

REQUEST FOR PROPOSAL WITH SPECIFICATIONS

CITY OF CONROE

RFP# 2018-1025 GENERATOR MAINTENANCE PROPOSAL



CITY OF CONROE

PUBLIC WORKS

**CITY OF CONROE
P.O. BOX 3066
CONROE, TEXAS 77305**

RESPONSES DUE

OCTOBER 25, 2018

NOTICE FOR COMPETITIVE SEALED PROPOSALS

The City of Conroe will receive Competitive Sealed Proposals in triplicate for generator maintenance, located in Montgomery County, Texas. The bids shall be appropriately marked **“RFP# 2018-1025 Generator Maintenance Proposal”** and delivered to the City Secretary 300 West Davis, 3rd Floor, Conroe, Texas 77301.

RFPs are due on **Thursday, October 25, 2018 at 2:00 p.m.** at which time they will be publicly opened and read aloud in the 3rd floor conference room, 300 West Davis St. Conroe Texas. Proposals received after the specified time and date will be returned unopened.

Specifications and bid documents may be reviewed and downloaded online at www.cityofconroe.org with instructions for Vendor Registry. Questions concerning this RFP should be directed to Tammie Rushing, trushing@cityofconroe.org.

No bid may in any way qualify, modify, substitute or change any part of the specifications or contract documents.

RFP award is pursuant to Government Code Chapter 252.034.

CC 10/8/18 & 10/15/18

CITY OF CONROE, TEXAS

REQUEST FOR PROPOSAL (RFP) GENERATOR MAINTENANCE PROPOSAL

INTRODUCTION

The purpose of this RFP is to solicit proposals for a generator maintenance contractor.

If you are interested in your organization / business being considered for this project, please submit three (3) copies of your proposal to:

USPS: City of Conroe
Soco Gorjon, City Secretary
P.O. Box 3066
Conroe, TX. 77305

Physical: City of Conroe
Soco Gorjon, City Secretary
300 W. Davis St.
Conroe, TX. 77301
(City Hall 3rd Floor)

Due Date: On or before 2:00 pm on October 25, 2018

All proposals shall be in a sealed envelope clearly marked “**RFP# 2018-1025 - Generator Maintenance**”

QUESTIONS AND INQUIRIES

Any person with questions regarding this RFP should contact Tammie Rushing, trushing@cityofconroe.org

Answers will be provided to all Candidates receiving RFP's as a written addendum. Candidates should not rely on any oral communication concerning this RFP and oral responses will have no binding effect.

Each Contractor can choose to bid on any item listed. If you choose not to bid on all items an explanation will be need to be provided for each item you did not bid on.

For each brand of generator the bidding company will be required to provide documentation that they have the software and/or software licensing to troubleshoot, service and repair all diagnostic codes for that specific brand. If company does not have software and/or licensing a detailed proposal will need to be submitted on how the company plans to service, troubleshoot and repair the generator.

TERM OF CONTRACT

This contract will begin December 1, 2018 and shall be a four year contract for Generator Maintenance. Vendor will honor their bid price for the first year of the contract with no changes. For each consecutive year of the contract price increases will be at the sole discretion of the City of Conroe.

The proposer shall indicate below the maximum percentage of price increase applicable for year 2, year 3 and year 4 of the contract.

Year 2 _____ % maximum price increase
Year 3 _____ % maximum price increase
Year 4 _____ % maximum price increase

RESERVATIONS

The City, through its duly authorized officials, reserves the right to reject any, part of, or all proposals and to waive any formality pertaining to any proposal, without the imposition of any form of liability. The Owner also reserves the right to award this proposal to the most qualified proposer or to the proposer that offers the best value to the City taking into consideration the evaluation criteria contained herein. The companies whose proposals are not accepted will be notified after a binding agreement between the successful Candidate and the Owner is executed, or upon the Owner's rejection of all proposals.

SUBSTITUTIONS

Where materials or equipment are specified by a trade or brand name, it is not the intention of the City to discriminate against an equal product of another manufacturer, but to set a definite standard of quality or performance and to establish an equal basis for the evaluation of bids. In preparing this bid, each bidder is expected to include in his base bid the cost of the items so specified. ***No alternate bids or bid items will be considered for this proposal.***

SCOPE OF WORK

City of Conroe Generator Maintenance

- Each generator will be serviced 4 times annually.
 - One service will be a Full Service
 - One service will be an Inspection and 2 hour Full Load Bank Test
 - Two services will be an Inspection and Building Load Test

- There are 52 different site locations and a total of 55 generators to be serviced. Generators range in size from 35KW to 1000KW and are Natural Gas, Diesel and/or LPG gas.

