

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

**SERVICE CONTRACT
C-16-047-08-23**

THIS CONTRACT is made and entered into this 23rd of August, 2016 by and between the **County of Hidalgo, Texas** ("County"), and Trapeze Software Group, Inc. dba Assetworks, LLC a California limited liability company ("Company").

WHEREAS, Company responded to request for bids for the “Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings” replacement cost appraisal (the “Services”); and

WHEREAS, Company submitted a bid to provide services in accordance with the specifications as bid, a copy of Request for Bid (RFB) Procurement Packet being attached hereto as Exhibits "A" (the “RFB”) and Exhibit "B" respectively, and incorporated herein for all purposes (the "Bid Page"); and

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with RFB Packet, the Commissioners Court of County awarded the bid to Company.

NOW, THEREFORE, in mutual consideration of the foregoing and the further consideration of the following, the parties hereto agree as follows:

1. County and Company hereby agrees that this Contract is entered into in order to provide the Services to **Hidalgo County**. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.

2. Company hereby promises and agrees to render and provide, during the term of this Contract, and shall be obligated to render and provide the Services in accordance with the RFB

following a request for Services by the **County** or its designated agent. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services.

3. This Contract shall be for a period of one (1) year , **(on an as needed basis)**, commencing on August 23, 2016 and expiring on August 22, 2017 and may be extended at the sole discretion of the County for an additional four (4) one (1) year terms under the same rates, terms and conditions. Hidalgo County also reserves the right to continue this sealed bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay of award for the next term and contingent upon cost remaining unchanged.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons

connected with providing services under this Contract naming County as an additional insured (with the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Initial Structure Valuation and Insurance Appraisals as described in Exhibit "A" attached hereto shall be delivered to Hidalgo County Safety Division within sixty (60) days from the issuance of a Notice to Proceed by County. The Annual Revised Estimate as described on Exhibit "B" attached hereto will be delivered to Hidalgo County Safety Division twelve (12) months from the delivery of the initial report and every twelve months thereafter provided this Contract is in force and effect for any of such period(s).

13. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County: **The County of Hidalgo**
 Attn: County Judge
 100 E. Cano, 2nd Floor
 Edinburg, Texas 78539

If to Company: **Trapeze Software Group, Inc. dba AssetWorks, LLC**
 Attn: Greg Friz
 998 Old Eagle School Road, Suite 1215
 Wayne, PA 19087

14. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

15. This Agreement may be terminated by County without cause upon thirty (30) days written notice.

16. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

17. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

18. **Commitment of Current Revenues Only.** In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of Buyer under this Agreement, Buyer may terminate this Agreement upon ninety (90) days written notice to Seller. Buyer agrees, however, to use reasonable efforts to secure funds necessary for the

continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of Buyer pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1996).

19. **Entire Agreement.** This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by the parties hereto, and not otherwise.

20. **Immunities.** Nothing in this Agreement is intended to and County does not hereby waive, release or relinquish any right to assert any of the defenses County enjoys by virtue of the state or federal constitution, laws, rules or regulations, and any sovereign, official or qualified immunity available to County as to any claim or action of any person, entity, or individual against County.

WITNESS our hands in duplicate originals this _____ day of _____, 2016.

COUNTY OF HIDALGO

Ramon Garcia, County Judge

ATTEST:

Arturo Guajardo Jr., County Clerk

Company: _____

By: _____

Printed Name: _____

Title: _____

APPROVED AS TO FORM:

Stephen L. Crain

EXHIBIT “A”

REQUEST FOR BID (RFB) PROCUREMENT PACKET



Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

June 06, 2016

RE:

ADDENDUM NO.3

FOR BID No.: 2016-047-06-08-YSS

“Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings” (i.e. replacements costs) Hidalgo County

Dear Gentlemen:

Attached you will find **ADDENDUM NO. 3**, in connection with Hidalgo County’s request for bids for **“Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings” (i.e. replacement costs)**.

Please add this **ADDENDUM NO. 3** to your bid packet so as to permit your company to submit a complete bid. See original bid packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of **ADDENDUM NO. 3** by signing and returning this notice via email to yvette.salinas@co.hidalgo.tx.us and/or marking receipt in your bid form.

If you do not receive all pages of **ADDENDUM NO. 3** please notify us immediately at 956-318-2626.

Please be advised that this **ADDENDUM NO. 3** will complete your bid packet for Hidalgo County **“Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties /Buildings” (i.e. replacement costs)**.

Thank you for your prompt attention to this matter.

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY:

ADDENDUM NO. 3
ACKNOWLEDGMENT OF RECEIPT

Enclosures

MLS/yss

ADDENDUM NO. 3

June 06, 2016

**“STRUCTURE VALUATION AND INSURANCE APPRAISAL FOR HIDALGO COUNTY OWNED PROPERTIES/BUILDINGS” (I.E. REPLACEMENT COSTS)-HIDALGO COUNTY”
RFB NO.: 2016-047-06-08-YSS**

PLEASE NOTE THE FOLLOWING CHANGES:

1. Use the attached **REVISED BID PAGE** and disregard previous one.

I, _____, acknowledge receipt of ADDENDUM NO. 3 dated, June 06, 2016, for RFB-**Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs)-Hidalgo County.**

Printed Bidder Name

Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR BID PACKET, IN ORDER TO COMPLETE THE BID.

HIDALGO COUNTY
RFB NO: 2016-047-06-08-YSS
“STRUCTURE VALUATION AND INSURANCE APPRAISALS FOR
HIDALGO COUNTY OWNED REAL ESTATE
PROPERTIES/BUILDINGS”
(i.e. replacement costs)

*****REVISED BID PAGE*****

Bidder(s) shall provide prices for the base bid (Structure Valuation and Insurance Appraisals for Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs). Hidalgo County has the right to add or delete properties as necessary.

Price for: Initial Structure Valuation and Insurance Appraisals for Hidalgo County Owned Real Estate Properties/Buildings valued at or near \$250,000.00 or more and listed in Hidalgo County Selected Properties List.

\$ _____

Price for: Annual revised estimates [four (4) total revisions] on a yearly basis with the first (1st) revised estimate due twelve (12) months from the initial report and every twelve months thereafter.

\$ _____

Price for: Per Building on for any on As Needed Basis.

\$ _____

VENDOR / COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

EMAIL ADDRESS: _____

PRIMARY PHONE NUMBER: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____



Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

May 25, 2016

RE:
ADDENDUM NO.2
FOR BID No.: 2016-047-06-08-YSS
“Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings” (i.e. replacements costs) Hidalgo County

Dear Gentlemen:

Attached you will find **ADDENDUM NO. 2**, in connection with Hidalgo County's request for bids for **“Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings” (i.e. replacement costs)**.

Please add this **ADDENDUM NO. 2** to your bid packet so as to permit your company to submit a complete bid. See original bid packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of **ADDENDUM NO. 2** by signing and returning this notice via email to yvette.salinas@co.hidalgo.tx.us and/or marking receipt in your bid form.

If you do not receive all pages of **ADDENDUM NO. 2** please notify us immediately at 956-318-2626.

Please be advised that this **ADDENDUM NO. 2** will complete your bid packet for Hidalgo County **“Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties /Buildings” (i.e. replacement costs)**.

Thank you for your prompt attention to this matter.

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY:

ADDENDUM NO. 2
ACKNOWLEDGMENT OF RECEIPT

Enclosures

MLS/yss

ADDENDUM NO. 2

May 25, 2016

“STRUCTURE VALUATION AND INSURANCE APPRAISAL FOR HIDALGO COUNTY OWNED PROPERTIES/BUILDINGS” (I.E. REPLACEMENT COSTS)-HIDALGO COUNTY”
RFB NO.: 2016-047-06-08-YSS

PLEASE NOTE THE FOLLOWING CHANGES IN DATE AND TIME:

INQUIRY ACCEPTANCE CUT OFF TIME HAS CHANGED:

All written inquiries will be accepted via e-mail at: yvette.salinas@co.hidalgo.tx.us no later than **2:00 pm**, Wednesday, May 25, 2016. Responses to said inquiries will be sent to all applicants via e-mail by no later than 5:00 PM, Wednesday, June 08, 2016.

