



***CITY OF LAREDO
FINANCE DEPARTMENT
PURCHASING DIVISION
FORMAL INVITATION FOR BIDS***

**ORNAMENTAL SIGN POLES
TRAFFIC SAFETY DEPARTMENT**

Public Notice

Notice is hereby given that the City of Laredo is now accepting sealed bids, subject to the Terms and Conditions of this Invitation for Bids and other contract provisions, from interested vendors to provide Ornamental Sign Poles to be used in various City of Laredo intersections. The City is requesting bids for the awarding the purchase of an estimated amount of one hundred (100) ornamental sign poles to be used by the Traffic Safety Department.

Copies of the specifications may be obtained from the Finance Department – Purchasing Division, 5512 Thomas Ave., Laredo, Texas 78041 or by downloading from our website: www.cityoflaredo.com

Bids will be received at the City Secretary Office, 1110 Houston St., 3rd. floor, Laredo, Texas 78040 until **5:00 P.M on May 16, 2016; and all bids received will be opened and read publicly at 3:00 PM at the Office of the City Secretary on May 17, 2016.**

Bids are to be submitted in a sealed envelope clearly marked:

**Bid: Ornamental Sign Poles – Traffic Safety Department
FY16-050**

Bids are to be mailed: City of Laredo – Acting City Secretary C/O Heberto L. Ramirez City Hall – Third Floor PO Box 579 Laredo, Texas 78042-0579	Hand Delivered: City of Laredo – Acting City Secretary C/O Heberto L. Ramirez City Hall – Third Floor 1110 Houston Laredo, Texas 78040
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The City of Laredo reserves the right to reject any and all bids, and to waive any minor irregularities.

TERMS AND CONDITIONS OF INVITATIONS FOR BIDS

GENERAL CONDITIONS

Bidders are required to submit bids upon the following expressed conditions:

- (a) Bidders shall thoroughly examine the specifications, schedule instructions and other contract documents. Once the award has been made, failure to read all specifications, instructions, and the contract documents, of the City shall not be cause to alter the original contract or for a vendor to requests additional compensation.
- (b) Bidders shall make all investigations necessary to thoroughly inform themselves regarding facilities and locations for delivery of materials and equipment as required by the bid conditions. No pleas of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor.
- (c) Bidders are advised that City contracts are subject to the all legal requirements provided for in the City Charter and/or applicable City Ordinances, State and Federal Statutes.

1.0 PREPARATION OF BIDS

Bids will be prepared in accordance with the following:

- (a) All information required by the bid form shall be furnished. The Bidder shall print or type the business name and manually sign the schedule.
- (b) **Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.**
- (c) Alternate bids will not be considered unless authorized by the invitation for bids or any applicable addendum
- (d) Proposed delivery time must be shown and shall include Sundays and holidays
- (e) Bidders will not include Federal taxes or State of Texas limited sales tax in bid prices since the City of Laredo is exempt from payment of such taxes. An exemption certificate will be furnished upon request.
- (f) The City shall pay no costs or other amounts incurred by any entity in responding to this RFB, or as a result of issuance of this RFB.
- (g) In submitting this bid, the bidder understands and agrees to be bound by the following terms and conditions. These terms and conditions shall become a part of the purchase order and will consist of the invitation to bid, specifications, the responsive bid and the contract with attachments, together with any additional documents identified in the contract and any written change orders approved and signed by a city official with authority to do so. All shall have equal weight and be deemed a part of the entire contract. If there is a conflict between contract documents, the provision more favorable to the City shall prevail.

2.0 DESCRIPTION OF SUPPLIES

Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate type and quality of material. Bidder is required to state exactly what they intend to furnish; otherwise bidder shall be required to furnish the items as specified.

3.0 SUBMISSION OF BIDS

- (a) Bids and changes thereto shall be enclosed in sealed envelopes, properly addressed and to include the date and hour of the bid opening and the material or services bid on shall be typed or written on the face of the envelope.
- (b) Unless otherwise noted on the Notice to Bidders cover sheet, all bids must be submitted to the Office of the City Secretary, City Hall, 1110 Houston Street, Laredo, Texas 78040. The mailing address is Office of the City Secretary, PO. Box 579, Laredo, Texas 78042.
- (c) Bids must be submitted on the forms furnished. Telegraphic and facsimile bids will not be considered.
- (d) Samples, when required, must be submitted within the time specified, at no expense to the City of Laredo. If not destroyed or used up during testing, samples will be returned upon request at the bidder's expense.
- (e) Bids must be valid for a period of sixty days. An extension to hold bid pricing for actual quantity bids may be requested by the City.

