



Request for Qualifications (RFQ)

RFQ 2016-65

Tex-Mex Building Feasibility Study

Due: **April 18, 2016** before **2:00p.m.**

Public Notice

Notice is hereby given that Webb County is currently accepting Requests for Qualifications (RFQs) a Feasibility Study for the Webb County Tex-Mex building. All RFQs are subject to the Terms, Conditions, & Provisions, of this package.

The accompanying price schedule(s), terms, conditions, provisions, specifications, and all other forms in this RFQ package are **due before 2:00p.m. (Central time), on April 18, 2016**. RFQs Received after the due date and time will not be accepted. All RFQs will be formally opened and read publicly at 2:00pm on April 18, 2016 at the Webb County Clerk's Office located at 1110 Victoria-Suite201, Laredo, TX 78040.

Copies of this RFQ package are available on our website:

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

Please submit one (1) original RFQ package in a sealed envelope clearly marked:
RFQ 2016-65 Tex-Mex Building Feasibility Study

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

1.0 Conditions

- a. All RFQ quotations must be submitted with specification forms included in this RFQ package. Webb County will not accept price schedules that are submitted on forms other than those furnished in this RFQ package.
- b. Webb County reserves the right to hold all RFQs for a period of sixty (60) days from the date of the RFQ opening, without taking action thereon.
- c. Webb County reserves the right to reject any and all RFQs, to waive defects and formalities in such RFQs, and to award a contract to the vendor which it considers has submitted the RFQ 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 Vendor 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 RFQ invitation.
- f. Vendor must fill out all portions of the RFQ unless otherwise stated in the RFQ package.

2.0 RFQ Specifications (Sections I, Section II, & Attachment)

SECTION I

Background
Scope of Services
Schedule of Work
Selection Criteria
Submittal Schedule
Submittal Procedures

SECTION II

Submittal Format

ATTACHMENT

Statement of Qualification

Section I- Background

Webb County is currently seeking Requests for Qualifications (RFQs) from qualified architects to provide the design for a new, multi-story office building with a parking garage. New Construction will be located at 1202 Washington, Laredo, TX 7804. Interested architects shall provide their qualifications along with a written statement of interest.

BACKGROUND LOCATION:

Located on the southwest corner at the intersection of Washington Street and Convent Avenue on the north fringe of the Downtown Business District, four blocks west of IH- 35, 1202 Washington, in Laredo Texas

LEGAL DESCRIPTION: Lots 1, 2, 3 & 4, Block 197, Western Division, Laredo, Webb County Texas.

SITE AREA: 47,635 Square feet. Note: Salinas St. on the west side of this facility should be looked at to see if it was deeded over as part of the purchase.

DESIGN:

A multi-story office building with parking garage shall be included. The office building is to be divided into offices and adequate parking. Parking area design should look into a fly over Convent St. to tie into Administration building parking facility. New facility windows should be fixed glass, interior doors are solid wood, ceramic tile floors and exterior doors should be glass. The building should have an efficient air-condition system, to address heat for this area, for the multi floor facility.

ZONING: B-2, Central Business District

HIGHEST AND BEST USE: Commercial

VALUE INDICATION: Building was purchased by the County for approximately \$1,070,000 in 2008.

Section I- Scope of Service

SCOPE OF SERVICES

The complete scope of services includes full services from feasibility with minimum of the design phase. The first phase is a feasibility study to develop and evaluate strategic new designs. This phase is to commence upon execution of the contract; the schedule of subsequent phases is not yet determined, and depends on project funding. Webb County is selecting only the Project Architect at this time; sub-consultants will be selected later in collaboration with the selected architect.

