



Request for Proposals (RFP)

RFP 2017-84

Annual Contract for Prisoner Transportation

Due: **July 27, 2016** before **2:00p.m.**

Public Notice

Notice is hereby given that Webb County is currently accepting sealed proposals for office space for prisoner transportation services. All Proposals are subject to the Terms, Conditions, & Provisions, of this solicitation.

The accompanying price schedule(s), terms, conditions, provisions, specifications, and all other forms in this proposal package are **due before 2:00p.m. (Central time), on July 27, 2016**. Proposals received after the due date and time will not be accepted. All Proposals will be formally opened and read publicly at 2:00pm on July 27, 2016 at the Webb County Clerk's Office located at 1110 Victoria-Suite201, Laredo, TX 78040.

Copies of this proposal package are available on our website:

<http://www.webbcountytexas.gov/PurchasingAgent/SolicitationAnnualContracts/>

Please submit one (1) original proposal package and one(2) copies in a sealed envelope clearly marked:
Proposal 2017-84 Annual Contract for Prisoner Transportation

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

1.0 Conditions

- a. All proposal quotations must be submitted with specification forms included in this proposal package. Webb County will not accept price schedules that are submitted on forms other than those furnished in this proposal package.
- b. Webb County reserves the right to hold all proposals for a period of thirty (30) days from the date of the public opening, without taking action thereon.
- c. Webb County reserves the right to reject any and all proposals, to waive defects and formalities in such proposal, and to award a contract to the vendor which it considers has submitted the proposal with the overall best value.
- d. It is a requirement of the proposer to acquaint fully with the conditions of the specifications. The failure or omission of any vendor to examine any form, instrument, or document shall in no way relieve him from any obligation of this proposal invitation.
- e. Vendor must fill out all portions of the proposal unless otherwise stated in the proposal package.
- f. **Contract Term/Extension: August, 2016 to September 30, 2018** Webb County will consider extending this contract for one (1) additional one (1) year period contingent upon pricing remaining constant during the extension period. *Please indicate below if your company would be interested in an extension.*

YES _____

NO _____

Request for Proposal (RFP) 2017-84 "2 Year Contract for Prisoner Transportation"

Specifications

1.1 Definitions

ACA: American Correctional Association

RFP: Request for Proposals

Offender: In this RFP, the term "offender" is used to describe any probation and/or parolee absconder, incarcerated escapee, or any other person lawfully wanted by the Webb County Sheriff's Office and/or committed to the custody of the Webb County Sheriff's Office

Vendor: In this RFP, the transport company, hereinafter the "Vendor", is an independent contractor

Webb County Sheriff's Office: In this RFP, Webb County is referred to as the "Webb County Sheriff's Office"

Classification Unit: In this RFP, the Warrants Unit to a division within the Webb County Sheriff's Office.

1.2 Transportation Services

- a. Vendor shall assume custody of offenders committed to the custody of the Webb County Sheriff's Office and provide transportation of said offenders to and from locations designated by the Webb County Sheriff's Office in any jurisdiction within the continental United States.
- b. The Webb County Sheriff's Office will provide the Vendor with all pertinent information concerning the committed offender including his/her identity, pertinent medical information, security information, and departure/destination information, for each requested transport.
- c. Vendor will immediately notify the Webb County Sheriff's Office regarding any unscheduled delay in transport, whether or not beyond the Vendor's control, including but not limited to inclement weather, mechanical malfunction, or emergency, the Vendor shall:
 - be responsible for all costs caused by such delay including all food and lodging for offender(s) and Vendor's employees, except for the medical expenses of an offender;
 - when necessary, arrange for secure lodging for offender(s) at an appropriate local law enforcement detention facility and;
 - Provide a written report upon request of the Webb County Sheriff's Office.

- 1.3** The Vendor shall be authorized to obtain medical treatment for offender(s) whenever deemed necessary. All such expenditures shall be paid by the Vendor and reported to the Webb County Sheriff's Office for reimbursement. Such cost reports need to be detailed and itemized by service type. The Webb County Sheriff's Office shall pay all offenders' medical costs, including the cost of transportation to or from any medical facility. **Any medical costs incurred due to negligence of transporting agency the (auto accident or miss treatment of inmate) cost shall be incurred by Vendor.**
- 1.4 In the event the offender is unavailable due to the fault of the Webb County Sheriff's Office, the Webb County Sheriff's Office shall be responsible for reasonable costs incurred by the Vendor directly attributed to the trip. In the event the Vendor fails to contact the holding facility **twelve (12) hours prior**, the Webb County Sheriff's Office will be relieved of all costs associated with such pickup if upon arrival the offender is unavailable. In any case, the Webb County Sheriff's Office is not subject to penalty charges.

