

**COUNTY OF EL PASO**  
County Purchasing Department  
500 East San Antonio, Suite PU500  
El Paso, Texas 79901  
(915) 546-2048  
(915) 546-8180 Fax

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**Notice to Interested Parties**

Sealed bids will be received at the County Purchasing Department, 500 E. San Antonio, Suite PU500, El Paso, Texas 79901 before 2:00 p.m., **Thursday February 22, 2007** to be opened at the County Purchasing Office the same date for **El Paso County Colonia Self Help Housing Project**. A pre-bid conference will be held on Tuesday, February 13, 2007 at 10:00 a.m. in the Purchasing Conference Room located at 500 East San Antonio, Room 500, El Paso, Texas 79901.

**Bids must be in a sealed envelope and marked:**  
**"Bid to be opened February 22, 2007**  
**El Paso County Colonia Self Help Housing Project**  
**Bid #07-014"**

**Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Friday, February 16, 2007, at 12:00 p.m. Questions can be faxed to (915)-546-8180.**

Said contract shall be let to the lowest responsible bidder, and the **COMMISSIONER'S COURT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND WAIVE TECHNICALITIES**. Only bids that conform to specifications will be considered. Faxed bids will not be accepted. Successful bidder shall not order items or services until a Purchase Order is received from the County Purchasing Office. Payment will not be made on items delivered without a Purchase Order. Contract will be awarded by lump sum or line item, whichever is in the best interest of the County.

In order to remain active on the El Paso County Vendor list, each vendor receiving this bid must respond in some form. Vendors submitting a bid must meet or exceed all specifications herein. Vendors submitting a no bid must submit their reason in writing to the El Paso County Purchasing Department.

If the bid totals more than \$100,000.00, the bidder shall furnish a certified cashier's check made payable to the order of El Paso County or a good and sufficient bid bond in the amount of 5% of the total contract price, executed with a surety company authorized to do business in the State of Texas. The bid bond must be included with the bid at the time of the opening.

**PITI VASQUEZ**  
County Purchasing Agent

## BIDDING SCHEDULE

To: El Paso County, Texas

I or we agree to furnish the following described equipment, supplies, or services for the prices shown in accordance with specifications listed below or attached. By execution of this bid, I hereby represent and warrant to El Paso County that I have read and understood the Bid Documents and the Contract Documents and this bid is made in accordance with the Bid Documents.

Please quote prices and discounts on the following items:

**Description – Bid # 07-014**  
**El Paso County Colonia Self Help Housing Project**

Vendor must meet or exceed specifications

Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. **Please submit one (1) original copy and six (6) copies of your bid.**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Federal Tax Identification No.

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

\_\_\_\_\_  
CIQ Document Number

\_\_\_\_\_  
CIQ Sent Date

\_\_\_\_\_  
Representative Name & Title

\_\_\_\_\_  
Telephone & Fax Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*\*THIS MUST BE THE FIRST PAGE ON ALL BIDS\*\*\***

# COUNTY OF EL PASO, TEXAS

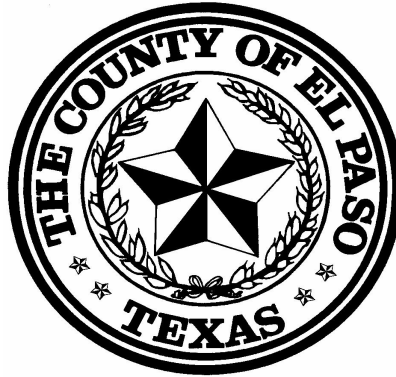
## Solicitation Check List

### **El Paso County Colonia Self Help Housing Project Bid #07-014**

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#### **THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE**

- \_\_\_\_\_ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Thursday, February 22, 2007. Did you visit our website ([www.epcounty.com](http://www.epcounty.com)) for any addendums?
- \_\_\_\_\_ Did you sign the Bidding Schedule?
- \_\_\_\_\_ Did you sign the "Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status And Implementing Regulations" document?
- \_\_\_\_\_ Did you sign the "Consideration of Insurance Benefits" form?
- \_\_\_\_\_ Did you file a copy of the completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk (in person or by mail to 500 E. San Antonio, Suite 105, El Paso, TX 79901 or by fax to 915-546-2012 attention Joann) and write the confirmation number given as proof of filing on your bidding schedule? Please include the completed and signed form with your response whether a relationship exists or not.
- \_\_\_\_\_ If your bid totals more than \$100,000, did you include a bid bond?
- \_\_\_\_\_ Did you provide one original and six (6) copies of your response?
-



## **EL PASO COUNTY**

### **REQUEST FOR BIDS**

### **BID #07-014**

### **EL PASO COUNTY COLONIA SELF HELP HOUSING PROGRAM**

### **SPECIFICATIONS FOR**

- Home Re-Construction, Rehabilitation & Small Repair
  - Education & Technology Building Construction
  - Construction Instruction & Technical Assistance

**TXCDBG CONTRACT #725003**

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## **Bid Specifications**

Bidders are invited to present bids for:

### **1. Rehabilitation of Forty (40) Occupied Residential Units**

- a. Ten (10) units in Agua Dulce 1-5
  - b. Sixteen (16) units in Lakeway Estates Units 1-3
  - c. Fourteen (14) units in Horizon View Estates Units 17, 20, 21 & 22
- Bidder must submit construction price for each residential unit, based on scope of work provided. **(See Exhibit A)**
  - Price must include list of material, professional services, and labor.
  - As part of the Self Help Center Tool Library, bidder must submit a list of all tools and equipment necessary for owner to complete project. Bidder will procure tools to be stored at Center and checked-out by residents as needed.
  - Bidder will develop and submit construction timetable to include, home visits, cost assessment, pre-construction meetings with homeowner, procure materials and delivery, interim inspections, and final walk-through.
  - Bidder will provide oversight to owner of all construction work.
  - Electrical, Plumbing and HVAC must be subcontracted to licensed professional.
  - Bidder will submit monthly reports based on timetable agreed upon
  - Bidder will coordinate and verify resident's attendance of construction skills trainings and documented participation in construction of new building. The construction of the new building will be used as an on-site training workshop for all residents benefiting through a housing project. Bidder will submit attendance rosters signed by instructor.
  - All requests for reimbursement must be submitted with signed invoices.
  - All rehabilitation and construction of home units must be completed by July 30, 2007, and submitted with before and after photos.
  - Bidder shall bring these housing units into compliance with Colonia Housing Standards set forth by the Texas Department of Housing and Community Affairs (TDHCA) and HUD.
  - All construction work must adhere to 2006-2008 SHC Program Guidelines **(See Exhibit F)**

