

# **CITY OF TRINITY**

101 West Madison Street, Trinity, Texas 75862.

## **INVITATION FOR BIDS (IFB) COMPETITIVE PROCUREMENT FOR GENERAL SERVICES, SUPPLIES, AND/OR EQUIPMENT**

This IFB is being supported

by assisted listing number ALN 21.027

allocated to the

**City of Trinity**

under the

**American Rescue Plan Act (ARPA)**

**Coronavirus State and Local Fiscal Recovery Funds (SLFRF)**

**by the U.S. Department of the Treasury**



**Prepared By: Department of Purchasing**

**Procurement ARPA- 2406**

**American Rescue Plan Act (ARPA)  
Invitation for Bids (IFB)**

June 13, 2024:

Re: Invitation for Bids (IFB) for Two Service Trucks funded with Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Allocated Under the American Rescue Plan Act (ARPA)

Dear Vendor:

The City of Trinity, hereinafter called "City", has received an allocation of American Rescue Plan Act (ARPA) funds, and is issuing an Invitation for Bids (IFB) for a general purchases and supplies contract. The item(s) are being solicited to assist the City in completing and implementing programs and/or projects funded with its allocation of ARPA funds.

The Sole Point of Contact for this solicitation may provide information regarding this IFB. Refer to the **Schedule of Events and Selection Summary** in Section 1 of this document for response details.

Respondent is responsible for ensuring that their IFB response is received in a timely manner and that it contains all elements of the IFB, including all required forms and any addendums issued. Respondent should complete the Solicitation Response Cover Sheet/Acknowledgement of Addenda/Submission Checklist contained in Attachment A and all other requirements identified in the IFB. IFB responses received after the deadline will not be opened and therefore not evaluated or considered for award, regardless of whether or not the delay was outside the control of the submitting provider. City of Trinity reserves the right to negotiate with providers submitting timely responses in accordance with state and federal procurement requirements, to reject any and all bids, and to select multiple respondents if it deems it's in the best interest of the City and/or desires to do so.

The City is an Affirmative Action/Equal Opportunity Employer. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and Labor Surplus Area firms are encouraged to submit bids.

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**INVITATION FOR BID – GENERAL INFORMATION**

**SECTION 1 – SCHEDULE OF EVENTS AND SELECTION SUMMARY**

**1.1 SCHEDULE OF EVENTS – ALL DATES ARE TENTATIVE**

- 1.1.1 The City reserves the right to change dates at any time. At the sole discretion of the City, events listed in Section 1 are subject to scheduling changes and cancellation. The City will make public any changes to the stated schedule.
  
- 1.1.2 All requests, questions, or other communication about this solicitation shall be made in writing and addressed to the City’s Sole Point of Contact listed in Section 1. Only the Sole Point of Contact may be contacted regarding required elements for this IFB.
  
- 1.1.3 Respondent must review all documents and information in the *Exhibits* section and complete the required documents in the *Attachments* section and return with the signed bid sheet to the City’s Sole Point of Contact.

**SCHEDULE OF EVENTS + RESPONSE REQUIREMENTS**

SCHEDULE OF EVENTS	
<b>IFB NOTICE DATE:</b>	June 13, 2024
<b>VENDOR QUESTIONS DUE:</b>	June 27, 2024 by 5:00 PM CT
<b>QUESTIONS ANSWERED BY:</b>	June 28, 2024 by 5:00 PM CT
<b>BID DUE DATE:</b>	July 8, 2024 by 5:00 PM CT
<b>BID OPENING DATE:</b>	July 11, 2024 at 7:00 PM CT
<b>ESTIMATED AWARD DATE:</b>	July 11, 2024
RESPONSE REQUIREMENTS	
The City will allow written questions and requests for clarification of this solicitation. Questions must be submitted by email to the Sole Point of Contact listed below. Respondents' names will be removed from questions in any responses released.	
<b>SOLE POINT OF CONTACT NAME:</b>	Tim King
<b>ADDRESS:</b>	101 West Madison Street, Trinity, Texas 75862
<b>EMAIL:</b>	tking@cityoftrinity.com
<b>PHONE:</b>	936-594-2507
<b>For email delivery</b> , the Subject Line of the email should include Respondent’s Name, IFB number, and time/due date of IFB and completed response and all attachments emailed to the following point of contact:	
<b>NAME:</b>	Tim King
<b>TITLE:</b>	City Manager

<b>EMAIL ADDRESS:</b>	tking@cityoftrinity.com
<b>If mailed or hand-delivered</b> , sealed proposals (an original and 1 copy) should be submitted on the original forms provided. Each response must be sealed and should be placed in a properly identified envelope with Respondent’s Name, IFB number, and time/due date of IFB.	
<b>For mail or hand-delivery</b> , deliver response and all attachments to:	
<b>NAME:</b>	Tim King
<b>TITLE:</b>	City Manager
<b>ADDRESS:</b>	101 West Madison Street, Trinity, Texas 75862

**1.2 SELECTION OF RESPONDENT(S)**

- 1.2.1 The City intends to select Respondent(s) that best meet the needs of the City and that provide the best overall value. The City reserves the right to award multiple contracts from the finalist pool of successful Respondent(s). Respondents will be rated and ranked according to the evaluation criteria set forth below.
- 1.2.2 The City reserves the right to check references on any projects performed by the Respondent, whether provided by the Respondent or known by the City.
- 1.2.3 The City is not required to accept the lowest cost proposal.
- 1.2.4 See SECTION 4 – EVALUATION CRITERIA, for additional information on how Respondents will be evaluated and selected.

**SECTION 2 – INTRODUCTION AND GENERAL CONDITIONS**

**2.1 GENERAL DESCRIPTION OF THE SCOPE OF WORK (SOW) – SEE SECTION 3 AND EXHIBIT A FOR SOW DETAILS**

The City has received an allocation of American Rescue Plan Act (ARPA) funds and is issuing an Invitation for Bids (IFB) for a general purchases and supplies contract. The item(s) are being solicited to assist the City in completing and implementing programs and/or projects funded with its allocation of ARPA funds.

This solicitation includes purchase of:

- 2.1.1 **General Description:** Purchase of two service trucks to for use as water/sewer service equipment in order to provide continuous service to the City of Trinity customers.

- 2.1.2 The scope of work includes all labor, materials, goods and/or services necessary to provide the purchased items, including any installation specified in **Exhibit A**. The respondent shall submit a written copy of all warranty information prior to final acceptance by City.
- 2.1.3 **REFERENCED BRAND EXAMPLE:** Catalogs, brand names or manufacturer's references are descriptive only and indicate type and quality desired. Proposals on brands of like nature and quality will be considered. If proposing other than the referenced brands/model number, Respondent must show manufacturer, brand or trade name, product number and provide complete descriptive information of product offered and include with response. Failure to take exception to specifications or reference data will require Respondent to furnish specified brand names, numbers, etc.

## 2.2 CONSIDERATION OF AWARD

To be considered for award, Respondents must adhere to the requirements, when applicable to Vendors, as set forth in **Exhibit B**, the ARPA Required Provisions, and provide all other required information and documentation as set forth in this solicitation.

## 2.3 CONTRACT AWARD

The City may award a Firm Fixed Price Contract. A Respondent's proposal must be responsive to this solicitation and include all required documents as instructed in the solicitation and listed in the *Solicitation Response Cover Sheet/Acknowledgement of Addenda/Submission Checklist (Attachment A)*.

## 2.4 TERM OF PURCHASE CONTRACT

The Contract or Purchase Order shall be effective upon date of execution (signed by the City designee), shall contain terms and conditions for the purchase, including delivery date and delivery location, and shall expire upon delivery and final acceptance by the City. A sample contract is available for review at **Appendix I**.

