



Request for Proposals (RFP)

RFP 2017-41

Webb County Law Enforcement Building Lease

Due: **May 31, 2016** before **2:00p.m.**

Public Notice

Notice is hereby given that Webb County is currently accepting sealed proposals for office space for Webb County Law Enforcement. All Proposals are subject to the Terms, Conditions, & Provisions, of this solicitation.

The accompanying price schedule(s), terms, conditions, provisions, specifications, and all other forms in this RFP package are ***due before 2:00p.m. (Central time), on May 31, 2016***. RFPs received after the due date and time will not be accepted. All RFPs will be formally opened and read publicly at 2:00pm on May 31, 2016 at the Webb County Clerk's Office located at 1110 Victoria-Suite201, Laredo, TX 78040.

Copies of this RFP package are available on our website:

<http://www.webbcountytexas.gov/PurchasingAgent/SolicitationAnnualContracts/>

Please submit one (1) original RFP package and eight (8) copies in a sealed envelope clearly marked:

RFP 2017-41 Webb County Sheriff's Office Building Lease

Please Mail or Hand Deliver proposals to:

Webb County Clerk's Office

1110 Victoria-Suite 201

Laredo, TX 78040

1.0 Conditions

- a. All RFP quotations must be submitted with specification forms included in this RFP package. Webb County will not accept price schedules that are submitted on forms other than those furnished in this RFP package.
- b. Webb County reserves the right to hold all RFPs for a period of thirty (30) days from the date of the RFP opening, without taking action thereon.
- c. Webb County reserves the right to reject any and all proposal, to waive defects and formalities in such proposal, and to award a contract to the vendor which it considers has submitted the RFP with the overall best value.
- d. It is a requirement of the proposer to acquaint fully with the conditions of the specifications. The failure or omission of any vendor to examine any form, instrument, or document shall in no way relieve him from any obligation of this RFP invitation.
- e. Vendor must fill out all portions of the RFP unless otherwise stated in the RFP package.
- f. **Contract Extension:** Webb County will consider extending this contract for two (2) additional one (1) year periods contingent upon pricing remaining constant during the extension period. *Please indicate below if your company would be interested in an extension.*

YES _____

NO _____

SECTION I – GENERAL (SCOPE)

WEBB COUNTY is soliciting Request for Proposals to lease a building with adequate office space exclusively for law enforcement use.

SECTION II – STATEMENT OF WORK

Request for Proposals for Building lease must include adequate office space with a minimum of 4,000 usable square feet not to exceed 5,000 square feet. Multi-Tenant Offices will not be accepted; building with designated office space must be exclusive for law enforcement use only.

SECTION III – PROPOSAL INFORMATION

- Your proposal should be concise, specific, and complete and should demonstrate a thorough understanding of the terms and conditions.
- Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete offer are not desired. Legibility, clarity, and completeness are much more important.
- Your proposal must be signed by an official authorized to bind your company or as an individual contractually and must be accompanied by a statement to the effect that your offer is firm for a period of not less than 60 calendar days after the closing date of Request for Proposals.

Definitions

1. "Usable" Square Footage is defined as the actual occupiable area of a floor or an office suite. It is the space required to house personnel and furniture/equipment.
2. "LESSOR" is defined as an owner of property who rents it to another party; one that conveys property by Lease.

SECTION IV – TERMS AND CONDITIONS

Location

Proposed Building shall be at a location within .5 (1/2) mile radius of the Webb County Sheriff's Office located on 902 Victoria Street in the downtown area.

Lease Term and Options

Six (6) month fixed lease term plus two (2) one (1) year options to extend. Options to extend are not guaranteed and are subject to funding availability and approval by the Webb County Commissioners Court.

Option to Cancel

COUNTY will have the option to cancel this Lease without penalty at any time after the 6th month of the initial lease term. COUNTY shall provide LESSOR with sixty (60) days advanced written notice of their intent to discontinue building lease.

Occupancy Date

Tentative date of occupancy is June 1, 2016 or the effective date of lease agreement fully executed by COUNTY and LESSOR.

Purpose of Use

General Law enforcement use and any other legally permitted uses compatible with a first- class office building.

Property Taxes

COUNTY is exempt from paying property taxes therefore LESSOR is responsible for all taxes on property.

Base Rental Rate

Please supply base rent on a rentable square foot basis for the initial term and the renewal term for each option to extend - Refer to Form B (pricing schedule).

