



**HARRIS COUNTY
APPRAISAL DISTRICT
Harris County
Houston, Texas**

***Request for Competitive Sealed Proposals
BID NUMBER 2022-02
Issued: April 20, 2022***

Level 1W Conference Rooms

***FOR THE
HARRIS COUNTY APPRAISAL DISTRICT
HEADQUARTERS BUILDING
13013 NORTHWEST FREEWAY
HOUSTON, TEXAS 77040***

Bid Number 2022-02

Level 1W Conference Rooms

INVITATION TO BID
Issued: April 20, 2022

Bidding Firm Name _____

Total of Bid _____

Sequence of Events

April 20, 2022	Issuance of RFP
April 28, 2022	Mandatory Site Meeting 10 am
May 19, 2022	Bids due 10:00 am
May 19, 2022	Bids Opened 10:30 am
June 15, 2022	Proposals taken to board of directors' meeting
June 15, 2022	Contract Negotiations Start

Request for Proposal

Sealed proposals will be received in the Purchasing department of the Harris County Appraisal District, Second Floor, 13013 Northwest Freeway, Houston, Texas until 10:00 A.M., Thursday, May 19, 2022.

Buyer If there are questions or comments regarding this bid package, contact Tammy Argento, Purchasing Manager, at (713) 957-7401 or targento@hcad.org

Bid Documents and Questions

Bid documents, plans, questions, and addendums will be posted on HCAD's website, www.hcad.org. Questions should be emailed to the purchasing manager. Within 24 hours from being received, questions and answers will be posted on HCAD's website, for all bidders to read. The deadline for questions is 5 days before the bid due date.

Bid Opening

All bids will be opened and publicly read in the Board Room, 7th Floor, 13013 Northwest Freeway at 10:30 A.M. on May 19, 2022 for the purchase of all equipment, material, labor, and performing all work required as specified in this invitation. Texas Government Code Section 552.104 allows the District to hold all offerors' information confidential until the contract is awarded in a competitive situation.

Bidders' Conference and Site Visit A mandatory bidders' conference and site visit is scheduled at 10:00 a.m., Thursday, April 28, 2022. The assembly area will be in the 7th floor boardroom.

Proposal Requirements

1. All bids must be on forms provided in this invitation and must be written in ink or completed in the fillable pdf. Bids must be manually signed in ink 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, for notary signature).

2. Submit an original only, no copies are required. The statement "**RFP2022-02**" **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. Be sure you have allowed ample time for postal delivery.
4. WITHDRAWAL OF BID: A bidder may withdraw his proposal before the expiration of the time during which a proposal may be submitted by submitting a written request for its withdrawal to the officer who holds it.
5. NO CHANGE IN PRICE will be considered after bids have been opened.
6. This proposal must not be altered. Any erasure or alteration of figures may invalidate the bid on the item on which the erasure or alteration is made.
7. All bids are for delivery not later than the time as stated in the information above. F.O.B., Destination, and Full Freight Allowed to the point of delivery stated above.
8. Bidders are invited to be present at the BID OPENING. After a contract has been awarded, bid details may be requested through the Purchasing Office, Second Floor, 13013 Northwest Freeway, Houston, Texas.
9. All bids must show the FULL NAME of firm bidding, with the name typewritten or printed in ink.
10. Bidders having delinquent PROPERTY TAXES will not be considered for award.
11. Bidders are required to submit a properly completed BIDDERS 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. This application is used to establish a bidder's database which is maintained for the purpose of a bid mailing list, and other references as required.
12. Each Bidder must furnish a list of three similar PROJECTS the Bidder has performed in the past five years with the contact name, email address, and phone number of the project owner for each project. Each Bidder must also furnish a list of the Bidder's current on-going projects, the anticipated dates of completion for each, and a contact name and phone number of the project owner for each project.
13. Referrals from three previous jobs, on the attached forms, must accompany the bid.
14. Chapter 2270.002 of the Government Code provides that any government entity may not enter into contract with a company for goods or services unless the contract contains a written verification from the company that it:
 1. Does not boycott Israel; and
 2. Will not boycott Israel during the term of the contract.This proposal, if signed by the Bidder, serves as an agreement with the above two statements.
15. Chapter 2252.152 of the Government Code -- Contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations. A governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153. Therefore, if this proposal is signed by the Bidder, this serves as an agreement with the statement.
16. Chapter 2252.098 section (b) of the Texas Government code states a governmental entity may not enter into a contract described with a business entity unless the business entity, in accordance with the Texas Ethics Commission, and rules adopted under this chapter and section submits a disclosure of interested parties to the government entity at the time the business entity submits the signed contract. The disclosure of interested parties must be submitted on form 1295 as prescribed by the Texas Ethics Commission.
17. CONFLICT OF INTEREST FORM attached to this request must be submitted by the bidder.
18. W-9 2020 Form must be completed and submitted by the bidder with the RFP.

