Company Name:

_____

TARRANT COUNTY
PURCHASING DEPARTMENT

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

CHRIS LAX, CPSM, CPCP
ASSISTANT PURCHASING AGENT

RFB NO. 2022-153

REQUEST FOR BID
FOR
ANNUAL CONTRACT
FOR
LOCKSMITH SERVICES AND SUPPLIES

BIDS DUE JUNE 2, 2022
2:00 P.M. CST

RFB NO. 2022-153

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This 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 LOCKSMITH SERVICES AND SUPPLIES

PRE-BID CONFERENCE

All Respondents are encouraged to attend the Pre-Bid Conference.

A Pre-Bid GoToMeeting Video Conference will be held:

THURSDAY, MAY 19, 2022 AT 1:00 P.M., CST

Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/314699293

You can also dial in using your phone.
United States: +1 (872) 240-3212
Access Code: 314-699-293

Get the app now and be ready when your first meeting starts:
https://meet.goto.com/install

RSVP: Vendors planning to attend the Pre-Bid GoToMeeting Video Conference must RSVP to Jane Rogers, MPA, Senior Buyer, via fax 817-884-2629 or, if unable to fax, email to **BidQuestions-RSVP@tarrantcounty.com** by 5:00 p.m. CST, Wednesday, May 18, 2022. Confirmed receipt by Tarrant County of this email is required.

A RSVP must be completed by each company representative wishing to participate in the GoToMeeting and an email address must be provided for each.

After the RSVP deadline, a GoToMeeting invitation will be sent to participants.

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 Bidder 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 LOCKSMITH SERVICES AND SUPPLIES

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES, COUNTYWIDE.** All bids must be submitted on the attached Price Forms. 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
TARRANT COUNTY PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE JUNE 2, 2022 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 become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendation 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 this bid. Tarrant 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 instructions will be given by Tarrant County officials or employees in regard to the meaning of the specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Requests from interested bidders for additional information or interpretation of the information included in the specifications should be directed in writing, via fax or via email, to:

JANE ROGERS, MPA, SENIOR BUYER
FAX: 817-884-2629 EMAIL: BidQuestions-RSVP@tarrantcounty.com

All documents relating to the RFB, including but not limited to, the RFB document, questions and responses, addenda and special notices will be posted under the RFB 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 this site and retrieve all related documents up to the RFB due date.

The deadline for receipt of all questions is 12:00 p.m., CST, Monday, May 23, 2022. After this deadline, all questions and responses will be posted on the website and available for download by interested parties.

All questions **must** be submitted in writing and directed to Jane Rogers, MPA, Senior Buyer, via fax at **817-884-2629** or, if unable to fax, emailed to **BidQuestions-RSVP@tarrantcounty.com.**

Faxed Questions: Faxed questions **must** reflect the RFB number **or** include the RFB cover page.

Emailed Questions: The email **must** include the RFB No. in its subject and confirmation of receipt by Tarrant County is **required**.

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 Tarrant County 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 inconsistencies.
2. Unbalanced value of any items.

Tarrant County will occasionally receive not to exceed estimates off of RFB provisions and pricing for budgetary reasons. Tarrant County will pay actual amount for services (whether over or under the NTE estimate) after properly documented invoice is accepted for processing. When submitting not to exceed (NTE) estimates, vendor is to include RFB #2022-153 on their estimate as well as the statement. "Services will be billed at actuals based on contract pricing terms, for time, materials and discount (Reference Bid Pricing forms).

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 (1) 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 and 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 Bidders' 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 a 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 Form, 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 this 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.

Vendor may not assign their rights and duties under an award without the written consent of the Tarrant County 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 OF PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF VENDORS, 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, AND MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. THE SUCCESSFUL 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.

BOND REQUIREMENTS
(IF APPLICABLE)

Power of Attorney

Attorney-in-fact who signs bids or contract bonds must file with each bond a certified and current copy of the power of attorney.

Payment Bond and Performance Bond shall be as follows:

For a contract in excess of $25,000, a Payment Bond shall be executed in the amount of the contract solely for the protection of all claimants supplying labor or furnishing the material used on this project.

For a contract in excess of $100,000, a Performance Bond shall be executed in the amount of the contract upon the faithful performance of the work in accordance with the plans, specifications, and contract documents. This bond shall be solely for the protection of Tarrant County.

The cost for Bond premiums must be included in the Bid Price.

Note: Payment and Performance Bonds must be issued by an insurance/surety company licensed and authorized by the Texas State Board of Insurance to do business in the State of Texas.

Note: Tarrant County reserves the right to solicit separate bids for all individual projects that may exceed $25,000, but not limited to.

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 the Tarrant County Purchasing Department. 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 is stipulated and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any 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 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 removal of the Vendor from the contract. Calling upon the Secondary or Alternate Vendors does not necessarily affect the status of any awarded Vendor, including the Primary 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

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 this 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. This information should be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County.

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1. Alamo Community Coll District
2. Alamo Heights ISD
3. Aledo ISD
4. Allen ISD
5. Alvarado ISD
6. Alvord ISD
7. Anna Fire Department
8. Anderson County
9. Andrews County
10. Aransas County
11. Argyle ISD
12. Arlington ISD
13. Armstrong County
14. Aspermont ISD
15. Atascosa County
16. Aubrey ISD
17. Azle ISD
18. Bailey County
19. Bastrop County
20. Bastrop ISD
21. Beaumont ISD
22. Bell County
23. Benbrook Water Authority
24. Bethany Spec Utility Dist
25. Bexar County
26. Bexar County ESD No. 2
27. Birdville ISD
28. Blue Ridge Fire Department
29. Bossier Parish Sheriff's Office
30. Bosque County
31. Branch Fire Department
32. Brazoria County
33. Brazos County
34. Brewster County
35. Briar Volunteer Fire Dept.
36. Brooks Cnty Cnstbls. Precs 1-4
37. Brown County
38. Bulverde Police Department
39. Burnet County
40. Bynum ISD
41. Cameron County
42. Canton ISD
43. Canyon ISD
44. Carroll ISD
45. Carrollton-Farmers Branch ISD
46. Castleberry ISD
47. Cedar Hill ISD
48. Chambers County
49. Cherokee County
50. City of Aledo
51. City of Allen
52. City of Alvord
53. City of Amarillo
54. City of Andrews
55. City of Angleton
56. City of Anna
57. City of Arlington
58. City of Athens
59. City of Aubrey
60. City of Austin
61. City of Azle
62. City of Balch Springs
63. City of Bangs
64. City of Bastrop
65. City of Baytown
66. City of Bedford
67. City of Bellmead
68. City of Bells
69. City of Benbrook
70. City of Big Spring
71. City of Blue Mound
72. City of Bonham
73. City of Bovina
74. City of Bowie
75. City of Boyd
76. City of Brady
77. City of Bridge City
78. City of Bridgeport
79. City of Brownwood
80. City of Bryan
81. City of Buda
82. City of Burkburnett
83. City of Burleson
84. City of Caddo Mills
85. City of Canton
86. City of Carrollton
87. City of Castle Hills
88. City of Cedar Hill
89. City of Cedar Park
90. City of Celeste
91. City of Celina
92. City of Cibolo
93. City of Cleburne
94. City of Cockrell Hill
95. City of Colleyville
96. City of Columbus
97. City of Colorado City
98. City of Combine
99. City of Commerce
100. City of Converse
101. City of Coppell
102. City of Copperas Cove
103. City of Corinth
104. City of Corsicana
105. City of Crowley
106. City of Cumby
107. City of Dalworthington Grdn
108. City of De Leon
109. City of Decatur
110. City of Deer Park
111. City of Denison
112. City of Denton
113. City of DeSoto
114. City of Diboll
115. City of Duncanville
116. City of Early
117. City of Eastland
118. City of El Paso
119. City of Electra
120. City of Emory
121. City of Escobares
122. City of Euless
123. City of Everman
124. City of Farmers Branch
125. City of Farmersville
126. City of Ferris
127. City of Floresville
128. City of Floydada
129. City of Forest Hill
130. City of Forney
131. City of Fort Worth
132. City of Frisco
133. City of Fulshear
134. City of Gainesville
135. City of Galena Park
136. City of Galveston
137. City of Ganado
138. City of Garland
139. City of Gatesville
140. City of Georgetown
141. City of Glen Heights
142. City of Godley
143. City of Granbury
144. City of Grand Prairie
145. City of Grand Saline
146. City of Grapevine
147. City of Greenville
148. City of Gun Barrell City
149. City of Haltom City
150. City of Harlingen
151. City of Haslet
152. City of Heath
153. City of Hewitt
154. City of Hitchcock
155. City of Horizon City
156. City of Hudson Oaks
157. City of Huntsville
158. City of Hurst
159. City of Hutchins
160. City of Hutto
161. City of Ingleside
162. City of Irving
163. City of Italy
164. City of Jacksboro
165. City of Jacksonville
166. City of Jonestown
167. City of Jefferson
168. City of Justin
169. City of Katy
170. City of Keene
171. City of Keller
172. City of Kennedale
173. City of Kermit
174. City of Killeen
175. City of Kingsville
176. City of Krum
177. City of Kyle
178. City of LaFeria
179. City of La grulla
180. City of La Vernia
181. City of Lake Dallas
182. City of Lake Worth
183. City of Lancaster
184. City of Laredo
185. City of League City
186. City of Leander
187. City of Lewisville
188. City of Lindale
189. City of Little elm

