



Bidder Name:

JACK BEACHAM, C.P.M., A.P.P.
PURCHASING AGENT

TARRANT COUNTY
PURCHASING DEPARTMENT

MELISSA LEE, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

RFB NO. 2020-092

**REQUEST FOR BID
FOR
ANNUAL CONTRACT
FOR
WINDSHIELD AND AUTO GLASS
REPAIR AND REPLACEMENT**

**BIDS DUE MARCH 2, 2020
2:00 P.M.**

RFB NO. 2020-092

TABLE OF CONTENTS

SPECIFICATIONS

PRE-BID CONFERENCE	1
OPENING DATE, TIME, PROCEDURES, CONTACTS	2
GENERAL CONDITIONS	2
DELIVERY REQUIREMENTS	6
SPECIAL TERMS AND CONDITIONS OF THE CONTRACT	7
EVALUATION CRITERIA	16
SPECIFICATIONS	17

TARRANT COUNTY HUB POLICY	20
--	-----------

DISADVANTAGED BUSINESS ENTERPRISES FORM.....	24
---	-----------

REFERENCES.....	25
------------------------	-----------

FORMS

SIGNATURE FORM	27
COMPLIANCE WITH FEDERAL AND STATE LAWS	29
AFFIRMATIONS/FORMS/DOCUMENTS	30
NO BID RESPONSE FORM	31
VENDOR CONTACT INFORMATION	32
BIDDERS QUESTIONNAIRE	33
PRICE FORM(S).....	34

The Table of Contents is intended as an aid to Bidders and not as a comprehensive listing of the bid package. Bidders are responsible for reading the entire bid package and complying with all specifications.

**ANNUAL CONTRACT FOR
WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT**

PRE-BID CONFERENCE

All bidders are encouraged to attend a Pre-Bid Conference to be held:

DATE: WEDNESDAY, FEBRUARY 19, 2020

TIME: 10:00 A.M.

**LOCATION: TARRANT COUNTY ADMINISTRATION BUILDING
PURCHASING DEPARTMENT CONFERENCE ROOM
100 E. WEATHERFORD STREET, SUITE 303
FORT WORTH, TX 76196-0104**

Note: There is No opportunity for remote attendance of this meeting

RSVP: Bidders planning to attend the pre-bid conference should RSVP, in writing, via facsimile, no later than 5:00 p.m., Tuesday, February 18, 2020.

Send RSVP'S to Brandie Bingham, at (817) 884-2629.

Questions from bidders will be addressed at the pre-bid conference. Any vendor who submits a bid without attending the scheduled pre-bid conference does so at his own risk. Such applicant who submits a bid and does not attend the scheduled pre-bid conference waives any right to assert claims due to undiscovered conditions.

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT, COUNTYWIDE**. All bids submitted must be on the attached Price Form. Tarrant County will not enter into any contract where the cost is provisional upon such clauses as “escalator” or “cost-plus” clauses.

ORIGINAL AND ONE (1) COPY
OF
**COMPLETED BID PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE MARCH 2, 2020 AT 2:00 P.M.**

All bids, are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All bids must be clearly marked with the Bid Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. The original bid must be clearly marked "ORIGINAL" and contain all original signatures. “No-Bid” response to be returned on the form included in the section under forms.

Any bid received after the date and/or hour set for bid opening will not be accepted. The Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at Bidder’s expense, or destroyed with written authorization of the Bidder. If bids are sent by mail to the Tarrant County Purchasing Department, the Bidder shall be responsible for actual delivery of the bid to the Tarrant County Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

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 becomes the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Tarrant County Purchasing Agent and the approval of Tarrant County Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in the bid. The County is not exempt from Surplus Lines Tax or Texas Stamping Tax.

Tarrant 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 Tarrant County.

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

No oral explanation or instruction will be given by County officials or employees in regard to the meaning of the proposal specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Request from interested proposers for additional information or interpretation of the information included in the specifications should be directed in writing to:

BRANDIE BINGHAM, CPPB, SENIOR BUYER
FAX: (817) 884-2629

All documents relating to the bid, including but not limited to, the bid document, questions and answers, addenda, and special notices will be posted under the Bid number on the Tarrant County website and available for download by Bidders and other interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. It is the Bidder's sole responsibility to review the site and retrieve all related documents up to the Bid due date.

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth, Texas time, Friday, February 21, 2020. After the question deadline, all questions and their responses will be posted on the website and available for download by Interested Parties.

All bids shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of bid. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Bids which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196 or email to SAP-invoices@tarrantcounty.com. In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

Continuing non-performance of the Vendor in terms of specifications shall be a basis for the termination of the contract by Tarrant County. Tarrant County shall not pay for work, equipment, or supplies which are unsatisfactory. The vendor 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.

The **contract may be terminated** by either party upon written thirty (30) day notice prior to cancellation.

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

Bids will be considered non-responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistencies of any kind. However, Tarrant County reserves the right to waive any inconsistencies and to make an award in the best interest of Tarrant County.

Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids containing any irregularities.
2. Unbalanced value of any items.

Bidders may be disqualified, and their bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one bid for the work contemplated.
3. Bidder being interested in any litigation against Tarrant County.
4. Bidder being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed, including but not limited to, by a financial statement, experience, equipment, and questionnaires.
6. Uncompleted work, which in the judgment of Tarrant County, will prevent or hinder the prompt completion of additional work, if awarded.
7. Bidders shall not owe delinquent property tax in Tarrant County.
8. Limited competition.

