



Caldwell County

REQUEST FOR BIDS

Reference Number: RFB 24CCP03B

Project Title: Caldwell County Jail Food Services

Closing Date: 2:00 P.M (CST), September 3, 2024

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Caldwell County

Request For Bids

1. Introduction

- A. Project Overview: Caldwell County is issuing this Request for Bids with the intent of awarding a contract for the goods and/or services contained in Appendix A – Scope of Services.
- B. RFB Questions:
- i. RFB Clarifications: All questions related to requirements, processes, or Scope of Services for this RFB should be submitted in writing to the Purchasing Agent identified in section 2 below. The County is the final judge of the meaning of any word(s), sentences, paragraphs, or other parts of this RFB. Respondents are encouraged to seek clarification, before submitting a Bid, of any portion of this RFB that appears to be ambiguous, unclear, inconsistent, or otherwise in error. Clarifications will be in writing.
 - ii. Replies: Responses to inquiries which directly affect an interpretation or effect a change to this RFB will be issued in writing by addendum and will be uploaded to the County website (<https://www.co.caldwell.tx.us/page/BidRequests>). All such addenda issued by the County prior to the submittal deadline shall be considered part of the RFB. The County shall not be bound by any reply to an inquiry unless such reply is made by such formal written addendum.
 - iii. Acknowledgement of Addenda: The Respondent must acknowledge all addenda by signing and returning such document(s) or by initialing appropriate area of the Bid.
- C. Notification of Errors or Omissions: Respondents shall promptly notify the County of any omissions, ambiguity, inconsistency, or error that they may discover upon examination of this RFB. The County shall not be responsible or liable for any errors and/or misrepresentation that result from the solicitations which are inadvertently incomplete, ambiguous, inconsistent, or obviously erroneous.
- D. Conflict of Interest Questionnaire (Form CIQ): A person or business, and their agents, who seek to contract or enter into an agreement with the County, are required by Texas Government Code, Chapter 176, to file a conflict of interest questionnaire (FORM CIQ) which is found in Appendix C.
- E. Certificate of Interested Parties (1295 Form): A person or business, and their agents, who seek to contract or enter into an agreement with the County, are required by Texas Government Code Title 10, Subtitle F, Section 2252.908, to file a disclosure of interested parties with the Texas Ethics Commission (https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm). A sample form and instruction sheet can be found in Appendix D.
- F. Boycott of Israel Verification Form: A person or business, and their agents, who seek to contract or enter into an agreement with the County, are required by Texas Government Code Title 10, Subtitle F, Chapter 2271, Section 2271.002 to submit a verification form to the County. This Chapter reads “Prohibition on Contracts with Companies Boycotting Israel”. This form is found in Appendix E.
- G. Energy Company Boycotts: If Respondent is required to make a verification pursuant to Section 2276.002 of the Texas Government Code; Respondent shall verify that Respondent does not boycott energy companies and will not boycott energy companies during the term of the Contract. If Respondent does not make such verification or is not required to make such verification, Respondent must so indicate in its Response and state why (1) it is not making such verification or (2) the verification is not required.

- H. Firearm Entities And Trade Associations Discrimination: If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code Respondent shall verify that it (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the Contract against a firearm entity or firearm trade association. If Respondent does not make such verification or is not required to make such verification, Respondent must so indicate in its Response and state why it is not making such verification or the verification is not required.

2. Definitions

Bid: The signed and executed submittal of the entirety of Appendix B – Bid.

Caldwell County Purchasing Office: The Caldwell County Purchasing Office is located at 405 E. Market St, Lockhart, TX 78644. PH: (512) 359-4685; Fax: (512) 398-1829.

Contract: The contract entered into by the successful Respondent and the County for the performance of the Services.

County of Caldwell (“County”): A political subdivision of the State of Texas.

Caldwell County Jail: The Caldwell County Jail is located at 1204 Reed Dr, Lockhart, TX 78644.

Project: The name is identified on the cover sheet and first page of Appendix A – Scope of Services.

Purchasing Agent: Caldwell County Purchasing Agent is Carolyn Caro: Phone: (512) 359-4685
E-Mail: carolyn.caro@co.caldwell.tx.us

Request for Bids (RFB): The entirety of this document, including all Appendices and Addenda.

Respondent: The Respondent and the Respondent’s designated contact signing the first page of the Bid.

Scope of Services: The entirety of Appendix A – Scope of Services.

Services: Those items listed in the Scope of Services to be performed or provided by the successful Respondent, whether a service or supply of an item, individually or collectively, as the context requires.

3. General Information

- A. Tax Exempt Status: County purchases are exempt from State Sales Tax and Federal Excise Tax. Do not include tax in the Bid. The County will furnish Excise Tax Exemption Certificate upon request.
- B. Public Inspection of Bids: The County strictly adheres to the Texas Public Information Act (Texas Government Code Chapter 552.001, et seq.) and all other governing statutes, regulations, and laws regarding the disclosure of RFB information. Bids are not available for public inspection until after the contract award. If the Respondent has notified the County, in writing, that the Bid contains trade secrets or confidential information, the County will generally take reasonable steps to prevent disclosure of such information, in accordance with the Public Information Act. This is a statement of general policy only, and in no event shall the County be liable for disclosure of such information by the County in response to a request, regardless of the County’s failure to take any such reasonable steps, even if the County is negligent in failing to do so.
- C. Legal Relations and Responsibilities: Respondent shall maintain adequate records to justify all charges, expenses and costs incurred in performing the Services for a period of at least Five (5) years following

the termination date of the contract. The County shall have full and complete access to all records, documents and information collected and/or maintained by Respondent in the course of the administration and performance of the Contract. This information shall be made accessible at Respondent's local place of business in the County's jurisdiction, for purposes of inspection, reproduction, and audit without restriction.