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

190. City of Littlefield
191. City of Live Oak
192. City of Lubbock
193. City of Lucas
194. City of Lufkin
195. City of Lumberton
196. City of Mansfield
197. City of Marshall
198. City of McAllen
199. City of McKinney
200. City of Melissa
201. City of Merkel
202. City of Mesquite
203. City of Midland
204. City of Midlothian
205. City of Mineola
206. City of Mineral Wells
207. City of Morgan's point resort
208. City of Murphy
209. City of Nacogdoches
210. City of Nederland
211. City of New Braunfels
212. City of North Richland Hills
213. City of Odessa
214. City of Ovilla
215. City of Palestine
216. City of Parker
217. City of Pasadena
218. City of Pelican Bay
219. City of Perryton
220. City of Pharr
221. City of Plano
222. City of Port Isabel
223. City of Poteet
224. City of Pottsboro
225. City of Princeton
226. City of Quinlan
227. City of Ralls
228. City of Red Oak
229. City of Rhome
230. City of Richardson
231. City of Richland Hills
232. City of Rio Grande City
233. City of River Oaks
234. City of Roanoke
235. City of Robinson
236. City of Rockwall
237. City of Round Rock
238. City of Rowlett
239. City of Royse City
240. City of Runaway Bay
241. City of Rusk
242. City of Sachse
243. City of Saginaw
244. City of San Angelo
245. City of San Benito
246. City of San Marcos
247. City of Sanger
248. City of Sansom Park
249. City of Seabrook
250. City of Seagoville
251. City of Sherman
252. City of Sour Lake
253. City of Southlake
254. City of Southmayd
255. City of Spring Valley Village
256. City of Springtown
257. City of Stephenville
258. City of Sulphur Springs
259. City of Taft
260. City of Taylor
261. City of Temple
262. City of Terrell
263. City of Texarkana, AR
264. City of Texarkana, TX
265. City of The Colony
266. City of Universal City
267. City of University Park
268. City of Van Alstyne
269. City of Venus
270. City of Vernon
271. City of Waco
272. City of Watauga
273. City of Waxahachie
274. City of Weatherford
275. City of Westworth Village
276. City of White Settlement
277. City of Whitesboro
278. City of Whitewright
279. City of Wills Point
280. City of Wilmer
281. City of Winnsboro
282. City of Wylie
283. Clay County
284. Clear Creek ISD
285. Cleburne ISD
286. Cochran County
287. Collin County
288. Collin County Comm Coll Dist.
289. Colorado County
290. Comal County
291. Community Healthcore
292. Cooke County
293. Coppell ISD
294. Coryell County
295. Cottondale Vol Fire Dept
296. Crowley ISD
297. Dallas County
298. Dallas Cnty Util & Reclam. Dist
299. DFW Int'l Airport Board
300. Dallas ISD
301. Dawson County
302. Decatur ISD
303. Denison ISD
304. Denton County
305. Denton Cnty FWS Dist. No. 1-A
306. Denton County FWS Dist. No. 10
307. Denton ISD
308. DeSoto ISD
309. Diana Special Utility District
310. Duncanville ISD
311. Duval County
312. Eagle Mountain-Saginaw ISD
313. East Texas Council of Govs.
314. Eastland County
315. Ector County
316. Ector County ISD
317. Eddy County, NM
318. El Paso County
319. El Paso Cnty Hosp Dist dba…
320. Electra ISD
321. Ellis County
322. Erath County
323. Everman ISD
324. Fannin County
325. Farmersville ISD
326. Floyd County
327. Forney ISD
328. Fort Bend County
329. Fort Bend County ESD#2
330. Fort Bend County ESD#7
331. Fort Worth Housing Authority
332. Fort Worth ISD
333. Fort Worth Transp Authority
334. Franklin County
335. Freestone County
336. Frisco ISD
337. Glasscock County
338. Goliad County
339. Gonzales County
340. Grand Prairie ISD
341. Grandview Police Dept.
342. Grapevine\Colleyville ISD
343. Grayson County
344. Greenville ISD
345. Gregg County
346. Grimes County
347. Guadalupe County
348. Hardin County
349. Harris-Fort Bend Emg Svcs Dist #100
350. Harris Cnty Emg Svcs Dist #7
351. Harris Cnty Emg Svcs Dist #10
352. Harris Cnty Emg Svcs Dist #24
353. Harris Cnty Emg Svcs Dist #48
354. Harrison County
355. Hawkins ISD
356. Hays County
357. Heart of TX Reg MHMR Center
358. Henderson County
359. Hereford ISD
360. Highland Park ISD
361. Hill County
362. Hood County
363. Hopkins County
364. Housing Auth of City of Austin
365. Humble ISD
366. Hunt County
367. Hurst Euless Bedford ISD
368. Hutchinson County
369. Idea Public Schools
370. Irving ISD
371. Jack County
372. Jasper County
373. Jefferson County
374. Jefferson Cnty Drin. Dist. #7
375. Jim Wells County

