

REQUEST FOR QUOTES

RFQ # 20-RFQ-09-212



HVAC Filter Replacement/Preventative Maintenance Inspection

DATE: September 14, 2020

SUBMIT QUOTES TO: Workforce Solutions Cameron
Hazel Quintero – Procurement
700 Ruben M Torres Blvd.
Brownsville, TX 78520
Phone: 956-548-6700
Fax: 956-548-6716
Email: hazel.quintero@wfscameron.org

Bids must be submitted in writing via mail, in person, or email.

SUBMISSION DATE: Quotes must be received in our office by **3:00 PM (CST)** on **October 2, 2020**. Quotes received after this time will not be considered.

BACKGROUND:

Workforce Solutions Cameron (Board) is a private, non-profit corporation that provides policy planning, oversight and evaluation of a consolidated workforce development system in the Cameron County Texas Workforce Development Area. Services offered through two one stop centers include the Workforce Investment Act (Adult, Dislocated and Youth), Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Trade Adjustment Act (TAA), Wagner-Peyser Act (ES), Child Care and other smaller grants.

If interested in participating, this RFQ will be posted in on our website at www.wfscameron.org.

SERVICES REQUESTED:

Workforce Solutions Cameron is requesting quotes to provide HVAC services to the Workforce Solutions Cameron Center located below:

851 Old Alice Road, Brownsville, Texas
601 E. Harrison Ave., Harlingen, Texas
4725 Towerwood Dr., Brownsville, Texas

The list of buildings and/or locations above is subject to additions or deletions during the course of the term contract.

HVAC Services must include, but not be limited to:

SERVICES TO BE PERFORMED

1. The contractor shall furnish and replace all filters (writing the date of installation of filters in ink, on frame of each filter. The date should be legible without removing the filter.
2. Filter shall be two (2) inch pleated disposable panel type, 100% synthetic or combination of non-woven cotton and synthetic filter.
3. Visual Inspection of the system, to include exhaust fans, chillers, boilers, condensers, air handlers, drain lines and drain pans pumps, belt and all other related equipment and components.
4. Inspect damper operations and make adjustments as necessary.
5. Contractor shall oil and grease all components as required by manufacturer.
6. Cleaning of all air-cooled condenser/s to improve system efficiency and make minor adjustments as needed to ensure all systems are working properly.
7. Contractor is responsible for the removal of all debris resulting from work performed.
8. Contractor must be financially responsible for any or all damage done by its employees, agents and subcontractors.
9. Provide copies of required certifications and insurance.

SERVICE TICKET OR REPORT

The contractor shall furnish a report or service ticket to purchasing verifying that services were completed, identifying the following:

1. Information relating to the inspection and service of the hear, air conditioning and ventilation systems including but not limited to all thermostat settings, condition of belts, malfunctioning components and items that need to be repaired or replaced with a firm quote or estimated cost.
2. Verification that all filters were replaced, and preventative maintenance inspection was performed by obtaining signature from office manager or designated personnel.

REPAIRS OUTSIDE SERVICES OUTLINED IN THIS BID REQUEST

1. Any additional costs for repairs and defective parts found at the time of the inspection must be submitted to purchasing in writing.
2. Contractor will immediately report unsafe conditions to purchasing.
3. Provide service charge and per hourly rate.

CONTRACT PERIOD OF PERFORMANCE

Based on availability of funds, a contract will be negotiated with the successful bidder based on a cost reimbursement basis. The contract period will be for one (1) year with up to an additional four (4) one-year renewals based on satisfactory performance.

TIMELINE

Release of RFQ	September 14, 2020
Questions Due	September 21, 2020, 3:00 p.m.
Answers to Questions	September 25, 2020
Quote Due	October 2, 2020, 3:00 p.m.
Evaluation Process	October 5-14, 2020
Award of Contract	November 1, 2020

Questions regarding the contents of the RFQ must be submitted in writing on or before time and date and directed to hazel.quintero@wfscameron.org. All Questions submitted will be answered and posted on Workforce Solutions Cameron's website.

EVALUATION CRITERIA

Experience: Years in business	35 points
Price/Cost	45 points
Professional References	20 points
Historically Under-Utilized Business (HUB)	5 points

PROPOSER APPEALS PROCESS

The Board is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. This includes, but is not limited to, disputes, claims, protests of selection or non-selection for award, or other matters of a contractual or procurement nature. Matters concerning violation of laws shall be referred to such authority, as may have proper jurisdiction.