## 2.5 BID ACCEPTANCE

- 2.5.1 Proposals must be received, time stamped or otherwise acknowledged before the specified hour and date. Late submittals WILL NOT be considered under any circumstances. The City will not be held responsible for any solicitation response that is mishandled prior to receipt by the City. The City will not be responsible for any technical issues that result in late delivery, inappropriately identified documents, or other submission error that may lead to disqualification (including substantive or administrative) or nonreceipt of the respondent's response.
- 2.5.2 The City reserves the right to accept or reject any and all proposals, to accept any proposal deemed advantageous and to waive irregularity in the proposals. By submitting a response, the Respondent acknowledges and will adhere to all specifications as stated within this procurement packet.
- 2.5.3 Bids CANNOT be altered or amended after the due date. Any alterations made before the due time must be initialed by Respondent or authorized agent. No response may be withdrawn after due date without approval and based on a written acceptable reason.
- 2.5.4 The City reserves the right to revise or amend the specifications prior to the due date. Such revisions or amendments, if any, will be announced by amendments or addendums to these specifications. Copies of such amendments or addendums so issued will be posted to the City's bidding websites. If Respondent demonstrates just reason for a change, the City must have at least five (5) working days' notice prior to submission due date.

- 2.5.5 In the event that Respondent finds discrepancies in or omissions from the specifications or other documents or be in doubt as to their meaning, Respondent should at once notify the City Sole Point of Contact and obtain clarification prior to submitting a response.
- 2.5.6 All Respondents must meet or exceed the minimum specifications to be considered a valid response. The City reserves the right to accept or reject all or any part of any response, waive minor technicalities and award the contract either to the lowest responsible Respondent or to the Respondent who provides goods or services at the best value for the City.
- 2.5.7 The Respondent agrees to protect the City from claims involving infringement of patents or copyrights.

PROPRIETARY OR CONFIDENTIAL INFORMATION; TEXAS PUBLIC INFORMATION ACT: Any proprietary, trade secret, or otherwise confidential information Respondent includes in its Proposal must be clearly labeled as proprietary or confidential information, and Respondent must identify the specific exception to disclosure in the Public Information Act (PIA). Merely making a blanket claim that the entire Proposal is protected from disclosure because it contains some proprietary information is not acceptable and shall make the entire Proposal subject to release under the PIA. Any information which is not clearly identified as proprietary or confidential shall be deemed to be subject to disclosure pursuant to the PIA.

Information, documentation, and other material in connection with this Response or any resulting Contract may be subject to public disclosure under the Texas PIA, Chapter 552 of the Texas Gov't Code.

- 2.5.8 There is no guarantee a contract will be awarded. The City reserves the right to cancel this IFB at any time.
- 2.5.9 All proposals become public documents and are subject to public review (upon request and as allowed by law). The submission of an IFB response will constitute representation by the Respondent that it understands and has complied with the requirements of the IFB. Submission of a response indicates the IFB information provided was sufficient in scope and detail to convey understanding of anticipated terms and conditions for performance of the work.
- 2.5.10 IFB Respondents assume all costs of preparation of the proposal. IFB responses become the property of the City.

## **2.6 PROHIBITED COMMUNICATION**

On issuance of this solicitation, except for the written inquiries described in Section 2.6 above, the City, its representative(s), or partners will not answer any questions or otherwise discuss the contents of this solicitation with any potential respondent. This restriction does not preclude discussions between affected parties for the purposes of conducting business unrelated to this solicitation. Failure to comply with these requirements may result in disqualification of respondent's solicitation response.

## **2.7 TERMINATION CONDITIONS**

See Contract at **Appendix I** for Termination Conditions.

### **2.7.1 FAILURE TO ENTER INTO A CONTRACT**

Should the Selected Respondent ("Vendor"), to whom the contract is awarded, fail to enter into a contract within twenty-one (21) business days, the City may then, at its option, retain the Vendor's

bid deposit/bond (if required) and accept the bid of the next lowest responsible bidder.

## SECTION 3 – SCOPE OF WORK/TECHNICAL SPECIFICATIONS

### 3.1 MINIMUM REQUIREMENTS

- 3.1.1 The selected Vendor shall have no convictions or civil judgments preceding nor thereafter this solicitation rendered against Respondent for 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; 2) violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- 3.1.2 The selected Vendor shall not ever have been indicted for or otherwise criminally or civilly charged by a government City (federal, state, or local) with commission of any of the offenses enumerated above.
- 3.1.3 Where applicable, Vendor's staff must meet and maintain current certifications and or licensure requirements as mandated by state law or the appropriate licensing authority.
- 3.1.4 Vendor must not be debarred at the time of response submission, and prior to award of a contract, the System for Award Management (SAM.gov) and the Texas Comptroller's website will be checked to ensure Vendor is not debarred. If the Vendor is debarred, the Vendor's proposal will not be evaluated.

### 3.2 SCOPE OF SERVICES Construct

- 3.2.1 **The required products or services shall be provided in accordance with attached Exhibits:**

- **Exhibit A:** Project Scope of Work
- **Exhibit B:** ARPA Required Provisions

- 3.2.2 **Work Orders**

During the term of any contract awarded, the City may request the Vendor to perform certain tasks as described in the scope, subject to a specific work order authorization. All work authorizations shall be in writing, signed by all parties, and shall include a scope of services, a list of tasks to be performed, a time schedule, a list of deliverables and such other information or special conditions as may be necessary for the work requested.

- 3.2.3 **Condition of Product:** New Equipment ONLY; NO re-manufactured or "gray market" items. All items must be covered by the manufacturer's warranty. The unit(s) shall be made ready for continuous operation upon delivery. Respondent is cautioned that any unit delivered to the FOB point that does not meet specifications in every aspect will not be accepted.
- 3.2.4 **All Parts:** All parts not specifically mentioned which are necessary for the unit to be complete and ready for operation or which are normally furnished as standard equipment shall be furnished by the vendor. All parts shall conform in strength, quality, and workmanship to the accepted standards of the industry.



- 3.2.5 **Manuals:** Manuals containing illustrated parts list and operating and service instructions for the units shall be delivered with units. Manuals shall outline all necessary service and operating instructions for the units delivered and provide necessary warning and safety precautions.
- 3.2.6 **Warranty Requirements:** The units shall be warranted against defects in material and workmanship for a standard manufacturer’s warranty and shall cover 100% parts and labor for the units. Vendor shall furnish warranty and a list of warrantied repair companies to the City at time of delivery. The warranty begins on the date the units are determined to meet specifications and accepted by the City.

**3.3 DELIVERY AND ACCEPTANCE**

- 3.3.1 **Freight Charges:** Shipping shall be FOB destination, therefore, unit prices must include all shipping, handling, fuel surcharges, and delivery fees.
- 3.3.2 **Delivery Schedule:** Recommended delivery not to exceed (30) calendar days from date of award; delivery terms may be a factor in determining award. Respondent must contact the City point of contact to schedule delivery date and time. Respondent shall provide a minimum forty-eight (48) hours’ notice prior to delivery.

**3.4 DELIVERY CONTACT(S):** Respondent shall contact the City for delivery a minimum of one (1) week in advance to coordinate delivery.

<b>Delivery Contact Name:</b>	Tim King
<b>Phone:</b>	936-594-2507
<b>Email:</b>	tking@cityoftrinity.com

**3.5 REGISTRATION AND TITLING (when applicable):** Permanent registration and titling will be performed by the City. **DO NOT REGISTER ITEM.** Respondent shall supply, as applicable, dealer’s tag for item for sixty (60) days from date of delivery. The original Certificate of Origin (COO) or Manufacturer’s Statement of Origin (MSO) as well as the most current version of TXDMV Form 130U or Application for Texas Title with signature shall be submitted with an invoice to the City.

**3.6 DELIVERY DELAYS:** If delay is foreseen, Respondent shall give written notice to the City and must keep the City advised of status of order at all times. Default in promised Delivery Days After Receipt of Order (ARO) without accepted reasons or failure to meet specifications authorizes the City to cancel contract/Purchase Order.