4.0 REJECTION OF BIDS

The City may reject a bid if:

- (a) Bidder misstates or conceals any material fact in the bid.
- (b) Bid does not strictly conform to the law or the requirements of the bid.
- (c) Bidder is in arrears on existing contracts or taxes with the City of Laredo.
- (d) If bids are conditional. Bidder may qualify their bid for acceptance by the City on an "ALL OR NONE" basis. An "ALL OR NONE" basis bid must include all items in the specifications.
- (e) In the event that a bidder is delinquent in the payment of City taxes on the day the bids are opened, including state and local taxes, such fact shall constitute grounds for rejection of the bid or cancellation of the contract. A bidder is considered delinquent, regardless of any contract or agreed judgments to pay such delinquent taxes.
- (f) No bid submitted herein shall be considered unless the bidder warrants that, upon execution of a contract with the City of Laredo, bidder will not engage in employment practices such as discriminating against employees because of race, color, sex, creed, or national origin. Bidder will submit such reports as the City may therefore require assuring compliance with said practices.
- (g) **The City may reject all bids or any part of a bid whenever it is deemed necessary.**
- (h) The City may waive any minor informalities or irregularities in any bid.

5.0 WITHDRAWAL OF BIDS

Bids may not be withdrawn after they have been publicly opened, unless approved by the City Council.

6.0 LATE BIDS OR MODIFICATIONS

Bids and modifications received after the time set for the bid opening will not be considered. Late bids will be returned to the bidder unopened.

7.0 CLARIFICATION OR OBJECTION TO BID SPECIFICATIONS

If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications, or other bid documents or any part thereof, they may submit to the City Purchasing Agent on or before seven days prior to the scheduled opening date a request for clarification. All requests for information shall be made in writing, and the person submitting the request will be responsible for its prompt delivery. Any interpretation of the bid, if made, will be made only by an addendum duly issued by the Purchasing Agent. A copy of such addendum will be mailed or delivered to each vendor having receiving a set of bid documents. The City will not be responsible for any other explanations or interpretations of the proposed bid made or given prior to the bid opening or award of contract.

- (a) Protest Procedures: The purpose of this procedure is to establish procedures whereby a vendor may protest specific procurement actions by the City of Laredo. The following sequence of activities must take place in filing a protest:
- (b) To be performed by protesting vendor: Within ten (10) days prior to the time that the City Council considers the recommendation of the City's Purchasing Officer, the protesting vendor must provide written protest to the City Purchasing Officer. Such protest must include specific reasons for the protest.
- (c) To be performed by City's Purchasing Officer: Shall review the records of procurement and determine legitimacy and procedural correctness. With five (5) working days, the City Purchasing Officer shall provide written response to the protesting vendor of the decision.
- (d) If the protesting vendor is not satisfied with the decision of the City Purchasing Officer, such protesting vendor may appeal to the City Manager of the City of Laredo. If the protesting vendor cannot resolve the issue with the City Manager, he shall be entitled to address his concerns when the City Council of the City of Laredo considers the awarding of the contract. Such appeal may be made only after exhausting all administrative procedures through the City Manager.

All protests must be duly submitted via Certified Mail to:

City of Laredo - Purchasing Agent
5512 Thomas Ave.
Laredo, Texas 78041.

8.0 BIDDER DISCOUNTS

- (a) Percent discounts within a certain period of time will be accepted but cannot be used in the bid evaluation. The period of the discount offered should be sufficient to permit payments within such period in the regular course of business by the City of Laredo.
- (b) In connection with any discounts offered, time will be computed from the date of receipt of supplies or service or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date the check is mailed.

9.0 INTENT OF CONTRACT

- (a) **ANNUAL SUPPLY/SERVICE CONTRACTS:** This contract does not commit the City to purchase the quantities indicated. The quantities are estimates and are based on the best available information. The purpose of this contract is to establish prices for the commodities or services needed, should the City need to purchase these commodities or services. Since the quantities are estimates, the City may purchase more than the estimated quantities, less than the estimated quantities, or not purchase any quantities at all. The needs of the City shall govern the amount that is purchased. All annual contracts shall be bound by the terms of the bid documents. In the event a new contract cannot be executed on the anniversary date of the original term or renewal term, the contract may be renewed month to month until a new contract is executed.

The City's obligation for performance of an annual supply contract beyond the current fiscal year is contingent upon the availability of appropriated funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted during the next fiscal year, this contract becomes null and void.

10.0 AWARD OF CONTRACT

The contract will be awarded to the lowest responsive, responsible bidder based on the evaluation factors listed in the Request for bid document, in accordance to the provisions of the State of Texas - Local Government Code.