## **2. Small Repairs of Twenty-Four (24) Owner Occupied Residential Units**

- a. Three (3) units in Agua Dulce Units 1-5
  - b. Three (3) units in Horizon 90, 91, & 94
  - c. Three (3) units in El Paso Hills Units 1-4
  - d. Ten (10) units in Lakeway Estates Units 1-3
  - e. Five (5) units in Horizon View Estates Units 17, 20, 21 & 22
- Bidder must submit construction price for each residential unit, based on scope of work provided, with before and after photos. **(See Exhibit B)**
  - Price must include list of material, professional services, and labor.
  - As part of the Self Help Center Tool Library, bidder must submit a list of all tools and equipment necessary for owner to complete project. Bidder will procure tools to be stored at Center and checked-out by residents as needed.
  - Bidder will develop and submit construction timetable to include, home visits, cost assessment, pre-construction meetings with homeowner, procure materials and delivery, interim inspections, and final walk-through.
  - Bidder will provide oversight to owner of all construction work.
  - Electrical, Plumbing and HVAC must be subcontracted to licensed professional.
  - Bidder will submit monthly reports based on timetable agreed upon
  - Bidder will coordinate and verify resident's attendance of construction skills trainings and documented participation in construction of new building. The construction of the new building will be used as an on-site training workshop for all residents benefiting through a housing project. Bidder will submit attendance rosters signed by instructor.
  - All requests for reimbursement must be submitted with signed invoices.
  - All rehabilitation and construction of home units must be completed by July 30, 2007, and submitted with before and after photos.
  - All construction work must adhere to 2006-2008 SHC Program Guidelines **(See Exhibit F)**

### **3. Re-Construction of Four (4) Homes**

- a. Two (2) homes in the Agua Dulce Units 1-5
  - b. One (1) home in the Horizon 90, 91 & 94
  - c. One (1) home in the Lakeway Estates Units 1-3
- Bidder must submit construction price for each residential unit, based on scope of work provided, with before and after photos. **(See Exhibit C)**
  - Price must include list of material, professional services, and labor.
  - As part of the Self Help Center Tool Library, bidder must submit a list of all tools and equipment necessary for owner to complete project. Bidder will procure tools to be stored at Center and checked-out by residents as needed.
  - Bidder will develop and submit construction timetable to include, home visits, cost assessment, pre-construction meetings with homeowner, procure materials and delivery, interim inspections, and final walk-through.
  - Bidder will provide oversight to owner of all construction work.
  - Electrical, Plumbing and HVAC must be subcontracted to licensed professional.
  - Design plans and specifications must adhere to proposed model.  
**(See Exhibit D)**
  - Bidder will submit monthly reports based on timetable agreed upon
  - Bidder will coordinate and verify resident's attendance of construction skills trainings and documented participation in construction of new building. The construction of the new building will be used as an on-site training workshop for all residents benefiting through a housing project. Bidder will submit attendance rosters signed by instructor.
  - All requests for reimbursement must be submitted with signed receipt.
  - All rehabilitation and construction of home units must be completed by September 30, 2007, and submitted with before and after photos.
  - All construction work must adhere to 2006-2008 SHC Program Guidelines  
**(See Exhibit F)**

Bidder shall bring these housing units into compliance with Colonia Housing Standards set forth by the Texas Department of Housing and Community Affairs (TDHCA) and HUD.



#### **4. Center/Facility Construction**

- Bidder to oversee construction of new facility by residents enrolled in housing projects.
- Bidder will develop and submit construction timetable to include, pre-construction meetings with homeowners and instructor, procure materials and delivery, interim inspections, and final walk-through. Bidder must coordinate and schedule construction classes.
- As part of the Self Help Center Tool Library, bidder must submit a list of all tools and equipment necessary to complete project. Bidder will procure tools to be stored at Center and checked-out by residents as needed.
- Bidder will procure construction materials.
- The County will subcontract professional services for design plans and specifications. **(See Exhibit E)**
- Bidder will provide oversight to owner of all construction work.
- Electrical, Plumbing and HVAC must be subcontracted to licensed professional.
- Bidder will submit monthly reports based on timetable agreed upon
- The construction of the new building will be used as an on-site training workshop for all residents benefiting through a housing project. Bidder will submit attendance rosters signed by instructor.
- All requests for reimbursement must be submitted with signed receipt.
- Construction of building September 30, 2007 must be completed by October 30, 2007.
- All construction work must adhere to 2006-2008 SHC Program Guidelines **(See Exhibit F)**
- Bidder shall build new facility to comply with Colonia Housing Standards set forth by the Texas Department of Housing and Community Affairs (TDHCA) and HUD.

## **5. Construction Technical Assistance**

- Bidder will provide Three-Hundred Forty-Four (344) home site construction technical assistance visits for basic rehabilitation, repair and re-construction, in order to assist families with the construction of homes. This assistance will allow proper completion of the project.
- Bidder shall submit schedule of technical assistance visits per unit.

## **6. Construction Skill Training**

- Bidder will provide Sixty (60) construction classes and supervision to residents benefiting from housing project. Residents will receive a wide variety of lessons (i.e., foundation slab application, sheetrock installation, framing, etc.) This training will be performed as a learning laboratory at the new Self Help Center building construction site and will allow families to learn how to work on their own homes.
- Bidder shall submit schedule of skill training workshops.
- As part of Center's Tool Library, bidder shall submit a list and procure necessary tools. Residents will check out tools necessary to complete project.
- Bidder must coordinate instructional workshops with rehabilitation and re-construction of housing units selected for this project.
- All requests for reimbursement must be submitted with signed receipt.

