if in the opinion of the Purchasing Agent and the Commissioners' Court the failure of vendor to perform the conditions of this contract is occasioned by or is the result of acts or events over which the vendor has no control, said performance deposit may in whole or in part, as may be determined by the Purchasing Agent and the Commissioners' Court, be returned to the vendor. It is understood that such determination shall be entirely discretionary with the Purchasing Agent and the Commissioners' Court.

12. WORKERS' COMPENSATION INSURANCE COVERAGE:

The Workers' Compensation Commission has adopted Rule 110.110 effective with all bids advertised after September 1, 1994. The TWCC has stated that it is aware that a statutory requirement for workers' compensation insurance coverage is not being met. Therefore, Rule 110.110 requires that all bidders be covered under workers' compensation insurance to achieve compliance from both contractor(s) and governmental entities. **Attachment A** is provided in accordance with the requirements on governmental entities. Please read carefully and prepare your bid in full compliance to TWCC Rule 110.110. Failure to provide the required certificates upon submission of a bid could result in your bid being declared non-responsive.

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

This is to certify that \_\_\_\_\_ owes no delinquent property taxes to Webb County.

\_\_\_\_\_ owes no property taxes as a business in Webb County.  
(Business Name)

\_\_\_\_\_ owes no property taxes as a resident of Webb County.  
(Business Owner)

\_\_\_\_\_  
Person who can attest to the above information

**\* SIGNED DOCUMENT AND PROOF OF NO DELINQUENT OR OWED TAXES TO WEBB COUNTY.**

## Webb County

### Conflict of Interest Disclosure

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filled with the records administrator of Webb County no later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. The questionnaire may be viewed and printed by following the link before:

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

The Webb County Officials who come within Chapter 176 of the Local Government Code relating to filing of Conflict of Interest Questionnaire (Form CIQ) include:

1. Webb County Judge Danny Valdez
2. Commissioner Frank Sciaraffa
3. Commissioner Rosaura Tijerina
4. Commissioner Jerry Garza
5. Commissioner Jaime Canales
6. Judge Elma T. Salinas Ender, Chairman, 341<sup>st</sup> Judicial District
7. Judge Oscar Hale, 406<sup>th</sup> Judicial District
8. Judge Joe Lopez, 49<sup>th</sup> Judicial District

Please send completed forms to the Webb County Clerk's Office located at 1110 Victoria, Suite 201, Laredo, Texas 78040.

# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

OFFICE USE ONLY

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

Date Received

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1 Name of person who has a business relationship with local governmental entity.

2  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes  No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes  No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes  No

D. Describe each employment or business relationship with the local government officer named in this section.

4

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

## **Bid Bond**

A bid bond in the amount of 5% of the Bid issued by an acceptable surety shall be submitted with each bid. A certified check or Bank Draft payable to the Grant Recipient or negotiable U.S. Government Bonds (as per value) may be submitted in lieu of the Bid Bond.

## **Performance and Payment Bond**

Performance and Payment Bonds, - Requires all prime contractors which enter into a formal contract in excess of \$25,000 with the State, any department, board, agency, municipality, county, school district or any division or subdivision thereof, to obtain a Payment Bond in the amount of the contract before commencing with work and performance bond for public works contracts in excess of \$100,000.

The failure of the successful bidder to execute the agreement and supply the required bonds within ten (10) days after the prescribed forms are presented for signature, or within such extended period as the Grant Recipient may grant, shall constitute a default and the Grant Recipient may, at its option either award the contract to next lowest responsible bidder, or re-advertise for bids. In either case, the Grant Recipient may charge against the bidder the difference between the amount of the bid, and the amount for which a contract is subsequently executed irrespective of whether this difference exceeds the amount of the bid bond. If a more favorable bid is received through re-advertisement, the defaulting bidder shall have no claim against the Grant Recipient for a refund.