- (a) The City of Laredo reserves the option/right to renew this purchase contract upon mutual agreement with awarded vendor. If no funds are appropriated and budgeted during the next fiscal year, this contract becomes null and void.

All annual contracts shall be bound by the terms of the bid documents.

The City reserves the right to accept any item or group of items in the bid specifications, unless the bidder qualifies its bid by specific limitation. **Proof:** The bidder shall bear the burden of proof of compliance with the City of Laredo specifications.

- (a) A written award of acceptance (a duly approved purchase order or Letter of Award) furnished by the city to the successful bidder results in a binding contract without further action by either party. These Terms and Conditions shall be the basis and governing document of the binding contract.
- (b) Prices must be quoted F.O.B. Destination, Laredo, Texas, unless otherwise specified in the invitation to bid. The place of delivery shall be that set forth in the purchase order.
- (c) Title & Risk of Loss: The title and risk of loss of goods shall not pass to the City of Laredo until the City actually receives and takes possession of the goods at the point or points of delivery. The terms of this agreement is "no arrival, no sale".
- (d) Delivery time and prompt payment discounts will be considered in breaking ties. In the event of a tie bid, the successful bidder will be determined by choosing lots at the City Council meeting.
- (e) The City of Laredo shall give written notice to the contractor (supplier) if any of the following conditions exist:
 - 1. Contractor does not provide materials in compliance with specifications and/or within the time schedule specified in bid.
 - 2. Contractor neglects or refuses to remove materials or equipment which have been rejected by the City of Laredo if found not to comply with the specifications.
 - 3. The contractor makes an unauthorized assignment for the benefit of any contractor.

Upon receiving written notification from the City that one of the above conditions has occurred, the contractor must remedy the problem within ten days, to the complete satisfaction of the City, or the contract will be immediately canceled.

**CITY OF LAREDO
PURCHASING DIVISION**

11.0 PAYMENT & INVOICING

- (a) All invoices to the City of Laredo have a 30 day term from receipt of supplies or completion of services.
- (b) Discount terms will be computed from the date of receipt and acceptance of supplies or services. Payment shall be deemed to be made from that date.
- (c) All invoices must show the purchase order number and invoices shall be legible. Items billed on invoices should be specific as to applicable stock, manufacturer catalog or part number. All items must show unit prices. If prices are based on discounts from list, then list prices must appear on bid schedule.
All invoices shall be mailed to the Accounts Payable Office, City Hall, and PO. Box 210, Laredo, Texas 78042 and copy to Environmental Services at 619 Reynolds Laredo, Texas 78040.

12.0 INSURANCE REQUIREMENTS (Not required for this contract).

13.0 CONTRACT REQUIREMENTS

13.1 CODE OF ETHICS ORDINANCE 2012-0-126

Vendors doing business with the City of Laredo shall comply with all provisions of the City of Laredo's Code of Ethics.

13.2 PROHIBITED CONTACTS DURING CONTRACT SOLICITATION PERIOD

A person or entity who seeks or applies for a city contract or any other person acting on behalf of such person or entity, is prohibited from contacting city officials and employees regarding such a contract after a Request for Proposal (RFP), Request for Qualification (RFQ) or other solicitation has been released. This no-contact provision shall conclude when the contract is awarded. If contact is required, such contact will be done in accordance with procedures incorporated into the solicitation document. Violation of this provision by respondents or their agents may lead to disqualification of their offer from consideration.

13.3 NON-COLLUSIVE AFFIDAVIT (Attached)

The City may require that vendors submit a Non-Collusive Affidavit. The vendor will be required to state that the party submitting a proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or Person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other Bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other Bidder, or to secure any advantage against the City of Laredo or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

13.4 Statutory Requirement to File Form 1295:

Texas Government Code Section 2252.908 and the Texas Ethics Commission ("TEC") Rules require certain business entities to submit a Form 1295 to certain governmental entities in Texas in connection with certain contracts, including bond purchase agreements that fit within the scope of the law. Failure to submit 1295 within 10 business days can result in cancelation of this contract. I have attached the link for form 1295 which must be completed and submitted electronically to the State of Texas Ethics Commission. https://www.ethics.state.tx.us/whatsnew/FAQ_Form1295.html. You scan and email a notarized copy to mpescador@ci.laredo.tx.us or ealdape@ci.laredo.tx.us.

