



Bidder Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

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

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

RFB NO. 2020-175

**REQUEST FOR BID
FOR
ANNUAL CONTRACT
FOR
TEMPORARY GENERAL LABOR**

**BIDS DUE JULY 23, 2020
2:00 P.M.**

RFB NO. 2020-175

TABLE OF CONTENTS

SPECIFICATIONS

OPENING DATE, TIME, PROCEDURES, CONTACTS	1
GENERAL CONDITIONS	2
SPECIAL TERMS AND CONDITIONS OF THE CONTRACT	5
EVALUATION CRITERIA	14
TECHNICAL SPECIFICATIONS.....	15

TARRANT COUNTY HUB POLICY	20
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DISADVANTAGED BUSINESS ENTERPRISES FORM.....	24
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REFERENCES.....	25
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FORMS

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

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 TEMPORARY GENERAL LABOR

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR TEMPORARY GENERAL LABOR** for **FACILITIES MANAGEMENT DEPARTMENT**. 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 JULY 23, 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.

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:

**ERICK WARE, SENIOR BUYER
FAX: (817) 884-2629**

ANNUAL CONTRACT FOR TEMPORARY GENERAL LABOR

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, Thursday, July 9, 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.

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.

ANNUAL CONTRACT FOR TEMPORARY GENERAL LABOR

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.**"

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.

ANNUAL CONTRACT FOR TEMPORARY GENERAL LABOR

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 TEMPORARY GENERAL LABOR

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective October 1, 2020 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 two (2) additional twelve (12) month periods, 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 two (2) additional twelve (12) month periods, 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 TEMPORARY GENERAL LABOR

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 TEMPORARY GENERAL LABOR

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1.	Alamo Community College Dist.	59.	City of Baytown	117.	City of Farmersville
2.	Alamo Heights ISD	60.	City of Bedford	118.	City of Ferris
3.	Allen ISD	61.	City of Bells	119.	City of Floresville
4.	Alvarado ISD	62.	City of Benbrook	120.	City of Floydada
5.	Alvord ISD	63.	City of Big Spring	121.	City of Forest Hill
6.	Anderson County	64.	City of Blue Mound	122.	City of Forney
7.	Andrews County	65.	City of Bonham	123.	City of Fort Worth
8.	Anna Fire Department	66.	City of Bovina	124.	City of Frisco
9.	Aransas County	67.	City of Bowie	125.	City of Fulshear
10.	Argyle ISD	68.	City of Boyd	126.	City of Gainesville
11.	Arlington ISD	69.	City of Bridge City	127.	City of Galena Park
12.	Armstrong County	70.	City of Bridgeport	128.	City of Galveston
13.	Aspermont ISD	71.	City of Brownwood	129.	City of Ganado
14.	Atascosa County	72.	City of Bryan	130.	City of Garland
15.	Aubrey ISD	73.	City of Buda	131.	City of Gatesville
16.	Azle ISD	74.	City of Burkburnett	132.	City of Georgetown
17.	Bastrop County	75.	City of Burleson	133.	City of Glen Heights
18.	Bastrop ISD	76.	City of Caddo Mills	134.	City of Godley
19.	Bell County	77.	City of Canton	135.	City of Granbury
20.	Benbrook Water Authority	78.	City of Carrollton	136.	City of Grand Prairie
21.	Bethany Special Utility District	79.	City of Castle Hills	137.	City of Grand Saline
22.	Bexar County	80.	City of Cedar Hill	138.	City of Grapevine
23.	Birdville ISD	81.	City of Cedar Park	139.	City of Greenville
24.	Blue Ridge Fire Department	82.	City of Celeste	140.	City of Haltom City
25.	Bosque County	83.	City of Celina	141.	City of Harlingen
26.	Branch Fire Department	84.	City of Cibolo	142.	City of Haslet
27.	Brazoria County	85.	City of Cleburne	143.	City of Heath
28.	Brazos County	86.	City of Cockrell Hill	144.	City of Hewitt
29.	Brewster County	87.	City of Colleyville	145.	City of Hitchcock
30.	Briar Volunteer Fire Department	88.	City of Colorado City	146.	City of Horizon City
31.	Brooks County Constables, Precincts 1-4	89.	City of Columbus	147.	City of Hudson Oaks
32.	Brown County	90.	City of Combine	148.	City of Huntsville
33.	Bulverde Police Department	91.	City of Commerce	149.	City of Hurst
34.	Burnet County	92.	City of Converse	150.	City of Hutchins
35.	Bynum ISD	93.	City of Coppell	151.	City of Hutto
36.	Cameron County	94.	City of Copperas Cove	152.	City of Ingleside
37.	Canton ISD	95.	City of Corinth	153.	City of Irving
38.	Canyon ISD	96.	City of Corsicana	154.	City of Italy
39.	Carroll ISD	97.	City of Crowley	155.	City of Jacksboro
40.	Carrollton-Farmers Branch ISD	98.	City of Cumby	156.	City of Jefferson
41.	Castleberry ISD	99.	City of Dalworthington Gardens	157.	City of Jonestown
42.	Cedar Hill ISD	100.	City of De Leon	158.	City of Justin
43.	Chambers County	101.	City of Decatur	159.	City of Katy
44.	Cherokee County	102.	City of Deer Park	160.	City of Keene
45.	City of Aledo	103.	City of Denison	161.	City of Keller
46.	City of Allen	104.	City of Denton	162.	City of Kennedale
47.	City of Alvord	105.	City of DeSoto	163.	City of Kermit
48.	City of Amarillo	106.	City of Diboll	164.	City of Killeen
49.	City of Angleton	107.	City of Duncanville	165.	City of Krum
50.	City of Anna	108.	City of Early	166.	City of Kyle
51.	City of Arlington	109.	City of Eastland	167.	City of La Grulla
52.	City of Athens	110.	City of El Paso	168.	City of La Vernia
53.	City of Aubrey	111.	City of Electra	169.	City of Lake Dallas
54.	City of Austin	112.	City of Emory	170.	City of Lake Worth
55.	City of Azle	113.	City of Escobares	171.	City of Lancaster
56.	City of Balch Springs	114.	City of Euless	172.	City of Laredo
57.	City of Bangs	115.	City of Everman	173.	City of League City
58.	City of Bastrop	116.	City of Farmers Branch	174.	City of Leander

