

PUBLIC NOTICE

Notice is hereby given that the Webb County Utilities Department is soliciting proposals for the renovation of the County Court of Law #1, Justice Center located at 1110 Victoria St. Suite 303, Laredo, Texas 78040.

The renovations will include replacement of carpet, repainting of walls, some ceramic tile work, restroom renovations, rework of some ceiling tiles, addition of phone, data, and electrical outlets, and removal/relocation of some doors and other renovation work as needed.

Proposals must be submitted in One Original and Eight copies in sealed envelopes to the Office of the Webb County Clerk. Sealed envelopes must be marked (Sealed Proposal) with the number and services on the front lower left-hand corner of envelope.

RFP-2015-08 "Remodel County Court of Law #1"

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

Hand delivered or mailed to:

**Webb County Clerk
Webb County Justice Center
1110 Victoria St., Suite 201
Laredo, TX 78042-0029**

A pre proposal meeting will take place on Thursday April 23, 2015 at 9AM at the Purchasing Department Conference Room located at 1110 Washington Suite 101.

Proposals must be delivered no later than Thursday April 30, 2015 at 2:00 PM, at which time all received proposals will be opened and read to the public. Late Proposals will not be considered.

If any additional information is required please contact, Leticia Gutierrez at Purchasing Department at 956-523-4127 lgutierrez@webbcountytx.gov . Please visit our web-site for a copy of proposal notice and specification, under Purchasing Department www.webbcountytx.gov .

The County of Webb reserves the right to reject any and all proposals or to select the proposal that is the best interest of Webb County.

Dr. Cecilia M. Moreno
Purchasing Agent

Advertise on the following dates: Thursday April 16, 2015 and Thursday April 23, 2015

THIS FORM MUST BE INCLUDED WITH RFP-PACKAGE; PLEASE CHECK OFF EACH ITEM AND SIGN

“Sealed Proposal Checklist”

RFP-2015-08 “Remodel County Court at Law #1”

- Public Notice
- Scope of Work
- Terms and Conditions (Please read)
- Conflict of Interest Forms (required and signed)
- Certification Regarding Debarment (Form H2048) (required and signed)
- Certification Regarding Federal Lobbying (Form 2049) (required and signed)
- Proof of No Delinquent Tax Owed to Webb County (required)
- Proposal Information form (required)
- References (required)
- Price form (required and signed)

Signature (Please sign and include with package)

RFP 2015-08 “Remodel County Court at Law #1”

Introduction

Webb County is soliciting proposals for the renovation of the County Court at Law #1 located at 1110 Victoria St. Suite 303, Laredo, Texas 78040.

The renovations will include replacement of carpet, repainting of walls, some ceramic tile work, restroom renovations, rework of some ceiling tiles, addition of phone, data, and electrical outlets, and removal/relocation of some doors and other renovation work as needed.

A pre proposal meeting will take place on Thursday April 23, 2015 at 9AM at the Purchasing Department Conference Room located at 1110 Washington Suite 101.

Scope of Work

Attached plan for areas of work is included:

1. Remove and replace commercial carpet in areas 2,3,5,6,7,8,9,10,11,12,&13. Areas 9 &10 will require removal & reinstallation of benches & jury chairs
2. Patch and repaint walls & trim in areas #1,2,3,4,5,6,7,8,9,10,11,12,&13 with semi-gloss paint.
3. Tile area #1 with ceramic tile.
4. Remove ceramic tile & replace in area #4
5. Remove & replace rest room cabinet, counter, sink, soap dispenser, mirror, waste ben & commode in area #4.
6. Add walls & door to enclose in area #5.
7. Rework ceiling tile in area #5, 6, 7 & 8.
8. Add phone, data & electrical outlets in large new wall.
9. Remove door, arch & walls & refinish area #7 & 8.
10. Relocate existing door in area #8 back to next wall section to make a 6'x8' storage area with lighting.
11. Relocate wall lock cabinets from area #7 to area #8.