# **Bond Requirements for Construction Projects**

## **Bid Bond-**

- 1. A bid bond is provided in order to give assurance that the successful bidder/proposal offeror will undertake the project, and will provide the required payment and performance bonds.**
- 2. If the successful bidder withdraws from the project after bid opening, the bid bond assures that Webb County will be paid the difference between the lowest bid and the next lowest bid.**
- 3. The bid bond encourages contractors to make serious bids.**
- 4. The bid bond also provides an assurance that the successful bidder will provide the payment and/or performance bond.**
- 5. The bid bond will be 5% of the bid/ proposal amount.**
- 6. The bid bond may be issued by an acceptable surety, a certified check, or a bank draft payable to Webb County.**
- 7. All construction projects over \$20,000 will be required to have a bid bond.**
- 8. A bidder may withdraw in writing before bid opening and the bid package will be returned unopened. The withdrawal must be delivered to Leticia Gutierrez in the purchasing department or to Dr. Cecilia Moreno, Purchasing agent.**

## **Performance Bond**

- 1. A performance bond promises that the terms of a contract will be performed by the Contractor.**
- 2. Constructions projects with a contract amount of \$50,000 or more will have a performance bond in the amount of the project.**

- 3. If the contract is less than \$50,000 the county will instead of the performance bond provide that no money will be paid to the contractor until completion and acceptance of the work.**
- 4. Performance bond is provided by the successful bidder/proposer before the start of any construction project.**

### **Payment Bond**

- 1. A bond which promises to pay some or all of the persons who provide materials, labor, or service for prosecution of a contract; it guarantees payment to laborers, suppliers and subcontractors in the event of the contractor defaulting.**
- 2. Payment bond will be provided in the amount of the contract for construction contracts valued at \$25,000 or more.**

### **Performance and Payment Bond**

- 1. The performance and payment bond are typically issued together**
- 3. Because they are generally issued together , people are confused about them**
- 4. A payment bond often provided at no additional charge to the performance bond provides protection to the subcontractors.**
- 5. Webb County requires a Performance and Payment bond for all construction projects valued at \$50,000 or more.**
- 6. Webb County requires a payment bond for all construction projects valued at \$25,000 or more.**

## NOTICE TO ALL BIDDERS

The Texas Workers' Compensation Commission has adopted Rule 110.110 effective with all bids advertised after September 1, 1994 and these changes affect your bid on this project.

The TWCC has stated that it is aware that statutory requirements provided for workers' compensation insurance coverage is not being met. Rule 110.110 is designed to achieve compliance from both contractors and governmental entities... This affects both of us on this project.

Providing false or misleading certificates of coverage, failing to provide or maintain required coverage, or failing to report any change that materially affects the coverage may subject the contractor(s) or other persons providing services on this project to legal penalties. This affects your subcontractors.

Therefore, the attached is provided in accordance with the requirements on governmental entities. Please read carefully and prepare your bid in full compliance to TWCC Rule 110.110. Failure to provide the required certificates upon submission of a bid could result in your bid being declared non-responsive.

According to TWCC, "This rule does not create any duty or burden on anyone which the law does not establish." Therefore, the county should not experience any increase in cost because of the need to comply with the Texas Worker's Compensation laws.

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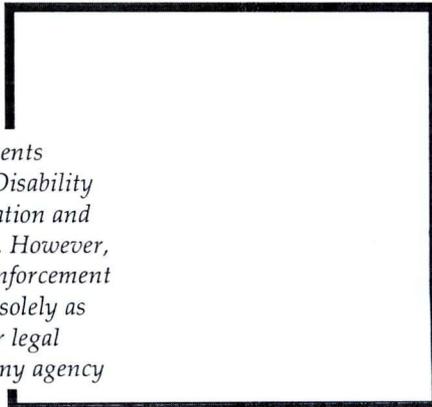
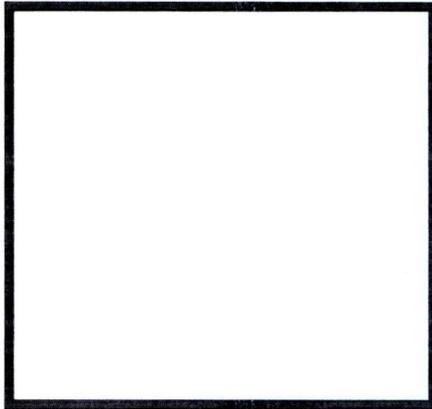
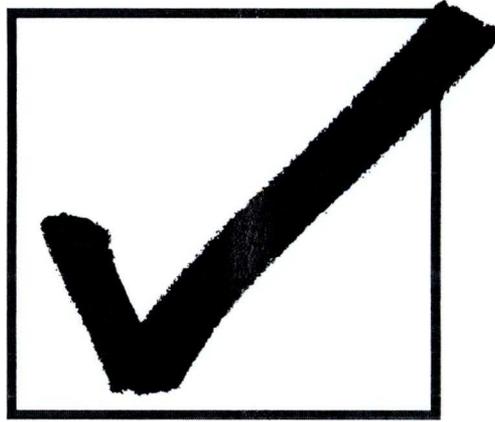
Dr. Cecilia May Moreno  
Webb County Purchasing Agent



