# CAMERON COUNTY
# PURCHASING DEPARTMENT

## INVITATION TO BID

**BID NUMBER: # 1380**

**BID TITLE: ELEVATOR MAINTENANCE**

**DATE DUE: JUNE 26, 2012** **DUE NO LATER THAN 10:00 A.M.**

Bids/ RFP's / RFQ's will be opened at the Cameron County Courthouse, 1100 East Monroe Street, Brownsville, Texas in the Purchasing Department – 3rd Floor – Room # 345 at 10:01 a.m. (as per Purchasing Dept. time clock) on deadline due date.

Bids received later than the date and time above will not be considered.

Please return bid ORIGINAL ONE (1) in sealed envelope. Be sure that return envelope shows the Bid Number, Description and is marked "SEALED BID".

RETURN BID TO:

by U.S. mail or delivered to the office of Purchasing Dept., **County Courthouse (Dancy Bldg.) 1100 E. Monroe St, 3rd Floor, Room 345, Brownsville, Texas 78520.**

For additional information or to request addendum contact: Mike Forbes or Beverly Findley at (956) 544-0871, E-mail: mforbes@co.cameron.tx.us or purchasing@co.cameron.tx.us.

You must sign below in INK; failure to sign WILL disqualify the offer. All prices must be typewritten or written in ink.

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Historically Underutilized Business (State of Texas) Certification VID Number: _____

Telephone No. _____ Fax No. _____ e-mail _____

Print Name: _____ Signature: _____

How did you find out about this Bid? _____ (ex: Newspaper, Web, Mail)

**Is Bidder's principal place of Business within Cameron County? Yes - No**

(Your signature attests to your offer to provide the goods and/or services in this bid according to the published provision of this bid. When an award letter is issued, this Bid becomes the contract. If a Bid required specific Contract is to be utilized in addition to this Bid, this signed Bid will become part of that contract. When an additional Contract is required a Bid award does not constitute a contract award and Bid / Contract is not valid until contract is awarded by Commissioners Court (when applicable) signed by County Judge) and Purchase Order is issued.

# CHECK LIST

Offerors are asked to review the package to be sure that all applicable parts are included. If any portion of the package is missing, notify the Purchasing Department immediately. It is the Offeror's responsibility to be familiar with all the Requirements and Specifications. Be sure you understand the following before you return your bid packet.

_X__ **Cover Sheet**
Your company name, address and your signature (**IN INK**) should appear on this page.

_X__ **Instructions to Bidders**
You should be familiar with all of the Instructions to Bidders.

_X__ **Special Requirements**
This section provides information you must know in order to make an offer properly.

_X__ **Specifications / Scope of Work**
This section contains the detailed description of the product/service sought by the County.

**Attachments**

_X__**Attachments A, B, C, D, E, F, G, H**
Be sure to complete these forms and return with packet.

**Other - Final Reminders To double check before submitting BID/RFP/RFQ**

_____ Is your bid sealed with bid #, title, Bidder Name, & return address, on outside?
_____ Did you complete, sign and submit page 1?
_____ Did you provide the number of copies as required on the cover page?
_____ Did you visit our website www.co.cameron.tx.us/purchasing/specs_notices.htm for any addendums?

If not interested in Bidding please let us know why by feedback at: www.co.cameron.tx.us/purchasing/feedback.htm

## INSTRUCTIONS FOR SUBMITTING BIDS

These General Instructions apply to all offers made to Cameron County, Texas (herein after referred to as "County") by all prospective vendors (herein after referred to as "Bidders") on behalf of Solicitations including, but not limited to, Invitations to Bid and Requests for Quotes.

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Submit your bid with all appropriate supplements and/or samples. Prior to returning your sealed bid response / submittal, all Addendums - if issued - should be reviewed and downloaded by entering the County Purchasing web http://www.co.cameron.tx.us/purchasing/specs_notices.htm Addendums Column (updated Addendums). These Addendums must be signed and returned with your bid in order to avoid disqualification. All Tabulations can also be viewed and downloaded at this site. Review this document in its entirety. Be sure your RFP is complete, and double check your RFP for accuracy.

Cameron County is an Equal Employment Opportunity Employer.

Review this document in its entirety. Be sure your bid is complete, and double check your bid for accuracy.

GOVERNING FORMS: **In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Cameron County's interpretation shall govern. Where substitutions are used, they must be of equivalent value or service, and specified by the bidder as such, in the columns to the right on the "Minimum Specifications' Forms". The County's specifications may be exceeded and should be noted by the Vendor as such. Any bid NOT MEETING the Minimum Requirements specified will be rejected.**

GOVERNING LAW: **This invitation to bid is governed by the competitive bidding requirements of the County Purchasing Act, Texas Local Government Code, §262.021 et seq., as amended. Offerors shall comply with all applicable federal, state and local laws and regulations. Offeror is further advised that these requirements shall be fully governed by the laws of the State of Texas and that Cameron County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the County Attorney concerning any portion of these requirements.**

Questions requiring only clarification of instructions or specifications will be handled verbally. If any questions results in a change or addition to this Bid, the Change(s) and addition(s) will be forwarded to all vendors involved (as quickly as possible) in the form of a written addendum only.

Sign the Vendor's Affidavit Notice, complete answers to Attachments A,B, C, D, E and F and return all with your bid.

### CONFLICT OF INTEREST QUESTIONNAIRE:

**For vendor or other person doing business with local governmental entity**
This questionnaire must be filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.
**By law this questionnaire must be filed with the records administrator (County Clerk's Office) of the local government 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 violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.

Please review this entire document, if for any reason there is any information to disclose, relative to any questions in this Conflict of Interest form, you must file with County Clerk's Office subject to above instructions.

**can be downloaded at the following web site:**
http://www.co.cameron.tx.us/purchasing/Forms/conflictofinterest.pdf

### DISCLOSURE OF INTERESTS:

This questionnaire must be filed with the records administrator (County Clerk's Office) of the local government and no later than the 7th business day after the person becomes aware of facts that require this statement to be filed. Cameron County, Texas requires all persons or firms seeking to do business with the County to **provide the following information if the person becomes aware of facts that require this statement to be filed**. Every question must be answered. If the question is not applicable, answer with "N/A."

Please review this entire document, if for any reason there is any information to disclose, relative to any questions in this disclosure of interest form, you must file with County Clerk's Office subject to above instructions.

**can be downloaded at the following web site:**
http://www.co.cameron.tx.us/purchasing/Forms/DisclosureofInterest.pdf

BIDDER SHALL SUBMIT BID ON THE FORM PROVIDED, SIGN THE VENDOR AFFIDAVIT, AND RETURN ENTIRE BID PACKET. In the event of inclement weather and County Offices are officially closed on a bid deadline day, bids will be received unit 2:00 p.m. of the next business day, for opening at up coming Commissioner's Court meeting.

BIDS SUBMITTED AFTER THE SUBMISSION DEADLINE SHALL BE RETURNED UNOPENED AND WILL BE CONSIDERED VOID AND UNACCEPTABLE.

BIDDERS / PROPOSERS MAY ATTEND PUBLICLY HELD COMM COURT MEETING FOR AWARD OF THIS SOLICITATION. All responding bidders/ proposers are welcome to attend the publicly held Commissioners Court meeting relative to the outcome / award of this solicitation. Court Meeting agenda date and times may be obtained at the following web site:
http://www.co.cameron.tx.us/judge/agenda.htm

SUCCESSFUL VENDOR WILL BE NOTIFIED BY MAIL. All responding vendors will receive written notification regarding the outcome of the award.

OPEN RECORDS ACCESS TO ALL INFORMATION SUBMITTED. All information included will be open to the public, other bidders, media as per the Open Records Act and not be confidential in nature. If you deem any information as confidential, it should not be made part of your bid package.

PLEASE NOTE CAREFULLY

THIS IS THE ONLY APPROVED INSTRUCTION FOR USE ON YOUR BID. ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF BID. ANY EXCEPTIONS THERETO MUST BE IN WRITING.

1. Each bid shall be placed in a separate envelope completely and properly identified with the name and number of the bid. Bids must be in the Purchasing Department BEFORE the hour and date specified.

2. Bids MUST give full firm name and address of the bidder. Failure to manually sign bid will disqualify it. Person signing bid should show TITLE or AUTHORITY TO BIND THE FIRM IN A CONTRACT.

3. Bids CANNOT be altered or amended after deadline time. Any alterations made before deadline time must be initiated by bidder or his authorized agent. No bid can be withdrawn after opening time without approval by the Commissioners Court based on a written acceptable reason.

4. The County is exempt from State Sales Tax and Federal Excise Tax. DO NOT INCLUDE TAX IN BID. Cameron County claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to the Cameron County Purchasing Agent.

5. Any Catalog, brand name or manufacturer's reference used in a bid invitation is descriptive-NOT restrictive-it is to indicate type and quality desired. Bids on brand of like nature and quality will be considered. If bid is based on other than reference specifications, proposal must show manufacturer, brand or trade name, lot number, etc., of article offered. If other than brand(s) specified is offered, illustrations and complete descriptions should be made part of the bid. If bidder takes no exception to specifications or reference data, he will be required to furnish brand names, numbers, etc. as specified.

6. Samples, when requested, must be furnished free of expense to the County. If not destroyed in examination, they will be returned to the bidder on request, at his expense. Each sample should be marked with bidder's name, address, and County bid number. DO NOT ENCLOSE OR ATTACH SAMPLE TO BID.

7. Written and verbal inquires pertaining to bids must give Bid Number and Company.

8. NO substitutions or cancellations permitted without written approval of Director of Purchasing.

9. The County reserves the right to accept or reject all or any part of any bid, waiver minor technicalities. The County of Cameron reserves the right to award by item category or by total bid. Prices should be itemized. County also reserves the right to award either with or without trade-in, if applicable. The County also reserves the right to consider CO-OP Interlocal pricing.

10. Bid unit price on quantity specified – extend and show total. In case or errors in extension, UNIT prices shall govern. Bids subject to unlimited price increase will not be considered, but limited to Preventive Maintenance Annual Local Labor Union Wage Rate adjustments.

11. This is a bid inquiry only and implies no obligation on the part of Cameron County.

12. Acceptance of and final payment for the item will be contingent upon satisfactory performance of the product received by Cameron County.

