

ROUTINE FACILITIES CONTRACT

HVAC SYSTEM CLEANING, SAN ANTONIO DHQ

LOCATION: 4615 NW LOOP 410
CITY/ST: SAN ANTONIO, TEXAS 78229
COUNTY: BEXAR
DISTRICT: SAN ANTONIO
SITE NO: 159740
BLDG NO: 158050

PROJECT ID: 151851-21-01
ESTIMATED COST: \$48,000.00
BID GUARANTY or BID BOND: \$1,000.00

PRE-BID DATE, TIME: SEPTEMBER 29, 2020 @ 2:00 PM CST
PRE-BID LOCATION: <https://txdot.webex.com/>

BID DATE, TIME: OCTOBER 21, 2020 @ 1:00 PM CST
BIDS MUST BE RECEIVED BY: NOON (12:00 PM CST) FOR 1:00 PM CST READING
BID LOCATION: TxDOT STATE HEADQUARTERS
BID ADDRESS: 150 E RIVERSIDE DRIVE, 4N, AUSTIN, TX 78704



SUPPORT SERVICES DIVISION (SSD) FACILITIES PLANNING AND MANAGEMENT

RETURN COMPLETED PROPOSAL PACKAGE TO:
150 RIVERSIDE DR., 4th FLOOR-NORTH TOWER, AUSTIN, TX 78704
ATTN: LAURA MULLINS

PROPOSAL PACKAGES DELIVERED AFTER NOON (12:00 pm CST) ON THE OFFICIAL LETTING DATE,
RECEIVED INCOMPLETE OR WITH MISSING DOCUMENTS WILL BE REJECTED



RFC PROPOSAL DOCUMENT QUICK CHECK LIST

THIS LIST IS PROVIDED AS A REFERENCE TO BIDDING CONTRACTORS OF REQUIRED DOCUMENTS. THESE FORMS **MUST BE INCLUDED** AS PART OF YOUR PROPOSAL. **MISSING OR INCOMPLETE DOCUMENTS WILL CAUSE YOUR PROPOSAL TO BE REJECTED.**

- COVER SHEET
- CHECK LIST
- INDEX
- PRIORITY INVOICE PROCESSING FORM (must be filled out even if you choose not to participate)
- ADDENDUM ACKNOWLEDGEMENT
- BID BOND
- RETURN BID GUARANTY CHECK FORM
- RFC INFORMATION PAGE
- PROPOSAL TO THE TEXAS TRANSPORTATION COMMISSION (Dollar amounts must be documented in PEN)
(Changes made to the original dollar amount **MUST** be lined through and initialed in ink, **NO WHITE OUT**)
- ALLOWANCES (if applicable)
- AUTHORIZED SIGNATURES
- SIGNATURE PAGE
- E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS (required)
- HUB SUBCONTRACTING PLAN (required, if advertised or proposed bid at greater than \$100K)
- SEALED BID ENVELOPE COVER SHEET (affix to front of sealed envelope)

DOCUMENTS SHALL BE STAPLED OR ATTACHED WITH A BINDER CLIP ONLY. DO NOT BIND IN ANY WAY. NO NOTEBOOKS, PRESENTATION FOLDERS, SPIRAL OR OTHERWISE.

Bids are required to be submitted by Noon (12:00 PM CST) on the Letting Date. The bid reading will begin at 1:00 PM CST.



Texas Department of Transportation

ROUTINE FACILITIES CONTRACT

SUPPORT SERVICES DIVISION
FACILITIES PLANNING & MANAGEMENT

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EARLY PAYMENT PROGRAM

TxDOT has partnered with Oxygen Finance Americas, Inc. to offer all bidders and active TxDOT vendors the opportunity to enroll in the Early Payment Program (EPP). The EPP gives vendors more flexibility and control of their business and finances. Benefits include:

- Electronic invoice submissions sent to one email address for all TxDOT divisions
- Invoices are time-stamped upon receipt
- Rejection notices are usually sent within 1 business day with instructions on how to revise & resubmit for payment
- Payments are typically made within 10 business days*, providing you cash sooner
- Monthly remittance statements are provided to EPP vendors for reconciliation
- Live supplier support specialists are available to help EPP vendors through all stages of invoicing and payments

Please fill out the information below and return this form with your completed response

