



**COUNTY OF EL PASO**  
County Purchasing Department  
800 E. Overland, Suite 300  
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, 800 E. Overland, Suite 300, El Paso, Texas 79901 before 2:00 p.m., Monday, March 3, 2014 to be opened at the County Purchasing Office the same date for Fleet Vehicle Maintenance and Repair Services for the County of El Paso (Re-Bid).

**Bids must be in a sealed envelope and marked:  
“Bid to be opened Monday, March 3, 2014  
Fleet Vehicle Maintenance and Repair Services  
for the County of El Paso (Re-Bid)  
Bid #14-006”**

**Do not contact the requesting department. Any questions or additional information required by interested vendors must be emailed to: [bidquestions@epcounty.com](mailto:bidquestions@epcounty.com) before Thursday, February 20, 2014, at 12:00 p.m. Bid number and title must be on the “Subject Line” of the email. Attempts to circumvent this requirement may result in rejection of the proposal as non-compliant.**

Any changes in the specifications will be posted on the County website as an addendum. It shall be the proposer’s responsibility to check the website prior to the bid opening date to verify whether any addendums have been posted. Website: [www.epcounty.com](http://www.epcounty.com); Bids and more.

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.

**KENNIE DOWNING**  
Purchasing Agent

# El Paso County Code of Ethics Training Affidavit

(This form must be signed by an officer, principal, or individual authorized to bind the company under a contract with the County.)

IN COMPLIANCE WITH §161 OF THE TEXAS LOCAL GOVERNMENT CODE, ANY VENDOR INVOLVED IN A SINGLE PROCUREMENT EXCEEDING \$50,000 MUST COMPLETE THE ENCLOSED ETHICS TRAINING BEFORE SUBMITTING A BID OR PROPOSAL WITH THE COUNTY OF EL PASO.

Purpose: The stability of democracy depends upon the continuing consent of the governed, which in turn depends upon the trust the electorate holds for its government. The Ethics Commission of the County of El Paso, Texas, in concert with elected county officials, as well as leaders of the various county departments, recognizes the need to maintain the public trust and confidence in the workings of county government and thus adopts this Code of Ethics.

What is a vendor:

Any person or their representative or employee whose goods and services are purchased under the terms of a purchase order or contractual agreement with the county; and any other persons doing business with the County.

Procurement: In advising upon, discussing, recommending, and/or granting any County purchases, bids or contracts, County public servants shall inform themselves about their financial interests, and shall make a reasonable effort to inform themselves about the financial interest of their family members.

County public servants shall excuse themselves from exercising influence, participating in, discussing, recommending, and/or granting of any County purchases, bids, or contracts if they or a family member have a substantial financial interest.

Private Communication: No member of the El Paso County Commissioners Court, County Elected Officials/Department Heads or the El Paso County Hospital District Board of Managers shall permit any vendor, its lobbyists, representative, or employee to communicate with him privately regarding any procurement of items by the County or the Hospital District from the date that the bid, RFP, or RFQ is authorized or released, whichever is first. No private communication regarding the purchase shall be permitted by a member of the Commissioners Court, a county elected official/department head, or

## El Paso County Code of Ethics Training Affidavit (continued)

the hospital district board of managers until the procurement process is complete and a purchase order is granted or a contract is entered into.

Members of the Commissioners Court, county elected officials/department heads and the board of managers shall make a reasonable effort to inform themselves regarding procurements and shall have a duty to inquire of vendors, their lobbyists, representatives, or employees, the nature of the private communication being sought prior to engaging in any communication.

This prohibition against private communication with vendors, their lobbyists, representatives, or employees shall apply to commissioners court approval of hospital district purchases.

I \_\_\_\_\_ am an officer, principal, or individual  
(Full Name)

authorized to bind the company, known as

\_\_\_\_\_  
(Company name)

By reading and signing this document, I confirm that I have been trained in the County of El Paso's Code of Ethics. I understand that any contact by myself or any representative of the company with a County of El Paso official or county employee, other than those shown on the RFP or bid documents shall cause the bid or proposal to be immediately disqualified from consideration of award.

Name \_\_\_\_\_

Title \_\_\_\_\_

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

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**EL PASO COUNTY PURCHASING DEPARTMENT  
800 E. OVERLAND AVE., ROOM 300  
EL PASO, TEXAS 79901  
(915) 546-2048  
FAX: (915) 546-8180**

**Memorandum**

**To:** All Vendors

**Subject:** County Purchasing New Vendor/Bid System & Online Vendor Registration

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The Purchasing Department has implemented its new bid processing vendor notification/registration system. The new system will allow vendors to register and maintain their vendor file real time without the intervention of the Purchasing Department. Vendors will maintain their address information and contact information; as well as the commodity information that the vendor wants to be considered for on County bid solicitations. Vendors will be given a choice of receiving hard copy bid notifications, or electronic notifications to the vendors designated email and/or cellular telephone text number. We hope that the changes will help our vendors receive their solicitations in a more effective and efficient manner that will benefit both the County and the vendor with more timely, accurate, competitive bids.

All vendors wishing to receive or continue to receive bid notifications must register in this new system at [www.epcounty.com](http://www.epcounty.com). /Bids & More/Vendors List. Thank you for your cooperation. If you have any questions please contact Sally Borrego at (915)546-2048.

## EL PASO COUNTY SIGNATURE PAGE

<b>Description – Bid #14-006</b> <b>Fleet Vehicle Maintenance and Repair Services</b> <b>for the County of El Paso (Re-Bid)</b> Vendor must meet or exceed specifications
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Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. <b>Please submit one (1) original copy and two (2) CD copies in Word/PDF Format of your bid. CD copies must reflect the original hard copy.</b>
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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:  
F. O. B. El Paso County

\_\_\_\_\_  
Company

\_\_\_\_\_  
Mailing Address

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

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

\_\_\_\_\_  
DUNS Number

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

\_\_\_\_\_  
Telephone Number include area code

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Fax Number include area code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

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

# **Fleet Vehicle Maintenance and Repair Services for the County of El Paso (Re-Bid)**

**Bid #14-006**



**Opening Date  
Monday, March 3, 2014**

## Fleet Vehicle Maintenance and Repair Services

This solicitation is a re-bid of Bid#13-066 that was opened on December 9, 2013. The original bid is hereby cancelled and replaced with the bid below. Specifications have been revised to reflect the County's desire to award multiple contracts to 4-8 companies, based on regional area.