Parking

COUNTY will require a minimum of fifteen (15) parking spaces including one (1) handicap space in accordance with ADA regulations/code. Parking lot must contain one (1) entry and one (1) exit point accessible in a manner that will provide safe and efficient traffic flow.

Sublease Rights

No Sub-Leases will be permitted by LESSOR or COUNTY throughout the term of the lease.

Access

COUNTY shall have access to the parking facility and building premises twenty four (24) hours per day, seven (7) days per week.

Security Deposit

COUNTY will not pay a security deposit.

Landscaping Services & Supplies

LESSOR shall be responsible for all landscaping Services and supplies and shall maintain exterior premises clean at all times.

Heating, Ventilating Air Conditioning (HVAC)

COUNTY requires LESSOR's HVAC System to run 24-7 and to have programmable temperatures for efficiency of system. HVAC system must be fully operational upon execution of lease agreement and occupancy deadline agreed on by both LESSOR and COUNTY.

Floor Plan

Attach a 1/8" "typical" plan as well as floor plan for each of the floors identified for proposed Building and parking facility.

Hazardous Waste

LESSOR shall warrant that the building does not contain asbestos or any other hazardous materials.

Americans with Disabilities Act (ADA)

LESSOR hereby acknowledges and agrees to expend all monies necessary to comply with the Americans with Disabilities Act (the "ADA"), including all incorporated statutes, rules and regulations. It is further understood and agreed that LESSOR will indemnify and hold COUNTY harmless from any and all liabilities arising out of building changes required by the ADA.

SECTION V – PROCEDURES

1. County shall be permitted to visit each proposed site before final selection of proposal.
2. Proposer must provide all information required by Form A and Form B attached to include all corresponding documents required by Webb County Purchasing Agent.
3. County has the right to negotiate with successful proposer before final execution of building lease agreement.

Requests for Proposals will be evaluated as follows:

Location 35%

A site plan identifying the address and the location and orientation of the facility on the required site must be provided. Location of the facility in relation to Webb County Sheriff's Office. In order to facilitate law enforcement operations, planning, and personnel; location of Building facility is critical to this proposal.

Technical Approach 20%

Sketches or drawings must be provided which show the functional arrangements of the required space. As a minimum, proposals must include one-eighth (preferred) or larger scale of the proposed floor plan of the proposed building. Plans or drawings must include dimensions and plans for functional space; specific identification of usable square footage proposed; windows; hallways; restrooms; entrances; parking, including designated accessible routes from the parking area to main building entrance(s); electrical power availability, and heating, ventilation, and air conditioning.

Individual building functionality and responsiveness to the requirements including an aesthetically pleasing interior and exterior appearance. Quality of materials for finished surfaces which will result in low maintenance. Type of construction and efficiency of the arrangement proposed for office space. Approach and plans for parking with effective site ingress and egress.

Pricing Schedule 25%

Form B (Pricing Schedule) must be completed to evaluate and score accordingly.

Schedule for Occupancy 20%

Provide a realistic date of when proposed building would be ready for Occupancy by Webb County Sheriff's Office; list any prerequisites that Proposer would need to prepare before occupancy by Webb County. List in detail the prerequisites, if any.

Form A
Building Fact Sheet

Attach a building fact sheet to include:

- Legal name of ownership

 - Property Address

 - Total number of floors

 - Total square footage of Building

 - Total number of parking spaces (Include ADA parking space(s))

 - Type of Building construction (General Description of Building Structure)

 - Type of HVAC System
-
- Distance from Sheriff's Main Office located at 902 Victoria Street

 - List main streets, vital intersections and/or interstates accessible from location of Building.

FORM B
Price Schedule

Initial Lease Term (6 months / effective 6/1/16)

Cost per Square foot (usable space): \$ _____ / Square Foot
Monthly Rent based on Square foot proposed price \$ _____/month
(Square foot price x usable square footage)

1st Option to Extend (Ending 9/30/17)

Cost per Square foot (usable space): \$ _____ / Square Foot
Monthly Rent based on Square foot proposed price \$ _____/month
(Square foot price x usable square footage)

**Subject to funding availability*

2nd Option to Extend (Ending 9/30/18)

Cost per Square foot (usable space): \$ _____ / Square Foot
Monthly Rent based on Square foot proposed price \$ _____/month
(Square foot price x usable square footage)

**Subject to funding availability*

*Price per square foot should exclude cost of utilities. County will be responsible for all utilities.

3.0 Additional Terms, Conditions, & Provisions

Purchase Orders: Vendor must have a purchase order before making a delivery. Purchase Orders will be issued for each department authorized to place an order against the annual contract. The Purchase Order will list the individual items and or services along with the price.

