



COUNTY OF EL PASO
500 E. San Antonio, Suite PU500
El Paso, Texas 79901
(915) 546-2048 (915) 546-8180 Fax

Notice to Interested Parties

Sealed Request for Proposals (RFP) will be received at the County Purchasing Department, 500 E. San Antonio, Suite 500, El Paso, Texas 79901 before 2:00 p.m., Wednesday, July 9, 2008 to be opened at the County Purchasing Office the same date for (RFP) Cooling Supply Upgrade Fan for the Detention Facility. **A pre-bid conference will be held on Tuesday, June 24, 2008 at 10:30 a.m. in the Purchasing Conference Room located at 500 East San Antonio, Room 500, El Paso, Texas 79901.**

Proposals must be in a sealed envelope and marked:
"Proposals to be opened July 9, 2008
(RFP) Cooling Supply Upgrade Fan for the Detention Facility
RFP Number 08-090"

Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Tuesday, July 1, 2008, at 12:00 p.m. Questions can be faxed to (915)-546-8180.

Award will be made based on a review of qualifications, scope of services and price. **COMMISSIONER'S COURT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND WAIVE TECHNICALITIES.** Only proposals that conform to specifications will be considered. Successful Proposer shall not order items or services until a Purchasing Order is received from the County Purchasing Office. Payment will not be made on items delivered without an Agreement.

If the proposal totals more than \$100,000.00, 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 price, executed with a surety company authorized to do business in the State of Texas. The certified cashiers check must be included with the proposal at the time of the opening.

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

PITI VASQUEZ
County Purchasing Agent

PROPOSAL 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 proposal, I hereby represent and warrant to El Paso County that I have read and understood the Proposal Documents and the Contract Documents and this proposal is made in accordance with the Proposal Documents.

Please quote prices and discounts on the following items:

F. O. B. El Paso County

Description – RFP # 08-090 (RFP) Cooling Supply Upgrade Fan for the Detention Facility Vendor must meet or exceed specifications
TOTAL COST
\$
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 two (2) copies of your bid.

Company

Address

Federal Tax Identification No.

City, State, Zip Code

CIQ Confirmation Number

CIQ Sent Date

Representative Name & Title

Telephone & Fax Number

Signature

Date

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

(RFP) Cooling Supply Upgrade Fan for the Detention Facility

RFP #08-090



**Opening Date
Wednesday, July 9, 2008**

EL Paso County Detention Facility

The contractor shall submit a proposal for the replacement of eight (8) cooling supply fans, located at El Paso County Detention Facility. The contractor shall supply all material, equipment and work.

The proposal shall include the following:

- Performance of operations necessary to replace the existing fans
- Labor, equipment, tools, material, supplies and performance of operations necessary to install complete systems.
- Travel expense, lodging and meals
- Charges for rental equipment and cars
- All necessary permits and licenses

Introduction

The existing centrifugal cooling supply fans were manufactured by the Loren Cook Company. The 30,000 to 35,000 CFM units are mounted to a concrete base inside the mechanical equipment rooms at the East and West side of the facility. 10 units are operating throughout the facility, 5 at the East side and 5 at the West side. Two heavy duty V-Belts and a 30 Horse Power Lincoln electric motor are used to power the fans. The electric motor is connected to a variable frequency drive and the motor speed is controlled by a computerized Honeywell Building Automation System. Access to the cooling supply fans is limited by the size of the mechanical room access doors, plumbing shaft and hallway doors, and the size of the elevator car and elevator doors.

The contractor shall replace eight (8) of these units. The replaced units shall be operating without any faults or deficiencies.

