



**Bid Documents for**

**FOOD FOR THE COMAL COUNTY  
JAIL FACILITY**

**Comal County, Texas**

**BID # 2014-133**

## COMAL COUNTY INVITATION TO BID COVER SHEET

The enclosed INVITATION TO BID (ITB) and accompanying documents are for your convenience in submitting a bid for the enclosed referenced products and/or services for COMAL COUNTY.

IMPORTANT BID DATES:

<b>DUE DATE:</b>	<b>MARCH 19, 2014 AT 4:00 P.M., LOCAL TIME</b>
<b>OPENING DATE:</b>	<b>MARCH 19, 2014 AT 4:00 P.M., LOCAL TIME</b>
<b>AWARD DATE:</b>	<b>MARCH 27, 2014</b>

**Bidder/Offeror shall sign and date the bid/offer as requested on each page. Bid/Offers, which are not signed and dated in this manner, may be rejected.**

RETURN OFFER TO:

RAMONA WOMACK, CPPO, CPPB  
COUNTY PURCHASING DIRECTOR  
1297 CHURCH HILL DR.  
NEW BRAUNFELS, TEXAS 78130

Please note that all bids/offers **must be received at the designated location by the deadline shown.** Bids/Offers received after the deadline **will not be considered** for the award of the Contract and shall be considered void and unacceptable.

COMAL COUNTY is very conscious and extremely appreciative of the time and effort you have expended to submit an offer. We would appreciate it if you would indicate on any "No Offer" response, any requirement of this ITB which may have influenced your decision to "No Offer". If your response to this ITB is a "No Bid" response, please complete the Statement of No Bid in this ITB and submit.

Any prospective bidder/offeror desiring any explanation or interpretation of the solicitation must make a written request at least five (5) days prior to the scheduled time for the bid/offer opening. The request must be addressed to Ramona Womack, County Purchasing Director, at the address stated above or faxed to (830) 608-2031. Any information given to a prospective bidder/offeror concerning this solicitation will be furnished promptly to all other known prospective bidders/offerors as a written amendment/addendum to the solicitation. Comal County reserves the right to accept or reject any or all bids/offers as it deems in its best interest and to waive any formalities.

**It is the bidder/offerors responsibility to verify the issuance of Addenda in regard to this bid/offer.** All Addenda shall be submitted to all known bidders/offerors and shall be posted on the Comal County Purchasing Website [http://www.co.comal.tx.us/PUR\\_BIDS.htm](http://www.co.comal.tx.us/PUR_BIDS.htm). Comal County shall not be responsible for failed internet connections or power interruptions.

Ramona Womack, CPPO, CPPB  
County Purchasing Director

## COMAL COUNTY BIDDER CERTIFICATION

\_\_\_\_\_  
LEGAL NAME OF CONTRACTING COMPANY

\_\_\_\_\_  
FEDERAL I.D. # (Company or Corporation)

\_\_\_\_\_  
SOCIAL SECURITY # (Individual)

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
FACSIMILE NUMBER

\_\_\_\_\_  
CONTACT PERSON

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPLETE MAILING ADDRESS

\_\_\_\_\_  
CITY & STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
COMPLETE STREET ADDRESS

\_\_\_\_\_  
CITY & STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
EMAIL ADDRESS

### CERTIFICATION

By my signature hereon, I certify that the Goods and/or Services that I propose to furnish will meet or exceed every specification contained herein, and that I have read each and every page of the Specifications/Statement of Work, other requirements, as well as, the Standard Terms & Conditions and Bid/Offer Sheet. Further, I agree that if my offer is accepted, I shall perform as required in these Contract documents. I am aware that, once accepted by Comal County, my offer becomes a binding Contract in accordance with the provisions herein of the aforementioned Contract documents, and that I will not be permitted to attempt enforcement of any other Contract or Contract provisions.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

## TERMS & CONDITIONS

The parties, Comal County, Texas, a political subdivision of the State of Texas, (hereinafter referred to as "County") and \_\_\_\_\_ (hereinafter referred to as "Vendor," "Offeror," or "Bidder"), hereby agree upon the following terms and conditions.

