



RFP2025-05 Addendum 1

Security Services

Issue Date: 11/19/2025

Questions Deadline: 12/12/2025 04:00 PM (CT)

Response Deadline: 12/16/2025 10:00 AM (CT)

Contact Information

Contact: Tammy Argento

Address: Purchasing Department

2nd Floor

Harris Central Appraisal District

13013 NW Freeway

Houston, TX 77040

Phone: 1 (713) 957.7401

Email: targento@hcad.org

Event Information

Number: RFP2025-05 Addendum 1
Title: Security Services
Type: Request for Proposal for Services
Issue Date: 11/19/2025
Question Deadline: 12/12/2025 04:00 PM (CT)
Response Deadline: 12/16/2025 10:00 AM (CT)
Notes: The Harris Central Appraisal District is issuing a formal Request for Proposal to provide security services.
Written or electronic sealed proposals will be accepted in the Purchasing department of the Harris Central Appraisal District, Second Floor, 13013 Northwest Freeway, Houston, Texas by the stated close date and time of the bid event. If you submit using Ionwave Technology software at <https://hcad.ionwave.net>, paper copies are not necessary.

Question Cut-off

Questions or comments regarding this bid package must be submitted electronically via the Harris Central Appraisal District's electronic bidding portal no later than 4:00 P.M. December 12, 2025. All bid documents, plans, questions, and addendum(s) will be posted in the electronic bidding system. Bidders must be registered to access the request for proposal.

This request for proposal does not commit the District to enter into any formal or informal arrangement, or to incur any costs related to the preparation of a response. All the cost for preparation and submission of proposals is the responsibility of the proposer.

Bid Opening

All bids will be opened at 1:00 P.M. on December 16, 2025, in the board of directors' meeting room, located on 7th floor of the District's building. Texas Government Code Section 552.104 allows the District to hold all offerors' information confidential until the contract is awarded in a competitive situation.

Ship To Information

Contact: Tammy Argento
Address: Purchasing Dept
2nd Floor
Harris Central Appraisal District
13013 NW Freeway
Houston, TX 77040
Phone: 1 (713) 957-7401
Email: targento@hcad.org

Billing Information

Contact: Accounts Payable Team
Address: Accounts Payable
7th Floor
Harris Central Appraisal District
PO Box 924208
Houston, TX 77292
Phone: 1 (713) 957-5211
Email: AccountsPayable@hcad.org

Bid Activities

Public Notice to Newspaper The public notice for the RFP is sent to Daily Court Review for proof and approval.	11/3/2025 5:00:00 PM (CT)
Request for Proposal to BOD for approval to solicit bids. The RFP will go to the BOD for approval to go out for bid.	11/19/2025 9:30:00 AM (CT)
RFP Invitations Emailed RFP invitations sent through Ionwave.	11/19/2025 1:00:00 PM (CT)
First Notice Published in Daily Court Review First Notice Published in Daily Court Review	11/21/2025 8:00:00 AM (CT)
Second Notice Published in Daily Court Review Second Notice Published in Daily Court Review	11/24/2025 8:00:00 AM (CT)
Questions Cut-off Questions will not be answered after cut-off to allow all vendors to prepare their proposals with the most up to date information.	12/12/2025 4:00:00 PM (CT)
Deadline for Submission of Bid and Opened Electronically Proposals can be submitted at https://hcad.ionwave.net . The bids are sealed within the system until the deadline. At that time the bids are opened electronically. Bidders will receive an email to the contact listed on supplier account. The written proposals are due in the Purchasing Department, Second Floor, HCAD Headquarters, 13013 NW Freeway, Houston, TX 77040. Suppliers can unseal their bids, make changes, and re-submit their bids up to December 16, 2025, at 9:59 A.M., when the bid closing will happen.	12/16/2025 10:00:00 AM (CT)
Bid Opening	12/16/2025 1:00:00 PM (CT)
Board review and possible award of a contract	1/21/2026 9:30:00 AM (CT)

Bid Attachments

Conflict of Interest.pdf Please complete and upload this form before submitting your proposal.	Download
W-9 REV 2024.pdf Please complete and upload this form before submitting your proposal.	Download
VendorApplicationForm_09_2025.pdf Please complete and upload this form before submitting your proposal.	Download
RFP2025-05 Vendor Reference.docx.pdf Please download this document and share with three current clients that have scopes of work similar to HCAD. The references are due on the proposal's due date. Your clients should email their reference to Purchasing@hcad.org . Each reference is worth 3 points.	Download
Scope of Work for RFP2025.docx This scope of work is to be used as the controlling document to determine what HCAD is expecting from the Contractor.	Download

Official_Bid_Form.pdf

[View Online](#)

Please print this official bid form, have it notarized, and deliver to HCAD Purchasing Department no later than five business days after the due date and time. This form must be signed in ink.