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

376. Johnson County
377. Johnson County SUD
378. Joshua ISD
379. Karnes County
380. Kaufman County
381. Kaufman ISD
382. Keller ISD
383. Kennedale ISD
384. Kerens ISD
385. Kinney County
386. Krum ISD
387. Lake Dallas ISD
388. Lake Worth ISD
389. Lamar County
390. Lamb County
391. Lampasas County
392. Lavon Police Department
393. Leon County
394. Leonard ISD
395. Lewisville ISD
396. Limestone County
397. Little Elm ISD
398. Lovejoy ISD
399. Lowry Crossing Vol Fire Dept.
400. Lubbock County
401. Mansfield ISD
402. Maverick County
403. McKinney ISD
404. McLennan County
405. McLennan Comm. College
406. Marilee Special Utility Dist.
407. Medina Valley ISD
408. MHMR of Tarrant County
409. Midland County
410. Midland ISD
411. Midway ISD
412. Milam County
413. Mills County
414. Mitchell County
415. Monahans Wickett Pyote ISD
416. Montgomery County
417. Montgomery Cnty ESC 10
418. Montgomery Cnty Hosp Dist.
419. Mount Pleasant Police Dept.
420. Mount Vernon Police Dept.
421. Nacogdoches County
422. Navarro County
423. Nevada Vol. Fire Dept.
424. New Caney ISD
425. Nolan County
426. Normangee ISD
427. North Central TX Cncl of Govs
428. North TX Municipal Water Dist
429. North Texas Tollway Auth
430. Northwest ISD
431. Nueces County
432. Ochiltree County
433. Olton Police Department
434. Orange County
435. Orange Cnty Drainage Dist
436. Palo Pinto County
437. Panola County
438. Paradise ISD
439. Parker County
440. Parker Cnty Emg Serv District 1
441. Parmer County
442. Pasadena ISD
443. Plano ISD
444. Potter County
445. Public Transit Svc of Min.Wells
446. Quinlan ISD
447. Rains County ESD #1
448. Rancho Viejo Police Dept.
449. Randall County
450. Red Oak ISD
451. Red River County
452. Refugio County
453. Reg 9 Ed Svce Center of Wichita
454. Region 11 Edu Service Center
455. Richardson ISD
456. Rockwall County
457. Round Rock ISD
458. Sam Rayburn ISD
459. San Jacinto Com Coll Dist.
460. San Patricio County
461. Schleicher County
462. Seabrook Vol Fire Dept.
463. Sr. Cyr Res &Public...Hunt Cnty
464. Seven Points Fire Rescue
465. Sherman ISD
466. Smith County
467. Springtown ISD
468. South Montgomery Fire Dept
469. South Texas College
470. SPAN, Inc.
471. Starr County
472. Stephens County
473. Sterling County
474. Stonewall County
475. Tarleton State University
476. Tarrant Appraisal District
477. Tarrant Cnty 9-1-1 Emg Ass Dist
478. Tarrant County College Dist.
479. Tarrant Cty Emg Svcs District 1
480. Tarrant County Hosp Dist
481. Tarrant Cty Workforce Dev Bd
482. Tarrant Regional Water Dist
483. Taylor County
484. Temple College
485. Terrell ISD
486. Texarkana ISD
487. Texas A&M Univ at Commerce
488. Texas A&M University-Kingsville
489. Texas A& M Univ.-Texarkana
490. Texas Alcoholic Beverage Comm.
491. Texas Dept. of Park/Wildlife
492. Texas Dept. of Public Safety
493. Tx Tech Univ Health Sci Ctr El Paso
494. Texas Woman's University
495. The Woodlands Township
496. Titus County
497. TML MultiSti. Intergov....
498. Tom Green County
499. Town of Addison
500. Town of Argyle
501. Town of Bartonville
502. Town of Double Oak
503. Town of Edgecliff Village
504. Town of Fairview
505. Town of Flower Mound
506. Town of Hickory Creek
507. Town of Highland Park
508. Town of Lakeside
509. Town of Little Elm
510. Town of Northlake
511. Town of Pantego
512. Town of Pecos City
513. Town of Ponder
514. Town of Prosper
515. Town of Providence Village
516. Town of Sunnyvale
517. Town of Trophy Club
518. Town of Westlake
519. Town of Westover Hills
520. Travis County
521. Travis Cnty Emg Svcs Dist No.6
522. Travis Cnty Healthcare District
523. Trinity River Authority
524. Tyler Junior College
525. U.S. Marshals Service
526. University of North Texas
527. Univ of N. Tx Health Science Ctr
528. University of Texas at Arlington
529. University of Texas at Dallas
530. Univ of TX MD And. Cancer Ctr
531. Upper Trinity Reg Water Dist.
532. Upshur County
533. Upton County
534. Val Verde County
535. Van Alstyne ISD
536. Van Zandt County
537. Vernon ISD
538. Victoria County
539. Waco ISD
540. Walker County
541. Waller County
542. Ward County
543. Waxahachie ISD
544. Weatherford College
545. Weatherford ISD
546. Webb Consolidated ISD
547. West Texas A&M University
548. Westminster Fire Dept.
549. Weston Volunteer Fire Dept
550. White Settlement ISD
551. Williamson County
552. Williamson Cnty Emg Svcs Dist #3
553. Wilson County
554. Winkler County
555. Winnsboro Housing Authority
556. Winnsboro isd
557. Wise County
558. Wood County
559. YMCA of Metropolitan Dallas
560. Young County
561. Zapata County

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. **EXAMINATION OF EXISTING PREMISES:** It is understood and agreed that the Contractor has by careful examination, satisfied himself as to the nature and location of the work, the character and quality of the materials to be encountered, the character of equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions, and all other matters which can in any way affect the work under this contract. No verbal agreement or conversation with any officer, agent, or employee of the Owner, either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained. The bid shall be based on the specifications, supplemented by the affecting conditions.

6. **RISK:** The work under this contract in every respect shall be at the risk of the Contractor until finished and accepted.

7. **EXECUTION, CORRECTION, AND INTENT OF DOCUMENTS:** The intent of the contract documents, plans and specifications is to describe the complete work to be performed under such contract. Unless otherwise provided, it is also the intent of the plans and specifications and contract documents that the respective Contractors(s) shall furnish all materials, supplies, tools, equipment, machinery, labor and supervision necessary for the prosecution and completion of the work in full compliance with the proposal, plans, specification and other documents.

8. **INSURANCE:**

   A. The Contractor 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. Workers' 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) Automobile Liability:
         a. Bodily injury — $500,000 minimum combined single limit

      4) Contractual liability — same limits as above.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

B. The County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by the County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Contractor.

C. Required Provisions:

1. Proof of Carriage of Insurance - All Certificates of Insurance will be required in duplicate and filed with the Tarrant County Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, Texas 76196 prior to work commencing.
2. All Certificates shall provide Tarrant County with an unconditional thirty (30) days written notice in case of cancellation or any major change.
3. All applicable coverage, certificates 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. The Contractor 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 Contractor/Vendor is responsible for making sure any subcontractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

9. **LABOR**: Perform labor in a workmanlike manner by skilled mechanics of their respective trades.

10. **TIME OF COMPLETION:** Each Bidder shall state in his bid, in the space provided, the number of calendar days required from the date of receipt of “Notice to Proceed” to complete the work.

11. **WORKMEN'S SAFETY:** The Contractor shall meet all safety and health regulations required by the Occupational Safety and Health Administration, Department of Labor and all state regulations dealing with occupational safety.

12. **SALES TAX:** Contracts or subcontracts let on this project are exempt from the "Limited Sales Tax" of the State of Texas, and no provisions should be made in any bid for an amount to be used to pay such tax, either directly or indirectly.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

13. **MATERIAL SUBSTITUTION:**

A. Where several materials are specified by name for one use, select for use of those specified. Wherever item or class of material is specified exclusively by trade name, manufacturer's name or catalog reference, use only such item unless written approval for substitution is secured.

B. The Specifications specify the quality of the materials to be used. The method of fabrication and incorporation into the building shall be governed by the best known practices in each of the respective trades.

14. **CODE REQUIREMENTS:** The rules and regulations, ordinances and laws governing the installation of the work and/or equipment shall be in accordance with all regulations and codes of the Federal, State, and Municipal departments having jurisdiction, the National Board of Fire Underwriters, Factory Mutual Insurance, and Texas Engineering and Fire Prevention Bureau, and the local utility companies which are in force at the time of the execution of the work.

15. **PROTECTION:** The Contractor shall provide and maintain all protections required by the governing laws, regulations, and ordinances. The Contractor shall be responsible for any loss or damage caused by him or his workmen to the property of the Owner or to the work or materials installed and shall make good any loss, damage, or injury without cost to the owner.

16. **INDEMNIFICATION:** The Contractor agrees to fully indemnify and save whole and harmless the County of Tarrant from all costs or damages arising out of any real or asserted claim or cause of action against it of whatsoever kind or character and in addition, from any and all costs or damages arising out of any wrongs, injuries, demands or suits for damages, either real or asserted, claimed against it that may be occasioned by any act, omission, neglect or misconduct of the said Contractor, his agents, servants, and employees.

