



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

February 23, 2016

**RE: ADDENDUM #1
RFP #B161009 Moore's Addition Water and Sewer Facilities**

To All Prospective Proposers,

The following information is being provided to aid in preparation of your proposal submittal(s):

DAVIS-BACON:

Attention is called to the fact that not less than, the federally determined prevailing (Davis-Bacon and Related Acts) wage rate, as issued by the Office of Rural Community Affairs and contained in the contract documents, must be paid on this project. In addition, the successful bidder must ensure that employees and applicants for employment are not discriminated against because of race, color, religion, sex, age or national origin.

PLANS AND SPECIFICATIONS:

All plans and specifications can be obtained from the office of LJA Engineering, Inc., 11821 East Freeway, Suite 360, Houston, TX 77029, (713) 450-1300. A \$150.00 non-refundable deposit shall be required for each set of plans and specifications. Bids will be completed on the forms and proposal sheets provided.

PROPOSALS:

Sealed proposals should be sent in sets of seven, one (1) original and six (6) copies.

FORM 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, to implement the law.

For Proposer's convenience, a blank Form 1295 is enclosed with this proposal package. Blank Form 1295's may also be obtained by visiting the Purchasing Agent's website at www.galvestoncountytexas.gov/pu/pages/default.aspx.

As well, blank Form 1295's may be obtained by visiting the Texas Ethics Commission website, specifically at http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm.

RFP #B161009 Moore's Addition Water and Sewer Facilities
Addendum #1
February 23, 2016

QUESTIONS DEADLINE:

The deadline for submitting questions will be Friday, February 26, 2016 at 5:00 p.m. All questions regarding this proposal must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent,
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
Fax: (409) 621-7987
E-mail: rufus.crowder@co.galveston.tx.us

Please excuse us for any inconvenience that this may have caused.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rufus', followed by a long, sweeping horizontal line that extends across the page.

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County

CONFLICT OF INTEREST QUESTIONNAIRE

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.

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).

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.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

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

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

County Officer Disclosure Requirements

Complete the Local Government Officer Conflict of Interest Disclosure Statement prescribed by the Ethics Commission. This form is available at https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm

- Describe the nature and extent of each business, including employment, and family relationships with a Vendor. These relationships are described in 8, 9, and 11 in the ARE YOU A COUNTY OFFICER Questions.
- If the aggregate value of the gifts is more than \$100, describe the nature and extent of gifts accepted by you and by any member of your family during the 12 month period described in question 10 in the ARE YOU A COUNTY OFFICER Questions.
- Acknowledge that the statements in the Statement apply to both you as a County Officer, and each member of your family and to the 12 month period applicable to the relationships in 8 through 10 inclusive.
- Acknowledge that the statements in the Statement are made under oath under penalty of perjury and sign the Statement.

Vendor Disclosure Requirements

Complete the Local Government Officer Conflict of Interest Disclosure Statement prescribed by Ethics Commission. This form is available at https://ethics.state.tx.us/filinginfo/conflict_forms.htm

- Describe each business, including employment, and family relationship with any County officer or family member of any County officer. These relationships are described in 5, 6 and 8 inclusive in the ARE YOU A VENDOR Questions.
- Identify which relationships are likely to result in taxable income to the County Officer from you other than income received from the County.
- Identify which relationships are likely to result in taxable income to you from the County officer or at the direction of the County officer, other than income received from the County contract.
- Describe each relationship with a Vendor corporation that involves service by the County officer as an officer or director.
- Describe each relationship with a Vendor corporation in which a County officer holds ONE percent or more ownership interest in the corporation.
- Acknowledge that the statements in the Statement apply to the County Officers and each member of the County Officers' families and to the 12 month period applicable to the relationships in 5 through 7 inclusive.
- Acknowledge that the statements in the Statement are made under oath under penalty of perjury and sign the Statement.