GC 2270.002 Agreement.pdf

[Download](#)

Please complete and upload. Agreement not to boycott companies doing business with Israel.

GC 2252.152.pdf

[Download](#)

Please complete and upload. Prohibition on Contracts with Certain Companies.

GC 2252.908 Form 1295.pdf

[Download](#)

Please complete and upload. Certificate of Interested Parties.

GC 2274.002.pdf

[Download](#)

Please complete and upload. Prohibition on Contracts with Companies that Discriminate Against Firearm and Ammunition Industries.

GC 2276.002.pdf

[Download](#)

Please complete and upload. Prohibition on Contracts with Companies Boycotting Certain Energy Companies.

Requested Attachments

W-9

(Attachment required)

Please download the W-9 form located on the "Attachments" tab and upload the completed form here.

Proof of Liability Insurance

(Attachment required)

Please upload proof of liability insurance here.

Conflict of Interest Questionnaire (CIQ)

(Attachment required)

Please download the Conflict of Interest Questionnaire (CIQ) form located on the "Attachments" tab and upload the completed form here.

Bidder Application Form

(Attachment required)

Please download the Bidder Application form located on the "Attachments" tab and upload the completed form here.

Official Bid Form

(Attachment required)

Please complete the official bid form, have it notarized, and deliver to HCAD Purchasing Department no later than five business days after the bid due date and time.

Statement of Work

(Attachment required)

Please upload your statement of work once you have read all the supporting documents in the attached document section. Please include an estimated project timeline.

Reference Letters

Please download this document and share with three clients that have scopes of work similar to HCAD. The references are due on the proposal's due date. your clients should email their reference to Purchasing@hcad.org.

GC 2252.152

(Attachment required)

Please download GC 2252.152 form located on the "Attachments" tab and upload the completed form here.

GC 2252.908

(Attachment required)

Please download the GC 2252.908 form located on the "Attachments" tab and upload the completed form here.

GC 2270.022

(Attachment required)

Please download the GC 2270.022 form located on the "Attachments" tab and upload the completed form here.

GC 2274.002

(Attachment required)

Please download GC 2274.002 form located on the "Attachments" tab and upload the completed form here.

GC 2276.002

(Attachment required)

Please download GC 2276.002 form located on the "Attachments" tab and upload the completed form here.

Guard Training

(Attachment required)

Upload a document that describes the type of in-house training you provide to your security officers. If a certificate is issued, please include a copy of the certificate with the document.

If you do not have a program for in-house training, please upload a letter stating so.

Copy of license by the Department of Public Private Security B

(Attachment required)

Upload a copy of your company's license by the Department of Public Private Security Bureau to employee noncommissioned officers.

Requirements for Hiring

(Attachment required)

Upload a document that details your hiring process which should include criminal history, health screenings and ongoing checks.

Post Inspection Document

(Attachment required)

Upload a copy of the document used for post inspections by supervisors for accountability of guards on site. If you do not have this form or process, please attach a letter with an explanation of your process or lack of a process.

Bid Attributes

1	Contract Start Date HCAD is requesting the contract to start upon award of the contract, your team should be immediately available to begin working with HCAD to ensure all preparations are completed prior to the official production start date of February 1, 2026. This could include a transition period from the current security service to the newly awarded company. (Required)
2	Expected Contract End Date The term of the contract is 1 year with four successive one-year renewal options. This contract will end on December 31, 2030. (Required)
3	Introduction There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. **Please select each page on the right-hand side of the blue bar below (at the bottom of this list of attributes) to view the next page of Bid Attributes* ☐ I have read and agree. (Required: Check if applicable)

4 Communication Statement

Contact between vendors and Harris Central Appraisal District personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Harris Central Appraisal District personnel may result in disqualification. All communication shall go through the Purchasing Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. It is highly recommended to submit your questions through the electronic bid system.

☐ I have read and agree.