BID OPENING DATE HAS CHANGED:

Request For Bids will be accepted until **9:30 A.M., Wednesday, June 15, 2016**. **ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

I, _____, acknowledge receipt of ADDENDUM NO. 2 dated, May 25, 2016, for RFB-Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs)-Hidalgo County.

Printed Bidder Name

Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR BID PACKET, IN ORDER TO COMPLETE THE BID.



Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

May 20, 2016

RE:
ADDENDUM NO.1
FOR BID No.: 2016-047-06-08-YSS
“Structure Valuation and Insurance Appraisal for
Hidalgo County Owned Real Estate
Properties/Buildings” (i.e. replacements costs)
Hidalgo County

Dear Gentlemen:

Attached you will find **ADDENDUM NO. 1**, in connection with Hidalgo County’s request for bids for **“Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings” (i.e. replacement costs)**.

Please add this **ADDENDUM NO. 1** to your bid packet so as to permit your company to submit a complete bid. See original bid packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of **ADDENDUM NO. 1** by signing and returning this notice via email to yvette.salinas@co.hidalgo.tx.us and/or marking receipt in your bid form.

If you do not receive all pages of **ADDENDUM NO. 1** please notify us immediately at 956-318-2626.

Please be advised that this **ADDENDUM NO. 1** will complete your bid packet for Hidalgo County **“Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties /Buildings” (i.e. replacement costs)**.

Thank you for your prompt attention to this matter.

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: _____

ADDENDUM NO. 1
ACKNOWLEDGMENT OF RECEIPT

Enclosures

MLS/yss

ADDENDUM NO. 1

May 20, 2016

**“STRUCTURE VALUATION AND INSURANCE APPRAISAL FOR HIDALGO COUNTY OWNED PROPERTIES/BUILDINGS” (I.E. REPLACEMENT COSTS)-HIDALGO COUNTY”
RFB NO.: 2016-047-06-08-YSS**

PLEASE NOTE CHANGES AS FOLLOWS:

Insurance requirements have changed as listed below:

Disregard EXHIBIT “C” Page one (1) labeled:

**EXHIBIT “C”
Insurance Requirements
Applicable to the Acquisition of Goods and/or Services (other than
Professional Services)**

and replace with the attached page labeled:

**EXHIBIT “C”
Insurance Requirements
Professional Services
(i.e...Engineers, Architects, Appraisers & Surveyors)**

I, _____, acknowledge receipt of ADDENDUM NO. 1 dated, May 20, 2016, for RFB-Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs)-Hidalgo County.

Printed Bidder Name

Date

**NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR
BID PACKET, IN ORDER TO COMPLETE THE BID.**

EXHIBIT "C"

Insurance Requirements Professional Services (i.e...Engineers, Architects, Appraisers & Surveyors)

The proposer awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the proposer in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. Professional liability insurance policy with limits of at least One Million Dollars (\$1,000,000) per occurrence, or limited to claims made, include at least a five (5) year extended reporting period.
2. A Five Hundred Thousand Dollars (\$500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.
3. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars (\$300,000.00) per person and Five Hundred Thousand Dollars (\$500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand Dollars (\$500,000.00) arising out of the services provided to County hereunder.
4. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;
5. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

Hidalgo County will only accept certificates of insurance on an Acord form (as attached hereto). Certificates of insurance naming County as an additional insured shall be submitted to County for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.



**Hidalgo County Purchasing Department
New Administration Building
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629**

May 16, 2016

Participant's name

Address

City

State, Zip Code

Re: HIDALGO COUNTY

“Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings” (i.e. replacement costs)

RFB No: 2016-047-06-08-YSS

Dear Gentlemen/Ladies:

Enclosed please find a Request for Bids (RFB) packet for your review and consideration.

Hidalgo County Purchasing Department welcomes and appreciates your participation in the procurement process.

If any further assistance is required, please do not hesitate to call the Purchasing Department 956-318-2626.

Sincerely,

Martha L. Salazar, CPPB, Purchasing Agent

MLS/yss
Enclosures



Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

REQUEST FOR BIDS (RFB)
Hidalgo County

“Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings” (i.e. replacement costs)

RFB NO: 2016-047-06-08-YSS

Table of Contents

Item	Description	No. of Pages
1.	Request for Bid Letter	1
2.	Request for Bid, Revised Legal Notice	8
3.	Exhibit A, Specifications/Requirements	6
4.	Exhibit B, Bid Page	1
5.	Hidalgo County Selected Properties List	3
6.	Exhibit C, Insurance Requirements	4
7.	Exhibit D1 Conflict of Interest Questionnaire (CIQ)	2
8.	Vendor/Bidder Application and W-9 form	6
9.	Certification Regarding Debarment	1
10.	Draft Contract	8

The above mentioned items shall be found in the Request for Bid (RFB) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Purchasing by calling (956) 318-2626 or via email to yvette.salinas@co.hidalgo.tx.us, and advise of missing documentation.

Thank you.

Martha L. Salazar, CPPB, Purchasing Agent

May 16, 2016

Date

Bid No: 2016-047-06-08-YSS	Buyer: Yvette Salinas	Tel. No: (956) 318-2626 ext. 4874
-----------------------------------	------------------------------	--

REQUEST FOR BIDS

HIDALGO COUNTY

**“STRUCTURE VALUATION AND INSURANCE APPRAISAL FOR
HIDALGO COUNTY OWNED REAL ESTATE
PROPERTIES/BUILDINGS”
(i.e. replacement costs)”**

BID OPENING DATE:

June 08, 2016

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2812 So. Business 281 - New Administration Building
Edinburg, Texas 78539



956 318-2626

Form HCPD-03

1. Sealed bids will be received for **HIDALGO COUNTY –“Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings” (i.e. replacement costs)** in accordance with the specifications attached as Exhibit "A" hereto. Bids should address all specifications set forth. Bidders may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall bid.
2. One (1) original and Three (3) copies of all bids are required with the bidders name and return address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package: **BID-2016-047-06-08-YSS HIDALGO COUNTY –“Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings” (i.e. replacement costs)** and in County's Purchasing Department, 2812 So. Business 281, New Administration Building, Edinburg, Texas, **on or before 9:30 a.m., WEDNESDAY, June 08, 2016. NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO REQUEST FOR BIDS- HIDALGO COUNTY –“Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings” (i.e. replacement costs).** Hidalgo County reserves the right to refuse and reject any/all RFB and to waive any/all formalities or technicalities, or to accept the RFB considered the best and most advantageous to Hidalgo County.
3. Hidalgo County reserves the right to separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements. Hidalgo County also reserves the right to reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval. Receipt of any bid/packet shall under no circumstances obligate County to accept the lowest bid. Hidalgo County reserves the right to award to one bidder or to multiple bidders if the County determines it is in its best interest to do so.”
4. The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. Failure of the delivered item(s) to perform as specified, or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible bidder, or to reject all bids and re-advertise.
5. For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.
6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.
7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.

8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.
9. Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.
10. County reserves the right to accept or reject any or all bids.
11. Costs are to be net F.O.B., County Prepaid.
12. County is exempt from Federal Excise Tax, State Tax and Local Tax. DO NOT include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
15. DELIVERY INSTRUCTIONS:
 - No deliveries accepted after 3:00 P.M., Monday-Friday.
 - At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, Purchasing Agent before delivery will be accepted.
 - If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, Purchasing Agent
(956) 318-2626
16. BILLING AND PAYMENT INSTRUCTIONS:
 - Invoices must include:
 - a) Name and address of successful bidder
 - b) Name and address of receiving department or official
 - c) Purchase Order Number (if any)
 - d) Notation - **HIDALGO COUNTY –“Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings” (i.e. replacement costs)** Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
 - e) Contract number must be indicated.
 - Discount payments will be considered when offered.

- Contact person for Billing and Payment questions:

Hidalgo County Auditor's Office
 2808 South Business Hwy 281
 Edinburg, Texas 78539
 (956) 318-2511

17. Schedule of Events

Bid Opening, 9:30 AM	<u>June 08, 2016</u>
Award of Contract	_____, 2016
Commence Work or Deliver Products	_____, 2016

18. Bid or Performance Bond and Debarment Certification; Payment Under Contract:

- If the contract proposed is for the construction of public works or is for a contract for goods & services exceeding \$100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas. All bidders are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR Part 76.

- Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds \$50,000.

- If the contract is for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.

- If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars (\$25,000.00), as required by Tex. Govt. Code Ch. 2253.