ANNUAL CONTRACT FOR TEMPORARY GENERAL LABOR

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

175.	City of Lewisville	230.	City of Saginaw	282.	Dallas/Fort Worth International Airport Board
176.	City of Lindale	231.	City of San Angelo	283.	Dallas ISD
177.	City of Little Elm	232.	City of San Benito	284.	Decatur ISD
178.	City of Littlefield	233.	City of San Marcos	285.	Denison ISD
179.	City of Live Oak	234.	City of Sanger	286.	Denton County
180.	City of Lubbock	235.	City of Sansom Park	287.	Denton County Fresh Water Supply Dist. No. 1-A
181.	City of Lucas	236.	City of Seagoville	288.	Denton County Fresh Water Supply Dist. No. 10
182.	City of Lufkin	237.	City of Sherman	289.	Denton ISD
183.	City of Lumberton	238.	City of Sour Lake	290.	DeSoto ISD
184.	City of Mansfield	239.	City of Southlake	291.	Diana Special Utility District
185.	City of Marshall	240.	City of Southmayd	292.	Duncanville ISD
186.	City of McAllen	241.	City of Springtown	293.	Duval County
187.	City of McKinney	242.	City of Stephenville	294.	Eagle Mountain-Saginaw ISD
188.	City of Melissa	243.	City of Sulphur Springs	295.	East Texas Council of Governments
189.	City of Merkel	244.	City of Taft	296.	Ector County
190.	City of Mesquite	245.	City of Taylor	297.	Ector County ISD
191.	City of Midlothian	246.	City of Temple	298.	Eddy County, NM
192.	City of Mineola	247.	City of Terrell	299.	El Paso County
193.	City of Mineral Wells	248.	City of Texarkana, AR	300.	El Paso County Hospital District dba University Medical Center of El Paso
194.	City of Morgan's Point Resort	249.	City of Texarkana, TX	301.	Electra ISD
195.	City of Murphy	250.	City of The Colony	302.	Ellis County
196.	City of Nacogdoches	251.	City of Universal City	303.	Erath County
197.	City of Nederland	252.	City of University Park	304.	Everman ISD
198.	City of New Braunfels	253.	City of Van Alstyne	305.	Fanning County
199.	City of North Richland Hills	254.	City of Venus	306.	Farmersville ISD
200.	City of Odessa	255.	City of Vernon	307.	Floyd County
201.	City of Ovilla	256.	City of Waco	308.	Fort Bend County
202.	City of Palestine	257.	City of Watauga	309.	Fort Bend County ESD #2
203.	City of Parker	258.	City of Waxahachie	310.	Fort Worth Housing Authority
204.	City of Pasadena	259.	City of Weatherford	311.	Fort Worth ISD
205.	City of Pelican Bay	260.	City of Westworth Village	312.	Fort Worth Transportation Authority
206.	City of Perryton	261.	City of White Settlement	313.	Franklin County
207.	City of Pharr	262.	City of Whitesboro	314.	Freestone County
208.	City of Plano	263.	City of Whitewright	315.	Frisco ISD
209.	City of Port Isabel	264.	City of Wills Point	316.	Glasscock County
210.	City of Poteet	265.	City of Wilmer	317.	Goliad County
211.	City of Pottsboro	266.	City of Winnsboro	318.	Gonzales County
212.	City of Princeton	267.	City of Wylie	319.	Grand Prairie ISD
213.	City of Quinlan	268.	Clay County	320.	Grandview Police Department
214.	City of Ralls	269.	Clear Creek ISD	321.	Grapevine\Colleyville ISD
215.	City of Red Oak	270.	Cleburne ISD	322.	Grayson County
216.	City of Rhome	271.	Cochran County	323.	Greenville ISD
217.	City of Richardson	272.	Collin County	324.	Gregg County
218.	City of Richland Hills	273.	Collin County Community College District	325.	Grimes County
219.	City of Rio Grande City	274.	Comal County	326.	Guadalupe County
220.	City of River Oaks	275.	Cooke County	327.	Hardin County
221.	City of Roanoke	276.	Coppell ISD	328.	Harris County Emergency Services District #7
222.	City of Robinson	277.	Coryell County	329.	Harris County Emergency Services District #10
223.	City of Rockwall	278.	Cottondale Volunteer Fire Department	330.	Harris County Emergency Services District #24
224.	City of Round Rock	279.	Crowley ISD		
225.	City of Rowlett	280.	Dallas County		
226.	City of Royse City	281.	Dallas County Utility & Reclamation District		
227.	City of Runaway Bay				
228.	City of Rusk				
229.	City of Sachse				

