



Request for Proposals (RFP)

RFP # 2016-05

“Residential & Commercial Garbage Disposal Services for the Unincorporated Areas of Webb County”

Due: September 1, 2016 at 2pm or before

Notice is hereby given that Webb County is currently accepting Sealed RFP for Residential & Commercial Garbage Disposal Services for the Unincorporated Areas of Webb County. All RFP are subject to the terms and conditions of this formal solicitation.

The accompanying RFP with its terms, conditions, attachments and all other forms in this RFP package are due by or before 2 p.m. (Central Time) on September 1, 2016. ***RFP received after the due date and time will not be accepted.*** All RFP meeting the required deadline will be read publicly at the following location in accordance with Webb County Purchasing Policies and Procedures:

Please Mail or Hand Deliver Proposals to:

Webb County Clerk's Office
1110 Victoria Street, 2nd Floor, Suite 201
Laredo, Texas 78040

Copies of the RFP package are available on our website:

<http://www.webbcountytexas.gov/PurchasingAgent/PublicNoticeRFP/>

Please submit (1) original RFP package and (8) copies in a sealed envelope clearly marked on the outer front lower left corner as follows:

RFP 2016-05 “Residential & Commercial Garbage Disposal Services for the Unincorporated Areas of Webb County”.

Webb County reserves the right to reject any and all proposals, to waive informalities in the RFP process, or to terminate the RFP process at any time, if deemed in the best interest for Webb County.

THIS FORM MUST BE INCLUDED WITH RFP PACKAGE; PLEASE CHECK OFF EACH ITEM INCLUDED WITH RFP PACKAGE AND SIGN BELOW TO CONFIRM SUBMITTAL OF EACH REQUIRED ITEM.

RFP # 2016-05

“Residential & Commercial Garbage Disposal Services for the Unincorporated Areas of Webb County”

Public Notice

Proposer may use their own format for the following required information:

Evidence that Contractor has provided solid waste collection service in the State of Texas for at least five (5) years or more.

Evidence that Contractor has all of the required licenses and permits to transport and dispose of non-hazardous, non-infectious solid waste in Webb County and the State of Texas.

Evidence that Contractor has necessary financial, personnel, and equipment resources necessary to perform the services required in this document.

Proposer must use the attachments included in this RFP for the following requirements:

A minimum of five (5) references in the State of Texas with whom the Contractor has performed substantially similar services described in this document.

General Terms & Conditions

Proposed pricing sheet

Conflict of Interest form (Form CIQ)

Certification regarding Debarment (Form H2048)

Certification regarding Federal lobbying (Form 2049)

Proposer Information

Proof of No Delinquent Tax Owed to Webb County

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1. Introduction

The County of Webb (hereinafter the "County") is seeking a contractor or contractors to provide Residential and Commercial garbage collection and disposal services for the unincorporated areas of Webb County, Texas. The County seeks to award a contract for three (3) years with two (2) annual options, not to exceed a total of five (5) contract years. Presently the County is servicing approximately 2,117 customers in the unincorporated area of Webb County, of which approximately 930 customers are located beyond the Extra-Territorial Jurisdiction (ETJ) of the City of Laredo. *(See exhibit "A" for breakdown by Residential area, Number of Residents by area, within ETJ & Non-ETJ areas in Webb County. Visit the following link to view Section 2 (General purpose Maps & Section 4 (Subdivisions-Unincorporated Areas): <http://www.webbcountytexas.gov/Planning/GISMaps/default.aspx>*

Contractor(s) shall inspect the proposed service areas. Contractor(s) shall make their own determination with respect to the number of collections, collection types and locations, and all other circumstances which affect the cost of services to be performed. Estimates provided in this proposal are not to be considered as binding and Contractors shall assume all patent and latent risk in connection with the aforementioned.

2. Proposal Preparation Cost

The County will not reimburse any proposer for any costs involved in the preparation and submission of proposals, amendments or other relevant documents associated with the RFP.