- For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.

19. Ethical Standards:

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any

other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.

. It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.

. No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

NOTICE:

ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE HIDALGO COUNTY PURCHASING DEPARTMENT.

20. Disclosure of Conflict of Interest

. Effective January 1, 2016, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County (“the County”) to disclose in the Conflict of Interest Questionnaire (the “CIQ”) attached as [Exhibit D-1](#), the vendor, person, consultant or contractor’s affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk’s Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor. **Completed Form CIQ must be submitted to the Hidalgo County Clerk’s Office located at 100 N. Closner, Edinburg, Texas 78539 - Hidalgo County Courthouse.**

COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE RESPONDENT. QUESTIONS REGARDING COMPLIANCE SHOULD BE DIRECTED TO YOUR LEGAL COUNSEL.

21. **CERTIFICATE OF INTERESTED PARTIES (FORM HB1295)**

As of January 1, 2016, to comply with Texas Government Code Section §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Section 46.1, 46.3 and 46.5 of the Texas Administrative Code, we have updated and revised our RFB packet. In accordance with these requirements, business must submit a completed Certificate of Interested Parties Form 1295 to the County before the County may enter into a contract with the business entity. In box 3 of Form 1295, you will provide the RFB No. , as shown on the packet. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed and signed in the presence of a notary and submitted to our office either by facsimile transmission to (956) 292-7612 or via email to: yvette.salinas@co.hidalgo.tx.us. Hidalgo County cannot enter into a contract until Form 1295 is submitted. Therefore, failure to timely submit Form 1295 signed

and notarized may result in delay of award. Full instructions for completion and submittal of Form 1295 may be found on the Texas Ethics Commission website:

<https://www.ethics.state.tx.us/tec/1295-Info.htm>

THE AWARDED VENDOR WILL HAVE THIRTY (30) DAYS TO SUBMIT THE SIGNED NOTARIZED FORM 1295. HIDALGO COUNTY CANNOT ENTER INTO A CONTRACT UNTIL FORM 1295 IS SUBMITTED.

22. If, during the life of any contract or bid awarded, the successful bidder's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.
23. Bids, and all goods and services provided there under, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.
24. Minimum Standards for Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:
 - . Possess or is able to obtain adequate financial resources as required to perform under the bid;
 - . Be able to comply with the required or proposed delivery schedule;
 - . Have a satisfactory record of performance;
 - . Have a satisfactory record of integrity and ethics;
 - . Be otherwise qualified and eligible to receive an award.
25. Successful bidder will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful bidder's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
26. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.
27. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:
 - A. Meet schedules;
 - B. Pay any required fees or taxes; or
 - C. Otherwise perform in accordance with the specifications.
28. Successful bidder shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in any halls,

elevators, entrances, stairways or approaches of or to such County facilities. Successful bidder shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful bidder's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods and services provided by successful bidder.

29. Successful bidder shall warrant that all items/services shall conform to the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.
30. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.
31. The successful bidder shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

Bid For
HIDALGO COUNTY
“STRUCTURE VALUATION AND INSURANCE APPRAISAL FOR HIDALGO COUNTY
OWNED REAL ESTATE PROPERTIES/BUILDINGS”
(i.e. replacement costs)

BID NO.: 2016-047-06-08-YSS

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2812 So. Business 281 – New Administration Building
Edinburg, Texas 78539

In accordance with the Specifications, and subject to all laws and regulations of the United States and state and local laws, the undersigned bidder proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned bidder further agrees, upon acceptance of its bid, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Specifications within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Bidder acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Bidder understands that Hidalgo County reserves the right to reject any or all bids and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids, as contained in the Specifications.

Respectfully submitted,

Bidder: _____
Address: _____
By: _____
Printed Name: _____
Title: _____

EXHIBIT “A”
STRUCTURE VALUATION AND INSURANCE APPRAISALS FOR
HIDALGO COUNTY OWNED REAL ESTATE PROPERTIES/BUILDINGS
(i.e. replacement costs)

BID NO: 2016-047-06-08-YSS

Specifications, Requirements and Other Terms and Conditions

OVERVIEW:

Hidalgo County (hereinafter referred to as “COUNTY”) and all Hidalgo County funding sources, programs, and entities is soliciting bids for the “Structure Valuation And Insurance Appraisals For Hidalgo County Real Estate Properties/Buildings (i.e. replacement costs)” as listed in specifications that are one (1) year and older on an “As Needed Basis” for use in its financial reporting, property control, insurance placement, and proof of loss from an applicable real estate appraiser(s). The initial term of this contract **shall commence upon award and fully executed contract** for one (1) year with Hidalgo County’s Commissioners Court sole discretion to extend for two (2) additional-one year terms, subject to approval by the Commissioners Court under the same rates, terms and conditions. The scope of the work/services will encompass all aspects of Hidalgo County and requires extensive knowledge, experienced appraiser(s) for the valuation and insurance appraisals for “Structure Valuation and Insurance Appraisals for Hidalgo County Real Estate Properties/Buildings (i.e. replacement costs). The information provided in the Request For Bids (hereinafter referred to as “RFB”) is only to be used for the purpose of preparing a bid for “Structure Valuation And Insurance Appraisals For Hidalgo County Real Estate Properties/Buildings (i.e. replacement costs). Request For Bids will be accepted until **9:30 A.M., Wednesday, June 08, 2016.** **ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

1. BIDDER’S AFFIDAVIT:

Prior Contract award, respondents to this RFB must submit a signed Bidder’s Affidavit (attached herein in **Exhibit E**) certainly that the submission is (1) not the result of Collusion as described in the Bidder’s Affidavit or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Bidder’s Affidavit.

2 NON-DISCRIMINATION:

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

3. PROCESSING TIME FOR PAYMENT:

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

4. ELECTRONIC TRANSMISSION OF BIDS:

Hidalgo County’s Purchasing Department will not accept telegraphic or electronically transmitted submissions.

5. **PROOF OF FINANCIAL AND BUSINESS CAPABILITY:**

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

6. **SUBMITTER DEFAULT:**

Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

7. **RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:**

It is the responsibility of the submitter to review the Request for Bid (RFB) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidders procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

8. **HAND DELIVERED BIDS:**

Hidalgo County requires submitters, when hand delivering bids, to make sure that it is stamped with date and time by the County Purchasing Staff.

9. **SIGNING OF BIDS:**

In order to be considered all submittals **must** be signed. **Please sign the original in [blue ink](#).**

10. **WAIVING OF INFORMALITIES:**

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

11. **SUBCONTRACTING:**

The successful submitter **may not** subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

12. **TERM & CONDITIONS:**

The initial term of this contract shall commence upon award for one (1) year, with Hidalgo County Commissioners Court sole discretion to extend for four (4) additional-one year terms, subject to approval by the Commissioners Court under the same rates, terms and conditions, subject to approval by the Commissioners Court under the same rates, terms and conditions.

Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term, under the same rates, terms and conditions.

Hidalgo County reserves the right to reject any or all bids, to waive any or all informalities, to accept the bid considered the best and most advantageous to the County, including compliance to the bid specifications.

Hidalgo County reserves the right to award on an "all or none basis".

One or more bidder(s) may be designated as approved vendor(s) for purchases/services for Hidalgo County.

Hidalgo County reserves the right to award the bid to ONE or MULTIPLE bidders if the County determines it is in its best interest to do so.

Hidalgo County reserves the right to hold the bids for a period of (90) ninety days without taking action hereon.

After bid is awarded and low bidder(s) default(s) in meeting the general instructions to bidders and/or comply with the contract agreement, Hidalgo County reserves the right to seek services from the next lowest bidder(s). In such event, County shall charge the successful bidder(s) the difference for any additional cost of such item(s).

Hidalgo County may seek purchases from state awarded vendors or any other cooperative purchasing programs, whenever it is in the best interest to do so.

The contract shall remain in effect until contract expires, deliver/completion of services ordered or terminated by Hidalgo County with a thirty (30) day written notice prior to any cancellation. Hidalgo County reserves the right to award canceled contract to next lowest bidder as it deems to be in the best interest of the County.

All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

Insurance Certificates as per Exhibit "C" must be submitted to the Purchasing Department prior to any services being performed by the awarded bidder(s).

