



CAMERON COUNTY
PURCHASING DEPARTMENT
INVITATION TO BID

BID NUMBER: # 1340-1

BID TITLE: CONCESSION BAIT AND TACKLE AT ISLA BLANCA COUNTY PARK LOCATION
# 1 (Brazos Santiago Pass Jetties)

DATE DUE: August 15th, 2023

DUE NO LATER THAN: 3:00P.M.

Bids will be opened at the Cameron County Courthouse, 1100 East Monroe Street, Brownsville, Texas in the Purchasing
Department – 3rd Floor – Room # 345 at 3:01 p.m. (as per Purchasing Dept. time clock) on deadline due date. All Bidders are
welcome to attend Bid opening.

Please return bid in sealed envelope. Be sure that return envelope shows the Bid Number, Description and is marked
“SEALED BID”.

RETURN BID TO:
by U.S. mail or delivered to the office of Purchasing Dept., County Courthouse (Dancy Bldg.)
1100 E. Monroe St, 3rd Floor, Room 345, Brownsville, Texas 78520

PRE-BID MEETING

Date: August 2nd, 2023 Time: 9:00a.m. C.S.T.
Location: Isla Blanca Park- 53879 Bait Shop Road,
South Padre Island, Texas 78597.

For additional information or to request addendum email: Roberto C. Luna and/or Dalia Loera at
purchasing@co.cameron.tx.us Project specific questions should be directed to Joe E. Vega – County Parks Dept. South
Padre Island at (956) 761-3701.

YOU MUST SIGN BELOW IN INK; FAILURE TO SIGN WILL DISQUALIFY THE OFFER.
All prices must be typewritten or written in ink.

Company Name: \_\_\_\_\_
Company Address: \_\_\_\_\_
City, State, Zip Code: \_\_\_\_\_

Historically Underutilized Business (State of Texas) Certification VID Number: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ e-mail \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Print Name: \_\_\_\_\_

How did you find out about this Bid? \_\_\_\_\_ (ex: Newspaper, Web, Mail)

Is Bidder’s principal place of Business within Cameron County? [ ] Yes [ ] No
If yes what City: \_\_\_\_\_

(Your signature attests to your offer to provide the goods and/or services in this bid according to the published provision
of this bid. When an award letter is issued, this Bid becomes the contract. If a Bid required specific Contract is to be
utilized in addition to this Bid, this signed Bid will become part of that contract. When an additional Contract is required a
Bid award does not constitute a contract award and Bid / Contract is not valid until contract is awarded by Commissioners
Court (when applicable) signed by County Judge) and Purchase Order is issued.

Bidders/Participants must sign each bid/proposal page to ensure you have read each page’s information, terms,
conditions and/or required forms. Failure to sign or initial each bid/proposal page will disqualify the BID/PROPOSAL
offer.

# ACKNOWLEDGMENT OF RECEIPT

## Please submit this page upon receipt

For any clarifications, please contact Mr. Roberto C. Luna, Interim Purchasing Agent and/or Dalia Loera, Bids & Proposals Coordinator at the Cameron County Purchasing Department office at: (956) 544-0871 or e-mail at: [purchasing@co.cameron.tx.us](mailto:purchasing@co.cameron.tx.us)

Please fax or e-mail this page upon receipt of BID package no later than **Friday, August 4, 2023 before 3:00 p.m. CST.** All questions regarding this BID should also be submitted no later than the stated date and time on BID cover page.

Fax: (956) 550-7219 or E-mail: [purchasing@co.cameron.tx.us](mailto:purchasing@co.cameron.tx.us)

If you are unable to respond on this BID solicitation, kindly indicate your reason for **“Not Responding/No-Participation”** below and fax or e-mail back to Cameron County Purchasing Department. This will insure you remain active on our vendor list.

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

Yes, I will be able to submit a BID submittal.

No, I will not be able to submit a Bid submittal for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Company Name: \_\_\_\_\_

Company Representative Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

# CHECK LIST

Bidders are asked to review the package to be sure that all applicable parts are included. If any portion of the package is missing, notify the Purchasing Department immediately. It is the Bidder's responsibility to be familiar with all the Requirements and Specifications. Be sure you understand the following before you return your bid packet.

- Cover Sheet**  
Your company name, address and your signature (**IN INK**) should appear on this page.
- Instructions to Bidders**  
You should be familiar with all of the Instructions to Bidders.
- Special Requirements**  
This section provides information you must know in order to make an offer properly.
- Specifications / Scope of Work**  
This section contains the detailed description of the product/service sought by the County.

## Attachments

- Attachments A, B, C, D, E, F, G, H, I**  
Be sure to complete these forms and return with packet.

## Other - Final Reminders To double check before submitting BID

- Is your bid sealed with bid #, title, Bidder's Name, & return address, on outside?
- Did you complete, sign and submit page 1?
- Did you provide the number of copies as required on the cover page?
- Did you visit our website for any addendums?

<https://www.cameroncounty.us/purchasing-bids-rfpq-addms-tabs/>

If not interested in Bidding please let us know why e-mail to: [Purchasing@co.cameron.tx.us](mailto:Purchasing@co.cameron.tx.us)

# INSTRUCTIONS FOR SUBMITTING BIDS

These General Instructions apply to all offers made to Cameron County, Texas (herein after referred to as "County") by all prospective vendors (herein after referred to as "Bidder") on behalf of Solicitations including, but not limited to, Invitations to Bid.

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Submit your bid with all appropriate supplements and/or samples. Prior to returning your sealed bid response / submittal, all Addendums - if issued - should be reviewed and downloaded by entering the County Purchasing web <https://www.cameroncounty.us/purchasing-bids-rfpq-addms-tabs/> Addendums Column (updated Addendums). These Addendums must be signed and returned with your bid in order to avoid disqualification. All Tabulations can also be viewed and downloaded at this site. Annual Bid award information can be accessed at: <https://www.cameroncounty.us/purchasing-bids-rfpq-addms-tabs/>

Review this document in its entirety. Be sure your Bid is complete, and double check your Bid for accuracy.

Cameron County is an Equal Employment Opportunity Employer.