(Required: Check if applicable)

5 Proposal Requirements

1. Bidders are encouraged to register through HCAD's electronic bidding system. All sealed paper bids must be on the forms provided in this invitation and must be written in ink on the bid forms. Bids must be signed by an authorized officer of the company and acknowledged by a Notary Public. Obligations assumed by the signature must be fulfilled. (You must print the signature page/notary signature page and deliver to HCAD no later than five business days after the bid due date and time.)
2. Paper bids require one copy. The statement "**RFP2025-05 Enclosed**" must be indicated on all bid packages. If a bid is not adequately identified, it will be opened to establish identification and will be processed as any other bid.
3. **TIME AND DATE:** Bids must physically be in the Purchasing Manager's office, 13013 Northwest Freeway, Second Floor, by 10:00 A.M. on the date bids are due; an early postmark will not suffice.
4. **RETRACT A BID:** A bidder may retract their proposal before the due date for the request for proposal. Retracting a bid response does not delete the response that is currently entered. A bidder can find instructions on how to make changes to a submitted bid in the HELP section of the software. Search for "retract a bid."
5. The proposal must not be altered.
6. The **BID OPENING** is electronic, and notices are sent to participating bidders. After a contract has been awarded, bid details may be requested through the Purchasing Office, Second Floor, 13013 Northwest Freeway, Houston, Texas.
7. All bids must show the **FULL NAME** of the firm bidding, with the name printed in ink if a paper copy is submitted.
8. Bidders having delinquent **PROPERTY TAXES** will not be considered for the award.
9. Bidders are required to submit a properly completed **BIDDER APPLICATION FORM** with the proposal. It is the responsibility of the bidder to inform the District's Purchasing Office of any changes/deletions to this form as is deemed appropriate.
10. **REFERRALS** from three current customers.
11. Texas Government Codes that related to public procurement are attached to this proposal for signature and submission with this bid.

☐ I have read and agree.

(Required: Check if applicable)

6 Proposal Opening

Any proposal received later than the specified time, whether delivered in person or through lonwave, shall be disqualified. Any questions pertaining to the proposal procedures during the bid process should be addressed by using the "questions" function within this RFP. After the due date questions can be address to Tammy Argento, Purchasing Manager at targento@hcad.org.

☐ I have read and agree.

(Required: Check if applicable)

7 Evaluation and Award

1. The District will evaluate proposals and award the contract based on the criteria listed below. The responsive proposals will be assigned a numerical score in each category, not to exceed the maximum allowed score for each category, as determined through the Offeror's attention to the factors detailed in the following sections. The amount of discussion to be applied to each listed topic is an individual choice of the Offeror; however, discussion should be detailed enough to inform and educate the Evaluation Committee Members.
2. All proposals will be reviewed for compliance with the mandatory specifications stated within the request. Proposals deemed non-responsive will be eliminated from further consideration.

3. Lowest bid, most responsible, best value, and most advantageous to the District are other criteria the bid evaluation committee will use to determine the best proposal. In addition, the District uses weighted criteria with mandatory elements.
4. Responsive proposals will be evaluated on the factors list below. If further evaluation is needed, the responsive Offerors with the best scores will be selected as finalists. The finalist will receive a short list of written questions to further explain their offer. The answers will then be scored by the committee.
5. Local Government Code 252.0435 allows the offeror's safety record to be taken into consideration.
6. Local Government Code 252.043 addresses the items listed below as possible points for scoring.

Bid Evaluation	
Mandatory Criteria (Pass or Fail)	P o r t
GC 2270.002 Agreement was uploaded or attached to the bid	
Bidder's Application	
W-9 Form	
Certificate of Liability Insurance	
Conflict of Interest Form	
Harris County Taxes are Current	
Official Bid Form Was Received Within 5 Business Days of Due Date	
Statement of Work and Project Schedule	
Weighted Criteria	
The amount of the base bid/proposal.	4 5 %
Safety which includes proof of training, hire screening, safety citations, onsite inspections	1 5 %
Previous success with projects at HCAD.	6 %
References - the responsibility and reputation of the proposer	9 %

HUB, Nonprofit or Person with Disabilities.	5 %
Cooperative Member.	5 %
Extent to which the goods and services meet the District's needs. (Similar jobs in scope to HCAD, projects in process available to start when district needs to start, dedicated project manager, local service/support is available.)	15 %

☐ I have read and agree.
(Required: Check if applicable)

8 Bonds and Payments

1. PERFORMANCE BOND is required by Government Code 2252.021 if the bid is more than \$100,000. A surety company authorized to do business in the state of Texas must issue the bond. Required with signed contract. This will be an NCP Bond (Non-construction Performance Bond.)
2. Government Code 2252.031 requires a retainage in the amount of 10% from payments until contract work is completed.
3. Invoice payments comply with Government Code 2251.021 Subsection (b) which states a payment under a contract executed on or after September 1, 1993, owed by a political subdivision whose governing body meets only once a month or less frequently is overdue on the 46th day after the later event. The contractor shall submit to HCAD monthly invoices by the tenth day of the month following that month during which the services were performed for which payment is requested. HCAD shall pay the invoiced amount within thirty (30) days of receipt of an invoice approved by the Purchasing Manager.
4. The Harris Central Appraisal District is exempt from the Federal Excise and Transportation Tax, and the limited Sales and Use Tax.