ANNUAL CONTRACT FOR TEMPORARY GENERAL LABOR

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

331.	Harris County Emergency Services (ESD) #48	381.	McKinney ISD	428.	Richardson ISD
332.	Harris-Fort Bend Emergency Services District #100	382.	McLennan County	429.	Rockwall County
333.	Harrison County	383.	McLennan Community College	430.	Round Rock ISD
334.	Hawkins ISD	384.	Medina Valley ISD	431.	Sam Rayburn ISD
335.	Hays County	385.	MHMR of Tarrant County	432.	San Jacinto College District
336.	Heart of Texas Region MHMR Center	386.	Midland County	433.	San Patricio County
337.	Henderson County	387.	Midland ISD	434.	Schleicher County
338.	Hill County	388.	Midway ISD	435.	Seabrook Vol Fire Dept.
339.	Hood County	389.	Milam County	436.	Senior Center Resource and Public Transit, Inc. of Hunt County
340.	Hopkins County	390.	Mills County	437.	Seven Points Fire Rescue
341.	Housing Authority of the City of Austin	391.	Montgomery County	438.	Sherman ISD
342.	Humble ISD	392.	Montgomery County Emergency Services District No. 10	439.	Smith County
343.	Hunt County	393.	Montgomery County Hospital District	440.	Springtown ISD
344.	Hurst Euless Bedford ISD	394.	Mount Pleasant Police Department	441.	South Montgomery Fire Department
345.	Hutchinson County	395.	Mount Vernon PD	442.	South Texas College
346.	Idea Public Schools	396.	Nacogdoches County	443.	SPAN, Inc
347.	Irving ISD	397.	Navarro County	444.	Starr County.
348.	Jack County	398.	Nevada Volunteer Fire Department	445.	Stephens County
349.	Jasper County	399.	New Caney ISD	446.	Sterling County
350.	Jefferson County	400.	Nolan County	447.	Stonewall County
351.	Jefferson County Drainage District #7	401.	Normangee ISD	448.	Tarleton State University
352.	Jim Wells County	402.	North Central Texas Council of Governments	449.	Tarrant Appraisal District
353.	Johnson County	403.	North Texas Municipal Water District	450.	Tarrant County 9-1-1 Emergency Assistance District
354.	Johnson County Special Utility District	404.	North Texas Tollway Authority (NTTA)	451.	Tarrant County College District
355.	Joshua ISD	405.	Northwest ISD	452.	Tarrant County Emergency Services District 1
356.	Karnes County	406.	Nueces County	453.	Tarrant County Hospital District
357.	Kaufman County	407.	Olton Police Department	454.	Tarrant County Workforce Development Board
358.	Kaufman ISD	408.	Orange County	455.	Tarrant Regional Water District
359.	Keller ISD	409.	Orange County Drainage District	456.	Taylor County
360.	Kennedale ISD	410.	Palo Pinto County	457.	Temple College
361.	Kerens ISD	411.	Panola County	458.	Terrell ISD
362.	Kinney County	412.	Paradise ISD	459.	Texarkana ISD
363.	Krum ISD	413.	Parker County	460.	Texas A&M University at Commerce
364.	Lake Dallas ISD	414.	Parker County Emergency Services District 1	461.	Texas A&M University-Kingsville
365.	Lake Worth ISD	415.	Parmer County	462.	Texas A&M University-Texarkana