All proposers will be notified in writing of the final results of the procurement process within ten (10) working days of the decision of the Board. Proposers not selected by this procurement process may appeal the decision by submitting a written Notice of Appeal to the Board within ten (10) working days following the receipt of Board notification of the procurement decision.

This written notice must clearly state that it is an appeal and identify (1) the funding decision being appealed; (2) the name, address, phone and fax number (if available) of the appealing party(ies); and (3) the specific grounds of the appeal. The Notice of Appeal must be sent by registered mail or hand delivered (a receipt will be issued) and addressed to:

**Salome Perez
Chief Program Officer
700 Ruben M Torres Blvd.
Brownsville, TX 78520
Dated Material Enclosed**

Facsimile or email shall not be accepted at any stage of the appeals process. Written acknowledgement of receipt of the Notice of Appeal will be provided to the appealing party within three (3) working days of receipt of the Notice of Appeal. Such acknowledgement will include specific instructions for completing the appeals process and the date, time and place of the next step, The Informal Hearing.

The filing of an appeal within the specified time frame and in the manner required is a non-waivable requirement. There is no relief accorded to appellants for not filing within the published deadlines or following instructions. The appeal must indicate the Board action appealed and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal within ten business days is a condition precedent. There is no relief accorded appellants for not filing within the deadline. Hearings shall be conducted in accordance with Board procedures.

Request for Debriefing: A request for a debriefing may be submitted within fifteen (15) days of the receipt of notification of the procurement decision by any unsuccessful respondent not filing an appeal. The purpose of the debriefing is to promote the exchange of information, explain the procurement process, including proposal 10 evaluation process, and help unsuccessful respondents understand why they were not selected. Debriefings serve an important educational function for proposers, which hopefully will help them to improve the quality of any future proposals.

The debriefing shall be scheduled as soon as possible but no later than thirty (30) days from the receipt of the Request for Debriefing.

DISCLAIMER

The Board is under no legal requirements to execute a contract and/or agreement based on any quote received.

No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a quote under this Request may have any contact outside of the formal review process with any employee of the Workforce Solutions Cameron Local Workforce Development Board or any member of the Workforce Solutions Cameron Local Workforce Development, for purposes of discussing or lobbying on behalf of the proposer's quote. This contact includes written correspondence, telephone calls, personal meetings, or other kinds of personal contact. The Board will reject quotes of those proposers who violate this condition.

The Board reserves the right to accept or reject any or all quotes received; to cancel this Request in part, or in its entirety; or to reissue the Request.

The Board reserves the right to waive any defect in this procurement process or to make changes to this solicitation as deemed necessary.

The Board is the responsible authority for handling complaints or protest regarding the quote selection process. No protest will be accepted by the State Grantor Agency (Texas Workforce Commission) until all administrative remedies at the grantee (Board) level have been exhausted. This include, but is not limited to, disputes, claims, protests of awards, source evaluations or other matters of contractual nature. Matters concerning violation of law shall be referred to such authority as may have proper jurisdiction.

The Board reserves the right to request additional information and/or negotiate issues prior to selection.

Questions concerning this request should be directed to Hazel Quintero by calling (956) 548-6700 or emailing hazel.quintero@wfscameron.org.

REQUIRED ASSURANCES

1. Procurement documents will outline required compliance with assurance provisions stated in 29 CFR 38.25 through 38.27; 38.53 and WIOA Section 188. The assurances include, at minimum, Section 188 of the Workforce Innovation and Opportunity Act (WIOA), Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, The Age Discrimination Act of 1975, as amended, Title IX of the Education Amendments of 1972, as amended.
2. Pursuant to 15 U.S.C. 2225a, the proposer, if awarded, must ensure that all spaces for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fires Safety Act (P.L. 101-391, as amended). Recipients may search the Hotel Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the act.
3. The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 et seq. provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DOL support. List of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.
4. No funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by the DOL prior to December 18, 2015. DOL has identified these goods and services here: <http://www.dol.gov/ilab/reports/childlabor/list-of-products/index-country.htm>.