SCOPE OF WORK

- The contractor shall replace eight (8) of the existing Loren Cook centrifugal cooling supply fans. The units are located at the below listed floors of the El Paso County Detention Facility.
 - 3rd Floor, East and West Side
 - 5th Floor, West Side
 - 7th Floor, West Side
 - 9th Floor, East and West Side
 - 11th Floor, East and West Side
- Prior to the installation, the contractor shall document the discharged cubic feet per minute and the static duct pressure during normal and smoke removal mode of operation.
- After the installation of the new fans, the contractor shall re-measure the discharged cubic feet per minute and the static duct pressure during normal and smoke removal mode of operation.
- Adjustments shall then be made to closely match the performance of the new fans to the results obtained from the old fans.
- The new fans shall match the fans installed during the 2007 upgrade project at the 5th and 7th floor, East side mechanical rooms.
- Prior to operating, the new fan bearings shall be lubricated according to the manufacturer's lubrication instructions.

- Fan Nameplate information: (5th and 7th floor, East mechanical LCC fan units)
Loren Cook Company
Model: 330 CAD 330CADWDI CL1

Fan Information

Design CFM: 35,0000

Design SP: 1.5

Fan RPM: 959

Max RPM: 1147

Motor Information

HP: 30

Volts: 460

PH: 3

Hz: 60

RPM 1725

- The eight (8) new electric motors required to operate the new fans shall meet the listed specifications:

30 Hp, 480 VAC, 60 Hz, 1750 RPM,

Rated for use where exposure to water, dust and corrosives exists

TEFC Enclosure "Totally Enclosed, Fan Cooled"

1.15 - 1.25 Service Factor

Steel Construction

Continuous Duty

Inverter Rated (Inverter Compatible)

Class B Insulation

Note: ODP Enclosure, "Open, Drip Proof" will not be accepted

All motors shall be the same type and model; product of one manufacturing company.

- The existing duct work between the fan and the discharge chamber shall be replaced with new sheet metal.

Note: At the 3rd and 9th Floor, East, the connecting duct work has been replaced recently. If possible, the contractor shall reuse these new sections.

- The new connecting duct shall have an access door to allow future cleaning of the air flow station honeycomb section.
- New access doors to the honeycomb sections shall be added to the new, existing and reused units. (Total: 10 units)

- The new connecting duct sections shall be properly braced.
- The connecting duct sections shall be properly sealed and during fan operation, shall be free of air leaks.
- The pulleys shall be sized so that the new fan will supply the same volume of air as was supplied by the old fan during the smoke removal mode of operations.
- The motor pulley shall be adjustable.
- The motor pulley shall be adjusted so that the new fans will supply the same volume of air as was supplied by the old fans during the smoke removal mode of operations.

Note:

At this time, during the smoke removal mode of operation, the existing fans supply between 26,000 and 29,500 CFM.

When the fans are not operating in the smoke removal mode, the control system changes the fan speed to maintain a static pressure of 0.9 Inw.

- The vibration isolators shall be replaced.
- The contractor shall replace defective air flow stations. These measuring stations are located at the fan discharge side. The new flow stations shall be equivalent to the stations in use at the 5th and 7th floor, East side, and at the 3rd and 9th floor, East side.

The listed six (6) stations shall be replaced:

3rd Floor, West Side

5th Floor, West Side

7th Floor, West Side

9th Floor, West Side

11th Floor, East and West Side

Manufacturer: KELE

Model: UL TRACK MS 911 - 48 x 48

- The corroded electrical disconnects and associated conduit runs shall be replaced.
- Inside the existing disconnect are abandoned conductors that have been disconnected from the General Electric Motor Control Center. These conductors shall be removed from the conduit, or properly insulated and dead-ended inside a separate pull-box.

- The replaced units, including the connecting air duct and the fan base, shall be painted. Remove rust and apply a coat of primer prior to the painting of the units. The **color shall be gray**, closely matching the color of the new fan units.

The paint used for this project shall meet the requirements of the El Paso Fire department.

The paint shall be odorless, environmentally friendly and shall not release toxic fumes into the ventilation system of the facility.

