



**City of Brownsville
Purchasing & Contract Services Department**

**INVITATION FOR BIDS
FOR A TERM CONTRACT
FOR THE PURCHASE & DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS
FOR THE CITY OF BROWNSVILLE**

BID # ASB-27-0619

PRE-BID DATE: June 11, 2019

PRE-BID TIME: 10:00 A.M.

SAMPLES MUST BE QUALIFIED AT PRE-BID MEETING

BID DUE DATE: July 11, 2019

BID DUE TIME: 3:00 P.M.



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC
DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

Calendar of Events

1. Advertise Solicitation: **Sunday, May 26th, and June 2nd, 2019**
2. Pre-Bid Meeting Date and Time: **Tuesday June 11th, 2019 at 10:00 A.M.**
3. Due Date for Written Questions: **Tuesday, July 2nd, 2019 at 3:00 PM**
4. Due Date for Written Answers: **Monday, July 8th, 2019 at 4:00 P.M.**
5. Due Date for Bids: **Thursday, July 11th, 2019 at 3:00 P.M.**
6. Tentative Award Date: **Tuesday, August 6th, 2019**



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

INVITATION

*** B/P/Q (Bid/Proposal/Qualifications)**

<u>Description</u>	<u>NUMBER</u>	<u>Pre-Bid Meeting</u>	<u>OPENING</u>
Invitation for Bids for a Term Contract for Purchase & Delivery of Traffic Aluminum Sign Blanks for the City of Brownsville Traffic Department	*B ASB-27-0619	June 11, 2019 at 10:00 A.M. Purchasing Conference Room, City Hall, 1 st Floor	July 11, 2019 at 3:00 P.M.

Sealed, bids/proposals will be received by the City of Brownsville, at the Office of **Roberto C. Luna, Jr., Purchasing Director**, located at **City Hall, 1001 E. Elizabeth Street, Suite 101, Brownsville, Texas 78520, (956) 548-6087**, e-mail: purchasing@cob.us.

Copies of the bid documents consisting of detailed specifications, general requirements or other information may be obtained at the Purchasing Department.

Interested Bidders/Proposer are invited to attend the Bid/Proposal opening at the Office of the Purchasing/Contracting Department on the dates specified. Presence is not mandatory. Specifications may also be viewed and downloaded at:

<https://www.cob.us/402/Purchasing-Contracts>

<http://www.bidnetdirect.com>

Roberto C. Luna, Jr.
Purchasing Director



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

Please submit this page upon receipt.

For any clarifications, please contact Mr. Roberto C. Luna Jr., Purchasing Director, at the City of Brownsville Purchasing Department at (956) 548-6087 or e-mail: purchasing@cob.us

Please fax or mail this page upon receipt of bid package

Fax: (956) 546-2711

If you are unable to bid on this item, kindly indicate your reason for "No Bid" below and fax back. This will insure you remain active on our vendor list.

Date _____

() Yes, I will be able to Bid.

Name: _____

Company: _____

Phone # _____

Fax # _____

E-mail: _____

() No, I will not be able to Bid for the following reason:



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

I. GENERAL INTENT, REQUIREMENTS AND CONDITIONS

- 1.0 **GENERAL INTENT** - It is the intent of the City of Brownsville to solicit sealed competitive bids for the purchase and delivery of Traffic Aluminum Sign Blanks for use by the Traffic Department of the City of Brownsville.
- 2.0 **GENERAL CONDITIONS** -
- A. It is the requirement of the bidders to acquaint themselves fully with the conditions of the specifications and the type of materials expected. The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve him from any obligation of this bid invitation.
 - B. All bid quotations must be submitted on the bid quotation form supplied with this specification. Partial bid will be accepted. A bid may be withdrawn, however, and resubmitted anytime prior to the closing time for receipt of bids.
 - C. Bidders are advised that all City contracts are subject to all legal requirements provided for in the City charter and or City ordinances and State and Federal statutes.
 - D. No City employee or elected official of the City of Brownsville shall have a financial interest, direct or indirect, in any contract with the City or shall be financially interested directly or indirectly, in the sale to the City of any materials, supplies or services.
- 3.0 **USE OF BRAND NAMES** – Specifications contained herein, in some cases, may refer to brand names. Brand names and numbers are used ONLY to set forth and convey to prospective bidders the general style, type, character and quality of the equipment desired. It should be understood that specifying a brand name, component, and/or equipment in this specification shall not relieve the supplier from his responsibility to produce the product in accordance with the performance warranty and contractual requirements. The supplier is responsible for notifying the City of any inappropriate brand name, component, and/or equipment that may be called for in the specification, and to propose a suitable substitute for consideration.
- 4.0 **SUBMISSION OF REQUESTS FOR CHANGES** - All requests for approved equals, bid modifications or clarifications must be received in writing, no later than **July 2nd, 2019 at 3:00 PM**, Central Time, to Roberto C. Luna, Jr., Purchasing Director of the Purchasing & Contract Services Department, City Hall, 1001 E. Elizabeth St., First Floor, Suite No. 101, P. O. Box 911, Brownsville, Texas, 78520. **Fax requests will be accepted on or before this deadline at 956/546-**



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

2711. Written responses to all requests will be postmarked at least five (5) calendar days prior to bid opening.

5.0 PREPARATION OF BIDS -

- A. Unit prices shall be shown and where there is an error in extension of prices, the unit price shall govern.
- B. A delivery date in days including Sundays and holidays is required with proposal where multiple items or groups of items are bid; a delivery date is required of each item or group of items.
- C. Do not include Federal Taxes or State of Texas Limited Sales Excise Tax. The City of Brownsville is exempt from payment of such taxes, and will issue exemption certificates upon request.

6.0 BID REJECTION OR PARTIAL ACCEPTANCE – The CITY OF BROWNSVILLE reserves the right to reject any or all bids. It further reserves the right to waive technicalities and formalities in bids, as well as to accept in whole or in part such bid or bids where it deems it advisable in protection of the best interests of the City.

7.0 TERM OF CONTRACT - The traffic aluminum sign blanks are to be purchased on an “as needed basis.” The term contract will commence upon approval of City Commission and shall be for a minimum one (1) year primary term, renewals of two (2) one (1) year each shall be contemplated.

8.0 BID FORM – Each bidder must submit a bid on the blank line adjacent to the bid item. The bidder shall sign the bid correctly and initial each page. Bid proposal(s) may be rejected if they show any omissions, alterations of form, additions not requested, conditional bid or any irregularities.

9.0 FILING OF BIDS

- A. Proposals must be filed with the Purchasing & Contract Services Department, City of Brownsville, prior to the time and date set for the bid opening. It is the bidder’s responsibility to make sure the bids are delivered directly to the Purchasing Director prior to the bid opening. Bid received after bid opening time will not be considered regardless of any delays, regardless of any cause and will be returned unopened.
- C. Bid and changes thereto shall be enclosed in a sealed envelope an addressed to:



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

(Do not send bids by registered or certified mail.)

**Mr. Roberto C. Luna, Jr.,
Purchasing Director
City of Brownsville
Purchasing & Contract Services Department
City Hall, 1001 E. Elizabeth St., 1st Floor, Suite No. 101
PO Box 911, Brownsville, TX 78520**

- C. Lower left hand corner shall be marked as follows:

OFFICIAL BID FOR:

**Invitation for Bids
For A Term Contract
For The Purchase and Delivery Of
Traffic Aluminum Sign Blanks
for use by the Traffic Department**

Bid # ASB-27-0619

OPENING DATE:

July 11, 2019 at 3:00 P.M.

