



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

***Request for Proposals
BID NUMBER 2021-01
Issued: March 17, 2021***

Restroom Remodel to Levels Five (5),
Six (6) and Seven (7)

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

**Bid Number 2021-01
Restroom Remodel to Levels Five (5),
Six (6) and Seven (7)**

**INVITATION TO BID
Issued: March 17, 2021**

Bidding Firm Name _____

Total of Bid _____

Request for Proposal

Sealed proposals will be received in the Purchasing department for the Harris County Appraisal District, Second Floor, 13013 Northwest Freeway, Houston, Texas until 10:00 A.M., Thursday, April 15, 2021.

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 April 15, 2021 for the purchase of all equipment, material, labor, and performing all work required as specified in this invitation.

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

Bidders' Conference and Site Visit A mandatory bidders' conference and site visit is scheduled at 9:30 a.m., Wednesday, March 24, 2021. 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. 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.
2. Submit an original only, no copies are required. The statement "**RFP2021-01 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 opening, bids may be inspected in 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 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. 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.
14. Chapter 2252.152 of the Government Code provides that any 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.
15. CONFLICT OF INTEREST FORM attached to this request must be submitted by the bidder.
16. W-9 2020 Form must be completed and submitted by the bidder with the RFP.
17. Property Taxes for Harris County must be current for all bidder's accounts.

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. 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. The District uses weighted criteria with mandatory elements.

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	
Weighted Criteria	
Safety Record	15%
Price	60%
Satisfactory Past Experience with HCAD	15%
Estimated Down Time per Floor	5%
References	5%

The purchasing manager will make the recommendation, on May 19, 2021 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 save 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 of 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 work, 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.

SECTION A OFFICIAL BID FORM



Bid Number 2021-01

Restroom Remodel to Levels Five (5), Six (6) and Seven (7)

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 he 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:

1. Project No. 1

Name of project: _____

Location of project: _____

Project cost: _____

Name of owner: _____

Telephone number of 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 owner: _____

Email of owner: _____

3. Project No. 3

Name of project: _____

Location of project: _____

Project cost: _____

Name of owner: _____

Telephone number of 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 owner: _____

SECTION A – OFFICIAL BID FORM – PAGE 4

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.

Restroom Remodel to Levels Five (5), Six (6) and Seven (7)

- Remove secondary paper towel dispenser, add new like paper towel dispenser
- Clean tile and grout on floor and walls. (Acid Wash)
- Replace existing countertops with new stone top
 - Description: Solid Surface Quartz
 - Manufacturer: Caesarstone
 - Color: Nougat 6600
 - Thickness: ¾"
- Replace all toilets, urinals, sinks, faucets, soap dispensers and flush valves (Sloan type preferred). The toilets, urinals and faucets should be non-battery operated.
- Option-Replace existing downlights and recessed lights with LED's
- Demo existing tile behind existing toilets, furnish and patch with best match wall tile
- Wall repair and painting
- Replace existing mirrors
- Permitting Costs
- Relocate and/or add changing stations (MRR/WRR)
- Broom sweep areas, does not include carpet cleaning
- Haul off all debris

Cost for The Above

\$ _____

Estimated downtime _____

SECTION A – OFFICIAL BID FORM – PAGE 5

BIDDER'S ATTACHMENTS: Detail below all attachments, which are 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 or wrapped 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.)

SECTION A – OFFICIAL BID FORM – PAGE 6

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 _____

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 7

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 _____ 2021.

Notary Public, State of _____