- All services will need to be completed Monday – Thursday between the hours of 7:30am and 4:30pm. Scheduling will need to be done at least 72 hours in advance.

- Contractor will be required to submit the following with proposal:
 - Copy of software licensing agreement for each make of generator stating contractor's company has an active license agreement and appropriate equipment to troubleshoot/correct software issues on the generator.
 - All workforces must be certified to work on each type of generator the City of Conroe has. Certification documentation will need to be provided upon contract approval by the City of Conroe. All technicians performing work on the City's generators and/or generator equipment must provide proof of training/certification for each specific brand. If an actual certification is not held or only certain job titles hold certifications this will need to be explained in the company's proposal. If certifications for each brand are not obtainable due to proprietary manufacture information this will also need to be explained.
 - Detailed Scope of Work for each type of service, inspection and load test being requested.
 - Suggested maintenance schedule (example: Inspection and 2 hour Full Load Bank Test to be done 2nd quarter of every year)

- Repairs and Emergency Call Outs:
 - If contractor is a member of any State Contract, provide documentation of contract with expiration date and a list of covered items under that contract.

- Part pricing shall be at contractor cost plus 10% or state contract price, whichever is cheaper. Documentation to be provided upon invoicing/repair quote for pricing.

COMMUNICATION

The City of Conroe shall not be responsible for any verbal communication between any representative of the City and any potential firm. All modifications to this solicitation must be made in writing. A proposer's failure to examine relevant documents or specifications will not relieve offer or from any obligation with regard to their response to this invitation.

CONDITIONS OF CONDUCT

At all times any agent, officer, or employee of Proposer shall be present upon property owned by the City of Conroe, the terms and conditions of the Drug and Alcohol Policy currently adopted by the City of Conroe, shall be deemed applicable to such persons. Violations of terms and conditions while present on the premises owned by the City of Conroe shall be grounds for termination of any contract between the City and Proposer. A copy of this policy is available for public inspection in the office of the City Secretary and copies may be obtained at a nominal charge.

ETHICAL STANDARD

No City official or employee shall have interest in any contract resulting from this "RFP". Individuals with a possible conflict will enact a public disclosure record by completing a "Conflict of Interest" form.

Refer to "Project Number and Title" on the 1295 form. Example forms are included with this Bid.

- **1295 certificate of Interested Parties**
- **Conflict of Interest Questionnaire**
- **HB 89 Verification Form**
- **SB 252 Verification Form**

The four forms stated above MUST be returned as part of your Bid response. Failure to include these forms may result in your Bid being considered unresponsive and therefor disqualified. Sample copies of these forms are included in the Bid. The web address to the Texas Ethics Commission website with instructions is listed below:

(Sample Forms are attached)

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

REIMBURSEMENTS

There is no expressed or implied obligation for the City of Conroe to reimburse responding firms for any expenses incurred in preparing proposals in response to this request and the City will not reimburse responding firms for these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

DISCLOSURE

There will be no disclosure of the contents to competing firms until the contract is awarded. All proposals will be kept confidential during the negotiation process. Once the contract has been awarded, all proposals will be open for public inspection, except for trade secrets and confidential information, which the firm identifies as proprietary.

DEFAULT

The City reserves the right to terminate the contract immediately for failure to meet delivery or completion schedules, or otherwise perform in accordance with the requirements of this proposal.

SELECTION PROCESS

The City will select the proposal that offers the best combination of required specifications and best value for the City based upon the selection criteria below.

If negotiations with the most qualified Proposer are unsuccessful for any reason, the City will terminate negotiations formally and in writing with such firm and proceed in order to negotiate with the next most qualified firm until an agreement is reached.

Proposals will be assessed against evaluation criteria and a decision made by the Evaluation Committee. Notification of proposal acceptance will be written formal confirmation.

Best Value Selection Criteria:

- a) Proposed cost of services. 30 Pts.
- b) Meets all qualifications and specifications described herein. 30 Pts.
- c) Bidder's principle place of business (§271.905). 20 Pts.
- d) References of current customers. 10 Pts.
- e) History and past work experience with the City 10 Pts.

