



Informal Bid

Maintenance Repairs - 3020 E. Stewart

Issue Date: 3/18/2021

Response Deadline: 3/25/2021 03:00 PM (CT)

City of Laredo Purchasing

Contact Information

Contact: Federico Garcia
Address: Municipal Housing
559 Poplar Lane
Laredo, TX 78041
Phone: (956) 795-2320
Email: fgarcia3@ci.laredo.tx.us

Event Information

Number: Informal Bid
Title: Maintenance Repairs - 3020 E. Stewart
Type: Informal Bid
Issue Date: 3/18/2021
Response Deadline: 3/25/2021 03:00 PM (CT)
Notes: The City of Laredo has established a local vendor preference ordinance 2018-O-175. All informal and formal Requests for bids for contracts will be evaluated with a 5% preference for local vendors.

Bidders are strongly encouraged to submit their proposals electronically through use of Cit-E-Bid or in person - hand delivery. Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, emails or facsimile bids will not be considered.

Ship To Information

Contact: Francisco Miranda
Address: 5512 Thomas Ave
Laredo, TX 78041
Phone: (956) 794-1732
Email: fmiranda@ci.laredo.tx.us

Billing Information

Contact: Jorge Jolly
Address: Accounts Payable
City Hall
2nd
PO Box 210
Laredo, TX 78042
Phone: (956) 791-7326
Email: jjolly@ci.laredo.tx.us

Bid Activities

Pre-Bid Meeting

3/23/2021 10:00:00 AM (CT)

There will be a pre-meeting at 3020 Stewart, Laredo, Tx. 78043

Bid Attributes

1 Award by Total

This contract will be awarded by total to the lowest responsive responsible bidder, in accordance to the provisions of Chapters 252 and 271 of the State of Texas – Local Government Code

Yes

(Required: Check if applicable)

2 Terms and Conditions for Request for Bids

TERMS AND CONDITIONS OF INVITATIONS FOR BIDS GENERAL CONDITIONS Bidders are required to submit bids upon the following expressed conditions:

(a) Bidders shall thoroughly examine the specifications, schedule instructions and other contract documents. Once the award has been made, failure to read all specifications, instructions, and the contract documents, of the City shall not be cause to alter the original contract or for a vendor to requests additional compensation.

(b) Bidders shall make all investigations necessary to thoroughly inform themselves regarding facilities and locations for delivery of materials and equipment as required by the bid conditions. No pleas of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the

vendor.

(c) Bidders are advised that City contracts are subject to the all legal requirements provided for in the City Charter and/or applicable City Ordinances, State and Federal Statutes.

1.0 PREPARATION OF BIDS Bids will be prepared in accordance with the following:

(a) All information required by the bid form shall be furnished. For hand delivered submittals only, the vendor shall print or type the business name and manually sign the schedule. For electronic submittals, this information shall be submitted electronically on Cit-E-Bid system.

(b) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.

(c) Alternate bids will not be considered unless authorized by the invitation for bids or any applicable addendum

(d) Proposed delivery time must be shown and shall include Sundays and holidays

(e) Bidders will not include Federal taxes or State of Texas limited sales tax in bid prices since the City of Laredo is exempt from payment of such taxes. An exemption certificate will be furnished upon request.

(f) The City shall pay no costs or other amounts incurred by any entity in responding to this RFB, or as a result of issuance of this RFB.

2.0 DESCRIPTION OF SUPPLIES Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate type and quality of material. Bidder is required to state exactly what they intend to furnish; otherwise bidder shall be required to furnish the items as specified.

3.0 SUBMISSION OF BIDS

(a) Bids and changes thereto shall be enclosed in sealed envelopes, properly addressed and to include the date and hour of the bid opening and the material or services bid on shall be typed or written on the face of the envelope. If submitted electronically, this information shall be submitted electronically on Cit-E-Bid system.

(b) Unless otherwise noted on the Notice to Bidders cover sheet, all hand delivered bids must be submitted to the Office of the City Secretary, City Hall, 1110 Houston Street.

(c) Bids forms can be downloaded and printed through Cit-E-Bid. **Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, or facsimile bids will not be considered.**

(d) Samples, when required, must be submitted within the time specified, at no expense to the City of Laredo. If not destroyed or used up during testing, samples will be returned upon request at the bidder's expense.

(e) Bids must be valid for a minimum period of sixty (60), or up to ninety (90) days. An extension to hold bid pricing for actual quantity bids may be requested by the City.

4.0 REJECTION OF BIDS The City may reject a bid if:

(a) Bidder misstates or conceals any material fact in the bid.

(b) Bid does not strictly conform to the law or the requirements of the bid.

