

# CITY OF SAN ANGELO REQUEST FOR BIDS

Construction and Facilities Maintenance

## **Electrical Maintenance & Repair Services**

RFB No. CFM-01-19



City of San Angelo  
72 West College Avenue  
San Angelo, Texas 76903

Submittal Deadline

**August 22, 2019/2:00 PM, Local Time**



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## INVITATION TO BID

### General

The City of San Angelo is accepting sealed bids to establish a Fixed Price Agreement with multiple vendors with qualified contractor(s) for providing Electrical Maintenance & Repair Services to approximately sixty-five (65) facilities. The services will generally include, but not be limited to, installation, maintenance, and service calls, in both commercial and residential properties.

There will be at least two alternate contractors also selected to provide services should the primary not be able to respond in the manner and time frame deemed necessary by the City Representative placing the initial service request.

Should the scope and/or complexity of a specific project exceed City guidelines, or in the event of an emergency, the City reserves the right to request quotes or bids from additional providers.

Locations of the work shall include, but not be limited to, the following buildings:

- City Hall
- City Hall Annex
- Fort Concho
- Ralph Chase State Building
- Mathis Field Airport
- Animal Services Building
- San Angelo Police Department
- Municipal Court

The number of facilities may increase as new facilities are completed. Services required will include installation, maintenance, and service calls on an as-needed basis. This agreement will contain a fixed pricing structure for the term of the agreement. The Bidder shall provide hourly and overtime hourly rates for journeyman, apprentice, and any laborer/helper in their employ.

### Pre-Bid Conference

A non-mandatory pre-bid conference will be held on **August 9, 2019 at 10:00 A.M, Local Time** located at City Hall basement conference room. Representatives of the City will discuss the project and answer questions regarding bid procedures.

### Confidentiality

All bids/proposals submitted shall remain confidential. After award, proposals will be made available for public inspection. The City shall not be responsible for the confidentiality of any trade secrets or other information contained or disclosed in the proposal unless clearly identified as such.

### Document Availability

Proposal Documents are available in the Purchasing Division or may be downloaded from the City's website at [www.cosatx.us](http://www.cosatx.us). To locate the documents on the website, go to:

Bid Information > RFB: CFM-01-19/ ELECTRICAL MAINTENANCE & REPAIR SERVICES

### Digital Format

If proposal specifications are obtained in digital format in order to prepare a response, the response must be submitted in hard copy according to the instructions contained in this proposal package. If, in its response, respondents make any changes whatsoever to the published proposal specifications, the proposal specification **as published** shall control. Furthermore, if an alteration of any kind to the proposal



**CITY OF SAN ANGELO**  
PURCHASING DIVISION  
72 West College Avenue, San Angelo, Texas 76903  
Tel: (325) 657-4219

specification is discovered after the contract is executed and is or is not being performed; the contract is subject to immediate cancellation without recourse.

### **Insurance and Indemnification Requirements**

Insurance and indemnification requirements applicable to this project are detailed within the special insurance rider and/or the draft project agreement included with this solicitation package. Please review the insurance and indemnification requirements with your insurance agent prior to submission.

### **Qualification Statement**

Vendors should be advised that a qualification statement shall be provided to City upon request.

### **Interpretations**

All questions about the meaning or intent of the contract documents, including specifications shall be submitted to the Purchasing Division via email [sapurch@cosatx.us](mailto:sapurch@cosatx.us) or in writing. Please include the RFB Number and Title in the subject line. Questions received after the deadline established for submitting questions/interpretations will not be answered.

Replies will be issued by addenda and posted on the City's website. Only questions answered by formal written addenda will be binding. Oral interpretations or clarifications will be without legal effect.

### **Required Response**

The City requires a response to any Request for Bid (RFB) notifications mailed to potential vendors. Should a company choose not to participate, then in order to remain on the City of San Angelo's potential vendors list, a "No Bid Reply" form must be submitted.

### **Deadline and Delivery Location**

Sealed RFB submittals must be received no later than **August 22, 2019, 2:00 PM, Local Time**. The clock located in Purchasing will serve as the official record of time. Bids/proposals received after the bidding deadline, regardless of the mode of delivery, will not be considered.

**It is the sole responsibility of the vendor to ensure that the sealed RFB submittal arrives in the Purchasing Office by the specified deadline, regardless of the method chosen by the firm for delivery.**

**Faxed or electronically submitted proposals will not be accepted.**

### **Copies**

Submit: One (1) unbound original (binder clips are acceptable), three (3) bound copies (binders, staples or binder clips are acceptable), and one (1) copy in PDF format on USB Flash Drive of all required RFB forms.

### **Delivery Address**

City of San Angelo  
Purchasing Division, RFB: CFM-01-19  
72 West College Avenue, Suite 310  
San Angelo, Texas 76903

**Mark Sealed Envelope: "RFB: CFM-01-19/ ELECTRICAL MAINTENANCE & REPAIR SERVICES"**

### **Addenda**

Should specifications be revised prior to the deadline for submittals, the City's Purchasing Division will issue addenda addressing the nature of the change and post them on the City's website. Respondents should **acknowledge any addenda and return the form with their proposal package**. Respondent is



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responsible for checking the City's website to determine if any addenda have been issued prior to submitting a proposal. Failure to consider all addenda will be at the respondent's risk.

#### **Award of Contract**

The City reserves the right to accept or reject any or all proposals, and to waive any informalities or irregularities in the RFB process. The City is an equal opportunity employer.

The City will select the most highly qualified respondent(s) of the requested services based on all evaluation factors and then attempt to negotiate a contract.

#### **Acceptance of Proposal Content**

Before submitting a proposal, each respondent shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the performance of the contract and to verify any representations made by the City upon which the proposal will rely. If the respondent receives an offer because of its proposal, failure to have made such investigation and examinations will in no way relieve the respondent from its obligation to comply in every detail with all provisions and requirements.

#### **Equal Employment Opportunity**

Attention of respondents to the requirement for ensuring that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, national origin, age, or disability.

#### **Proposal Term**

This proposal will be for one (1) year effective from the award date by the City Council. Four (4) additional one (1) year term extensions will be available subject to agreement by both parties.

The respondent must notify the City ninety (90) days prior to the end of each term as to their intention to terminate the contract. Terms will renew automatically unless ninety (90) days written notice is given for termination.

#### **Points of Contact**

##### **During Request for Bids:**

**Nolan Sosa, Manager**  
Purchasing Division  
City of San Angelo  
72 W. College Ave.  
San Angelo, Texas 76903  
sapurch@cosatx.us  
(325) 657-4219

##### **Contract Manager After Award:**

**Ron Lewis, Manager**  
Facilities Maintenance Department  
City of San Angelo  
72 W. College Ave.  
San Angelo, Texas 76903



## 1. INSTRUCTIONS TO RESPONDENTS

### 1.1. Interpretations

All questions about the meaning or intent of the contract documents, including specifications shall be submitted to the Purchasing Division via email [sapurch@cosatx.us](mailto:sapurch@cosatx.us) or in writing. Please include the RFB Number and Title in the subject line. Questions received after the deadline established for submitting questions/interpretations will not be answered.

Replies will be issued by addenda and posted on the City's website. Only questions answered by formal written addenda will be binding. Oral interpretations or clarifications will be without legal effect.

### 1.2. Corrections, Additions, or Deletions

Corrections, additions, or deletions to any portion of the invitation will be in the form of written addenda.

### 1.3. Examinations of RFB Documents

Respondents are expected to examine all specifications, drawings, standard provisions, and instructions. Failure to do so will be at the respondent's risk. Bids are to be submitted on each item and total extended.

### 1.4. Taxes

All quotations are to be submitted less Federal Excise and State of Texas Sales Taxes. Tax exemption certificates will be provided upon request.

### 1.5. Authorized Signature

Proposals must show vendor name, address, and be manually signed. The person signing the proposal must have authority to bind their firm in a contract. Any erasures or other changes must be initialed by the person signing the proposal.

### 1.6. Modification or Withdrawal of Proposals

Proposals **CANNOT** be altered or amended after the closing time. Proposals may be modified or withdrawn prior to the closing hour and date by written notice to the Purchasing Division. A proposal may also be withdrawn in person by a respondent or their authorized agent, provided their identity is made known and they sign a receipt for the proposal. No proposal may be withdrawn after the closing time and date without acceptable reason in writing and with approval of the Purchasing Division.

