



**REQUEST FOR PROPOSAL
PEYTON MODULAR REMODEL/RECORDS DEPT.
RFP NO. 18-0813-11**

TO ALL PROSPECTIVE BIDDERS:

You are hereby invited to submit your bid for the item(s) to be furnished and delivered, shipped F.O.B. delivered, to the address specified herein.

The original bid and the required number of copies must be received in a sealed envelope that has your name and address in the upper left corner and the attached label affixed and pasted in the lower left corner.

All bids are subject to staff analysis. LVWD reserves the right to accept or reject any and all bids received and waive any and all technicalities.

**1557 FM ROAD 1110
CLINT, TEXAS 79836**

**BID OPENS:
August 13, 2018/3:30 P.M.**

LOWER VALLEY WATER DISTRICT

NOTICE TO BIDDERS

PEYTON MODULAR REMODEL/RECORDS DEPT.

RFP No. 18-0813-11

August 2, 2018

Re: Peyton Modular/Records Department; RFP No. 18-0813-11

Important Notice

It is the bidder's responsibility to ensure that they have all pertinent information regarding solicitations, including all amendments prior to submitting their offer. Please check the website, even after submitting a bid, to ensure that you have all amendments as they may be posted at any time, up to and including the day of bid opening.

The LOWER VALLEY WATER DISTRICT (LVWD), is soliciting bids for Peyton Modular/Records Department. LVWD shall order all its supplies and/or services from one or more successful bidders (contractors). Bids will be received by LVWD until 3:30 P.M., Local Time, Monday, August 13, 2018, at which time only the name of the submittals will be opened and read aloud.

Any questions and/or comments about this Bid should be submitted through E-Mail with Subject: "Questions on PEYTON MODULAR REMODEL/RECORDS DEPT. RFP No. 18-0813-11" email to Gabrelle Diaz, Bid Specialist, at gdiaz@lvwd.org, no later than Monday, August 8, 2018.

BID REQUIREMENTS:

All bids must be sealed and received in the Purchasing office, LVWD, 1557 FM Road 110, Clint, Texas 79836 prior to bid opening. All bids must be submitted on the attached bid form and shall conform to terms and conditions set forth in this Request for Proposal (RFP). Please make and retain a copy of your Response (Bid) for your records. Do not bend, fold, or staple bid form. The envelope containing your Proposal must be plainly marked on the lower right corner with the label provided by LVWD (located on last page of Bid Document), respondent's information should be included on the upper left-hand corner. **Bidders must sign, in ink, the bid form where indicated. Unsigned bids will not be read. Bids will be opened at 3:30 P.M., Local Time, Monday, August 13, 2018.**

The LVWD reserves the right to accept or reject any or all bid(s), to waive technicalities and to award the bid(s) deemed most advantageous and in the best interest of the District. No bids may be withdrawn after the bid opening.

LOWER VALLEY WATER DISTRICT

Please direct all questions pertaining to this BID by email with subject line as indicated above-gdiaz@lvwd.org, Gabrelle Diaz, Bid Specialist.



Gabrelle Diaz
Bid Specialist

LOWER VALLEY WATER DISTRICT

**PEYTON MODULAR REMODEL/RECORDS DEPT.
RFP NO. 18-0813-11
PROPOSAL SPECIFICATIONS**

Lower Valley Water District will accept sealed bids for the remodel of the Peyton Modular.

SCOPE OF SERVICES:

The successful bidder will be required to perform the following:

ELECTRICAL:

1. Provide and install pole with 200-amp meter can and disconnect (LVWD will coordinate connection with El Paso Electric), if not already on-site.
2. Provide and install 180 linear feet of 2 ½" PVC electrical conduit with wire sized for a 200-amp breaker box.
3. Remove thirty-two (32) fluorescent lamp fixtures and install twenty-four (24) 2x4 and three (3) 2x2 LED fixtures (LED fixtures provided by LVWD).
4. Inspect all devices after unit is online to ensure all items are working safely (repairs/replacements to be billed separately).
5. Provide and install up to eight (8) new light switches and eight (8) new electrical outlets.
6. Provide and install 220-volt outlet for commercial shredder.
7. Provide and install electrical connection for two (2) automatic gate openers.
8. Provide and install electrical connection for electrical water heater and GFCI device for RR

HVAC is NOT INCLUDED IN THIS SCOPE OF WORK.