**GOVERNING FORMS:** In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Cameron County's interpretation shall govern. Where substitutions are used, they must be of equivalent value or service, and specified by the bidder as such, in the columns to the right on the "Minimum Specifications' Forms". The County's specifications may be exceeded and should be noted by the Vendor as such. Any bid NOT MEETING the Minimum Requirements specified will be rejected.

**GOVERNING LAW: This invitation to bid is governed by the competitive bidding requirements of the County Purchasing Act, Texas Local Government Code, §262.021 et seq., as amended. Bidders shall comply with all applicable federal, state and local laws and regulations. Bidders are further advised that these requirements shall be fully governed by the laws of the State of Texas and that Cameron County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the County Attorney concerning any portion of these requirements.**

Questions requiring only clarification of instructions or specifications will be handled verbally. If any questions result in a change or addition to this Bid, the Change(s) and addition(s) will be forwarded to all vendors involved (as quickly as possible) in the form of a written addendum only. Verbal changes to Bids must be backed-up by written addendum or written Q/A clarifications which would be posted on County Purchasing Web site. Without written Addendum or written Q / A clarification, verbal changes to Bids will not apply.

**Sign the Vendor's Affidavit Notice, complete answers to Attachments A, B, C, D, E, F, G, H, I and return all with your Bid.**

BIDDER SHALL SUBMIT BID ON THE FORM PROVIDED, SIGN THE VENDOR AFFIDAVIT, AND RETURN ENTIRE BID PACKET. In the event of inclement weather and County Offices are officially closed on a bid deadline day, bids will be received until 2:00 p.m. of the next business day, for opening at upcoming Commissioner's Court meeting.

## **CONFLICT OF INTEREST QUESTIONNAIRE:**

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

This questionnaire must be filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

**By law this questionnaire must be filed with the records administrator (County Clerk's Office) of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed.** See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.

Please review this entire document, if for any reason there is any information to disclose, relative to any questions in this Conflict of Interest form, you must file with County Clerk's Office subject to above instructions.

**can be downloaded at the following web site:**

<https://www.cameroncounty.us/wp-content/uploads/Purchasing/docs/Conflict of Interest Questionnaire New 2015 .pdf>

## **DISCLOSURE OF INTERESTS:**

This questionnaire must be filed with the records administrator (County Clerk's Office) of the local government and no later than the 7th business day after the person becomes aware of facts that require this statement to be filed. Cameron County, Texas requires all persons or firms seeking to do business with the County to **provide the following information if the person becomes aware of facts that require this statement to be filed.** Every question must be answered. If the question is not applicable, answer with "N/A."

Please review this entire document, if for any reason there is any information to disclose, relative to any questions in this disclosure of interest form, you must file with County Clerk's Office subject to above instructions.

can be downloaded at the following web site:

<https://www.cameroncounty.us/wp-content/uploads/Purchasing/CIS.pdf>

### TEXAS ETHICS COMMISSION FORM 1295

All Bids prior to award or award of Contract by Commissioner's Court will require that the Texas Ethics Commission (TEC) Form 1295 Electronic (on line) Vendor filing procedure be completed by Vendor.

All Vendors being recommended to Commissioners Court for award or renewal of award on Agenda must register and obtain a TEC Certification for the specific award. This Certification Form 1295 must be electronically submitted and printed. Form must be emailed or delivered to County Purchasing Department making the request for form. This process must be completed prior to Commissioners Court Agenda for approval consideration of Bid award. There is no charge for this TEC online process.

Texas Ethics Commission (TEC) Form 1295 must be completed (by firm - on line "New Form 1295 Certificate of Interested Parties Electronic Filing Application" Site at: [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm))

If any Vendors have questions as to TEC Form 1295 visit the County Purchasing Web site left column tab "Vendor – TEC Form 1295" for more information. TEC Web site links can be found at this location including Question / Answers and Video instructions. tab Link: <https://www.cameroncounty.us/vendors-tec-form-1295/>

BIDDER SHALL SUBMIT BID ON THE FORM PROVIDED, SIGN THE VENDOR AFFIDAVIT, AND RETURN ENTIRE BID PACKET. In the event of inclement weather and County Offices are officially closed on a bid deadline day, bids will be received unit 2:00 p.m. of the next business day. Bids will be opened at the Cameron County Courthouse, 1100 East Monroe Street, Brownsville, Texas in the Purchasing Department – 3<sup>rd</sup> Floor – Room # 345 (as per Purchasing Dept. time clock.

BIDS SUBMITTED AFTER THE SUBMISSION DEADLINE SHALL BE RETURNED UNOPENED AND WILL BE CONSIDERED VOID AND UNACCEPTABLE.

BIDDERS MAY ATTEND PUBLICLY HELD COMM COURT MEETING FOR AWARD OF THIS SOLICITATION. All responding bidders are welcome to attend the publicly held Commissioners Court meeting relative to the outcome / award of this solicitation. Court Meeting agenda date and times may be obtained at the following web site: <https://www.cameroncountytexas.gov/commissioners-court-agendas/>

SUCCESSFUL VENDOR WILL BE NOTIFIED BY MAIL. All responding vendors will receive written notification regarding the outcome of the award.

OPEN RECORDS ACCESS TO ALL INFORMATION SUBMITTED. All information included will be open to the public, other bidders, media as per the Open Records Act and not be confidential in nature. If you deem any information as confidential, it should not be made part of your bid package.

### PLEASE NOTE CAREFULLY

THIS IS THE ONLY APPROVED INSTRUCTION FOR USE ON YOUR BID. ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF BID. ANY EXCEPTIONS THERETO MUST BE IN WRITING.

1. Each bid shall be placed in a separate envelope completely and properly identified with the name and number of the bid. Bids must be in the Purchasing Department BEFORE the hour and date specified.
2. Bids MUST give full firm name and address of the bidder. Failure to manually sign bid will disqualify it. Person signing bid should show TITLE or AUTHORITY TO BIND THE FIRM IN A CONTRACT.
3. Bids CANNOT be altered or amended after deadline time. Any alterations made before deadline time must be initiated by bidder or his authorized agent. No bid can be withdrawn after opening time without approval by the Commissioners Court based on a written acceptable reason.
4. The County is exempt from State Sales Tax and Federal Excise Tax. DO NOT INCLUDE TAX IN BID. Cameron County claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to the Cameron County Purchasing Agent.
5. Any Catalog, brand name or manufacturer's reference used in a bid invitation is descriptive-NOT restrictive-it is to indicate type and quality desired. Bids on brand of like nature and quality will be considered. If bid is based on other than reference specifications, Bid must show manufacturer, brand or trade name, lot number, etc., of article offered. If other than brand(s)

specified is offered, illustrations and complete descriptions should be made part of the bid. If bidder takes no exception to specifications or reference data, he will be required to furnish brand names, numbers, etc. as specified.