Electrical Requirements

The contractor shall supply:

- General Electric, Heavy Duty, Safety Switch, 3-Pole, 60 Amperes, 600 VAC
- EMT from the disconnect to the new Junction Box
- EMT Couplings and Connectors – EMT Fittings
UL Listed 42 EK, Compression type for steel EMT, Insulated Throat, Steel Nut & Body, Concrete Tight
- Metallic Flexible Conduit
Type Seal Tite®, between J-Box and Motor Conduit Box
- Liquid-Tight Flex Connector, Straight and/or 90°, with insulated throat
- The electrical contractor shall match the conduit and wire sizes currently in use.
- Utilize good, low-impedance grounding hardware for the installation.
- All cable/wires shall be installed in approved metal conduits.
- Conduit, cable and wires shall be properly secured with approved fasteners.
- Use steel compression fittings on all conduit runs. (Couplings)
- Use steel compression fittings with insulated throats. (Connectors)
- Provide properly sized grounding conductors with all conduit runs.
- All conduit runs shall be square and parallel to the facility structure.
- The installation shall comply with the National Electrical Code, City Code, rules and regulations.

- All wall penetrations must be sealed with an UL-classified fire stop sealant.
- All parts shall meet N.E.M.A. standards.
- All work shall be executed in a neat and professional manner and shall comply with all applicable articles of the National Electrical Code.
- Obtain all necessary permits and licenses.
- Keep work areas clean.
- Remove and properly dispose of all packing material and debris at the end of each workday.

Testing and Adjustments

- Any required adjustments shall be performed in accordance with the manufacturer's specifications and instructions.
- During the smoke removal mode of operation, the new fan motor shall be loaded to approximately name plate current in order to provide maximum air flow. The contractor shall adjust the pulleys accordingly. The motor pulley shall be adjusted so that the new fan will supply the same volume of air as was supplied by the old fan during the smoke removal mode of operations.

General Requirements

- In the event that the contractor will hire sub-contractors to complete this project, the contractor shall submit the listed information with the proposal:
 - Company Name
 - Company Address
 - Phone
 - Work to be performed
- The contractor shall contact all suppliers of parts, equipment, goods and services required for this project in order to secure accurate delivery schedules.
Based on these schedules, the contractor shall submit an accurate time schedule for the project; including the following information:
 - The scheduled arrival of equipment, parts and material.
 - Time required for the completion of the entire project.
 - Start and completion dates for the project.

- All work shall conform to all applicable, building, mechanical, plumbing, fire and electrical codes and regulations.
- Provide all hardware, equipment, parts, belts, wires and connectors required for complete units that are operating without any deficiencies or faults.
- The contractor shall submit a list of employees, who will execute the work inside the Detention Facility, for a background investigation, with the following information to the El Paso County Sheriff's Office Identification and Records Section.
 Name of employee: first, middle and last name
 Employee's home address
 Employee's date of birth
 Employee's drivers license number
 The Sheriff may deny access to security areas to any employee who failed the background investigation.
- **All tools brought into the Detention Facility must be checked in and out daily.** Employees of the contractor must supply a complete inventory list of their tools, power tools, and test equipment.
- All persons and their belongings may be subjected to inspections and/or searches.
 The contractor shall consider these potential delays when scheduling the work.
- The operation of the facility may only be interrupted during nighttime hours and these interruptions shall be limited in time.
 24 hours notice for scheduled, time limited, system downtimes shall be submitted. Possible interruptions to the following listed functions must be held to a minimum: feeding of inmates, movement of officers and inmates, booking and releasing of inmates, use of computer and fiber optic equipment.
- The work of the contractor may be interrupted by unforeseen emergencies within the facility. Up **to eight men hours** shall be included in this proposal and shall not qualify for additional monetary compensation. The contractor shall consider these potential delays when scheduling the work.
- The work required to complete the installation, may be conducted within the following time periods:
 Monday through Friday, 07:00 - 16:00 (7:00 A.M. - 4:00 P.M.)
 Monday through Friday, 19:00 - 02:00 (7:00 P.M. - 2:00 A.M.)
- The El Paso Detention Facility is a smoke free facility. Contractor employees shall not enter the facility carrying tobacco products.