- D. Application: These standard terms and conditions shall apply to all County solicitations and procurements, unless specifically accepted in the solicitation specifications.
- E. Requirements: By submitting a Bid, the Respondent agrees to provide the County with the specified goods or services described in the solicitation in accordance with these standard terms and conditions, at the agreed upon Bid price and in compliance with the stated specifications and any subsequent addendums issued prior to the date of the Bid opening.
- F. Legal Compliance: Respondent must comply with all Federal, State and Local laws, statutes, ordinances, regulations, and standards in effect at the time of delivery of goods and services and must maintain any and all required licenses and certificates required under the same laws, statutes, ordinances, regulations, and standards for services and/or goods provided in response to this solicitation. Respondent certifies that he/she holds all licenses required by the State of Texas for a provider of the goods and/or services described by the Scope of Services herein.
- G. Right to Refuse Bid: The County reserves the right to refuse any and/or all parts of any and/or all Bids and to waive formalities in the best interest of the County. The County does not discriminate on the basis of race, color, national origin, sex, religion, and age or disability status in employment, procurement, or provisions of service.
- H. Estimated Quantities: This solicitation calls for unit pricing and the County has estimated quantities of these items that will be purchased during the contract period. Quantities represent the County's best estimate, based on the previous year's demand for products.
- I. Independent Contractor: Respondent agrees that Respondent and Respondent's employees and agents have no employer- employee relationship with the County. Respondent agrees that if Respondent is selected and awarded a contract, the County shall not be responsible for the Federal Insurance Contribution Act (FICA) payments, Federal or State unemployment taxes, income tax withholding, Workers Compensation Insurance payments, or any other insurance payments, nor will the County furnish any medical or retirement benefits or any paid vacation or sick leave.
- J. Assignments: The Contract and the rights and duties awarded the successful Respondent shall not be assigned to another without the written consent of the County Purchasing Agent. Such consent shall not relieve the assigner of liability in the event of default by the assignee.
- K. Liens: Respondent shall indemnify and save harmless the County against any and all liens and encumbrances for all labor, goods, and services which may be provided to the County by Respondent or Respondent's vendor(s), and if the County requests, a proper release of all liens or satisfactory evidence of freedom from liens shall be delivered to the County.
- L. Gratuities/Bribes: Respondent certifies that no bribes in the form of entertainment, gifts, or otherwise, were offered or given by the successful Respondent, or its agent or representative, to any County officer, employee or elected representative, with respect to this RFB or any contract with the County, and that if any such bribe is found to have been made this shall be grounds for voiding of the Contract.
- M. Financial Participation: Respondent certifies that it has not received compensation from the County to participate in preparing the specifications or RFB on which the Bid is based and acknowledges that the

Contract may be terminated and/or payment withheld if this certification is inaccurate.

- N. Required Licenses: Respondent certifies that he/she holds all licenses required by the State of Texas for a provider of the goods and/or services described by the Scope of Services herein.
- O. Authority to Submit Bid and Enter Contract: The person signing on behalf of Respondent certifies that the signer has authority to submit the Bid on behalf of the Respondent and to bind the Respondent to any resulting contract.
- P. Interpretation of Solicitation Documents: The County is the final judge of the meaning of any word(s), sentences, paragraphs or other parts of the solicitation documents. Respondents are encouraged to seek clarification, before submitting a Bid, of any portion of the Bid documents that appears to be ambiguous, unclear, inconsistent, or otherwise in error. Clarifications will be in writing.
- Q. Minor Irregularities: The County reserves the right to waive any minor irregularities that do not materially affect the scope or pricing of submitted Bids.
- R. Responsiveness of Bids: The County desires to receive competitive Bids but will declare any Bids “non-responsive” if they fail to meet the significant requirements outlined in this solicitation document.
- S. Withdrawal of Bids: Respondents may withdraw any submitted Bids prior to the Bid submission deadline. Respondents may not withdraw once the Bids have been publicly opened, without the approval of the County’s Purchasing Agent. Respondents will be allowed to withdraw Bids that contain substantial mathematical errors in extension. However, once a Bid has been withdrawn, it can no longer be considered.
- T. Disqualification of Respondent: The County may disqualify Respondents, and their Bids not be considered, for any of the following reasons: Collusion among Respondents; Respondent’s default on an existing or previous contract with the County, including failure to deliver goods and/or services of the quality and price set forth therein; Respondent’s lack of financial stability; any factor concerning the Respondent’s inability to provide the quantity, quality, and timeliness of services or goods specified in the solicitation; Respondent involved in a current or pending lawsuit with the County; Respondent’s attempt to influence the outcome of the solicitation through unauthorized contact with County officials outside of those listed in the solicitation documents; and Respondent’s attempt to offer gifts, gratuities, or bribes to any County employee or elected official in connection with a solicitation
- U. Waiver of Formalities: The County reserves the right to reschedule, extend, or cancel this RFB at any time. The County reserves the right to reject any or all responses, and to waive formalities or irregularities in connection with this RFB and may consider submissions not made in compliance with this Request for Bids if it elects to do so, to the extent permitted by law, although the County will have no obligation for such consideration. The County reserves the right to waive any minor irregularities that do not materially affect the scope or pricing of submitted Bids.
- V. Outstanding Liabilities: Respondents shall not have outstanding, unpaid liabilities owed to the County. Liabilities may include, but are not limited to, property taxes, hotel occupancy taxes, and license or permit fees. Bids will be considered non-responsive and not given further consideration if submitted by a Respondent with such outstanding liabilities.
- W. Offset: The County may, at its option, offset any amounts due and payable under contract award under this solicitation against any debt lawfully due the County from a vendor, whether or not the amount due arises pursuant to the terms of the contract and whether or not the debt has been reduced to judgment by a court.

