



Request for Proposals (RFP)

RFP 2020-004

“Audio/Video Equipment for Webb County Commissioners Court”

Due: December 27, 2019 at/or before 10am

Notice is hereby given that, Webb County is seeking to solicit Requests for Proposals (RFP) for Audio and Visual equipment for the Webb County Commissioners Courthouse located at 1000 Houston St., Laredo, TX 78040. Scope of Work includes but is not limited to removal of all old equipment such as wires, microphones, speakers, televisions, audio mixers, video switches and installation of new audio and visual equipment such as microphones, speakers, monitors, and other accessories as requested within this request for proposal to include rewiring courtrooms with new cable. ~~The equipment and install shall be modified for 100% echo reduction without the use sound paneling so that the integrity of the building stays intact.~~ The award of this request for proposal shall be made to the responsible offeror whose proposal is determined to be the lowest and best-evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as set forth in the request for proposal. This formal solicitation will comply with the Texas Local Government Code, Section 262.030 (Alternative Competitive Proposal Procedure for Certain Goods and Services.)

The accompanying RFP with its terms, conditions, attachments and all other forms in this RFP package are due by or before 10 a.m. (Central Time) on, December 27, 2019. ***RFP received after the due date and time will not be accepted.*** All RFP 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 RFP 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 Attachments” 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 RFP, to waive informalities in the RFP process, or to terminate the RFP 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 RFP PACKAGE AND SIGN BELOW TO CONFIRM SUBMITTAL OF EACH REQUIRED ITEM.

RFP # 2020-004
“Audio/Video Equipment for Webb County Commissioners Court”

- Proposer Information

- Pricing Sheet Form “A”

- 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

Authorized Signature of Person Completing this Package

Date

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1. Scope of Work

Scope of Work includes but is not limited to removal of all old equipment such as wires, microphones, speakers, televisions, audio mixers, video switches and installation of new audio and visual equipment such as microphones, speakers, monitors, and other accessories as requested within this request for proposal to include rewiring courtrooms with new cable. ~~The equipment and install shall be modified for 100% echo reduction without the use sound paneling so that the integrity of the building stays intact.~~ The award of this request for proposal shall be made to the responsible offeror whose proposal is determined to be the lowest and best-evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as set forth in the request for proposal.

2. Project Location

Webb County Courthouse 1000 Houston Street, Laredo, Texas 78040

3. Disclosure of Proposals

Request for Proposals shall be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All proposals that have been submitted shall be available and open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

*During the public opening of proposals in accordance with request for proposal scheduled (**Section 12**) the name of proposer, and the date/time submitted will be read aloud and into the record. No pricing or other contents will be disclosed at this time as permitted by law under the Texas Local Government Code, Section 262.030 (c.)*

4. Pre-Proposal Site Visit

A pre-proposal site visit will be held on Tuesday December 16th at 9am. Pre-Proposal Site visit will be at Webb County Courthouse 1000 Houston Street, Laredo, Texas 78040. This site visit is not mandatory but all interested parties are encouraged to attend.

5. Instructions to Proposers

- a) Your proposal should be concise, specific, and complete and should demonstrate a thorough understanding of the terms and conditions of this proposal.
- 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 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 Proposal.
- d) Proposer must provide all information required by the forms attached to include all corresponding documents required by Webb County Purchasing Agent.
- e) County has the right to negotiate with proposer before award for the purpose of obtaining best and final offers.
- f) No substitutes will be permitted. All pricing must be made on the brand specific items listed. All pricing is based on unit pricing. Any errors found on extended totals will be corrected based on **“unit price”** provided to County.