The County of El Paso is issuing a Request for Bids for routine vehicle maintenance and repair services for all County vehicles excluding Sheriff's Department vehicles. The vendor or vendors offering the best value to the County shall be selected based upon the selection criteria described in the bid specifications. Upon award, it is the County's intention to enter into a one (1) year agreement for routine maintenance and repair services, with the option to renew for two (2) subsequent 1 year periods based on mutual consent of both parties.

### SCOPE OF WORK

The County is seeking bids from qualified vehicle maintenance and repair companies in the East, West, North, and Southern regions of El Paso County. The County anticipates awarding to two companies per region: A primary company, and a secondary company. Up to eight (8) contract awards will be made.

The successful bidder(s) shall perform routine vehicle maintenance and repair services on County vehicles including sedans, light duty trucks, sports utility vehicles, vans, and heavy-duty trucks on an as-needed basis. There are approximately 200 County vehicles that may be serviced by this contract. The County will provide a list of the vehicles and their age to the contractor. The County may add vehicles or delete vehicles from its list during the term of this agreement at the discretion of the County of El Paso. Any vehicles added to the contract shall be offered the same bid prices as in the original bid. The County may require the contractor(s) to provide maintenance or repair services on other non-County vehicles that are currently providing transportation or delivery services under a County contract.

The contractor(s) shall provide bid prices for the following routine maintenance services on the vehicles listed:

- Oil change, filter replacement with fluid check
- Chassis lube service with fluid check
- Transmission fluid and filter change service
- Bulb or fuse replacement
- Wiper blade replacement
- Coolant flushes and refills
- Air conditioning system check up
- Safety inspection
- Annual vehicle inspection
- Vehicle mechanical repairs

The contractor(s) will provide a written checklist at each oil change of the work performed. The list will consist of all fluid checks, brake check, tire check, belts and hoses, filters, wiper blades, and battery check. Contractor(s) must complete the checklist and detail all services performed and all costs associated with the service to include parts. The contractor(s) must also note any conditions observed that will require additional work and shall submit an estimate for repairs based on the rates for parts, labor, and any diagnostics offered in this bid.

Contractor shall provide a "reminder" sticker for the inside of the vehicle windshield to remind the user of their next maintenance check.

The annual vehicle inspection is the State of Texas required services in order to provide "annual tags" for the vehicle. The vendor must be state certified to provide this service. Services must be done in the vendor's shop and shall not be given to or driven to a third party for the inspection.

#### Non-Routine Repairs

The contractor(s) shall provide the County with a fixed price mechanic's hourly labor rate and the proposed discount rate on repair parts for service not classified as routine maintenance. The discount rate on repair parts shall be from the manufacturer's printed parts price list and shall remain fixed until the manufacturer provides an updated printed parts price list.

As the oil market is volatile, an increase to the price of oil will be considered if the price of oil increases nationally. Price increases for labor for oil changes will not be accepted. Vendors must have proof of the national oil price increase available.

Any repair not considered routine maintenance as listed above and estimated over two hundred dollars (\$200) will require a written estimate and pre-approval by the Buyer in the Purchasing Department who is responsible for vehicle maintenance and repair purchases prior to performing any work on the vehicle. Written estimates should be emailed or faxed to the Purchasing vehicle repair Buyer directly.

All repair estimates must clearly identify the vehicle to be repaired to include the vehicle identification number (VIN) or license plate number, or unit number, work to be performed, and the date the estimate was submitted. All vehicle repairs on estimated work must be approved by the Vehicle Repair Buyer within sixty (60) days of the repair estimate or a new estimate must be submitted.

In the event any repair requires that a vehicle be kept overnight at the contractor's repair facility, the contractor must secure the vehicle.

The contractor(s) shall provide the required services and will not subcontract or assign the services without the prior written approval of the County of El Paso.

The contractor(s) shall not hire any County employee for any of the required services without the prior written approval of the County of El Paso.

The parties agree that the contractor(s) are neither employees nor agents of the County of El Paso for any purpose.

#### **Warranty**

If a standard parts or labor warranty exists, the contractor(s) will supply a minimum warranty of 4,000 miles or 90 calendar days on all labor and parts services.

#### **Quality Assurance**

Contractor must have been in the business of vehicle maintenance and repair services for the period of three years.

Contractor(s) shall identify its employee who will have the authority to resolve any disputed service issues with the County. The contractor(s) shall also identify an alternate, higher level employee who can resolve service issues that cannot be resolved by the designated lower level employee.

All contractor(s)' mechanics working on County vehicles shall be at a minimum ASE master certified technician in the particular area of repair. Contractor(s) shall provide evidence of such certification as part of its bid submittal.

Contractor(s) repair facility must be a designated Official Vehicle Inspection Station by the State of Texas.

All contractor(s) supplied services and parts will be compliant with the terms of the vehicle's manufacturer's standards.

Contractor(s) will utilize quality brand replacement parts that are approved by the vehicle manufacturer. Rebuilt replacement parts will not be accepted without the prior written approval of the vehicle repair buyer and the department.

When making written service estimates, the contractor(s) shall use the published industry standards found in the All Data Manual or Mitchell Manual as its guide to estimate the maximum service time for repair. Repairs requiring additional labor in excess of the service time listed in the All Data Manual or Mitchell Manual must have prior written approval of the Purchasing vehicle repair Buyer before any work is authorized to proceed.

In the course of providing maintenance or repair services, Contractor(s) shall provide all parts at a discounted rate. Contractor quotations that include parts prices higher than the agreed upon discounted price shall be rejected.