3. Term of Agreement

The initial term of the agreement will be for a period of three (3) years with two (2) annual extension options, not to exceed a total of five (5) contract years. Each option exercised must be approved by Commissioners Court.

4. Instructions to Proposers

Contractors shall furnish the following along with their RFP submission:

- Evidence that Contractor has provided solid waste collection service in the State of Texas for at least five (5) years or more.
- Evidence that Contractor has all of the required licenses and permits to transport and dispose of non-hazardous, non-infectious solid waste in Webb County and the State of Texas.
- Evidence that Contractor has necessary financial, personnel, and equipment resources necessary to perform the services required in this document.
- A minimum of five (5) references in the State of Texas with whom the Contractor has performed substantially similar services described in this document for at least five (5) years or more.

5. Disqualification

Reasons for disqualification include, but are not limited to:

- Failure to provide any information requested in this document.
- Failure to provide satisfactory documentation of resources (financial, personnel, & equipment).
- If, in the County's opinion, Contractor lacks sufficient financial, personnel, or equipment resources deemed necessary to adequately perform the services described in this document.
- Unsatisfactory performance record or insufficient experience, as determined by Webb County.

6. Legal Requirements

Throughout the term of the contract, contractor(s) shall be familiar and comply with all local, State and Federal applicable laws regulating solid waste collections, handling, storage and disposal, to include regulations of Texas Health and Safety Code, Chapter 361, 363, & 364. Further, Contractors must possess all required licenses/permits to perform solid waste collection, handling, storage and disposal in accordance with TCEQ’s regulatory guide.

7. Required Insurance:

General Liability

- \$1,000,000 Combined Single Limit per Occurrence
- \$2,000,000 General Aggregate
- \$2,000,000 Products /Completed Operations Aggregate

Auto liability

- \$1,000,000 Combined Single Limit Bodily Injury & Property Damage per Accident

Workers Compensation

- Coverage A = Statutory
- Coverage B = \$1,000,000 per Employee per Accident
- \$1,000,000 per Employee Disease
- \$1,000,000 Aggregate – Disease

Webb County must be named as an additional insured on GL & AL; GL & AL policies must be primary & noncontributory. Webb County waives Contractors’ carrier’s rights to subrogate on all policies. Contractor will agree to indemnify and hold the County harmless from their Sole and Joint Negligence.

8. General Conditions

Contractors shall familiarize themselves with conditions relating to the scope, specifications, and restrictions regarding the execution of work to be performed under the contract. It is the Contractor’s responsibility to obtain any additional information it deems necessary to submit in its proposal, as well as in the performance of the contract. Information contained in this document should not be considered all-inclusive.

All questions or clarification regarding this proposal request must be submitted to in writing to the Webb County Purchasing Agent via email to Ms. Leticia Gutierrez, Purchasing Contract Administrator at lgutierrez@webbcountytexas.gov

Each question, along with the County’s response will be provided in writing to all prospective Contractors and included as an addendum to RFP document. Any verbal communication regarding this request for proposal will be considered non-binding on either party.

9. Proposal Evaluation

Determination of award will be based on qualifications, references, approach, and price.

- Qualifications 25 points
- Planned Approach 25 points
- Price schedule 30 points
- References 20 points

During the RFP process, proposers may be required to attend interviews, give presentations as requested to the evaluation committee. The evaluation committee may conduct the following tasks but is not an all-inclusive list of tasks that may be conducted by committee:

- Review all proposals received for compliance with RFP documents.
- Prepare a comparative summary of proposals.
- Prepare a preliminary ranking of proposals using a quantitative method based on the criteria presented in the RFP document and other criteria as directed by committee.
- Analyze financial capabilities of proposers.
- Evaluate reasonableness and competitiveness of price proposals.
- Conduct reference checks.
- Request clarification from proposers.
- Attend and participate in proposer interviews.
- Review proposers billing system approach.
- Prepare a final ranking of proposals.

