



## Invitation To Bid

**ITB 2019-004**

***"Webb County Tex Mex Property Parking Lot"***

**Due: July 17, 2019 at/or before 10 am**

**Notice** is hereby given that Webb County is seeking to award a construction contract with a successful bidder to construct an approximate 39,000 square foot asphalt parking lot for Webb County to include a vehicular entrance and exit, approximately 72 parking slots with striping, detention area with channel and improve surrounding sidewalks to current standards in accordance with City of Laredo Standard Technical Specifications. *This formal solicitation will comply with the Texas Local Government Code, Sub-Chapter C. (Competitive Bidding in General).*

The accompanying ITB with its terms, conditions, attachments and all other forms in this ITB package are due by or before 10 a.m. (Central Time) on, July 17, 2019. ***ITB received after the due date and time will not be accepted.*** All ITB meeting the required deadline will be read publicly at the following location in accordance with Webb County Purchasing Policies and Procedures:

Webb County Purchasing Department  
1110 Washington St., Ste. 101  
Laredo, Texas 78040

This ITB solicitation can be viewed at the following online address. Interested firms may submit their proposals by registering on Webb County's eBid site and uploading their file to our "Response Attachment" Tab. Should anyone need assistance please contact Mr. Juan Guerrero, Contract Administrator at (956) 523-4125.

<https://webbcountyebid.ionwave.net/Login.aspx>



*Webb County reserves the right to reject any and all ITB, to waive informalities in the ITB process, or to terminate the ITB process at any time, if deemed in the best interest for Webb County.*

**THIS FORM MUST BE INCLUDED WITH RFP PACKAGE; PLEASE CHECK OFF EACH ITEM INCLUDED WITH ITB PACKAGE AND SIGN BELOW TO CONFIRM SUBMITTAL OF EACH REQUIRED ITEM.**

***ITB # 2019-004***

***“Webb County Tex Mex Property Parking Lot”***

☐ Bidder Information

☐ A minimum of five (5) references

☐ Items and Quantities Bid sheet “2019-004 Bid Sheet”

☐ Conflict of Interest form (Form CIQ)

☐ Certification regarding Debarment (Form H2048)

☐ Certification regarding Federal lobbying (Form 2049)

☐ Code of Ethics Affidavit

☐ Proof of No Delinquent Tax Owed to Webb County

## Table of Contents

1. Scope of Work.....	pg. 4
2. Bid Preparation Cost .....	pg. 4
3. Webb County General Conditions .....	pg. 4
4. City of Laredo Standard Technical Specifications Manual .....	pg. 4
5. Instructions to Bidders .....	pg. 4
6. Bid Package Information and Questions .....	pg. 4
7. Conflict & Interest .....	pg. 5
8. Texas Ethics Commission Requirement Notification .....	pg. 5
9. Code of Ethics .....	pg. 6
10. ITB Schedule.....	pg. 6
11. Special Accommodations.....	pg. 6
12. Proposer Information .....	pg. 7
13. References .....	pg. 8

### **1. Scope of Work**

The scope of work consist of constructing an approximate 39,000 square foot asphalt parking lot for Webb County to include a vehicular entrance and exit, approximately 72 parking slots with striping and required ADA, a detention area with channel and improve surrounding sidewalks to current standards in accordance with City of Laredo Standard Technical Specifications. This bid will be based on unit pricing.

**Project Site Location:** Situated in the corner of Convent Avenue and Washington Street and also situated off Salinas Avenue **(See Attached Plans).**

### **2. Bid Preparation Cost**

The County will not reimburse any bidder for any costs involved in the preparation and submission of bids, amendments or other relevant documents associated with the ITB.

### **3. Webb County General Conditions**

Prior to responding to this ITB Bidders shall read all general conditions for Webb County for construction contracts. By reading all general conditions and submitting a response to this ITB, contractors/respondents agree to all the terms and conditions required by Webb County. **(See attached Webb County General Conditions)**

### **4. City of Laredo Standard Technical Specifications Manual**

Proposers must comply with all standard technical specifications listed in the City of Laredo manual attached herein. Successful firm awarded project will follow all technical specifications required to obtain the mandatory city permits. By submitting a response to this ITB, contractors / respondents agree to all the terms and conditions required by the City of Laredo Standard Technical Specifications Manual. **(See attached City of Laredo Specifications Manual)**

### **5. Instructions to Bidders**

- a) Your Bid should be concise, specific, and complete and should demonstrate a thorough understanding of the terms and conditions.
- b) 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.
- c) Your Bid 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 the ITB.
- d) Bidder must provide all pricing information required by **“2019-004 Bid Sheet”** attached to include all corresponding documents required by the Webb County Purchasing Agent.
- e) Bidders are required to submit a bid bond in the amount of 5% of the total bid amount being submitted and shown on the attached 2019-004 Bid Sheet authorized by Bidder. The bid bond must be executed with a surety company authorized to do business in the State of Texas.