**3.7 COMPLIANT PRODUCTS:** Delivery does not occur until the Respondent delivers products, materials, or services in full compliance with the specifications to City’s FOB destination, unless delivery is specifically accepted, in whole or in part, by the City. Providing products, materials, or services which do not meet all specification requirements does not constitute delivery. City reserves the right to require new delivery or a refund in the event that materials or products not meeting specifications are discovered after payment has been made. **NO SUBSTITUTIONS PERMITTED WITHOUT WRITTEN APPROVAL OF THE CITY.**

**3.8 ACCEPTANCE:** All equipment ordered will be subject to acceptance inspection and performance testing upon receipt. Acceptance inspection and performance testing will not take more than five (5) working days, weather permitting. Respondent will be notified within this time frame of any units not delivered in full compliance with the purchase order specifications. In the event the goods tested fail to meet or exceed all conditions and requirements of the solicitation and Contract, the goods will be rejected in whole or in part, at the State's City's option, and returned to the Vendor or held for disposition at the Vendor's expense. Latent defects may result in cancellation of the Contract at no expense to the City.

### **3.9 RECORD KEEPING**

3.9.1 Respondents shall provide, enter, or upload all documentation, communications, and records including all permits, certifications, warranties, and approvals regarding all provided services/products as instructed by the City.

3.9.2 Respondents shall maintain records of all events that affect, or may be expected to affect the quality, scope, or progress of the services. All records shall be retained for a period of **five (5) years** following the closeout of the City's federal grant.

#### **3.9.3 Insurance**

3.9.3.1 If applicable, an original, certified copy of an Insurance Certificate listing the City as additional insured, must be submitted with the Respondent's submittal (**see Attachment E for requirements**). The successful Respondent will be required to maintain at all times during performance of the Contract, the insurance detailed below.

3.9.3.2 Workers' Compensation Insurance

3.9.3.3 Employers' Liability Insurance

3.9.3.4 Comprehensive General Liability Insurance

3.9.3.5 Excess Liability Insurance, Comprehensive General Liability Insurance, Comprehensive Automobile Liability Insurance

### **3.10 TERMS AND CONDITIONS**

3.10.1 **Indemnity Clause** – The Respondent agrees to indemnify and save harmless the City and its officers, agents, and employees from any and all claims, causes or action, and damages of every kind, for injury to or death of any person and damages, to property arising out of or in connection with the work done by Respondent under this contract, and including acts or omissions of the City or its officers, agents, or employees in connection with said contract.

3.10.2 **Equal Opportunity Employer** – The successful Respondent shall warrant and agree that he/she is an Equal Opportunity Employer. Should complaints of any form of discrimination, either in dispensation of the service, or within company hiring policies be substantiated, this contract may be terminated immediately.

3.10.3 **Assignment** – The successful Respondent may not assign, sell, or otherwise transfer this contract without prior written consent of the City.

3.10.4 **Compliance with Laws** – The Respondent agrees to comply with the requirements of Section 603 of the Act, regulations adopted by Treasury pursuant to Section 603(f) of the Act, and guidance

issued by Treasury regarding the foregoing.

3.10.4.1 Additionally, all applicable local government codes for the State of Texas also apply to this contract. All equipment, supplies and work furnished under this contract shall comply with applicable laws, ordinances, and regulations. Respondent shall obtain and pay for such permits and inspections as are required for the legal performance of this work, unless otherwise specified. Respondent shall comply with all federal and state laws and City's ordinances and codes applicable to the Respondent's operation under this contract. These specifications and the contract resulting here shall be fully governed by the laws of the State of Texas and shall be fully performable in Trinity, Texas, where venue for any proceeding arising hereunder will lie.

3.10.5 **Silence of Specifications** – The apparent silence of specifications as to any detail, or the apparent omission from it or a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality shall be used. All interpretations of specifications shall be made on the basis of this statement. The Respondent should request clarification from the City as specified in this document.

## SECTION 4 – EVALUATION CRITERIA

### 4.1 RESPONSIVENESS OF QUALIFICATIONS SUBMISSION:

**Pass/Fail**

Qualifications submission shall be responsive to all material requirements that shall enable the evaluation committee to evaluate responses in accordance with the evaluation criteria to make a recommendation to Officials of the City.

### 4.2 FINANCIAL STABILITY OF RESPONDENT:

**Pass/Fail**

Financial stability of the Respondent to successfully undertake the project and the ability to ensure performance over the duration of the contract.

### 4.3 TECHNICAL REQUIREMENTS:

**100 Points Total**

Extent to which the provided service or products meets the needs of the City, including, but not limited to, the criteria in the evaluation matrix and in the submission requirements section and as expressed in this document.

### 4.4 EVALUATION CRITERIA AND RATING SHEET:

**Solicitation responses shall be evaluated in accordance with Part 200 of the Uniform Administrative Requirements, Cost Principles, Audit Requirement, and Chapter 2269 of the Texas Government Code. The City will make the selection on the basis of demonstrated competence and qualifications; and to a Respondent that provides a fair and reasonable price.**

The City evaluates the responses, prepares a Bid Tabulation sheet, determines the award on the basis of fair and reasonable pricing considered to be the Best Value to the City.

Only responses submitted in compliance with the **Schedule of Events + Response Requirements** section and meeting qualifications will be considered. Failure to submit the required information may be cause for

rejection of the bid response. The City reserves the right to waive informalities and minor irregularities in bids received.

**Initial Compliance Screening**

The City will perform an initial screening of all solicitation responses received. Unsigned solicitation responses, and solicitation responses that do not meet the minimum qualifications above and/or do not include all required forms and information may be subject to rejection without further evaluation.

**Additional Evaluation Criteria**

All solicitations will be evaluated based on Responsiveness and Price. Responsiveness means adhering to the Terms and Conditions and specifications of the supplies requested. If Respondent(s) who has the lowest price is deemed to be non-responsive, City will disqualify the offer and evaluate the response of the next lowest priced responsive Respondent.

**Evaluation Process:** *The City’s Evaluator(s) completes a Rating Sheet using the criteria described below. The bid submitted must be a firm-fixed price.*

**Rating Sheet**

EVALUATION CRITERIA	SCORE
Responsiveness of Proposal	Pass/Fail
Financial Stability	Pass/Fail
Understanding of Work; Experience and Qualifications	20
Capacity to Perform, Delivery/Service Schedule, and References	20
Pricing	60
<b>TOTAL SCORE</b>	<b>100</b>

**SECTION 5 – RESPONSE SUBMISSION REQUIREMENTS**

This section details the requirements for submitting all required information. Respondents are advised to see Schedule of Events + Response Requirements on Page 4 of this document, and to carefully review all the requirements and submit all documents and information as indicated in this IFB. Additional information may be requested for clarification. Incomplete responses may lead to a submission being deemed nonresponsive and will not be considered.

To ensure some degree of uniformity in the submission, please follow the outline listed below.

**5.1 STATEMENT OF INTEREST**

The statement of interest should be limited to a maximum of two (2) pages and must include a brief introduction of the company, a statement of the Respondent’s understanding of the work to be performed

and that the company meets and will comply with the requirements set forth in this document.

## 5.2 EXPERIENCE AND RELEVANT QUALIFICATIONS

Respondent shall demonstrate related professional qualifications, experience, and knowledge similar to this scope of work. Response should include information similar in scope and size to the scope of work in this IFB. Limit to four (4) pages. Minimum submission shall address the following:

5.2.1 **Experience** – Respondents shall provide a concise narrative description of their firm’s experience in services similar in size and scope to the requested scope of services. Describe any work performed in or for the City. Respondents shall provide descriptions of at least three (3) projects of similar size and scope to this Program. Projects should include project location, duration and project description and scope of work the Respondent performed.

5.2.2 **Relevant Qualifications** – Respondents must provide a brief summary to include total number and types of employees, skills, knowledge and abilities, company background history, and number of years in providing similar services as outlined in this document.

