

## City of Laredo Purchasing Division Renewal Notice

August 29, 2025

Ms. Cristina Garza Chavarria's Plumbing 6320 Krone In Laredo, Texas 78041

Re:

Plumbing Maintenance & Repair Services - Utilities Department

FY23-085 Extension II

Dear Ms. Garza,

This is to inform you that the contract FY23-085 which was approved by City Council on October 16, 2023 is up for renewal. This is the second of (3) three one (1) year extension periods. If there are any questions regarding this renewal notice, please feel free to call me at (956) 794-1731.

Sincerely,	
Jaime E. Zapata Purchasing Agent	
Purchasing Agent	
Xc. Purchasing Division	
Chavarria's Plumbing LLC.	
Accept Reject	
Authorized Signature: CXXXX	
Print Name: Cristina Garza	
Date: 9/2/25	



## City of Laredo Purchasing Division

Renewal Notice

August 29, 2025

Mr. Jesus Arellano, Sr. Arellano's Plumbing LLC. 1217 Clark Boulevard Laredo, Texas 78041

Re:

Plumbing Maintenance & Repair Services - Utilities Department

FY23-085 Extension II

Dear Mr. Arellano,

Sincerely,

Jaime E Zapata
Purchasing Agent

This is to inform you that the contract FY23-085 which was approved by City Council on October 16, 2023 is up for renewal. This is the second of (3) three one (1) year extension periods. If there are any questions regarding this renewal notice, please feel free to call me at (936) 794-1731.

Xc.	Purchasing Division	
Areliano	s Plumbing LLC.	and the second s
Aecept	Reject	
Authorize	ed Signature:	
Print Nar	ve Vesus Arellano, Sr.	and the state of t
Date:	91325	



## City of Laredo Purchasing Division Letter of Award

October 29, 2024

Mr. Jesus Arellano, Sr. Arellano's Plumbing LLC. 1217 Clark Boulevard Laredo, Texas 78041

Re:

Plumbing Maintenance & Repair Services - Utilities

Department FY23-085 Extension I

Dear Mr. Arellano,

This is to inform you that the contract renewal FY23-085 was approved by City Council on October 28, 2024. The term of this contract shall be for a period of one year. This is the first of three extension periods. Your company is the primary vendor for this contract.

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,

Jaime E. Zapata Purchasing Agent

Xc. Purchasing Division



## City of Laredo Purchasing Division

Letter of Award

October 29, 2024

Ms. Cristina Garza Chavarria's Plumbing 6320 Krone In Laredo, Texas 78041

Re:

Plumbing Maintenance & Repair Services - Utilities

Department FY23-085 Extension I

Dear Ms. Garza,

This is to inform you that the contract renewal FY23-085 was approved by City Council on October 28, 2024. The term of this contract shall be for a period of one year. This is the first of three extension periods. Your company is the secondary vendor for this contract.

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,

Jaime E. Zapata Purchasing Agent

Xc. Purchasing Division

## City of Laredo

## **City Council**

Meeting Date: 10/28/2024	Consent Agenda 100.

## **SUBJECT**

Consideration to renew supply/services contract FY23-085 with the following vendors for providing plumbing, maintenance and repair services for the City of Laredo Utilities Department. The term of this contract shall be for a period of one year beginning as of the date of its execution and is contingent upon the availability of appropriated funds. There was no price increase during the last extension period. This contract may be extended for two additional one year periods, upon mutual agreement of the parties. Funding is available in the Waterworks and Sewer System Funds.

- 1). Arellano's Plumbing, Laredo, Texas in an annual amount up to \$75,000.00 (Primary Vendor);
- 2). Chavarria's Plumbing, Laredo, Texas in an annual amount up to \$45,000.00 (Secondary Vendor)

## PREVIOUS COUNCIL ACTION

Approved a one-year contract on 10/16/23.

### **BACKGROUND**

This contract establishes a percentage markup rate on parts and a labor rate for backflow device testing and repair services. There was no price increase during the last extension period. This contract was awarded to Arellano's Plumbing (Primary Vendor) and Chavarria's Plumbing (Secondary Vendor). The term of this contract shall be for a period of one year beginning as of the date of its execution. This contract may be extended for two, additional one year periods. This contract will be the responsibility of and administered by the vendor and the City of Laredo Utilities Department.

Pricing Summary	Arellano's Plumbing Primary Vendor	Chavarria's Plumbing Secondary Vendor
Description Hourly Labor Rate for Master Plumber	Pricing	Pricing
(Normal Hours)	\$ 96.00	\$ 125.00
Hourly Labor Rate for		

Meeting Date: 10/28/2024		Consent Agenda 100.		
Master Plumber (Night, Holiday & Weekend Hours)	\$ 96.00	\$ 250.00		
Hourly Labor Rate for Journeyman Plumber (Normal Hours)	\$ 96.00	\$ 99.50		
Hourly Labor Rate for Journeyman Plumber (Night, Holiday & Weekend Hours)	\$ 96.00	\$ 200.00		
%Markup for parts purchased by the contractor	10%	1.6%		
A complete bid tabulation is a	ttached.			

A complete bid tabulation is attached

## COMMITTEE RECOMMENDATION

None.

## STAFF RECOMMENDATION

Approval of motion.

### Fiscal Impact

Fiscal Year:

FY 2025

Budgeted Y/N?:

Υ

Source of Funds:

Waterworks and Sewer Funds

Account #:

See below

Change Order: Exceeds 25% Y/N:

Ν

## 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 contract becomes null and void.

557-4120-533-2030

559-4210-533-2030

559-4220-533-2030

Meeting Date: 10/28/2024 Consent Agenda 100.



## City of Laredo Purchasing Division

## Renewal Notice

September 18, 2024

Mr. Jesus Arellano, Sr. Arellano's Plumbing LLC. 1217 Clark Boulevard Laredo, Texas 78041

Re:

Plumbing Maintenance & Repair Services - Utilities Department

FY23-085 Extension I

Dear Mr. Arellano,

This is to inform you that the contract FY23-085 which was approved by City Council on October 16, 2023 is up for renewal. This is the first of (3) three one (1) year extension periods. Your company is currently the primary vendor for this contract. If there are any questions regarding this renewal notice, please feel free to call me at (956) 794-1731.

Sincerely,

Jaime E. Zapata Purchasing Agent

Xc.

**Purchasing Division** 

Arellano's Plumbing LLC.	
Accept Reject	
Authorized Signature:	
Print Name: ORSUS Are Nano, Sr.	
Date: 9/20/24	***************************************



## City of Laredo Purchasing Division Renewal Notice

September 18, 2024

Ms. Cristina Garza Chavarria's Plumbing 6320 Krone In Laredo, Texas 78041

Re:

Plumbing Maintenance & Repair Services – Utilities Department

FY23-085 Extension I

Dear Ms. Garza,

Sincerely,

Jaime E Zapata
Purchasing Agent

This is to inform you that the contract FY23-085 which was approved by City Council on October 16, 2023 is up for renewal. This is the first of (3) three one (1) year extension periods. Your company is currently the secondary vendor for this contract. If there are any questions regarding this renewal notice, please feel free to call me at (956) 794-1731.

Xc. Purchasing Division	
Chavarria's Plumbing LLC.	
Accept Reject	
Authorized Signature: CALANCE COLORS	
Date: 0 18 34	
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# City of Laredo Purchasing Division Letter of Award

October 17, 2023

Ms. Cristina Garza Chavarria's Plumbing 6320 Krone In Laredo, Texas 78041

Re:

Plumbing Maintenance & Repair Services - Utilities Department

FY23-085

Approved by City Council on October 16, 2023

Dear Ms. Garza,

This is to inform you that the contract FY23-085 was approved by City Council on October 16, 2023. The term of this contract shall be for a period of one year. This contract has (3) three one (1) year extension periods. Your company will be the secondary vendor for this contract.

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.

## 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. <a href="https://www.ethics.state.tx.us/whatsnew/FAQ Form1295.html">https://www.ethics.state.tx.us/whatsnew/FAQ Form1295.html</a>. You scan and email a copy to mpescador@ci.laredo.tx.us

Sincerely

Miguel A. Pescador Purchasing Agent

Xc.

Purchasing Division



# City of Laredo Purchasing Division Letter of Award

October 17, 2023

Mr. Jesus Arellano, Sr. Arellano's Plumbing LLC. 1217 Clark Boulevard Laredo, Texas 78041

Re:

Plumbing Maintenance & Repair Services - Utilities Department

FY23-085

Approved by City Council on October 16, 2023

Dear Mr. Arellano,

This is to inform you that the contract FY23-085 was approved by City Council on October 16, 2023. The term of this contract shall be for a period of one year. This contract has (3) three one (1) year extension periods. Your company will be the primary vendor for this contract.

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.

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Sincerely,

Miguel A. Pescador

Purchasing Agent

Xc. Purchasing Division

City Council-Regular

Meeting Date: 10/16/2023

Initiated By: Jose A. Valdez Jr., Assistant City Manager/City Secretary

Staff Source: Arturo Garcia Jr. P.E., Utilities Department Director; Mark DeMay, Finance

Director; Miguel A. Pescador, Purchasing Agent

## **SUBJECT**

Consideration to award contract FY23-085 to the following vendors for providing plumbing, maintenance and repair services for the City of Laredo Utilities Department. The term of this contract shall be for a period of one (1) year beginning as of the date of its execution and is contingent upon the availability of appropriated funds. This contract may be extended for three additional one (1) year periods, upon mutual agreement of the parties. Funding is available in the Utilities Department Fund.

- 1). Arellano's Plumbing, Laredo, Texas in an annual amount up to \$75,000.00 (Primary Vendor);
- 2). Chavarria's Plumbing, Laredo, Texas in an annual amount up to \$45,000.00 (Secondary Vendor);

**VENDOR INFORMATION FOR COMMITTEE AGENDA**None.

PREVIOUS COUNCIL ACTION

None.

#### BACKGROUND

The City received two (2) bids through Cit-E-Bid for the purchase plumbing, maintenance and repair services for the City of Laredo Utilities Department. This contract establishes a percentage markup rate on parts and a labor rate for backflow device testing and repair services. Staff is recommending awarding this contract to Arellano's Plumbing (Primary Vendor) and Chavarria's Plumbing (Secondary Vendor).

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, 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 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. The City reserves the right to renew or rebid this contract, if the appropriated funds initially approved by City Council are exhausted before the contract expiration date. This contract will be the responsibility of and administered by the vendor and the City of Laredo Utilities Department.

Pricing Summary

	Arellano's Plumbing	Chavarria's Plumbing
	Primary Vendor	Secondary Vendor
Description	Pricing	Pricing
Hourly Labor Rate for Master Plumber (Normal Hours)	\$ 96.00	\$ 125.00
Hourly Labor Rate for Master Plumber (Night, Holiday & Weekend Hours)	\$96.00	\$ 250.00
Hourly Labor Rate for Journeyman Plumber (Normal Hours)	\$96.00	\$ 99.50
Hourly Labor Rate for Journeyman Plumber (Night, Holiday & Weekend Hours)	\$ 96.00	\$ 200.00
%Markup for parts purchased by the contractor	10%	1.6%

A complete bid tabulation is attached.

## **COMMITTEE RECOMMENDATION**

None.

## STAFF RECOMMENDATION

Staff recommends approval of these contracts.

Fiscal Impact

Fiscal Year:

2024

**Bugeted Y/N?:** 

Υ

Source of Funds:

Account #:

557-4120-533-2030

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 contract becomes null and void.

Fiscal Year:

2024

**Bugeted Y/N?:** 

Υ

Source of Funds:

Account #:

559-4210-533-2030

Change Order: Exceeds 25% Y/N:

FINANCIAL IMPACT:

Fiscal Year:

2024

Bugeted Y/N?:

Υ

Source of Funds:

Account #:

559-4220-533-2030

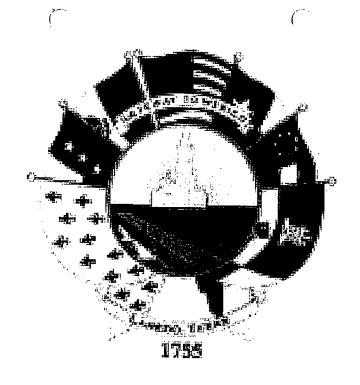
Change Order: Exceeds 25% Y/N:

FINANCIAL IMPACT:

**Attachments** 

FY23-085 Bid Tab

FY23-085 Contracts



# JETLEANIONS PALUMBINGFILLEG Suppliefikestones

## **Event Information**

Number:

FY23-085

Title:

FY23-085 Plumbing Maintenance & Repair Services- Utilities

Department

Type:

Request For Bid

Issue Date: 8/28/2023

Deadline:

9/20/2023 05:00 PM (CT)

Notes:

## **Contact Information**

Contact: Enrique Aldape III

Address: Purchasing Division

Public Works Service Center

5512 Thomas Avenue

Laredo, TX 78041 Phone:

Fax:

956 (794) 1733 956 (790) 1805

Email:

ealdape@ci.laredo.tx.us

## **ARELLANO'S PLUMBING LLC Information**

Contact:

JESUS ARELLANO.SR

Address:

1217 CLARK BLVD

LAREDO, TX 78040

Phone:

(956) 795-0751

Fax:

(956) 728-7599

Email:

J.ARELLANO79@YAHOO.COM

Web Address: WWW,ARELLANOSPLUMBING.COM

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

JESUS ARELLANO

J.ARELLANO79@YAHOO.COM

Signature

Email

Submitted at 8/29/2023 01:51:04 PM (CT)

## **Supplier Note**

FY23085 BID ARELLANO'S PLUMBING

## Response Attachments

## FY23085 UTILITIES 2023 CITY OF LAREDO.pdf

FY23085 UTILITIES ARELLANO'S PLUMBING

## **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

## 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.tx.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 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. Additional Information:

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 allotted time otherwise this may result in the cancellation of the contract.

☑ I will comply with this form

3	Questionnaire	Descri	ption
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"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."

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

JESUS ARELLANO 9567950751

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

1965

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

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**

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 award?
- 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?

N/A

## 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?

NA

State if the Company is a certified minority business enterprise

Other

#### 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 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
- 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 Laredo 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.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 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 their bid.

I attest there is no conflict of interest

4	Disalanus Farm	
. 1	Disclosure Form	

For details on use of this form, see Section 4.01 of the City's Ethics Code.

## $1 \mid \mathbf{This} \text{ is a}$

New Submission

## 1 Question 1. Name of person submitting this disclosure form

Please include First Name, Middle Initial, Last Name and Suffix (if applicable)

JESUS ARELLANO SR

## 1 Question 2. Contract Information

Please include the following:

a)Contract or Project Name

b)Originating Department

JESUS ARELLANO OWNER MASTER PLUMBER #40284 ARELLANOS PLUMBING

Question 3. Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract)

N/A

Question 4. List any business entity(ies) that is a partner, paretn, subsidiary business entity(ies) of the individual or entity listed in Question 3.

Not Applicable

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

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.

N/A

Question 5. List any individuals or entitites that will be subcontractors on this contract

Not Applicable

Question 5. List any individuals or entities 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 in this section.

N/A

Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract

Not Applicable

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 consultants that have been retained to assist in seeking this contract.

N/A

## 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 4)
- 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 in this section.

N/A

## 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.

N/A

## 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 awarded.

☑ 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

## 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

## 3 Question 11. Oath

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

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

JESUS ARELLANO OWNER, MASTER PLUMBER #40284, ARELLANOS PLUMBING,LLC. 08/29/2023

## 3 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.

☑ I swear or affirm information is correct

## Company Information Questionnaire

☑ I have completed this section

## **Conflict of Interest Questionnaire**

☑ I have completed this section

## Non-Collusive Affidavit

☑ I have completed and included this form

## Discretionary Contracts Disclosure

☑ I have completed this section

## 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/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 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 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
- 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 cancellation of the contract.

☑ I will comply with this form

## Ordinace 2018-O-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 vendors.

YES

## **HVAC License Documentation**

Texas Class

License#

Type of license (Refrigeration, Environmental, or Combination)

☑ Yes

## 4 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

## Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

☑ I have read and understand this section.

## **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 failure 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 vendor.
- (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 limited 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 issuance 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 as specified.

#### 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: <a href="https://cityoflaredo.ionwave.net/Login.aspx">https://cityoflaredo.ionwave.net/Login.aspx</a>
- (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, 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.
- 5.0 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** 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 <a href="majority.com/mpescador@ci.laredo.tx.us">mpescador@ci.laredo.tx.us</a> 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 inquirles. 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 filing a protest:
- (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 the check is mailed.

### 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 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

\$137.53 ENGINEER STANDARD. OF COMPLIANCE WITH PROFESSIONAL SERVICES PROCUREMENT ACT
(a) A licensed engineer shall not submit or request, orally or in writing, a competitive bid to perform professional engineering services for a governmental entity unless specifically authorized by state law and shall report to the board any requests from governmental entities and/or their representatives that request a bid or cost and/or pricing information or any other information from which pricing or cost can be derived prior to selection based on demonstrated competence and qualifications to perform the services. (b) For the purposes of this section, competitive bidding to perform engineering services includes, but is not limited to, the submission of any monetary cost information in the initial step of selecting qualified engineers. Cost information or other information from which cost can be derived must not be submitted until the second step of negotiating a contract at a fair and reasonable cost. (c) This section does not prohibit competitive bidding in the private sector. Source Note: The provisions of this §137.53 adopted to be effective May 20, 2004, 29 TexReg 4878; amended to be effective June 4, 2007, 32 TexReg 2996.

#### 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 least two (2) times the each occurrence 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 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 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 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 each-occurrence, 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 Liability.

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 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 herein.

2. 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 Management.

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

(f) 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

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 by **Sections** to the (lowest responsive responsible bidder), in accordance to the provisions of Chapters 252 and 271 of the State of Texas – Local Government Code. There will be one primary vendor and one secondary vendor for this contract.

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) A duly authorize purchase order number shall reference item/services description, item number, quantity and price. Invoices shall reference the assign purchase order number to avoid any duplication (2 CFR 200.318 (d)).
- (e) 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.
- (f) 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 arrival, no sale".
- (g) 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.
- (h) 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 remedy the problem within ten (10) calendar days, to the complete satisfaction of the City, or the contract will be immediately canceled.

#### 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 date of receipt and acceptance of supplies or services. Payment shall be deemed to be made from that date.
- (c) All invoices must show the purchase order number and invoices shall be legible. Items billed on invoices should be specific as to applicable stock, manufacturer catalog or part number. All items must show unit prices. If prices are based on discounts from list, then list prices must appear on bid schedule. All invoices shall be mailed to the 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. This ensures prompt payment directly deposited to a bank account. The estimated payment time is up fifteen (15) days from the date payment is processed. (e) For any inquires on payment status or general billing questions please contact: Jorge J. Jolly, Accounts Payable Manager 956-791-7328 jjolly@ci.laredo.tx.us 1110 Houston St. Laredo, TX 78040.
- 12.0 In accordance to State of Texas, the City of Laredo follows State practices when awarding any and all competitive solicitations:

TEXAS ENGINEERING AND LAND SURVEYING PRACTICE ACTS AND RULES CONCERNING PRACTICE AND LICENSURE

OCCUPATIONS CODE TITLE 6. REGULATION OF ENGINEERING, ARCHITECTURE, LAND SURVEYING, AND RELATED PRACTICES SUBTITLE A. REGULATION OF ENGINEERING AND RELATED PRACTICES CHAPTER 1001. TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS

CHAPTER 137: COMPLIANCE AND PROFESSIONALISM

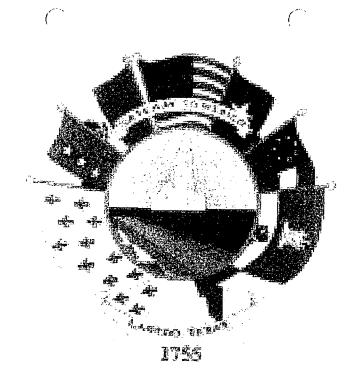
SUBCHAPTER C: PROFESSIONAL CONDUCT AND ETHICS

	****
4 5	****Required Submittal****
9	Plumbing Certification or License(s):
	1. Employee Licenses and Job Title #
	2. Employee Licenses and Job Title #
	3. Employee Licenses and Job Title #
	4. Employee Licenses and Job Title #
	5. Employee Licenses and Job Title #
	**************************************
	☑ Vendor has acknowledged questions and answers.

## **Bid Lines**

1	Pa	ackage Header				<del></del>
	Se	ction I– Parts Discount & Hourly Service Call Rate				
	4	antity: 1 UOM: EA		Total:		No response
		ckage items				
	1.1	Hourly Rate for Master Plumber (Normal Hours) (as	s per 19.4)			
		Quantity: 1 UOM: Hourly Rate	Price:	No response	Total:	No response
	1.2	Hourly Rate for Master Plumber (Night, Holiday, & V	Weekend Hou	rs) (as per 19.5)		
		Quantity: 1 UOM: Hourly Rate	Price:	No response	Total:	No response
	1.3	Hourly Rate for Journeyman Plumber (Normal Hour	rs) (as per 19.	4)		
		Quantity: 1 UOM: Hourly Rate	Price:	No response	Total:	No response
	1.4	Hourly Rate for Journeyman Plumber (Night, Holida	y, & Weekend	Hours) (as per 1	9.5)	
		Quantity: 1 UOM: Hourly Rate % markup of parts purchased by contractor	Price:	No response	Total:	No response
		Quantity: 1 UOM: % Markup Rate			Total:	No response

Response Total: 0



## FY23-085

## FY23-085 Plumbing Maintenance & Repair Services- Utilities Department

Issue Date: 8/28/2023

Questions Deadline: 9/8/2023 02:00 PM (CT)

Response Deadline: 9/20/2023 05:00 PM (CT)

City of Laredo Purchasing

## **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

## **Event Information**

Number:

FY23-085

Title:

FY23-085 Plumbing Maintenance & Repair Services- Utilities Department

Type:

Request For Bid

Issue Date:

8/28/2023

Question Deadline: 9/8/2023 02:00 PM (CT)

Response Deadline: 9/20/2023 05:00 PM (CT)

Notes:

## Ship To Information

Contact: Jose A. Valdez, Jr. Address: City Secretary

City Hall 3rd floor

1110 Houston St

3rd floor

Laredo, TX 78043

Phone: (956) 791-7312

## **Billing Information**

Contact: Jorge Jolly

Address: Accounts Payable

City Hall 2nd

PO Box 210

Laredo, TX 78042

Phone: (956) 791-7326 Email: jjelly@ci.laredo.tx.us

## **Bid Attachments**

## Conflict of Interest Questionnaire-Revised 1-1-2021.pdf

Conflict of Interest Questionnaire (CIQ)

Non-Collusive Affidavit Form.pdf

Non-Collusive Affidavit Form

FY23-085 Form\_1295.pdf

FY23-085 Form 1295

FY23-085 Plumbing Maintenance & Repair Services.pdf

FY23-085 Plumbing Maintenance & Repair Services

## Download

Download

Download -

Download

## 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 (Regulred: Check if applicable)

## CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity

FORM CIQ

For vendor doing business with local governmental entity		
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.	OFFICE USE ONLY	
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).	Date Received	
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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.		
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.		
Name of vendor who has a business relationship with local governmental entity.		
Check this box if you are filing an update to a previously filed questionnaire. (The law re completed questionnaire with the appropriate filing authority not later than the 7th busines you became aware that the originally filed questionnaire was incomplete or inaccurate.)	o close after the state and all the	
Name of local government officer about whom the information is being disclosed.		
Name of Officer		
Describe each employment or other business relationship with the local government officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with Complete subparts A and B for each employment or business relationship described. Attack CiQ as necessary.  A. is the local government officer or a family member of the officer receiving or life other than investment income, from the vendor?  Yes  No  B. Is the vendor receiving or likely to receive taxable income, other than investment of the local government officer or a family member of the officer AND the taxable in local governmental entity?  Yes  No	n the local government officer, additional pages to this Form sely to receive taxable income, income, from or at the direction toome is not received from the	
Describe each employment or business relationship that the vendor named in Section 1 ms other business entity with respect to which the local government officer serves as an of ownership interest of one percent or more.	ficer or director, or holds an	
Check this box if the vendor has given the local government officer or a family member of as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a)(B), excluding gifts described gifts described gifts described gifts described gifts descr	f the officer one or more gifts 03(a-1).	
Signature of vendor doing business with the governmental entity  Da	9-2023	

#### CITY OF LAREDO PURCHASING DIVISION

#### **AFFIDAVIT**

**AFFIDAVIT** 

Project:

Form of Non-Collusive Affidavit

STATE OF TEXAS {}
COUNTY OF WEBB {}

Being first duly sworn, deposes and says:

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

Sr/Arellano's Plumbing

The party making the foregoing SOQ or bid, that such SOQ or bid is genuine and not collusive or sham; 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 SOQ or bid are true.

Signature of:

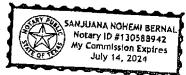
Bidder, if the Bidder is an individual Partner, if the Bidder is a Partnership Officer, if the Bidder is a Corporation

Subscribed and swom before me this 29 day of Highs to

N-4--- 72 2.11

My commission expires:

07/14/2024



## CITY OF LAREDO PURCHASING DIVISION

CERTIFICATE OF INT	ERESTED PARTIES		FORM 1295	
Complete Nos. 1 - 4 and 6 if the Complete Nos. 1, 2, 3, 5, and 6	nere are interested parties. 3 if there are no interested parties.	OI	FICE USE ONLY	
1 Name of business entity filing form, entity's place of business.  Avelono's Plumbia	and the city, state and country of the busing LLC to the contract for the desired that is a party to the contract for	iness		
•				
3 Provide the identification number us and provide a description of the good	sed by the governmental entity or state ag ds or services to be provided under the co	ency to track or tontract.	dentify the contract,	
Name of Interested Party	City, State, Country	Nature of Intere	re of interest (check applicable)	
	(place of business)	Controlling	Intermediary	
			-	
Check only if there is NO Interested P	arty,			
AFFIDAVIT	I swaar, or affirm, under penalty of perjury,	that the above disch	osure is true and correct.	
AFFIX NOTARY STAMP / BEAL ABOVE	Signature of authorized ag	ent of contracting but	sinees entity	
Sworn to and subscribed before me, by the se of, 20, to certif	ild	this the	day	
Signature of officer administering oath	Printed name of officer administering oath	Title of offi	cor administering oath	
ADD	ADDITIONAL PAGES AS NECES			

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Adopted 10/5/2015

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

#### CITY OF LAREDO PURCHASING DIVISION

## 30.0 Bidder Information Questionnaire

## 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 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) Arelland's Plumbing
Signature  Oate 8-29-2023  Date 8-29-2023
Print Name desus Arellono, Sr of person authorized to sign bid
Title: Owner - m 40284
Business Address: 1217 Clark Blud.
City, State, Zip Code: Laredo, TX 78040
Telephone Number: 956-9950751 Fax Number: 956-7287599
Contact Person Email Address: J. Arellano 79 @ Vahoo. com
Federal Tax ID Number: 37-156-7778
Bidders Principal/Corporate Place of Business Address: 1217 Clark Blvd.
Indicated Status of Business:
Corporation Partnership Sole Proprietorship Other:
State how long under its present business name: Since 1965
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
Has the business, or any officer or partner thereof, failed to complete a contract? Yes / No.)
City of Laredo Purchasing Division 5512 Thomas Ave. Laredo Tayor, 20041 (060 700 1002)

### CITY OF LAREDO PURCHASING DIVISION

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. 15 yes, offer need to explain the expected impact both in organizational and directional terms.
Has the Business ever been declared "not responsive" for the purpose of any governmental agency contract award? Yes No.
Has the Business been debarred, suspended, proposed for debarment, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise disqualified from bidding, proposing, or contracting?  Yes / No.
Are there any proceedings, pending relating to the Business responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract? Yes / No.
Hs 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 damages or penalty provisions been assessed against the Business for failure to complete work on time or for any other reason? Yes / No.
State if company in a 415 day
State if company is a certified minority business enterprise:  Historically Underutilized Business (HUB):  Yes  No  Disadvantaged Business Enterprise (DBE): Yes  No
Small Disadvantaged Business Enterprise (SDBC) Yes No Other: Please specify H / A
This company is not a certified minority 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

### 31.0 Price Schedule

### Section I-Parts Discount & Hourly Service Call Rate 31.1

Item Description	Quantity	Unit Price	Ext. Price
Hourly Rate for Master Plumber (Normal Hours) (as per 19.4)	1	\$ 96.00	_
Hourly Rate for Master Plumber (Night, Holiday, &		J 10.	\$
Weekend Hours) (as per 19.5)	1	\$ 96.00	s —
Hourly Rate for Journeyman Plumber (Normal Hours) (as per 19.4)	1	\$ 960.00	\$ =
Hourly Rate for Journeyman Plumber (Night, Holiday, & Weekend Hours) (as per 19.5)	1	s 96.00	s =
% markup of parts purchased by contractor		10 %	J

31.2	Plumbing	Certification	or License	<b>s</b> ):
------	----------	---------------	------------	-------------

pricing and all specifications listed on this document."

1.	Employee Licenses and Job Title # 13082643 - JOOYneyman
2.	Employee Licenses and Job Title # 12 117599 - master
3.	Employee Licenses and Job Title # 19910261 - Journeyman
4.	Employee Licenses and Job Title # 11227871 - Journey man
5.	Employee Licenses and Job Title # 18 680509 - Helper
*:	********All licensed employees certificates shall uploaded outo Cit-E-Bid**********
	Thousand and Cie-P-Diff.
Comp	any Name: Avelland's Plumbing, LLC
Owne	r/President Name: OESUS Avellono, Sy.
Comp	any Address: 1217 Clark Blvd.
City, S	State, Zip Code: Laredo, Tx 78049
Comp	any Authorized Representative's Signature:
Comp	any Representative's Name: <u>Cesus Arellano</u> , Sr.
Signat	ture on this form indicates agreement with "Instructions to Bidder – General Terms and Conditions,

### 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.tx.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 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. Additional Information:

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 allotted time otherwise this may result in the cancellation of the contract.

will comply with this form (Required: Check if applicable)

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 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 ".
4	Name of Offeror (Business) and Name & Phone Number of Authorized Person to sign bid
	Hrellands Plumbing desus Arellano Sr.
	956-1950751
	(Required: Maximum 1000 characters allowed)
5	State how long under has the business been in its present business name
	_17(65
	(Required: Meximum 1000 characters allowed)
6	If applicable, list all other names under which the Business identified above operated in the last five
	years \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
	N/H
	(Required: Maximum 4000 characters allowed)
	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.
8	Questions Part 1
	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 award?
	3) Has the Business been debarred, suspended, proposed for debarment, suspended, proposed for debarment,
1	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?
	NIA
	(Required: Maximum 4000 characters allowed)

9	and the first that I have a second to the first that I have a second that I have a second to the first that I have a second that I have a second to the first that I have a seco
١.	1) Is the Business in arrears in any contract or debt?
	2) Has the Business been a defaulter, as a principal, surety, or otherwise?
\. i	3) Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or any other reason?
	NIA
	(Required: Meximum 4000 cheracters allowed)
1	State If the Company is a certified minority business enterprise
0	
	☐ Historically Underutilized Business (HUB) ☐ Small Disadvantaged Business Enterprise (SCBC)
	☐ Disadvantaged Business Enterprise (DBE)
	☐ This company is not a certified minority business
¥.	(Required: Check only one)
	Conflict of Interest Disclosure
1	
3	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
/	respondence de de lotti il Ottopial I/D (il life 1988) I Oral Government Code edded by Life Alexander and a
	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 Lavada To The City of Laredo and its agents may be required
* 1	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
25	an amount of account of thore to the balent fill of a special for contain familiar as a fine
	The new requirements are in addition to any other disclosures required by low. The deter for the second
	otation on a bouilt off partially 1, 2000. A VIOISHOR of the filling regularements is a Class C!!
	The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from http://www.ethics.state.tx.us/whatsnew/conflict forms.htm.
lise, is Mar	The City of Laredo officials who come within Chapter 176 of the Local Government Code relation to 50
	or more of interest destroimable (Folil) Clos (Include)
	Mayor     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 Laredo decision making board member
	If additional information is needed please contact Miguel A. Pescador, Purchasing Agent at 956-794-1731.

1	Conflict of Intererst Questionnaire Form CIQ
2. 不是不是不是不是不是不是不是不是不是不是不是是不是不是是不是是不是是不是不是是不是不	For vendor or other person 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 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.
1	Conflict of Interest Questionnaire
3	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 their bid.
	l attest there is no conflict of interest  lacknowledge possible conflict of interest (Required: Check only one)
4	Disclosure Form
4	For details on use of this form, see Section 4.01 of the City's Ethics Code.
1 5	This is a
<b>.</b>	New Submission Correction Update to previous submission (Required: Check only one)
1	Question 1. Name of person submitting this disclosure form
6	Please include First Name, Middle Initial, Last Name and Suffix (if applicable)
	Jesus Arellano, Sr.
	(Required: Maximum 1000 characters allowed)
4	Question 2. Contract Information
7	Please include the following:
	a)Contract or Project Name b)Originating Department
	Arellands Pluming 16
	Bid: Plumbing Maintenance & Repair Services
	Utilities Department
	FY 22-005
	1123003
	(Required: Maximum 4000 characters allowed)

Question 3. Name of individual(s) or entity(les) seeking a contract with the city (i.e. parties to the contract)
- Arellano's Plumbing, LLC
(Required: Maximum 4000 characters allowed)
Question 4. List any business entity(ies) that is a partner, paretn, subsidiary business entity(les) of the individual or entity listed in Question 3.
Not Applicable □ It applies to my business (Required: Check only one)
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
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.
N/A
(Optional: Maximum 4000 characters allowed)
Question 5. List any individuals or entitites that will be subcontractors on this contract
■ Not Applicable ☐ It applies to my business (Required: Check only one)
Question 5. List any individuals or entities 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 in this section.
(Optional: Maximum 4000 characters allowed)
Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract
■ Not Applicable □ It applies to my business (Required: Check only one)

24	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 consultants that have been retained to assist in seeking this contract.
	(Optional: Maximum 4000 characters allowed)
2 5	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)
100 A	c) Any individual or owner or officer of any entity listed above as partner, parent, or subsidiary business (Question 4)
	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  It applies to my business  (Required: Check only one)
. 2 6	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 in this section.
	(Optional: Maximum 4000 characters allowed)
2 7	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.
2 8	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 aware of conflict of interest

9	8. Disclosure of Conflict of Interest
ľ	If you selected I am aware of conflict of interest is question 8, please list them in this section.
	(Optional: Maximum 4000 characters allowed)
3	Question 9. Updates Required
ŏ	
	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 contrast has been
1	awaroed.
	I have read and understand this section
	(Required: Check if applicable)
3	Question 10. No Contract with City Officials or Staff during Contract Evaluation
1	I understand that a person or entity who seeks or applies for city contract or any other person acting on behalf of
	trial parsure of entity is prohibited from contracting city officials and employees regarding the contract office
	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 contacts and the solicitation of the solicitation 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.
	lail have read and understand this section
	(Required: Check if applicable)
3 2	Question 11. Conflict of Interest Questionnaire (CIQ)
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
	(Required: Check if applicable)
2	Quanting 44 Oost
3	Question 11. Oath
	Please complete in this section the required information for your company:  1) Name
· 4	2) Title
1	3) Company or DBA
	4) Date
	Lesus Avellano Jr
	avner - m 40284
	Arellands Plumbing
	8-29-2023
	(Required: Maximum 4000 characters allowed)

	<del></del>
4	****Required Submittal*****
5	Plumbing Certification or License(s):
	1. Employee Licenses and Job Title # 15082645
	2. Employee Licenses and Job Title # 12 117599
	3. Employee Licenses and Job Title # 19910201
	4. Employee Licenses and Job Title # 11227871
	5. Employee Licenses and Job Title # 18680569
	**************************************
	Wendor has acknowledged questions and answers.  (Required: Check if applicable)

### **Bid Lines**

Pa	ackage Header	M					
Sec	ction I– Parts Discount & Hourly Service Call Rate		,				
Qua	antity: 1 UOM: EA	· ·	Total:	\$	96	. 60	Ö
lten	m Notes:					lo bid	
Sup	pplier Notes:					ddition	al notes eparate she
Pa	ackage Items						
1.1	Hourly Rate for Master Plumber (Normal Hours) (as per 19.4)						
	Quantity: 1 UOM: Hourly Rate Price: \$ 96.	00		Tot	al: \$		
	Supplier Notes:						al notes eparate she
1.2	2 Hourly Rate for Master Plumber (Night, Holiday, & Weekend Hours) (as	per 1	19.5)				
	Quantity: 1 UOM: Hourly Rate Price: \$ 96.	0	5	Tot	al: \$		
	Supplier Notes:			_	A		al notes eparate she
1.3	Hourly Rate for Journeyman Plumber (Normal Hours) (as per 19.4)						
	Quantity: 1 UOM: Hourly Rate Price: \$ 96.	ठा	3	Tof	:al: \$	·	
	Supplier Notes:						al notes eparate she
1.4	4 Hourly Rate for Journeyman Plumber (Night, Holiday, & Weekend Hours	s) (as	per 1	9.5)			
	Quantity: 1 UOM: Hourly Rate Price: \$ 96.1	00	•	Tol	al: \$		
	Supplier Notes:					ddition	al notes
							eparate she

1.5 % markup of parts purchased by contractor	
Quantity: 1 UOM: % Markup Rate Supplier Notes:	Total: 10 %
обрые ногез.	Additional notes (Attach separate sheet)

Supplier Information (
Company Name: Arelano's Plumbing, LLC
Contact Name: Jesus Arellanu, Sr
Address: P.O. Box 440393
Laredo TX 18044
Phone: 956-195-0151
Fax: 956-128-1599
Email: d. Arellano 79@ Yahoo, com
Supplier Notes
·
By submitting your response, you certify that you are authorized to represent and bind your company.    Clesus Avellano, Sr.

th Exp. 12/24/2026 a dass C 121 1589 10 121 1589

5 DOB 12241365 ka Iss 08/30/2019

ARELLANO S.JESUS

LAREDO TX 78041-9000 8 14 E DEL MAR BLVD

12 Restrictions A

16 Hg. 5-GGT FSSX II 18 EXESTED

CDD 27311900182410858233



Ad. 10 11227871

S. DOB: 02/24/39/8 4b. Exp: 02/24/2021

LVILLANDEOS EDEZMA

EDUARDO

8 1212NJEOBING AVE APT LAREDO FX 78040 5352

# 

05079452

Falls 03/24/2019

\* DOB 03/29/1951

\* MUNOZ

\* JORGE ALBERTO

8 2020 GARFIELD LAREDO TX 78043±0000

12 Resuficitions  $\| \mathbb{N} (\mathbb{C}) \|_{L^{2}}^{2}$ 

### 20000x

### Texassa Sea

4a. ol.: 19910201

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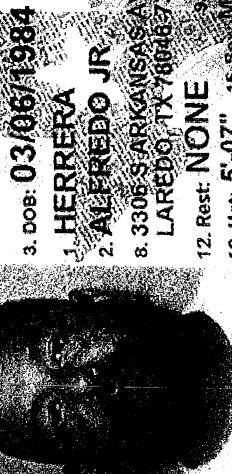
· MERREDO JR

8.3306 S.ARKANSAS.AVE LAREDO, TX 78046 7380

12. Rest. NONE \*\* Serie: NONÉ 16. Hgt: 5'-07" 16. Sext.M. 18. Eyes: BRO 6. DD: 00629280150214878948

## RINER LICENSE

9. Class: C 4b. Exp. 03/06/2030 4a. iss: 05/24/2022



9 Class (C) 28/28/2021 46 Em (16/6.3) 2/8/28 OX C ESNEW I 3. BOB 6 CONTRACTOR Ta De Constant 12 Rest. NOTE TO 18 TOH '99 (E. 5/6/2/4) 

### 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 least two (2) times the each occurrence 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 & Omissions 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 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 each-occurrence, 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 Liability.

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 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 herein.
- 2. 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 Management.

- (k) Specialty certificates and licenses must be inspected and verified for accuracy and validity before award of contract.
- (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 (Required: Check if applicable)

questions please contact: Jorge J. Jolly, Accounts Payable Manager 956-791-7328 jjolly@ci.laredo.tx.us 1110 Houston St. Laredo, TX 78040.

12.0 In accordance to State of Texas, the City of Laredo follows State practices when awarding any and all competitive solicitations:

TEXAS ENGINEERING AND LAND SURVEYING PRACTICE ACTS AND RULES CONCERNING PRACTICE AND LICENSURE

OCCUPATIONS CODE TITLE 6. REGULATION OF ENGINEERING, ARCHITECTURE, LAND SURVEYING, AND RELATED PRACTICES SUBTITLE A. REGULATION OF ENGINEERING AND RELATED PRACTICES CHAPTER 1001. TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS CHAPTER 137: COMPLIANCE AND PROFESSIONAL ISM

SUBCHAPTER C: PROFESSIONAL CONDUCT AND ETHICS

§137.53 ENGINEER STANDARDS OF COMPLIANCE WITH PROFESSIONAL SERVICES PROCUREMENT ACT (a) A licensed engineer shall not submit or request, orally or in writing, a competitive bid to perform professional engineering services for a governmental entity unless specifically authorized by state law and shall report to the board any requests from governmental entities and/or their representatives that request a bid or cost and/or pricing information or any other information from which pricing or cost can be derived prior to selection based on demonstrated competence and qualifications to perform the services. (b) For the purposes of this section, competitive bidding to perform engineering services includes, but is not limited to, the submission of any monetary cost information in the initial step of selecting qualified engineers. Cost information or other information from which cost can be derived must not be submitted until the second step of negotiating a contract at a fair and reasonable cost. (c) This section does not prohibit competitive bidding in the private sector. Source Note: The provisions of this §137.53 adopted to be effective May 20, 2004, 29 TexReg 4878; amended to be effective June 4, 2007, 32 TexReg 2996.

I Agree to the Terms and Conditions (Required: Check If applicable)

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 the check is mailed.

### 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 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 by **Sections** to the **(lowest responsive responsible bidder)**, in accordance to the provisions of Chapters 252 and 271 of the State of Texas – Local Government Code. There will be one primary vendor and one secondary vendor for this contract.

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) A duly authorize purchase order number shall reference item/services description, item number, quantity and price. Invoices shall reference the assign purchase order number to avoid any duplication (2 CFR 200.318 (d)).
- (e) 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.
- (f) 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 arrival, no sale".
- (g) 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.
- (h) 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 remedy the problem within ten (10) calendar days, to the complete satisfaction of the City, or the contract will be immediately canceled.

### 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 date of receipt and acceptance of supplies or services. Payment shall be deemed to be made from that date.
- (c) All invoices must show the purchase order number and invoices shall be legible. Items billed on invoices should be specific as to applicable stock, manufacturer catalog or part number. All Items must show unit prices. If prices are based on discounts from list, then list prices must appear on bid schedule. All invoices shall be mailed to the 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. This ensures prompt payment directly deposited to a bank account. The estimated payment time is up fifteen (15) days from the date payment is processed. (e) For any inquires on payment status or general billing

### 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: <a href="https://cityoflaredo.ionwave.net/Login.aspx">https://cityoflaredo.ionwave.net/Login.aspx</a>
- (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 Half, 1110 Houston Street.
- (c) Bids forms can be downloaded and printed through Cit-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.
- 5.0 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** 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 <a href="majority.npescador@ci.laredo.tx.us">mpescador@ci.laredo.tx.us</a> 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 specific procurement actions by the City of Laredo. The following sequence of activities must take place in filing a protest:
- (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

4	Ordinace 2018-O-175
0	The City of Laredo has established a local vendor preference ordinance 2018-0-175. All informal and formal
	Requests for bids for contracts will be evaluated with a 5% preference for local vendors.
1	
	(Optional: Maximum 1000 characters allowed)
4	HVAC License Documentation
ं	Texas Class
1	License#
	Type of license (Refrigeration, Environmental, or Combination)
	□Yes
	(Required: Check if applicable)
<u></u>	(* equinos: enosit if appropriate)
4 2	Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
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	Contractors that apply or hid for an award exceeding \$100,000 must start be a second or start and the second of the second or
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	contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-from tier to tier up to the non-Federal award. Such disclosures are forwarded
	from tier to tier up to the non-Federal award.
V1.70	l have read and understand this section
 	(Required: Check if applicable)
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43	Terms and Conditions for Request for Bids
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as specified.

### 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/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 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 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.

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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 allotted time otherwise this may result in the cancellation of the contract.

I will comply with this form (Required: Check if applicable)

### 3 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.

I swear or affirm information is correct (Required: Check if applicable)

### 3 Company Information Questionnaire

I have completed this section (Required: Check if applicable)

### Conflict of Interest Questionnaire

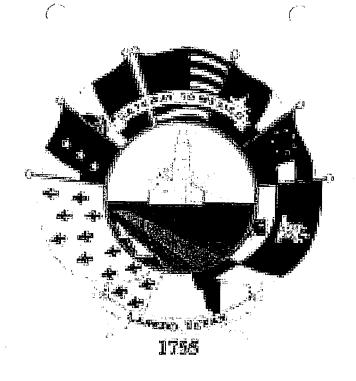
I have completed this section (Required: Check If applicable)

### 3 Non-Collusive Affidavit

If have completed and included this form (Required: Check if applicable)

### Discretionary Contracts Disclosure

have completed this section (Required: Check if applicable)



### [F4. [FY23:10:35 Chavarria's:Plumbing Supplier Response

### **Event Information**

Number:

FY23-085

Title:

FY23-085 Plumbing Maintenance & Repair Services- Utilities

Department

Type:

Request For Bid

Issue Date: 8/28/2023

Deadline:

9/20/2023 05:00 PM (CT)

Notes:

### **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

### Chavarria's Plumbing Information

Address: 6320 Krone In

Laredo, TX 78041

Phone:

(956) 726-9999

Email:

andy@chavarriasplumbing.com

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

Cristina Garza

Signature

cristina@chavarriasplumbing.com

Email

Submitted at 9/19/2023 11:24:44 AM (CT)

### Response Attachments

Xerox Scan\_09192023113958.PDF

paperwork

Xerox Scan\_09192023114114.PDF

additional paperwork

### **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

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- 46.1. Application
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- 46.5. Disclosure of Interested Parties Form

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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 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."

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

A. Chavarria's Plumbing, Inc. Fernando Chavarria, 956-726-9999

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

44 years

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

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**

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 award?
- 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?

n/a

### 9 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?

n/a

### 1 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 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 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
- 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 Laredo decision making board member

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

### 1 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.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 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 their bid.

I attest there is no conflict of interest

1	Disclosure Form
4	For details on use of this form, see Section 4.01 of the City's Ethics Code.
1	This is a
5	New Submission

1 Question 1. Name of person submitting this disclosure form

Please include First Name, Middle Initial, Last Name and Suffix (if applicable)

Fernando Chavarria Sr

1 Question 2. Contract Information

Please include the following: a)Contract or Project Name b)Originating Department

n/a

Question 3. Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract)

n/a

Question 4. List any business entity(ies) that is a partner, paretn, subsidiary business entity(ies) of the individual or entity listed in Question 3.

Not Applicable

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

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.

n/a

Question 5. List any individuals or entitites that will be subcontractors on this contract

Not Applicable

2 Question 5. List any individuals or entities 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 in this section.

No response

Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract

Not Applicable

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 consultants that have been retained to assist in seeking this contract.

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 4)
- 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 in this section.

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 response

### 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 awarded.

☑ 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

3	Question 11. Conflict of Interest Questionnaire (	CIQ

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

### Question 11. Oath

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

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

Fernando Chavarria owner Chavarria's Plumbing, Inc. 9/19/2023

### 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.

☑ I swear or affirm information is correct

### **Company Information Questionnaire**

☑ I have completed this section

### **Conflict of Interest Questionnaire**

☑ I have completed this section

### Non-Collusive Affidavit

☑ I have completed and included this form

### **Discretionary Contracts Disclosure**

☑ I have completed this section

### Certificate of Interested Parties (Form 1295)

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- 46.1, Application
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☑ I will comply with this form

### Ordinace 2018-O-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 vendors.

No response

### **HVAC License Documentation**

Texas Class

License#

Type of license (Refrigeration, Environmental, or Combination)

✓ Yes

### 4 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

☑ I have read and understand this section

### 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 failure 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 vendor.

(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 limited 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 issuance 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 as specified.

### 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: <a href="https://cityoflaredo.ionwave.net/Login.aspx">https://cityoflaredo.ionwave.net/Login.aspx</a>

(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, 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 nold 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.
- 5.0 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** 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 <a href="majority-measure-moder
- (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 filing a protest:
- (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 the check is mailed.

#### 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 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 by **Sections** to the (**lowest responsive responsible bidder**), in accordance to the provisions of Chapters 252 and 271 of the State of Texas – Local Government Code. There will be one primary vendor and one secondary vendor for this contract.

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) A duly authorize purchase order number shall reference item/services description, item number, quantity and price. Invoices shall reference the assign purchase order number to avoid any duplication (2 CFR 200.318 (d)).
- (e) 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.
- (f) 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 arrival, no sale".
- (g) 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.
- (h) 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 remedy the problem within ten (10) calendar days, to the complete satisfaction of the City, or the contract will be immediately canceled.

#### 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 date of receipt and acceptance of supplies or services. Payment shall be deemed to be made from that date.
- (c) All invoices must show the purchase order number and invoices shall be legible. Items billed on invoices should be specific as to applicable stock, manufacturer catalog or part number. All items must show unit prices. If prices are based on discounts from list, then list prices must appear on bid schedule. All invoices shall be mailed to the 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. This ensures prompt payment directly deposited to a bank account. The estimated payment time is up fifteen (15) days from the date payment is processed. (e) For any inquires on payment status or general billing questions please contact: Jorge J. Jolly, Accounts Payable Manager 956-791-7328 jjolly@ci.laredo.tx.us 1110 Houston St. Laredo, TX 78040.
- 12.0 In accordance to State of Texas, the City of Laredo follows State practices when awarding any and all competitive solicitations:

TEXAS ENGINEERING AND LAND SURVEYING PRACTICE ACTS AND RULES CONCERNING PRACTICE AND LICENSURE

OCCUPATIONS CODE TITLE 6. REGULATION OF ENGINEERING, ARCHITECTURE, LAND SURVEYING, AND RELATED PRACTICES SUBTITLE A. REGULATION OF ENGINEERING AND RELATED PRACTICES CHAPTER 1001. TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS

CHAPTER 137: COMPLIANCE AND PROFESSIONALISM SUBCHAPTER C: PROFESSIONAL CONDUCT AND ETHICS

\$137.53 ENGINEER STANDARD. OF COMPLIANCE WITH PROFESSIONAL SERVICES PROCUREMENT ACT
(a) A licensed engineer shall not submit or request, orally or in writing, a competitive bid to perform professional engineering services for a governmental entity unless specifically authorized by state law and shall report to the board any requests from governmental entities and/or their representatives that request a bid or cost and/or pricing information or any other information from which pricing or cost can be derived prior to selection based on demonstrated competence and qualifications to perform the services. (b) For the purposes of this section, competitive bidding to perform engineering services includes, but is not limited to, the submission of any monetary cost information in the initial step of selecting qualified engineers. Cost information or other information from which cost can be derived must not be submitted until the second step of negotiating a contract at a fair and reasonable cost. (c) This section does not prohibit competitive bidding in the private sector. Source Note: The provisions of this §137.53 adopted to be effective May 20, 2004, 29 TexReg 4878; amended to be effective June 4, 2007, 32 TexReg 2996.

## **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 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 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 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 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 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 herein.

2. 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 Management.

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

(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.

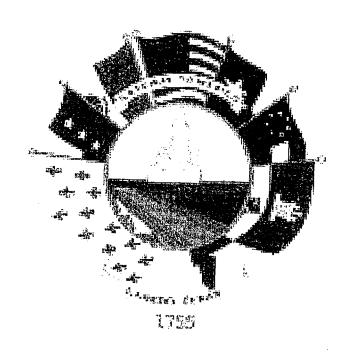
☑ I agree my insurance meets minumum requirements

4 5	****Required Submittal***** Plumbing Certification or License(s):
	1. Employee Licenses and Job Title #
	2. Employee Licenses and Job Title #
	3. Employee Licenses and Job Title #
	4. Employee Licenses and Job Title #
	5. Employee Licenses and Job Title #
	**************************************

# **Bid Lines**

1	Pa	ackage Hea	ıder				
1,32	Se	ction !– Parts Di	scount & Hourly Service Cal	Rate			
		antity: <u>1                                    </u>	DM: EA		Total:		\$674.50
	Pa	ckage Items					
	1.1	Hourly Rate for	Master Plumber (Normal H	ours) (as per 19.4)			
			UOM: Hourly Rate		\$125.00	Total:	\$125.00
意	1.2	Hourly Rate for	Master Plumber (Night, Hol	iday, & Weekend Hours	s) (as per 19.5)		
			UOM: Hourly Rate		\$250.00	Total:	\$250.00
1	1.3	Hourly Rate for	Journeyman Plumber (Norr	nal Hours) (as per 19.4)	<u> </u>		
á Ibid			UOM: Hourly Rate		\$99.50	Total:	\$99.50
	1.4	Hourly Rate for	Journeyman Plumber (Nigh	t, Holiday, & Weekend I	Hours) (as per 1	9.5)	
	4 -		UOM: Hourly Rate		\$200.00	Total:	\$200.00
	7.5	% markup of pa	arts purchased by contractor	•			
2.4		Quantity: 1	UOM: % Markup Rate			Total:	1.6%

Response Total: \$674.50



## FY23-085

# FY23-085 Plumbing Maintenance & Repair Services Utilities Department

Issue Date: 8/28/2023

Questions Deadline: 9/8/2023 02:00 PM (CT)
Response Deadline: 9/20/2023 05:00 PM (CT)

City of Laredo Purchasing

## **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

## **Event Information**

Number:

FY23-085

Title:

FY23-085 Plumbing Maintenance & Repair Services- Utilities Department

Type:

Request For Bid

Issue Date:

8/28/2023

Question Deadline: 9/8/2023 02:00 PM (CT)

Response Deadline: 9/20/2023 05:00 PM (CT)

Notes:

## Ship To Information

Contact: Jose A. Valdez, Jr. Address: City Secretary

City Hall 3rd floor

1110 Houston St

3rd floor

Laredo, TX 78043

Phone: (956) 791-7312

## **Billing Information**

Contact: Jorge Jolly

Address: Accounts Payable

City Hall 2nd

PO Box 210

Laredo, TX 78042 (956) 791-7326

Phone: Email:

jjolly@ci.laredo.tx.us

## **Bid Attachments**

# Conflict of Interest Questionnaire-Revised 1-1-2021.pdf

Conflict of Interest Questionnaire (CIQ)

Non-Collusive Affidavit Form.pdf

Non-Collusive Affidavit Form

FY23-085 Form\_1295.pdf

FY23-085 Form 1295

# FY23-085 Plumbing Maintenance & Repair Services.pdf

FY23-085 Plumbing Maintenance & Repair Services

## Covilore

## Pounted -





## **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 (Required: Check if applicable)

Page 2 of 19 pages

Deadline: 9/20/2023 05:00 PM (CT)

## 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.tx.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 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. Additional Information:

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 Ethlics Commission within 10 days upon receiving notice of award of contract. This form must be submitted within the calletted time otherwise this may result in the cancellation of the contract.

I will comply with this form (Required: Check if applicable)

_	
:	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 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."
4	
	(Required: Maximum 1000 characters allowed)
5	State how long under has the business been in its present business name
	44 years.
	(Required: Maximum 1000 characters allowed)
6	If applicable, list all other names under which the Business identified above operated in the last five years
	NIA
	(Required: Maximum 4000 characters allowed)
_	
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.
8	Questions Part 1
	Is any litigation pending against the Business?     Has the Business ever been declared "not responsive" for the purpose of any governmental agency contract award?     Has the Business been declared to 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 figure of declaring the Business at defaults.
	agreement on the basis of default or in fleu of declaring the Business at default?
	NO.
1	(Required: Maximum 4000 characters allowed)

	Questions Part 2
`	1) Is the Business in arrears in any contract or debt?
	14) Files the business been a defaulter, as a principal acceptance to the control of the control
	y view inquired unitidges of Denaity provisions been assessed against the Denaity of the
	on time or any other reason?
ı	NO.
_	(Required: Maximum 4000 characters allowed)
10	State if the Company is a certified minority business enterprise
٦	☐ Historically Underutilized Business (HUB) ☐ Small Disadvantaged Business Enterprise (SCBC)
	Disadvantaged Business Enterprise (SCBC)
	This company is not a certified minority business
	(Required: Check only one)
1	Conflict of Later and District Conflict of
1	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 notonical vendors as not only the conflict of the conflict
	requirements are set forth in Chanter 176 of the Tevas Local Covernment of local government entities. The new
	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 Loredo. The 700 to
	Questionnaire that describes affiliations or business relationships with the O'll a Conflict of Interest
	statements begin on January 1, 2006. A violation of the filing required by law. The dates for filing disclosure
	I THE TAXABLE OF MODE OF CONTROL IN THE INDIVIDUAL OF FEET
	LUMP//WWW.BUILDS.SIGIR IX (IS/Whatshew/contlict forms him
	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 of
	o. Methods 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,
1	9. Historic District Land Board Member.
ĺ	10. Ethics Commission Board Member.
ļ	11. The Board of Commissioners of the Laredo Housing Authority  12. The Executive Director 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.
Ì	3 3 3 3 1 2 1 7 1 7 1 7 1 7 1 7 1 7 1 7 1 7 1 7

- 1	1 2	Conflict of Intererst Questionnaire Form CIQ
	2	For vendor or other person 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 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 administrators of the law.
		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.
	1 3	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
L		☑ lattest there is no conflict of interest ☐ lacknowledge possible conflict of interest (Required: Check only one)
	1	Disclosure Form
Ľ	*	For details on use of this form, see Section 4.01 of the City's Ethics Code.
	. 1	
1	<u> </u>	This is a
•		This is a  New Submission  Correction  Update to previous submission  (Required: Check only one)
		New Submission Correction Update to previous submission (Required: Check only one)
100		New Submission
		New Submission
1 6		New Submission
		New Submission
1	Fa	New Submission
1	Fa t	New Submission Correction Update to previous submission  Question 1. Name of person submitting this disclosure form  Please include First Name, Middle Initial, Last Name and Suffix (if applicable)  Her Maximum 1000 characters ellowed)  Question 2. Contract Information  Please include the following: a) Contract or Project Name a) Originating Department
1	Fa t	New Submission

	18	Question 3. Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract)
	4	(Required: Maximum 4000 characters allowed)
	9	Question 4. List any business entity(ies) that is a partner, paretn, subsidiary business entity(ies) of the Individual or entity listed in Question 3.
L		☑ Not Applicable ☐ It applies to my business (Required: Check only one)
	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
!		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(les) in this section.
		(Optional: Maximum 4000 characters allowed)
-		
•		Question 5. List any individuals or entitites that will be subcontractors on this contract  Not Applicable  It applies to my business Required: Check only one)
1111	- [1	Question 5. List any individuals or entities that will be subcontractors on this contract f you selected Not Applicable on Question 5, please skip this section. If it applies to you, please list subcontractors n this section.
	-	
_	17	Optional: Maximum 4000 characters allowed)
2	t	Question 6. List any attorneys, lobbyists, or consultants that have been retained to assist in seeking
	(4	Not Applicable ☐ It applies to my business  Required: Check only one)

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4	
	If selected Not Applicable on question 6, please skip this section. If it applies to you, please list attorneys, lobbyists, or consultants that have been retained to assist in seeking this contract.
	N/A
	(Ontional Marinum 1000 d
	(Optional: Meximum 4000 characters allowed)
2 5	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)
	D) Any owner of officer of entity seeking contract with the city (Occasion or
	c) Any individual or owner or officer of any entity listed above as partner, parent, or subsidiary business (Question 4)
	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 Ut applies to my business
	(Required: Check only one)
2	Question 7. Disclosure of policitcal contributions
6	If you selected Not Applicable on question 7, please skip this section. If it applies to you, please list all contributors in this section.
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	(Optional: Maximum 4000 characters allowed)
27	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.
2 8	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?
	am aware of conflict of interest am not aware of any conflict of interest (Required: Check only one)