1.1. Bids/Offerors are solicited for FOOD FOR THE COMAL COUNTY JAIL FACILITY as outlined in the specifications in this Invitation to Bid (ITB).

1.2 Complete ITB's shall be received in the Comal County Purchasing Office, 1297 Church Hill Dr., New Braunfels, Texas 78130 no later than 4:00 P.M. on March 19, 2014. Bids/Offerors will be opened at 4:00 P.M. on March 19, 2014 in the Comal County Purchasing Office. Bids/Offerors will be awarded March 27, 2014, in Comal County Commissioners Court (hereinafter referred to as "Commissioners Court"), 100 Main Plaza, New Braunfels, Texas 78130.

When sent by mail, Federal Express, Express Mail, or other delivery service, sealed ITB's shall be enclosed in an additional envelope clearly identified on outside as a ITB to County with bidders/offerors name and address, ITB name, and ITB date and time. It is the sole responsibility of the bidder/offeror to ensure timely delivery of ITB. The ITB is timely delivered when it is actually received by the Purchasing Office on or before the "DUE DATE". County will not be responsible for failure of service on the part of the U.S. Postal Service, courier services, or any other form of delivery service chosen by the bidder/offeror. You may call the Comal County Purchasing Office at (830)643-5850 to see if your response has been received.

ITB's which are received after the specified time and date will not be considered, and will be returned to the bidder/offeror unopened in accordance with state law. ITB's must be in the possession of the Purchasing Office by the time and date indicated above. The County will not be responsible for mail or delivery charges, or for changes associated with preparation of ITB or ITB materials.

**NOTE:** The Time-Date Stamp Clock located in the Comal County Purchasing Office, will serve as the **OFFICIAL CLOCK** for the purpose of verifying the date and time of receipt of bid/offer.

1.3. Please return the ITB package in a sealed envelope, marked with ITB title, ITB number and opening date.

1.4. Bids/Offerors may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by bidder/offeror guaranteeing authenticity. After the official opening, bids/offers may not be amended, altered, or withdrawn without the recommendation of the Purchasing Office and the approval of Commissioners Court. All bids/offers become the property of the County and will not be returned to the bidder/offeror.

1.5. The County is exempt from federal excise and state sales tax; therefore, tax must not be included in the bid/offer.

1.6. TERM OF CONTRACT: Offeror will furnish the required food items, services and products at the price quoted and will not raise the prices for the contract period, March 27, 2014 to March 26, 2015.

1.7 OPTION TO RENEW: This contract may be extended provided all terms and conditions, except for the contract period being extended or any price redetermination as authorized elsewhere in this contract, remain unchanged and in full force and effect. Option, if exercised, to be executed in the form of a Modification/Supplemental Agreement, to be issued not sooner than thirty (90) days prior to expiration of this contract, nor later than the final day of the contract period. This Option to Renew requires the mutual agreement in writing of both parties. Refusal by either party to exercise this Option to Extend shall require this contract to expire on the original or mutually agreed date. The normal extension period shall be one (1) year increments. The total period of this contract, including all extensions as a result of exercising this option may not exceed a maximum combined period of three (3) years.

1.8. The County reserves the right to accept or reject in part or in whole any bid/offer submitted, and to waive any technicalities for the best interest of the County.

1.9. Invoices shall be sent directly to the Comal County Auditor, 150 North Seguin Ave, Suite 201, New Braunfels, Texas 78130. Payments will be processed after notification that all materials have been delivered satisfactorily and no unauthorized materials have been delivered. The County may elect to pay invoices with procurement cards.

1.10. Continuing non-performance of the Vendor in terms of specifications shall be a basis for the termination of the contract by the County. The County shall not pay for supplies/services, which are unsatisfactory. County may give Vendor a reasonable opportunity before termination to cure the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

1.11. The extension of this contract as provided above is contingent on the appropriation of necessary funds by Commissioners Court for the fiscal year in question. Upon the failure of Commissioners Court to so appropriate in any year, vendor may elect to terminate this agreement, with no additional liability to the County. County and Vendor agree that termination shall be Vendor's sole remedy under this circumstance.