- X. Solicitation Results: The County normally posts solicitation results online after Bids are received and approved in Commissioners Court. The County's website is <https://www.co.caldwell.tx.us/>. Results are on the Purchasing Bid Requests page, in the same place as the original solicitation documents. Posted results are for informational purposes only, not a notice of award.
- Y. Control of The Work: Respondent shall furnish all materials and perform work in reasonably close conformity with the Scope of Services referenced in this Request for Bid. Respondent must obtain written approval from the County before deviating from the Scope of Services provided in this request for Bids. Failure to promptly notify the County of any errors or concerns with the Scope of Services will constitute a waiver of all claims for misunderstandings or ambiguities that result from the errors, omissions, or discrepancies discovered.
- Z. Cost of Bid: The cost of submitting Bids shall be borne by the Respondent, and the County will not be liable for any costs incurred by the Respondent responding to this solicitation.

4. RFB Withdrawals and/or Amendments

- A. RFB Withdrawal: The County reserves the right to withdraw this RFB for any reason.
- B. RFB Amendments: The County reserves the right to amend any aspect of this RFB by formal written addendum prior to the Bid submittal deadline and will endeavor to notify all potential Respondents that have registered with the County, but failure to notify shall impose no obligation or liability on the County. All modifications and addendums must be in written form prepared by the County department issuing the solicitation. Respondent is responsible for incorporating any and all modifications and addendums into their Bids.

5. Bid Submittal Requirements

- A. Submittal Packet – Required Content: Respondents shall submit one (1) original paper copy of the submitted Bid. This submittal packet shall be submitted in a sealed envelope with a completed copy of Appendix A (pages 9-18), a completed, signed and executed copy of Appendix B (pages 19-26), a completed, signed and executed copy of Appendix C (page 27), a completed, signed and executed copy of Appendix E (page 32), a completed, signed and executed copy of Appendix F (pages 33-35), and a completed, signed and executed copy of Appendix G (page 36).
- B. Submittal Deadline: The deadline for submittal of Bids is 2:00PM (CST) September 3, 2024. It is the Respondent's responsibility to have the Bid correctly marked and hard copies delivered to the County Purchasing Office. No extensions will be granted, and **no late Bids will be accepted.**
- C. Bids Received Late: Respondents are encouraged to submit their Bids as soon as possible. The time and date of receipt as recorded in the County Purchasing Office shall be the official time of receipt. The County is not responsible for late delivery of mail or other carrier. **Late Bids will not be considered under any circumstances.**
- D. Alterations or Withdrawals of Bid: Any submitted Bid may be withdrawn, or a revised Bid substituted if a written notice is submitted to the County Purchasing Office prior to the submittal deadline. Any interlineations, alteration, erasure, or other amendment made before the submittal deadline, must be signed or initialed by the Respondent or the Respondent's authorized agent, guaranteeing authenticity. Bids cannot be altered, amended, or withdrawn by the Respondent after the submittal deadline.
- E. Bid Format: All Bids must be prepared in single-space type, on standard 8-1/2" x 11" vertically oriented pages, using one side of the paper only. Pages shall be numbered at the bottom. Entries shall be typed, or legibly written in ink. All Bids shall be mailed or hand delivered to the County Purchasing Agent at the address set out in Appendix A. Any other format (via telephone, fax, email, etc.) shall be rejected by the County.

- F. Validity Period: Once the submittal deadline has passed, any Bid shall constitute an irrevocable Bid to provide the commodities and/or services set forth in the Scope of Services at the price(s) shown in the Bid on the terms set forth in the Bid, such Bid to be irrevocable until the earlier of the expiration of ninety (90) days from the submittal deadline, or until a contract has been awarded by the County.

6. Bid Evaluation and Contract Award

- A. Bid Evaluation and Contract Award Process: An award of a Contract to provide the goods or services specified herein will be made using competitive sealed Bids, in accordance with Chapter 262 of the Texas Local Government Code and with the County's purchasing policy, as applicable. The County may consider all permissible aspects of a Bid, including, but not limited to: (1) price; (2) the Respondent's experience and reputation; (3) the quality of the Respondent's goods and /or services; (4) the impact on the ability of the County to comply with rules relating to historically underutilized businesses; (5) the Respondent's safety record; (6) the Respondent's proposed personnel; (7) whether the Respondent's financial capability is appropriate to the size and scope of the project; and (8) any other factor specifically listed in the RFB.
- B. Completeness: If the Bid is incomplete or otherwise fails to conform to the requirements of the RFB, the County alone will determine whether the variance is so significant as to render the Bid non-responsive, or whether the variance may be cured by the Respondent or waived by the County, such that the Bid may be considered for award.
- C. Ambiguity: Any ambiguity in the Bid as a result of omission, error, lack of clarity or non-compliance by the Respondent with specifications, instructions and all conditions shall be construed in the favor of the County. In the event of a conflict between these standard RFB requirements and details provided in Appendix A – Scope of Services or Appendix B – Bid Verification, the Appendices shall prevail.
- D. Controlling Document: In the case of a discrepancy between this RFB and the Contract, the Contract will prevail and control.
- E. Partial Contract Award: The County reserves the right to award one contract for some or all of the requirements proposed or award multiple contracts for various portions of the requirements to different Respondents, or to reject any and/or all Bids and re-solicit for Bids, as deemed to be in the best interest of the County.
- F. Additional Information: The County may request any other information necessary to determine Respondent's ability to meet the minimum standards required by this RFB.
- G. Debarment: The selected Respondent must **NOT** be debarred from any federal and/or state agency. The County will conduct a review of the Respondent's status on www.sam.gov. The Caldwell County Commissioners Court will make the final selection and award. The County has the right to reject any and/or all Responses.