13. Partial bids will not be accepted unless awarded by complete category or line item. **To be awarded by Total Bid.**

14. It is expected that the bidder will meet all state and federal safety standards and laws in effect on the date of the bid for the item(s) being specified, and the particular use for which they are meant.

15. It is the responsibility of the bidder or proposer to ask any and all questions the bidder or proposer feels to be pertinent to the bid or proposal. Cameron County shall not be required to attempt to anticipate such questions for bidders or proposers. Cameron County will endeavor to respond promptly to all questions asked.

**PURCHASE ORDER AND DELIVERY: The successful offeror shall not deliver products or provide services without a Cameron County Purchase Order, signed by an authorized agent of the Cameron County Purchasing Department. The fastest, most reasonable delivery time shall be indicated by the offeror in the proper place on the Pricing/Delivery Information form. Any special information concerning delivery should also be included, on a separate sheet, if necessary. All items shall be shipped** F.O.B. INSIDE DELIVERY **unless otherwise stated in the specifications.**

This shall be understood to include bringing merchandise to the appropriate room or place designated by the using department. Every tender or delivery of goods must fully comply with all provisions of these requirements and the specifications including time, delivery and quality. Nonconformance shall constitute a breach which must be rectified prior to expiration of the time for performance. Failure to rectify within the performance period will be considered cause to reject future deliveries and cancellation of the contract by Cameron County without prejudice to other remedies provided by law. **Where delivery times are critical, Cameron County reserves the right to award accordingly.**

**NO PLACEMENT OF DEFECTIVE TENDER:** Every tender or delivery of goods must fully comply with all provisions of this contract as to time of delivery, quality and the like. If a tender is made which does not fully conform, this shall constitute a breach and Seller shall not have the right to substitute a conforming tender provided, where the time for performance has not yet expired, the Seller may seasonably notify Buyer of their intention to cure and may then make a conforming tender within the contract time but not afterward.

**PLACE OF DELIVERY:** The place of delivery shall be that set forth on the purchase order. Any change thereto shall be effected by modification as provided for in clause 20, "Modifications", hereof. The terms of this agreement are "no arrival, no sale".

**DELIVERY TERMS AND TRANSPORTATION CHARGES:** Bid must show number of days required to place material in receiving agency's designated location under normal conditions. Failure to state delivery time obligates bidder to complete delivery in 14 calendar days. A five day difference in delivery promise may break a tie. Unrealistically short or long delivery promises may cause bid to be disregarded. Consistent failure to meet delivery promises without valid reason may cause removal from bidder list.

An accurate delivery date must be quoted on the "Bid Form". When there are various items, a delivery date must be included with each item quoted. Freight and shipping charges to Cameron County must be included in the bid price. Final location will be supplied to the vendor on award of bid, F.O.B. destination. Delivery locations will be: Various County Building locations. Delivery days after receipt of order (ARO). Specify all (various) dates by categories or item if different _____.

If delay is foreseen, contractor shall give written notice to Director of Purchasing. The County has the right to extend delivery date if reasons appear valid. Contractor must keep County advised at all times of status of order. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorized the County to purchase supplies elsewhere and charge full increase in cost and handling to defaulting contractor. Delivery shall be made during normal working hours only, 8:00 a.m. to 5:00 p.m. unless otherwise noted in bid.

**VARIATION IN QUANTITY:** The County assumes no liability for commodities produced, processed or shipped in excess of the amount specified herein.

**SELLER TO PACKAGE GOODS:** Seller will package goods in accordance with good commercial practice. Each shipping container shall be clearly and permanently packed as follows: (a) Seller's name and address; (b) Consignee's name, address and purchase order or purchase release number and the supply agreement number if applicable; (c) Container number and total number of containers, e.g. box 1 of 4 boxes; and (d) the number of the container bearing the packing slip. Seller shall bear cost of packaging unless otherwise provided. Goods shall be suitably packed to secure lowest transportation costs and to conform with requirements of common carriers and any applicable specifications. Buyer's count or weight shall be final and conclusive on shipments not accompanied by packing lists.

**SHIPMENT UNDER RESERVATION PROHIBITED:** Seller is not authorized to ship the goods under reservation, and no tender of a bill of lading will operate as a tender of goods.

**TITLE AND RISK OF LOSS:** The title and risk of loss of the goods shall not pass to Buyer until Buyer actually receives and takes possession of the goods at the point or points of delivery.

**INSPECTION:** Upon receiving item(s), they will be inspected for compliance with the Bid Specifications. If the item(s) do not pass inspection, the vendor will be required to pick up the rejected item(s) at the delivery point, provide the necessary replacement, and return the item(s) to the original point of delivery.

All items proposed shall be new, in first class condition, including containers suitable for shipment and storage (Cameron County prefers recycled packaging whenever possible), unless otherwise indicated in bid. Verbal agreements to the contrary will not be recognized. All materials and services shall be subject to Purchaser's approval. Unsatisfactory material will be returned at Seller's expense.

Cameron County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If an offeror cannot furnish a sample of a bid item, where applicable, for review, or fails to satisfactorily show an ability to perform, the County can reject the bid as inadequate.

**TESTING: Cameron County reserves the right to test equipment, supplies, material and goods bid for quality, compliance with specifications and ability to meet the needs of the user. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the bid is subject to rejection.**

**SPECIAL TOOLS AND TEST EQUIPMENT**: If the price stated on the face hereof includes the cost of any special tooling or special test equipment fabricated or required by Seller for the purpose of filling this order, such special tooling equipment and any process sheets related thereto shall become the property of the Buyer and to the extent feasible shall be identified by the Seller as such.

**INVOICES AND PAYMENTS:** (a) Seller shall submit separate invoices, in duplicate, on each purchase order after each delivery. Invoices shall indicate the purchase order number, shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading and the freight weigh bill when applicable, should be attached to the invoice. Mail to: Cameron County, ATTN: Auditor's Office, 1100 East Monroe Street, Brownsville, Texas 78520. Payment shall not be due until the above instruments are submitted after delivery or services rendered. Payment shall not be due until the above instruments are submitted after delivery. Suppliers should keep the Finance Department advised of any changes in your remittance addresses. (b) Buyer's obligation is payable only and solely from funds available for the purpose of the purchase. Lack of funds shall render this contract null and void to the extend funds are not available and any delivered buy unpaid for goods will be returned to Seller by Buyer. (c) Do not include Federal Excise, State or City Sales Tax. County shall furnish tax exemption certificate if required.

Any invoice, which cannot be verified by the contract price and/or is otherwise incorrect, will be returned to the offeror for correction. Under term contracts, when multiple deliveries and/or services are required, the offeror may invoice following each delivery and the County will pay on invoice. Contracts providing for a monthly charge will be billed and paid on a monthly basis only. Prior to any and all payments made for good and/or services provided under this contract, the offeror should provide his Taxpayer Identification Number or social security number as applicable. This information must be on file with the Cameron County Auditor's office. Failure to provide this information may result in a delay in payment and/or back-up withholding as required by the Internal Revenue Services.

Bidder shall submit two (2) copies of an itemized invoice showing bid number and purchase order number to:

**CAMERON COUNTY AUDITOR**
**ACCOUNTS PAYABLE**
**1100 EAST MONROE STREET,**
**BROWNSVILLE, TEXAS 78520**

Please note that any payment due under this bid award will be applied towards any debt, including but not limited to delinquent taxes that is owed to Cameron County.

**PAYMENT DISCOUNT**: Indicate the payment discount (s) available depending on the when invoices are paid. For example, 1/30 means a 1% discount if paid within 30 days, 2/15 means a 2% discount if paid within 15 days, etc. Payment in full will be made within thirty (30) days of delivery, inspection, and receipt of invoice. All costs quotations must include all the various features needed to satisfy the requirements. Note: No amounts will be paid for the items in this BID in excess of the amounts quoted.

**CAMERON COUNTY, TEXAS - BID SPECIFICATIONS**
**12/13 ANNUAL BID # 1380**
**ELEVATOR MAINTENANCE**

Cameron County is soliciting bids for **Service Maintenance & Repairs Agreement** covering its **ELEVATORS and** to be used by the Building Maintenance Department for 12/13 beginning on **September 16, 2012 through September 15, 2013,** with mutually agreed option to renew **twice for one (1) additional year with each renewal** - prices and all terms remaining constant, based upon Commissioners' Court's final approval.

Payment will be made by Cameron County on original invoices that clearly itemize the goods and/or services provided as to quantity, part number, description, price, applicable discount (if any), labor charges showing time differential, if applicable and if previously agreed to, and delivery (to internal locations and floor), installation, and set-up costs, if applicable and if previously agreed to. The invoice should include the model, serial number, and the location of the Elevator. Only charges as stated on the Price/Delivery sheet(s) submitted as part of the bid will be considered.

Usage reports may be requested and Cameron County reserves the right to request and receive these reports at no additional cost, up to two (2) times during the contract period. A usage report should detail the products and/or services furnished to date under the contract resulting from this Bid. The reports must be furnished no later than fifteen (15) working days after written request and itemize all purchases to date by Cameron County Departments, description of items purchased, manufacturer, quantity of each item purchased, per unit and extended price of each item purchased, and total amount and price of all items purchased.

Michael Forbes / Purchasing Agent

## ELEVATOR MAINTENANCE

### GENERAL

It is the intent of these specifications to describe the minimum requirements for Elevator Maintenance in sufficient detail to secure comparable bids.

The contract will be in effect from **September 16, 2012** through **September 15, 2013** with an option to renew for two additional one year terms at the discretion of the Cameron County Commissioners Court. Prices must remain firm during contract period.

Each bidder shall be held to have examined the areas and premises under consideration and confirm he fully understands these specifications and the County's needs and satisfies himself that he is cognizant of all factors relating to requirements contained in these specifications. **Inspection arrangements can be made by contacting the Director of Facilities, Marcelino Ibarra, at (956) 544-0823 for all buildings.**

The bid analysis will include compliance to bid specifications, past performance with vendor, warranty, references and the overall cost to Cameron County. Cameron County reserves the right to consider deviations from these specifications.

Award of contract and any subsequent renewals will be contingent on availability of Cameron County funds.