### 1.7. Prices

Bids must be firm, however if a vendor believes it necessary to base its price on price adjustment, such a bid may be considered, but only as an alternate bid. Pricing is to be submitted as quantity per unit specified with extended totals, however in the event of a discrepancy in extension, the unit prices shall govern. Pricing shall be entered on the Bid Sheet in ink or typewritten.

### 1.8. Restrictions on Communication

Respondents shall not communicate with: 1) elected City officials and their staff regarding the RFB or from the time the RFB has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFB has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFB and/or proposal submitted by respondent. **Violation of this provision by respondent and/or its agent may lead to disqualification of respondent's proposal from consideration.**

Exceptions to the Restrictions on Communication with City employees include:

1. Private (non-business) contacts with the City by the respondent's employees acting in their personal capacity;
2. Casual social contacts that do not include mention of the RFB;





3. Respondents may submit written questions concerning this RFB to the email listed below up to a week prior to submission due date. Questions received after the stated deadline will not be answered.

It is required that all questions be sent by email to [sapurch@cosatx.us](mailto:sapurch@cosatx.us). **Please ensure the RFB Number and Title is in the Subject Line.** Questions submitted and the City's responses will be published in the form of addenda to the City's website at <https://www.cosatx.us>. Respondent is responsible for calling the City or reviewing the website to determine if any addenda have been issued prior to their submittal. Only questions answered by formal addenda will be binding;

4. Respondents may provide responses to questions asked of them after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, respondents shall not bring lobbyists. All cost associated with interviews will be at the respondents' expense. The City reserves the right to exclude any persons from interviews as it deems in its best interests;
5. Upon completion of the evaluation process, respondents shall receive a notification letter indicating the recommended firm and anticipated City Council agenda date. Respondents desiring a review of the solicitation process may submit a written request no later than five (5) calendar days from the date the letter was sent. The letter will indicate the name and address for submission of requests for review.

City reserves the right to contact any respondent to negotiate if such is deemed desirable by City. Such negotiations initiated by City staff persons shall not be considered a violation by respondent of this section.

### **1.9. Evaluation Factors**

It is not the policy of the City to purchase solely based on pricing. In evaluating bids, the following considerations shall be considered to determine the lowest responsible bidder – namely, the “best value” for the City:

- A. Price
- B. Record of federal, state or local governmental entity suspension, termination or debarment
- C. References
- D. Safety record
- E. The extent to which the goods/services meet (or exceed) the City's needs
- F. The vendor's past relationship with the City (if applicable)
- G. The impact on the ability of the City to comply with laws and regulations relation to Historically Underutilized Businesses (if applicable)
- H. The total long-term cost to the City to acquire the vendor's goods/services
- I. Vendor's ability to respond to multiple calls at the same time
- J. Any relevant criteria specifically listed in the RFB

### **1.10. Disqualification**

The respondent may be disqualified for any of the following reasons:

- A. The respondent is involved in any litigation against the City of San Angelo;
- B. The respondent is in arrears on any existing contract or has defaulted on a previous contract with the City;
- C. The respondent is debarred, suspended, terminated, or otherwise excluded from or ineligible covered transactions by any federal, state, or local government entity or agency;
- D. The proposal is not received by the proposal submittal deadline; or,



- E. The proposal is not executed by a person authorized to enter into a contract binding on the respondent.

#### **1.11. Reservations**

The City expressly reserves the right to accept, reject, or cancel all proposals AND:

- A. Waive any defect, irregularity, or informality in any proposal or bidding procedure;
- B. Extend the proposal closing time and date;
- C. Reissue a bid invitation or RFB;
- D. Procure any item by other means; or,
- E. Increase or decrease the quantity specified, unless the vendor specifies otherwise.
- F. Extend any existing contract when most advantageous to the City
- G. Award multiple contracts based on the evaluation procedures highlighted herein for individual items or groups of similar items

#### **1.12. Copies of Bid Tabulation Results**

Bid tabulation results are available for download from the City's website [www.cosatx.us](http://www.cosatx.us) > Bid Information > RFB: CFM-01-19/ ELECTRICAL MAINTENANCE & REPAIR SERVICES.

#### **1.13. Acceptance**

Acceptance of respondent's offer will be in the form of a purchase order and contract. Notice for annual contract agreements will be a notice of award, purchase order, or contract.

#### **1.14. Inspections**

No work shall be ordered without a Purchase Order and all invoices must reflect the Purchase Order number. City's obligation is payable only and solely from funds available for the purpose of this purchase. Lack of funds shall render this contract null and void to the extent funds are not available and any delivered but unpaid for goods will be returned to vendor by City. Accepting orders without a Purchase Order number shall be at the risk of the vendor.

#### **1.15. Invoices and Payment**

Vendor shall submit separate invoices on each Purchase Order that indicate the Purchase Order number and supply agreement, if applicable. Invoices shall be itemized and include a copy of the bill of lading and the freight waybill, when applicable. Payment terms will be outlined in the attached draft contract.

Payment may be withheld by City, at the discretion of the City, to vendor until all required documents pertaining to the sale are received by the City.

#### **1.16. Gratuities**

The City may, by written notice to the vendor, cancel this contract without liability to vendor if it is determined by the City that gratuities were offered from an agent or representative of the vendor to any officer or employee of the City with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations in respect to the performing of such contract. In the event this contract is canceled by City, remedies to recover or withhold the amount of the cost shall be incurred by vendor in providing such gratuities.

#### **1.17. 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 drawings or related documents thereto shall become the property of the City and to the extent feasible shall be identified by the Seller as such.

#### **1.18. Warranty-Price**

The price to be paid by the City shall be that contained in vendor's bid which vendor warrants to be no higher than vendor's current prices on orders by others for products of the kind and specifications



covered by this agreement for similar quantities under similar or like conditions and methods of purchase. In the event vendor breaches this warranty, the prices of the items shall be reduced to the vendor's current prices on orders by others, or in the alternative, reduced to the vendor's current prices on orders by others, or in the alternative, City may cancel this contract without liability to vendor for breach or vendor's actual expense.

The vendor 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 vendor for the purpose of securing business. For breach or violation of the warranty, the City 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.

#### **1.19. Warranty-Product**

Vendor shall not limit or exclude any implied warranties and any attempt to do so shall render this contract voidable at the option of the City. Vendor warrants that the goods furnished will conform to the specifications, drawings, and descriptions. Any warranties take effect on the contract effective date.

#### **1.20. Safety Warranty**

Vendor warrants that the product sold to City shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act (OSHA). In the event the product does not conform to OSHA standards, City may return the product for correction or replacement at the vendor's expense. In the event vendor fails to make the appropriate correction within a reasonable time, correction made by City will be at vendor's expense.

#### **1.21. No Warranty by City against Infringements**

As part of this contract for sale, vendor 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. City 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 City be liable to vendor for indemnification in the event that vendor issued on the grounds of infringement or the like. If vendor is of the opinion that an infringement or the like will result, he will notify City to this effect in writing within two weeks after the signing of the agreement. If City does not receive notice and a claim of infringement is made, vendor will indemnify, defend, and hold harmless City, its Council members, officials, agents, consultants, and employees free and harmless from and against any and all claims, suits, judgments, costs, penalties, fines, damages, and attorneys' fees and expenses asserted by any person or persons. If vendor, 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 void.

#### **1.22. Right of Inspection**

City shall have the right to inspect the goods at delivery before accepting them. Acceptance of the goods upon delivery shall in no way constitute a waiver of any right or privilege contained with this contract or under law.

#### **1.23. Termination**

Performance under this contract may be terminated in whole, or in part by the City in accordance with this provision. Termination performance hereunder shall be effected by the delivery to vendor of a "Notice of Termination" specifying the extent to which performance under this contract is terminated and the date upon which such termination becomes effective.



#### **1.24. Force Majeure**

Neither party shall be held responsible for losses resulting if the fulfillment of any terms or provisions of this contract is delayed or prevented by any cause not within the control of the party whose performance is interfered with, which by the exercise of reasonable diligence said party is unable to prevent.

#### **1.25. Assignment-Delegation**

No right or interest in the contract shall be assigned nor shall any delegation of any obligation made by vendor be valid without the written permission of the City. Any attempted assignment or delegation by vendor shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

#### **1.26. Waiver**

No claim or right arising out of a breach of this contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.