INDEMNIFICATION

The Proposer shall, defend, indemnify, and hold harmless the City of Conroe, their officers, and agents from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, death, damage to person or property, loss, damage, or liability of any kind (including without limitation liability under any federal, state, or local environmental law, Compensation and Liability Act; fees and costs (including all costs or settlements and reasonable attorney's fees incurred in defending any claim, demand, or cause of action) occasioned by, growing out of, or arising from (a) the performance of any product or service to be supplied by the Proposer, or (b) by any act, error or omission on the part of the Proposer, its agents, employees, or subcontractors, and or (c) any failure to fully comply with all applicable laws and regulations by the Proposer, its agents, employees, or subcontractors.

INSURANCE REQUIREMENTS

The Proposer shall procure and maintain, at its expense, during the term of this proposal, at least the following insurance, covering work performed.

COVERAGE	LIMITS
A. Worker's Compensation	- As required by Texas Law
B. Employer's Liability	- \$ 500,000 each occurrence
C. Public Liability (Bodily injury)	- \$1,000,000 combined single limit
D. Public Liability (Property damage)	- \$1,000,000 combined single limit
E. Automobile Liability (Bodily injury)	- \$ 200,000 each person
F. Automobile Liability (Property damage)	- \$ 50,000 each occurrence

The Proposer agrees to furnish insurance certificates, showing the Proposer's compliance with this section.

INDEPENDENT CONTRACTOR RELATIONSHIP

The Proposer is and shall perform these services as an independent contractor, and as such, shall have and maintain complete control over all of its employees, agents, and operations. Neither the Proposer nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the City of Conroe.

The Proposer selected by this Request for Proposal will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the City of Conroe, any local or regional governmental agency, the State of Texas, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

CONDITIONS OF WORK

Proposers are expected to be fully informed of buildings, locations and working conditions under which the service will be performed, and to have thoroughly reviewed this RFP and specifications. Failure to do so will not relieve the successful proposer of any obligations to furnish the services as specified herein.

EQUAL EMPLOYMENT OPPORTUNITY

Attention is called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their age, race, color, creed, sex or national origin.

INTERVIEWS

After written proposals are received and initially evaluated, the Owner may or may not require one or more of the Candidates to provide an oral presentation as a supplement to their proposals. Any Candidate required to interview should be prepared to discuss and substantiate any area of their proposal. The Owner is under no obligation to grant interviews to any Candidate receiving a copy of this RFP and/or submitting a written proposal in response to this RFP.

RESPONSE FORMAT

The items listed below shall be submitted with each proposal and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a Proposer to include all listed items will result in their proposal being rejected.

❖ Tab 1 – Cover Letter

Provide a cover letter indicating your firm's understanding of the requirements relating to this proposal. The letter must be brief and formal from the proposer that provides information regarding the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized by the organization to enter into an agreement with the City of Conroe will sign the letter.

Please include all contact information.

❖ Tab 2 – Acceptance of Conditions

Indicate any exceptions to the specifications, terms and conditions of this RFP, including the Scope of Services.

❖ Tab 3 – Company Background

1. Years in business under present name.
2. Name and address of each concession location.

3. Ownership structure (Corporation / Partnership).
4. Names and titles of officers in the company.
5. Company trade organizations / associations / affiliations

❖ **Tab 4 – Experience of Key Personnel**

1. List key personnel that will be assigned or oversee this job.
2. Describe all methods to select and train personnel as well as a description of how customer complaints will be handled.

❖ **Tab 5 – References**

Provide references from companies that are similar in size and volume to the City of Conroe scope of work for which your company has, in whole or in part, provided services.

❖ **Tab 6 – Documents to include with your response**

1. Insurance Certificate
2. 1295 Form
3. Conflict of Interest Questionnaire
4. Form SB252
5. Form HB89
6. Copy of Software Licensing Agreement
7. Workforce Certifications
8. Detailed Scope of Work
9. Suggested Maintenance Schedule
10. State Contracts (if applicable)
11. Part Pricing
12. RFP Pricing Sheet

PROPOSAL AGREEMENT AND CERTIFICATION

The Undersigned Agrees That:

The individual signing this proposal certifies that he/she is a legal agent of the Proposer, authorized to represent the Proposer and is legally responsible for the offer with regard to supporting documentation and prices provided.