If the contractor(s) offers the public any special pricing that is lower than the County's bid price, the contractor(s) must provide the lower price.

The contractor must describe its invoicing and repair reporting process and describe how the maintenance and repair information will be communicated to the County of El Paso.

All invoices must clearly indicate the specific vehicle, department, VIN number or license plate number, make, model and year of vehicle on which the contractor(s) performed service or maintenance. All invoices must be signed by the County with the employee's printed name and signature that picked up the vehicle. The employee's signature verifies that all work has been performed and the vehicle is running properly, in order to be paid.

Bidders shall provide three (3) references from organizations for which the vendor provides routine vehicle maintenance and repair for a fleet of vehicles. Provide company name, address, contact name, phone number, e-mail address, and number of fleet vehicles serviced.

### **Performance Criteria**

At the end of each month, the contractor shall provide the County's vehicle repair Buyer with a report, by vehicle, of all service performed during the previous month.

The following criteria will be used to evaluate the vendor's performance:

Obtaining proper approval from the County's vehicle repair Buyer prior to commencement of work.

The number of routine repairs or maintenance where re-work by the contractor was necessary.

The number of instances the contractor(s) failed to properly secure a County vehicle as required in the specifications. (A break-in or other damage occurs).

The number of instances the contractor failed to provide the required reports mentioned above.

## **Evaluation Criteria**

### Pricing (30%)

Experience (30%) Review of references and quality assurance requirements described above.

Ability to Perform (40%) Size and number of vendor's facility, number of mechanics, number of service bays, mechanic certifications, ability to secure vehicles overnight and ability to provide monthly reporting.

The County reserves the right to award a contract to more than one company.

**Vendor Qualification Sheet**  
**Fleet Vehicle Maintenance and Repair Services (Re-bid)**

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

Address \_\_\_\_\_

Primary Contact \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_

Name of designated person to handle any disputed service issues \_\_\_\_\_

Name of higher-level person to assist on matters that cannot be resolved by the person listed above \_\_\_\_\_.

1. Number of years company has been in the business of vehicle maintenance and repairs services \_\_\_\_\_

2. Number of repair employees \_\_\_\_\_

3. Number of Service Bays \_\_\_\_\_

4. Hours of Operation: \_\_\_\_\_

5. Describe the company and technician's experience in providing the services listed in this bid (Attach additional sheets if needed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Provide employee certifications and company's certifications for providing the requested services.

7. Is the company a State of Texas designated Official Vehicle Inspection Station \_\_\_\_\_?

8. Provide three (3) references from current business or government customers with a fleet of vehicles whom you provide services. Include name, address, contact name, telephone number, e-mail, and size of fleet.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**BID PRICE SHEET  
 BID #14-006 FLEET VEHICLE MAINTENANCE and REPAIR SERVICES (Re-Bid)**

Enter prices on the four Bid Price tables: A) Automobiles, B) Light Trucks and Sports Utility Vehicles, C) Heavy Duty Trucks, and D) Services applicable to all vehicles listed and Non-Routine Repair Services.

A) Automobiles

Routine maintenance services on the vehicles listed:

Item	Description	Bid Price
1	Oil change, filter replacement with fluid check.	
2	Chassis lube service with fluid check.	
3	Transmission fluid and filter change service.	
4	Bulb and fuse replacement.	
5	Wiper blade replacement	
6	Coolant flushes and refills.	
7	Air conditioning system check up.	

B) Light Trucks & Sports Utility Vehicles

Routine maintenance services on the vehicles listed:

Item	Description	Bid Price
1	Oil change, filter replacement with fluid check.	
2	Chassis lube service with fluid check.	
3	Transmission fluid and filter change service.	
4	Bulb replacement.	
5	Wiper blade replacement	
6	Coolant flushes and refills.	
7	Air conditioning system check up.	

C) Heavy Duty Trucks

Routine maintenance services on the vehicles listed:

Item	Description	Bid Price
1	Oil change, filter replacement with fluid check.	
2	Chassis lube service with fluid check.	
3	Transmission fluid and filter change service.	
4	Bulb replacement.	
5	Wiper blade replacement	
6	Coolant flushes and refills.	
7	Air conditioning system check up.	

D) All Vehicles and Non-Routine Repair Services

Item	Description	Bid Price
1	Safety Inspection	
2	Annual vehicle inspection	
4	Non-Routine Mechanical repairs (Provide hourly rate)	\$ _____ /hr.
5	Provide discount rate on repair parts for non-routine repairs Discounted from vendor printed parts price list.	_____ %

List of Eligible County Vehicles for Fleet Vehicle Maintenance and Repair Bid  
 (The County makes no guarantee of actual quantity of vehicles serviced per year.)

Department	# of vehicles	Year	Make & Model
Adult Probation	1	1993	Toyota Passenger Van
	1	1994	Chevrolet Pickup Truck crew cab
	2	1998	Chevrolet 12 passenger van
	1	1998	GMC 3500 Pickup Truck
	1	2000	Chevrolet 3500 Pickup Truck
	1	2000	Chevrolet Malibu LS 4dr
	1	2000	Dodge Astro Van
	1	2001	Ford F350 Pickup Truck
	1	2004	Chevrolet 3500 Passenger Van
	1	2006	Ford Fusion SE 4dr
	4	2007	Chevrolet Malibu LS 4dr
	2	2007	Ford Econoline Van
	1	2008	Chevrolet Malibu LS 4dr
	4	2008	Ford Econoline Van
	2	2009	Chevrolet Malibu LS 4dr
	1	2009	Ford F350 Pickup Truck
	1	2012	Chevrolet Tahoe
	7	2012	Ford Fusion SE 4dr
Total	33		
Ascarate Park	1	1985	GMC 3500 Pickup Truck
	2	2000	Chevrolet Silverado Pickup Truck
	1	2000	Dodge Ram 350 Pickup Truck
	1	2000	Ford Explorer SUV
	1	2000	Ford F150 Pickup Truck
	1	2002	Chevrolet 3500 Pickup Truck
Total	7		
County Attorney	1	2007	Chevrolet Malibu LS 4dr
	1	2008	Chevrolet Impala 4dr
Total	2		
County Clerk	1	1995	Dodge Astro Van
	1	2007	Chevrolet 2500 Express Cargo Van
Total	2		
County ITD	1	1992	GMC Safari Cargo Van 5dr
	1	1996	GMC Safari SLX Passenger Van
	1	2001	Ford E150 Econoline Cargo Van
Total	3		
Coliseum	1	1999	Ford F150 Pickup Truck
	1	2002	Chevrolet Blazer LS
	1	2003	Chevrolet 2500 Silverado Pickup Truck