Company: _____	Tax ID/EIN: _____
Contact Name: _____	Title: _____
Address: _____	
Email: _____	Phone: _____
Billing Contact: _____	Title: _____
Address: _____	
Email: _____	Phone: _____

OPTIONS (Please check one):

- Yes, I would like to enroll in the EPP with the following terms for all future invoices: _____ % / 10 Days / Net 30 **
Texas State Agencies are allowed to make early payments to vendors, but are required to take a discount in return. (Texas Government Code, Chapter 2155.382). TxDOT allows EPP vendors to determine the invoice discount rate (%) that best suits their business needs.
- I confirm that I am an authorized representative of this company and that if TxDOT pays any Invoiced Debt owed to the aforementioned company under or in connection with any Contract prior to the date by which such payment would otherwise be required to be made under the terms of that Contract, TxDOT shall be entitled to deduct and retain from that Invoiced Debt, for its own benefit, an Early Payment Discount which it will deduct and retain from that Invoiced Debt. These terms will apply to all invoices unpaid as of the date of signature as printed on this form. Early payment discounts are dynamically calculated, with a target payment date of 10 days from the date of invoice acceptance. The final discount taken is proportionate to the number of days the payment is accelerated. A discount is taken ONLY if payment is made before 30 days from the date of invoice acceptance.
 - I confirm that I am an authorized representative of this company and agree to the Oxygen Network Supplier Terms of Use found at <http://ftp.dot.state.tx.us/pub/txdot-info/fin/early-pmt/oxygen-network-terms.pdf>
- I'm interested in the EPP, but would like a supplier support specialist to call me at this number _____
- I am already enrolled in the EPP
- No, I am not interested at this time

Printed Name _____

Signature _____

Date _____

*Please note: Direct deposits post 1-3 business days after the payment date and paper checks could take up to 5 business days to receive

**TxDOT reserves the right to approve or reject any proposed rates.

To learn more about the program and its benefits, visit www.txdot.gov/business/vendors/epp.html

To speak with a supplier support specialist, call 866-515-3860 or email at earlypay@txdot.gov

THIS PAGE SHOULD BE RETURNED WITH YOUR COMPLETED RESPONSE



DISTRICT: SAN ANTONIO
COUNTY: BEXAR
LOCATION: 4615 NW LOOP 410
PROJECT ID: 151851-21-01

ADDENDUM ACKNOWLEDGMENT

For

ROUTINE FACILITIES CONTRACT (RFC)

Each bidder is required to acknowledge receipt of an addendum issued for a specific project. This page is provided for the purpose of acknowledging an addendum.

FAILURE TO ACKNOWLEDGE RECEIPT OF AN ADDENDUM WILL RESULT IN THE BID NOT BEING READ.

In order to properly acknowledge an addendum – place a mark in the box next to the respective addendum. Each Addenda must be acknowledged.

ADDENDUM NO. 1	<input type="checkbox"/>
ADDENDUM NO. 2	<input type="checkbox"/>
ADDENDUM NO. 3	<input type="checkbox"/>
ADDENDUM NO. 4	<input type="checkbox"/>

In addition, the bidder by affixing their signature to the signature page of the proposal is acknowledging that they have taken the addendum(s) into consideration when preparing their bid and that the information contained in the addendum will be included in the contract, if awarded by the Commission or other designees.

TEXAS DEPARTMENT OF TRANSPORTATION BID BOND

KNOW ALL PERSONS BY THESE PRESENTS,

That we, (Contractor Name) _____

Hereinafter called the Principal, and (Surety Name) _____

a corporation or firm duly authorized to transact surety business in the State of Texas, hereinafter called the Surety, are held and firmly bound unto the Texas Department of Transportation, hereinafter called the Obligee, in the sum of not less than two percent (2%) of the department's engineer's estimate, rounded to the nearest one thousand dollars, not to exceed one hundred thousand dollars (\$100,000) as a proposal guaranty (amount displayed on the cover of the proposal), the payment of which sum will and truly be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents .

WHEREAS, the principal has submitted a bid for the following project identified as:

DISTRICT: SAN ANTONIO

COUNTY: BEXAR

LOCATION: 4615 NW LOOP 410

PROJECT ID: 151851-21-01

NOW, THEREFORE, if the Obligee shall award the Contract to the Principal and the Principal shall enter into the Contract in writing with the Obligee in accordance with the terms of such bid, then this bond shall be null and void. If in the event of failure of the Principal to execute such Contract in accordance with the terms of such bid, this bond shall become the property of the Obligee, without recourse of the Principal and/or Surety, not as a penalty but as liquidated damages.