19. Property Taxes for Harris County must be current for all bidder's accounts.

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.*
2. PAYMENT BOND is required by Government Code GC2252.021 if the bid is more than \$50,000. *Required with signed contract.*
3. Government Code 2252.031 requires a retainage in the amount of 10% from payments until contract work is completed.
4. 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.

Taxes

The Harris County Appraisal District is exempt from the Federal Excise and Transportation Tax, and the limited Sales and Use Tax.

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 factor 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 listed below. If further evaluation is needed, the responsive Offerors with the best scores will be selected as finalist. 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 or F
Attended Pre-Bid Meeting	
Deadline for Bid Delivery Was Met	
Sealed Bid Packaged Appropriately	
Bidder's Application	
W-9 Form	
Certificate of Liability Insurance	
Conflict of Interest Form	
Harris County Taxes are Current	
Prevailing Wage Scale Can Be Met	

References (3) to be emailed to HCAD	
Weighted Criteria	
Price	50%
Projected Timeline	10%
Satisfactory Past Experience with HCAD	10%
Safety	5%
References	5%
HUB, Nonprofit or Person with Disabilities	5%
Cooperative Member	5%
Extent to which the goods and services meet the Districts needs	10%

The purchasing manager will present the bid results, on **June 15, 2022** at 9:30 am, at the scheduled board of directors' meeting held on the 7th floor of the HCAD building. The District reserves the right to reject any or all qualifications and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of the District to do so.

Patents

1. The contractor agrees to indemnify and hold harmless the District, the purchasing agent, and his assistants from all suits and actions of every nature and description brought against them of any of 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.

LABOR CLASSIFICATION & MINIMUM WAGE SCALE

1. Chapter 2258 of the Government Code provides that any government subdivision shall ascertain the general prevailing rate of per diem wages in the locality in which the work is to be performed for each craft or type of workman or mechanic and rate of per diem wages which shall be paid for each craft type of workman. The law further provides that the Contractor shall forfeit, as a penalty, to the City, County, State, or other political subdivision, \$60.00 per day for each laborer, or workman, or mechanic who is not paid the stipulated wage for the type of work performed by him as set up in the wage scale. HCAD is authorized to withhold from the Contractor the amount of this penalty in any payment that might be claimed by the Contractor or subcontractor. The Act makes the Contractor responsible for the acts of the subcontractor in this respect.
2. The law likewise requires that the Contractor and subcontractor keep an accurate record of the names and occupations of all persons employed by him and show the actual per diem wages paid to each worker, and these records are open to the inspection of HCAD.
3. See Section B for Labor Classification and Minimum Wage Scale for this project.
4. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability, or any other basis prohibited by state law related to discrimination in employment except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of the nondiscrimination clause.
5. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an Equal Opportunity Employer.

6. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed enough for the purpose of meeting the requirements of this section.
7. The contractor will comply with the provisions of the Americans with Disabilities Act of 1990 which prohibits discrimination against individuals with disabilities in employment and mandates their full participation in both publicly and privately provided services and activities.
8. During the performance of this contract, the contractor agrees to provide a drug-free workplace for the contractor's employees. For the purpose of this section "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Official Bid Form is Below

Section A Specifications

Section B Prevailing Wages

Section C Required Documents

Architect, Mechanical, Electrical & Structural Drawings are provided separately at www.hcad.org under the "About" menu and the "Procurement" heading.

