



Formal Invitation for Bids (ITB)
Bid 2016-14
Annual Contract for Janitorial Supplies

Due: May 13, 2015 before 2:00p.m.

Public Notice

Notice is hereby given that Webb County is currently accepting sealed bids for an Annual Contract for Janitorial Supplies. All Bids are subject to the Terms, Conditions, & Provisions, of this ITB.

The accompanying price schedule(s), terms, conditions, provisions, specifications, and all other forms in this bid package are ***due before 2:00p.m. (Central time), on May 13, 2015.*** Bids Received after the due date and time will not be accepted. All bids will be formally opened and read publicly at 2:00pm on May13, 2015 at the Webb County Clerk's Office located at 1110 Victoria-Suite201, Laredo, TX 78040.

Copies of this bid package are available on our website:
<http://www.webbcountytexas.gov/PurchasingAgent/SolicitationAnnualContracts/>

Please submit one (1) original bid package in a sealed envelope clearly marked:
Bid 2016-14 Annual Contract for Janitorial Supplies

Please Mail or Hand Deliver bids to:
Webb County Clerk's Office
1110 Victoria-Suite 201
Laredo, TX 78040

1.0 Conditions

- a. All bid quotations must be submitted with specification forms included in this bid package. Webb County will not accept price schedules that are submitted on forms other than those furnished in this bid package.
- b. Webb County reserves the right to hold all bids for a period of thirty (30) days from the date of the bid opening, without taking action thereon.
- c. Webb County reserves the right to reject any and all bids, to waive defects and formalities in such bids, and to award a contract to the vendor which it considers has submitted the bid with the overall best value.
- d. Webb County reserves the right to select a primary and secondary vendor, and or to select multiple vendors for this contract.
- e. It is a requirement of the bidder to acquaint fully with the conditions of the specifications. The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve him from any obligation of this bid invitation.
- f. Bidder must fill out all portions of the bid unless otherwise stated in the bid package.
- g. **Term of Contract shall be for the period beginning October 01, 2015 and terminating September 30, 2016.**
- h. **Contract Extension:** Webb County will consider extending this contract for one (1) additional year contingent upon pricing remaining constant during the extension period. *Please indicate below if your company would be interested in an extension.*

YES _____ NO _____

2.0 Delivery Locations

1. Webb County Law Enforcement Center-1000 Washington, Laredo, TX 78040
2. Webb County Justice Center- 1110 Victoria, Laredo, TX 78040
3. Webb County Administrative Building- 1110 Washington, Laredo, TX 78040
4. Road & Bridge Dept.- HWY 59, 2 Miles East, Laredo, TX 78040
5. Community Action Agency- 1110 Washington Suite 203, Laredo, TX 78040
6. Webb County Youth Village- 111 Camino Nuevo Rd. Laredo, TX 78043
7. Webb County Commissioner's Court & County Judge's Office
1000 Houston, Laredo, TX 78040
8. Extension Office- 7209 E. Saunders, Laredo, TX 78043
9. Webb County Court at Law No. 1- 1110 Victoria, Suite 303, Laredo, TX 78040
10. Webb County Maintenance- 7209 E. Saunders, Laredo, TX 78040
11. Head Start- All Locations
12. Head Start-Floyd Kitchen- 4704 Naranzo & 605 N. Sandmen
13. Colonias: Larga Vista 5401 Cisneros,
Rio Bravo 1600 Orquidia
El Cenizo 3519 Cecilia Lane

2.1 Oil Sorbent Products

PADS			
<i>Description</i>	<i>Size</i>	<i>Count</i>	<i>Weight Class</i>
White Melt-Blown	17"x19"	100/Bale	Double
White Sonic Bonded	17"x19"	100/Bale	Double
Gray Sonic Bonded	17"x19"	100/Bale	Double
Yellow Sonic Bonded	17'x19"	100/Bale	Double

SOCKS		
<i>Description</i>	<i>Size</i>	<i>Count</i>
Gray General Purpose Socks	3 x 48"	30/Box
Yellow Hazardous Socks	3 x 20	6/Box

All chemicals stated in this annual contract are required to contain HAZ-MAT & MSDS LABELS on all containers.

Note: A sample must be provided for any item with an asterisk (*). Please submit all samples to the Purchasing Department.