17. **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 Vendors 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 Criminal Background Check could affect the award of the contract or result in termination of the contract.

SPECIAL TERMS AND CONDITIONS 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 duration of the contract.

18. **INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:**

A. The following is only applicable when a Vendor is providing 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 suspect 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 United States at all times.

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.).

SPECIAL CONDITIONS

TWCC Rule 110.110
Workers' Compensation Insurance Coverage

A. Definitions:

Certificate of coverage ("certificate") – A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project – Includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in §406.096) – Includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

B. The contractor shall provide coverage, based on proper reporting of classification code and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.

C. The contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.

D. If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

TWCC Rule 110.110
Workers' Compensation Insurance Coverage

E. The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:

(1) a certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and

(2) no later than seven (7) days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate ends during the duration of the project.

F. The contractor shall retain all required certificates of coverage for the duration of the project and for one (1) year thereafter.

G. The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

H. The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

I. The contractor shall contractually require each person with whom it contracts to provide services on a project to:

(1) provide coverage, based on reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project for the duration of the project;

(2) provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;

(3) provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

(4) obtain from each person with whom it contracts, and provide to the contractor:

(a) a certificate of coverage, prior to the other person beginning work on the project; and

(b) a new certificate of coverage showing the extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate ends during the duration of the project;

TWCC Rule 110.110
Workers' Compensation Insurance Coverage

(5) retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter;

(6) notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

(7) contractually require each person with whom it contracts, to perform as required by paragraphs (1) – (7). with the certificates of coverage to be provided to the person for whom they are providing services.

J. By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

K. The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

PREVAILING WAGE RATES

MINIMUM WAGE RATES:

A. Attention is called to the Texas Government Code, Title 10 General Government, Subtitle F, Chapter 2258. This Article requires the Contractor and any subcontractor under him to pay not less than the prevailing rates per diem wages in the locality of the work at the time of construction to all laborers, workmen and mechanics employed by them in the execution of the Contract. Respondents should familiarize themselves with the entire provisions of this law and the penalties provided for its violation before submitting their proposals.

B. For the work required of this project, the CONTRACTOR and all sub-contractors shall pay his/her employees the prevailing wage rates in accordance with the Texas Government Code, Chapter 2258. The prevailing wage rates determined applicable for projects are the current prevailing wage rate schedules of the United States Department of Labor adopted in accordance with the Davis-Bacon Act (40 U.S.C. Section 276a, et. seq.) and its subsequent amendments. These prevailing wage rates can be obtained from the following web page:

https://beta.sam.gov/wage-determination/2015-5231/12?keywords=TARRANT%20COUNTY&sort=-relevance&index=wd&is_active=true&page=1 and search State of Texas, County of Tarrant.

C. Any Contractor and any subcontractor under him to pay not less than the prevailing rates per diem wages in the locality of the work at the time of construction to all laborers, workmen and mechanics employed by them in the execution of the Contract. Respondents should familiarize themselves with the entire provisions of this law and the penalties provided for its violation before submitting their proposals.

D. Any workers not included in the schedule shall be properly classified and paid not less than the rate of wages prevailing in the locality of the work at the time of construction.

E. For overtime work and legal holidays, the hourly rate shall be one and one-half times the Basic Hourly Rate.

F. The Contractor shall pay Tarrant County the amount of sixty dollars ($60.00) for each laborer, workman or mechanic employed, for each calendar day or portion thereof such laborer, workman or mechanic is paid less than the stipulated rates for any work done under this Contract, by him or by any subcontractor under him.

G. No portion of this provision shall be construed to prohibit the payment to any laborer, workman, or mechanic employed on the Work of more than the stated wage rate. It shall be the responsibility of the Contractor to maintain an adequate work force whether higher wages are required or not.

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

1. Rate per hour and percentage (%) discount off parts
2. Vendor's past performance record with Tarrant County
3. Tarrant County's evaluation of Bidder's ability to perform
4. Tarrant County's experience with parts and services bid
5. Special needs and requirements of Tarrant County
6. Results of Tarrant County's review/checkout of each journeyman's/technician's credentials
7. Bidder's staff, size, experience
8. Results of Tarrant County's check of vendor's references

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.

SPECIFICATIONS

I. INTENT

A. Tarrant County is seeking Vendors to bid on an annual agreement for Locksmith Services and Supplies for various buildings located in Tarrant County. There are approximately seventy-four (74) buildings that will be serviced on this contract. The term will be for twelve (12) months with two (2) additional twelve (12) month options for renewal.

B. Primary, Secondary and Alternate awards will be made to the lowest priced bids per Section that meet RFB specifications. Tarrant County reserves the right to make an award in the best interest of Tarrant County.

C. There are multiple offices and facilities throughout Tarrant County utilizing locksmith services. Vendors must provide services 24 hours a day, 7 days a week, 365 days per year, including holidays.

II. BIDDER QUALIFICATIONS

A. Tarrant County reserves the right to require any information deemed necessary to evaluate the qualifications of a bidder, including certifications, license, permits and registrations. Examples may be Certified Professional Locksmith (CPL), Associated Locksmiths of America, Inc. (ALOA), etc. Bidder(s) must provide within five (5) days of request.

III. BID REQUIREMENTS

A. The awarded vendor(s) shall conduct business with Tarrant County personnel, employees, citizens in a courteous, positive and helpful manner at all times.

B. The need to respond quickly is essential to Tarrant County, vendor(s) shall be sufficiently staffed to respond onsite to an emergency call within two (2) hours, and forty-eight (48) hours with non-emergency calls.

C. Emergency telephone calls should be returned within thirty (30) minutes.

D. Vendor(s) should respond to all written correspondence from Tarrant County within two (2) working days.

E. Vendor(s) must have experience in performing contracts comparable in size and complexity to Tarrant County.

F. Vendor(s) shall be able to provide installation, repair and re-keying services for all items listed on the price sheet.

G. Vendor(s) shall be able to install, repair, adjust and maintain door hardware to factory standards. Experience should include but not be limited to: push-button, electric, tubular, file cabinet locks, safe combinations, open safes, repair/rebuild safe locking mechanisms, padlocks, automotive re-key, interchangeable core systems, mortise and rim cylinder lock devices, and key duplications.

SPECIFICATIONS

H. Specialty, Pyramid or Multi-lock keys must be purchased from the vendor(s) holding the rights to these keys, they are considered separate from this Request for Bid.

I. It will be the awarded vendor(s) responsibility to provide catalog price lists when requested.

J. It shall be the full responsibility of the awarded vendor(s) to visit and inspect job locations prior to the submission of a quote or job estimate. Submission of the quote or job estimate is evidence that the vendor has familiarized themselves with the nature and extent of the work and any local conditions that may affect the scope of work to be done, the equipment, materials and labor required. Trip charges are to be included in the hourly rate and not added as a separate charge.

K. Each quote or job estimate will be per hourly bid rates submitted by awarded vendor(s) and material cost shall be in accordance with the percent discount on the submitted bid.

L. Vendor(s) will be in uniform, a company identifiable shirt, or will obtain a contractor badge from Facilities Management once background checks are completed.

M. Vendor(s) shall carry a sufficient truck-stock inventory of locking hardware items for all brands covered in this Request for Bid.

N. Tarrant County reserves the right to request supporting documentation for truck stock items as needed.

O. Vendor(s) must have a brick and mortar facility or mobile facility our departments can go to for simple repairs and key cuts.

P. Vendor(s) are to use the most cost-effective product for each job, which meets Federal, State and County requirements.

Q. Vendor(s) must obtain authorization from Department Manager or Facilities Manager to complete repairs prior to repair service.