Hidalgo County reserves the right to purchase these items from other sources other than the successful vendor and shall not be in violation of any terms or conditions of said contract. Further, Hidalgo County reserves the right to seek another vendor if, at any time, vendor's prices do not conform the public pricing.

13. **DAVIS BACON ACT (if applicable):**

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications (if applicable).

14. **REQUEST FOR BIDS:**

The required contents and limitations for the preparation of the RFB are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFB. A total of one (1) original, three (3) copies of responses shall be submitted to the address on the cover letter.

15. **UNDERSTANDING OF THE PROJECT:**

This section should demonstrate the bidders understanding of the project needs, the services required, and any local issues or concerns. Briefly explain how long you have been organized and your business objectives. Explain how long you have been in business. This description should be concise, candid, and limited to 3 pages in length.

16. **BIDDER'S QUALIFICATIONS:**

Hidalgo County is soliciting bids for the "Structure Valuation and Insurance Appraisals for Hidalgo County Real Estate Properties/Buildings (i.e. replacement costs)" as listed in

specifications for use in its financial reporting, property control, insurance placement, and proof of loss from an applicable experienced real estate appraiser(s). Must submit any and all applicable credentials, qualifications with RFB. Photostat copies are acceptable.

17. **PERSONNEL AND STAFFING:**

The bidders should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided. Information regarding the bidder's credentials, education and experience with other entities is required and will be scored accordingly during the evaluation process.

18. **REQUIRED CERTIFICATES AND SUBMITTAL:**

This section will contain any/all licenses, registrations, permits, and certifications as required by the STATE OF TEXAS and HIDALGO COUNTY that you possess that deem you as qualified. (if applicable).

If bidder cannot meet any of the following services/responsibilities, such exceptions must be noted on the company's cover letter.

20. **SCOPE OF SERVICES:**

Hidalgo County is seeking bids for the "Structure Valuation And Insurance Appraisals For Hidalgo County Real Estate Properties/Buildings (i.e. replacement costs)" that are one (1) year and older on "An As Needed Basis" for use in its financial reporting, property control, insurance placement, and proof of loss. Bidder(s) shall provide prices for professional services as indicated on specifications and requirements of RFB.

- Bidder(s) submitting bids(s) do so entirely at their expense. There is no expressed or implied obligation by Hidalgo County to reimburse any firm or individual for any costs incurred in preparing or submitting bids, preparing or submitting any additional information requested by Hidalgo County, or for participating in any selection interviews (if applicable).
- To provide valuations and insurance appraisals of any/all properties/buildings that are one (1) year and older as listed on exhibits on an "As Needed Basis". Other and/or additional properties/buildings not stated in exhibit may be added and/or included throughout the duration of the contract term.
- Provide Hidalgo County with a comprehensive real property/building record for each item as follows:
 - a) Property name, location, tax ID
 - b) Square footage
 - c) Condition
 - d) Status
 - e) Normal useful life
 - f) Actual cash value
 - g) Replacement value
 - h) Functional replacement value as defined in the Insurance Services Offices

- The services provided by the qualified experienced appraiser(s) shall include, but are not limited to:
 1. Inspecting property/building, property/building records and interviewing key personnel to ensure a complete valuation.
 2. Preparing a comprehensive narrative report describing the scope, procedures, and definitions used in the services performed.
 3. Provide four (4) complete final reports in hard copy including all specified requirements and a corresponding computer file in MS Excel or Access Format.
 4. Revised estimates on a yearly basis for the length of the contract. With the first revised estimate due 12 months from the initial report and every 12 months thereafter.
- The successful bidder(s) and any assigned staff shall qualified and experienced to perform the work being requested in the RFB.
- The successful bidder(s) shall have a minimum of ten (10) current years of experience in the valuation and appraisals of commercial and/or governmental real property.
- The successful bidder(s) shall have successfully completed a minimum of five (5) projects of similar size and scope as the work described in RFB.
- The successful bidder(s) shall be financially solvent and have the means to complete all required contract work without pre-payments.
- The successful bidder(s) shall have adequate qualified experienced staff to perform all contract work within the contract time.
- Provide a brief history of your firm, including all names and business addressed under which your firm has operated as requested under #16-RFB- Requirements-Understanding Of Project.
- Identify the professional staff members who would be performing the work, listing their qualifications, experiences, as requested under #17-RFB- Requirements-Personnel and Staffing.
- Provided references from the five (5) latest projects of similar size and scope to this project, including the contract manager name, address, telephone, email address, and fax numbers.
- Provide your firm's latest financial statements.
- In addition Hidalgo County may make such investigations it deems necessary to determine the ability of the bidder(s) to perform the work. The bidder(s) shall furnish to Hidalgo County, within five (5) days of request, all such information and data for this bidder as may be requested. Hidalgo County reserves the right to reject any bids if the evidence submitted by or investigation of, such bidder(s) fails to satisfy Hidalgo County that such bid(s) is properly qualified to carry out the obligations of the RFB and to complete the work therein.

- Bidder(s) shall provide prices for the base bid (Structure Valuation and Insurance Appraisals for Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs). Hidalgo County has the right to add or delete properties as necessary.
 - Initial Structure Valuation and Insurance Appraisals for Hidalgo County owned Real Estate Properties/Buildings valued at or near \$250,000.00 or more **and** listed in Hidalgo County Selected Properties List.
 - Annual revised estimates: Provide revised estimates on a yearly basis with the first (1st) revised estimate due twelve (12) months from delivery of the initial report to the County and every twelve months thereafter. [Four (4) total revisions].

21. **BIDDER(S) ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:**

Bidder(s) are to provide a bid on bid page based on the scope of services/work requested.

All/Any costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and not reimbursements for such charges or expenses shall be passed onto Hidalgo County.

22. **NUMBER OF COPIES TO BE SUBMITTED:**

Hidalgo County requires one (1) original and three (3) copies of responses.

23. **ADDITIONAL INFORMATION:**

Hidalgo County is requesting that any and all questions, inquiries and clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to, Martha L. Salazar, CPPB, Purchasing Agent, 2802 S. Bus. Hwy. 281, Edinburg, TX 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

All written inquiries will be accepted via e-mail at: yvette.salinas@co.hidalgo.tx.us no later than 5:00 pm, Wednesday, May 25, 2016. Responses to said inquiries will be sent to all applicants via e-mail by no later than 5:00 PM, Wednesday, June 08, 2016.

HIDALGO COUNTY
RFB NO: 2016-047-06-08-YSS
“STRUCTURE VALUATION AND INSURANCE APPRAISALS FOR
HIDALGO COUNTY OWNED REAL ESTATE
PROPERTIES/BUILDINGS”
(i.e. replacement costs)

BID PAGE

Bidder(s) shall provide prices for the base bid (Structure Valuation and Insurance Appraisals for Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs). Hidalgo County has the right to add or delete properties as necessary.

Price for: Initial Structure Valuation and Insurance Appraisals for Hidalgo County Owned Real Estate Properties/Buildings valued at or near \$250,000.00 or more and listed in Hidalgo County Selected Properties List.

\$ _____

Price for: Annual revised estimates [four (4) total revisions] on a yearly basis with the first (1st) revised estimate due twelve (12) months from the initial report and every twelve months thereafter.

