

**PUBLIC NOTICE**

**REQUEST FOR PROPOSALS  
FOR SERVICE PROVIDER TO  
OPERATE THE WEBB COUNTY COLONIA SELF-HELP CENTER**

Notice is hereby given that the County of Webb is seeking to enter into a "service provider" contract with a local non-profit organization, local community action agency or a local housing authority that has demonstrated the ability to carryout colonia self-help related activities in accordance with Senate Bill 1509 (74<sup>th</sup> Legislature). The service provider shall perform colonia self-help center related activities in the program's five (5) targeted colonias (Tanquecitos South Acres, Los Altos, San Enrique, San Carlos and Pueblo Nuevo). The service provider shall operate the Webb County Self-Help Center currently located at 8116 Hwy 359 and perform activities such as housing rehabilitation, housing reconstruction, small home repairs, community outreach, economic development, operation and maintenance of a tool library, operation and maintenance of a computer lab, conduct tool safety, new home construction and computer literacy classes. Operation of the Webb County Self-Help Center will be funded from a Texas Community Development Program colonia set-aside grant.

Copies of the Request for Proposals may be obtained at the Webb County Purchasing Office, Webb County Administrative Building, Suite 101, 1110 Washington St. Laredo, Texas 78040.

Eight (8) copies of proposal must be submitted in sealed envelopes to the office of the Webb County Clerk.

Sealed envelopes must be marked "**Sealed Proposal**" with the proposal number printed on the lower left hand corner of envelope as follows:

**Proposal No. 2012-104  
Proposals for Service Provider  
Webb County Self-Help Center Program**

Proposals can be either hand delivered or mailed to the following locations:

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

Proposals must be delivered no later than 2:00 P.M., May 3, 2012, at which time all proposals received will be opened and read to the public. Late proposals will not be considered. For additional information, contact the Webb County Purchasing Department at (956) 523-4125. The County of Webb reserves the right to reject any and all proposals or to select the proposal that is in the best interest of Webb County.

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Dr. Cecilia Moreno  
Purchasing Agent

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Advertise on the following dates:

April 18, 2012

April 25, 2012

Purchase Order: \_\_\_\_\_

THIS FORM MUST BE INCLUDED WITH THE RFQ PACKAGE; PLEASE CHECK OFF EACH ITEM THAT APPLIES

**RFP -2012-104 “Webb County Colonia Self Help Center Program”**

Please check off

- Public Notice
- General
- Proposer Information Form
- Proof of delinquent taxes owed to Webb County
- Conflict of Interest forms
- Terms and Conditions

X \_\_\_\_\_  
**Signature of person  
Completing this form**

**WEBB COUNTY**  
**Proposals for Service Provider**  
**Webb County Colonia Self-Help Center**

**PROJECT NAME:** Webb County Colonia Self-Help Center Program

**PROJECT LOCATION:** The service area which consists of the five (5) targeted colonias (Tanquecitos South Acres, Los Altos, San Carlos, San Enrique and Pueblo Nuevo) is located approximately seven (7) miles east of Bob Bullock Loop along State Highway 359. Colonia Los Altos, Tanquecitos South Acres (Tanquecitos I & II), San Carlos, San Enrique and Pueblo Nuevo are located on the North side of State Highway 359. These five (5) colonias consist of roughly four hundred and twenty-four (424) occupied lots. Approximately 38% of the roads in these targeted colonias are paved.

**I. GENERAL:**

- A. The County of Webb shall negotiate a contract for the services based on a two-step process.
- B. The initial selection shall be based on the demonstrated competence and qualifications of the local non-profit organization, local community action agency or local housing authority which is to provide the services.
1. All local non-profit organization(s), local community action agency(ies) or local housing authority(ies) will scored on the following criteria:
- |                        |           |
|------------------------|-----------|
| A. Experience          | 45 points |
| B. Cash Reserves       | 20 points |
| C. Work Performance    | 15 points |
| D. Capacity to Perform | 15 points |
| E. Affirmative Action  | 5 points  |
- 
- Total Score                      100 points
- C. After the County of Webb makes its selection, it shall proceed to negotiate a contract that is fair and reasonable.
- D. If the County of Webb is unable to negotiate a satisfactory contract with the most highly qualified local non-profit organization, local community action agency or local housing authority, the County shall end negotiations with that local non-profit organization, local community action agency or local housing authority and begin negotiations with the second most highly qualified local non-profit organization, local community action agency or local housing authority. The negotiations shall be undertaken in this sequence until a contract is made.

