

**WILSON COUNTY INVITATION FOR BID:  
WILSON COUNTY CRIMINAL JUSTICE CENTER FLOOR RENOVATIONS**



**OPENING DATE: 10 AM – MONDAY, SEPTEMBER 24, 2018**

**BID NUMBER 18-1006**

**SEALED BIDS, SUBJECT TO THE PROPOSAL DOCUMENTS HERETO ATTACHED,  
FOR RENOVATIONS OF THE WILSON COUNTY CRIMINAL JUSTICE CENTER FLOORS  
ARE BEING ACCEPTED.**

**BY SUBMITTING A BID, VENDOR HEREBY AGREES TO ALL OF THE TERMS AND CONDITIONS OF THE  
BID DOCUMENTS, AND TO ALL TERMS AND CONDITIONS OF THE CONTRACT.**

\_\_\_\_\_  
Legal Name Of Contracting Company

\_\_\_\_\_  
Federal I.D.# (Company Or Corporation)

\_\_\_\_\_  
Social Security # (Individual)

\_\_\_\_\_  
DUNS # (if applicable)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address *(Notifications will be sent to this email address)*

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Complete Mailing Address

\_\_\_\_\_  
City & State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Complete Street Address

\_\_\_\_\_  
City & State

\_\_\_\_\_  
Zip

BID NO. 18-1006

**WILSON COUNTY INVITATION FOR BID:  
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**BID SUBMISSIONS**

**VENDOR INSTRUCTIONS:** Read this entire document carefully. Follow all instructions. You are responsible for fulfilling all requirements and specifications. Be sure you understand them.

**DEADLINE**

Bids must be received in the County Auditor's office prior to **9:00 am on Monday, SEPTEMBER 24, 2018**. Bids will be publicly opened at 10:00 am or soon thereafter in the Wilson County Commissioners Courtroom, Wilson County Courthouse, 1420 3<sup>rd</sup> Street, Floresville, Texas 78114. ***Late bids will not be accepted under any circumstances!***

**SUBMITTAL**

Completed Bid Proposals, original and one (1) copy, must be in a sealed envelope clearly marked with "FLOOR RENOVATION IN CRIMINAL JUSTICE CENTER", "BID NUMBER 18-1006", and "SEPTEMBER 24, 2018" written in the lower left-hand corner of the envelope containing the bid.

**PROPRIETARY INFORMATION**

Proprietary information, if any, submitted to Wilson County in response to this Bid should be identified as such. Any information identified as proprietary will be handled in accordance with the provisions of the Texas Open Records Public Information Act as it applies to such information.

**ADDRESS**

Sealed bids may be hand-delivered or mailed to the County Auditor Tom Dupnick, Wilson County, 1420 3<sup>rd</sup> Street, Suite 109, Floresville, Texas 78114.

**METHODS**

All bids must be returned in a sealed envelope with the bid name, number, opening date and time clearly marked on the outside. **If an overnight delivery service is used**, the bid name, number, opening date and time must be clearly marked on the outside of the delivery service envelope. Facsimile and electronic mail transmittals are not acceptable.

**WITHDRAWAL OR ALTERATIONS OF BID**

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. After the official opening, bids may not be amended, altered or withdrawn without the recommendation of the County Auditor and the approval of the Commissioners' Court.

**TAX EXEMPT STATUS**

The County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this bid.

**BID REQUIREMENTS**

**COMPLETED BID**

A completed proposal means an original bid and one (1) copy must be submitted of each of the following: The Vendor Identification page (page 1), the Bid Submission Form (page 11), the Contract page (page 12), the Affidavit (page 13), and the Conflict of Interest Questionnaire (page 14 and page 15), W-9 (page 16), Form 1295 Certificate of Interested Parties (Page 17). Each of these must be COMPLETED AND SIGNED. The contract will be binding only when signed by the County Judge, Wilson County.