#### **1.27. Modifications**

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

#### **1.28. Interpretation-Parol Evidence**

This writing is intended by the parties as a final expression of their agreement and is intended as a complete agreement for dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this 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 the agreement, the definition contained in the Code is to control.

#### **1.29. Applicable Law**

This agreement shall be governed by the Uniform Commercial Code. Whenever 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.

#### **1.30. Advertising**

Vendor shall not advertise or publish, without City's prior consent, the fact that City has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state, or local government.

#### **1.31. Right to Assurance**

Whenever one party to this contract in good faith has reason to question the other party's intent to perform, they may demand that the other party give written assurance of its 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.

#### **1.32. Equal Employment Opportunity**

Vendor agrees that during the performance of its contract it will:

- Treat all applicants and employees without discrimination as to race, color, religion, sex, national origin, marital status, age, or handicap.
- Identify itself as an Equal Opportunity Employer in all help wanted advertising or request. The vendor shall be advised of any complaints filed with the City alleging that vendor is not an Equal Opportunity



Employer. The City reserves the right to consider its reports from its human relations administrator in response to such complaints in determining whether or not to terminate any portion of this contract for which Purchase Orders or authorities to deliver have not been included; however, the vendor is specifically advised that no Equal Opportunity Employment complaint will be the basis for cancellation of this contract for which a Purchase Order has been issued or authority to deliver granted.

All vendors must be Equal Opportunity Employers. Disadvantaged and minority vendors are encouraged to participate.

### **1.33. Conflict of Interest**

Vendor agrees to comply with the conflict of interest provisions of the City of San Angelo Charter and Code of Ordinances. Vendor agrees to maintain current, updated disclosure of information on file with the City Clerk throughout the term of the contract.

Chapter 176 of the Texas Local Government Code requires a vendor who enters or seeks to enter into a contract for the sale or purchase of real property, goods, or services with a local governmental entity or local government officer thereof to file a conflict of interests' disclosure questionnaire with the governmental entity prescribed.

A Conflict of Interest Questionnaire Form (CIQ) – included in the bid forms - must be submitted no later than the seventh (7th) business day after the date the vendor begins discussion, negotiation, applies or responds to a request for proposal or bids, or correspondence in writing related to a potential contract with the local governmental entity.

### **1.34. Certificate of Interested Parties (Form 1295)**

In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

#### **Filing Process:**

On January 1, 2016, the ethics commission made available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

Information regarding how to use the filing application and the application are both available at [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm). Instructional videos are available under the heading Instructional Videos for Business Entities.

**The Form 1295 must be received, signed and original, within thirty (30) days of Council award or the contract may be voided.**

### **1.35. Taxes and Permits**

Attention is directed to the requirements of the General Conditions regarding payment of taxes and obtaining permits. All taxes that are lawfully assessed against the City or the selected vendor in connection with the work shall be paid by the vendor. The bid prices shall include all such taxes and the costs of all required permits. The City is exempt from State Sales Tax and Federal Excise Tax.



### **1.36. Examination of Contract Documents**

Each vendor shall thoroughly examine and be familiar with this document, specifications, etc. The submission of a bid shall constitute an acknowledgment that the vendor has thoroughly examined and is familiar with the contract documents. The failure or neglect of a vendor to receive or examine any of the contract documents shall in no way relieve them from any obligations with respect to their bid or to the contract. No claim for extra or additional compensation will be allowed based upon a lack of knowledge of any contract document, and the City will in no case be responsible for any loss or for unanticipated costs that may be suffered by the selected vendor as a result of conditions pertaining to the work.

### **1.37. Familiarization with the Type of Work**

Before submitting a bid, each prospective vendor shall familiarize itself with the work, local labor conditions and all laws, regulations, and other factors affecting performance of the work. It shall carefully correlate its observations with requirements of this request and otherwise satisfy itself of the expense and difficulties attending performance of the work. The submission of a bid will constitute a representation of compliance by the vendor. There will be no subsequent financial adjustment for lack of such familiarization.

### **1.38. Subcontractors and Supplies**

All bids must include a list of proposed subcontractors and suppliers on the form included in the bid forms section. **Vendors are strongly encouraged to explore utilizing area subcontractors and suppliers.**

When requested by the City, within twenty-four (24) hours of bid opening, the apparent low vendor, and any other vendor so requested, shall submit a list of all subcontractors they expect to use.

#### **1.38.1. Subcontractor Qualification**

Particular consideration will be given to the qualifications of each subcontractor proposed to perform more than 5 percent (5%) of the work.

The successful vendor will submit to the City for acceptance a list of the names of subcontractors and such other persons and organizations (including those who are to furnish materials or equipment fabricated to a special design) identifying that portion of the work to be performed by each subcontractor within fourteen (14) days of the issuance of Notice of Award.

The City will notify the successful vendor in writing if there is objection to any subcontractor, person, or organization on such list.

If the apparent low vendor declines to make any such substitution, the contract shall not be awarded to such vendor, but their declining to make any such substitution will not constitute grounds for sacrificing their bid security. Additional requirements for subcontractors are contained within the Owner's Construction General Conditions of this document.

The failure of the City to make any such objection prior to the execution and delivery of the agreement shall constitute an acceptance of such subcontractor, person, or organization. Such acceptance a subcontractor, person or organization shall not: (1) constitute a waiver of any right of the City to reject defective work, material, or equipment, or work, material, or equipment not in conformance with the requirements of the contract documents; or (2) constitute a waiver of vendor's complete and total liability for any defective work, material, or equipment, or work, material, or equipment not in conformance with the requirements of the contract documents whether or not provided by or performed by any such subcontractor.

If the City registers objection to and refuses to accept a subcontractor, person, or organization list the successful vendor may either (1) submit an acceptable substitute without an increase in their bid price or (2) withdraw their bid. If the City raises objection to a subcontractor, person, or organization after the execution and delivery of the agreement, the vendor will submit an



acceptable substitute and the contract price shall be increased or decreased by the reasonable difference in cost occasioned by such substitution and an appropriate Change Order shall be issued. In the event that prior objection is raised as described above, but the vendor fails to submit an acceptable substitute prior to execution and delivery of the agreement, no increase in contract price shall be allowed.

### **1.38.2. Suppliers**

The list of subcontractors shall also include the suppliers and manufacturers of the principal items of materials and equipment the vendor expects to use in the work.

### **1.39. Legal Venue**

Tom Green County, Texas

### **1.40. Funds - Price**

The vendor submitting the lowest responsible bid will establish a price agreement with the City. The work will be selected based on the availability of funds. The City reserves the right to award the contract by base bid, alternates, or a combination thereof.

### **1.41. Claims for Overcharges**

Vendor hereby assigns to City any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

### **1.42. Piggy-Back Procurements**

Other municipalities or public agencies in the State of Texas may be interested in purchasing products as procured through this solicitation.

Governmental Entities utilizing Inter-Governmental Contracts with the City will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded because of this solicitation. All purchases by Governmental Entities other than the City will be billed directly to that Governmental Entity and paid by that Governmental Entity. The City will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their material/services as needed, e.g., Tom Green County, etc.

### **1.43. Escalation**

Price must be firm for each one (1) year term. A price increase (hourly rate) shall at no time be more than what similar volume customers would pay (see Warranty-Price). The vendor must submit the written request to both the Construction and Facilities Manager and Purchasing Manager with all substantiating documentation ninety (90) days prior to the end of each one (1) year term to request a price escalation. The vendor must provide cost analysis and/or other documentation to justify any increase.

Labor/Hourly rates shall remain "firm", as indicated on the Bid Sheet, for the initial contract year, plus the first, "Option to Renew" year. The Provider may request an escalation in Labor Rates for subsequent years under the same provisions as stated above.

MPO markup adjustments may be requested as stated above. These cost adjustment requests must be submitted in writing ninety (90) days prior to the end of each one (1) year term to request a price escalation.

The City Manager or his designee may approve a contract term extension without a price increase at his or her full discretion. The City Manager or his designee may approve a contract extension with an increase in price if the increase can be justified in writing or by documentation from the vendor/supplier/service provider to the satisfaction and discretion of the City Manager or his designee. If no agreement is reached, the City may re-bid the contract.



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The City of San Angelo reserves the right to accept or reject any and all price adjustment requests, as it deems in the best interest to the City

**1.44. Term**

The initial term of this agreement shall be for one (1) year from the date of execution, and may be renewed, if agreeable to both parties, for four (4) additional one (1) year periods. The contract renewal options will be automatic unless written termination notification has been provided in accordance with the terms prescribed in section 1.23 "Termination".