## **II. PERFORMANCE STATEMENT:**

- A. The Webb County Self-Help Center service provider shall provide the necessary services required to meet the goal of Senate Bill 1509 (74<sup>th</sup> Legislature) by developing, implementing and accessing programs and services necessary to assist individuals and families of moderate, low and very low incomes in the targeted colonias (Tanquecitos South Acres, Los Altos, San Enrique, San Carlos and Pueblo Nuevo). Services and activities shall include but are not limited to the following areas:
- Financial management, reporting and record keeping requirements for services provided under this invitation for proposals.
  - Coordinate the delivery of services through on-site technical assistance visits or workshops and disseminating information on agency programs and services.
  - Leverage TDHCA funds by identifying alternative funding sources, working with private lenders, and facilitating the use of self-help related programs and services.
  - Provide continual guidance on economic development activities through telephone communications, correspondence, developing economic development programs, site visits and/or outside service providers. Extensive travel in the targeted colonias service area is required.
  - Provide self-help housing assistance including conducting tool safety and home construction classes to develop the skills of moderate, low and very low income colonia residents within the targeted service area necessary to repair or build a home.
  - Maintain an adequate inventory of tools necessary to effectively operate a tool lending library for home construction and improvement for the benefit of the colonia residents who are building or repairing their home.
  - Conduct and coordinate at least (4) four clean-up campaigns in the targeted colonias to alleviate trash and tire debris.
  - Coordinate and leverage funds to construct a minimum of (5) five new homes in the targeted colonias.
  - Perform housing activities such as housing rehabilitation, housing reconstruction, small home repair activities within the five (5) targeted colonias.
  - Provide grant writing services to leverage TDHCA funds.
- B. Name of local non-profit organization, local community action agency or local housing authority: (If joint venture or partnership, so state. If prime-subcontractor relationship, state amount of work to be used and area of work.)

### **III. CRITERIA:**

#### **A. EXPERIENCE OF FIRM:**

1. Development of similar or related programs. Please provide a listing of past colonia self-help related programs and client contact person.
2. How many colonia self-help related programs has or is your local non-profit organization, local community action agency or local housing authority working on that are State or federally funded.
3. Currently, how many programs located in this general region is your local non-profit organization, local community action agency or local housing authority working on.
4. Program Operation Management:
  - a) Program Manager to be in charge of this program: (Give qualifications and experience for this type of work and list the specific duties).
  - b) List and describe duties of other managers or personnel to be involved in the operation of the Webb County Colonia Self-Help Center Program.

#### **B. CASH RESERVES:**

1. Provide financial documentation that your organization has the cash reserves to carry out all activities using a grant reimbursement system. The organization is required to have at least 25% of the total grant amount in cash reserves and be able to provide proof of such reserves.

#### **C. WORK PERFORMANCE:**

1. Can you provide proposed time completion dates for colonia self-help related program activities?

YES (please provide time chart)\_\_\_\_\_ NO (If no, please explain.)

2. Submit a brief summary report on your approach to manage the colonia self-help related programs within budgetary constraints.
3. Proposer must provide a list of previous colonia self-help related program experience.
4. Please provide a list of colonias where your non-profit organization, local community action agency or local housing authority has provided similar services.

**D. CAPACITY TO PERFORM:**

1. Submit a brief summary of staffing level and experience of staff.
2. In your organization's capacity to perform, would your organization require any additional human and/or financial resources?
3. Please submit a copy of your current Professional Liability Insurance.

Note: The Commissioners Court will accept Professional Liability Insurance on a project by project basis.

**E. AFFIRMITIVE ACTION:**

Is the proposing organization a **small** local non-profit organization, local community action agency or local housing authority or **minority** local non-profit organization, local community action agency or local housing authority?

Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, explain)

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

**NOTE:**

All submissions relative to this Proposal shall become the property of Webb County and are non-returnable. Please provide eight (8) copies of your proposal.

If any further information is required please call the Webb County Purchasing Department at (956) 523-4125.

Proposer Information

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

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

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

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

Signature of Person Authorized to Sign Proposal:

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

Vendor to indicate status as to "Partnership", "Corporation", "Land Owner", etc.

\_\_\_\_\_

\_\_\_\_\_  
(Date)

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.**

**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. 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).

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.

**OFFICE USE ONLY**

Date Received

**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

## 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.

# 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.