



*REQUEST FOR BID*

**BID# 2018-801**

*Elevator Maintenance Services  
Gregg County, Texas*

**DUE DATE: Thursday, September 14, 2017  
BY: 2:00PM**

Gregg County Purchasing Office  
101 East Methvin Street, Suite 205  
Longview, Texas 75601

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## ***BID INSTRUCTIONS/REQUIREMENTS***

- ❖ ***SUBMISSION OF BIDS/BIDS: Two (2) complete sets*** of all bid documents (original and one (1) copy) shall be sealed and **marked** BID# 2018-801 Elevator Maintenance Services.

Gregg County Purchasing  
Kelli Davis, CPPB, Purchasing Agent  
101 East Methvin, St. 205  
Longview, Texas 75601

- ❖ Questions concerning this bid/Bid and process shall be directed to Gregg County Purchasing Director by email to [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us); Kelli Davis. Failure to comply with this guideline could result in disqualification from the bid process.
- ❖ **All bids must be sealed** when returned to Gregg County.
- ❖ The bid must be signed and dated by a representative of the vendor's company who is authorized. It should be sealed, and received by Gregg County Purchasing Agent, 101 East Methvin, St. 205, Longview, TX, 75601 by the closing date and time specified. A facsimile transmission is **not** an acceptable response to this Bid.
- ❖ All questions/checklists/blanks must be included in your response on the forms provided. Failure to include any of the requested information within your bid may result in rejection/disqualification.
- ❖ BIDS WILL BE received and publicly acknowledged at the Gregg County Purchasing Department located at the address listed above. Vendors, their representatives and interested persons may be present. All submissions shall be open for public inspection except for trade secrets, financial information, and other confidential information contained in the Bid/bid and identified as such by vendor.
- ❖ **It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their answers, addenda and special notices. The Bid Signature Form, Certification of eligibility and contract must be signed and returned. Failure to provide signatures on these forms could render bid non-responsive.**
- ❖ **All documents relating to this bid including but not limited to, the bid document, questions and their responses, addenda and special notices will be posted under the Bid number on the Gregg County Purchasing Department website and available for download by bidders and other interested parties. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the Bid due date.**

- ❖ **Any bid received after the date and/or hour set for bid opening will not be accepted. Bidder will be notified and will advise Gregg County Purchasing as to the disposition by either pick up, return at bidder's expense, or destroyed with written authorization of the bidder.** If bids/Bids are sent by mail to the Purchasing Department, the bidder shall be responsible for actual delivery of the bid to the Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Gregg County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

## **Bid Submission Requirements**

- ✓ **Completed and **signed** Bid Forms including *Certification of Eligibility, Bid Signature Form, Bid Contract, Official Bid Sheet* and *Vendor References*. Vendor shall submit original forms with original signatures,**
- ✓ **Insurance Certificates – Bidder must submit all Insurance Certificates with bid.**
- ✓ **List of Sub-Contractors (If applicable) – Bidder must submit a list of sub-contractors that will be used to complete bid guidelines.**
- ✓ **Information regarding any pending or past lawsuits within 10 years.**

## ***STANDARD TERMS AND CONDITIONS***

Bids are solicited for Elevator Maintenance Services for Gregg County. **By returning this bid with price(s) quoted and forms executed, Respondent's certify and agree to the following:**

1. Alternate bids will not be considered unless authorized. If there is any question as to the specifications or any part thereof, Respondent may submit to the Gregg County, Texas Purchasing Agent, a request for clarification. Such requests must be received a minimum of five (5) days prior to scheduled opening date.
2. Non-performance or non-compliance of the Standard Terms & Conditions, or non-performance or non-compliance with the Specifications shall be basis for termination by Gregg County of the bid or final executed contract. Termination in whole, or in part, by the County may be made solely at the County's option and without prejudice to any other remedy to which Gregg County may be entitled by law or in equity, or elsewhere under this Bid or the agreement, by giving thirty (30) days written notice to the vendor with the understanding that all work being performed under this agreement shall cease upon the date specified in such notice. Gregg County shall not pay for work, equipment, services or supplies, which are unsatisfactory. The Respondent may be given reasonable opportunity prior to termination to correct any deficiency. This however shall in no way be construed as negating the basis for termination for non-performance or non-compliance.
3. Respondent shall make all inquiries necessary to be thoroughly informed as to the specifications and all other requirements proposed in the Bid. Any apparent omission or silence of detail in the description concerning any point in the specifications shall be interpreted on the basis of best commercial practices, and best commercial practices shall prevail.
4. The Respondent shall affirmatively demonstrate Respondent's qualifications by meeting or exceeding the following minimum requirements:
  - ✓ Have adequate financial resources, or the ability to obtain such resources as required.
  - ✓ Be able to comply with any required or proposed delivery schedule.
  - ✓ Have a satisfactory record of performance.
  - ✓ Have a satisfactory record of integrity and ethics.
  - ✓ Be otherwise qualified and eligible to receive the award.
5. Invoices shall be sent to the Gregg County Purchasing Department, 101 East Methvin, St. 205, Longview, TX, 75601. Invoices must detail the materials/equipment/services delivered and **must reference the Gregg County Purchase Order Number.** Payments are processed after the Purchasing Department has verified that the material or equipment and/or services have been delivered in good condition and that no unauthorized substitutions have been made according to specifications. Neither a signed receipt nor payments shall be construed

as an acceptance of any defective work, improper materials, or release of any claim for damage.