**1.45. Time of Performance**

The time of performance is outlined in the attached draft contract agreement.





## **2. GENERAL NOTES**

The City of San Angelo is accepting sealed bids to establish a Fixed Price Agreement with vendors to establish a qualified contractor(s) for providing electrician services for approximately sixty-five (65) facilities. The services will include, but not be limited to installation, maintenance, and service calls, repairs, wiring services, installation and/or removal of electrical devices, fixtures, breakers, and electrical panels, etc...

The Electrical Contractor(s) selected will be the primary contact for providing electrical services. There will be two alternate contractors also selected to provide services should the primary not be able to respond in the manner and time frame necessary.

Should the scope and complexity of a specific project exceed City guidelines, the City reserves the right to request quotes or bids from additional providers.

### **2.1. General**

- A. All work and materials shall be installed in accordance with and meet or exceed all applicable federal, state and city codes, and standards.
- B. The Contractor "Provider" shall provide all materials, equipment and labor necessary to perform maintenance, repair, installation, or alteration of various types of electrical systems. To include, but not be limited to power distribution centers, panels, breakers, commercial wiring, lighting, receptacles, etc.
- C. Specialty and/or rental equipment shall be itemized and invoiced as a separate line item. Specialty equipment shall be supplied by electrical Contractor (Provider). A reasonable markup rate is allowed at the percentage rate (MPO) as stipulated in the bid document. Verification of the rental fee and mark up shall be provided to City upon request.
- D. Contractor shall maintain a current Certificate of Insurance with the City's Risk Management Department prior to any work being performed. Insurance and indemnification requirements are included in this draft Service Agreement.
- E. Should the contractor not be able to respond within a reasonable amount of time, as determined by the City, the City shall have the right to select the next lowest bidder. The process shall continue until a contractor is selected.
- F. Contractor will be responsible for obtaining all necessary permits, inspections, and payment of all fees.
- G. Contractor shall be licensed by the State of Texas and must hold a current contractor's registration, and be in good standing, with the City of San Angelo Inspection and Permits Department.
- H. Any and all sub-contractors shall be approved by the City prior to their commencement of work on any City property.
- I. Sub-contractors performing work for the bidder shall have appropriate federal, state, and/or local licenses.
- J. Sub-contractors performing work for the bidder shall have certificates of insurance on file with the City of San Angelo's Risk Management Department prior to any work being performed.
- K. Some work areas may be security sensitive. City shall have the right to perform criminal background investigations on bidder and any employees of the bidder who will be performing work in such secure areas and/or allow their employees to be escorted by duly authorized personnel.
- L. The City and Bidder shall comply with all applicable contract provisions when performing work requiring an expenditure of federal funds (e.g., Airport Improvement Projects).



- M. Contractor is responsible for securing work areas and cleaning up all trash and debris upon completion of work.
- N. Installation of equipment and materials shall be performed in accordance with all applicable federal, state, and local codes and ordinances.
- O. Contractor shall install, by approved methods, UL approved materials, devices, and equipment at all times.
- P. All installed materials, equipment, appliances, fixtures, materials, etc. shall be new and meet and/or exceed the current National Electrical Code and/or City Code requirements.
- Q. The City shall have the right to inspect all materials and equipment to be installed.
- R. The Contractor shall have all work performed inspected and approved by the City of San Angelo's Inspection & Permits Department.
- S. Material Profit and Overhead- Materials, supplies, equipment, equipment rentals shall be invoiced at bidders' cost-plus mark-up. All invoices must reflect the MPO as a separate line item.
- T. The City will compensate Contractor for one (1) Journeyman per service call, unless the scope of the project requires two or more to assist in the completion of the project/service call.

## **2.2. Definitions**

**Call Back** - A direct response from a contractor to the City, to confirm an emergency service request, estimated time of arrival, etc. (nominally shall be within 30 minutes of the original emergency request for service). The Contractor shall provide a 24 hour-a-day contact number for emergency service requests.

**Emergency Work** – Any work, identified by an authorized City representative, that is necessary for the continued operation of the City of San Angelo's infrastructure or which directly impacts the citizens of San Angelo. For example; Machinery or systems that are critical to the operation of the City and rendered out of service by act of God or other unforeseen circumstance or condition requiring immediate repair or replacement.

**Holiday Hours** - Holiday Hours as used within this agreement are defined as any period of time worked on New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving Day or Christmas Day.

**Non-Emergency Work** – Routine service request where the work has not been identified as an emergency by the City.

**Overtime Hours** - Overtime Hours as used within this agreement is defined as any period within a twenty-four-hour (24) period worked, with the consent of the City, beyond Regular Hours.

**Regular Hours** - Regular Hours as used within this agreement is defined as any eight (8) hour period within a twenty-four (24) hour period. Nominally: 8 am-5pm, unless otherwise specified.

## **2.3. Non-Emergency Work**

The response time on non-emergency work (Service Call) shall not exceed three hours from the time of notification from an authorized representative of the City of San Angelo, unless other arrangements have been made and approved by an authorized City representative. All work shall be performed during normal business hours, unless otherwise approved by an authorized representative of the City.

## **2.4. Emergency Work**

For purposes of this section, the authorized representative of the City shall decide whether a specific situation is an emergency. The response time to the job site for any emergency repairs shall not exceed



one and one half (1½) hours from the time of notification. The response time for emergency repairs shall apply twenty-four (24) hours a day including weekends and holidays.

Call Back times after a request for emergency service has been made shall be no longer than thirty (30) minutes.

### **2.5. Rates**

Rates shall be the appropriate rates for regular, overtime and holiday hours and no more than rates charged for similar work to other similar customers.

### **2.6. Delivery Lead Times**

The contractor shall furnish an estimated delivery lead-time for any materials or supplies provided in conjunction with this contract.

### **2.7. Licensing**

Contractor and Sub-Contractors (if applicable) must be licensed by the State of Texas, must hold a current registration with the City of San Angelo Inspection and Permits Department, and applicable insurance certificates on file, and approved by the City's Risk Department.

Copies of certificate and license number(s) for all Masters, Journeyman, and Apprentice employees must be submitted with the bid proposal. **Failure to provide a copy of licenses and all other required information used to determine contractor's eligibility to perform this work will result in rejection of the bid.**

### **2.8. Code Compliance**

All work, including installation of equipment shall be performed in accordance with all applicable federal, state, and local codes. Contractor shall install UL approved materials, devices, and equipment at all times. All installed materials, equipment, appliances, fixtures, piping, etc. shall meet OSHA and/or City Code requirements. The City shall have the right to inspect all materials and equipment to be installed.

### **2.9. Background Investigations**

Some work areas may be security sensitive. The City shall have the right to perform criminal background investigations on bidder and any employees of the bidder (including any and all sub-contractors) who may perform work in City facilities. Contractor, his employees and any subcontractors shall be responsible for the performance of all Work contemplated by this document. The failure of any one person or entity to acquire and maintain necessary clearance shall not excuse the performance of Work required by these specifications.

### **2.10. Permits and Inspections**

Contractor will be responsible for obtaining all necessary permits, inspections, and payment of all fees.

### **2.11. Clean up**

Contractor is responsible for securing work areas and cleaning up all trash and debris upon completions of work.

### **2.12. Profit and Overhead**

Materials, supplies, and equipment purchases shall be invoiced at a cost-plus percentage for profit and overhead. The percentage shall not be increased during the term of the contract except as provided the Terms and Conditions section 1.45 "Escalation".

### **2.13. Complex Services**

The City reserves the right to solicit quotes/bids from all selected vendors as may be dictated by the scope and complexity of the required services.



When a quote is requested, the hourly rate shall remain the contracted rate. However, the material profit and overhead may be adjusted – subject to approval of an authorized City Official.

All quote submissions shall be itemized in writing describing the scope of work to be performed.