(c) Bidder is in arrears on existing contracts or taxes with the City of Laredo.

(d) If bids are conditional. Bidder may qualify their bid for acceptance by the City on an "ALL OR NONE" basis. An "ALL OR NONE" basis bid must include all items in the specifications.

(e) In the event that a bidder is delinquent in the payment of City taxes on the day the bids are opened, including state and local taxes, such fact shall constitute grounds for rejection of the bid or cancellation of the contract. A bidder is considered delinquent, regardless of any contract or agreed judgments to pay such delinquent taxes.

(f) No bid submitted herein shall be considered unless the bidder warrants that, upon execution of a contract with the City of Laredo, bidder will not engage in employment practices such as discriminating against employees because of race, color, sex, creed, or national origin. Bidder will submit such reports as the City may therefore require assuring compliance with said practices.

(g) The City may reject all bids or any part of a bid whenever it is deemed necessary.

(h) The City may waive any minor informalities or irregularities in any bid.

5.0 WITHDRAWAL OF BIDS Bids may not be withdrawn after they have been publicly opened, unless approved by the City Council.

6.0 LATE BIDS OR MODIFICATIONS Bids and modifications received after the time set for the bid deadline will not be considered. Late bids will be returned to the bidder unopened.

7.0 CLARIFICATION OR OBJECTION TO BID SPECIFICATIONS If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications, or other bid documents or any part thereof, they may submit to the City Purchasing Agent on or before seven (7) calendar days prior to the scheduled bid deadline a request for clarification which must be submitted in writing through email seven (7) days prior to the scheduled date for opening to: CITY OF LAREDO PURCHASING AGENT Miguel A. Pescador 5512 Thomas Ave, Laredo, TX 78041 mpescador@ci.laredo.tx.us or Questions & Responses section on Cit-E-Bid system. Any vendor submitting questions shall make reference to a specific bid number, section, page and item of this solicitation. In case there are changes, additions, and/or edits to the original scope of work, and addendum will be issued by the purchasing agent to all vendors through Cit-E-Bid system under Questions and Responses section to clarify any inquiries. The City will not be responsible for any other explanations or interpretations of the proposed bid made or given prior to the bid opening or award of contract.

(a) Protest Procedures: The purpose of this procedure is to establish procedures whereby a vendor may protest

specific procurement actions by the City of Laredo. The following sequence of activities must take place in filing a protest:

(b) To be performed by protesting vendor: Within ten (10) days prior to the time that the City Council considers the recommendation of the City's Purchasing Officer, the protesting vendor must provide written protest to the City Purchasing Officer. Such protest must include specific reasons for the protest.

(c) To be performed by City's Purchasing Officer: Shall review the records of procurement and determine legitimacy and procedural correctness. With five (5) working days, the City Purchasing Officer shall provide written response to the protesting vendor of the decision.

(d) If the protesting vendor is not satisfied with the decision of the City Purchasing Officer, such protesting vendor may appeal to the City Manager of the City of Laredo. If the protesting vendor cannot resolve the issue with the City Manager, he shall be entitled to address his concerns when the City Council of the City of Laredo considers the awarding of the contract. Such appeal may be made only after exhausting all administrative procedures through the City Manager. All protests must be duly submitted via Certified Mail to: City of Laredo - Purchasing Agent 5512 Thomas Ave. Laredo, Texas 78041.

8.0 BIDDER DISCOUNTS

(a) Percent discounts within a certain period of time will be accepted but cannot be used in the bid evaluation. The period of the discount offered should be sufficient to permit payments within such period in the regular course of business by the City of Laredo.

(b) In connection with any discounts offered, time will be computed from the date of receipt of supplies or service or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date the check is mailed.

9.0 INTENT OF CONTRACT a) ANNUAL SUPPLY/SERVICE CONTRACTS: This contract does not commit the City to purchase the quantities indicated. The quantities are estimates and are based on the best available information. The purpose of this contract is to establish prices for the commodities or services needed, should the City need to purchase these commodities or services. Since the quantities are estimates, the City may purchase more than the estimated quantities, less than the estimated quantities, or not purchase any quantities at all. The needs of the City shall govern the amount that is purchased. All annual contracts shall bound by the terms of the bid documents. In the event a new contract cannot be executed on the anniversary date of the original term or renewal term, the contract may be renewed month to month until a new contract is executed. The City's obligation for performance of an annual supply contract beyond the current fiscal year is contingent upon the availability of appropriated funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted during the next fiscal year, this contract becomes null and void.

10.0 AWARD OF CONTRACT (a) This contract will be awarded to the (lowest responsive responsible bidder), in accordance to the provisions of Chapters 252 and 271 of the State of Texas – Local Government Code.