Invoices: all Original invoices must include invoice number, invoice date, purchase order #, and corresponding department. All items must show a clear description of items purchased, and quantities ordered.

To ensure prompt payment all ORIGINAL invoices must be mailed or hand delivered by the vendor to the following address:

**Webb County Purchasing Dept.
c/o Accounts Payable
1110 Washington, Suite 101
Laredo, TX 78040**

Invoices may also be emailed to the following email address: purchasinginvoices@webbcountytexas.gov

Unit Price: Unit prices shall be shown and where there is an error in extended price, the unit price, shall govern.

Discounts:

Vendors providing discounts for items not list on the price schedule form must provide proof of discount on their invoice.

Cost Mark-Ups:

Vendors providing material at a percentage above cost must stipulate unit cost, mark-up, and total cost on their invoice.

Pricing: Pricing provided in the Bid/RFP/RFQ by the vendor must remain constant for the duration of the contract, and all prices must be rounded to the nearest cent. All charges, surcharges, fees, and all costs associated with shipping must be reflected in the price. Webb County will not pay charges that are not stipulated in our contracts.

Other Fees, Charges, Surcharges:

Webb County does not pay for, Overtime charges, Fuel Charges, Rental fee, Travel Fees and or surcharges for entities located out of town, or any other fees that are not stipulated in the contract.

Quote Fees:

If a vendor is providing an estimate for work not under contract, the vendor must provide a quote prior to diagnosing. A purchase order will be necessary if a fee will be applied to quotes and/or estimates.

Estimated Quantities:

The estimated quantity to be purchased may be more or less. The County is not obligated to purchase any minimum amount, and the County may purchase any reasonable amount greater than the estimate for the same unit price. Any limit on quantities available must be stated expressly in the proposal. The County will order on an as needed basis.

Changes to Locations/Departments and/or Items:

Webb County reserves the right to add or delete locations/departments on an as-needed basis at the same price as the original locations. In the event such arrangement is unsatisfactory to the vendor Webb County may opt to choose an alternate means of meeting its needs up to and including a re-solicitation of the entire contract. Specifications and requirements stated herein shall also apply to future departments and location unless otherwise noted.

Taxes: Vendor shall not include Federal Taxes or State of Texas Limited Sales Excise and use taxes in RFP/RFP prices. The County of Webb is exempt from payment of such taxes. A signed exemption certificate will be available upon request.

Substitutes: Item substitutes must be authorized by ordering department, and must be billed at contracted price. Substitute items must be equal to or greater.

Capacity: Vendor must prove beyond any doubt to the County that they are duly qualified, and capable to fulfill and abide by the specifications herein listed.

Delivery:

Delivery to be made within 24 hours from request

Additional Terms, Conditions, & Provisions continued

Product Recalls, Returns, and Replacements:

Vendor shall notify Webb County Purchasing Department immediately of any product recall or product alert, voluntary or otherwise. Recalls must be managed and handled by the vendor. Webb County will not be responsible for the return, payment, or cost of return for recalled items.

Contract:

This contract will be awarded to the lowest, responsible vendors. The county reserves the right to award the contract to the vendor with the lowest price and/or overall Best Value. The county may award contracts to various vendors depending on geographic location within Webb County or other criteria. A signed award letter is required for a valid contract.

Award of Proposal:

Vendor must RFP on all items on each section, quantities listed are best estimates actual quantities to be purchased may exceed or may be lower than quantities specified. If vendor is unable to price a particular item, please provide a written explanation.

Availability of Funds for Next Fiscal Year:

Funds are not presently available for performance under this contract beyond September 30, 2015. The County's obligation for performance of this contract beyond this date is contingent upon the availability of appropriated funds from which payment for the contract purposes can be made. No legal liability on the part of the County for payment of any money for performance under this contract beyond September 30, 2015 shall arise unless and until funds are made available to the Purchasing Agent for such performance and notice of such availability, to be confirmed in writing by the Purchasing Agent, is given to the contractor.

Payment of Bills:

It is hereby requested by the Webb County Commissioner's Court that all vendors submit requests for payment within 90 days after the providing of goods and/or services to the County. This practice will allow your payment request to be processed efficiently and will expedite payment to you.

Delinquent Taxes:

All vendors seeking to do business with Webb County must owe no delinquent taxes to the County. Attestation of owing no delinquent taxes will be required. If a vendor owes taxes to Webb County, those taxes should be paid before submitting a RFP/proposal.