6. Only the Commissioners Court of Gregg County, Texas acting as a body may enter into any type of agreement or contract on behalf of Gregg County. Department heads, other elected or appointed officials, are not authorized to enter into any type of agreement or contract on behalf of Gregg County, or to agree to any type of supplemental agreements or contracts for goods or services. Contracts are subject to review by the County's attorney prior to signature by the authorized County official.
7. The Respondent shall be considered an independent Contractor and not an agent, servant, employee or representative of the County in the performance of the work. No term or provision, hereof, or act of the Respondent shall be construed as changing that status.
8. The Respondent shall defend, indemnify, and shall save whole and harmless the County and all its officers, agents, employees from and against all suits, actions, or claims of the character, name and description brought for or on account of any injuries or damages (including but not restricted to death) received or sustained by any person(s) or property on account of, arising out of, or in connection with the performance of the work, including without limiting the generality of the foregoing, any negligent act or omission of the Respondent on the execution or performance of the Contract.
9. The Respondent agrees, during the performance of the work, to comply with all applicable codes and ordinances of the City of Longview, Gregg County, or State of Texas as they may apply, as these laws may now read or as they may hereafter be changed or amended.
10. The Respondent shall obtain from the appropriate City, Gregg County, or State of Texas the necessary permit(s) required by the ordinances of the City, County, or State, for performance of the work.
11. The Respondent shall not sell, assign, transfer or convey the agreement in whole or in part, without the prior written consent of the County.
12. The parties herein agree that the agreement shall be enforceable in Gregg County, Texas, and if legal action is necessary to enforce it, exclusive venue shall lie in Gregg County, Texas.
13. The agreement shall be governed by, and construed in accordance with, the Laws of the State of Texas and all applicable Federal Laws.
14. Funding Clause - Payments required to be made by Gregg County under the terms of the agreement shall be contingent upon and subject to the initial and continuing appropriation of funding for the agreement by and through the Commissioners Court of Gregg County, Texas. In the event appropriations for funding of the agreement are not approved by and through the Commissioners Court, the contract shall terminate. Gregg County shall, submit written notice to Respondent thirty (30) days prior to such termination. Upon

notice of termination, as provided in this paragraph, the Respondent may submit a final invoice to the County and coordinate with the Purchasing Agent to remove all property belonging to said Respondent as soon as possible. Payment for final invoice will be subject to verification and approval by the purchasing agent. Thereupon, Gregg County will be released from its obligation to make further payments.

15. Gregg County is exempt from federal excise and sales taxes, ad valorem taxes and personal property taxes; therefore, tax must not be included in Bids tendered. Bids offered must be complete and all inclusive. Gregg County will not pay additional taxes, surcharges or other fees not included in bid prices.
16. Gregg County expressly reserves the right to accept or reject in part or in whole, any bids submitted, and to waive any technicalities or formalities as to such waiver is determined to be in the best interest of Gregg County.
17. In case any one or more of the provisions contained in the agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and the agreement shall be considered as if such had never been contained herein.
18. Bids may be withdrawn prior to the official opening. Alterations made before the time of official opening must be initialed by Respondent guaranteeing authenticity. Bids may not be amended, altered or withdrawn after the official opening, except upon the explicit recommendation of the Purchasing Agent and the formal approval of the Commissioners Court.
19. The agreement embodies the complete agreement of the parties hereto, superseding all oral or written previous and contemporary agreements between the parties and relating to matters herein, and except as otherwise provided herein cannot be modified without written agreement of the parties. A contract will be executed after determination of the award.
20. Respondent must provide a certificate of insurance conforming to the above listed requirements or a statement of Respondent's insurance carrier certifying that the required coverage shall be obtained by Respondent within ten (10) days of formal award of the Contract. In the case where a certification letter from an insurance carrier is attached to the bid in lieu of an insurance certificate, any formal award of a contract shall be contingent upon required coverage being put into force **prior** to any performance required by subject agreement.
21. Gregg County reserves the right to terminate an agreement/contract at any time, without cause, upon ten (10) days written notice to Respondent. Upon termination, Gregg County shall pay Respondent for those costs directly attributable to work done or supplies obtained in preparation for completion or compliance with the Contract, except no payment shall be made for costs recoverable by Respondent in the normal course of doing business or which can be mitigated through the sale of supplies or materials

obtained for use under this Contract. It is further agreed by Respondent that Gregg County shall not be liable for loss or reduction in any anticipated profit.

22. Additional or alternate bonds may be required in accordance with Texas statutes as outlined in the specifications.
23. Gregg County is wholly committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. The County, its contractors, their suppliers and sub-contractors, vendors of goods, equipment, services, and professional services, shall not discriminate on the basis of race, color, religion, national origin, age, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remain the ultimate standards in contractor, sub-contractor, vendor service, professional service, and supplier utilization. All vendors, suppliers, professionals and contractors doing business or anticipating doing business with Gregg County shall support, encourage and implement steps toward our common goal of establishing equal opportunity for all citizens of Gregg County.
24. Respondents must agree to provide the following information as part of this Bid:
  - ✓ Form of business. (If a corporation, limited partnership or limited liability company, indicate the state of creation).
  - ✓ Name of contact person (single point of contact with the Respondent).
  - ✓ List of all criminal charges, civil lawsuits or dispute resolutions to which Respondent is a party in the past five (5) years and the nature of the issue. Indicate if and how it was resolved.
  - ✓ List all criminal charges, civil lawsuits, or alternative dispute resolutions to which Respondent becomes a party for the period beginning with the submission of the Bid until the rejection or award of the bid/RFP.
25. Gregg County reserves the right to accept or reject any or all bids, with or without cause, to waive technicalities, or to accept the bid which, in its sole judgment, best serves the interest of the County, or to award a contract to the next most qualified Respondent if a successful Respondent does not execute a contract within 10 business days after approval of the selection by the Gregg County Commissioners Court. Gregg County Reserves the right to award multiple contracts as necessary and in the best interest of the County.
26. Gregg County reserves the right to request clarification of information submitted and to request additional information of one or more Respondents.
27. Costs of preparation of a response to this request for bids are solely those of the Respondent. Gregg County assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that Gregg County assumes no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.
28. The awarding Respondent shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least two (2)



years after completion of the contract resulting from this request for Bid. Gregg County shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of this agreement.