## 5.3 CAPACITY TO PERFORM

Respondent should state its firm commitment to provide goods or services within the prescribed delivery date and time.

5.3.1 **Work Capacity:** Respondent shall provide information to demonstrate capacity to perform requested work. Respondents shall provide a detailed typical schedule to show sequence of key work activities and the number of days to complete each task.

5.3.4 If applicable, **Bonding Capacity:** Respondent(s) shall provide proof of bonding capacity in a statement addressed to the City from a certified bonding company authorized to do business in the State of Texas. The letter must clearly state the amount of Firm’s bonding capacity to be reserved for the City’s projects. Firm shall carry a minimum bonding capacity of the project value upon execution of the Contract. The bond(s) must be made payable to the City. In your response, please provide a statement regarding your ability to provide proof of bonding as directed in the Exhibits that follow.

## 5.4 FINANCIAL STABILITY

Respondent shall provide a statement that includes the following:

5.4.1 A full disclosure of any events, liabilities, or contingent liabilities that could affect Respondent’s financial ability to perform this contract; and

5.4.2 Other financial information sufficient for the City, in its sole judgement, to determine if Respondent is financially solvent or adequately capitalized.

## 5.5 LEGAL ACTIONS

Provide a list of all pending litigation and include a brief description of the reason for legal action (if applicable).

## 5.6 PRICING

5.6.1 Respondents shall complete and submit the Pricing Sheet (see **Attachment B**).

- 5.6.2 Prices for all goods and/or services shall be all inclusive. Pricing offered shall be valid for ninety (90) days from response due date.
- 5.6.3 The City is exempt from taxes. DO NOT INCLUDE TAX IN YOUR PRICING SUBMITTAL.
- 5.6.4 Estimated Quantities – Quantities indicated are estimated based upon the best available information. The City reserves the right to increase or decrease the quantities by any amount deemed necessary to meet its needs without any adjustments in the bid price.

## **LIST OF EXHIBITS**

**EXHIBIT A      PROJECT SCOPE OF WORK**

**EXHIBIT B      REQUIRED CONTRACT PROVISIONS**

# EXHIBIT A – PROJECT SCOPE OF WORK

City of Trinity – Purchase of 2 Service Trucks

All prices must include all shipping, handling, fuel surcharges, and delivery fees.

Item	Description	Quantity	Unit of Measure
1	2024 F250 SRW 4x4 Reg cab <u>EXTERIOR</u> XL 142" WB STYLESIDE OXFORD WHITE 6.8L DEVTT NA PFIV8 ENGINE GOOSENECK HITCH RUNNING BOARDS <u>INTERIOR</u> 10-SPEED AUTO TORQSHIFT-G MEDIUM DARK SLATE VINYL  With running boards and B&W gooseneck hitch.	2	1 truck
2			
3			
4			
5	<b>DELIVERY LOCATION: Provide the Delivery Location</b>	Dealer's address within Texas	
6	<b>DELIVERY SCHEDULE: Provide the number of calendar days required for delivery after receipt of the order</b>	30	



# EXHIBIT B – ARPA REQUIRED PROVISIONS

CFR 200.327 Contract provisions. The Non-Federal City’s contracts should contain applicable provisions described in Appendix II to Part 200—Contract Provisions for Non-Federal City Contracts Under Federal Awards. The Non-Federal City’s contracts must contain the provisions described in Appendix II to Part 200—Contract Provisions for Non-Federal City Contracts Under Federal Awards, as applicable.

THRESHOLD	PROVISION	CITATION	PROVISION APPLIES TO
<b>ARPA Terms &amp; Conditions</b>			
ARPA Terms, Conditions, & Records	<p>1. Use of Funds.</p> <p>a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury’s regulations implementing that section, and guidance issued by Treasury regarding the foregoing.</p> <p>b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.</p>	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2; Section 602(b), 603(b) and/or 603(c) as applicable	Subrecipients
ARPA Terms, Conditions, & Records	<p>2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury’s implementing regulations, Recipients may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.</p>	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2; Section 602(b), 603(b) and/or 603(c) as applicable	Subrecipients
ARPA Terms, Conditions, & Records	<p>3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.</p>	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2; Section 602(b), 603(b) and/or 603(c) as applicable	Subrecipients
ARPA Terms, Conditions, & Records	<p>4. Maintenance of and Access to Records</p> <p>a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury’s regulations implementing that section, and guidance issued by Treasury regarding the foregoing.</p> <p>b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.</p> <p>c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.</p>	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2; Section 602(b), 603(b) and/or 603(c) as applicable	Contractor RFP/IFB Contractor RFQ Subrecipients Vendors EC 6.1 Awardees
ARPA Terms, Conditions, & Records	<p>5. Pre-award Costs. Pre-award costs, as defined in 2 CFR § 200.458, may not be paid with funding from this award.</p>	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2; Section 602(b), 603(b) and/or 603(c) as applicable	Subrecipients
ARPA Terms, Conditions, & Records	<p>6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.</p>	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2;	Subrecipients

THRESHOLD	PROVISION	CITATION	PROVISION APPLIES TO
		Section 602(b), 603(b) and/or 603(c) as applicable	
ARPA Terms, Conditions, & Records	7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2; Section 602(b), 603(b) and/or 603(c) as applicable	Subrecipients
ARPA Terms, Conditions, & Records	8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 CFR § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 CFR § 200.112.	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2; Section 602(b), 603(b) and/or 603(c) as applicable	Contractor RFP/IFB Contractor RFQ Subrecipients Vendors EC 6.1 Awardees
ARPA Terms, Conditions, & Records	<p>9. Compliance with Applicable Law and Regulations.</p> <p>a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.</p> <p>b. Federal regulations applicable to this award include, without limitation, the following:</p> <p>i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury <b>[ARPA/SLFRF EC 6.1 applicable Uniform Guidance Sections are specifically listed/included at end of this document]</b>. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.</p> <p>ii. Universal Identifier and System for Award Management (SAM), 2 CFR Part 25, pursuant to which the award term set forth in Appendix A to 2 CFR Part 25 is hereby incorporated by reference.</p> <p>iii. Reporting Subaward and Executive Compensation Information, 2 CFR Part 170, pursuant to which the award term set forth in Appendix A to 2 CFR Part 170 is hereby incorporated by reference.</p> <p>iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), 2 CFR Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 CFR Part 180, subpart B) that the award is subject to 2 CFR Part 180 and Treasury’s implementing regulation at 31 CFR Part 19.</p> <p>v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 CFR Part 200, Appendix XII to Part 200 is hereby incorporated by reference.</p> <p>vi. Governmentwide Requirements for Drug-Free Workplace, 31 CFR Part</p>		Contractor RFP/IFB Contractor RFQ Subrecipients Vendors EC 6.1 Awardees

THRESHOLD	PROVISION	CITATION	PROVISION APPLIES TO
	<p>20. (Subrecipient Only)</p> <p>vii. New Restrictions on Lobbying, 31 CFR Part 21.</p> <p>viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.</p> <p>ix. Generally applicable federal environmental laws and regulations.</p> <p>c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:</p> <p>i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury’s implementing regulations at 31 CFR Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;</p> <p>ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;</p> <p>iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;</p> <p>iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury’s implementing regulations at 31 CFR Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and</p> <p>v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.</p>		
ARPA Terms, Conditions, & Records	10. Remedial Actions. In the event of Recipient’s noncompliance with section 603 of the Act, other applicable laws, Treasury’s implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 CFR § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2;  Section 602(b), 603(b) and/or 603(c) as applicable	Subrecipients
ARPA Terms, Conditions, & Records	11. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2; Section 602(b), 603(b) and/or 603(c) as applicable	Subrecipients (City/County)
ARPA Terms, Conditions, & Records	12. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2; Section 602(b), 603(b) and/or 603(c)	Contractor RFP/IFB Contractor RFQ Subrecipients Vendors EC 6.1 Awardees