2.2 Price Schedule Form (Please see next Page)

Please state Discount off Catalogue Price for items not listed on this Price Schedule Form
(All Discounts must be FIXED): _____

Bid Number: 2016-14

Bid For:
Annual Contract for Janitorial Supplies

Price Schedule Form -Schedule A

*The following are estimated quantities only.
(Recycled paper must meet EPA Guidelines)*

Category	QTY	Unit	ITEM DESCRIPTION	UNIT PRICE	Extended PRICE
Plates/Cups/Napkins/Plastic Utensils					
1	400	cs	Amoco #31-583 3-compartment foam plates or approved "equal" (200 plates/case)		
2	100	cs	Round triple compartment plastic coated plates (500 plates/case)		
3	200	cs	#RCL-750 combo aluminum 3-compartment plates or approved "equal" (200 plates w/lid/case)		
4	2	cs	Pint containers for hot soup #KH16A (not foam) w/lids or approved "equal" (250/16 oz/case)		
5	300	cs	Foam cups, 6 oz. (1000 cups/case)		
6	15	cs	Plastic cover lid for 6oz cup (1000/case)		
7	50	cs	Foam cups, 8 oz. (1000 cups/case)		
8	50	cs	Foam cups, 10 oz. (1000 cups/case)		
9	300	cs	Medium weight plastic spoons (1000 spoons/case)		
10	25	cs	Medium weight plastic forks (1000 forks/case)		
11	25	cs	Medium weight plastic knives (1000 knives/case)		
12	5	cs	White embossed paper napkins 13x13" or approved "equal"		

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Price Schedule Form -Schedule A

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Category	QTY	Unit	ITEM DESCRIPTION	UNIT PRICE	Extended PRICE
13	10	cs	Multi-fold white paper towel		
14	10	box	Thrifty napkins		
15	50	cs	Sanitary napkins, regular size, individually wrapped		
16	5	cs	Foam Cups 8 oz, 1000/pkg. (Dart)		
17	5	cs	Foam Cups 12 oz (Dart) 1000/pkg		
18	5	cs	Foam Cups 16 oz (Dart) 1000/pkg		
19	5	cs	3 ounce paper Dixie cup		
20	15	cs	Meal Kits (1000 pkg)		
<u>Can Liners</u>					
21	200	cs	Heavy weight, white 58-gal min. 17 micron, trash can liners, 36x60"		
22	124	cs	Heavy duty, white 45-gal. min. 17 micron, trash can liners, 40x48"		
*23	124	cs	Trash can liners, 35-gal. 16 microns, 33x40"		
*24	100	cs	Trash can liners, 8-gal. 6 microns, 24x33" (1000/case)		
<u>Paper & Disposable Supplies</u>					

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Price Schedule Form -Schedule A

*The following are estimated quantities only.
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Category	QTY	Unit	ITEM DESCRIPTION	UNIT PRICE	Extended PRICE
25	544	cs	Toilet tissue rolls, 2-ply 500 sheets (96 rolls/case)		
26	25	cs	White single fold paper towel		
27	243	cs	Brown single or multi-fold paper towels		
*28	25	cs	Wypall cleaning towels, 12x15", white wiper, non- abrasive or approved "equal"		
*29	25	cs	Handi-Wipes		
30	83	cs	Brown hand towel rolls for dispenser Size: 1 7/8" Core		
31	35	cs	Kitchen paper roll towels 9x11", 2-ply, white, poly- wrapped,		
32	10	cs	Kleenex #21600 36/150		
33	72	cs	Toilet Tissue Jumbo 2000' X 3.96 1/4 dia., 2 ply. 3.3" Core		
34	72	cs	Toilet Tissue Jumbo 1000' X 3.96 1/4 2 ply. 3.3" Core		
35	10	cs	Wax Bags for Sanitary Napkin Receptacles Rubbermaid 6141 or Equal		

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Price Schedule Form -Schedule A

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Category	QTY	Unit	ITEM DESCRIPTION	UNIT PRICE	Extended PRICE
	1	cs	Scott Shop towels 660 towels		
Mop Heads /Brooms /Handles/ Dust Pans					
*36	35	ea	Rayon mopheads, 20 oz.		
*37	90	ea	Cotton mopheads, 24 oz.		
*38	35	ea	Cotton mopheads, 16 oz.		
39	25	ea	Fiberglass mop handles, 64"		
40	15	dz	Household brooms, 28#, 6 sewn		
41	15	dz	Wood Janitor Handle		
42	15	dz	Warehouse brooms, 36 lb. 6 sewn		
43	20	ea	Push brooms, Heavy duty, 16" w/handle, street type		
44	3	dz	Rubbermaid dust pans or approved "equal"		
45	20	ea	Dust mop heads, 5x30"		
46	15	ea	Feather duster ostrich feather on plastic handle 15"		
47	15	ea	Plastic bucket w/caster, 26 quart capacity		
48	5	ea	Separate plastic mop wringer 24 oz.		
49	5	ea	Floor squeegee 18" w/handle or approved "equal"		