## **Bid Timetable**

<u>Activity</u>	<u>Target Date</u>
Advertisement	February 4 & 11, 2007
Release of Bid Specifications	February 5, 2006 –9:00a.m.
Pre- Bid Conference	February 13, 2007 – 10:00 a.m.
Last Day for Comments	February 16, 2007
Open Bids	February 22, 2007 – 2:00 PM
Disposition of Bids	March 5, 2007
Bidder to provide documents	March 6-8,2007
Contract Award	March 12, 2007

## **Submission of Questions**

Please submit any questions you have in writing to:

County of El Paso  
Purchasing Department  
500 East San Antonio, Suite PU500  
El Paso, TX 79901  
Attn: Piti Vazquez, Purchasing Agent  
Fax: 915-546-8180

All questions received by February 16, 2007 will be answered in writing, with the answers being sent to all bidders as soon as possible.

## **Bid Deadline**

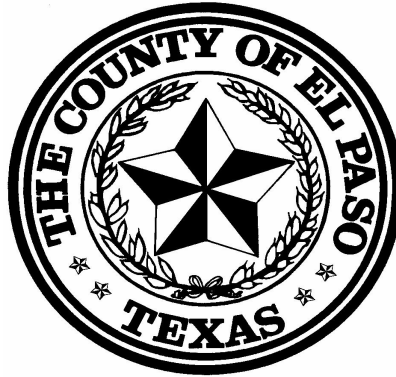
Bids must be received no later than February 22, 2007. Bids received after 2:00 PM Mountain Time on this date will not be accepted.

One original and six (6) identical copies of the bid should be submitted to:  
Piti Vazquez –County Purchasing Agent  
The County of El Paso  
500 East San Antonio, Suite PU500  
El Paso, Texas

## **Bid Format and Content**

Bids should respond clearly and concisely.  
Provide documentation and proof sources of all representations.  
Adhere to Contractor Qualifications, under section XVII, of the 2006-2008 Rehabilitation Guidelines for The El Paso County Self Help Center.

**(See Exhibit F)**

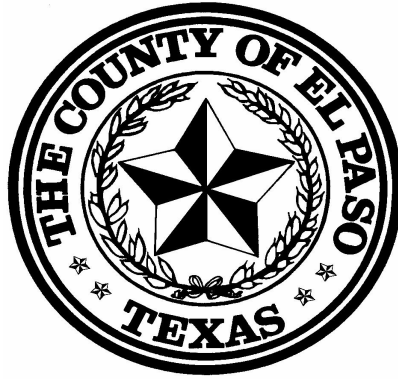


## **EL PASO COUNTY**

# **REQUEST FOR BIDS BID #07-014 EL PASO COUNTY COLONIA SELF HELP HOUSING PROGRAM**

**EXHIBIT C**

**Education & Technology Building**



## **EL PASO COUNTY**

**REQUEST FOR BIDS  
BID #07-014  
EL PASO COUNTY COLONIA SELF HELP  
HOUSING PROGRAM**

**TXCDBG CONTRACT #725003**

**EXHIBIT D**

**Specifications for:**

**Education & Technology Building**

**EDUCATION & TECHNOLOGY BUILDING**  
**2,000 Sq.Ft.**  
(40 x 50)

PROVIDE:

FLOOR PLAN  
FOUNDATION PLAN  
ROOF PLAN  
ELEVATION  
ELECTRICAL PLAN  
SITE PLAN

DOORS:

1- 3'-0" x 6'- 8" – sc Metal Insulated  
9- 3'- 0" x 6'- 8" – Hollow Core

WINDOWS:

4 – 3'- 0"x5'-0" – Single Hung  
2 – 4'-0 x 5" 0' – Single Hung

FOUNDATION:

3500 PSI CONCRETE

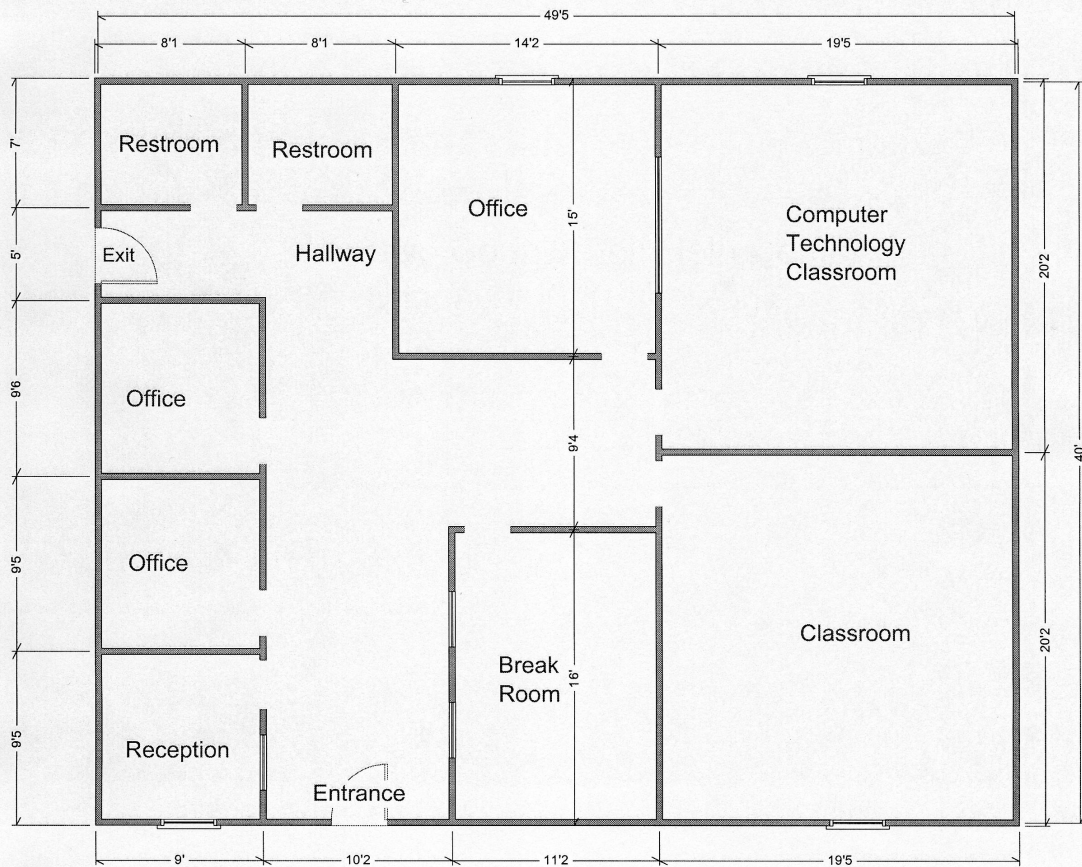
ROOF

Use 7/16" ccx Exterior Ply  
All Lumber to be DFL #2 or better  
Rafters 2x4  
Screen Roof Vents @ 10'- 0 0 c  
300 # Composition Shingles over 15 # Felt  
(9) Ceiling Fan w/Light  
Use Fluorescent Lights

BUILDING PREPARED FOR CABLE – TELEPHONE AND COMPUTER

EXHAUST FAN/VENT TO OUTSIDE

# El Paso County Self Help Center Education & Technology Building



LIVING AREA  
2006 sq ft

**Attachment 11-J:**  
**Architect's Certification of Compliance**  
**with the Architectural Barriers Act of 1968**

---

Locality: \_\_\_\_\_ Contract No: \_\_\_\_\_

Pursuant to the requirements of the Architectural Barriers Act of 1968, and the regulations issued subsequent thereto, the undersigned certifies that the design of the above mentioned project is in conformance with the minimum standards contained in the American Standards Specifications for Making Buildings and Facilities Accessible to and Usable by the Physically Handicapped, Number A-117.1-1986 (as modified by 41 CFR 101-19.603).

Certified by Project Architect:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Registration No: \_\_\_\_\_





## **EL PASO COUNTY**

**REQUEST FOR BIDS**

**BID #07-014**

**EL PASO COUNTY COLONIA SELF HELP  
HOUSING PROGRAM**

**EXHIBIT E**

**COLONIA HOUSING STANDARDS**

**TXCDBG CONTRACT #725003**



## **EL PASO COUNTY SELF HELP CENTER**

### ***Colonia Housing Standards (CHS)***

In June of 1996, the Department successfully obtained a waiver from HUD allowing the use of a new set of housing standards for Texas colonias. This new set of minimum standards, known as the "Colonia Housing Standards" or "CHS", was adopted by HUD and FHA, to insure loans in the colonias. The new standards provide as a basis, safe, sanitary and structurally sound housing needed to alleviate the existing health risks in the area.

#### **Site and Neighborhood**

The site and neighborhood shall not be subject to serious adverse environmental conditions such as:

- flooding
- open sewer hazards and septic tank back-ups
- accumulation of trash or refuse.

#### **Access**

The dwelling unit shall have direct access for the occupants:

- accessible from public roadways
- operable doors and windows with serviceable locks.

#### **Structure and Materials**

Structure and materials must be such that the dwelling is structurally sound and does not pose a threat to the health and safety of the occupants:

- structure shall be free from any serious defects such as leaning, buckling, or tripping hazards
- roof shall be firm and weather tight
- in the case of a manufactured home, the home must be permanently anchored to the site to prevent movement.

## **Lead-Based Paint**

All structures shall be inspected for defective paint surfaces in units constructed prior to 1978 which are occupied by families with children under seven (7) years of age. Identified defective painted surfaces in such structures built before 1978 shall have abatement measures applied when:

- the painted surfaces have cracking, peeling, scaling, chipping, or loose paint
- when a family occupying the unit includes a child under the age of seven (7) years with confirmed concentration of lead in whole blood of 25 ug/dl (micrograms of lead per deciliter of whole blood) or higher
- each unit shall meet the requirements of Section 302 of the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. 4822.

## **Water Supply**

- the water supply shall be free from contamination
- the water heater shall not be located in a bathroom, bedroom, or clothes closet
- potable water shall be supplied to all kitchens and bathrooms.

## **Interior Air Quality**

The interior air quality shall be free of pollutants in the air:

- free from carbon monoxide, sewer gas, and fuel gas
- bathrooms shall have at least one operable window or other adequate exhaust ventilation
- all windows shall have screens to cover each window opening.

## **Electrical**

Each room shall have natural or artificial lighting to permit normal indoor activities:

- living and sleeping rooms shall have at least one window
- a ceiling or wall type light fixture shall be present and working in the bathroom and kitchen;
- at least two (2) electrical outlets shall be present in the living area, kitchen, and bedrooms
- all rehabilitation or new construction will comply with the National Electric Code which includes the installation of Ground Fault Interruption Circuits (GFI) in the kitchen and bathroom.

## **Thermal Environment**

The dwelling unit shall have and be capable of maintaining a healthy thermal environment:

- the unit will be energy efficient
- the unit will have operable windows to provide cross ventilation
- room heaters that burn natural gas, heating oil, kerosene, or other flammable fuels shall be vented to the exterior of the unit.

### **Sanitary Facilities**

The dwelling unit shall contain its own sanitary facilities which will be in proper working condition, which can be used in privacy, and which are adequate for personal cleanliness and the disposal of human waste:

- a sink, bathtub and/or shower, and flush toilet shall be a room separate from the other parts of the unit
- the unit's sanitary facilities shall be connected to an approved sewer or septic system.

### **Security**

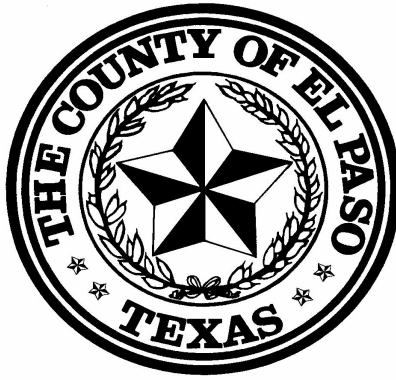
The dwelling unit shall be secure:

- all exterior doors and windows shall be secured with operable locks
- at a minimum, there shall be one UL approved, battery operated or hardwired smoke detector on each level of the unit.