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**ADDENDA AND EXPLANATIONS**

Explanations required by a prospective bidder shall be requested of the County in writing, and if explanations are necessary, a reply shall be made in the form of an Addendum, and will be emailed, to all who are known to have received a copy of this bid packet. Every request for such explanation shall be in writing addressed to Tom Dupnick, County Auditor, 1420 3<sup>rd</sup> Street, Suite 109, Floresville Texas 78114, emailed to [Tdupnick@wilsoncountytexas.gov](mailto:Tdupnick@wilsoncountytexas.gov), or faxed to 830-393-7384.

Any verbal statements regarding same by a person prior to the award shall not be authoritative and or binding.

Addenda issued to bidders prior to date of receipt of bids shall become part of the contract documents, and all bids shall include the work described in the Addendum.

Inquiries within five (5) working days of the date fixed for the submission and opening of the bids will not be given consideration.

**ACKNOWLEDGEMENT OF AMENDMENTS**

Bidders shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose, or by letter. The acknowledgement must be received by Wilson County by the time and at the place specified for receipt of bids.

**LEGIBILITY**

Bids must be legible and of a quality that can be reproduced.

**BID MUST BE TYPED OR PRINTED IN INK**

All entries must be TYPED OR PRINTED IN INK. Faxed bids will not be accepted.

**FORMS**

All bids must be submitted on the forms provided in the bid document. Changes to the bid forms made by bidders shall disqualify the bid. Bids cannot be altered or amended after the submission deadline.

**GOVERNING FORMS**

In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Wilson County's interpretation shall govern.

**LATE BIDS**

Bids received after submission deadline will not be opened and will be considered void and unacceptable. Wilson County is not responsible for lateness of mail, courier service, etc.

**RESPONSIBILITY**

A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required,
2. Be able to comply with the required or proposed delivery schedule,
3. Have a satisfactory record of performance, and
4. Be otherwise qualified and eligible to receive an award.

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Wilson County may request representation and other information sufficient to determine the bidder's ability to meet these minimum standards listed above.

**AWARD**

**LOCAL PREFERENCE**

In accordance with Local Government Code §271.905, if a local government receives one or more bids from a bidder whose principle place of business is in the County and whose bid is within three percent of the lowest bid price received by the County from a bidder who is not a resident of the County, the County may enter into a contract with: (1) the lowest bidder; or (2) the bidder whose principal place of business is in the local government if the governing body of the local government determines, in writing, that the local bidder offers the local government the best combination of contract price and additional economic development opportunities for the local government created by the contract award, including the employment of residents of the local government and increased tax revenues to the local government. This section does not prohibit a local government from rejecting all bids.

**FIRM PRICING**

Bid price must be good for the entire project. Bids which are subject to change must provide a change order and receive approval from the Commissioners Court.

**SALES TAX**

Wilson County is, by statute, exempt from the State Sales Tax and Federal Excise Tax.

**CONTRACT**

This Bid, when properly accepted by Wilson County, shall constitute a contract equally binding between the successful bidder and Wilson County. The successful bidder may be required to sign an additional agreement containing terms necessary to ensure compliance with the bid.

**EVALUATION CRITERIA**

Criteria utilized by Wilson County for determining the lowest responsible bidder includes, but is not limited to, bidder meeting the County's published specifications, bidder's experience, skill, ability, business judgment, financial capacity, integrity, honesty, possession of the necessary facilities or equipment, previous performance, reputation, promptness, and any factor which could reasonably be asserted as being relevant to successful performance. The County reserves the right to award this contract to the lowest and best bidder(s) in a specific area.

**REJECTION OR ACCEPTANCE**

It is understood that the Commissioners Court of Wilson County, Texas, reserves the right to accept or reject any and/or all bids covered in this bid request, and to waive informalities or defects in the bid or to accept such bid it shall deem to be in the best interest of Wilson County.