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Price Schedule Form -Schedule A

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Category	QTY	Unit	ITEM DESCRIPTION	UNIT PRICE	Extended PRICE
50	35	ea	Dust Mop heads 5 X 24		
51	35	ea	Dust Mop heads 5 X 48		
52	20	ea	Dust Mop heads Frames clip on 5 X 24		
53	20	ea	Dust Mop heads Frame clip on 5 X 48		
54	50	ea	Super looped end mop heads med. size or approved equal		
55	50	ea	Super looped end mop heads large size or approved equal		
56	50	ea	Dust Mop Heads 36"		
<u>Soaps</u>					
57	35	cs	Liquid hand soap (gal.) Hypoallergenic Pure Natural or Equal		
58	25	cs	Zest or Dial bar soap, wrapped, 1.5 oz NO SUBSTITUTES		
59	15	cs	Liquid hand soap/dispenser		
60	10	cs	AntiMicrobial Liquid Dial Soap		
61	10	cs	Car Wash Soap		
<u>Restroom Supplies</u>					
62	20	ea	Toilet bowl brushes, long		

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Category	QTY	Unit	ITEM DESCRIPTION	UNIT PRICE	Extended PRICE
63	2	dz	Plungers, long handle		
64	30	ea	Sparta Hercules #45-S pot & fender brush or approved "equal"		
*65	10	cs	Scrubbing sponges 3M #74 3-1/2x6-1/4" or approved equal		
66	10	ea	Square handle brushes, med. hard bristles for cleaning counters		
*67	5	bx	Heavy duty scouring pads 3M #88, 3-1/2x5"		
68	40	ea	Toilet Bowl Mop		
Chemical Resistant Gloves					
69	48	ea	Neoprene Flock lined Gloves Chemical Resistant		
Dish Washing/ Laundry Chemicals					
70	100	drum	Laundry detergent (100#/drum)		
*71	30	cs	LD-33 liquid dishwashing detergent NO SUBSTITUTES		
72	60	cs	Bleach 5% chlorine (6 gals/case)		
*73	10	drum	Pink powder dishwashing soap (100#/drum)		
Floor-Cleaning Supplies					
74	5	cs	Floor spraybuff High Speed		

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Category	QTY	Unit	ITEM DESCRIPTION	UNIT PRICE	Extended PRICE
			(5 gal. container/case)		
75	20	cs	Floor stripper rinse free (1 gal. container)		
76	60	gal	Johnson's complete floor wax or approved "equal" (5 gal/container)		
			13", 17", 20" Floor pads for high speed (5 pads/case)		
77	5	cs	13"		
78	5	cs	17"		
79	5	cs	20"		
80	20	ea	Floor Folding Sign Two sided Caution Wet Floor		
81	10	gal	Shine line emulsifier plus stripper or approved equal		
82	10	gal	Shine line floor prep. Neutralizer & conditioner or approved equal		
83	10	gal	Shine line seal thermoplastic floor sealer or approved equal		
84	50	gal	High frontier thermoplastic floor finish or approved equal		
85	50	gal	Bounce back-restorer or approved equal		
86	80	gal	Damp mop disinfectant cleaner for restrooms or approved equal		
87	40	gal	Shine line multi-shine cleaner or approved equal		
88	20	gal	Extraction II shampoo or approved equal		
89	20	gal	NABC Non-acid bowl cleaner disinfectant		