### **Food Preparation**

The dwelling unit shall contain space and equipment in the proper operating condition to prepare and serve food in a sanitary manner:

- each unit shall contain a range and a sink
- each kitchen sink shall have running water
- the sink shall drain into an approved public or private sewer or septic system.



## **EL PASO COUNTY**

**REQUEST FOR BIDS**

**BID #07-014**

**EL PASO COUNTY COLONIA SELF HELP  
HOUSING PROGRAM**

**2006-2008**

**EL PASO COUNTY  
SELF HELP CENTER  
PROGRAM GUIDELINES**

**EXHIBIT F**

**TXCDBG CONTRACT #725003**

**2006-2008 El Paso County Self Help Center  
TXCDP-725003**

**Program Guidelines**

**I. PROGRAM OVERALL**

El Paso County, Texas, has received Texas Department of Housing and Community Affairs(TDHCA) Texas Community Development Program (TXCDP) funds to provide housing rehabilitation assistance to low to moderate income (LMI) applicants of El Paso who reside in Agua Dulce Units 1-5, El Paso Hills Units 1-4,Lakeway Estate Units 1-3, Horizon View Estates Units 17, 20,21 & 22 and Horizon Units 90, 91 & 94.

**II. PROGRAM OBJECTIVES**

The following objectives are provided for the implementation and administration of the housing rehabilitation program.

- A.** The primary objective of the El Paso County Housing Rehabilitation Program is to provide decent, safe, and sanitary housing for low to moderate income residents by the rehabilitation of substandard, single family, owner-occupied dwelling units in compliance with the County of El Paso, and Existing Colonia Housing Quality Standards (HQS).
- The County Self Help Center Program Coordinator, the Housing Coordinator and the Construction Specialist, shall administer the rehabilitation, repair and re-construction components of the program, to take applications, verify eligibility, perform preliminary inspections for scope of work, coordinate and review work write-ups and cost and estimates, prepare bidding documents, conduct oversight liaison between the selection committee and homeowner, and conduct all interim inspections. County Planning and Development Director must approve all program components.
- The housing program will be operated in accordance with all the applicable rules and regulations of El Paso County and the Texas Department of Housing and Community Affairs (TDHCA).

**III. APPLICANT ELIGIBILITY –REQUIREMENTS**

The following are requirements, which must be met for an applicant to be determined eligible. Eligibility does not assure funding, since it is expected that there will be more eligible applicants than can be served with available funds.

**A. Income Eligibility**

The income limits to be utilized for the Housing Rehabilitation Program are the income levels established yearly by HUD. TXCDP funds shall not be available to any applicants who have substantial financial resources available.

Proof of income shall include: Income tax returns and W-2 forms for current and one previous year and/or affidavits. Applicants will also provide savings and checking account information.

**B. Proof of Ownership**

The applicant must be an individual or family who owns and occupies a single-family residential. Ownership can be documented as follows:

- Land Sales Contract
- Title to mobile unit. Or bill of sale.

**C. Length of Ownership**

The unit to be rehabilitated must have been owned and occupied by the applicant and/or family members at least **two years** prior to the date of the application. Contract and or utility bills will demonstrate ownership. In the case of utility hookups, beneficiaries may have owned and occupied the property for less than two years.

**D. Property Taxes**

Applicant must furnish evidence that all property taxes assessed on the property proposed for rehabilitation have been paid prior to the award of the forgivable loan, or the property owner qualified for and received a tax deferral as allowed under Section 33.06 of the Texas Property Tax Code.

**E. Insurance**

For the purposes of New Home Construction the Owner must furnish evidence that the residence is insured with fire and casualty insurance. This insurance must be maintained for the 5-year duration of the forgivable loan. Applicants to Small Home Repair and Utility Hookup programs will be counseled regarding homeowners' insurance.

**IV. PROPERTY ELIGIBILITY**

**A. Unit Characteristics**

- Only single-family owner-occupied units will be eligible for rehabilitation assistance. A family is defined as a householder and one or more other persons living in same household who are member of his/her family. An individual living alone may also apply.
- Mobile homes will only be considered as eligible units if they are anchored in accordance with the manufacturer's installation instruction or the generic standards approved and promulgated by the Texas Department of Housing Community Affairs,

Manufactured Housing Division. No more than \$15,000 in hard and soft construction costs may be used to rehabilitate a mobile home and it must meet HQS upon completion.

- Mobile home rehabilitation, which exceeds \$15,000, must be substantially reconstructed, but only upon advice of OCI. Substantial reconstruction may consist of replacement housing with either (a) a manufactured home or (b) a stick built home, which shall meet only the current needs of the family or individual. Where an adequate used mobile home can be obtained, such shall be considered

#### A. Location

Units must be inside the target area.

#### B. Inspection

A preliminary inspection shall be conducted using the *Colonia Housing Standards Inspection Report* to determine the condition of the unit and to prepare a list of the code deficiencies. This will also help determine if the unit can be repaired within the limits of the loan, and whether the unit requires more rehabilitation than what is possible through the provisions of this TXCDP program. The Construction Specialist will perform interim inspections. The Self Help Program Coordinator, The Construction Specialist and TDHCA OCI Border Liaison shall conduct the final inspections.

