



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

Notice to Interested Parties

Sealed bids will be received at the County Purchasing Department, 500 E. San Antonio, Suite PU500, El Paso, Texas 79901 before 2:00 p.m., **Tuesday, March 6, 2007** to be opened at the County Purchasing Office the same date for **Home Contract for Deed Rehabilitation Program.** A pre-bid conference will be held on Tuesday, February 20, 2007 at 10:00 a.m. in the Purchasing Conference Room located at 500 East San Antonio, Room 500, El Paso, Texas 79901.

Bids must be in a sealed envelope and marked:
"Bid to be opened March 6, 2007
Home Contract for Deed Rehabilitation Program
Bid #07-017"

Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Friday, February 23, 2007, at 12:00 p.m. Questions can be faxed to (915)-546-8180.

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

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

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

PITI VASQUEZ
County Purchasing Agent

BIDDING SCHEDULE

To: El Paso County, Texas

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

Please quote prices and discounts on the following items:

F. O. B. El Paso County

Description – Bid # 07-017
Home Contract for Deed Rehabilitation Program
Vendor must meet or exceed specifications

Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. **Please submit one (1) original copy and two (2) copies of your bid.**

Company

Address

Federal Tax Identification No.

City, State, Zip Code

CIQ Document Number

CIQ Sent Date

Representative Name & Title

Telephone & Fax Number

Signature

Date

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

COUNTY OF EL PASO, TEXAS

Solicitation Check List

Home Contract for Deed Rehabilitation Program Bid #07-017

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

_____ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Tuesday, March 6, 2007. 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?

Home Contract for Deed Rehabilitation Program

Bid #07-017



**Opening Date
Tuesday, March 6, 2007**

BID # 07-017

SPECIFICATIONS FOR

**1.Rehabilitation of 4 low-to-moderate
income homes**

2.Reconstruction of 1(one) mobile residential unit

**HOME CONTRACT FOR DEED REHABILITATION
HOUSING PROGRAM
CONTRACT #1000569**



TABLE OF CONTENTS

1. CHECKLIST
2. BID SPECIFICATIONS
3. BID TIME TABLE
4. SUBMISSION OF QUESTIONS SOLICITACION
5. BID DEADLINE
6. BID FORMAT AND CONTENT
8. CERTIFICATIONS REGARDING LOBBYING, DEBARTMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, DRUG-FREEWORKPLACE REQUIREMENTS, FEDERAL DEBT STATUS NONDISCRIMINATION STATUS AND IMPLEMENTING REGULATIONS.
9. BID CONDITIONS
10. HEALTH INSURANCE BENEFITS PROVIDED BY BIDDERS
11. CONFLICT OF INTEREST QUESTIONNAIRE

Attachments:

EXHIBIT A- WORK WRITTE UP / COST ESTIMATE

EXHIBIT B- HOME PROGRAM IMPLEMENTATION MANUAL,CHAPTER 9

EXHIBIT C- CONTRACTOR BID CERTIFICATION, FORM CDF 11.06

EXHIBIT D- COLONIA HOUSING STANDARDS

EXHIBIT E- CONTRACTOR REQUEST FOR PAYMENT, FORM CDF 11.04

EXHIBIT F- INSPECTION VERIFICATION FORM, FORM CFD 11.03

EXHIBIT G- FINAL BILLS PAID AFFIDAVIT (FORM 11.08) AND
LIEN WAIVER AFFIDAVIT (FORM 11.24)

EXHIBIT H- FEDERAL LABOR STANDARD PROVISIONS

1. Bid Specifications

Bidders are invited to present bids for:

- A. Rehabilitation of Four (4) Occupied residential units
 - a. Three (3) units in Montana Vista Estates
 - b. One (1) units in El Paso Hills

(See Exhibit A)