- A. No Federal, State, County or Municipal taxes have been included in the quoted prices and none will be added.
- B. Prices in this proposal have not knowingly been disclosed with any other provider and will not be prior to award.
- C. Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- D. No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- E. The individual signing this proposal certifies that he/she is a legal agent of the proposer, authorized to represent the proposer and is legally responsible for the offer with regard to supporting documentation and prices provided.
- F. Agent shall **initial** each applicable item below to certify acknowledgement.

_____ Initial to indicate the required proposal submittals are enclosed.

_____ Initial to acknowledge receipt of addendum and/or amendment (if applicable).

(Company Name)

(Name of Authorized Agent – Printed)

(Street Address / P.O. Box)

(Authorized Agent Signature)

(City / State / Zip Code)

(Date)

(Phone)

(Email)

City of Conroe Generator Request for Proposal Pricing Sheet

# OF UNITS	UNIT KW	FUEL TYPE	TYPE OF SERVICE	FREQUENCY OF SERVICE PER YEAR	COST PER SERVICE	TOTAL SERVICE COST <small>(frequency X cost per service = total service cost)</small>
CONROE TOWER, 300 WEST DAVIS						
1	500 3 Phase	Natural Gas	Full Service	1 time		
1	500 3 Phase	Natural Gas	Inspection & Building Load Test	2 times		
1	500 3 Phase	Natural Gas	Inspection & 2hr Load Bank Test	1 time		
CONROE TOWER				TOTAL PER YEAR \$ _____		
FIRE STATION #1, 300 SGT. ED HOLCOMB BLVD. N. (KHOLER BRAND GENERATOR)						
1	100	Natural Gas w/ LPG Backup	Full Service	1 time		
1	100	Natural Gas w/ LPG Backup	Inspection & Building Load Test	2 times		
1	100	Natural Gas w/ LPG Backup	Inspection & 2hr Load Bank Test	1 time		
FIRE STATION #1 LOCATION				TOTAL PER YEAR \$ _____		
FIRE STATION #2, 425 N. LOOP 336 E. (KHOLER BRAND GENERATOR)						
1	125	Natural Gas w/ LPG Backup	Full Service	1 time		
1	125	Natural Gas w/ LPG Backup	Inspection & Building Load Test	2 times		
1	125	Natural Gas w/ LPG Backup	Inspection & 2hr Load Bank Test	1 time		
FIRE STATION #2 LOCATION				TOTAL PER YEAR \$ _____		
FIRE STATION #3, 424 FOSTER DRIVE (KHOLER BRAND GENERATOR)						
1	125	Natural Gas w/ LPG Backup	Full Service	1 time		
1	125	Natural Gas w/ LPG Backup	Inspection & Building Load Test	2 times		
1	125	Natural Gas w/ LPG Backup	Inspection & 2hr Load Bank Test	1 time		
FIRE STATION #3 LOCATION				TOTAL PER YEAR \$ _____		

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# OF UNITS	UNIT KW	FUEL TYPE	TYPE OF SERVICE	FREQUENCY OF SERVICE PER YEAR	COST PER SERVICE	TOTAL SERVICE COST <small>(frequency X cost per service = total service cost)</small>
FIRE STATION #4, 14901 WALTER WOODSON DR. (KHOLER BRAND GENERATOR)						
1	180	Natural Gas w/ LPG Backup	Full Service	1 time		
1	180	Natural Gas w/ LPG Backup	Inspection & Building Load Test	2 times		
1	180	Natural Gas w/ LPG Backup	Inspection & 2hr Load Bank Test	1 time		
FIRE STATION #4 LOCATION				TOTAL PER YEAR \$ _____		
FIRE STATION #5, 1601 N. FM 3083 W. (KATO LIGHT BRAND GENERATOR)						
1	150	LPG	Full Service	1 time		
1	150	LPG	Inspection & Building Load Test	2 times		
1	150	LPG	Inspection & 2hr Load Bank Test	1 time		
FIRE STATION #5 LOCATION				TOTAL PER YEAR \$ _____		
FIRE STATION #6, 15663 HWY 105 W. (GENERAC BRAND GENERATOR)						
1	45	LPG	Full Service	1 time		
1	45	LPG	Inspection & Building Load Test	2 times		
1	45	LPG	Inspection & 2hr Load Bank Test	1 time		
FIRE STATION #6 LOCATION				TOTAL PER YEAR \$ _____		
FIRE STATION #7, 7971 LONGMIRE						
1	250	Natural Gas	Full Service	1 time		
1	250	Natural Gas	Inspection & Building Load Test	2 times		
1	250	Natural Gas	Inspection & 2hr Load Bank Test	1 time		
FIRE STATION #7 LOCATION				TOTAL PER YEAR \$ _____		
TOTAL: ALL 7 FIRE STATION LOCATIONS PER YEAR: \$ _____						