Criteria for Selection

1. Price 80%
2. References- 20%

Proposal Information

1. A pre proposal meeting will take place on *Thursday April 23, 2015 at 9AM* in the Purchasing Department Conference Room located at 1110 Washington Suite 101.
2. Sealed proposals mailed or delivered to:

*Ms. Margie Ibarra Webb County Clerk
1110 Victoria St. Suite 201
Laredo, Texas 78042-0029*
3. Proposals are due April 30, 2015
4. Sealed proposals must be submitted with one original and eight copies in a sealed envelope stamp with proposal number.
5. For additional information please send questions to lgutierrez@webbcountytx.gov Leticia Gutierrez, Contract Administrator or call at 956-523-4125.

COUNTY OF WEBB

Terms and Conditions of Invitations for Bids/Proposals

1. GENERAL CONDITIONS:

Proposers/Bidders are required to submit their proposals upon the following expressed conditions:

- (A) Proposers shall thoroughly examine the scope of work and layouts, instructions and all other contract documents.
- (B) Proposers shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of materials and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure to fulfill in every detail the requirements of the contract documents of the County or the compensation of the vendor.
- (C) Proposers is advised that all County contracts are subject to all legal requirements provided for in county, state and federal statutes and regulations.

2. PREPARATION OF BIDS/PROPOSALS:

Proposals will be prepared in accordance with the following:

- (A) Unit prices shall be shown and where there is an error in extension of prices, the unit price shall govern.
- (B) Alternate bids will not be considered unless specifically requested within the proposal package.
- (C) Proposed Period of Performance (POP) must be shown and shall include Sundays and holidays.
- (D) Bidders will not include Federal taxes or State of Texas limited sales excise and use taxes in bid prices since the County of Webb is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.

3. DESCRIPTION OF SUPPLIES:

Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to

indicate type and quality of material. Bidders are required to state exactly what they intend to furnish otherwise they shall be required to furnish the items as specified.

4. SUBMISSION OF BIDS/PROPOSALS:

- (A) Bids/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) Bids/Proposals must be submitted in the forms **furnished**. Electronic bids/proposals will not be considered. Bids/Proposals, however, may be modified by written notice provided such notice is **received** at the County Clerk's Office before the time and date set for the **proposal** opening.
- (C) Samples, when required, must be submitted **within the** time specified, at no expense to the County of Webb. If not destroyed **or** used up during testing, samples will be returned upon request at **the proposer** expense.

5. REJECTION OF BIDS/PROPOSALS:

- (A) The Purchasing Agent may reject a bid/proposal **if it is** deemed to be non responsive and/or provided by not responsible **bidder/proposer**.
- (B) No bid/ 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 bid/proposal submitted herein shall be **considered unless** the bidder/proposer warrants that upon execution of a **contract** with the County of Webb, the bidder/ proposer will not **engage in** employment practices which have the effect of discriminating **against** employees or prospective employees because of race, color, sex, **creed**, disability, or national origin and will submit such report as the **County** may thereafter require to assure compliance.
- (D) The County may, however, reject all proposals **whenever** it is deemed in the best interest of the County to do so, and may **reject** any part of a bid. County may also waive any minor informalities **or irregularities** in any bid.

6. WITHDRAWAL OF BIDS/PROPOSALS:

Bids/Proposals may not be withdraw after the closing time and date.

7. LATE BIDS/PROPOSALS OR MODIFICATIONS:

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

8. CLARIFICATIN OR OBJECTION TO PROPOSAL SPECIFICATIONS:

If any person contemplating submitting a proposal for this contract is in doubt as to the true meaning of the specifications, or other bid/proposal documents or any part thereof, the bidder/proposer 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 Webb County proposal package specification instructions, if made, will be made only by Addendum duly issued. A copy of such Addendum will be posted on the web-site and email to the vendors list that have received email copy of package. The County will not be responsible for any other explanation or interpretation 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.

Where there is a question that will not lead to an addendum, the questions will be made in writing to the Purchasing Department. The answer will be in writing posted on the website for everyone to receive the same response.

9. 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 proposal.

10. AWARD OF CONTRACT:

- (A) The contract will be awarded to the best qualified according to the bid/proposal criteria and a written award letter will be issue.
- (1) Award of a bid/proposal requires formal approval by the Commissioners Court.
 - (2) Bid/Proposal contract must also be approved by the Commissioners Court.
 - (3) The written notice to proceed will be for construction contracts provided after all contract documents are signed.