***The following requirements (g – l) shall be kept together in alphabetical order when submitting proposer’s response to information being requested by County.**

- g) Proposer must provide total number of years of relevant experience removing and installing audio and visual equipment similar to the scope of work listed in this request for proposal.
- h) Proposer must list at minimum three (3) or more jobs completed of similar scope and size. Listing must include a contact name and phone number to include total project cost and name of entity/company work was completed for. Proposer must also state if their firm/company is an authorized sales and service center for all listed components.
- i) Proposer must provide a detailed statement of warranty being offered for labor and parts. To include any manufacturer’s warranty.
- j) Proposer shall provide the turnaround time being offered on service calls within the warranty period being offered (i.e. 24 hours, 48 hours, etc.).
- k) Proposer shall list all certifications/trainings completed that would substantiate proposers qualifications as it pertains to the scope of work listed in this request currently active and that have a direct correlation.
- l) Proposer must provide an estimated time of completion for entire project. Estimated time of completion would start after Proposer is provided with an official Purchase order by Webb County for the contracted sum awarded. Proposers should provide two (2) estimated timelines. One with only workdays (Monday – Friday) and second estimated timeline based on calendar days.

6. 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.

7. 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>

8. 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 listed below for vendors to read prior to signing and submitting the affidavit form.

<http://www.webbcountytx.gov/PurchasingAgent/PurchasingEthicsPolicy.pdf>

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.

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.***

9. General Conditions

Interested proposers shall familiarize themselves with conditions relating to the scope, specifications, and restrictions regarding the execution of work to be performed under the contract. It is the proposer’s responsibility to obtain any additional information it deems necessary to submit in its RFP proposal, as well as in the performance of the contract. Information contained in this document should not be considered all-inclusive.

All questions regarding this RFP proposal request must be submitted to in writing through eBid by utilizing the “Questions Tab” in the Bid Event before the deadline for questions (*see Section 12*).

10. RFP Evaluation Scoring Criteria

RFP will be evaluated as follows:

- *Pricing Schedule* *20 points*
- *Years of Experience* *25 points*
- *References* *20 points*
- *Prior Work* *35 points*

The evaluation committee may conduct the following tasks but is not an all-inclusive list of tasks that may be conducted by scoring committee:

- *Review all RFPs received for compliance with RFP terms and conditions.*
- *Prepare a comparative summary of proposals.*
- *Prepare a preliminary ranking of RFPs using a quantitative method based on the criteria presented in the RFP document and other criteria as directed by committee.*
- *Request clarification from proposers.*
- *Submit individual scores sheets to the Purchasing Agent.*

11. RFP Evaluation Team

The following Webb County employees are involved in the evaluation process for this procurement:

- *Andres Garcia, Production Administrator*
- *Leroy Medford, Executive Administrator to Commissioners Court*
- *Lalo Uribe, Executive Administrator to the County Judge*
- *Manuel Pena, Information Technology*

Note: Do not contact these individuals about this solicitation during the restricted contact period. [Please refer to our Purchasing Ethics Policy Section 6 \(Restricted Contact Period\)](#).

12. PROPOSAL SCHEDULE

Activity	Time	Date	Responsible Party
Public Notice/Newspaper	n/a	Dec 10 th , Dec 17 th	Webb County
Posted RFP on Website	n/a	Dec 8 th - until awarded	Webb County
Pre-proposal Site Visit	9am-10am	Dec 16 th	Webb Co./Proposer
Deadline for Questions	No later than 5pm	Dec 17 th	Proposer
Posting of Answers	No later than 5pm	Dec 18 th	Webb County
Sealed RFP Public Opening	10am	Dec 27 th	Webb County
Evaluation of Proposals	TBD	Dec 27 th – Jan 3 rd	Scoring Committee
Award by Governing Body	TBD	TBD	Commissioners Court
Project Start Date	TBD	TBD	Webb County/Proposer

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

13. 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@webbcountytx.gov

14. Small, Minority, and Female Owned Businesses

MWBE@texasagriculture.gov Webb County encourages all Small Business Enterprises (SBE), Minority Business Enterprises (MBE), and Women's Business Enterprises (WBEs) to participate in this solicitation. Webb County will email the corresponding information to further promote participation of all SBEs, MBEs, and WBEs.



Proposer Information

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)

****The enclosed offer(s) in response to this RFP 2020-004 is firm for a period of 60 calendar days.***

Note:

All submissions relative to these RFP 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.