366.	Lamar County	416.	Plano ISD	463.	Texas Alcoholic Beverage Commission
367.	Lamb County	417.	Potter County	464.	Texas Dept. of Parks & Wildlife
368.	Lampasas County	418.	Public Transit Service of Mineral Wells	465.	Texas Dept. of Public Safety
369.	Lavon Police Department	419.	Quinlan ISD	466.	Texas Woman's University
370.	Leon County	420.	Rains County ESD #1	467.	The Woodlands Township
371.	Leonard ISD	421.	Rancho Viejo Police Department	468.	Titus County
372.	Lewisville ISD	422.	Randall County	469.	TML Multistate Intergovernmental Employee Benefits Pool
373.	Limestone County	423.	Red Oak ISD	470.	Tom Green County
374.	Little Elm ISD	424.	Red River County	471.	Town of Addison
375.	Lovejoy ISD	425.	Refugio County		
376.	Lowry Crossing Volunteer Fire Dept.	426.	Region 9 Education Service Center Wichita		
377.	Lubbock County	427.	Region II Education Service Center (ESC)		
378.	Mansfield ISD				
379.	Marilee Special Utility Dist				
380.	Maverick County				

ANNUAL CONTRACT FOR TEMPORARY GENERAL LABOR

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

472.	Town of Argyle	519.	White Settlement ISD
473.	Town of Double Oak	520.	Williamson County
474.	Town of Edgecliff Village	521.	Williamson County Emergency Services District No. 3
475.	Town of Fairview	522.	Wilson County
476.	Town of Flower Mound	523.	Winkler County
477.	Town of Hickory Creek	524.	Winnsboro ISD
478.	Town of Highland Park	525.	Wise County
479.	Town of Lakeside	526.	Wood County
480.	Town of Little Elm	527.	YMCA of Metropolitan Dallas
481.	Town of Northlake	528.	Young County
482.	Town of Pantego	529.	Zapata County
483.	Town of Pecos City		
484.	Town of Ponder		
485.	Town of Prosper		
486.	Town of Providence Village		
487.	Town of Sunnyvale		
488.	Town of Trophy club		
489.	Town of Westlake		
490.	Town of Westover Hills		
491.	Travis County		
492.	Travis County Emergency Services District #6		
493.	Travis County Healthcare District		
494.	Trinity River Authority		
495.	Tyler Junior College		
496.	United States Marshals Service		
497.	University of North Texas		
498.	University of North Texas Health Science Center		
499.	University of Texas at Arlington		
500.	University of Texas at Dallas		
501.	University of Texas MD Anderson Cancer Center		
502.	Upper Trinity Regional Water District		
503.	Upshur County		
504.	Upton County		
505.	Val Verde County		
506.	Van Alstyne ISD		
507.	Van Zandt County		
508.	Vernon ISD		
509.	Victoria County		
510.	Waco ISD		
511.	Walker County		
512.	Waller County		
513.	Ward County		
514.	Waxahachie ISD		
515.	Weatherford College		
516.	Weatherford ISD		
517.	Westminster Fire Dept.		
518.	Weston Volunteer Fire Department		

ANNUAL CONTRACT FOR TEMPORARY GENERAL LABOR

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 TEMPORARY GENERAL LABOR

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 TEMPORARY GENERAL LABOR

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.).