It is the Bidder's sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda, and special notices. The Signature Form must be signed and returned. Failure to provide signature on the form renders bid non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance with Federal and State Laws, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of the entire bid.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Section 552.136, Texas Government Code. Notice will be sent to you pursuant to Section 552.305 of the Texas government Code should Tarrant County receive an open records request to inspect your bid. This notice will allow you to assert any objections to the release of confidential information in response to an open records request. It is your responsibility to assert any objections to the release of your bid in response to an open records request. Tarrant County cannot argue on your behalf that the information contained in your bid is exempt from public release.

Trade secrets or confidential information **MUST** be placed in a separate envelope marked **"CONFIDENTIAL INFORMATION."** Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID."**

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

Due care and diligence have been used in the preparation of the information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the Bidder. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the Bidder to determine the full extent of the exposures.

A vendor may not assign their rights and duties under an award without the written consent of the purchasing agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

TO THE EXTENT PERMITTED BY LAW, VENDOR AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (i) VENDOR'S BREACH OF ANY OF THE TERMS OR PROVISIONS OF THIS AGREEMENT OR (ii) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF VENDOR, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

VENDOR(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

VENDOR(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS, AND PAY ALL TAXES, MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. VENDOR ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. VENDOR ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

Prices shall include all charges for freight, F.O.B. destination inside delivered to:

**VARIOUS LOCATIONS WITHIN TARRANT COUNTY
AS SPECIFICED ON PURCHASE ORDER**

Hours of operation shall be between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Delivery date is important to Tarrant County and may be part of the bid and a factor in evaluation of each bid. Tarrant County considers delivery time to be that period elapsing from the time the individual order is placed until that order is received by Tarrant County at the specified delivery location. The delivery date indicates a guaranteed delivery to Tarrant County, Texas. Failure of the Vendor to meet guaranteed delivery dates or service performance could affect future Tarrant County orders.

Tarrant County reserves the right to demand bond or penalty to guarantee delivery by the date indicated. If the order is given and the Vendor fails to furnish the materials by the guaranteed date, Tarrant County reserves the right to cancel the order without liability on its part.

A **packing list** must accompany each shipment and must include but is not limited to the following:

1. Tarrant County Purchase Order Number
2. Name and address of Vendor
3. Name and address of receiving department
4. Description of material shipped, including item numbers, and quantity.

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective from the date of award or notice to proceed as determined by Tarrant County Purchasing. At Tarrant County's option and approval by the Vendor, the contract may be renewed for an additional twelve (12) month period, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**
2. **RENEWAL OPTIONS:** Tarrant County reserves the right to exercise an option to renew the contract of the Vendor for an additional twelve (12) month period, provided such option be stipulated and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. Required documents must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option or seek a new bid solicitation.
3. **SECONDARY/ALTERNATE AWARD:** Secondary or Alternate Vendors serve in a backup capacity only. In the event the Primary is unable to honor the terms and conditions of the contract, the Secondary Vendor(s) may be called. If the Secondary Vendor is unable to honor the terms and conditions of the contract, the Alternate Vendor(s) may be called. The Primary Vendor is the first contact. Use of the Secondary or Alternate Vendor(s) must be approved, in writing, by the Tarrant County Purchasing Agent or his designee in compliance with Texas Local Government Code 262.027(g).
 - A. In the event the Secondary or Alternate Vendors are called upon, they will offer the materials and services at their awarded price(s), or better. Any attempt to increase their awarded price(s) may cause the removable of the Vendor from the contract. Calling upon the secondary or alternate Vendors do not necessarily affect the status of any awarded Vendor, including the Primarily Vendor.
 - B. If a Secondary or Alternate Vendor represents themselves as the Primary Vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the Secondary or Alternate Vendor may be removed from the contract.
 - C. Would you, as the Vendor, be willing to accept a Secondary or Alternate Award based on the above?

☐ Yes ☐ No

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among governmental entities that participate in its Cooperative Purchasing Program. Cooperative Purchasing can be a great benefit to Tarrant County Vendors by providing an avenue to offer materials and services to participating entities. A current list of participating entities is included in this solicitation and an up-to-date list can be found on the Tarrant County website.

A. Should other Governmental Entities decide to participate in the contract, would you, as the Vendor, agree that all terms, conditions, specifications, and pricing would apply? **A "NO" answer could result in complete rejection of the bid.**

_____Yes _____No

- 1) If you, the Bidder, checked yes, the following will apply:
 - a) Governmental Entities utilizing Intergovernmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials and services under the contract(s) awarded because of the solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material and services as needed.
 - b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the Vendor and each governmental entity.
 - c) Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing Vendor invoices. In the event Governmental Entities utilizing Intergovernmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the Vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the Vendor.
 - d) Vendor(s) awarded contract(s) resulting from bid will be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. The information should be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County.

