

RENEWAL NOTICE

'March 14, 2024

Mr. Alejandro Esparza Ruby's Air Conditioning Inc. 5806 East Drive Laredo, Texas 78041

Re:

HVAC Repairs Parks Recreation Centers

Contract FY22-008

Extension III

Dear Mr. Esparza,

This is to inform you that contract FY22-008 which was approved by City Council on November 15, 2021 is up for early renewal. This is the last extension period for this contract. Your company is the primary vendor for this contract. Please advise if you wish to renew this contract.

If there are any questions regarding this renewal notice, please feel free to call me at (956) 794-Sincerely,

Enrique Aldape III Interim Purchasing Agent

Xc: Purchasing File

Ruby's Air Conditioning Request a contract extension: Not request a contract extension: Authorized Signature: Print Name: Alejandro Esparza Date: 03/14/24



RENEWAL NOTICE

March 14, 2024

Mr. Rene Salinas Temprite Mechanical Inc. 2806 Cortez Street Laredo, Texas 78043

Re:

HVAC Repairs Parks Recreation Centers

Contract FY22-008

Extension III

Dear Mr. Salinas,

This is to inform you that contract FY22-008 which was approved by City Council on November 15, 2021 is up for early renewal. This is the last extension period for this contract. Your company is the secondary vendor for this contract. Please advise if you wish to renew this contract.

If there are any questions regarding this renewal notice, please feel free to call me at (956) 794-1733.

Sincerely,

Enrique Aldape III

Interim Purchasing Agent

Xc: Purchasing File

Temprite Mechanical Inc.
Request a contract extension: Yes Not request a contract extension:
Authorized Signature: Rona Salinas
Print Name: Rene Salinas
Date: 03/14/2024



LETTER OF AWARD

June 21, 2023

Mr. Rene Salinas Temprite Mechanical Inc. 2806 Cortez Street Laredo, Texas 78043

Re:

HVAC Repairs Parks Recreation Centers

Contract FY22-008

Extension II

Dear Mr. Salinas,

This is to inform you that the contract renewal for FY22-008 was approved by City Council on June 20, 2023. The term of this contract shall be for a period of one year. Your company is the secondary vendor for this contract. This is the second of three-extension period.

As a reminder compliance with the contract terms are the responsibility of the awarded vendor(s) and the respective City user department(s). If there are any questions regarding this letter of award, please feel free to call me at (956) 794-1731.

Sincerely,

Miguel A. Pescador

Purchasing Agent

Xc: Purchasing File



LETTER OF AWARD

June 21, 2023

Mr. Alejandro Esparza Ruby's Air Conditioning Inc. 5806 East Drive Laredo, Texas 78041

Re:

HVAC Repairs Parks Recreation Centers

Contract FY22-008

Extension II

Dear Mr. Esparza,

This is to inform you that the contract renewal for FY22-008 was approved by City Council on June 20, 2023. The term of this contract shall be for a period of one year. Your company is the primary vendor for this contract. This is the second of three extension periods.

As a reminder compliance with the contract terms are the responsibility of the awarded vendor(s) and the respective City user department(s). If there are any questions regarding this letter of award, please feel free to call me at (956) 794-1731.

Sincerely,

Miguel A. Pescador

Purchasing Agent

Xc: Purchasing File

City Council-Regular Meeting Date: 06/20/2023

Initiated By: Rosario Cabello, Deputy City Manager

Staff Source: Juan J. Gomez, Parks & Recreation Department Director; Jose F. Castillo,

Interim Finance Director, Miguel A. Pescador, Purchasing Agent

SUBJECT

Consideration to renew annual supply/service contract FY22-008 with the following vendors:

- a) Ruby's Air Conditioning, Laredo, Texas for an amount of \$125,000.00 (Primary Vendor);
- b) Temprite Mechanical Inc., Laredo, Texas for an amount of \$25,000.00 (Secondary Vendor);

To provide HVAC repair services for various recreation centers. This contract establishes an hourly service rate and cost percentage for parts. The contract may be extended for one, additional one year period, upon mutual agreement of the parties. Funding for the additional extensions are subject to future budget appropriations. There was no price increase during the last extension period. In case the primary vendor is unavailable, the secondary vendor will be contacted. All repair services will be purchased on an as-needed basis and funding is available in the General Fund-Parks Budget.

VENDOR INFORMATION FOR COMMITTEE AGENDA

None.

PREVIOUS COUNCIL ACTION

Approved a one-year contract on 8/15/22.

BACKGROUND

This contract establishes hourly and cost plus percentage rate on materials supplied by the contractor. Ruby's Air Conditioning has a Texas Class license (#TACLA13314C) and Temprite Mechanical has a Texas License (#TACLA006500) for refrigeration and environmental HVAC repair services. In case the primary vendor is unable to quote on or visit the project site, the secondary vendor will be contacted. The city reserves the right to just purchase hourly rate service with the city purchasing the HVAC machinery equipment. All repair services will be purchased on an as needed basis. There was no price increase during the last extension period. This is

the second of three extension periods.

The initial term of this contract is for a period of one (1) year beginning as of the date of its execution. The contract may be extended for one (1), additional one (1) year period. Should the vendor desire to extend the contract for the additional one-year period, it must so notify the City in writing no later than sixty (60) days before the expiration of the prior term. Such notification shall be effective upon actual receipt by the City. Renewals shall be in writing and signed by the City's Purchasing Manager & City Manager or his designee, without further action by the Laredo City Council, subject to and contingent upon appropriation of funding therefore. All annual contracts shall be bound by the terms of the bid documents. The City shall also have the right to extend this contract under the same terms and conditions beyond the original term or any renewal thereof, on a month-to-month basis, not to exceed 3 months. Said month-to-month extensions shall be in writing, signed by the City's Purchasing Manager & City Manager or his designee, and shall not require City Council approval, subject to and contingent upon appropriation of funding therefore. This contract shall be the responsibility of and administered by the vendor and the City of Laredo Parks & Recreation Department.

Refer to Bid Tabulation for Pricing.

COMMITTEE RECOMMENDATION

None.

STAFF RECOMMENDATION

It is recommended that these contracts be renewed.

Fiscal Impact

Fiscal Year:

2023

Bugeted Y/N?:

Yes

Source of Funds:

Account #:

Change Order: Exceeds 25% Y/N:

FINANCIAL IMPACT:

The purpose of this contract is to establish prices for the commodities or services needed should the City need to purchase these commodities or services. The City's obligation for performance of an annual supply contract beyond the current fiscal year is contingent upon the availability of appropriated funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted during the next fiscal year, this contracts becomes null and void.

Funding for this contract is available in the following accounts: 101-3125-553-2030

Attachments

Bid Tab FY22-008 Contracts FY22-008



RENEWAL NOTICE

June 1, 2023

Mr. Alejandro Esparza Ruby's Air Conditioning Inc. 5806 East Drive Laredo, Texas 78041

Re:

HVAC Repairs Parks Recreation Centers Contract FY22-008

Extension II

Dear Mr. Esparza.

This is to inform you that contract FY22-008 which was approved by City Council on November 15, 2021 is up for early renewal. This is the second of three extension periods, Your company is the primary vendor for this contract. Please advise if you wish to renew this contract.

If there are any questions regarding this renewal notice, please feel free to call me at (956) 794. 1731.

Sincerely. Miguel A. Pescador Purchasing Agent

Purchasing File Xc.

Ruby's Air Conditioning Request a contract extension: Yes Not request a contract extension: Authorized Signature Olympias Soprie Print Name: Alejandro Esparza Date: 06/01/23



RENEWAL NOTICE

June 1, 2023

Mr. Rene Salinas Temprite Mechanical Inc. 2806 Cortez Street Laredo, Texas 78043

Re:

HVAC Repairs Parks Recreation Centers

Contract FY22-008
Extension II

Dear Mr. Salinas,

This is to inform you that contract FY22-008 which was approved by City Council on November 15, 2021 is up for early renewal. This is the second of three one (1) year extension periods. Your company is the secondary vendor for this contract. Please advise if you wish to renew this contract.

If there are any questions regarding this renewal notice, please feel free to call me at (956) 794-

Sincerely,

Sincerely,

Mignot A. Pescador

Purchasing Agent

Xc: Purchasing File

Tempfite Mechanical Inc.

Request a contract extension: SES Not request a contract extension:

Authorized Signature: Coulow

Print Name: LENE SA LIVAS

Date: G-1-2023



LETTER OF AWARD

August 16, 2022

Mr. Alejandro Esparza Ruby's Air Conditioning Inc. 5806 East Drive Laredo, Texas 78041

Re:

HVAC Repairs Parks Recreation Centers

Contract FY22-008

Extension I

Dear Mr. Esparza,

This is to inform you that contract renewal for FY22-008 was approved by City Council on August 15, 2022. The term of this contract shall be for a period of one year. Your company is the primary vendor for this contract. This is the first of three extension periods.

As a reminder compliance with the contract terms are the responsibility of the awarded vendor(s) and the respective City user department(s). If there are any questions regarding this letter of award, please feel free to call me at (956) 794-1731.

Sincerely,

Miguel A. Pescador Purchasing Agent

Xc: Purchasing File



LETTER OF AWARD

August 16, 2022

Mr. Rene Salinas Temprite Mechanical Inc. 2806 Cortez Street Laredo, Texas 78043

Re:

HVAC Repairs Parks Recreation Centers

Contract FY22-008

Extension I

Dear Mr. Salinas,

This is to inform you that contract renewal for FY22-008 was approved by City Council on August 15, 2022. The term of this contract shall be for a period of one year. Your company is the secondary vendor for this contract. This is the first of three-extension period.

As a reminder compliance with the contract terms are the responsibility of the awarded vendor(s) and the respective City user department(s). If there are any questions regarding this letter of award, please feel free to call me at (956) 794-1731.

Sincerely.

Miguel A. Pescador

Purchasing Agent

Xc:

Purchasing File

Parks & Leisure 48.

City Council-Regular Meeting Date: 08/15/2022

Initiated By: Riazul Mia, Assistant City Manager

Staff Source: Juan J. Gomez, Parks & Recreation Department Director; Miguel

A. Pescador, Purchasing Agent

SUBJECT

Consideration to renew annual supply/service contract FY22-008 with the following vendors:

- a) Ruby's Air Conditioning, Laredo, TX for an amount of \$125,000.00 (Primary Vendor);
- b) Temprite Mechanical Inc., Laredo, TX for an amount of \$25,000.00 (Secondary Vendor);

To provide HVAC repair services for various recreation centers. This contract establishes an hourly service rate and cost percentage for parts. The contract may be extended for two (2), additional one (1) year periods, upon mutual agreement of the parties. Funding for the additional extensions are subject to future budget appropriations. There was no price increase during the last extension period. In case the primary vendor is unavailable, the secondary vendor will be contacted. All repair services will be purchased on an as-needed basis and funding is available in General Fund-Parks Department Budget.

VENDOR INFORMATION FOR COMMITTEE AGENDA

None.

PREVIOUS COUNCIL ACTION

Approved a one-year contract on 11/15/21. Amended contract by 25% on 6/6/22.

BACKGROUND

This contract establishes hourly and cost plus percentage rate on materials supplied by the contractor. Ruby's Air Conditioning has a Texas Class license (#TACLA13314C) and Temprite Mechanical has a Texas License (#TACLA006500) for refrigeration and environmental HVAC repair services. In case the primary vendor is unable to quote on or visit the project site, the secondary vendor will be contacted. The city reserves the right to just purchase

hourly rate service with the city purchasing the HVAC machinery equipment. All repair services will be purchased on an as needed basis. There was no price increase during the last extension period. This is first of three extension periods.

The initial term of this contract is for a period of one (1) year beginning as of the date of its execution. The contract may be extended for two (2), additional one (1) year periods. Should the vendor desire to extend the contract for the additional one-year period, it must so notify the City in writing no later than sixty (60) days before the expiration of the prior term. Such notification shall be effective upon actual receipt by the City. Renewals shall be in writing and signed by the City's Purchasing Manager & City Manager or his designee, without further action by the Laredo City Council, subject to and contingent upon appropriation of funding therefore. All annual contracts shall be bound by the terms of the bid documents. The City shall also have the right to extend this contract under the same terms and conditions beyond the original term or any renewal thereof, on a month-to-month basis, not to exceed 3 months. Said month-to-month extensions shall be in writing, signed by the City's Purchasing Manager & City Manager or his designee, and shall not require City Council approval, subject to and contingent upon appropriation of funding therefore.

Current Contract Amounts:

₹ ₽	Ruby's Air Conditioning	Temprite Mechanical
Current Contract Amount	\$ 125,000.00	\$ 25,000.00

Refer to Bid Tabulation for Pricing.

COMMITTEE RECOMMENDATION

None.

STAFF RECOMMENDATION

It is recommended that these contracts be renewed.

Fiscal Impact

Fiscal Year:

2022

Bugeted Y/N?:

Yes

Source of Funds:

Account #:

Change Order: Exceeds 25% Y/N:

FINANCIAL IMPACT:

The purpose of this contract is to establish prices for the commodities or services needed should the City need to purchase these commodities or services. The City's obligation for performance of an annual supply contract beyond the current fiscal year is contingent upon the availability of appropriated funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted during the next fiscal year, this contracts becomes null and void.

Funding for this contract is available in the following accounts: 101-3125-553-2030 101-3125-552-3030

Attachments

Bid Tab FY22-008 FY22-008 Contracts



RENEWAL NOTICE

July 25, 2022

Mr. Rene Salinas Temprite Mechanical Inc. 2806 Cortez Street Laredo, Texas 78043

Re-

HVAC Repairs Parks Recreation Centers

Contract FY22-008

Extension I

Dear Mr. Salinas,

This is to inform you that contract FY22-008 which was approved by City Council on November 15, 2021 is up for early renewal. This is the first of three one (1) year extension periods. Your company is the secondary vendor for this contract. Please advise if you wish to renew this contract.