**DISQUALIFICATION OF BIDDERS**

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a bidder and the rejection of this bid:

- Evidence of collusion among bidders
- Lack of competency
- Lack of responsibility as shown by past record
- Default on a previous county contract for failure to perform

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**CONTRACT ADMINISTRATION**

Under this contract, Precinct 1 Commissioners of Wilson County, shall be the contract administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance and inspection. The contract administrator will serve as liaison between Wilson County Commissioner's Court and the successful bidder.

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**BID SPECIFICATIONS**

- Areas of renovations: Justice of the Peace # 1 offices, Justice of the Peace #4 offices, DPS offices, Licensing office, breakroom, north wing halls of the Criminal Justice Center;
- 8,700 square foot;
- Remove and Replace all office furniture before and after job;
- Removal and disposal of all floor tile and plastic base boards;
- Replace with mesa beige porcelain ceramic tile and wood base boards;
- Clean up of newly renovated area;
- Subject to weekend work schedule;
- Payment will be disbursed in two parts, first half upon acceptance of contract in the new fiscal year starting October 1, 2018 and final half will be disbursed upon satisfactory completion of the job and submission of the invoice;
- Job start date will be after October 1, 2018.

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**TERMS AND CONDITIONS**

**CONFLICT OF INTEREST:** No public official shall have interest in this contract in accordance with V.T.C.A., Local Government Code §171.002 and §171.003. A conflict of interest questionnaire shall be filled out in accordance with Local Government Code §176.

Chapter 176 of the Texas Local Government Code requires a vendor who enters or seeks to enter into a contract for the sale or purchase of real property, goods, or services with a local governmental entity or local government officer thereof to file a conflict of interest disclosure questionnaire with the governmental entity prescribed.

A Conflict of Interest Questionnaire Form (CIQ) must be submitted with the bid submission.

**CERTIFICATE OF INTERESTED PARTIES (FORM 1295)**

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law.

**Filing Process:**

On January 1, 2016, the commission made available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site by January 1, 2016; [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm), please follow Instructional Video for Business Entities.

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**ETHICS**

The bidder shall not accept or offer gifts or anything of value nor enter into any business agreement with any employee, official or agent of Wilson County.

**DOCUMENTATION**

Bidder shall provide with this bid response, all documentation required by this bid. Failure to provide this information may result in rejection of the bid.

**TERMINATION FOR DEFAULT**

Wilson County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default of this contract. Non-Performance of the bidder shall be a basis for termination of the contract by the County. The County shall not pay for any commodities/services that are unsatisfactory.

Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

**FORCE MAJURE**

Neither party shall be responsible for delays caused by "Acts of God", non-county governmental processes, national emergency or any other causes beyond their reasonable control. Upon the discovery of such an event, the affected party shall notify the other and arrange a meeting to propose a program for a solution to the problem and if necessary, to establish an estimated period of time of suspension or extension of the work.

**COMPLIANCE WITH LAWS**

The successful bidder shall comply with all applicable federal, state and local laws and regulations.

**VENUE**: This agreement will be governed and construed according to the laws of the State of Texas. This Agreement is performable in Wilson County, Texas.

**INSURANCE**

All insurance requirements, including public liability and workers' compensation, as outlined in Texas State Statutes shall be met prior start of job and shall remain in effect during the life of the contract.

**INVOICING**

Invoices shall be sent directly to the Wilson County Auditor's office, attention Accounts Payable, 1420 3<sup>rd</sup> Street, Suite 109, Floresville, Texas 78114. Payments will be processed within thirty (30) days after receipt of invoice or items, whichever is later. Invoices must be itemized in order to be processed for payment.

**PAYMENT**

Payment shall be made by check from the County. Half will be disbursed upon acceptance of contract in the new fiscal year starting October 1, 2018 and final half will be disbursed upon satisfactory completion of the job and submission of the invoice. Payment inquiries should be directed to the Auditor's Office, Accounts Payable, 830-393-7304.