- Bidder must submit unit price, lump sum construction bid for each residential unit, based on scope of work provided.
- Price must include list of material, professional services, and labor.
- Bidder will develop and submit construction timetable to include, but not limited to, home visits, cost assessment, pre-construction meetings with homeowner, procure materials and delivery, progress inspections, and final walk-through inspection.
- Construction, Electrical, Plumbing and HVAC must be completed/Subcontracted by a licensed professional.
- All rehabilitation and construction of home units must be completed and submitted by September 17, 2007, with before and after photos.
- Bidder shall complete scope of work and complete project as specified under Building Contractor Responsibilities from HOME Implementation Manual, Chapter 9. (See Exhibit B).
- Bidder must include with bid, a Contractor Bid Certification, Form CFD 11.06 (See Exhibit C).
- Bidder shall bring these housing units, at a minimum, to Colonia Housing Standards set forth by the Texas Department of Housing and Community Affairs (TDHCA) and HUD. (See Exhibit D).

2. Bid Specifications

Bidders are invited to present bids for:

- B. Re-construction of One (1) Occupied residential mobil units
 - a. One (1) units in El Paso Hills

(See Exhibit A)

- Bidder must submit unit price, lump sum re-construction bid for mobile residential unit, based on scope of work provided.
- Price must include list of material, professional services, and labor.
- Bidder will develop and submit construction timetable to include, but not limited to, home visits, cost assessment, pre-construction meetings with homeowner, procure materials and delivery, progress inspections, and final walk-through inspection.
- Electrical, Plumbing and HVAC must be completed/Subcontracted by a licensed professional.
- Bidder will submit monthly reports based on timetable agreed upon
- All requests for reimbursement must be submitted with original invoices.
- All re-construction of mobile home units must be completed and submitted by August 20, 2007, with before and after photos.
- Bidder shall complete scope of work and complete project as specified under Building Contractor Responsibilities from HOME Implementation Manual, Chapter 9. (See Exhibit B).

- Bidder must include with bid, a Contractor Bid Certification, Form CFD 11.06 (See Exhibit C).
- Bidder shall bring these housing, at a minimum, to Colonia Housing Standards set forth by the Texas Department of Housing and Community Affairs (TDHCA) and HUD. (See Exhibit D).

Bid Timetable

<u>Activity</u>	<u>Target Date</u>
1 st advertisement:	February 11, 2007
Release of Bid Specifications	February 12, 2007
Pre- Bid Conference	February 20, 2007 – 10:00
Last Day for Comments	February 23, 2007
Open Bids	March 6, 2007 – 2:00 PM

Submission of Questions

Please submit any questions you have in writing to:

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

All questions received by February 23, 2007 will be answered in writing, with the answers being sent to all bidders as soon as possible.

Bid Deadline

Bids must be received no later than March 6, 2007. Bids received after 2:00 PM Mountain Time on this date will not be accepted.

One original and Six (6) identical copies of the bid should be submitted to:

Piti Vazquez –County Purchasing Agent
The County of El Paso
500 East San Antonio, Suite PU500
El Paso, Texas

Bid Format and Content

Bids should respond clearly and concisely.

Provide documentation and proof sources of all representations.

Adhere to Contractor Qualifications, under section XVII, of the 2006-2008

BID FORM

**OPTION #1: BID SPECIFICATION ITEM (S) A & B
BID FOR UNIT-PRICE SUM CONTRACT**

Place: El Paso County, Texas

Date: _____

Project No.: _____

Proposal of _____ (hereinafter called Bidder) a corporation organized under the laws of the State of _____ (OR) a partnership/an individual doing business as _____ organized under the laws of the State of _____ (strike out inapplicable references).

To: **The County of El Paso, Texas**
C/o Commissioners' Court (hereinafter called the Owner)

Gentlemen:

The Bidder, in compliance with your Invitation for Bids for the rehabilitation and/or reconstruction of the following:

Bid Specification Item A:

- Rehabilitation of Three (3) units in the Montana Vista Estates Colonia
- Rehabilitation of One (1) unit in the El Paso Hills Colonia

Bid Specification Item B:

- Re-construction of One (1) unit in the El Paso Hills Colonia

Having examined the bid specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the rehabilitation and/or reconstruction of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to perform the project in accordance with the Contract Documents, within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract documents, of which this proposal is a part.