If there are any questions regarding this renewal notice, please feel free to call me at (956) 794-1731.

Sincerely,
Miguel A. Pescador
Purchasing Agent

Xc: Purchasing File

Temprite Mechanical Inc.
Request a contract extension: Not request a contract extension:
Authorized Signature: Kalittles
Print Name: RENT SALINAS
Date: July 27, 2022



RENEWAL NOTICE

July 25, 2022

Mr. Alejandro Esparza Ruby's Air Conditioning Inc. 5806 East Drive Laredo, Toxas 7804)

Re

HVAC Repairs Parks Recreation Centers

Contract FY27-008

Extension I

Dear Mr. Esparza,

This is to inform you that contract FY22-008 which was approved by City Council on November 15, 2021 is up the early renewal. This is the first of three estension periods. Your company is the primary wonder for this comman. Please advise if you wish to renew this comment.

If there are any questions regarding this renewal notice, please feel free to call me at (956) 794-

Sincerely

Miguel A. Pescador Perchasing Agent

Xc:

Purchasing File

Ruby's Air Conditioning	
Request a contract extension:	Nes request a confiner extension:
Amborized Signature (10	w Esperie
Print Name: Alejandro Espa	1726
Date: 07/26/22	
the state of the s	The second secon

City Council-Regular Meeting Date: 06/06/2022

Initiated By: Riazul Mia, Assistant City Manager

Staff Source: Juan J. Gomez, Parks & Recreation Department Director; Miguel A.

Pescador, Purchasing Agent

SUBJECT

Consideration to amend annual supply/service contract FY22-008 by 25% with the following vendors,

- a) Ruby's Air Conditioning, Laredo, TX for an amount increase of \$25,000.00 and a new contract amount of \$125,000.00 (Primary Vendor);
- b) Temprite Mechanical Inc., Laredo, TX for an amount increase of \$5,000.00 and a new contract amount of \$25,000.00 (Secondary Vendor);

to provide HVAC repair services for various recreation centers. This contract establishes an hourly service rate and cost percentage for parts. This contract amendment increase is due to an increase in HVAC repairs at various recreation centers. The contract may be extended for two (2), additional one (1) year periods, upon mutual agreement of the parties. Funding for the additional extensions are subject to future budget appropriations. There was no price increase during the last extension period. In case the primary vendor is unavailable, the secondary vendor will be contacted. All repair services will be purchased on an as needed basis and funding is available in the Parks Department Budget.

VENDOR INFORMATION FOR COMMITTEE AGENDA

None.

PREVIOUS COUNCIL ACTION

Approved a one-year contract on 11/15/21.

BACKGROUND

This contract establishes hourly and cost plus percentage rate on materials supplied by the contractor. Ruby's Air Conditioning has a Texas Class license (# TACLA13314C) and Temprite Mechanical has a Texas License (#TACLA006500) for refrigeration and environmental HVAC repair services. In case the primary vendor is unable to quote on or visit the project site, the secondary vendor will be contacted. Due to an increase in HVAC repairs at various recreation centers this contract will fund out before 11/15/21. The city reserves the right to just purchase hourly rate

service with the city purchasing the HVAC machinery equipment. All repair services will be purchased on an as needed basis. There was no price increase during the last extension period.

The initial term of this contract is for a period of one (1) year beginning as of the date of its execution. The contract may be extended for two (2), additional one (1) year periods. Should the vendor desire to extend the contract for the additional one-year period, it must so notify the City in writing no later than sixty (60) days before the expiration of the prior term. Such notification shall be effective upon actual receipt by the City. Renewals shall be in writing and signed by the City's Purchasing Manager & City Manager or his designee, without further action by the Laredo City Council, subject to and contingent upon appropriation of funding therefore. All annual contracts shall be bound by the terms of the bid documents. The City shall also have the right to extend this contract under the same terms and conditions beyond the original term or any renewal thereof, on a month-to-month basis, not to exceed 3 months. Said month-to-month extensions shall be in writing, signed by the City's Purchasing Manager & City Manager or his designee, and shall not require City Council approval, subject to and contingent upon appropriation of funding therefore.

Current Contract Amounts:

	Ruby's Air Conditioning	Temprite Mechanical
Current Contract Amount	\$ 100,000.00	\$ 20,000.00
25% Increase	\$ 25,000.00	\$ 5,000.00
Revised Contract Amount	\$ 125,000.00	\$ 25,000.00

Refer to Bid Tabulation for Pricing.

COMMITTEE RECOMMENDATION

None.

STAFF RECOMMENDATION

It is recommended that these contracts be approved.

Fiscal Impact

Fiscal Year:

2022

Bugeted Y/N?:

Yes

Source of Funds:

Account #:

Change Order: Exceeds 25% Y/N:

FINANCIAL IMPACT:

The purpose of this contract is to establish prices for the commodities or services needed should the City need to purchase these commodities or services. The City's obligation for performance of an annual supply contract beyond the current fiscal year is contingent upon the availability of appropriated funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted during the next fiscal year, this contracts becomes null and void.

Funding for this contract is available in the following accounts: 101-3125-553-2030 101-3125-552-3030

Attachments

Bid Tab FY22-008 FY22-008 Contracts



LETTER OF AWARD

November 16, 2021

Mr. Alejandro Esparza Ruby's Air Conditioning Inc. 5806 East Drive Laredo, Texas 78041

Re:

HVAC Repairs Parks Recreation Centers

Contract FY22-008

Dear Mr. Esparza,

This is to inform you that contract FY22-008 was approved by City Council on November 15, 2021. The term of this contract shall be for a period of one year. This contract has three one (1) year extension periods. Your company will be the primary vendor for this contract.

Statutory Requirement to File Form 1295:

Texas Government Code Section 2252.908 and the Texas Ethics Commission ("TEC") Rules require certain business entities to submit a Form 1295 to certain governmental entities in Texas in connection with certain contracts, including bond purchase agreements that fit within the scope of the law. Failure to submit 1295 which in 10 business days can result in cancelation of this contract. I have attached the link for form 1295 which must be completed and submitted electronically to the State of Texas Ethics Commission. https://www.ethics.state.tx.us/whatsnew/FAQ Form1295.html. You scan and email a copy to mpescador@ci.laredo.tx.us If there are any questions regarding this authorization, please feel free to call me at (956) 794-1731.

Sincerely.

Miguel A. Pescador

Purchasing Agent

Xc: Purchasing File



LETTER OF AWARD

November 16, 2021

Mr. Rene Salinas Temprite Mechanical Inc. 2806 Cortez Street Laredo, Toxas 78043

Re:

HVAC Repairs Parks Recreation Centers

Contract FY22-008

Dear Mr. Salinas,

This is to inform you that contract FY22-008 was approved by City Council on November 15, 2021. The term of this contract shall be for a period of one year. This contract has three one (1) year extension periods. Your company will be the secondary vendor for this contract.

Statutory Requirement to File Form 1295:

Texas Government Code Section 2252.908 and the Texas Ethics Commission ("TEC") Rules require certain business entities to submit a Form 1295 to certain governmental entities in Texas in connection with certain contracts, including bond purchase agreements that fit within the scope of the law. Failure to submit 1295 within 10 business days can result in cancelation of this contract. I have attached the link for form 1295 which must be completed and submitted electronically to the State of Texas Ethics Commission. https://www.ethics.state.tx.us/whatsusw/FAO_Form1295.html. You scan and email a copy to uposcador@ci.laredo.tx.us. If there are any questions regarding this authorization, please feel free to call me at (956) 794-1731.

Sincerely,

Executive Miguel A. Pescador

Purchasing Agent

Xc:

Purchasing File

City Council

Meeting Date: 11/15/2021

Initiated By: Riazul Mia, Assistant City

Manager

Staff Source: Juan J. Gomez, Parks & Recreation Department Director, Miguel A.

Pescador, Purchasing Agent

SUBJECT

Consideration to award an annual supply and service contract FY22-008 to the following vendors,

- a) Ruby's Air Conditioning, Laredo, TX in an amount up to \$100,000.00 (Primary Vendor);
- b) Temprite Mechanical Inc., Laredo, TX in an amount up to \$20,000.00 (Secondary Vendor);

To provide HVAC repair services for various recreation centers. This contract establishes an hourly service rate and cost percentage for parts. The term of this contract shall be for a period of one (1) year beginning as of the date of its execution. The contract may be extended for three (3), additional one (1) year periods, upon mutual agreement of the parties. Funding for the additional extensions are subject to future budget appropriations. In case the primary vendor is unavailable, the secondary vendor will be contacted. All repair services will be purchased on an as needed basis and funding is available in the Parks Department Budget.

VENDOR INFORMATION FOR COMMITTEE AGENDA

None.

PREVIOUS COUNCIL ACTION

None.

BACKGROUND

The City received two (2) bids through Cit-E-Bid for HVAC repair services at various Parks Recreation Centers. This contract establishes hourly and cost plus percentage rate on materials supplied by the contractor. Ruby's Air Conditioning has a Texas Class license (#TACLA13314C) and Temprite Mechanical has a Texas License (#TACLA006500) for refrigeration and environmental HVAC repair services. In case the primary vendor is unable to quote on or visit the project site, the secondary vendor will be contacted. The city reserves the right to just purchase hourly rate service with the city purchasing the HVAC machinery equipment. All repair services will be purchased on an as needed basis.

The term of this contract shall be for a period of one (1) year beginning as of the date of its execution. The contract may be extended for three (3), additional one (1) year periods. Should the vendor desire to extend the contract for the additional one-year period, it must so notify the City in writing no later than sixty (60) days before the expiration of the prior term. Such notification shall be effective upon actual receipt by the City. Renewals shall be in writing and signed by the City's Purchasing Manager & City Manager or his designee, without further action by the Laredo City Council, subject to and contingent upon appropriation of funding therefore. All annual contracts shall be bound by the terms of the bid documents. The City shall also have the right to extend this contract under the same terms and conditions beyond the original term or any renewal thereof, on a month-to-month basis, not to exceed 3 months. Said month-to-month extensions shall be in writing, signed by the City's Purchasing Manager & City Manager or his designee, and shall not require City Council approval, subject to and contingent upon appropriation of funding therefore.

Refer to Bid Tabulation for Pricing.

COMMITTEE RECOMMENDATION

None.

STAFF RECOMMENDATION

It is recommended that these contracts be approved.

Fiscal Impact

Fiscal Year:

2022

Bugeted Y/N?:

Yes

Source of Funds:

Account #:

Change Order: Exceeds 25% Y/N:

FINANCIAL IMPACT:

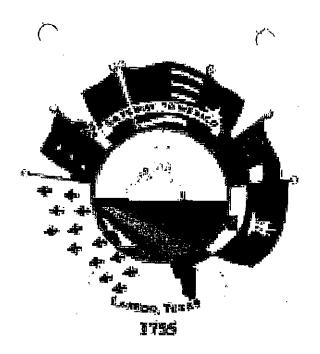
The purpose of this contract is to establish prices for the commodities or services needed should the City need to purchase these commodities or services. The City's obligation for performance of an annual supply contract beyond the current fiscal year is contingent upon the availability of appropriated funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted during the next fiscal year, this contracts becomes null and void.

Funding for this contract is available in the following accounts: 101-3125-553-2030

101-3125-552-3030

Attachments

Bid Tab FY22-008 FY22-008 Contracts



Ruby's Air Conditioning, Inc. Supplier Response

Event Information

Number:

Title:

HVAC Repairs Parks Recreation Centers

Type:

Request For Bid

Issue Date: 10/8/2021

Deadline:

10/27/2021 05:00 PM (CT)

Notes:

MANUAL BID DROP-OFF PROCEDURES

NOTE: Manual Bids will only be accepted the first 45 minutes of the hour before they are due. For example, if bid is due at 4:00, bids will only be accepted between 3:00 and 3:45 p.m.

- 1. Please make sure that the bid is in a sealed envelope marked with the following:
- Name of Bid
- Name of Company submitting Bid
- Address of Company submitting Bld

- Place Bid Envelope on table right inside the door on the Houston Street side of City Half. The receptionist will call the City Secretary's office to pick up.
- If you need a copy of the time-stamped envelope, you will need to wait outside until we pick the envelope up, go back up to the 3rd floor to time-stamp the envelope, make a copy of it and bring it back to you.

Thank you for your understanding and help at this time of trying to stay healthy and safe.

City Secretary's Office

Contact Information

Contact: Enrique Aldape III
Address: Purchasing Division

Public Works Service Center

5512 Thomas Avenue

Laredo, TX 78041

Phone: Fex: 956 (794) 1733 956 (790) 1805

Email:

eu.xt.obersi.io@eqsblse

Ruby's Air Conditioning, Inc. Information

Contact:

Alejandro Esparza

Address:

5806 East Dr.

Laredo, TX 78041

Phone:

(956) 712-4447

Email:

alexe@bizlaredo.rr.com

Web Address: rubysac.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Rosario J Lozano

Signature

rjlozano@bizlaredo.rr.com

Submitted at 10/27/2021 3:02:45 PM

Response Attachments

CONFLICT OF INTEREST.pdf 2.pdf

CONFLICT OF INTEREST

non collusive affidavit.PDF 2.pdf 3.pdf

Non Collusive

1295 pdf.pdf

1295

discretionary 4.PDF

Discretionary Contracts Disclosure

Bid Attributes

Question 11. Conflict of Interest Questionnaire (CIQ)

Chapter 176 of the Local Government Code requires contractor and vendors to submit a Conflict of Interest Form (CIQ) to the Office the of City Secretary.

id I have acknowledge that I have been advised (I have acknowledge that I have been advised)

2 Certificate of Interested Parties (Form 1295)

In an effort to comply with state law the certificate of interested parties must be filled out once a vendor has been granted a contract. All of this information can be found on the State of Texas website, please use this link provided, https://www.ethics.state.bc.us/fac/1295-info.htm.