6. Samples, when requested, must be furnished free of expense to the County. If not destroyed in examination, they will be returned to the bidder on request, at his expense. Each sample should be marked with bidder's name, address, and County bid number. **DO NOT ENCLOSE OR ATTACH SAMPLE TO BID.** County user Dept.(s) reserves the right to make the final determination as to equivalents.
7. Written and verbal inquires pertaining to bids must give Bid Number and Company.
8. NO substitutions or cancellations permitted without written approval of Purchasing Agent.
9. The County reserves the right to accept or reject all or any part of any bid, waiver minor technicalities. The County of Cameron reserves the right to award by item category or by total bid. Prices should be itemized. County also reserves the right to award either with or without trade-in, if applicable. Cameron County reserves the right to award if only one (1) Bid was received. Cameron County retains the option to re-bid at any time if in its best interest and is not automatically bound to renewal or re-bid. The County reserves the right to hold all Bids for 60 days from the due date of receipt without actions. The County reserves the right to add additional County Departments (at a later time during this bid award) as the need arises. The County also reserves the right to consider CO-OP Interlocal Agreements / pricing if determined to be more advantageous to the County.
10. Bid unit price on quantity specified – extend and show total. In case or errors in extension, UNIT prices shall govern. If both alphabetic and numeric (unit prices) are required and a discrepancy is found between both on the same line item whichever unit price confirms the line total will govern. If neither confirms then the alphabetic price will govern. If there is no line total requested then the alphabetic unit price shall govern. If combined / sum of line totals do not match the Bid total then the Bid total will be corrected to reflect the sum of the line totals. If there is a discrepancy between the alphabetic and numeric Base Bid Total / Total Bid amount, the alphabetic Base Bid Total / Total Bid will take precedence. Bids subject to unlimited price increase will not be considered, but limited to Preventive Maintenance Annual Local Labor Union Wage Rate adjustments. **ALL PRICING WILL REMAIN FIRM UNLESS THIS BID ALLOWS FOR OPEN MARET PRICE INCREASES (AS SO SPECIFIED WITHIN).** When inserting number of days or percentage % in Bid (ex: number of days to deliver or install or complete work, etc. or percentage over vendor's cost or percentage discount off list price) avoid using a range (ex: 30-90 days or 15% to 20 % cost plus) but use only one number for number of days or percentage. If a range is used the County will consider the higher number or worst-case scenario from the County's standpoint in making bid comparisons / tabulations.
11. This is a bid inquiry only and implies no obligation on the part of Cameron County.
12. Acceptance of and final payment for the item will be contingent upon satisfactory performance of the product received by Cameron County.
13. Partial bids will not be accepted unless awarded by complete category or line item. **To be awarded by Total Bid.**
14. It is expected that the bidder will meet all state and federal safety standards and laws in effect on the date of the bid for the item(s) being specified, and the particular use for which they are meant.
15. It is the responsibility of the bidder to ask any and all questions the bidder feels to be pertinent to the bid. Cameron County shall not be required to attempt to anticipate such questions for bidders or. Cameron County will endeavor to respond promptly to all questions asked.
16. If a Bid Bond is required in this Bid it must be included in Bidders Sealed Bid package and be current / valid through award.
17. Alternate Bid pricing: Bidders should include all alternate pricing on your Bid price page. Cameron County will not award Bid to a Bidder if an alternate price is left blank and County will be making an award to include alternate(s) which has been left blank. In order to avoid not being considered for award include all alternate pricing on your Bid price page.
18. All property of Cameron County must remain (at all times) within the United States – without exception – unless prior Agenda approval has been given by Commissioners Court.

**CAMERON COUNTY PARK CONCESSION- BAIT AND TACKLE AT ISLA BLANCA COUNTY  
PARK LOCATION # 1  
BID # 1340-1**

**PART I – GENERAL REQUIREMENTS**

- 1.0 PURPOSE: Cameron County Commissioners' Court will accept bids for the operation of an existing concession business located at Isla Blanca County Park, 53879 Bait Shop Road on South Padre Island, Texas. The County will entertain a possible Concession Agreement for the lease of a three hundred and seventy 370 square foot, wood frame building, which would be utilized by the concessionaire. The concession business may be used only for the sale of items such as bait, fishing tackle, fishing gear, chips, sodas, bottle water, ice cream treats, candy and other items approved by the Parks Director but absolutely no glass containers of any kind will be allowed to be sold to the public. The objective is to obtain a successful concessionaire which will provide the public with services. The sale of alcohol and tobacco products shall be allowed only with County's written approval. The County has the right to suspend the sale of such products with reasonable cause at any time during the term of the concession.
- 2.0 INCURRED EXPENSES: There is no expressed or implied obligation for Cameron County to reimburse for any expense incurred in preparing bids in response to this request, and Cameron County will not reimburse anyone for these expenses. Cameron County will consider all bids from all responsible bidders.
- 3.0 CASHIER'S CHECK AND FORFEITURE: Each bid shall be accompanied by a Cashier's Check made payable to Cameron County in the amount of Five Hundred (\$500.00) Dollars as a guarantee that if the Bidder receives an award, the Bidder will enter into a contract for services and submit proof of any required insurance. Checks of unsuccessful bidders will be returned. If the successful Bidder fails to satisfy all pre-work requirements or commence work after award, that Bidder shall forfeit this security deposit. Cameron County shall retain it as liquidated damages.
- 4.0 GENERAL CONDITIONS: Bidders shall thoroughly examine the specific requirements, schedules, instructions and all other contract documents. Bid must set forth accurate and complete information as required by this Bid (including attachments). No plea of ignorance by the Bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of Cameron County.
- 5.0. SITE INSPECTION: Before submitting a Bid, Bidders are encouraged to visit the facility and make all investigations and examinations necessary to ascertain site and/or local physical conditions and requirements affecting the full performance of the Concession Agreement and to verify any representations made by the Cameron County, Texas, upon which the Bidder will rely. If the Bidder receives an award because of its Bid submission, failure to have made such investigations and examinations will in no way relieve the Bidder from its obligations to comply in every detail with all provisions and requirements of the Concession Agreement, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the Bidder for additional compensation or relief. Failure to do so will not relieve the successful bidder from performing the contract in accordance with all terms and conditions as set forth.