Scope of Services

1. Project Title: RFB 24CCP03B Caldwell County Jail Food Services

2. Scope of Services Contact:

Questions about the technical nature of the Scope of Services, etc., may be directed to Caldwell County Purchasing Agent, Carolyn Caro, through email at carolyn.caro@co.caldwell.tx.us.

3. Bid Evaluation Factors:

This RFB calls for unit pricing (cost to provide the specific item(s) requested). Bids shall be evaluated based on lowest price/best value/most responsive.

4. Key Events Schedule:

Bid Release Date	August 13, 2024
Deadline for Submittal of Written Questions	5 PM, August 27, 2024
Sealed Bids Due to and Opened by County	2 PM, September 3, 2024
Anticipated Award Date	September 10, 2024

5. Scope of Services:

Caldwell County is issuing a Request for Bids for qualified vendors to provide pricing on various food and non-food items for the County Jail. Items are delivered to the Caldwell County Jail, located at 1204 Reed Dr, Lockhart, TX 78644. Meals are served three (3) times a day and follow a set menu. All food and non-food items on the Bid Price Sheet are speculative and items/quantities are subject to change.

6. Pricing:

Pricing submitted in this Bid shall be inclusive to accomplish the Scope of Services. Prices shall remain firm for the duration of the contract.

Pricing on all transportation, freight, and other charges are to be prepaid by the bidder/vendor and included in the Bid. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, bidder/vendor must indicate the items required and their costs or forfeit the right to payment for such items.

<u>ESTIMATE</u> Quantity Ordered:	<u>ESTIMATE</u> How Often Used:	Description	Pack / Size Available	Brand	Cost
		FOOD ITEMS:			
1 case	Weekly	Apple Red Delicious			
1 case	Weekly	Apple Sauce Unsweetened			
2 cases	Monthly	Base - Beef Broth			
2 cases	Monthly	Base - Chicken Broth			
1 case	Weekly	Bean Chili Mexican Style			
2 cases	Weekly	Bean Green			
4 cases	Weekly	Beef Patty Charbroiled			
2 cases	Weekly	Bun Hot Dog			
3 cases	Weekly	Burrito Beef & Bean			
2 cases	Monthly	Cabbage Green			
1 bag	Weekly	Cereal Cream of Wheat			
1 bag	Weekly	Cereal Oats			
4 cases	Monthly	Cheese Shredded Mild Cheddar			
2 cases	Monthly	Cheese Slices			
2 cases	Monthly	Cheese String			
1 case	Weekly	Chicken Breast Grilled			
8 cases	Weekly	Chicken Breast Strips			
4 cases	Weekly	Chicken Fried Steak			
6 cases	Weekly	Chicken Ground			
12 cases	Monthly	Chicken Nuggets			
4 cases	Weekly	Chicken Patty			
6 cases	Monthly	Chicken/Turkey Dinner Links			
2 bottles	Monthly	Chili Powder			
6 cases	Weekly	Chip Frito Corn			
4 cases	Weekly	Chip Potato Ruffles			
3 cases	Weekly	Cookie Chocolate Chip			
3 cases	Weekly	Cookie Oatmeal			

<u>ESTIMATE</u> Quantity Ordered:	<u>ESTIMATE</u> How Often Used:	Description	Pack / Size Available	Brand	Cost
		FOOD ITEMS:			
4 cases	Monthly	Corn			
12 cases	Monthly	Corn Dog Mini			
1 case	Monthly	Crackers Whole Wheat			
1 case	Monthly	Creamer Non Dairy			
1 bottle	Monthly	Cumin Ground			
2 cases	Weekly	Dressing Salad Variety			
2 cases	Monthly	Drink Mix Orange			
2 cases	Monthly	Drink Mix Pink Lemonade			
2 cases	Monthly	Drink Mix Strawberry			
12 cases	Weekly	Egg Whole Medium			
5 cases	Weekly	French Fries			
2 bottles	Monthly	Garlic Granulated			
1 case	Weekly	Gravy Mix Brown			
1 case	Weekly	Gravy Mix Peppered			
5 cases	Monthly	Hot Dog Turkey			
2 cases	Weekly	Hushpuppies			
2 cases	Monthly	Jelly Assorted			
1 case	Weekly	Jell-O Assorted Red			
1 case	Weekly	Jell-O Berry Blue			
1 case	Weekly	Jell-O Lime			
1 case	Weekly	Jell-O Orange			
1 case	Weekly	Juice Lemon			
2 cases	Weekly	Ketchup Packets			
1 case	Weekly	Ketchup Pouches			
12 cases	Weekly	Lettuce Romain			
2 cases	Weekly	Margarine Solids			
6 cases	Monthly	Meatloaf Patty			

