

**INVITATION TO BID (ITB)
#2021-003**

**“Self Help Center – Housing Rehabilitation Program
Texas Department of Housing and Community Affairs (TDHCA)
Contract No. 7216013”**

Due November 30, 2020 at 10 am Or Before

NOTICE is hereby given that the County of Webb is seeking to select and award a contract to the bidder that can provide competitive pricing to rehabilitate a maximum of two (2) single family, owner occupied housing units. The housing rehabilitation repairs will include repairs and/or replacement of roofs, doors, floors, insulation, windows, plumbing, electrical, paint, HVAC, drywall and general health and safety and / or energy efficient improvements as needed to comply with Texas Minimum Construction Standards and 2015 International Residential Code as applicable. The targeted areas are the colonias of ***San Carlos I, Ranchitos 359 East*** located on State Highway 359 approximately five (5) miles outside the City of Laredo to improve the quality of life for colonia residents living within this targeted area. In part, the purpose of the assistance is to provide a decent, safe, and sanitary housing environment for residents in compliance with all Model Subdivision Rules (MSR) and Texas Minimum Construction Standards. Webb County is requesting unit pricing per specification and will award this contract approximately thirty (30) days after official bid opening date or before. This solicitation will comply with the Texas Local Government Code, Sub-Chapter C. (Competitive Bidding in General), Section 262.021 (County Purchasing Act).

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, November 30, 2020.** ITB received after the due date and time will not be accepted. All ITB submittals meeting the required deadline will be read publicly and recorded 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 bid proposals by registering on Webb County’s e-Bid site and uploading their file to our “Response Attachment” Tab. Hard copies will also be accepted and must be turned in to the above-mentioned address before the due date and time. The documents must be in a sealed envelope and labeled with the bid number and company name on top right corner of sealed envelope. Should anyone need assistance please contact Mr. Juan Guerrero, Contract Administrator at (956) 523-4125.

<https://webbcountybid.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. Should all Bids exceed the allocated Project Grant Budget(s)), the County also reserves the right to negotiate with all bidders and/or reject and rebid the project accordingly.

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.

***ITB 2021-003
“Self Help Center – Housing Rehabilitation Program
TDHCA Contract No. 7216013”***

Two (2) Bid Forms Signed & Dated (One Bid Form Per Location)

Bidder Information Form

TDHCA – Section 3 Business Certification form

Federal Labor Standards Provisions

Conflict of Interest form (Form CIQ)

Certification regarding Debarment (Form H2048)

Certification regarding Federal lobbying (Form 2049)

Proof of No Delinquent Tax Owed to Webb County

Purchasing Ethics Affidavit Form

Signature of Bidder/Date

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1. Project Description

The Webb County Community Action Agency – Self-Help Center is seeking to select and award a contract to the bidder that can provide competitive pricing to rehabilitate a maximum of two (2) single family, owner occupied housing units. The housing rehabilitation repairs will include repairs and/or replacement of roofs, doors, floors, insulation, windows, plumbing, electrical, paint, HVAC, drywall and general health and safety and / or energy efficient improvements as needed to comply with Texas Minimum Construction Standards and 2015 International Residential Code as applicable. The targeted areas are the colonias of, *San Carlos I, Ranchitos 359 East* located on State Highway 359 approximately five (5) miles outside the City of Laredo to improve the quality of life for colonia residents living within this targeted area. In part, the purpose of the assistance is to provide a decent, safe, and sanitary housing environment for residents in compliance with all Model Subdivision Rules (MSR) and Texas Minimum Construction Standards. This project is funded through the Texas Department of Housing and Community Affairs –Contract Number 7216013.

2. Project Locations

The service area colonias of San Carlos I, Ranchitos 359 East located on State Highway 359 approximately five (5) miles outside the City of Laredo.

Project Location (s):

1. 7379 Adelita Rd., Laredo, TX 78043
2. 406 Pinzon Rd., Laredo, TX 78043

3. Bid Package Preparation Cost

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

4. Small, Minority, and Female Owned Businesses

Webb County will take the necessary steps to encourage competitive bids from small, minority, and female – owned businesses and email the solicitation to MWBE@texasagriculture.gov so that SBE/MBE/WBE's can also be notified by TDA of this opportunity.