Each bidder attests, by signing this Bid that he/she has acquainted themselves with the park sites and fully understands there will be no recourse for negligence or oversight for not doing so.

- 6.1 **CONTRACT PERIOD:** The Agreement resulting from this Solicitation shall be a Term of the time period specified herein. During the specified time period, the Bidder shall provide concession services as specified on 1.0 of Part 1-the General Requirements to the County in accordance with the terms and conditions established herein. It is understood that the County does not guarantee any specific amount of concession business under this agreement. The period of the Contract is for **sixty (60) months** from the date of Award, beginning **October 1, 2023 thru September 30, 2028.**
- a) Either party may cancel this Contract, in whole or in part for its convenience, by giving thirty (30) days prior notice in writing. However, the Bidder shall not be authorized to exercise this cancellation option during the first one hundred eighty (180) days of the Contract.
  - b) Contact Joe E. Vega, Director Parks and Recreation Department; phone 956-761-3701 for questions and to make arrangements to inspect park sites.
- 7.1 **BID PRICE:** Rent to be paid to the Cameron County Parks & Recreation Department will be on an annual flat rate to be paid as specified in the Concession Agreement on a Monthly basis at 1/12<sup>th</sup> of the Annual Rate or 10% of gross sales whichever is greater. **Security Deposit shall be equal to one (1) month's rent based on the Flat Rate.**
- a) The Rental amount bid shall remain firm during the period of the Contract.
  - b) **BIDDER** hereby certifies that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, services or equipment and is in all respects fair and without collusion or fraud. Further, the **BIDDER** hereby agrees to abide by all terms and conditions of this bid and certifies that the person executing the bid form is authorized to sign this bid for the **BIDDER**.
- 8.1 **BID EVALUATION AND AWARD:**
- a) The award of the contract shall be made to the responsive and responsible Bidder whose bid is determined to be the best offer to Cameron County. The Cameron County Commissioner's Court reserves the right to waive any formality; reject any and all bids; or to award the contract to the responsible concessionaire whose bid is determined to be the best offer, taking into consideration the relative importance of annual flat rates offered. No bid will be entertained that does not meet, at a minimum, the concessionaire's willingness to accept all terms, conditions, restrictions, and other obligations imposed upon the concessionaire in the attached Concession Agreement. However, the County reserves the right to reject any and all bids in accordance with the Cameron County Procurement Policies.
  - b) If two or more fully responsive, responsible bids are received for the same total Base Annual Rent, the County reserves the right to award the contract to the **BIDDER** whose place of business is located within the boundaries of Cameron County, Texas. Should tie bids, as described above, be received from either two or more Cameron County Bidders or from non-local Bidders when no Cameron County Bidder has submitted a tie bid, then the Board of County Commissioners shall award the contract to one Bidder by drawing lots in a public meeting.
  - c) The current concessionaire if not awarded the bid shall have 30 days from the date of the award of the bid to vacate the premises.



9.1 REJECTION OF BID:

- a) County expressly reserves the right to:
- 1) waive any defect, irregularity or informality in any bid;
  - 2) reject or cancel any bid or parts of any bid;
  - 3) accept bids from one or more bidders; or
  - 4) procure the services in whole or in part by other means.

**NOTE: PARTS II, III, AND IV, ALONG WITH THE BID, AND ANY DEVIATION TO WHICH CAMERON COUNTY HAS AGREED, IN WRITING, WILL BE INCLUDED WITH THE CONTRACT.**

## **PART II - SPECIFIC REQUIREMENTS**

1.1 **RESPONSIBILITIES OF THE COUNTY:** At Isla Blanca Park, the County will provide the Bidder a facility capable of furnishing the required sale of fishing tackle and snack products to the general public. The facility will not include equipment.

- a) County facilities are provided in an "as is" condition.
- b) The County shall provide water and sewer usage necessary to provide the services required by this contract at a reasonable monthly rate. The Bidder shall pay for electricity, gas, and telephone usage necessary to provide the services required by this Contract. The County will not be responsible for electricity, gas, or any long-distance telephone calls placed by the Bidder and/or his employees, or from the facilities.
- c) The County will be responsible for all repairs to the facility which is not the result of actions caused by the negligence or misuse of or by the Bidder and/or his employees. The Bidder shall be responsible for upkeep, repairs, and preventative maintenance in any manner related to the operation of said concession. The County should be notified in writing to any improvements needed to be done to the facility. The County is not responsible for any and all damages to any equipment used by the Bidder.
- d) The County agrees to establish reasonable procedures that will allow the Bidder to have access to and operate the park concession(s) in accordance with the requirements established herein.

2.1 **RESPONSIBILITIES OF THE CONCESSION BIDDER:**

NOTE: Isla Blanca Parks peak operating season is between the months of March through August, and Bidders should take into consideration when submitting their bid that revenues during the non-peak months may be low.

- a) The concessionaire shall furnish equipment and fixtures necessary for an attractive display and storage of merchandise. All of the buildings, signage, equipment and fixtures used in any concession operation shall be subject to prior and on-going approval by the Parks Director, or his designee, as to appearance, appropriateness and safety.
- b) The Bidder (concessionaire) must provide sufficient personnel to supervise and operate the park concession facilities pursuant to the hours established by the Parks Department... Concessionaire shall have the right to adjust the hours during which all or any part of the said concession be open for special functions or at other times, by first securing the consent and approval of the County Park Director in writing. The Concessionaire will provide all authorized services during hours the public can reasonably expect services to be available. Concessionaire will provide an operation plan which will include specific days of operation and hours. Failure to perform services according to schedule without Cameron County approval shall be considered non-performance.
- c) Concessionaire and their Employees shall observe all applicable County rules and regulations and exercise courtesy and consideration in their relations with the public. The Concessionaire shall require employees who come in contact with the public to wear a uniform or badge, with a name tag, to show they are employees of the Concessionaire. The employees will be allowed access to the concession park location for business purposes only.