Signed this _____ Day of _____, 20 _____.

By _____
(Contractor/Principal Name)

(Signature and Title of Authorized Signatory for Contractor/Principal)

*By: _____
(Surety Name)

(Signature of Attorney-in-Fact) Printed Name

***Attach Power of Attorney (Surety) for Attorney-in-Fact**

Impressed
Surety Seal
Only

RETURN BID GUARANTY CHECK FORM

(CHECK NOT REQUIRED IF SUBMITTING A BID BOND)

IMPORTANT

The space provided for the return address must be completed to facilitate the return of your bidder's check. Care must be taken to provide a legible, accurate, and complete return address, including zip code. A copy of this sheet should be used for each different return address.

NOTE

Successful bidder will receive their guaranty check with the executed contract.

DISTRICT: SAN ANTONIO
COUNTY: BEXAR
LOCATION: 4615 NW LOOP 410
PROJECT ID: 151851-21-01

IMPORTANT PLEASE RETURN THIS SHEET IN ITS ENTIRETY

Please acknowledge receipt of this check(s) at your earliest convenience by signing below, in ink, and returning this acknowledgment.

Check Received By: _____ Date: _____
Title: _____
For (Contractor's Name): _____

ROUTINE FACILITIES CONTRACT

NAME _____
STREET ADDRESS _____
CITY, ST, ZIP _____



DISTRICT: SAN ANTONIO
 COUNTY: BEXAR
 LOCATION: 4615 NW LOOP 410
 PROJECT ID: 151851-21-01

ROUTINE FACILITIES CONTRACT

WORK CONSISTING OF:	HVAC SYSTEM CLEANING, SAN ANTONIO DHQ		
LOCATED AT:	4615 NW LOOP 410		
City/State:	SAN ANTONIO, TEXAS 78229	Site Number:	159740
County:	BEXAR	Building Number:	158050

Bids for the above work will be opened and read:	OCTOBER 21, 2020 @ 1:00 PM CST
Bids must be received by NOON (12:00 PM CST) on the opening date at the following location:	
TxDOT STATE HEADQUARTERS 150 E RIVERSIDE DRIVE, 4N, AUSTIN, TX 78704 (No other time or location is acceptable for the receipt of this bid)	
Attention:	LAURA MULLINS
Phone:	(512) 416-2458

(Multiple projects could be scheduled at the same time – allow additional time for bids to be opened and read.)

Questions and requests for payment should be referred to the Owner’s Representative in charge of all Work for this contract as follows:

Project Manager:	JASON NEW
PM Address:	125 E 11TH ST (RA 150, 4N), AUSTIN, TX 78701
PM Phone No:	(210) 782-4022
PM Email:	Jason.New@txdot.gov

Estimated Cost of Work :	\$48,000.00
Proposal Guaranty Check or Bid Bond:	\$1,000.00

Pre-Bid Conference:	SEPTEMBER 29, 2020 @ 2:00 PM CST
Pre-Bid Conference Location:	https://txdot.webex.com/
Pre-Bid Conference Access Code:	172 045 6489
Pre-Bid Conference Password:	AqbJXK6VT87

Consultant:	N/A
Address:	
Phone No:	
Email:	

HUB Subcontracting Plan Required NOT Required

IF REQUIRED, A HUB SUB-CONTRACTING PLAN IS DUE WITH THE PROPOSAL. PROPOSALS SUBMITTED WITH INCOMPLETE OR MISSING DOCUMENTS WILL BE REJECTED. THIS PROPOSAL SHALL BECOME THE BINDING CONTRACT WHEN FULLY EXECUTED BY BOTH PARTIES.

PROPOSAL TO THE TEXAS TRANSPORTATION COMMISSION

The undersigned, as bidder, certifies that he/she has carefully examined the form of contract, instructions to bidders, addenda (if issued), profiles, grades, specifications and the plans therein referred to, and has carefully examined the locations, existing conditions and dimensions; classes of materials and/or equipment of the proposed Work; and agrees to provide all the necessary machinery, labor, trades, tools, apparatus, and other means of construction, and will do all the Work and furnish all the materials called for in the contract and specifications in the manner prescribed therein and according to the requirements of the Architect/Engineer as herein set forth.