<u>ESTIMATE</u> Quantity Ordered:	<u>ESTIMATE</u> How Often Used:	Description	Pack / Size Available	Brand	Cost
		FOOD ITEMS:			
3 bags	weekly	Milk Powdered Dairy Blend			
2 cases	Weekly	Mustard Packs			
2 bags	Monthly	Onion Yellow Medium			
2 cases	Weekly	Oranges Mandarin Canned			
2 cases	Weekly	Pasta Elbow Macaroni			
2 cases	Monthly	Pasta Spaghetti			
2 cases	Weekly	Peaches Diced			
1 case	Monthly	Peanut Butter			
2 cases	Monthly	Peanut Butter Cups			
2 cases	Weekly	Pears Diced			
1 bottle	Monthly	Pepper Black Table			
1 bottle	Monthly	Pepper Cayenne Powdered			
1 case	Monthly	Pepper Jalapeno Sliced			
1 - 5gal bucket	Weekly	Pickles Dill Sliced			
8 cases	Weekly	Pollock Portion			
4 cases	Weekly	Potato Russet			
1 bag	Weekly	Rice Long Grain			
2 cases	Monthly	Sauce BBQ			
1 case	Weekly	Sauce Cheddar Cheese			
2 cases	Monthly	Sauce Spaghetti			
1 case	Weekly	Sauce Tomato			
1 case	Weekly	Sausage Breakfast Blend			
4 cases	Weekly	Sausage Link Turkey			
2 cases	Weekly	Sausage Patty Turkey			
1 bottle	Monthly	Seasoning Italian			
2 cases	Monthly	Shortening Liquid			
16 cases	Monthly	Steak Fingers			

<u>ESTIMATE</u> Quantity Ordered:	<u>ESTIMATE</u> How Often Used:	Description	Pack / Size Available	Brand	Cost
		FOOD ITEMS:			
1 case	Monthly	Sugar Granulated White Packets			
7 bags	Weekly	Sugar Granulated White			
1 case	Monthly	Sugar Substitute			
2 cases	Weekly	Tomato Bulk			
1 case	Weekly	Tomatoe Diced			
1 case	Weekly	Tomatoe Diced With Green Chilis			
4 cases	Weekly	Turkey Breast Sliced			
1 case	Weekly	Vegetables Blend Mixed			

<u>ESTIMATE</u> Quantity Ordered:	<u>ESTIMATE</u> How Often Used:	Description	Pack / Size Available	Brand	Cost
		NON FOOD ITEMS:			
1 case	monthly	Apron Poly Smooth			
1 case	As Needed	Bag Brown Paper			
1 case	Weekly	Bleach			
2 cases	Monthly	Cleaner Floor Degreaser - Orange			
2 cases	Monthly	Cleaning Pad, Green Scrub Pads			
1 case	Weekly	Cleaning Pad, Stainless Steel Scrubber			
1 case	Weekly	Cup, Foam 12 oz			
1 case	Weekly	Cup, Foam 20 oz			
2 cases	Monthly	Detergent Pre-soak Liquid			
1 case	Monthly	Film Clear Wrap			
1 case	Monthly	Foil Aluminum Roll			
2 cases	Monthly	Hair Net Brown			
2 cases	Monthly	Liner Pan Paper			
2 cases	Weekly	Plates, Foam Hinged			
2 cases	Monthly	Sanitizer Oasis 146			
1 case	Monthly	Sanitizer Wipe Refill			

Award Information

I. CONTRACT AWARD INFORMATION:

1. Term of Contract

Any contract resulting from this RFB shall be effective from October 1, 2024 through September 30, 2025. Contract will have the option to extend yearly, if agreeable with both the successful Respondent and the County. Each yearly extension must be approved by the Commissioners Court prior to the end date of contract agreement.

2. Trade Secrets and/or Confidential Information

Trade Secrets and/or Confidential Information: This Bid **(does) (does not) (circle one)** contain trade secrets and/or confidential information. If applicable, describe such trade secrets and confidential information, and the basis for your assertion that such material qualifies for legal protection from disclosure.

3. Federal, State and/or Local Identification Information

- 1) Centralized Master Respondents List registration number: _____
- 2) Prime contractor HUB / MWBE registration number: _____
- 3) Employer Identification Number (EIN)/Federal Tax Identification Number: _____
- 4) An individual Respondent acting as a sole proprietor must also enter the Respondent’s Social Security Number.

II. CONTRACT TERMS AND CONDITIONS: (EXCEPT WHERE RESPONDENT MAKES SPECIFIC EXCEPTION IN THE SUBMITTED BID, ANY CONTRACT RESULTING FROM THIS RFB WILL CONTAIN THE FOLLOWING TERMS AND CONDITIONS, WHICH RESPONDENT HEREBY ACKNOWLEDGES, AND TO WHICH RESPONDENT AGREES BY SUBMITTING A BID)

1. Standard Terms and Conditions

- A. Taxpayer Identification: Respondents must provide the County with a current W-9 before any goods or services can be procured from the Respondent.
- B. Governing Law and Venue: All Bids submitted in response to this solicitation and any resulting contract shall be governed by and construed in accordance with the laws and court decisions of the State of Texas. Any legal or equitable actions arising from this Request for Bids, or any resulting contract shall be brought before an appropriate court located in Caldwell County.
- C. Resolution of Program Non-compliance and Disallowed Costs: In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state, or county requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation as set forth in Section II 1 F. below. The parties shall bear the costs of such mediation equally.