Implementation of House Bill 1295

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 governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:

Staring on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016.

HB 1295

Certificate of Interested Parties (Form 1295)

New Chapter 46, Ethics Commission Rules:

46.1. Application

46.3. Definitions

46.5. Disclosure of Interested Parties Form

In order to comply with state law the Certificate of Interested Parties (Form 1295) must be submitted to the Texas Ethics Commission within 10 days upon receiving notice of award of contract. This form must be submitted within the cancellation of the contract.

 $oxed{oxed}$ I will comply with this form (I will comply with this form)

Questionnaire Description

'The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this request. By submitting this bid the vendor agrees to the City of Laredo specifications and all terms and conditions stipulated in the proposed document. That I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in the questionnaire is true and correct ".

Name of Offeror (Business) and Name & Phone Number of Authorized Person to sign bid

Alex Esparza, Ruby's Air Conditioning, 956-712-4447

State how long under has the business been in its present business name

4 years

If applicable, list all other names under which the Business identified above operated in the last five

Quality Air Conditioning

7 State if the Company is a certified minority business enterprise

The below information is requested for statistical and tracking purposes only and will not influence the amount of expenditure the City will make with any given company.

Questions Part 1

Is any litigation pending against the Business?

2) Has the Business ever been declared "not responsive" for the purpose of any governmental agency contract

3) Has the Business been debarred, suspended, proposed for debarment, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or other wise disqualified from bidding, proposing or contracting?

4) Are there any proceedings, pending relating to the Business responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract?

5) Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of default or in lieu of declaring the Business at default?

No

Questions Part 2

1) Is the Business in arrears in any contract or debt?

2) Has the Business been a defaulter, as a principal, surety, or otherwise?

3) Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or any other reason?

State If the Company is a certified minority business enterprise

This company is not a certifled minority business

Conflict of Interest Disclosure

A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last

Companies and individuals who contract, or seek to contract, with the City of Laredo and its agents may be required to file with the City Secretary's Office, 1110 Houston Street, Laredo, Texas 78040, a Conflict of Interest Questionnaire that describes affiliations or business relationships with the City of Laredo officers, or certain family members or business relationships of the City of Laredo officer, with which such persons do business, or any gifts in an amount of \$250.00 or more to the listed City of Laredo officer (s) or certain family members.

The new requirements are in addition to any other disclosures required by law. The dates for filing disclosure statements begin on January 1, 2006. A violation of the filling requirements is a Class C misdemeanor.

The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from

http://www.ethics.state.tx.us/whatsnew/conflict forms.htm.

The City of Laredo officials who come within Chapter 176 of the Local Government Code relating to filing of Conflicts of Interest Questionnaire (Form CIQ) include:

Mayor

- 2. Council Members
- 3. City Manager
- 4. Members of the Fire Fighters and Police Officers Civil Service Commission.
- 5. Members of the Planning and Zoning Commission.
- 6. Members of the Board of Adjustments
- 7. Members of the Building Standards Board
- 8. Parks & Leisure Advisory Committee Member,
- 9. Historic District Land Board Member,
- 10. Ethics Commission Board Member,
- 11. The Board of Commissioners of the Laredo Housing Authority
- 12. The Executive Director of the Laredo Housing Authority
- 13. Any other City of Leredo decision making board member

If additional information is needed please contact Miguel A. Pescador, Purchasing Agent at 956-794-1731.

Conflict of Intererst Questionnaire Form CIQ

For vendor or other person doing business with local governmental entity.

This questionnaire reflects changes made to the law by H.S. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity 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.

A person commits an offense if the person knowingly violates Section 176,006, Local Government Code. An offense under this section is a Class C misdemeanor.

Conflict of Interest Questionnaire

If vendor acknowledges there is no conflict of interest, there are no further actions for the vendor to take. If vendor acknowledges a possible conflict of interest, vendor must download and fill out CIQ Form and submit it as part of

attest there is no conflict of interest

	Disclosure Form For details on use of this form, see Section 4.01 of the City's Ethics Code.
	1 This is a
	New Submission
	Question 1. Name of person submitting this disclosure form
	Please include First Name, Middle Initial, Last Name and Suffix (If applicable) Alex Esparza
	Question 2. Contract Information
	Please include the following: a)Contract or Project Name b)Originating Department
	FY22-008 (HVAC Repairs Parks Recreation Centers)
1 8	
ŀ	Ruby's Air Conditioning
19	
	individuel or entity listed in Question 3. Not Applicable
2	Question 4. List any business entity(ies) that is a partner, parent, subsidiary business entity(ies) of the individual or entity listed in Question 3
0	I was an
"	If you selected Not Applicable on Question 4, skip this section. If it applies to you, please list the name of partner, parent, or subsidiary business entity(ies) in this section. No response
1	Question 5. List any individuals or entitites that will be subcontractors on this contract Not Applicable
Ë	
2 2	Question 5. List any individuals or entitles that will be subcontractors on this contract
	If you selected Not Applicable on Question 5, please skip this section. If it applies to you, please list subcontractors No response
2 3	Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract
	Not Applicable
2 4	Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract
.	If selected Not Applicable on question 6, please skip this section. If it applies to you, please list attorneys, lobbyists, or consultents that have been retained to assist in seeking this contract.
1	No response

No response

Question 7. Disclosure of political contributions

List any campaign or officeholder contributions made by the following individuals in the past 24 months totaling more than \$100 to any current member of City Council, former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections.

- a) Any individual seeking contract with the city (Question 3)
- b) Any owner of officer of entity seeking contract with the city (Question 3)
- c) Any individual or owner or officer of any entity listed above as partner, parent, or subsidiary business (Question
- d) Any subcontractor or owner/office of subcontracting entity for the contract (Question 5)
- e) The spouse of any individual listed in response to (a) through (d) above
- f) Any attorney, lobbyist, or consultant retained to assist in seeking contract (Question 6)

Not Applicable

Question 7. Disclosure of policitcal contributions

If you selected Not Applicable on question 7, please skip this section. If it applies to you, please list all contributors

No response



Updates on contributions required

information regarding contributions must be updated by submission of a revised form from the date of the submission of this form, up through the time City Council takes action on the contracts identified in response to Question 2 and continuing for 30 calendar days after the contract has been awarded.

Question 8. Discloure of Conflict of Interest

Are you aware of any fact(s) with regard to this contract that would raise a "conflict of interest" issue under Section 2.01 of the Ethics Code for any City Council member or board/commission member that has not or will not be raised

I am not aware of any conflict of interest

8. Disclosure of Conflict of Interest

If you selected I am aware of conflict of interest is question 8, please list them in this section.

No response

Question 9. Updates Required

understand that this form must be updated by submission of a revised form if there is any change in the information before the discretionary contract is the subject of action by the City Council, and no later than five (5) business days after any changes has occurred, whichever comes first. This include information about political contributions made after the initial submission and up until thirty (30) calendar days after the contract has been

I have read and understand this section (I have read and understand this section)

Question 10. No Contract with City Officials or Staff during Contract Evaluation

l understand that a person or entity who seeks or applies for city contract or any other person acting on behalf of that person or entity is prohibited from contracting city officials and employees regarding the contract after a Request for Proposal (RFP), Request for Qualifications (RFQ), or other solicitation has been released.

This no-contract provision shall conclude when the contract is posted as a City of Laredo Council agenda item. If contact is required with city officials or employees, the contact shall take place in accordance with procedures incorporated into the solicitation documents. Violation of this prohibited contacts provision set out in Section 2.09 of the Ethics Code by respondents or their agents may lead to disqualification of their offer from consideration.

oxtimes ! have read and understand this section (I have read and understand this section)

•		
3	Question 11. Conflict of Interest Questionnaire	
2		

Chapter 176 of the Local Government Code requires contractor and vendors to submit a Conflict of Interest Form (CIQ) to the Office the of City Secretary.

☑ I have acknowledge that I have been advised (I have acknowledge that I have been advised)

Question 11. Oath

Please complete in this section the required information for your company:

- 1) Name
- 2) Title
- 3) Company or DBA
- 4) Date

Alex Esparza - Owner Ruby's Air Conditioning

10/27/2021

Question 12. Oath

I swear or affirm that the statements contained in this Discretionary Contracts Disclosure Form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.

 $oldsymbol{arDelta}$ I swear or affirm information is correct)

Company Information Questionnaire

☑ I have completed this section (I have completed this section)

Conflict of Interest Questionnaire

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Non-Collusive Affidavit

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Discretionary Contracts Disclosure

[4] I have completed this section (I have completed this section)

3 Certificate of Interested Parties (Form 1295)

In an effort to comply with state law the certificate of interested parties must be filled out once a vendor has been granted a contract. All of this information can be found on the State of Texas website, please use this link provided, https://www.ethics.state.bc.us/tec/1295-info.ntm.

Implementation of House Bill 1295

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 governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:

Staring on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filling that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016. Additional Information:

HB 1295

Certificate of interested Parties (Form 1295)

New Chapter 46, Ethics Commission Rules:

- 46.1. Application
- 46.3. Definitions
- 48.5. Disclosure of Interested Parties Form

In order to comply with state law the Certificate of Interested Parties (Form 1295) must be submitted to the Texas Ethics Commission within 10 days upon receiving notice of award of contract. This form must be submitted within the allotted time otherwise this may result in the cancellation of the contract.

I will comply with this form (I will comply with this form)

Ordinace 2018-0-175

The City of Laredo has established a local vendor preference ordinance 2018-O-175. All informal and formal Requests for bide for contracts will be evaluated with a 5% preference for local vendors.

No response

4 HVAC License Documentation

Texas Class License#

Type of license (Refrigeration, Environmental, or Combination)

☑ Yes (Yes)

Insurance Terms and Conditions

INSURANCE REQUIREMENTS if and when applicable or required by the contract, the successful bidder(s) shall furnish the City with original copies of valid insurance policies herein required upon execution of the contract and shall maintain said policies in full force and effect at all times throughout the term of this contract. (a) Commercial General Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence and \$2,000,000 general aggregate for bodily injury and property damage, which coverage shall include products/completed operations (\$1,000,000 products/completed operations aggregate) and XCU (Explosion, Collapse, Underground) hazards. Coverage must be written on an occurrence form. Contractual Lizbility must be maintained covering the Contractors obligations contained in the contract. The general aggregate limit must be at least two (2) times the each occurence limit.

(b) Workers Compensation Insurance at statutory limits, including Employers Liability coverage a minimum limits of \$1,000,000 each-occurrence each accident/\$1,000,000 by disease each-occurrence/\$1,000,000 by disease

(c) Commercial Automobile Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence for bodily injury and property damage, including owned, non-owned, and hired car coverage.

(d) Professional Liability, Errors & Omissiona coverage, with minimum limits of \$1,000,000 per claim/ \$2,000,000 annual aggregate. This coverage must be maintained for at least two years after the project is completed. If coverage is written on a claims-made basis, a policy retroactive date equivalent to the inception date of the contract (or earlier) must be mainteined during the full term of the contract.

(e) Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Laredo

accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

(f) A Comprehensive General Liability insurance form may be used in Ileu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of \$1,000,000 eachoccurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement, products/completed operations, XCU hazards, and contractual liability.

(g) With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of Largdo shall be named as an additional insured with respect to General Liability and Automobile

2. All flability policies shall contain no cross liability exclusions or insured versus insured restrictions.

3. A waiver of subrogation in favor of the City of Laredo shall be contained in the Workers compensation, and all liability policies.

4. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Laredo of any material change in the insurance coverage.

- 5. All insurance policies shall be endorsed to the effect that The City of Laredo will receive at least sixty- (60) days: notice prior to cancellation or non-renewal of the insurance, 6. All Insurance policies, which name The City of Laredo as an additional insured, must be endorsed to read as
- primary coverage regardless of the application of other insurance.

7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.

- 8. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Laredo.
- 9. Insurance must be purchased from insurers that are financially acceptable to the City of Laredo. Insurer must be rated A- or greater by AM Best Rating with an admitted carrier licensed by the Texas Department of Insurance. (h) All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:
- 1. Sets forth all endorsements and insurance coverage's according to requirements and instructions contained
- Shall specifically set forth the notice-of-cancellation or termination provisions to The City of Larado.
- (i) Upon request, Contractor shall furnish The City of Laredo with certified copies of all insurance policies.
- (j) Certificates of insurance are always subject to review and approval from the City of Laredo Risk Management.
- (k) Specialty certificates and licenses must be inspected and verified for accuracy and validity before award of
- (I) Awarded vendor is required to maintain current and active all: certifications, licenses, permits and/or insurance coverages, required to perform work, throughout the duration of this project/contract.
- 🗹 i agree my insurance meets minumum requirements (i agree my insurance meets minumum requirements)

Terms and Conditions for Request for Bids

TERMS AND CONDITIONS OF INVITATIONS FOR BIDS GENERAL CONDITIONS Bidders are required to submit bids upon the following expressed conditions;

(a) Bidders shall thoroughly examine the specifications, schedule instructions and other contract documents. Once the award has been made, failure to read all specifications, instructions, and the contract documents, of the City shall not be cause to alter the original contract or for a vendor to requests additional compensation.

(b) Ekiders shall make all investigations necessary to thoroughly inform themselves regarding facilities and locations for delivery of materials and equipment as required by the bid conditions. No pleas of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every datail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the

(c) Bidders are advised that City contracts are subject to the all legal requirements provided for in the City Charter and/or applicable City Ordinances, State and Federal Statutes.

1.0 PREPARATION OF BIDS Bids will be prepared in accordance with the following:

(a) All information required by the bid form shall be furnished. For hand delivered submittals only, the vendor shall print or type the business name and manually sign the schedule. For electronic submittals, this information shall be submitted electronically on Cit-E-Bid system.

(b) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.