1.12. The bid award shall be based on, but not necessarily limited to the following factors:

- A. Unit Price
- B. Total Price
- C. Special needs and requirements of Comal County
- D. Comal County's evaluation of vendor's ability
- E. Vendor's past performance record with any Texas county

1.13. All bids/offers inclusive of pricing shall remain firm for acceptance for a period of thirty (30) days from opening date unless otherwise specified by the County.

1.14. Prices bid/offered shall reflect the full Specifications/Statement of Work as defined per the ITB documents, inclusive of all associated costs for insurance, taxes, overhead, profit and bonding, if required and so identified.

Bidder/Offeror must include all incidental costs in his pricing. The County will not provide or allow for parking or travel reimbursements for the bidders/offers employees. Bidders/Offerors offices, administration and/or place of business will not be on the County premises and will be the bidders/offers responsibility. Only those costs shown on the Pricing/Delivery Sheet and confirmed by a purchase order will be paid.

It is also understood that any and all persons who provide services under Contract to the County, resulting from this ITB, shall be and remain employees of the Contractor, not the County. It is understood and agreed that the bidder/offers is solely responsible for all services being provided and shall provide adequate insurance to cover against any and all losses incurred by the bidders/offers employees and or equipment during the course of the Contract.

This ITB in no manner obligates the County or any of its agencies to the eventual purchase of any goods and/or service described, implied or which may be bid, until confirmed by a written Contract and purchase order. Progress toward this end is solely at the discretion of the County and may be terminated at any time prior to the signing of a Contract.

The County will not be liable for any costs incurred by the vendor in preparing a response to this ITB. The County makes no guarantee that any goods and/or services will be purchased as a result of this ITB, and reserves the right to reject any and all bids/offers. All bids/offers and their accompanying documentation will become the property of the County.

The bidder/offers is expected to examine all documents, forms, specifications, and all instructions. Failure to do so will be at bidders/offers risk.

1.15. ETHICAL CONDUCT: The bidder/offers shall not offer or accept gifts or anything of value, not enter into any business arrangement with any employee, official, or Director of the County. No public official shall have interest in this Contract, in accordance with Texas Local Government Code Annotated Title 5, Subtitle C, Chapter 171.

The bidder/offers affirms that the only person or parties interested in this bid/offers as principals are those named herein, and that this bid/offers is made without collusion with any other person, firm, or corporation.

1.16. MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS/OFFERS: A prospective bidder/offers must affirmatively demonstrate bidder/offers responsibility. A prospective bidder/offers must meet the following requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required;
2. Be able to comply with the required or proposed delivery schedule;
3. Have a satisfactory record of performance;
4. Have a satisfactory record of integrity and ethics; and
5. Be otherwise qualified and eligible to receive an award.

The County may request representation and other information sufficient to determine bidder/offers ability to meet these minimum standards listed above.

1.17. Bidder/Offeror must provide any and all warranty terms and conditions. Bidder/Offeror Terms & Conditions are subject to the review and approval of the County. In the event of conflicting Terms & Conditions, the terms submitted in the solicitation package shall prevail. Bidder/Offeror must clearly identify any conflict with Terms & Conditions by denoting them on the same page where the conflicting Terms & Conditions appear.

1.18. The bidder/offeror shall make himself familiar with and at all times shall observe and comply with all federal, state, and local laws, ordinances and regulations which in any manner affect the conduct of the work.

1.19. Payment shall not constitute an acceptance of the item(s) contained in this ITB, nor impair the County's right to inspect any of its remedies.

1.20. The price to be paid by the County shall be that contained in the Bid Specification/Bid Form, which the bidder/offeror warrants to be no higher than bidder/offerors current prices on orders by others for products of the kind and specification covered by this agreement for similar quantities under similar or like conditions and methods of purchase. All prices must be typed or written in ink. Bids written in pencil may not be accepted.

1.21. County reserves the right to select evaluation methods deemed most appropriate. Each ITB will be evaluated on a case-by-case basis, regardless of any previous evaluation method.

1.22. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term "or equal" if not inserted shall be implied. The specific article or material shall be understood as descriptive, not restrictive.

1.23. Title and Risk of Loss of goods, supplies, equipment, or services shall not pass to County until County actually receives and takes possession of the goods, supplies, equipment, or services at the point(s) of delivery.