References shall be included on this bid from. Three current customers with a comparable purchase shall be listed with complete name, address, telephone number and contact person.

Bids must be submitted on this form and the bidder shall return the entire bid/specification package which will constitute a contract equally binding between the bidder and Cameron County if accepted by the Commissioners Court of Cameron County, Texas. Each bid shall be placed in a sealed envelope, manually signed in ink by a person having the authority to bind his firm in a contract.

The successful bidder must comply with U.S. Depart of Labor Occupations Safety and Health Hazard Communication 1910.1200 in using chemicals, provide necessary material data sheet(s) for chemical(s) used, and meet all requirements of the labor laws.

This contract shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either part with a thirty (30 days written notice prior to any cancellation. The successful bidder must state therein the reasons for such cancellation. Cameron County reserves the right to award cancelled contract to next lowest and best bidder as it deems to be in the best interest of the county.

Continuing non-performance of the bidder in terms of specifications shall be basis for the termination of the contract by the County. The County shall not pay for work, equipment or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This however, shall in no way be construed as negating the basis for termination for non-performance.

All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. Cameron County Commissioners Court reserves the right to accept any and all or none of the exception(s)/substitutions(s) deemed to be in the best interest of the county.

It is expressly understood and agreed that in case Cameron County should need any item(s) not available within the time frame needed from the successful vendor during the term of this Contract, Cameron County reserves the right to purchase these items from other than the successful vendor and shall not be in violation of any terms or conditions of said Contract. Further, Cameron County reserves the right to seek another vendor if, at any time, vendor's prices do not conform to public pricing.

No money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County.

Funds for payment have been provided through the Cameron County budget approved by the Commissioners Court for this fiscal year only. State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Cameron County fiscal year shall be subject to budget approval.

## SPECIFICATIONS:

Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term "or equal" if not inserted shall be implied. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. In the event that any equivalent version is proposed, prospective bidders are herewith advised that precise, adequate, and documented evidence of equivalency in performance, stability, and operational efficiency should be submitted with the bid for further consideration. If bidding on other than model or type or design referenced, bidder must be prepared to make proposed equipment available in a convenient location for inspection, and/or demonstrate the merits of the item by means acceptable to Cameron County within ten (10) days after a written request is submitted by Cameron County to the bidder, so the equipment can be adequately evaluated. Failure to comply with this requirement shall be considered just cause for rejection of a bid from further consideration. Final determination of equivalency will be determined by Cameron County.

The apparent silence of the specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Bidders may bid on all or any part of this bid. The County reserves the right to accept or reject all or any part of any bid and award by part or total bid.

## SPECIAL TERMS:

### I. GENERAL

A. Intent: Elevators shall be serviced and repaired to provide safe and reliable transport and comply with all applicable city, county, state and federal codes. The Contractor shall provide qualified, factory trained service personnel to perform all maintenance and repairs. Personnel shall be elevator constructor mechanics, as determined by the Industrial Commission of Texas, Elevator Safety Inspection Section of OSHA, in the direct employment of the contractor.

B. Vehicles and Personnel must be properly identified entering Cameron County facilities. The Elevator Company will provide a complete list of names (including supervisors) who may be servicing elevator equipment.

### II. REQUIRED SERVICES:

The following services, except for emergency services, are to be achieved during regular building hours, 7:00 a.m. to 5:00 p.m., Monday through Friday, except County holidays. When equipment requires immediate shutdown due to emergency/life safety, the Contractor shall immediately notify the Director of Public Facilities or designee of the action taken.

A. These specifications cover the regular and systematic inspection of each of the listed elevators. During the inspection visit, the contractor shall clean, adjust and lubricate the equipment as specified below, determine the nature and extent of any trouble, make all repairs required to restore the elevators to satisfactory service and furnish and install all parts required. All equipment materials and installation shall conform to the most recently adopted edition of the following codes:

ASME/ANSI, A17.1 – The American National Standard Safety Code for Elevators and Escalators.

ASME/ANSI, A17.2 – For Elevators and Escalators, Inspector's Manual.

B. The contractor shall examine safety devices and governors periodically and conduct an annual load test, and shall perform a full load, full speed test of the safety mechanism, overhead speed governors, car and counterweight buffers per ICA/OSHA requirements. These tests shall be designated and overseen by the ICA/OSHA Elevator Safety Inspection. The car balance shall be checked electrically and the governor set. If required, the governor shall be recalibrated and sealed for the proper tripping speed. These tests shall comply with the requirements of the American Standard Safety code. All testing shall be such as to permit annual licensing by the jurisdiction having authority. This includes performing **all** safety tests as required by the American Standard Safety Code of Elevators.

## III. SAFETY REQUIREMENTS:

A. In the performance of this contract, the contractor shall take such safety precautions as the Director of Public Facilities, Safety Inspector, requires or his/her designee may determine to be reasonably necessary to protect the lives and health of occupants of the building. The Supervisor or his/her designee will notify the contractor of any noncompliance with the foregoing provisions and the action to be taken, The contractor shall after receipt of such notice immediately correct the conditions to which attention has been directed. Such notice, when served on the contractor or his/her representative at the site of the work, shall be deemed sufficient for the purpose aforementioned.

B. The contractor shall examine safety devices and governors periodically and conduct an annual no load test, and shall perform a full load, full speed test of the safety mechanism, overhead speed governors, car and counterweight buffers per ICA/OSHA requirements. These tests shall be designated and overseen by the ICA/OSHA Elevator Safety Inspection. The car balance shall be checked electrically and the governor set. If required, the governor shall be recalibrated and sealed for proper tripping speed. These tests shall comply with the requirements of the American Standard Safety Code for Elevators and shall be witnessed by the City's Safety Inspector. All testing shall be such as to permit annual licensing by the jurisdiction having authority. This includes performing all safety tests as required by the American Standard Safety Code of Elevators.

The contractor shall train selected County employees on how to evacuate people from a stalled elevator in order to eliminate emergency calls. The contractor shall state proposed training and submit with bid package.

C. All elevators must be inspected monthly and repaired/lubricated as required, with a minimum time spent of 1 hour per car per month. Monthly inspection service personnel must check in and out with the Director of Public Facilities. The contractor(s) shall make an appointment with the Director of Public Facilities for the monthly inspection and the annual inspection to qualify for Texas Inspection Certificate. A Check-in log book shall be established upon commencement of contract. A regular repair date shall be established after award of contract(s). This will allow for a County employee to observe when necessary.

## IV. CLEANING, LUBRICATION AND ADJUSTMENT SERVICE:

A. When and as required, the machines, brakes motors, generators, controllers, relay panels, selectors, leveling devices, operating devices, switches on car, hoist way door and car door or gate operating device, interlocks and contacts, guide shoes, guide grooves in hoist way and car door sills, hangers for all doors and doors or gates, signal system, car safety device, governors, tension frames, and sheaves in pit shall be cleaned, lubricated and adjusted. Cleaning and refinishing of the interior of car and exterior of hoist ways doors and frames are excluded. All packing, cylinders and hydraulic apparatus shall be serviced as needed.

B. Guide rails, overhead sheaves and beams, counterweight frames, top of cars, bottom of platforms and machine room floors shall be brushed clean. All accumulated rubbish shall be removed from the pits.

C. All sheaves, bearings and hoist way ropes shall be lubricated. Machine stuffing box and bearing on motor operated brakes shall be repacked and gear cases, guide lubrications, and all hydraulic reservoirs shall be refilled when required.

## V. FURNISHING AND INSTALLING ALL PARTS/MATERIALS

A. The contractor shall furnish and install all replacement parts required to include those that may be required by federal, state or local entities. The Contractor shall be responsible for the selection of materials and parts which the manufacturer recommends as being most suitable.

B. The Contractor is to maintain a supply of, or have immediately available from the manufacturer, spare lending and replacement parts, including, but not limited to, generator rotating elements, door operator motors, brake magnets, generator and motor brushes, controller switch contacts, solid state components, selector tapes, door hangers, roller and hoist way limit switches.

C. Replacement parts must be on hand locally to insure minimum down time.

D. Must furnish for a period of 12 months all labor, equipment, and supplies necessary to inspect, clean, adjust, and lubricate elevators and to replace defective parts in accordance with all the terms, conditions, provisions and specifications in this bid.

## VI. RESPONSE TIME

A. In the event of the failure of any elevator to operate properly, the County will notify the contractor and **request immediate repair**. For this purpose, the contractor shall maintain at all times office facilities, telephone and personnel to promptly dispatch competent mechanics to repair any reported elevator.

**B. The Contractor shall attend to all emergency calls within forty-five (45) minutes following notification. Continued failure to respond promptly or to provide competent service will be cause for the County to cancel the contract.**

**C. Vendor must maintain a full time Service & Repair Technician permanently stationed / based within the Rio Grande Valley at all times.**

## VII. WRITTEN REPORTS:

A. Report of Inspection:

The contractor shall furnish a written report 30 days after award of contract and quarterly thereafter to the Director of Public Facilities or his/her designee.

B. Records and Reports:

1. Contractor shall keep an approved copy of all work schedules on display in the respective elevator equipment room. The schedules will be maintained throughout the year and will be used as a guide and checklist by the service man who shall initial this form when scheduled inspections are performed.

2. Contractor shall display and maintain an accurate and complete log of all work performed in addition to routine inspections. The log, which shall also be kept in the equipment room, shall include emergency call back service describing the nature of all complaints and their resolution.

## VIII. MATERIALS TO BE FURNISHED:

A. All lubricants, cleaning supplies and tools necessary to perform the work described above shall be furnished by the contractor. All lubricants shall be as recommended by the manufacturer of the equipment.

B. Stock of Replacement Materials:

The contractor shall keep on hand an adequate supply of: lubricating oils and greases, cleaning materials, operating switches and relay components (including metal and carbon contacts, insulators springs, connectors, holders, arc deflectors and barriers, and distance pieces) motor brushes, special lamps for car and hall signal fixtures.

Contractor shall certify that major hydraulic parts, microprocessors and machine components such as motor elements, machine assemblies, worms and gears, and other special parts, not stocked locally, can be delivered within 72 hours should emergency conditions warrant or provide documentation to the agency verifying the reason for delivery later than 72 hours. Any such deliveries shall, however, be at no additional cost to the County of Cameron.