ANNUAL CONTRACT FOR TEMPORARY GENERAL LABOR

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

1. Unit Price
2. Questionnaire
3. References
4. Bidder's past performance record with Tarrant County
5. Tarrant County's evaluation of Bidder's ability to perform
6. Tarrant County's experience with services bid
7. Special needs and requirements of Tarrant County
8. Bidder's agreement to extend pricing under the contract to other governmental entities.

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 TEMPORARY GENERAL LABOR

SPECIFICATIONS

1. To insure adequate availability of contract labor service when required, Tarrant County intends to:
 - a. Enter into a price agreement with a PRIMARY contractor who shall make available on call general laborers to be used for special cleaning projects, relocation of office furniture, and setting up special events as required.
 - b. Enter into a price agreement with a SECONDARY and/or ALTERNATE contractors who shall make available on call, when the PRIMARY contractor cannot fulfill the employment requirements in the required timeframe, general laborers for the same purposes as required by the PRIMARY contractor.
2. Request for temporary general laborers will be on an as needed basis.
3. Tarrant County will make every effort to give the Contractor eighteen (18) to twenty-four (24) hours notification of requirement; however in extreme emergency conditions notice could be less.
4. **Contractor shall pay his/her Laborers assigned to this contract a wage of \$12.54 per hour, straight time. The County reserves the right to inspect the Contractor's payroll to verify this requirement.**
5. The bidder must bid an **hourly flat rate fee** to provide the services. This hourly flat rate fee must be inclusive of all employer paid fringe benefits, employer paid insurance, employer paid taxes, agency overhead, and any other applicable amounts that are above the employee's hourly pay rate. Bidders must estimate and include all employer paid Social Security and Medicare taxes in their hourly flat rate fee. No additional fees will be allowed or paid. Pricing for this bid will be evaluated on the bidder's hourly flat rate fee to provide the services. Submit pricing on the Bid Proposal forms.
6. Hourly flat rate fees quoted shall be firm for the entire contract period and shall be binding if the agency is selected for primary, secondary, or alternate provider. It is anticipated that the contract start date will be October 1, 2020.
7. Successful contractors will be required to furnish able-bodied laborers, who shall be no less than eighteen (18) years of age, sober, clean and well dressed, who can work in public areas, ready and willing to follow instructions of County Supervisors. **The County is not required to utilize or pay laborers who fail to meet these qualifications.**
8. To the extent permissible by the law, the successful contractors shall conduct a background check on all laborers sent to Tarrant County Facilities Management. Tarrant County will also complete a background and criminal history check prior to laborer beginning work. Workers must be able to present a valid driver's license or Texas ID and a Social Security Card.