**Ornamental Sign Poles
Traffic Safety Department**

14.0 Scope of Work

The City of Laredo Traffic Safety Department is currently seeking bids from interested vendors to provide and estimated 100 Ornamental Sign Poles to be used in various City of Laredo intersections. The City is requesting bids for the awarding the purchase of an estimated one hundred (100) ornamental sign poles to be used by the Traffic Safety Department. A **sample picture** of the ornamental pole assembly shall be included with submittal of bid.(Figure I , page 22)

Traffic Safety Department point of contact: Roberto Murillo (956) 795-2550 or email rmurillo@ci.laredo.tx.us

14.1 All questions for this bid shall be submitted before May 9, 2016 in writing or by email to:

Miguel A. Pescador, Purchasing Agent
Purchasing Division
5512 Thomas Ave.
Laredo, TX, 78041
Email: mpescador@ci.laredo.tx.us

14.2 The successful bidder shall furnish all the equipment and appurtenances to perform the service.

15.0 General Conditions

15.1 Bidders are required to submit their bids upon the following expressed conditions:

Bidders shall thoroughly examine the specifications, schedule instructions and other contract documents. Bidders shall make all investigations necessary to thoroughly inform themselves regarding material / equipment as required by the bid conditions. No pleas of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure of omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor.

15.2 Bidders are advised that all City contracts are subject to all legal requirements provided for in the City Charter and/or applicable City Ordinances, State and Federal Statutes.

15.3 Unit prices shall be shown and where there is an error in extension of price, **the unit price shall govern.**

15.4 The quantities listed on the attached sheets are approximate quantities.

15.5 The City of Laredo reserves the right to reject any or all bids or to accept any bid or combination of bids deemed advantageous to the City of Laredo.

15.6 The City of Laredo reserves the right to cancel contract upon thirty (30) days written notice if bidder fails to conform to the terms and conditions as stated in this specifications.

15.7 If you are considering submitting an ornamental pole assembly design with a section that does not meet specifications as detailed in Section 16.0, you must submit sufficient documentation with your bid package for the Traffic Safety Department to make a determination for an approved equal product. Failure to submit all required documentation or submittals for an approved equal consideration may be cause for rejection.

15.8 The City of Laredo reserves the option/right to renew this purchase contract upon mutual agreement with awarded vendor. If no funds are appropriated and budgeted during the next fiscal year, this contract becomes null and void.

**CITY OF LAREDO
PURCHASING DIVISION**

16.0 GENERAL SPECIFICATIONS FOR ORNAMENTAL SIGN POLE ASSEMBLY

Design:

The complete ornamental sign pole assembly shall be color black of 350-380 copper free cast aluminum alloy and designed to support the pole shaft, pole top, pole base, stop sign and street name sign support brackets (where required), and include anchor bolt assembly and other hardware required for pouring of concrete foundations and mounting of the complete assembly. The design shall also be able to support an "All Way" sign support bracket and a post top luminaire, when required (See Figure 1). No acid welding shall be performed for any welds required. A sample picture of the ornamental pole assembly shall be included with submittal of bid.

Pole:

The pole shall be 5 inch O.D. round fluted and be fabricated from cast aluminum alloys and be of one piece construction with a .125 inch minimal wall thickness. The pole shall have a hand hole (access) located between 12 inches and 18 inches above the base. Hand holes shall have an aluminum reinforcing frame to maintain the structural integrity of the pole. The aluminum hand hole cover shall be fastened by means of stainless steel hardware. Design shall allow to accept a post-top luminaire, and/or "All Way" sign bracket, if required. The length of the complete assembly, including pole, base, and end cap pole shall be able to accommodate all the hardware required of the assembly but shall not exceed 12 feet in length. For complete pole assembly that requires a post-top ornamental luminaire the length shall not exceed 13 feet and 6 inches.

Pole Base Flange:

The pole base shall be of cast aluminum alloys with a diameter of 12 inches to 16 inches and be of one piece construction for a 5 inch O.D round pole. Pole base shall be decorative of architectural design with a minimum height of 14 inches and maximum height of 20 inches. The base/shaft connection shall have a tight tolerance fit before welding. The pole shall be joined to the base with two circumferential welds at the top and bottom of the base. Anchor bolt covers, bolt caps or base covers shall be provided for the appropriate base style. Anchor bolt locations shall be cast within the pole base with a bolt circle of 10 to 14 inches in diameter. Pole base shall have a minimal wall thickness of .250 inches.

Anchor Bolts:

There shall be a minimum of four (4) anchor bolts per ornamental pole with a minimum 5/8 inches in diameter and 18 inches in length of hot dip galvanized steel to secure the complete ornamental sign pole assembly which needs to be included for each ornamental pole. One (1) anchor bolt assembly shall be included for each pole which shall consist of four (4) anchor bolts and two (2) anchor bolt alignment templates. The foundation required for the ornamental poles assembly shall not be required to be greater than 24 inches in diameter and 36 inches in depth.