City of Conroe Generator Request for Proposal Pricing Sheet

# OF UNITS	UNIT KW	FUEL TYPE	TYPE OF SERVICE	FREQUENCY OF SERVICE PER YEAR	COST PER SERVICE	TOTAL SERVICE COST <small>(frequency X cost per service = total service cost)</small>
CONROE POLICE DEPARTMENT, 2300 PLANTATION DRIVE						
2	750 (3) Phase	Diesel	Full Service	1 time Each Unit		
2	750 (3) Phase	Diesel	Inspection & Building Load Test	2 times Each Unit		
2	750 (3) Phase	Diesel	Inspection & 2hr Load Bank Test	1 time Each Unit		
POLICE DEPARTMENT				TOTAL PER YEAR \$ _____		
OSCAR JOHNSON COMMUNITY CENTER, 100 PARK PLACE						
1	170 (3) Phase	Diesel	Full Service	2 times		
1	170 (3) Phase	Diesel	Inspection & Building Load Test	1 time		
OSCAR JOHNSON COMMUNITY CENTER				TOTAL PER YEAR \$ _____		
PUBLIC WORKS: SERVICE CENTER, 401 SGT. ED HOLCOMB BLVD. SOUTH						
1	750 (3) Phase	Natural Gas	Full Service	2 times		
1	750 (3) Phase	Natural Gas	Inspection & Building Load Test	1 time		
PUBLIC WORKS SERVICE CENTER				TOTAL PER YEAR \$ _____		
PUBLIC WORKS: WATER WELL #4, 108 S. MAIN STREET						
1	500 (3) Phase	Diesel	Full Service	2 times		
1	500 (3) Phase	Diesel	Inspection & Building Load Test	1 time		
WATER WELL #4				TOTAL PER YEAR \$ _____		
WATER WELL #6, 2021 WESTVIEW BLVD.						
1	550 (3) Phase	Natural Gas	Full Service	2 times		
1	550 (3) Phase	Natural Gas	Inspection & Building Load Test	1 time		
WATER WELL #6				TOTAL PER YEAR \$ _____		

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WATER WELL #7, 1599 OLD MAGNOLIA RD						
1	500 (3) Phase	Diesel	Full Service	2 times		
1	500 (3) Phase	Diesel	Inspection & Building Load Test	1 time		
WATER WELL #7				TOTAL PER YEAR \$ _____		
WATER WELL #14, 2620 LONGMIRE RD.						
1	500 (3) Phase	Natural Gas	Full Service	2 times		
1	500 (3) Phase	Natural Gas	Inspection & Building Load Test	1 time		
WATER WELL #14				TOTAL PER YEAR \$ _____		
WATER WELL #15, 829 SILVER SPRINGS RD.						
1	500 (3) Phase	Natural Gas	Full Service	2 times		
1	500 (3) Phase	Natural Gas	Inspection & Building Load Test	1 time		
WATER WELL # 15				TOTAL PER YEAR \$ _____		
WATER WELL #18, 2251 S. LOOP 336 E.						
1	475 (3) Phase	Diesel	Full Service	2 times		
1	475 (3) Phase	Diesel	Inspection & Building Load Test	1 time		
WATER WELL # 18				TOTAL PER YEAR \$ _____		
WATER WELL #19, 15390 BRASS NAIL RD.						
1	475 (3) Phase	Diesel	Full Service	2 times		
1	475 (3) Phase	Diesel	Inspection & Building Load Test	1 time		
WATER WELL # 19				TOTAL PER YEAR \$ _____		