- (D) Prices must be quoted F.O.B. Webb County with **all** transportation charges prepaid, unless otherwise specified in the Invitation for Bids/Proposals.
- (E) Delivery time will be considered in breaking of tie **proposals**.
- (F) Period of Performance will commence with written **Notice to Proceed**.

11. BID BOND

A bid bond in the amount of 5% of the Bid/Proposal issued **by** an acceptable surety company shall be submitted with each bid. A **certified** check or Bank Draft payable to the Webb County may be submitted in lieu of **the** Bid Bond. All such bonds, cashier checks shall be drawn payable to Webb **County**.

12. PERFORMANCE AND PAYMENT BOND

A Performance Bond is require for construction work if **the** contract is in excess of \$100,000; and a Payment Bond is require if the construction contract is in excess of \$25,000. The requirement is for all prime **contractors** which enter into a formal contract with the State, any department, board, **agency**, municipality, county, school district or any division or subdivision. The **failure** of the successful bidder/proposer to execute the agreement and supply the **required** bonds within ten (10) days **after** the award or within such extended **period** as Webb County may grant, shall constitute a default and Webb County may, **at** its option either award the contract to next lowest responsible bidder, or **re-advertise** for bids/proposals. In either case, Webb County may charge **against** the bidder the difference between the amount of the bid, and the amount **for** which a contract is subsequently executed irrespective of whether this **difference** exceeds the amount of the bid bond. If a more favorable bid is received through **re-advertisement**, the defaulting bidder shall have no claim against Webb County **for** a refund.

13. WORKERS' COMPENSATION INSURANCE COVERAGE:

The Workers' Compensation Commission has adopted **Rule 110.110** effective with all bids advertised after September 1, 1994. The TWCC **has** stated that it is aware that a statutory requirement for workers' compensation **insurance** coverage is not being met. Therefore, **Rule 110.110** requires that all **bidders** be covered under workers' compensation insurance to achieve **compliance** from both contractor(s) and governmental entities. **Attachment A** is **provided** in accordance with the requirements on governmental entities. **Please** read carefully and prepare your bid in full compliance to **TWCC Rule 110.110**. Failure to provide the required certificates upon submission **of** a bid could result in your bid being declared non-responsive.

14. 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.

15. STATEMENTS:

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

16. 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.

17. 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 a 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.

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 "Tano" Tijerina
2. Commissioner Frank Sciaraffa
3. Commissioner Rosaura "Wawi" Tijerina
4. Commissioner John Galo
5. Commissioner Jaime Canales
6. Judge Joe Lopez, Chairman, 49th Judicial District
7. Judge Becky Palomo, 341st Judicial District
8. Judge Monica Notzon, 111th Judicial District

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

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

FORM CIQ

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

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.

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 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.
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Name of Authorized Representative	Title
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Signature – Authorized Representative

Date

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

Name _____ 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 NOTORIZED DOCUMENT AND PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.**

The State of Texas
County of Webb

Before me, a Notary Public, on this day personally appeared _____, know to me (or proved to me on the oath of _____ to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office this ____ day of _____ 2015.

Notary Public, State of Texas

(Print name of Notary Public here)

My commission expires the ____ day of _____ 20__.

Proposer Information

Name of Proposer: _____

Address: _____

City and State _____

Phone: _____

Email Address: _____

Signature of Person Authorized to Sign:

Signature

Print Name

Title

Indicate status as to "Partnership", "Corporation", "Land Owner", etc.

(Date)

Note:

All submissions relative to these RFP shall become the property of Webb County and are nonreturnable.

If any further information is required please call the Webb County Purchasing Agent, Dr. Cecilia May Moreno, at (956)523-5224 or Contract Administrator, Leticia Gutierrez, at (956)-523-4127.

References

Name of Firm	Address	Phone	Name of Contact

Proposal Price Form

RFP 2015-08 "Remodel County Court at Law #1"

Remodel Price \$ _____

Completion Time expected _____

_____ (Form is required and must be sign) Date: _____
Contractor Signature

(Print Name)