1.24. The bidder/offeror agrees that the goods, equipment, supplies, or services furnished under this contract shall be covered by the most favorable commercial warranties offered by the Offeror to any customer for such goods, equipment, supplies, or services. The Offeror shall not limit or exclude any express, written, or implied warranties and any attempt to do so shall render this contract voidable at the option of the County. The Offeror warrants that the product sold to the County shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970.

1.25. All insurance requirements, including Worker's Compensation, General Liability, and all applicable insurance as outlined in Texas State Statutes, shall be met prior to any delivery or services rendered and shall remain in effect during the time of this contract. Payments shall not become due and payable until such certificates have been filed.

1.26. The parties herein agree that this Contract shall be enforceable in Comal County, Texas, and if legal action is necessary to enforce it, exclusive venue shall lie in a court of competent jurisdiction in Comal County, Texas.

1.27. This Contract shall be governed by and construed in accordance with the laws of the State of Texas and all applicable Federal Laws.

1.28. This ITB, along with the Contract, submitted documents, and negotiations, when properly accepted and awarded by Comal County Commissioners Court shall constitute a contract equally binding between the successful bidder/offeror and County. No different or additional terms will become a part of this contract with the exception of a Change Order. This Contract 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.

1.29. The vendor shall indemnify and hold harmless the County and its duly appointed officers, agents and employees for all suits, actions, losses, damages, claims, or liability of any character, type, or description, including without limiting the generality of the foregoing all expenses of litigation, court costs, and attorney's fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of, or occasioned by, the acts of vendor's officers, agents or employees.

1.30. If a court of competent jurisdiction determines that any term of this agreement is invalid or unenforceable to any extent under applicable law, the remainder of this agreement (and the application of this agreement to other circumstances) shall not be affected thereby, and each remaining term shall be valid and enforceable to the fullest extent permitted by law.

1.31. This Contract shall not be assignable by the vendor without prior written consent of the County. This agreement shall be binding on and inure to the benefit of the successors and assigns of the respective parties to this agreement.

1.32. If the vendor defaults in the performance of this contract or materially breaches any of its provisions County shall have the right to terminate this contract by giving written notice of termination within thirty (30) days of the occurrence of the default or material breach.

1.33. INTERLOCAL PARTICIPATION: It is hereby made a precondition of any bid/offer for a Contract for supplies or services and a part of these specifications, that the submission of any bid/offer in response to this request constitutes a bid/offer made under the same conditions, for the same price, and for the same effective period as this bid/offer, to any other governmental entity having an interlocal agreement with Comal County.

It is further understood, that any other governmental entity that elects to use a Comal County semi-annual or annual award will issue its own Contracts or purchase orders and will require separate billing.

1.34. Any notice or other communication required or permitted hereunder shall be in writing and shall be deemed to have been duly given on the date of service if served personally, or three (3) days after the date of mailing if mailed, by first class mail, registered or certified, postage prepaid and addressed as follows:



COMAL COUNTY BID #2014-133  
FOOD FOR THE COMAL COUNTY JAIL FACILITY

For the COUNTY:

For the VENDOR:

Comal County, Texas  
C/O County Judge  
150 N. Seguin  
New Braunfels, Texas 78130

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Fax (\_\_\_\_\_) \_\_\_\_\_

With Copy to Purchasing Agent:

Comal County Purchasing Agent  
1297 Church Hill Drive.  
New Braunfels, TX 78130

Any notices served by fax shall be deemed to have been given and received only when written confirmation of the receipt of such fax has been received by the sender. Any party hereto may, at any time by giving fifteen (15) days written notice to the other party hereto, designate any other address in substitution of the foregoing address to which such notice shall be given.

1.35. No provision of this agreement shall affect or waive any sovereign or governmental immunity available to the County and/or its elected officials, officers, employees and agents under Federal or Texas law nor waive any defenses available to the County and/or its elected officials, officers, employees and agents under Federal or Texas law.

1.36 The County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

## SPECIFICATIONS

INTENT: The intent of these specifications is to secure an annual contract for supply and delivery of prisoner food for use by the Comal County Jail. The annual budget for prisoner food is \$400,000.00.