LEGAL RESPONSIBILITIES

Must be an established business with a minimum of five (5) years hands-on experience in HVAC Services.

Provide a copy of license to work on HVAC Systems.

Public liability and property insurance in the amount of \$1,000,000 is to be carried by the contractor, and a certificate of such insurance is to be provided within two weeks after contract has been awarded. Awarded vendor shall provide proof of

Workers Compensation coverage for employees in compliance with State of Texas Statutes. Contractor must take care not to damage customer property when providing services.

Contractor shall not cancel coverage or materially altered during the contract term. Any deductible will be the responsibility of the Contractor.

The Contractor shall furnish all labor, equipment, and materials required to perform the above specified work.

Above all, HVAC services have a responsibility to their clients to fulfill the work they promised and at the highest quality possible.

Proposers should submit the following:

1. **Attachment A** – Proposer's Response Form
2. **Attachment B** – Proposer's Identification Form
3. **Attachment C** – Professional References
4. **Attachment D** – Certification of Legal and Signatory Authority
5. **Attachment E** – Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and Drug-Free Workplace Requirements
6. **Attachment F** – Certification Regarding Texas Corporate Franchise Tax
7. **Attachment G** – Certificate Regarding Conflict of Interest
8. **Attachment H** – Equal Opportunity and Non-Discrimination

Attachment A

PROPOSER'S RESPONSE FORM

Work Specification: The successful HVAC Company shall provide all equipment, materials and labor for HVAC Filter Replacement/Preventative Maintenance Inspection services as needed in various Workforce Solutions Cameron locations per calendar year.

Company Name: _____

Address	Monthly Cost
851 Old Alice Road, Brownsville, Texas	\$ _____
601 E. Harrison Ave., Harlingen, Texas	\$ _____
4725 Towerwood Dr., Brownsville, Texas (wash plastic filter only)	\$ _____
Total Monthly Cost	\$ _____
Annual Cost	\$ _____
Response time for URGENT service calls	_____
Cost or URGENT calls	\$ _____

Authorize Representative/Title
(Print or Type)

Authorized Representative
(Signature)

Date

Attachment B

PROPOSER IDENTIFICATION FORM

LEGAL NAME OF ORGANIZATION

HEAD OF ORGANIZATION

MAILING ADDRESS

PHYSICAL ADDRESS (IF DIFFERENT)

PHONE NUMBER

FAX NUMBER

EMAIL

PROPOSAL CONTACT PERSON

TITLE

AGREEMENT SIGNATORY AUTHORITY

☐ CORPORATION

☐ SOLE OWNERSHIP

TAX/LEGAL STATUS

☐ PARTNERSHIP

☐ OTHER

DATE ESTABLISHED

STATE COMPTROLLER ID NO. (If available)

FEDERAL TAXPAYER ID NUMBER

SMALL BUSINESS

☐ YES

☐ NO

IS PROPOSER CERTIFIED AS A HISTORICALLY
UNDER-UTILIZED BUSINESS BY THE TEXAS
WORKFORCE COMMISSION

☐ YES

☐ NO

Attachment C

PROFESSIONAL REFERENCES

Please list at least 3 references of current or past contracts that are similar in scope or scale and provide Company/City name, contact and additional information. Attach additional pages if necessary.

COMPANY NAME		
COMPANY ADDRESS		
NAME OF AUTHORIZED REPRESENTATIVE		REPRESENTATIVE E-MAIL
TYPES(S) OF SERVICES PERFORMED	YEARS OF SERVICE	TELEPHONE#

COMPANY NAME		
COMPANY ADDRESS		
NAME OF AUTHORIZED REPRESENTATIVE		REPRESENTATIVE E-MAIL
TYPES(S) OF SERVICES PERFORMED	YEARS OF SERVICE	TELEPHONE#

COMPANY NAME		
COMPANY ADDRESS		
NAME OF AUTHORIZED REPRESENTATIVE		REPRESENTATIVE E-MAIL
TYPES(S) OF SERVICES PERFORMED	YEARS OF SERVICE	TELEPHONE#

Attachment D

CERTIFICATION OF LEGAL AND SIGNATORY AUTHORITY

I, _____ (typed or printed name) certify that I am the _____
_____ (typed or printed title) of the eligible entity named as bidder and respondent herein, and I am legally authorized to sign and submit this proposal to Workforce Solutions Cameron (WFSC) on behalf of said organization by authority of its governing body.