C. A 60 - minutes response time is required for call back service when an emergency exists or when all of the passenger elevators in a building are inoperative.

D. Emergency Defined: Elevator emergencies are defined as a situation in which injury or loss of life is eminent or the County of Cameron could lose a substantial amount of money if the situation is not corrected. A PERSON LOCKED IN AN ELEVATOR WHEN TRAINED COUNTY PERSONNEL ARE UNABLE TO OPEN THE ELEVATOR CONSTITUTES AN EMERGENCY.

## IX. EQUIPMENT PERFORMANCE STANDARDS:

A. The contractor shall perform all safety tests as required by the American Standard Safety Code for Elevators.

B. General: The contractor shall maintain the car speeds in accordance with the original contract settings. If the actual performance time of the elevator does not correspond with the original time, the contractor shall adjust car speeds to meet standards or as described.

C. Performance Criteria: The elevators shall be adjusted to meet the following performance standards and shall maintain these standards for the term of the contract.

1. Floor-to-floor time shall be as determined from building parameters and shall be measured from the time a car leaves a typical floor, travels one floor up or down, and the doors are 3/4 open.

2. Door times shall be in accordance with current standards.

3. Leveling accuracy under all load conditions shall be plus or minus 3/8 of an inch.

4. Elevators starting, acceleration, stopping and leveling shall be smooth and free from jars or bumps. Full speed riding shall be without swaying or vibration. Elevator and door operation shall be quiet. Stops made upon operation of Emergency Stop Switch shall be more rapid than a routine stop, but not violent. Door pressure shall be maintained below 30 pounds in closing.

## X. WORK EXCLUDED FROM THIS CONTRACT:

Car enclosure (including removable panels, door panels, car gates, plenum chambers, hung ceilings, light tubes and bulbs, handrails, mirrors, car flooring or carpets); hoist way enclosure, hoist way gates, doors, frames, sills, hydraulic cylinders, plungers and buried piping, mainline disconnect switches, telephones, intercoms, heat or smoke sensors; or instructions or warnings in connection with use by passengers, or any obsolete or discontinued parts of the elevator equipment.

## XI. AGENCY ASSURANCES:

A. Designate a representative to communicate with and receipt instructions from the contractor.

B. The representative or his designee will notify the contractor promptly of any Change in the usual operating conditions.

C. The Supervisor or his designee will provide reasonable mean access to equipment.

D. The supervisor or his designee will not make additions, alterations, repairs, or adjustments to the system without notifying the contractor in advance.

E. The Supervisor or his designee will report to the contractor in writing any apparent lack of maintenance service, complaint or deficiency in the performance of the service.

## XIII. CONTROLS:

Most Cameron County elevators have solid state micro-processor type controls, and the contractor(s) must be able to repair/replace with the same or approved equals.

## XIV. INSURANCE:

Bidders shall provide a copy of their:

A. Workmen's Compensation Insurance: As required by State Law.

B. Public Liability Insurance: $100,000/$100,000

C. Contractor's Liability and Property Damage Insurance: $100,000/$100,000.

Is Insurance included as per bid specification? YES_____NO_____

Is training package enclosed as per bid? YES_____NO_____

Are references included as per bid specification YES_____NO_____

Name:_____

Address:_____

_____

Phone:_____

Fax:_____

_____
Authorized Signature

_____
Name (Printed or Typed)

_____
Title

_____
Date

# SPECIFIC INSTRUCTIONS AND REQUIREMENTS

## SECTION I
## PREVENTIVE MAINTENANCE SERVICE REQUIREMENTS
## SCOPE OF WORK

Contractor will TWICE MONTHLY (two times each month) furnish limited PREVENTATIVE MAINTENANCE ("PM") SERVICES and certain other services on the listed elevator equipment.

Contractor shall use trained men directly employed and supervised by him, qualified to keep the equipment properly adjusted, and they will use all reasonable care to maintain the elevator equipment in proper and safe operating condition. Unless otherwise stated below, all work covered by this Agreement shall be performed during regular working hours of Contractor's regular working days.

Contractor shall regularly and systematically visually examine and functionally test, clean and lubricate as required:

> Machines, Motors, Generators, Pump Units, Controllers, Operating and Signaling Devices, Hoist Ropes, Safety Devices, and all other mechanical and electrical Elevator Operating Devices and Parts—except if, as and to the extent excluded herein below.

Contactor shall hereunder furnish and install at no additional charge necessary *service-repair type* ***small parts*** and perform minor preventative maintenance services including minor adjustments, minor repair or replacement of small service-repair type parts as and when need is discovered by him on the above listed Devices and Parts. *Service-repair type* ***small parts*** are defined and understood to include such as signal lamps, signal relay springs and leads, controller fuses, etc., as well as typical sundries required for this purpose such as signal wiring eyelets, splice caps, electrical tape, etc. Contractor shall hereunder furnish all lubricants and cleaning supplies and all common hand and power tools as are normally required for performance of the scheduled PM SERVICES and limited other preventative maintenance services as defined herein above.

Contactor, without further authorization, will hereunder furnish and install necessary *service-repair type* ***elevator parts*** at additional charge for the parts as and when need is discovered by him on the above listed Elevator Operating Devices and Parts. *Service-repair type* ***elevator parts*** are understood to include such as door hanger rollers, lock pickup rollers, door gibs, control micro switches, interlock or limit switch replacement contacts, push button modules, door operator drive belts, motor starter contacts or coils, signal relays and timers, and similar, etc.

Elevator Operating Devices and Parts, systems and sub-assemblies, repair kits and parts (all other than the *service-repair type small parts* defined herein above) and the necessary *service-repair type* ***elevator parts*** (mentioned above), as well as additional supplies and bulk materials—such as hydraulic oil, gear oil and hydraulic buffer oil—are not included in the base price and Purchaser agrees to pay Contractor additional amounts at his then current normal billing rates for all such as are required in performance of the work authorized hereunder and any additional work hereafter specifically authorized by County.

> HOWEVER, any locally purchased materials gathered, machine shop-services employed, etc., by Contractor for associated work while on work time or travel time being properly billed to Purchaser shall be priced at direct invoice costs only, with NO (NONE) ADDED MARKUP.

Additional labor, travel and expenses required of Contractor by County representative rendered necessary due to any cause whatsoever—including failure or breakdown of elevator parts due to normal wear and tear, vandalism, improper use, failure of associated equipment including the power supply, negligence, misuse or improper care by others in or about the elevator; for false calls; or due to any other cause under or beyond our control—shall not be included in the base price.

When and only when specifically authorized by County's representative, Contractor will furnish callbacks at any time, scheduled repairs, perform other customary services then mutually agreed to. Purchaser agrees to pay Contractor additional amounts at his then current regular or overtime hourly billing rates, etc., as they apply for all such additional services authorized and satisfactorily performed.

Except when otherwise agreed, Contractor shall not hereunder be responsible for maintenance, service, adjustment, repair, replacement or refinishing of the following:

Car enclosure and accessories and or parts such as hand rails, glass, mirrors, removable panels, flooring and floor covering, door panels, frames and sills, fans, hung ceilings, lighting fixtures and tubes or bulbs and batteries, nor fixture covers, telephones or other voice communication devices and systems, fire detection and alarm devices and systems, signage and Braille, hoistway door panels, frames and sills, the buried portions of hydraulic cylinders, piping, conduit, or contents of same, or any hoistway enclosure walls and beams or alignment of the guide rails, etc.

Except when otherwise agreed, Contractor shall not hereunder be required to perform tests or to install new features or attachments on or about the elevator as recommended or directed by insurance companies or government, state, municipal, or other authorities.

ANNUAL TESTS AND QEI-1 INSPECTION: Contractor will hereunder perform Texas State-required annual elevator tests on all covered elevators one (1) time each year in addition to his scheduled PM Service on the above described elevators witnessed by a Texas Department of Licensing and Regulation (TDLR) registered ASME QEI-1 qualified inspector when *scheduled and furnished directly by Purchaser*. Contractor will exercise extreme caution and care, but will not be responsible for any damage to the equipment or building occasioned by said tests. Contractor shall not be liable for any loss, damage, or delay by any cause beyond his reasonable control and in any event shall not be liable for consequential damages.

County agrees to furnish on site for Contactor's use the necessary Owners' data associated with the elevators, including but not limited to original, "as built" schematic wiring diagrams, engineering layout, special diagnostic tools and adjustments data. To the extent such are not available to Contractor when needed for progress of maintenance services, adjustment, tests or repair work, Contactor shall not suffer loss of billable time and expenses consequent thereof.

IT IS EXPRESSLY UNDERSTOOD AND AGREED, in consideration of County's performance of the services enumerated herein at the price amounts and rates stated, that nothing in this Agreement shall be construed to mean that Contractor assumes liability for damages arising from injuries to persons or property, except those directly due to the negligent acts or omissions of Contractor or its employees; and that Purchaser's own responsibility for accidents to persons or property while riding on or being in or about the elevators referred to, is in no way affected by this Agreement. Contractor shall not be liable for any loss or damage resulting from strikes, lockouts, fires, storms, or other similar or dissimilar causes beyond its control and in any event shall not be liable for consequential damages. No work, service, or liability on the part of Contractor other than that specifically mentioned herein, is included or intended.

This Service will be furnished from **September 16, 2012** and shall be continued to Award end date of Bid thereafter until this Agreement is terminated by thirty (30) days notice to that effect given in writing to the other by either of the parties thereto.

## CATEGORY A

## (DOVER – 4 ea) ELEVATORS PRICING INFORMATION

I. **Preventive Maintenance Pricing:** Bidder must complete open boxes to right of double vertical lines. Quantities are estimated, Cameron County may require more or less. In case of discrepancy between unit and extended pricing, unit pricing governs.