- D. Telegraphic bids will not be considered.
E. Bids may not be withdrawn after the bid opening.

10.0 **BASIS OF BID AWARD** – The contract will be awarded to the responsible and responsive bidder meeting the specifications and having the lowest possible total extended price of the Base Bid, consistent with the quality needed for effective use. All prices quoted will be firm. Award to successful bidder will be made by Commission action.

11.0 **ASSURANCE OF COMPLIANCE - EQUAL EMPLOYMENT OPPORTUNITY AND SMALL AND/OR MINORITY BUSINESS ENTERPRISE REQUIREMENTS.-**

- A. Bidder agrees that if bid is accepted, vendor will not engage in employment practices which have the effect of discriminating against employees or prospective employees because of race, color, religion, national origin, sex, age, handicap, political belief or affiliation. In addition, bidder agrees that he/she will abide by all applicable terms of the minority business enterprise program of the City of Brownsville.



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

12.0 PATENTED MATERIAL, DEVICES AND PROCESSES. -

- A. If the awarded bidder is required or desires to use any design, device, material or process covered by letters of patent or copyright he/she shall provide for such use by suitable agreement with the patentee or owner. The awarded bidder and the surety shall indemnify and save harmless the City of Brownsville from any and all claims for infringement by reason of the use of any patented design, device, materials or process or any trademark or copyright used in connection with the work and they shall indemnify the City of Brownsville against any cost, expense or damages which it may be obliged to pay by reason of such infringement, at any time during the prosecution or after the completion of the work.
- B. Bidders are required to state exactly what they intend to furnish, and you shall be required to furnish the items as specified. Assortment Samples of Aluminum Sign Blanks must be submitted at the pre-bid meeting to insure clarification and adherence to bid specifications. If samples are not presented at the pre-bid meetings, the City will automatic disqualify vendors from participating. All freight costs will be the vendor's responsibility.**

13.0 **DELIVERY REQUIREMENTS** – Delivery of materials shall be made within 10 days ARO, F.O.B. **Traffic Department, 404 E. Washington St., Brownsville, TX 78520**

14.0 **QUANTITY** – Normal delivery of traffic aluminum sign blanks shall occur on a needed basis as a minimum requirement. The City of Brownsville reserves the right to purchase additional amounts of traffic roll goods at the original price through the contract for the period of **365 days**, for the same price as bid. The City of Brownsville also reserves the right to increase or decrease yearly amounts.

15.0 **Restrictions on Lobbying Activity**

A. Prohibited Contacts During Contract Evaluation

A vendor/contractor or a vendor's/contractor's agent/representative is prohibited from contacting city officials, including elected officials, and employees regarding a proposed contract from the time a Request for Proposal (RFP), a Request for Statements of Qualifications (RFQ-SOQ), a Bid Solicitation (IFB) or other solicitation has been released until the contract has been acted on by the City Commission. If contact is required, such contact will be done in accordance with procedures incorporated into the solicitation document. Violation of this provision



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

by contractors, respondents or their agents, including lobbyists, may lead to disqualification of the respondent's offer.

B. A Lobbyists or Vendor/ Contractor May Not Place City Official Under Personal Obligation

A Lobbyist or a Vendor/Contractor or any of their agents may not do any act or refrain from any act for the express purpose and intent of placing any city official under personal obligation to the Lobbyist or Vendor/ Contractor.

C. False Statements

A lobbyist or the vendor/contractor or any of their agents/representatives cannot intentionally or knowingly make any false or misleading statement of fact to any city official, or cause a copy of a document with false information to be received by an official without notifying the official in writing of the truth. Likewise, a registrant who learns that a statement in a registration form or activity report during the previous 3 years is false must correct that statement within 30 days by written notification to the Office of the City Secretary.

D. Use of False Identification

A lobbyist or the vendor/contractor or any of their agents/representatives cannot communicate with a city official in the name of any fictitious person or in the name of any real person, without that person's consent.

E. Improper Influence

A lobbyist or the vendor/contractor or any of their agents/representatives cannot cause or influence the introduction of any ordinance, resolution, appeal, application, petition, nomination, or amendment for the purpose of later being employed as a lobbyist to secure its granting, denial, confirmation, rejection, passage, or defeat.

F. Improper Representation

A lobbyist or the vendor/contractor or any of their agents/representatives cannot represent that the person can control or obtain the vote or action of any city official.

¹ City Official – the Mayor, members of the City Commission, City Manager, Assistant City Managers, Department and Division Heads, and Municipal Court Judge of the City of Brownsville.

² "Discretionary contract" means any contract other than those which by law must be awarded on a low or high qualified bid process. They do not include contracts subject to Section 252.022(a)(7) of the Texas Local Government Code or those contracts not involving an exercise of judgment or choice.

³ Political contributions include both campaign and officeholder contributions.



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

16.0 Disclosures and Requirements for City Vendors/Contractors

Lobbyists are often retained for the purpose of assisting vendor/contractor seeking to do business with the city. The standards of conduct applicable to city contractors or other vendor/contractor of lobbyists are discussed below.

A. Prohibited Contacts During Contract Evaluation

A vendor/contractor or a vendor's/contractor's agent is prohibited from lobbying activities with city officials, including elected officials, and employees regarding a proposed contract from the time a Request for Proposal (RFP), a Request for statements of Qualifications (RFQ-SOQ), a Bid Solicitation (IFB) or other solicitation has been released until the contract is posted as a City Commission agenda item. If contact is required, such contact will be done in accordance with procedures incorporated into the solicitation document. Violation of this provision by respondents or their agents, including lobbyists, may lead to disqualification of the respondent's offer. There is a parallel no-contact provision for lobbyists and their agents.

B. The City's Discretionary Contracts Disclosure Form

When seeking a discretionary^{1[2]} city contract, the contractor must submit a form disclosing:

- the identity of all parties to the contract;
- subcontractors;
- partners, parent or subsidiary business entities of any party to the contract;
- any lobbyist or public relations firm that has been employed for a purpose related to the contract.

The vendor/contractor must also disclose all political contributions^{2[3]} totaling more than \$100 made by the parties or the other individuals or entities listed on the form made directly or indirectly to:

- any current or former member of City Commission, including the Mayor;
- any candidate for City Commission, including the Mayor;
- any political action committee (PAC) that contributes to City Commission elections.

Indirect contributions include contributions made by an individual's spouse or by the officers, owners, attorneys, or registered lobbyists of the entity.



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

Indirect contributions do not include contributions by owners of a business entity who hold less than 5% of the fair market value or voting stock of the entity. If a publicly traded corporation seeks to contract with the city, it will not be required to list contributions made by its shareholders whose holdings are less than 5%.

C. Chapter 176 of the Local Government Code

Effective January 1, 2006, Chapter 176 of the Local Government Code requires all vendors or those who seek to contract for the sale or purchase of property, goods, or services with a local governmental entity to submit a completed “conflict of interest questionnaire” with the Office of the City Secretary within seven (7) days after the person:

- 1) begins contract discussions or negotiations; or
- 2) submits an application, response to a request for proposal or bids, correspondence, or another writing related to a potential agreement with the local governmental entity.

The questionnaire requires the vendor/contractor or contract seeker to disclose business or employment relationships with Commissioners, Mayor and the City Manager. The Texas Ethics Commission is responsible for drafting the questionnaire and a link to the form on the Texas Ethics Commission website is posted on the “Forms” page of the city’s ethics webpage. It is subject to change and anyone subject to the requirement should consult the TEC website to obtain the most up-to-date form.