Pole caps:

Pole cap shall be made from cast aluminum alloy and welded or fastened to the pole top with stainless steel set screws with the Acorn or Pineapple Finial Design to fit the 5 inch O.D. pole. Height of pole cap shall be a minimum of 6 inches. The ornamental pole assembly shall accept a post-top luminaire in place of the pole cap when required.

Finishing:

The complete ornamental sign pole assembly shall be color black. An industrial type DTM wash primer (Sherwin- Williams (B71Y1)) for cast aluminum shall be used prior to applying color black Acrolon 218 HS acrylic polyurethane semi-gloss (B65-650) finish. A black semi-gloss powder coated base finish may also be used as an alternative.

Street Sign Mounting Plate:

The street name sign blade holder shall be color black of a decorative style plate and be ¼ inch thick and fabricated of aluminum and shall hold street name sign blades 9 inches in height and variable lengths, as required (See Figure 2), from 30 inches to 42 inches. It shall also incorporate, within the same mounting plate, a plate that is parabolic in shape, on the center top section of the mounting plate 4 to 6 inches in height and 10 to 12 inches in width, with a flat surface similar to that of the street name sign plate. It shall include a capital letter “ H “, white in color, centered horizontally and vertically on this plate with letter design as shown on Figure 1c. The street name sign plate shall be welded to the pole and reinforced with the welding details as shown on Figure 1 b. An S-shaped bracket shall be welded to the bottom of the mounting plate as shown on Figure 1 to provide additional support. The street name sign mounting plate shall be a solid cast aluminum plate with a raised border of ½ inch to 1 inch wide for the top, bottom, and outside edge of the mounting plate that will allow securing street sign blade on both sides of the plate with proper hardware. The raised border details for the inside of the plate are incorporated in the welding details shown on Figure 1a. When required, two (2) street sign mounting plates shall be installed at 90 degrees from each other, one plate over the other at a minimum distance of 2 inches between mounting plates. Furnishing or installing of the street name sign blade is not included in the bid.

Stop Sign Mounting Plate:

A raised border backer black plate of ¼ inch minimum solid cast aluminum and raised border of ½ inch to 1 inch wide shall be welded to the pole to secure a 30” x 30” stop sign. It shall allow the installation of the stop sign on the aluminum plate and shall show a black raised border around the entire perimeter of the sign once installed. Two (2) 3/8” pre-threaded holes with minimum 3/8” depth shall be required on the back plate to secure stop sign to be located 3 inches (center) from the top and bottom of stop sign with a distance of 24 inches between holes and centered vertically along the back plate. The plate shall be located a minimum of 84 inches and maximum 88 inches from the bottom of sign plate to the base of the assembly installed. Furnishing or installing the 30” x 30” stop sign is not included in the bid.

**CITY OF LAREDO
PURCHASING DIVISION**

All Way Sign Plate (If needed):

When required, a raised border backer black plate of ¼ inch minimum solid cast aluminum and raised border of ½ inch to 1 inch wide shall be welded to secure a 6 inch by 18 inch “all way” sign (6 inch height and 18 inch wide). It shall allow the installation of the sign on the aluminum plate and shall show a black raised border around the entire perimeter of the sign once installed. Two (2) 3/8” pre-threaded holes with a minimum 3/8” depth shall be required on the back plate to secure the “All way” sign plate to be located ½ inch (center) from the top and bottom of stop sign with a distance of 5 inches between holes and centered vertically along the back plate. The plate shall be located no more than 1 inch below the bottom of stop sign mounting plate. Furnishing or installing the “All Way” sign is not included in the bid.

17.0: PRICING:

Item	Description	Qty.	Unit Cost	Total Cost
1	Type 1 Sign mounting plate w/ all way mounting plate underneath	6	\$	\$
2	Type 11 Stop sign mounting plate with 42” street name sign & 42” street name sign mounting plates	22	\$	\$
3	Type II, Stop sign mounting plate with 36” street name sign & 36” street name sign mounting plates	48	\$	\$
4	Type III Stop signs mounting plate with 30” street name sign & 30 street sign mounting plates	18	\$	\$
5	Type Iva Stop signs mounting plate with 30” & 30” street name sign mounting plates with all way mounting plate under stop sign.	6	\$	\$
Grand Total			\$	

18.0 Award of Contract

Submission and award of bid shall be based on the "Terms and Conditions of the Invitation for Bids", which is attached and is part of these specifications. This contract will be awarded to the lowest responsive responsible bidder, in accordance to the provisions of Chapters 252 and 271 of the State of Texas – Local Government Code.

