

# PROPOSAL SUBMISSION FORMS

## Texas Workforce Building Flooring Replacement

### 1. FORMS

#### 1.1. Required Submission Forms

Please submit your proposal in the following order:

1. Price Proposal Form (Required)
2. Bid Bond (Required)
3. Past Experience with City of San Angelo Projects Form (Required)
4. Local Contractor References Form (Required)
5. Contractor References Form (Required)
6. Conflict of Interest Form (Required)
7. Debarment and Suspension Certification Form (Required)
8. Contractor Contact Information Form (Required)
9. IRS form W-9 ((Required)

#### 1.2. Copies

- ☐ One (1) signed original,
- ☐ One (1) copy of all required, and
- ☐ one (1) copy in PDF Format on USB Drive or CD

**Price Proposal Form**  
**TWB-01-14/Flooring Replacement**

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

\_\_\_\_\_, 2014

Pursuant to the Foregoing Notice to proposals, the undersigned bidder hereby proposes to do all work and furnish all necessary superintendence, labor, machinery, equipment, tools, and materials, and whatever else may be necessary to complete all work upon which he bids, as provided by the attached specifications and shown on the plans, and binds himself on acceptance of this proposal to execute an Agreement and Bonds according to the accompanying forms, for performing and completing the said work within the time stated, and furnishing all required guarantees, for the following prices to-wit:

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**Base Bid**

See attached Price Proposal Sheet

***\*Quantities of work to be done at unit prices are approximate. Each bidder is responsible for verification all quantities prior to submitting a proposal***

It is understood the quantities of work to be done at unit prices are approximate and are intended for evaluation purposes only. Unit quantities may be adjusted to determine final contract amount. Funding availability may also determine final contract amount.

A Performance Bond and or Payment Bond will be required based on the Final Price Awarded.

Upon receipt of the written "Notice of Award", the bidder will execute the agreement within fifteen (15) days and deliver all bonds and Certificates of Insurance.

Liquidated Damages

Timely completion of this project is necessary to prevent delays in street reconstruction project(s) and to minimize project impact to the public.

Should the Contractor not complete the work at the site within 60 calendar days, following the "Notice to Proceed", the Owner will assess a \$100.00 per day delinquent charge against the Contractor, until such time as work at is complete.

Reservation

Bidder understands the Owner/Agent reserves the right to reject any irregular proposal and the right to waive technicalities if such waiver is in the best interest of the Owner/Agent and conforms to State and local laws and ordinances pertaining to the letting of construction contracts.

Receipt is hereby acknowledged of the following addenda to the Contract documents.

Addendum No. 1 Dated:	_____	Received:	_____
Addendum No. 2 Dated:	_____	Received:	_____
Addendum No. 3 Dated:	_____	Received:	_____

{Signature Page Follows}

(Seal if Bidder is  
Corporation)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip Code

*Note: Agents must provide evidence of authority to bind corporation.*

THIS FORM MUST BE RETURNED WITH THE PROPOSAL

### City of San Angelo Project Experience

*Two Points will be awarded for each positive reference*

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

List five (5) similar projects that your company has completed **for the City of San Angelo**. All references shall be for work completed in the last five (5) years.

#### REFERENCE ONE

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person And Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope Of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

#### Reference Two

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person And Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope Of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

#### Reference Three

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person And Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope Of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

Contract Period: \_\_\_\_\_

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<b>Reference Four</b>
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Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person And Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope Of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

<b>Reference Five</b>
-----------------------

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person And Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope Of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

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### Local Area Experience

*Two points will be awarded for each positive reference*

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

List t five (5) similar projects that your company has completed **within 150 miles** (but not in the **City of San Angelo**).  
All references shall be for work completed in the last five (5) years.

#### Reference One

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person And Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope Of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

#### Reference Two

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person And Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope Of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

#### Reference Three

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person And Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope Of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

Contract Period: \_\_\_\_\_

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**Reference Four**

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person And Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope Of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

**Reference Five**

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person And Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope Of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

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### Contractor References

*Two points will be awarded for each positive reference.*

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

References: List five (5) projects of similar work, giving owner's name, owner's representative's name, project architect's name, and telephone numbers for each. References must be provided for owners of similar size and scope as the proposed City project.