R. Service Tickets must be itemized, including the job details. Example would be listing date of service, work provided, items provided with each cost being listed. If items are purchased for a job, excluding typical truck stock, an invoice must accompany Service Ticket so we can verify Discount percentage off list price.

S. All travel costs are to be included in hourly labor rate. Contractor shall NOT charge Tarrant County a separate Trip Charge, Truck Charge, Fuel Charge or any other charges.

T. Contractor is allowed to charge a separate SERVICE CALL charge. Include service call charge as a separate line item on submitted quote.

U. Vendor(s) shall be responsible for replacing, at no cost to Tarrant County, any damages incurred during completion of services.

SPECIFICATIONS

V. Vendor(s) shall not use Tarrant County dumpsters to dispose of any refuse.

W. All new projects or rebuilds for our buildings will require competitive quotes and will be considered separate from this Request for Bid.

X. Vehicle entry, rekeys and FOB pricing should be quoted and approved by the Fleet Department prior to service.

Y. Tarrant County will request a quote for all work pertaining to safes and file cabinet locks. We will request a quote from the Primary awarded vendor. If the cost is deemed excessive, we reserve the right to request additional quotes from the Secondary and Alternate vendors or cabinet manufacturers.

Z. Tarrant County may call upon primary awarded vendor for locksmith items and services, not listed on this contract without requesting additional quotes. If primary vendor fails to respond in the timelines outlined in our Specifications, we will seek pricing from the Secondary vendor and/or Alternate vendor.

AA. Tarrant County reserves the right to quote any job or materials needed, to ensure fair and reasonable pricing.

BB. Tarrant County reserves the right to use a Secondary or Alternate vendor, when response times, or quality of work, is unacceptable or cannot be met.

IV. POINT OF CONTACT

A. Vendor(s) must provide a method whereby the contractor can be readily contacted twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days per year, including holidays.

B. Emergency telephone calls shall be returned within thirty (30) minutes.

C. Non-emergency telephone calls shall be returned within twenty-four (24) hours.

D. Failure to respond to an emergency service telephone request within thirty (30) minutes allows Tarrant County to contact the Secondary and Alternate vendors.

V. DELIVERY

A. All items are to be factory new, unused, in first class condition free of defects in materials and workmanship.

B. The departments require the option to drive to the vendor’s facility or mobile truck location to have simple repairs and key cuts made.

C. Tarrant County reserves the right to pick up materials ordered from vendor(s) and have our Facility or Maintenance Departments install items.

D. All travel costs are to be included in hourly labor rate. Contractor shall NOT charge Tarrant County a separate Trip Charge, Truck Charge, Fuel Charge or any other charges.

SPECIFICATIONS

E. All items ordered must be available for either pick-up by the County or delivery by the locksmith. The County has the right to choose which option is best at the time of need.

F. When simple repairs are required, the County reserves the right to deliver these parts for repair directly to the locksmith's place of business or mobile location, rather than have the locksmith come to the job location to make repairs.

G. When it is necessary to make key copies or perform any other minor services, the County reserves the right to have a County employee visit the locksmith's business or mobile location to have these services performed. If the services are needed immediately, Tarrant County reserves the right to use any awarded vendor, if primary vendor is not available or on another service call.

VI. AWARD

A. Award will be made to the vendor with overall low cost for each Section.

B. Award will be made to a Primary, Secondary and Alternate vendor per Section.

C. All Discount percentage off list price shall be expressed as a single percent (%). Offers containing a percent range will not be acceptable and will deem the bid non-responsive. For example, percent discount off list price is 15%. A range of 10-15% is unacceptable.

D. The term of the contract will be for one (1) year with two (2) one-year options for renewals. The initial one (1) year term will begin July 11, 2022 through July 10, 2023.

E. Award will be made to Primary, Secondary and Alternate vendors per Section. Secondary and Alternate vendors may be used for emergencies and to meet critical timelines if Primary vendor advises they are unable to perform work in required timeframe, or if vendor is non-responsive to our calls, request or emails as defined above.

F. Successful vendor(s) will be notified by an award notification letter.

VII. LAW, REGULATIONS, AND ORDINANCES

A. The vendor(s) shall be responsible for meeting all Federal, State and County laws, ordinances and regulations. This includes, but is not limited to, all Federal, State, County, and City Agencies, Administrations and Commissions such as The Americans with Disabilities Act (ADA), Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), and the Texas Commission on Environmental Quality (TCEQ).

B. In the event any law, regulation or ordinance becomes effective after the start of this Agreement, the vendor(s) are required to comply with the new policy. Any mandates requiring the County to comply with new guidelines will also require the vendor(s) to comply.

SPECIFICATIONS

VIII. SUBCONTRACTING

A. The intent of this contract is to award to Contractor(s) who will be performing most of the scope of work with their own hired staff. There may be, on occasion, some portion of the work that will require the need to hire a sub-contractor to perform a portion of the work.

B. Should sub-contracting be required, the Contractor must first obtain approval of Owner prior to any work being performed by a sub-contractor.

C. Subcontractors must carry and maintain insurance coverages in accordance with those listed in this bid document.

D. Bidders intending to use subcontractors must state their intent to do so by filling out the provided Sub-Contractor form provided in this bid document.

IX. ADDITIONAL LOCATIONS AND SERVICES NOT LISTED

A. Tarrant County reserves the right to add or delete locations/services as needed for same or similar services. Tarrant County will request a written quotation from the Vendor for additional locations or services. Awarded Vendors shall submit, in writing, a fair and reasonable price for a service call for the new location(s)/services based on current bid prices submitted by the Vendor for this RFB. If it is determined the quote is excessive, Tarrant County reserves the right to request quotations from additional sources.

B. Tarrant County will occasionally receive not to exceed estimates off of RFB provisions and pricing for budgetary reasons. Tarrant County will pay actual amount for services (whether over or under the NTE estimate) after properly documented invoices is accepted for processing. When submitting not to exceed (NTE) estimates, vendor is to include RFB No. on their estimates as well as the statement: Services will be billed at actuals based on contract pricing terms, for time, material and discount (Reference Price Forms).

X. INVOICING

A. Purchase Orders for additional repairs using the hourly rates and parts discount are issued as needed.

B. All invoices are to be sent to the Tarrant County Auditor's Office at SAPInvoices@tarrantcounty.com as well as the Tarrant County Facilities Management Office at TCFMInvoices@tarrantcounty.com. Invoices will be time/date stamped and will be forwarded to the appropriate building manager to complete the requisition. Successful Contractor(s) must provide back-up documentation (such as supplier invoices) for each invoice for auditing purposes. Invoices are to include service tickets with labor hours and supplier invoices for goods purchased. Contractor shall attach invoices for anything they purchase and provide Tarrant County with a discount indicated on the invoice.

SPECIFICATIONS

C. Priority must be given to correcting invoices, or providing the additional information, when contacted by Tarrant County Facilities Management Staff in a timely manner or within one (1) to two (2) days after a request has been made by Tarrant County Facilities Management Staff.

D. All invoices must be dated for the same month the invoice is being submitted. All invoices must specify date of service and be accompanied by a work order or job ticket. Tarrant County Facilities Management will not sign work orders or job tickets; thereby unknowingly agreeing to any other terms and conditions that may be listed on their sign-sheets.

E. Awarded Contractor shall not charge Tarrant County a separate “trip charge” or “truck charge” on any services performed under this annual contract.

F. When providing equipment repair services, Contractor’s time shall not start until the contactor has arrived on-site to start the project and shall be billed in quarter (1/4) hour increments. Time spent by the Contractor loading or unloading their trucks to complete services, while not on Tarrant County property, is not billable.

G. Tarrant County will not reimburse for parking expenses. There is limited Contractor parking available on a first come first service basis offered by Tarrant County. Bidders should be aware that Tarrant County buildings in the Downtown Fort Worth area have very limited parking.