2.1. Bidders/Offerors should price generic items meeting specification wherever possible. Alternate items provided by Bidder/Offeror may be considered if evaluated to be the best value for Comal County. **A brochure/specification sheet giving detailed descriptions and specifications of the item being bid by the vendor's company should be attached to the returned bid.**

2.2. A buyer from the Purchasing Office will place orders one (1) to (2) times per week. The orders will need to be delivered the following business day between the hours of 4:00 A.M. – 6:00 A.M. after receipt of order.

2.3. All deliveries will be made to the Comal County Jail, 3005 W. San Antonio Street. New Braunfels, Texas 78130.

\*Additional Deliveries: It is possible that the County will require additional deliveries on an as needed basis during the week. These items will have the same expected delivery as a normal order unless otherwise noted in your bid.

2.4. SECURITY: Due to the secure nature of the facility that the vendor will be providing service to, all prospective Vendors will be subject to the following:

- 2.4.1. Criminal Background Check prior to the award of the contract. Also all employees of that Vendor that will be involved in the services provided the County will also be subject to a criminal background check and are required to have passed pre-employment drug testing. No employee of the Contracting Company having a criminal record shall be involved in the packaging or delivery of items to the County. The County will complete the background investigation and approve the Vendor's employees prior to commencement of services under this contract. Staff changes made by the Vendor during the contract term must be approved by the County and a Background investigation completed prior to new staff entering the facility. **No Exceptions will be made.** Failure to comply with this stipulation after the award of the contact shall be considered a breach of contract.

All personnel entering the correctional facilities are subject to security/criminal history check. To accomplish this, the vendor must provide the County with the following information on each personnel who will provide on-site services:

- 2.4.2.1 Full legal name;
- 2.4.2.2 Social Security number;
- 2.4.2.3 Date of birth;
- 2.4.2.4 Current home address;

- 2.4.2.5 Current copy of Texas Driver's License;
- 2.4.2.6 Signed release form.

- 2.5. If the County determines that for security reasons, any personnel are unacceptable, the Vendor will act immediately to provide an acceptable replacement at no additional cost to the County.
- 2.6. The County reserves the right to refuse access to any person wearing inappropriate attire. The Correctional Center is a professional work environmental and should be treated as such.
- 2.7. In addition, any Subcontractor and their subsequent staff may be required to pass a background check as described above.
- 2.8. Comal County reserves the right to award this bid per line item.
- 2.9. The price bid shall include all applicable charges, to include but not limited to delivery/transportation, fuel surcharge, handling, packaging, service charges, and any other billable charges not specifically listed.
- 2.10 All items must be securely packed, adequately marked as to content, and must be delivered without damage or breakage. Open containers will not be accepted. No charge will be allowed for cases, boxes, etc. or for freight expense, or cartage. No empty cases or boxes will be returned to the vendor; however, such containers may be removed by the bidder at his own expense.
- 2.11 Nutritional labels and ingredient labels must be attached to packaged products delivered.
- 2.12 Quantities will be delivered in amounts requested.
- 2.13 Suppliers are expected to carry sufficient inventories to cover the needs of the Comal County Jail.

## NON-ITEMIZED BID PRICING WORKSHEET

The itemized Bid Sheet is food required for the 1 week menu cycle for the Comal County Jail. In the event that there are special dietary requirements for food items not listed on the Bid Pricing Worksheet, or food items are discontinued or have packaging changes, please provide percentage discount from published food prices for non-itemized items. Please include food pricing sheets for evaluation. If food is priced on a tiered level, discount must be from the lowest tier pricing.

Non Itemized Item Percentage..... \_\_\_\_\_%

## CONTRACT

**STATE OF TEXAS**  
**COUNTY OF COMAL COUNTY**

WHEREAS, The attached bid package, including but not limited to the **Cover Sheet, Terms & Conditions, 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 Comal County Commissioners Court as the governing body of Comal County did on \_\_\_\_\_, 20\_\_\_\_ award a contract to \_\_\_\_\_, Vendor for furnishing the materials, equipment, supplies, and/or services in quantities and at prices as set forth in the above-attached bid package; and

THEREFORE, knowing all men by these present, that this contract is entered into by Comal County, Texas, (hereinafter called "County") and the undersigned Vendor (hereinafter called "Vendor").