2.0 Security Requirements

In assuming custody of such offenders the Vendor shall perform its responsibilities for security and control of such offenders in a professional manner in accordance with Local, State, and Federal statutes as they pertain to the extradition and transportation of committed persons, and such policies, procedures and directives as may be promulgated in the future regarding the use of force and the security and control of offenders.

- 2.1 Vendor shall provide adequate staff to offender ratio for all offender transports.
- 2.2 While in the custody of the Vendor, the offender(s) shall be secured with appropriate restraining devices in accordance with Local, State, and Federal statutes.
- 2.3 In the event of unusual incidents, emergencies, and/or controversial situations that arise in the performance of its services to the Webb County Sheriff's Office, Vendor shall immediately report such incidents to the Webb County Sheriff's Office. For purposes of this paragraph, the term "unusual incidents, emergencies, and/or controversial situations" includes but is not limited to any act of violence by the offender or other passengers, any escape or attempted escape of an offender or other breach of security, any use of force, any excessive delay in the transportation of an offender, any medical condition of an offender or other passenger requiring emergency medical treatment, any mechanical failure that would normally require formal reports to the Webb County Sheriff's Office and any refusal of law enforcement agencies to release an offender to the Vendor as authorized or directed by the Webb County Sheriff's Office. The Vendor will follow chain of command regarding notification of any unusual incident. Chain of Command contacts will be provided after award of contract.

- 2.4 Upon arrival at the place of delivery, Vendor shall surrender custody of such offender to the Webb County Sheriff's Office or to the law enforcement facility designated by the Webb County Sheriff's Office. To insure offenders are surrendered by the Vendor to the custody of the Webb County Sheriff's Office or its duly authorized agents, corroborative identification of Webb County Sheriff's Office personnel designated to accept custody of the offender shall be presented to the Vendor's personnel at the place and time of surrender of custody. The Vendor shall not surrender custody of offenders without first verifying the identification of persons to whom offender custody is being transferred.
- 2.5 Vendor has the right of refusal to transport any individual whose conditions or behavior, in the opinion of the Agent in charge, would be detrimental or dangerous to the safety of the vehicle or its passengers. In the event the Agent in charge refuses to transport any such individual, the Webb County Sheriff's Office shall be notified immediately, prior to leaving the pickup location and there shall be no charge to the Webb County Sheriff's Office.

3.0 Vehicle Requirements

- 3.1 Furnish appropriate vehicle which conforms to Webb County Sheriff's Office standards for the transportation of offenders. Generally it is expected that offenders will be transported in either station wagons, small or large vans, busses and occasionally airplanes.
- 3.2 Vendor must furnish and utilize vehicles in good running condition. All vehicles must be registered; insured and inspected by an authorized agent in the Webb County Sheriff's Office the vehicle is registered. Documentation of the aforementioned requirements must be furnished to the State upon request and in advance of the commencement of the contract.
- 3.3 Vendor's vehicles must include State and federally approved transportation restraint hardware and weapons, seatbelts and medical emergency kits sufficient for the exact number of anticipated offenders to be transported.
- 3.4 Annually, and upon demand Vendor shall provide a list of all vehicles used in the transportation of offenders under this contract, including proof of ownership, registration, current inspection and number of miles on the vehicle.
- 3.5 Vendor's vehicles used in the transportation of offenders shall be designed and equipped with appropriate security devices, including a barrier between the driver and the offender(s) and an operating communication system.

4.0 Personnel Requirements

- 4.1 Vendor must utilize personnel trained in the principles of prisoner transportation. Personnel will conform to standard security practices, including the humane treatment of the prisoner, inclusive of medical, bodily and nutritional needs.
- 4.2 Vendor will provide copies of transportation of offender's procedures and post orders, staff training certification records and records and reports as required by the Webb County Sheriff's Office.
- 4.3 Vendor's personnel will be trained in the principals of prisoner transportation. Personnel will conform to Local, State, and Federal statues and best correctional practice standards for the transportation and care of all offenders in the Vendor's custody.
- 4.4 All personnel shall comply with all current and future State, Federal, and Local Laws and Regulations, Court Orders, State Rules, Administrative Directives, Institutional Directives, American Correctional Association (ACA) Standards and Policies and Procedures of the State.
- 4.5 Vendor shall provide adequate insurance for its agents, employees and subcontractors. Said policy shall be available to the Webb County Sheriff's Office for review and inspection.

5.0 Evaluation Criteria

A contract award will be made to the Vendor whose proposal is determined to be the most advantageous to the Webb County Sheriff's Office, taking into account price and other evaluation criteria as set forth in this RFP.