- d) Improvements must meet architectural standards consistent with rest of the park. The Bidder shall provide a cash register and shall have sufficient totals to record major categories, including sales tax, total purchase, must automatically issue an itemized customer receipt showing total amount purchased, date and name of concession, and record all transactions covered under the requirements of this contract. The Bidder must provide a register customer receipt to all customers for all sales. The Bidder will need to permanently affix a sign that informs the public of the following, "If this Concessionaire fails to issue a register receipt after the purchase is complete your service shall be free."
- e) The Concessionaire shall comply with the requirements of all applicable Federal and State laws and regulations, as appropriate, relating to health, minimum wage, social security, unemployment insurance, worker's compensation, and equal employment guidelines.
- f) The Concessionaire shall obtain all necessary licenses and permits as required by law.
  - 1) The County reserves the right to require proof that the Bidder is an established business and is abiding by the ordinances, regulation, and laws of their community and the state of Texas, such as but not limited to: occupational licenses, business licenses, Texas Sales Tax registration, Federal Employers Identification Number, AND;
  - 2) Each firm shall submit with their Bid a copy of, and maintain the appropriate licenses and certificates during the term of the contract and any extensions. Failure to maintain these requirements shall be cause for immediate termination of the contract.
- g) The Bidder shall maintain financial records in accordance with Part III.
- h) The Bidder shall be allowed to sell or serve the following items:
  - 1) Lunch and dinner foods, i.e., hot dogs, pizza, soups, chili, sandwiches (hot or cold), and other approved foods.
  - 2) Snack foods to include, chips, crackers, popcorn, packaged or canned goods, ice cream products, candy, gum, and other approved items.
  - 3) Bait, fishing tackle, fishing gear
  - 4) Bottled (plastic) and/or canned drinks.
- i) In exchange for the right to operate the concession, the Bidder(s) shall pay to the County no later than the 10th day of each month, an amount equal to 1/12 of the Annual Guaranteed Amount. Payments received after the 10<sup>th</sup> of each month will be subject to a late fee of 10% of the Monthly base fee charged and due on a daily basis for each late day. If 10% of the gross receipts received, less sales tax is higher than the Annual Guaranteed Amount paid, the difference will be due at the end of each Anniversary year.

### **PART III – ACCOUNTING PROCEDURES & REVENUES**

1.1. ACCOUNTING PROCEDURES: The Bidder shall maintain complete accounting records and implement appropriate accounting controls consistent with good business practices.

- a. All transactions generated as a result of the operation of the concession(s) shall be accounted for as follows:
  - 1) All sales shall be rung through the concession cash register.
  - 2) Concession receipts shall be reconciled by the Bidder at the end of each month on a "Payment Certification Form" approved by the County. This certification form is to be signed by the Bidder and submitted to the Parks Department, for approval prior to payment of the monthly concession fee by the Bidder to the County. Gross receipts used for computation of the 10% amounts (which would apply at the end of year if it exceeds the Guaranteed Annual amount) for the County shall not include sales taxes. Sales taxes shall be collected by the Bidder and remitted to the State of Texas as required by law. Certification form shall record sales taxes so collected and remitted, for Bidder's records. The Concessionaire shall furnish a monthly financial statement to the Parks Director on or before the 10th day of the succeeding month. The financial statement shall reflect the amount of total gross receipts collected by Concessionaire during the preceding month. Along with the submission of the financial statement, Concessionaire shall include the authenticated total of the total gross sales for Park Concession Operations sold at Parks. Said fee shall be calculated by multiplying the gross receipts of the preceding month by the 10% percent. If no park sales are conducted during the month, a negative sales report shall be provided. Concessionaire shall keep a ledger stating the dates and hours that the concession is in operation in the parks. The ledger shall be signed by park staff each day to acknowledge that the concessionaire is providing the service as stated in the contract agreement. This ledger is to be turned in each month along with the monthly financial statement.
- b. Concessionaire shall prepare and maintain accurate and complete records reflecting the receipts and expenses under this contract. The Concessionaire shall maintain a separate bank account solely for receipts and disbursements relating to this contract. Concessionaire shall not pay from this account expenses for anything not associated with costs of this contract. Cameron County may audit these records and accounts within a reasonable time. The Bidder's accounting records must be made available for audit/inspection by the County at all reasonable times.

## **PART IV - REQUIRED DOCUMENTATION**

Please note this Section may not address all documentation required by the BID. The bidder is cautioned to read the entire BID to determine all requirements. CAMERON COUNTY RESERVES THE RIGHT TO REJECT ANY BID WHICH DOES NOT CONTAIN ALL INFORMATION REQUIRED BY THIS BID.

Bids shall include all of the information solicited in this BID, and any additional data that the Bidder deems pertinent to the understanding and evaluation of the Bid. The Bidder should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited.

Submittal of a Bid shall constitute the Bidder's agreement and intent to follow and adhere to all statements, offerings and monetary incentives contained within this Bid.

In conjunction with other material and information requested in the BID, all Bidders responding to this solicitation shall provide one (1) original and all attachments of the following in 8 ½ " by 11" format, clearly legible, tabbed and in a binder. To achieve a uniform review process and to obtain a maximum degree of comparability, Cameron County requires that bid information be submitted in the following order:

### **Table of Contents**

List title of each tabbed section and title of any additional information included in this Bid.

### **Tab 1 - Transmittal Letter**

- a) Submit a signed letter briefly addressing the services to be provided by Bidder.