5. Insurance Requirements

Commercial General Liability: \$1M per occurrence/\$2M General Aggregate/\$2M Products Completed Operations General Aggregate - The County will be added as an Additional Insured with ISO endorsements CG 2010 and CG 20-37. The Contractor's carrier will agree the Waiver Their Rights to Subrogate against the County and 60 Days' Notice of Cancellation to the County directly from the Carrier.

Commercial automobile: \$1M Combined Single Limit BUI & PD per Accident (Occurrence) - The County will be added as an Additional Insured. The Contractor's carrier will agree the Waive Their Rights to Subrogate against the County and 60 Days' Notice of Cancellation to the County directly from the Carrier.

Workers Compensation: Coverage A: Statutory Texas Medical, Accidental Death or Dismemberment and Lost time as mandated by the Texas Workers' Compensation Statute; Coverage B: Employers Liability - \$1M Per Employee Per Accident/ \$1M Per Employee - Disease/ \$1M Policy Aggregate - The Contractor's carrier will agree the Waive Their Rights to Subrogate Against the County and 60 Days' Notice of Cancellation to the County directly from the Carrier.

Contractors Pollution: Occurrence Form - \$1M per Claim/\$3M Policy Aggregate - The County will be added as an Additional Insured. The Contractor's carrier will agree the Waive Their Rights to Subrogate against the County and 60 Days' Notice of Cancellation to the County directly from the Carrier.

6. Performance and Payment Bonds

PLEASE BE ADVISED THAT THIS PROJECT MAY REQUIRE BOTH A PAYMENT AND/OR A PERFORMANCE BOND FROM THE CONTRACTOR A Performance Bond is required for construction work if the contract is in excess of \$50,000 and a Payment Bond is required if a construction contract is in excess of \$25,000 in statutory compliance with applicable provisions of the Texas Local and Government Code. The awarded Contractor shall supply the required Performance/Payment bonds to the Webb County Civil Legal Department within Seven (7) days of execution of the Construction Agreement or not later than two (2) working days prior the date of the scheduled pre-construction meeting which shall be the “DEADLINE” for compliance and which both parties have mutually agreed to as an “Express Condition Precedent” to Webb County’s contractual terms and conditions.

Bonds must be issued by companies authorized and admitted to do business in the State of Texas and rated A-: VII or better by A.M. Best Company (Best’s Key Rating Guide, current Edition, and as amended) and/or otherwise acceptable to the Owner.

* THE NOTICE TO PROCEED SHALL NOT BE ISSUED TO THE CONTRACTOR BY WEBB COUNTY WITHOUT THE DELIVERY OF ALL STATUTORILY REQUIRED PERFORMANCE AND/OR PAYMENT BONDS AND/OR PROOF OF ALL REQUIRED INSURANCE POLICIES TO WEBB COUNTY BY CONTRACTOR NOT LATER THAN TWO (2) WORKING DAYS PRIOR THE DATE OF THE SCHEDULED PRE-CONSTRUCTION MEETING “DEADLINE”. IF THE CONTRACTOR FAILS TO PROVIDE SAID BONDS OR INSURANCE POLICIES BY THE DEADLINE SHALL CONSTITUTE A DEFAULT OF YOUR CONTRACT AND WEBB COUNTY SHALL AT THEIR SOLE OPTION AWARD THE CONTRACT TO THE NEXT LOWEST BIDDER OR RE-ADVERTISE THIS PROJECT FOR NEW BIDS/PROPOSALS.**

7. Bid Bond Requirement

Bidders must submit with their bid proposal a bid security for five (5%) percent of total bid amount and must be executed with a surety company authorized to do business in the State of Texas. Bid security is required in accordance with the Texas Local Government Code; Section 262.032 (Bid or Performance Bond; Payment under Contract). All Bids formally received by the Purchasing Agent in accordance with the schedule attached herein are irrevocable and cannot be withdrawn for ninety (90) calendar days following the date scheduled for the opening of the Bid(s).