Only: Labor Cost adjustments (up or down) may be made to this price page on each anniversary bid renewal date, based on local Union Labor rate increases or decreases.

| | | | | | Bidder: |
|---|---|---|---|---|---|
| **Item** | | **Description** | **UM** | **w/o Repairs w/o call backs $/pr/year 4 ea. elevators** | **Alternate Bid: with all Repairs call backs costs includes $/ pr/ year 4 ea. elevators** price excludes overtime labor hours |
| **I.** | | **PREVENTIVE MAINTENANCE** | | | |
| | | **A. PREVENTIVE MAINTENANCE PRICE FOR MONTHLY SERVICE** | | | |
| | 1 | Includes Consumables, Cleaners, Lubricants, Labor, all Travel & Travel | Per/ elevator pr/month | | |
| | | related costs, required PM examination of elevator. | | | |
| | | | | | |
| | | **Grand Total - Items I** | | | |

## CATEGORY A

## (DOVER – 4 ea) ELEVATORS PRICING INFORMATION

**II. Repair & Call Backs Pricing:** Bidder must complete open boxes to right of double vertical lines. Quantities are estimated, Cameron County may require more or less. In case of discrepancy between unit and extended pricing, unit pricing governs.

Only: Labor Cost adjustments (up or down) may be made to this price page on each anniversary bid renewal date, based on local Union Labor rate increases or decreases.

| | | | | | Bidder: | |
|---|---|---|---|---|---|---|
| **Item** | **Description** | **UM** | **Combined Approx Qty. Pr/year 4 - elev** | **Rate** | | **Ext $** |
| **II.** | **REPAIRS & CALL BACKS** | | | | | |
| | **A. Parts** | | | | | |
| 1 | Significant Elevator Parts (over $100 each -vendor's cost) Billed at % over Cost | % | $ 1,200 | Cost + % | | |
| 2 | Non Significant Elevator Parts (under $100 each -vendor's cost) Billed at % over Cost | % | $1,800 | Cost + % | | |
| 3 | Parts (Local Shop services supplied – purchased parts & services) must be billed at the Elevator's Company's cost. | | | | | |
| | **B. Labor** | | | | | |
| 1 | Standard Rate ( 8 to 5 - Mon to Fri ) | Pr/hr | 52 hrs | $ | | |
| 2 | Emergency Rate ( 8 to 5 – Mon to Fri ) | Pr/hr | 21 hrs | $ | | |
| 3 | Overtime Rate ( after Hours – Nights – Weekends) | Pr/hr | 5 hrs | $ | | |
| | **C. Travel** | | | | | |
| 1 | Margin – based on Repair Labor billing rates (in order to minimize additional charges) travel as a % of total billing rate. (includes Hotel, Meals, mileage, gas). | % | | % | Labor Total $ | |
| | **Grand Total - Items II** | | | | | $ |

## CATEGORY B

## (ESCO – 2 ea) ELEVATORS PRICING INFORMATION

I. **Preventive Maintenance Pricing:** Bidder must complete open boxes to right of double vertical lines. Quantities are estimated, Cameron County may require more or less. In case of discrepancy between unit and extended pricing, unit pricing governs.

Only: Labor Cost adjustments (up or down) may be made to this price page on each anniversary bid renewal date, based on local Union Labor rate increases or decreases.

| | | | | | Bidder: |
|---|---|---|---|---|---|
| **Item** | | **Description** | **UM** | **w/o Repairs w/o call backs $/pr/ year 4 ea. elevators** | **Alternate Bid: with all Repairs call backs costs includes $/ pr/ year per elevator** price excludes overtime labor hours |
| **I.** | | **PREVENTIVE MAINTENANCE** | | | |
| | | **A. PREVENTIVE MAINTENANCE PRICE FOR MONTHLY SERVICE** | | | |
| | 1 | Includes Consumables, Cleaners, Lubricants, Labor, all Travel & Travel | $ Per/ elevator pr/month | | |
| | | related costs, required PM examination of elevator. | | | |
| | | | | | |
| | | **Grand Total - Items I** | | | |

## CATEGORY B

## (ESCO – 2 ea) ELEVATORS PRICING INFORMATION

**II. Repairs & Call Backs Pricing:** Bidder must complete open boxes to right of double vertical lines. Quantities are estimated, Cameron County may require more or less. In case of discrepancy between unit and extended pricing, unit pricing governs.

Only: Labor Cost adjustments (up or down) may be made to this price page on each anniversary bid renewal date, based on local Union Labor rate increases or decreases.

| | | | | Bidder: | | |
|---|---|---|---|---|---|---|
| **Item** | **Description** | **UM** | **Combined Approx Qty. Pr/year 2 - elev** | **Rate** | | **Ext $** |
| **II.** | **REPAIRS & CALL BACKS** | | | | | |
| | **A. Parts** | | | | | |
| 1 | Significant Elevator Parts (over $100 each -vendor's cost) Billed at % over Cost | % | $ 700 | Cost + % | | |
| 2 | Non Significant Elevator Parts (under $100 each -vendor's cost) Billed at % over Cost | % | $ 950 | Cost + % | | |
| 3 | Parts (Local Shop services supplied – purchased parts & services) must be billed at the Elevator's Company's cost. | | | | | |
| | **B. Labor** | | | | | |
| 1 | Standard Rate ( 8 to 5 - Mon to Fri ) | $ Pr/hr | 24 hrs | $ | | |
| 2 | Emergency Rate ( 8 to 5 – Mon to Fri ) | $ Pr/hr | 9 hrs | $ | | |
| 3 | Overtime Rate ( after Hours – Nights – Weekends) | $ Pr/hr | 3 hrs | $ | | |
| | **C. Travel** | | | | | |
| 1 | Margin – based on Repair Labor billing rates (in order to minimize additional charges) travel as a % of total billing rate. (includes Hotel, Meals, mileage, gas). | % | | % | Labor Total $ | |
| | **Grand Total - Items II** | | | | | $ |

**Bid Title** _____ **Bidders Name**_____ **Attachment A**

## REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this RFP/RFQ.

***THIS FORM MUST BE RETURNED WITH YOUR BID***

**REFERENCE ONE**

Government/Company Name:_____

Address:_____

Contact Person and Title:_____

Phone:_____ e-mail address:_____

Contract Period:_____ Scope of Work_____

**REFERENCE TWO**

Government/Company Name:_____

Address:_____

Contact Person and Title:_____

Phone:_____ e-mail address:_____

Contract Period:_____ Scope of Work_____

**REFERENCE THREE**

Government/Company Name:_____

Address:_____

Contact Person and Title:_____

Phone:_____ e-mail address:_____

Contract Period:_____ Scope of Work_____

**Attachment B**

STATE OF TEXAS
COUNTY OF CAMERON

## AFFIDAVIT

The undersigned certifies that the RFP/RFQ prices contained in this RFP/RFQ have been carefully checked and are submitted as correct and final and if RFP/RFQ is accepted (within 60 days), agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Specifications.

BEFORE ME, the undersigned authority, A Notary Public in and for the State of _____, on this day personally appeared _____

who, after having first been duly sworn, upon oath did depose and say;

That the foregoing RFP/RFQ submitted by_____ hereinafter called "Proposer" is the duly authorized agent of said company and that the person signing said proposal has been duly authorized to execute the same. Proposer affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this RFP/RFQ in collusion with any other Proposer. The Proposer is not a member of any trust, pool, or combination to control the price of products or services RFP/RFQ on, or to influence any person to RFP/RFQ or not to RFP/RFQ thereon. I further affirm that the Proposer has not given, offered to give, nor intends to give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discounts, trip, favor, or service to a public servant in connection with the submitted RFP/RFQ. The contents of this RFP/RFQ as to prices, terms or conditions of said RFP/RFQ have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this RFP/RFQ.

Name and Address of Proposer :

_____

_____

_____

Telephone number_____

Fax number_____ _____

Signature
Name:_____

Title:_____

SWORN TO AND SUBSCRIBE BEFORE ME THIS_____day of_____20_____.

_____ _____ _____
Notary Public in and for County State

***THIS FORM MUST BE RETURNED WITH YOUR BID***

**Attachment C**

## RESIDENCE CERTIFICATION

Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Cameron County requests Residence Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

(1) "Nonresident Proposer " refers to a person who is not a resident.

(2) "Resident Proposer " refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

☐ I certify that _____ is a Resident
(Company Name)
Proposer of Texas as defined in Government Code §2252.001.

☐ I certify that _____ is a Nonresident
(Company Name)
Proposer as defined in Government Code §2252.001 and our principal place of business is
_____.
(City and State)

***THIS FORM MUST BE RETURNED WITH YOUR BID***

**Attachment D**

**CAMERON COUNTY EXPRESSLY REQUESTS THAT BIDDERS / PROPOSERS NOT DISCUSS THIS ENGAGEMENT OR THIS BIDDER'S / PROPOSER'S PLANS, EXPERIENCE OR CREDENTIALS WITH OTHER BIDDERS / PROPOSERS OR ANY MEMBER OF COMMISSIONERS' COURT, ANY COUNTY OFFICIAL, OR ANY EVALUATION COMMITTEE MEMBER APPOINTED BY COMMISSIONERS COURT. EXCLUDED ARE PRE-BID OR PRE-PROPOSAL CONFERENCES, EVALUATION COMMITTEE SCHEDULED VENDOR PRESENTATIONS OR VENDOR INTERVIEWS, OR EVALUATION COMMITTEE SCHEDULED EQUIPMENT OR SERVICES DEMONSTRATIONS. YOU MAY CONTACT THE PURCHASING AGENT /PURCHASING DEPARTMENT AT ANY TIME.**
**FROM BID OPENING DATE THROUGH COMMISSIONERS COURT MEETING FOR SELECTION, VENDORS WILL NOT APPROACH THE COUNTY JUDGE OR COMMISSIONERS TO DISCUSS MATTERS PERTAINING TO THIS BID.**

01. Has any individual with the firm submitting this Proposal/Bid/Response made any contact with any member of Commissioners Court, any County Official, or an Evaluation Committee member concerning this Invitation to Bid/RFP/RFQ, other than questions to the Assistant County Auditor/Purchasing Officer?

_____
_____
_____
_____

02. Has any individual with the firm submitting this Proposal/Bid/Response made any contact with any other Bidder or Proposer concerning this Invitation to Bid/RFP/RFQ?