I certify that _____ (typed or printed name) who signed the coversheet of this proposal has the legal authority to enter into and execute a contract with WFSC to provide the services and activities authorized and detailed in this proposal. I agree to submit upon request by WFSC such information and documentation as may be necessary to verify the certification contained herein.

I further certify that the information contained in this proposal and all attachments is true and correct. I certify that no officer, employee, board member, or authorized agent of WFSC has assisted in the preparation of this proposal. I acknowledge that I have read and understand the requirement and provisions of this RFQ and that this organization will comply with all applicable federal, state, and local laws, rules, regulations, policies and directives in the implementation of this proposal. I certify that I have read and understand the governing provisions, limitations and administrative requirements of this RFQ and will comply with all terms and conditions.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date

Attachment E

CERTIFICATONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS

LOBBYING: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Acts, Title 31 U.S. Code, for the Department of Agriculture (7 CFR part 3018), Department of Labor (20 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned contractor states that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS: This certification is required by the Federal Regulations implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it or its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency

Have not within a three-year period preceding this proposal been convicted 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;

Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and

Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

DRUG-FREE WORKPLACE: This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR parts 85, 668 and 682) and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it shall provide a drug-free workplace by:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

Establishing an on-going drug-free awareness program to inform employees of the dangers of drugs in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations occurring in the workplace.

Providing each employee with a copy of the Contractor's policy statement.

Notifying the employees in the Contractor's policy statement that, as a condition of employment under the grant, employees will abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace.

Notifying the grantor agency, Workforce Solutions Cameron in writing, within ten (10) calendar days of the Contractor's receipt of a notice of conviction of an employee.

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date

Attachment F

CERTIFICATION REGARDING TEXAS CORPORATE FRANCHISE TAX

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the entity entering into this subcontract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas must be signed by the individual authorized to sign the subcontract for the subcontracting entity.

The undersigned authorized representative of the entity subcontracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of subcontract and is grounds for subcontract cancellation.

Indicate the certification that applies to your subcontracting entity:

☐ The subcontracting entity is a for-profit corporation and certifies it is not delinquent in its franchise tax payments to the State of Texas.

☐ The subcontracting entity is a non-profit corporation or is otherwise not subject to payment of franchise tax to the State of Texas.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date

Attachment G

CERTIFICATE REGARDING CONFLICT OF INTEREST

By signature of this Certificate, Applicant covenants and affirms that:

1. No manager, employee or paid consultant of the Applicant is a member of the Policy Board, the Executive Director, or an employee of Workforce Solutions Cameron (WFSC);
2. No manager or paid consultant of the Applicant is married to a member of the Policy Board, the Executive Director, or an employee of WFSC;
3. No member of the Policy Board, the Executive Director or an employee of WFSC owns or controls more than a 10 percent share in the Applicant's organization;
4. No spouse of a member of the Policy Board, Executive Director, or employee of WFSC receives compensation from Applicant for lobbying activities as defined in Chapter 305 of the Texas Government Code;
5. Applicant has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
6. Should Applicant fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Applicant shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with WFSC and shall immediately refund to WFSC any fees or expenses that may have been paid under the contract and shall further be liable for any others costs incurred or damages sustained by WFSC relating to that contract.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date

Attachment H

EQUAL OPPORTUNITY AND NONDISCRIMINATION

The (_____) promotes employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under the Workforce Innovation Opportunity Act, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any Workforce Innovation Opportunity Act financially assisted program or activity. (_____) conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

EEO Laws, Rules, Guidelines, Regulations

_____ (*typed or printed name*) provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders (29 CFR 38.25). Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 38 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals because of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age in programs receiving federal financial assistance.
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age (40-70).
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing equal work.
- Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women.
- Title IX of the Education Amendments Act of 1972 which prohibits discrimination on the basis of sex under any education program or activity receiving Federal financial assistance
- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical condition, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity.

_____ (*typed or printed name*) is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. _____ (*typed or printed name*) takes positive steps to eliminate any systematic discrimination from personnel practices. _____ (*typed or printed name*) recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status.

Staff at all levels is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date