### **Tab 2 - Proposed Concessionaire Information**

- a) Name of owner/operator
- b) Address of concession owner/operator
- c) Telephone & Fax number
- d) Identification by name and address of principal financial investors/supporters committed to the project, specifying estimated proportionate levels of involvement for each in the total project.
- e) Include the name and telephone numbers of the designated individual(s), who will answer technical and contractual questions with respect to the bid.
- f) Beverage operations (whether leased or owned) in operation over the last five (5) years with contact information for landlords where applicable. For county locations, this information should include the following:
  - 1. Name and location of all county operations indicating the two locations Bidder believes to be its best operations
  - 2. Name and telephone number of county contact person
  - 3. Term of lease or concession agreement
  - 4. Gross receipts and number of customers at each location for the past three calendar years
  - 5. Number of employees
  - 6. Basic financial arrangements with each county operator including, but not limited to minimum annual guarantees, percentage of gross receipts payments and investment requirements.

**Tab 3 - Authorization to Do Business in Texas and Management / Organization**

Evidence of authorization and certificate of good standing issued by the Secretary of State of Texas indicating Bidder is authorized to conduct business within the State of Texas.

**Tab 4 - Bid Bond**

A Bid Bond in the amount of **five hundred dollars (\$500)** shall accompany each Bid submitted as a guarantee that all provisions of the Bid specifications shall be met. Bid bonds will be returned to all unsuccessful Bidders following award by the Cameron County Council and to the successful Bidder following receipt of the Performance Bond.

**Tab 5 - Minimum Annual Guarantee and Percentage Rental**

Bidder must submit a list of all concession services to be provided and the percentage of gross receipts sales the County will receive for those services.

For the period of time during the term of Concession Agreement for twelve-month period, monthly rental shall equal 1/12 of the minimum annual guarantee proposed herein, on a monthly basis.

**Annual Dollar amount below must be the same for each of the five (5) years and not fluctuate.**

Annual Guaranteed Flat Rate (to be completed by Bidder)

Year 1	<u>  </u> <u>  </u> <u>  </u> , <u>  </u> <u>  </u> <u>  </u> . <u>  </u> <u>  </u>
Year 2	<u>  </u> <u>  </u> <u>  </u> , <u>  </u> <u>  </u> <u>  </u> . <u>  </u> <u>  </u>
Year 3	<u>  </u> <u>  </u> <u>  </u> , <u>  </u> <u>  </u> <u>  </u> . <u>  </u> <u>  </u>
Year 4	<u>  </u> <u>  </u> <u>  </u> , <u>  </u> <u>  </u> <u>  </u> . <u>  </u> <u>  </u>
Year 5	<u>  </u> <u>  </u> <u>  </u> , <u>  </u> <u>  </u> <u>  </u> . <u>  </u> <u>  </u>

For the period of time during the term of the Concession Agreement that for the preceding twelve (12) month period, the successful Bidder shall pay the minimum annual guarantee indicated above on a monthly basis or 10 % of the gross receipts whichever is greater. The monthly minimum guarantee shall be due and payable in advance, without demand, by the first of the month. Percentage of gross receipts payments shall be due and payable on or before the 10<sup>th</sup> day of each month, commencing with the second month in which payments accrue under the Concession Agreement. Percentage of gross receipts payments shall be paid in such a fashion that the County, on a calendar year-to-date basis, will receive the higher of the cumulative minimum annual guarantee or the cumulative percentage of gross receipts payment.

The term "Gross Receipts" as used herein shall include all monies paid or payable to the Concessionaire for sales made and/or for services rendered at or from the premises and any other revenue of the type arising out of or in connection with the Concessionaire's operations at the premises, including but not limited to, any sales made or services rendered at or from the premises by concessionaire's agents, subtenants, or subcontractors, provided that Gross Receipts shall not include:

- a) Any taxes imposed by law which are separately stated to and paid by the customer and directly payable to a taxing authority by the concessionaire. Refunds and credits to customers for services or for merchandise returned or exchanged.

- b) Amounts and credits received in settlement of claims for loss of, or damage to merchandise.
- c) Amounts and credits received for merchandise returned to shippers, wholesalers, or manufacturers.
- d) Amounts received from the sale of waste or scrap material or from the sale or trade-in of fixtures, equipment, or furniture owned by concessionaire.
- e) The value of merchandise exchanged with or transferred to other operations of concessionaire.
- f) Tips and gratuities received by employees of the concessionaire, which were not included in the bill presented to the customer.
- g) Any value gained from trade-out of existing fixtures, furnishings and equipment acquired.

**Tab 6 – Changes / Deviations**

**Requested changes to Concession Agreement**

List any requested changes to the draft Concession Agreement. Each requested change shall reference the lease article and page number. All terms and conditions in the Draft Lease Agreement are final unless any requested changes are approved and agreed upon. The County has the right to negotiate the terms and conditions with the selected Bidder.

**Deviations to terms, conditions and specifications**

Any deviations from the terms, conditions and specifications listed herein must be clearly indicated; otherwise, it will be considered that the bid offered is in strict compliance with these specifications and the successful Bidder will be held responsible.

**Tab 7 - References - Mandatory**

Complete & include **Attachment A** three (3) references page. References to include (3) three business references and one (1) creditor or bank.

**Tab 9 - All other information required by this BID**

(Please note if applicable: All design documents must be reviewed and approved by Cameron County prior to any construction. It is the responsibility of the selected Bidder to obtain and comply with all permits, licenses and authorizations as may be applicable from all governing agencies having jurisdiction over the area to be developed and operated as the Food and Beverage Concession in County Park).

**Bidder must submit the following documents after contract award:**

Insurance documentation within ten (10) days from execution of the contract.

All other information required in this BID

**Concession Agreement**

- a) The contents of this BID and all provisions of the successful Bid deemed pertinent by the County may be incorporated into a Concession Agreement and become legally binding. A separate Concession Agreement will be issued. See attached Concession Agreement or preliminary draft.
- b) The Commissioners Court is the sole Contracting Officer for the County of Cameron, Texas, and only the Court is authorized to make changes to any contract.

Award Term: **5 years**, beginning **October 1, 2023 thru September 30, 2028**

Award will be approved by the Cameron County Commissioners Court.

### **Records & Right to Audit**

The Bidder shall maintain such financial records and other records as may be prescribed by the County or by applicable federal and state laws, rules, and regulations. The Bidder shall retain these records for a period of three (3) years after final payment, or until they are audited by the County, whichever event occurs first. These records shall be made available during the term of the Concession Agreement and the subsequent three-year period for examination, transcription, and audit by the County, its designees, or other authorized entities.