_____
_____
_____

_____ _____
Signature of person submitting this Bid Date

THIS FORM MUST BE RETURNED WITH YOUR BID

**Attachment E**

ORDER NO. 2007O2005

THE STATE OF TEXAS §
§
COUNTY OF CAMERON §

**ORDER ADOPTING CONTRACTING RULES FOR PERSONS INDEBTED TO COUNTY**

WHEREAS, pursuant to V.T.C.A., Local Government Code, Section 262.0276, a commissioners court is authorized to adopt rules permitting a county to refuse to enter into a contract or other transaction with a person indebted to the county;

WHEREAS, the Commissioners Court of Cameron County finds it is in the best interest of Cameron County to adopt such rules;

NOW THEREFORE, BE IT ORDERED by the Commissioners Court of Cameron County, that the following rules be adopted regarding Cameron County and persons interested in doing business with Cameron County:

1. Cameron County may refuse to enter into a contract or other transaction with a person with a past due debt to Cameron County, including delinquent ad valorem taxes, even if the person is the lowest bidder or successful proposer; and

2. **For purposes of this Order, a debt is past due if it is not received in the County Treasurer's Office by the due date in a written agreement or notice, and ad valorem taxes are past due if not received in the County Tax Assessor/Collector's Office by February 1st following the January 1st on which the ad valorem taxes are due.**

3. For purposes of this Order, a person includes an individual, sole proprietorship, corporation, nonprofit corporation, partnership, joint venture, limited liability company, and any other entity that proposes or otherwise seeks to enter into a contract or other transaction with Cameron County requiring approval by the Commissioners Court.

**ADOPTED this 13 day of March, 2007.**

Taxpayer Identification Number (T.I.N.):_____

Cameron County Acct #'s : Real Estate _____ Personal Property_____

01. Is the person or the firm submitting this Bid current with all local and State taxes?

_____

_____ _____
Signature of person submitting this Bid Date

***THIS FORM MUST BE RETURNED WITH YOUR BID***

**Attachment F**

## Certification

## Regarding Debarment, Suspension Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, in the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Have not within a three-year period preceding this bid/proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, theory, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and

d. Have not within a three-year period preceding this bid/proposal and/or application had one or more public transactions terminated of cause or default.

Signature: _____

Print Name: _____

Title: _____

Telephone Number: _____

Date: _____

If the Bidder / Proposer is unable to certify to all of the statements in this Certification, such Bidder / Proposer should attach an explanation to this Bid / Proposal.

***THIS FORM MUST BE RETURNED WITH YOUR BID***

**Attachment G**

# CONFLICT OF INTEREST QUESTIONNAIRE

**MUST BE FILLED OUT AND SUBMITTED WITH THE BID/RFP/RFQ**
**IF DISCLOSING: BIDDER / PROPOSER MUST ALSO FILE WITH THE COUNTY CLERK'S OFFICE**
**THE PURCHASING DEPT. WILL NOT BE FILING ON THE BIDDER'S BEHALF**

**For vendor or other person doing business with local governmental entity**

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator (County Clerk's Office) of the local government 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 violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1. **Name of person doing business with local governmental entity.**

| OFFICE USE ONLY Date Received: |
|---|

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 September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. **Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money .**

4. **Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.**

**For vendor or other person doing business with local governmental entity**

5. **Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. 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 from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each affiliation or business relationship.

6. **Describe any other affiliation or business relationship that might cause a conflict of interest.**

7. Does any individual with the firm submitting BID, RFP, RFQ have any business relationship with any County Official or County employee within the third degree of Consanguinity kinship or the second degree of Affinity kinship? (see attached Nepotism Chart)

_____ _____

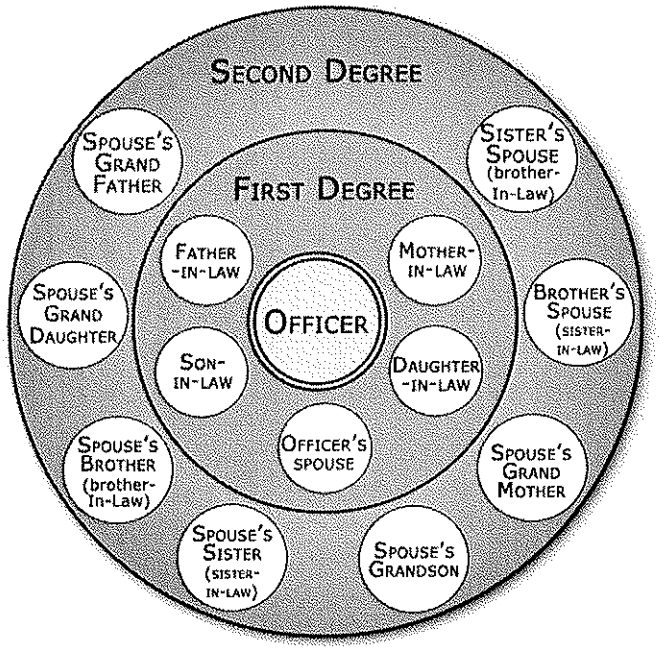
Signature of person doing business with the governmental entity Date

## NEPOTISM CHART

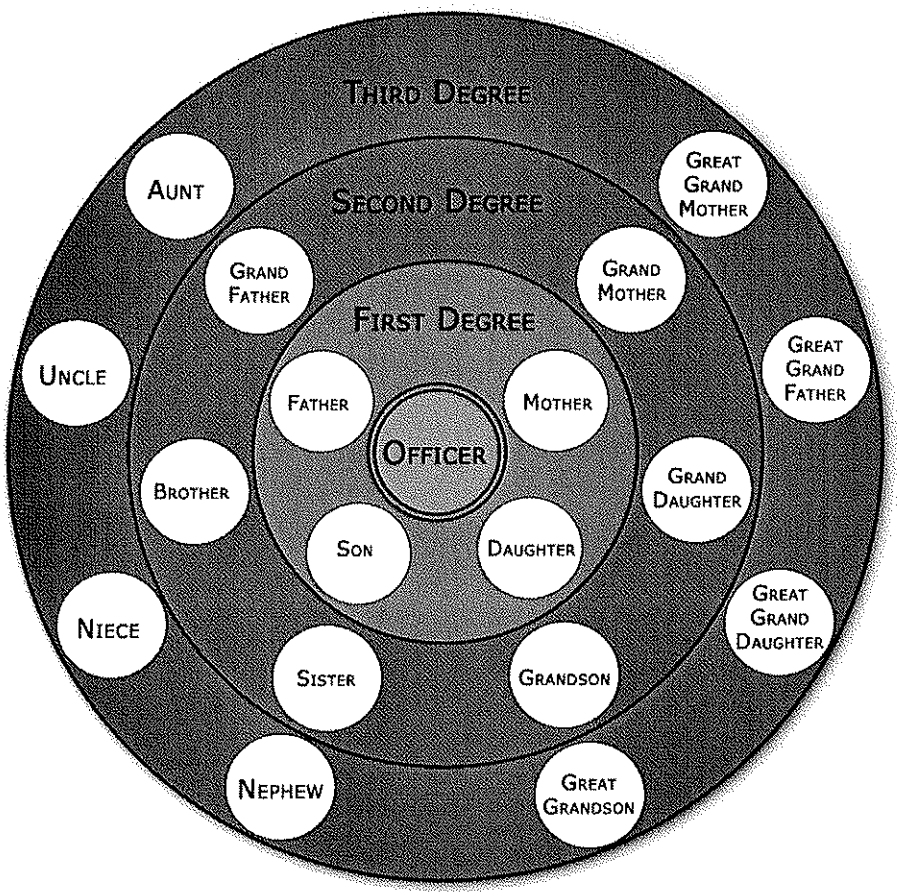
The chart below shows

- **Affinity Kinship** (relationship by marriage)
- **Consanguinity Kinship** (relationship by blood) for purposes of interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021 - .025

### AFFINITY KINSHIP
Relationship by Marriage




### CONSANGUINITY KINSHIP
Relationship by Blood



**Attachment H**

## DISCLOSURE OF INTERESTS

**MUST BE FILLED OUT AND SUBMITTED WITH THE BID/RFP/RFQ**
**IF DISCLOSING: BIDDER / PROPOSER MUST ALSO FILE WITH THE COUNTY CLERK'S OFFICE**
**THE PURCHASING DEPT. WILL NOT BE FILING ON THE BIDDER'S BEHALF**

Cameron County, Texas requires all persons or firms seeking to do business with the County to provide the following information. Every question must be answered. If the question is not applicable, answer with "N/A." By law this questionnaire must be filed with the records administrator (County Clerk's Office) of the local government.

Date _____

FIRM NAME: _____

ADDRESS: _____

_____

FIRM is: 1. Corporation ( ) 2. Partnership ( ) 3. Sole Owner ( )
4. Association ( ) 5. Other ( ) _____

### DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the names of each "employee, elected official, or member of Commissioners Court" of Cameron County having Substantial Interest in Business Entity **Local Govt. Code 171.002**

## DISCLOSURE OF INTERESTS (CONTINUED)

a) For purpose of this chapter, a person has a substantial interest in a business entity if :

(1) the person owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or $15,000 or more of the fair market value of the business entity; or

(2) funds received by the person from the business entity exceeds 10 percent of the person's gross income for the previous year.

b) A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of $2,500 or more.

c) A local public official is considered to have a substantial interest under this section if a person related to the official in the first degree by consanguinity or affinity, as determined under Chapter 573, Government Code, has a substantial interest under this section.

| Name | Title | Department |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the Cameron County as changes occur.

Certifying Person: _____ Title: _____
(Type or Print)

Signature of Certifying Person: _____ Date: _____

## TERMS AND CONDITIONS

**ADDENDA:** When specifications are revised, the Cameron County Purchasing Department will issue an addendum addressing the nature of the change. Offerors must **sign and include it in the returned bid package.**

**ADVERTISING:** Seller shall not advertise or publish, without Buyer's Prior consent, the fact that Buyer has entered into this contract, except to the extent necessary to comply with proper request for information from an authorized representative of the federal, state or local government.

**AWARD:** Cameron County may hold all bids for a period of forty five (45) days. Cameron County reserves the right to delete any item it considers too expensive. Bid prices are to be F.O.B. Cameron County. All discounts will be considered in determining the lowest, responsible bidder. Cameron County reserves the right to award this contract on the basis of LOWEST AND BEST BID in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one offeror, to reject any or all bids. In the event the lowest dollar offeror meeting specifications is not awarded a contract, the offeror may appear before the Commissioners Court and present evidence concerning bidders responsibility after officially notifying the office of the Purchasing Agent of his intent to appear

**BONDS:** If this bid requires submission of bid guarantee and performance bond, there will be a separate page explaining those requirements. Bids submitted without the required bid bond or cashier's check are not acceptable.