The top 2 ranking proposals will be selected for final consideration and approval by Commissioners Court. Top 2 ranking proposers may be interviewed by and required to present to Commissioners Court during a regular and/or special called public meeting.

10. PROPOSAL SCHEDULE

Activity	Time	Date	Responsible Party
Public Notice/newspaper	n/a	Aug. 14 th , 21 st .	Webb Co. Purchasing Dept.
Public Notice on website	n/a	Until award is completed	Webb Co. Purchasing Dept.
Questions Due to County	No later than 5pm	Aug. 22 nd	Proposer/Contractor
Posting of answers	By noon	Aug. 25 th	Webb Co. Purchasing Dept.
Sealed Proposals due	2pm	Sept. 1 st	Proposer/Contractor
Evaluation of Proposals	TBD	Sept. 5 th – 9 th	Webb Co. Evaluation Team
Award of Contract	TBD	Sept 12 th or Sept 26 th	Governing Body
Finalization of contract doc	TBD	October 1 st	Webb County/Contractor
Commencement of service	TBD	Month of October 2016	Contractor

Footnote: County reserves the right to adjust time and dates on above projected schedule if it's in the best interest for Webb County.

11. Scope of Service

The contractor(s) will collect all properly prepared waste from the required Curbside Carts and/or Containers from each residence and commercial business in the unincorporated areas of Webb County subscribing to collection services on the designated collection day(s). Collections will typically occur street-side; however, the contractor will upon request of an “eligible” customer provide backdoor services for an additional fee (*backdoor services, if provided will be defined during contract negotiations between successful contractor(s) and Webb County*).

The contractor will handle all serviced collection containers in a manner that avoids damage to them. Containers will be returned to the designated setout location at each residence, standing upright, and will not be thrown or placed in areas where they become obstructions to traffic flow. The contractor will make collections with a minimum of noise and disturbance to residents. Collection hours are between 7 a.m. and 7p.m (or other scheduled times mutually agreed upon by both Contractor and Webb County). The work will be done in a sanitary manner. Contractor's employees will pick up any spilled materials immediately. All solid waste hauled by the contractor shall be so contained, covered, or enclosed such that leaking, spilling, or blowing are prevented. Waste collected by the contractor shall be hauled to a properly licensed and permitted sanitary landfill or transfer station. Contractor is also encouraged to propose a recycling program by using the pricing proposal sheet and narrative section provided.

In the event of a storm or other disaster where it is necessary for the contractor to perform services beyond the scope of this contract, the contractor and Webb County may negotiate costs for work beyond that scope.

12. Holiday schedule collections and other unforeseen conditions:

Resident and Commercial waste collection may be suspended on the following recognized holidays or unforeseen conditions:

- Holidays:
 - New Year's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
 - Extreme weather events making driving conditions hazardous
 - Declared emergencies/disasters by Local, State or Federal Entities

On such days that service has been suspended for recognized holidays, contractor shall perform collections prior or after the recognized holiday. Number of customer pick-up days will not be reduced by holidays.

13. Collection Equipment and Containers

Contractor will keep all equipment in safe operating condition and in proper repair, in a clean, sanitary, and presentable condition. Vehicles must be painted uniformly with the name of the contractor, a company vehicle identification number, and the contractor's phone number printed on each side not less than 9 inches in height. All equipment must be secure and prevent leakage of any fluids or littering of collected materials. All vehicles used in the collection of residential and commercial waste will have a fully enclosed metal top. Vehicles will not be overloaded as to scatter refuse, but when refuse is scattered (for any reason); it is the responsibility of the contractor to immediately pick up any scattered materials. Contractor shall replace any lost or damaged containers or curbside carts at no cost to the customer unless it is proven that the customer has willfully damaged or destroyed the container or cart.