The selected firm will provide the following outline of services:

- Feasibility: The feasibility study shall identify a specific design to address needs, including preparation, coordination and integration of building systems surveys, technical assessments and cost estimates for each phase of the new facility. The Project Architect shall prepare and submit a cost estimate for this program, with escalations based on the sequencing plan build schedule.
- Design development of a new building.
- Bidding documents, including complete plans and specifications for lump-sum.
- Competitive bidding using Bid Proposals Delivery method.
- Cost estimates at all phases.
- Construction phase services

The County reserves the right to terminate services after the feasibility phase and proceed to Schematic Design with the next-ranked firm, based on performance concerns or an inability to reach agreement on compensation.

Section I- Schedule of Work

SCHEDULE OF WORK

The feasibility phase of the work described above shall commence immediately upon selection on May 26, 2016 and shall be completed no later than July 1, 2016.

JOINT VENTURE ASSOCIATIONS

The County will not entertain Joint Venture entities specifically formed to provide architectural services for this project.

CONSULTANTS

The County is selecting only the Project Architect at this time. Sub-consultants in specific technical disciplines will be selected later in collaboration with the selected Executive Architect.

SELECTION CRITERIA

The Scoring Committee is seeking applicants with experience in comparable projects. Applicants should clearly highlight such projects and their similarities to the proposed project. Specific responses will be reviewed more carefully than those stressing breadth of experience or general qualifications. Major consideration in selection of the firm will be the following:

- Demonstrated firm and staff experience in the programming and design of building, institutional, public sector buildings/facilities similar complexity.
- Demonstrated firm and staff experience in the programming and design of state of art buildings.
- Proven capabilities for providing creative design solutions with an economy of means. Firms are asked to submit appropriate graphic material supporting design creativity that meets strict budget constraints.
- Proven Technical, cost and schedule management capabilities.
- Experience in working with public sector clients and building committees.
- Experience in working with the City of Laredo, Fire, Building Codes, etc. and the State of Texas, Department of Barriers, on projects involving renovation work.
- Experience in working with General Contractors' or Construction Managers throughout the design process.
- Experience preparing bidding documents suitable for competitive public bidding.
- Firms must be able to provide professional Liability Insurance in the amount of US \$1,000,000. This Amount may increase with subsequent phases.

The county will select the top three (3) architectural firms for a formal interview. The scoring committee will then make their recommendation to the Commissioners' Court.

Section 1- Selection Criteria continued

The Scoring Committee will follow the below stated scoring criteria:

- Experience in the programming & design state of the art facilities 10 pts.
- Experience in programming & design of state of the art buildings 10 pts.
- Proven capabilities for providing creative design solution 20 pts.
- Proven Technical, cost & management capabilities 10 pts.
- Experience in working with the public sector 10 pts.
- Experience working w/City Fire, Building Codes, etc. 10 pts.
- Experience working w/ General Contractors. 10 pts.
- Experience preparing bidding documents for public bidding 10 pts.
- Must be able to provide \$1,000,000 Liability Insurance 10 pts

Section I- Submittal Schedule

Information Packages will be available –	March 29, 2016
RFQs Packages Due-	April 18, 2016
Notification to top three (3) firms -	May 2016 (date TBD)
Project site tour for top three (3) firms –	May 2016 (date TBD)
Top 3 firm interviews –	May 2016 (date TBD)
Commissioner Court Award-	May 23, 2016 (tentative)

Section I- Submittal Procedures

All RFQ packages must be submitted in one (1) original and eight (8) copies in a sealed envelope to the office of the Webb County Clerk.

Sealed envelopes must be marked (Sealed RFQ) with RFQ number and descriptive title on front lower left-hand corner of envelopes.

Qualifications shall be hand delivered or mailed to the following address:

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

Qualifications must be delivered no later **than 2:00 p.m. April 18, 2016** at which time all RFQs received will be opened and read to the public. Late RFQs will not be considered.

Please refer all inquiries to Amanda Flores-Del Toro 956-523-5936 or aflores@webbcountytx.gov .

Section II- Submittal Format

Please index all submittals with tabs labeled below (A-C). Provide one (1) original and eight (8) copies.