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Category	QTY	Unit	ITEM DESCRIPTION	UNIT PRICE	Extended PRICE
			or approved equal		
90	1	cs	Spartan deformer or approved equal		
91	20	gal	Plus 5 shampoo or approved equal		
92	10	gal	SSE Carpet spotter or approved equal		
93	15	gal	Bonnet & Traffic lane shampoo or approved equal		
94	5	gal	Spart-guard carpet protector or approved equal		
95	100	gal	Festival Floor Cleaner (lavendar Scent)		
96	50	ea.	Buffer Pads (Floor Cleaning Machine)		
	20	cs	Fabuloso		
Multi-Purpose Cleaners					
97	20	cs	Thrifty Pine, Cherry or Mint disinfectant APA register 5% active ingredients		
98	30	drum	Pine cleaner/disinfectant APA register min. 5% (55 gal/drum) floor sealer, 25% solids		
99	20	cs	All purpose cleaner or approved equal proportioner (6 gals/case)		
100	60	cs	Comet or Ajax power cleanser or approved "equal"		
101	15	cs	Mr. Muscle oven cleaner or approved "equal"		

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Price Schedule Form -Schedule A

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Category	QTY	Unit	ITEM DESCRIPTION	UNIT PRICE	Extended PRICE
102	5	cs	Foam type carpet cleaner		
*103	12	cs	Glass cleaner (gal.) Concentrated		
*104	12	cs	Glass cleaner foam spray		
*105	5	cs	Enbac spray disinfectant		
106	20	cs	Carroll Thick porcelain & bowl cleaner or approved "equal"		
107	10	cont	Industrial grade foam cleanser w/disinfectant for stainless steel commodes (quart spray)		
108	8	cs	Liquid extraction cleaner w/ built in anti-foam (6 gal/case)		
109	7	cs	Spray wood panel cleaner SAMPLE REQUIRED		
110	7	cs	Drano pipe drain opener or approved "equal"		
111	10	cs	Stainless steel cleaner aerosol USDA Approved		
112	5	cs	Dust mop treatment (gal.)		

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Category	QTY	Unit	ITEM DESCRIPTION	UNIT PRICE	Extended PRICE
*113	10	cs	Spray furniture polish for wood SAMPLE REQUIRED		
114	2	cs	Chewing gum remover		
115	6	cs	Urinal screen disposable urinal maint. Super Uni-tabs or approved "equal"		
116	3	cs	Stainless cleaner aero or approved equal		
117	8	cs	Window & mirror cleaner Spartan concentrated glass or approved equal		
118	4	cs	BriteBoy metal polish		
	5	gallon	ODO Ban Disinfectant		
<u>Air Freshners</u>					
119	20	cs	Air freshener spray		
120	5	cs	Air 60 foul odor eliminator or approved "equal"		
121	10	cs	Powder rug & room deodorizer SAMPLE REQUIRED		
122	10	cs	Deodorant blocks, 4 oz. with hangers (12/case)		
123	5	cs	Cherry or lemon air freshener Liquid deodorant wick type		
124	10	cs	Misty Air Sanitizer & Deodorizer TFR (Item# AMR A295-16)		

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Category	QTY	Unit	ITEM DESCRIPTION	UNIT PRICE	Extended PRICE
	10	cs	Lysol Disinfectant spray		
<u>Insect Sprays</u>					
125	10	cs	Insect spray killer		
126	10	cs	Raid Roach & Ant killer or approved "equal"		
127	10	cs	C.L.-44 wasp spray or approved "equal"		
<u>KitchenSupplies- Aprons,Gloves,Hairnets,Table Skirts</u>					
128	10	cs	Plastic gloves med. size 18% synthetic bayprene latex & nat. latex .020 thickness, Granet #2444 or orange Playtex #834		
129	25	cs	Disposable plastic gloves		
130	20	cs	White, plastic disposable aprons, USDA Approved		
131	10	roll	Disposable, re-usable poly table skirt, 29"x14'		
132	5	cs	Med.weight mesh hair nets (144/case)		
133	24	ea	Neoprene Apron 19 Mil Thickness Medium Weight		
134	2	cs	Grill brick 8x4x3 1/2		

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Category	QTY	Unit	ITEM DESCRIPTION	UNIT PRICE	Extended PRICE
135	15	cs	Plastic sandwich bags 7"x6-1/2", Fold'n close W-F7 (1000/case)		
*136	20	roll	Heavy duty aluminum foil paper #625, 18"x1000 ft. or approved "equal"		
Plastics & Aluminum- Bottles/Bags/Foil/Pan Liners					
137	20	ea	Plastic bottle 32 oz.		
138	20	ea	Plastic trigger sprayer 32 oz.		
139	20	ea	Plastic bottle 24 oz.		
140	20	ea	Plastic trigger sprayer 24 oz.		
141	10	cs	Pan liners, 16-3/8 x 24-3/8		
142	40	ea	Plastic Bottle & Trigger Sprayer 2402		
143	10	cs	P.O. 75S medication plastic cups, 3/4 oz. or approved equal		
144	10	cs	#39 medication paper souffle cups, 3/4 oz. or approved "equal"		
145	20	cs	5 gal. bucket		
			Grand Total		
			(Must Include GRAND TOTAL)		
			* = Samples must be provided (if requested)		

3.0 Additional Terms, Conditions, & Provisions

Purchase Orders: Vendor must have a purchase order before making a delivery. Purchase Orders will be issued for each department authorized to place an order against the annual contract. The Purchase Order will list the individual items and or services along with the price.