### V. **CONDITION REQUIREMENTS**

- Upon completion of the rehabilitation, units must comply with county building codes and minimally with existing Colonia Housing Quality Standards.
- Units must comply with the El Paso County plumbing and electrical codes at the completion of the work.
- **Suitable for Rehabilitation** is defined as an LMI-occupied unit which can be brought up to Colonia Housing Quality Standards with a TXDCP investment not to exceed \$15,000.
- **Unsuitable for Rehabilitation** is defined as a residential unit which has major structural conditions that were either inadequate original construction or has failing foundation, floor, wall, ceiling, roof, and exterior systems. System failures or violations in electrical, plumbing, doors, windows, and other building components may also be taken into consideration. (The Self-Help Center must document specific conditions and determine that more than 50 percent of the house must be demolished in order to comply with Colonia HQS codes.)
- **Suitable for Repair** is defined as a residential unit with most immediate security needs small repairs such as: window replacement, doors,

### V. **TYPE OF IMPROVEMENTS**



- Improvements needed to meet county building codes, county plumbing and electrical codes HUD Section 8 Existing Quality Standards.
- Improvements must be physically attached to the property and be permanent in nature (shed or garage located separately from the house are not eligible.) This does not mean that attached carports or utility rooms are automatically eligible. Eligibility of attached structures will be determined by TXCDP where safety or the structural integrity of the house is involved.
- Improvements may include lead – based paint abatement, asbestos abatement, handicapped accessibility for special needs, energy efficiency or ventilation item such as ceiling fans, window screens, screen doors, and window blinds.
- Cook stoves, refrigerators, and other necessary appliances are eligible items, but will only be considered when they are not present or the repair would not be cost effective. They will be dealt with on a case-by-case basis.
- Required building permits shall be obtained by the contractor at his/her expense and may be included as part of the bid costs, when applicable.

#### **VI. SUPPLEMENTAL REHAB IMPROVEMENTS**

- All debris, abandoned vehicles, and derelict buildings must be removed from the property prior to the start of construction. The owners shall remove whatever they are physically able to remove. Are responsible for clean up.
- All electrical components including service, a licensed electrical inspector must inspect meter, wiring, and fixtures, even if no electrical work is specified. Unsafe components must be replaced. All exposed wiring switches and light bulbs in living areas must be encased.
- All homes must be equipped with a UL approved smoke detector installed in conformance with the one and two family dwelling code.
- Homes inhabited by handicapped or elderly persons must be analyzed as to the special physical needs of such persons. Improvements such as widened doorways, ramps, level entry and doorways, and grab bars in bath areas must be installed, if appropriate.

#### **VII. MAXIMUM CEILING OF HOUSING ASSISTANCE**

El Paso County has instituted a maximum ceiling for rehabilitation for housing units. The cost of rehabilitating a single housing unit may not exceed \$15,000 in TXCDP funds. \$48,000.00 for Re-Construction and \$3,200.00

#### **VIII. SELECTION COMMITTEE**

- A. The El Paso Self Help Center Selection Committee will be composed of SHC staff and two El Paso County colonia residents. The Selection committee will assist in the review applications process and recommend selected applicants by:

## **X. SELECTION OF APPLICANTS**

Program eligibility shall be determined utilizing the following:

- First Come First Serve Basis
- The income of the household
- The condition of housing
- Family size to bedroom ratio
- Special Needs: handicapped, elderly.
- Single parent households

-The program shall ensure that every individual is treated with fairness and consistency.

### **A. Priorities for Evaluating Applicants**

The pre-qualifying addresses housing type and conditions before other considerations, such as:

- homes lacking indoor plumbing must be addressed first;
- homes occupied by persons with disabilities which require alterations for accessibility;

### **Selection and Approval of Applicants**

- Program staff will take pre-applications by interview at the Center on a rolling basis. The applications for clients who meet the eligibility criteria will receive follow-up home visits to conduct the home inspection and further advise the client of documentation that will be required. Applicants who clearly do not qualify will be informed immediately that they do not meet baseline eligibility criteria at the pre-application stage. Non-eligible applicants maybe informed of other SHC programs and/or referred to other housing assistance agencies.
- All eligible applications will be reviewed and approved by the review committee using the outlined evaluation criteria.

### **Property Eligibility**

Properties, which shall be excluded from rehab, shall include homes, which are deteriorated to the point where rehabilitation is not cost effective. Excluded homes can be set aside and considered for substantial reconstruction.

The following rules apply for Rehabilitation:

- Water connection. Plumbing must be connected to an approved source of water and provided with an approved waste disposal/effluent system.;
- Non-construction costs for permits, design surveys and inspections are considered to be soft cost;
- Home rehabilitations cannot exceed more than \$15,000

**A. Relocation**

Relocation funds have not been appropriated under this contract.

**XI. SELECTION OF APPLICANTS, WORK WRITE-UPS AND CONTRACTING PROCESS**

- A. Upon verification of the applicant's eligibility, each application will then be rated according to a priority scoring system as hereinafter established. The Self Help Center Selection Committee will be responsible for scoring the applications.
- B. After ranking the applications, the Construction Specialist shall conduct a property inspection of the applicants to determine the specific items to be repaired or replaced to bring the units up to Colonia Quality Standards. This list of work items will constitute the work write-up for those units. After completing the work write-ups for each of the applicants, the Construction Specialist shall then estimate the cost of the proposed work (labor and materials) for each unit.
- C. Contractor will be selected by County Bid/Proposal guidelines.
- D. Selected Contractor will submit work-write ups and scope of work.
- E. Once approval of the work write-ups has been received, the contractor's staff will proceed.
- F. Contractor shall have applicants and Planning and Community Development Director sign the work write-up inspection and the scope of work.

## **COUNTY OF EL PASO, TEXAS**

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### **CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; FEDERAL DEBT STATUS, AND NONDISCRIMINATION STATUS AND IMPLEMENTING REGULATIONS\***

Instructions for the certifications:

#### General Requirements

The County of El Paso, Texas is required to obtain from all applicants of federal funds or pass-through certifications regarding federal debt status, debarment and suspension, and a drug free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes and implementing regulations.

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Signature of the form provides for compliance with certification requirements under 21 CFR part 1405, "New Restrictions on Lobbying," 21 CFR part 1414, Government wide Debarment and Suspension (Non procurement), Certification Regarding Federal Debt Status (OMB Circular A-129), and Certification Regarding the Nondiscrimination Statutes and Implementing Regulations. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the County of El Paso determines to award the covered cooperative agreement

#### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented in 21 CFR part 1405, for persons entering into a cooperative agreement over \$100,000, as defined at 21 CFR Part 1405, the applicant certifies that;

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement,

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award document for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

## 1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension and implemented at 21 CFR Part 1404, for prospective participants in primary covered transactions

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, 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 and 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) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to the application.