14. Billing and Customer Service

Contractor is responsible for full administration of the services described in this document, including, but not limited to, marketing, new service, billing, collections, and discontinuation of service within the unincorporated areas of Webb County and serves as the sole point of contact for its customers. Contractor shall maintain an office within the County through which it may be contacted. During normal working hours (8 a.m. to 5 p.m., Monday –Friday) contractor’s staff shall be easily accessible by telephone and shall have a responsible person in charge. Contractor shall also provide an after-hours emergency number. Upon initiation of service, customers shall be notified of rates, collection days (including holiday schedules), regulations, and complaint procedures two (2) weeks prior to initiation. All customer inquiries and complaints shall be made directly to the contractor and shall be given prompt and courteous attention. If a collection from a customer has been missed, contractor shall return to that customer’s address for pickup within twenty-four (24) hours of notification, or, if not feasible, on the next business day. Notification may be made either by the customer, directly, or by the County. Contractor shall provide to Webb County, a map, or a listing of County roads included in contractor’s collection routes. Contractor is responsible for providing Webb County details on how residents and commercial businesses within the service areas described in this document will be setup as a customer, type of billing system used by contractor, method of payments allowed by Contractor and all other procedures used to setup new customers for residential and commercial garbage disposal services.

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“Residential & Commercial Garbage Disposal Services for the
Unincorporated Areas of Webb County”

ATTACHMENTS

COUNTY OF WEBB

General Terms and Conditions for Request for Proposals/bids

1. GENERAL CONDITIONS:

Proposers/Bidders are required to submit their proposals upon the following expressed conditions:

- (A) Proposers/bidders shall thoroughly examine the scope of work and layouts, instructions and all other contract documents.
- (B) Proposers/bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of materials and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure to fulfill in every detail the requirements of the contract documents of the County or the compensation of the vendor.
- (C) Proposers/bidders are advised that all County contracts are subject to all legal requirements provided by Local, State, and Federal statutes & regulations.

2. PREPARATION OF BIDS/PROPOSALS:

Proposals/bids will be prepared in accordance with the following:

- (A) Unit prices shall be shown and where there is an error in extension of prices, the unit price shall govern.
- (B) Alternate bids/proposals will not be considered unless specifically requested within the proposal package.
- (C) Proposed Period of Performance (POP) must be shown and shall include Sundays and holidays or as specified in RFP document.
- (D) Bidders/Proposers will not include Federal taxes or State of Texas limited sales excise and use taxes in bid/proposal prices since the County of Webb is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.

3. DESCRIPTION OF SUPPLIES:

Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate type and quality of material. Bidders are required to state exactly what they intend to furnish otherwise they shall be required to furnish the items as specified.

4. SUBMISSION OF BIDS/PROPOSALS:

- (A) Bids/Proposals and changes thereto shall be enclosed in sealed envelopes addressed to the Webb County Clerk. The name and address of the Proposer/bidder, the date of the proposal opening and the material or service bid shall be placed on the outside of the sealed envelope.
- (B) Bids/Proposals must be submitted in the forms furnished. Electronic bids/proposals will not be considered. Bids/Proposals, however, may be modified by written notice provided such notice is received at the County Clerk's Office before the time and date set for the proposal opening.
- (C) Samples, when required, must be submitted within the time specified, at no expense to the County of Webb. If not destroyed or used up during testing, samples will be returned upon request at the proposer expense. If applicable.

5. REJECTION OF BIDS/PROPOSALS:

- (A) The Purchasing Agent may reject a bid/proposal if it is deemed to be non responsive and/or provided by not responsible bidder/proposer.
- (B) No bid/ proposal submitted herein shall be considered if the proposer owes any delinquent taxes to the County of Webb at the time proposals are opened. In the event that the successful proposer herein subsequently becomes delinquent in the payment of his or its County taxes, such fact shall constitute grounds for cancellation of the contract.
- (C) No bid/proposal submitted herein shall be considered unless the bidder/proposer warrants that upon execution of a contract with the County of Webb, the bidder/ proposer will not engage in employment practices which have the effect of discriminating against employees or prospective employees because of race, color, sex, creed, disability, or national origin and will submit such report as the County may thereafter require to assure compliance.
- (D) The County may, however, reject all proposals/bids whenever it is deemed in the best interest of the County to do so, and may reject any part of a proposal or bid. County may also waive any minor informalities or irregularities in any proposal or bid.