SECTION A OFFICIAL BID FORM



Bid Number 2022-02

Level 1WConference Rooms

The undersigned Bidder hereby offers to contract with the Harris County Appraisal District (HCAD) upon the terms and conditions stated in the document entitled "Invitation to Bid" for the items and services specified, along with all schedules and exhibits incorporated herein by reference. This offer is made at the following prices. When issued, Letters of Clarification shall automatically become part of this bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the responsibility of the bidder to ensure that the bidder has obtained all such letters. By submitting a bid on this project, bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid.

HCAD may accept this bid offer by issuance of a purchase order or execution of a contract covering award of said bid to this Bidder at any time on or before the 60th day following the day this Official Bid Form is opened by HCAD. This offer shall be irrevocable for 60 days but shall expire on the 61st day unless the parties mutually agree to an extension of time in writing. This contract is not subject to annual appropriation by the Board of Directors of the Harris County Appraisal District.

If HCAD accepts the foregoing offer, this Bidder promises to deliver to the Purchasing Manager of HCAD, proof of insurance (certificate of coverage) for the duration of the project as outlined below on or before the 10th day after notification of award of the Contract. The Harris County Appraisal District shall be named as an additional insured on all coverages except Workers' Compensation and Employers' Liability.

1. Workers' Compensation Coverage required by Section 406.096, Texas Labor Code for the Contractor and Subcontractors.
2. General liability with limits of not less than \$1,000,000 for each occurrence, with an aggregate limit of \$2,000,000 for bodily injury, personal injury, property damage, and products/completed operations.
3. Automobile liability with a limit of not less than \$1,000,000 for any auto, hired autos, and non-owned autos.
4. Excess/Umbrella liability with a limit of not less than \$1,000,000.

SECTION A – OFFICIAL BID FORM – PAGE 2

Bid will be awarded based upon the best value to HCAD. The right is reserved to accept or reject, in whole or in part, any or all bids received as it is deemed in the best interest of HCAD.

Representations. The undersigned bidder:

1. Has examined the Invitation to Bid and the proposed Contract, plans and specifications, and all other documents for the Project.
2. Fully understands all factors and conditions affecting or that may affect the work, including the:
 - a. Extent, scope, and character of the work to be performed.
 - b. Location, arrangement, and requirements for the proposed work.
 - c. Roadway and other approaches to the project site.
 - d. Space available for storage.
 - e. Availability and accessibility of utilities.
 - f. Location, condition, and nature of the project site, surrounding areas, and existing improvements.
 - g. Anticipated labor supply and costs.
 - h. Availability and cost of equipment, materials, and tools; and
 - i. Issues like the above factors and conditions.
3. Has visited the project site and correlated its personal observations with the requirements of the contract documents.
4. Will submit its project schedule to HCAD at the scheduled preconstruction meeting.
5. Understands that HCAD may reject any or all Bids.

Similar Projects. Within the past five years, the undersigned Bidder has performed the following three projects that are similar to this project. Please use vendor reference form on page 14 of the BID SHEET to send a reference from the three projects listed below.

1. Project No. 1

Name of project: _____

Location of project: _____

Project cost: _____

Name of owner: _____

Telephone number of project owner: _____

Email of owner: _____

SECTION A – OFFICIAL BID FORM – PAGE 3

2. Project No. 2

Name of project: _____

Location of project: _____

Project cost: _____

Name of owner: _____

Telephone number of project owner: _____

Email of owner: _____

3. Project No. 3

Name of project: _____

Location of project: _____

Project cost: _____

Name of owner: _____

Telephone number of project owner: _____

Email of owner: _____

Current On-Going Projects. The undersigned bidder has attached a list of each project that it is performing at the time of the Bid using the format below:

Name of project: _____

Location of project: _____

Type of project: _____

Anticipated completion date: _____

Name of owner: _____

Telephone number of project owner: _____

Bid Prices. Furnish all equipment, material, labor, and performing all work as required in accordance with the attached specifications. Project descriptions below are general and not fully inclusive. If you see other issues or have concerns, please list them on a separate document identified as "Additional Repairs".

SECTION A – OFFICIAL BID FORM – PAGE 4

Specifications

Construct 7 conference rooms and 1 office located on the west end of the first floor of the building located at 13013 Northwest Freeway, Houston, TX 77040. Architectural drawings will be provided by Philip Ewald Architecture Inc, dated February 10, 2022. The buildout is approximately 1,600 square feet and will include the following.