\$ _____

VENDOR / COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

EMAIL ADDRESS: _____

PRIMARY PHONE NUMBER: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

HIDALGO COUNTY SELECTED PROPERTIES LIST

Parks & Buildings
Grouped by Location

HIDALGO COUNTY SELECTED PROPERTIES LIST								Parks & Buildings Grouped by Location	
Loc.	Description	Address	Zip Code	Closest City	Occupancy	Sq. Ft. / Acreage	Coverage - Building	5	44
								Parks	Sites
Pct. 1	Multipurpose Center - Elsa	708 E. Edinburg Ave.	78543	Elsa	Health	10,927	\$ 1,748,000		
Pct. 1	Multipurpose Center - Elsa	708 E. Edinburg Ave.	78543	Elsa	JP 5-1				\$ 1,748,000
Pct. 1	Multipurpose Center - Elsa	708 E. Edinburg Ave.	78543	Elsa	WIC				
Pct. 1	Pogreso Community Center	5 Miles S. of Bus. 83 on FM 1015	78579	Progreso	Pct. 1	6,000	\$ 960,000		\$ 960,000
Pct. 1	Health - Weslaco	1901 N. Bridge Ave.	78596	Weslaco	Health	8,090	\$ 500,000		
Pct. 1	WIC - Weslaco	1901 N. Bridge Ave.	78596	Weslaco	WIC				\$ 500,000
Pct. 1	Juvenile - Kitchen/Storage	1711 N. Bridge Ave.	78596	Weslaco	Juvenile Prob	3,148	\$ 216,425		
Pct. 1	Juvenile - Detention Facility	1711 N. Bridge Ave.	78596	Weslaco	Juvenile Prob	9,275	\$ 637,656		\$ 1,241,581
Pct. 1	Juvenile - After Care Program	1711 N. Bridge Ave.	78596	Weslaco	Juvenile Prob	5,476	\$ 387,500		
Pct. 1	Pct. 1 Complex - Bldg 4	1900 Joe Stephens Ave.	78596	Weslaco	Pct. 1 Constables	4,406	\$ 822,644		\$ 822,644
Pct. 1	Pct. 1 Complex - Bldg 1	1902 Joe Stephens Ave.	78596	Weslaco	Pct. 1	17,944	\$ 2,871,040		
Pct. 1	Pct. 1 Complex - Bldg 1	1902 Joe Stephens Ave.	78596	Weslaco	Auto/Tax				
Pct. 1	Pct. 1 Complex - Bldg 1	1902 Joe Stephens Ave.	78596	Weslaco	Health				
Pct. 1	Pct. 1 Complex - Bldg 1	1902 Joe Stephens Ave.	78596	Weslaco	Planning				\$ 4,055,040
Pct. 1	Pct. 1 Complex - Bldg 2	1902 Joe Stephens Ave.	78596	Weslaco	JP			6,000	\$ 960,000
Pct. 1	Pct. 1 Complex - Bldg 3 (Mechanic Shop)	1902 Joe Stephens Ave.	78596	Weslaco	Pct. 1	4,000	\$ 224,000		
Pct. 1	Sheriff's Substation	3003 E. Mile 11 N.	78596	Weslaco	Sheriff	12,650	\$ 3,390,000		\$ 3,390,000
Pct. 1	Sunrise Pavilion	Mile 11 N. & Mile 1 1/4 W.	78596	Weslaco	Pct. 1	7,000	\$ 214,688	\$ 253,063.00	
Pct. 1	Sunrise Portable Bldg 24'X48'	Mile 11 N. & Mile 1 1/4 W.	78596	Weslaco	Pct. 1	1,152	\$ 10,875		
Pct. 1	Sunrise Restrooms	Mile 11 N. & Mile 1 1/4 W.	78596	Weslaco	Pct. 1	648	\$ 15,000		
Pct. 1	Sunrise Shop-Bldg II	Mile 11 N. & Mile 1 1/4 W.	78596	Weslaco	Pct. 1	400	\$ 12,500		
Pct. 2	WIC - Alamo (@ South Tower Multi-Purp Ctr)	1429 S. Tower Rd.	78516	Alamo	WIC	120,000	\$ 700,000		
Pct. 2	South Tower Park Multipurpose Facility	1429 S. Tower Rd.	78516	Alamo	Pct. 2				\$ 700,000
Pct. 2	Charles Curtis Park - Bar-B-Que Gilmore Kitchen	301 E. Hackberry	78501	McAllen	Pct. 2	1,890	\$ 75,000	\$ 465,969.00	
Pct. 2	Charles Curtis Park - Palmer Pavilion	301 E. Hackberry	78501	McAllen	Pct. 2	16,128	\$ 366,313		
Pct. 2	Charles Curtis Park - Storage Bldg	301 E. Hackberry	78501	McAllen	Pct. 2	600	\$ 15,125		
Pct. 2	Charles Curtis Park - Storage Shed	301 E. Hackberry	78501	McAllen	Pct. 2	800	\$ 9,531		
Pct. 2	Auto License Substation	300 E. Hackberry	78501	McAllen	Auto/Tax	3,522	\$ 500,000		
Pct. 2	Health - McAllen	300 E. Hackberry	78501	McAllen	Health	6,212	\$ 427,075		\$ 927,075
Pct. 2	Anaya Park Storage Shed, Pool, STG, Tennis Court, Bathrooms & fence	1529 W. Anaya Rd.	78577	Pharr	Pct. 2		\$ 268,750	\$ 268,750.00	
Pct. 2	Old Main Office - Bldg 1	301 E. State St.	78577	Pharr	Pct. 2/Planning	4,851	\$ 500,000		
Pct. 2	Machine Shop (Middle) - Bldg 2	301 E. State St.	78577	Pharr	Pct. 2	5,000	\$ 625,000		\$ 1,500,000
Pct. 2	Main Shop Storage - Bldg 3	301 E. State St.	78577	Pharr	Pct. 2	5,750	\$ 375,000		
Pct. 2	County Wide Shop - Bldg 4	101 N. Cypress Street	78577	Pharr	Pct. 2	5,451	\$ 305,000		\$ 305,000
Pct. 2	Multipurpose Center - Pharr - Ste A - Bldg 1	300 W. Hall Acres RD.	78577	Pharr	Health	7,408	\$ 1,185,280		
Pct. 2	Multipurpose Center - Pharr - Ste B - Bldg 2	300 W. Hall Acres RD.	78577	Pharr	WIC	5,176	\$ 828,160		
Pct. 2	Multipurpose Center - Pharr - Ste C - Bldg 2	300 W. Hall Acres RD.	78577	Pharr	Tax Office				
Pct. 2	Multipurpose Center - Pharr - Ste D - Bldg 3	300 W. Hall Acres RD.	78577	Pharr	JP 2-2				
Pct. 2	Multipurpose Center - Pharr - Ste E - Bldg 3	300 W. Hall Acres RD.	78577	Pharr	Const. Pct 2	9,840	\$ 1,574,400		\$ 4,524,800
Pct. 2	Multipurpose Center - Pharr - Ste F - Bldg 3	300 W. Hall Acres RD.	78577	Pharr	JP 2-1				