### Witnesseth

THAT IN ACCORDANCE with the above attached bid package in every particular, 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 items 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 equipment, materials, and supplies/services were delivered in good condition, and (3) services contracted for the Commissioners Court have been satisfactorily performed.

### Prior Agreements Superseded

This Contract, with the entire bid package, including but not limited to the Cover Sheet, Terms & Conditions, Specifications, Bid Sheet(s), and any required supporting literature, brochures, and/or data sheets or samples, incorporated herein constitutes the sole agreement of the parties to the agreement and supersedes all oral or written previous and contemporary agreements between the parties and relating to matters herein.

### 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 authorization representatives of each party.

IN TESTIMONY WHEREOF: Witness our hands at New Braunfels, Texas, effective as of the date awarded above, if any.

VENDOR

COMAL COUNTY

BY: \_\_\_\_\_  
AUTHORIZED AGENT

BY: \_\_\_\_\_  
PURCHASING AGENT

**Failure to sign the Contract page(s) may disqualify the ITB from being considered by the Commissioners Court. However, this contract is not valid until awarded in Commissioners Court.**

## COMAL COUNTY BIDDER/OFFEROR'S AFFIRMATION

*This sheet must be completed, signed, and returned by Bidder/Offeror*

1. Bidder/Offeror affirms that they are duly authorized to execute this Contract, that this company, corporation, firm, partnership or individual has not prepared this bid/offer in collusion with any other Bidder/Offeror, and that the contents of this bid/offer as to prices, terms or conditions of said bid/offer have not been communicated by the undersigned nor by any employee or director to any other person engaged in this type of business prior to the official opening of this bid/offer.
  
2. Bidder/Offeror hereby assigns to purchaser 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.
  
3. Pursuant to §262.076 (a) of the Texas Local Government Code, Bidder/Offeror, hereby affirms that Bidder/Offeror:  
***(Please check all that are applicable)***

\_\_\_\_\_ Does not own taxable property in Comal County.

\_\_\_\_\_ Does not owe any ad valorem taxes to Comal County or is not otherwise indebted to Comal County.

Bidder/Offeror Company Name \_\_\_\_\_

Bidder (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Bidder (Print Name) \_\_\_\_\_

Position with Company \_\_\_\_\_

Signature of Company Official  
Authorizing the Bid/Offer \_\_\_\_\_ Date \_\_\_\_\_

Company Official  
(Printed Name) \_\_\_\_\_

Official's Position \_\_\_\_\_

***Corporate Vendors Shall Furnish the Following Information:***

Where Incorporated \_\_\_\_\_ Charter Number \_\_\_\_\_

## VENDOR REFERENCE INFORMATION SHEET

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED AGENT

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
STREET ADDRESS AND /OR P.O. BOX NO.

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
FAX

### REFERENCES

LIST THREE (3) COMPANIES OR GOVERNMENTAL AGENCIES WHERE THESE  
COMMODITIES HAVE BEEN PROVIDED:

1. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

2. CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

3. CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_





## COMAL COUNTY

### **HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY**

#### I. POLICY STATEMENT

The Comal County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Comal County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

#### II. DEFINITIONS

Historically Underutilized Businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned, and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Comal County.

Businesses include firms, corporations, sole proprietorships, vendors, supplier's contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provisions that require competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Comal County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services shall not discriminate on the basis of race, color creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the County.
  
- B. Comal County will use and recognize the State of Texas Historically Underutilized Business certification process in conjunction with the implementation of this policy. The County may recognize other agencies certifications processes recognized by the State of Texas. Comal County reserves the right to review the certification status of any vendor applying to do business with the County. The review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
  
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
  - 1. Target goals should consider:
    - a. The availability of HUB firms within the specific category of goods or services to be procured; and
    - b. The diversity of the County's population.
  
  - 2. The goals should be reviewed and amended periodically.
  
  - 3. The program may apply to all County procurements including construction and professional services.
  
  - 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
  
  - 5. Commissioners Court will use good faith efforts to meet the goals of this policy.
  
- D. Comal County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
  - 1. Utilize the State of Texas Historically Underutilized Business vendor database.
  
  - 2. Advertise bids on the County's website and in the local newspaper.