THRESHOLD	PROVISION	CITATION	PROVISION APPLIES TO
ARPA Terms, Conditions, & Records	13. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."	as applicable Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2; Section 602(b), 603(b) and/or 603(c) as applicable	Contractor RFQ Subrecipients EC 6.1 Awardees
ARPA Terms, Conditions, & Records	14. Debts Owed the Federal Government. a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government. b. Any debts determined to be owed the federal government must be paid promptly by Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2; Section 602(b), 603(b) and/or 603(c) as applicable	Subrecipients
ARPA Terms, Conditions, & Records	15. Disclaimer. a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award. b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2; Section 602(b), 603(b) and/or 603(c) as applicable	Subrecipients
ARPA Terms, Conditions, & Records	16. Protections for Whistleblowers. a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant. b. The list of persons and entities referenced in the paragraph above includes the following: i. A member of Congress or a representative of a committee of Congress; ii. An Inspector General; iii. The Government Accountability Office; iv. A Treasury employee responsible for contract or grant oversight or	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2; Section 602(b), 603(b) and/or 603(c) as applicable	Contractor RFP/IFB Contractor RFQ Subrecipients Vendors EC 6.1 Awardees

THRESHOLD	PROVISION	CITATION	PROVISION APPLIES TO
	<p>management;</p> <p>v. An authorized official of the Department of Justice or other law enforcement agency;</p> <p>vi. A court or grand jury; or</p> <p>vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.</p> <p>c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.</p>		
ARPA Terms, Conditions, & Records	17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2; Section 602(b), 603(b) and/or 603(c) as applicable	<p>Contractor RFP/IFB</p> <p>Contractor RFQ</p> <p>Subrecipients</p> <p>Vendors</p> <p>EC 6.1 Awardees</p>
ARPA Terms, Conditions, & Records	18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.	Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2; Section 602(b), 603(b) and/or 603(c) as applicable	<p>Contractor RFP/IFB</p> <p>Contractor RFQ</p> <p>Subrecipients</p> <p>Vendors</p> <p>EC 6.1 Awardees</p>
<b>Applicable Uniform Guidance Sections</b>			
None	<p>Equal Employment Opportunity. Except as otherwise provided under <a href="#">41 CFR Part 60</a>, all contracts that meet the definition of “federally assisted construction contract” in <a href="#">41 CFR Part 60-1.3</a> must include the equal opportunity clause provided under <a href="#">41 CFR 60-1.4(b)</a>, in accordance with Executive Order 11246, “Equal Employment Opportunity” (<a href="#">30 FR 12319, 12935, 3 CFR Part, 1964-1965</a> Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at <a href="#">41 CFR part 60</a>, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”</p> <p><u>41 CFR 60-1.4 Equal opportunity clause.</u></p> <p>(b) Federally assisted construction contracts. (1) Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause:</p> <p>The [recipient] hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to</p>	2 CFR 200 APPENDIX II (C) and 41 CFR §60-1.4(b)	<p>Contractor RFP/IFB</p> <p>Contractor RFQ</p> <p>Subrecipients</p>

THRESHOLD	PROVISION	CITATION	PROVISION APPLIES TO
	<p>any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:</p> <p>During the performance of this contract, the contractor agrees as follows:</p> <ol style="list-style-type: none"> <li>(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:  Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.</li> <li>(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.</li> <li>(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.</li> <li>(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.</li> <li>(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.</li> <li>(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.</li> <li>(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in</li> </ol>		

THRESHOLD	PROVISION	CITATION	PROVISION APPLIES TO
	<p>Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.</p> <p>(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.</p> <p>(9) Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.</p> <p>(10) The [recipient] further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work. Provided, that if the [recipient] so participating is a state or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.</p> <p>(11) The [recipient] agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the recipient agency in the discharge of the agency's primary responsibility for securing compliance.</p> <p>The recipient further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the [recipient] agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the [recipient] under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such [recipient]; and refer the case to the Department of Justice for appropriate legal proceedings.</p>		
None	The Federal awarding agency must establish conflict of interest policies for Federal awards. The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.	2 CFR 200.112	<p>Contractor RFP/IFB</p> <p>Contractor RFQ</p> <p>Subrecipients</p> <p>EC 6.1 Awardees</p>



THRESHOLD	PROVISION	CITATION	PROVISION APPLIES TO
None	The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in appendix XII to this part are required to report certain civil, criminal, or administrative proceedings to SAM (currently FAPIIS). Failure to make required disclosures can result in any of the remedies described in <a href="#">§ 200.339</a> . (See also <a href="#">2 CFR part 180</a> , <a href="#">31 U.S.C. 3321</a> , and <a href="#">41 U.S.C. 2313</a> .)	2. CFR 200.113	Contractor RFP/IFB Contractor RFQ Subrecipients Vendors EC 6.1 Awardees
None	Non-Federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, <a href="#">2 CFR part 180</a> . The regulations in <a href="#">2 CFR part 180</a> restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.	2 CFR 200.214	Contractor RFP/IFB Contractor RFQ Subrecipients Vendors EC 6.1 Awardees
Over \$50,000	Federal awarding agencies and recipients are subject to the regulations implementing Never Contract with the Enemy in <a href="#">2 CFR part 183</a> . The regulations in <a href="#">2 CFR part 183</a> affect covered contracts, grants and cooperative agreements that are expected to exceed \$50,000 within the period of performance, are performed outside the United States and its territories, and are in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities.	2 CFR 200.215	Contractor RFP/IFB Contractor RFQ Subrecipients Vendors EC 6.1 Awardees
None	Contracting with HUB, small and minority businesses, women’s business enterprises, and labor surplus area firms.  (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.  (b) Affirmative steps must include:  (1) Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;  (2) Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;  (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;  (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises;  (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and  (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.	2 CFR 200.321	Contractor RFP/IFB Contractor RFQ Subrecipients
None	Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final	2 CFR 200.334	Contractor RFP/IFB Contractor RFQ Subrecipients



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	<p>expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. <b>All records related to ARPA shall be maintained for five (5) years per the ARPA terms, conditions, and regulations.</b> The only exceptions are the following:</p> <p>(a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. <b>All records related to ARPA shall be maintained for five (5) years per the ARPA terms, conditions, and regulations.</b></p> <p>(b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.</p> <p>(c) Records for real property and equipment acquired with Federal funds must be retained for three (3) years after final disposition. All records related to ARPA shall be maintained for five (5) years per the ARPA terms and conditions and regulations.</p> <p>(d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity All records related to ARPA shall be maintained for five (5) years per the ARPA terms and conditions and regulations. <b>All records related to ARPA shall be maintained for five (5) years per the ARPA terms, conditions, and regulations.</b></p> <p>(e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.</p> <p>(f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).</p> <p>(1) <i>If submitted for negotiation.</i> If the proposal, plan, or other computation is required to be submitted to the Federal government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission. <b>All records related to ARPA shall be maintained for five (5) years per the ARPA terms, conditions, and regulations.</b></p> <p>(2) <i>If not submitted for negotiation.</i> If the proposal, plan, or other computation is not required to be submitted to the Federal government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation. <b>All records related to ARPA shall be maintained for five (5) years per the ARPA terms, conditions, and regulations.</b></p>		<p>Vendors EC 6.1 Awardees</p>