**ASSIGNMENT OF CONTRACT**

The successful vendor may not assign, sell or otherwise transfer this contract without written permission of the Wilson County Commissioners Court.



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**SILENCE OF SPECIFICATIONS**

The apparent silence of these specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of these specifications shall be made on the basis of this statement

**HOLD HARMLESS AGREEMENT**

Contractor shall indemnify and hold Wilson County harmless from all claims for personal injury, death and / or property damage arising from any cause whatsoever, resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this proposal, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this proposal. Certification of such coverage must be provided to the County upon request.

**NON-COLLUSION**

The Vendor, by submitting a signed bid, certifies that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States law.

**COST DISCUSSIONS**

Prior to the public opening, all bids will remain sealed at the County. During this period, any discussion by any Vendor with any employee or authorized representative of the County involving cost information may result in rejection of said bid.

**NON-DISCRIMINATION**

The Vendor, 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.

**BID SUBMISSION FORM**

All bids shall be submitted on the attached Bid Submission Form. Bids not submitted on this form will be disqualified. This is a Competitive Bid - changes shall not be made to the Bid Form. Alterations to this Bid Form may be cause for rejection.

**NOTHING ADDED TO BID**

Nothing shall be added to this bid. Unsolicited attachments will be removed and discarded at opening and will have no bearing on the bid, price, specifications or any other terms of the contract.

**TIE BIDS**

In the event of a tie bid, the award will be determined by the Commissioner's Court or by drawing lots.

**WAIVER OF SUBROGATION**

By virtue of acceptance of this contract, both contractor and insurance carrier waive any and all rights whatsoever with regard to subrogation against Wilson County as an indirect party to any suit arising out of personal or property damages resulting from contractor's performance under this agreement.

**SUSPENSION, DEBARMENT, AND TERRORISM**

Vendor certifies that the vendor and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any Federal, State or Local Government Entity and that Vendor is in compliance with the State of Texas Statutes and Rules relating to

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Procurement and that Vendor is not listed on the Federal Government's Terrorism Watch list in Executive order 13224.

**CITIZENSHIP OF EMPLOYEES**

The Bidder warrants, by execution of this Bid proposal, that it has complied with all federal laws and requirements therefore regarding immigration and citizenship, and that all employees are qualified as required therein.

**QUESTIONS REGARDING BID DOCUMENTS**

Questions concerning this bid should be directed to the County Auditor, Tom Dupnick, at 830-393-7304.

**WILSON COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT IN PART OR IN WHOLE ANY BIDS SUBMITTED, AND TO WAIVE ANY TECHNICALITIES FOR THE BEST INTEREST OF THE COUNTY.**

**DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT.**

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**BID SUBMISSION FORM**

I, \_\_\_\_\_, representing the firm of \_\_\_\_\_, do hereby submit a bid for the Wilson County Criminal Justice Center Floor Renovations, as per the bid specifications.

<b>BID PRICE PER SPECIFICATIONS</b>	
<b>ITEMIZE ANY OTHER CHARGES, IF APPLICABLE</b>	

**CERTIFICATION OF BID**

The undersigned states that he/she is aware the fact that the amount designated as the above bid prices cannot be changed during the term of this contract. Further, the undersigned affirms that they are duly authorized to submit this bid, that this bid has not been prepared in collusion with any other bidder, and that the contents of this bid have not been communicated to any other bidder prior to the official opening of this bid.