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1. Alamo Heights ISD	56. City of Baytown	113. City of Farmersville
2. Allen ISD	57. City of Bedford	114. City of Ferris
3. Alvarado ISD	58. City of Bells	115. City of Floresville
4. Alvord ISD	59. City of Benbrook	116. City of Floydada
5. Anderson County	60. City of Big Spring	117. City of Forest Hill
6. Anna Fire Department	61. City of Blue Mound	118. City of Forney
7. Aransas County	62. City of Bonham	119. City of Fort Worth
8. Argyle ISD	63. City of Bovina	120. City of Frisco
9. Arlington ISD	64. City of Bowie	121. City of Fulshear
10. Armstrong County	65. City of Boyd	122. City of Gainesville
11. Aspermont ISD	66. City of Bridge City	123. City of Galena Park
12. Atascosa County	67. City of Bridgeport	124. City of Galveston
13. Aubrey ISD	68. City of Brownwood	125. City of Ganado
14. Azle ISD	69. City of Bryan	126. City of Garland
15. Bastrop County	70. City of Buda	127. City of Gatesville
16. Bastrop ISD	71. City of Burkburnett	128. City of Georgetown
17. Bell County	72. City of Burleson	129. City of Glen Heights
18. Benbrook Water Authority	73. City of Caddo Mills	130. City of Godley
19. Bethany Special Utility District	74. City of Canton	131. City of Granbury
20. Bexar County	75. City of Carrollton	132. City of Grand Prairie
21. Birdville ISD	76. City of Castle Hills	133. City of Grand Saline
22. Blue Ridge Fire Department	77. City of Cedar Hill	134. City of Grapevine
23. Bosque County	78. City of Cedar Park	135. City of Greenville
24. Branch Fire Department	79. City of Celeste	136. City of Haltom City
25. Brazoria County	80. City of Celina	137. City of Harlingen
26. Brazos County	81. City of Cibolo	138. City of Haslet
27. Briar Volunteer Fire Department	82. City of Cleburne	139. City of Heath
28. Brooks County Constables, Precincts 1-4	83. City of Cockrell Hill	140. City of Hewitt
29. Brown County	84. City of Colleyville	141. City of Hitchcock
30. Bulverde Police Department	85. City of Columbus	142. City of Horizon City
31. Burnet County	86. City of Combine	143. City of Hudson Oaks
32. Bynum ISD	87. City of Commerce	144. City of Huntsville
33. Cameron County	88. City of Converse	145. City of Hurst
34. Canton ISD	89. City of Coppel	146. City of Hutchins
35. Canyon ISD	90. City of Copperas Cove	147. City of Hutto
36. Carroll ISD	91. City of Corinth	148. City of Ingleside
37. Carrollton-Farmers Branch ISD	92. City of Corsicana	149. City of Irving
38. Castleberry ISD	93. City of Crowley	150. City of Italy
39. Cedar Hill ISD	94. City of Cumby	151. City of Jacksboro
40. Chambers County	95. City of Dalworthington Gardens	152. City of Jefferson
41. Cherokee County	96. City of De Leon	153. City of Jonestown
42. City of Aledo	97. City of Decatur	154. City of Katy
43. City of Allen	98. City of Deer Park	155. City of Keene
44. City of Alvord	99. City of Denison	156. City of Keller
45. City of Amarillo	100. City of Denton	157. City of Kennedale
46. City of Angleton	101. City of DeSoto	158. City of Kermit
47. City of Anna	102. City of Diboll	159. City of Killeen
48. City of Arlington	103. City of Duncanville	160. City of Krum
49. City of Athens	104. City of Early	161. City of Kyle
50. City of Aubrey	105. City of Eastland	162. City of La Grulla
51. City of Austin	106. City of El Paso	163. City of La Vernia
52. City of Azle	107. City of Electra	164. City of Lake Dallas
53. City of Balch Springs	108. City of Emory	165. City of Lake Worth
54. City of Bangs	109. City of Escobares	166. City of Lancaster
55. City of Bastrop	110. City of Euless	167. City of Laredo
	111. City of Everman	168. City of League City
	112. City of Farmers Branch	169. City of Leander

