



Request for Bids

Bastrop County Cedar Hills Subdivision Overlay Project

RFQ#: 15BCP08A

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Solicitation Summary

The County of Bastrop is soliciting quotes for:

Title: Bastrop County Cedar Hills Subdivision Overlay Project
RFB No.: 15BCP08A
Due Date: 2:00 p.m., Tuesday, August 04, 2015
Locations: County of Bastrop, Purchasing Department
803 Pine Street, Room 101
Bastrop, TX 78602

Public Bid Opening

There will be a public bid opening in the Purchasing Department immediately following the quotes due time/date. Names of Responders and their corresponding quotes will be read aloud. Interested parties are invited to attend.

If you have questions or concerns regarding the scope of work or the submittal of the responses, please contact:

Submittal Questions
Leon Scaife, Purchasing Agent
purchasing@co.bastrop.tx.us

Questions regarding the scope of work may be submitted through 12:00 p.m., July 31, 2015.

- No verbal questions will be accepted.
- Questions of a substantial nature will be addressed in an addendum, posted on the County's Purchasing webpage for all interested parties.

Project Details/Background

Bastrop County desires to employ a contractor to furnish materials, supplies, tools, equipment, labor, and other incidentals necessary for the proper prosecution of the work described in the scope of work and generally described as the placement of Type D HMAC in the Cedar Hills Subdivision off of State Highway 95.

Estimated Project Budget: The estimated budget for this project is \$100,000.00

Deadline for start and completion: August 17 - 20, 2015

Scope of Work

The desired contractor will:

1. Tack and overlay Type D PG 64-22 HMAC. Work will require a thickness of 1.5 inches and approximately 1200 tons of Type D HMAC – based on 110 lbs/SY/Inch. Hot mix material tickets must be furnished as backup for the adjustment to the total installed quantity and will be billed at the bid price. Job mix (Type D) must be certified in accordance with TxDOT Test Method TEX-204F and TxDOT's 2014 Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges, Item 340 "Dense-Graded Hot-Mix Asphalt (Small Quantity)". The paving locations are various roadways in the Cedar Hills subdivision and are shown on Attachment A.
2. County forces will provide traffic control and traffic control devices. Coordinate with Bastrop County Precinct 3.
3. The winning contractor's responsibilities exclude: Barricades/ Traffic control, flaggers, arrows/message boards, lane closures, permits & fees, signage, striping or pavement markings and temporary striping. Also excludes: installation/removal of tabs, sweeping/pressure washing, cleaning of pavement, milling of pavement, demo of pavement, adjustments to utilities, manholes, valves, protection of drainage systems, erosion control, installation or removal of Safety slopes, earth work or concrete work.
4. The Respondent must provide the Owner with (i) copies of Respondent's financial statements for the past three (3) years, (ii) if available, and (iii) any other information reasonably requested by the Owner to demonstrate the Respondent's financial ability to provide the services required in this RFB.
5. Provide a specimen Certificate of Insurance showing the amount and types of insurance coverage currently maintained by the Respondent.

A Bastrop County Standard Contract form will be used.

Prevailing Wage Rate

The Construction Manager and all subcontractors must pay the prevailing rate of per diem wages determined by the US Department of Labor or Bastrop County, Texas.

Basis for Award of Contract

The Request for Bids will be evaluated based on price.

By submitting a response for this RFB, each company acknowledges that he/she understands that Bastrop County reserves the right: to accept or reject any and/or all responses to the RFB.

All documentation shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information so identified by responder as such. All confidential information should be clearly marked in red on any response to this RFB.

Selection by Commissioners Court

The responses for this RFB will be reviewed by the Bastrop County Purchasing Agent and his/her designee. The Bastrop County Purchasing Agent and his/her designee will rank the responsible bidders based on the amounts of their quotes, and make a recommendation of award to the Commissioners Court. The Commissioners Court may award the contract, based on the Bastrop County Purchasing Agent and his/her designee's recommendation or its own ranking, or reject the quotes. After selection of a Respondent by the Commissioners Court, the County will negotiate a contract with the selected firm. The Bastrop County Commissioners Court will make a decision on entering into the contract for services.

Responses must be submitted in a sealed envelope clearly marked with:
RFB #: 15BCP08A and the responders company name, and mailed to:

Leon Scaife
Purchasing Agent
Bastrop County Purchasing
804 Pecan St.
Bastrop, Texas 78602

If hand delivered:
Leon Scaife
Purchasing Agent
Bastrop County Purchasing
803 Pine Street, Room 101
Bastrop, Texas 78602

Responses must be delivered no later than: 2:00 p.m. Tuesday, August 04, 2015.