29. Bidder understands and agrees that in returning a response to this Bid/bid that it is neither an "offer" nor an "acceptance" until such time a formal contract is authorized/awarded by the Gregg County Commissioners Court; if any.
30. Bids must be submitted on the forms provided. Bids will not be considered if submitted by telephone, fax or any other means of rapid dispatch, nor will a Bid be considered if submitted to any other person or department other than specifically instructed.
31. Gratuities– Gregg County may, by written notice to the Seller, cancel this contract without liability to Seller if it is determined by Gregg County that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of Gregg County with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract. In the event this contract is canceled by Gregg County pursuant to this provision, Gregg County shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Seller in providing such gratuities.
32. Termination - The performance of work under this order may be terminated in whole or in part by the Buyer in accordance with this provision. Termination of work hereunder shall be effected by the delivery to the Seller of a "Notice of Termination" specifying the extent to which performance of work under the order is terminated and the date upon which such termination becomes effective. Such right of termination is in addition to and not in lieu of rights of Buyer.
33. Force Majeure - If, by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemies, orders of any kind of government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquake, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines or canals or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and

lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

34. Assignment Delegation - No right or interest in this contract shall be assigned or delegation of any obligation made by Seller without the written permission of the Buyer. Any attempted assignment or delegation by Seller shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
35. Waivers - No claim or right arising out of a breach of this contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.
36. Modification - Contract can be modified or rescinded only by a written and signed agreement by both of the parties duly authorized agents.
37. Applicable Law - This agreement shall be governed by the Uniform Commercial Code. Wherever the term "Uniform Commercial Code" is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this agreement.
38. Advertising - Seller shall not advertise or publish, without Buyer's prior consent, the fact that Buyer has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state, or local government.
39. Right to Assurance - Whenever one party to this contract in good faith has reason to question the other party's intent to perform, he may demand that the other party give written assurance of his intent to perform. In the event a demand is made and no assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.
40. Venue - Both parties agree that venue for any litigation arising from this contract shall be in Longview, Gregg County, Texas.
41. No negotiations, decisions, or actions shall be executed by the vendor as a result of any discussions with any public service official, employee and/or consultant. Only those transactions provided in written form may be considered binding.
42. The contents of each vendor's bid, including specifications shall remain valid for a minimum of 60 calendar days from the Bid due date.
43. All documents submitted as part of the vendor's offering will be deemed confidential during the evaluation process.

44. Subcontracting: The Vendor must function as the single point of responsibility for the Agency. No vendor shall submit a Bid comprised of separate software packages from multiple subcontractors.
45. Investigation of Conditions: Before submitting a bid, respondent should carefully examine the specifications and fully inform themselves to the conditions of the equipment and limitations.
46. Contract Award:
  - 1) Gregg County reserves the right to reject any or all bids and to waive any minor informality or irregularity in a proposer's response if deemed in the best interests of the County.
  - 2) Award of a contract (if any) resulting from this bid will be made only by written authorization from Gregg County Commissioners Court.
47. Conflict of Interest: No public official shall have interest in this contract except in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171. State Law (CHAPTER 176 of the Local Government Code) requires the filing of a CONFLICT OF INTEREST QUESTIONNAIRE by certain individuals and businesses.
48. Design, Strength, Quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.
49. All Hardware of any other item offered in this bid must be new and unused, unless otherwise specified, in first-class condition and of current manufacture.
50. Descriptions: Whenever an article or material is defined or used in the BID specifications by describing a proprietary product or by using the name of a manufacturer, model number, or make, the term "or equal" if not inserted, shall be implied. Any reference to specified article or material shall be understood as descriptive, NOT restrictive, and is used to indicate type and quality level desired for comparison purposes unless otherwise noted. Bids must be submitted on units of quantity specified, extended, and totaled. In the event of discrepancies in extension, the unit prices shall govern.
51. Addendum: Any interpretations, corrections or changes to this Bid and Specifications will be made by addendum, unless otherwise stated. Issuing authority of addendum shall be the Commissioners' Court of Gregg County, Texas. Addendum will be mailed, emailed, or faxed to all that are known to have received a copy of the Bid. Vendors shall acknowledge receipt of all addenda and include receipt and response to addenda with submission.
52. Patents/Copyrights: The successful vendor agrees to protect Gregg County from claims

involving infringements of patents and/or copyrights.

53. Contract Administrator: The Contract Administrator will serve as sole liaison between the Gregg County Commissioners Court and affected Gregg County Departments and the successful vendor. Unless directly outlined in this specification the vendor shall consider no one but the Contract Administrator authorized to communicate, by any means, information or suggestions regarding or resembling this bid throughout the Bid process. The Contract Administrator has been designated the responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection and delivery. The County will not pay for work, equipment or supplies, which it deems unsatisfactory. Vendors will be given a reasonable opportunity to correct deficiencies before termination. This however, shall in no way be construed as negating the basis for termination for non-performance.
54. Packing slips or other suitable shipping documents shall accompany each special order shipment and shall include:
  - (a) Name and address of successful vendor;
  - (b) Name and address of receiving department and/or location;
  - (c) Gregg County Purchase Order number; and,
  - (d) Descriptive information of the materials shipped or services rendered, including item numbers, serial numbers, quantities, number of containers and package numbers, address/location of services rendered, as applicable.
55. Unless otherwise indicated, items will be new, unused, and in first class condition in containers suitable for damage-free shipment and storage.
56. Invoices must show all information as stated above, and will be issued for each purchase order.
57. Equipment/Good/Services supplied under this contract shall be subject to the County's approval. Item(s) found defective or not meeting specifications shall be picked up and replaced by the successful vendor within one (1) week after notification at no expense to the County. If item(s) is not picked up within one (1) week after notification, the item(s) will become a donation to the County for disposition.
58. Warranty: Successful vendor shall warrant that all equipment/goods/services shall conform to the proposed specifications and/or all warranties stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.
59. Remedies: The successful vendor and Gregg County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
60. Silence of Specification: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All

interpretations of these specifications shall be made on the basis of this statement.