Bidder hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" by the Owner as stipulated in the specifications. Bidder further agrees to pay as liquidated damages, the sum of \$ 250.00 for each consecutive calendar day thereafter as hereinafter provided in the HOME PROGRAM IMPLEMENTATION MANUAL, (Exhibit B).

Bidder acknowledges receipt of the following addenda:

Bid Specification Item A: Bidder agrees to perform all of the work described in the bid specifications for the Unit-Price Sum of _____ Dollars (\$ ____). (Amount shown in both words and figures)

Bid Specification Item B: Bidder agrees to perform all of the work described in the bid specifications for the Unit-Price Sum of _____ Dollars (\$ ____). (Amount shown in both words and figures)

TOTAL SUM OF Bid Specification Item(s) A & B \$ _____

BID FORM
OPTION #1: BID SPECIFICATION ITEM(S) A & B
BID FOR UNIT-PRICE SUM CONTRACT

In accordance with the requirements of Texas House Bill 11, bidders must separate charges for materials and labor. Please complete the following.

- | | | |
|----|-------------------------------------------------------------------------|----------|
| 1. | MATERIALS TO BE INCORPORATED IN PROJECT NOT SUBJECT TO SALES TAX | \$ _____ |
| 2. | LABOR TO BE INCORPORATED IN PROJECT NOT SUBJECT TO SALES TAX | \$ _____ |
| 3. | RENTAL EQUIPMENT AND OTHER TAXABLE ITEMS | \$ _____ |
| 4. | OTHER (I.E. BONDS, INSURANCE, ETC.) | \$ _____ |
| | * TOTAL | \$ _____ |

*(Total must equal total bid price for Option # 1)

BID FORM
OPTION #2: BID SPECIFICATION ITEM A
BID FOR UNIT-PRICE SUM CONTRACT

Place: El Paso County, Texas

Date: _____

Project No.: _____

Proposal of _____ (hereinafter called Bidder) a corporation organized under the laws of the State of _____ (OR) a partnership/an individual doing business as _____ organized under the laws of the State of _____ (strike out inapplicable references).

To: **The County of El Paso, Texas**
C/o Commissioners' Court (hereinafter called the Owner)

Gentlemen:

The Bidder, in compliance with your invitation for bids for the rehabilitation of the following:
Bid Specification Item A:

- Rehabilitation of Three (3) units in the Montana Vista Estates Colonia
- Rehabilitation of One (1) unit in the El Paso Hills Colonia

Having examined the bid specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the rehabilitation of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to perform the project in accordance with the Contract Documents, within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract documents, of which this proposal is a part.

Bidder hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" by the Owner as stipulated in the specifications. Bidder further agrees to pay as liquidated damages, the sum of \$ 250.00 for each consecutive calendar day thereafter as hereinafter provided in the HOME PROGRAM IMPLEMENTATION MANUAL, (Exhibit B).

Bidder _____ acknowledges _____ receipt _____ of _____ the _____ following _____ addenda:

Bid Specification Item A: Bidder agrees to perform all of the work described in the bid specifications for the Unit-Price Sum of _____ Dollars (\$ _____). (Amount shown in both words and figures)

TOTAL SUM OF Bid Specification Item A \$ _____

BID FORM
OPTION #2: BID SPECIFICATION ITEM A
BID FOR UNIT-PRICE SUM CONTRACT

In accordance with the requirements of Texas House Bill 11, bidders must separate charges for materials and labor. Please complete the following.

- | | | |
|----|-------------------------------------------------------------------------|----------|
| 1. | MATERIALS TO BE INCORPORATED IN PROJECT NOT SUBJECT TO SALES TAX | \$ _____ |
| 2. | LABOR TO BE INCORPORATED IN PROJECT NOT SUBJECT TO SALES TAX | \$ _____ |
| 3. | RENTAL EQUIPMENT AND OTHER TAXABLE ITEMS | \$ _____ |
| 4. | OTHER (I.E. BONDS, INSURANCE, ETC.) | \$ _____ |
| | * TOTAL | \$ _____ |

* (Total must equal total bid price for Option # 2)

BID FORM
OPTION #3: BID SPECIFICATION ITEM B
BID FOR UNIT-PRICE SUM CONTRACT

Place: El Paso County, Texas

Date: _____

Project No.: _____

Proposal of _____ (hereinafter called Bidder) a corporation organized under the laws of the State of _____ (OR) a partnership/an individual doing business as _____ organized under the laws of the State of _____ (strike out inapplicable references).