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WATER WELL #20, 3300 POLLOK DR.						
1	750 (3) Phase	Diesel	Full Service	2 times		
1	750 (3) Phase	Diesel	Inspection & Building Load Test	1 time		
WATER WELL # 20				TOTAL PER YEAR \$ _____		
WATER WELL #21, 10585 LITTLE EGYPT RD.						
1	750 (3) Phase	Diesel	Full Service	2 times		
1	750 (3) Phase	Diesel	Inspection & Building Load Test	1 time		
WATER WELL # 21				TOTAL PER YEAR \$ _____		
WATER WELL #22, 375 N. FM 3083 E.						
1	750 (3) Phase	Diesel	Full Service	2 times		
1	750 (3) Phase	Diesel	Inspection & Building Load Test	1 time		
WATER WELL # 22				TOTAL PER YEAR \$ _____		
WATER WELL #23, 2915 BEASLEY RD.						
1	500 (3) Phase	Natural Gas	Full Service	2 times		
1	500 (3) Phase	Natural Gas	Inspection & Building Load Test	1 time		
WATER WELL # 23				TOTAL PER YEAR \$ _____		
SKYTOP WATER WELL #24, 2499 N. FRAZIER						
1	750 (3) Phase	Natural Gas	Full Service	2 times		
1	750 (3) Phase	Natural Gas	Inspection & Building Load Test	1 time		
SKYTOP WATER WELL # 24				TOTAL PER YEAR \$ _____		
TOTAL: 12 WATER WELLS PER YEAR \$ _____						

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HAWTHORNE LIFT STATION, 2775 HAWTHORNE DR.						
1	150	Diesel	Full Service	2 times		
1	150	Diesel	Inspection & Building Load Test	1 time		
HAWTHORNE LIFT STATION				TOTAL PER YEAR \$ _____		
CARL BARTON LIFT STATION, 2498 S LOOP 336 E @PARK						
1	60	Natural Gas	Full Service	2 times		
1	60	Natural Gas	Inspection & Building Load Test	1 time		
CARL BARTON LIFT STATION				TOTAL PER YEAR \$ _____		
LONGMIRE WAY LIFT STATION, 12470 LONGMIRE WAY						
1	60	Natural Gas	Full Service	2 times		
1	60	Natural Gas	Inspection & Building Load Test	1 time		
LONGMIRE WAY LIFT STATION				TOTAL PER YEAR \$ _____		
FOREST CREEK LIFT STATION, 10495 SUNFLOWER DR.						
1	35	Diesel	Full Service	2 times		
1	35	Diesel	Inspection & Building Load Test	1 time		
FOREST CREEK LIFT STATION				TOTAL PER YEAR \$ _____		
FM 1488 LIFT STATION, 3584 FM 1488						
1	45	Natural Gas	Full Service	2 times		
1	45	Natural Gas	Inspection & Building Load Test	1 time		
FM 1488 LIFT STATION				TOTAL PER YEAR \$ _____		

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FUEL MAXX LIFT STATION, 12401 FM 3083						
1	45	Natural Gas	Full Service	2 times		
1	45	Natural Gas	Inspection & Building Load Test	1 time		
FUEL MAXX LIFT STATION				TOTAL PER YEAR \$ _____		
LASALLE "C" LIFT STATION, 2999 LASALLE CROSSING						
1	35	Natural Gas	Full Service	2 times		
1	35	Natural Gas	Inspection & Building Load Test	1 time		
LASALLE "C" LIFT STATION				TOTAL PER YEAR \$ _____		
CREIGHTON RD LIFT STATION, 10200 CRIGHTON RD						
1	150	Diesel	Full Service	2 times		
1	150	Diesel	Inspection & Building Load Test	1 time		
CREIGHTON RD LIFT STATION				TOTAL PER YEAR \$ _____		
242 LIFT STATION, 185 WINDSOR LAKES BLVD						
2	500 (3 Phase)	Natural Gas	Full Service	1 time Each Unit		
2	500 (3 Phase)	Natural Gas	Inspection & Building Load Test	2 times Each Unit		
242 LIFT STATION				TOTAL PER YEAR \$ _____		
CAMP SILVER SPRINGS LIFT STATION, 10000 HWY 75 N						
1	150	Natural Gas	Full Service	2 times		
1	150	Natural Gas	Inspection & Building Load Test	1 time		
CAMP SILVER SPRINGS LIFT STATION				TOTAL PER YEAR \$ _____		

