



**WALKER COUNTY
PURCHASING DEPARTMENT**

1301 Sam Houston Ave, Suite 235
Huntsville, Texas 77340

<http://www.co.walker.tx.us>

Invitation for Bid (IFB)

Courthouse Chiller

BID NO. C2360-16-026

Due Date/Time: May 20, 2016 10:00 AM

Pursuant to the provisions listed below, Bids subject to the conditions and requirements made a part hereof will be received at The Walker County Purchasing Office, 1301 Sam Houston Avenue, Suite 235, Huntsville, Texas, 77340 on May 20, 2016 10:00AM.

The bidder's signature is required for acceptance of bid and confirms bidder has read and understands all requirements concerning this BID.

Refer Inquiries to:

The Walker County Purchasing Office
1301 Sam Houston Ave., #235
Huntsville, Texas 77340
(936)436-4937
FAX: (936) 293-1595
mwilliford@co.walker.tx.us

Walker County is currently seeking sealed Bids for a 100 Ton Air Cooled Liquid Chiller Unit located on the rooftop of the four story courthouse building at 1100 University Avenue Huntsville, TX 77340. BID packets may be picked up at the above address Monday-Friday 8-5PM and will also be available on the website "www.co.walker.tx.us" under Public Notices.

Sealed Bids must be received at the above address by May 20, 2016 10:00AM, no late submissions will be accepted.

A site visit is HIGHLY recommended and must be coordinated with Walker County Maintenance Department Randy Chambliss, rchambless@co.walker.tx.us , 936/581-1452.

Bidder Agreements

Bidder must agree to comply with all terms and conditions below. This bid will be awarded via issuance of a purchase order. Bidders are responsible for submitting pricing as a firm, fixed and complete service. There will be no advance or partial payments; there will be no draws against the project; no changes to the scope of work/specification or cost/pricing are anticipated once a purchase order is issued.

Bidder must state anticipated completion time below.

1. Start time: _____ - days after award
2. Completion: _____ - days after start date

Bidder shall have a minimum of five (5) years' experience of same or similar remodel type work. Bidder must be able to provide proof of experience upon request of Walker County. This request shall be answered within 36 hours of notification by the County.

Insurance Requirements:

Bidders providing goods, materials and services for the County of Walker shall, during the term of the contract with County or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth. Bidder must provide the following insurance certificate with current issuance date, within ten (10) business days of notification by Walker County Purchasing Department (Faxed/E-mailed certificates are acceptable). All insurance and certificate(s) of insurance shall contain the following provisions:

1. The awarded bidder shall furnish and keep in full force the following insurance during the term of this Contract:
 - a. Commercial General Liability - minimum \$500,000.00
 - b. Commercial Automobile Liability - minimum \$300,000.00 – Combined Single Limit
 - c. Workers Compensation – Statutory
2. Name the County, its officers, agents, representatives, and employees as additional insured as to all applicable coverage with the exception of workers compensation insurance.
3. Waive subrogation against the County.
4. It is the responsibility of the bidder for coverage not to be cancelled, non-renewed, or materially changed except after 30 days written notice by e-mail/mail/faxed to: Walker County Purchasing Department or e-mail address above.

Vendor Responsibilities

The awarded contractor will be responsible for providing all materials, equipment, tools, and labor in completing the project. The contractor shall maintain adequate protection of all contractor's work from damage and shall protect the County and adjacent property from injury or loss arising from this contract. The contractor shall provide and maintain at all times any danger signs, guards and/or obstructions necessary to protect the public and contractor's workmen from any dangers inherent with or created by the work in progress. Contractor shall hold the County harmless from any loss arising due to injury or accident to the public or employees, or from theft of materials stored at the job site. Any areas of the building and/or

grounds which have become stained or damaged in anyway shall be repaired or replaced by the contractor. The method of repair used must be acceptable to the County.