61. The Contractor shall procure and maintain at its sole cost and expense for the duration of this Agreement insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, volunteers, employees or subcontractors. The Contractor's insurance coverage shall be primary insurance with respect to the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be considered in excess of the Contractor's insurance and shall not contribute to it. Further, the Contractor shall include all subcontractors as additional insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein. **All Certificates of Insurance and endorsements shall be furnished to the County's Purchasing Agent and approved by the County before work commences.**
62. ***Standard Insurance Policies Required:***
  - a. Commercial General Liability Policy
  - b. Automobile Liability Policy
  - c. Worker's Compensation Policy

General Requirements applicable to all policies:

- a. Only insurance carriers licensed and admitted to do business in the State of Texas will be accepted.
- b. Deductibles shall be listed on the Certificate of Insurance and are acceptable only on a per occurrence basis for property damage only.
- c. "Claims Made" policies will not be accepted.
- d. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to Gregg County.
- e. All insurance policies shall be furnished to Gregg County upon request.

Commercial General Liability

- a. General Liability insurance shall be written by carrier with an A:VIII or better rating in accordance with the current Best Key Rating guide.
- b. Minimum Combined Single Limit of \$1,000,000.00 per occurrence for bodily Injury and property damage with Gregg County named as an additional insured.
- c. No coverage shall be deleted from the standard policy without notification of individual exclusions being attached for review and acceptance.

Automobile Liability

- a. General Liability Insurance shall be written by a carrier with an A:VIII or better rating in accordance with the current Best Key Rating Guide.

- b. Minimum Combined Single Limit of \$600,000.00 per occurrence for bodily injury and property damage.

63. **Workers Compensation Insurance** - Pursuant to the requirements set forth in Title 28, Section 110.110 of the Texas compensation insurance policy; either directly through their employer's policy (the Contractor's or subcontractor's policy) or through an executed coverage agreement on an approved TWCC form. Accordingly, if a subcontractor does not have his or her own policy and a coverage agreement is used, Contractors and subcontractors must use that portion of the form whereby the hiring contractor agrees to provide coverage to the employees of the subcontractor. The portion of the form that would otherwise allow them not to provide coverage for the employees of an independent contractor may not be used.

The worker's compensation insurance shall include the following terms:

- a. Employer's Liability limits of \$500,000.00 for each accident is required.
- b. "Texas Waiver of Our Right to Recover from Others Endorsement" shall be included in this policy. (Waiver of Subrogation)

Pursuant to the explicit terms of Title 28, Section 110.110 (c) (7) of the Texas Administrative Code, the Bid specifications, this Agreement, and all subcontracts on this Project must include the following terms and conditions in the following language, without any additional words or changes, except those required to accommodate the specific document in which they are contained or to impose stricter standards of documentation:

**Definitions:**

**Certificate of coverage ("certificate")** - A copy of a certificate of insurance, a certificate of authority to self-insure issued by the Texas Worker's Compensation Commission, or a coverage agreement (TWCC-81), TWCC-83, or TWCC-84), showing statutory worker's compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

**Duration of the project** - includes the time from the beginning of the work on the project until the Contractor's/person's work on the project has been completed and accepted by the governmental entity.

**Persons providing services on the project ("subcontractors" in section 406.096 {of the Texas Labor Code})** - includes all persons or entities performing all or part of the services the Contractor has undertaken to perform on the project, regardless of whether that person has employees. This includes, without limitation, independent Contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage respondents, office supply deliveries, and delivery of portable toilets.

- The Contractor shall provide coverage, based on the proper reporting of classification codes and payroll amounts and filing of any coverage agreements, that meets the statutory requirements of Texas Labor Code, Section 401.011 (44) for all employees of the Contractor providing services on the project, for the duration of the project.
- The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.
- If the coverage period shown on the Contractor's current certificate of coverage ends during the duration of the project, the Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.
- The Contractor shall obtain from each person providing services on a project, and provide to the governmental entity:
  - (1) a certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file providing services on the project, and certificates of coverage showing coverage for all person; and
  - (2) no later than seven calendar days after receipt by the Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
  - (3) The Contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

The Contractor shall notify the governmental entity in writing by certified mail or personal delivery, within 10 calendar days after the Contractor knew or should have known, or any change that materially affects the provision of coverage of any person providing services on the project.

The Contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

The Contractor shall contractually require each person with whom it contracts to provide services on a project, to:

- (1) provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreement, that meets the statutory requirements of Texas Labor Code, Section 401.011 (44) for all of its employees providing services on the project, for the duration of the project;

- (2) provide to the Contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;
- (3) provide the Contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
- (4) obtain from each other person with whom it contracts, and provide to the Contractor:
  - (a) a certificate of coverage, prior to the other person beginning work on the project; and
  - (b) a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
- (5) retain all required certificates of coverage on file for the duration of the project and for one year thereafter;
- (6) notify the governmental entity in writing by certified mail or personal delivery, within 10 calendar days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
- (7) Contractually require each person with whom it contracts, to perform as required; with the certificates of coverage to be provided to the person for whom they are providing services.

By signing a contract with Gregg County, or providing, or causing to be provided a certificate of coverage, the Contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier, or, in the case of a self-insured, with the commission's Division of Self-Insurance regulation. Providing false or misleading information may subject the Contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

***CERTIFICATES OF INSURANCE*** shall be prepared and executed by the insurance company or its authorized agent, and shall contain the following provisions and warranties:

- a. The company is licensed and admitted to do business in the State of Texas.
- b. The insurance policies provided by the insurance company are underwritten on forms that have been provided by the Texas State Board of Insurance or ISO.
- c. All endorsements and insurance coverage according to requirements and instructions contained herein.
- d. The form of the notice of cancellation, termination, or change in coverage provisions to Gregg County.
- e. Original endorsements affecting coverage required by the section shall be furnished with the certificates of insurance.



## ***BONDING REQUIREMENTS***

If applicable, a Bid Bond shall be required. Pursuant to the provisions of Section 262.032 (a) of the Texas Local Government Code, if the contract contemplated by this request is a bid for the construction of public works, or will be under a contract exceeding \$100,000.00, Gregg County may require the vendor to execute a good and sufficient bid bond in the amount of five percent (5%) of the total contract price. Said bond shall be executed with a surety company authorized to do business in the State of Texas.