ANNUAL CONTRACT FOR TEMPORARY GENERAL LABOR

9. Successful contractors shall ensure Tarrant County Facilities Management that no laborer shall arrive on County premises with any type of firearms or weapons, drugs and/or alcohol.
10. Laborers shall be required to comply with Tarrant County Facilities Management dress code policy for temporary labor. Laborers may wear jeans or pants. Contractor logo shirts are required. Ripped jeans, shorts, sleeveless shirts, tank tops, sandals, open toe or open heel shoes are not allowed. Laborers are required to wear at all times a name badge provided by Tarrant County.
11. Laborers must be able to understand and follow instructions given in English.
12. Laborers' work period will be held to a maximum of forty (40) hours, starting on Monday and ending on Sunday, during their assignment to Tarrant County.
13. **Overtime**: In the event of an emergency, Tarrant County may require the awarded vendor to supply temporary employees for additional hours exceeding a forty (40) hour work week. The County will pay overtime wage rates calculated at 1 and ½ times the employee's current hourly pay rate plus the straight time hourly fee to provide the services. The fee to provide the services must be invoiced as straight time even if the employee is working overtime. The successful bidder must pay the employee \$18.81 per hour for all work time exceeding forty (40) hours per week. Overtime hours must be approved in writing by the County's representative of the contract prior to the commencement of overtime work.
14. The contractor will be required to arrange transportation for laborers to the offices of Tarrant County Facilities Management Support Services. The hourly rate charge shall be the only obligation incumbent upon the County. Chargeable time shall not begin to accrue until the time designated on the work order, or the time the employee reports for work on site, whichever is later. Tarrant County will not reimburse mileage, parking or transportation costs.
15. The contractor shall be responsible for damage to the County's equipment and/or the building and its contents, by its laborer, negligence in work and its personnel. The contractor shall be responsible and liable for the safety, injury and health of its working personnel while its employees are performing their duties on County property.
16. The contractor agrees to save harmless the County from any and all claims and liability for the acts of the contractor employees. The contractor also agrees to save harmless the County from any and all expenses, including attorney fees incurred by the County in litigation or otherwise resisting said claims or liabilities as a result of the contractor's employee's activities. Further, the contractor agrees to protect, indemnify and save harmless the County from and against all claims, demands and causes of actions of every kind and character brought by an employee of the contractor against the County due to personal injuries and/or death to such employee resulting from any alleged neglect act by either commission or omission.

ANNUAL CONTRACT FOR TEMPORARY GENERAL LABOR

17. No visitors, wives, husbands, or children of the contractor's employees will be allowed in the workplace during working hours unless they are employees of the contractor.
18. The contractor shall procure at its own expense, all necessary licenses and permits and shall conform to all laws, regulations and ordinances applicable to the performance of the agreement and will pay all applicable Federal and State taxes.
19. **Timekeeping:**
 - a. Contractor shall instruct all laborers to sign a timesheet at the beginning and end of each shift and at lunch breaks.
 - b. Contractor shall furnish Tarrant County Facilities Management some type of a "Multiple Time Report" which the Facilities Management will complete on a weekly basis for verification by the contractor and by which the County may be invoiced monthly. An electronic time sheet (Excel Spreadsheet) is preferred.
20. The successful bidder(s) will prepare payroll checks, make all necessary deductions and pay all taxes, and insurance required by Federal, State, and Local laws. The successful bidder accepts full responsibility for the payment of wages, compensation and benefits to personnel. The successful bidder 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.
21. **Invoicing:**
 - a. Invoices must be submitted one (1) time per month.
 - b. If awarded this contract, you will have to cover up to two (2) months payroll prior to receiving a payment from Tarrant County.
22. Contractor shall provide Tarrant County Facilities Management with a detailed list of specific job functions that the Contractor's employees may not perform while on duty at the County (i.e. height and weight restrictions, etc.).
23. Performance of the following duties will be required of the contractor's employees. This is not an all-inclusive list.
 - a. Assembling/dismantling and loading/unloading of furniture and equipment at various locations throughout the County.
 - b. Shampooing carpet at various County-owned buildings.
 - c. Power washing exterior sidewalks, driveways, and entryways at various County-owned buildings. Power washing of County owned garages.
 - d. Setting up for special events including assembling/dismantling stages, tents and chairs and general cleaning of area.
 - e. Warehouse duties may include lifting boxes or goods on and off shelving, loading and unloading trucks and general cleaning.
 - f. General Building Maintenance duties.

ANNUAL CONTRACT FOR TEMPORARY GENERAL LABOR

24. The contractor will furnish, if required, any safety equipment, raincoats, boots, hard hats, gloves, etc.
25. Tarrant County reserves the right to:
 - a. Cancel a request for contract labor, without penalty or obligation, if contractor is notified by telephone four (4) hours in advance.
 - b. Release contractor laborer if work is completed and minimum work period of two (2) hours has expired.
 - c. Specify the number of laborers required for a specific work period, including additional requests for laborers for a given occasion, if needed. Tarrant County is not obligated to request or pay for minimum number of laborers.
 - d. Release laborer for inadequate performance and no minimum charge shall apply.
 - e. Release any laborer that arrives at Tarrant County Facilities Management site in an unclean condition, with no minimum charge to the County.
 - f. Release any laborer who requests to leave after 1 - 2 hours and no minimum charge shall apply.
 - g. Instruct laborers on the operation and safety procedures of equipment such as ladders, lifts, etc.