Violation of Chapter 176 of the Local Government Code is a class C misdemeanor. Please consult your own legal counsel for questions about compliance.

D. Political Contribution Prohibition

Any person or company official acting as a legal signatory for a proposed “high-profile” city contract cannot make a political contribution to any Commissioner or candidate from the time a Request for Proposal (RFP), Request for Statements of Qualifications (RFQ-SOQ) or Invitation for Bids (IFB) is issued or from the time negotiations or discussions for a contract for which no competitive solicitation begins until thirty (30) days after the contract is awarded.

The designation of “high-profile” is assigned in accordance with the City of Brownsville Purchasing Policy Manual.

4. “High-Profile”- A designation of profile assessment, based on contract value, level of community interest, non-competitive acquisition, and contract complexity.



**INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC
DEPARTMENT**

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

II. TECHNICAL SPECIFICATIONS

17.0 GENERAL SPECIFICATIONS

- A. Any items specified by name or manufacturer's reference is merely descriptive and not restrictive unless otherwise noted, and is used only to maintain a definite standard of quality and style.
- B. Bidders are required to state exactly what they intend to furnish, otherwise they shall be required to furnish the items as specified.
- C. All materials specified are to be new and unused unless otherwise specified.
- D. Items specified shall be delivered checked, ready for use and free from defects unless otherwise specified.
- E. Vendor shall be responsible with his carrier for any concealed damages. Damaged items shall be replaced or repaired to new condition.
- F. Upon receipt of each item, inspection will be made to check for compliance to the specification of bid. If a unit is rejected the bidder shall be required to pick up rejected item at the point of delivery and/or provide necessary repairs or replacements by returning unit in new condition to the original point of delivery.
- G. Bidder agrees to provide professional instructions in the operation and maintenance of items submitted. Bid proposals shall include adequate brochures, latest printed specifications and advertising literature, describing the product(s) offered in such a fashion as to permit ready comparison with the specifications on an item-by-item basis where applicable.



**INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC
DEPARTMENT**

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

18.0 DESCRIPTION – Traffic Aluminum Sign Blanks:

18.1 Description of Traffic Aluminum Sign Blanks – 0.80 Thickness

	Description	Shape	Dimensions
18.1.1	Aluminum Sign Blanks	Octagon	24" X 24"
18.1.2	Aluminum Sign Blanks	Octagon	30" X 30"
18.1.3	Aluminum Sign Blanks	Octagon	36" X 36"
18.1.4	Aluminum Sign Blanks	Octagon	48" X 48"
18.1.5	Aluminum Sign Blanks	Triangle	24" X 24" X 34"
18.1.6	Aluminum Sign Blanks	Triangle	30" X 30" X 30"
18.1.7	Aluminum Sign Blanks	Rectangle	12" X 18"
18.1.8	Aluminum Sign Blanks	Rectangle	18" X 24"
18.1.9	Aluminum Sign Blanks	Rectangle	24" X 30"
18.1.10	Aluminum Sign Blanks	Rectangle	24" X 48"
18.1.11	Aluminum Sign Blanks	Rectangle	48" X 48"
18.1.12	Aluminum Sign Blanks	Square	24" X 24"
18.1.13	Aluminum Sign Blanks	Square	30" X 30"
18.1.14	Aluminum Sign Blanks	Square	36" X 36"
18.1.15	Aluminum Sign Blanks	Rectangle	12" X 36"
18.1.16	Aluminum Sign Blanks	Rectangle	12" X 48"
18.1.17	Aluminum Sign Blanks	Rectangle	12" X 60"
18.1.18	Aluminum Sign Blanks	Rectangle	12" X 65"
18.1.19	Aluminum Sign Blanks	No Parking Sign	18" X 12"
18.1.20	Aluminum Sign Blanks	No Parking Sign	18" X 24"
18.1.21	Aluminum Sign Blanks	Pentagon	30" X 30"
18.1.22	Aluminum Sign Blanks	Pentagon	36" X 36"
18.1.23	Aluminum Sign Blanks	Circle	36" X 36"
18.1.24	Aluminum Sign Blanks	Diamond	24" X 24"
18.1.25	Aluminum Sign Blanks	Diamond	30" X 30"
18.1.26	Aluminum Sign Blanks	Flat Blank	15" x 84"
18.1.27	Sign Faces & Symbol	Stop Sign	24" x 24"



**INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC
DEPARTMENT**

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

18.1.28	Sign Faces & Symbol	Stop Sign	48" x 48"
18.1.29	Sign Faces & Symbol	No Truck	24" X 24"
18.1.30	Sign Faces & Symbol	No Right Turn	24" X 24"

18.1 Description of Traffic Aluminum Sign Blanks – 0.80 Thickness

	Description	Shape	Dimensions
18.1.31	Sign Faces & Symbol	No Left Turn	24" X 24"
18.1.32	Sign Faces & Symbol	No "U" Turn	24" X 24"
18.1.33	Sign Faces & Symbol	Do Not Enter	24" X 24"
18.1.34	Sign Faces & Symbol	Handicap	24" X 24"
18.1.35	Sign Faces & Symbol	No Parking Anytime	18" X 24"
18.1.36	Sign Faces & Symbol	No Parking	18" X 24"
18.1.37	Sign Faces & Symbol	No Parking Anytime	12" X 18"
18.1.38	Sign Faces & Symbol	Do Not Enter	30" X 30"
18.1.39	Sign Faces & Symbol	Do Not Enter	48" X 48"
18.1.40	Sign Faces & Symbol	Stop Sign	30" X 30"
18.1.41	Sign Faces & Symbol	Yield (Triangle)	30" X 30" X 30"
18.1.42	Sign Faces & Symbol	Yield (Triangle)	36" X 36" X 36"
18.1.43	Sign Faces & Symbol	School Advance Diamond gray green school face	30" X 30"
18.1.44	Sign Faces & Symbol	School Crossing Diamond gray green school face	30" X 30"
18.1.45	Sign Faces & Symbol	Fire Truck Symbol	30" X 30"
18.1.46	Sign Faces & Symbol	Ped. Xing Symbol	30" X 30"
18.1.47	Sign Faces & Symbol	Ped. Xing Symbol	24" X 24"
18.1.48	Sign Faces & Symbol	Railroad Warning Symbol	36" X 36"
18.1.49	Sign Faces & Symbol	Railroad Warning	30" Dia.



**INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC
DEPARTMENT**

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

18.1.50	Sign Faces & Symbol Aluminum sign brackets	2 3/8" Post Clamps
18.1.51	Sign Faces & Symbol Post Cap Aluminum	5 1/2" Ext. Standard Set Screws
18.1.52	Sign Faces & Symbol 90° (degree) bracket	5 1/2" Ext. Standard Set Screws
18.1.53	Sign Faces & Symbol "U" channel Post Bracket	5 1/2" Ext. Standard Set Screws

18.1 Description of Traffic Aluminum Sign Blanks – 0.80 Thickness

	Description	Dimensions
18.1.54	Sign Faces & Symbol Back to Back Post Bracket	2 3/8" Post Clamps
18.1.55	Sign Faces & Symbol Aluminum street Sign Extruded	9" X 24" Extruded
18.1.56	Sign Faces & Symbol Aluminum Street Sign Extruded	9" x 30" Extruded
18.1.57	Sign Faces & Symbol Aluminum Street Sign Extruded	9" x 36" Extruded
18.1.58	Sign Faces & Symbol Aluminum Street Sign Extruded	9" x 40" Extruded