☐ I have read and agree.
(Required: Check if applicable)

9 Patents

The contractor agrees to indemnify and save harmless the District, the purchasing agent, and his assistants from all suits and actions of every nature and description brought against them, for on account of the use of patented appliances, products or processes and he shall pay royalties and charges which are legal and equitable.

☐ I have read and agree.
(Required: Check if applicable)

1 Current Contracts

List the two largest contracts you currently have. This information is to provide understanding of your company's schedule and availability for HCAD.

1	Contract 1 (Customer) Name

(Required: Maximum 250 characters allowed)

**1
2** Describe Contract 1 That Is Similar to HCAD's Request

(Required: Maximum 4000 characters allowed)

**1
3** Contract 2 (Customer) Name

(Required: Maximum 250 characters allowed)

**1
4** Describe Contract 2 That Is Similar to HCAD's Request

(Required: Maximum 4000 characters allowed)

**1
5** Insurance Requirements

The contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsement, and subject to terms and conditions.

- **Commercial General Liability** Insurance for the project written on an occurrence form with policy limits of not less than \$1,000,000 each occurrence, \$1,000,000 general aggregate, and \$2,000,000 aggregate for products-completed operations hazard, providing coverage for claims including:
 - o damages because of physical damage to or destruction of tangible property, including the loss of use of such property.
 - o bodily injury or property damage arising out of completed operations; and
 - o the contractor's indemnity obligations.
- **Automobile Liability** covering vehicles owned by the contractor and non-owned vehicles used by the contractor, with policy limits of not less than \$1,000,000 per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.
- **Workers Compensation** at statutory limits for the State of Texas and applicable Federal Statutory.
- **Employers' Liability** with policy limits not less than \$500,000 each accident, \$500,000 each employee, and \$500,000 policy limit.

**1
6** Conflict of Interest

Please check the box to acknowledge the Conflict of Interest form is attached.

☐ Yes, the form has been uploaded.

(Required: Check if applicable)

**1
7** Bidder Application

Please check the box to acknowledge the Bidder Application form is attached.

☐ Yes

(Required: Check if applicable)

1
8**W-9**

Please check the box to acknowledge the W-9 form is attached.

☐ Yes, the W-9 form is attached.

(Required: Check if applicable)

1
9**Bid Form**

Please check the box to acknowledge the bid form is attached.

☐ Yes, the Bid Form is attached.

(Required: Check if applicable)

2
0**STATEMENT OF WORK**

I have read the Bid Lines section of this bid. I have uploaded my company's Statement Of Work for your review. It will define how we will approach a transition (if necessary) and how our company plans to approach this contract.

☐ Yes, I read the Statement of Work.

(Required: Check if applicable)

2
1**The business submitting this bid is a Disadvantaged Business Enterprise (DBE), a HUB or a Minority Owned Business.**

A Disadvantaged Business Enterprise, **DBE**, is a for-profit small business concern that is at least 51 percent owned and controlled by socially and economically disadvantaged individuals.

A Historically Underutilized Business, **HUB**, is a certification by the State of Texas Comptroller for Public Accounts Statewide program.

A Minority Owned Business, **MOB**, is one that is 51 percent owned by one (1) or more people self-declaring their Race in accordance with the guidelines established by the U.S. Census Bureau ACS and Office of Management and Budget. Any person with origins in any of the original people of the following are considered to be minority.

- **Black Africa**
- **Europe, the Middle East, North Africa**
- **North America, Central America, South America**
- **Far East, Southeast Asia, the Indian Subcontinent**
- **Hawaii, Guam, Samoa, other Pacific Islands**
- **Two or More Races**

The company must be registered in the state of Texas and upload their certificate that gives them this title.

☐ Bidder is a DBE

☐ Bidder is a HUB

☐ Bidder is a MOB

☐ Bidder is none of the above.