- D. Termination for Cause: The occurrence of any one or more of the following events will justify termination of the contract by the County for cause:
- i. The successful Respondent fails to perform in accordance with the provisions of these specifications; or
 - ii. The successful Respondent violates any of the provisions of these specifications; or
 - iii. The successful Respondent disregards laws or regulations of any public body having jurisdiction; or
 - iv. The successful Respondent transfers, assigns, or conveys any or all of its obligations or duties under the contract to another without written consent of the County;
 - v. If one or more of the events identified in Subparagraphs (i) through (iv) occurs, the County may terminate the contract by giving the successful Respondent seven (7) Calendar days written notice. In such case, the successful Respondent shall only be entitled to receive payment for goods and services provided before the effective date of termination. The successful Respondent shall not receive any payment on account of loss of anticipated profits or revenue or other economic loss resulting from such termination.
 - vi. When the contract has been so terminated by the County, such termination shall not affect any right or remedies of the County then existing or which may thereafter accrue.

A "Termination for Cause" clause will be added to the selected Respondent's contract with Caldwell County.

- E. Termination for Convenience: This contract may be cancelled or terminated at any time by giving vendor thirty (30) days written notice. Vendor may be entitled to payment for services actually performed; to the extent said services are satisfactory.

A "Termination for Convenience" clause will be added to selected Respondent's contract with Caldwell County.

- F. Mediation: When mediation is acceptable to both parties in resolving a dispute arising under this Contract, the parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in §154.073 of the Texas Civil Practice and Remedies Code, unless both parties agree, in writing, to waive the confidentiality.

- G. Force Majeure: To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed. Determination of force majeure shall rest solely with Caldwell County.

- H. Compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): Contractors that request or receive a Federal contract, grant, loan, or cooperative agreement from a department, agency or instrumentality of the United States Government (each, for purposes of this Section H, an "agency") or a commitment providing for the United States to insure or guarantee a loan must file the required certification pursuant to 31 U.S.C. 1352. Each tier of subcontractor certifies to the tier above it that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an

officer or employee of any agency, a member of Congress. officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352 in accordance with the procedures thereunder.

- I. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708): Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- J. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387): Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- K. Affirmative Action/EOE: Caldwell County is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for of the Housing and Urban Development Act of 1968 (12U.S.C. 1701u) as amended. See Appendix F - Caldwell County Section 3 Resolution. During the performance of an awarded contract, the contractor agrees as follows:
 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.
 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 considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
 3. The Contractor will not discourage 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.

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.

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.
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.
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 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.
8. The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) 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: 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.
9. The applicant 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 applicant 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.
10. The applicant 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 administering agency in the discharge of the agency's primary responsibility for securing compliance.
11. The applicant 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 applicant 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 applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

12. Subcontracts: Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.

- L. Payment Terms: Unless otherwise specified in the Scope of Services or otherwise agreed to in writing by Caldwell County, payment terms for the County are Net 30 days upon receipt of invoice after receipt of goods or services. Pay applications must be submitted to the Caldwell County Purchasing Department for approval and processing for payment. Caldwell County will pay based on percentage of completion at the time of pay application submission pending verification from the Caldwell County Judge. Final approval will be based on an inspection of the project for verification of compliance with all aspects of the Scope of Services listed within Appendix A of this RFB. The work performed in accordance with this contract shall be paid for using unit pricing. This price is full compensation for all tasks listed in the Bid submitted by the vendor and must include all necessary fees and charges needed to complete this work. Caldwell County will NOT pay any fees to the vendor other than the agreed upon Bid price.
- M. Warranty of Products and Services: All products furnished under this contract shall be warranted to be merchantable and good quality and fit for the purposes intended as described in this Bid, to the satisfaction of the County and in accordance with the manufacturers specifications, terms, and conditions of the Scope of Services (Appendix A), and all services performed shall be warranted to be of a good and workmanlike quality, in addition to, and not in lieu of, any other express written warranties provided.
- N. Funding: State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Orders or other obligations that may arise beyond the end of the current fiscal year shall be subject to approval of budget funds.
- O. Taxes: The County is exempt from all federal excise taxes and all state and local sales and use taxes. If such taxes are listed on a Respondent's invoice, they will not be paid.
- P. Insurance: The Respondent, consistent with its status as an independent contractor, shall carry, and shall require any of its subcontractors to carry, at least the following insurance in such form, with such companies, and in such amounts (unless otherwise specified) as the County may require:
 - 1. Worker's Compensation and Employer's Liability insurance, including All States Endorsement, to the extent required by federal law and complying with the laws of the State of Texas;
 - 2. Commercial General Liability insurance, including Blanket Contractual Liability, Broad Form Property Damage, Personal Injury, Completed Operations/Products Liability, Premises Liability, Medical Payments, Interest of Employees as additional insureds, and Broad Form General Liability Endorsements, for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage on an occurrence basis;
 - 3. Comprehensive Automobile Liability insurance covering all owned, non-owned or hired automobiles to be used by the contractor, with coverage for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage.

Contractor shall submit proof to Caldwell County that said contractor has the ability to meet all insurance requirements listed above.