6. WITHDRAWAL OF BIDS/PROPOSALS:

Bids/Proposals may not be withdrawn after the closing time and date.

7. LATE BIDS/PROPOSALS OR MODIFICATIONS:

Bids/Proposals and modifications received after the time set for the proposal submission will not be considered.

8. CLARIFICATION OR OBJECTION TO PROPOSAL SPECIFICATIONS:

If any person contemplating submitting a proposal for this contract is in doubt as to the true meaning of the specifications, or other bid/proposal documents or any part thereof, the bidder/proposer may submit to the Purchasing Agent on or before five days prior to scheduled opening a request for clarification. All such requests for information shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any interpretation of Webb County proposal package specification instructions, if made, will be made only by Addendum duly issued. A copy of such Addendum will be posted on the web-site and email to the vendors list that have received email copy of package. The County will not be responsible for any other explanation or interpretation made or given prior to the award of the contract. Any objections to the specifications and requirements as set forth in this proposal must be filed in writing with the Purchasing Agent on or before five days prior to the scheduled opening.

Where there is a question that will not lead to an addendum, the questions will be made in writing to the Purchasing Department. The answer will be in writing posted on the website for everyone to receive the same response.

9. DELINQUENT TAXES:

All vendors seeking to do business with Webb County must owe no delinquent taxes to the County. Attestation of owing no delinquent taxes will be required. If a vendor owes taxes to Webb County, those taxes should be paid before submitting a proposal.

10. AWARD OF CONTRACT:

(A) The contract will be awarded to the best qualified according to the bid/proposal criteria and a written award letter will be issue.

(1) Award of a bid/proposal requires formal approval by the Commissioners Court.

(2) Bid/Proposal contract must also be approved by the Commissioners Court.

(3) The written notice to proceed will be for construction contracts provided after all contract documents are signed.

(B) Prices must be quoted F.O.B. Webb County with all transportation charges prepaid, unless otherwise specified in the Invitation for Bids/Proposals.

(C) Delivery time will be considered in breaking of tie proposals.

(D) Period of Performance will commence with written Notice to Proceed.

11. BID BOND

A bid bond in the amount of 5% of the Bid/Proposal issued by an acceptable surety company shall be submitted with each bid. A certified check or Bank Draft payable to the Webb County may be submitted in lieu of the Bid Bond. All such bonds, cashier checks shall be drawn payable to Webb County, if required by RFP/Bid document.

12. PERFORMANCE AND PAYMENT BOND

A Performance Bond is require for construction work if the contract is in excess of \$100,000; and a Payment Bond is require if the construction contract is in excess of \$25,000. The requirement is for all prime contractors which enter into a formal contract with the State, any department, board, agency, municipality, county, school district or any division or subdivision. The failure of the successful bidder/proposer to execute the agreement and supply the required bonds within ten (10) days after the award or within such extended period as Webb County may grant, shall constitute a default and Webb County may, at its option either award the contract to next lowest responsible bidder, or re-advertise for bids/proposals. In either case, Webb County may charge against the bidder the difference between the amount of the bid, and the amount for which a contract is subsequently executed irrespective of whether this difference exceeds the amount of the bid bond. If a more favorable bid is received through re-advertisement, the defaulting bidder shall have no claim against Webb County for a refund. If applicable.

13. WORKERS' COMPENSATION INSURANCE COVERAGE:

The Workers' Compensation Commission has adopted Rule 110.110 effective with all bids advertised after September 1, 1994. The TWCC has stated that it is aware that a statutory requirement for workers' compensation insurance coverage is not being met. Therefore, Rule110.110 requires that all bidders be covered under workers' compensation insurance to achieve compliance from both contractor(s) and governmental entities. **Attachment A** is provided in accordance with the requirements on governmental entities. Please read carefully and prepare your bid in full compliance to TWCC Rule 110.110. Failure to provide the required certificates upon submission of a bid could result in your bid being declared non-responsive. If applicable and unless stated differently under RFP package.