If applicable, a Performance Bond shall be required. Pursuant to the provisions of Section 262.032 (b) of the Texas Local Government Code, within thirty (30) days of the date of the signing of a contract or issuance of a purchase order following the acceptance of a bid by Gregg County Commissioners Court and prior to commencement of the actual work, the successful vendor shall furnish a performance bond to Gregg County for the full amount of the contract if the contract exceeds \$50,000.00. Said bond shall be for the purpose of insuring the faithful performance of the work in accordance with the plans, specifications and contract documents associated with the contract.

If applicable, a Payment Bond shall be required. Pursuant to the provisions of Section 2253.021, Texas Government Code, if the amount of the contract awarded to the successful vendor exceeds \$25,000.00, the successful vendor shall execute a payment bond in the amount of the contract. Said bond is solely for the protection and use of payment bond beneficiaries who have a direct contractual relationship with the prime contractor or a subcontractor to supply public work labor or material. This bond must be issued to the County within ten (10) days of the award of the contract and before vendor begins the work.

If applicable, a Performance Bond shall be required. Pursuant to the provisions of Section 2253.021, Texas Government Code, if the amount of the contract awarded to the successful vendor exceeds \$100,000.00, the successful vendor shall execute a performance bond in the amount of the contract. Said performance bond is solely for the protection of Gregg County and is conditioned on the faithful performance of the work in accordance with the plans, specifications, and contract documents. This bond must be issued to the County within ten (10) days of the award of the contract and before the vendor begins the work.

## ***CRIMINAL BACKGROUND CHECKS***

**Any commissary contracts will require vendors to enter sensitive security areas. These include, but are not limited to, Gregg County Courthouse, Gregg County Sheriff's Department and/or Gregg County Jails.**

**The following will apply to awarded vendor personnel.**

- The successful bidder shall provide information, including, but not limited to, name, date of birth, and driver's license number for each individual who will be performing work on Gregg County property.
- Vendor personnel who perform work on Gregg County property must submit to and pass a Sheriff's Department Criminal Background Check. That status must be maintained by all vendor personnel entering County buildings for the duration of the contract.
- Criminal Background checks conducted by your firm may or may not be acceptable to certain departments depending on their particular requirements. The County reserves the right to conduct additional Criminal Background Checks as it deems necessary.
- Award of a contract could be affected by your firms' refusal to agree to these terms. Award could also be affected if your firm is unable to supply personnel who can pass a Criminal Background Check.

**The Criminal Background Check applies to the individual and not the company.**

## ***SPECIFICATIONS***

**The contract for Elevator Maintenance Service (if any) for Gregg County shall be for the initial period of 12 months from date of contract award. There will be four (4), 1 (one) year renewal options upon written agreement by both parties and approval by the Gregg County Commissioners Court.**

### **I. Preventive Maintenance Services**

- A. Contractor shall provide a continuing system of preventive maintenance. Programmed preventive maintenance for traction elevator shall be on a semi-monthly basis, and on a monthly basis for hydraulic elevators. Contractor shall regularly and systematically test, examine adjust, lubricate, clean and repair as conditions warrant.
- B. Contractor shall repair to the satisfaction of Gregg County, any and all damage to surrounding areas or to the building caused by any employee or work performed under supervision of the Contractor.

### **II. Contract Method**

- A. Contractor shall perform the work under a monthly fixed price contract for an initial period of twelve (12) months, with the possibility of two (1) additional one (1) year renewals. All renewals require the approval of the Commissioners Court,
- B. Additional services or repair work and additional costs must be approved by the Director of Maintenance. Monthly invoices will not be processed for payment if pricing for current contract has not been approved. Invoices must be detailed as to services performed and individual charges as to parts and labor.
- C. Prices quoted in the bid shall be effective for the first 12 months starting from the date the contract is awarded.

### **III. Gregg County Elevators to be covered under contract**

- 4 Elevators – Courthouse – 101 East Methvin, Longview, Texas
  - (2) Hydraulic Public Elevators
  - (2) Electric (friction) Elevators
- 2 Elevators – Courthouse Jail – 101 East Methvin, Longview, Texas
  - (2) Electric (friction) Elevators
- 2 Elevators – North Jail
  - (2) Hydraulic Public Elevators

- 1 Elevator – Airport Terminal
  - (1) Hydraulic Public Elevator
- 1 Elevator – Airport Firehouse
  - (1) Chair lift (chain driven) Elevator

#### **IV. Preventive Maintenance Services**

##### **A. General**

1. Contractor shall provide a continuing system of preventive maintenance. Programmed preventive maintenance for elevators and escalators shall be on a monthly basis. Contractor shall regularly and systematically test, examine, adjust and lubricate clean, and repair as conditions warrant and as specified herein.
2. Contractor shall repair to Owner's satisfaction any and all damages to surrounding areas or to the building caused by any employee or work performed under supervision of the Contractor.

##### **B. Preventative Maintenance, Required Service and Repairs – Hydraulic Elevators**

2. Drive System – Including but not limited to pump, pump motors, drive belts, operating valves, valve motors, motor windings, rotating elements, motor bearings, leveling valves, plunger packing, exposed piping, hydraulic fluid and tank strainers, mufflers, cylinder head packing and all component parts.
3. Controller – Including but not limited to leveling devices and cams, relays, magnet frames, computer and microprocessor components, resistors, condensers, transformers, contacts, leads, timing devices, resistance for operating and motor circuits, operating circuit rectifiers.
4. Hoistway: Including but not limited to:
  - Car guide rails, top and bottom limit switches, switch, car guide shoes including roller and gibs, traveling cables.
  - Hoistway door interlocks, hoistway door hangers, hoistway door unlocking devices, bottom door guides and auxiliary door closing devices.
  - Repair or replace hoistway and machine room wiring conductor cables.
  - Signal system devices and fixtures including hall buttons, hall lanterns, operating panes, communications position indicators dials, bells, buzzers, gongs and light bulbs.