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CRIGHTON RIDGE LIFT STATION, 13185 CRIGHTON RIDGE DR						
1	60	Natural Gas	Full Service	2 times		
1	60	Natural Gas	Inspection & Building Load Test	1 time		
CRIGHTON RIDGE LIFT STATION				TOTAL PER YEAR \$ _____		
O'GRADY #1 LIFT STATION, 1960 O'GRADY DR.						
1	60	Natural Gas	Full Service	2 times		
1	60	Natural Gas	Inspection & Building Load Test	1 time		
O'GRADY #1 LIFT STATION				TOTAL PER YEAR \$ _____		
WOODMARK LIFT STATION, 9545 E. WOODGATE DR.						
1	150	Diesel	Full Service	2 times		
1	150	Diesel	Inspection & Building Load Test	1 time		
WOODMARK LIFT STATION				TOTAL PER YEAR \$ _____		
ENCHANTED STREAM LIFT STATION, 7445 ENCHANTED STREAM DR.						
1	60	Natural Gas	Full Service	2 times		
1	60	Natural Gas	Inspection & Building Load Test	1 time		
ENCHANTED SRTEAM LIFT STATION				TOTAL PER YEAR \$ _____		
TEASWOOD #2 LIFT STATION, 7335 TEASWOOD DR.						
1	60	Natural Gas	Full Service	2 times		
1	60	Natural Gas	Inspection & Building Load Test	1 time		
TEASWOOD #2 LIFT STATION				TOTAL PER YEAR \$ _____		

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POZOS LIFT STATION, 10340 FM 1484						
1	60	Diesel	Full Service	2 times		
1	60	Diesel	Inspection & Building Load Test	1 time		
POZOS LIFT STATION				TOTAL PER YEAR \$ _____		
AIRPORT LIFT STATION, 301 CARL PICKERING DR.						
1	150	Natural Gas	Full Service	2 times		
1	150	Natural Gas	Inspection & Building Load Test	1 time		
AIRPORT LIFT STATION				TOTAL PER YEAR \$ _____		
I-45 SOUTH LIFT STATION, 15580 I-45 SOUTH						
1	60	Natural Gas	Full Service	2 times		
1	60	Natural Gas	Inspection & Building Load Test	1 time		
I-45 SOUTH LIFT STATION				TOTAL PER YEAR \$ _____		
MUD 95 LIFT STATION, 17049 FIREHOUSE ROAD						
1	400 (3) Phase	Diesel	Full Service	2 times		
1	400 (3) Phase	Diesel	Inspection & Building Load Test	1 time		
MUD 95 LIFT STATION				TOTAL PER YEAR \$ _____		
DEISON PARK LIFT STATION, 10273 DEISON PARK BLVD. (KHOLER BRAND GENERATOR)						
1	59 (3) Phase	Natural Gas	Full Service	2 times		
1	59 (3) Phase	Natural Gas	Inspection & Building Load Test	1 time		
DEISON PARK LIFT STATION				TOTAL PER YEAR \$ _____		

City of Conroe Generator Request for Proposal Pricing Sheet

# OF UNITS	UNIT KW	FUEL TYPE	TYPE OF SERVICE	FREQUENCY OF SERVICE PER YEAR	COST PER SERVICE	TOTAL SERVICE COST <small>(frequency X cost per service = total service cost)</small>
PEBBLE GLEN #1 LIFT STATION, 9961 PEBBLE GLEN						
1	60	Natural Gas	Full Service	2 times		
1	60	Natural Gas	Inspection & Building Load Test	1 time		
PEBBLE GLEN #1 LIFT STATION				TOTAL PER YEAR \$ _____		
HWY 105 WEST LIFT STATION, 12828 HWY 105 W.						
1	150 (3 Phase)	Natural Gas	Full Service	2 times		
1	150 (3 Phase)	Natural Gas	Inspection & Building Load Test	1 time		
HWY 105 LIFT STATION				TOTAL PER YEAR \$ _____		
CARRIAGE HILLS LIFT STATION, 2559 FM 1488						
1	150	Natural Gas	Full Service	2 times		
1	150	Natural Gas	Inspection & Building Load Test	1 time		
CARRIAGE HILLS LIFT STATION				TOTAL PER YEAR \$ _____		
SHADOW LAKES LIFT STATION, 1125 QUIET LAKE DR (KHOLER BRAND GENERATOR)						
1	50	Diesel	Full Service	2 times		
1	50	Diesel	Inspection & Building Load Test	1 time		
SHADOW LAKES LIFT STATION				TOTAL PER YEAR \$ _____		
CAYDEN CREEK LIFT STATION, 2714 CAYDEN CREEK WAY						
1	40	Natural Gas	Full Service	2 times		
1	40	Natural Gas	Inspection & Building Load Test	1 time		
CAYDEN CREEK LIFT STATION				TOTAL PER YEAR \$ _____		