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

170.	City of Lewisville	225.	City of Saginaw	277.	Dallas/Fort Worth International Airport Board
171.	City of Lindale	226.	City of San Angelo	278.	Dallas ISD
172.	City of Little Elm	227.	City of San Benito	279.	Decatur ISD
173.	City of Littlefield	228.	City of San Marcos	280.	Denison ISD
174.	City of Live Oak	229.	City of Sanger	281.	Denton County
175.	City of Lubbock	230.	City of Sansom Park	282.	Denton County Fresh Water Supply Dist. No. 1-A
176.	City of Lucas	231.	City of Seagoville	283.	Denton ISD
177.	City of Lufkin	232.	City of Sherman	284.	DeSoto ISD
178.	City of Lumberton	233.	City of Sour Lake	285.	Diana Special Utility District
179.	City of Mansfield	234.	City of Southlake	286.	Duncanville ISD
180.	City of Marshall	235.	City of Southmayd	287.	Duval County
181.	City of McAllen	236.	City of Springtown	288.	Eagle Mountain-Saginaw ISD
182.	City of McKinney	237.	City of Stephenville	289.	East Texas Council of Governments
183.	City of Melissa	238.	City of Sulphur Springs	290.	Ector County
184.	City of Merkel	239.	City of Taft	291.	Ector County ISD
185.	City of Mesquite	240.	City of Taylor	292.	Eddy County, NM
186.	City of Midlothian	241.	City of Temple	293.	El Paso County
187.	City of Mineola	242.	City of Terrell	294.	El Paso County Hospital District dba University Medical Center of El Paso
188.	City of Mineral Wells	243.	City of Texarkana, AR	295.	Electra ISD
189.	City of Morgan's Point Resort	244.	City of Texarkana, TX	296.	Ellis County
190.	City of Murphy	245.	City of The Colony	297.	Erath County
191.	City of Nacogdoches	246.	City of Universal City	298.	Everman ISD
192.	City of Nederland	247.	City of University Park	299.	Fanning County
193.	City of New Braunfels	248.	City of Van Alstyne	300.	Farmersville ISD
194.	City of North Richland Hills	249.	City of Venus	301.	Floyd County
195.	City of Odessa	250.	City of Vernon	302.	Fort Bend County
196.	City of Ovilla	251.	City of Waco	303.	Fort Bend County ESD #2
197.	City of Palestine	252.	City of Watauga	304.	Fort Worth Housing Authority
198.	City of Parker	253.	City of Waxahachie	305.	Fort Worth ISD
199.	City of Pasadena	254.	City of Weatherford	306.	Fort Worth Transportation Authority
200.	City of Pelican Bay	255.	City of Westworth Village	307.	Franklin County
201.	City of Perryton	256.	City of White Settlement	308.	Freestone County
202.	City of Pharr	257.	City of Whitesboro	309.	Frisco ISD
203.	City of Plano	258.	City of Whitewright	310.	Glasscock County
204.	City of Port Isabel	259.	City of Wills Point	311.	Goliad County
205.	City of Poteet	260.	City of Wilmer	312.	Gonzales County
206.	City of Pottsboro	261.	City of Winnsboro	313.	Grand Prairie ISD
207.	City of Princeton	262.	City of Wylie	314.	Grandview Police Department
208.	City of Quinlan	263.	Clay County	315.	Grapevine\Colleyville ISD
209.	City of Ralls	264.	Clear Creek ISD	316.	Grayson County
210.	City of Red Oak	265.	Cleburne ISD	317.	Gregg County
211.	City of Rhome	266.	Cochran County	318.	Grimes County
212.	City of Richardson	267.	Collin County	319.	Guadalupe County
213.	City of Richland Hills	268.	Collin County Community College District	320.	Hardin County
214.	City of Rio Grande City	269.	Comal County	321.	Harris County Emergency Services District #7
215.	City of River Oaks	270.	Cooke County	322.	Harris County Emergency Services District #10
216.	City of Roanoke	271.	Coryell County	323.	Harris County Emergency Services District #24
217.	City of Robinson	272.	Cottondale Volunteer Fire Department	324.	Harris Harris-Ford Bend Emergency Services District #100
218.	City of Rockwall	273.	County of Val Verde		
219.	City of Round Rock	274.	Crowley ISD		
220.	City of Rowlett	275.	Dallas County		
221.	City of Royse City	276.	Dallas County Utility & Reclamation District		
222.	City of Runaway Bay				
223.	City of Rusk				
224.	City of Sachse				

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

325. Harris County Emergency Services (ESD) #48	376. McLennan Community College	421. Richardson ISD
326. Harris County	377. Medina Valley ISD	422. Rockwall County
327. Hawkins ISD	378. MHMR of Tarrant County	423. Round Rock ISD
328. Hays County	379. Midland County	424. Sam Rayburn ISD
329. Heart of Texas Region MHMR Center	380. Midland ISD	425. San Jacinto College District
330. Henderson County	381. Midway ISD	426. San Patricio County
331. Hill County	382. Milam County	427. Schleicher County
332. Hood County	383. Mills County	428. Seabrook Vol Fire Dept.
333. Hopkins County	384. Montgomery County	429. Senior Center Resource and Public Transit, Inc. of Hunt County
334. Housing Authority of the City of Austin	385. Montgomery County Emergency Services District No. 10	430. Seven Points Fire Rescue
335. Humble ISD	386. Montgomery County Hospital District	431. Sherman ISD
336. Hunt County	387. Mount Pleasant Police Department	432. Smith County
337. Hurst Euleess Bedford ISD	388. Mount Vernon PD	433. Springtown ISD
338. Hutchinson County	389. Nacogdoches County	434. South Montgomery Fire Department
339. Idea Public Schools	390. Navarro County	435. South Texas College
340. Irving ISD	391. Nevada Volunteer Fire Department	436. SPAN, Inc
341. Jack County	392. New Caney ISD	437. Starr County.
342. Jasper County	393. Nolan County	438. Stephens County
343. Jefferson County	394. Normangee ISD	439. Sterling County
344. Jefferson County Drainage District #7	395. North Central Texas Council of Governments	440. Stonewall County
345. Jim Wells County	396. North Texas Municipal Water District	441. Tarleton State University
346. Johnson County	397. North Texas Tollway Authority (NTTA)	442. Tarrant Appraisal District
347. Johnson County Special Utility District	398. Northwest ISD	443. Tarrant County 9-1-1 Emergency Assistance District
348. Joshua ISD	399. Nueces County	444. Tarrant County College District
349. Karnes County	400. Olton Police Department	445. Tarrant County Emergency Services District 1
350. Kaufman County	401. Orange County	446. Tarrant County Hospital District
351. Kaufman ISD	402. Orange County Drainage District	447. Tarrant County Workforce Development Board
352. Keller ISD	403. Palo Pinto County	448. Tarrant Regional Water District
353. Kennedale ISD	404. Panola County	449. Taylor County
354. Kerens ISD	405. Paradise ISD	450. Temple College
355. Kinney County	406. Parker County	451. Terrell ISD
356. Krum ISD	407. Parker County Emergency Services District 1	452. Texarkana ISD
357. Lake Dallas ISD	408. Parmer County	453. Texas A&M University at Commerce
358. Lake Worth ISD	409. Plano ISD	454. Texas A&M University-Kingsville
359. Lamar County	410. Potter County	455. Texas A&M University-Texarkana
360. Lamb County	411. Public Transit Service of Mineral Wells	456. Texas Alcoholic Beverage Commission
361. Lampasas County	412. Quinlan ISD	457. Texas Dept. of Parks & Wildlife
362. Lavon Police Department	413. Rains County ESD #1	458. Texas Dept. of Public Safety
363. Leon County	414. Rancho Viejo Police Department	459. Texas Woman's University
364. Leonard ISD	415. Randall County	460. The Woodlands Township
365. Lewisville ISD	416. Red Oak ISD	461. Titus County
366. Limestone County	417. Red River County	462. TML Multistate Intergovernmental Employee Benefits Pool
367. Little Elm ISD	418. Refugio County	463. Tom Green County
368. Lovejoy ISD	419. Region 9 Education Service Center Wichita	464. Town of Addison
369. Lowry Crossing Volunteer Fire Dept.	420. Region II Education Service Center (ESC)	
370. Lubbock County		
371. Mansfield ISD		
372. Marilee Special Utility Dist		
373. Maverick County		
374. McKinney ISD		
375. McLennan County		