### **Modifications Due to Public Welfare or Change in Law**

The County shall have the power to make changes in the Concession Agreement as the result of changes in law and/or Ordinances of Cameron County to impose new rules and regulations on the Bidder under the Concession Agreement relative to the scope and methods of providing services as shall from time-to-time be necessary and desirable for the public welfare. The County shall give the Bidder notice of any proposed change and an opportunity to be heard concerning those matters. The scope and method of providing services as referenced herein shall also be liberally construed to include, but is not limited to, the manner, procedures, operations and obligations, financial or otherwise, of the Bidder. In the event any future change in Federal, State or County law or the Ordinances of Cameron County materially alters the obligations of the Bidder, or the benefits to the County, then the Concession Agreement shall be amended consistent therewith. Should these amendments materially alter the obligations of the Bidder, then the Bidder or the County shall be entitled to an adjustment in the rates and charges established under the Concession Agreement. Nothing contained in the Concession Agreement shall require any party to perform any act or function contrary to law. The County and Bidder agree to enter into good faith negotiations regarding modifications to the lease which may be required in order to implement changes in the interest of the public welfare or due to change in law. When such modifications are made to the Concession Agreement, the County and the Bidder shall negotiate in good faith, a reasonable and appropriate adjustment for any changes in services or other obligations required of the Bidder directly and demonstrably due to any modification in the lease under this clause.

### **Right to Require Performance**

- a) The failure of the County at any time to require performance by the Bidder of any provision hereof shall in no way affect the right of the County thereafter to enforce same. Nor shall waiver by the County of any breach of any provision hereof be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of any provision itself.
- b) In the event of failure of the Bidder to deliver services in accordance with the lease terms and conditions, the County, after due written notice, may procure the services from other sources and hold the Bidder responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the County may have.

### **NON-PERFORMANCE**

- a) Time is of the essence in this contract and failure to deliver the services specified shall be considered a default.
- b) In case of default, the County may procure the services from other sources and hold the Bidder responsible for all costs occasioned there by and may immediately cancel the contract.



**Minor Irregularities**

The County reserves the right to waive minor irregularities in Bids, providing such action is in the best interest of the County. Minor irregularities are defined as those that have no adverse effect on the County's best interests, and will not affect the outcome of the selection process by giving the Bidder an advantage or benefit not enjoyed by other Bidders.

**Governing Laws**

Except to the extent Federal law is applicable, the laws and regulations of the State of Texas, and the County of Cameron, Texas, shall govern the interpretation, effect, and validity of any contract(s) resulting from this BID. Venue of any court action shall be in Cameron County. In the event that a suit is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit.

**INSURANCE AND LIABILITY**

During the period of this Contract, contractor shall maintain at his expense, insurance with limits not less than those prescribed below. With respect to required insurance, Contractor shall:

- a) Name County as additional insured, as its interests may appear.
- b) Provide County a waiver of subrogation.
- c) Provide County with a thirty (30) calendar days advance written notice of cancellation or material change to said insurance.
- d) Provide the County Purchasing Agent at the address shown on Page 1 of this contract, a Certificate of Insurance evidencing required coverage within ten (10) calendar days after receipt of Notice of Award. Also, please assure your certificate contains the contract number as indicated on the Contract Award form when issued by Cameron County. All insurance policies shall be issued by insurers licensed to do business in the State of Texas and any insuring company is required to have a minimum rating of B, Class VIII in the "Best Key Rating Guide" published by A.M. Best & Company, Inc.
- e) Loss Deductible Clause: The County shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Bidder and/or subcontractor providing such insurance.
- f) Submit an original certificate of insurance reflecting coverage as follows:

Automobile Liability:

Bodily Injury (Each person) .....	\$250,000.00
Bodily Injury (Each accident) .....	\$500,000.00
Property Damage .....	\$100,000.00

General Liability (Including Contractual Liability):

Bodily Injury (Per occurrence) .....	\$500,000.00
Bodily injury Aggregate.....	\$1,000,000.00
Property Damage (Per occurrence) .....	\$500,000.00
Property Damage Aggregate.....	\$1,000,000.00
Fire Damage.....	\$100,000.00
Medical Expense (Anyone (1) person) .....	\$5,000.00

Excess Liability:

Umbrella Form ..... Not Required

Worker's Compensation: Statutory .....

g) INDEMNITY

The Bidder covenants and agrees that it will indemnify and hold harmless the COUNTY and all of the County's officers, agents, and employees from any claim, loss, damage, cost, charge, attorney's fees and costs, or any other expense arising out of any act, action, neglect, or omission by Bidder during the performance of the contract, whether direct or indirect, and whether to any person or property to which the COUNTY or said parties may be subject, except that neither the Bidder nor any of its subcontractors, or assignees, will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the COUNTY or any of its officers, agents, or employees.

h) PROTECTION OF PERSONS AND PROPERTY

- 1) The Bidder will take all reasonable precautions for, and will be responsible for initiating, maintaining and supervising all programs relating to the safety of all persons and property affected by, or involved in, the performance of his operations under this contract.
  - 2) The Bidder will take all reasonable precautions to prevent damage, injury or loss to: (a) all persons who may be affected by the performance of his operations, including employees; (b) all materials and equipment; and (c) all property at or surrounding the work site. In an emergency affecting the safety of persons or property, the Bidder will act, with reasonable care and discretion, to prevent any threatened damage, injury or loss.
- i) Companies issuing the insurance policy, or policies, shall have no recourse against the County for payment of premiums or assessments for any deductibles which all are the sole.
- j) BIDDERS may, at the COUNTY'S request, be required to provide proof that their firm meets the preceding insurance requirements, by submission of Certificates of Insurance Coverage(s), prior to award of the Contract.

# SAMPLE

Concession Name: \_\_\_\_\_

Contract No.

THE STATE OF TEXAS §

COUNTY OF CAMERON§

## CONCESSION AGREEMENT

This Concession Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 20 , in the City of Brownsville, State of Texas, pursuant to Section 320.044 of the Texas Local Government Code, by and between CAMERON COUNTY (hereinafter referred to as "County") a political subdivision of the State of Texas, having its principal Administrative offices at 1100 East Monroe Street, Brownsville, Cameron County, Texas 78520, acting through the Cameron County Commissioners' Court, and \_\_\_\_\_ (hereinafter referred to as "CONCESSIONAIRE").