#### Reference One

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

#### Reference Two

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

#### Reference Three

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

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<b>Reference Four</b>
-----------------------

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

Contract Period: \_\_\_\_\_

<b>Reference Five</b>
-----------------------

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_



**CITY OF SAN ANGELO**  
**PURCHASING DEPARTMENT**  
72 West College Avenue, San Angelo, Texas 76903  
Tel: (325) 657-4219 or 657-4220

## **Disclosure of Certain Relationships**

### **NOTICE TO VENDORS**

**Effective January 1, 2006**, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local governmental entity make certain disclosures concerning any affiliation or business relationship that might cause a conflict of interest with the local governmental entity. The provisions of Chapter 176 and the Form CIQ questionnaire that you must complete to comply with this law, are available at the Texas Ethics Commission website at <http://www.ethics.state.tx.us/whasnew/confliict forms.htm>.

A current list of City of San Angelo and City of San Angelo Development Corporations officers is available in the office of the City of San Angelo City Clerk's office located in Room 201 of City Hall or on the City's website at <http://sanangelotexas.org>. If you are considering doing business with the City of San Angelo or the City of San Angelo Development Corporation and have an affiliation or business relationship that requires you to submit a completed Form CIQ, it must be filed with the records administrator (City Clerk) of the City of San Angelo not later than the seventh (7<sup>th</sup>) business day after the date you become aware of facts that require the form to be filed. See Section 176.006, Texas Local Government Code. It is a Class C misdemeanor to violate this provision.

**By Submitting a response to a City of San Angelo or City of San Angelo Development Corporation Request for Proposals, Request for Bids, or Request for Qualifications or by conducting business with either of those two entities, you are representing that you are in compliance with the requirements of Chapter 176 of the Texas Local Government Code.**

Roger S. Banks, Division Manager  
Purchasing Division

# 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

THIS FORM MUST BE RETURNED WITH THE PROPOSAL

Adopted 06/29/2007



**CITY OF SAN ANGELO**  
PURCHASING DEPARTMENT  
72 West College Avenue, San Angelo, Texas 76903  
Tel: (325) 657-4219 or 657-4220

**Local Government Officers Of The City Of San Angelo**  
**As defined by Chapter 176 of the Texas Local Government Code**  
**(Revised 8/6/13)**

For purposes of completion of the required Conflict of Interest Questionnaire for the City of San Angelo (required by all Vendors who submit bids/proposals), Local Government Officers are:

**City of San Angelo City Council:**

Mayor: Dwain Morrison, Mayor

- Councilmembers: Mayor Pro-Tempore: Charlotte Farmer, SMD 6
  - Rodney Fleming, SMD 1
  - Marty Self, SMD 2
  - Johnny Silvas, SMD 3
  - Don Vardeman, SMD 4
  - Elizabeth Grindstaff, SMD5

City Manager: Daniel Valenzuela

**City of San Angelo Development Corporation officers are:**

- Scott Tankersley, President
- John Edward Bariou, Jr. - First Vice President
- Tony Villarreal - Second Vice President
- Daniel Anderson - Director
- Richard Crisp - Director
- Tommy Hiebert - Director
- Pedro Ramirez – Director

Executive Director: Roland Peña

## Debarment and Suspension Certification

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip Code

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## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the determination whether to enter into this transaction. However, failure of the prospective participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the City of San Angelo determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available, the City of San Angelo may terminate this transaction for cause.
4. The prospective participant shall provide immediate written notice to the City of San Angelo to which this proposal is submitted if at any time the prospective participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549(13 CFR Part 145). You may contact the City of San Angelo for assistance in obtaining a copy of these regulations.
6. The prospective participant agrees by submitting this proposal that, should the proposed transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the City of San Angelo.
7. The prospective participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment and Suspension" provided by the City of San Angelo, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the City of San Angelo, the City of San Angelo may terminate this transaction for cause.

**Contact Information**

Company: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
TAX ID No: \_\_\_\_\_

**ATTACH IRS FORM W-9**

###

THIS FORM MUST BE RETURNED WITH THE PROPOSAL