Legibility: Proposals must be legible and of a quality that can be reproduced.

FOB Destination:

All of the items listed are to be Free On Board to final destination (FOB Destination) with all transportation charges if applicable to be included in the price, the title and risk of loss of goods shall not pass to the County until receipt and acceptance takes place at the FOB point.

Statements:

No oral statement of any person shall modify or otherwise change, or affect the terms conditions, plans and/or specifications stated in the various RFP packages and/or RFP instructions/ requirements.

Termination: The County of Webb may terminate their participation in this contract upon thirty (30) Days written notice.

Late Bids/RFPs/RFQs or Modifications: modifications received after the time set for a public opening will not be considered. Late RFPs/RFPs/RFQs will not be accepted, or considered, and will be returned to the vendor.

Ethics:

The proposer shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, of the Webb County Purchasing Department.

Proprietary Information:

All materials submitted to the County become public property and are subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the RFP to be disclosed, each page must be identified and marked proprietary at time of submittal. The County will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

Additional Terms, Conditions, & Provisions Continued

Furnished Forms: All proposals should be submitted on furnished forms. Proposals submitted on forms other than those provided by Webb County will not be considered.

Open Market: If awarded vendor cannot provide the items under this contract, or abide by the terms & conditions of this contract, The County reserves the right to purchase items from the open market, and or terminate the contract upon a 30 day written notice to the vendor.

Material Safety Data Sheets:

Under the Hazardous Communication Act, commonly known as the "Texas Right to Know Act", an offeror must provide to the County with each delivery, material safety data sheets which are applicable to hazardous substances defined in the Act.

Specification Clarification: If any person contemplating submitting a RFP for this contract is in doubt as to the true meaning of the specifications, or other RFP documents or any part thereof, they may submit to the Purchasing Agent on or before 5 days prior to the closing date of the RFP/RFP/RFQ a request for clarification. Changes and or clarifications to the specifications will be done in the form of an addendum. The addendum will be posted on the Webb County website (www.webbcountytx.gov), and emailed to the vendors that are on the Webb County vendor list. Questions may also be submitted 5 days prior to the closing date of the RFP/RFP/RFQ, and will be answered, and posted on the Webb County website.

Insurance Requirements:

Successful Vendor shall furnish the County with original copies of valid insurance policies required upon execution of the contract and shall maintain said policies in full effect at all times during the term of this contract.

Non Construction RFPs:

- a. Commercial General Liability insurance at minimum combined limits of \$1,000,000.00 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage.
- b. Workers Compensation insurance at statutory limits, including employers liability coverage a minimum limits of \$1,000,00.00 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. Any subcontractor(s) hired by the contractor shall maintain insurance coverage equal to that required of contractor. It is the responsibility of the contractor to assure compliance with this provision. Webb County accepts no responsibility arising from the conduct of the subcontractor

4.0 Vendor Information Form

Name of Company: _____

Address: _____

Phone: _____

Email: _____

Signature of Person Authorized to Sign Proposal:

(Signature)

(Printed Name)

(Title)

Vendor to indicate status as to: "Partnership", "Corporation", "Land Owner", etc.

(Date)

IMPORTANT

Vendor must complete this RFP document in its entirety in order for it to be valid

5.0 PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

This is to certify that _____ owes no delinquent property taxes to Webb County.

_____ owes no property taxes as a business in Webb County.
(Business Name)

_____ owes no property taxes as a resident of Webb County. (Business Owner)

Person who can attest to the above information

*** SIGN DOCUMENT AND PROVIDE PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.**

Webb County

6.0

Conflict of Interest Disclosure

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filled with the records administrator of Webb County no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. The questionnaire may be viewed and printed by following the link before:

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

The Webb County Officials who come within Chapter 176 of the Local Government Code relating to filing of Conflict of Interest Questionnaire (Form CIQ) include:

1. Webb County Judge Tano Tijerina
2. Commissioner Frank Sciaraffa
3. Commissioner Rosaura Tijerina
4. Commissioner John Galo
5. Commissioner Jaime Canales
6. Judge Joe Lopez, Chairman, 49th Judicial District
7. Judge Becky Palomo, 341st Judicial District
8. Judge Oscar Hale, 406th Judicial District

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

6.1-Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. 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>	OFFICE USE ONLY	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p> 	Date Received 	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p style="margin-left: 40px;">(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>3 Name of local government officer about whom the information in this section is being disclosed.</p> <p style="text-align: center; margin-left: 100px;">_____</p> <p style="text-align: center; margin-left: 100px;">Name of Officer</p> <p>This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 40px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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 named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 40px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?</p> <p style="margin-left: 40px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business and family relationship with the local government officer named in this section.</p>		
<p>4</p> <p style="text-align: center; margin-left: 100px;">_____</p> <p style="text-align: center; margin-left: 100px;">Signature of vendor doing business with the governmental entity</p> <p style="text-align: center; margin-left: 350px;">_____</p> <p style="text-align: center; margin-left: 350px;">Date</p>		

Adopted 8/7/2015

7.0 CERTIFICATION

REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

PART A.