A. COVER LETTER *(maximum of 1page)*

- Summarize qualifications most relevant to this project
- Identify team
- Provide name of contact, phone, fax and email address

B. RELEVANT QUALIFICATIONS *(maximum of 4pages)*

- Offer short, focused paragraphs in a summary format by topic: do not include general information.
- If the firm has multiple offices, qualifications should represent the work of the office proposed for this project, not the firm as a whole.

C. RELEVANT EXPERIENCE *(4 to 6 projects, maximum 12pages)*

- Provide up to four images per project along with brief description text as follows:
- Briefly state relevance for each image and include an outline of the following information:
 - Project name
 - Beginning/ending dates of project and construction period
 - Scope of program & approximate construction cost
- Specify the role of the firm (identify if the work was exclusively by the :firm Or joint venture)
- Note if any individual on the project team did the work while with the firm or Other firms and their role

D. PROJECT TEAM SUMMARY *(maximum of 2pages)*

- Identify proposed key team members {principal-in-charge, project manager, project architects, etc.}
- Summarize proposed roles/responsibilities for this project and level of involvement in this project. List experience relative to those roles (reference projects listed in section B & C where relevant)
- Describe previous collaborative experience of team members on relevant projects

Section II- Submittal Format continued

E. COST AND QUALITY CONTROLS (*maximum of 1page*)

- Concisely describe cost and quality control technique employed by the firm, as they relate to scheduling, cost containment, contract administration
- Include benefits, attributable to these techniques used on specific projects and reference Section B & C projects (ideally, reference below should confirm effectiveness of these system}
- Cite examples of construction documents recently prepared by the firm for lump sum, competitive bidding

F. REFERENCE (*3-6 names, titles, current mail and e-mail addresses, 011dphone numbers*)

- Provide 3-4 client references relevant to the project(should coincide with Projects in Section B & C)
- Provide 2 General Contractor references

G. Appendix (*items to be included*)

- Request for Supplemental Information, Declaration, and UC Statement of Qualifications, {per attachments)
- Firm brochure with background information
- Key team member resumes

ATTACHMENT A

**COUNTY OF WEBB
STATEMENT OF QUALIFICATIONS**

1. Firm's Name: _____
2. Business Address: _____
3. Firm Established (year) _____ Telephone: _____
4. Type of Organization (check one):
a. Individual ___ **b. Partnership** ___ **c. Corporation** ___ **d. Joint Venture** ___
5. Principals and Associates (check P or A for each):

	Name	P	A	Degree or Certificate	Institution
a.					
b.					
c.					
d.					

6. Average staff employed in home Office: (average of past five years):

a. Architects _____	e. Drafting Technicians _____
b. Engineers _____	f. Clerical _____
c. Landscape Architects _____	g. Others _____
d. Interior Designers _____	

7. List five major studies completed within the past five years:

	Project	Owner	Year	Study Cost
a.				
b.				
c.				
d.				
e.				

Signature _____ Date: _____

Please submit with this form any other information you wish us to consider, such as your firm's brochure or a discussion of your recent work.

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 RFQ 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 aRFQe by the specifications herein listed.

Delivery:

Delivery to be made within 24 hours from request

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 RFQ/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 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 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 RFQs should be submitted on furnished forms. RFQs 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 RFQ/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 RFQ:

(Signature)

(Printed Name)

(Title)

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

(Date)

IMPORTANT

Vendor must complete this RFQ 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 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.

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
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).
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.
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

1 Name of vendor 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 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?

Yes 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?

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 interest of one percent or more?

Yes 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

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

9.0

NOTICE TO ALL RFQDERS

The Texas Workers' Compensation Commission has adopted Rule 110.110 effective with all RFQs advertised after September 1, 1994 and these changes affect your RFQ 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 RFQ in full compliance to TWCC Rule 110.110. Failure to provide the required certificates upon submission of a RFQ could result in your RFQ 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
Interim 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 RFQ 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 RFQ number, RFQ 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 RFQ