Disposal of equipment

- Unless instructed otherwise, all equipment, disconnected during the project and no longer required to operate the upgraded system, shall be disposed of by the contractor.

1.1 QUALITY ASSURANCE

1.101 The installation shall comply with all applicable codes.

1.102 All equipment, with the exception of owner approved reused equipment shall be new.

1.103 The manufacturer shall guarantee that parts for the new or rebuilt fans will be available for a minimum of five (5) years after completion of the installation.

1.2 WARRANTY

Repair or replace, without charge, any defective part or equipment for a period of 12 months, after completion of the installation. Repair any covered system malfunctions within **8 hours**, after the owner filed a proper complaint. Labor, parts, travel expenses, freight charges and charges for rental equipment shall be covered under this warranty.

1.201 The system shall include a factory warranty guaranteeing that the equipment is free of defects in design, material, manufacturing and operation.

1.202 The warranty time period for the new equipment shall begin on the day of the final project acceptance by the Owner. The contractor shall submit a letter to the owner documenting the start and stop dates for the warranty time period.

1.203 Factory warranty period shall be for one (1) year from the date of project completion.

1.204 The warranty may exclude malfunctions or damages caused by misuse, abuse, neglect or acts of nature.

1.3 SUBMITTALS

1.301 The submittal documents shall include data sheets and system descriptions on all equipment to be furnished. A separate equipment list shall list all equipment that will be supplied by the contractor.

1.302 The submittal documents shall include all data necessary to evaluate the function and quality the new units.

1.4 INSTALLATION

1.401 Equipment shall be firmly secured, plumb and leveled.

1.402 Coordinate all work with other affected trades and contractors.

1.5 INITIALIZING

1.501 After the installation of the new units, adjustments to meet the requirements of specifications and on-site conditions shall be made.

1.6 SYSTEM TEST PROCEDURES

1.601.1 The upgraded units shall be completely tested as per manufacturer's installation and operation manuals.

1.602 System shall be final tested for 5 working days by the owner's representative.

1.7 MSD Sheets

1.701 Provide MSD sheets for all chemicals, lubrication material, paint and paint thinner that may be used during construction.

1.8 MANUALS AND DRAWINGS

1.801 The contractor shall provide the owner with two (2) copies of standard factory prepared operation, installation and maintenance manuals. Manuals shall include typical wiring diagrams.

- End of Section -

Indemnification

The Contractor agrees to indemnify and hold the County, its officers, agents, and employees harmless against, any claims, demands, damages, costs, and expenses (including reasonable attorney's fees for defending the claims and demands) for injury or damage to the person or property of any other party arising out of any act or failure to act by the Contractor, its officers, agents, contractors, or employees, or the condition of any equipment owned by the Contractor.

Employment

The contractor is an independent contractor, and neither the contractor nor contractor's staff is, or shall be deemed, county employees.

General Provisions

(a) No contract or proposal submitted by the contractor shall supersede the requirements outlined in these specifications.

(b) Severability: If any part of this agreement is held unenforceable, the rest of the agreement will continue in full force and effect.

c) Applicable law: The laws of the State of Texas will govern this agreement, and venue shall be El Paso County. The contractor shall agree that the exclusive venue for any disputes between the contractor and the El Paso County Sheriff's Office shall be in the County of El Paso, State of Texas.

d) Notices: All notices and other communications given in connection with this Agreement shall be in writing and shall be deemed given as follows:

To County: County Judge
El Paso County
500 E. San Antonio
El Paso, Texas 79905

With copy to: Jimmy Apodaca, Sheriff
El Paso County
Sheriff's Office Headquarters
3850 Justice Drive
El Paso, Texas 79938

To Contractor: Company Name and Address of Contractor

Notices shall be deemed given when delivered personally to the recipient's address, or three days after being deposited in the United States Mail, postage prepaid to the recipient's address.