City of Conroe Generator Request for Proposal Pricing Sheet

# OF UNITS	UNIT KW	FUEL TYPE	TYPE OF SERVICE	FREQUENCY OF SERVICE PER YEAR	COST PER SERVICE	TOTAL SERVICE COST <small>(frequency X cost per service = total service cost)</small>
THE WOODS OF CONROE LIFT STATION, 2043 LOST TIMBERS DR.						
1	45	Natural Gas	Full Service	2 times		
1	45	Natural Gas	Inspection & Building Load Test	1 time		
THE WOODS OF CONROE LIFT STATION				TOTAL PER YEAR \$ _____		
WILLIS HIGH SCHOOL LIFT STATION, 10852 HWY 75 N						
1	45	Natural Gas	Full Service	2 times		
1	45	Natural Gas	Inspection & Building Load Test	1 time		
THE WOODS OF CONROE LIFT STATION				TOTAL PER YEAR \$ _____		
WOODLAND HILLS #1 LIFT STATION, 100 ROSEWOOD FOREST CT.						
1	125	Natural Gas	Full Service	2 times		
1	125	Natural Gas	Inspection & Building Load Test	1 time		
WOODLAND HILLS #1 LIFT STATION				TOTAL PER YEAR \$ _____		
TOTAL: 28 LIFT STATIONS PER YEAR \$ _____						
WASTEWATER TREATMENT PLANT, 2400 SGT. ED HOLCOMB BLVD. SOUTH						
2	1000 (3) Phase	Diesel	Full Service	2 times Each Unit		
2	1000 (3) Phase	Diesel	Inspection & Building Load Test	1 time Each Unit		
WASTEWATER TREATMENT PLANT				TOTAL PER YEAR \$ _____		
TOTAL ANNUAL SERVICE COST FOR ALL GENERATOR LOCATIONS: \$ _____						

City of Conroe Generator Request for Proposal Pricing Sheet

ADDITIONAL PRICING (all costs based on normal business hours):

TYPE OF SERVICE	COST PER SERVICE SPECIFY HOW BILLED <small>(ex: per hour)</small>	COMMENTS
SERVICE CALL LABOR RATE		
SERVICE CALL LABOR RATE (if more than one rate charged)		
SERVICE CALL TRIP CHARGE (specify round trip or each way)		
SERVICE CALL MILEAGE CHARGE		
FUEL SURCHARGE		
SERVICE CALL SHOP SUPPLIES		
SERVICE CALL MISCELLANEOUS SUPPLIES		
PARTS MARK UP PERCENTAGE		
ADDITIONAL CHARGES NOT LISTED		

Company Name: _____

Signature: _____

Date: _____

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

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.

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

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

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

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

5 Check only if there is NO Interested Party.

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

 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

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

 Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

OFFICE USE ONLY

Date Received

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.

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.

("Company or Business Name")
House Bill 89 Verification

I, _____ (Person name), the undersigned representative of _____ (Company or Business Name) hereafter referred to as "Company"; being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

1. *"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

On this the ____ day of _____, 20____, personally appeared _____, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

NOTARY SIGNATURE

Date

**CITY OF CONROE
PURCHASING DEPARTMENT**

SENATE BILL 252 CERTIFICATION

On this day, I, _____, the Purchasing Representative for the City of Conroe, Texas, pursuant to Chapter 2252, Section 2252.152 of the Texas Government Code, certify that I did review the website list prepared, maintained, and made available to the City of Conroe by the Comptroller of the State of Texas of companies known to have contracts with or provide supplies or services to Iran, Sudan or any foreign terrorist organization. I have ascertained that the below-named company is not contained on said list of companies that do business with Iran, Sudan or any Foreign Terrorist Organization.

Company Name

RFP or Vendor number

CERTIFICATION CHECK PERFORMED BY:

Purchasing Representative

Date