During the evaluation process, Vendors may be contacted for the purpose of obtaining clarification of their response. However, no clarification will be sought if a Vendor completely fails to address a feature contained in the RFP document. If the failure was in response to a mandatory feature, the Vendor may be disqualified.

Proposals will be evaluated and weighed using the following distribution between experience, availability and price:

Experience (including references)	30%
Availability and Safety Record	30%
Price	40%

The three criteria below are listed in no particular order and will be given significant consideration. Although the criteria below are material factors, they are not the sole, or necessarily, the determining factors in proposal evaluation. The entire proposal package will be examined and the proposal satisfying most of the Webb County Sheriff's Office needs will be awarded the contract.

- 5.1 Experience in providing the services required under this contract.
- 5.2 The availability of the Vendor to pick up offenders, to include the amount of notification needed and requirements for binding date pickups. Safety history of Vendor.
- 5.3 Price per mile for transportation and other charges associated with the pick up/transportation of an offender.

As part of its evaluation process, the Webb County Sheriff's Office may conduct interviews with one or more Vendors. In such an event, Vendors may be required to travel to Laredo, Texas, at their own expense, to participate in an on-site interview. Conversely, the Webb County Sheriff's Office may elect to travel to the Vendor's headquarters to conduct the interview, as well as tour its facilities.

In the event the State is successful in negotiating with the Vendor, the State will issue a notice of award. In the event the State is not successful in negotiating a contract with this Vendor, the State reserves the option of negotiating with another Vendor. The State may cancel the procurement and make no award, if that is determined to be in the State's best interest.

6.0 Pricing

Please include a copy of your fee schedule. Include any and all costs associated with the transportation of prisoners.

7.0 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**

Invoices may also be emailed to the following email address: purchasinginvoices@webbcountytx.gov

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

Discounts:

Vendors providing discounts for items not list on the price schedule form must provide proof of discount on their invoice.

Cost Mark-Ups:

Vendors providing material at a percentage above cost must stipulate unit cost, mark-up, and total cost on their invoice.

Pricing: Pricing provided in the Bids/RFP/RFQ 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 provide a quote prior to diagnosing. A purchase order will be necessary if a fee will be applied to quotes and/or estimates.

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.

Changes to Locations/Departments and/or Items:

Webb County reserves the right to add or delete locations/departments on an as-needed basis at the same price as the original locations. In the event such arrangement is unsatisfactory to the vendor Webb County may opt to choose an alternate means of meeting its needs up to and including a re-solicitation of the entire contract. Specifications and requirements stated herein shall also apply to future departments and location unless otherwise noted.

Taxes: Vendor shall not include Federal Taxes or State of Texas Limited Sales Excise and use taxes in RFP/RFP 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 aproposale by the specifications herein listed.

Delivery:

Delivery to be made within 24 hours from request

Additional Terms, Conditions, & Provisions continued

Product Recalls, Returns, and Replacements:

Vendor shall notify Webb County Purchasing Department immediately of any product recall or product alert, voluntary or otherwise. Recalls must be managed and handled by the vendor. Webb County will not be responsible for the return, payment, or cost of return for recalled items.

Contract:

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

Award of Proposal:

Vendor must RFP 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 vendor is unable to price 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 RFP/proposal.

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.

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 RFP packages and/or RFP instructions/ requirements.

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

Late Bids/RFPs/RFQs or Modifications: modifications received after the time set for a public opening will not be considered. Late Proposals/RFPs/RFQs will not be accepted, or considered, and will be returned to the vendor.

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.

Additional Terms, Conditions, & Provisions Continued

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 RFP 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 proposals should be submitted on furnished forms. Proposals 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.

Material Safety Data Sheets:

Under the Hazardous Communication Act, commonly known as the "Texas Right to Know Act", an offeror must provide to the County with each delivery, material safety data sheets which are applicable to hazardous substances defined in the Act.

Specification Clarification: If any person contemplating submitting a RFP for this contract is in doubt as to the true meaning of the specifications, or other RFP documents or any part thereof, they may submit to the Purchasing Agent on or before 5 days prior to the closing date of the RFP/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 RFP/RFP/RFQ, and will be answered, and posted on the Webb County website.

Insurance Requirements:

Successful Vendor shall furnish the County with original copies of valid insurance policies required upon execution of the contract and shall maintain said policies in full effect at all times during the term of this contract.