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

465.	Town of Argyle	510.	White Settlement ISD
466.	Town of Double Oak	511.	Williamson County
467.	Town of Edgecliff Village	512.	Williamson County Emergency Services District No. 3
468.	Town of Fairview	513.	Wilson County
469.	Town of Flower Mound	514.	Winkler County
470.	Town of Hickory Creek	515.	Winnsboro ISD
471.	Town of Highland Park	516.	Wise County
472.	Town of Lakeside	517.	Wood County
473.	Town of Little Elm	518.	YMCA of Metropolitan Dallas
474.	Town of Northlake	519.	Young County
475.	Town of Pantego	520.	Zapata County
476.	Town of Pecos		
477.	Town of Ponder		
478.	Town of Prosper		
479.	Town of Providence Village		
480.	Town of Sunnyvale		
481.	Town of Trophy club		
482.	Town of Westlake		
483.	Town of Westover Hills		
484.	Travis County		
485.	Travis County Emergency Services District #6		
486.	Travis County Healthcare District		
487.	Trinity River Authority		
488.	United States Marshals Service		
489.	University of North Texas		
490.	University of North Texas Health Science Center		
491.	University of Texas at Arlington		
492.	University of Texas at Dallas		
493.	University of Texas MD Anderson Cancer Center		
494.	Upper Trinity Regional Water District		
495.	Upshur County		
496.	Upton County		
497.	Van Alstyne ISD		
498.	Van Zandt County		
499.	Vernon ISD		
500.	Victoria County		
501.	Waco ISD		
502.	Walker County		
503.	Waller County		
504.	Ward County		
505.	Waxahachie ISD		
506.	Weatherford College		
507.	Weatherford ISD		
508.	Westminster Fire Dept.		
509.	Weston Volunteer Fire Department		

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. MINIMUM INSURANCE REQUIREMENTS

- A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
 - 1. Workers' Compensation/Employer's Liability:
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 - 2. Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage
— \$1,000,000 per occurrence/\$2,000,000 aggregate
 - 3. Auto Liability:
 - a. Combined Single Limit (CSL) – \$500,000 per occurrence
- B. Tarrant County reserves the right to review the insurance requirements of the section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.
- C. Required Provisions:
 - 1. Proof of Carriage of Insurance - All Certificates of Insurance will be required in duplicate and filed with the Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, TX 76196 prior to work commencing.
 - 2. All certificates shall provide Tarrant County with an unconditional thirty (30) day written notice in case of cancellation or any major change.
 - 3. As to all applicable coverage, Policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
 - 4. All copies of the Certificates of Insurance shall reference the project name and solicitation number for which the insurance is being supplied.
 - 5. Vendor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
 - 6. If applicable, the Vendor is responsible for making sure any subcontractor(s) performing work under the agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

6. CRIMINAL BACKGROUND CHECK:

- A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
1. The Vendor's must provide information, including but not limited to, Employee Name, date of birth, and driver's license number for each individual required to pass a Criminal Background Check.
 2. Award of a contract could be affected by the Vendor's refusal to agree to these terms.
 3. Failure of the Vendor to supply personnel who pass a required Criminal Background Check Could affect the award of the contract or result in termination of the contract..
 4. The Criminal Background Check applies to the individual and not the Company.
 5. Passing status must be maintained by Vendor personnel for the duration of the contract.

7. INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:

- A. The following is only applicable when a Vendor is providing an Information Technology hosted or cloud solution:
1. **Confidentiality, Integrity, Availability (CIA)**
Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.
 2. **Breach Notification**
Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspects unauthorized access has or may have occurred. In the event of a suspected unauthorized access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.
 3. **Data**
All Tarrant County data will remain in the 48 contiguous states at all times.