- Q. Indemnification: Respondent agrees to defend, indemnify and hold harmless the County of Caldwell, all of its officers, agents, employees, appointees and volunteers from and against all claims, actions, suits,

demands, proceedings, costs, damages and liabilities, including reasonable attorneys' fees, court costs, related expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by Respondent's breach of any of the terms or provisions of any contract awarded as a result of this solicitation, or by any negligent or strictly liable act or omission of the Respondent, its officers, agents, employees, or subcontractors, in the performance of an awarded contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the County, its officers, agents or employees, and in the event of joint and concurrent negligence or fault of the Respondent and County, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the County under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

****THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY****

Respondent Verification

Submittal Checklist: (To determine validity of Bid - all Bids received without the following items will be considered non-responsive and will be rejected. Forms from previous solicitations for goods or services will not be used in place of the required forms for this RFB)

- _____ Appendix A (Pages 9 through 18) must be completed and included in the Bid submittal.
- _____ Appendix B (Pages 19 through 26) must be completed, signed, and included in the Bid submittal.
- _____ Appendix C – Conflict of Interest Form (CIQ Form) (Page 27) must be completed, signed, and included in the Bid submittal.
- _____ Appendix E – HB 89 Verification Form (Page 32) must be completed, signed, and included in the Bid submittal.
- _____ Appendix F - Anti-Lobbying Certification (Page 33-35) must be completed, signed, and included in the Bid submittal.
- _____ Appendix G – Section 504 Certification Form (Page 36) must be completed, signed, and included in the Bid submittal.
- _____ Certificate of Insurance showing Proof of Respondent’s Ability to Meet the Insurance Requirements (Page 23).
- _____ Signed Addendum(s) (If any are issued by Owner).

All Bids submitted to Caldwell County shall include this page.		
RFB Number:	RFB 24CCP03B	
Project Title:	CALDWELL COUNTY JAIL FOOD SERVICES	
Submittal Deadline:	2 PM, September 3, 2024	
Submit hard-copies to:	<u>MAIL:</u> Caldwell County Purchasing Dept: Attn: Carolyn Caro 405 E. Market St Lockhart, Texas 78644	<u>HAND DELIVER:</u> Caldwell County Purchasing Dept: Attn: Carolyn Caro 405 E. Market St Lockhart, TX 78644
Respondent Information:		
Respondent’s Legal Name:		
Address:		
City, State & Zip		
Federal Employers Identification Number #		
Respondent’s Point of Contact:		
Phone Number:		Fax Number:
E-Mail Address:		
Respondent Authorization		
<p>I, the undersigned, have the authority to execute this Bid in its entirety as submitted and enter into a contract on behalf of the Respondent.</p> <p>Printed Name and Position of Authorized Representative: _____</p> <p>Signature of Authorized Representative: _____</p> <p>Signed this _____ (day) of _____ (month), _____ (year)</p>		

RFB ACKNOWLEDGMENT

IN SUBMITTING A RESPONSE TO THIS RFB, THE RESPONDENT AGREES THAT IT WAIVES ANY CLAIMS IT HAS OR MAY HAVE AGAINST THE COUNTY, THE COUNTY'S EMPLOYEES, OFFICERS, AGENTS, REPRESENTATIVES, AND THE MEMBERS OF THE COUNTY'S GOVERNING BODY IN CONNECTION WITH OR ARISING OUT OF THIS RFB, INCLUDING, THE ADMINISTRATION OF THE RFB, THE BASIS FOR SELECTION, THE EVALUATIONS OF THE RESPONSES, THE METHOD USED FOR SELECTION, AND ANY DISCLOSURE OF INFORMATION REGARDING THE RESPONSES OR EVALUATIONS. THE SUBMISSION OF A BID CONSTITUTES THE ACCEPTANCE BY THE RESPONDENT OF THE EVALUATION TECHNIQUE DESCRIBED IN THIS RFB. THE PERSON SIGNING ON BEHALF OF RESPONDENT CERTIFIES THAT THE SIGNER HAS AUTHORITY TO SUBMIT THE BID ON BEHALF OF THE RESPONDENT AND TO BIND THE RESPONDENT TO ANY RESULTING CONTRACT

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ALL REQUIREMENTS SET FORTH IN THIS REQUEST FOR BIDS:

Authorized Signatory for Respondent:

Name of Company:

Date:

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

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

7

Signature of vendor doing business with the governmental entity _____
Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
 - (i) a contract between the local governmental entity and vendor has been executed;
 - or
 - (ii) the local governmental entity is considering entering into a contract with the vendor;
- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

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

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

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for Qualifications or Qualifications, 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.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

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.

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 is _____, _____, _____, _____, _____.
(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

Implementation of House Bill 1295

Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

The law applies (with a few exceptions) only to a contract between a business entity and a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

Changed or Amended Contracts:

Form 1295 is only required for a change made to an existing contract in certain circumstances: (1) if a Form 1295 was not filed for the existing contract, then a filing is only required if the changed contract either requires an action or vote by the governing body or the value of the changed contract is at least \$1 million; or (2) if a Form 1295 was filed for the existing contract, then another filing is only required for the changed contract if there is a change to the information disclosed in the Form 1295, the changed contract requires an action or vote by the governing body, or the value of the changed contract increases by at least \$1 million.

As required by law, the Commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The Commission also adopted rules (Chapter 46) to implement the law. The Commission does not have any additional authority to enforce or interpret section 2252.908 of the Government Code.

