

Request for Quote (RFQ) for General Contracting Services

July 28, 2023

Re: Remodel of 1117 Travis Street, Columbus, TX 78934

Dear Contractors:

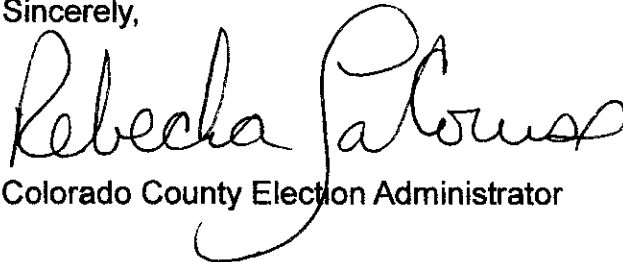
Attached is a copy of Colorado County's Request for Quote ("RFQ") for contracting services. These services are being solicited to assist the county with remodeling of the county building(s) located at 1117 Travis Street, with limited additional work at 318 Spring Street, Suite 101, Columbus, TX 78934.

Multiple contracts may be awarded as result of this solicitation.

The submission requirements for this RFQ are also included. Exhibit A (Invitation/Certification) must be signed and included with all required forms in the sealed bid package. Please submit bids as indicated on "Instructions to Bidders" Exhibit B.

Colorado County is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and Labor Surplus Area firms are encouraged to submit RFQs.

Sincerely,


Colorado County Election Administrator

FILED FOR RECORD
COLORADO COUNTY, TX
2023 JUL 28 AM 9:07
COLORADO COUNTY
ELECTION ADMINISTRATOR

INVITATION TO BID (Exhibit A)
REMODEL OF 1117 TRAVIS ST., COLUMBUS, TEXAS
PERIOD OF BID AUGUST 16, 2023, THROUGH SEPTEMBER 05, 2023

The Commissioners Court of Colorado County, Texas is accepting sealed bids for the remodel of county owned property located at 1117 Travis, Columbus, TX 78934. Sealed bids (2 copies) marked "*Remodel of 1117 Travis St.*" on the outside of envelope will be received in the Office of the Colorado County Judge, Colorado County Courthouse, 400 Spring St., Room 107, Columbus, Texas 78934. Deadline for submission is Tuesday, September 05, 2023, at 2:00 p.m. Bids may be discussed and/or awarded at the Commissioners Court Regular Meeting on September 11, 2023, at 9:00 a.m. at the location posted in the agenda. Bids are subject to the terms and conditions of this invitation to bid. Bids are binding under the laws of the State of Texas. Bidders shall include in their bid proof of Workers' Compensation Insurance and General Liability Insurance Coverage. No money will be paid to the Contractor until completion and acceptance of the work.

Colorado County Commissioners Court reserves the right to waive all technicalities to reject all bids and to accept any bid deemed most advantageous to the County. Do not add sales tax in bid price, Colorado County is tax exempt. Ensure that all pages of bid form are signed or initialed. If lower bidder cannot supply material on demand, Commissioners Court reserves right to go to another supplier. Colorado County will not pay for any additional fees, surcharges, or fuel/energy adjustments.

_____	_____	
Legal Name of Contracting Company	Federal I.D.#	
_____	_____	_____
Contact Person's Typed Name	Title	Phone Number
_____	_____	_____
Complete Mailing Address	City	Zip

Email Address		

CERTIFICATION

By my signature hereon, I certify that the remodel supplies furnished will meet or exceed specifications contained herein. Further, I agree that if my bid accepted, I shall perform as required in this invitation for bids. I am aware that, once accepted, my bid becomes a binding contract.

Sign Here: _____ Date: _____
Signer's Typed Name/Title _____ Phone Number: _____

Instructions to Bidders

Exhibit B

The enclosed **INVITATION TO BID** and accompanying **SPECIFICATIONS AND BID SHEETS(S)** are for your convenience in bidding the enclosed referenced product and/or services for *COLORADO COUNTY*.

COLORADO COUNTY appreciates your time and effort in preparing a bid. Please note that all bids must be received at the *COLORADO COUNTY JUDGE'S OFFICE* by the deadline shown. Bids received after the deadline **WILL NOT BE CONSIDERED FOR THE AWARD OF BID SUBMITTED** and shall be considered **VOID** and **UNACCEPTABLE**. *COLORADO COUNTY* is not responsible for lateness or non-delivery of mail, carrier, etc.

IT SHALL BE THE BIDDER'S RESPONSIBILITY TO AFFIX SUFFICIENT POSTAGE ON ALL BIDS. ANY POSTAGE DUE WILL NOT BE PAID BY COLORADO COUNTY.