18.1 Description of Traffic Aluminum Sign Blanks – 0.80 Thickness

	Description	Shape	Dimensions
18.1.59	Sign Faces & Symbol	One Way	18" X 24"
18.1.60	Sign Faces & Symbol	One Way	24" X 30"
18.1.61	Sign Faces & Symbol	One Way	36" X 12"
18.1.62	Sign Faces & Symbol	School Speed Limit 20 When Children are Present	24" X 48"
18.1.63	Sign Faces & Symbol	Ped. Symbol (Diamond)	24" X 24"



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

18.1.64	Sign Faces & Symbol	Yield (Signal Ahead)	24" X 24"
18.1.65	Sign Faces & Symbol	Yield (X Symbol)	30" X 30"
18.1.66	Sign Faces & Symbol	Loading Zone	18" X 24"
18.1.67	Sign Faces & Symbol	Bridges Symbol - Mexico	24" X 30"
18.1.68	Sign Faces & Symbol	Stop Ahead	30" X 30"
18.1.69	Sign Faces & Symbol	Speed Limit	"20" 24" X 18"
18.1.70	Sign Faces & Symbol	Speed Limit	"30" 24" X 18"
18.1.71	Sign Faces & Symbol	Speed Limit	"20" 24" X 30"

18.1 Description of Traffic Aluminum Sign Blanks – 0.80 Thickness

	Description	Shape	Dimensions
18.1.72	Sign Faces & Symbol	Speed Limit	"30" 24" X 30"
18.1.73	Sign Faces & Symbol	Loading Zone	18" x 24"
18.1.74	Sign Faces & Symbol	Cell Phone Use prohibited Up to \$200 fine	24" x 18"
18.1.75	Sign Faces & Symbol	Signal Ahead Symbol	30" x 30"
18.1.76	Sign Faces & Symbol	Watch for Children Symbol	18" x 24"
18.1.77	Sign Faces & Symbol	Watch for Children Diamond Symbol	24" x 24"
18.1.78	Sign Faces & Symbol	Do Not Litter / Keep Brownsville Clean	24" x 30"
18.1.79	Corners (color) Black		3/8
18.1.80	Corners (color) Red		3/8
18.1.81	Barricade (color) Orange Pre-stripped / pressure sensitive		6 ½ X 150 Yd. Roll (engineer grade)



**INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC
DEPARTMENT**

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

BID FORM – STRAIGHT PURCHASE METHOD

Section	Item Description	Shape	<u>Unit Price</u>	Dimension
18.1.1	Aluminum Sign Blanks	Octagon	\$ _____	24" X 24"
18.1.2	Aluminum Sign Blanks	Octagon	\$ _____	30" X 30"
18.1.3	Aluminum Sign Blanks	Octagon	\$ _____	36" X 36"
18.1.4	Aluminum Sign Blanks	Octagon	\$ _____	48" X 48"
18.1.5	Aluminum Sign Blanks	Triangle	\$ _____	24" X 24" X 34"
18.1.6	Aluminum Sign Blanks	Triangle	\$ _____	30" X 30" X 30"
18.1.7	Aluminum Sign Blanks	Rectangle	\$ _____	12" X 18"
18.1.8	Aluminum Sign Blanks	Rectangle	\$ _____	18" X 24"
18.1.9	Aluminum Sign Blanks	Rectangle	\$ _____	24" X 30"
18.1.10	Aluminum Sign Blanks	Rectangle	\$ _____	24" X 48"
18.1.11	Aluminum Sign Blanks	Rectangle	\$ _____	48" X 48"
18.1.12	Aluminum Sign Blanks	Square	\$ _____	24" X 24"
18.1.13	Aluminum Sign Blanks	Square	\$ _____	30" X 30"
18.1.14	Aluminum Sign Blanks	Square	\$ _____	36" X 36"
18.1.15	Aluminum Sign Blanks	Rectangle	\$ _____	12" X 36"
18.1.16	Aluminum Sign Blanks	Rectangle	\$ _____	12" X 48"
18.1.17	Aluminum Sign Blanks	Rectangle	\$ _____	12" X 60"
18.1.18	Aluminum Sign Blanks	Rectangle	\$ _____	12" X 65"
18.1.19	Aluminum Sign Blanks	No Parking Sign	\$ _____	18" X 12"
18.1.20	Aluminum Sign Blanks	No Parking Sign	\$ _____	18" X 24"
18.1.21	Aluminum Sign Blanks	Pentagon	\$ _____	30" X 30"
18.1.22	Aluminum Sign Blanks	Pentagon	\$ _____	36" X 36"



**INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC
DEPARTMENT**

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

18.1.23	Aluminum Sign Blanks	Circle	\$ _____ 36" X 36"
---------	----------------------	--------	--------------------

BID FORM – STRAIGHT PURCHASE METHOD

Section	Item Description	Shape	<u>Unit Price</u>	Dimension
18.1.24	Aluminum Sign Blanks	Diamond	\$ _____	24" X 24"
18.1.25	Aluminum Sign Blanks	Diamond	\$ _____	30" X 30"
18.1.28	Aluminum Sign Blanks	Flat Blank	\$ _____	15" x 84"
18.1.29	Sign Faces & Symbol	Stop Sign	\$ _____	24" x 24"
18.1.30	Sign Faces & Symbol	Stop Sign	\$ _____	48" x 48"
18.1.31	Sign Faces & Symbol	No Truck	\$ _____	24" X 24"
18.1.32	Sign Faces & Symbol	No Right Turn	\$ _____	24" X 24"
18.1.33	Sign Faces & Symbol	No Left Turn	\$ _____	24" X 24"
18.1.34	Sign Faces & Symbol	No "U" Turn	\$ _____	24" X 24"
18.1.35	Sign Faces & Symbol	Do Not Enter	\$ _____	24" X 24"
18.1.36	Sign Faces & Symbol	Handicap	\$ _____	24" X 24"
18.1.37	Sign Faces & Symbol	No Parking Anytime	\$ _____	18" X 24"
18.1.38	Sign Faces & Symbol	No Parking	\$ _____	18" X 24"
18.1.39	Sign Faces & Symbol	No Parking Anytime	\$ _____	12" X 18"
18.1.40	Sign Faces & Symbol	Do Not Enter	\$ _____	30" X 30"
18.1.41	Sign Faces & Symbol	Do Not Enter	\$ _____	48" X 48"
18.1.42	Sign Faces & Symbol	Stop Sign	\$ _____	30" X 30"
18.1.43	Sign Faces & Symbol	Yield (Triangle)	\$ _____	30" X 30" X 30"
18.1.44	Sign Faces & Symbol	Yield (Triangle)	\$ _____	36" X 36" X 36"
18.1.45	Sign Faces & Symbol	School Advance Diamond gray green school face	\$ _____	30" X 30"



**INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC
DEPARTMENT**

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

18.1.46	Sign Faces & Symbol	School Crossing Diamond gray green school face	\$ _____ 30" X 30"
18.1.47	Sign Faces & Symbol	Fire Truck Symbol	\$ _____ 30" X 30"
18.1.48	Sign Faces & Symbol	Ped. Xing Symbol	\$ _____ 30" X 30"

BID FORM – STRAIGHT PURCHASE METHOD

Section	Item Description	Shape	<u>Unit Price</u>	Dimension
18.1.49	Sign Faces & Symbol	Ped. Xing Symbol	\$ _____	24" X 24"
18.1.50	Sign Faces & Symbol	Railroad Warning Symbol	\$ _____	36" X 36"
18.1.51	Sign Faces & Symbol	Railroad Warning	\$ _____	30" Dia.