(b) The City reserves the right to accept any item or group of items in the bid specifications, unless the bidder qualifies it's bid by specific limitation. Proof: The bidder shall bear the burden of proof of compliance with the City of Laredo specifications.

(c) A written award of acceptance (a duly approved purchase order or Letter of Award) furnished by the City to the successful bidder results in a binding contract without further action by either party. These Terms and Conditions shall be the basis and governing document of the binding contract.

(d) Prices must be quoted F.O.B. Destination, Laredo, Texas, unless otherwise specified in the invitation to bid. The place of delivery shall be that set forth in the bid specifications and/or purchase order.

(e) Title & Risk of Loss: The title and risk of loss of goods shall not pass to the City of Laredo until the City actually receives and takes possession of the goods at the point or points of delivery. The terms of this agreement is "no arrival, no sale".

(f) Delivery time and prompt payment discounts will be considered in breaking ties. In the event of a tie bid, the successful bidder will be determined by choosing lots at the City Council meeting chambers.

(g) The City of Laredo shall give written notice to the contractor (supplier) if any of the following conditions exist:

1. Contractor does not provide materials in compliance with specifications and/or within the time schedule specified in bid.
2. Contractor neglects or refuses to remove materials or equipment which have been rejected by the City of Laredo if found not to comply with the specifications.
3. The contractor makes an unauthorized assignment for the benefit of any contractor.

Upon receiving written notification from the City that one of the above conditions has occurred, the contractor must remedy the problem within ten (10) calendar days, to the complete satisfaction of the City, or the contract will be immediately canceled.

11.0 PAYMENT & INVOICING

(a) All invoices to the City of Laredo have a 30 day term from receipt of supplies or completion of services.

(b) Discount terms will be computed from the date of receipt and acceptance of supplies or services. Payment shall be deemed to be made from that date.

(c) All invoices must show the purchase order number and invoices shall be legible. Items billed on invoices should

be specific as to applicable stock, manufacturer catalog or part number. All items must show unit prices. If prices are based on discounts from list, then list prices must appear on bid schedule. All invoices shall be mailed to the Accounts Payable Office, City Hall, and PO. Box 210, Laredo, Texas 78042.

(d) The City of Laredo offers electronic funds transfer (ETF) payments in lieu of check payment when a vendor has filled out an Electronic Funds Transfer Authorization Form issued by the City of Laredo or upon request from the vendor. This ensures prompt payment directly deposited to a bank account. The estimated payment time is up fifteen (15) days from the date payment is processed. (e) For any inquires on payment status or general billing questions please contact: Jorge J. Jolly, Accounts Payable Manager 956-791-7328 jjolly@ci.laredo.tx.us 1110 Houston St. Laredo, TX 78040.

I Agree to the Terms and Conditions

(Required: Check if applicable)

3 Insurance Terms and Conditions

INSURANCE REQUIREMENTS If and when applicable or required by the contract, the successful bidder(s) shall furnish the City with original copies of valid insurance policies herein required upon execution of the contract and shall maintain said policies in full force and effect at all times throughout the term of this contract.

(a) Commercial General Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence and \$2,000,000 general aggregate for bodily injury and property damage, which coverage shall include products/completed operations (\$1,000,000 products/completed operations aggregate) and XCU (Explosion, Collapse, Underground) hazards. Coverage must be written on an occurrence form. Contractual Liability must be maintained covering the Contractors obligations contained in the contract. The general aggregate limit must be at least two (2) times the each occurrence limit.

(b) Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limits of \$1,000,000 each-occurrence each accident/\$1,000,000 by disease each-occurrence/\$1,000,000 by disease aggregate.

(c) Commercial Automobile Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence for bodily injury and property damage, including owned, non-owned, and hired car coverage.

(d) Professional Liability, Errors & Omissions coverage, with minimum limits of \$1,000,000 per claim/ \$2,000,000 annual aggregate. This coverage must be maintained for at least two years after the project is completed. If coverage is written on a claims-made basis, a policy retroactive date equivalent to the inception date of the contract (or earlier) must be maintained during the full term of the contract.

(e) Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Laredo accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

(f) A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of \$1,000,000 each-occurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement, products/completed operations, XCU hazards, and contractual liability.

(g) With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of Laredo shall be named as an additional insured with respect to General Liability and Automobile Liability.

2. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.

3. A waiver of subrogation in favor of the City of Laredo shall be contained in the Workers compensation, and all liability policies.

4. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Laredo of any material change in the insurance coverage.

5. All insurance policies shall be endorsed to the effect that The City of Laredo will receive at least sixty- (60) days' notice prior to cancellation or non-renewal of the insurance.