To: **The County of El Paso, Texas**
C/o Commissioners' Court (hereinafter called the Owner)

Gentlemen:

The Bidder, in compliance with your invitation for bids for the reconstruction of the following:

Bid Specification Item B:

-Re-construction of One (1) unit in the El Paso Hills Colonia

Having examined the bid specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the reconstruction of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to perform the project in accordance with the Contract Documents, within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract documents, of which this proposal is a part.

Bidder hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" by the Owner as stipulated in the specifications. Bidder further agrees to pay as liquidated damages, the sum of \$ 250.00 for each consecutive calendar day thereafter as hereinafter provided in the HOME PROGRAM IMPLEMENTATION MANUAL, (Exhibit B).

Bidder acknowledges receipt of the following addenda:

Bid Specification Item B: Bidder agrees to perform all of the work described in the bid specifications for the Unit-Price Sum of _____ Dollars (\$ ____). (Amount shown in both words and figures)

TOTAL SUM OF Bid Specification Item B \$ _____

BID FORM
OPTION #3: BID SPECIFICATION ITEM B
BID FOR UNIT-PRICE SUM CONTRACT

In accordance with the requirements of Texas House Bill 11, bidders must separate charges for materials and labor. Please complete the following.

- | | | |
|----|-------------------------------------------------------------------------|----------|
| 1. | MATERIALS TO BE INCORPORATED IN PROJECT NOT SUBJECT TO SALES TAX | \$ _____ |
| 2. | LABOR TO BE INCORPORATED IN PROJECT NOT SUBJECT TO SALES TAX | \$ _____ |
| 3. | RENTAL EQUIPMENT AND OTHER TAXABLE ITEMS | \$ _____ |
| 4. | OTHER (I.E. BONDS, INSURANCE, ETC.) | \$ _____ |
| | * TOTAL | \$ _____ |

* (Total must equal total bid price for Option # 3)

UNIT PRICE SCHEDULES:

For changing quantities of work items from those indicated by the contract specifications upon written instructions from the owner, the following unit prices shall prevail:

Bid Specification Item A

Dwellin g No.	Address	Brief Description of Item With Unit Bid Price in Words	Unit Bid Price In Figures
1.	3724 Native Dancer (Colonia – Montana Vista)	Provide Rehabilitation of a residential unit to comply at a minimum with colonia housing standards set forth by TDHCA and HUD. (Exhibit D)	\$ _____
2.	3614 Yanagisako (Colonia – Montana Vista)	Provide Rehabilitation of a residential unit to comply at a minimum with colonia housing standards set forth by TDHCA and HUD. (Exhibit D)	\$ _____
3.	3573 John Henry (Colonia – Montana Vista)	Provide Rehabilitation of a residential unit to comply at a minimum with colonia housing standards set forth by TDHCA and HUD. (Exhibit D)	\$ _____
4.	1539 Seminole (Colonia – El Paso Hills)	Provide Rehabilitation of a residential unit to comply at a minimum with colonia housing standards set forth by TDHCA and HUD. (Exhibit D)	\$ _____
TOTAL ITEM A PRICE			\$ _____

Bid Specification Item B

Dwellin g No.	Address	Brief Description of Item With Unit Bid Price in Words	Unit Bid Price In Figures
1.	1524 De Gaulle (Colonia – El Paso Hills)	Provide reconstruction of a residential mobile unit to comply at a minimum with colonia housing standards set forth by TDHCA and HUD. (Exhibit D)	\$ _____
TOTAL ITEM B PRICE			\$ _____

BID FORM
BID FOR UNIT-PRICE SUM CONTRACT

The above unit prices shall include all labor, materials, equipment, shoring, removal, overhead, profit, clean up, insurance, etc., and any other incidental items not called for to cover the finished work of the several kinds called for. Changes shall be processed in accordance with HOME PROGRAM IMPLEMENTATION MANUAL.