PLUMBING:

1. Provide and install one (1) toilet and one (1) lavatory rough in and top out (fixtures must be ADA approved).
2. Provide and install one (1) 36" base cabinet with solid surface countertop with bar sink and faucet rough in and top out for the break room area.
3. Provide ¾" PEX service line from connection to Modular building (approximately 85').

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4. Provide and install twenty (20) gallon electric water heater.

HVAC is NOT INCLUDED IN THIS SCOPE OF WORK.

ROOFING:

1. Provide labor to remove existing roofing and coping, to include disposal of debris.
2. Provide material and labor to install 2" insulation over roof deck.
3. Provide material and labor to install TPO roofing over insulation.
4. Provide material and labor to install new coping around perimeter of roof.

WINDOWS:

1. Provide material and labor to install two (2) exterior 3' wide x 4' high windows, must match units located at Main Office.

FLOORING:

1. Provide material and labor to patch large gap in floor and floor patch ALL seams in plywood floor and smooth out with buffer.
2. Provide material and labor to install VCT flooring.
3. Provide material and labor to install Cove Base around perimeter including new office and RR.

GENERAL:

- A. LVWD will provide floor plan for light layout.
- B. LVWD will construct/repair all interior walls except for penetrations for plumbing and windows.
- C. LVWD will provide specifications for items prior to bid with enough time to obtain pricing.
- D. Work is to be performed during regular business hours (8 am to 5 pm, Monday-Friday).
- E. Trades will be invoiced as they are completed.

LOWER VALLEY WATER DISTRICT

GENERAL INFORMATION
PEYTON MODULAR REMODEL/RECORDS DEPT.
RFP NO. 18-0813-11

Questionnaire to Determine Principal Place of Business Under Article LGC2252.002 Texas revised Civil Statutes.

GENERAL INFORMATION:

1. Legal Name of Business: _____
2. Street Address: _____
3. Post Office Box (if any) or Mailing Address if different from question #2:

4. City: _____ State: _____ Zip: _____
5. Telephone Number: _____
6. Nature of Business (i.e., automobile dealer, electrical contractor, etc.):
7. _____
8. Type of Business Organization (check one):
_____ Sole Proprietorship _____ Other Legal Entity
_____ Partnership (General or Limited) _____ Corporation

QUESTIONS RELATED TO PRINCIPAL PLACE OF BUSINESS:

1. In what State is your principal place of business? _____
2. In what State, if any, is your business incorporated? _____
3. If business is a corporation, furnish the name and address of the agent for services:

4. Is your business authorized to do business under the laws of the State of Texas?

5. Do you transact business in more than one State? _____
If so, list all States in which you transact business: _____

6. In what State are most of your activities conducted? _____
7. List the total gross sales of your business within the last two calendar years?

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8. In what State does your business earn the largest percentage of its revenues?

What percentage is earned in Texas? _____

9. In what State is largest percentage of the capital? _____

Assets of your business located? _____

What percentage is in Texas? _____

10. Give the address of your general office where centralized control of your business is conducted? _____

11. In what State does the largest percentage of full-time equivalent employees of your business reside permanently? _____

How many full-time equivalent employees reside permanently in Texas?

12. Give the name and residential address(es) of the officer(s), sole proprietor or partners of the business: _____

Owner or Officer

Print Name

Print Title

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STANDARD TERMS AND CONDITIONS
PEYTON MODULAR REMODEL/RECORDS DEPT.
RFP NO. 18-0813-11

1. Bid Responses:

a. Bidders are encouraged to submit bids on any or all items or services their firms can provide. All prices are to be your lowest and best net price, F.O.B. Destination, on each item. Unit price for each item offered need to include all applicable discounts. In case of error in extension, unit price will govern.

b. Bids will not be accepted and tabulated unless the Proposal Acknowledgement Form of the bid is filled out completely and contains an original signature, in ink, by an authorized representative of the company. Each bid form response shall be typewritten or handwritten in ink. Unsigned bids will be considered a **NO BID**.

2. **Estimated Quantities:** The quantities shown on the bid form are estimated, based on projected use. It is specifically understood and agreed that these quantities are approximate. Any increase in quantities will be paid for at the quoted bid price, unless required by law to be re-bid. It is further understood that the supplier will not have any claim against the District for the purchase of quantities less than the estimated amount.