(c) Alternate bids will not be considered unless authorized by the invitation for bids or any applicable addendum

(d) Proposed delivery time must be shown and shall include Sundays and holidays
(e) Bidders will not include Federal taxes or State of Texas ilmited sales tax in bid prices since the City of Laredo is exempt from payment of such taxes. An exemption certificate will be furnished upon request.

(f) The City shall pay no costs or other amounts incurred by any entity in responding to this RFB, or as a result of asuance of this RFB.

2.0 DESCRIPTION OF SUPPLIES Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate type and quality of material. Bidder is required to state exactly what they intend to furnish; otherwise bidder shall be required to furnish the items

3.0 SUBMISSION OF BIDS

(a) Bids and changes thereto shall be enclosed in sealed envelopes, properly addressed and to include the date and hour of the bid opening and the material or services bid on shall be typed or written on the face of the envelope. If submitted electronically, this information shall be submitted electronically on Cit-E-Bid system by going to the following link: https://citvofjaredo.lonwave.net/Login.aspx

(b) Unless otherwise noted on the Notice to Bidders cover sheet, all hand delivered bids must be submitted to the

Office of the City Secretary, City Hall, 1110 Houston Street.

- (c) Bids forms can be downloaded and printed through Cit-E-Bid. Mailed Bids (i.e. USPS, FadEx, UPS), telegraphic, email or facelmile blds will not be considered.
- (d) Samples, when required, must be submitted within the time specified, at no expense to the City of Laredo. If not destroyed or used up during testing, samples will be returned upon request at the bidder's expanse. (e) Bids must be valid for a minimum period of sixty (60) days. An extension to hold bid pricing for actual quantity

bids may be requested by the City.

- 4.0 REJECTION OF BIDS The City may reject a bid if: (a) Bidder misstates or conomis any material fact in the bid.
- (b) Bid does not strictly conform to the law or the requirements of the bid.

(c) Bidder is in arrears on existing contracts or taxes with the City of Laredo.

(d) if bids are conditional. Bidder may qualify their bid for acceptance by the City on an "ALL OR NONE" basis. An

"ALL OR NONE" basis bld must include all items in the specifications.

(e) In the event that a bidder is delinquent in the payment of City taxes on the day the bids are opened, including state and local taxes, such fact shall constitute grounds for rejection of the bid or cancellation of the contract. A bidder is considered delinquent, regardless of any contract or agreed judgments to pay such delinquent taxes. (f) No bid submitted herein shall be considered unless the bidder warrants that, upon execution of a contract with the City of Laredo, bidder will not engage in employment practices such as discriminating against employees because of race, color, sex, creed, or national origin. Bidder will submit such reports as the City may therefore require assuring compliance with said practices.

(g) The City may reject all bids or any part of a bid whenever it is deemed necessary.

(h) The City may waive any minor informalities or irregularities in any bid.

5.0 WITHDRAWAL OF BIDS Bids may not be withdrawn after they have been publicly opened, unless approved by

6.0 LATE BIDS OR MODIFICATIONS Bids and modifications received after the time set for the bid deadline will not

be considered. Late bids will be returned to the bidder unopened.

7.0 CLARIFICATION OR OBJECTION TO BID SPECIFICATIONS If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications, or other bid documents or any part thereof, they may submit to the City Purchasing Agent on or before seven (7) calendar days prior to the scheduled bid deadline a request for clarification which must be submitted in writing through email seven (7) days prior to the scheduled date for opening to: CITY OF LAREDO PURCHASING AGENT Miguel A. Pescador 5512 Thomas Ave, Laredo, TX 78041 mpescadon@cl.teredo.tx.us or Questions & Responses section on Cit-E-Bid system. Any vendor submitting questions shall make reference to a specific bid number, section, page and item of this solicitation. In case there are changes, additions, and/or edits to the original scope of work, and addendum will be issued by the purchasing agent to all vendors through Cit-E-Bid system under Questions and Responses section to clarify any inquiries. The City will not be responsible for any other explanations or interpretations of the proposed bid made or given prior to the bid opening or award of contract.

(a) Protest Procedures: The purpose of this procedure is to establish procedures whereby a vendor may protest apacific procurement actions by the City of Laredo. The following sequence of activities must take place in filing a

(b) To be performed by protesting vendor: Within ten (10) days prior to the time that the City Council considers the recommendation of the City's Purchasing Officer, the protesting vendor must provide written protest to the City Purchasing Officer. Such protest must include specific reasons for the protest.

(c) To be performed by City's Purchasing Officer: Shall raview the records of procurement and determine legitimacy and procedural correctness. With five (5) working days, the City Purchasing Officer shall provide written response

to the protesting vendor of the decision.

(d) If the protesting vendor is not satisfied with the decision of the City Purchasing Officer, such protesting vendor may appeal to the City Manager of the City of Laredo. If the protesting vendor cannot resolve the issue with the City Manager, he shall be entitled to address his concerns when the City Council of the City of Laredo considers the awarding of the contract. Such appeal may be made only after exhausting all administrative procedures through the City Manager. All protests must be duly submitted via Certified Mail to: City of Laredo - Purchasing Agent 5512 Thomas Ave. Laredo, Texas 78041.

8.0 BIDDER DISCOUNTS

(a) Percent discounts within a certain period of time will be accepted but cannot be used in the bid evaluation. The period of the discount offered should be sufficient to permit payments within such period in the regular course of business by the City of Laredo.

(b) In connection with any discounts offered, time will be computed from the date of receipt of supplies or service or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date

9.9 INTENT OF CONTRACT

a) ANNUAL SUPPLY/SERVICE CONTRACTS: This contract does not commit the City to purchase the quantifies indicated. The quantities are astimates and are based on the best available information. The purpose of this contract is to establish prices for the commodities or services needed, should the City need to purchase these commodities or services. Since the quantities are estimates, the City may purchase more than the estimated quantities, less than the estimated quantities, or not purchase any quantities at all. The needs of the City shall govern the amount that is purchased. All annual contracts shall bound by the terms of the bid documents. In the event a new contract cannot be executed on the anniversary date of the original term or renewal term, the contract may be renewed month to month until a new contract is executed. The City's obligation for performance of an annual supply contract beyond the current fiscal year is contingent upon the availability of appropriated funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted during the next fiscal year, this contract becomes null and void.

10.0 AWARD OF CONTRACT

(a) This contract will be awarded to the (lowest responsive responsible bidders), in accordance to the provisions of Chapters 252 and 271 of the State of Texas - Local Government Code. There will be one primary and one secondary vendor. In case the primary vendor is unable to quote or visit the project site, the secondary vendor will be contacted.

Definition of lowest responsive and responsible bidder as per the Institute for Public Procurement is: *Lowest Responsive and Responsible Bidder. The bidder who fully complied with all of the bid requirements and whose past performance, reputation, and financial capability is deemed acceptable, and who has offered the most advantageous pricing or cost benefit, based on the criteria stipulated in the bid documents."

(b) The City reserves the right to accept any item or group of Items in the bid specifications, unless the bidder qualifies it's bid by specific limitation. Proof: The bidder shall bear the burden of proof of compliance with the City of Laredo specifications.

(c) A written award of acceptance (a duly approved purchase order or Letter of Award) furnished by the City to the successful bidder results in a binding contract without further action by either party. These Terms and Conditions

	shall be the basis and governing document of the binding contract.
	(d) Prices must be moted E.O.B. Destrained of the binding contract.
	(d) Prices must be quoted F.O.B. Destination, Laredo, Texas, unless otherwise specified in the invitation to bid. The place of delivery shall be that set forth in the bid specifications and/or purchase order.
	arrival, no sale".
	(f) Delivery time and prompt payment discounts will be considered in breaking ties. In the event of a tie bid, the successful bidder will be determined by chaosing lots at the City Council providers.
	successful bidder will be determined by choosing lots at the City Council meeting chambers.
	in bid.
	2. Contractor neglects or refuses to remove motorials as any larger than 1.1.
	 Contractor neglects or refuses to remove materials or equipment which have been rejected by the City of Laredon.
i	3. The contractor makes an unauthorized and another than the state of
ı	Upon receiving written notification from the City that one of the above conditions has occurred, the contractor must remedy the problem within ten (10) calendar days, to the complete satisfaction of the City, or the contract will be
-	Immediately canceled.
i	11.0 PAYMENT & INVOICING
	(a) All Invoices to the City of Laredo have a 30 day term from receipt of supplies or completion of services. (b) Discount terms will be computed from the data of receipt and according to the city of services.
Į	(b) Discount terms will be computed from the date of receipt and acceptance of supplies or completion of services. Payment shall be deemed to be made from that date.
Ì	be deemed to be made from that date.
	(c) All Invoices must show the purchase order number and in the contract of th
ł	be specific as to applicable stock, manufacturer catalog or protocol number. All items must show unit prices are blassed on discounts from list, then list prices must specify or blassed on discounts from list, then list prices must specify or blassed on discounts from list.
İ	based on discounts from list, then list prices must appear on bid schedule. All invoices shall be mailed to the
ì	Accounts Payable Office, City Hell, and PO. Box 210, Laredo, Texas 78042.
I	
ı	filled out an Electronic Funds Transfer Authorization Form I payments in lieu of check payment when a vendor has vandor. This ensures promot payment directly denceted by the City of Laredo or upon request from the
ĺ	vandor. This ensures prompt payment directly deposited to a bank account. The estimated payment time is up
l	fifteen (15) days from the date payment is processed. (e) For any inquiries on payment status or general billing
l	questions please contact: Jorge J. Jolly, Accounts Payable Manager 956-791-7328 jolly@ci.laredo.tx.us 1110 Houston St. Laredo, TX 78040.
	kd I Agree to the Terms and Conditions (I Agree to the Terms and Conditions)

Bld Lines

1	Package Header			
	Section I: HVAC Hourly Parts/Service Repair Rates & Percentage Markup			<u>,, </u>
	Quantity: 1 UOM: EA Item Notes: Required Submittals that can be uploaded on Cit-B-Bid;	Total:		\$676.00
	Texas ClassLicense# Type of license (Refrigeration, Environmental, or Combination)			
	Package Items			
	1.1 Certified Mechanic per hour			
	Quantity: 1 UOM: Hourly Labor Rate Price: 1.2 Certified Mechanic after hours (5:01pm to 7:58 am) charge per hour	\$82.00	Total:	\$82.00
	Quantity; 1 UOM: Hourly Labor Rate Price:	\$110.00	Total:	\$110.00

-	. 1.3 Certified Technician per hour		('		
	Quantity: 1 UOM: Hourly Labor Rate 1.4 Certified Technician after hours (5:01pm to 7:59 am)	Price:	\$82.00	Total:	\$82.00
	Per Recharge Branch House (5.0 lbtt 80 7:58 am)	charge per hour			
	Quantity: 1 UOM: Hourly Labor Rate 1.5 Supervisor per hour	Price:	\$110.00	Total:	\$110.00
-	Quantity: 1 UOM: Hourly Labor Rate		\$82.00	Total:	\$82.00
	Supervisor after hours (5:01pm to 7:59 am) charge pe	er hour			
	Quantity: 1 UOM: Hourly Labor Rate 1.7 Laborer per hour	Price:	\$110.00	Total:	\$110.00
	Quantity: 1 UOM: Hourly Labor Rate 1.8 Laborer after hours (5:01pm to 7:59 am) charge per h	Price:	\$45.00	Total:	\$45.00
	Quantity: 1 UOM: Hourly Labor Rate	Price:	\$55.00	Total:	PCF AG
	1.9 Percentage added to Contractor's cost for parts %		400.00	TOREIT	\$55.00
	A contingency allowance of \$15,000.00 will be use			posal materia	ıls.
	**** The City of Laredo reserves the right Laredo supplyin	to just purchase g any and all HV	hourly servi AC parts***	ce rates with	the City of
	•				
·.	Quantity: 1 UOM: Percentage Plus			Total:	30%
2	Package Header				
ĺ	Section II: Mini Split Systems Service/Repair Rates & Pe	ercentage Marion			
		TV att City	F		
- 1	Quantity: <u>1</u> UOM: EA				 1
	Quantity: 1 UOM: EA Item Notes: Required Submittals that can be uploaded or	n Cit-E-Bid:	Total: [\$676.00
			Total:		\$676.00
	Item Notes: Required Submittals that can be uploaded or		Total; [\$676.00

1		f '		
Package Items		•		
2.1 Certified Mechanic per hour				
Quantity: 1 UOM: Hourly Lebor Rate	Price:	\$62.00	Total:	\$82
2.2 Certified Mechanic after hours (5:01pm to 7:59 am)	charge per hour			402
Quantity: 1 UOM: Hourly Labor Rate	Price;	\$110.00	-	
2.3 Certified Technician per hour			Total:	\$110
Quantity: 1 UOM: Hourly Labor Rate	Bul			
2.4 Cartified Technician after hours (5:01pm to 7:59 am)	Price:	\$82.00	Total:	\$82.
Quantity: 1 UOM: Hourly Labor Rate	Price:	\$110.00	Total:	\$110.
2.5 Supervisor per hour				
Quantity: 1 UOM: Hourly Labor Rate	Price:	\$82.00	Total:	\$82.
Supervisor offer have 45 of the 12 of		<u> </u>	rotal,	\$ 02,
Supervisor after hours (5:01pm to 7:59 am) charge p	erhour			
Quantity: 1 UOM: Hourly Labor Rate	Price:	\$110.00	Total:	\$110,
L7 Laborer per hour			 	<u> </u>
Quantity: 1 UOM: Hourly Labor Rate	Price:	\$45.00	Total:	\$45.
2.8 Laborer after hours (5:01pm to 7:59 am) charge per	hour			
Quantity: 1 UOM: Hourly Labor Rate	Price:	\$55.00		
.9 Percentage added to Contractor's cost for parts %	11.00	\$35.00	Total:	\$55 ,
*****All materials shall be at cost plus a handling fee	un to hut not to au			
A contingency allowance of \$5,000,00 will be use	d to satisfy cost (of predicted prop	osai materiais,	•
		ė		
The City of Laredo reserves the right	to just purchasing any and all H	hourly service	e rates with	the City of
	IN COLY BUILD AND FIN	NAC betta		
Quantity: 1 UOM: Percentage Plus				
			Total:	30