THRESHOLD	PROVISION	CITATION	PROVISION APPLIES TO
None	<p>The Federal awarding agency and the non-Federal entity should, whenever practicable, collect, transmit, and store Federal award-related information in open and machine-readable formats rather than in closed formats or on paper in accordance with applicable legislative requirements. A machine-readable format is a format in a standard computer language (not English text) that can be read automatically by a web browser or computer system. The Federal awarding agency or pass-through entity must always provide or accept paper versions of Federal award-related information to and from the non-Federal entity upon request. If paper copies are submitted, the Federal awarding agency or pass-through entity must not require more than an original and two copies. When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.</p>	2 CFR 200.336	<p>Contractor RFP/IFB Contractor RFQ Subrecipients EC 6.1 Awardees</p>
<b>Other References</b>			
None	<p>CONTRACTS WITH COMPANIES ENGAGED IN BUSINESS WITH IRAN, SUDAN, OR FOREIGN TERRORIST ORGANIZATION PROHIBITED. A governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 807.051, or <a href="#">2252.153</a>. The term “foreign terrorist organization” in this paragraph has the meaning assigned to such a term in Section 2252.151(2) of the Texas Government Code.</p>	Texas Government Code 2252.152	<p>Contractor RFP/IFB Contractor RFQ Subrecipients EC 6.1 Awardees</p>
>\$100,000	<p>PROVISION REQUIRED IN CONTRACT.</p> <p>(a) This section applies only to a contract that:</p> <ul style="list-style-type: none"> <li>(1) is between a governmental entity and a company with ten (10) or more full-time employees; and</li> <li>(2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.</li> </ul> <p>(b) A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:</p> <ul style="list-style-type: none"> <li>(1) does not boycott Israel; and</li> <li>(2) will not boycott Israel during the term of the contract.</li> </ul>	Texas Government Code 2271	<p>Contractor RFP/IFB Contractor RFQ Subrecipients Vendors EC 6.1 Awardees</p>
For Critical Infrastructure Projects	<p>PROHIBITION ON CONTRACTS WITH CERTAIN FOREIGN-OWNED COMPANIES IN CONNECTION WITH CRITICAL INFRASTRUCTURE.</p> <p>PROHIBITED CONTRACTS.</p> <p>(a) A governmental entity may not enter into a contract or other agreement relating to critical infrastructure in this state with a company:</p> <ul style="list-style-type: none"> <li>(1) if, under the contract or other agreement, the company would be granted direct or remote access to or control of critical infrastructure in this state, excluding access specifically allowed by the governmental entity for product warranty and support purposes; and</li> <li>(2) if the governmental entity knows that the company is: <ul style="list-style-type: none"> <li>(A) owned by or the majority of stock or other ownership interest of the company is held or controlled by:</li> </ul> </li> </ul>	Texas Government Code, Title 10, Subtitle F, Chapter 2274.0102	<p>Subrecipients EC 6.1 Awardees</p>

THRESHOLD	PROVISION	CITATION	PROVISION APPLIES TO
	<p>(i) individuals who are citizens of China, Iran, North Korea, Russia, or a designated country; or</p> <p>(ii) a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or</p> <p>(B) headquartered in China, Iran, North Korea, Russia, or a designated country.</p> <p>(b) The prohibition described by Subsection (a) applies regardless of whether:</p> <p>(1) the company's or its parent company's securities are publicly traded; or</p> <p>(2) the company or its parent company is listed on a public stock exchange as:</p> <p>(A) a Chinese, Iranian, North Korean, or Russian company; or</p> <p>(B) a company of a designated country.</p>		
	<p>Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.</p>	<p>42 U.S.C. 6201</p>	<p>Contractor RFP/IFB</p> <p>Subrecipients</p>
	<p>The Firm agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including discrimination in employment, under any program or activity receiving federal financial assistance.</p>	<p>Section 504 of the Rehabilitation Act of 1973, as amended.</p>	<p>Subrecipients</p>

## ATTACHMENTS

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### THE FOLLOWING DOCUMENTS MUST BE COMPLETED AND INCLUDED IN THE RESPONSE PACKAGE:

1. ATTACHMENT A SIGNED SOLICITATION RESPONSE COVER SHEET/ACKNOWLEDGEMENT OF ADDENDA/SUBMISSION CHECKLIST
2. ATTACHMENT B PRICING SHEET
3. ATTACHMENT C SYSTEM FOR AWARD MANAGEMENT (SAM.GOV) RECORD SEARCH
4. ATTACHMENT D CUSTOMER/CLIENT REFERENCES
5. ATTACHMENT E CERTIFICATE OF INSURANCE
6. ATTACHMENT F ETHICS AND CONFLICT OF INTEREST ACKNOWLEDGEMENT
7. ATTACHMENT G STATEMENT OF CONFLICT OF INTEREST (IF ANY)
8. ATTACHMENT H CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)
9. ATTACHMENT I DISCLOSURE OF LOBBYING ACTIVITIES SF-LLL CERTIFICATION
10. ATTACHMENT J TEXAS ETHICS COMMISSION CERTIFICATE OF INTERESTED PARTIES (FORM 1295)
11. ATTACHMENT K BIDDER'S CERTIFICATION
12. ATTACHMENT L NON-COLLUSION AFFIDAVIT

**ATTACHMENT A:**

**SOLICITATION RESPONSE COVER SHEET/ACKNOWLEDGMENT OF ADDENDA/SUBMISSION CHECKLIST**

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<b>Title of Solicitation:</b>	
<b>Name of Respondent:</b>	
<b>Company:</b>	
<b>Mailing Address:</b>	
<b>City, State, Zip:</b>	
<b>Phone Number:</b>	
<b>Company Contact Email Address:</b>	
<b>Texas Vendor ID Number:</b>	
<b>EIN/Federal Tax Identification Number:</b>	

**ACKNOWLEDGEMENT OF ADDENDA**

ADDENDUM NO.	DATE ISSUED

Please check this box if no addenda were issued.

## ATTACHMENT A (CONTINUED)

### SOLICITATION RESPONSE COVER SHEET/ACKNOWLEDGMENT OF ADDENDA/ SUBMISSION CHECKLIST

This checklist is provided for the Respondent’s use in assuring compliance with required documentation; however, it does not include all specification requirements and does not relieve the Respondent of the need to read and comply with the specifications. Your submittal of the documents attests to the fact that you have read and/or included the documents with your response.

#### SUBMISSION CHECKLIST

CHECK FOR COMPLETION	DOCUMENTS REQUIRED FOR SUBMISSION
<input type="checkbox"/>	A. Solicitation Response Cover Sheet/Acknowledgement of Addenda/Submission Checklist
<input type="checkbox"/>	B. Pricing Sheet
<input type="checkbox"/>	C. System for Award Management (SAM.gov)
<input type="checkbox"/>	D. Customer/Client References
<input type="checkbox"/>	E. Certificate of Insurance
<input type="checkbox"/>	F. Statement of Conflicts of Interest (if any)
<input type="checkbox"/>	G. Conflict of Interest Questionnaire (Form CIQ)
<input type="checkbox"/>	Please check this box if the Respondent does not identify a conflict of interest and therefore, will not be submitting the Conflict of Interest Questionnaire Form CIQ.
<input type="checkbox"/>	H. Disclosure of Lobbying Activities SF-LLL Certification (Required for all bids exceeding \$100,000)
<input type="checkbox"/>	Please check this box if the bid does not exceed \$100,000.
N/A	I. Texas Ethics Commission Certificate of Interested Parties (Form 1295) (This is a sample and is only required to be completed by the Respondent selected for award.)
<input type="checkbox"/>	J. Bidder’s Certification
<input type="checkbox"/>	K. Non-Collusion Affidavit
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

The Respondent’s authorized agent must sign this document to acknowledge having read this solicitation carefully and completely, including the list of addenda, and that the information submitted is true and correct.

<b>AUTHORIZED AGENT NAME:</b>	
<b>AUTHORIZED SIGNATURE:</b>	
<b>TITLE OF AUTHORIZED AGENT:</b>	
<b>DATE OF SIGNATURE:</b>	

**ATTACHMENT B: PRICING SHEET**

Respondent shall complete and submit the following pricing sheet with the bid response package. The City reserves the right to make an award on the basis of low bid in the interest of the City and to reject any and all bid items in the sole discretion of the City.