Criteria other than cost will be considered

- Warranty
- Quality of vendor's services
- Long term cost to County
- Installation time

Specifications

- Vendor must connect new unit to existing electrical – High voltage.
- Vendor must connect new unit to existing refrigerant lines.
- Vendor must Purchase and install a **Carrier 30RBX10062-H8-33 Air Cooled Liquid Chiller * or**

Equal* Unit.

- 100 ton cooling capacity
- R-410A refrigerant
- 460volt/3phase/60 cycle electrical supply
- Phase protection
- Minimum load control
- Multi stage, multi compressor design ability to operate with one compressor circuit disconnected for service or repair.
- Freeze protection
- Suction line insulation
- Aluminum fin/copper tube, E-coat coil design
- Single point
- BACnet communications
- Coil trim panels with hail/debris protection
- Detail Warranty information

Scope of Work:

- Demo existing Chillers.
- Vendor must connect new unit to existing refrigerant lines.
- Provide Crane and Rigging
- Remove existing Chiller , haul off, and dispose properly.
- Relocate isolation springs on support beams as required.
- Set and install new Chillers.
- Install new piping and valves as required.
- Install thermometers, gauges, and pete's plugs.
- Fill system with city water, pressure check and leak check.
- Hook up all electrical service as required including new wire and breaker as required.
- Insulate piping with 2" fiberglass with .016 aluminum jacket.
- Perform Factory Start Up.
- Put system into operation.
- Clean surrounding area.
- Get customer sign-off.

Bid Price

Material Price: \$ _____
Labor Price: \$ _____
Crane expense: \$ _____
Sub-Contracts \$ _____
Total \$ _____

CERTIFICATION OF BID

The undersigned affirms they are duly authorized to execute the contract, that this bid has not been prepared in collusion with any other bidder, and that the contents of this bid have not been communicated to any other bidder prior to the official opening of this bid. Please complete attached Form CIQ. If notified of BID Award, see attached instructions for Form 1295.

Signed By: _____ Title: _____

Printed Name: _____ Date: _____

Company Name & Employer Id Number: _____

Mailing Address: _____
Street/P. O. Box City State Zip

Telephone #: _____ Cell #: _____ Fax #: _____

Email: _____

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 proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

FORM 1295 INSTRUCTIONS

Pursuant to newly enacted Section 2252.90 of the Texas Government Code, as of January 1, 2016, any business entity entering into a contract with a local government that requires approval of the governing body must submit a disclosure of interested parties to the local governmental prior to the execution of the contract. The Texas Ethics Commission (TEC) has adopted a form for the disclosure of interested parties (Form 1295) and has created a website application for business entities to submit the required information.

Walker County may not enter into a contract that requires the approval of the Commissioners Court until the business entity that is a party to the contract completes a Form 1295. The instructions to complete Form 1295 and file it with Walker County are as follows:

1. **Upon being notified of a bid award**, the award recipient ("business entity") must go to the following website: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and follow the login directions on the website application to complete a Form 1295. If this is a business entity's first time logging on to the website application, the business entity must create a login Username and Password and then follow the application's instructions to complete a Form 1295.
2. The County Awards Bids and Purchase Orders as the Contract ID Number. Please insert that number in this box.
3. Even if a business entity has no interested parties, Form 1295 still must be completed using the website application and filed with the TEC.
4. Once confirmation is received that the information has been submitted, the business entity **MUST** print, sign and notarize the printed out the completed Form 1295.
5. **The signed and notarized Form 1295 must be forwarded to the County within ten (10) business days of the date of notification of the award.**
6. Once the County receives the signed and notarized Form 1295, the Purchasing Department will submit confirmation of receipt through the TEC website application within thirty (30) days of the filing of Form 1295.
7. This process must be followed for each contract a business entity enters into with Walker County.
8. A Form 1295 cannot be handwritten. It must be completed electronically through the TEC website application.
9. If you have any questions regarding the filing of Form 1295, please contact Purchasing@co.walker.tx.us