14. REFERENCES:

Webb County requires proposer to supply with this proposal, a list of at least five (5) references where like services have been supplied by their firm. Include name of firm, address, telephone number and name of representative.

15. STATEMENTS:

No oral statement of any person shall modify or otherwise change, or affect the terms conditions, plans and/or specifications stated in the bid/proposal packages.

16. ETHICS:

The proposer shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, of the Webb County Purchasing Department.

17. PROPRIETARY INFORMATION:

All materials submitted to the County become public property and are subject to the Texas Open Records Act upon receipt. If a proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary a time of submittal. The County will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

3 year pricing schedule for Curb-site cart, front loading dumpsters & roll out containers

Curb-Site Cart pricing for Residential Services:		65 gal.	96 gal.			
Oct 2016 - Sept 2017 (Monthly unit rate)	Refuse					
	Addtl Cart					
	Back door fee					
	Recycling					
	Total:					

Curb-Site Cart pricing for Residential Services:		65 gal.	96 gal.			
Oct 2017 - Sept 2018 (Monthly unit rate)	Refuse					
	Addtl Cart					
	back door fee					
	Recycling					
	Total:					

Curb-Site Cart pricing for Residential Services:		65 gal.	96 gal.			
Oct 2018 - Sept 2019 (Monthly unit rate)	Refuse					
	Addtl Cart					
	back door fee					
	Recycling					
	Total:					

Front Loading Dumpsters for Commercial use		2 cy	4 cy	6 cy	8 cy	10 cy
Oct 2016 - Sept 2017 (Monthly unit rate)	Refuse					
Cubic yards (cy)	Total:					

Front Loading Dumpsters for Commercial use		2 cy	4 cy	6 cy	8 cy	10 cy
Oct 2017 - Sept 2018 (Monthly unit rate)	Refuse					
Cubic yards (cy)	Total:					

Front Loading Dumpsters for Commercial use		2 cy	4 cy	6 cy	8 cy	10 cy
Oct 2018 - Sept 2019 (Monthly unit rate)	Refuse					
Cubic yards (cy)	Total:					

Roll off Containers (construction debris or bulky waste)		10 cy	15 cy	30 cy	40 cy	
Oct 2016 - Sept 2017 (Monthly unit rate)	Misc.					
Cubic yards (cy)	Total:					

Roll off Containers (construction debris or bulky waste)		10 cy	15 cy	30 cy	40 cy	
Oct 2017 - Sept 2018 (Monthly unit rate)	Misc.					
Cubic yards (cy)	Total:					

Roll off Containers (construction debris or bulky waste)		10 cy	15 cy	30 cy	40 cy	
Oct 2018 - Sept 2019 (Monthly unit rate)	Misc.					
Cubic yards (cy)	Total:					

**Backdoor service fees are optional for residents that have a medical need, disabled or elderly with no family members to assist in taking out household garbage to curb site.*

Pricing proposals for annual options to extend will be negotiated with the successful proposer after award of contract. The awarded Contractor shall be liable for all costs associated with the collection, tipping & disposal, transportation, hauling, and billing of customers and any and all other costs as associated with the scope of this proposal.

Optional Recycling Program:

Contractors who submits pricing for recycling fees above must provide below a written planned approach on how they will educate the residents and business owners in the unincorporated areas of Webb County about their proposed recycling program to include pickup times and dates, description of recycle cart/size and other contributing facts supporting the proposed plan for a recycling program.