(Required: Check all that apply)

2
2**Licenses**

The Contractor must be licensed and regulated by the Private Security Bureau, a division of the Texas Department of Public Safety. The contractor's security personnel assigned to HCAD must be registered as non-commissioned security officers and possess a private security ID card on their person(s) always. In addition, all officers must be trained on HCAD building after hours security procedures.

☐ I understand the requirement.

(Required: Check if applicable)

2
3**Uniforms**

All Contractor employees, as well as any employees of the Contractor's subcontractors, shall wear a distinctive uniform and identification card bearing a recent color photograph of the employee. The Contractor shall provide such uniforms and identification cards. All uniforms must be the same and contain the name of the Contractor and the employee. Uniforms worn by the Contractor's employees must be different, in both design and color, from those worn by HCAD employees.

☐ I understand the requirement.

(Required: Check if applicable)

Bid Lines

1

Security Services

2

Package Header**Year One - 2026**

Quantity: 1 UOM: Year Total: \$

Item Notes: Monday through Thursday nights will require 12 hours of coverage to support the HCAD staff. Continuous weekend coverage will be required from Friday evening at 6:30 pm until the HCAD staff returns on Monday morning at 7:30 am.
A per diem will be paid for holidays. See number 2.3 in this section.

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Notes: _____

Package Items**2.1 61 hours per weekend, continuous coverage 6:30 pm Friday until 7:30 am Monday**

(Response required)

Quantity: 2908 UOM: Hour Price: \$ Total: \$

Item Notes: 52 weekends x 61 hours = 3,172 hours
3,172 hours minus the 264 holiday hours listed in number 2.3 =
2,908 hours

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Notes: _____

2.2 48 hours per week for Monday - Thursday overnight coverage. 6:30 pm until 7:30 am.

(Response required)

Quantity: 2496 UOM: Hour Price: \$ Total: \$

Item Notes: 12 hours per night x 4 nights = 48 hours per week
48 hours x 52 weeks = 2,496 hours

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Notes: _____

2.3 Holiday coverage will be 24 hours of a specific holiday as listed below.

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Good Friday
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Thanksgiving Friday
10. Christmas Eve
11. Christmas Day

(Response required)

Quantity: 264 UOM: Hour Price: \$ Total: \$

Item Notes: 11 days x 24 hours = 264 holiday hours

Supplier Notes:

- ☐ No bid
- ☐ Additional notes
(Attach separate sheet)

3 Package Header

Year Two - 2027

Quantity: 1 UOM: Year Total: \$

Item Notes: Monday through Thursday nights will require 12 hours of coverage to support the HCAD staff. Continuous weekend coverage will be required from Friday evening at 6:30 pm until the HCAD staff returns on Monday morning at 7:30 am.
A per diem will be paid for holidays. See number 3.3 in this section.

Supplier Notes:

- ☐ No bid
- ☐ Additional notes
(Attach separate sheet)

Package Items

3.1 61 hours per weekend, continuous coverage 6:30 pm Friday until 7:30 am Monday

(Response required)

Quantity: 2908 UOM: Hour Price: \$ Total: \$

Item Notes: 52 weekends x 61 hours = 3,172 hours
3,172 hours minus the 264 holiday hours listed in number 3.3 =
2,908 hours

Supplier Notes:

- ☐ No bid
- ☐ Additional notes
(Attach separate sheet)

3.2 48 hours per week for Monday - Thursday overnight coverage. 6:30 pm until 7:30 am.

(Response required)

Quantity: 2496 UOM: Hour Price: \$ Total: \$

Item Notes: 12 hours per night x 4 nights = 48 hours per week
48 hours x 52 weeks = 2,496 hours

Supplier Notes:

- ☐ No bid
- ☐ Additional notes
(Attach separate sheet)

3.3 Holiday coverage will be 24 hours of a specific holiday as listed below.

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Good Friday
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Thanksgiving Friday
10. Christmas Eve
11. Christmas Day

(Response required)

Quantity: 264 UOM: Hour Price: \$ Total: \$

Item Notes: 11 days x 24 hours = 264 holiday hours

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

4 Package Header

Year Three - 2028

Quantity: 1 UOM: Year Total: \$

Item Notes: Monday through Thursday nights will require 12 hours of coverage to support the HCAD staff. Continuous weekend coverage will be required from Friday evening at 6:30 pm until the HCAD staff returns on Monday morning at 7:30 am.
A per diem will be paid for holidays. See number 4.3 in this section.