Unit cost to include delivery within 30-45 days to Traffic Safety Warehouse, 4305 Maher, Bldg. 1308, Laredo, Texas 78041.

**CITY OF LAREDO
PURCHASING DIVISION**

18.1 The City's obligation for performance of this bid is contingent upon the availability of funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted fiscal year, this formal bid becomes null and void.

19.0 Term of Contract

The contract will be awarded to the lowest responsive, responsible bidder based on the evaluation factors listed in the Request for bid document, in accordance to the provisions of the State of Texas - Local Government Code. (a) The City of Laredo reserves the option/right to renew this purchase contract upon mutual agreement with awarded vendor. If no funds are appropriated and budgeted during the next fiscal year, this contract becomes null and void.

All annual contracts shall bound by the terms of the bid documents.

20.0 Required Format and Contents of Bid Submission

For a bid to be considered it must contain the following information:

Tab A- Company Information Questionnaire

Tab B- Signed Price Schedule

Tab C- Conflict of Interest Questionnaire

Tab D – Non-Collusive Affidavit

Tab E - Discretionary Contract Disclosure

21.0 Tab A – Bidder Information Questionnaire

Bidder Information/Business Questionnaire:

Please complete all information requested below and submit with your bid package

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this request. By submitting this bid the vendor agrees to the City of Laredo specifications and all terms and conditions stipulated in the proposed document. That I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in the questionnaire is true and correct".

Name of Offeror (Business) _____

Signature _____ Date _____
of person authorized to sign bid

Print Name _____
of person authorized to sign bid

Title: _____

Business Address: _____

City, State, Zip Code: _____

Telephone Number: _____ Fax Number: _____

Contact Person Email Address: _____

Federal Tax ID Number: _____

Bidders Principal/Corporate Place of Business Address: _____

Indicated Status of Business:

Corporation _____ Partnership _____ Sole Proprietorship _____ Other: _____

If other state business status: _____

State how long under its present business name: _____

If applicable, list all other names under which the Business identified above operated in the last five years.

Will bidder/proposer provide a copy of its financial statements for the last two years, if requested by the City of Laredo? Yes / No

**CITY OF LAREDO
PURCHASING DIVISION**

Has the business, or any officer or partner thereof, failed to complete a contract? Yes / No.

Is any litigation pending against the Business? Yes / No.

Is offeror currently for sale or involved in any transaction to expand or to become acquired by another business entity? Yes / No.
If yes, offer need to explain the expected impact both in organizational and directional terms.

Has the Business ever been declared “not responsive” for the purpose of any governmental agency contract award? Yes / No.

Has the Business been debarred, suspended, proposed for debarment, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise disqualified from bidding, proposing, or contracting? Yes / No

Are there any proceedings, pending relating to the Business responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract? Yes / No.

Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of default or in lieu of declaring the Business in default? Yes / No

Is the Business in arrears in any contract or debt? Yes / No

Has the Business been a defaulter, as a principal, surety, or otherwise? Yes / No

Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or for any other reason? Yes / No.

State if company is a certified minority business enterprise:

Historically Underutilized Business (HUB): Yes No Disadvantaged Business Enterprise (DBE): Yes No

Small Disadvantaged Business Enterprise (SDBC) Yes No Other: Please specify _____

This company is not a certified minority business:

The above minority information is requested for statistical and tracking purposes only and will not influence the amount of expenditure the City will make with any given company

22.0 Tab C- Conflict of Interest Disclosure

A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature.

Companies and individuals who contract, or seek to contract, with the City of Laredo and its agents may be required to file with the **City Secretary's Office, 1110 Houston Street, Laredo, Texas 78040**, a Conflict of Interest Questionnaire that describes affiliations or business relationships with the City of Laredo officers, or certain family members or business relationships of the City of Laredo officer, with which such persons do business, or any gifts in an amount of \$250.00 or more to the listed City of Laredo officer (s) or certain family members.

The new requirements are in addition to any other disclosures required by law. The dates for filing disclosure statements begin on January 1, 2006. A violation of the filing requirements is a Class C misdemeanor.

The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm.