## 2. DRUG-FREE WORKPLACE

As required by the Drug Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. The applicant certifies that it will or will continue to provide a drug free workplace by:

(a). Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a)

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee must

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such convictions. Employers of convicted employees must provide notice including position title, to: The County of El Paso, Texas, 500 East San Antonio Street, Suite 406, El Paso, Texas 79901. Notice shall include the identification number of each affected grant

(f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health, law enforcement, or other appropriate agency

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

### 3. CERTIFICATION REGARDING FEDERAL DEBT STATUS (OMB Circular A-129)

The Applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

### 4. CERTIFICATION REGARDING THE NONDISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) title VI of the Civil right Act of 1964 (42 U.S.C. 2000D et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the rehabilitation Act of 1973, as amended (29

U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) title IX of the Education Amendments of 1972m as amended (20 U.S.C. 1981 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, and amended (42 U.S.C. 6101 ec seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

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Business Name

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Date

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Name of Authorized Representative

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Signature of Authorized Representative

# COUNTY OF EL PASO PURCHASING DEPARTMENT

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COUNTY COURTHOUSE, 500 EAST SAN ANTONIO,  
ROOM PU500, EL PASO, TEXAS 79901  
(915) 546-2048, FAX: (915) 546-8180

PITI VASQUEZ, PURCHASING AGENT  
JOSE LOPEZ, JR. ASST. PURCHASING AGENT

## BIDDING CONDITIONS

This is the only approved instruction for use on your invitation to bid. Items below apply to and become a part of the terms and conditions of the bid.

1. BY SUBMITTING A BID, EACH BIDDER AGREES TO WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST THE COUNTY OF EL PASO, AND ITS OFFICERS, AGENTS AND EMPLOYEES, ARISING OUT OF OR IN CONNECTION WITH: THE DOCUMENTS, PROCEDURES, ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY BID; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE BID DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY BIDS; AND THE AWARD OF THE CONTRACT.
2. Bids must be in the Purchasing Department BEFORE the hour and date specified. Faxed bids will not be accepted.
3. Late bids properly identified will be returned to bidder unopened. Late bids will not be considered under any circumstances.
4. All bids are for new equipment or merchandise unless otherwise specified.
5. Quotes F.O.B. destination. If otherwise, show exact cost to deliver.
6. Bid unit price on quantity specified-extend and show total. In case of error in extension, unit prices shall govern. Bids subject to unlimited price increases will not be considered.
7. Bids must give full firm name and address of bidder. Failure to manually sign bid will disqualify it. Person signing should show title or authority to bind his firm in a contract.
8. No substitutions or cancellations permitted without written approval of County Purchasing Agent.
9. The County reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid to the lowest responsible bidder. The County of El Paso reserves the right to award by item or by total bid. Prices should be itemized.
10. Bids \$100,000.00 and over, the bidder shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract prices and execute with a surety company authorized to do business in the State of Texas. The bid bond must be included with the bid at the time of the opening.
11. This is a quotation inquiry only and implies no obligation of the part of the County of El Paso.
12. The County of El Paso reserves the right to reject any proposal due to failure of performance on deliveries. The County Purchasing Agent will justify this.



13. Brand names are for descriptive purposes only, not restrictive.
14. The County of El Paso is an Equal Opportunity Employer.
15. Any proposal sent via express mail or overnight delivery service must have the proposal number and title clearly marked on the outside of the express mail or overnight delivery service envelope or package. Failure to clearly identify your proposal may be cause for disqualification.
16. PURSUANT TO TEXAS GOVERNMENT CODE SECTION 2253.021, A PRIME CONTRACTOR WHO IS AWARDED A PUBLIC WORKS CONSTRUCTION CONTRACT SHALL, PRIOR TO BEGINNING THE WORK, EXECUTE TO THE COUNTY:
  - a. A PERFORMANCE BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$100,000; AND
  - b. A PAYMENT BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$25,000.
17. PURSUANT TO TEXAS LOCAL GOVERNMENT CODE SECTION 262.032(b), ANY SUCCESSFUL BIDDER WHO IS AWARDED ANY CONTRACT IN EXCESS OF \$50,000 MAY BE REQUIRED TO EXECUTE A PERFORMANCE BOND TO THE COUNTY. SAID BOND SHALL BE IN THE FULL AMOUNT OF THE CONTRACT AND MUST BE FURNISHED WITHIN 30 DAYS AFTER THE DATE A PURCHASE ORDER IS ISSUED OR THE CONTRACT IS SIGNED AND PRIOR TO COMMENCEMENT OF THE ACTUAL WORK. ANY PERFORMANCE BOND REQUIRED PURSUANT TO THIS SECTION SHALL BE NOTED IN THE ATTACHED DETAILED BID SPECIFICATIONS OR SCOPE OF WORK. THIS SECTION DOES NOT APPLY TO A PERFORMANCE BOND REQUIRED BY CHAPTER 2253, TEXAS GOVERNMENT CODE.
18. "Beginning January 1, 2006, in order to implement HB 914 (adding new Local Government Code Chapter 176), ALL VENDORS MUST SUBMIT A CONFLICT OF INTEREST QUESTIONNAIRE (Form CIQ) disclosing its affiliations and business relationships with the County's Officers (County Judge and Commissioners Court) as well as the County employees and contractors who make recommendations for the expenditure of County funds. The names of the County Officers and of the County employees and contractors making recommendations to the County Officers on this contract are listed in the Specifications.

THE CONFLICT OF INTEREST QUESTIONNAIRE MUST BE FILED WITH THE COUNTY CLERK AND A COPY OR PROOF OF FILING MUST BE ATTACHED TO THE BIDDER'S RESPONSE SUBMITTED TO THE PURCHASING DEPARTMENT.

Bidders should be aware that this bidding condition is not intended to cover or to advise you about all situations in which Local Government Code Chapter 176 would require you to file a Form CIQ. You should consult your private attorney with regard to the application of this law and your compliance requirements. Failure to comply is punishable as a Class C misdemeanor.