Item Description	Unit Cost	Extended Cost
Build 280 linear feet of insulated, two-sided walls for 7 conference rooms and 1 office		
Install sound batts 4 foot wide on new two-sided walls		
Temporary barrier around work area & protect flooring		
Demo 2 floor electrical and data lines		
Saw cut concrete for new electrical and data after hours		
Fill back concrete after hours		
8 new doors/frames		
7 full mortise locksets with rekey		
2 door passage sets		
Paint all new walls to match existing Benjamin Moore interior Latex Egg Soft Chamois OC-13		
Rekey locks (7)		
Provide and install building standard carpet squares 1,600 sf, interface chenille warp carpet tiles, color retrospective 5.98 sq yds per box		
Provide and install cove base building standard (280 linear feet)		
Relocate (18) 2 x 4 lighting fixtures		
Re-circuit and switch 18 light fixtures		
Furnish and install 8 new 2 x 4 building standard light fixtures		
Furnish and install 3 exit signs		
Relocate 9 sprinklers		
Furnish and Install 4 new sprinklers		
Furnish and Install new smoke detectors		
Furnish and Install 1 fire alarm strobe		
Furnish and Install fire alarm horn/strobes		
Furnish and Install 8 Dual Cat6 stations for walls (total 16 cables)		
Furnish and Install 7 Dual Cat6 stations for floor (total 14 cables)		
Furnish and Install 15 keystone face plate dual white		
Furnish and Install 7 mini blinds – building standard		
Furnish and Install 39 new duplexes - walls		
Furnish and Install 7 new duplexes - floors		
Furnish, Install and Repair ceiling - new building standard tiles, Armstrong, Acoustical SKU 8-88264-40620-8, 24"x24"x5/8", white		
Create new HVAC zone, add, relocate supply, and return vents and update EMS		
Clean work area daily		
Performance Bond – see Payments Section on page 7		
Waste removal		
Total Cost		

SECTION A – OFFICIAL BID FORM – PAGE 5

Estimated time from start to finish _____

Estimated start date _____

BIDDER’S QUALIFICATIONS

This list is submitted in connection with the attached proposal, submission or bid of _____ (“the firm”), whose business mailing address is _____.

The firm is organized as a (check one as applicable):

Sole proprietorship whose proprietor is _____

_____. (include the business mailing address of the proprietor or note “same” if it is the same as above).

A partnership, each of whose partners having an equity interest of ten percent or more are _____
_____. include the business mailing address of each person or note “same” if it is the same as above).

A corporation, each of whose officers, each of whose directors and each of whose holders of ten percent or more of the outstanding shares of stock are _____

_____.
_____. Include the business mailing address of each person or note “same” if it is the same as above).

I certify that I am duly authorized to submit this list on behalf of the firm, that I am associated with the firm in the capacity noted below and that I have personal knowledge of the accuracy of the information provided herein.

Preparer’s Printed Name _____

Title _____

NOTE: This list constitutes a government record, as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.

SECTION A – OFFICIAL BID FORM – PAGE 6

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.

SUBMIT ORIGINAL BID ONLY, NO COPIES NECESSARY. BID MUST BE MANUALLY SIGNED IN INK (BLUE INK PREFERRED) BEFORE A NOTARY PUBLIC.

Respectfully submitted,

Bidder: _____
(Print or type name of Bidder-Company Name)

Federal ID Number: _____

By: _____
(Signature of Authorized Officer or Agent)

Name: _____

Title: _____

Date: _____

Address (Street or P. O. Box)

City-State-Zip Code

Email: _____

Telephone Number: (____) _____

FAX Number: (____) _____

SUBSCRIBED AND SWORN to before me this the _____ day of _____ 2022.

Notary Public, **State of Texas.**

SECTION B – OFFICIAL BID FORM – PAGE 7

Wage Determinations for Construction Contracts in Houston, Texas

Publication Date 01/07/2022

General Decision Number: TX20220253 01/21/2022

Superseded General Decision Number: TX20210253

Construction Type: Building

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Note: Contracts subject to the Davis-Bacon Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658.