The County of Webb will follow Federal Executive Orders 12549 and 12689 which requires us to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, Webb County may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to whom this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by Webb County as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract?

Yes

No

5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Webb County may pursue available remedies, including suspension and/or debarment.

PART B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

Indicate in the appropriate box which statement applies to the covered potential contractor:

- The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Contractor/Potential Contractor

Vendor ID # or Social Security #

Program #

Name of Authorized Representative

Signature of Authorized Representative

Date

**8.0 CERTIFICATION REGARDING FEDERAL LOBBYING
(Certification for Contracts, Grants, Loans, and Cooperative Agreements)**

PART A. PREAMBLE

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, "New Restrictions on Lobbying", published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances.

PART B. CERTIFICATION

This certification applies only to the instant federal action for which the certification is being obtained and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with these federally funded contract, subcontract, sub-grant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (If needed, contact the Webb County to obtain a copy of Standard Form-LLL.)

3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all covered sub-recipients will certify and disclose accordingly.

Do you have or do you anticipate having covered sub-awards under this transaction?

- Yes
 No

Name of Contractor/Potential Contractor	Vendor ID No. or Social Security No.	Program No.

Name of Authorized Representative	Title

Signature – Authorized Representative

Date

9.0

MINIMUM INSURANCE REQUIREMENTS

During the term of the Contract, the Contractor at its sole cost and expense shall provide primary commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the Contractor shall provide and maintain the following coverage and limits:

Workers Compensation, as required by the laws of Texas, and Employers' Liability, as well as All States, USL&H and other endorsements if applicable to the project, and in accordance with state law.

Employers' Liability

Each Accident: \$1,000,000

Disease – Each Employee: \$1,000,000

Policy Limit: \$1,000,000

Commercial General Liability, including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Webb County shall be named Additional Insured on primary/non-contributory basis.

Each Occurrence: \$1,000,000

Personal and Advertising Injury: \$1,000,000

Products/Completed Operations: \$1,000,000

General Aggregate (per project): \$2,000,000

Automobile Liability, including coverage for all owned, hired, and non-owned vehicles used in connection with the contract. Harris County shall be named Additional Insured on primary/non-contributory basis.

Combined Single Limit-Each Accident: \$1,000,000

Umbrella/Excess Liability (Webb County shall be named Additional Insured on primary/non-contributory basis)

Each Occurrence/Aggregate: \$1,000,000

Professional/Errors & Omissions Liability (if applicable)

Each Occurrence/Aggregate: \$1,000,000

Policies of insurance required by the contract shall waive all rights of subrogation against the County, its officers, employees and agents. If any applicable insurance policies are cancelled, materially changed, or non-renewed, contractor shall give written notice to the County at least 30 days prior to such effective date and within 30 days thereafter, shall provide evidence of suitable replacement policies. Failure to keep in force the required insurance coverage may result in termination of the contract. Upon request, certified copies of original insurance policies shall be furnished to the County.



CHECK LIST

This check list is required for all Bids, Requests for Proposals (RFPs), and Requests for Qualifications (RFQs). Please check off each item that applies.

- Is RFP package being submitted within due date & time?
- Is the name and address of the vendor on the top left hand side of envelope
- Is the RFP number, RFP title, and due date written on the outer part of a sealed envelope?
- Have Specifications been reviewed?
- Have Terms, Conditions, & Provisions been reviewed?
- Has unit pricing for all items been provided in furnished forms (if applicable)?
- Has extended pricing been calculated (if applicable)?
- Have grand totals been provided and reviewed for accuracy (if applicable)?
- Has Vendor Information Form been filled out and signed?
- Has Proof of No Delinquent Taxes (Business or Property) Form been filled out and signed
- Has Conflict of interest questionnaire been filled out and signed?

- Is Certification Regarding Debarment included?
- Is Certification Regarding Federal Lobbying included?
- Is a copy of Liability Insurance and Worker's Compensation Certificate included?

Signature of person completing Bid/RFP/RFQ