## **NOTICE:**

ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE EL PASO COUNTY PURCHASING DEPARTMENT. **THE EL PASO COUNTY CODE OF ETHICS PROHIBITS ALL PRIVATE COMMUNICATION BETWEEN VENDORS AND CERTAIN COUNTY OFFICIALS AND EMPLOYEES AS DESCRIBED BELOW:**

No vendor, its representative, agent, or employee shall engage in private communication with a member of the El Paso County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

# Health Insurance Benefits Provided By Bidder

## Consideration of Health Insurance Benefits\*

1. Do you or your subcontractor(s) currently offer health insurance benefits to your employees?

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If so, please describe those health insurance benefits that you or your subcontractor(s) currently provide/offer to your employees.

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2. What percentage, if any, of your of your subcontractor's employees are currently enrolled in the health insurance benefits program?

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**El Paso County may consider provision of health insurance benefits as part of the overall "best value" determination.** Failure to provide health insurance benefits will not disqualify you from participating in this bid selection process.

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Business Name

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Date

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Name of Authorized Representative

\*

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Signature of Authorized Representative

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\* This page must be included in all responses.



**COUNTY OF EL PASO**  
County Purchasing Department  
500 East San Antonio, Suite PU500  
El Paso, Texas 79901  
(915) 546-2048  
(915) 546-8180 Fax

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RE: Bid #07-014, El Paso County Colonia Self Help Housing Project

Dear Vendor:

As of January 1, 2006, the Texas Local Government Code Chapter 176 requires all vendors and potential vendors who contract or seek to contract for the sale or purchase of property, goods, or services with any local government entity to complete and submit a Conflicts of Interest Questionnaire. A copy of the requirements regarding vendors is attached. Also attached is a copy of the Questionnaire which needs to be filed and was prepared and approved for statewide use by the Texas Ethics Commission.

In filing out the Questionnaire, the following are the County Officers that will award the bid and the employees which will make a recommendation to the Commissioners Court:

County Officers: County Judge Dolores Briones  
Commissioner Larry Medina  
Commissioner Betti Flores  
Commissioner Miguel Teran  
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent  
Jose Lopez, Jr., Assistant Purchasing Agent  
Rosemary Neill, Director, Family and Community Services  
Jack Alayyan, Community Development Manager  
Irene Gutierrez Valenzuela, Program Coordinator

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7<sup>th</sup> business day after submitting an application, response to an RFP, RFQ or bid** or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor

**Tex. Local Gov't Code § 176.006 (2005)**

§ 176.006. Disclosure Requirements for Vendors and Other Persons; Questionnaire

(a) A person described by Section 176.002(a) shall file a completed conflict of interest questionnaire with the appropriate records administrator not later than the seventh business day after the date that the person:

(1) begins contract discussions or negotiations with the local governmental entity; or

(2) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the local governmental entity.

(b) The commission shall adopt a conflict of interest questionnaire for use under this section that requires disclosure of a person's affiliations or business relationships that might cause a conflict of interest with a local governmental entity.

(c) The questionnaire adopted under Subsection (b) must require, for the local governmental entity with respect to which the questionnaire is filed, that the person filing the questionnaire:

(1) describe each affiliation or business relationship the person has with each local government officer of the local governmental entity;

(2) identify each affiliation or business relationship described by Subdivision (1) with respect to which the local government officer receives, or is likely to receive, taxable income from the person filing the questionnaire;

(3) identify each affiliation or business relationship described by Subdivision (1) with respect to which the person filing the questionnaire receives, or is likely to receive, taxable income that:

(A) is received from, or at the direction of, a local government officer of the local governmental entity; and

(B) is not received from the local governmental entity;

(4) describe each affiliation or business relationship with a corporation or other business entity with respect to which a local government officer of the local governmental entity:

(A) serves as an officer or director; or

(B) holds an ownership interest of 10 percent or more;

(5) describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to the expenditure of money;

(6) describe each affiliation or business relationship with a person who:

(A) is a local government officer; and

(B) appoints or employs a local government officer of the local governmental entity that is the subject of the questionnaire; and

(7) describe any other affiliation or business relationship that might cause a conflict of interest.

(d) A person described by Subsection (a) shall file an updated completed questionnaire with the appropriate records administrator not later than:

(1) September 1 of each year in which an activity described by Subsection (a) is pending; and

(2) the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

(e) A person is not required to file an updated completed questionnaire under Subsection (d)(1) in a year if the person has filed a questionnaire under Subsection (c) or (d)(2) on or after June 1, but before September 1, of that year.

(f) A person commits an offense if the person violates this section. An offense under this subsection is a Class C misdemeanor.

(g) It is a defense to prosecution under Subsection (f) that the person filed the required questionnaire not later than the seventh business day after the date the person received notice of the violation.

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**Tex. Local Gov't Code § 176.001 (2005)**

§ 176.001. Definitions

In this chapter:

(1) "Commission" means the Texas Ethics Commission.

(2) "Family member" means a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code.

(3) "Local governmental entity" means a county, municipality, school district, junior college district, or other political subdivision of this state or a local government corporation, board, commission, district, or authority to which a member is appointed by the commissioners court of a county, the mayor of a municipality, or the governing body of a municipality. The term does not include an association, corporation, or organization of governmental entities organized to provide to its members education, assistance, products, or services or to represent its members before the legislative, administrative, or judicial branches of the state or federal government.

(4) "Local government officer" means:

(A) a member of the governing body of a local governmental entity; or

(B) a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity.

(5) "Records administrator" means the director, county clerk, municipal secretary, superintendent, or other person responsible for maintaining the records of the local governmental entity.

# CONFLICT OF INTEREST QUESTIONNAIRE

**FORM CIQ**

**For vendor or other person doing business with local governmental entity**

## OFFICE USE ONLY

Date Received

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government 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 violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**1 Name of person doing business 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 September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3**

**Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.**

**4**

**Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.**

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

5

**Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. 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 from the filer of the questionnaire?

☐

Yes

☐

No

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

☐

Yes

☐

No

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

☐

Yes

☐

No

D. Describe each affiliation or business relationship.

6

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date