6. All insurance policies, which name The City of Laredo as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.

7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.

8. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Laredo.

9. Insurance must be purchased from insurers that are financially acceptable to the City of Laredo. Insurer must be rated A- or greater by AM Best Rating with an admitted carrier licensed by the Texas Department of Insurance.

(h) All insurance must be written on forms filed with and approved by the Texas Department of Insurance.

Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

1. Sets forth all endorsements and insurance coverage's according to requirements and instructions contained herein.

2. Shall specifically set forth the notice-of-cancellation or termination provisions to The City of Laredo.

(i) Upon request, Contractor shall furnish The City of Laredo with certified copies of all insurance policies.

(j) Certificates of insurance are subject to review and approval from the City of Laredo Risk Manager.

(k) Specialty certificates and licenses must be inspected and verified for accuracy and validity before award of contract.

(l) Awarded vendor is required to maintain current and active all: certifications, licenses, permits and/or insurance coverages, required to perform work, throughout the duration of this project/contract.

I agree my insurance meets minimum requirements

(Required: Check if applicable)

4 Disqualification & Debarment Certification

DISQUALIFICATION & DEBARMENT CERTIFICATION By submitting this request for bids, proposal or statement of qualifications, the firm certifies that it is not currently debarred or eligible for debarment from the City of Laredo pursuant to **Ordinance No. 2017-O-098**, and that it is not an agent of a person or entity that is currently debarred from receiving contracts from any political subdivision or agency of the State of Texas. The contract parties are further prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension."

By executing this agreement, the Engineer certifies that it is not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this contract shall require any party to a subcontract or purchase order awarded under this contract to certify its eligibility to receive Federal funds and, when requested by the City, to furnish a copy of the certification. Additionally, in accordance with Chapter 2270, Texas Government Code, a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

The signatory executing this contract on behalf of company verifies that the company does not boycott Israel and will not boycott Israel during the term of this contract. S.B. 252 (V. Taylor/S. Davis) is a bill relating to government contracts with terrorists. The bill provides that: (1) a governmental entity, including a city, may not enter into a governmental contract with a company that is identified on a list prepared and maintained by the comptroller and that does business with Iran, Sudan, or a foreign terrorist organization; and (2) a company that the United States government affirmatively declares to be excluded from its federal sanctions regime relating to Sudan, its federal sanctions regime relating to Iran, or any federal sanctions regime relating to a foreign terrorist organization is not subject to the contract prohibition under the bill.

I certify to the terms and conditions

(Required: Check if applicable)

5 Questionnaire Description

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this request. By submitting this bid the vendor agrees to the City of Laredo specifications and all terms and conditions stipulated in the proposed document. That I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in the questionnaire is true and correct".

6 Name of Offeror (Business) and Name & Phone Number of Authorized Person to sign bid

(Required: Maximum 1000 characters allowed)

7 State how long under has the business been in its present business name

(Required: Maximum 1000 characters allowed)

8 If applicable, list all other names under which the Business identified above operated in the last five years

(Required: Maximum 4000 characters allowed)

9 State if the Company is a certified minority business enterprise

The below information is requested for statistical and tracking purposes only and will not influence the amount of expenditure the City will make with any given company.

1 Questions Part 1

1) Is any litigation pending against the Business? 2) Has the Business ever been declared "not responsive" for the purpose of any governmental agency contract award? 3) Has the Business been debarred, suspended, proposed for debarment, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or other wise disqualified from bidding, proposing or contracting? 4) Are there any proceedings, pending relating to the Business responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract? 5) Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of default or in lieu of declaring the Business at default?

(Required: Maximum 4000 characters allowed)

1 Questions Part 2

1) Is the Business in arrears in any contract or debt? 2) Has the Business been a defaulter, as a principal, surety, or otherwise? 3) Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or any other reason?

(Required: Maximum 4000 characters allowed)

1 State if the Company is a certified minority business enterprise

- Historically Underutilized Business (HUB) Small Disadvantaged Business Enterprise (SCBC)
- Disadvantaged Business Enterprise (DBE) Other
- This company is not a certified minority business

(Required: Check only one)