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **Right to Audit**
Tarrant County reserves the right to audit vendor data centers which house Tarrant County Data or receive SSAE 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).

8. There is no opportunity for remote attendance of the Pre-Bid Conference. Bidders are not allowed to call in to attend this meeting.

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

Evaluation criteria will include, but is not limited to the following:

1. Unit Price
2. Delivery
3. Bidder's past performance record with Tarrant County
4. Tarrant County's evaluation of Bidder's ability to perform
5. Tarrant County's experience with products bid
6. Special needs and requirements of Tarrant County
7. Results of testing Samples (if needed).

Quantities indicated on the Price Forms are estimates based upon the best available information. Tarrant County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

Any **catalog, brand name or manufacturer's reference** used is considered to be descriptive - not restrictive -- and is indicative of the type and quality Tarrant County desires to purchase. Bids on similar items of like quality may be considered if the bid is noted and fully descriptive brochures are enclosed. If notation of substitution is not made, it is assumed the vendor is bidding item specified. The Vendor will not be allowed to make unauthorized substitutions after award.

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

SPECIFICATIONS

I. PURPOSE

- A. Tarrant County desires to establish an annual contract with experienced firms for windshield and auto glass repair and replacement on an as-needed basis.

II. WINDSHIELD AND AUTO GLASS

- A. This bid has been broken down into the following sections:
1. Section 1: Pickup Trucks
 2. Section 2: Sedans
 3. Section 3: Utility Vehicles
 4. Section 4: Vans
 5. Section 5: Charges and Discounts
- B. Glass Quality
1. All replacement glass must meet or exceed Original Equipment Manufacturer (OEM) specifications for all makes and models.
 2. Only glass that is OEM or Original Equipment Equivalent (OEE) is acceptable.
- C. Recalibration
1. Currently there are very few vehicles in the County's fleet that have safety features like lane assist, adaptive cruise control and heads up display therefore, vehicles that require recalibration during windshield replacement will be quoted on a case by case basis.
 2. Tarrant County reserves the right to use automotive dealerships for replacement of windshield in vehicles that require recalibration.

III. SERVICE REQUIREMENTS

- A. Installation
1. All installations and repairs must be complete on-site at the location specified on the purchase order.
 2. The successful bidder must provide next business day service.
 3. Cure time for urethane must not exceed one (1) hour.
- B. Emergency Response Time
1. In the event of a natural disaster (i.e. hailstorms) windshield replacements/repairs requests from Tarrant County must meet the following:
 - a. Top priority for County emergency response vehicles such as Sheriff Patrol and County Road Maintenance vehicles.

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

- b. Preferred priority for other County vehicles and equipment.

III. PRICING

- A. Prices requested on the price forms are for the front windshield, shaded and installed for each make and model listed.
- B. The vehicles listed are a sample of the current fleet for evaluation purposes only.
- C. Discount for items not listed:
 - 1. The County also has a fleet of heavy trucks and heavy equipment in various makes and models that may require glass repair or replacement on occasion.
 - 2. To ensure that products not specified are covered under this bid, Bidders are encouraged to provide a percentage discount for additional products in the space provided.

IV. WARRANTY

- A. For glass installations the warranty must include, at a minimum, warranty of workmanship of installation and leaks for the lifetime of the glass.
 - 1. Please provide a copy of standard warranty with bid response.
- B. Warranty does not cover breakage of the glass.
- C. Repairs to glass are not covered by warranty.

V. VENDOR QUALIFICATIONS

- A. Bidders must have been in the windshield replacement/repair business for five (5) years or more. Proof of this may be requested at any time.
- B. The Bidder must be sufficiently staffed with qualified technicians.

VI. EVALUATION AND AWARD

- A. Bidders must bid on all items listed in sections one through four, failure to do so will render the bid non-responsive.
- B. Award will be made to the overall lowest priced vendor who meets or exceeds all specifications.

VII. ESTIMATED QUANTITIES

- A. Tarrant County's expenditures for windshield replacements and repairs in the past twelve (12) months were approximately \$15,000.00.
- B. Tarrant County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price or discount.

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

VIII. INVOICING AND PAYMENT

- A. All invoices submitted must be itemized. Invoices submitted for a lump sum will not be accepted.
- B. Vendor must notify Tarrant County Purchasing, Accounts Payable, and the Department responsible fifteen (15) business days prior to any type of account suspension occurring.
- C. Tarrant County reserves the right to request, at no additional cost, copy of vendor's invoice(s) and any back-up documentation from time to time for informal audit purposes.
- D. Texas Government Code Chapter 2251, Payment of Goods and Services shall be followed. This includes payment terms of net 30 days from receipt of invoice.
- E. Discounts may be offered for accelerated payments however; all payments shall comply with Texas Government Code Chapter 2251.
- F. Tarrant County, and any other participating entities if applicable will sign TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION to be maintained on file with the awarded vendor(s).



