

PUBLIC NOTICE

Notice is hereby given that the County of Webb is accepting Request for Proposals for Commercial Drivers License Training for qualifying applicants.

Proposals must be submitted with one (1) original and eight (8) copies in sealed envelopes to the Office of the Webb County Clerk. Sealed envelopes must be marked with RFP 2016-62 number and name on the front lower left-hand corner of envelopes.

Mark Envelope: RFP 2016-62 **“Training Classes for Commercial Drivers Licenses”**

RFP’S must be hand-delivered or mailed to the following location:

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

A pre-bid conference for Commercial Drivers Licenses Service Provider will be held at 2:00 P.M., February 12, 2016 at 1110 Washington St., Suite 101, Laredo, Texas 78040.

Request for Proposals must be delivered no later than **2:00 P.M. on Friday, February 19, 2016** at which time all RFP’S will be opened and read to the public. Late RFP’S will not be considered.

For any information concerning the submission of Proposal documents, call the Webb County Purchasing Office, 1110 Washington St., Suite 101, Laredo, TX 78040, (956) 523-5936, Amanda Del Toro. Please visit the Purchasing Department website at <http://www.webbcountytx.gov> to obtain for a copy of Request for Proposals.

The County of Webb reserves the right to reject any or all offerors’ proposals, to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best interest to Webb County.

Leticia Gutierrez
Webb County Interim Purchasing Agent

Publish Dates: Friday, January 22, 2016
Tuesday, January 26, 2016
Friday, February 05, 2016

THIS FORM MUST BE INCLUDED WITH PROPOSAL; PLEASE CHECK OFF EACH ITEM AND SIGN

“Sealed Proposal”

- Notice of Bidders
- Specifications
- Price Proposal Sheet
- Conflict of Interest
- Bidders Information
- Texas Worker Compensation
- Terms and Conditions
- Delinquent Tax Owed to Webb County

Signature

Webb County
RFP-2016-62 “Training Classes for Commercial Licenses”

Section I – General

- I.1 Webb County Community Action agency is requesting proposals for Commercial Drivers License Training for qualifying applicants. The program will provide instruction where the student will develop and learn the necessary skills to successfully earn a State of Texas Class A Commercial Driver’s License. The program will prepare the student for the mastery of the CDL written examination; and provide general truck driving skills. The program will inform students of the varied opportunities that exist for those with a CDL License.
- I.2 Contract term will be from February 19, 2016 to December 31, 2016. It is expected that Webb County will qualify approximately 100 applicants to receive training that will lead to the attainment of a Commercial Driver’s License.
- I.3 One or more vendors may be selected as primary vendors or as primary and secondary vendors to provide the service. Services to Webb County will be on an as needed basis.

Section II – Statement of Work

- II.1 Service Requirements – The professional truck driving program
- Will provide training in Laredo-
 - Will provide a variety of options for class time
 - Will identify the length of time for each class and the specific days of instruction
 - Will have a onetime service fee to include
 - Registration fee
 - Tuition; books, and materials
 - Will identify if other charges will be expected from the student such as
 - DOT Physical Examination
 - DOT Urinalysis Drug Screen
 - Moving Violation Report
 - Texas Class “A” permit
 - Texas CDL license fee
 - Student Accident Insurance
 - Optional additional endorsements to the Commercial Drivers License will be communicated to the student
 - Additionally, students will be provided information on being school bus drivers
- II.2 Procedural Steps
- Webb County will provide the fees necessary for the training

- Applicants will first be screened by Webb County Community Action Services to determine if they qualify financially.
- Applicants that qualify financially will be given an award letter and asked to proceed to apply with the selected vendor(s).
- Service provider will further screen the applicant for program eligibility requirements.
- Once it is determined that the student has been admitted into the program the vendor will be given a purchase order number so that an invoice for the tuition and fees as agreed upon may be sent to the Community Action Agency.
- Community Action Agency will approve the invoice for payment and forward to the purchasing department for processing.

Section III – Proposal Information

1. Price (50 points)
 - Use Proposal Form provided by the county
 - Identify other cost
 - Total cost to be included
2. Length of time necessary to complete training classes (10 points)
 - Expected training requirement is within _____ months – (see price sheet)
3. Class time options (10 points) – (see price sheet)
4. Placement service (5 points)
 - Completion rate of prior participants in CDL Training Program (15 points)
(This will help us determine the likelihood that the students will complete the course)
5. Class Curriculum (10 points)

Total Score 100 Points

Section IV – Contract Terms and Conditions

Proposal Price/Evaluation Sheet

Item 1. Registration, tuition, books, material, fee (all inclusive) per person
\$ _____

- Identify what is included in the fee

- Identify what is not included and may be necessary before student is qualified to work as a commercial truck driver or a school bus driver

Item 2. Other fees not covered above

Item 3. Length of time necessary to complete training program

- Number of Hours _____
- Number of Days _____
- Number of Months _____

Item 4. List class time options

Item 5. Is placement service provided _____

Item 6. Completion rate of prior participants in CDL Training Program

Signature

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 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 Cayetano Tijerina
2. Commissioner Frank Sciaraffa, Precinct 1
3. Commissioner Rosaura Tijerina, Precinct 2
4. Commissioner John Galo, Precinct 3
5. Commissioner Jaime Canales, Precinct 4
6. Judge Monica Z. Notzon, 111th Judicial District
7. Judge Beckie Palomo, Chairman, 341st Judicial District
8. Judge Oscar J. Hale Jr., 406th Judicial District
9. Judge Joe Lopez, 49th Judicial District

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

Bidder's 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)

NOTICE TO ALL BIDDERS

The Texas Worker's 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.

Leticia Gutierrez
Webb County Interim Purchasing Agent

COUNTY OF WEBB

Terms and Conditions of Invitations for Proposal

1. GENERAL CONDITIONS:

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

- (A) Proposers shall thoroughly examine the drawings, specifications schedule, instructions and all other contract documents.
- (B) Proposers shall make all investigations necessary to thoroughly inform themselves regarding services 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 price 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 note, and is used only to indicate type and quality of services. Bidders are requires 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's 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 a 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. WITHRDRAWAL OF PROPOSALS:

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

7. LATE PROPOSALS OR MODIFICATIONS:

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

8. CLARIFICATION 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 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) Delivery time and prompt payment discounts, including time allowed for payment, will be considered in breaking of tie proposals.

11. WORKER'S 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. Please read carefully and prepare your bid in full compliance to TWCC Rule 110.110. Failure to provide the required certificates upon submission of a bid could result in your bid being declared non-responsive.

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

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

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

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

Person who can attest to the above information

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

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	Vendor ID No. or Social Security No.	Program No.
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Signature of Authorized Representative

Date

Printed/Typed Name and Title of
Authorized Representative

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 sub-awards at all tiers (including subcontracts, sub-grants, 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.
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Name of Authorized Representative	Title
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Signature – Authorized Representative

Date