Section	Item Description	<u>Unit Price</u>	Dimension
18.1.52	Sign Faces & Symbol Aluminum sign brackets	\$ _____	2 3/8" Post Clamps
18.1.53	Sign Faces & Symbol Post Cap Aluminum	\$ _____	5 1/2" Ext. Standard Set Screws
18.1.54	Sign Faces & Symbol 90° (degree) bracket	\$ _____	5 1/2" Ext. Standard Set Screws
18.1.55	Sign Faces & Symbol "U" channel Post Bracket	\$ _____	5 1/2" Ext. Standard Set Screws
18.1.56	Sign Faces & Symbol Back to Back Post Bracket	\$ _____	2 3/8" Post Clamps
18.1.57	Sign Faces & Symbol Aluminum street Sign Extruded	\$ _____	9" X 24" Extruded
18.1.58	Sign Faces & Symbol Aluminum Street Sign Extruded	\$ _____	9" x 30" Extruded



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

18.1.59	Sign Faces & Symbol Aluminum Street Sign Extruded	\$ _____ 9" x 36" Extruded
18.1.60	Sign Faces & Symbol Aluminum Street Sign Extruded	\$ _____ 9" x 40" Extruded

BID FORM – STRAIGHT PURCHASE METHOD

Section	Item Description	<u>Unit Price</u>	Dimension
18.1.61	Sign Faces & Symbol One Way	\$ _____	18" X 24"
18.1.62	Sign Faces & Symbol One Way	\$ _____	24" X 30"
18.1.63	Sign Faces & Symbol One Way	\$ _____	36" X 12"
18.1.64	Sign Faces & Symbol School Speed Limit 20 When Children are Present	\$ _____	24" X 48"
18.1.65	Sign Faces & Symbol Ped. Symbol (Diamond)	\$ _____	24" X 24"
18.1.66	Sign Faces & Symbol Yield (Signal Ahead)	\$ _____	24" X 24"
18.1.67	Sign Faces & Symbol Yield (X Symbol)	\$ _____	30" X 30"
18.1.68	Sign Faces & Symbol Loading Zone	\$ _____	18" X 24"
18.1.69	Sign Faces & Symbol Bridges Symbol - Mexico	\$ _____	24" X 30"
18.1.70	Sign Faces & Symbol Stop Ahead	\$ _____	30" X 30"
18.1.71	Sign Faces & Symbol Speed Limit	\$ _____	"20" 24" X 18"
18.1.72	Sign Faces & Symbol Speed Limit	\$ _____	"30" 24" X 18"
18.1.73	Sign Faces & Symbol Speed Limit	\$ _____	"20" 24" X 30"
18.1.74	Sign Faces & Symbol Speed Limit	\$ _____	"30" 24" X 30"
18.1.75	Sign Faces & Symbol Loading Zone	\$ _____	18" X 24"
18.1.76	Sign Faces & Symbol Cell Phone Use prohibited Up to \$200 fine	\$ _____	24" X 18"
18.1.77	Sign Faces & Symbol Signal Ahead Symbol	\$ _____	30" X 30"
18.1.78	Sign Faces & Symbol Watch for Children Symbol	\$ _____	18" X 24"



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

18.1.79	Sign Faces & Symbol	Watch for Children Diamond Symbol	\$ _____ 24" X 24"
18.1.80	Sign Faces & Symbol	Do Not Litter / Keep Brownsville Clean	\$ _____ 24" X 30"

Section	Item Description	<u>Unit Price</u>	Dimension
18.1.81	Corners (color) Black	\$ _____	3/8
18.1.82	Corners (color) Red	\$ _____	3/8
18.1.83	Barricade (color) Orange Pre-stripped / pressure sensitive	\$ _____	6 ½ X 150 Yd. Roll (engineer grade)

Delivery Date Guarantee – I agree to furnish the above items following the date of issuance of a purchase order by the City. I understand purchase orders may be canceled due to late delivery unless a determination of due cause can be made.

Delivery of traffic roll goods shall occur on as needed basis. Successful contractor will coordinate schedule of deliveries with designated Traffic Department official prior to commencement of contract.

The bid prices quoted on this form are firm bids which are good for three hundred sixty five (365) calendar days following the opening of bid and are not subject to price adjustments.

I have attached and initialed a copy of the City's specifications for the item(s) bid on this form to clarify my understanding as to what features shall be required in the equipment.

Signed _____
 Title _____
 Company _____
 Date _____



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

III. MISCELLANEOUS

19.0 **TERMINATION BY THE CITY** - The City of Brownsville reserves the right of unilateral termination of the contract by providing a thirty (30) day written notice of such intent.

20.0 **POINT OF CONTACT** – All information regarding the specifications or bidding procedures please contact Mr. Roberto C. Luna, Jr., Purchasing & Contract Services Director, at (956) 548-6087.

21.0 **AUTHORIZED CONTACT FORM** - Restricts vendor contact with City representatives shall apply until the City has awarded a purchase order or contract to a vendor or vendors.

22.0 **DISCLOSURE OF INTEREST FORM** - Please complete the attached Disclosure of Interest Form and submit with your bid proposal.

23.0 **STATEMENT OF NON-COLLUSION FORM** - Enclosed is a Statement of Non-Collusion which must be completed by the vendor and submitted with the bid.

24.0 **BID OPENING DATE** - Bid opening date will be on **July 11th, 2019 at 3:00 P.M.** central time at the Purchasing Department, located at City Hall 1001 E. Elizabeth St. 1st Floor, Suite No. 101, Brownsville, Texas.

25.0 **ADDENDA**

The following Addenda have been received. The modifications to the Contract Documents noted therein have been considered and all costs thereto are included in the Bid Price.

Addendum No. Dated

Addendum No. Dated

Addendum No. Dated

Addendum No. Dated

The City of Brownsville reserves the right to reject any and all bids.



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

26.0 AVAILABILITY OF FUNDS -

This procurement is subject to the availability of funding. The City's obligation hereunder is contingent upon the availability of appropriated funds from which payment for the Contract purposes can be made. No legal liability on the part of the City for any payment shall arise until funds are made available to the Contracting Officer for this Contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer. Any award of Contract hereunder will be conditioned upon said availability of funds for the Contract.

27.0 BID SECURITY -

As a guarantee that the bidder will enter into a contract within ten (10) days after award by the City of Brownsville, all bids shall be accompanied by a Bid Bond or Cashiers Check in the amount of **\$ 1,500.00** dollars from a Surety Company. Bids without Bid Security **will not** be considered. Upon award of the Contract, all Bid Securities will be returned.

28.0 CANCELLATION OF PROCUREMENT -

The City of Brownsville reserves the right to cancel the procurement, at any time for any reason before the Contract is fully executed and approved on behalf of the City.

29.0 SINGLE SUBMITTAL-

In the event a **single proposal** is received, the City will, at its option, conduct a price and/or cost analysis of the proposal and negotiate the award, or reject the proposal and re-advertise. A price analysis would be performed by comparing price quotations submitted on other current quotations, current price lists, or other established or competitive prices.

30.0 PRICE SUBMITTAL-

The **bid prices** quoted on this form are firm bids which are good for ninety (90) calendar days following the opening of bid proposals and are not subject to price adjustments. I have attached and initialed a copy of the City's specifications for the item(s) bid on this form to clarify my understanding as to what features shall be required in the equipment.

31.0 BID AWARD -

Bid award will be made All or NOTHING award.



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

Certificate of Interested Parties
House Bill 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](#).

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.