Bidder understands that Owner reserves the right to reject any or all bids and to waive any informality in the bidding. The Bidder agrees that this bid shall be good and may not be withdrawn for a period of 30 calendar days after the scheduled closing time for receiving bids.

Upon receipt of Owner's written acceptance of this bid, Bidder will execute formal contract within 14 business days and deliver Surety Bond as required by the HOME PROGRAM IMPLEMENTATION MANUAL.

The bid security attached in the sum of _____ (\$ _____) is to become
the property of the Owner in the event the contract and bonds are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.

Respectfully submitted,

By: _____
(Name)

Title: _____

Address: _____

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 (a)

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

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

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

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

COUNTY OF EL PASO PURCHASING DEPARTMENT

(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 statues 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

BID CONDITIONS

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

1. BY SUBMITTING A BID, EACH PROPOSER AGREES TO WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST THE COUNTY OF EL PASO, AND ITS OFFICERS, AGENTS AND EMPLOYEES, ARISING OUT OF OR IN CONNECTION WITH: THE DOCUMENTS, PROCEDURES, ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY BID; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE BID DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY BIDS; AND THE AWARD OF THE CONTRACT.
2. Bids must be in the Purchasing Department **BEFORE** the hour and date specified. Faxed bids will not be accepted.
3. Late bids properly identified will be returned to bidder unopened. Late bids will not be considered under any circumstances.
4. All bids are for new equipment or merchandise unless otherwise specified.
5. Quotes F.O.B. destination. If otherwise, show exact cost to deliver.
6. Propose unit price on quantity specified-extend and show total. In case of error in extension, unit prices shall govern. Bid subject to unlimited price increases will not be considered.
7. Bids must give full firm name and address of bidder. Failure to manually sign bid will disqualify it. Person signing should show title or authority to bind his firm in a contract.
8. No substitutions or cancellations permitted without written approval of County Purchasing Agent.
9. The County reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid to the lowest and best qualified responsible bidder. The County of El Paso reserves the right to award by item or by total bid. Prices should be itemized.
10. Bids \$100,000.00 and over, the bidder shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract prices and execute with a surety company authorized to do business in the State of Texas. The 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 bid due to failure of performance on deliveries. The County Purchasing Agent will justify this.
13. Brand names are for descriptive purposes only, not restrictive.
14. The County of El Paso is an Equal Opportunity Employer.
15. Any bid sent via express mail or overnight delivery service must have the bid number and title clearly marked on the outside of the express mail or overnight delivery service envelope or package. Failure to clearly identify your bid 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 BIDDERS 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 BIDDER 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 BIDDERS AND CERTAIN COUNTY OFFICIALS AND EMPLOYEES AS DESCRIBED BELOW:**

No bidder, 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 bidders, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any bidder outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a bidder 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: Bid# 07-017, HOME Program Contract for Deed Rehabilitation Program

Dear Bidder:

As of January 1, 2006, the Texas Local Government Code Chapter 176 requires all bidders and potential bidders 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 bidders 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 G. Sariñana
Commissioner Veronica Escobar
Commissioner Miguel A. Teran
Commissioner Daniel R. Haggerty

County Employees: Piti Vasquez, Purchasing Agent
Jose Lopez, Jr., Assistant Purchasing Agent
Jack Alayyan, Director Planning & Development
Guadalupe Ibarra, Program Coordinator

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

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

§ 176.006. Disclosure Requirements for Bidders 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 bids 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.

A hard copy of all exhibits may be picked up at the Purchasing Dept. or an electronic copy of the exhibits may be downloaded from the Purchasing bid page or emailed to the vendor upon request.