3. **Product Standards:** When a brand name and identification number are shown on the bid form, they indicate an acceptable standard, the features of which must be considered when bidding equals. This brand name is used only to establish a quality level, and basic features required. Bids on equivalent or better are encouraged but must be accompanied with appropriate information for evaluation purposes. Failure to include such information will disqualify the bid on that item. If bidding on other than referenced specifications, bid must identify manufacturer, brand, model, etc., of the article being offered. If other than brand(s) specified is offered, complete descriptive information in literature form of each article being bid must be included with bid. Even if bidder takes no exception to specifications of reference data, he will be required to furnish brand names, models, etc., as specified.

4. **Awarding Bids:** The recommendation for awarding bids or proposals shall include an assessment of at least the following:

- a) Individual item price
- b) Total price of all items
- c) Delivery dates
- d) Terms and conditions
- e) Location of vendor
- f) Quality of material
- g) Safety features

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- h) Past performance of products and vendor
- i) Transportation charges
- j) Good business practices
- k) Conformance to appropriate local, state, and federal ordinances, statues and regulations

5. **Right to Re-bid:** The District reserves the right to re-bid any item contained in this bid invitation, when fair market value of the item(s) is reduced by a factor of ten (10) percent.

6. **Price Per Unit:** Unit prices are to be based on the unit of measure requested on the bid form provided such as each, pound, serving, pair, gross, foot, pint, gallon or ounce. Failure to do so will disqualify the bid on that item. **All charges, including delivery charges must be included in the bid price.**

7. **Prices Submitted:** The District reserves the right to award on a basis of a low total, a low bid by item, or in any combination that will best serve the interest of the District. Pricing must include all shipping, handling and related transportation costs.

8. **Deviation:** List any deviations from the specifications on the accompanying deviation form. Bidders must list all deviation for products offered as equals to specific products.

9. **Term of Contract:** Bid prices must prevail for a period of one year from the date of award unless stated otherwise in the Special Term and Conditions and/or Bid Specifications of the attached Bid Invitation.

10. **Extensions:** The District reserves the option to renew this contract for an additional period(s) if service is satisfactory, escalation does not exceed five (5) percent per year, and the renewal is agreed to by both parties. In no event shall the length of the agreement exceed three (3) years.

11. **Purchase Order:** Vendor agrees that no deliveries will be made unless they are in receipt of properly executed Purchase Order issued by Lower Valley Water District for items to be delivered. The District is under no obligation to pay any vendor for delivery of goods or services without receipt of Purchase Order. Request for supplies, material, and/or services will be made through an official Purchase Order as needed by District.

12. **Invoices:** The vendor/contractor should e-mail invoices to PAYABLES@LVWD.ORG. Invoices will be paid net 30 from receipt of invoice by Lower Valley Water District. Vendors are required to submit invoice by e-mail. Invoices should be itemized and reflect Purchase Order Number and Bid Number. Do not include Federal Tax, State Tax, or City Tax. The District will furnish a tax exemption certificate.

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13. **Failure to Honor Bid Prices:** Any vendor failing to honor a bid submitted or delivers items not meeting specifications may be removed from the bid list for a period of two (2) years. Items delivered not as specified on the award will be the responsibility of the vendor to recover and credit to the District at no expense to the District.
14. **Failure to Respond to Bid Invitation:** Failure to participate in two (2) successive bid invitations will constitute grounds to remove a vendor from the bid list.
15. **Bid Withdrawal:** A vendor may withdraw its bid at any time prior to the scheduled time of opening. Any request by a bidder to withdraw a bid must be in person or in writing and submitted to the Purchasing Office prior to scheduled opening time. Subsequent of the bid opening, a bid cannot be withdrawn for a period of sixty (60) days.
16. **Request for Interpretation and Clarification:** If any bidder is in doubt as to the meaning of any part of this bid document he or she may submit a written request for an interpretation at least seven (7) days prior to opening of bids. The person submitting the request will be responsible for its prompt delivery. An interpretation of the proposed documents will be made by addendum when needed to uniformly communicate with all vendors. An addendum will e-mail to each company receiving a set of bid documents. The District will not be responsible for any other explanation or interpretation of the proposed documents.
17. **Contesting Bid Award Recommendations:** Vendors wishing to contest a recommendation for award of bids and/or present additional information relevant to the bid will be required to submit a letter stating the reason(s) for contesting the recommended award of bids and any information relevant to the bid award. The letter is to be submitted to the General Manager no less than forty-eight (48) hours prior to the meeting of the Board of Directors where this bid is on the agenda for action.
18. **Penalties for Non-Performance:** If at any time, the contractor/vendor fails to fulfill or abide by the terms, conditions, or specifications of the contract, the District reserves the right to:
- a) Purchase on the open market and charge the contractor the difference between contract and actual purchase price, or
 - b) Deduct such charges from existing invoice totals due at the time, or
 - c) Cancel the contract within thirty (30) days written notifications of intent.
19. **Conflict of Interest:** No employee of the District shall have a direct financial interest in any contract with the district, nor shall an employee have a direct financial interest in the sale to the District of any land, equipment, supplies and materials, or service. Any violation of this policy will render the contract involved void unless such contract or sale is approved by the Board after all full disclosure.