Follow the hyperlink below to submit electronic filing application Form 1295 (Must be submitted with bid/proposal package to be considered by the City of Brownsville). The Purchasing/Contracting Department requires “CERTIFICATE OF INTERESTED PARTIES FORM 1295” from your firm in order to be considered as per Government Code section §2252.908

[HTTPS://WWW.ETHICS.STATE.TX.US/FILE/](https://www.ethics.state.tx.us/file/)

Acknowledged by,

(Name of Bidder)

(Signature)

(Print)

Date

Note: This page must be filled in and submitted with the sealed bid/proposal as an acknowledgement of bid/proposal document requirements by the City of Brownsville



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

CERTIFICATE OF INTERESTED PARTIES		FORM 1295																			
<p>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.</p>		OFFICE USE ONLY																			
<p>1 Name of business entity filing form, and the city, state and country of the business entity's place of business.</p>																					
<p>2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.</p>																					
<p>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.</p>																					
4	Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)																		
			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Controlling</td> <td style="text-align: center;">Intermediary</td> </tr> <tr> <td style="height: 15px;"></td> <td style="height: 15px;"></td> </tr> <tr> <td style="height: 15px;"></td> <td style="height: 15px;"></td> </tr> <tr> <td style="height: 15px;"></td> <td style="height: 15px;"></td> </tr> <tr> <td style="height: 15px;"></td> <td style="height: 15px;"></td> </tr> <tr> <td style="height: 15px;"></td> <td style="height: 15px;"></td> </tr> <tr> <td style="height: 15px;"></td> <td style="height: 15px;"></td> </tr> <tr> <td style="height: 15px;"></td> <td style="height: 15px;"></td> </tr> <tr> <td style="height: 15px;"></td> <td style="height: 15px;"></td> </tr> </table>	Controlling	Intermediary																
Controlling	Intermediary																				
<p>5 Check only if there is NO Interested Party. <input type="checkbox"/></p>																					
<p>6 AFFIDAVIT</p>		<p>I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.</p>																			
		<p>_____</p> <p>Signature of authorized agent of contracting business entity</p>																			
<p>AFFIX NOTARY STAMP / SEAL ABOVE</p>																					
<p>Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20____, to certify which, witness my hand and seal of office.</p>																					
<p>_____</p> <p>Signature of officer administering oath</p>		<p>_____</p> <p>Printed name of officer administering oath</p>																			
		<p>_____</p> <p>Title of officer administering oath</p>																			
ADD ADDITIONAL PAGES AS NECESSARY																					



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

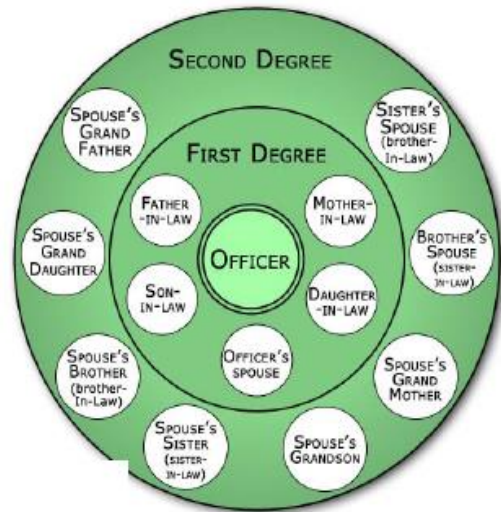
July 11, 2019 at 3:00 P.M.

NEPOTISM CHART

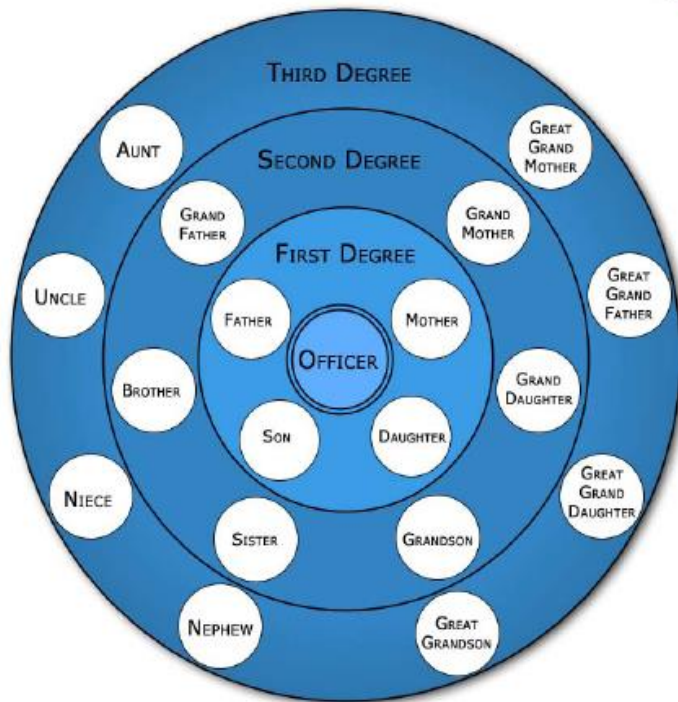
The chart below shows

- **Affinity Kinship** (relationship by marriage)
- **Consanguinity Kinship** (relationship by blood) for purposes of interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021 - .025

**AFFINITY KINSHIP
Relationship by Marriage**



**CONSANGUINITY KINSHIP
Relationship by Blood**





**INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC
DEPARTMENT**

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

Sec. 252.043. AWARD OF CONTRACT.

- (a) If the competitive sealed bidding requirement applies to the contract for goods or services, the contract must be awarded to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality.
- (b) In determining the best value for the municipality, the municipality may consider:
 - (1) the purchase price;
 - (2) the reputation of the bidder and of the bidder's goods or services;
 - (3) the quality of the bidder's goods or services;
 - (4) the extent to which the goods or services meet the municipality's needs;
 - (5) the bidder's past relationship with the municipality;
 - (6) the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
 - (7) the total long-term cost to the municipality to acquire the bidder's goods or services; and
 - (8) any relevant criteria specifically listed in the request for bids or proposals.
- (c) Before awarding a contract under this section, a municipality must indicate in the bid specifications and requirements that the contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality.
- (d) The contract must be awarded to the lowest responsible bidder if the competitive sealed bidding requirement applies to the contract for construction of:
 - (1) highways, roads, streets, bridges, utilities, water supply projects, water plants, wastewater plants, water and wastewater distribution or conveyance facilities, wharves, docks, airport runways and taxiways, drainage projects, or related types of projects associated with civil engineering construction; or
 - (2) buildings or structures that are incidental to projects that are primarily civil engineering construction projects.
- (e) If the competitive sealed bidding requirement applies to the contract for construction of a facility, as that term is defined by Section 271.111, the contract must be awarded to the lowest responsible bidder or awarded under the method described by Subchapter H, Chapter 271.



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

- (f) The governing body may reject any and all bids.
- (g) A bid that has been opened may not be changed for the purpose of correcting an error in the bid price. This chapter does not change the common law right of a bidder to withdraw a bid due to a material mistake in the bid.
- (h) If the competitive sealed proposals requirement applies to the contract, the contract must be awarded to the responsible offeror whose proposal is determined to be the most advantageous to the municipality considering the relative importance of price and the other evaluation factors included in the request for proposals.
- (i) This section does not apply to a contract for professional services, as that term is defined by Section 2254.002, Government Code. Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1997, 75th Leg., ch. 1370, Sec. 4, eff. Sept. 1, 1997; Acts 2001, 77th Leg., ch. 1409, Sec. 3, eff. Sept. 1, 2001.