**1
3** **Conflict of Interest Disclosure**

A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature. Companies and individuals who contract, or seek to contract, with the City of Laredo and its agents may be required to file with the City Secretary's Office, 1110 Houston Street, Laredo, Texas 78040, a Conflict of Interest Questionnaire that describes affiliations or business relationships with the City of Laredo officers, or certain family members or business relationships of the City of Laredo officer, with which such persons do business, or any gifts in an amount of \$250.00 or more to the listed City of Laredo officer (s) or certain family members. The new requirements are in addition to any other disclosures required by law. The dates for filing disclosure statements begin on January 1, 2006. A violation of the filing requirements is a Class C misdemeanor. The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm. The City of Laredo officials who come within Chapter 176 of the Local Government Code relating to filing of Conflicts of Interest Questionnaire (Form CIQ) include: 1. Mayor 2. Council Members 3. City Manager 4. Members of the Fire Fighters and Police Officers Civil Service Commission. 5. Members of the Planning and Zoning Commission. 6. Members of the Board of Adjustments 7. Members of the Building Standards Board 8. Parks & Leisure Advisory Committee Member, 9. Historic District Land Board Member, 10. Ethics Commission Board Member, 11. The Board of Commissioners of the Laredo Housing Authority 12. The Executive Director of the Laredo Housing Authority 13. Any other City of Laredo decision making board member If additional information is needed please contact Miguel A. Pescador, Purchasing Agent at 956-794-1731.

**1
4** **Conflict of Interest Questionnaire Form CIQ**

For vendor or other person doing business with local governmental entity. This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**1
5** **Conflict of Interest Questionnaire**

Vendor is required to submit Conflict of Interest Form for bid to be considered complete. Have you submitted your completed Conflict of Interest Form with your response?

Yes No

(Required: Check only one)

**1
6** **Disclosure Form**

For details on use of this form, see Section 4.01 of the City's Ethics Code.

**1
7** **This is a**

New Submission Correction Update to previous submission

(Required: Check only one)

**1
8** **Question 1. Name of person submitting this disclosure form**

Please include First Name, Middle Initial, Last Name and Suffix (if applicable)

(Required: Maximum 1000 characters allowed)

19 **Question 2. Contract Information**
Please include the following: a)Contract or Project Name b)Originating Department

(Required: Maximum 4000 characters allowed)

20 **Question 3. Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract)**

(Required: Maximum 4000 characters allowed)

21 **Question 4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3.**

Not Applicable It applies to my business

(Required: Check only one)

22 **Question 4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3**

If you selected Not Applicable on Question 4, skip this section. If it applies to you, please list the name of partner, parent, or subsidiary business entity(ies) in this section.

(Optional: Maximum 4000 characters allowed)

23 **Question 5. List any individuals or entities that will be subcontractors on this contract**

Not Applicable It applies to my business

(Required: Check only one)

2
4 **Question 5. List any individuals or entities that will be subcontractors on this contract**
If you selected Not Applicable on Question 5, please skip this section. If it applies to you, please list subcontractors in this section.

(Optional: Maximum 4000 characters allowed)

2
5 **Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract**

Not Applicable It applies to my business

(Required: Check only one)

2
6 **Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract**

If selected Not Applicable on question 6, please skip this section. If it applies to you, please list attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract.

(Optional: Maximum 4000 characters allowed)

2
7 **Question 7. Disclosure of political contributions**

List any campaign or officeholder contributions made by the following individuals in the past 24 months totaling more than \$100 to any current member of City Council, former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections. a) Any individual seeking contract with the city (Question 3) b) Any owner or officer of entity seeking contract with the city (Question 3) c) Any individual or owner or officer of any entity listed above as partner, parent, or subsidiary business (Question 4) d) Any subcontractor or owner/office of subcontracting entity for the contract (Question 5) e) The spouse of any individual listed in response to (a) through (d) above f) Any attorney, lobbyist, or consultant retained to assist in seeking contract (Question 6)

Not Applicable It applies to my business

(Required: Check only one)

2
8 **Question 7. Disclosure of political contributions**

If you selected Not Applicable on question 7, please skip this section. If it applies to you, please list all contributors in this section.

(Optional: Maximum 4000 characters allowed)

29 **Updates on contributions required**
Information regarding contributions must be updated by submission of a revised form from the date of the submission of this form, up through the time City Council takes action on the contracts identified in response to Question 2 and continuing for 30 calendar days after the contract has been awarded.

30 **Question 8. Disclosure of Conflict of Interest**
Are you aware of any fact(s) with regard to this contract that would raise a “conflict of interest” issue under Section 2.01 of the Ethics Code for any City Council member or board/commission member that has not or will not be raised by these city officials?
 I am aware of conflict of interest I am not aware of any conflict of interest
(Required: Check only one)

31 **8. Disclosure of Conflict of Interest**
If you selected I am aware of conflict of interest is question 8, please list them in this section.