The City of Laredo officials who come within Chapter 176 of the Local Government Code relating to filing of **Conflicts of Interest Questionnaire (Form CIQ)** include:

1. **Mayor**
 2. **Council Members**
 3. **City Manager**
 4. **Members of the Fire Fighters and Police Officers Civil Service Commission.**
 5. **Members of the Planning and Zoning Commission.**
 6. **Members of the Board of Adjustments**
 7. **Members of the Building Standards Board**
 8. **Parks & Leisure Advisory Committee Member,**
 9. **Historic District Land Board Member,**
 10. **Ethics Commission Board Member,**
 11. **The Board of Commissioners of the Laredo Housing Authority**
 12. **The Executive Director of the Laredo Housing Authority**
 13. **Any other City of Laredo decision making board member**
- If additional information is needed please contact Miguel A. Pescador, Purchasing Agent at 956-790-1825

**CITY OF LAREDO
PURCHASING DIVISION**

I HAVE READ THIS FORM AND ATTEST THAT THERE IS NO CONFLICT OF INTEREST THUS NO VIOLATION OF SECTION 176.006, LOCAL GOVERNMENT CODE EXISTS.

Name

Signature

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

OFFICE USE ONLY

Date Received

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

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

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, income, other than investment income, from the filer of the questionnaire? Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves an officer or director, or holds an ownership of 10 percent or more? Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

Signature of person doing business with the governmental entity

Date

23.0 Tab D

AFFIDAVIT

Project:

Form of Non-Collusive Affidavit

AFFIDAVIT

STATE OF TEXAS {}
COUNTY OF WEBB {}

Being first duly sworn, deposes and says:

That he/she is _____
(a Partner or officer of the firm of, etc.)

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or shame; that said Bidder has not colluded, conspired, connived or agreed directly or indirectly, with any Bidder or Person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other Bidder or to fix any overhead, profit or cost element of said bid price, or of that of any other Bidder, or to secure any advantage against the City of Laredo or any person interested in the proposed Contract; and that all statements in said proposal or bid are true.

Signature of:
Bidder, if the Bidder is an individual
Partner, if the Bidder is a Partnership
Officer, if the Bidder is a Corporation

Subscribed and sworn before me this _____ day of _____ 20_____.

Notary Public

My commission expires:

24.0 **Tab E**



City of Laredo Discretionary Contracts Disclosure

Please fill out this form online, print completed form and submit with proposal to originating department. All questions must be answered.

For details on use of this form, see Section 4.01 of the City's Ethics Code.

*This is a __ New Submission or __ Correction or __ Update to previous submission.

***1. Name of person submitting this disclosure form.**

First: _____ M.I. _____ Last: _____ Suffix: _____

***2. Contract Information.**

a) Contract or project name: _____

b) Originating department: _____

***3. Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract).**

***4. List any business entity(ies) that is a partner, parent, or subsidiary business entity(ies) of the individual or entity listed in Question 3.**

Not applicable. Contracting party(ies) does not have partner, parent, or subsidiary business entities.

Names of partner, parent, or subsidiary business entities:

***5. List any individuals or entities that will be subcontractors on this contract.**

Not applicable. No subcontractors will be retained for this contract.

Subcontractors may be retained, but have not been selected at the time of this submission.

List of subcontractors:

***6. List any attorneys, lobbyists, or consultants have been retained to assist in seeking this contract.**

Not applicable. No attorneys, lobbyists, or consultants have been retained to assist in seeking this contract.

List of attorneys, lobbyists, or consultants retained to assist in seeking this contract:

**CITY OF LAREDO
PURCHASING DIVISION**

***7. Disclosure of political contributions.**

List any campaign or officeholder contributions made by the following individuals in the past 24 months totaling more than \$100 to any current member of City Council, former member of City Council any candidate for City Council, or to any political action committee that contributes to City Council elections:

- a) any individual seeking contract with the city (Question 3)
- b) any owner or officer of entity seeking contract with the city (Question 3)
- c) any individual or owner or officer of any entity listed above as a partner, parent, or subsidiary business (Question 4)
- d) any subcontractor or owner/officer of subcontracting entity retained for the contract (Question 5)
- e) the spouse of any individual listed in response to (a) through (d) above
- f) any attorney, lobbyist, or consultant retained to assist in seeking contract (Question 6)

Not applicable. No campaign or officeholder contributions have been made in preceding 24 months by these individuals.

List of contributors:

Updates on Contributions Required

Information regarding contributions must be updated by submission of a revised form from the date of the submission of this form, up through the time City Council takes action on the contract identified in response to Question 2 and continuing for 30 calendar days after the contract has been awarded.

***8. Disclosure of conflict of interest.**

Are you aware of any fact(s) with regard to this contract that would raise a "conflict of interest" issue under Section 2.01 of the Ethics Code for any City Council member or board/ commission member that has not or will not be raised by these city officials?

I am not aware of any conflict(s) of interest issues under Section 2.01 of the Ethics Code for members of City Council or a city board/commission.

I am aware of the following conflict(s) of interest:

***Acknowledgements**

Updates Required

I understand that this form must be updated by submission of a revised form if there is any change in the information before the discretionary contract is the subject of action by the City Council, and no later than 5 business days after any changes has occurred, whichever comes first. This includes information about political contributions made after the initial submission and up until 30 calendar days after contract has been awarded.