Submitted,

(Name of Bidder)

(Signature)

(Print)

Date

Note: This page must be filled in and submitted with the sealed bid as an acknowledgement of bid document requirements by the City



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

FORM FOR PROPOSAL DEVIATIONS

The following form shall be completed for each condition, exception, reservation or understanding (i.e., Deviations) in the proposal according to “Conditions, Exceptions, Reservations and Understandings”.

Deviations # _____ Offeror : _____

Solicitation Ref: _____ Page: _____ Section: _____

Complete Description of Deviations: _____

Rationale (Pros & Cons): _____



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

**ATTACHMENT X – REQUEST FOR APPROVED EQUALS
Change Form / Request for Approved Equals**

PREPARED BY:	DATE:
ADDRESS:	PHONE: ()
SPEC. #: - _____)	SPEC. DATE:
LOCATION OF REQUEST FOR CHANGE (PAGE, PARAGRAPH #):	
CHANGE REQUESTED	
COMMENTS / REASON FOR CHANGE:	
AGENCY USE ONLY	
REVIEWED BY:	DATE:
ACTION TAKEN:	CONTROL #:
COMMENT:	

Note: A separate form must be submitted for each request for an approved equal. Proposers are required to submit technical information for each item. Any request received without the necessary technical information will be returned.



**INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC
DEPARTMENT**

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

INDEMNIFICATION

BIDDER covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to BIDDER'S activities under this contract, including any acts or omissions of BIDDER, any agent, officer, director, representative, employee, consultant or subcontractor of BIDDER, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this contract. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT BIDDER AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. BIDDER shall advise the CITY in writing within 24 hours of any claim or demand against the CITY or BIDDER known to BIDDER related to or arising out of BIDDER's activities under this contract, and shall see to the investigation and defense of such claim or demand at BIDDER's cost. The CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving BIDDER of any of its obligations under this paragraph.



**INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC
DEPARTMENT**

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

Protest Procedure

The protest must outline the specific portion of the specification or IFB procedure that had been violated.

Prospective bidders whose direct economic interest would be affected by the award of a contract or by failure to award a contract may file a protest. The purchaser (City of Brownsville/Engineering) will consider all protests requested in a timely manner regarding the award of a contract, whether submitted before or after an award. All protests are to be submitted in writing to: Roberto C. Luna, Jr., Purchasing/Contracting Director, City of Brownsville Purchasing Department, City Hall, 1001 E. Elizabeth St., First Floor, Suite 101 Brownsville, TX 78520. Protest submissions should be concise, logically arranged, and clearly state the grounds for protest. Protest must include the following information:

- (A) name, address, and telephone number of protestor,
- (B) identification of contract solicitation number,
- (C) a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents, and
- (D) a statement as to what relief is requested.

Protest must be submitted to the City of Brownsville Purchasing Department in accordance with these procedures and time requirements must be complete and contain all issues that the protestor believes relevant.

In the procedure outline below, the Purchasing/Contracting Director is considered to be the Contracting Officer.

1.3.1 Protest Before Opening

Protests alleging restrictive specifications or improprieties which are apparent prior to the bid deadline or receipt of bids must be submitted in writing to the Contracting Officer at the address above and must be received at least seven (7) days prior to the bid opening. If the written protest is not received by the time specified in bid package may be received and award made in the normal manner unless the Contracting Officer determines that remedial action is required. Oral protest not followed up by a written protest will be disregarded. The Contracting Officer may request additional information from the appealing party and information or responses from other bidder, which shall be submitted to the Contracting Officer not less than ten (10) days after the date of the City of Brownsville's request. So far as practicable, appeals will be decided based on the written appeal, information and written responses submitted by the appealing party and other proposers. In failure of any party to timely respond to a request form information, it may be deemed by the purchaser that such party does not desire to



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

participate in the proceeding, does not contest the matter, or does not desire to submit a response, and in such case, the protest will proceed and will not be delayed due to the lack of response. Upon receipt and review of written submissions and any independent evaluation deemed appropriate by the purchaser, the Contracting Officer shall either (a) render a decision, or (b) at the sole election of the Contracting Officer, conduct an informal hearing at which the interested parties will be afforded the opportunity to present their respective positions and facts, documents, justification, and technical information in support thereof. Parties may, but are not required to, be represented by counsel at the informal hearing, which will not be subject to formal rules of evidence or procedures. Following the informal hearing, if one is held, the Contracting Officer will render a decision, which shall be final, and notify all interested parties thereof in writing but no later than ten (10) days from the date of the informal hearing.

1.3.2 Protest After Opening/Prior to Award

Proposal protests against the making of an award by the purchaser must be submitted in writing to the Contracting Officer and received within seven (7) days of the award by the purchaser. Notice of the protest and the basis thereto will be given to all proposers. In addition, when a protest against the making of an award by the purchaser is received and it is determined to withhold the award pending disposition of the protest, the proposers whose proposals might become eligible for award shall be requested, before the expiration of the time for acceptance, to extend or to withdraw the proposal. Where a written protest against the making of an award is received in the time period specified, award will not be made prior to seven (7) days after resolution of the protest unless the purchaser determines that:

- (A) the items to be purchased are urgently required
- (B) delivery or performance will be unduly delayed by failure to make an award promptly, or
- (C) failure to make an award will otherwise cause undue harm to City of Brownsville or the federal government.

1.3.3 Protest After Award

In instances where the award has been made, the Contractor shall be furnished with the notice of protest and the basis thereof. If the contractor has not executed the contract as of the date of the protest is received by the City of Brownsville; the execution of the contract will not be made prior to seven (7) days after resolution of the protest unless the City of Brownsville determines that:

- (A) the items to be purchased are urgently required
- (B) delivery or performance will be unduly delayed by failure to make an award promptly, or
- (C) failure to make an award will otherwise cause undue harm to the City of Brownsville or the federal government.



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

Vendor must specify Out of Catalog or Retail Price a Fixed Percentage Discount On Merchandise Not Included on the Bid Packet

Manufacturer Name	Fixed Percentage Discount Per Item	Estimated Delivery time



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

NOTE: In addition to responding to our "local" solicitation for bids/proposals vendors/contractors are encouraged to provide pricing on the above referenced items/products/services based on BuyBoard, H-GAC, TPASS, TXDOT, US Communities and/or any other State of Texas recognized and approved cooperative which has complied with the bidding requirements for the State of Texas (any and all applicable fees must be included) All cooperative pricing must be submitted on or before bid/proposal opening date and hour.

Unit prices quoted are to be held firm for a one (1) year period commencing from date of award of Service Contract.

<u>Check one</u>	
<input type="checkbox"/> BUYBOARD	<input type="checkbox"/> H-GAC
<input type="checkbox"/> TX DOT	<input type="checkbox"/> U.S. COMMUNITIES
<input type="checkbox"/> TPASS	<input type="checkbox"/> DEALER/LOCAL
<input type="checkbox"/> OTHER _____	Specify
CONTRACT NUMBER: _____	COMMODITY NUMBER: _____
(if applicable)	(if applicable)



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

AUTHORIZED CONTACT FORM:

This *IFB/RFP/SOQ has been issued by City of Brownsville Purchasing & Contract Services Department. The Purchasing & Contract Services Department shall be the vendor's sole point of contact with regard to the IFB/RFP/SOQ, its content, and all issues concerning it. All communication regarding this IFB/RFP/SOQ shall be directed to an authorized representative of City Purchasing & Contract Services Department. The Purchasing Director or Assistant Director facilitating this IFB/RFP/SOQ is identified on the cover page, along with his or her telephone number, and he or she shall be the primary point of contact for discussions or information pertaining to the IFB/RFP/SOQ. Contact with any other City representative, including elected officials, for the purpose of discussing this IFB/RFP/SOQ, its content, or any other issue concerning it, is prohibited unless authorized by the Purchasing & Contract Services Department Director or Assistant Director. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other City representatives, may constitute grounds for rejection by the Purchasing & Contract Services Department of the vendor's quotation.