Response Total: \$1,352.00

CONFLICT OF INTEREST QUESTIONNAIPE For vendor doing business with local governmental entity	FORM CIQ
This questionnaire reflects changes made to the law by H.S. 23, Mitz Lag., Regular Session.	
This quantinancine is being filed in secondaines with Grepter 178, Legal Government Code, by a vendor who has a business relationship as defined by Section 178 Notes.	OFFICEUSEONLY
has a business retained in early fast in exportance with Chapter 178, Local Government Code, by a version who version the business retained by Section 178.001(1-a) with a local governmental entity and the version product requirements under Symbox 176.008(a).	Date Received
By low this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th bushess day after the date the ventor bushesses aware of tents that require the statement to be filed. See Section 178,006(a-1), Local Government Code.	
A vanulor commune an offense if the vendor forowingly violates Section 176,006, Local Government Code. An offense under this section is a misdemeanar.	
1 Name of wonder who has a business relationship with local governmental satity.	
none	
Clouck this box if you are filling on products the consideration	
Circol this box if you are filling an undate but a previously liked questionnaire. (The law resource descriptions are that the appropriate filing authority not later than the 7th fursines year becomes aware that the originally filed questionnaire was incomplete or inscended.)	quites that you file an updated 5 day alter the date on which
3) Name of local government officer about whom the information is being disclosed.	
Name of Officer	
4.1 Describe each employment or other business relationship with the local government of its officer, as described by Section F76.003(s)(T)(A). Also describe any length relationship with Complete subparts A and B for each employment or suspense relationship and continued as the continued of	
CAC as necessary.	eticificazi pages to this Form
A. Is the local government officer or a family member of the officer receiving or like other than investment income, from the vendor?	sly to receive trouble income,
Ten IND MA	
B. Is the vendor receiving or Easily to receive teachie income, other than investment in of the local government officer or a family meraber of the officer AND the taxable in local governmental entity?	ncome, from or at the direction worse is and received from the
TYPES MO TIA	
Describe each employment or business relationship that the vendor maned in Soution 1 or other business entity with respect to which the local government officer serves as an offi ownership interest of one percent or more.	intal no with a corporation or icer or director, or holds an
M/A	
Check this book if the vendor has given the local government officer or a tamily member of as described in Section 176.003(2)(2)(8), excluding gifts described in Section 176.00	the officer one or more gifts 3(a-1).
Signature of vendor daing leastness with the governmental entity 10	35/31

CATY OF LAREDO
UNCHASING DIVISION

AFFIDAVIT

Project

Form of Non-Collusive Affidavit

STATE OF TEXAS COUNTY OF WEBB AFFIDAVIT

Being first duly swom, deposes and says:

That he/she is

(a Partner of officer of the first of, etc.)

The party making the foregoing SOQ or bid, that such SOQ or bid is genuine and not collarive or sham; that said Birdier has not collected, conspired, committed or agreed directly or indirectly, with any Birdier or Person, to per in a sham bid or to refinin from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with my person, to fix the bid price or affine or of any other Bidder or to fix any overhead, profit or cost element of said bad price, or of that of any other Bidder, or to seems any salvantage against the City of Lancks or any person interested in the proposed Contract; and that all statements in said SOQ or bid are true.

Baking if the Baking is an individual Pariner, if the Bidder is a Parineral sp Officer, if the Hidder is a Corporation

Subscribed and swom before me this 95th

Notary Public

My commission explices:

81*7*024

oregency say Michel My Holany ID # 126163885 Expires June 28, 2023

CTIV OF LARFDO PUBCHASING DIVISION

Centificate of Int	ERESTED PARTIES		FORM 1295
Complete Nos. 1 - 4 and 8 if a Complete Nos. 1, 2, 8, 5, and	cere are interested portion. 6 if there are no interested parties.	CFF	CEUBLOMA
Name of implement entity filling hand, entity o place of business. Reputs Alc. Name of gondammental centry of state which the form is maing find.	multipocity, state and enterry of the business of the business of the business of the contract for		
2 Proutes the identification number of and provide a description of the con-	and by the government writing or state ag the or services to be provided sucher the or	encry to mack or inte	atily the contract
82-1108922	HVAC Installe	Hotelae.	
tions of interested Party	City, State, Country (State of huminous)	Making of Interes	(chock spolicette)
	(Briefe of Orderings)	ControlOng	Intermediary
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Grank conty if there is NO interested P.			
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APPR ECURRY STATE / SEAL ASSIVE	Alejandro Esparza	at of convenient business	2546
Prive do mary	Briseida Sanmiguel	Nota	£ 1
ann i	ADDITIONAL PAGES AS NECESS		politic per stag confr.
or product by Theore Edden Chains often	AND THE PARTY NO MECESSION	ARY	

City of Linear Fundaming Division, 2512 Thomas Ass., Linear, Texas 78041 (125) 704-1721 Fax (950) 790-1807 of E-mail agreement for the following Page 29 0123





City of Laredo Discretionary Contracts Disclosure

Please fill out this form caline, print completed from and submit with proposal to originating department. All questions must be answered.

For details on use of this form, see Section 4.91 if the City's Ethics Code.

*This is a ______ Row Submission or _____ Correction or _____ Update to previous submission.

~1)	nis is aNew Submittelen	orCorrection orUpi	jero previous submission.
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osie. In	zano Rosi		A COLUMN CONTRACTOR
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			Signature
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serve in hanner, by	erent, or subsidiary breakese c	artity(ize):	

City of Lancio Perofaming Division, 9512 Termst Ave., Lando, Texas 73041 (926) 794-1799 Fax (956) 790-1805 us E-mail raistance/oct laurio frees.

Page 24 of 29

CITY OF LAREDO FURCHASING DIVESON

E	PURE HARING DIVERDIN
4	let say hall be suited by substantial to the substantial say the substant of the substantial say the subst
The state of the s	t mentionable. No.
	t applicable. No sabcontractors will be retained for this contract.
11 20	econtractors may be retained, but have not been selected at the time of this submission.
	at the case of the submission
Li	t of stheoningcture:
37. E.	
7	applicable. No successys, lobbyists, or consultant that have been seen and the second
NO	anglicable. No attenuty, lobbyists, or careally says that have been been been been been been been be
	the second secon
Li	of atterneys, lobbyists, or oppositants that have been retained to assist in seeking this contract:
	and the state of t
7 FL	
- 110 - 110	charge of political coulcib stings
2	compaling or officeholder matributions made by the following individuals in the past 24 months totaling more of the contribution of City Council, former member of City Council, any conflicte for City Council, or conflicted action committee that contributes to City Council elections.
SHE .	to the content manner of City Council, framer manner of City Council and counc
	political action committee that contributes to City Council elections.
αì	Arra milled and a sale
5 3	Any individual seeking contract wife the city (Question 3)
<i>a</i>	Any owner or officer of entity seaking contract with the city (Question 3) Any individual or owner or officer of seaking contract with the city (Question 3)
₩,	They may interview or owner or officer of any entity listed above as parties
,IN	Any individual or owner or officer of any entity listed above as partner, parent, or subsidiary business
Α,	Any subcombactor or owner/office of subcombacting entity retained for the contract (Question 5)
3 /	The spouse of any individual listed in response to (a) through (d) shows Any attenues, behivist, or exemplant to the contract (Question 5)
IJ	Any attenney, lobityint, or consultant retained to assist in seeking contract (Question 6)
	THE STATE OF THE PROPERTY OF THE PARTY OF TH
Not a	opticable. No campaign or officeholder contributions have been made in the preceding 24 months by these
livid:	als.
List	f contributors:
*	
	on Contributions Required
	con regarding contributions must be undated by submission of a revised form from the date of the submission of a revised form from the date of the submission of the contract identified in
7 T T T T	all, the free on the firm of the many and the second of the first
his ft	The state of the supplication of the contrast identified to
his ft	sm, up through the time Gity Council teless action on the contract identified in response to Question 2 and the for 30 calendar days after the contract has been awarded.
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rio fi tini tini Dine	ce for 50 milester days after the contract has been awarded.
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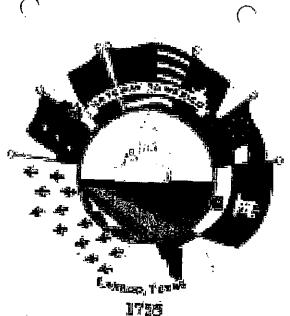
CITY OF LAREDO
PURCEASING DIVISION Let up not aware of any conflict(s) of interest issues under Section 2.01 of the Ethios Code for members of City Council or a city board/commission.
I am sware of the following conflict(3) of interest
(Vundates Required
I understand that this form must be updated by submission of a revised from if there is any change in the information before the discretionary contract is the subject of aution by the City Council, and no later than five (5) business days after any changes has occurred, whichever comes first. This include information about political contributions made after the initial submission and up until thirty (30) calender days after the contract has been awarded.
I understand that a person or entity who seeks or applies for a city contract or any other person acting on behalf of that person or entity is probabled from contracting city officials and employees regarding the contract after a Request for Proposal (RFP), Request for Qualifications (RFQ), or other solicitation has been released.
This no-contract provision shall conclude when the contract is posted as a City of Laredo Council agenda item. If contact is required wife city officials or combines, the contact will take place in accordance with procedures incorporated into the solicitation documents. Violation of this probabilized contacts provision set out in Section 2.09 of the Rehica Code by respondents or their agents may lead to disqualification of their offer from consideration.
*Conflict of Interest Co.
Chapter 176 of the Local Government Code requires contractor and vendors to submit a Conflict of Interest Form (CIQ) to the Office of the City Secretary.
I I seknowledge that I have been advised of the requirement to file a CIQ form under Chapter 176 of the Local Government Code.
*Oath
Newson or affine that the statements contained in this Discontinuous Contracts Disclosure Form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.
Rosie Lozano Rosie Lozano Decure Man. Nama (Print)
Company or DBA (Conditioning Date 10/27/202)

Please fill this form out online, print sed submit completed form with proposal to origination department. All questions must be sensered. If necessary to mail, send to:

City of Levelo
P.O. Box 579

Laredo, TX 78042-0579

. • . .



FY22-008 Temprite Mechanical, Inc **Supplier Response**

Event Information

Number:

FY22-008

Title:

HVAC Repairs Parks Recreation Centers

Туре:

Request For Bid

Issue Date: 10/8/2021

Deadline:

10/27/2021 05:00 PM (CT)

Notes:

MANUAL BID DROP-OFF PROCEDURES

NOTE: Manual Bids will only be accepted the first 45 minutes of the hour before they are due. For example, if bid is due at 4:00, bids will only be accepted between 3:00 and 3:45 p.m.

- 1. Please make sure that the bid is in a sealed envelope marked with the following:
- Name of Bid
- Name of Company submitting Bid
- Address of Company submitting Bid

- Place Bid Envelope on table right inside the door on the Houston Street side of City Half. The receptionist will call the City Secretary's office to pick up.
- If you need a copy of the time-stamped envelope, you will need to wait outside until we pick the envelope up, go back up to the 3rd floor to time-stamp the envelope, make a copy of it and bring it back to you.

. Thank you for your understanding and help at this time of trying to stay healthy and safe.

City Secretary's Office

Contact Information

Contact: Enrique Aldape III
Address: Purchasing Division

Public Works Service Center

5512 Thomas Avenue

Laredo, TX 78041

Phone:

956 (794) 1733

Fax:

956 (790) 1805

Email:

ealdape@ci.laredo.tx,us

Temprite Mechanical, Inc Information

Contact:

Rene Salinas

Address:

2806 Cortez st

Phone:

Laredo, TX 78043

Fax:

(956) 726-3826

(956) 712-8834

Email:

rene@tempriteiaredo.com

Web Address: www.temprite-mechanical.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Rene Salines

renes@tempritalaredo.com

Email

Signature

Submitted at 10/27/2021 4:17:17 PM

Response Attachments

PARKS AND RECREATION BID QUESTIONARIE.pdf

TAB A to F

Bid Attributes

Question 11. Conflict of Interest Questionnaire (CiQ)

Chapter 176 of the Local Government Code requires contractor and vendors to submit a Conflict of Interest Form (CIQ) to the Office the of City Secretary.

☑ I have acknowledge that I have been advised (I have acknowledge that I have been advised)

2 | Certificate of Interested Parties (Form 1295)

In an effort to comply with state law the certificate of interested parties must be filled out once a vendor has been granted a contract. All of this information can be found on the State of Texas website, please use this link provided, https://www.ethics.state.bc.us/tec/1295-info.htm.

Implementation of House Bill 1295

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 governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of Interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:

Staring on January 1, 2016, the commission will make available on its wabsite a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

information regarding how to use the filing application will be available on this site starting on January 1, 2016.

HB 1295

Certificate of Interested Parties (Form 1295)

New Chapter 46, Ethics Commission Rules:

46.1. Application

46.3. Definitions

46.5. Disclosure of Interested Parties Form

In order to comply with state law the Certificate of Interested Parties (Form 1295) must be submitted to the Texas Ethics Commission within 10 days upon receiving notice of gward of contract. This form must be submitted within the altotted time otherwise this may result in the cancellation of the contract.

Will comply with this form (I will comply with this form)

3	Questionnaire	Description
---	---------------	-------------

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of sald bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this request. By submitting this bid the vendor agrees to the City of Laredo specifications and all terms and conditions stipulated in the proposed document. That I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in the questionnaire is true and correct."

Name of Offeror (Business) and Name & Phone Number of Authorized Person to sign bid

Temprite Mechanical, Inc - Rene Salinas (956) 645-0454

State how long under has the business been in its present business name

34 years

If applicable, list all other names under which the Business identified above operated in the last five

N/A

State if the Company is a certified minority business enterprise

The below information is requested for statistical and tracking purposes only and will not influence the amount of expenditure the City will make with any given company.