#### **2.14. Response Time**

- A. A normal workweek shall be considered Monday – Friday, from 8:00 AM to 5:00 PM, Local Time.
  - i. Bidder shall respond and be onsite, within a minimum of three (3) hours from the time of first call, unless other arrangements are made at the time the service request is made
  - ii. Should the service request not be considered an **EMERGENCY**, and the Contractor is not able to respond within a reasonable period of time necessary for the service request time frame (as determined by the City representative placing the call), the City has the right to contact the next lowest bidder.
- B. Nights, Weekends, and Holidays:
  - i. Should an EMERGENCY request for service be placed with the Contractor or the Contractor's call service, the Contractor should return the call within a minimum of thirty (30) minutes.
  - ii. **Emergency responses-** Contractor shall be on-site within one and one-half (1 ½) hours from the time of notification by an authorized representative of the City.
  - iii. **Should the contractor not be able to be on-site within the above timeframe, the City reserves the right to contact next lowest bidder(s).**
  - iv. **The Contractor shall list an after-hour contact number in the bid sheet.**

#### **2.15. Labor Hourly Rates**

Labor price shall be based on a per hour rate to provide a master, journeyman, apprentice, helper/laborer and overtime rate, etc. Hourly labor rates cannot be less than the prevailing wage rate for the appropriate location and class of labor. This does not prevent the bidder from paying more than the prevailing wage.

The Labor/Hourly Rates will remain in effect throughout the term of the bid except as provided in the Terms and Conditions section 1.45 "Escalation".

#### **2.16. Material Profit and Overhead**

Materials, supplies, equipment, equipment rentals shall be invoiced at bidders' cost-plus mark-up, as designated on the bid sheet, for Material Profit and Overhead (MPO). Permit fees will be invoiced at cost. The percentage of MPO cannot be increased, except as permitted in a Request for Quote or when negotiated during the option to extend the contract at the end of the original term in accordance with the terms prescribed in section 1.45 "Escalation".

#### **2.17. Complex Project Quotes**

The City shall have the right to solicit quotes from other vendors as may be dictated by the scope and complexity of services requested. This Request is for routine installation and maintenance service calls.

Where quotes are requested, the hourly rate shall remain consistent with the hourly rate quoted in this bid, adjusting only the percentage for material profit and overhead (MPO). Bidder shall submit itemized quotes in writing and describe the scope of work to be performed. The City will award to the bidder providing the best value to the City.

#### **2.18. Purchase Orders**

Work requests will be on an "As Needed Basis". The award of a contract under this Request for Bids does not guarantee any frequency or quantity of work. Work requests placed by the City will be accompanied by a Purchase Order Number (PO). All invoices must reference the appropriate PO number, department



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name, job site, and the name of the City employee requesting the service. **No work shall commence on City property prior to the issuance of a Purchase Order signed by an authorized Procurement Official.** Failure to obtain a Purchase Order prior to the commencement of any work shall be at the risk of the provider.

### **2.19. Invoicing**

Invoices submitted shall be itemized, include labor and material with the Purchase Order clearly stated. Invoices presented for payment that are not itemized will not be considered valid and will be rejected. Invoices shall list and include the total hours worked by each class of provider (Master, Journeyman, Apprentice, etc.), materials used, unit costs, and extended price. If requested, bidder shall provide a copy of paid invoices in order to verify the cost-plus mark-up.

### **2.20. Extra Work**

At any time during the term of the Agreement, City may request that Provider perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of Services, but which the parties did not reasonably anticipate would be necessary at the execution of the Agreement. Provider shall not perform, nor be compensated for, Extra Work without prior written authorization of a duly authorized City Representative.



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### **3. ATTACHMENTS**

- A.** City of San Angelo Special Contract Terms for Non-Professional Services Contracts (effective April 16, 2018)
- B.** List of City Facilities



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**4. NO BID REPLY**

**For CFM-01-19 / ELECTRICAL MAINTENANCE & REPAIR SERVICES**

If for any reason, you are not submitting a bid/proposal, please check one or more reasons below and return the form by mail or email to [sapurch@cosatx.us](mailto:sapurch@cosatx.us) in order to remain in our database for these types of products or services.

By providing us this information, we hope to improve future request packages that will elicit your participation.

===== # # # =====  
**PLEASE PRINT**

We wish to:  **Remain On**  
 **Be Deleted From** the list of vendors for the City of San Angelo.

**A. We hereby submit a "No Bid" because:**

- 1. We are not interested in selling through the bid process.
- 2. We are unable to prepare the bid form in time to meet the due date.
- 3. We do not wish to bid under the terms and conditions of the Request for Bid/Proposal.

OBJECTIONS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 4. We do not feel we can be competitive.
- 5. We cannot submit a bid because of the marketing or franchising policies of the manufacturing company.
- 6. We do not wish to sell to the City of San Angelo.

OBJECTIONS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 7. We do not sell the items or provide the services requested.
- 8. Other: \_\_\_\_\_

\_\_\_\_\_

Firm \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_



## 5. SUBMISSION FORMS

### Copies

Submit: One (1) unbound original clearly marked "Original" (binder clips are acceptable), three (3) bound copies (binders, staples or binder clips are acceptable), and one (1) copy in PDF format on USB Flash Drive of all required RFB forms.

Please submit all forms in the following order:

- Bid Sheet
- Authorized Signature/Contact Information Form (**IRS Form W-9**)
- Addenda Acknowledgment Form
- Disclosure of Certain Relationships Form
- Debarment and Suspension Certification
- Local Preference Consideration Application & Economic Impact Details
- Vendor Compliance with Reciprocity on Non-Resident Vendors
- City References List
- Local Area References List
- List of Proposed Subcontractors/Suppliers
- Vendor Safety Record
- Special Insurance Rider
- Verification Relating to Prohibited Contracts – Israel
- Draft Contract Cover
- Survey

\*At Council award, one original of the Texas Ethics Commission Interested Parties Disclosure Form 1295 completed online at [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm) will be required within thirty (30) days following the date of Council action. **Failure to submit the Form 1295 within the prescribed time limit may result in loss of contract(s).**

In submitting its proposal, respondent certifies that it has not lobbied the City or its officials, managers, employees, consultants, or contractors in such a manner as to influence or to attempt to influence the bidding process. In the event it reasonably appears that the respondent influenced or attempted to influence the bidding process, the City may, in its discretion, reject the proposal.

## Submit all forms beyond this point.





**Bid Sheet**

\_\_\_\_\_  
 Company Name

1	<b>Hourly Rates</b>		
	Regular	Overtime	Holiday
A. Masters Rate	\$ _____	\$ _____	\$ _____
B. Journeyman	\$ _____	\$ _____	\$ _____
C. Apprentice	\$ _____	\$ _____	\$ _____
D. Laborer/Helper	\$ _____	\$ _____	\$ _____
E. Backhoe	\$ _____	\$ _____	\$ _____
F. Ditching Machine	\$ _____	\$ _____	\$ _____
G. Man-lift	\$ _____	\$ _____	\$ _____
H. Excavator	\$ _____	\$ _____	\$ _____

Time of day Regular Hourly Rate Begins: \_\_\_\_\_ AM TO \_\_\_\_\_ PM

Time of day Overtime Hourly Rate Begins: \_\_\_\_\_ PM TO \_\_\_\_\_ AM

We agree to serve as a secondary vendor, if not selected as the Primary Vendor:  Yes  No

**2 Materials, Profit and Overhead (MPO)**

Materials, supplies, equipment and equipment rentals shall be invoiced at bidders cost plus \_\_\_\_\_ (%) percent  
 (Equipment and/or equipment rentals shall be invoiced as a separate line item)

**3** After Hours Contact No.: \_\_\_\_\_



**Attach duplicates of licenses held by ALL employees:**

- 4** Contractor's City Registration No.: \_\_\_\_\_
- Contractor's TDLR Master's No.: \_\_\_\_\_
- Contractor's TDLR Journeyman's No.: \_\_\_\_\_
- Contractor's TDLR Journeyman's No.: \_\_\_\_\_
- Contractor's TDLR Journeyman's No.: \_\_\_\_\_
- Contractor's TDLR Journeyman's No.: \_\_\_\_\_
- Contractor's TDLR Journeyman's No.: \_\_\_\_\_
- Contractor's TDLR Apprentice's No.: \_\_\_\_\_
- Contractor's TDLR Apprentice's No.: \_\_\_\_\_

**5 Additional Information:**

- No. of Master Electricians Employed: \_\_\_\_\_
- No. of Journeyman Electricians Employed: \_\_\_\_\_
- No. of Apprentice Electricians Employed: \_\_\_\_\_
- No. of Laborers/Helpers Employed: \_\_\_\_\_

Contractor agrees to allow other government entities to "Piggy-Back" off this contract:  Yes  No

**Note:** Should there be any differences between the unit price and the extended pricing calculations, the unit price will prevail.