H. Warranty Equipment will require original equipment manufacturer (OEM) parts only.

I. Tarrant County reserves the right to select vendor(s) on overall low based on hourly rate, parts discount and owner rental equipment combined when in the best interest of the County.

J. Vendor(s) shall attach invoices for items purchased to verify percentage discount. Invoices will not be paid until pricing can be verified; excluding typical truck stock.

K. Vendor(s) shall attach Service Tickets with detailed labor hours, list of parts used and supplier invoices for goods purchased with discount, excluding typical truck stock.

L. Parts discount and pricing must remain firm the entire length of contract, including renewals.

M. Tarrant County reserves the right to request supporting documents for typical truck stock items, as necessary. If there are discrepancies about an invoice or other documents submitted with the invoice, vendor may be contacted by a member of the servicing department, Facilities Management Staff, or Purchasing.

N. Vendor(s) is to include all delivery, freight, fuel, labor, and service call cost when providing pricing for hourly rates.

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 the County's procurement processes. The 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 the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The 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 the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.

B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County does recognize other agencies' certifications. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the 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 the 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 contactors to involve them in the procurement process.
3. Continuing to advertise bids on the 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 the County's actual requirements.
4. Specifications, terms and conditions reflecting the 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. The 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 the 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 the 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 the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.

1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The 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 the 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 LOCKSMITH SERVICES AND SUPPLIES

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The 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, Texas 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, Texas 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:

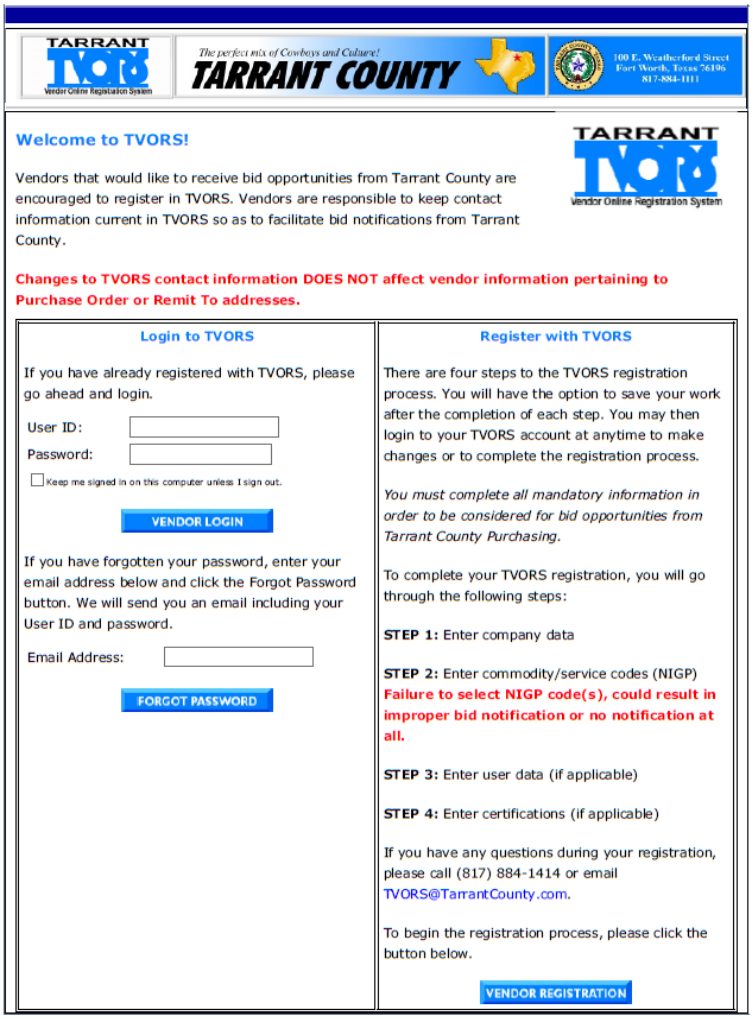
_____Minority-Owned Business Enterprise
_____Women-Owned Business Enterprise
_____Disadvantaged Business Enterprise

TVORS REGISTRATION

An important part of doing business with Tarrant County is to sign up in our free Tarrant Vendor Online Registration System (TVORS).

TVORS is a web-based vendor registration program that is designed to be an easy-to-use, self-service application that allows vendors to establish and maintain their own company and certification data for the purpose of bid notification and information.

https://tvorspublic.tarrantcounty.com/



After registering, be sure to email or fax all copies of your current HUB/MBE certificate(s) to TVORS@Tarrantcounty.com or (817) 884-2629, respectively.

Already Registered? Please log into your profile to make sure all contact information is correct, then check the *Data Verified* box at the bottom of the *Company Data* Section of your profile.

Contact Teresa Lobacz, Tarrant County HUB Coordinator, at the email above or at (817) 884-1414 if you have any registration questions.

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 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's 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!

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 himself with the local conditions under which the work is to be performed; satisfied himself 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 the 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 this contract, that this 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 RFB.

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 read and do understand 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 of Company Date

_____ _____
Street Address Printed Name of Authorized Representative

_____ _____
City, State and Zip Title of Authorized Representative

_____ _____
Telephone Number Fax Number

E-Mail Address_____

AFTER HOURS EMERGENCY CONTACT: Name: _____

Tel. No. _____

THIS 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, your Bid will be rejected!

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

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 Section 2270.001(2) during the term of this contract. Bidder further verifies pursuant to Texas Local Government Code Section 2252.152 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.

VENDOR IS <u>EXEMPT</u> FROM CERTIFICATION REGARDING ENERGY COMPANIES AND FIREARM ENTITIES OR FIREARM TRADE ASSOCIATIONS:

Vendor is a sole proprietorship OR is a non-profit entity OR Vendor is a company that does NOT have 10 or more full-time employees AND/OR this contract does NOT have a value of $100,000.00 or more that is to be paid wholly or partly paid from public funds of the governmental entity.

<u>If the Vendor Cannot Certify that it is EXEMPT as Above, Vendor Must Certify as Follows:</u>

<u>Vendor is NOT EXEMPT and Certifies as follows</u>:

<u>Boycott of Energy Companies Prohibited</u>. In compliance with Section 2274.002 of the Texas Government Code (added by <u>87th Legislature S. B. 13)</u>, Vendor verifies that it does not boycott energy companies and will not boycott energy companies during the term of the above-described contract. "Boycott energy company" is defined in Section 809.001(1) (added by <u>87th Legislature, S. B. 13)</u> and means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by subsection (A).

COMPLIANCE WITH FEDERAL AND STATE LAWS

Discrimination against Firearm Entities or Firearm Trade Associations Prohibited. In compliance with Section 2274.002 of the Texas Governmental Code (added by 87th Legislature, S. B. 19), Vendor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the above-described contract] against a firearm entity or firearm trade association. "Discriminate against a firearm entity or firearm trade association" is defined in Section 2274.001(3) (added by 87th Legislature, S. B. 19) and means, with respect to the entity or association, to (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; the term *does not include:* (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.

Vendor Hereby Certifies (Mark Applicable Certification):

_____ Vendor is EXEMPT from Certification as set out above.

_____ Vendor is NOT EXEMPT from Certification as set out above, and Vendor Certifies that it does not and will not Boycott Energy Companies and that it does not and will not engage in prohibited Discrimination against Firearm Entities or Firearm Trade Associations.

Signature _____X

THIS FORM MUST BE SIGNED.

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

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 RFB.
	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 7 and 8.
	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 Bidders' sole responsibility to print and review all pages of the RFB document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a 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 Form, 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, RFB Number, Bid Title, and due date.