Department	# of vehicles	Year	Make & Model
Coliseum	1	2005	Ford Expedition XLT SUV
Total	4		
Community Development	1	2003	Dodge Ram 1500 Pickup Truck
Communications (ITD)	1	2001	Ford F350 Pickup Truck
	1	2006	Ford E150 Econoline Cargo Van
Total	2		
Constable Pct 1	1	2005	Chevrolet Impala 4dr Police pkg
	1	2007	Chevrolet Impala 4dr Police pkg
	2	2008	Chevrolet Impala 4dr Police pkg
Total	4		
Constable Pct 2	1	2003	Buick Century 4dr
	1	2004	Chevrolet Impala 4dr Police pkg
	1	2007	Chevrolet Impala 4dr Police pkg
	1	2008	Chevrolet Impala 4dr Police pkg
Total	4		
Constable Pct 3	1	2002	Chevrolet Impala 4dr Police pkg
	1	2004	Chevrolet Impala 4dr Police pkg
	1	2007	Chevrolet Impala 4dr Police pkg
	2	2008	Chevrolet Impala 4dr Police pkg
Total	5		
Constable Pct 4	2	2004	Chevrolet Impala 4dr Police pkg
	1	2007	Chevrolet Impala 4dr Police pkg
	1	2008	Chevrolet Impala 4dr Police pkg
	1	2009	Chevrolet Impala 4dr Police pkg
Total	5		
Constable Pct 5	1	2007	Chevrolet Impala 4dr Police pkg
	2	2008	Chevrolet Impala 4dr Police pkg
	3		
Constable Pct 6	1	2004	Chevrolet Impala 4dr Police pkg
	2	2007	Chevrolet Impala 4dr Police pkg
	3	2008	Chevrolet Impala 4dr Police pkg
	2	2009	Chevrolet Impala 4dr Police pkg
Total	8		
Constable Pct 7	1	2002	Chevrolet Impala 4dr Police pkg
	2	2007	Chevrolet Impala 4dr Police pkg
	2	2008	Chevrolet Impala 4dr Police pkg
Total	5		
District Attorney	1	2004	GMC Yukon
	3	2008	Chevrolet Impala LS
	2	2012	Ford Escape
	4	2012	Ford Fusion
	1	2013	Chevrolet Equinox
Total	11		

<b>Department</b>	<b># of vehicles</b>	<b>Year</b>	<b>Make &amp; Model</b>
District Clerk	1	2007	Ford E250 Cargo Van
Elections	1	1999	Chevrolet Astro Van 4 dr
	1	2013	Ford Passenger/Cargo Van
Total	2		
Juvenile Probation	1	1990	Ford F150 Pickup Truck
	1	1995	Ford Taurus 4 dr
	1	1999	Ford F150 Pickup Truck
	1	1999	GMC Safari van
	1	1999	GMC Savana 15 passenger van
	1	2000	Chevrolet 3500 Express Van
	1	2000	Dodge Ram passenger van
	1	2001	Chevrolet Astro Van 4 dr
	1	2001	Chevrolet Malibu LS 4dr
	1	2005	Chevrolet Trailblazer
	1	2006	Ford Escape
	1	2006	Ford Freestar van
	1	2007	Ford Expedition XLT 15
	1	2007	Ford F150 Pickup Truck ext cab
Total	14		
Medical Examiner	1	1999	Ford F150 Pickup Truck
	1	2003	Dodge Dakota 4x4 Pickup Truck
	1	2006	Ford Expedition SUV
	1	2006	Ford Taurus 4 dr
	1	2009	Ford Fusion
Total	5		
Nutrition	1	1998	Chevrolet Astro Van 4 dr
	7	2002	Chevrolet Express Cargo Van
	3	2002	Ford E350 12 seat Passenger Van
Total	11		
Purchasing	1	2000	Chevrolet 2500 Pickup truck
	1	2000	GMC Safari Cargo Van 5dr
	1	2013	Ford F150 Pickup Truck extended cab
Total	3		
Public Works	1	1989	Ford 3500 Pickup Truck
	1	1997	Ford F150 Pickup Truck
	1	1999	Ford F150 Pickup Truck
	1	2000	Chevrolet Silverado Pickup Truck
	1	2000	Ford F250 XL Pickup Truck crew cab
	2	2002	Dodge Ram 1500 Pickup Truck
	1	2003	Ford Expedition XLT
	1	2005	Chevrolet Silverado Pickup Truck
	6	2005	Ford Triton XL 4x4 Pickup Truck