- File the completed, signed Statement with the County Clerk not later than 5 pm on the 7th day after you become aware of facts that require you to file the Statement.

File the completed, signed Statement with the County Clerk not later than 5 p.m. on the 7th day after the earliest of the following:

- You begin discussions or negotiations to enter into a contract with the County,
- You submit an application, response to an RFP or IFB or correspondence related to a potential contact with the County, or
- The date you become aware
 - ❖ of a business or employment relationship with a County officer
 - ❖ of gifts as described in question 7 in the ARE YOU A VENDOR Questions given to a County officer or member of a County officer's family
 - ❖ of a family relationship with a County officer

What Happens If You Fail to File This Disclosure?

There are NEW criminal penalties in Local Government Code section 176.0065.

If you are a Vendor or County officer who is required to file a conflict disclosure statement, you commit an offence if you knowingly fail to file this disclosure by 5 p.m. on the 7th business day after the date on which you become aware of facts that make it necessary to file the disclosure.

If you are a Vendor, you also commit an offense if you fail to update a Statement timely as required.

The offence is a Class C misdemeanor if the contract amount is less than \$1 million.

The offence is a Class B misdemeanor if the contract amount is at least \$1 million but less than \$5 million.

The offence is a Class A misdemeanor if the contract amount is at least \$5 million.

The County may reprimand, suspend or terminate an employee who knowingly fails to comply with a requirement under Chapter 176.

The Commissioner Court, at its discretion, may declare a contract void if a Vendor fails to file a required Statement.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

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:

By 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 by January 1, 2016.

Additional Information:

HB 1295

Certificate of Interested Parties (Form 1295)

New Chapter 46, Ethics Commission Rules:



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

February 29, 2016

RE: ADDENDUM #2
RFP #B161009 Moore's Addition Water and Sewer Facilities

To All Prospective Proposers,

The following information is being provided to aid in preparation of your proposal submittal(s):

Question #1: Will the district supply all 195 meters and boxes as listed under bid item #25?

Response: On sheet 43 of 48 of the contract drawings in the "Residential Service Connection Detail" it states the water meters and the Brooks concrete meter boxes will be supplied to the contractor by the water district.

On Sheet 2 of 48 under water notes, No. 26 States "Service leads are included in this contract. After proposed waterlines have been completed, tested, and accepted, contractor is to connect the new service leads to existing meters in new boxes. It is the contractor's responsibility to field route the new service lead, locate all existing meters, and coordinate reconnection of meters with Galveston County water control & improvement District No. 1."

The contract is intended for the contractor to provide a new service lead and a new box. The existing meter will be reconnected. The new meter box shall be Brooks or approved equal.

In the specification 1400 for waterline rehabilitation item 16. "Install New Meter and Box, Bid Item 25." The word "New" shall be changed to "existing". The contractor is responsible for resetting the existing badger water meter to a new service and furnishing a new water meter box.

Question #2: Can you list the exact forms that are required to be turned in with the bid proposal on March 10th.

Response: The forms that need to be included with proposal submittals are as follows:

- Bid Proposal,
- Waterline Rehabilitation Bid Forms (1-7),
- Sanitary Sewer Rehabilitation Bid Forms (1-6),

- Section II Bid Form Total,
- State of Texas Tax Statement of Materials and other charges,
- Contract award (3 original signed contracts),
- Contractor's Local Opportunity Plan,
- Proposed Contracts Breakdown,
- Statement of Qualifications,
- Contractor Certifications,
- Section 504 Certification (3 pages),
- Non-collusion Affidavit,
- Bid Bond,
- Proposal Forms (4 pages),
- Debarment Form,
- Vendor Qualification Packet,
- Texas General Land Office (Section 3 Resident Employment Opportunity Data),
- Texas General Land Office (Certification for Business Concerns),
- Texas General Land Office (Contractor Certification of Efforts to Fully Comply),
- Certification of Bidder Regarding Section 3 and Segregated Facilities,
- Texas General Land Office (New Hires Section 3),
- Certification Lobbying for Contacts, Grants, Loans, and Cooperative Agreements,
- Disclosure of Lobbying Activities.