\_\_\_\_\_  
Signature of individual authorized to represent bidding firm

\_\_\_\_\_  
Printed name of individual authorized to represent bidding firm

\_\_\_\_\_  
Title of individual authorized to represent bidding firm

\_\_\_\_\_  
Name of bidding firm

\_\_\_\_\_  
Date



**WILSON COUNTY INVITATION FOR BID:  
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**AFFIDAVIT**

STATE OF TEXAS  
COUNTY OF WILSON

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_  
\_\_\_\_\_ known to me to be the person whose name is subscribed to the following, who  
upon oath, says:

I am the Manager, Secretary or other agent or officer or the principal of the Bidder in the matter of the bids to which this affidavit is attached, and I have full knowledge of the relations of the Bidder with the other firms in this same line of business, and the Bidder is not a member of any trust, pool or combination to control the price of supplies bid on, or to influence any person to bid or not to bid thereon.

I further affirm that the Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted bid.

\_\_\_\_\_  
Affiant

SWORN TO AND SUBSCRIBED BEFORE ME by the above Affiant, who, on oath states that the facts contained in the above are true and correct, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for \_\_\_\_\_ County, Texas

Name of Bidder: \_\_\_\_\_

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: BIDS NOT ACCOMPANIED BY THIS AFFIDAVIT WILL NOT BE CONSIDERED**

**The County of Wilson does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.**

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<p><b>CONFLICT OF INTEREST QUESTIONNAIRE</b> For vendor or other person doing business with local governmental entity</p>	<p><b>FORM CIQ</b></p>
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<p align="center"><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p><b>1</b> Name of person doing business with local governmental entity.</p>	
<p><b>2</b></p> <p><input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p><b>3</b> Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.</p>	
<p><b>4</b> Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.</p>	

Adopted 11/02/2005

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**CONFLICT OF INTEREST QUESTIONNAIRE**

**FORM CIQ**

**For vendor or other person doing business with local governmental entity**

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**Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes

No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes

No

D. Describe each affiliation or business relationship.

**6**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

Adopted 11/02/2005





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**1295 Form must be completed online, see page 13 of this bid packet for filing instructions.**

<b>CERTIFICATE OF INTERESTED PARTIES</b>		<b>FORM 1295</b>	
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.		<b>OFFICE USE ONLY</b>	
<b>1</b> Name of business entity filing form, and the city, state and country of the business entity's place of business.			
<b>2</b> Name of governmental entity or state agency that is a party to the contract for which the form is being filed.			
<b>3</b> 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.			
4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary
<b>5</b> Check only if there is NO Interested Party. <input type="checkbox"/>			
<b>6 AFFIDAVIT</b> <span style="float: right;">I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.</span>			
_____ 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	
<b>ADD ADDITIONAL PAGES AS NECESSARY</b>			

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**WILSON COUNTY  
I M P O R T A N T  
BIDDER'S / PROPOSER'S CHECKLIST**

Check off each of the following as the necessary action is completed.

- [ ] The prices have been checked.
- [ ] The **VENDOR IDENTIFICATION** has been completed and included in your bid package. (Page 1)
- [ ] The **BID SUBMISSION FORM** has been completed, signed, dated and included in your bid package. (Page 11)
- [ ] The **CONTRACT** with the County Commissioners has been completed, signed, dated and included in your bid package. (Page 12)
- [ ] The **AFFIDAVIT** signed and notarized and included in your bid package. (Page 13)
- [ ] The **CONFLICT OF INTEREST QUESTIONNAIRE** has been completed, signed, dated and included in your bid package. (Page 14-15)
- [ ] The **W-9** has been completed and included in your bid package. (Page 16)
- [ ] The **Form 1295 Certificate of Interested Parties** has been completed and included in your bid Package. (Page 17)
- [ ] The mailing envelope has been addressed to:  
  
County Auditor Tom Dupnick  
Wilson County  
1420 3<sup>rd</sup> Street, Suite 109  
Floresville, Texas 78114
- [ ] The mailing envelope contains the original and one (1) copy.
- [ ] The mailing envelope has been sealed and marked:
  - Bid or proposal number
  - Name of the bid or proposal
  - Opening date

**WILSON COUNTY AUDITOR'S OFFICE WISHES TO THANK  
ALL VENDORS FOR THEIR PARTICIPATION.**

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