Department	# of vehicles	Year	Make & Model
Public Works	4	2006	Chevrolet Silverado Pickup Truck
	1	2006	Ford F150 Pickup Truck super crew
	4	2008	Chevrolet Silverado Pickup Truck
	1	2008	Ford F250 Pickup Truck
	2	2008	Ford F250 XL Pickup Truck
	1	2009	Chevrolet 2500 Silverado Pickup Truck
	1	2010	Ford F150 Pickup Truck
	3	2012	Ford F250 Pickup Truck 4x4
	1	2013	Chevrolet Silverado Pickup Truck
	1	2013	Chevrolet Tahoe 4x4
Total	34		
Public Works (Facilities)	1	1998	Ford F150 Pickup Truck
	1	2002	Ford F150 Pickup Truck
	1	2002	Dodge Ram 1500 Pickup Truck
	1	2002	Chevrolet Express Cargo Van
	1	2009	Ford F350 Pickup Truck
	2	2012	Ford F150 Pickup Truck
Total	7		
Public Works (Sportspark)	1	1994	Chevrolet Cheyenne Pickup Truck
Tax Office	1	2005	Chevrolet Equinox
	1	2006	Chevrolet Express Cargo Van
	2	2007	Chevrolet Malibu LS 4dr
	1	2009	Hyundai Santa Fe GLS
	1	2013	Dodge Avenger
Total	6		
346th Veteran's Court	1	2013	Ford Taurus 4 dr
384th Drug Court	1	1999	Buick Regal
	1	2004	Ford Ranger
	1	2006	Chevrolet Express Passenger Van
	1	2013	Ford Taurus 4 dr
Total	4		

# **General Provisions**

## **County of El Paso, Texas**

### **1. BID PACKAGE**

- a. The bid, general and special provisions, drawings, specifications/line item details, contract documents and the bid sheet are all considered part of the bid package. Bids must be submitted on the forms provided by the County, including the bid sheet completed in its entirety and signed by an authorized representative by original signature. Failure to complete and sign the bid sheet/contract page (s) may disqualify the bid from being considered by Commissioners' Court. Any individual signing on behalf of the bid expressly affirms that he or she is duly authorized to tender this bid and to sign the bid sheet/contract under the terms and conditions in this bid. Bidder further understands that the signing of the contract shall be of no effect unless subsequently awarded and the contract properly executed by Commissioners' Court. All figures must be written in ink or typed. Figures written in pencil or with erasures are not acceptable. However, mistakes may be crossed out, corrections inserted, and initialed in ink by the individual signing the bid. Changes must also be made to any electronic copies submitted. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. Each bidder is required to thoroughly review this entire bid packet to familiarize themselves with the bid procedures, the plans and specifications for the requested work as well as the terms, and conditions of the contract the successful bidder will execute with the County.
- b. **Bid must be in the Purchasing Department BEFORE the hour and date specified. Faxed or e-mailed bids will not be accepted. Late bids will not be considered under any circumstances.**
- c. Any bid sent via express mail or overnight delivery must have the Bid number and title clearly marked on the outside of the envelope or package. Failure to clearly identify your bid may be cause for disqualification.

### **2. COMPETITIVENESS AND INTEGRITY**

To prevent biased evaluations and to preserve the competitiveness and integrity of such acquisition efforts, bidders are to direct all communications regarding this bid to the El Paso County Purchasing Agent or assigned designee, unless otherwise specifically noted.

An authorized person from the submitting firm must sign all bids. The signature acknowledges that the bidder has read the bid documents thoroughly before submitting a bid and will fulfill the obligations in accordance to the terms, conditions, and specifications.

Please carefully review this Bid. It provides specific information necessary to aid participating firms in formulating a thorough response.

### **3. BIDDER'S RESPONSIBILITY**

The Bidder must affirmatively demonstrate its responsibility. The bid must also meet the following minimum requirements:

- Have been in business of providing services for a minimum of 5 years
- Have adequate financial resources or the ability to obtain such resources as required
- Be able to comply with all federal, state, and local laws, rules, regulations, ordinances and orders regarding this bid
- Have satisfactory record of performance

- Have a satisfactory record of integrity and ethics; and
- Be otherwise qualified and eligible to receive an award

#### **4. REJECTION OF BIDS**

The County, acting through its Commissioners' Court reserves the right to: (1) reject any and all bids and waive any informality in the bids received; (2) disregard the bid of any bidder determined to be not responsible. The County further reserves the right to reject any bid due to failure of performance on deliveries as determined in writing by the County Purchasing Agent.

#### **5. RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS**

It is the responsibility of the prospective bidder to review the entire invitation to bid packet and to notify the Purchasing Department if the specifications are formulated in a manner that would restrict competition or appear ambiguous. Any such protest or question(s) regarding the specifications or bid procedures must be received in the Purchasing Department no less than seventy-two hours prior to the time set for bid opening. Vendors are to propose as specified herein or propose an approved equal. The mention of any brand name in the specifications is not intended to be restrictive, but is intended to describe the general features and requirements (or equivalent) that the County of El Paso is seeking.

Under Local Gov't Code Section 262.005 and Health & Safety Code Section 361.426, the County is required to give preference to products made of recycled materials if they meet specs. The County is also required to encourage the use of recycled products in developing new procedures and specs. They are also required to eliminate procedures and specifications that explicitly discriminate against products made of recycled materials.

#### **6. SUBSTITUTES**

It is not the County's intent to discriminate against any material of equal merit to those specified however, should the bidder desire to use any substitutions, prior written approval shall be obtained from the County Purchasing Agent sufficiently in advance in order that an addendum might be issued.

#### **7. EXCEPTIONS TO BID**

The bidder will list on a separate sheet of paper any exceptions to the conditions of the bid. This sheet will be labeled, "Exceptions to Bid Conditions", and will be attached to the bid. If no exceptions are stated, it will be understood that all general and specific conditions will be complied with, without exception.

The Bidder must specify in its bid any alternatives it wishes to propose for consideration by the County. Each alternative should be sufficiently described and labeled within the bid and should indicate its possible or actual advantage to the program being offered.

The County reserved the right to offer these alternatives to other bidders.

#### **8. PRICING**

Bids for equipment shall offer new (unused) equipment or merchandise unless otherwise specified. Quotes F.O.B. destination. If otherwise, show exact cost to deliver (merchandise only). Bid will be either lump sum or unit prices as shown on the bid sheet. The net price will be delivered to the El Paso County, including all freight or shipping charges. In case of error in extension, unit prices

shall govern. Bid subject to unlimited price increases will not be accepted. The County is tax exempt and no taxes should be included in your bid.