ITEM	DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENSION
1	City should enter the description and quantity of the services/products as contained in the Scope of Work in Exhibit A			\$	\$
2				\$	\$
3				\$	\$
4				\$	\$
5				\$	\$
<b>TOTAL FIRM FIXED PRICE</b>					\$
6	<b>DELIVERY</b> – Number of calendar days for delivery after receipt of the order:			30	
Name of Firm:					
IFB #:					
IFB Name:					

**AUTHORIZED AGENT – SIGNATURE AND CONTACT INFORMATION**

The Respondent’s authorized agent must sign this document to acknowledge they read this solicitation carefully and completely, and the information submitted is true and correct.

<b>SIGNATURE OF AUTHORIZED AGENT:</b>	
<b>PRINTED NAME OF AUTHORIZED AGENT:</b>	
<b>TITLE OF AUTHORIZED AGENT:</b>	
<b>DATE OF SIGNATURE:</b>	

## **ATTACHMENT C: SYSTEM FOR AWARD MANAGEMENT (SAM.GOV) RECORD SEARCH**

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This project is funded by Coronavirus State and Local Fiscal Recovery Funds which requires all contractors and vendors to be in good standing according to SAM.gov and the Texas State Comptroller's office.

### **Verification of SAM.gov Status**

1. Respondent must not be suspended or debarred at the time of the proposal submittal. The proposal response package must include a completed Non-Debarment Certification Form located **on the next page** herein.
2. All Respondents must be pre-vetted for eligibility to perform the outlined ARPA funded scope of work. A printed screenshot from the SAM.gov website verifies whether the Vendor is excluded from contract participation at the federal level.

### **Contract Award**

The ARPA Award Recipient must verify the SAM.gov status of the Respondent(s) selected for contract award prior to execution of the contract as stated in the Non-Debarment Certification Form. The final verification of the Respondent's SAM.gov status is completed prior to contract award, and in addition to the initial verification documentation provided with the proposal response submittal.



**ATTACHMENT C: SYSTEM FOR AWARD MANAGEMENT (SAM.GOV) RECORD SEARCH (CONTINUED)**

NON-DEBARMENT CERTIFICATION FORM			
COMPANY/CITY LEGAL NAME:			
STREET ADDRESS:			
CITY:	STATE:	ZIP:	
CONTACT NAME:			
CONTACT EMAIL:		CONTACT PHONE:	
*UEI #		**TIN #	
<p><small>*Subrecipients are required to have a Unique City Identifier (UEI) Number prior to an award. All entities must be pre-vetted for eligibility/ability to perform the outlined ARPA funded scope of work and a record (PDF of SAM.gov screenshot) of SAM debarment clearance must be obtained prior to entering into any final contracts.      **Beneficiary Entities are required to have UEI and/or TIN.</small></p>			
<p><b>APPLICABLE REGULATIONS: As stated in the ARPA/SLFRF Terms &amp; Conditions:</b> <i>“OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 CFR Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 CFR Part 180, subpart B) that the award is subject to 2 CFR Part 180 and Treasury’s implementing regulation at 31 CFR Part 19.”</i></p> <p><b>Also, Federal Executive Order (E.O.) 12549:</b> <i>“Debarment”</i> requires that contractors, beneficiaries or subrecipient organizations and their principals – who are receiving awards, using federal funds, are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from doing business with the federal government. By signing this document, you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify you from receiving or retaining funds. Information on debarment is available at the following website: <a href="http://www.sam.gov">www.sam.gov</a></p> <p><b>Be advised that we may pursue available remedies per 2 CFR 180.360 as an ARPA recipient City:</b> <i>“If a federal agency later determines that you failed to tell the [awarding agency] that you were excluded or disqualified at the time you entered into the covered transaction with that person/awarding agency, the agency may pursue any available remedies, including suspension and debarment.”</i></p>			
<b>[INITIAL]</b>	<b>CERTIFICATION &amp; SIGNATURE</b>		
	<b>We hereby certify that we are not excluded, disqualified, or debarred from receiving federally funded awards.</b>		
	<b>We hereby confirm that if that status should change within the course of this agreement, we will provide notification immediately. Failure to do so may result in this agreement’s termination and/or the repayment of funds.</b>		
<p><i>Your signature certifies that the information provided on this form is correct and that neither you nor your principal(s) is/are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.</i></p>			
SIGNATURE _____			
PRINTED NAME & TITLE _____		DATE _____	
FOR DEPARTMENT USE ONLY			
SAM Debarment/Certification Record of Clearance	Yes [ ] No [ ]	Note:	
State of Texas Debarred Vendor List Cleared	Yes [ ] No [ ]	Note:	
Verified By:	Yes [ ] No [ ]	Date:	

## ATTACHMENT D: CUSTOMER/CLIENT REFERENCES

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Respondents shall use Attachment D to describe a minimum of three (3) and maximum of five (5) references for jobs, and corresponding references, completed within last five (5) years.

**Respondent's Name:** \_\_\_\_\_

The references shall illustrate recent experience successfully completing work of a similar nature and scope as the work described in this IFB. This form may be modified as needed to comply with the requirement to document company information. ***Failure to return this attachment (or a reasonable facsimile) may result in the proposal being considered non-responsive. Failure to provide references may result in the proposal being considered non-responsive.***

**REFERENCE 1:**

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name/Title/Phone:</b>	
<b>Contact Email:</b>	
<b>Contract Award Date:</b>	
<b>Contract Completion Date:</b>	
<b>Contract Project Name:</b>	
<b>Brief Description of Services:</b>	

**REFERENCE 2:**

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name/Title/Phone:</b>	
<b>Contact Email:</b>	
<b>Contract Award Date:</b>	
<b>Contract Completion Date:</b>	
<b>Contract Project Name:</b>	
<b>Brief Description of Services:</b>	

**REFERENCE 3:**

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name/Title/Phone:</b>	
<b>Contact Email:</b>	
<b>Contract Award Date:</b>	
<b>Contract Completion Date:</b>	
<b>Contract Project Name:</b>	
<b>Brief Description of Services:</b>	

**REFERENCE 4:**

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name/Title/Phone:</b>	
<b>Contact Email:</b>	
<b>Contract Award Date:</b>	
<b>Contract Completion Date:</b>	
<b>Contract Project Name:</b>	
<b>Brief Description of Services:</b>	

**REFERENCE 5:**

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name/Title/Phone:</b>	
<b>Contact Email:</b>	
<b>Contract Award Date:</b>	
<b>Contract Completion Date:</b>	
<b>Contract Project Name:</b>	
<b>Brief Description of Services:</b>	

**ATTACHMENT E: CERTIFICATE OF INSURANCE**  
**(PROPOSAL RESPONDER SUPPLIES INSURANCE WITH THE PROPOSAL PACKAGE)**

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**INSURANCE REQUIREMENTS**

If requested, the Respondent shall supply an original, certified copy of an insurance certificate listing **the City** as additional insured. The successful Respondent will be required to maintain, at all times during performance of the contract, the insurance detailed below. Failure to provide this insurance certificate within the specified amount of time may result in disqualification of bid.

- a. Workers' Compensation Insurance as required by laws and regulations applicable to and covering employees of Contract engaged in the performance of the work under this agreement with a limit of not less than \$1,000,000.00.
- b. Employers' Liability Insurance protecting Responder against common law liability, in the absence of statutory liability, for employee bodily injury arising out of the master-servant relationship with a limit of not less than \$1,000,000.00.
- c. Comprehensive General Liability Insurance including products/completed operation with limits of liability of not less than: Bodily Injury \$1,000,000.00 per each person, \$2,000,000.00 per each occurrence/aggregate; Property Damage \$1,000,000.00 per each occurrence;
- d. Excess Liability Insurance Comprehensive General Liability, Comprehensive Automobile Liability and coverages afforded by the policies above, with the minimum limits of \$\_\_\_\_\_ excess of specified limits.

## ATTACHMENT F: ETHICS AND CONFLICT OF INTEREST ACKNOWLEDGEMENT

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Public servants are expected to conduct themselves impartially and in a manner that inspires public confidence, while ensuring that responsible contractors have fair and equal access to governmental procurement.