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20. **Certification Regarding Debarment:** The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by LVWD.

21. **Indemnification:** The Bidder shall comply with the requirements of all applicable laws, rules, and regulations and shall exonerate, indemnify and hold harmless the Lower Valley Water District ("District") from any and all Liability or Damages resulting from failure to do so.

In addition, the Bidder agrees to keep, save and hold the District harmless from any and all actions, liabilities, damages, judgments, costs and expenses including reasonable attorney's fees, in case an action is filed or does in any way accrue against the District, its officials, officers, and employees in consequence of the contract for any negligent act or omission of the vendor in the provision of merchandise under the contract, or that may result from the carelessness or lack of skill of the Bidder or the Bidder's agent, contractors, assigns, or employees. In the event a judgment is recovered against the District for any such liability, costs or expense, such judgment shall be conclusive against the vendor.

It is specifically understood and agreed by the Bidder that such indemnity is indemnity by the Bidder to indemnify and protect the District from Liability, Claims, Suits, Losses, Damages or Cause of action to the Bidder's Negligence, Error or Omission.

22. **Delivery of Items:** All items are to be delivered to the **Lower Valley Water District's, 1557 FM 1110 Road, Clint, Texas 79836, attention: Purchasing Department**, unless otherwise specified in the purchase order sent to the Seller by the Buyer pursuant to which the goods are delivered.

23. **Warranty:** All equipment items awarded because of this bid will be covered by an all parts and labor warranty, including any and all transportation charges, for a period of at least one year.

24. **Statement of Delivery:** A specific statement of delivery after receipt of order (ARO), for each item must be made a part of this bid and will be a significant determiner in the award for an item where price differences exist.

25. **Tax Exemption:** The Lower Valley Water District is exempt from all local, state and federal taxes. Tax exemption certificates will be provided upon request.

26. **Failure to Meet all Terms and Conditions:** Failure to meet all Standard Terms and Conditions may constitute grounds for invalidating the bid(s).

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27. **Bid Document:** This agreement is composed of the following; Instruction to Bidder, General Conditions, Special Conditions, Standard Terms and Conditions, Bid Form, Reference, Specifications, Deviations and all Addendums and Forms.

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BID ACKNOWLEDGEMENT FORM
PEYTON MODULAR REMODEL/RECORDS DEPT.
BID NO. 18-0813-11

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

"The undersigned affirms that he/she is 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 bid."

COMPANY'S NAME: _____

ADDRESS: _____

PHONE: _____

FAX NUMBER: _____

BIDDER (Signature): _____

BIDDER (Print Name): _____

POSITION with Company: _____

SIGNATURE of Company
Official Authorizing This Bid: _____
Company Office
(Print Name): _____
Official Position: _____

.....
The bidder hereby acknowledges receipt of the following listed addenda and agrees that all addenda issued are made part of the contract documents, and the bidder further agrees that his/her abides/includes all changes resulting from said addenda.

ADDENDUM #1/DATE _____ ADDENDUM #2/DATE _____

ADDENDUM #3/DATE _____ ADDENDUM #4/DATE _____

ADDENDUM #5/DATE _____ ADDENDUM #6/DATE _____

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REFERENCES

The bidder must list three (3) references, listing firm name, address, telephone number, and contact person to whom they have provided similar equipment, material or services for a period of not less than two (2) years.