Unless prices and all information requested are complete, bid may be disregarded and given no consideration.

In case of default by the contractor, the County may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the contractor, the difference between the price named in the contract of purchase order and the actual cost thereof to the County. Prices paid by the County shall be considered the prevailing market price at the time such purchase is made. Periods or performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent and the Commissioners' Court.

**9. TAX EXEMPTION**

Pursuant to Section 151.309 of the Texas Tax Code, El Paso County qualifies for exemption from sales, excise and use taxes imposed under the Limited Sales, Excise, and Use Tax Act, which is codified at Chapter 151 of the Texas Tax Code. In accordance with Section 151.309, a taxable item sold, leased, or rented to, or stored, used, or consumed by the County is exempt from the taxes imposed under Chapter 151.

**10. MODIFICATION OF BIDS**

A bidder may modify a bid by letter at any time prior to the submission deadline for receipt of bids. Modification requests must be received prior to the submission deadline. Modifications made before opening time must be initialed by bidder guaranteeing authenticity. Bids may not be amended or altered after the official opening with the single exception that any product literature and/or supporting data required by the actual specifications, if any, will be accepted at any time prior to the Commissioners' Court consideration of same. No substitutions or cancellations for merchandise will be permitted without written approval of the County Purchasing Agent.

**11. SIGNATURE OF BIDS**

Each bid shall give the complete mailing address of the Bidder and be signed by an authorized representative by original signature with the authorized representative's name and legal title typed below the signature line. Each bid shall include the Bidder's Federal Employer Identification Number (FEIN). Failure to sign the Contract page(s) and bid response sheet will disqualify the bidder from being considered by the County. The person signing on behalf of the Bidder expressly affirms that the person is duly authorized to render the bid and to sign the bid sheets and contract under the terms and conditions of this Bid and to bind the Bidder thereto and further understands that the signing of the contract shall be of no effect until it is properly placed on the Commissioner's Court agenda, approved in open Court, authorized to be executed by the County Judge, and fully executed by both parties.

**12. AWARD OF BID/PROPOSALS-EVALUTATION CRITERIA AND FACTORS**

**Pursuant to the Texas Local Government Code**

**Bids** shall be awarded to the responsible bidder that submits the lowest and best bid.

**Proposals** will be made to the responsible proposer whose proposal is determined to be the best evaluated offer demonstrating the best ability to fulfill the requirements set forth in this Request for Proposal. The prices proposed will be considered firm and cannot be altered after the submission deadline. **The proposed cost to the County will be considered firm, unless the**

**County invokes its right to request a best and final offer and cannot be altered after the submission deadline.**

The County reserves the right to reject any or all bids in whole or in part received by reason of this bid and may discontinue its efforts under this Bid for any reason or no reason or solely for the County's convenience at any time prior to actual execution of the contract by the County. County reserves the right to accept or reject all or any part of the bid, waive minor technicalities, or to award by item or by total bid. Price should be itemized.

**A Bidder whose proposal does not meet the mandatory requirements set forth in this Bid will be considered noncompliant.**

Each Bidder, by submitting a bid, agrees that if its bid is accepted by the Commissioners' Court, such Bidder will furnish all items and services upon the terms and conditions in this Bid and contract.

Contractor shall submit to the County, for approval, within ten (10) days from notice of contract award, all Certificates of Insurance evidencing the required coverage as described under Insurance in the schedule of the Bid.

### **13. PUBLIC INFORMATION ACT**

The parties agree that the County is a governmental body for purposes of the Public Information Act, codified as Chapter 552 of the Texas Government Code and as such is required to release information in accordance with the Public Information Act. Bidder agrees that it has marked any information that it considers to be confidential, proprietary, and/or trade secret in its bid. County agrees to provide notice to proposer in accordance with the Public Information Act in the event the County receives a request for information under the Public Information Act for information that the Bidder has marked as confidential, proprietary, and/or trade secret.

### **14. RESULTANT CONTRACT**

The resultant contract shall become effective upon the Commissioners' Court execution of the same. The contract documents shall consist of the contract, the general and special provisions, the drawings, proposal package, any addenda issued, and any change orders issued during the work.

The criteria utilized for determining responsibility of bid(s) includes, but is not limited to, the bidder's experience, skill, ability, business judgment, financial capacity, integrity, honesty, possession of the necessary facilities or equipment, previous performance, reputation, promptness, and any other factor deemed relevant by the County to determine whether a bidder is responsible. The term of the resultant contract will begin as stated in the contract executed by the Commissioners' Court and will terminate on the date specified in the contract unless terminated earlier as herein set forth.

### **15. ESTIMATED QUANTITIES**

Any reference to quantities shown in the Bid are an estimate only. Since the exact quantities cannot be predetermined, the County reserves the right to adjust quantities as deemed necessary to meet its requirements.

### **16. CONTRACTOR INVESTIGATION**

Before submitting a bid, each contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the County upon which the contractor will rely. If the

contractor receives an award as a result of its bid submission, failure to have made such investigations and examinations will in no way relieve the contractor from its obligation to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

**17. NO COMMITMENT BY COUNTY**

This Bid does not commit the County to award any costs or pay any costs, or to award any contract, or to pay any costs associated with or incurred in the preparation of a proposal to this bid, or to procure or contract for services or supplies.

**18. SINGLE BID RESPONSE**

If only one proposal is received in response to the Request for Proposals, a detailed cost proposal may be requested of the single contractor. A cost/price analysis and evaluation and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.

**19. REJECTION/DISQUALIFICATION OF BIDS**

El Paso County reserves the right to reject any or all bids in whole or in part received by reason of this bid package and may discontinue its efforts for any reason under this bid package at any time prior to actual execution of the Contract by the County. Bidders may be disqualified and rejection of bids may be recommended to the Commissioners' Court for any of (but not limited to) the following causes:

- A. Failure to use the bid form(s) furnished by the County, if applicable.
- B. Lack of signature by an authorized representative that can legally bind the company on the bid form.
- C. Failure to properly complete the bid.
- D. Bids that do not meet the mandatory requirements.
- E. Evidence of collusion among bidders.