The City of Trinity is committed to protection of government integrity, while also facilitating the recruitment and retention of the skilled personnel necessary to support its operations. To achieve this objective, The City of Trinity has established standards of ethical conduct and conflict of interest policies and expects all vendors, contractors, and subrecipients to adhere to the same core principles as described below.

To achieve these standards, it is essential that those doing business with the City of Trinity also observe the ethical standards prescribed here.

I acknowledge that it is a breach of ethics to attempt to influence any public employee, elected official, or department head to violate the standards of ethical conduct set forth in this code.

I further acknowledge that it is a breach of ethics for any employee of the City of Trinity or a vendor doing business with the City of Trinity to participate directly or indirectly in a procurement when the employee or vendor knows that:

- A. The employee or any member of the employee's immediate family or household has a substantial financial interest in a company responding to a City of Trinity procurement.
  
- B. A business or organization in which the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement.

I understand that it is a breach of ethics to offer, give, or agree to give any employee of the City of Trinity, or for any employee to solicit, demand, accept, or agree to accept from a vendor, a gratuity of consequence or any offer of employment in connection with any decision, approval, disapproval, recommendation, preparation, or any part of a program requirement or purchase request influencing the content of specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or controversy, any particular matter pertaining to any program requirement, contract or subcontract, or to any solicitation or proposal therefore pending before the City of Trinity.

I acknowledge that it is a breach of ethics for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for City of Trinity as an inducement for the award of a contract or order.

I certify that I have read and understand the ethical standards set forth by the City of Trinity and agree to comply with them in all business dealings with the City of Trinity.

\_\_\_\_\_  
SIGNATURE, VENDOR AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
PRINTED NAME, TITLE

\_\_\_\_\_  
DATE

## ATTACHMENT G: STATEMENT OF CONFLICTS OF INTEREST (IF ANY)

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The Respondent vendor must describe any conflicts of interest regarding the goods and or services associated with this solicitation.

**The Respondent shall complete and submit Form CIQ (Attachment I) if the service provider or key employees have conflicts regarding these services.**

The conflict of interest statement is required if the service provider or key employees have conflicts regarding the services and a plan for mitigating the conflict(s).

**The City** may in its sole discretion determine whether a conflict disqualifies a firm, and/or whether a conflict mitigation plan is acceptable.

**If the Respondent does not identify a conflict, then they should enter no conflict identified on the Submission Checklist (Attachment A).**

# ATTACHMENT H: CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> For vendor doing business with local governmental entity		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>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>	<b>OFFICE USE ONLY</b>	
<p><b>1 Name of vendor who has a business relationship with local governmental entity.</b></p>	Date Received	
<p><b>2</b> <input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b> (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><b>3 Name of local government officer about whom the information is being disclosed.</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p><b>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.</b></p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </p>		
<p><b>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.</b></p>		
<p><b>6</b> <input type="checkbox"/> 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).</p>		
<p><b>7</b></p> <p style="text-align: center;">                     _____                      Signature of vendor doing business with the governmental entity                 </p> <p style="text-align: right; margin-right: 100px;">                     _____                      Date                 </p>		



**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.

**ATTACHMENT I: DISCLOSURE OF LOBBYING ACTIVITIES**  
**SF-LLL CERTIFICATION REGARDING LOBBYING**  
*(TO BE SUBMITTED WITH EACH BID OR OFFER EXCEEDING \$100,000)*

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

- (a) No Federal 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 an 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, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal 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 this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The undersigned shall require that the language in paragraphs (a) and (b) of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification 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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, \_\_\_\_\_ (insert business name), certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

<b>SIGNATURE</b>	
<b>NAME OF AUTHORIZED AGENT</b>	
<b>TITLE OF AUTHORIZED AGENT</b>	
<b>DATE</b>	

## DISCLOSURE OF LOBBYING ACTIVITIES – INSTRUCTIONS

Instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503. Approved by OMB 0348-0046. Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<b>4. Name and Address of Reporting City:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee   Tier _____, <i>if known:</i>  Name: Street Address: City, State, Zip: <b>Congressional District, if known:</b>	<b>5. If Reporting City in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  Name: Street Address: City, State, Zip: <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, <i>if applicable:</i> _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b>  \$	
<b>10a. Name and Address of Lobbying Registrant</b>  Name (First, MI, Last): Street Address: City, State, Zip:	<b>10b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> Name (First, MI, Last): Street Address: City, State, Zip:	
<p><b>11.</b> Information requested through this form is authorized by Title 31 U.S.C., Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>		
<b>Signature:</b> _____		
<b>Name:</b> _____		<b>Title:</b> _____
<b>Telephone:</b> _____		<b>Date:</b> _____
<b>Federal Use Only</b>		<b>Authorized for Local Reproduction Standard Form – LLL (Rev. 7-97)</b>

**ATTACHMENT J: TEXAS ETHICS COMMISSION CERTIFICATE OF INTERESTED PARTIES  
(FORM 1295)**

**(TO BE COMPLETED BY THE AWARDED VENDOR PRIOR TO CONTRACT EXECUTION)**

<b>CERTIFICATE OF INTERESTED PARTIES</b>		<b>FORM 1295</b>	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		<b>OFFICE USE ONLY</b>	
<b>1 Name of business entity filing form, and the city, state and country of the business entity's place of business.</b>		Must file online at <a href="http://www.ethics.state.tx.us/File">www.ethics.state.tx.us/File</a>	
<b>2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.</b>			
<b>3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.</b>			
4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary
<b>5 Check only if there is NO Interested Party.</b> <input type="checkbox"/>			
<b>6 UNSWORN DECLARATION</b> My name is _____, and my date of birth is _____. My address: _____, _____, _____, _____, _____ (street) (city) (state) (zip code) (country) I declare under penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20____. (month) (year)  <div style="text-align: right; margin-right: 100px;">                         _____                          Signature of authorized agent of contracting business entity                          (Declarant)                     </div>			
<b>ADD ADDITIONAL PAGES AS NECESSARY</b>			

## ATTACHMENT K: BIDDER'S CERTIFICATION

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In accordance with Texas Government Code Sections 2252.001 through 2252.004 (relating to bids by nonresident contractors), the pertinent portion of the Act has been extracted and is as follows:

1. "Nonresident bidder" refers to a person who is not a resident.
2. "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

A governmental City may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the greater of the following:

1. the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located; or
2. the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which a majority of the manufacturing relating to the contract will be performed.

I certify that \_\_\_\_\_ (Company Name) is a

**Resident bidder of Texas** as defined in Section 2252.001(4), Texas Government Code,

OR

**Nonresident bidder** as defined in Section 2252.001(3), Texas Government Code, and our principal place of business is located at \_\_\_\_\_ (City and State).

**Note: If the Respondent is an out-of-state company, a Certificate of Authority from the Secretary of State to do business in Texas must be provided.**

<b>SIGNATURE</b>	
<b>NAME OF AUTHORIZED AGENT</b>	
<b>TITLE OF AUTHORIZED AGENT</b>	
<b>DATE</b>	

**ATTACHMENT L: NON-COLLUSION AFFIDAVIT**

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**NON-COLLUSION AFFIDAVIT**

STATE OF TEXAS            §  
                                          §  
COUNTY OF \_\_\_\_\_ §

By the signature below, the signatory for the bidder certifies that neither he/she nor the firm, corporation, partnership or institution represented by the signatory or anyone acting for the firm bidding this project has violated the antitrust laws of this State, codified at Section 15.01, *et seq.*, Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in the same line of business, nor has the signatory or anyone acting for the firm, corporation or institution submitting a bid committed any other act of collusion related to the development and submission of this bid proposal.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

SUBSCRIBED and sworn to before me the undersigned authority by \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ on behalf of said bidder.

\_\_\_\_\_  
Notary Public in and for the  
State of Texas

My commission expires: \_\_\_\_\_