8. Instructions to Bidders

- a) Bidders are solely responsible to review **ALL** technical specifications and any other requirement listed in the bid forms. Bidders must adhere to the schedule listed in the ITB package referencing deadlines for submittal of any questions Bidders may have prior to submittal of formal bid.
- b) Use of separate bid forms: Bidders must use attached bid forms. No alternate bid forms are permitted.
- c) Interpretations of Addenda: Any interpretations, corrections or changes to this Invitations to Bid and specifications will be made by addenda. Sole issuing authority of addenda shall be vested in Webb County through the Purchasing Agent. All Addenda will be posted to the Webb County e-Bid site. <https://webbcountyebid.ionwave.net/Login.aspx>

Although all bidders registered on e-bids will receive automatic notifications, if addendums are posted, it is the bidder’s sole responsibility to check the website for any addenda during the active period this solicitation is posted.

- d) Inspection of Site: Each bidder should visit the site of the proposed work and fully acquaint himself/herself with the existing conditions there and should fully inform himself/herself as to the facilities involved, the difficulties and restrictions attending the performance of the contract. The bidder should thoroughly examine and familiarize himself/herself with the technical specifications herein attached. The contractor by the execution of the contract shall in no way be relieved of any obligation under it due to his/her failure to receive or examine any form of legal document or to visit the site or acquaint himself/herself with the conditions there existing. The County will be justified in rejecting any claim based on lack of inspection of the site prior to the bid.
- e) Alternate Bid Items: No alternate bids or items will be considered unless they are specifically requested by the technical specifications and or the bid sheet requirements through the Webb County Purchasing Agent.

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. Those 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.

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.

Any communication by Vendors with any Procurement Professionals, Elected Officials, or any of their respective staff members, agents, or representatives (excluding the Contact Person and Designated Representatives), regarding an Active Solicitation, will be considered a violation of the Restricted Contact Period unless the Vendor receives express written permission from the Purchasing Agent or his designee.

When responding to an Active Solicitation, Respondent shall be required to disclose donations and campaign contributions by the Vendor or any individual or entity acting on the Respondent'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 Responder to accurately disclose such contributions may result in the Respondent's disqualification, debarment, or contract voidance as per Section 18 of the Ethics Policy.

10. Questions concerning the ITB

All questions from interested bidders regarding this ITB package must be submitted in writing electronically in accordance with the ITB Schedule listed under Section 13 (ITB Schedule).

Each question, along with the County's response will be posted for all prospective Bidders to review including the General Public as per ITB schedule and/or any extensions posted via an official addendum posted by the Webb County Purchasing Agent.

11. Conflict of Interest

Webb County requires that its consultants and sub consultants be able to work solely in Webb County's interest, without conflicting financial or personal incentives. Webb County reserves the right to disqualify any prime provider or sub providers, or to place contractual limits on work or on personnel, if there is a conflict of interest that might affect or might be seen to affect the prime provider's or sub providers' duty to act solely in the interest of Webb County. 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.

12. 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>

13. ITB Schedule

| Activity | Time | Date | Responsible Party |
|-------------------------|------------|---|---------------------------|
| Public Notice/Newspaper | n/a | Nov 18 th , Nov 25 th | Webb Co. Purchasing Dept. |
| ITB Posted on eBid Site | n/a | Nov 14 th – until awarded | Webb Co. Purchasing Dept. |
| Pre Bid /Site Visit | 10am | Nov 18 th | Proposer/Contractor |
| Questions Due | Before 5pm | Nov 18 th | Proposer/Contractor |
| Answers Due | Before 5pm | Nov 19 th | Webb Co. Purchasing Dept. |
| Sealed Bids Due | 10 am | Nov 30 th | Proposer/Contractor |
| Award of Contract | TBD | TBD | Governing Body |

*Footnote: County reserves the right to adjust time and dates on above projected schedule if it is in the best interest for Webb County. *Location of Pre-Bid Meeting: Webb County Self Help Center, 8116 Hwy 359 – Phone# (956) 523-4760*

14. 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