**20. CHANGES IN SPECIFICATIONS**

If it becomes necessary to revise any part of this bid, a written notice of such revision will be posted on the County Purchasing website. The County is not bound by any oral representations, clarifications, or changes made in the written specifications by the County's employees, unless such clarification or change is posted on the County Purchasing website. It shall be the Bidder's responsibility to check the website prior to the bid opening date to verify whether any addendums have been posted.

**21. BID IDEAS AND CONCEPTS**

The County reserves the right to adopt or use for its benefits, any concept, plan, or idea contained in any bid.

**22. BID/PROPOSAL DISCLOSURES**

Results of bids for the purchase of goods, materials, general services and construction are considered public information at the time of the bid opening. All information contained in the bid response is available for public review.

The Proposal for Services: The names of those who submitted proposals will not be made public information until an award is made by Commissioners' Court and contract executed by the parties. No price, staffing or other proposal information will be released. Proposers are requested to withhold all inquiries regarding their proposal or other submissions until after an award is made. No communication is to be had with any County employee, other than the Purchasing Agent, regarding whether a proposal was received. Violations of this provision may result in the rejection of a proposal.

**23. WITHDRAWAL OF BID**

Bidder may request withdrawal of a sealed bid prior to the scheduled bid opening time provided the request for withdrawal is submitted to the Purchasing Agent in writing. No bids may be withdrawn for a period of sixty (60) calendar days after opening of the bids.

**24. INDEMNIFICATION**

A. The contractor shall agree to assume all risks and responsibility for, and agrees to indemnify, defend, and save harmless, the County, its elected and appointed officials and department heads, and its agents and employees from and against all claims, demands, suits, actions, recoveries, judgments, and costs and expenses including reasonable attorney's fees for the defense thereof in connection therewith on account of the loss of life property or injury or damage to the person which shall arise from contractor's operations under this contract, its use of County facilities and/or equipment or from any other breach on the part of the contractor, its employees, agents or any person(s) in or about the County's facilities with the expressed or implied consent of the County. Contractor shall pay any judgment with cost which may be obtained against El Paso County resulting from contractor's operations under this contract.

Contractor agrees to indemnify and hold the County harmless from all claims of subcontractors, laborers incurred in the performance of this contract. Contractor shall furnish satisfactory evidence that all obligations of this nature herein above designated have been paid, discharged or waived. If Contractor fails to do so, then the County reserves the right to pay unpaid bills of which County has written notice direct and withhold from Contractor's unpaid compensations a sum of money reasonably sufficient to liquidate any and all such lawful claims.

B. 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. A 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.

**25. PROOF OF INSURANCE**

Successful bidder agrees to keep in full force and effect, a policy of public liability and property damage insurance issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners' of the State of Texas, with coverage provision insuring the public from any loss or damage that may arise to any person or property by reason of services limits of not less than the following sums:

## **INSURANCE REQUIREMENTS FOR SERVICES PROVIDED TO THE COUNTY OF EL PASO**

Vendor needs to provide Garage Liability coverage for \$1,000,000 and Garage Keepers Legal Liability (Primary basis) for any physical damage done to a County owned vehicle while in their care, custody and control. Limit of Garage Keepers should be as high as the highest valued vehicle that is taken to their facility.

**El Paso County shall be listed as the additional insured on policy certificates and shall be notified of changes to the policy during the contractual period.**

### **26. Conflict of Interest Disclosure Reporting**

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Conflict of Interest Questionnaire (CIQ Form), the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. A list of County employees that will award the bid and make recommendations for award are included in this bid. By law, this questionnaire must be filed with the County Clerk of El Paso County, Texas. If no conflict of interest exists, write "N/A" or "None" in Box 3 of the CIQ Form. For Bidder's convenience, a blank CIQ Form is enclosed with this bid. Blank CIQ Forms may also be obtained by visiting the Purchasing Department website at: <http://epcounty.com/purchasing/bids/default.htm>

### **27. NON-COLLUSION AFFIDAVIT**

The contractor declares, by signing and submitting a bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the contractor has not directly or indirectly induced or solicited another contractor to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any contractor or anyone else to put in a sham bid, of that anyone shall refrain from bidding; that the contractor has not in any manner, directly or indirectly, sought by agreement, communications, or conference with anyone to fix the bid price of the contractor of any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other contractor, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract, that all statements contained in the bid are true; and further, that the contractor has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any cooperation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Non negotiations, decisions, or cautions shall be initiated by any company as a result of any result of any verbal discussion with any County employee prior to the opening of responses to this Bid.

No officer or employee of the County, and no other public or elected official, or employee, who may exercise any function or responsibilities in the review or approval of this undertaking, shall have any personal or financial interest, direct or indirect, in any contract or negotiation process thereof. The above compliance request will be part of all County contracts for this service.

### **28. SOVEREIGN IMMUNITY**

The County specifically reserves any claim it may have to sovereign, qualified, or official immunity as a defense to any action arising in conjunction with this contract.

**29. MERGERS, ACQUISITIONS**

The Bidder shall be required to notify the County of any potential for merger or acquisition of which there is knowledge at the time that a bid is submitted.

If subsequent to the award of any contract resulting from this Bid the Bidder shall merge or be acquired by another firm, the following documents must be submitted to the County.

1. Corporate resolutions prepared by the awarded Bidder and the new entity ratifying acceptance of the original contract, terms, conditions and prices;
2. New Bidder's Federal Identification Number (FEIN); and
3. New Bidder's proposed operating plans.

Moreover, Bidder is required to provide the County with notice of any anticipated merger or acquisition as soon as Bidder has actual knowledge of the anticipated merger or acquisition. The new Bidder's proposed plan of operation must be submitted prior to merger to allow time for submission of such plan to the Commissioners' Court for its approval.