(Optional: Maximum 4000 characters allowed)

32 **Question 9. Updates Required**
I understand that this form must be updated by submission of a revised form if there is any change in the information before the discretionary contract is the subject of action by the City Council, and no later than five (5) business days after any changes has occurred, whichever comes first. This include information about political contributions made after the initial submission and up until thirty (30) calendar days after the contract has been awarded.
 I have read and understand this section
(Required: Check if applicable)

33 **Question 10. No Contract with City Officials or Staff during Contract Evaluation**
I understand that a person or entity who seeks or applies for city contract or any other person acting on behalf of that person or entity is prohibited from contacting city officials and employees regarding the contract after a Request for Proposal (RFP), Request for Qualifications (RFQ), or other solicitation has been released. This no-contact provision shall conclude when the contract is posted as a City of Laredo Council agenda item. If contact is required with city officials or employees, the contact shall take place in accordance with procedures incorporated into the solicitation documents. Violation of this prohibited contacts provision set out in Section 2.09 of the Ethics Code by respondents or their agents may lead to disqualification of their offer from consideration.
 I have read and understand this section
(Required: Check if applicable)

34 **Question 11. Conflict of Interest Questionnaire (CIQ)**
Chapter 176 of the Local Government Code requires contractor and vendors to submit a Conflict of Interest Form (CIQ) to the Office the of City Secretary.
 I have acknowledge that I have been advised
(Required: Check if applicable)

3
5

Question 11. Oath

Please complete in this section the required information for your company: 1) Name 2) Title 3) Company or DBA 4) Date

(Required: Maximum 4000 characters allowed)

3
6

Question 12. Oath

I swear or affirm that the statements contained in this Discretionary Contracts Disclosure Form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.

I swear or affirm information is correct

(Required: Check if applicable)

Bid Lines

1

Summary:

The purpose of this project is to rehabilitate the existing premises to meet code standards. Work shall include but is not limited to: plumbing, electrical, carpentry, painting, exterior and interior doors, finish hardware, flooring, insulation, weather proofing, demolition, new dry-wall, specialties, roof trimming, roofing, vanity, tiled shower, sewer line, gas line, water line, water heater, interconnected smoke detectors, and plumbing hardware. The project is approximately 2044 square feet living area.

NOTE: This bid is for LABOR ONLY. Municipal Housing will provide all necessary materials to complete this job.

General Requirements:

- All work shall comply with the Department of Community Development's/ Municipal Housing general requirements, work specifications, and with all applicable building codes currently adopted by the City of Laredo. Contractor shall keep job site clean, safe, and in an orderly manner. Contractor shall haul debris to the City landfill weekly.
- Contractor will be solely responsible for obtaining and paying for all required city permits, request for construction progress inspections, and final inspections of this project. Contractor shall familiarize himself/herself with the scope of the project, existing conditions and proposed improvements. No additional compensation will be given to the contractor for failure to visit the job site and familiarize himself/herself with the project as noted.
- The contractor is responsible for the project, his work force, his subcontractors, and all others associated with the work. The contractor shall be responsible for any damages caused to the Owner's property during the construction operation. The contractor shall make sure that all existing and improvements are in complete functioning order. The contractor shall provide all necessary labor, and equipment. Contractor shall provide color samples of paint and any other materials to the Owner for selection.

Temporary Services:

Contractor shall provide a portable toilet and trash dumpster/dump truck at the job site prior to starting the project. **Failure to provide these services, will result in a change order credit towards the homeowner, as determined by Housing Rehab management.**

Demolition:

All demolished materials shall be disposed of properly and hauled to the City landfill. Remove all floor covering in dining room and bedroom #3 only, ceiling, rotted and/or damaged materials, roof covering, plumbing fixtures, doors, water heater, gas lines, and water lines, concrete slab. Remove existing kitchen cabinets. **(demolish back storage room and existing water heater room for properly new water heater and washer and dryer enclosure).**

CARPENTRY:

Wood: Carpentry

All wood to be used shall be #2 Southern Pine W.W. or better. Provide and install all new materials and replace all rotted, damaged, or missing, framing, trim, decking and all other materials exposed during construction. New materials shall match existing materials in size, color, design and value. Replace any rotten or damaged trim, molding, headers, stools, aprons, studs, rafters and joists.

Dummy walls: Carpentry

Provide and install 2" x 4" dummy walls 16" o.c. throughout interior back walls of the house.

Foundation: Carpentry

Provide labor and installation for reinforce and make all necessary repairs for interior floors and wooden suspended foundation for properly house floor level.

Siding: Carpentry

Provide and install 4' x 8' sheets of primed Smart Panel II siding throughout the gables and all other areas that require siding installation.

Trim and moldings: Carpentry

Install window and door trim, casings and sills. Provide and install 3-1/2" colonial base molding and door trim for all unit.