It is understood that the quantities of Work to be done and materials to be furnished may be increased or diminished as may be considered necessary, in the opinion of the Project Manager, to complete the Work fully as planned and contemplated, and that all quantities of Work, whether increased or decreased, are to be performed at the prices agreed upon or as provided for in the specifications.

It is further understood that the Work is to be completed in full in 21 calendar days.

Accompanying this proposal is a "Proposal Guaranty" check or a "Bid Bond" made payable to the Texas Transportation Commission in the following amount:

ONE THOUSAND DOLLARS

Bid amount must be filled out in ink. Fill out bid forms in this proposal, and return all bid documents as your proposal.

BID ITEM NUMBER 1: For the entire project described, including allowances, in this ROUTINE FACILITIES CONTRACT, specifications, attachments, and project drawings, including addenda – (if issued)								
LUMP SUM BID FOR BID ITEM NUMBER 1 (including allowances if applicable): (Print Numbers Carefully in Ink – one number per box. Corrections lined thru and initialed. No white out.)								
\$ <table border="1"><tr><td> </td><td> </td><td> </td></tr></table> , <table border="1"><tr><td> </td><td> </td><td> </td></tr></table> . <table border="1"><tr><td> </td><td> </td></tr></table>								

No further Bid Items.

ONLY THE ABOVE LUMP SUM BID WILL BE READ PUBLICLY BY THE DEPARTMENT AT THE PUBLIC BID OPENING

AUTHORIZED SIGNATURE PAGE FOR ROUTINE FACILITY CONTRACT (RFC)

HVAC SYSTEM CLEANING, SAN ANTONIO DHQ

LOCATION: 4615 NW LOOP 410
CITY/ST: SAN ANTONIO, TEXAS 78229
COUNTY: BEXAR
DISTRICT: SAN ANTONIO
SITE NO: 159740
BLDG NO: 158050

PROJECT ID: 151851-21-01
ESTIMATED COST: \$48,000.00
BID GUARANTY or BID BOND: \$1,000.00

PRE-BID DATE, TIME: SEPTEMBER 29, 2020 @ 2:00 PM CST
PRE-BID LOCATION: <https://txdot.webex.com/>

BID DATE, TIME: OCTOBER 21, 2020 @ 1:00 PM CST
BID LOCATION: TxDOT STATE HEADQUARTERS
BID ADDRESS: 150 E RIVERSIDE DRIVE, 4N, AUSTIN, TX 78704

COMPANY NAME AND ADDRESS:

Please print CLEARLY the following information

COMPANY LEGAL NAME: _____
LEGAL ADDRESS: _____
PHONE NUMBER: _____
E-MAIL: _____
TAXPAYER ID NUMBER _____

AUTHORIZED SIGNATURES:

PRINT TITLE:

NOTICE OF STATE AUDIT AUTHORITY

The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract. Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.



DISTRICT: SAN ANTONIO

COUNTY: BEXAR

LOCATION: 4615 NW LOOP 410

PROJECT ID: 151851-21-01

By signing this proposal the bidder/contractor certifies:

- (1) Person(s) or parties have not directly or indirectly participated in collusion.
- (2) Acknowledges receipt of all contractual documents including (if issued) proposals, attachments, special conditions, specifications, drawings, and addenda.
- (3) The undersigned signatory is an officer of the Company and has full and complete authority to enter into the Contract.

SIGNED: _____ <div style="text-align: center;">Contractor - Signature</div>	Title: _____ Date: _____
_____ (Printed Name of Person Signing Above)	

DIVISION RECOMMENDATION FOR AWARD <u>(TXDOT USE ONLY FOR SIGNATURES BELOW)</u>	
STATE OF TEXAS It is acknowledged and agreed by the parties hereto that this contract is the full and complete contract for the construction of the Work called for and described herein. Executed by and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved by the Texas Transportation Commission.	
By: _____ JASON NEW , Construction Project Manager	Date: _____
By: _____ HEATH TIBBETS , Construction Project Manager Lead	Date: _____
By: _____ HEATH TIBBETS , Statewide Facility Manager	Date: _____
By: _____ WARREN ROSE, DIRECTOR, Facilities Planning & Management Section	Date: _____
or By: _____ BOBBY ANDERSON, DIRECTOR, SUPPORT SERVICES DIVISION	Date: _____