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in Tarrant County's procurement processes. Tarrant County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in Tarrant County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. Tarrant County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans, and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with Tarrant County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of Tarrant County.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. Tarrant County does recognize other agencies' certifications. Tarrant County reserves the right to review the certification status of any vendor applying to do business with Tarrant County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of Tarrant County's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals, and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on Tarrant County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide bid notifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with Tarrant County's actual requirements.
 4. Specifications, terms, and conditions reflecting Tarrant County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. Tarrant County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with Tarrant County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Tarrant County Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require Tarrant County to award a contract other than to the lowest responsive bidder meeting specifications as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Tarrant County Purchasing Department shall serve as Tarrant County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as Tarrant County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. Tarrant County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout Tarrant County and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

Amended: Court Order 127875 (June 19, 2018)

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Tarrant County Purchasing Department will provide additional clarification of specifications, assistance with Price Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

Tarrant County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of the certification to this form and return with bid.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

_____ Minority-Owned Business Enterprise
_____ Women-Owned Business Enterprise
_____ Disadvantaged Business Enterprise

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT

REFERENCES

Please list three (3) references, **other than past or present employees of Tarrant County**, who can verify your performance as a Vendor. Performance includes but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine your Vendor's ability to provide the intended goods or service of the bid. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service vendor company provides and that the bidder has completed a project of similar size and scope of work in this response. Inaccurate, obsolete, or negative responses from the listed references could result in rejection of your bid.

Failure to supply the required references will deem the bid as non-responsive and will not be considered for award.

Bidder involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

REFERENCE ONE
--

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE TWO
--

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH Bid!

**ANNUAL CONTRACT FOR
WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT**

REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH Bid!

**ANNUAL CONTRACT FOR
WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT**

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Bidder, agrees this bid becomes the property of Tarrant County after the official opening.

The undersigned affirms that the Bidder has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling, and storage of equipment and all other matters that may be incidental to the work, before submitting a bid.

The undersigned agrees, on behalf of Bidder that if this bid is accepted, Bidder will furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of this bid will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute the contract, that the bid has not been prepared in collusion with any other Bidder, nor any employee of Tarrant County, and that the contents of this bid have not been communicated to any other Bidder or to any employee of Tarrant County prior to the official opening of this bid.

Vendor hereby assigns to Tarrant County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have has read and understands the specifications and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire bid.***

Signature _____ **X**

Authorized Representative

LEGAL NAME AND ADDRESS OF COMPANY:

	Date _____
	Name _____
	Title _____
Tel. No. _____	FAX No. _____
E-Mail Address: _____	

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No. _____

THE FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!



Did you sign and submit all
Required Forms?

If not, the Bid will be rejected!

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT

COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO

_____ Corporation organized & existing under the laws of the State of _____

_____ Partnership consisting of _____

_____ Individual trading as _____

_____ Principal offices are in the city of _____

DUNS Number: _____

CAGE Code: _____

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Bid in response to this solicitation, the Bidder certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Bid submission and time of award, the Bidder will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY KNOWN FOREIGN TERRORIST ORGANIZATIONS.

Bidder verifies that they do not boycott Israel and will not boycott Israel in accordance with Texas Government Code Sections 2270.001(2) and 808.001 during the term of this contract. Bidder further verifies that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a nonexempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Bid in response to this solicitation, the Bidder agrees to comply with HB 1295, Government Code 2252.908. Bidder agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Signature _____X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT

AFFIRMATIONS/FORMS/DOCUMENTS

✓ Check Indicates Completion	
	1. <u>References.</u> Bidder has provided references, other than Tarrant County. References must be able to verify the quality of service the company provides and that the company has completed a project of similar size and scope of work in this bid.
	2. <u>Signatures.</u> All forms requiring a signature must be signed. Bids not signed will be rejected.
	3. <u>Price Forms.</u> All sections of Price Forms have been completed.
	4. Bidder has acknowledged Secondary/Alternate Award and Cooperative Purchasing opportunities in the Special Terms and Conditions on page 8.
	5. <u>Insurance Certificates (If required).</u> Bidders must submit all Insurance Certificates prior to commencement of work. If no insurance requirements specified, mark N/A.
	6. <u>Addenda.</u> When applicable, Bidder acknowledges receipt of all Addenda, and any revised Forms. Bidder must sign and submit any required Signature Forms.
	7. It is the Bidder's sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda, and special notices. The Signature Form must be signed and returned. Failure to provide signature on the form renders bid non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance with Federal and State Laws, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.
	8. Bidder has read, understands, and agrees to Tarrant County's Criminal Background Check requirements.
	9. Accuracy for all mathematical and numerical entries is the sole responsibility of the Bidder. Tarrant County will not be responsible for errors made by the Bidder.
	10. Bidder's company is registered on TVORS (Tarrant Vendor On-Line Registration System)
	11. Bidder has sealed and marked the envelope with the Company Name, Bid Number, Bid Title, and due date.

THE ORIGINAL AND ONE (1) COPY OF THE FORM SHOULD BE RETURNED WITH BID!

**ANNUAL CONTRACT FOR
WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT**

NO-BID RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, the Tarrant County Purchasing Department is interested in the reasons why vendors have chosen not to submit bids/proposals in order to better serve the taxpayers of Tarrant County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- ☐ Could not meet specifications.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements too restricting.
- ☐ Bond requirements too restricting.
- ☐ The scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- ☐ The project not suited to our organization.
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid/proposal.
- ☐ Other (please specify).