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

Package Items

4.1 61 hours per weekend, continuous coverage 6:30 pm Friday until 7:30 am Monday

(Response required)

Quantity: 2908 UOM: Hour Price: \$ Total: \$

Item Notes: 52 weekends x 61 hours = 3,172 hours
3,172 hours minus the 264 holiday hours listed in number 4.3 =
2,908 hours

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

4.2 48 hours per week for Monday - Thursday overnight coverage. 6:30 pm until 7:30 am.

(Response required)

Quantity: 2496 UOM: Hour Price: \$ Total: \$

Item Notes: 12 hours per night x 4 nights = 48 hours per week
48 hours x 52 weeks = 2,496 hours

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

4.3 Holiday coverage will be 24 hours of a specific holiday as listed below.

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Good Friday
4. Memorial Day
5. Juneteenth Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Thanksgiving Friday
10. Christmas Eve
11. Christmas Day

(Response required)

Quantity: 264 UOM: Hour Price: \$ Total: \$

Item Notes: 11 days x 24 hours = 264 holiday hours

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

5 Package Header

Year Four - 2029

Quantity: 1 UOM: Year Total: \$

Item Notes: Monday through Thursday nights will require 12 hours of coverage to support the HCAD staff. Continuous weekend coverage will be required from Friday evening at 6:30 pm until the HCAD staff returns on Monday morning at 7:30 am.
A per diem will be paid for holidays. See number 5.3 in this section.

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Notes: _____

Package Items

5.1 61 hours per weekend, continuous coverage 6:30 pm Friday until 7:30 am Monday

(Response required)

Quantity: 2908 UOM: Hour Price: \$ Total: \$

Item Notes: 52 weekends x 61 hours = 3,172 hours
3,172 hours minus the 264 holiday hours listed in number 5.3 =
2,908 hours

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

5.2 48 hours per week for Monday - Thursday overnight coverage. 6:30 pm until 7:30 am.*(Response required)*Quantity: 2496 UOM: Hour Price: \$ Total: \$ Item Notes: 12 hours per night x 4 nights = 48 hours per week
48 hours x 52 weeks = 2,496 hours☐ No bid
☐ Additional notes
(Attach separate sheet)Supplier Notes: _____
_____**5.3** Holiday coverage will be 24 hours of a specific holiday as listed below.

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Good Friday
4. Memorial Day
5. Juneteenth Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Thanksgiving Friday
10. Christmas Eve
11. Christmas Day

*(Response required)*Quantity: 264 UOM: Hour Price: \$ Total: \$

Item Notes: 11 days x 24 hours = 264 holiday hours

☐ No bid
☐ Additional notes
(Attach separate sheet)Supplier Notes: _____
_____**6 Package Header****Year Five - 2030**Quantity: 1 UOM: Year Total: \$

Item Notes: Monday through Thursday nights will require 12 hours of coverage to support the HCAD staff. Continuous weekend coverage will be required from Friday evening at 6:30 pm until the HCAD staff returns on Monday morning at 7:30 am.

A per diem will be paid for holidays. See number 6.3 in this section.

☐ No bid
☐ Additional notes
(Attach separate sheet)Supplier Notes: _____
_____**Package Items****6.1** 61 hours per weekend, continuous coverage 6:30 pm Friday until 7:30 am Monday*(Response required)*Quantity: 2908 UOM: Hour Price: \$ Total: \$ Item Notes: 52 weekends x 61 hours = 3,172 hours
3,172 hours minus the 264 holiday hours listed in number 6.3 =
2,908 hours☐ No bid
☐ Additional notes
(Attach separate sheet)Supplier Notes: _____

6.2 48 hours per week for Monday - Thursday overnight coverage. 6:30 pm until 7:30 am.

(Response required)

Quantity: 2496 UOM: Hour Price: Total:

Item Notes: 12 hours per night x 4 nights = 48 hours per week
48 hours x 52 weeks = 2,496 hours

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

6.3 Holiday coverage will be 24 hours of a specific holiday as listed below.

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Good Friday
4. Memorial Day
5. Juneteenth Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Thanksgiving Friday
10. Christmas Eve
11. Christmas Day

(Response required)

Quantity: 264 UOM: Hour Price: Total:

Item Notes: 11 days x 24 hours = 264 holiday hours

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

The undersigned hereby offers to furnish and deliver the goods and/or services as specified at the prices and terms herein stated and in accordance with the Invitation to Bid, Clarification Letters, and General Conditions of Bidding, all of which are made a part of this offer. All pages of the HCAD form, including but not limited to the conditions of bidding and page one of this bid invitation are incorporated into this bid for all purposes.

Print Name

Signature