Invoices: all Original Invoices must include invoice number, invoice date, purchase order #, and corresponding department. All Items must show a clear description of Items purchased, and quantities ordered.

To ensure prompt payment all ORIGINAL invoices must be mailed or hand delivered by the vendor to the following address:

Webb County Purchasing Dept.
c/o Accounts Payable
1110 Washington, Suite 101
Laredo, TX 78040

Unit Price: Unit prices shall be shown and where there is an error in extended price, the unit price, shall govern.

Taxes: Vendor shall not include Federal Taxes or State of Texas Limited Sales Excise and use taxes in bid prices. The County of Webb is exempt from payment of such taxes. A signed exemption certificate will be available upon request.

Substitutes: Item substitutes must be authorized by ordering department, and must be billed at contracted price. Substitute items must be equal to or greater.

Capacity: Vendor must prove beyond any doubt to the County that they are duly qualified, and capable to fulfill and abide by the specifications herein listed.

Delivery:
Delivery to be made within 24 hours from request

Contract:
This contract will be awarded to the lowest, responsible bidders. The county reserves the right to award the contract to the bidders with the lowest price and/or overall Best Value. The county may award contracts to various bidders depending on geographic location within Webb County or other criteria. A signed award letter is required for a valid contract.

Award of Bid:
Bidder must bid on all items on each section, quantities listed are best estimates actual quantities to be purchased may exceed or may be lower than quantities specified. If bidder is unable to bid on a particular item, please provide a written explanation.

Availability of Funds for Next Fiscal Year:
Funds are not presently available for performance under this contract beyond September 30, 2015. The County's obligation for performance of this contract beyond this date is contingent upon the availability of appropriated funds from which payment for the contract purposes can be made. No legal liability on the part of the County for payment of any money for performance under this contract beyond September 30, 2015 shall arise unless and until funds are made available to the Purchasing Agent for such performance and notice of such availability, to be confirmed in writing by the Purchasing Agent, is given to the contractor.

Payment of Bills:
It is hereby requested by the Webb County Commissioner's Court that all vendors submit requests for payment within 90 days after the providing of goods and/ or services to the County. This practice will allow your payment request to be processed efficiently and will expedite payment to you.

Delinquent Taxes:
All vendors seeking to do business with Webb County must owe no delinquent taxes to the County. Attestation of owing no delinquent taxes will be required. If a vendor owes taxes to Webb County, those taxes should be paid before submitting a bid/proposal.

References:
Webb County requires proposer to supply with this proposal, a list of at least three (3) references where like services have been supplied by their firm. Include name of firm, address, telephone number and name of representative

Legibility: Proposals must be legible and of a quality that can be reproduced.

FOB Destination:

All of the items listed are to be Free On Board to final destination (FOB Destination) with all transportation charges if applicable to be included in the price, the title and risk of loss of goods shall not pass to the County until receipt and acceptance takes place at the FOB point.

Additional Terms, Conditions, & Provisions Continued

Estimated Quantities:

The estimated quantity to be purchased may be more or less. The County is not obligated to purchase any minimum amount, and the County may purchase any reasonable amount greater than the estimate for the same unit price. Any limit on quantities available must be stated expressly in the proposal. The County will order on an as needed basis.

Statements:

No oral statement of any person shall modify or otherwise change, or affect the terms conditions, plans and/or specifications stated in the various proposal packages and/or proposal instructions/ requirements.

Pricing: Pricing provided in the bid by the vendor must remain constant for the duration of the contract, and all prices must be rounded to the nearest cent. All charges, surcharges, fees, and all costs associated with shipping must be reflected in the price. Webb County will not pay charges that are not stipulated in our contracts.

Other Fees, Charges, Surcharges: Webb County does not pay for, Overtime charges, Fuel Charges, Rental fee, Travel Fees and or surcharges for entities located out of town, or any other fees that are not stipulated in the contract.