**31. DELAYS**

The County reserves the right to delay the scheduled commencement date of the contract if it is to the advantage of the County. There shall be no additional costs attributed to these delays should any occur. Bidder agrees it will make no claim for damages, for damages for lost revenues, for damages caused by breach of contract with third parties, or any other claim by Bidder attributed to these delays, should any occur. In addition, Bidder agrees that any contract it enters into with any third party in anticipation of the commencement of the contract will contain a statement that the third party will similarly make no claim for damages based on delay of the scheduled commencement date of the contract.

**32. ACCURACY OF DATA**

Information and data provided through this Bid are believed to be reasonably accurate.

**33. SUBCONTRACTING/ASSIGNMENT**

Bidder shall not assign, sell, or otherwise transfer its contact in whole or in part without prior written permission of Commissioners' Court. Such consent, if granted, shall not relieve the Bidder of any of its responsibilities under this contract.

**34. INDEPENDENT CONTRACTOR**

Bidder expressly acknowledges that it is an independent contractor. Nothing in this agreement is intended nor shall be construed to create an agency relationship, an employer/employee relationship, a joint venture relationship, or any other relationship allowing County to exercise control or direction over the manner or method by which Bidder or its subcontractors perform in providing the requirements stated in the Bid.

**35. MONITORING PERFORMANCE**

The County shall have the unfettered right to monitor and audit the Bidder's work in every respect. In this regard, the Bidder shall provide its full cooperation and insure the cooperation of its employees, agents, assigns, and subcontractors. Further, the Bidder shall make available for inspection and/or copying when requested, original data, records, and accounts relating to the

Bidder's work and performance under this contract. In the event any such material is not held by the Bidder in its original form, a true copy shall be provided.

**The County of El Paso is an equal opportunity employer.**

**36. PROCUREMENT ETHICS**

**CODE OF ETHICS TRAINING AFFIDAVIT FORM**

**El Paso County Code of Ethics Training Requirement for Vendors:**

Any vendor involved in a single procurement exceeding \$50,000 must read and sign the El Paso County Code of Ethics Training Affidavit that is included in each bid packet. **This training must be completed prior to submitting a bid or proposal, responding to a request for qualifications or proposals, or otherwise contracting with the County.** The training must be completed by an officer, principal, or other person with the authority to bind the vendor. The certification of completed training on the Ethics Code issued by the County Human Resources Department is valid for one (1) calendar year from the date of completion. A list of those Vendors with a current certification of completion and the corresponding date of expiration shall be maintained on the El Paso County website under the Purchasing Department's Current List of Vendors That Have Completed Ethics Training. This training requirement does not apply to emergency purchases.

**Training:** Complete the El Paso County Code of Ethics Training Affidavit that is included in each bid packet, or in compliance with Section 161 of the Texas Local Government Code, training on the El Paso County Code of Ethics will be accessible in an online format to Vendors and Lobbyists on an ongoing basis, subject only to limitations due to technical resources. No person or entity required to complete training will have to do so more than once per year.

**The required training may be accessed and completed at:**

[http://www.epcounty.com/ethicscom/trainingvendor\\_files/frame.htm](http://www.epcounty.com/ethicscom/trainingvendor_files/frame.htm)

**The training receipt should be printed out and included with the BID/RFP/RFQ/RFI.**

# 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

\*All three (3) pages of this document must be included in all responses.

## **HEALTH INSURANCE BENEFITS QUESTIONNAIRE**

Texas Local Government Code Section 262.0271 states the County may give preference to bidders that provide reasonable health insurance coverage to its employees, over a bidder that doesn't provide such insurance. Complete the questionnaire below if applicable. If not, check box #3.

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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3.  **No. The bidder is not requesting the Health Insurance Benefits Preference.**

**Checking Box #3 will not disqualify you from participating in this bid selection process.**

---

Business Name

---

Date

---

Name of Authorized Representative

---

Signature of Authorized Representative



**COUNTY OF EL PASO**  
County Purchasing Department  
800 East Overland, Suite 300  
El Paso, Texas 79901  
(915) 546-2048  
(915) 546-8180 Fax

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RE: Bid #14-006, Fleet Vehicle Maintenance and Repair Services for the County of El Paso (Re-Bid)

Dear Vendor:

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. Attached is a copy of the questionnaire.

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 Veronica Escobar  
Commissioner Carlos Leon  
Commissioner Sergio Lewis  
Commissioner Vicente Perez  
Commissioner – Patrick Abeln

County Employees: Kennie Downing, Purchasing Agent  
Jose Lopez, Jr., Assistant Purchasing Agent  
Pete Gutierrez, Buyer II  
Lucy Balderama, Inventory Bid Technician  
Araceli Hernandez, Inventory Bid Technician  
Elvia Contreras, Formal Bid Buyer  
Edward Dion, County Auditor  
Wallace Hardgrove, Budget & Financial Manager  
Lee Shapleigh, Assistant County Attorney  
Josie Brostrom, Assistant County Attorney  
Michael Martinez, Contract Admin. Manager  
Claudia Duran, Assist. Contract Admin. Manager  
Albert Lopez, Buyer

# 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

Bid # 14-006

**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.

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

\_\_\_\_\_  
Date

Adopted 06/29/2007

**COUNTY OF EL PASO, TEXAS**  
Solicitation Check List  
**Fleet Vehicle Maintenance and Repair Services for the County of El Paso (Re-Bid)**  
**Bid #14-006**

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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., Monday, March 3, 2014. Did you visit our website ([www.epcounty.com](http://www.epcounty.com)) for any addendums?

\_\_\_\_\_ Did you sign the Bid?

\_\_\_\_\_ 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?

\_\_\_\_\_ If seeking preference, did you sign the “Health Insurance Benefits Questionnaire”?

\_\_\_\_\_ Did you sign and complete the required “Ethics Training Affidavit Form”?

\_\_\_\_\_ Did you provide one original and two (2) CD copies in Word/PDF Format of your response? CD copies must reflect the original hard copy.