**Authorized Signature/Contact Information Form**

**Vendor Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

*(Cannot be a PO Box)*

City, State, Zip: \_\_\_\_\_

**Attach IRS W-9**

*Bids which are not signed and dated or bids which do not comply with all of bid requirements herein, may be considered non-responsive and may be rejected.*

The signee agrees, if this bid is accepted, to furnish any and all goods or services upon which prices are offered, at the price and upon the terms and conditions contained in the Invitation for Bid, Conditions of Bidding, Terms of Contract, and Specifications and all other items made a part of the accepted contract.

The signee affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other vendor, and that the contents of this bid as to prices and terms or conditions have not been communicated by the signee nor by any employee or agent to any other vendor or to any other person(s) engaged in this type of business prior to the official opening of this bid. And further, that neither the vendor nor their employees nor agents have been for the past six (6) months directly nor indirectly concerned in any pool or agreement or combination to control the price of goods or services, nor to influence any person to bid or not to bid thereon.



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### **Addenda Acknowledgement**

Receipt is hereby acknowledged of the following addenda to the Contract documents.

Addendum No. 1 dated _____	Received _____
Addendum No. 2 dated _____	Received _____
Addendum No. 3 dated _____	Received _____

Please Print

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip Code



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## **Disclosure of Certain Relationships**

### **NOTICE TO VENDORS**

**Effective January 1, 2006**, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local governmental entity make certain disclosures concerning any affiliation or business relationship that might cause a conflict of interest with the local governmental entity. The provisions of Chapter 176 and the Form CIQ questionnaire that you must complete, if applicable, to comply with this new law, are available and explained in more detail at the Texas Ethics Commission website at [https://www.ethics.state.tx.us/filinginfo/conflict\\_forms.htm](https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm).

A current list of City of San Angelo and City of San Angelo Development Corporation officers is available in the office of the City of San Angelo City Clerk, Room 201 of City Hall or on the City's website at <http://cosatx.us>. If you are considering doing business with the City of San Angelo or the City of San Angelo Development Corporation and have an affiliation or business relationship that requires you to submit a completed Form CIQ, it must be filed with the records administrator (City Clerk) of the City of San Angelo not later than the 7<sup>th</sup> business day after the date you become aware of facts that require the form to be filed. See Section 176.006, Texas Local Government Code. It is a Class C misdemeanor to violate this provision.

By submitting a response to a City of San Angelo or City of San Angelo Development Corporation Request for Bid proposals, Request for Bids, or Request for Qualifications or by conducting business with either of those two entities, you are representing that you are in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

A handwritten signature in blue ink that reads "Nolan A. Sosa".

Nolan A. Sosa  
Purchasing Manager



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**LOCAL GOVERNMENT OFFICERS OF THE CITY OF SAN ANGELO**  
**As defined by Chapter 176 of the Texas Local Government Code**  
**(Revised 06/25/2019)**

For purposes of completion of the required Conflict of Interest Questionnaire for the City of San Angelo (required by all buyers who submit bids/proposals), Local Government Officers are:

**City of San Angelo City Council:**

Mayor: Brenda Gunter

Councilmembers:

Tommy Hiebert, SMD 1  
Tom Thompson, SMD 2  
Harry Thomas, SMD 3 (Mayor Pro Tempore)  
Lucy Gonzales, SMD 4  
Lane Carter, SMD5  
Billie DeWitt, SMD 6

City Manager: Daniel Valenzuela

**City of San Angelo – Development Corporation Officers:**

Todd R. Kolls, President  
Bill Dendle, First Vice President  
David Cummings, Second Vice President  
Edward Carrasco, Director  
Garland Freeze, Director  
Max Puello, Director

Executive Director: Guy Andrews

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<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>		<b>FORM CIQ</b>
<b>For vendor doing business with local governmental entity</b>		<b>OFFICE USE ONLY</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p>Date Received</p>	
<p><b>1 Name of vendor who has a business relationship with local governmental entity.</b></p>		
<p><b>2</b> <input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b> (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p><b>3 Name of local government officer about whom the information is being disclosed.</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p><b>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</b></p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>		
<p><b>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</b></p>		
<p><b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p><b>7</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Date</p>		



## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- \*\*\*
- (2) the vendor:
  - (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
    - (i) a contract between the local governmental entity and vendor has been executed;
    - or
    - (ii) the local governmental entity is considering entering into a contract with the vendor;
  - (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
    - (i) a contract between the local governmental entity and vendor has been executed; or
    - (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
  - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
  - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
  - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
  - (B) that the vendor has given one or more gifts described by Subsection (a); or
  - (C) of a family relationship with a local government officer.





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**Debarment and Suspension Certification**

- (1) The prospective primary vendor certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this 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, 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 governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary vendor is unable to certify to any of the statements in this certification, such prospective primary vendor shall attach an explanation to this bid proposal.

**Business Name** \_\_\_\_\_

\_\_\_\_\_  
**Date**

**By:** \_\_\_\_\_  
**Name and Title of Authorized Representative**

\_\_\_\_\_  
**Signature of Authorized Representative**



## **INSTRUCTIONS**

1. By signing and submitting this proposal, the prospective vendor is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective vendor shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the determination whether to enter into this transaction. However, failure of the prospective vendors to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the City of San Angelo determined to enter into this transaction. If it is later determined that the prospective vendor knowingly rendered an erroneous certification, in addition to other remedies available, the City of San Angelo may terminate this transaction for cause.
4. The prospective vendor shall provide immediate written notice to the City of San Angelo to which this proposal is submitted if at any time the prospective vendor learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "vendor," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549(13 CFR Part 145). You may contact the City of San Angelo for assistance in obtaining a copy of these regulations.
6. The prospective vendor agrees by submitting this proposal that, should the proposed transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the City of San Angelo.
7. The prospective vendor further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment and Suspension" provided by the City of San Angelo, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A vendor in a covered transaction may rely upon a certification of a prospective vendor in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A vendor may decide the method and frequency by which it determines the ineligibility of its principals. Each vendor may, but is not required to, check the Non-procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a vendor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a vendor in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the City of San Angelo, the City of San Angelo may terminate this transaction for cause.



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### **Local Preference Consideration**

Section 271.9051 of the Texas Local Government Code “CONSIDERATION OF LOCATION OF RESPONDENTS PRINCIPAL PLACE OF BUSINESS”:

In accordance with Section 271.9051 of the Texas Local Government Code, if a local government receives one or more competitive sealed bids from a bidder whose principal place of business is in the municipality and whose bid is within five (5%) percent of the lowest bid price received from a bidder who is not a resident of the municipality, on contracts less than \$500,000 and three percent (3%) on contracts over \$500,000.00 the municipality may enter into a contract with (a) the lowest bidder or (b) the bidder whose principal place of business is in the municipality if the governing body of the local government determines, in writing, that the local bidder offers the local government the best combination of contract price and additional economic development opportunities for the local government created by the contract award, including the employment of residents of the local government and increased tax revenues to the local government.

Local Preference Consideration DOES NOT apply to Construction Projects over \$100,000 or Telecommunication and Information Technology Bids/Purchases.

**If you DO NOT have your principal place of business located within the City of San Angelo city limits – stop – do not fill out this form.**

**This “Application for Local Preference Consideration” does *not* mean that the City of San Angelo is limiting responses to this request for bids/proposals to only those businesses located within the city limits. All bids/proposals are welcome.**

Respondents who wish to qualify under the local preferences law must have their principal place of business located within the San Angelo city limits.

**If your principal place of business is within the San Angelo city limits and you want to apply for local preference consideration, then you must:**

1. Complete the **Local Preference Consideration Application, and**
2. ***Describe in writing and attach supporting documentation***, the additional economic development opportunities for the City of San Angelo that will be created if you are awarded this contract. Include the number of City of San Angelo residents that you will employ to complete this contract and the increased tax revenues that will be generated for the City of San Angelo if you are awarded this contract.



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### Local Preference Consideration Application

**Business Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Business Type:**

- Corporation – Indicate state of incorporation \_\_\_\_\_
- Partnership – Indicate “general” or “limited” \_\_\_\_\_
- Sole proprietorship \_\_\_\_\_

**Attachments:** *Describe in writing, and attach supporting documentation*, the additional economic development opportunities for the City of San Angelo that will be created if you are awarded this contract. Include the number of City of San Angelo residents that you will employ to complete this contract and the increased tax revenues that will be generated for the City of San Angelo if you are awarded this contract.