Non Construction RFPs:

- a. Commercial General Liability insurance at minimum combined limits of \$1,000,000.00 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage.
- b. Workers Compensation insurance at statutory limits, including employers liability coverage a minimum limits of \$1,000,00.00 each occurrence each accident /\$1,000,000 by disease each occurrence/\$1,000,000 by disease aggregate.
- c. Commercial Automobile Liability insurance at minimum combined single limits of \$1,000,000 per occurrence for bodily injury and property damage, including owned, non-owned, and hired car coverage.
- d. Any subcontractor(s) hired by the contractor shall maintain insurance coverage equal to that required of contractor. It is the responsibility of the contractor to assure compliance with this provision. Webb County accepts no responsibility arising from the conduct of the subcontractor

8.0 Vendor Information Form

Name of Company: _____

Address: _____

Phone: _____

Email: _____

Signature of Person Authorized to Sign Proposal:

(Signature)

(Printed Name)

(Title)

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

(Date)

IMPORTANT

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

9.0 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

10.0

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 filled 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 Oscar Hale, 406th Judicial District

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

10.1-Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor doing business with local governmental entity		OFFICE USE ONLY
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>		Date Received
1	Name of vendor who has a business relationship with local governmental entity.	
2	<input type="checkbox"/> 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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
3	Name of local government officer about whom the information in this section is being disclosed. _____ Name of Officer This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor 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 vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No B. Is the vendor 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 interest of one percent or more? <input type="checkbox"/> Yes <input type="checkbox"/> No D. Describe each employment or business and family relationship with the local government officer named in this section.	
4	_____ Signature of vendor doing business with the governmental entity	_____ Date

Adopted 8/7/2015

11.0 CERTIFICATION

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

PART A.

The County of Webb will follow Federal Executive Orders 12549 and 12689 which requires us 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, Webb County may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to whom 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 Webb County 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, Webb County 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

**12.0 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, sub-grant, 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 Webb County 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 sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all covered sub-recipients will certify and disclose accordingly.

Do you have or do you anticipate having covered sub-awards 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

13.0

MINIMUM INSURANCE REQUIREMENTS

During the term of the Contract, the Contractor at its sole cost and expense shall provide primary commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the Contractor shall provide and maintain the following coverage and limits:

Workers Compensation, as required by the laws of Texas, and Employers' Liability, as well as All States, USL&H and other endorsements if applicable to the project, and in accordance with state law.
Employers' Liability

Each Accident: \$1,000,000
Disease – Each Employee: \$1,000,000
Policy Limit: \$1,000,000

Commercial General Liability, including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Webb County shall be named Additional Insured on primary/non-contributory basis.

Each Occurrence: \$1,000,000
Personal and Advertising Injury: \$1,000,000
Products/Completed Operations: \$1,000,000
General Aggregate (per project): \$2,000,000

Automobile Liability, including coverage for all owned, hired, and non-owned vehicles used in connection with the contract. Harris County shall be named Additional Insured on primary/non-contributory basis.

Combined Single Limit-Each Accident: \$1,000,000

Umbrella/Excess Liability (Webb County shall be named Additional Insured on primary/non-contributory basis)

Each Occurrence/Aggregate: \$1,000,000

Professional/Errors & Omissions Liability (if applicable)

Each Occurrence/Aggregate: \$1,000,000

Policies of insurance required by the contract shall waive all rights of subrogation against the County, its officers, employees and agents. If any applicable insurance policies are cancelled, materially changed, or non-renewed, contractor shall give written notice to the County at least 30 days prior to such effective date and within 30 days thereafter, shall provide evidence of suitable replacement policies. Failure to keep in force the required insurance coverage may result in termination of the contract. Upon request, certified copies of original insurance policies shall be furnished to the County.

14.0 CERTIFICATE OF INTERESTED PARTIES (Form 1295)

Bid/RFP/RFQ # _____

The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to Webb County before the County may enter into a contract with that business entity.

Form 1295 must be completed online. In Box 3 of the form, provide the solicitation number **Bid, RFP, or RFQ #** _____. The form is available from the Texas Ethics Commission by accessing the following web address:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Print your completed Form 1295 showing the Certification Number and Date Filed in the Certification of Filing box at the upper right corner. Sign Form 1295 in front of a notary and submit it with your response to this solicitation.

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

“Business entity” includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.

“Controlling interest” means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

“Interested party” means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser, or attorney for the business entity.

“Intermediary”, for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

- (1) Receives compensation from the business entity for the person’s participation;
- (2) Communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
- (3) Is not an employee of the business entity?



CHECK LIST

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

- Is RFP package being submitted within due date & time?
- Is the name and address of the vendor on the top left hand side of envelope
- Is the RFP number, RFP 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 included?
- Is Certification Regarding Federal Lobbying included?
- Is a copy of Liability Insurance and Worker's Compensation Certificate included?
- Is a notarized copy of Form 1295 (Certificate of Interested Parties) included?

Signature of person completing Bid/RFP/RFQ