3. Provide bid notice to minority Chambers of Commerce within Comal County, if applicable.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively search the State Comptroller's HUB vendor list in the quotation process for purchases under the statutory bid limit.
- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

#### IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Office shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Director shall serve as the County HUB Officer.
  1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
  2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
  3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
  4. Any complaints and/or recommendations regarding the implementation of this policy will be received and reviewed by the HUB Officer. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioner's Court regarding any irregularities or misrepresentations of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.

## COMAL COUNTY

### FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Comal County's bid process. The Purchasing Office will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it. Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of the Texas Comptroller of Public Accounts Historically Underutilized Business Program. All companies seeking information concerning DBE certification are urged to contact The Texas Comptroller of Public Accounts at 800-531-5441, extension 3-6958 or 512-463-6958.

If your company is already certified, attach a copy of your certification to this form and return with bid.

COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

Indicate all that apply:

\_\_\_\_\_ Minority-Owned Business Enterprise

\_\_\_\_\_ Women-Owned Business Enterprise

\_\_\_\_\_ Disadvantaged Business Enterprise

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> For vendor or other person doing business with local governmental entity		<b>FORM CIQ</b>
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<b>OFFICE USE ONLY</b>	
<p><b>1</b> Name of person doing business with local governmental entity.</p>	Date Received	
<p><b>2</b></p> <p><input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p><b>3</b> Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.</p>		
<p><b>4</b> Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.</p>		

Adopted 01/13/2009

**CONFLICT OF INTEREST QUESTIONNAIRE**

**FORM CIQ**

For vendor or other person doing business with local governmental entity

Page 2

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

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

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

Yes       No

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

Yes       No

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

Yes       No

D. Describe each affiliation or business relationship.

**6** Describe any other affiliation or business relationship that might cause a conflict of interest.

**7**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

## COMAL COUNTY STATEMENT OF NO BID

If bidder/offeror is not bidding on the goods and/or services as stated in this ITB, please complete and return this form to: Comal County Purchasing Office, 1297 Church Hill Drive, New Braunfels, TX 78130.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

The above has declined to submit an ITB response for the following reason(s) [please check all that apply]:

- Specifications too "restrictive," i.e., goods offered by our company do not meet stated specifications.
- Specifications unclear (please explain below).
- We do not offer this commodity and/or service or an equivalent.
- Insufficient time to respond to the ITB.
- Our schedule would not permit us to perform.
- Can not meet insurance requirements.

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **IMPORTANT BIDDERS/OFFERORS CHECKLIST**

Check off each of the following as the necessary action is completed

- 1. The Bidder/Offeror Certification has been signed.
- 2. Attachment A is filled out and it is the first page of this ITB.
- 3. The Contract is completed and signed.
- 4. The price extensions and totals have been checked, if applicable.
- 5. Any required drawings or descriptive literature have been included.
- 6. The Comal County HUB Policy has been signed.
- 7. Any addendums have been signed and are included.
- 8. Conflict of Interest Questionnaire has been signed.
- 9. Bidders/Offerors Affirmation Page has been completed and included.
- 10. The mailing envelope has been addressed to:

Ramona Womack, CPPO, CPPB  
Comal County Purchasing Director  
1297 Church Hill Dr.  
New Braunfels, Texas 78130

- 11. The envelopes have been sealed and marked with (a label has been provided for your convenience):

Bid title  
Bid number  
Opening date  
Opening Time



**COMAL COUNTY  
RETURN LABEL**

**LATE BIDS CAN NOT BE ACCEPTED**

**SEALED INVITATION TO BID**

<b>ITB#:</b>	<b>2014-133</b>
<b>DUE DATE &amp; TIME:</b>	<b>March 19, 2014 4:00 P.M. CST</b>
<b>OPENING DATE &amp; TIME:</b>	<b>March 19, 2014 4:00 P.M. CST</b>
<b>ITB DESCRIPTION:</b>	<b>FOOD FOR THE COMAL COUNTY JAIL FACILITY</b>

***DATED MATERIAL – DELIVER IMMEDIATELY***

**PLEASE CUT OUT AND AFFIX THE ITB LABEL ABOVE TO THE  
OUTER MOST ENVELOPE OF YOUR RESPONSE**