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

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 76196-0104

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	Unit of Measure (UOM)	EXTENDED PRICE
	SECTION 1: LOCKSMITH HOURLY RATES AND RESPONSE TIME				
1	SERVICE CALL	$ _____	200	EA	$ _____
2	Labor Rate for Locksmith Service (billed in 1/4 hour increments after 1st hour) **Regular Hourly Rate, Monday-Friday 8:00 am to 5:00 pm**	$ _____	180	HR	$ _____
3	Labor Rate for Locksmith Service (billed in 1/4 hour increments after 1st hour) **Overtime Hourly Rate, Monday-Friday 5:01 pm to 7:59 am**	$ _____	16	HR	$ _____
4	Labor Rate for Locksmith Service (billed in 1/4 hour increments after 1st hour) **Weekends and Contractor Recognized Holidays Hourly Rate**	$ _____	4	HR	$ _____
5	LIST NUMBER OF TRAINED PERSONNEL THAT YOUR FIRM CURRENTLY EMPLOYS	_____			
6	LIST MAXIMUM RESPONSE TIME FOR STANDARD CALL	_____			
7	LIST MAXIMUM RESPONSE TIME FOR EMERGENCY CALL	_____			
8	WARRANTY ON PARTS AND SERVICES - NUMBER OF DAYS	_____			
			SECTION 1	**TOTAL**	**$**

BIDDERS MUST BID ALL ITEMS WITHIN A SECTION. AWARD WILL BE TO OVERALL LOW BID PER SECTION.

All travel costs are to be included in hourly labor rate. Contractor shall not charge Tarrant County a separate Trip Charge, Truck Charge, or Fuel Charge on any project performed under this Annual Contract. Bidders are to include all related repair service charges not listed in labor hour unit pricing. Contractor's time shall not start until the Contractor has arrived onsite to start service. No minimum charges per trip.

Quantities and Hours are estimates only. Tarrant County does not intend to guarantee the number of hours. Locksmith Services and Supplies are ordered on an as-needed basis.

Note: A percentage range for Discount is not acceptable. If a range is listed, the bid will be deemed Non-Responsive.

Prices/Price DISCOUNT MUST remain firm entire length of contract.

ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, AND INCIDENTALS REQUIRED SHALL BE INCLUDED IN UNIT PRICES

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	Unit of Measure (UOM)	EXTENDED PRICE
	SECTION 2: KEY DUPLICATES				
9	KEY DUPLICATION, SINGLE CUT	$	15	EA	$
10	KEY DUPLICATION, DOUBLE CUT	$	15	EA	$
11	KEY DUPLICATION, TUBLAR	$	5	EA	$
12	KEY DUPLICATION, BEST	$	500	EA	$
13	REKEY/CHANGE - KEY IN KNOB	$	100	EA	$
14	CODE CUT KEY	$	35	EA	$
15	MASTER KEY CYLINDER CHANGE	$	10	EA	$
			SECTION 2	**TOTAL**	**$**

BIDDERS MUST BID ALL ITEMS WITHIN A SECTION. AWARD WILL BE TO OVERALL LOW BID PER SECTION.

All travel costs are to be included in hourly labor rate. Contractor shall not charge Tarrant County a separate Trip Charge, Truck Charge, or Fuel Charge on any project performed under this Annual Contract. Bidders are to include all related repair service charges not listed in labor hour unit pricing. Contractor's time shall not start until the Contractor has arrived onsite to start service. No minimum charges per trip.

Quantities and Hours are estimates only. Tarrant County does not intend to guarantee the number of hours. Locksmith Services and Supplies are ordered on an as-needed basis.

Note: A percentage range for Discount is not acceptable. If a range is listed, the bid will be deemed Non-Responsive.

Prices/Price DISCOUNT MUST remain firm entire length of contract.

ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, AND INCIDENTALS REQUIRED SHALL BE INCLUDED IN UNIT PRICES

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	Unit of Measure (UOM)	EXTENDED PRICE
	SECTION 3: MATERIALS & SUPPLIES % DISCOUNT OFF LIST PRICE				
16	CORBIN RUSSWIN LOCKS, DOOR HARDWARE - **% DISCOUNT OFF LIST PRICE** CORBIN RUSSWIN CYLINDER AND LOCK, 8027-P6A2*626, ML20900 ECL or approved equal	_____ %			
17	BRAND/PART# BID_____	$ _____	100	EA	$ _____
18	CORBIN RUSSWIN KEYS - **% DISCOUNT OFF LIST PRICE** CORBIN RUSSWIN KEY BLANKS, PK11 or approved equal	_____ %			
19	BRAND/PART# BID_____	$ _____	100	EA	$ _____
20	MASTER LOCK PADLOCKS - **% DISCOUNT OFF LIST PRICE**	_____ %			
21	MASTER KEYS - **% DISCOUNT OFF LIST PRICE**	_____ %			
22	MEDECO LOCKS, CYLINDERS, DOOR HARDWARE - **% DISCOUNT OFF LIST PRICE** MEDECO CYLINDER, 1-1/8" 6 PIN or approved equal	_____ %			
23	BRAND/PART# BID_____	$ _____	100	EA	$ _____
24	MEDECO KEYS - **% DISCOUNT OFF LIST PRICE**	_____ %			
25	MUL-T-LOCK CYLINDERS, LOCKS, DOOR HARDWARE - **% DISCOUNT OFF LIST PRICE**	_____ %			
26	MUL-T-LOCK KEYS - **% DISCOUNT OFF LIST PRICE**	_____ %			

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ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	Unit of Measure (UOM)	EXTENDED PRICE
	SECTION 3 (continued): MATERIALS & SUPPLIES % DISCOUNT OFF LIST PRICE				
27	SCHLAGE CYLINDERS, LOCKS, DOOR HARDWARE - **% DISCOUNT OFF LIST PRICE**	%			
28	SCHLAGE KEYS - **% DISCOUNT OFF LIST PRICE**	%			
29	SCHLAGE PRIMUS LEVEL 3 CYLINDERS, LOCKS, DOOR HARDWARE - **% DISCOUNT OFF LIST PRICE**	%			
30	SCHLAGE PRIMUS LEVEL 3 KEYS - **% DISCOUNT OFF LIST PRICE**	%			
31	VON DUPRIN ELECTRONIC STRIKES, CRASH BARS, DOOR HARDWARE - **% DISCOUNT OFF LIST PRICE** VON DUPRIN 99 CRASH BAR or approved equal	%			
32	BRAND/PART# BID_____ VON DUPRIN 6100 SERIES ELECTRIC STRIKE or approved equal	$	100	EA	$
33	BRAND/PART# BID_____	$	100	EA	$
34	ADAMS RITE ELECTRONIC STRIKES, CYPHER LOCKS - **% DISCOUNT OFF LIST PRICE**	%			
35	LCN DOOR CLOSURE - **% DISCOUNT OFF LIST PRICE**	%			
36	ILCO KEY BLANKS - **% DISCOUNT OFF LIST PRICE** ILCO KEY BLANK, 1011 or approved equal	%			
37	BRAND/PART# BID_____	$	100	EA	$

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PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	Unit of Measure (UOM)	EXTENDED PRICE
	SECTION 3 (continued): MATERIALS & SUPPLIES % DISCOUNT OFF LIST PRICE				
38	SARGENT CYLINDERS, LOCKS, DOOR HARDWARE - **% DISCOUNT OFF LIST PRICE**	____ %			
39	SARGENT KEYS - **% DISCOUNT OFF LIST PRICE** SARGENT KEY BLANK LB or approved equal	____ %			
40	BRAND/PART# BID_____	$ ____	100	EA	$ ____
41	BEST CYLINDER, LOCKS, DOOR HARDWARE - **% DISCOUNT OFF LIST PRICE**	____ %			
42	BEST KEYS, PADLOCKS - **% DISCOUNT OFF LIST PRICE**	____ %			
43	YALE CYLINDERS, LOCKS, DOOR HARDWARE - **% DISCOUNT OFF LIST PRICE** YALE CYLINDER, 1152, 6 PIN 1-1/8" or approved equal	____ %			
44	BRAND/PART# BID_____	$ ____	100	EA	$ ____
45	YALE KEYS, KEY BLANKS - **% DISCOUNT OFF LIST PRICE** YALE KEY BLANK 998 or approved equal	____ %			
46	BRAND/PART# BID_____	$ ____	100	EA	$ ____
47	TAYLOR CYLINDERS, LOCKS, DOOR HARDWARE - **% DISCOUNT OFF LIST PRICE**	____ %			
48	TAYLOR KEYS - **% DISCOUNT OFF LIST PRICE**	____ %			