ANNUAL CONTRACT FOR TEMPORARY GENERAL LABOR

EXPECTATION OF RESPONSE FROM CONTRACTOR

1. Requests for temporary workers may be communicated by either phone or email. A request for a temporary worker must have a response within the stated deadline. Response should clearly state if temporary worker can or cannot be provided. Any lack of response will be considered a statement of "cannot provide".
2. Contractor's emergency phone contact must be able to return calls within four (4) hours, if not available immediately.
3. Tarrant County Facilities Management must receive resumes by the deadline state on the request.
4. Contractors who consistently are unable to meet requests may be removed from the contract and eligibility for solicitation participation for two (2) years.



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 TEMPORARY GENERAL LABOR

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 TEMPORARY GENERAL LABOR

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 TEMPORARY GENERAL LABOR

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!

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 TEMPORARY GENERAL LABOR

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: _____

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 TEMPORARY GENERAL LABOR

AFFIRMATIONS/FORMS/DOCUMENTS

✓ Check Indicates Completion	
	1. References. 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. Signatures. All forms requiring a signature must be signed. Bids not signed will be rejected.
	3. Price Forms. 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 pages 6 and 7.
	5. Insurance Certificates (If required). Bidders must submit all Insurance Certificates prior to commencement of work. If no insurance requirements specified, mark N/A.
	6. Addenda. 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.

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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 TEMPORARY GENERAL LABOR

QUESTIONNAIRE

TARRANT COUNTY REQUIRES THE FOLLOWING INFORMATION FROM ALL BIDDERS

1. Does your rate per hour billed to Tarrant County include the following?
 - a. Federal Payroll Taxes Yes No
 - b. Unemployment Insurance Yes No
2. Are your employees bonded? Yes No; If Yes, Amount: \$ _____
3. Do you offer Medical Insurance to your employees? Yes No
4. Does your company have a HUB Policy? Yes No
5. How many years has your company been providing Temporary Labor? _____
6. Does your company have a location in the Dallas/Fort Worth Metroplex? Yes No
If Yes, what is the Address? _____

7. If No, how do you plan to service this contract? _____

8. If awarded this contract, you will have to cover up to two (2) months payroll prior to receiving a payment from Tarrant County. How do you plan to meet this requirement?

Signature

Date

Company

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ANNUAL CONTRACT FOR TEMPORARY GENERAL LABOR

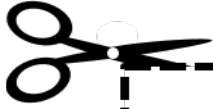
PRICE FORM

DESCRIPTION	ESTIMATED ANNUAL HOURS	RATE PER HOUR PAID TO LABORER	HOURLY FLAT RATE TO PROVIDE SERVICE (MARK UP)	TOTAL RATE PER HOUR BILLED TO TARRANT COUNTY
Temporary Labor	0 – 4,160	\$12.54 (per hour)	\$ _____	\$ _____ (\$12.54 + Hourly Flat Rate Fee to Provide Service)

NOTE: Currently Tarrant County is using four (4) workers averaging 35-40 hours weekly

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



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

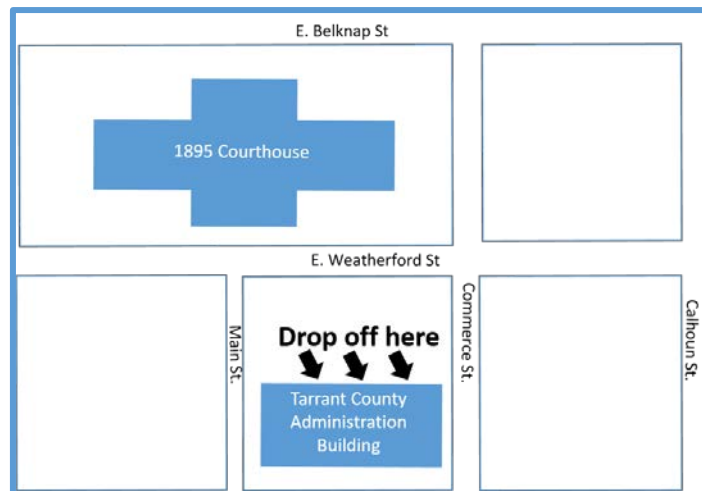
RFB No. 2020-175

**ANNUAL CONTRACT FOR TEMPORARY
GENERAL LABOR**

Due Date: JULY 23, 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