---

**CERTIFICATION:** I hereby certify under penalty of perjury that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above and if requested by the city will provide, within 10 days of notice, the necessary documents to substantiate the information provided.

(Please print)

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

(Attach description and documentation of economic impact as outlined on previous page.)



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### **Vendor Compliance with Reciprocity on Non-Resident Vendors**

Texas Government Code 2252.002 provides that, in order to be awarded a contract as low vendor, a non-resident vendor must bid projects for construction, improvements, supplies or services in Texas at an amount lower than the lowest Texas resident vendor by the same amount that a Texas resident vendor would be required to underbid a non-resident vendor in order to obtain a comparable contract in the state in which the non-resident's principal place of business is located. A non-resident vendor is a contractor whose corporate offices or principal place of business is outside of the state of Texas. This requirement does not apply to a contract involving Federal funds. The appropriate blanks in Section A must be filled out by all out-of-state or non-resident vendors for your submission to meet specifications. The failure of out-of-state or non-resident contractors to do so will automatically disqualify that vendor. **Resident vendors must check the blank in Section B.**

A. Non-resident Vendors in \_\_\_\_\_ (give state), our principal place of business, are required to be \_\_\_\_\_ percent lower than resident vendors by state law. A copy of the statute is attached.

Non-resident Vendors in \_\_\_\_\_ (give state), our principal place of business, are not required to underbid resident vendors.

B. Our principal place of business or corporate offices are in the State of Texas: \_\_\_\_\_. (Mark a "check" in the blank if this applies.)

VENDOR:

(Please print)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip Code



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### City References

\_\_\_\_\_  
Company Name

List five (5) similar projects that your company has completed for the City of San Angelo. All references shall be for work completed in the last five (5) years.

<b>Reference One</b>
----------------------

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

<b>Reference Two</b>
----------------------

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

<b>Reference Three</b>
------------------------

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_



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**Reference Four**

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

**Reference Five**

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_



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### Local Area References

\_\_\_\_\_  
Company Name

List five (5) similar projects that your company has completed **within 150 miles of the City** (but not in the **City of San Angelo**). References should be of similar size and scope of work to this proposal. All references shall be for work completed in the last five (5) years.

#### Reference One

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

#### Reference Two

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

#### Reference Three

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_





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**Reference Four**

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

**Reference Five**

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_



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### List of Proposed Subcontractors and Suppliers

List any subcontractors and suppliers you intend to use on this project and the categories of work they will perform. **Vendors are strongly encouraged to explore utilizing area subcontractors and suppliers.** Make as many copies of this form as necessary to cover all categories of work.

Category of Work: GENERAL CONTRACTOR % of Proposed Contract Amount: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

\*\*\*\*\*

Category of Work: \_\_\_\_\_ % of Proposed Contract Amount: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

\*\*\*\*\*

Category of Work: \_\_\_\_\_ % of Proposed Contract Amount: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

\*\*\*\*\*

Category of Work: \_\_\_\_\_ % of Proposed Contract Amount: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

\*\*\*\*\*

Category of Work: \_\_\_\_\_ % of Proposed Contract Amount: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_



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Category of Work: \_\_\_\_\_ % of Proposed Contract Amount: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

\*\*\*\*\*

Category of Work: \_\_\_\_\_ % of Proposed Contract Amount: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

\*\*\*\*\*

Category of Work: \_\_\_\_\_ % of Proposed Contract Amount: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

\*\*\*\*\*

Category of Work: \_\_\_\_\_ % of Proposed Contract Amount: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

\*\*\*\*\*

Category of Work: \_\_\_\_\_ % of Proposed Contract Amount: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

***Percentages should total to 100%***



**Vendor Safety Record**

I. List your organization's Workers Compensation Experience Modification Rate (EMR) for the last five years, as obtained from your insurance agent.

2018 \_\_\_\_\_

2017 \_\_\_\_\_

2016 \_\_\_\_\_

2015 \_\_\_\_\_

2014 \_\_\_\_\_

II. Complete the matrix below for the last five years, as obtained from OSHA No. 200 Log:

	2018	2017	2016	2015	2014
Number of injuries & illnesses					
Number of lost time accidents					
Number of recordable cases					
Number of fatalities					
Number of employee direct hire fixed hours (round to 1,000's)					

III. Please answer the following questions regarding your safety program

a. Are regular project safety meetings held for Field Supervisor(s)?  Yes  No

If yes, frequency:  Weekly  Bi-Monthly  Monthly  As Needed

b. Are project safety inspections conducted?  Yes  No

If yes, who performs inspections? \_\_\_\_\_

How often? \_\_\_\_\_

Who is required to attend? \_\_\_\_\_

c. Does your organization have a written safety program?  Yes  No

If yes, provide a copy. It will become a compliance document upon contract award.

d. Does your organization have a safety orientation program for new employees?  Yes  No

For employees promoted to Field Supervisor?  Yes  No

If yes, does your Supervisor Safety Program include instructions on the following:

Safety Work Practices  Yes  No

Toolbox Safety Meetings  Yes  No

First Aid Procedures  Yes  No

Accident Investigation  Yes  No

Fire Protection  Yes  No

New Worker's Orientation  Yes  No



### Special Insurance Rider

1. **TYPES AND AMOUNTS OF INSURANCE REQUIRED.** Provider shall obtain and continuously maintain in effect at all times during the term hereof, at Provider's sole expense, insurance coverage as follows with limits not less than those set forth below:

**1.1 Commercial General Liability.** This policy shall be an occurrence-type policy and shall protect Provider and additional insureds against all claims arising from bodily injury, sickness, disease or death of any person (other than Provider's employees) and damage to property of City or others arising out of the act or omission of Provider or its agents and employees. This policy shall also include protection against claims for the contractual liability assumed by Provider under the paragraph of this Agreement entitled "Indemnification," including completed operations, products liability, contractual coverage, broad form property coverage, explosion, collapse, underground, premises/operations, and independent Vendors (to remain in force for two years after final payment). Coverage limits shall not be less than:

\$2,000,000.00	General Aggregate
\$1,000,000.00	Products – Completed Operations
\$1,000,000.00	Personal & Advertising Injury
\$1,000,000.00	Each Occurrence
\$ 100,000.00	Fire Damage (any one fire)

**1.2 Business Automobile Liability.** This policy shall be written in comprehensive form and shall protect Provider and the additional insureds against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles and shall cover operation on and off the premises of all motor vehicles licensed for highway use, whether they are owned, non-owned or hired. Coverage shall be as follows:

\$ 1,000,000.00	Each Accident Limit
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**1.3 Workers' Compensation and Employer's Liability.** If Provider hires any employees, Provider shall maintain Workers' Compensation and Employer's Liability insurance, which shall protect Provider against all claims under applicable state workers' compensation laws and employer's liability. The insured shall also be protected against claim for injury, disease or death of employees which for any reason, may not fall within the provisions of a workers' compensation law. Coverage shall not be less than:

<b>Statutory Amount</b>	<b>Workers' Compensation</b>
\$ 500,000.00	Employer's Liability, Each Accident
\$ 500,000.00	Employer's Liability, Disease - Each Employee
\$ 500,000.00	Employer's Liability, Disease - Policy Limit

**Vendor agrees to comply with City of San Angelo Special Insurance Rider requirements.**

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative



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**Verification Relation to Prohibited Contracts – Israel**

**City of San Angelo, Texas, RFB CFM-01-19/ELECTRICAL MAINTENANCE & REPAIR SERVICES**

My name is \_\_\_\_\_, "Declarant";  
(First) (Middle) (Last)

My date of birth is \_\_\_\_\_; and,

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Street) (City) (State)  
\_\_\_\_\_, and \_\_\_\_\_  
(Zip Code) (Country)

My position with \_\_\_\_\_, contracting company, is \_\_\_\_\_.  
(contracting company) (office held)

(1) The foregoing named contracting Company does not now and will not during the term of this contract, have contracts with or provide supplies or services to, an entity or company known to have contracts with or to provide supplies or services to a foreign terroristic organization or with an entity or company identified as providing such on a list prepared and maintained by the Texas Comptroller pursuant to Subchapter "F", Sections 2252.151 et. seq., Chapter 2252 "Contracts with Governmental Entity" of the Texas Government Code; neither is contracting Company identified as an entity providing such supplies or services on said list.