Please submit one (1) original and five (5) copies of the response.

The response is limited to fifteen (15) double sided 8 ½ x 11 pages, 12 pitch font size, including names, addresses, telephone numbers, fax numbers, and e-mail addresses for the prime provider and any sub-providers if proposed and their responsibilities by work category. **An overview of the firm's specific experience on comparable projects must be submitted,** limit to five (5) and a minimum of three (3) references from similar projects, including any experience with Bastrop County, in the past five (5) years. References should include:

- Name of agency/firm, contact person, phone number and email address
- Year the services were provided
- Type of project and scope of services provided

Supporting attachments and/or appendices (related project, graphics, resumes, etc.) are not included in the fifteen (15) page limit, but should be conservative in their inclusion.

Effect of Submission of Bid

By submitting a Statement of Proposal, the Respondent certifies that it has fully read and understands this "Request for Bids" and has knowledge of the scope and quality of the services to be furnished and intends to adhere to the provisions described herein.

EACH RESPONDENT, BY SUBMISSION OF A PROPOSAL TO THIS RFB, 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 SELECTION OF THE RESPONDENT AND ANY DISCLOSURE OF INFORMATION REGARDING THE PROPOSALS OR EVALUATIONS. THE SUBMISSION OF A PROPOSAL INDICATES THE RESPONDENT'S ACCEPTANCE OF THE EVALUATION TECHNIQUE DESCRIBED IN THIS REQUEST FOR Bids AND THE RESPONDENT'S ACKNOWLEDGEMENT THAT THE EVALUATIONS ARE REQUIRED TO BE MADE AVAILABLE TO THE PUBLIC.

Standard Terms and Conditions

Responses

By submitting a statement of Proposal, the respondent certifies that he/she has fully read and understands the "Request for Bids" and has knowledge of the scope and quality of the services to be furnished and intends to adhere to the provisions described herein.

Date/Receipt

Statement of Proposals must be received in the Purchasing Department by the time specified in the solicitation. The County will not accept late responses and is not responsible for the lateness or non-delivery of responses by the Postal Service or any private delivery firm. Statement of Proposals received after the scheduled closing time will be returned unopened. The time/date stamp in the Purchasing Department shall be the official time of receipt. There will be a public opening of responses in the Purchasing Department immediately following the response due date/time. Only the names of the respondents will be read aloud. Interested parties are invited to attend, but not required.

Withdrawal/Modification

The responding firm may request withdrawal or modification of their sealed quotes prior to the submission date/time. You will be required to produce photo identification that satisfies the County prior to withdrawal or modification of your quotes package. All modifications must be initialed to guarantee authenticity.

Contract Award

The County reserves the right to accept or reject in part or in whole any response submitted, and to waive any technicalities in the best interest of the County. The County further reserves the right to negotiate, discuss and/or interview those vendors considered to be responsive.

Required Insurance/Bonds/Documents

Within ten (10) calendar days after the County's notification of intent to award, any successful respondent must furnish all insurance documents, bonds or any other documentation required in this request for quotes. A Payment and Performance Bond will be required, as well as liability insurance certificates. If any successful respondent fails to furnish the required deliverables within the required time frame, the award to that respondent may be withdrawn and award made to the next highest rated response.

Addendums

The County shall have the right to modify any of the solicitation documents prior to submission deadline and will endeavor to notify potential respondents, but failure to notify shall impose no liability or obligation on the County. All modifications and addendums must be in written form prepared by the County department issuing the solicitation. Respondents are responsible for incorporating any and all modifications and addendums into their response.

Contact with County Employees.

From the time between the submission of a response to this RFB and time of contract award by Commissioners Court entities submitting responses to this RFB, including their agents and representatives, shall not undertake any activities or actions to promote or advertise their submitted response to any member of the Bastrop County Commissioners Court or County staff except in the course of County-sponsored inquiries, briefings, interviews, or presentations. Any violation of this provision may result in disqualification of the entity. Any contact by a responding entity to Bastrop County must be with the Bastrop County Purchasing Department or other persons specifically named and designated by Bastrop County, as the contact for questions and comments regarding the RFB. The Purchasing Department may also refer certain questions and inquiries to other County staff or elected officials if and when appropriate.

Cost of Submission

The cost of submitting a response shall be borne by the respondent, and the County will not be liable for any costs incurred by a respondent responding to this solicitation.