Roofing: Carpentry

Provide labor and installation new 1/2" OSB plywood roof decking throughout the roof, where damaged. Any existing roof decking that is removed shall be done with **Lead Safe Work Practices**. Provide two new 24" x 24" exterior gable vents for back gable and 12x12 for front gable. Provide labor for range hood installation thru the roof.

Water Heater Enclosure: Carpentry

Build on site a 8'x 5' exterior water heater enclosure on the north side back of house with 2"x 4" and smart panel II, all lumber in contact with the concrete shall be treated wood. Also provide a new job built door frame opening for 36" metal door pre hung reinforced

with 1" x 4" outside . install all necessary hardware to properly door functionality. At the laundry room provide an frame open for properly 3030 window installation..

PLUMBING:

All plumbing work shall comply with city codes and ordinances. A registered licensed plumber in the State of Texas and the City of Laredo shall install all plumbing work. A licensed plumber shall be at the work site during all plumbing work.

Rough in: Plumbing

Provide and install approximately 70 linear feet of new 4" sch. 40 p.v.c. sewer line from property line to house fixtures. Ensure that the sewer line leads to the main tap and drains properly. All p.v.c. shall be sch. 40. Install all new necessary and required vents, clean-outs, traps, drains and T&P relief valves that are required. Provide and install new ¾" water line from the water meter to the house, and pex plumbing line to all fixtures, kitchen sink, shower stall, washer, and refrigerator. Provide labor for remove unnecessary gas lines, sewer lines and water lines connections.

Water heater: Plumbing

Provide labor and installation for new 40-gallon electric water heater and pressure relief valve. Provide all necessary plumbing work to perform water heater properly functionality.

Faucets, sinks and commode: Plumbing

Provide and install new ADA commodes. Provide and install a 30" cultured marble with integrated bowl lavatory sink. Lavatory faucet shall be lever type. Provide a new lever type faucet for shower stall. All faucets shall be Delta or approved equal. Provide a new 8" deep double bowl stainless steel kitchen sink with strainers, all necessary connections and lever type faucet. Toilet shall be American Standard or approved equal. Provide all necessary connections and cut-off valves. Provide and install two exterior hose bibbs with back flow preventers at front and rear of the house.

Vents and Stacks: Plumbing

Replace all vents and stack vents that are damaged or required. Vents shall extend through the roof a minimum of 12" and install new roof flashing as required.

Misc.: Plumbing

Provide labor and installation for new washer and dryer box connection and a dryer vent with exterior flapper.

Provide cut-off valve for the cold side of the water heater. Provide labor for all necessary plumbing installation for properly functionality of laundry room. Pressure test water and sewer lines.

FLOORING:

Floor covering:

An experienced flooring contractor with a minimum of five (5) years active experience shall perform all flooring installation on this project. Provide and install new Pergo wood flooring throughout living room dining room and bedrooms hallway and kitchen only and ceramic tile flooring for all concrete surfaces. Provide floor stone as required for a smooth, level surface. Perform all necessary flooring preparation for properly Pergo wood flooring installation following manufacture instructions.

ROOFING:

ROOF:

Provide and install a new 25-Year warranty 240# fiberglass reinforced asphalt composition shingles over one (1) layer of 30# black felt paper. Attach shingles with roofing nails. Staple gun is not allowed. Provide all necessary edging and flashings, for a weatherproof and leak proof roof. Flashing should be a minimum 28 gauge as required by one and two family dwelling code. Provide and install four (4) roof turtle vents, new flashing at all valleys and existing plumbing vents. Roofing shall have a 25-year warranty. Provide color samples of shingles to Owner for selection.

GYPSUM BOARD:

Provide and install ½” gypsum board throughout the entire house, and moisture resistant board throughout the bathroom.

WEATHERIZATION:

Provide labor and installation rubber base caulking around doors, windows, trim, thresholds, cracks, or holes that are subject to weather filtration.

INSULATION:

Thermal and moisture protection:

Provide and install new R-38 insulation for ceiling and R-13 for exterior walls. Insulation shall be fiberglass type with vapor barrier to any necessary areas.

CABINETS:

Kitchen cabinets:

Provide labor and installation of approx. 25 lineal feet of new upper and lower kitchen cabinets. Cabinets shall be custom made of birch, ash or oak fronts and doors. Provide solid pinewood for drawers, shelves, frame, sides, tops, and bottoms. Install new plastic laminate countertop with integral back-splash. Install a new 30" vanity complete with hardware and a mirror on top of vanity. All cabinets shall be attached to walls with screws. Include all new loop type pulls.