## **6. Bid Package Information and Questions**

Interested bidders shall familiarize themselves with entire bid package and attached documentation. It is the bidder's responsibility to obtain any additional information it deems necessary to submit in its bid, as well as in the performance of the contract. Information contained in this document should not be considered all-inclusive.

All questions regarding this ITB request must be submitted to in writing through eBid by utilizing the "Questions Tab" in the Bid Event. All questions submitted shall comply with ITB schedule under section 10.

## **7. Conflict of Interest**

The contract or contracts in this solicitation are subject to Texas Govt. Code Sec. 2261.252(b), which prohibits the Webb County from entering into contracts with certain private vendors in which certain Webb County officers and employees have a financial interest. Each respondent shall include in its proposal a statement that it is not prohibited from entering into a contract with Webb County as a result of a financial interest as defined under Texas Govt. Code Sec. 2261.252(b).

A conflict of interest may involve conflicting incentives with regard to the firm as a whole, or any employee. The conflict may arise between the provider's work under a contract entered as a result of this solicitation and a relationship involving Webb County, a construction contractor, another engineering firm, a materials testing firm, a third party affected by the project, a sub provider for any other consultant or contractor, or any other entity with an interest in a project on which work is performed under a contract entered as a result of this solicitation.

## **8. Texas Ethics Commission Requirement Notification:**

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

A signed and notarized Form 1295 shall be tendered to Webb County by providers selected to receive a contract prior to contract execution. Webb County will not evaluate the information provided, or respond to any questions on how to interpret the Texas Ethics Commission's rules.

For additional information, please reference the Texas Ethics Commission webpage at: <https://www.ethics.state.tx.us/tec/1295-Info.htm>

## **9. Webb County Purchasing Code of Ethics Policy**

The County of Webb will ensure that it will promote and enforce proper ethical conduct by all Vendors, Procurement Officials, Elected Officials and County employees directly or indirectly involved in the procurement process. All vendors wishing to participate in any solicitation must sign and notarize the affidavit form included as part of this solicitation package and upload with your electronic submission. Failure to submit form will disqualify your bid or proposal package from being considered. [The Ethics Policy](#) can be viewed at the Webb County Purchasing Agents website for vendors to read prior to signing and submitting the affidavit form.

When responding to an Active Solicitation, Vendors shall be required to disclose donations and campaign contributions by the Vendor or any individual or entity acting on the Vendor's behalf to the Purchasing Agent or his designee made within six (6) months prior to the date of the Active Solicitation. Failure by a Vendor to accurately disclose such contributions may result in the Vendor's disqualification, debarment, or contract voidance as per Section 18 of the Ethics Policy.

The Webb County Purchasing Board approved the Code of Ethics policy on April 19, 2018 and adopted by the Webb County Commissioners Court on May 14, 2018.

## **10. ITB SCHEDULE**

Activity	Time	Date	Responsible Party
Public Notice/Newspaper	n/a	July 3 <sup>rd</sup> , July 10 <sup>th</sup>	Webb Co. Purchasing Dept.
ITB on Website	n/a	Until award is completed	Webb Co. Purchasing Dept.
Sealed Bids due	10 am	July 17 <sup>th</sup>	Proposer/Contractor
Evaluation of Bids	TBD	July 17 <sup>th</sup> – 19 <sup>th</sup>	Webb Co. Purchasing Dept.
Award of Contract	TBD	TBD	Governing Body
Finalization of contract doc	TBD	TBD	Webb County/Contractor
Commencement of service	TBD	TBD	Webb County/Contractor

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**Footnote:** County reserves the right to adjust time and dates on above projected schedule if it's in the best interest for Webb County.

## **11. Special Accommodations:**

To request special accommodations pursuant to the Americans with Disabilities Act (ADA), please notify the contact shown below, a minimum of 48 hours prior to a scheduled meeting.

Mr. Juan Guerrero, Contract Administrator at 956) 523-4125 or email at [juguerrero@webbcountytexas.gov](mailto:juguerrero@webbcountytexas.gov)



## Proposer Information

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Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City and State \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Person Authorized to Sign:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Indicate status as to "Partnership", "Corporation", "Land Owner", etc.

\_\_\_\_\_

\_\_\_\_\_  
(Date)

**Note:**

*All submissions relative to these ITB shall become the property of Webb County and are nonreturnable.*

*If any further information is required, please call the Webb County Contract Administrator, Juan Guerrero, at (956)523-4125.*

**References**

<b>Name of Local / State government or private company</b>	<b>Address</b>	<b>Phone</b>	<b>Name of Contact</b>	<b>Contract Active, if not when did it expire (If applicable)</b>