Loc.	Description	Address	Zip Code	Closest City	Occupancy	Sq. Ft. / Acreage	Coverage - Building	Parks	Sites
Pct. 2	Multipurpose Center - Pharr - Ste G - Bldg 4	300 W. Hall Acres RD.	78577	Pharr	Pct. 2	5,856	\$ 936,960		
Pct. 2	WIC - Pharr	1903 N. Fir St.	78577	Pharr	WIC	5,478	\$ 376,613		\$ 376,613
Pct. 2	Field Operations Facility	4011 S. Veterans	78589	San Juan	Pct. 2	11,450	\$ 1,220,000		
Pct. 2	Field Operations Facility - Covered Parking	4011 S. Veterans	78589	San Juan	Pct. 2	5,040	\$ 117,000		\$ 1,557,000
Pct. 2	Field Operations Facility - Exterior Storage	4011 S. Veterans	78589	San Juan	Pct. 2	7,560	\$ 220,000		
Pct. 2	Multipurpose Center - San Juan	509 E. Earling	78589	San Juan	Pct. 2	14,638	\$ 2,342,000		\$ 2,342,000
Pct. 2	Multipurpose Center - San Juan	509 E. Earling	78589	San Juan	Auto/Tax				
Pct. 2	Multipurpose Center - San Juan	509 E. Earling	78589	San Juan	WIC				
Pct. 2	Multipurpose Center - Earling Park (restrooms, open pavilions, storage sheds, baseball field, walking trail & concession stand)	509 E. Earling	78589	San Juan	Pct. 2	571,262	\$ 350,000	\$ 350,000.00	
Pct. 3	Motor Pool	8310 W. Mile 7 Rd.	78572	La Joya	Pct. 3	5,000	\$ 280,000		\$ 440,000
Pct. 3	Motor Pool Office	8310 W. Mile 7 Rd.	78572	La Joya	Pct. 3	2,289	\$ 160,000		
Pct. 3	Anzaldua's Park Boat Ramp & Dock	6400 Anzaldua Dam Rd.	78572	Mission	Pct. 3	460 / 5,533		\$ 182,688.00	
Pct. 3	Anzaldua's Park Canopy	6400 Anzaldua Dam Rd.	78572	Mission	Pct. 3	1,860	\$ 13,438		
Pct. 3	Anzaldua's Park Office & Ticket Station	6400 Anzaldua Dam Rd.	78572	Mission	Pct. 3	1,600	\$ 25,000		
Pct. 3	Anzaldua's Park Pavilion	6400 Anzaldua Dam Rd.	78572	Mission	Pct. 3	6,912	\$ 91,750		
Pct. 3	Anzaldua's Park Playground Equipment	6400 Anzaldua Dam Rd.	78572	Mission	Pct. 3				
Pct. 3	Anzaldua's Park Restroom #1 - Storage	6400 Anzaldua Dam Rd.	78572	Mission	Pct. 3	552	\$ 22,500		
Pct. 3	Anzaldua's Park Restroom #2	6400 Anzaldua Dam Rd.	78572	Mission	Pct. 3	684	\$ 15,000		
Pct. 3	Anzaldua's Park Restroom #3	6400 Anzaldua Dam Rd.	78572	Mission	Pct. 3	684	\$ 15,000		
Pct. 3	Anzaldua's Park Restroom #4	6400 Anzaldua Dam Rd.	78572	Mission	Pct. 3	912			
Pct. 3	Health - Mission	211 S. Schuerbach	78572	Mission	Health	13,862	\$ 750,000		
Pct. 3	WIC - Mission	211 S. Schuerbach	78572	Mission	WIC				
Pct. 3	WIC - Sullivan City	371 E. Expressway 83	78595	Sullivan City	WIC	10,000	\$ 500,000		\$ 500,000
Pct. 3	Mansion	2401 N. Moorefield	78572	Mission	Pct. 3	25,000	\$ 4,000,000		\$ 4,000,000
Pct. 3	Mansion	2401 N. Moorefield	78572	Mission	Planning				
Pct. 3	Mansion	2401 N. Moorefield	78572	Mission	Health				
Pct. 3	Multipurpose Center - Mission	724 N. Breyfogle - Bldg 1	78574	Mission	Health	9,772	\$ 1,564,000		\$ 4,824,000
Pct. 3	Multipurpose Center - Mission	724 N. Breyfogle - Bldg 1	78574	Mission	Auto/Tax				
Pct. 3	Multipurpose Center - Mission	724 N. Breyfogle - Bldg 1	78574	Mission	DPS				
Pct. 3	Multipurpose Center - Mission	724 N. Breyfogle - Bldg 2	78574	Mission	Pct. 3	4,000	\$ 640,000		
Pct. 3	Multipurpose Center - Mission	724 N. Breyfogle - Bldg 3	78574	Mission	Const. Pct. 3	7,000	\$ 1,120,000		
Pct. 3	Multipurpose Center - Mission	724 N. Breyfogle - Bldg 3	78574	Mission	JP 3-2				
Pct. 3	Multipurpose Center - Mission	724 N. Breyfogle - Bldg 3	78574	Mission	JP 3-1				
Pct. 3	Multipurpose Center - Mission	724 N. Breyfogle - Bldg 4	78574	Mission	Pct. 3	9,000	\$ 1,500,000		
Pct. 3	Veteran's Bar-B-Que Pavilion	5010 S. Inspiration RD.	78572	Mission	Pct. 3	3,100	\$ 173,000	\$ 769,688.00	
Pct. 3	Veteran's Pavilion Hall	5010 S. Inspiration RD.	78572	Mission	Pct. 3	10,548	\$ 540,688		
Pct. 3	Veteran's Pavilion Storage Bldg	5010 S. Inspiration RD.	78572	Mission	Pct. 3	1,000	\$ 56,000		
Pct. 4	Admin. Office (for Precinct 4)	1051 N. Doolittle Road	78539	Edinburg	Pct. 4	5,060	\$ 1,018,750		\$ 1,028,750
Pct. 4	County Wide Admin. Offices - (aka: Old Kmart Bldg)	2802 S. Business 281	78539	Edinburg	Various	55,552	\$ 8,888,000		\$ 8,888,000
Pct. 4	Courthouse Annex Admin. Bldg	100 E. Cano	78539	Edinburg	District Atty	105,280	\$ 16,844,800		\$ 16,844,800
Pct. 4	Courthouse	100 N. Business 281	78539	Edinburg	Co. Judge	93,000	\$ 27,900,000		
Pct. 4	Courthouse Annex	100 N. Business 281	78539	Edinburg	Courthouse	8,000	\$ 1,280,000		

Loc.	Description	Address	Zip Code	Closest City	Occupancy	Sq. Ft. / Acreage	Coverage - Building	Parks	Sites
Pct. 4	Judicial Modular Annex 1 (2 Crtrm Bldg)	100 N. Business 281	78539	Edinburg	CCL 7 & 8	5,264	\$ 357,187		\$ 30,170,601
Pct. 4	Judicial Modular Annex 2 (3 Crtrm Bldg)	100 N. Business 281	78539	Edinburg	MC, 1 & 2	7,952	\$ 535,260		
Pct. 4	Judicial Modular Annex 3 (District Clerk Bldg)	100 N. Business 281	78539	Edinburg	Dist. Clerk	1,152	\$ 98,154		
Pct. 4	DPS/Environmental	1212 S. 25th St.	78539	Edinburg	Various	5,853	\$ 936,480		\$ 936,480
Pct. 4	Elections Admin	101 S. 10th Avenue	78539	Edinburg	Elections	4,176	\$ 668,160		\$ 668,160
Pct. 4	Forensic Science Center (Bldg A)	3100 S. Business 281	78539	Edinburg	DA	15,416	\$ 1,241,856		
Pct. 4	Adult Probation (Bldg B)	3100 S. Business 281	78539	Edinburg	Adult Prob	42,186	\$ 6,749,760		
Pct. 4	Storage Facility (Bldg C)	3100 S. Business 281	78539	Edinburg	B&G	26,818	\$ 3,375,000		
Pct. 4	Facility Management Admin. / Storage (Metal Bldg D)	3100 S. Business 281	78539	Edinburg	B&G	2,116	\$ 177,000		\$ 12,194,616
Pct. 4	Facility Management Welding Shop (Metal Bldg E)	3100 S. Business 281	78539	Edinburg	B&G	1,500	\$ 120,000		
Pct. 4	Facility Management Carpentry Shop (Metal Bldg F)	3100 S. Business 281	78539	Edinburg	B&G	2,116	\$ 177,000		
Pct. 4	Facility Management Tool Shop (Metal Bldg G)	3100 S. Business 281	78539	Edinburg	B&G	2,116	\$ 177,000		
Pct. 4	HIDTA (Metal Bldg H)	3100 S. Business 281	78539	Edinburg	HIDTA	2,116	\$ 177,000		
Pct. 4	Pct. 4 Field Operations Bldg	1124 N. M Road	78539	Edinburg	Pct. 4	12,914	\$ 2,500,000		\$ 2,500,000
Pct. 4	Pct. 4 Field Operations Bldg	1124 N. M Road	78539	Edinburg	Fire Marsh				
Pct. 4	Health - Planning	1304 S. 25th Ave.	78539	Edinburg	Health/ Planning	36,540	\$ 2,512,125		\$ 2,512,125
Pct. 4	Health - John Austin Pena Substance Abuse Facility	3341 Richardson Rd.	78539	Edinburg	Health	13,000	\$ 3,000,000		\$ 3,000,000
Pct. 4	Health	3105 E. Richardson Rd.	78539	Edinburg	Health	2,350	\$ 625,000		\$ 625,000
Pct. 4	WIC	3105 E. Richardson Rd.	78539	Edinburg	WIC	5,725			
Pct. 4	Homer Salinas Substance Abuse Administration	1000 N. M Road	78539	Edinburg	Adult Prob	9,344	\$ 812,500		
Pct. 4	Homer Salinas Substance Abuse Barrack 1	1000 N. M Road	78539	Edinburg	Adult Prob	5,952	\$ 406,250		\$ 1,625,000
Pct. 4	Homer Salinas Substance Abuse Barrack 2	1000 N. M Road	78539	Edinburg	Adult Prob	5,952	\$ 406,250		
Pct. 4	Justice of the Peace 4-1	212 N. 12th Ave.	78539	Edinburg	JP 4-1	2,500	\$ 497,271		\$ 497,271
Pct. 4	Justice of the Peace 4-2	224 N. 12th Ave.	78539	Edinburg	JP 4-2	3,236	\$ 301,141		\$ 301,141
Pct. 4	Juvenile Justice Center	1001 N. Doolittle	78539	Edinburg	Juvenile Prob	140,000	\$ 21,574,354		\$ 21,574,354
Pct. 4	Elections Training Bldg (@ Roberts Chevrolet)	317 N. Business Hwy 281	78539	Edinburg	Elections	3,738	\$ 410,000		
Pct. 4	Elections Warehouse (@ Roberts Chevrolet)	317 N. Business Hwy 281	78539	Edinburg	Elections	4,200	\$ 566,000		\$ 3,328,000
Pct. 4	County Clerk Records Warehouse (@ Roberts Chevrolet)	317 N. Business Hwy 281	78539	Edinburg	County Clerks	14,250	\$ 1,921,000		
Pct. 4	Storage Bldg (@ Roberts Chevrolet)	317 N. Business Hwy 281	78539	Edinburg	Purch./ Emer. M	3,200	\$ 431,000		
Pct. 4	Sheriff - Academy	715 El Cibolo	78539	Edinburg	Sheriff	14,350	\$ 2,229,000		\$ 2,229,000
Pct. 4	Sheriff - Detention Facility	701 El Cibolo	78539	Edinburg	Sheriff	273,000	\$ 54,600,000		\$ 54,600,000
Pct. 4	Sheriff - Law Enforcement Admin.	711 El Cibolo	78539	Edinburg	Sheriff	30,000	\$ 4,800,000		\$ 4,800,000
Pct. 4	Sheriff - Metal Bldg	713 El Cibolo	78539	Edinburg	Sheriff	1,350	\$ 89,000		\$ 1,122,000
Pct. 4	Sheriff - Motor Pool	713 El Cibolo	78539	Edinburg	Sheriff	8,700	\$ 1,033,000		
Pct. 4	Texas Coop Extension	410 N. 13th Ave.	78539	Edinburg	Extension	9,952	\$ 1,592,000		\$ 1,592,000
Pct. 4	Safety Division Office	9805 N. 10th St.	78504	McAllen	Safety Division	9,854	\$ 800,000		\$ 800,000
Pct. 4	Warehouse - East Bldg	Highland Ave & 86th Street	78539	San Carlos	Co. Clerk / Audit	10,000	\$ 812,500		
Pct. 4	Warehouse - West Bldg	Highland Ave & 86th Street	78539	San Carlos	F.M. / D.A.	43,000	\$ 120,000		\$ 945,000
Pct. 4	Warehouse - Fence	Highland Ave & 86th Street	78539	San Carlos			\$ 12,500		
Pct. 4	Resource Center	230 N 86th St.	78539	San Carlos	Pct. 4	5,250	\$ 634,300		\$ 634,300
Pct. 4	WIC - San Carlos	230 N 86th St.	78539	San Carlos	WIC				
Pct. 4	Linn-San Manuel Emergency Services Facility	21661 Hwy 186	78542	Edinburg		9,026	\$ 1,350,000		\$ 1,350,000