Discrimination

Bastrop County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services.

Open Records

Statements of Proposals do not become public record until an award has been made. Trade secrets and other material considered confidential by the respondent should be clearly marked as such. If a request is made under the Texas Open Records Act to inspect information designated as a trade secret or confidential in a response, the County will forward the appropriate documents to the Attorney General of Texas who will contact the respondent to request sufficient written reasons as to why the information should be protected from disclosure. Upon review of the respondent's response, the Attorney General will make a determination as to the confidentiality of the requested material(s), or lack thereof, and the County will respond accordingly.

General Instructions

Please submit one (1) original and five (5) copies of the Bid, prior to 2:00 p.m. Tuesday, August 04, 2015. Statements of Proposals should be mailed to:

Leon Scaife
Purchasing Agent
Bastrop County Purchasing
804 Pecan Street
Bastrop, Texas 78602

If hand delivered:
Leon Scaife
Purchasing Agent
Bastrop County Purchasing
803 Pine Street, Room 101
Bastrop, Texas 78602

Late responses will not be accepted. Each firm is responsible for assuring that responses to this RFB have been delivered by date, time and location specified.

Any questions related to the submittal of a response should be directed to Leon Scaife at e-mail address: purchasing@co.bastrop.tx.us.

CODE OF ETHICS FOR BASTROP COUNTY

Public employment is a public trust. It is the policy of Bastrop County to promote and balance the objective of protecting government integrity and the objective of facilitating the recruitment and retention of personnel needed by Bastrop County. Such a policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public services.

Public servants must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the Bastrop County Purchasing Department.

To achieve the purpose of this article, it is essential that those doing business with Bastrop County also observe the ethical standards prescribed here.

1. It shall be a breach of ethics to attempt to influence any public employee, elected official or department head to violate the standards of ethical conduct set forth in this code.
2. It shall be a breach of ethics for any employee of Bastrop County or a vendor doing business with the County to participate directly or indirectly in a procurement when the employee or vendor knows that:
 - A. The employee or any member of the employee's immediate family, or household has a substantial financial interest in a company responding to a Bastrop County procurement.
 - B. A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement.
 - C. It shall be a breach of ethics to offer, give, or agree to give any employee of Bastrop County or for any employee to solicit, demand, accept, or agree to accept from a vendor, a gratuity of consequence or any offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement, or purchase request influencing the content of specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or controversy, any particular matter pertaining to any program requirement, contract or subcontract, or to any solicitation or proposal therefore pending before Bastrop County.
 - D. It shall be a breach of ethics for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor, or higher tier subcontractor for any contract for Bastrop County as an inducement for the award of a contract or order.
 - E. Any effort to influence any employee, elected official, or department head to violate the standards of this code, are grounds to void the contract.

Please certify by your signature that you have read and understand the Code of Ethics for Bastrop County, and will in no way attempt to violate the code.

SIGNATURE: _____

PRINT NAME AND TITLE: _____

COMPANY NAME: _____

INSTRUCTIONS for
CONFLICT OF INTEREST QUESTIONNAIRE

1. If you have a conflict of interest in doing business with the County of Bastrop, use the Conflict of Interest Questionnaire Form CIQ. Conflicts of interest are addressed in Texas Local Government Code, Chapter 176.
2. You may consult your attorney on questions arising from the reading of Texas Local Government Code, Chapter 176, and you may contact the Texas Ethics Commission at 512-463-5800 or 800-325-8506.
3. If you complete the Conflict of Interest Questionnaire:
 - Put the name of the submitter and name of the company in block #1.
 - If any person employed by the bidder or bidder's company has any known business conflicts, other than previous contracts awarded through a competitive bidding process, or has an existing relationship with any employee of the County of Bastrop, complete block #3 as appropriate
 - Sign in block #4.
4. The Conflict of Interest Questionnaire is good for one year, and must be completed if conflict still exists.
5. Listings of City elected officials and local government officers may be found on the County's website: www.co.bastrop.tx.us.
6. A person failing to file a Conflict of Interest Questionnaire, when required by Local Government Code, Chapter 176 commits a Class C misdemeanor.

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ**

For vendor or other person doing business with local governmental entity

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

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

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

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

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.**2** Check this box if you are filing an update to a previously filed questionnaire.

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

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

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

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

 Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

 Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

 Yes No

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

4_____
Signature of person doing business with the governmental entity_____
Date

Adopted 06/29/2007