To obtain additional copies of this **checklist**, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call **1-800-949-4ADA**. This **checklist** may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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The Americans with Disabilities Act

Checklist for Readily Achievable Barrier Removal

August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying **what** improvements you will make to remove **barriers** and when each solution will be carried out: "...Such a plan...could serve as evidence of a good **faith** effort to comply...."

## Technical Requirements

This checklist details **some** of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers **barrier** removal, should be reviewed before **this survey** is conducted.

However, keep in **mind** that full compliance with the Standards is **required** only for new construction and alterations. The requirements are presented here as a **guide** to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all **barrier** removal unless doing so is not readily achievable. If complying with the Standards is not **readily** achievable, you may undertake a **modification** that does not fully comply, as long as it poses **no** health or safety risk.

In addition to the **technical** specifications, each item has a scoping **provision**, which can be found under Section 4.1 in **the Standards**. This section clarifies when access **is** required and what the exceptions may be.

Each state has its own **regulations** regarding accessibility. To **ensure** compliance with all codes, know your state and **local** codes and use the more stringent **technical requirement** for every modification you make; that **is**, the requirement that provides greater access for individuals with disabilities. The **barrier** removal requirement for existing facilities is **new** under the ADA and supersedes less **stringent** local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers **key** items on the floor plan to match with the **field notes**, taken by a second person, while the third **takes** measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each **space** from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting **areas** that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed **beside** each question, and add your own ideas. Consult **with** building contractors and equipment suppliers to estimate the costs for making the proposed **modifications**.

✓ **Make Decisions and Set Priorities:** Review the summary with **decision makers** and advisors. Decide which **solutions** will best eliminate barriers at a reasonable cost. **Prioritize** the items you decide upon and make a **timeline** for carrying them out. Where the removal of barriers is not readily achievable, you must **consider** whether there are **alternative methods** for **providing** access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, **record** of work completed, and plans for **alternative methods** on file.

✓ **Make Changes:** **Implement** changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the **applicable** sections of the Standards are listed at the **beginning** of each group of questions. If you need **help** understanding the federal, state, or local requirements, contact your Disability and Business **Technical Assistance Center**.

✓ **Follow Up:** **Review** your Implementation Plan each year to **re-evaluate** whether more improvements have **become** readily achievable.

To obtain a copy of the Title III regulations and the Standards or **other** technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact **the** Architectural and Transportation **Barriers Compliance Board** at (800) USA-ABLE.

Priority

# 1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

## Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

## Ramps (ADAAG 4.8)

 Are the slopes of ramps no greater than 1:12?

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

  
 slope

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

**Yes No**

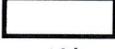
Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

  
 height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

 Is the width between railings or curbs at least 36 inches?

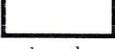
  
 width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

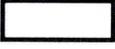
Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

  
 length

Remodel or relocate ramp.

 Does the ramp rise no more than 30 inches between landings?

  
 rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**

 Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

  
 number of accessible spaces

Reconfigure a reasonable number of spaces by repainting stripes.

Note widths of existing accessible spaces:

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

  
 width/  
 vertical  
 clearance

Reconfigure to provide van-accessible space(s).