**CANCELLATION AND TERMINATION:** Buyer shall have the right to cancel for default all or any part of the undelivered portion of this order if Seller breaches any of the terms hereof, including warranties of Seller or if the Seller becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to, and not in lieu of, any other remedies which Buyer may have in law or equity.

**TERMINATION:** The performance of work under this order may be terminated in whole, or in part, by the Buyer in accordance with this provision. Termination of work hereunder shall be effected by the delivery to the Seller of a "Notice of Termination" specifying the extent to which performance of work under the order is terminated and the date upon which such termination becomes effective. Such right of termination is in addition to, and not in lieu of, rights of Buyer set forth.

Cameron County reserves the right to terminate the contract for default if offeror breaches any of the terms therein, including warranties of offeror or if the offeror becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which Cameron County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Cameron County's satisfaction and/or to meet all other obligations and requirements. Cameron County may terminate the contract without cause upon thirty (30) days written notice.

**COLOR SELECTION:** Determination of colors of materials is a right reserved by using department unless otherwise specified in bid. Unspecified colors shall be quoted as standard colors, NOT colors which require up-charges or special handling. Unspecified fabrics or vinyls should be construed as medium grade. If offeror fails to get color/material approvals prior to delivery of merchandise, the using department may refuse to accept items and demand correct shipment without penalty, subject to other legal remedies.

**CONTRACT RENEWALS:** Renewals may be made ONLY by Commissioners Court approval and agreement between Cameron County and the offeror. **To determine Annual / Anniversary renewal status - if renewed by Commissioners Court or terminated - please contact Letty Roberts at 956-574-8135 e-mail: LRoberts@co.cameron.tx.us or Mike Forbes at 956-550-1360 e-mail: mforbes@co.cameron.tx.us or Beverly Findley at 956-982-5478 beverly.findley@co.cameron.tx.us in the County Purchasing Dept. or Dylbia Jeffries 956-550-1340 djefferies@co.cameron.tx.us of Bruce Hodge at 956-550-7229 at bhodge@co.cameron..tx.us at County Legal Dept..** Any price escalations are limited to those stated by the original RFP/RFQ. Annual RFP/RFQ renewal – Price Increases: All Annual RFP/RFQ's with a one (1) year renewal option requires that the awarded Proposer must notify Cameron County of any anticipated price increases to the current Annual RFP/RFQ (in writing) at least two months prior to the annual renewal award date unless otherwise specified within the specific provisions of the RFP. This allows the County sufficient time to plan for re-advertising for Proposals due to a vendor required price increase. If Vendor fails to notify the County within time noted it shall be assumed that there will be no price increase for the following year's award period if renewed. This procedure doe not apply to any Annual RFP/RFQ's which allow for Open Market Price increases or Cost allowance increases during the RFP/RFQ award period (as so specified in the RFP/RFQ documents).

**DISCRIMINATION:** In order to comply with the provisions of fair employment practices, the contractor agrees as follows: 1.) the contractor will not discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; 2) in all solicitations or advertisements for employees, the contractor will state that all qualified applicants will receive consideration without regard to race, color, sex, age, religion, handicap or national origin; 3) the contractor will furnish such relevant information and reports as requested by the County for the purpose of determining compliance with these regulations; and 4) failure of the contractor to comply with these laws will be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part.

**DISQUALIFICATION OF OFFEROR:** Upon signing this bid document, an offeror offering to sell supplies, materials, services, or equipment to Cameron County certifies that the offeror has not violated the antitrust laws of this state codified in Texas Business and Commerce Code δ15.01, et seq., as amended, or the federal antitrust laws, and has not communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Any or all bids may be rejected if the County believes that collusion exists among the offerors. Bids in which the prices are obviously unbalanced may be rejected. If multiple bids are submitted by an offeror and after the bids are opened, one of the bids is withdrawn, the result will be that all of the bids submitted by that offeror will be withdrawn; however, nothing herein prohibits a vendor from submitting multiple bids for different products or services.

**EVALUATION:** Evaluation shall be used as a determinant as to which bid items or services are the most efficient and/or most economical for the County. It shall be based on all factors which have a bearing on price and performance of the items in the user environment. All bids are subject to tabulation by the Cameron County Purchasing Department and recommendation to Cameron County Commissioners Court. Compliance with all bid requirements, delivery and needs of the using department are considerations in evaluating bids. **Pricing is NOT the only criteria for making a recommendation.** The Cameron County Purchasing Department reserves the right to contact any offeror, at any time, to clarify, verify or request information with regard to any bid.

**PROTEST PROCEDURES:** Procedure - This protest procedure is available to vendors responding to this Bid requesting a debriefing conference.

Debriefing Conference – A debriefing conference must be requested in writing to the Purchasing Department within five (5) business days from the date of the Bid award by the Cameron County Commissioners' Court. Debriefing questions must be submitted (in writing - to the Purchasing Department) no later than two (2) business days before the scheduled date for the Debriefing Conference. These questions will be answered at the debriefing conference. Follow- up question must be submitted (in writing) no later than one (1) business day after the date of the Debriefing Conference and answered no later than two (2) business days after the date of the Debriefing Conference. Follow-up answers will be sent via e-mail or fax (if e-mail not available). For RFP/RFQ's proposers are given the opportunity to ask questions of the Evaluation Committee relative to their Proposal and scores received by their firm.

Protests are made - 1. To the Purchasing Department after the debriefing conference. Vendor protests shall be received, in writing, by the Purchasing Department within five (5) business days after the vendor debriefing conference. 2. To the Commissioners Court, only after the protest to the Purchasing Department was not resolved satisfactory to the protestor. Protests to the Commissioners Court shall be made within five (5) business days after the vendor has received notification from the County Purchasing Department of his/her decision.

Grounds for protest – 1. Errors were made in computing the score. 2. The County failed to follow procedures established in the Bid, the Purchasing policy: Acquisition or applicable state or federal laws or regulations. 3. Bias, discrimination or conflict of interest on the part of an evaluator. Protests not based on these criteria shall not be considered.

Format and Content - Protesting vendors shall include, in their written protest to the Cameron County Purchasing Department, all facts and arguments upon which they rely. Vendors shall, at a minimum, provide: 1. Information about the protesting vendor; name of firm, mailing address, phone number and name of individual responsible for submission of the protest. 2. Information about the acquisition and the acquisition method. 3. Specific and complete statement of the County's action(s) protested. 4. Specific reference to the grounds for the protest. 5. Description of the relief or corrective action requested. 6. For protests to the Commissioners Court, a copy of the Purchasing Department's written decision on the protest.

Review Process – 1. Upon receipt of a vendor protest, the Purchasing Department shall postpone further steps in the acquisition process until the vendor protest has been resolved. 2. The Department's internal protest review procedures consist of the following: a) The Purchasing Department shall perform an objective review of the protest by individuals not involved in the acquisition protested. The review shall be based on the written protest material submitted by the vendor. b) A written decision will be delivered to the vendor within five business days after receipt of the protest, unless more time is needed. The protesting vendor shall be notified if additional time is necessary.

Final Determination - The final determination shall 1. Find the protest lacking in merit and uphold the agency's action; or 2. Find only technical or harmless errors in the agency's acquisition process conduct, determine the agency to be in substantial compliance, and reject the protest; or 3. Find merit in the protest and provide the agency options which may include a) Correct its errors and reevaluate all proposals, and/or b)Reissue the vendor solicitation document; or c) Make other findings and determine other courses of action as appropriate.

Commissioners Court Review Process - Protests to the Commissioners Court may be made only for Commissioners Court approved acquisitions, and only after review by County Purchasing Department. Protests of the decisions of County Purchasing Department shall be made by letter to the County Judge, Commissioners Court, who may establish procedures to resolve the protest. Protests shall be received by the County Judge, Commissioners Court, within five business days after the decision of Purchasing Department in order to be considered. The resulting decision is final, with no further administrative appeal available.

**FISCAL FUNDING**: A multi-year lease or lease/purchase arrangement (if requested by the Special Requirements/Instructions), or any contract continuing as a result of an extension option, must include fiscal funding out. If, for any reason, funds are not appropriated to continue the lease or contract, said lease or contract shall become null and void on the last day of the current appropriation of funds. After expiration of the lease, leased equipment shall be removed by the offeror from the using department without penalty of any kind or form to Cameron County. All charges and physical activity related to delivery, installation, removal and redelivery shall be the responsibility of the offeror.

**GRATUITIES AND PROHIBITION AGAINST PERSONAL INTEREST IN CONTRACTS:** Any elected or appointed official who has any substantial interest, either direct or indirect, in any business entity seeking to contract with the County, shall, before any vote or decision on any matter involving the business entity, file an affidavit stating the nature and extent of interest and shall abstain from any participation in the matter. This is not required if the vote or decision will not have any special effect on the entity other than its effect on the public. However, if a majority of the governing body is also required to file, and do file similar affidavits, than the member is not required to abstain from further participation. Attached and included is a disclosure of all of this Company's business or pecuniary financial relationships with officers or employees of Cameron County or County entities (if any such relationships exists) must be attached and included with Bid submitted. The Buyer may, by written notice to the Seller, cancel this contract without liability to Seller if it is determined by Buyer that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Seller, or any agent, or representative of the Seller, to any officer or employee of Cameron County with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending or the making or any determinations with respect to the performing of such a contract. In the event this contract is cancelled by Buyer pursuant to this provision , Buyer shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Seller in providing such gratuities. Consistent and continued tie bidding could cause rejection of bids by the County and/or investigation for Anti-Trust violations. Bidder guarantees that he has not retained a person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business.

**HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION :** If Bidder is a Certified Historically Underutilized Business (HUB), please include a copy of your HUB Certificate with your Bid. This information will assist Cameron County in the percentage tracking of HUB utilization.