HIDALGO COUNTY PROPERTY TOTALS \$ 212,312,821

\$ 2,290,158 \$ 212,618,508

EXHIBIT “C”
Insurance Requirements
Applicable to the Acquisition of Goods and /or Services (other than
Professional Services)

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. A Five Hundred Thousand Dollar (\$500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.
2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars (\$300,000.00) per person and Five Hundred Thousand Dollars (\$500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand (\$500,000.00) arising out of the services provided to County hereunder.
3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;
4. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

Hidalgo County will only accept certificates of insurance on an Acord form (as attached hereto). Certificates of insurance naming County as an additional insured shall be submitted to County for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.

ACORD

CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED

INSURER A:
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THEIR TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$
	<input type="checkbox"/> CLAIMS MADE OCCUR				MEDICAL (Any one person) \$
	<input type="checkbox"/> OWNER'S & CONT. PROT				PERSONAL & ADV INJURY \$
	<input type="checkbox"/> OWNER'S PROTECTIVE LIABILITY				ANNUAL AGGREGATE \$
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROJECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG \$
B	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/>	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY EA ACC AGG \$
					\$
C	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input type="checkbox"/> RETENTION \$				\$
D	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				WC STATU- <input type="checkbox"/> OTHER TORY LIMITS
					E.L. EACH ACCIDENT \$
					E.L. DISEASE-EA EMPLOYEE \$
					E.L. DISEASE-POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATION / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
County of Hidalgo shall be named as additional insured on all Commercial General Liability policies.

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER: _____	CANCELLATION
Hidalgo County Attn: Purchasing Department 2812 S Highway Bus. 281 Edinburg, Texas 78539		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BY CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

Insurance Requirement Acknowledgment

I, _____, authorized representative for _____,
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

- " will be acquired within 10 working days after notification from Purchasing Department of bid awarded by the Hidalgo County Commissioners' Court;
- " will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of bid award by the Hidalgo County Commissioners' Court; currently carry the following:

Automobile Liability: \$ _____ General Liability: \$ _____
- " have already been met, see attached copy of insurance certificate.

Authorized Representative

Date

Notice to Bidder:

A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award of bid and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the bid award to be rescinded and re-awarded to next lowest bidder. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY BID PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

This is to certify that I, _____, possess all of the APPLICABLE:

1. Licenses: _____.
2. Bonds: _____.
3. Certificates: _____.
4. Permits: _____.
5. Other: _____.

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this bid, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

* Any licenses, bonds, certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid.

Authorized Signature

Date

Company

Address

City, State, Zip

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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.

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County’s procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a “Certified HUB Contractor/Vendor” the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source?: Yes No

If yes, by whom?: Texas Building & Procurement Commission Other _____

Indicate Certification No(s): _____ or Are Certificate(s) Attached?: Yes No

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP, or RFQ is to be subcontracted with Certified HUB sources?: _____%
(List HUB Subcontractor information below).

HUB Subcontractor Name: _____ HUB Status: _____

Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone No.: () _____

Subcontract Amount: \$ _____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____

Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone No.: () _____

Subcontract Amount: \$ _____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____

Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone No.: () _____

Subcontract Amount: \$ _____ Description of Work to be Performed: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

Disregarded entity. Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

ADDENDUM NO. 1

May 20, 2016

**“STRUCTURE VALUATION AND INSURANCE APPRAISAL FOR HIDALGO COUNTY OWNED PROPERTIES/BUILDINGS” (I.E. REPLACEMENT COSTS)-HIDALGO COUNTY”
RFB NO.: 2016-047-06-08-YSS**

PLEASE NOTE CHANGES AS FOLLOWS:

Insurance requirements have changed as listed below:

Disregard EXHIBIT “C” Page one (1) labeled:

**EXHIBIT “C”
Insurance Requirements
Applicable to the Acquisition of Goods and/or Services (other than
Professional Services)**

and replace with the attached page labeled:

**EXHIBIT “C”
Insurance Requirements
Professional Services
(i.e...Engineers, Architects, Appraisers & Surveyors)**

I, Gregory Friz, acknowledge receipt of ADDENDUM NO. 1 dated, May 20, 2016, for RFB-Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs)-Hidalgo County.

AssetWorks LLC

Printed Bidder Name

June 13, 2016

Date

**NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR
BID PACKET, IN ORDER TO COMPLETE THE BID.**

ADDENDUM NO. 2

May 25, 2016

**"STRUCTURE VALUATION AND INSURANCE APPRAISAL FOR HIDALGO COUNTY OWNED PROPERTIES/BUILDINGS" (I.E. REPLACEMENT COSTS)-HIDALGO COUNTY"
RFB NO.: 2016-047-06-08-YSS**

PLEASE NOTE THE FOLLOWING CHANGES IN DATE AND TIME:

INQUIRY ACCEPTANCE CUT OFF TIME HAS CHANGED:

All written inquiries will be accepted via e-mail at: yvette.salinas@co.hidalgo.tx.us no later than **2:00 pm**, Wednesday, May 25, 2016. Responses to said inquiries will be sent to all applicants via e-mail by no later than 5:00 PM, Wednesday, June 08, 2016.

BID OPENING DATE HAS CHANGED:

Request For Bids will be accepted until **9:30 A.M., Wednesday, June 15, 2016**. **ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

I, Gregory Friz, acknowledge receipt of ADDENDUM NO. 2 dated, May 25, 2016, for RFB-Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs)-Hidalgo County.