5. Car: Including but not limited to automatic power door operator, car door hanger, car door contact, door protective device, car frame platform, wood platform, flooring, elevator guide shoes, gibs, rollers, ceiling fan/blower.
6. Furnish lubricants and hydraulic fluid selected by Contractor to meet specific requirements of the equipment.
7. Emergency lighting, bulbs, batteries, trickle charger, and all related wiring and components.
8. Elevator operating devices for fire emergency operation.
9. Elevator operating devices for emergency power operations. Tests: Including but not limited to periodic examination and testing of operating valves; annually test and seal relief valve, and test system pressure. Flexible hose and fitting tested annually, and replace flexible hoses between valve and cylinder not more than six (6) years after installation.
10. Painting and Cleaning: Including but not limited to contractor's keeping the interior of machine room and other parts of the equipment subject to rust properly painted and presentable at all times. Motor windings and controller coils shall be periodically treated with proper insulating compound, Guide rails, car tops, bottom of platforms, pit floor and pit equipment, machine room floor, and hoistway door hangers and tracks shall be kept clean.

C. Preventative Maintenance, Required Services and Repairs –Traction Elevators

- Drive Machine  
Electric: Including but not limited to worm and gear, thrust bearings, drive sheaves, drive sheave bearing, motor bearing, motor rotating elements, commentators, brake pulley, brake coil, brake linings, all component parts.
  - Drive System  
Motor and Motor Generator: Including but not limited to motor and generator windings, rotating elements, commentators, brushes, brush holders, bearings, sound isolation pad; all components.
3. Direct Drive Converter: Including but not limited to all solid State components and devices, relays, transformers, condensers, filter devices; all component parts. Various Voltage Variable Frequencies: Including but not limited to all Variable Voltage Variable Frequency converter components and devices.
  4. Silicon control rectifiers, reactors, filters, heat sinks, amp sinks, transducers, and control components.
  5. Controller, selector and Group Control Equipment: Including but not limited to all relays, Solid State components, resistors, condensers, transformers,

contacts, coils, leads, dashpots, timing devices, computer and microprocessor devices, steel selector cable or tapes and mechanical and electrical driving equipment.

6. Governor: Including but not limited to governor sheave and shaft assemblies, bearings, contact, governor jaws, and governor tensions sheave assembly in pit.
7. Hoistway: Including but not limited to:  
Deflector or secondary sheaves, bearings, car and counterweights buffers, car and counterweight guide rails, top and bottom limit switches, compensating sheave and switch, car and counterweight guide shoes including roller and gibs, traveling cable, hoist governor and compensation rope and chains. Hoistway door locks, hoistway door hangers, freight door astragals, hoistway door unlocking devices, bottom door guides and auxiliary door closing devices. Repair and replace hoistway and machine room wiring and conductor cables. Signal system devices and fixtures including hall buttons hall lanterns, operating panels, communication system, position indicators, dials, bells, buzzers, goings, and light bulbs.
8. Car: Including but not limited to automatic power door or gate operator, car door hanger, car door contact, door or gate protective device, load weighing devices, car frame and safety mechanism, platform, wood platform, flooring, elevator guide shoes, gibs, rollers, ceiling fan/blower grill.
9. Ropes: Including but not limited to renewal of all wire ropes as often as necessary to maintain safety factor per ASME A17.1, equalize rope tension, lubricate all hoisting ropes, repair or replace traveling cables, repair or replace hoistway or machine room wiring and all component parts.
10. Emergency car lighting and signal system, bulbs, batteries, trickle charger, and related wiring and components.
11. Elevator operating devices for fire emergency operation.
12. Elevator operating device for emergency power operator.
13. Tests: Including but not limited to:  
Periodic examination of all safety devices and governors and conducting annual no-load test; and each fifth year performing a full load, full speed test of safety mechanism, speed governors, car and counterweight buffers. The car balance will be checked and governor set. If required, the governor will be recalibrated and sealed for proper tripping speed. Recalibrate and reset load weighing devices after annual and five-year safety tests as needed between tests. Test emergency car light, communications system and signal system monthly and maintain log in elevator machine room. Test emergency power annually and provide owner record tests. Make other safety tests required by

governmental authorities pursuant to regulations or orders in effect on date of the Agreement.

14. Lubricants: Including but not limited to furnishing lubricants selected by contractor to meet the specific manufacture's requirements for the equipment.
15. Painting and Cleaning: Including but not limited to contractor's keeping interior of machine room and other parts of equipment subject to rust properly painted and presentable at all times. Motor windings and controller coils shall be periodically treated with proper insulating compound. Guide rails, overhead beams and sheaves, counterweight frames, car tops, bottom of platform, pit floor and pit equipment, machine room floor, and hoistway door hangers and tracts shall be periodically cleaned. Machine room floor shall be painted. All cleaning and painting shall be reflected on approved programmed Preventative Maintenance Schedule.

#### D. Inspection, Test and Certification

1. Contractor shall maintain and have available at all times for inspection by Owner's representative an approved maintenance check list for each unit in each elevator machine room.
2. Service time tickets shall be signed by owner's representative at the time work is performed.
3. Contractor shall test emergency car lights and signals, Firefighter's Service Phase I and II each month for each unit. Report of test and results shall be noted on the service time ticket supplied to the Owner's representative, and in Log maintained in elevator machine room.
4. The Owner reserves the right to make inspections and tests as required and when deemed necessary to ascertain that all provisions of this contract are being fulfilled. When deficiencies are to the magnitude that the Owner deems the Contractor's work is not acceptable, and then the cost for such inspection and tests shall be deducted from the Contractor's payment. Deficiencies noted shall be expeditiously corrected at Contractor's expense. If the Contractor fails to perform the work required in a diligent and satisfactory manner, the Owner may terminate the Contract by written notice; the date of termination shall be stated in the notice. Associated cost for any re-inspection the Owner deems necessary to determine if Contractor's corrections are satisfactory shall be deducted from the Contractor's payment. The Owner may also engage other sources to correct noted deficiencies, with all such costs deducted from money due Contractor. The Owner and or Owner's representative shall be sole judge of non-performance.