Questions Part 1

Is any litigation pending against the Business?

2) Has the Business ever been declared "not responsive" for the purpose of any governmental agency contract

3) Has the Business been debarred, suspended, proposed for debarment, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or other wise disqualified from bidding, proposing or contracting?

4) Are there any proceedings, pending relating to the Business responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract?

5) Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basts of default or in fleu of declaring the Business at default?

No

Questions Part 2 9

Is the Business in arrears in any contract or debt?

2) Has the Business been a defaulter, as a principal, surety, or otherwise?

3) Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work

State if the Company is a certified minority business enterprise

Historically Underutilized Business (HUB)

Conflict of Interest Disclosure

A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last

Companies and individuals who contract, or seek to contract, with the City of Laredo and its agents may be required to file with the City Secretary's Office, 1110 Houston Street, Laredo, Texas 78040, a Conflict of Interest Questionnaire that describes affiliations or business relationships with the City of Laredo officers, or certain family members or business relationships of the City of Laredo officer, with which such persons do business, or any gifts in an amount of \$250.00 or more to the listed City of Laredo officer (s) or certain family members.

The new requirements are in addition to any other disclosures required by law. The dates for filing disclosure statements begin on January 1, 2006. A violation of the filing requirements is a Class C misdemeanor. The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from

http://www.ethics.state.tx.us/whatsnew/conflict forms.htm.

The City of Laredo officials who come within Chapter 176 of the Local Government Code relating to filing of Conflicts of Interest Questionnaire (Form CIQ) include: 1. Mayor

- 2. Council Members
- 3. City Manager
- Members of the Fire Fighters and Police Officers Civil Service Commission.
- 5. Members of the Planning and Zoning Commission.
- 6. Members of the Board of Adjustments
- 7. Members of the Building Standards Board
- 8. Parks & Leisure Advisory Committee Member,
- 9. Historic District Land Board Member,
- 10. Effics Commission Board Member,
- 11. The Board of Commissioners of the Laredo Housing Authority
- 12. The Executive Director of the Laredo Housing Authority
- 13. Any other City of Laredo decision making board member

If additional information is needed please contact Miguel A. Pescador, Purchasing Agent at 956-794-1731.

Conflict of Interest Questionnaire Form CIQ

For vendor or other parson doing business with local governmental entity.

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 178.001(1-a) with a local governmental entity and the person meets

By law this questionnaire must be filed with the records administrator of the local governmental entity 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.

A person commits an offense if the person knowingly violates Section 176,008, Local Government Code. An offense under this section is a Class C misdemeanor.

Conflict of Interest Questionnaire

If vendor acknowledges there is no conflict of interest, there are no further actions for the vendor to take. If vendor acknowledges a possible conflict of Interest, vendor must download and fill out CIQ Form and submit it as part of

attest there is no conflict of interest

	Disclosure Form
L	For details on use of this form, see Section 4.01 of the City's Ethics Code.
T-	This is a
]	<u> </u>
L	Update to previous submission
1	Chastier 1 Name of names askertitis at 1 at 1
ŀ	The state of person such mind this disclosure form
	Please include First Name, Middle Initial, Last Name and Suffix (if applicable) Rene Salinas
Ļ	Treene Saarnas
1	Question 2. Contract Information
1.5	Please include the following:
.	a)Contract or Project Name
	b)Originating Department
Ŀ	HVAC Repairs Parks Recreation Centers - Parks & Recreation Department
1	
8	Question 3. Name of individual(s) or entity(les) seeking a contract with the city (i.e. parties to the
	n/a
<u> </u>	
11	Question 4. List any business entity(les) that is a partner, paretn, subsidiary business entity(les) of the
9	Individual or entity listed in Question 3.
	Not Applicable
1 _	
2	Question 4. List any business entity/les) that is a partner parent subsidiary business antity/les) of the
0	Question 4. List any business entity(les) that is a partner, parent, subsidiary business entity(les) of the individual or entity listed in Question 3
0	If you selected Not Applicable on Question 4 plan this section 150
0	If you selected Not Applicable on Question 4, skip this section. If it applies to you, please list the name of partner, parent, or subsidiary business entity(ies) in this section.
0	If you selected Not Applicable on Question 4 plan this section 150
	If you selected Not Applicable on Quastion 4, skip this section. If it applies to you, please list the name of partner, parent, or subsidiary business entity(ies) in this section. Rene Salinas - Temprite Mechanical Inc.
20	If you selected Not Applicable on Quastion 4, skip this section. If it applies to you, please list the name of partner, parent, or subsidiary business entity(ies) in this section. Rene Salinas - Temprite Mechanical Inc. Question 5. List any individuals or entitites that will be subcontractors on this contract
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Question 7. Disclosure of political contributions

List any campaign or officeholder contributions made by the following individuals in the past 24 months totaling more than \$100 to any current member of City Council, former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections.

a) Any individual seeking contract with the city (Question 3)

b) Any owner of officer of entity seeking contract with the city (Question 3)

- c) Any individual or owner or officer of any enlity listed above as partner, parent, or subsidiary business (Question
- d) Any subcontractor or owner/office of subcontracting entity for the contract (Question 5)

e) The spouse of any individual listed in response to (a) through (d) above

f) Any attorney, lobbylst, or consultant retained to assist in seeking contract (Question 6)

Not Applicable

Question 7. Disclosure of policiteal contributions

If you selected Not Applicable on question 7, please skip this section. If it applies to you, please list all contributors

No response

Updates on contributions required

Information regarding contributions must be updated by submission of a revised form from the date of the submission of this form, up through the time City Council takes action on the contracts identified in response to Question 2 and continuing for 30 calendar days after the contract has been awarded.

Question 8. Discloure of Conflict of Interest

Are you aware of any fact(s) with regard to this contract that would raise a "conflict of interest" issue under Section 2.01 of the Ethics Code for any City Council member or board/commission member that has not or will not be raised by these city officials?

I am not aware of any conflict of interest

8. Disclosure of Conflict of Interest

If you selected I am aware of conflict of interest is question 8, please list them in this section.

No *т*европав

Question 9. Updates Required

I understand that this form must be updated by submission of a revised form if there is any change in the information before the discretionary contract is the subject of action by the City Council, and no later than five (5) business days after any changes has occurred, whichever comes first. This include information about political contributions made after the initial submission and up until thirty (30) calendar days after the contract has been

I have read and understand this section (I have read and understand this section)

Question 10. No Contract with City Officials or Staff during Contract Evaluation

I understand that a person or entity who seeks or applies for city contract or any other person acting on behalf of that person or entity is prohibited from contracting city officials and employees regarding the contract after a Request for Proposal (RFP), Request for Qualifications (RFQ), or other solicitation has been released.

This no-contract provision shall conclude when the contract is posted as a City of Laredo Council agenda item. If contact is required with city officials or employees, the contact shall take place in accordance with procedures incorporated into the solicitation documents. Violation of this prohibited contacts provision set out in Section 2.09 of the Ethics Code by respondents or their agents may lead to disqualification of their offer from consideration.

I have read and understand this section (I have read and understand this section)

2	Question 11. Conflict of Interest Questionnaire (C	
×۱	wirestion 11. Contact of Interest Questionnaire ((101
21		

Chapter 176 of the Local Government Code requires contractor and vendors to submit a Conflict of Interest Form (CIQ) to the Office the of City Secretary.

☑ I have acknowledge that I have been advised (I have acknowledge that I have been advised)

Question 11. Oath

Please complete in this section the required information for your company:

- 2) Title
- 3) Company or DBA
- 4) Date

Rene Salinas (president) - Temprite Mechanical, Inc. 10/27/2021

Question 12. Oath

I swear or affirm that the statements contained in this Discretionary Contracts Disclosure Form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.

区 I swear or affirm information is correct (I swear or affirm information is correct)

Company Information Questionnaire

 $oxed{oldsymbol{arphi}}$ I have completed this section (I have completed this section) .

Confilct of Interest Questionnaire

☑ I have completed this section (I have completed this section)

Non-Collusive Affidavit

i have completed and included this form (I have completed and included this form)

Discretionary Contracts Disclosure

I have completed this section (I have completed this section)

3 Certificate of Interested Parties (Form 1295)

In an effort to comply with state law the certificate of interested parties must be filled out once a vendor has been granted a contract. All of this information can be found on the State of Texas website, please use this link provided, https://www.ethics.state.tx.us/fec/1295-info.htm.

Implementation of House Bill 1295

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 governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 48) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:

Staring on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's fiting application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016. Additional information:

HB 1295

Certificate of Interested Parties (Form 1295)

New Chapter 46, Effics Commission Rules:

- 46.1. Application
- 46.3. Definitions
- 46.5. Disclosure of interested Parties Form

In order to comply with state law the Certificate of Interested Parties (Form 1295) must be submitted to the Texas Ethics Commission within 10 days upon receiving notice of award of contract. This form must be submitted within the allotted time otherwise this may result in the cancallation of the contract.

I will comply with this form (I will comply with this form)

Ordinace 2018-0-175

The City of Laredo has established a local vendor preference ordinance 2018-O-175. All informal and formal Requests for bids for contracts will be evaluated with a 5% preference for local vendore.

No response

HVAC License Documentation

Texas Class

License#

Type of Ilcense (Refrigeration, Environmental, or Combination)

Yes (Yes)

Insurance Terms and Conditions

INSURANCE REQUIREMENTS if and when applicable or required by the contract, the successful bidder(s) shall furnish the City with original copies of valid insurance policies herein required upon execution of the contract and shall maintain said policies in full force and effect at all times throughout the term of this contract. (a) Commercial General Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence and

\$2,000,000 general aggregate for bodily injury and property damage, which coverage shall include products/completed operations (\$1,000,000 products/completed operations aggregate) and XCU (Explosion, Collapse, Underground) hazards. Coverage must be written on an occurrence form. Contractual Liability must be maintained covering the Contractors obligations contained in the contract. The general aggregate limit must be at

(b) Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limits of \$1,000,000 each-occurrence each accident/\$1,000,000 by disease each-occurrence/\$1,000,000 by disease aggregate.

(c) Commercial Automobile Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence for bodily injury and property damage, including owned, non-owned, and hired car coverage.

(d) Professional Liability, Errors & Omissions ∞verage, with minimum ilmits of \$1,000,000 per claim/ \$2,000,000 annual aggregate. This coverage must be maintained for at least two years after the project is completed. If coverage is written on a claims-made basis, a policy retroactive date equivalent to the inception date of the contract (or earlier) must be maintained during the full term of the contract.

(e) Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor, it is the responsibility of the Contractor to assure compliance with this provision. The City of Laredo

accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

(f) A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of \$1,000,000 eachoccurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement, products/completed operations, XCU hazards, and contractual liability.

(g) With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of Laredo shall be named as an additional insured with respect to General Liability and Automobile

2. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.

3. A waiver of subrogation in favor of the City of Laredo shall be contained in the Workers compensation, and all

4. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Laredo of any material change in the insurance coverage.

- 5. All insurance policies shall be endorsed to the effect that The City of Laredo will receive at least sixty- (60) days' notice prior to cancellation or non-renewal of the insurance.
- 8. All insurance policies, which name The City of Laredo as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.

7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.

8. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Laredo. 9. Insurance must be purchased from insurers that are financially acceptable to the City of Laredo. Insurer must be rated A- or greater by AM Best Rating with an admitted carrier licensed by the Texas Department of Insurance. (h) All insurance must be written on forms filed with and approved by the Texas Department of insurance. Certificates of insurance shalf be prepared and executed by the insurance company or its authorized agent and

shall contain provisions representing and warranting the following: 1. Sets forth all endorsements and insurance coverage's according to requirements and instructions contained

herein. Shall specifically set forth the notice-of-cancellation or termination provisions to The City of Laredo.

(I) Upon request, Contractor shall furnish The City of Laredo with certified copies of all insurance policies. (j) Certificates of insurance are always subject to review and approval from the City of Laredo Risk

(k) Specialty certificates and licenses must be inspected and verified for accuracy and validity before award of

- (I) Awarded vendor is required to maintain current and active all: certifications, licenses, permits and/or insurance coverages, required to perform work, throughout the duration of this project/contract.
- I agree my insurance meets minumum requirements (I agree my insurance meets minumum requirements)

Terms and Conditions for Request for Bids

TERMS AND CONDITIONS OF INVITATIONS FOR BIDS GENERAL CONDITIONS Bidders are required to submit bids upon the following expressed conditions:

(a) Bidders shall thoroughly examine the specifications, schedule instructions and other contract documents. Once the award has been made, failure to read all specifications, instructions, and the contract documents, of the City shall not be cause to alter the original contract or for a vendor to requests additional compensation.

(b) Bidders shall make all investigations necessary to thoroughly inform themselves regarding facilities and locations for delivery of materials and equipment as required by the bid conditions. No pleas of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of fallure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the

(c) Bidders are advised that City contracts are subject to the all legal requirements provided for in the City Charter and/or applicable City Ordinances, State and Federal Statutes.

1.0 PREPARATION OF BIDS Blds will be prepared in accordance with the following:

(a) All information required by the bid form shall be furnished. For hand delivered submittals only, the vendor shall print or type the business name and menually sign the schedule. For electronic submittals, this information shall be submitted electronically on Cit-E-Bid system.

(b) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.

(c) Alternate blds will not be considered unless authorized by the invitation for bids or any applicable addendum (d) Proposed delivery time must be shown and shall include Sundays and holidays

(e) Bidders will not include Federal taxes or State of Texas limited sales tex in bid prices since the City of Laredo is exempt from payment of such taxes. An exemption certificate will be furnished upon request.