EXHIBIT "A"

WORK WRITTE-UP/COST ESTIMATES

HOME CONTRACT FOR DEED REHABILITATION HOUSING PROGRAM

BID # 07-017

**EL PASO COUNTY
SELF HELP CENTER**



**ALL 5 WORK WRITTE UP CAN BE SENT TO YOU
ELECTRONICALLY AS A XCEL DOCUMENT. OR
HARD COPY.**

EXHIBIT "B"
HOME PROGRAM IMPLEMENTATION
MANUAL
CHAPTER 9- CONSTRUCTION

HOME CONTRACT FOR DEED
REHABILITATION
HOUSING PROGRAM

BID # 07-017

EL PASO COUNTY
SELF HELP CENTER



**THIS EXHIBIT IS AVAILABLE ONLY ON HARD
COPY.**

EXHIBIT "C"
CONTRACTOR BID CERTIFICATION,
FORM CDF 11.06

HOME CONTRACT FOR DEED
REHABILITATION
HOUSING PROGRAM

BID # 07-017

EL PASO COUNTY SELF HELP CENTER



**Exhibit C is AVAILABLE ELECTRONICALLY AS A
XCEL DOCUMENT. OR HARD COPY.**

EXHIBIT "D"

COLONIA HOUSING STANDARDS

**HOME INVESTMENT PARTNERSHIPS
PROGRAM**

BID #07-017



EL PASO COUNTY

HOME CONTRACT #1000569



EL PASO COUNTY SELF HELP CENTER

Colonia Housing Standards (CHS)

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

Site and Neighborhood

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

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

Access

The dwelling unit shall have direct access for the occupants:

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

Structure and Materials

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

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

Lead-Based Paint

All structures shall be inspected for defective paint surfaces in units constructed prior to 1978 which are occupied by families with children under seven (7) years of age. Identified defective

painted surfaces in such structures built before 1978 shall have abatement measures applied when:

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

Water Supply

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

Interior Air Quality

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

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

Electrical

Each room shall have natural or artificial lighting to permit normal indoor activities: living and sleeping rooms shall have at least one window

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

Thermal Environment

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

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

Sanitary Facilities

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

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

Security

The dwelling unit shall be secure:

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

Food Preparation

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

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

EXHIBIT "E"
**CONTRACTOR REQUEST FOR
PAYMENT, FORM CDF 11.04**
**HOME CONTRACT FOR DEED REHABILITATION
HOUSING PROGRAM**

BID # 07-017

**EL PASO COUNTY
SELF HELP CENTER**



**Exhibit E is AVAILABLE ELECTRONICALLY AS A
XCEL DOCUMENT. OR HARD COPY.**

EXHIBIT "F"
INSPECTION VERIFICATION FORM,
FORM CFD 11.03
HOME CONTRACT FOR DEED REHABILITATION
HOUSING PROGRAM

BID # 07-017

EL PASO COUNTY

SELF HELP CENTER



Exhibit F is AVAILABLE ELECTRONICALLY AS A XCEL DOCUMENT. OR HARD COPY.

EXHIBIT "G"
FINAL BILLS PAID AFFIDAVIT
(FORM 11.08) AND
LIEN WAIVER AFFIDAVIT
(FORM 11.24)

HOME CONTRACT FOR DEED REHABILITATION
HOUSING PROGRAM

BID # 07-017

EL PASO COUNTY SELF HELP CENTER



Exhibit G is AVAILABLE OR HARD COPY

EXHIBIT "H"
FEDERAL LABOR STANDARD
PROVISIONS

HOME CONTRACT FOR DEED REHABILITATION
HOUSING PROGRAM

REQUEST FOR BIDS
BID # 07-017

EL PASO COUNTY SELF HELP CENTER



Exhibit F is AVAILABLE HARD COPY

EXHIBIT "I"

PROGRESS INSPECTION REPORT

**HOME CONTRACT FOR DEED REHABILITATION
HOUSING PROGRAM**

BID # 07-017

EL PASO COUNTY SELF HELP CENTER



**Exhibit F is AVAILABLE HARD COPY OR E-XCEL
ELECTRONICALLY.**

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

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

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

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

OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

2

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

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3

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

4

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

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

5

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

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

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

Yes

No

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

Yes

No

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

Yes

No

D. Describe each affiliation or business relationship.

6

Signature of person doing business with the governmental entity

Date