5. Contractor shall perform all safety tests as described in ASME A17.1 and ASME A17.3 and as required by the State of Texas. Fee(s) for State approved QEI Inspector shall be included in this Contract. The Owner may retain the professional services of an independent consultant to observe the tests.
6. The Owner may retain the professional services of an independent consultant to perform annual inspection of all equipment covered by this contract, as required by ASME A17.1 and ASME A17.3 and required under State of Texas Health and Safety Code, Chapter 754, effective date September 1, 1993, including Amendments, Contractor shall be required to assist consultant by providing access, removing panels, covers, and any other parts requested by the consultant to perform a complete evaluation of the equipment. The labor required of the Contractor to perform the annual inspection shall be provided by Contractor at no additional cost to Owner. Any and all deficiencies noted in these annual inspections which are a result of the Contractor's failure to perform specified maintenance work shall be corrected by Contractor as specified in Paragraph B & C.
7. Contractor shall make necessary checks to control systems to insure that all circuits and times are properly adjusted and system's performance is in accordance with original manufacturer's design. Any changes requested by Owner to satisfy changing building conditions shall be expeditiously made at no additional costs.

## **V. Service Procedures**

1. Preventative maintenance service shall be performed between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, except recognized Union of Elevator Contractor's (IUEC) holiday. Contractor shall have an adequate staff of mechanics to assist assigned maintenance mechanic and shall maintain separate repair crews trained in equipment repair. All repairs shall be scheduled through the Owner's representative. Contractor's personnel shall all be equipped with an individually signaled paging service receiver or two-way radio.
2. Contractor shall provide 24-hour emergency minor adjustment callback services even (7) days per week on all units. Response time for callback service shall be two (2) hour or less during regular business hours, and two (2) hours or less at all other hours.
3. Contractor shall maintain an accurate Preventive maintenance Log of all repairs and adjustments performed. The Log shall be kept in each Elevator Machine Room and shall indicate, at a minimum, the date and time of service, elevator number identification, type of service, time, corrective action taken, time work completed, and mechanic's name performing service.



4. No Equipment shall be removed from service for preventive maintenance for examination or repair without prior approval from the Owner's representative. When any equipment is out of service, "OUT OF SERVICE" signs shall be placed at all floors or landings served by the elevator. Contractor shall supply and place all necessary OSHA approved barricades, signs and safety devices to protect the public from entering work area.
5. Should any equipment remain out of service due to failure to complete the repairs within forty-eight (48) hours under the Preventive Maintenance Service Agreement or failure of equipment due to improper maintenance, Contractor shall credit the next monthly invoice a prorated amount.
6. Contractor shall provide after-hour service, including but not limited to examination, repairs and entrapment services. Only the premium portion of the overtime rate is billable as extra services; the straight time is charged to the monthly contract and is not billable.
7. All work under this contract shall be performed in accordance with the Applicable Codes: Current adopted editions of ASME A17.1-Safety Code for Elevators and Escalators, ASME A17.3-Safety Code for Existing Elevators and Escalators and ASME A17.2-Inspectors Manual for Electric Elevators, Direct Plunger Hydraulic Elevators and Inspectors Manual for Escalators and Moving Walks.

## Bid Sheet

**Please provide pricing in proposal format based on your proposed services as prescribed in the specifications.**

Elevator	Monthly Service Fee
Courthouse (hydraulic)	\$
Courthouse (hydraulic)	\$
Courthouse (friction)	\$
Courthouse (friction)	\$
Courthouse Jail (friction)	\$
Courthouse Jail (friction)	\$
North Jail (hydraulic)	\$
North Jail (hydraulic)	\$
Airport Terminal (hydraulic)	\$
Airport Firehouse Chair Lift ( chain driven )	\$
<b>Total</b>	<b>\$</b>
Hourly Service Rate (business hours)	\$
Hourly Service Rate (after hours/weekends)	\$
Service call time to site	
Service Center Location	
List any other applicable fees	
Please list any parts and labor discounts for repair services if required	

## *EVALUATION*

The County follows the **Awarding of Contract Statute Sec. 262.027 of the Texas Local Government Code.**

**Evaluation criteria** shall include, but is not limited to the following:

- ✓ Total Price
- ✓ Vendor's past performance record with Gregg County
- ✓ Gregg County's evaluation of vendor's ability to perform
- ✓ Gregg County's experience with products bid
- ✓ Special needs and requirements of Gregg County
- ✓ Location of Vendor
- ✓ Vendors responsiveness to this bid packet

# Bid Forms

## VENDOR REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Bid. ***THIS FORM MUST BE RETURNED WITH YOUR BID.***

**REFERENCE ONE:**

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
CONTRACT PERIOD: SCOPE OF WORK:

**REFERENCE TWO:**

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
CONTRACT PERIOD: SCOPE OF WORK:

**REFERENCE THREE:**

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
CONTRACT PERIOD: SCOPE OF WORK:

***CERTIFICATION OF ELIGIBILITY***

By submitting a bid or Bid in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is ***not*** on the Federal Government’s list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/Bid submission and time of award, the bidder/proposer will notify the Gregg County Purchasing Agent. Failure to do so may result in terminating this contract for default.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**BID SIGNATURE FORM**

The undersigned agrees this bid becomes the property of Gregg County after the official opening.

The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself/herself of the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a bid.

The undersigned agrees if this bid is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Bid will be ninety (90) calendar days unless a different period is noted by the bidder.

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Bidder, nor any employee of Gregg County, and that the contents of this bid have not been communicated to any other bidder or to any employee of Gregg County prior to the official opening of this bid.