SSD(38) - RFC SEALED BID

HVAC SYSTEM CLEANING, SAN ANTONIO DHQ

LOCATION: 4615 NW LOOP 410
CITY/ST: SAN ANTONIO, TEXAS 78229
COUNTY: BEXAR
DISTRICT: SAN ANTONIO
SITE NO: 159740
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BID ADDRESS: 150 E RIVERSIDE DRIVE, 4N, AUSTIN, TX 78704



SUPPORT SERVICES DIVISION (SSD) FACILITIES PLANNING AND MANAGEMENT

RETURN COMPLETED PROPOSAL PACKAGE TO:
150 RIVERSIDE DR., 4th FLOOR-NORTH TOWER, AUSTIN, TX 78704
ATTN: LAURA MULLINS

**AFFIX TO FRONT OF BID ENVELOPE FOR
PROJECT IDENTIFICATION**

NOTICE TO CONTRACTORS

PROJECT ID: 151851-21-01

County: BEXAR

Description: HVAC SYSTEM CLEANING, SAN ANTONIO DHQ

District: SAN ANTONIO

After consultation with the Governor's Office and considering the Governor's Proclamation of March 13, 2020 declaring a state of disaster for all counties in Texas from the imminent threat posed by COVID-19 and the Governor's approval of the request from the Office of the Attorney General to temporarily suspend certain open-meeting provisions of Texas law, the following changes have been made concerning Support Services Division's (SSD-38) Facility meeting procedures until further notice.

PRE-BID MEETING

*Pre-Bid Meeting will be conducted via WebEx meeting only
NO PHYSICAL ATTENDANCE WILL BE PERMITTED*

All interested contractors are encouraged to attend the pre-bid meeting via WebEx meeting.

PRE-BID MEETING DATE/TIME: SEPTEMBER 29, 2020 @ 2:00 PM CST

When it's time, join your Webex meeting here: <https://txdot.webex.com/>

Meeting number (access code): 172 045 6489

Meeting password: AqbJXK6VT87

Join by phone +1-415-655-0003 United States TOLL

Join from a video system or application Dial: 172 045 6489 @txdot.webex.com

You can also dial 173.243.2.68 & enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business Dial: 172 045 6489 .txdot@lync.webex.com

BID LETTING

*Bid lettings will be conducted via WebEx meeting only
NO PHYSICAL ATTENDANCE WILL BE PERMITTED*

All interested contractors may attend the bid letting via WebEx meeting. To receive a WebEx meeting invitation, submit an email request no later than **12:00 PM CST** one day prior to the Letting Date.

Submit request as follows:

TO: SSD_ContractLettings@txdot.gov

SUBJECT: LETTING WEBEX Project ID: 151851-21-01

BODY: Include company name, contact name, telephone, & preferred email address

Bids for this project will be read: **OCTOBER 21, 2020 @ 1:00 PM CST**

PROPOSAL DELIVERY METHOD

*Sealed bids will be accepted by mail courier OR may be physically delivered to Drop Box at address below.
NO electronic bid submission - all reference to electronic bid submission in contract documents is void.*

SEALED BIDS will be accepted until **12:00 PM CST** on the Letting Date.

Physical Proposal shall be submitted in a sealed envelope addressed to:

**Texas Department of Transportation
150 East Riverside Drive, 4N, Austin, Texas 78704
Austin, Texas 78704**

ROUTINE FACILITIES CONTRACT (RFC) – SSD Attn: Laura Mullins

STAPLED ONLY – do not bind in notebooks or presentation folders

It is the responsibility of the contractor to ensure the delivery of the proposal package to the Letting Official.

TAC, Title 43, Rule §9.14(a). Submittal of Proposal

BID RESULTS

Preliminary bid results meet the basic criteria for submission and are considered accepted bids pending verification. Bid results will be posted on the SSD-Facilities Letting Business Page within 48 hours after letting. Official bid tabulations will be posted after all bid proposals have been validated and approved.

FACILITIES LETTING BUSINESS PAGE

Informational documents related to Facilities projects will be posted on the SSD-Facilities Letting Business Page at:

<https://www.txdot.gov/business/letting-bids/facilities.html>