Quote Fees: If a vendor is providing an estimate for work not under contract, the vendor must identify the estimate fee prior to diagnosing. A purchase order will be necessary if a fee will be applied to quotes and or estimates.

Termination: The County of Webb may terminate their participation in this contract upon thirty (30) Days written notice.

Ethics: The proposer shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, of the Webb County Purchasing Department.

Proprietary Information:

All materials submitted to the County become public property and are subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The County will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

Furnished Forms: All bids should be submitted on furnished forms. Bids submitted on forms other than those provided by Webb County will not be considered.

Open Market: If awarded vendor cannot provide the items under this contract, or abide by the terms & conditions of this contract, The County reserves the right to purchase items from the open market, and or terminate the contract upon a 30 day written notice to the vendor.

Specification Clarification: 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, they may submit to the Purchasing Agent on or before 5 days prior to the closing date of the BID/RFP/RFQ a request for clarification. Changes and or clarifications to the specifications will be done in the form of an addendum. The addendum will be posted on the Webb County website (www.webbcountytx.gov), and emailed to the vendors that are on the Webb County vendor list. Questions may also be submitted 5 days prior to the closing date of the BID/RFP/RFQ, and will be answered, and posted on the Webb County website.

4.0 Vendor Information Form

Name of Company: _____

Address: _____

Phone: _____

Email: _____

Signature of Person Authorized to Sign Bid:

(Signature)

(Printed Name)

(Title)

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

(Date)

IMPORTANT

Vendor must complete this bid document in its entirety in order for it to be valid

5.0 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

*** SIGN DOCUMENT AND PROVIDE PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.**

Webb County

6.0

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 filed with the records administrator of Webb County no 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 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 Tano Tijerina
2. Commissioner Frank Sciaraffa
3. Commissioner Rosaura Tijerina
4. Commissioner John Galo
5. Commissioner Jaime Canales
6. Judge Joe Lopez, Chairman, 49th Judicial District
7. Judge Becky Palomo, 341st Judicial District
8. Judge Monica Notzon, 111th 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.

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

Adopted 06/29/2007

7.0 CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

PART A.

Federal Executive Orders 12549 and 12689 require the Texas Department of Agriculture (TDA) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the TDA may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the TDA, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract?

Yes

No

5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the TDA may pursue available remedies, including suspension and/or debarment.

PART B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

Indicate in the appropriate box which statement applies to the covered potential contractor:

The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.

The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Contractor/Potential Contractor

Vendor ID # or Social Security #

Program #

Name of Authorized Representative

Signature of Authorized Representative

Date

8.0 CERTIFICATION REGARDING FEDERAL LOBBYING
(Certification for Contracts, Grants, Loans, and Cooperative Agreements)

PART A. PREAMBLE

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, "New Restrictions on Lobbying", published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances.

PART B. CERTIFICATION

This certification applies only to the instant federal action for which the certification is being obtained and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (If needed, contact the Texas Department of Agriculture to obtain a copy of Standard Form-LLL.)
3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction?

- Yes
 No

Name of Contractor/Potential Contractor	Vendor ID No. or Social Security No.	Program No.

Name of Authorized Representative	Title

Signature – Authorized Representative

Date

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.

Dr. Cecilia May Moreno
Webb County Purchasing Agent



CHECK LIST

This check list is required for all Bids, Requests for Proposals (RFPs), & Requests for Qualifications (RFQs). Please check off each item that applies.

- Is Bid Package being submitted within due date & time?
- Is the name and address of the bidder on the top left hand side of envelope
- Is the bid number, bid title, and due date written on the outer part of a sealed envelope?
- Have Specifications been reviewed?
- Have Terms, Conditions, & Provisions been reviewed?
- Has unit pricing for all items been provided in furnished forms (if applicable)?
- Has extended pricing been calculated (if applicable)?
- Have grand totals been provided and reviewed for accuracy (if applicable)?
- Has Vendor Information Form been filled out and signed?
- Has Proof of No Delinquent Taxes (Business or Property) Form been filled out and signed
- Has Conflict of interest questionnaire been filled out and signed?
- Is Certification Regarding Debarment (Form H2048) included?
- Is Certification Regarding Federal Lobbying (Form H2049) included?
- Is a copy of Liability Insurance and Worker's Compensation Certificate included?

Signature of person completing bid.