(e) No partnership: No partnership relationship between the contractor and the County of El Paso is or will be formed with this contract. The Contractor does not have authority to enter into contracts on behalf of the County.

(f) Assignment: The Contractor may not assign its rights or obligations under this Agreement without the County's prior written consent. The County may freely assign its rights and obligations under this Agreement.

(g) The contract price shall be fixed and shall not require any adjustments.

General Liability Insurance

The contractor shall provide and maintain General Liability Insurance coverage during the contract time period.

Limits:

Each Occurrence	\$ _____
Fire Damage	\$ _____
Personal & Advertising Injury	\$ _____
General Aggregate	\$ _____

Worker's Compensation and Employers' Liability

The contractor shall provide and maintain Worker's Compensation and Employers' Liability Insurance coverage. The County of El Paso must be notified in the event that the insurance policy is changed or canceled.

Limits:

Each Accident	\$ _____
Disease-Policy Limit	\$ _____
Disease-Ea. Employee	\$ _____

Automobile Liability Insurance

The contractor shall provide and maintain Automobile Liability Insurance for contractor owned or operated motor vehicles operating on property belonging to the County of El Paso. The County of El Paso must be notified in the event that the insurance policy is changed or canceled.

Limits:

Shall meet or exceed the requirements outlined by the State of Texas.

- End of Section -

COUNTY OF EL PASO, TEXAS

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

(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.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

COUNTY OF EL PASO PURCHASING DEPARTMENT

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
LINDA GONZALEZ, INVENTORY BID TECHNICIAN

PROPOSAL 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 PROPOSAL, 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 PROPOSAL; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE PROPOSAL DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY PROPOSAL; AND THE AWARD OF THE CONTRACT.
2. Proposal must be in the Purchasing Department **BEFORE** the hour and date specified. Faxed proposals will not be accepted.
3. Late proposals properly identified will be returned to bidder unopened. Late proposals will not be considered under any circumstances.
4. All proposals are for new equipment or merchandise unless otherwise specified (merchandise only).
5. Quotes F.O.B. destination. If otherwise, show exact cost to deliver (merchandise only).
6. Proposal unit price on quantity specified-extend and show total. In case of error in extension, unit prices shall govern. RFP subject to unlimited price increases will not be considered.
7. Proposals must give full firm name and address of offeror. Failure to manually sign the proposal 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 for merchandise.
9. The County reserves the right to accept or reject all or any part of the proposal, waive minor technicalities and award the proposal to the lowest responsible proposer. The County of El Paso reserves the right to award by item or by total proposal. Prices should be itemized.
10. RFP \$100,000.00 and over, the proposer 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 (merchandise only).
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 RFP 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:
 - 1) A PERFORMANCE BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$100,000; AND
 - 2) 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?

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

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

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.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

* 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

RE: RFP #08-090, (RFP) Cooling Supply Upgrade Fan for the Detention Facility

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 Anthony Cobos
Commissioner Luis C. Sariñana
Commissioner Veronica Escobar
Commissioner Miguel Teran
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent
Jose Lopez, Jr., Assistant Purchasing Agent
Peter Gutierrez, Buyer II
Linda Gonzalez, Inventory Bid Technician
Lucy Balderama, Inventory Bid Technician
Jerry Avila, Maintenance Foreman
Horst Graefe, Maintenance
Clint Porter, Cmdr.

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7th 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

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

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

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

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

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

OFFICE USE ONLY

Date Received

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

2 Check this box if you are filing an update to a previously filed questionnaire.

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

Yes No

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

4

Signature of person doing business with the governmental entity

Date

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.

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.

COUNTY OF EL PASO, TEXAS

Check List

**(RFP) Cooling Supply Upgrade Fan for the Detention Facility
RFP #08-090**

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

_____ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Wednesday, July 9, 2008. Did you visit our website (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 two (2) copies of your response?