(2) The foregoing named contracting Company does not boycott Israel; and will not boycott Israel during the term of the contract with the City of San Angelo.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of  
(County)

\_\_\_\_\_, 20 \_\_\_\_\_.  
(Month)

\_\_\_\_\_  
Declarant



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### **Sample Contract Agreement(s)**

Respondents shall submit copies of standard contract terms along with any and all terms and conditions applicable to the deliverance of goods/services resulting from this solicitation.

Please review the included draft contract, redline and make changes to any terms you cannot abide by, and return with your submission.

\_\_\_\_\_ I have read and can comply with all contract terms. I am not returning the draft contract.

\_\_\_\_\_ I have read the contract terms, revised those I cannot comply with, and have included a copy with my submission.





**CITY OF SAN ANGELO**  
 PURCHASING DIVISION  
 72 West College Avenue, San Angelo, Texas 76903  
 Tel: (325) 657-4219

**Draft Contract Cover**

**Contract #** \_\_\_\_\_

**RFB No. CFM-01-19 (Electrical Maintenance & Repair Services)**

In consideration of the mutual covenants and promises herein contained, City of San Angelo and the below named Contractor agree as follows:

**CITY OF SAN ANGELO – Facilities Maintenance**  
**Ron Lewis, Facilities Maintenance Manager**  
 72 W. College Avenue  
 San Angelo, Texas, 76903  
 Telephone: **325-657-4472**  
 EMAIL: **ron.lewis@cosatx.us**

**CONTRACTOR:** \_\_\_\_\_  
 (If an entity other than individual, indicate whether Contractor is authorized by or registered as a foreign entity with the Texas Secretary of State to do business in Texas) **Yes**  / **No**

**Authorizing Officer/Agent:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

**General Description of Project & Scope of Work:**  
General Description of Project & Scope of Work Here

**Effective Date:** This contract shall be effective from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**Date of City Council Authorization** \_\_\_\_\_, 2019

**Contract Time:**  Contractor agrees to substantially complete Work within \_\_\_\_\_ consecutive days after the date Work commences as established by the Notice to Proceed, except upon Change Order authorized under this contract or written amendment executed by the authorized representatives of the parties pursuant to authority of their governing bodies; or

The term of this contract shall be for a period of (1) One year, commencing on the “Effective Date” and automatically expiring on \_\_\_\_\_, 2019, subject to extension as may be provided for in the contract documents.

City shall have four (4) options to extend the term hereof for a period of one (1) year each, subject to availability and appropriation of funds. This agreement will automatically renew unless either party exercises their option to terminate the agreement in writing ninety (90) days prior to the expiration of the current term.



**Davis-Bacon Act or Texas Prevailing Wage Rate, Texas Gov. Code, Chap. 2258:**

Davis-Bacon Act required payment of prevailing wages on federally funded or assisted construction projects

**Applies** /  **Does Not Apply** to this contract.

Texas Government Code Chapter 2258 Prevailing Wage Rates

**Applies** /  **Does Not Apply** to this contract.

**Contract Price:** Notwithstanding anything to the contrary in the contract documents, compensation due and payable by the City under this Contract shall not exceed;

Base Price \$ \_\_\_\_\_,

Schedule of Rates and Charges (Fee Schedule),

plus Alternate 1 \$ \_\_\_\_\_,

plus Alternate 2 \$ \_\_\_\_\_,

plus Alternate 3 \$ \_\_\_\_\_

for a total sum of \_\_\_\_\_ AND NO/100 DOLLARS (\$ \_\_\_\_\_), except upon Change Order authorized under this contract or written amendment executed by the authorized representatives of the parties pursuant to authority of their governing bodies.

**Contract Documents Adopted by Reference:** The parties to this Contract adopt in their entirety by reference thereto each of the following contract documents indicated by checkmark, as if each document were set forth herein word for word and in its entirety:

RFB: CFM-01-19 / ELECTRICAL MAINTENANCE & REPAIR SERVICES

ADDENDUM 1 to bid dated \_\_\_\_\_, 20\_\_\_\_

ADDENDUM 2 to bid dated \_\_\_\_\_, 20\_\_\_\_

ADDENDUM 3 to bid dated \_\_\_\_\_, 20\_\_\_\_

City of San Angelo Standard Performance Contract Terms (effective April 16, 2018) \*

City of San Angelo Standard Professional Services Contract Terms (effective April 16, 2018) \*

City of San Angelo Special Contract Terms for Non-Professional Services Contracts (effective April 16, 2018) \*

City of San Angelo Owner's General Construction Conditions (effective April 16, 2018) \*

Plans: \_\_\_\_\_  
*(Include engineering entity, date, part/phase and other identifying information)*



**CITY OF SAN ANGELO**  
PURCHASING DIVISION  
72 West College Avenue, San Angelo, Texas 76903  
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Technical Specifications \_\_\_\_\_  
(Include source, date, part/phase and other identifying information)

Contractor's Response to RFB No. CFM-01-19

\* The terms and conditions in these referenced contract documents apply to the Contract to the exclusion of any other terms that the Contractor seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

**Acknowledgement of Receipt of Contract Documents:**

The foregoing identified Contract Documents excluding Contractor's Response to request for bid or proposal are posted on the City's website at <http://www.cosatx.us/departments-services/purchasing/bid-information>. Hard copies are available to the Contractor upon request addressed to the City of San Angelo, Purchasing Division, 72 W. College, San Angelo, Texas 76903; (325) 657-4219. BY THE EXECUTION HEREOF, CONTRACTOR REPRESENTS THAT CONTRACTOR HAS REVIEWED AND IS FAMILIAR WITH EACH OF THE CONTRACT DOCUMENTS, HAS SECURED HARD COPIES OF THE CONTRACT DOCUMENTS THAT CONTRACTOR DESIRES TO ACQUIRE, AND AGREES THAT IT IS THE INTENTION OF THE PARTIES THAT THE CONTRACT DOCUMENTS BE MADE A PART OF THIS AGREEMENT AS IF EACH WERE SET FORTH, VERBATIM IN THIS AGREEMENT.

The terms, provisions, specifications and conditions of RFB No. CFM-01-19 and any other documents, conditions, specifications, technical data, drawings, requirements and addenda comprising said RFB shall prevail over any conflicting term, provision, specification or condition in Contractor's Response.

**Separately Executed Contract Documents:** The following contract documents indicated by checkmark below are separately required to be executed by the Contractor as conditions precedent to City's performance obligations under the contract:

Authorized Signature/Contact Information (with W-9)

Addenda Acknowledgement

Bid Security (based on base bid price)

Performance & Payment Bonds (if applicable)

"Conflict of Interest Questionnaire" Chapter 176 of the Texas Local Government Code

Debarment and Suspension Certification

Local Preference Consideration Application & Economic Impact Details

Vendor Compliance with Reciprocity on Non-Resident Vendors

Verification Relating to Prohibited Contracts – Israel

Certificate of Insurance



**CITY OF SAN ANGELO**  
PURCHASING DIVISION  
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Special Insurance Rider

Original of the Texas Ethics Commission Interested Parties Disclosure Form 1295 completed online at [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm), with original submitted to City of San Angelo Purchasing Division.

**Contractor Representations and Warranty:** Contractor represents and warrants to City that it has not employed or retained any person or company employed by City to solicit or secure this Agreement and that it has not offered to pay, paid, or agreed to pay any person any fee, percentage, brokerage fee, or gift of any kind contingent upon or in connection with the award of this Agreement.

**Authority to Execute:** Each of the below named persons executing this contract hereby warrant and represent that he or she is properly authorized to execute the contract for purposes of legally binding the party on whose behalf the contract is executed.



**CITY OF SAN ANGELO**  
PURCHASING DIVISION  
72 West College Avenue, San Angelo, Texas 76903  
Tel: (325) 657-4219

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed by their respective duly authorized officials the day and year indicated below.

**CONTRACTOR:**

\_\_\_\_\_

BY: \_\_\_\_\_  
(Name and office held)

DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**CITY OF SAN ANGELO:**

By: \_\_\_\_\_  
Daniel Valenzuela, City Manager

**ATTEST:**

\_\_\_\_\_  
Julia Antilley, City Clerk

DATE: \_\_\_\_\_  
(SEAL)

**City Official Approvals:**

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Nolan A. Sosa, Purchasing Manager

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Ron Lewis, Facilities Maintenance Manager

APPROVED AS TO RISK:

\_\_\_\_\_  
Charles Hagen, Risk Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Dan T. Saluri, Deputy City Attorney