No Contact with City Officials or Staff during Contract Evaluation

I understand that a person or entity who seeks or applies for a city contract or any other person acting on behalf of that person or entity is prohibited from contracting city officials and employees regarding the contract after a Request for Proposal (RFP), Request for Qualification (RFQ), or other solicitation has been released.

This no-contract provision shall conclude when the contract is posted as a City of Council agenda item. If contact is required with city officials or employees, the contact will take place in accordance with procedures incorporated into the solicitation documents. Violation of this prohibited contacts provision set out in Section 2.09 of the Ethics Code by respondents or their agents may lead to disqualification of their offer from consideration.

**CITY OF LAREDO
PURCHASING DIVISION**

***Conflict of Interest Questionnaire (CIQ)**

Chapter 176 of the Local Government Code requires contractor and vendors to submit a Conflict of Interest Form (CIQ) to the Office of the City Secretary.

I acknowledge that I have been advised of the requirement to file a CIQ form under Chapter 176 of the Local Government Code.

***Oath**

I swear or affirm that the statements contained in this Discretionary Contracts Disclosure Form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.

Your Name: _____ Title: _____

Company Name or DBA: _____ Date: _____

Please fill this form out online, print and completed form and submit with proposal to originating department. All questions must be answered.

If necessary to mail, sent to:

City of Laredo

P.O. Box 579

Laredo, Texas 78042-0579

**CITY OF LAREDO
PURCHASING DIVISION**

25.0 Vendors Instructions:

Bids will be received at the City Secretary Office, 1110 Houston St., 3rd. floor, Laredo, Texas 78040 until **5:00 P.M on May 16, 2016; and all bids received will be opened and read publicly at 3:00 PM at the Office of the City Secretary on May 17, 2016.**

Bids are to be submitted in a sealed envelope clearly marked:

**Bid: Ornamental Sign Poles – Traffic Safety Department
FY16-050**

Bids are to be mailed: City of Laredo – Acting City Secretary
C/O Heberto Ramirez
City Hall - Third Floor
P. O. Box 579
Laredo, Texas 78042-0579

Hand Delivered:
City of Laredo – Acting City Secretary
C/O Heberto Ramirez
City Hall - Third Floor
1110 Houston Street
Laredo, Texas 78040

Required Submittals:

- 1. Bidder information sheet**
- 2. Signed Bid Price Schedule**
- 3. Conflict of Interest Disclosure**
- 4. Non-Collusive Affidavit**
- 5. Discretionary Contract Disclosure**
- 6. Please submit one original signature bid document and two copies**

Attachment G

26.0

Form 1295 CERTIFICATE OF INTERESTED PARTIES

**CITY OF LAREDO
PURCHASING DIVISION**

CERTIFICATE OF INTERESTED PARTIES		FORM 1295																			
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.		OFFICE USE ONLY																			
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.																					
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.																					
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 goods or services to be provided under the contract.																					
4	Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)																		
			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 50%; padding: 2px;">Controlling</th> <th style="width: 50%; padding: 2px;">Intermediary</th> </tr> <tr><td style="height: 15px;"> </td><td> </td></tr> </table>	Controlling	Intermediary																
Controlling	Intermediary																				
5 Check only if there is NO Interested Party. <input type="checkbox"/>																					
6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.																					
<div style="border-top: 1px solid black; width: 60%; margin: 0 auto; margin-bottom: 5px;"></div> Signature of authorized agent of contracting business entity																					
AFFIX NOTARY STAMP / SEAL ABOVE																					
Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20____, to certify which, witness my hand and seal of office.																					
<table style="width:100%; border: none;"> <tr> <td style="border-top: 1px solid black; width: 30%;"></td> <td style="border-top: 1px solid black; width: 40%;"></td> <td style="border-top: 1px solid black; width: 30%;"></td> </tr> <tr> <td style="font-size: small;">Signature of officer administering oath</td> <td style="font-size: small;">Printed name of officer administering oath</td> <td style="font-size: small;">Title of officer administering oath</td> </tr> </table>							Signature of officer administering oath	Printed name of officer administering oath	Title of officer administering oath												
Signature of officer administering oath	Printed name of officer administering oath	Title of officer administering oath																			
ADD ADDITIONAL PAGES AS NECESSARY																					

**CITY OF LAREDO
PURCHASING DIVISION**

27.0 Figure 1 Attachment

**Figure 1
ORNAMENTAL SIGN POLE - ASSEMBLY SPECIFICATION**