The above stated restriction on vendor contact with City representatives shall apply until the City has awarded a purchase order or contract to a vendor or vendors.

SIGNATURE _____ TITLE _____

COMPANY _____ DATE _____

State of _____, County of _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public _____

My Appointment Expires: _____

- * IFB – Invitation for Bids
- RFP – Request for Proposals
- SOQ – Statements of Qualifications



**INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC
DEPARTMENT**

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

GENERAL INFORMATION REQUIRED FROM ALL BIDDERS

The undersigned agrees, if this bid is accepted, to furnish any and all items/materials upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Bid Proposal will be thirty (30) calendar days unless a different period is noted by the bidder.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this bid package.

Date: _____

COMPANY
NAME: _____

AUTHORIZED
REPRESENTATIVE: _____

TITLE: _____

ADDRESS:

CITY, STATE, ZIP: _____

TELEPHONE NO: _____

FAX NO. _____

e-mail: _____



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

**CITY OF BROWNSVILLE
STATEMENT OF NON-COLLUSION**

The undersigned affirms that they are dully 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 bid.

Date _____

Company _____

Address _____

Phone _____

Fax Number _____

Bidder
(Signature) _____

Bidder
(Print Name) _____

Position
with Company _____

Signature of Company
Official Authorizing This

Bid _____

Company Official
(Print Name) _____

Official Position _____

Note: This form must be filled in and submitted with the sealed bid.



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

**CITY OF BROWNSVILLE
DISCLOSURE OF INTERESTS**

City of Brownsville, Texas requires all persons or firms seeking to do business with the City to provide the following information. Every question must be answered. If the question is not applicable, answer with "NA." Corporations whose shares are publicly traded and listed on national or regional stock exchanges or over-the-counter markets may file a current Securities and Exchange Commission Form 10-K with the City in lieu of answering the questions below. See reverse side for definitions.

FIRM NAME:

ADDRESS

FIRM is: 1. Corporation () 2. Partnership () 3. Sole Owner ()
 4. Association () 5. Other ()

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the names of each "employee" of the City of Brownsville having an "ownership interest constituting 10% or more of the voting stock or shares of the business entity or ownership of \$2,500 or more of the fair market value of the business entity or employed by the above named "firm."

Name	Title	Department

2. State the name of each "official" of the City of Brownsville having an "ownership interest" constituting 10% or more of the ownership in the above named "firm", or employed by the above named "firm."

Name	Title	Department



INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC DEPARTMENT

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

3. State the names of each “board member” of the City of Brownsville having an “ownership interest” constituting 10% or more of the ownership in the above named “firm”, or employed by the above named “firm.”

Name	Board, Commission, or Committee

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the City of Brownsville, Texas as changes occur.

Certifying Person: _____

Title: _____
(Type or Print)

Signature of Certifying Person: _____ Date: _____



**INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC
DEPARTMENT**

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

OPEN RECORDS ACT AND CONFIDENTIALITY

All materials submitted to the City of Brownsville pursuant to this Invitation for Bid/Request for Proposals/Statement of Qualifications become subject to the mandates of the Texas Open Records Act, Government Code, Chapter 552, Subchapter A, §§552.009; Subchapter D, §§552.205; and Subchapter F, §§552.261 through 552.274. The purpose of this Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Almost all "records," as that term is defined in the Act, may be disclosed to the public upon request. Except where specific state or federal statutes create a confidential privilege, persons who submit information to public bodies have no right to keep this information from public access or reasonable expectation that this information will be kept from public access.

If you believe that any of the information you have submitted to the City pursuant to this Request for Proposals is **confidential** under a specific state or federal statute and therefore not subject to the public access, *you must comply with the following:*

- A. Place said documents/records in a separate envelope marked **"Confidential" DO NOT** label your entire response to the Request for Proposals as "Confidential" – label only those portions of the response that you feel are made confidential by state or federal law as "Confidential." If only a portion of a document is confidential, please identify specifically the portions of the document you are claiming are confidential. Under the State of Texas Open Records Act, the City is obligated to produce documents for public inspection even if the documents contain a portion which is confidential, but can redact the confidential parts.
- B. For each such document for which you are claiming a confidential privilege, identify the federal and/or state law that creates said privilege, e.g., for trade secrets.

Should an Open Records request be presented to the City requesting information you have identified as "Confidential," you will be responsible for defending your position in the Court where the proceeding is filed, if needed.

If you fail to identify any records submitted as part of your Proposal as "Confidential" by placing them in the "Confidential" envelope AND you fail to identify the specific state or



**INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC
DEPARTMENT**

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

federal law creating said privilege, you are irrefutably agreeing that said records are not confidential and are subject to public access.

CERTIFICATION OF COMPLIANCE WITH TEXAS FAMILY CODE PROVISION
As per Section 14.52 of the Texas Family Code, added by S.B. 84, Acts, 73rd Legislature, R.S. (1993), all bidders must complete and submit with the bid the following affidavit: I, the undersigned vendor, do hereby acknowledge that NO sole proprietor, partner, majority shareholder of a corporation, or an owner of 10% or more of another business entity is 30 days or more delinquent in paying child support under a court order or a written repayment agreement. I understand that under this provision, a sole proprietorship, partnership, corporation or other entity in which a sole proprietor, partner, majority shareholder or a corporation, or an owner of 10% or more of another entity is 30 days or more delinquent in paying child support under a court order or a written repayment agreement is NOT eligible to bid or receive a state contract.

CERTIFICATION OF COMPLIANCE WITH HOUSE BILL 89

Vendor certifies that is in compliance with all applicable provisions of the House Bill 89. Purchases made in accordance under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 must comply with the following: 1. Does not boycott Israel currently; and 2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with Northside Independent School District.



**INVITATION FOR BIDS FOR A TERM CONTRACT FOR THE PURCHASE AND DELIVERY OF
TRAFFIC ALUMINUM SIGN BLANKS FOR THE CITY OF BROWNSVILLE TRAFFIC
DEPARTMENT**

BID # ASB-27-0619

July 11, 2019 at 3:00 P.M.

DEFINITIONS

The following definitions of terms should be used in answering the questions set forth below:

- a. **“Board member.”** A member of any board, commission, or committee appointed by the City Commission of the City of Brownsville, Texas.
- b. **“Employee.”** Any person employed by the City of Brownsville, Texas either on a full or part-time basis, but not as an independent contractor.
- c. **“Firm.”** Any entity operated for economic gain, whether professional, industrial or commercial, and whether established to produce or deal with a product or service, including but not limited to, entities operated in the form of sole proprietorship, as self-employed person, partnership, corporation, joint stock company, joint venture, receivership or trust, and entities which for purposes of taxation are treated as non-profit organizations.
- d. **“Official.”** The Mayor, members of the City Commission, City Manager, Assistant City Managers, Department and Division Heads, and Municipal Court Judge of the City of Brownsville, Texas.
- e. **“Ownership interest.”** Legal or equitable interest, whether actually or constructively held, in a firm, including when such interest is held through an agent, trust, estate or holding entity. “Constructively held” refers to holdings or control established through voting trusts, proxies, or special terms of venture of partnership agreements.”

END OF BID PACKAGE