AssetWorks LLC

Printed Bidder Name

June 13, 2016

Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR BID PACKET, IN ORDER TO COMPLETE THE BID.

ADDENDUM NO. 3

June 06, 2016

“STRUCTURE VALUATION AND INSURANCE APPRAISAL FOR HIDALGO COUNTY OWNED PROPERTIES/BUILDINGS” (I.E. REPLACEMENT COSTS)-HIDALGO COUNTY”
RFB NO.: 2016-047-06-08-YSS

PLEASE NOTE THE FOLLOWING CHANGES:

1. Use the attached REVISED BID PAGE and disregard previous one.

I, Gregory Friz, acknowledge receipt of ADDENDUM NO. 3 dated, June 06, 2016, for RFB-Structure Valuation and Insurance Appraisal for Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs)-Hidalgo County.

AssetWorks LLC

June 3, 2016

Printed Bidder Name


Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR BID PACKET, IN ORDER TO COMPLETE THE BID.

Certification
Regarding Debarment, Suspension and Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- b. Have not within a three-year period preceding this bid proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and
- d. Have not within a three-year period preceding this bid proposal and/or application had one or more public transactions terminated for cause or default.

Signature: 
Print Name: Gregory Friz
Title: Managing Director
Telephone Number: 310.470.4803 x 1806
Date: June 13, 2016

If the bidder is unable to certify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.

EXHIBIT “B”

BID PAGE

10.2 Exhibit B – Bid Page

HIDALGO COUNTY
RFB NO: 2016-047-06-08-YSS
“STRUCTURE VALUATION AND INSURANCE APPRAISALS FOR
HIDALGO COUNTY OWNED REAL ESTATE
PROPERTIES/BUILDINGS”
(i.e. replacement costs)

REVISED BID PAGE

Bidder(s) shall provide prices for the base bid (Structure Valuation and Insurance Appraisals for Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs). Hidalgo County has the right to add or delete properties as necessary.

Price for: Initial Structure Valuation and Insurance Appraisals for Hidalgo County Owned Real Estate Properties/Buildings valued at or near \$250,000.00 or more and listed in Hidalgo County Selected Properties List.

\$ 13,500.00

Price for: Annual revised estimates [four (4) total revisions] on a yearly basis with the first (1st) revised estimate due twelve (12) months from the initial report and every twelve months thereafter.

\$ 850.00 per year

Price for: Per Building on for any on As Needed Basis.

\$ 85.00 per building*
*in conjunction with base service

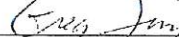
VENDOR / COMPANY NAME: AssetWorks LLC

ADDRESS: 6404 Wilshire Boulevard, Suite 750

CITY/STATE/ZIP CODE: Los Angeles CA 90048

EMAIL ADDRESS: greg.friz@assetworks.com

PRIMARY PHONE NUMBER: 310.470.4803 x 1806

AUTHORIZED SIGNATURE: 

PRINTED NAME: Gregory Friz

TITLE: Managing Director

DATE: June 13, 2016

via addendum No. 3 06.06.16

EXHIBIT “C”

CERTIFICATE OF INSURANCE

CERTIFICATE OF INSURANCE

NAMED INSURED

TRAPEZE SOFTWARE GROUP INC. AND ASSETWORKS LLC
(FKA ASSETWORKS INC.)
998 OLD EAGLE SCHOOL RD., SUITE 1215, WAYNE, PA 19087

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.

INSURANCE COMPANIES AFFORDING COVERAGE

COMPANY A	Zurich Insurance Company Ltd. (AM Best # 085095, Rating A+)
COMPANY B	Travelers Property Casualty Company of America (AM Best # 004461, Rating A++)
COMPANY C	
COMPANY D	
COMPANY E	Zurich American Insurance Company (AM Best # 002563, Rating A+)

CERTIFICATE HOLDER

HIDALGO COUNTY
2812 S. BUSINESS HIGHWAY 281
EDINBURG, TX 78539

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. **LIMITS ARE IN U.S. DOLLARS UNLESS INDICATED OTHERWISE.**

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	CO LTR	POLICY NUMBER	POLICY EFFECTIVE DATE (YYYY/MM/DD)	POLICY EXPIRATION DATE (YYYY/MM/DD)	LIMITS OF LIABILITY	
COMMERCIAL GENERAL LIABILITY OCCURRENCE BASIS INCLUDING: PRODUCTS AND COMPLETED OPERATIONS CROSS LIABILITY / SEVERABILITY OF INTERESTS / BLANKET CONTRACTUAL LIABILITY PERSONAL INJURY \$1,000,000 LIMIT, ADVERTISING LIABILITY \$1,000,000 LIMIT TENANT'S LEGAL LIABILITY \$1,000,000 LIMIT, MEDICAL EXPENSES \$25,000 LIMIT WAIVER OF SUBROGATION WHERE REQUIRED BY WRITTEN CONTRACT	E	GLO8249874-05	2015/09/27	2016/09/27	\$ 1,000,000	EACH OCCURRENCE
					\$ 10,000,000	GENERAL AGGREGATE
					\$ 1,000,000	PRODUCTS - COMPLETED OPERATIONS AGGREGATE
Such insurance as is afforded by the Commercial General Liability coverage on this policy will be considered as primary insurance, not contributory and not excess of any other insurance.						
AUTOMOBILE LIABILITY - NON-OWNED & HIRED	E	BAP8249865-05	2015/09/27	2016/09/27	\$ 1,000,000	EACH OCCURRENCE
UMBRELLA LIABILITY	A	8838706	2015/09/27	2016/09/27	\$ 14,000,000	PER OCCURRENCE & IN THE AGGREGATE
NOT APPLICABLE						
PROFESSIONAL LIABILITY AND TECHNOLOGY ERRORS & OMISSIONS CLAIMS MADE BASIS \$500,000 DEDUCTIBLE	E	IPR04359332-05	2015/09/27	2016/09/27	\$ 5,000,000	PER CLAIM & IN THE AGGREGATE
NOT APPLICABLE						
NOT APPLICABLE						
NOT APPLICABLE						
WORKERS COMPENSATION & EMPLOYER'S LIABILITY <i>WC - STATUTORY LIMITS</i> INCLUDING WAIVER OF SUBROGATION WHERE REQUIRED BY WRITTEN CONTRACT EXCEPT WHERE PROHIBITED BY LAW	B	PJ-UB-3G59252-2-15	2015/09/27	2016/09/27	\$ 1,000,000	E.L.: -EACH ACCIDENT -EACH DISEASE/ EMPLOYEE -DISEASE POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / SPECIAL PROVISIONS:

HIDALGO COUNTY is added as Additional Insured with respect to the Commercial General Liability policy, but only with respect to liability arising out of the operations of the Named Insured.

BROKER

Arthur J. Gallagher Canada Limited
120 South Town Centre Blvd.
Markham, ON L6G 1C3

CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named above. Failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives

SIGNATURE OF AUTHORIZED REPRESENTATIVE



PRINT NAME

JULIE ROGERS

DATE (YYYY/MM/DD)

2016/08/12

CERTIFICATE OF INTERESTED PARTIES

FORM **1295**

1 of 1

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
 CERTIFICATION OF FILING**

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
 AssetWorks LLC
 Los Angeles, CA United States

Certificate Number:
 2016-91164

Date Filed:
 07/27/2016

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

Date Acknowledged:
 07/27/2016

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 services, goods, or other property to be provided under the contract.
 E-16-2047-07-19
 Structure Valuation

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Friz, Greg	Los Angeles, CA United States	X	

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

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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 CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
AssetWorks LLC
Los Angeles, CA United States

Certificate Number:
2016-91164

Date Filed:
07/27/2016

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

Date Acknowledged:

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 services, goods, or other property to be provided under the contract.
E-16-2047-07-19
Structure Valuation

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Friz, Greg	Los Angeles, CA United States	X	

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.

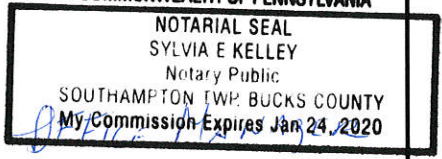
Greg Friz
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Greg Friz, this the 27 day of July, 2016, to certify which, witness my hand and seal of office.

Sylvia E. Kelley
Signature of officer administering oath

Sylvia E. KELLEY
Printed name of officer administering oath



Title of officer administering oath