HARDWARE:

Provide and installation for all new entry, privacy, and passage locksets. All locksets shall be lever type. Dead bolts shall be thumb twist. For exterior doors provide keyed alike locksets. Provide door stops for every door. Provide and install loop pulls for cabinets doors and drawers. Replace existing closet door hardware with loop or lever type. Provide and install a towel rack, a toilet paper dispenser, and a shower curtain rod.

DOORS and Windows:

Doors:

Provide and installation for the following doors:

- (1) One (3068) six panel metal clad, double bored, insulated, pre-hung door with threshold, entry lock, and single cylinder deadbolt keyed alike, with a half moon glass insert on top for laundry room.
- (2) Five(32x80) hollow core w/frame and privacy hardware for bedroom #1, bedroom #2, bedroom #3, and master bedroom closet and bathroom.
- (3) One (6068) bifold door units for master bathroom
- (4) One (2880) hollow core w/frame and passage hardware for linen closet in hallway.
- (5) One (3030) single hung 1/1 low e window aluminum.

All interior doors shall be hollow core w/ frame, casing, hardware and proper headers. Install doorstops for all doors. Install all required hardware, framing and accessories for all door units. Exterior doors should be double bored and keyed alike lock-set doors.

Wrought Iron:

Provide labor for paint all exterior ornamental wrought iron using enamel oil paint and primer applying one coat of primer and two coats of paint. Make all metal preparation for properly paint adhesion.

FINISHES:

Tape, float, finish, and paint gypsum board. Prime interior and exterior of the house. Paint all interior and exterior with two heavy coats. All primer and paints shall be first line as mfg. by Sherwin Williams, Pittsburgh Paints. For interior walls and ceiling use acrylic latex satin finish with a 12 year warranty. For the exterior doors and walls, use exterior semi-gloss acrylic latex paint with a 20- year warranty. Provide a light Monterrey finish. Install corner beads throughout as may be needed. For interior doors and kitchen cabinets, paint, stain or varnish. Owners choice. If varnished, provide three coats. For kitchen, bathroom, base, sills, trim, and casing, use enamel paint. Owner to select the choice of two colors.

SHOWER:

Bathroom tiled shower:

Construct a new ceramic tile shower stall of approx. 33" x 60"x 33". New shower is to be lowered to the finished floor level for ADA accessibility. Install an approved vinyl shower pan prior to installing tile. Install new ½" Durock concrete panels and seal joints with Portland cement prior to installing tile. Install Durock with screws. Provide #30 felt paper behind Durock. Provide and install ceramic tile at walls to ceiling height and non-slip 2" x 2" tile for the floor. Install a new ceramic soap dish and shampoo holder. Provide tile and grout samples to Owner. Install one 36" grab bar and one 24" grab bar inside shower stall. Install a shower curtain rod.

SPECIALTIES:

1. Provide labor and install one 24" grab bar at the commode area.
2. Provide labor and installation for masonry point up where needed throughout the exterior and interior of the house. Provide labor to plaster all existing exterior concrete walls and paint.
3. Existing dishwasher preparation shall be removed.
4. Remove any paneling leftover at kitchen and living room area.
5. Provide labor and installation to complete any missing sheetrock and insulation work to the entire property.
6. Build a new 26' wide x 12' long x 6 inches thick concrete slab for properly new water heater, and washer and dryer enclosure.
7. Provide labor on site for all exterior metal siding paint preparation.(power washer is required before any paint work).make all necessary metal repairs and removal of all obstacles that impede the properly paint work and maintenance.
8. Build at the property a side walk 3 ft. wide x 30 ft. length x 4 inch deep at the south west entrance. (labor only)

SITE WORK:

Trees: Site work

Trim all necessary tree limbs and vegetation for beautification purpose.

Warranty:

Contractor shall provide a one-year warranty on all workmanship and materials.

Turning over of the project:

Before turning over the project to the Owner and to the Department of Community Development, the contractor

shall ensure that the premises are clean and free of debris. Windows are to be completely clean, free of paint and caulking. Kitchen cabinets, drawers and counter tops are to be dust free. Ceramic tile should be free of grout stains. Floors are to be mopped and left shiny. All fixtures are to be thoroughly cleaned. All doors are to close properly and windows should open and close easily. The entire project shall be turned over in a clean, professional, and functional manner.

Time Schedule:

Contractor shall have 45 calendar days to complete the project in its entirety. Any request for an extension of the original project completion date shall be done in writing and submitted to the Municipal housing in a timely manner **prior** to the scheduled date of completion of the project.

(Response required)

Quantity: 1 UOM: EA Price: \$ Total: \$

Supplier Notes: _____

Additional notes
(Attach separate sheet)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature