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AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Approve specifications for IFB #2014-B02 Plumbing Services Countywide and authorize Purchasing to solicit for bid and advertise

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	September 17, 2013	N/A

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
Garza/Maiorka	COBB	N/A

SUMMARY
See attached Specifications

FILED: 09 17 2013
HAYS COUNTY COMMISSIONERS' COURT
Resolution # 28305 VOL V PG 236

Invitation for Bid
Annual Contract for Plumbing Services
Hays County, Texas

Bid#2014-B02

1. INSTRUCTIONS

PLEASE SUBMIT YOUR BID TO:

**Hays County Purchasing Department
712 S Stagecoach Trail Suite 1071
San Marcos, Texas 78666**

The enclosed specifications are for your convenience in submitting a bid for the enclosed referenced services for Hays County.

Sealed bids shall be received **no later than:**

2:00 p.m. October 3, 2013

Mark envelope: Plumbing Services Bid#2014-B02

IT IS UNDERSTOOD THAT Hays County, reserves the right to accept or reject any and/all bids as it shall deem to be in the best interest of Hays County. Sealed bids may be hand-delivered or mailed to the Hays County Purchasing Office, 712 S Stagecoach Trail, Suite 1071, San Marcos, Texas 78666. Facsimile transmittals shall not be accepted.

Bid received in the County Purchasing Office after submission deadline shall be returned unopened and will be considered void and unacceptable. Hays County is not responsible for lateness of mail, carrier, etc., and time/date stamp clock in Purchasing Office shall be the official time of receipt.

ALTERING BIDS: Any interlineations, alteration, or erasure made before receiving time must be initialed by the signer of the bid, guaranteeing authenticity.

WITHDRAWING OF BID: A bid may be withdrawn at any time prior to the official opening. After the official opening, bids may not be amended, altered or withdrawn without the recommendation of the County Purchasing Agent and the approval of Commissioners' Court.

Any interpretations, corrections or changes to this IFB and specifications will be made by addenda. Sole issuing authority of addenda shall be vested in Hays County Purchasing Agent. Addenda will be mailed to all known to have received a copy of this IFB. Bidders shall acknowledge receipt of all addenda.

Any contract awarded pursuant to this IFB shall be contingent on sufficient funding and authority being made and available in each fiscal period by the approval of Commissioners' Court. If sufficient funding or authority is not made available, then this contract shall become null and void.

BIDS WILL BE received and publicly opened at the location, date and time stated above. Bidders, their representatives and interested persons may be present.

CONTRACT: This bid, when properly accepted by Hays County shall constitute a contract equally binding between the successful bidder and Hays County.

THE BIDDER AGREES: if this bid is accepted, to furnish any and all services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of the bid will be sixty (60) calendar days unless a different period is noted by bidder.

CONTINUING NON-PERFORMANCE: of the bidder in terms of specifications shall be basis for the termination of the contract by the County. The County shall not pay for merchandise/services that is unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct deficiencies.

INVOICES: shall be sent directly to the Hays County Auditor's Office, 712 S Stagecoach Trail, Suite 1071, San Marcos, Texas 78666. Payments will be processed after notifications that all merchandise/services have been rendered satisfactorily and no unauthorized services have been rendered.

Hays County terms of invoice are net thirty (30) days from invoice date. Hays County is exempt from federal excise and state sales tax; therefore, tax must not be included in this bid.

The County reserves the right to accept in part or in whole any bids submitted, and waive any technicalities for the best interest of the County.

THE BID AWARD: shall be based on but not necessarily limited to, the following factors:

- a) total price
- b) special needs and requirements of Hays County
- c) vendors past performance record with Hays County
- d) Hays County's evaluation of vendors ability

TERMS: the terms of this contract is from October 2013 through, October 2014 with the option to renew for three (3) additional one year terms at the discretion of the Hays County Commissioners' Court. Price re-determination will be considered at the time renewal is considered.

2. BIDDING REQUIREMENTS

REFERNCES: Hays County requires bidder to supply with this bid, a list of at least three (3) references where like services have been supplied by their company. Include name of company, address, telephone number and name of representative.

RESPONSIBILITY: a prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

- a) Have adequate financial resources, or the above ability to obtain such resources as required;
- b) Be able to comply with required or proposed delivery schedule;
- c) Have a satisfactory record of performance;
- d) Be otherwise qualified and eligible to receive an award.

FROMS: All bids must be submitted on the forms provided in this bid documents. Changes to bid forms made by bidders shall disqualify the bid. Bids cannot be altered or amended after submission deadline.

ESTIMATED QUANTITIES: Hays County is not obligated to purchase any minimum amount, and the County may purchase any reasonable amount greater than the estimate for the same unit price. Any limit on quantities available must be stated expressly in the bid.

PURCHASE ORDER: A purchase order is required for any work order/invoice that will exceed \$500.00 for products and/or services. The purchase order number must appear on all itemized invoices and/or requests for payment. No work is to be performed until a purchase order number is acquired for any amount over \$500.00.

COMPLIANCE WITH LAWS: The successful bidder shall comply with all applicable federal, state and local laws and regulations pertaining to the practice of the profession and the execution of the duties under the bid.

3. BID SPECIFICATIONS

The service will be on an “ON CALL” basis for all Hays County buildings.

The point of contact for contract administration: Daniel Villegas, Hays County Maintenance Department, 512-393-7644 or 512-753-9821(cell).

The contractor shall be responsible for responding to telephone calls from Hays County Maintenance Department personnel **ONLY**.

Contractor will supply all necessary personnel, tools, and equipment to accomplish installation, services, and/or repair of plumbing equipment on an “**ON CALL**” basis. All costs associated with the installation, services, and/or repair of plumbing equipment must be included in the hourly rate. **EXCEPT** for repair parts and materials supplied by the contractor which will be billed separately from the labor.

Response time after receiving an emergency call for service will be no longer than three (3) hours from the time contact has been made with the contractor or the contractor answering service until time of arrival at the specified service call location. Non-emergency work must be performed within one week unless prior coordination has been made with the Hays County Maintenance Department.

The hourly rate for the service call will commence when the contractor arrives at the specified location and contacts the appropriate County personnel.

Contractor will be fully licensed to perform plumbing work in the State of Texas. A **COPY OF ALL BUSINESS LICENSES MUST BE INCLUDED AND ATTACHED TO THIS BID.**

Contractor will be **REQUIRED** to furnish **statutory workers compensation.**

Plumber’s helper: When service requires a helper, a licensed plumber must supervise the helper.

Hays County Bid Form
Bid#2014-B01 Plumbing Services

Name of Bidder: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Fax: () _____

Contractor will bid at the hourly rate for working hours (7:00 a.m. - 5:00 p.m.); after hours (5:00 p.m. – 10:00 p.m.); and weekends and holidays. Hourly rates will be bid for performance of work in the following categories:

a) Master plumber:

<u>HOURS</u>	<u>HOURLY RATE</u>
Regular hours	_____
After hours	_____
Weekends	_____
Holiday	_____

b) Journeyman plumber:

<u>HOURS</u>	<u>HOURLY RATE</u>
Regular hours	_____
After hours	_____
Weekends	_____
Holiday	_____

Hays County Bid Form
Bid#2006-B06 Plumbing Services

c) Helper:

<u>HOURS</u>	<u>HOURLY RATE</u>
Regular hours	_____
After hours	_____
Weekends	_____
Holiday	_____

PERMITS: After coordinating with the Hays County Maintenance Department the contractor will be responsible for obtaining all necessary permits.

HEAVY EQUIPMENT: such as but not limited to backhoe, cranes, etc. will be charged at discount-from-regular rate. The discount percentage (%) will be _____. The County reserves the right to conduct random audits on the above pricing.

PARTS: prices for parts will be discount-from-list. The discount percentage (%) will be _____. The County reserves the right to conduct random audits on the above pricing.

Award of this contract will be based on the lowest hourly rates, ability to meet response time requirements, discount-from-regular rate percentage, and discount-from-list percentage.

CHECK ONE OF THE FOLLOWING:

- Low item basis. (will accept award on “and or all” items)
- “All or None” (will accept award of all items only. If left blank low item will apply.)

The undersigned, by his/her signature, represents that he/she is authorized to bind the bidder to fully comply with the terms and conditions of the attached: Invitation for Bid, specifications, and special provisions for the amount (s) shown on the accompanying bid sheet(s). By signing below, you have read the entire documents and agreed to the terms herein.

_____ Date _____
Signature of person authorized to sign bid

Print name and title of signer

BID DUE DATE: October 3,2013 no later than 2:00 p.m.

**DELIVER OR MAIL TO: Hays County Purchasing Office
712 S Stagecoach Trail, Suite 1071
San Marcos, Texas 78666**