Filing Process:

A business entity must use the Form 1295 filing application the Commission created to enter the required information on Form 1295 and print a copy of the completed form. Once entered into the filing application, the completed form will include a unique certification number, called a "certification of filing."

An authorized agent of the business entity must sign the printed copy of the form affirming under the penalty of perjury that the completed form is true and correct.

The completed, printed, and signed Form 1295 bearing the unique certification of filing number must be filed with the governmental body or state agency with which the business entity is entering into the contract.

Acknowledgement by State Agency or Governmental Entity:

The governmental entity or state agency must acknowledge receipt of the filed Form 1295 with the certification of filing, using the Commission's filing application, not later than the 30th day after the date the governing body or state agency receives the Form 1295. The Commission will post the completed Form 1295 to its website within seven business days after the governmental entity or state agency acknowledges receipt of the form.

Changes to Form 1295

Changes to the law requiring certain businesses to file a Form 1295 are in effect for contracts entered into or amended on or after January 1, 2018. The changes exempt businesses from filing a Form 1295 for certain types of contracts and replace the need for a completed Form 1295 to be notarized. Instead, the person filing a 1295 needs to complete an “unsworn declaration.”

What type of contracts are exempt from the Form 1295 filing requirement under the amended law?

The amended law adds to the list of types of contract exempt from the Form 1295 filing requirement. A completed Form 1295 is not required for:

- A sponsored research contract of an institution of higher education;
- An interagency contract of a state agency or an institution of higher education;
- A contract related to health and human services if: o the value of the contract cannot be determined at the time the contract is executed; and o any qualified vendor is eligible for the contract;
- A contract with a publicly traded business entity, including a wholly owned subsidiary of the business entity;*
- A contract with an electric utility, as that term is defined by Section 31.002, Utilities Code;* or
- A contract with a gas utility, as that term is defined by Section 121.001, Utilities Code.*

The newly exempt contract types are marked with an asterisk.

Why do I need to include my date of birth and address when I sign Form 1295? Was this always the case?

In 2017, the legislature amended the law to require Form 1295 to include an “unsworn declaration” which includes, among other things, the date of birth and address of the authorized representative signing the form. The change in the law applies to contracts entered into, renewed, or amended on or after January 1, 2018. The unsworn declaration, including the date of birth and address of the signatory, replaces the notary requirement that applied to contracts entered into before January 1, 2018.

Will my date of birth and address appear on the TEC’s website when I file the form?

No. The TEC filing application does not capture the date of birth or street address of the signatory and it will not appear on forms that are filed using the TEC filing application. Although the TEC does not capture the date of birth and street address of the signatory, the contracting state agency or governmental agency will have a physical copy of the form that includes the date of birth and address of the signatory. The TEC cannot answer whether the contracting state agency or governmental agency may release such information. Questions regarding the Texas Public Information Act may be directed to the Office of the Attorney General. See also *Paxton v. City of Dall.*, No. 03-13-00546-CV, 2015 Tex. App. LEXIS 5228, at *10-11 (App.—Austin May 22, 2015) (mem. op.) (pet. denied) (available here).

VERIFICATION REQUIRED BY TEXAS GOVERNMENT CODE CHAPTER 2270

By signing below, the signatory hereby verifies that the firm it represents:

1. Does not boycott Israel; and,
2. Will not boycott Israel during the term of the contract.

SIGNED BY: _____

Print Name & Title: _____

Firm Name: _____

Date Signed: _____

NOTARIZATION

THE STATE OF _____)
)
 COUNTY OF _____)

BEFORE ME, the undersigned notary public on this day personally appeared _____, on behalf of _____(Company), who, being duly sworn, stated under oath that he/she has read the foregoing verification required by Texas Government Code Section 2270.002 and said statements contained therein are true and correct.

SWORN TO AND SUBSCRIBED before me on the _____ day of _____, 201____.

 NOTARY PUBLIC IN AND
 FOR THE STATE OF _____

The following definitions apply to Texas Government Code Section 2270.001:

- (1) "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli -controlled territory, but does not include an action made for ordinary business purposes; and
- (2) "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

State law requires any firm entering into an agreement or contract with the Authority to complete the foregoing verification. TEX. GOV'T CODE § 2270.002.

CERTIFICATION REGARDING LOBBYING

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

(1) 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 any 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 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.

(2) 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.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub- recipients 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 section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization: _____

Street address: _____

City, State, Zip: _____

CERTIFIED BY: (type or print) _____

TITLE: _____

(signature) _____

(date) _____

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

<p>1. Type of Federal Action: a. contract _____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action: a. Qualification/offer/application _____ b. initial award c. post-award</p>	<p>3. Report Type: a. initial filing _____ b. material change For material change only: Year _____ quarter _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known: Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description: CFDA Number, <i>if applicable</i>: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$</p>	
<p>10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i></p>	<p>b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i></p>	
<p>11. 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>	<p>Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____</p>	
<p>Federal Use Only</p>	<p>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31

U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Qualification (RFQ) number; Invitations for Qualification (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/Qualification control number assigned by the Federal agency). Included prefixes, e.g., "RFQ-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing 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

SECTION 504 CERTIFICATION

POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY

The _____ does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs or activities.

(Name) _____

(Address) _____

City State Zip

Telephone Number () _____ - _____ Voice
() _____ - _____ TDD

_____ has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's (HUD) regulations implementing Section 504 (24 CFR Part 8. dated June 2, 1988).