COLORADO COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR TO ACCEPT THE BID DEEMED MOST ADVANTAGEOUS TO COLORADO COUNTY.

Enclosures:

Form 1295

Form CIQ

Residence Certification

RFQ for General Contractor for Remodeling Services

Colorado County is seeking to enter remodeling services contract with a licensed General Contractor.

1. Scope of Work

a. 1117 Travis St.

- i. Remove and dispose of interior closets/walls as specified.
- ii. Make interior front wall 36" inches high with a service counter.
- iii. Move closet wall in the interior front.
- iv. Repair/replace all ceiling tiles throughout building.
- v. Security
 1. Repair and secure all windows.
 2. Install video security cameras (4-5 cameras).
 3. Install keyless locks on all interior doors.
- vi. Move return air grill from closet to ceiling in back room.
- vii. Move phone lines/numbers.
- viii. Electrical
 1. Add a minimum of 10 additional outlets.
 2. Remove any old electrical fixtures that are no longer in use/hooked up.
 3. Update light fixtures.
- ix. Make ADA specific changes required by law including.
 1. Front Door (Swing).
 2. Doorways/Frames.
 3. Wheelchair ramp at exit.
 4. ADA compliant restroom.
 5. Emergency door release.
 6. Repair sidewalk where it maybe a hazard.
- x. Repair cracks in cinderblock exterior walls on the interior construction.
- xi. Meet all fire code requirements including:
 1. Lighted exit signs.
 2. Occupancy signage.
 3. Smoke detectors.
- xii. Remove kitchen.
- xiii. Interior
 1. Caulk/fill paneling
 2. Prime and paint including trim, walls, and doors.
 3. Lay new flooring throughout.
 4. Install Industrial Extra Heavy-Duty Shelving as specified or build in shelving to meet needs.

xiv. Exterior

1. Paint & repair exterior of building.
2. Replace JP#3 with "Colorado County Election Center"
3. Professional Lettering on door to include address, times office is open and establishing building as a "Early Voting Location".
4. Install Outdoor Enclosed Bulletin Board Cabinet

b. 318 Spring St, Suite 101

i. Remove or adapt first window to include:

1. Pass through
2. Window Intercom
3. 36" countertop (approximately 2'x2') extending on both sides.

ii. Signage

1. Place Marker above door frame indicating JP#3.
2. Add professional lettering on door to include "Justice of the Peace #3" and "Suite 101).

iii. Move phone lines/numbers.

2. Nature of Services Requested

- a. The county is seeking a general contractor to provided construction services that follow building codes, ADA requirements, and state election best practices.
- b. All questions concerning RFQ shall be directed in writing or in person to Rebecka LaCourse, Colorado County Election Administrator, 318 Spring St., Columbus, TX 78934, 979-732-6860.
- c. To schedule an appointment to view property that is requiring remodeling shall be scheduled in writing or in person to Rebecka LaCourse, Colorado County Election Administrator, 318 Spring St., Columbus, TX 78934, 979-732-6860, or elections@co.colorado.tx. Appointments will be scheduled in the afternoon at the Court's convenience.
- d. Responses from Colorado County that substantially alter this RFQ will be issued in the form of a written addendum to all those that have received RFQ.

3. Construction Administration – The selected contractor will respond to the County's requests for information, review submittals and review payment applications.

- a. The County does not expect the scope of remodel to warrant a continuous on-site presence; however, the selected firm should plan on weekly project progress.
- b. This project does have a completion deadline on or before December 31, 2023.
- c. A final walk through and final punch list will be conducted upon completion.