Write Recycling Proposal below or add attachment:

Webb County

Conflict of Interest Disclosure

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Webb County no 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 violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. The questionnaire may be viewed and printed by following the link before:

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

The Webb County Officials who come within Chapter 176 of the Local Government Code relating to filing of Conflict of Interest Questionnaire (Form CIQ) include:

1. Webb County Judge Tano Tijerina
2. Commissioner Frank Sciaraffa
3. Commissioner Rosaura "Wawi" Tijerina
4. Commissioner John Galo
5. Commissioner Jaime Canales
6. Judge Joe Lopez, 49th Judicial District Court
7. Judge Becky Palomo, 341st Judicial District Court
8. Judge Oscar Hale 406th Judicial District Court

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

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

7 _____
Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

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

or

(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.

CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION FOR COVERED CONTRACTS

PART A.

Federal Executive Orders 12549 and 12689 require the Texas Department of Agriculture (TDA) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the TDA may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to whom this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the TDA, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract?

Yes

No

5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the TDA may pursue available remedies, including suspension and/or debarment.

PART B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

Indicate in the appropriate box which statement applies to the covered potential contractor:

- The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Contractor	Vendor ID No. or Social Security No.	Program No.

Signature of Authorized Representative

Date

Printed/Typed Name and Title of
Authorized Representative

CERTIFICATION REGARDING FEDERAL LOBBYING
(Certification for Contracts, Grants, Loans, and Cooperative Agreements)

PART A. PREAMBLE

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, "New Restrictions on Lobbying", published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances.

PART B. CERTIFICATION

This certification applies only to the instant federal action for which the certification is being obtained and 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, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

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

1. No federally 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 contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally 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 these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (If needed, contact the Texas Department of Agriculture to obtain a copy of Standard Form-LLL.)

3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction?

- Yes
- No

Name of Contractor/Potential Contractor	Vendor ID No. or Social Security No.	Program No.

Name of Authorized Representative	Title

Signature – Authorized Representative

Date



Proposer Information

Name of Company: _____

Address: _____

City and State _____

Phone: _____

Email Address: _____

Signature of Person Authorized to Sign:

Signature

Print Name

Title

Indicate status as to "Partnership", "Corporation", "Land Owner", etc.

(Date)

Note:

All submissions relative to these RFP shall become the property of Webb County and are nonreturnable.

If any further information is required please call the Webb County Contract Administrator, Leticia Gutierrez, at (956)523-4125.

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

Name _____ owes no delinquent property taxes to Webb County.

_____ owes no property taxes as a business in Webb County.
(Business Name)

_____ owes no property taxes as a resident of Webb County.
(Business Owner)

Person who can attest to the above information

*** SIGNED NOTORIZED DOCUMENT AND PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.**

The State of Texas
County of Webb

Before me, a Notary Public, on this day personally appeared _____, know to me (or proved to me on the oath of _____ to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office this ____ day of _____ 2016.

Notary Public, State of Texas

(Print name of Notary Public here)

My commission expires the ____ day of _____ 20__.

Number of Residents being serviced by County per location

EXHIBIT "A"

COLONIA	QUANTITY	AREA
BOTINES	145	ETJ
D-5 ACRES	35	ETJ
WEBB COUNTY*	35	ETJ
LAREDO RANCHETTES	13	ETJ
LOS ALTOS	125	ETJ
MANANA HEIN	115	ETJ
OLD MILWAUKEE	77	ETJ
PENITAS	194	ETJ
PUEBLO NUEVO	187	ETJ
RANCHITOS 359	66	ETJ
SAN CARLOS	73	ETJ
SAN ENRIQUE	83	ETJ
TANQUECITOS I	117	ETJ
TANQUECITOS II	22	ETJ
AGUILARES	24	NON-ETJ
BONANZA HILLS	20	NON-ETJ
US HWY 83 N	8	NON-ETJ
BRUNI	251	NON-ETJ
COLORADO ACRES	80	NON-ETJ
LAS LOMAS	149	NON-ETJ
MIRANDO	217	NON-ETJ
OILTON	181	NON-ETJ
TOTAL	2,217	

NON ETJ CONTAINERS	930
ETJ CONTAINERS	1287

TRASH CONTAINER SIZE: 96 GAL.