Reference #1

Name of Company:	
Address:	
Contact Name:	
Email Address:	
Phone Number:	

Reference #2

Name of Company:	
Address:	
Contact Name:	
Email Address:	
Phone Number:	

Reference #3

Name of Company:	
Address:	
Contact Name:	
Email Address:	
Phone Number:	

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PEYTON MODULAR REMODEL/RECORDS DEPT.
RFP NO. 18-0813-11
SPECIFICATIONS

This bid is for PEYTON MODULAR REMODEL/RECORDS DEPT., for LVWD areas as designated/provided to the Contractor.

All variations/deviations must be clearly described on the Bidder's letterhead, signed, and attached to the Request for Proposal. If No Bid-please indicate in form below.

I. ELECTRICAL

QUANTITY	DESCRIPTION	UNIT COST	EXTENDED COST
1	Provide and install pole w/200-amp meter can		
1	Disconnect		
1	Provide and install 180 lf of 2 ½" PVC electrical conduit with wire sized for 200-amp breaker box		
32	Remove fluorescent lamp fixtures		
24	Install 2x4 LED fixtures (provided by LVWD)		
3	Install 2x2 LED fixtures (provided by LVWD)		
1	Inspect all devices after unit is online, ensure that it works safely (repairs/replacements to be billed separately)		
8	Provide and install new light switches		
8	Provide and install new electrical outlets		
1	Provide and install 220-volt outlet for commercial shredder		
2	Provide and install electrical connection		

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	for automatic gate openers		
QUANTITY	DESCRIPTION	UNIT COST	EXTENDED COST
1	Provide and install electrical connection electric water heater		
1	Provide and install GFCI device for RR		

II. PLUMBING

QUANTITY	DESCRIPTION	UNIT COST	EXTENDED COST
1	Provide and install toilet		
1	Provide and install lavatory rough in and top out		
1	Provide and install 36" base cabinet w/solid surface countertop with bar sink/faucet rough in and top out		
1	Provide ¾" PEX service line from connection to Modular bldg., approx. 85'		
1	Provide and install 20-gallon electric water heater		

III. ROOFING

QUANTITY	DESCRIPTION	UNIT COST	EXTENDED COST
1	Provide labor to remove existing roofing and coping		
1	Haul off and disposal of roofing debris		
1	Provide material and labor to install 2" insulation over roof deck		
1	Provide material and labor to install TPO roofing over insulation		

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1	Provide material and labor to install new		
	coping around perimeter of roof		

IV. WINDOWS

QUANTITY	DESCRIPTION	UNIT COST	EXTENDED COST
2	Provide material and labor to install exterior 3'wide x 4' high windows (must match units at Main Office)		

V. FLOORING

QUANTITY	DESCRIPTION	UNIT COST	EXTENDED COST
1	Provide material and labor to patch large gap in floor		
1	Floor patch all seams in plywood floor		
1	Smooth out with buffer		
1	Provide material and labor to install VCT flooring (spec to be provided)		
1	Provide material and labor to install Cove Base around perimeter to include new office and RR		

GENERAL:

LVWD will provide floor plan for light layout

LVWD will construct/repair all interior walls except for penetrations for plumbing and windows

LVWD will provide specifications for items prior to bid

All work is to be performed during regular business hours, 8 am to 5 pm (Monday-Friday)

Trades will be invoiced as they are completed

LOWER VALLEY WATER DISTRICT

DEVIATIONS
PEYTON MODULAR REMODEL/RECORDS DEPT
RFP NO. 18-0813-11

List below any deviations from product specifications, be sure to list deviations for all products offered as equal to the specified product. If there are no deviations, please indicate "None."

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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).

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.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (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.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

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 or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with 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.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

LATE BIDS CANNOT BE ACCEPTED!

SEALED BID PROPOSAL
RFP NO. 18-0813-11
OPENING DATE: 08/13/2018
OPENING TIME: 3:30PM
DESCRIPTION: PEYTON MODULAR
REMODEL/RECORDS DEPT.

DATED MATERIAL-DELIVER
IMMEDIATELY

Please cut out and affix this bid label
(above), to the outermost envelope of
your proposal to help ensure proper
delivery!

LATE BIDS CANNOT BE ACCEPTED!