(f) The City shall pay no costs or other amounts incurred by any entity in responding to this RFB, or as a result of

2.0 DESCRIPTION OF SUPPLIES Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate type and quality of material. Bidder is required to state exactly what they intend to furnish; otherwise bidder shall be required to furnish the items 3.0 SUBMISSION OF BIDS

(a) Bids and changes thereto shall be enclosed in sealed envelopes, properly addressed and to include the date and hour of the bid opening and the material or services bid on shall be typed or written on the face of the envelope. If submitted electronically, this information shall be submitted electronically on Cit-E-Bid system by going to the following link: https://citvoflaredo.jonwave.net/Login.aspx

(b) Unless atherwise noted on the Notice to Bidders cover sheet, all hand delivered bids must be submitted to the Office of the City Secretary, City Hall, 1110 Houston Street.

(c) Bids forms can be downloaded and printed through Cif-E-Bid. Mailed Bids (i.e. USPS, FedEx, UPS),

telegraphic, email or facsimile bids will not be considered. (d) Samples, when required, must be submitted within the time specified, at no expense to the City of Laredo. If not destroyed or used up during testing, samples will be returned upon request at the bidder's expense.

(e) Bids must be valid for a minimum period of sixty (60) days. An extension to hold bid pricing for actual quantity bids may be requested by the City.

4.0 REJECTION OF BIDS The City may reject a bid if:

(a) Bidder misstates or conceals any material fact in the bid.

(b) Bid does not strictly conform to the law or the requirements of the bid.

(c) Bidder is in arrears on existing contracts or taxes with the City of Laredo.

(d) If bids are conditional. Bidder may qualify their bid for acceptance by the City on an "ALL OR NONE" basis. An "ALL OR NONE" basis bid must include all items in the specifications.

(e) In the event that a bidder is delinquent in the payment of City taxes on the day the bids are opened, including state and local taxes, such fact shall constitute grounds for rejection of the bid or cancellation of the contract. A bidder is considered delinquent, regardless of any contract or agreed judgments to pay such delinquent taxes. (f) No bid submitted herein shall be considered unless the bidder warrants that, upon execution of a contract with the City of Laredo, bidder will not engage in employment practices such as discriminating against employees because of race, color, sex, creed, or national origin. Bidder will submit such reports as the City may therefore require assuring compliance with said practices.

(g) The City may reject all bids or any part of a bid whenever it is deemed necessary.

(h) The City may waive any minor informalities or irregularities in any bid.

5.9 WITHDRAWAL OF BIDS Bids may not be withdrawn after they have been publicly opened, unless approved by the City Council.

6.0 LATE BIDS OR MODIFICATIONS Blds and modifications received after the time set for the bid deadline will not

be considered. Late bids will be seturned to the bidder unopened.

7.0 CLARIFICATION OR OBJECTION TO BID SPECIFICATIONS If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications, or other bid documents or any part thereof, they may submit to the City Purchasing Agent on or before seven (7) calendar days prior to the scheduled bid deadline a request for clarification which must be submitted in writing through email seven (7) days prior to the scheduled date for opening to: CITY OF LAREDO PURCHASING AGENT Miguel A. Pescador 5512 Thomas Ave. Laredo, TX 78041 mpescador@ct.leredo.tx.us or Questions & Responses section on Cit-E-Bid system. Any vendor submitting questions shall make reference to a specific bid number, section, page and item of this solicitation. In case there are changes, additions, and/or edits to the original scope of work, and addendum will be issued by the purchasing agent to all vendors through Clt-E-Bid system under Questions and Responses section to clarify any inquiries. The City will not be responsible for any other explanations or interpretations of the proposed bid made or given prior to the bid opening or award of contract.

(a) Protest Procedures: The purpose of this procedure is to establish procedures whereby a vendor may protest specific procurement actions by the City of Laredo. The following sequence of activities must take place in filling a

(b) To be performed by protesting vendor: Within ten (10) days prior to the time that the City Council considers the recommendation of the City's Purchasing Officer, the protesting vendor must provide written protest to the City Purchasing Officer. Such protest must include specific reasons for the protest.

(c) To be performed by City's Purchasing Officer: Shall review the records of procurement and determine legitimacy and procedural correctness. With five (5) working days, the City Purchasing Officer shall provide written response

to the protesting vendor of the decision.

(d) If the protesting vendor is not satisfied with the decision of the City Purchasing Officer, such protesting vendor may appeal to the City Manager of the City of Laredo. If the protesting vendor cannot resolve the issue with the City Manager, he shall be entitled to address his concerns when the City Council of the City of Laredo considers the awarding of the contract. Such appeal may be made only after exhausting all administrative procedures through the City Manager. All protests must be duly submitted via Certified Mail to: City of Laredo - Purchasing Agent 5512 Thomas Ave. Laredo, Texas 78041. 8.0 BIDDER DISCOUNTS

(a) Percent discounts within a certain period of time will be accepted but cannot be used in the bid evaluation. The period of the discount offered should be sufficient to permit payments within such period in the regular course of business by the City of Laredo.

(b) In connection with any discounts offered, time will be computed from the date of receipt of supplies or service or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date

9.0 INTENT OF CONTRACT

a) ANNUAL SUPPLY/SERVICE CONTRACTS: This contract does not commit the City to purchase the quantities indicated. The quantities are estimates and are based on the best available information. The purpose of this contract is to establish prices for the commodities or services needed, should the City need to purchase these commodities or services. Since the quantities are estimates, the City may purchase more than the estimated quantities, less then the estimated quantities, or not purchase any quantities at all. The needs of the City shall govern the amount that is purchased. All annual contracts shall bound by the terms of the bid documents, in the event a new contract cannot be executed on the anniversary date of the original term or renewal term, the contract may be renewed month to month until a new contract is executed. The City's obligation for performance of an annual supply contract beyond the current fiscal year is contingent upon the availability of appropriated funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted during the next fiscal year, this contract becomes null and void.

10.0 AWARD OF CONTRACT

(a) This contract will be awarded to the (lowest responsive responsible bidders), in accordance to the provisions of Chapters 252 and 271 of the State of Texas - Local Government Code. There will be one primary and one secondary vendor. In case the primary vendor is unable to quote or visit the project site, the secondary vendor will be contacted.

Definition of lowest responsive and responsible bidder as per the Institute for Public Procurement is: "Lowest Responsive and Responsible Bidder: The bidder who fully compiled with all of the bid requirements and whose past performance, reputation, and financial capability is deamed acceptable, and who has offered the most advantageous pricing or cost benefit, based on the criteria stipulated in the bid

(b) The City reserves the right to accept any item or group of items in the bid specifications, unless the bidder qualifies it's bid by specific limitation. Proof: The bidder shall bear the burden of proof of compliance with the City of

(c) A written award of ecceptance (a duly approved purchase order or Letter of Award) furnished by the City to the successful bidder results in a binding contract without further action by either party. These Terms and Conditions

shall be the basis and governing document of the binding contract. (d) Prices must be quoted F.O.B. Destination, Laredo, Texas, unless otherwise specified in the invitation to bid. The contract of delivery shall be that set furth in the bid specifications and/or purchase order. (e) Title & Risk of Loss: The title and risk of loss of goods shall not pass to the City of Laredo until the City actually receives and takes possession of the goods at the point or points of delivery. The terms of this agreement is "no (f) Delivery time and prompt payment discounts will be considered in breaking ties. In the event of a tie bid, the successful bidder will be determined by choosing lots at the City Council meeting chambers. (g) The City of Laredo shall give written notice to the contractor (supplier) if any of the following conditions exist: 1. Contractor does not provide materials in compliance with specifications and/or within the time schedule specified in bid. 2. Contractor neglects or refuses to remove materials or equipment which have been rejected by the City of Laredo if found not to comply with the specifications. 3. The contractor makes an unauthorized assignment for the benefit of any contractor. 1. Upon receiving written notification from the City that one of the above conditions has occurred, the contractor must immediately canceled. 11.0 PAYMENT & HAVOKING (a) All invoices to the City of Laredo have a 30 day term from receipt of supplies or completion of services. (b) Discount terms will be computed from the date of receipt and acceptance of supplies or services. Payment shall be appecific as to applicable stock, manufacturer catalog or part number. All items must show unit prices. If prices are Accounts Payable Office, City Hall, and PO. Box 210, Laredo, Texas 78042. (d) The City of Laredo offers electronic funds transfer (ETF) payments in lieu of check payment when a vendor has filled out an Electronic Funds Transfer Authorization Form Issued by the City of Laredo or upon request from the vendor	
	place of delivery shall be that set forth in the bid specifications end/or purchase order. (e) Title & Risk of Loss: The title and risk of loss of goods shall not pass to the City of Laredo until the City actually arrival, no sale". (f) Delivery time and prompt payment discounts will be considered in breaking ties. In the event of a tie bid, the successful bidder will be determined by choosing lots at the City Council meeting chembers. (g) The City of Laredo shall give written notice to the contractor (supplier) if any of the following conditions exist: 1. Contractor does not provide materials in compliance with specifications and/or within the time schedule specified in bid. 2. Contractor neglects or refuses to remove materials or equipment which have been rejected by the City of Laredo if found not to comply with the specifications. 3. The contractor makes an unauthorized assignment for the benefit of any contractor. Upon receiving written notification from the City that one of the above conditions has occurred, the contractor must immediately canceled. 11.0 PAYMENT & INVOCCING (a) All invoices to the City of Laredo have a 30 day term from receipt of supplies or completion of services. Payment shall be specific as to applicable stock, manufacturer catalog or part number. All items must show unit prices. If prices are Accounts Payable Office, City Hall, and PO. Box 210, Laredo, Taxas 78042. (d) The City of Laredo offers electronic funds transfer (ETF) payments in lieu of check payment when a vendor has vendor. This ensures prompt payment directly deposited to a bank account. The estimated payment films is up of check payment when a vendor has vendor. This ensures prompt payment is processed. (e) For any Inquires on payment status or general billing Houston St. Laredo, TX 78040.

Bid Lines

1	Package Header		
	Section I: HVAC Hourly Parts/Service Repair Rates & Percentage Markup		
:	Quantity: 1 UOM: EA Item Notes: Required Submittals that can be uploaded on Cit-E-Bid:	Total:	\$1,350.00
	Texas ClassLicense# Type of license (Refrigeration, Buvironmental, or Combinat	—- ion)	•
•	Supplier Notes: TACLA #006600 E/R - Combination		
·	Package Items	· · · · · · · · · · · · · · · · · · ·	
	1.1 Certified Mechanic per hour		
	Quantity: 1 UOM: Hourly Labor Rate Price: 1.2 Certified Mechanic after hours (5:01pm to 7:59 am) charge per hour	\$135.00 Total:	\$135.00
_	Quantity: 1 UOM: Hourly Labor Rate Price:	\$202.50 Total:	\$202.50
Pag	ge 15 of 17 pages Vendor: Temprite Mechanical, Inc		EV22 009

FY 22-008

- 1				\bigcirc		
-	11.3 Certified	Technician per hour		,		
	Quantity	y: 1 UOM: Hourly Labor Rate	Price:	#4AE ==		
	1.4 Certified	Technician after hours (5:01pm to 7:59 ar	n) charge per hour	\$135.00	Total:	\$135.00
	Quantity	/; 1 UOM: Hourly Labor Rate	Price:	\$202.50	Total:	\$202.50
	1.5 Supervis	Of perhour	,			VEGE.00
	Quantity	: 1 UOM: Hourly Labor Rate				
	1.6	Cole. Trochy Labor Rate	Price:	\$135.00	Total:	\$135.00
	Supervise	or after hours (5:01pm to 7:59 am) charge	per hour		•	
	ľ					
	Quantity	1 UOM: Hourly Labor Rate	Price:	\$202.50	Total:	\$202.50
	1.7 Laborer					
	Quantity:	1 UOM: Hourly Labor Rate	Price:	\$135.00	Total:	\$135.00
	1.5 Laborer a	after hours (5:01pm to 7:59 am) charge pe	r haur			9.00.00
	O.,					
	1 & Percentes	1 UOM: Hourly Labor Rate	Price:	\$202.50	Total:	\$202.50
1		a added to Contractor's cost for parts %				-
	******All me	iterials shall be at cost plus a handling fe	e up to but not to exc	ceed 10%.		
		ency sllowance of \$15,000.00 will be u				
		and an Arabangan militing fi	ised to satisfy coet	of predicted pro	bossi majer	ials.
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	-					
:		e City of Laredo reserves the right	it to just purchas	e hourly service	e rates wi	lh the City of
		raiedo sobbiyi	ing any and all H\	VAC parts****		•
•						
						i
		•				
	Quantity:	1 UOM: Percentage Plus			Total:	35%
2	Package I	leader				3370
	Ougation 4	ii Split Systems Service/Repair Rates &	Percentage Markup			
	Quantity: 1			Total:		\$1,350.00
Í	11010111101000	Required Submittals that can be uploa	ded on Cit-E-Bid:	•		
		m				
- 1		Texas Class License#				
			unental or Combina	etion)		
	Cunnile-41	Type of license (Refrigeration, Environ	mental, or Combina	ntion)		
	Supplier Notes		unental, or Combina	ation)		

()		\sim		
Package Items		('		
2.1 Certified Mechanic per hour	<u> </u>	·		
Quantity: 1 UOM: Hourly Labor Rate	Price:	\$135,00	Total:	\$135.0
2.2 Certified Mechanic after hours (5:01pm to 7:59 am) of	harge per hour		VOICE:	<u> </u>
Quantify: 1 UOM; Hourly Labor Rate	Price:	\$202.50	-	
2.3 Certified Technician per hour		\$202,50	Total:	\$202.5
Quantity: 1 UOM: Hourly Labor Rate	Prince	* 405.00		
2.4 Certified Technician after hours (5:01pm to 7:59 am) of	harge per hour	\$135,00	Total:	\$135.00
Quantity: 1 UOM: Hourly Labor Rate				
2.5 Supervisor per hour	_ Price:	\$202.50	Total:	\$202.50
Daniella de Lagranda				
Quantity: 1 UOM: Hourly Labor Rate	_ Price:	\$135.00	Total:	\$135.00
Supervisor after hours (5:01pm to 7:59 am) charge per	r hour			
Quantity: 1 UOM: Hourly Labor Rate	·			
2.7 Laborer per hour	_ Price; [\$202.50	Total:	\$202.50
Quantity: 1 UOM: Hourly Labor Rate	Price:	\$135.00	Total:	\$40F DO
2.8 Laborer after hours (5:01pm to 7:59 am) charge per he	our		10(21)	\$135. 0 0
Quantity: 1 UOM: Hourly Labor Rate				
9 Percentage added to Contractor's cost for parts %	_ Price: [\$202,50	Total:	\$202,50
*****Atl materials shall be at cost plus a handling fee u	in to hist act to aw	and done		
A contingency allowance of \$5,000.00 will be used	to satisfy cost o	r predicted prop	osal materials	i.
**** The City of Larado reserves the works	han lasanda ar ti			
**** The City of Laredo reserves the right t Laredo supplying	o Juar purchas	e nourly servic /AC parts****	æ rates with	the City of
		·		
		•		
Quantity: 1 UOM: Percentage Plus			Total:	35%

Response Total: \$2,700.00

23.0 Tab A - Bidder Information Opentionagire

Bidder Information/Business Questionnaire: Please complete all information requested below and submit with your bid package

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collasion with any other bidder, and that the commuts of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this request. By submitting this bid the vender agrees to the City of Laredo specifications and all terms and conditions stipulated in the proposed document. That I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in the questionnaire is true and correct."