4. Insurance Requirements

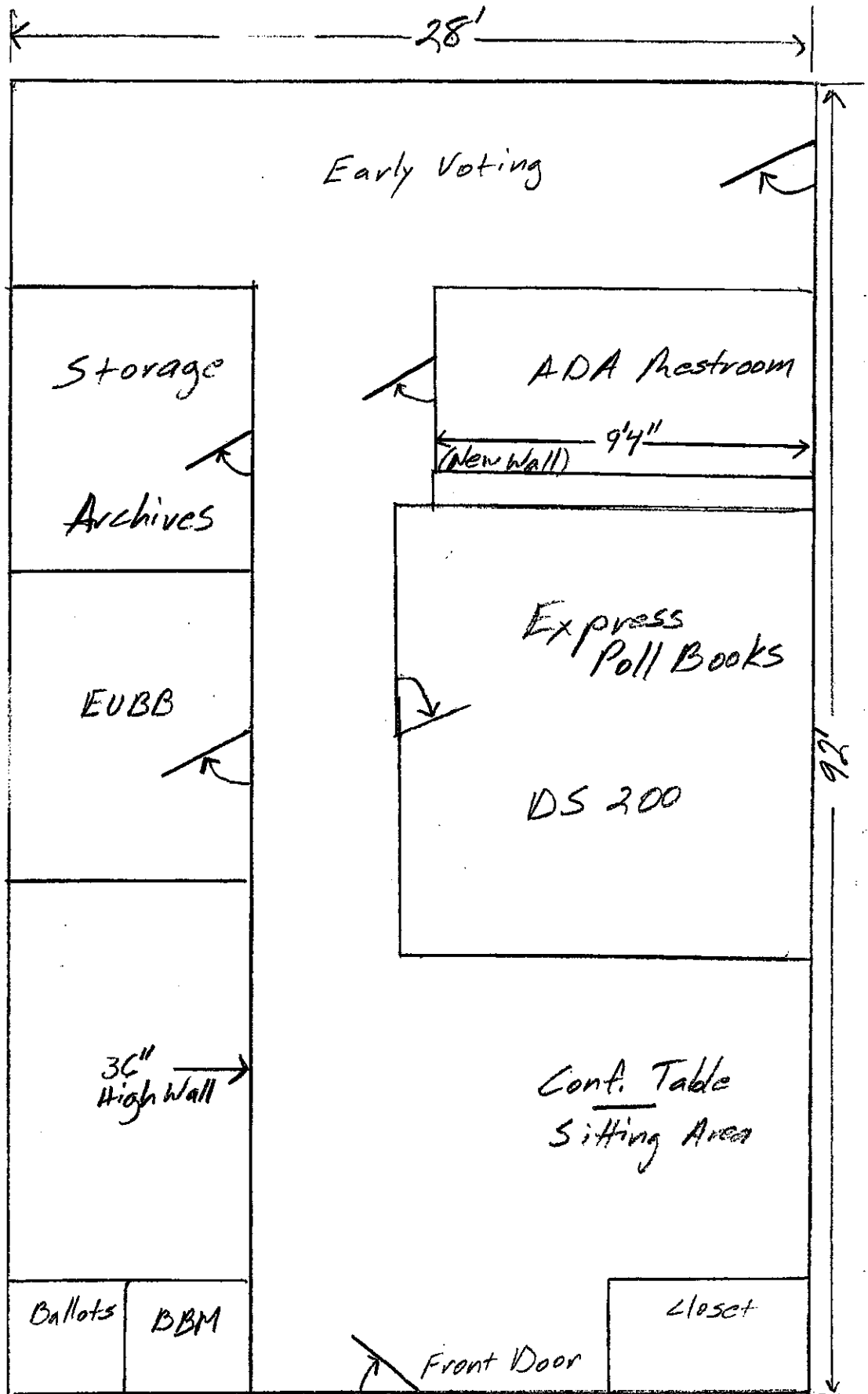
- a. The contractor awarded the bid shall agree to defend, indemnify, and hold the County harmless for all losses, damages, and costs which arise because of the performance of this agreement, to the extent it is caused by the contractor, its sub-contractor or anyone for whose act it may be liable. The selected firm shall carry the following insurance and provide copies as part of the bid packet.
 - i. General Liability Insurance
 - ii. Professional Liability Insurance
 - iii. Automobile Liability Insurance
 - iv. Worker's Compensation Insurance

5. Proposal

- a. Provide a detailed description of contractors proposed approach to the project and how it intends to ensure that the County's needs will be met.
- b. Include a projected timeline to reach the progress milestones, and ultimately, successful completion of the project.
- c. Provide a list of projects you believe demonstrate an ability to successfully meet the requirements of this RFQ.

- Remove current walls as indicated and further shown on-site
- Create ADA Acc. Restroom
- Remove Doors and Frames as needed
- Delete Closet Spaces as shown on-site

*Not to Scale



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 services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO interested Party. ☐

6 UNSWORN DECLARATION

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)

Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

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

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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

OFFICE USE ONLY

Date Received

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

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

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

Name of Officer

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

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

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

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

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

(i) a contract between the local governmental entity and vendor has been executed; or

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.

RESIDENCE CERTIFICATION

Pursuant to Texas Government Code 2252.001 *et seq.*, as amended, Colorado County requests Residence Certification. 2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of a governmental contract; pertinent provisions of 2252.001 are stated below:

"Nonresident bidder" refers to a person who is not a resident

"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.

I certify that _____ is a Resident Bidder of
(Company Name)
Texas as defined in Government Code 2252.001

I certify that _____ is a Nonresident Bidder of
(Company Name)
Texas as defined in Government Code 2252.001 and our principal place of business is located in _____.
(City and State)

Signature of Authorized Company Official

Printed Name of Authorized Company Official