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ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	Unit of Measure (UOM)	EXTENDED PRICE
	SECTION 3 (continued): MATERIALS & SUPPLIES % DISCOUNT OFF LIST PRICE				
49	GENERAL DOOR CLOSURE - **% DISCOUNT OFF LIST PRICE** GENERAL DOOR CLOSURE, NORTON T-39 or approved equal	_____ %			
50	BRAND/PART# BID_____ GENERAL DOOR CLOSURE, RIXSON SHALLOW DEPTH CLOSER #50/5113-ABC or approved equal	$ _____	100	EA	$ _____
51	BRAND/PART# BID_____	$ _____	100	EA	$ _____
52	AMERICAN PADLOCKS - **% DISCOUNT OFF LIST PRICE**	_____ %			
53	FILE CABINET LOCKS - **% DISCOUNT OFF LIST PRICE**	_____ %			
54	FILE CABINET KEYS - **% DISCOUNT OFF LIST PRICE**	_____ %			
55	CATERILLAR KEYS, KEY BLANKS - **% DISCOUNT OFF LIST PRICE**	_____ %			
56	CLARK FORK LIIFT KEYS, KEY BLANKS - **% DISCOUNT OFF LIST PRICE**	_____ %			
57	JOHN DEER KEYS, KEY BLANKS - **% DISCOUNT OFF LIST PRICE**	_____ %			
58	KOMATSU KEYS, KEY BLANKS - **% DISCOUNT OFF LIST PRICE**	_____ %			
59	BLUE DOG KEYS, KEY BLANKS - **% DISCOUNT OFF LIST PRICE**	_____ %			
60	SKYTRAC KEYS, KEY BLANKS - **% DISCOUNT OFF LIST PRICE** KNOX BOX (BOX FOR KEYS) 3200 SERIES or approved equal	_____ %			
61	BRAND/PART# BID_____	$ _____	100	EA	$ _____
62	MISCELLANEOUS MATERIALS AND SUPPLIES NOT LISTED - **% DISCOUNT OFF LIST PRICE**	_____ %			
	SECTION 3 ARO DELIVERY LEAD TIME_____		**SECTION 3**	**TOTAL**	**$** _____

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ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	Unit of Measure (UOM)	EXTENDED PRICE
	SECTION 4: DETENTION CENTER MATERIALS & SUPPLIES % DISCOUNT OFF LIST PRICE				
63	FOLGER ADAMS LOCKS, HARDWARE - **% DISCOUNT OFF LIST PRICE**	____ %			
64	FOLGER ADAMS KEYS, KEY BLANKS - **% DISCOUNT OFF LIST PRICE**	____ %			
65	SOUTHERN STEEL LOCKS, HARDWARE - **% DISCOUNT OFF LIST PRICE**	____ %			
66	SOUTHERN STEEL TUMBLER #7, 1010A/1017A/1080A, ITEM# 960300 or approved equal BRAND/PART# BID_____	$ _____	100	EA	$ _____
67	SOUTHERN STEEL TUMBLER #8, 1010A/1017A/1080A, ITEM# 960301 or approved equal BRAND/PART# BID_____	$ _____	100	EA	$ _____
68	SOUTHERN STEEL KEYS, KEY BLANKS - **% DISCOUNT OFF LIST PRICE**	____ %			
69	SOUTHERN FOLGER RETRO LOCKS - **% DISCOUNT OFF LIST PRICE**	____ %			
70	SOUTHERN FOLGER LOCKS, HARDWARE **- % DISCOUNT OFF LIST PRICE**	____ %			
71	SOUTHERN FOLGER LOCK, NS402E-04 RHRB or approved equal BRAND/PART# BID_____	$ _____	100	EA	$ _____
72	SOUTHERN FOLGER LOCK, 10120 AMDNL-2 or approved equal BRAND/PART# BID_____	$ _____	100	EA	$ _____
73	SOUTHERN FOLGER KEYS, KEY BLANKS - **% DISCOUNT OFF LIST PRICE**	____ %			

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ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

PRICE FORM

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	SECTION 4 (continued): DETENTION CENTER MATERIALS & SUPPLIES % DISCOUNT OFF LIST PRICE				
74	SOUTHERN FOLGER PARACENTRIC KEYS, 969600525 or approved equal BRAND/PART# BID_____	$ _____	100	EA	$ _____
75	SOUTHERN FOLGER MOGUL CYLINDER KEYS - **% DISCOUNT OFF LIST PRICE**	_____ %			
76	SOUTHERN FOLGER SSCO MOGUL KEY, M, CUT TO CODE M1 or approved equal BRAND/PART# BID_____	$ _____	100	EA	$ _____
77	SOUTHERN FOLGER SSCO EB-39 ASSA CUT TO CODE M13 or approved equal BRAND/PART# BID_____	$ _____	100	EA	$ _____
78	BRINKS MOGUL CYLINDER KEYS, 201070 or approved equal BRAND/PART# BID_____	$ _____	100	EA	$ _____
79	R.R. BRINK LOCKING SYSTEM, AC5020 or approved equal BRAND/PART# BID_____	$ _____	100	EA	$ _____
80	DETENTION CENTER MISCELLANEOUS MATERIALS AND SUPPLIES NOT LISTED - **% DISCOUNT OFF LIST PRICE**	_____ %			
	SECTION 4 ARO DELIVERY LEAD TIME_____		**SECTION 4**	**TOTAL**	**$** _____
				SECTION 1 TOTAL	**$**
				SECTION 2 TOTAL	**$**
				SECTION 3 TOTAL	**$**
				SECTION 4 TOTAL	**$**
				TOTAL AMOUNT OF BID	**$**

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

TARRANT COUNTY
SEALED BID/PROPOSAL/RESPONSE

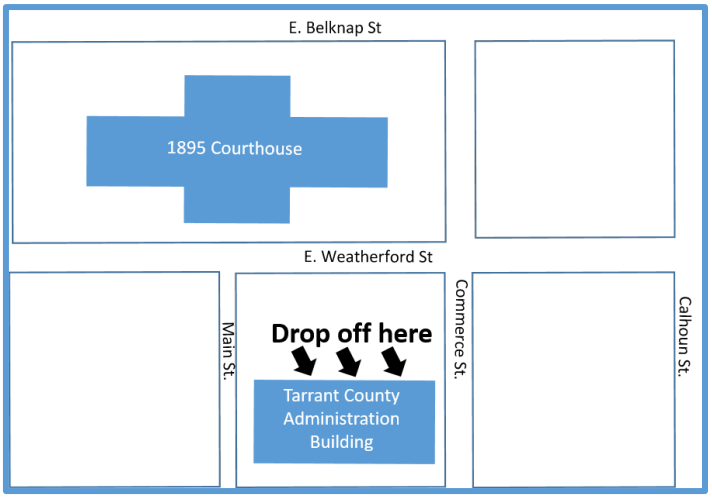
RFB No. 2022-153

ANNUAL CONTRACT FOR
LOCKSMITH SERVICES AND SUPPLIES

Due Date: JUNE 2, 2022 at 2:00 PM. CST

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

Street View



Building View