Name of Offeror (Business) Templite Mechanical The.
Signature Of person authorized to sign bid Date 10 27 2021
Print Name Rene Scalings of person authorized to sign bid
Time President
Business Address: 280Ce Cor+Cz St.
City, State, Zip Code: Laredo, Tx 78043
Telephone Number: (950) 726-3826 Fax Number: (950) 712-8834
Contact Person Email Address: Service @ temprite lavedo.com
Federal Tax ID Number: 74 28928779
Bidders Principal/Corporate Place of Business Address:
Indicated Status of Business:
Corporation Partnership Sole Proprietorship Other:
If other state business status:
State how long under its present business name: 314 40018
if applicable, list all other names under which the Business identified above operated in the last five years.
Will bidder/proposer provide a copy of its financial statements for the last two years, if requested by the City of Laredo (Yes) No

CITY OF LAREBO PUBCHASING DIVISION

Has the business, or any officer or pariner thereof, failed to complete a contract? Yes / No.	
Is any litigation pending against the Business? Yes (No.)	
Is offeror currently for sale or involved in any transaction to expand or to become acquired by another business entity? Yes No. If yes, offer need to explain the expected impact both in organizational and directional terms.	
Has the Business over been declared "not responsive" for the purpose of any governmental agency contract award? Yes No	
wolumently excluded, or otherwise disqualified from bidding, proposing, or contracting? Yes No	
Are there any proceedings, pending relating to the Business responsibility, debannent, suspension, voluntary exclusion, or qualification to receive a public contract? Yes (No)	
He the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of default or in lieu of declaring the Business in default? Yes (No)	
Is the Business in arrears in any contract or debt? Yes (No)	
Has the Business been a defaulter, as a principal, surety, or otherwise? Yes (No)	
Have liquidated demonstruct penalty provisions been assessed against the Business for failure in complete work on time or for any other reasons? Yes / No.	
State if company is a certified minority business enterprise:	
Historically Underwifized Business (HUB): Yes No Disadvantaged Business Enterprise (DBE): Yes No	
Small Disadvantaged Basiness Enterprise (SDBC) Yes No Other: Please specify	
This company is not a certified unnority business: .	
The above minority information is requested for statistical and tracking purposes only and will not influence the amount of expenditure the City will make with any given company	
and the company	

CITY OF LAREDO PURCHASING DIVISION

24.2 Section II: Mini Split System Parts/Service Repairs & Percentage Markup

	Mini Split Systems Service & Repairs
Cextified Mechanic per hour	s 135.00
Cartified Mechanic after hours (5:01pm to 7:59 am) charge per hour	s 303.50
Certified Technicism per hour	s 135.00
Certified Technician after hours (5:01pm to 7:59 am) charge per hour	s <u>202.50</u>
Supervisor per hour	s <u>135.00</u>
Supervisor after hours (5:01pm to 7:59 am) charge per hour	s <u>80250</u>
Laborar per hour	s <u>135.00</u>
Leburar after hours (5:01pm to 7:59 am) charge per hour	s <u>203</u> 50

Percentage added to Comractor's cost for parts 35 %

******All materials shall be at cost plus a handling fee up to but not to exceed 10%. A contingency allowance of \$5,900.00 will be use to satisfy cost of predicted proposed materials.

**** The City of Laredo reserves the right to just purchase hourly service rates with the City of Laredo supplying any and all HVAC parts****

	in order to demonstrate your ability to be a strategic partner, provide responses to the following information requests and questions that address your company's location.
24.4	Please identify days of week establishment is open for business:
	Monaay thru Friday
24.5	Please identify hours of operation: 8:00 am - 5:00 p.m.
24.6	Texas Class TIACLA License# 00(0500E/R
24.7	Type of license (Refrigeration, Brivironmental, or Combination): Refrigeration +VAC
	110.

24.3 Overview of Company & Location

24.9 Tab B Price Schedule

24.1 Section I: HVAC Hourly Parts/Service Repair Rates & Percentage Markup

HVAC Service & Repairs
s 135.00
s <u>202,5</u> 0
s 135.00
s 302.50
\$135.00
s <u>202.50</u>
s <u>135.00</u>
1 20250

Percentage added to Contractor's cost for parts 35 %	
******All materials shall be at cost plus a handling fee up to but not to exceed 10% \$15,000.80 will be use to satisfy cost of predicted proposed materials.	o. A contingency allowance of
Estimated time to complete service in 1-2 [local ports] days.	
Company Name: Temprite Mechanicals, Inc.	
Owner/President Name: Rene Salinas	
Company Address: 280Co Cortez St.	
City, State, Zip Code: LOVECLO, Tx 78043	
Company Authorized Representative's Signature:	
Company Representative's Name: Rene Salings.	•
Signature on this form indicates agreement with "Instructions to Bidder — General Ton all specifications listed on this document.	ns and Conditions, pricing and
**** The City of Laredo reserves the right to just purchase hourly service rates	with the City of Laredo

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25.0 Tab C- Conflict of Interest Disclosure

A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature.

Companies and individuals who contract, or seek to contract, with the City of Laredo and its agents may be required to file with the City Secretary's Office, 1110 Houston Street, Laredo, Texas 78040, a Conflict of Interest Questionnaire that describes attiliations or business relationships with the City of Laredo officers, or certain family members or business relationships of the City of Laredo officer, with which such persons do business, or any gifts in an amount of \$250.00 or more to the listed City of Laredo officer (s) or certain family members.

The new requirements are in addition to any other disclosures required by law. The dates for filing disclosure statements begin on January 1, 2006. A violation of the filing requirements is a Class C misdemeanor.

The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from http://www.ethics.state.tx.us/whatsnew/conflict forms.htm.

The City of Laredo officials who come within Chapter 176 of the Local Government Code relating to filing of Conflicts of Interest Questionnaire (Form CIQ) include:

- 1. Mayor
- 2. Council Members
- 3. City Manager
- 4. Members of the Fire Fighters and Police Officers Civil Service Commission.
- 5. Members of the Planning and Zoning Commission.
- 6. Members of the Board of Adjustments
- Members of the Building Standards Board
- 8. Parks & Leisure Advisory Committee Member,
- 9. Historic District Land Board Member,
- 14. Ethics Commission Board Member,
- 11. The Board of Commissioners of the Laredo Housing Authority
- 12. The Executive Director of the Laredo Housing Authority
- 13. Any other City of Laredo decision making board member

If additional information is needed please contact Miguel A. Pescador, Purchasing Agent at 956-794-1731

CITY OF LAREDO FURCHASING DIVISION

HAVE READ THIS FORM AND ATT GOVERNMENT CODE EXISTS.	OT YEAT YUEBY IN TO SOUTH		
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	America -	Date	
CONFLICT OF INTERE	9T QUESTIONNAIRE		FORT OF
For vendor or other person d	oing business with local	novernmental antitu	FORM CIQ
		Socrammiter Gutti	
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egular Session.	A SHORE IN THE 1985 BY N	5. 1491, 80th Leg.,	OFFICE USE ONLY
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his questionnaire is being filed it	n eccommance with Chapter 1	76, Local Government	
cal governmental entity and the pe			
ly law this questionnaire must be filed	With the records administrator	of the level community	
at require the statement to be file:	See Section 178,006, Local	Bovernment Code	
DESCRIPTION OF THE PARTY OF THE			
person commits an offense if the lovernment Code. An offense unde	person knowingly violates Sec	tion 176.006, Local	
AT THE COOK FOR ONE 126 MAN	r mis section is a Class C mis	demeanor.	
Name of person who has a bus	iness relationship with local	governmental autity.	
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CITY OF LAREDO PURCHASING DIVISION

26.	Ø.	Tab D

AFFIDAVIT

Project:

Form of Non-Collusive Affidavit

STATE OF TEXAS COUNTY OF WEBB AFFIDAVIT

Being first duly swom, deposes and says:

Mechanical, Inc That he/she is (a Partner of officer of the farm of, etc.)

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or shame; that said Bidder has not colluded, conspired, connived or agreed directly or indirectly, with any Bidder or Person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other Bidder or to fix any overhead, profit or cost element of said bid price, or of that of any other Bidder, or to secure any advantage against the City of Laredo or any person interested in the proposed Contract; and that all statements in said proposal or bid are true.

Signature of:

Bidder, if the Bidder is an individual Partner, if the Bidder is a Partnership Officer, if the Bidder is a Corporation

Subscribed and swom before me this $\frac{27}{10}$ day of $\frac{10}{10}$

My commission expires:

AiDE at Notary ^o John, State of Te Comm. Ex. 195 04-19-20-23 Notary ID 113 /938!-



City of Laredo Discretionary Contracts Disclosure

Please fill out this form online, print completed form and submit with proposal to originating department. All questions must be answered.

For details on use of this form, see Section 4.01 if the City's Ethics Cade. *This is a ___New Submission or ___Correction or ___Update to previous submission. L Name of person submitting this dischause form. First Suffix 2. Contenct Inflire at affin. a) Contract or Project name(s): HVAC & Recreation Department b) Originating Department(s): Name (Print) Name (Print) Signature printing (mis) that is a partner, parent, substitute, thesibers matrix (ics) of the in-dividual in-☐ Not applicable. Contracting party(les) does not have partner, parent, or subsidiary business entities. □ Name of partner, parent, or subsidiary business entity(ies):

CITY OF LAREDO PURCHASING DIVISION

Subcontractors may be retained, but have not been selected at the time of this aubmission. Subcontractors may be retained, but have not been selected at the time of this aubmission. List of subcontractors: List of attorneys, lobbylists, or consultants that have been retained to assist in seeking this contract. List of attorneys, lobbylists, or consultants that have been retained to assist in seeking this contract: List any campaign or officeholder contributions made by the following individuals in the pest 24 months intaining more than \$100 to any current member of City Council, former member of City Council, or any political action committee that contributes to City Council elections. Any individual seeking contract with the city (Question 3) Any owner or officer of errity seeking contract with the city (Question 3) Any owner or officer of errity seeking contract with the city (Question 3) Any advance or officer of errity action of any antity listed above as perimer, parent, or subsidiary business (Question 4) Any subcontractor or owner/office of subcontracting entity retained for the contract (Question 5) The spouse of any individual listed in response to (a) through (d) above Any amborney, tobylist, or consultant retained to assist in seeking contract (Question 5) Any amborney of the contract of the contract in the preceding 24 months by these individuals. List of contributions Required	A List any individu	Tele or	
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continuing for 30 calendar days after the contract has been exceeded in response to Question 2 and	of this form, an through	the time City Council telescent	com the date of the submission
	continuing for 30 calend	lar days after the contract bee been expected.	response to Question 2 and

*8. Disclosure of conflict of interest

Are you aware of any fact(s) with regard to this contract that would raise a "conflict of interest" issue under Section 2.01 of the Ethics Code for any City Council member or board/commission member that has not or will not be raised

CITY OF LAREDO FURCHASING DIVISION

57.	TOMAN.	
Council or a city board/coma	iflict(s) of interest issues under S mission.	ection 2.01 of the Ethics Code for members of City
☐ I am aware of the following	ng conflict(s) of interest:	
	#1.7m. Y	
Updates Required	*Acknowled	gements
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Please fill this form out online, print and submit completed form with proposal to origination department. All questions must be answered. If necessary to mail, send to:

City of Laredo
P.O. Box 579

Laredo, TX 78042-0579

CITY OF LAREDO PURCHASING DIVISION

28.0 Tab F - Certificate of Interested Parties (Form 1295)

In an effort to comply with state law the cartificate of interested parties must be filled our once a vendor has been granted a contract. All of this information can be found on the State of Texas website, please use this link provided, https://www.ethics.state.tx.us/tec/1295-lafo.htm.

Implementation of House Bill 1195

28.1 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 governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity entits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 45) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

28.2 Fling Process:

Staring on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form. The completed Form 1295 with the certification of filing must be filled with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016.

Additional Information:

HB 1295

Certificate of Interested Parties (Form 1295)

New Chapter 46, Ethics Commission Rules;

45.1. Application

46.3. Definitions

46.5. Disclosure of Interested Parties Form

CIFY OF LAREDO PURCHASING DIVISION

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Form provided by Thoma Ethics Commission	#Www.ethins.amie.acus			Afterna salemone				

*******Form does not need to be notarized*****