As a reminder, all questions regarding this submittal must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: rufus.crowder@co.galveston.tx.us

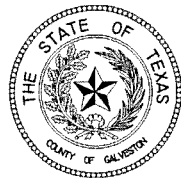
If you have any further questions regarding this proposal, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at rufus.crowder@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

March 1, 2016

RE: ADDENDUM #3
RFP #B161009 Moore's Addition Water and Sewer Facilities

To All Prospective Proposers,

The following information is being provided to aid in preparation of your proposal submittal(s):

CORRECTIONS:

Question #1:

The first paragraph on the response should be omitted – On sheet 43 of 48 of the contract drawings in the “Residential Service Detail” it states the water meters and the Brooks concrete meter boxes will be supplied to the contractor by the water district.

Question #2:

The revised list of forms that need to be included with the proposal submittals are as follows:

- Bid Proposal,
- Waterline Rehabilitation Bid Forms (1-7),
- Sanitary Sewer Rehabilitation Bid Forms (1-6),
- Section II Bid Form Total,
- State of Texas Tax Statement of Materials and other charges,
- Contract award (3 original signed contracts),
- Proposed Contracts Breakdown,
- Statement of Qualifications,
- Section 504 Certification (3 pages),
- Non-collusion Affidavit,
- Bid Bond,
- Proposal Forms (4 pages),
- Debarment Form,
- Vendor Qualification Packet.

As a reminder, all questions regarding this submittal must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: rufus.crowder@co.galveston.tx.us

March 1, 2016

Page 2

If you have any further questions regarding this proposal, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at rufus.crowder@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rufus Crowder', with a long horizontal flourish extending to the right.

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

March 3, 2016

RE: ADDENDUM #4
RFP #B161009 Moore's Addition Water and Sewer Facilities

To All Prospective Proposers,

The following information is being provided to aid in preparation of your proposal submittal(s):

OPENING DATE:

RFP #B161009, Moore's Addition Water and Sewer Facilities, originally scheduled to be opened on Thursday, March 10, 2016 at 2:00 P.M has been re-scheduled. The new deadline for submitting a proposal is as follows:

Date: Thursday, March 24, 2016
Time: 2:00 P.M.

Please send bid submittals to:
Galveston County Purchasing Agent
Attention: Rufus Crowder, CPPO CPPB
722 Moody (21st Street), Fifth (5th) Floor
Galveston, Texas 77550
(409) 770-5372

FORMS:

The list of forms required to be submitted with proposal submittals has been amended and listed below. The remaining forms included with the solicitation package will be required to be submitted by the successful contractor to the County at a later date prior to the resultant contract signage by both parties.

The revised list of forms that need to be included with the proposal submittals are as follows:

- Bid Proposal,
- Waterline Rehabilitation Bid Forms (1-7),
- Sanitary Sewer Rehabilitation Bid Forms (1-6),
- Section II Bid Form Total,
- State of Texas Tax Statement of Materials and other charges,
- Contract award (one contract was provided please make 2 copies to turn in 3 original signed contracts),
- Statement of Qualifications,
- Non-collusion Affidavit,
- Bid Bond,
- Proposal Forms (4 pages),
- Debarment Form,
- Vendor Qualification Packet.

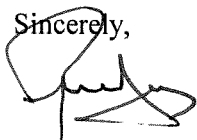
Any questions regarding the subject matter and how to complete the list of forms to be included with the proposal submittals for this RFP can be obtained by contacting the Galveston County Purchasing Department at the address listed below.

As a reminder, all questions regarding this proposal must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent,
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
Fax: (409) 621-7987
E-mail: rufus.crowder@co.galveston.tx.us

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County