Please note that these Executive Orders apply to covered contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but do not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60).

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022, Executive Order 14026 generally applies to the contract. The contractor must pay all covered workers at least \$15.00 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on that contract in 2022.

The applicable Executive Order minimum wage rate will be adjusted annually. If this contract is covered by one of the Executive Orders and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must still submit a conformance request.

Additional information on contractor requirements and worker protections under the Executive Orders is available at www.dol.gov/whd/govcontracts .

Section B – OFFICIAL BID FORM – PAGE 8

Worker Classification	Base Rates	Fringe Benefit	Wage Total
Asbestos Worker/Heat & Frost Insulator	\$25.87	\$7.23	\$33.10
Backhoe/Excavator/Backhoe	\$14.67	\$0.05	\$14.72
Boilermaker	\$29.47	\$24.10	\$53.57
Bricklayer	\$18.00	\$0.00	\$18.00
Carpenter (excludes Drywall Hanging & Form work)	\$15.13	\$2.63	\$17.76
Carpenter (form work only)	\$23.05	\$8.78	\$31.83
Cement Mason/Concrete Finisher	\$12.09	\$0.00	\$12.09
Drywall Hanger	\$13.89	\$1.00	\$14.89
Electrician	\$18.06	\$4.87	\$22.93
Ironworker, reinforcing & structural	\$25.14	\$7.43	\$32.57
Laborer: Landscape & irrigation	\$9.24	\$0.00	\$9.24
Laborer: Landscape & irrigation	\$8.50	\$0.22	\$8.72
Laborer: Mason Tender - Brick	\$12.02	\$0.00	\$12.02
Laborer: Mortar Mixer	\$12.00	\$0.00	\$12.00
Laborer: (Mason Tender-Cement/Concrete)	\$14.25	\$2.90	\$17.15
Operator: Bulldozer	\$13.00	\$0.35	\$13.35
Operator: Crane	\$21.33	\$0.00	\$21.33
Operator: Forklift	\$14.58	\$0.00	\$14.58
Worker Classification	Base Rates	Fringe Benefit	Wage Total

Operator: Loader (front end)	\$10.54	\$0.00	\$10.54
Painter: Brush, Roller & Spray	\$11.75	\$0.00	\$11.75
Plumber	\$32.81	\$11.63	\$44.44
Roofer	\$13.64	\$1.80	\$15.44
Sheet Metal Worker	\$17.00	\$0.00	\$17.00
Tile Setter	\$15.00	\$0.00	\$15.00
Truck Driver	\$10.68	\$0.34	\$11.02

Section C – OFFICIAL BID FORM – PAGE 10

BIDDER'S ATTACHMENTS: Listed below are all attachments to be submitted with your Bid Form. This list will be used by the Purchasing Manager to verify contents of your sealed bid submission. Labeling your bid attachments with the same titles as shown below will

facilitate this process. (NOTE: This listing should also include separate attachments, which are too large, or for some other reason cannot be placed into your sealed envelope containing the bid documents. These separate attachments should be placed in an envelope and should include a label clearly identifying the bidder's name and the HCAD bid number and title, as well as the bid-opening date.)

(If additional space is needed, please attach a separate space to continue the list.)

www.hcad.org

- Bidder's Application
- Conflict of Interest Form
- GC 2270.002, No Boycott of Israel Form
- W-9 Form

Supplied by bidder

- HUB Certificate if applicable
- Certificate of Liability Insurance
- Cooperative Affiliation Information
- Safety Letter
- Reference forms from three clients – see page 17 of this document

Section C – OFFICIAL BID FORM – PAGE 11

Construction Vendor Reference Request

(Bidder: send this form to your customer contact to complete and email to purchasing@hcad.org)

Reference for _____
From Organization _____
Your Job Title _____
Your Project _____
Your Email _____

This reference is being provided for **Harris county Appraisal District**.
Please describe what services were provided:

Value of Construction Project \$ _____
Date Performed _____

In one or two sentences, please describe the scope of the project mentioned above.

How satisfied are you with the equipment used in the project?

- Excellent
- Good
- Satisfactory
- Unsatisfactory

How well do you rate the quality of the service delivered?

- Excellent
- Good
- Satisfactory
- Unsatisfactory