Vendor hereby assigns to purchase any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this bid package. ***Failure to sign and return this form will result in the rejection of the entire bid.***

**Signature** \_\_\_\_\_ **X**

Company Name		
Address		
City/State/Zip Code		
Phone:	Office:	Fax:
	Cell:	Email:
Print Name		
Job Title		

To: Vendors of Gregg County, Texas  
From: Kelli L. Davis, CPPB, Purchasing Agent  
Re: *Conflict of Interest Form (CIQ)*

Vendor;

Attached, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Gregg County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Original completed forms should be filed with the County Clerk's Office and a copy sent to the Gregg County Purchasing Department either through bid return, fax, or email. Please see contact information below.

**Gregg County Clerk**  
Gregg County Courthouse  
101 East Methvin, St. 200  
Longview, Texas 75601  
Ph; 903-236-8430

**Gregg County Purchasing Department**  
Email: [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us)  
Ph: 903-237-2684  
Fx: 903-237-2682

***Applicable Law***

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Gregg County (County Clerk) no later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.



## Certificate of Interested Parties (Form 1295)

In 2015, the Texas Legislature adopted House Bill 1295, which added Section 2252.908 of the Government Code. The law states that a government entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the government entity. The disclosure of interested parties will be submitted online via Form 1295 and must be submitted to the governmental entity prior to any signed contract and/or vote by the governing authority.

### The Filing Process:

1. Prior to award by Commissioners Court, your firm will be required to log in to the Texas Ethics Commission, [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm) and fill out the Electronic Filing Application.
2. Once submitted, the system will generate an electronic Form 1295 displaying a "Certificate Number." Your firm must print, sign and notarize Form 1295.
3. **Within ten (10) business days** from notification of pending award by the Gregg County Purchasing Agent, the completed Form 1295 **must** be submitted to Gregg County.
4. Your firm will need to repeat this process and obtain a separate Form 1295 each time you enter into a new contract, renew a contract or make modification and/or amendments to a Gregg County contract.

Instructions and information are available at <https://www.ethics.state.tx.us/tec/1295-Info.htm> or you may call the Texas Ethics Commission at (512) 463-5800.

**CONTRACT**

**BID# 2018-801 Elevator Maintenance Services**

**STATE OF TEXAS}**  
**COUNTY OF GREGG}**

**WHEREAS**, The bid package **BID# 2018-801 Elevator Services** including the **Cover Sheet, Instructions, Specifications, and Bid Sheet(s)** for the item(s) being published for competitive bid, were solicited pursuant to Texas Local Government Code 262.021; and

**WHEREAS**, The Gregg County Commissioners Court as the governing body of Gregg County did on \_\_\_\_\_ award a contract to \_\_\_\_\_, for **Elevator Maintenance Services for Gregg County, Texas** in quantities, services and at prices as set forth in the bid package; and

**THEREFORE**, know all men by these present, that this contract is entered into by Gregg County, hereinafter called (“COUNTY”) and the undersigned Vendor, hereinafter called (“VENDOR”).

**THAT IN ACCORDANCE** with bid package **BID# 2018-801 Elevator Services** in every particular and herein incorporated by reference, the Vendor will perform in accordance with the terms thereof and the County agrees to make payment for such items or services purchased on appropriate Purchase Orders in accordance with the terms of said bid package which is made a part of this contract and incorporated herein for all purposes contingent on respective equipment, materials and supplies/services covered by any claims that (1) conform to the attached specifications, (2) the supplies/services were delivered in good condition, (3) services contracted for the Commissioners Court have been satisfactorily performed.

**Texas Law to Apply**

This Contract shall be construed under and in accordance with the Laws of the State of Texas, and all obligations of the parties created by this contract are performable in Gregg County, Texas.

**Prior Agreements Superseded**

This Contract, with the entire bid package incorporated herein including any required supporting literature, brochures and/or data sheets or sample, constitutes the sole agreement of the parties to the agreement and supersedes any prior understandings or written or oral agreements, if any, between the parties respecting the subject matter of this contract.

**Amendment**

No amendment, modification or alteration of the terms of this contract shall be binding unless same is in writing, dated subsequent to the date of this contract, and duly executed by authorized representatives of each party.

**The term of this contract shall be from October 1, 2017 expiring September 30, 2018 with four (4), 1 (one) year renewal options upon written agreement by both parties and approval by the Gregg County Commissioners Court.**

**IN TESTIMONY WHEREOF:** Witness our hands at Longview, Texas, effective as of the date awarded and stated above.

**Date signed:** \_\_\_\_\_

***VENDOR***

***GREGG COUNTY***

**By:** \_\_\_\_\_  
**Authorized Agent**

By \_\_\_\_\_  
**Bill Stoudt, County Judge**  
**Gregg County, Texas**

**This contract is not valid and does not become valid until such time (if any) it is officially awarded and executed by the Gregg County Commissioners Court.**



Gregg County Purchasing Department  
Kelli L. Davis, CPPB Purchasing Agent  
101 E. Methvin St., Suite 205, Longview, Texas 75601  
Phone (903) 237-2684 Fax (903) 237-2682 [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us)

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August 24, 2017

To: Longview News Journal

From: Kelli L. Davis, CPPB

Subject: Advertisement BID# 2018-801 Elevator Maintenance Services

Please run the following ad on Thursday, August 31 2017 and Friday, September 08 2017, in the Longview-News Journal.

#### PUBLIC NOTICE

Sealed bids will be received by the Purchasing Department, at 101 E. Methvin St., Suite 205, Longview, TX 75601, on or before Thursday, September 14, 2017 by 2:00 PM for Bid No.2018-801 Elevator Maintenance Services for Gregg County. Late Bids will not be accepted. Specifications will be available county's website at [www.co.gregg.tx.us](http://www.co.gregg.tx.us) on the Purchasing Department web page, or request by e-mail at [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us) or by calling (903) 237-2684. Payment will be made after items have been received in accordance with award. Vendors must bid unit costs, but may offer lump sum discounts. Gregg County reserves the right to accept or reject in whole or in part any bids received and to waive any irregularities or formalities in the best interest of Gregg County.