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your response to:

Tarrant County Purchasing Department
100 E. Weatherford, Suite 303
Fort Worth, TX 76196

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

VENDOR CONTACT INFORMATION

1. Company Name and Physical Address:

Name: _____

Address: _____

2. Sales Contact:

Name: _____

Phone: _____

Email: _____

3. Billing Contact:

Name: _____

Phone: _____

Email: _____

4. Account Manager:

Name: _____

Phone: _____

Email: _____

THE ORIGINAL AND ONE (1) COPY OF THIS FORM SHOULD BE RETURNED WITH BID!

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT
--

BIDDERS QUESTIONNAIRE

1. How many years has Bidder been in the business of windshield replacement/repair?
Years: _____

2. Is Bidder able to meet the response time requirement of next day service?
Yes: _____ No: _____

3. Is Bidder able to cut and install flat glass?
Yes: _____ No: _____

4. How long does the typical installation take? _____Hours

5. Does Bidder offer recalibration service?
Yes: _____ No: _____
If yes, what type? ___Static ___Dynamic ___Both

6. Does Bidder offer windshield chip repair?
Yes: _____ No: _____

THE ORIGINAL AND ONE (1) COPY OF THIS FORM SHOULD BE RETURNED WITH BID!

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT

PRICE FORM

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	EXTENDED PRICE
The vehicles and quantities listed below and on the following pages are a sample of the County's fleet for evaluation purposes only. Prices requested are for front windshield glass shaded and installed.				
Section 1: Pickup Trucks				
1.	2017-2019 Chevrolet Pickup Truck	4 ea.	\$ _____	\$ _____
2.	2017-2019 Ford Pickup Truck	4 ea.	\$ _____	\$ _____
3.	2017-2018 Dodge Ram Pickup Truck	2 ea.	\$ _____	\$ _____
Section 2: Sedans				
4.	2011 Ford Crown Victoria	4 ea.	\$ _____	\$ _____
5.	2013 Ford Fusion	4 ea.	\$ _____	\$ _____
6.	2014-2015 Ford Taurus	2 ea.	\$ _____	\$ _____
7.	2018 Toyota Prius	2 ea.	\$ _____	\$ _____
8.	2011-2013 Toyota Camry	2 ea.	\$ _____	\$ _____
9.	2016-2018 Toyota Corolla	2 ea.	\$ _____	\$ _____
Section 3: Utility Vehicles				
10.	2016-2018 Chevrolet Tahoe; Police Package	4 ea.	\$ _____	\$ _____
11.	2018-2019 Ford Explorer; Police Package	4 ea.	\$ _____	\$ _____
12.	2018-2019 Ford Explorer	4 ea.	\$ _____	\$ _____
Section 4: Vans				
13.	2018-2019 Chevrolet Express 15 Passenger	4 ea.	\$ _____	\$ _____
14.	2017 Ford Transit Cargo	2 ea.	\$ _____	\$ _____
15.	2018 Dodge Grand Caravan 7 Passenger	2ea.	\$ _____	\$ _____
Bidders must bid on all items listed in sections 1 - 4, failure to do so will render the bid non- responsive.				

ANNUAL CONTRACT FOR WINDSHIELD AND AUTO GLASS REPAIR AND REPLACEMENT**PRICE FORM**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	EXTENDED PRICE
Section 5: Charges & Discounts				
16.	Windshield Chip Repair	10 ea.	\$ _____	\$ _____
17.	Urethane	10 ea.	\$ _____	\$ _____
	Brand: _____			
	Cure Time: _____			
18.	Recalibration	1 ea.	\$ _____	\$ _____
19.	Hourly Labor Rate	1 hr.	\$ _____	
20.	Percentage Markup for Parts and Materials: _____%			
21.	Discount percentage for items not listed: _____%			

Please cut out and affix to the outside of your response package



**TARRANT COUNTY
SEALED BID/PROPOSAL/RESPONSE**

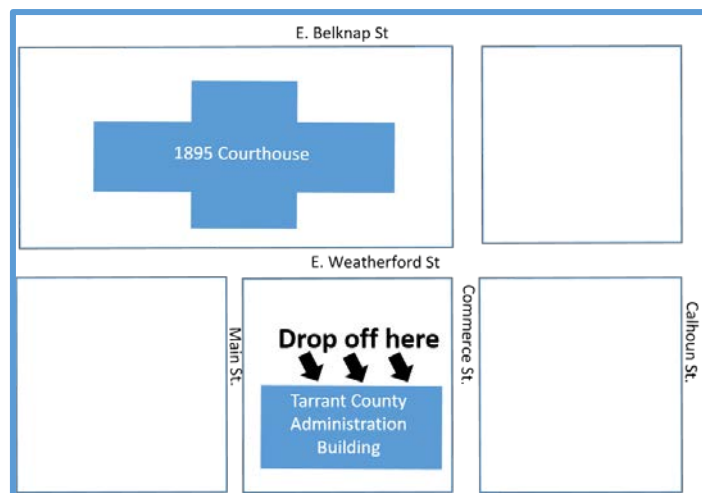
RFB No. 2020-092

**ANNUAL CONTRACT FOR WINDSHIELD AND
AUTO GLASS REPAIR AND REPLACEMENT**

Due Date: MARCH 2, 2020 at 2:00 P.M.

**Tarrant County Administration Building
ATTN: Purchasing Department
100 E. Weatherford St., Third Floor, Suite 303
Fort Worth, Texas 76196-0104**

Street View



Building View