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

**Parking and Drop-Off Areas, continued**

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

Are the accessible spaces closest to the accessible entrance?

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Add curb ramps.
- Reconstruct sidewalk.
- Reconfigure spaces.
- Add signs, placed so that they are **not** obstructed by cars.
- Implement a policy to check periodically for violators and report them to the proper authorities.

**Entrance (ADAAG 4.13, 4.14, 4.5)**

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

**Do not use a service entrance as the accessible entrance** unless there is no other option.

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

Can the alternate accessible entrance be used independently?

- If it is **not** possible to make the **main entrance** accessible, create a **dignified** alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.
- Install signs before inaccessible entrances so that people do not have to retrace the approach.
- Eliminate as much as possible the **need** for assistance—to answer a **doorbell**, to operate a lift, or to put **down** a temporary ramp, for example.
- Widen** the door to 32 inches clear.
- If **technically** infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.
- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add **power-assisted** or **automatic** door opener.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

**A person using a wheelchair** or crutches needs this space to get close enough to open the door.

**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

**Yes No**

height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?

height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.

 Is the door handle no higher than 48 inches and operable with a closed fist?

height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

seconds

- Adjust door closer.

Priority

## 2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

### Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

Yes No

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

  
 width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

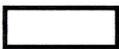
 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

  
 width

- Rearrange furnishings, displays, and equipment.

### Doors (ADAAG 4.13)

 Do doors into public spaces have at least a 32-inch clear opening?

  
 clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

  
 clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

  
 force

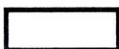
- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

  
 height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

  
 height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

width

Rearrange furnishings and fixtures to clear aisles.

Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N    
height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character  
height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.  
 Remove some fixed seating.

 Are the tops of tables or counters between 28 and 34 inches high?

height

Lower part or all of high surface.  
 Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

height/  
 width/  
 depth

Replace or raise tables.

**Seats, Tables, and Counters, continued**



At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.



Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.



Are the call buttons in the hallway no higher than 42 inches?

height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

If an emergency intercom is provided, is it usable without voice communication?

Is the emergency intercom identified by braille and raised letters?

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

- Install tactile signs to identify floor numbers, at a height of 60 inches from floor.
- Modify communication system.
- Add tactile identification.
- At each stopping level, post clear instructions for use of the lift.
- Provide a call button.
- Rearrange furnishings and equipment to clear more space.
- Move controls.

**Priority**

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Are there signs at inaccessible rest rooms that give directions to accessible ones?

- Reconfigure rest room.
- Combine rest rooms to create one unisex accessible rest room.
- Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

- Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Doorways and Passages, continued**

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

**Yes No**

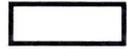
- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

  
 clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

  
 height

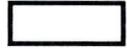
- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

  
 clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

**A person in a wheelchair** needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

  
 width

- Remove obstructions.

**Stalls (ADAAG 4.17)**

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

  
 length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

**Yes No**

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Add raised seat.

height

**Lavatories (ADAAG 4.19, 4.24)**

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

clear space

**A maximum of 19 inches of the required depth may be under the lavatory.**

 Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

height

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

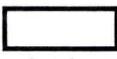
 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

**Drinking Fountains, continued**

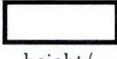
 Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

**Yes**    **No**  
  
 height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**Yes**    **No**

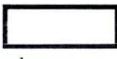
 Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

**Yes**    **No**  
  
 height/  
protrusion

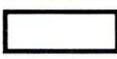
- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

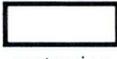
 If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

**Yes**    **No**  
  
 clear space

 Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

**Yes**    **No**  
  
 height

 Does the phone protrude no more than 4 inches into the circulation space?

**Yes**    **No**  
  
 protrusion

Does the phone have push-button controls?

**Yes**    **No**

Is the phone hearing-aid compatible?

**Yes**    **No**

Is the phone adapted with volume control?

**Yes**    **No**

Is the phone with volume control identified with appropriate signage?

**Yes**    **No**

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

**Yes**    **No**

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

**Yes**    **No**

- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.

# References

Name of Firm	Address	Phone	Name of Contact
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