**LOCAL BIDDER'S PRINCIPAL PLACE OF BUSINESS - 3% PREFERENCE**: (consideration of location) The County Commissioner's Court may award to the lowest bidder or the bidder whose principal place of business is within Cameron County if the Commissioner's Court determines, in writing, that the local bidder offers the County the best combination of contract price and additional economic development opportunities for Cameron County created by the contract award, including the employment of residents of Cameron County and increased tax revenues to Cameron County. This option exists only within 3% pricing of the lowest bid price. In order to provide the County Commissioner's Court adequate information for assisting in considering this option, the bidder should submit with each bid the following information for Commissioner's Court review with all information requested to be detailed and $$$ current quantifiable numeric data. 1. Where is your principal place of business (ie: Corporate Headquarters) City, County, State, Signature of Bidder, Title, Date? Along with this information, submit information with responses to the following questions. 2. Why and how bidder believes that the local bidder offers the County additional economic development opportunities for Cameron County created by the contract award? 3. How will award to local bidder benefit the employment of residents of Cameron County? 4. How many employees does bidder employ within Cameron County and how many employees are affected financially by award/purchase? 5. How will award to local bidder increased tax revenues to Cameron County? This information should be provided and updated with each bid submitted to the County. If bidder is local and within 3% of the lowest bid, this information will be submitted to Commissioner's Court along with tabulation sheet. There has been no mandatory requirement or Policy established by Commissioners Court which requires submitting answers to these questions or attending Commissioners Court meetings for the awarding of bids relative to 3% local preference, however individual Commissioners may or may not have preferences (relative to these issues) when making their decision. This paragraph will be revised upon policy change made by Commissioners Court.

**MAINTENANCE:** Maintenance required for equipment bid should be available in Cameron County by a manufacturer authorized maintenance facility. Costs for this service shall be shown on the Pricing/Delivery Information form. If Cameron County opts to include maintenance, it shall be so stated in the purchase order and said cost will be included. Service will commence only upon expiration of applicable warranties and should be priced accordingly.

**MATERIAL SAFETY DATA SHEETS:** Under the "Hazardous Communication Act", commonly known as the "Texas Right To Know Act", an offeror must provide to the County with each delivery, material safety data sheets which are applicable to hazardous substances defined in the Act. Failure of the offeror to furnish this documentation will be cause to reject any bid applying thereto.

**NAME BRANDS:** Specifications may reference name brands and model numbers. It is not the intent of Cameron County to restrict these bids in such cases, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items. Offerors may offer items of equal stature and the burden of proof of such stature rests with offerors. Cameron County shall act as sole judge in determining equality and acceptability of products offered.

**PRICING:** Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the Pricing/Delivery Information form. **Prices shall be all inclusive: No price changes, additions, or subsequent qualifications will be honored during the course of the contract.** All prices must be written in ink or typewritten. Pricing on all transportation, freight, drayage and other charges are to be prepaid by the contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, offeror MUST indicate the items required and attendant costs or forfeit the right to payment for such items. Where unit pricing and extended pricing differ, unit pricing prevails.

**RECYCLED MATERIALS:** Cameron County encourages the use of products made of recycled materials and shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality. County will be the sole judge in determining product preference application.

**SCANNED RE-TYPED RESPONSE:** If in its bid response, offeror either electronically scans, re-types, or in some way reproduces the County's published bid package, then in event of any conflict between the terms and provisions of the County's published bid specifications, or any portion thereof, and the terms and provisions of the bid response made by offeror, the County's bid specifications **as published** shall control. Furthermore, if an alteration of any kind to the County's published bid specifications is only discovered after the contract is executed and is or is not being performed, the contract is subject to immediate cancellation.

**SILENCE OF SPECIFICATIONS:** The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item bid. **Substitute items will not be accepted unless approved (in advance) .**

**SUPPLEMENTAL MATERIALS:** Offerors are responsible for including all pertinent product data in the returned bid package. Literature, brochures, data sheets, specification information, completed forms requested as part of the bid package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the offeror wishes to include as a condition of the bid, must also be in the returned bid package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire bid.

**TITLE TRANSFER:** Title and Risk of Loss of goods shall not pass to Cameron Count until Cameron County actually receives and takes possession of the goods at the point or points of delivery. Receiving times may vary with the using department. Generally, deliveries may be made between 8:30 a.m. and 4:00 p.m., Monday through Friday. Offerors are advised to consult the using department for instructions. The place of delivery shall be shown under the "Special Requirements/Instructions" section of this bid package and/or on the Purchase Order as a "Deliver To:" address.

**USAGE REPORTS:** Cameron County reserves the right to request, and receive at no additional cost, up to two (2) times during the contract period, a usage report detailing the products and/or services furnished to date under a contract resulting from this ITB. The reports must be furnished no later than five (5) working days after written request and itemize all purchases to date by Cameron County department, description of each item purchased, including manufacturer, quantity of each item purchased, per unit and extended price of each item purchased, and total amount and price of all items purchased.

**WARRANTY PRICE:** (a) The price to be paid by the Buyer shall be that contained in Seller's bid which Seller warrants to be no higher than Seller's current prices on orders by others for products of the kind and specification covered by this agreement for similar quantities under similar or like conditions and methods of purchase. In the event Seller breaches this warranty, the prices of the items shall be reduced to the Seller's current prices on orders by others, or in the alternative, Buyer may cancel this contract without liability to Seller for breach or Seller's actual expense. (b) The Seller warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Seller for the purpose of securing business. For breach or violation of this warranty, the Buyer shall have the right in addition to any other right or rights to cancel this contract without liability and to deduct from the contract price, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee. Offerors shall furnish all data pertinent to warranties or guarantees which may apply to items in the bid. Offerors may not limit or exclude any implied warranties. Offeror warrants that product sold and services provided to the County shall conform to the standards and laws established by the U.S. Department of Labor, U.S. Department of Homeland Security, Occupational Safety and Health Administration and O.S.H.A. Act of 1970. In the event product does not conform to OSHA Standards, where applicable, Cameron County may return the product for correction or replacement at the offeror's expense. If offeror fails to make the appropriate correction within a reasonable time, Cameron County may correct at the offeror's expense.

Offerer warrants that product sold and services provided to the County shall conform to the standards and laws established by the U.S. Department of Homeland Security, Occupational Safety and Health Administration and O.S.H.A. Act of 1970.

**WARRANTY PRODUCTS:** Seller shall not limit or exclude any implied warranties and any attempt to do so shall render this contract voidable at the option of the Buyer. Seller warrants that the goods furnished will conform to the specifications, drawings and descriptions listed in the bid invitation and to the sample(s) furnished by Seller, if any. In the event of a conflict between the specifications, drawings and descriptions, the specifications shall govern.

**SAFETY WARRANTY:** Seller warrants that the product sold to Buyer shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, Buyer may return the product for correction or replacement at the Seller's expense. In the event Seller fails to make the appropriate correction within a reasonable time, correction made by Buyer will be at Seller's expense. Have you attached the required warranty information to the bid (if applicable)? ☐ Yes, ☐ No.

**APPLICABLE LAW**

This agreement shall be governed by the Uniform Commercial Code. Wherever the term "Uniform Commercial Code" is used, it shall be construed as meaning "the Uniform Commercial Code" as adopted in the State of Texas as effective and in force on the date of this agreement.

**ASSIGNMENT DELEGATION:** No right or interest in this contract shall be assigned or delegation of any obligation made by Seller without the written permission of the Buyer. Any attempted assignment or delegation by Seller shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph. Any contract entered into pursuant to this request is not assignable, nor the duties thereunder, by either party, without the written consent of the other party in the contract County Judge and County Auditor.

**CONTRACT OBLIGATION:** Cameron County Commissioners Court must award the contract and the County Judge or other person authorized by the Cameron County must sign the contract before it becomes binding on Cameron County or the offerors. Department heads are NOT authorized to sign agreements for Cameron County. Binding agreements shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.

**ERRORS AND OMISSIONS:** Errors and Omissions in the Bid of any provision herein described will not be construed as to relieve the Vendor of any responsibility or obligation, requisite to the complete and satisfactory implementation, operation, and support of any and all equipment, systems or services.

**FORCE MAJEURE:** If, by reason of Force Majeure, either party hereto shall be rendered unable wholly, or in part, to carry out its obligations under this agreement, then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term "Force Majeure" as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightening, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely with the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgement of the party having the difficulty.

**HOLD HARMLESS AGREEMENT:** Contractor, the successful offeror, shall indemnify and hold Cameron County harmless from all claims for personal injury, death and/or property damage resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this bid, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this bid. Certification of such coverage must be provided to the County upon request.

**INFRINGEMENTS:** There will be no warranty by buyer against infringements. As part of this contract for sales, Seller agrees to ascertain whether goods manufactured in accordance with the specifications attached to this agreement will give rise to the rightful claim of any third person by way of infringement or the like. Buyer makes no warranty that the production of goods according to the specification will not give rise to such a claim, and in no event shall Buyer be liable to Seller for indemnification in the event that Seller is sued on the grounds of infringement or the like. If Seller is of the opinion that an infringement or the like will result, he will notify Buyer to this effect in writing within two (2) weeks after the signing of this agreement. If Buyer does not receive notice and is subsequently held liable for the infringement or the like, Seller will hold Buyer harmless. If Seller in good faith ascertains that production of the goods in accordance with the specifications will result in infringement or the like, this contract shall be null and void, except that Buyer will pay Seller the reasonable cost of his/her search as to infringement. The contractor agrees to protect the County from claims involving infringement of patents or copyrights.

**INTERPRETATION PAROLE EVIDENCE**: This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in the agreement. Acceptance or acquiescence in a course of performance rendered under this agreement shall not be relevant to determine the meaning of this agreement, even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is to Control.

**MODIFICATIONS:** This contract can be modified or rescinded only by a writing signed by both of the parties or their duly authorized agents.

**O.S.H.A:** Offeror must meet all Federal and State OSHA requirements.

**RIGHT TO ASSURANCE:** Whenever one (1) party to this contract in good faith has reason to question the other party's intent to perform, he/she may demand that the other party give written assurance of their intent to perform. In the event that a demand is made, and no assurance is given within five (5) days the demanding party may treat this failure as an anticipatory repudiation of the contract.

**SEVERABILITY:** If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

**VENUE:** Both parties agree that venue for any litigation arising from this contract shall lie in Cameron County, Texas.