WHEREAS, COUNTY operates, through its Park System, Isla Blanca County Park, a beach park located on South Padre Island, for park purposes and related public use and enjoyment;

WHEREAS, said CONCESSIONAIRE has expressed an interest in operating a concession at the said park;

WHEREAS, the Cameron County Commissioner's Court has concluded that such concession agreement with \_\_\_\_\_ d/b/a \_\_\_\_\_ as

CONCESSIONAIRE would be desirable and in the best interest of the COUNTY;

WHEREAS, the Cameron County Commissioner's Court is, therefore, willing to enter into such an agreement with said CONCESSIONAIRE;

NOW, THEREFORE, for and in consideration of the premises and the mutual promises of the parties and the mutual benefits they will gain by their performance thereof, all in accordance with the provisions hereinafter set forth, CAMERON COUNTY and CONCESSIONAIRE, agree as follows:

### I.

#### TERM OF AGREEMENT

This Concession Agreement shall be for a, beginning on the \_\_\_\_\_ day of \_\_\_\_\_, 20 , and terminating on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

### II.

#### PROPERTY TO BE CONCESSIONED

The property being concessioned by the COUNTY to the CONCESSIONAIRE consists of a wood frame retail building located at Isla Blanca Park, Concession Building "A", measuring approximately XXXX (XXX) sq. ft.

**III.**

**USE OF PREMISES**

The property being concessioned by the COUNTY may be used for the sale \_\_\_\_\_

\_\_\_\_\_, and other items approved by the Parks Director, and that no glass containers of any kind will be sold to the public.

CONCESSIONAIRE shall open for patronage during regular park hours, 8:30 a.m. to 5:00 p.m. during off peak season (September thru February) and 8:30 a.m. to 7:00 p.m. during peak season (March through August). CONCESSIONAIRE shall have the right to adjust the hours during which all or any part of the said concession be open for patronage, by first securing the consent and approval of the County Park Director in writing. Such adjustments are based on reason, considering public demand, public safety, and the need to maintain a profitable business. The County Park System Director, or his successors/assignees, reserves the right to determine whether or not an item being sold or served by CONCESSIONAIRE constitutes a violation of this paragraph, in which event, CONCESSIONAIRE agrees to immediately cease and forever refrain from selling or serving such item, service, or activity. In no event will the concession premises or any part thereof be used or occupied as a residence or overnight facility.

**IV.**

**CONCESSION FACILITIES AND OPERATION**

CONCESSIONAIRE shall maintain and operate the said concession area, facilities, and/or services in a lawful and proper manner, in accordance with the following rules:

- A. CONCESSIONAIRE shall at all times maintain such area, facilities, and/or services in a safe, sound and clean condition, and shall provide the personnel, equipment, services, and commodities necessary to affect same.
- B. CONCESSIONAIRE shall be responsible for upkeep, repairs, and preventative maintenance in any manner related to the operation of said concession, and improvements on the premises, and any and all damages to any facility or equipment used by the CONCESSIONAIRE under this Concession Agreement.
- C. A site and facility inspection will be done prior to the actual concession period to determine the condition of the facility.
- D. Public bathrooms shall be furnished by the COUNTY.
- E. No alterations, additions or improvements shall be made in or to said premises, equipment or facilities without the consent of the County Park Director and County Engineer or their successor/assignees, in writing and all additions and improvement made by CONCESSIONAIRE without such consent, shall be removed within 10 working days, at CONCESSIONAIRE'S expense, unless the COUNTY elects otherwise and improvements to said premises shall become affixed property of the COUNTY.

F. Plans and specifications for any buildings, whether temporary or permanent, or any other improvements, equipment or facilities, which may be utilized under this Concession Agreement or constructed on any property herein concession, shall be approved by the County Parks Director and

- G. County Engineer or their successors/assignees, prior to the use or construction of any such structures, facilities or equipment; CONCESSIONAIRE agrees to submit photographs, drawings, plans, or any other type of document required by the County Park Director, or his successor/assignees, to assist said Director and Engineer in considering and approving said plans and specifications.
- H. Any Mechanic's or Materialmen's Lien or other encumbrance file against the demised premises or any improvements thereon shall be promptly discharged by CONCESSIONAIRE.
- I. All concession signage shall comply with the Cameron County Park System sign policy, a copy of which is available through the park system administrative staff.
- J. The COUNTY hereby reserves the right, through its duly appointed representatives, to enter upon the premises, facilities, or equipment of CONCESSIONAIRE, without notice, for the purpose of confirming compliance with the terms of this paragraph as well as the terms of the entire agreement.
- K. CONCESSIONAIRE agrees not to do or suffer any waste or nuisance upon said premises, or deface the same, or any part thereof, or suffer or permit the same, during or at the termination of this Concession Agreement.
- L. CONCESSIONAIRE agrees that upon termination of this Concession Agreement that CONCESSIONAIRE shall leave the concession premises in the condition said premises were in at the time of entry by CONCESSIONAIRE, reasonable wear and tear expected.
- M. The COUNTY shall not be responsible for providing any utilities for the demised premises, provided the CONCESSIONAIRE may utilize County water and sewer services at a set or metered fee, as agreed to by CONCESSIONAIRE and COUNTY.
- N. The CONCESSIONAIRE agrees to permanently affix a sign that informs the public of the following, "If this CONCESSIONAIRE fails to issue a register receipt after the purchase is complete your service shall be free."

**V.**

**CONCESSION FEES AND ACCOUNTING REPORTS**

In consideration for the use of the property being concessioned, CONCESSIONAIRE agrees to pay the COUNTY an annual total sum of \_\_\_\_\_ and shall be paid in twelve (12) equal monthly installments of \_\_\_\_\_. Such sums are to be paid on or before the first day of each month without deduction and without demand for the term of this Concession Agreement. Also, CONCESSIONAIRE agrees to pay ten (10%) of the monthly base fee as penalties for each day of payment delinquency. This ten percent (10%) penalty will apply after the ten (10) day grace period has expired. Such penalties shall not be credited to annual fixed base amounts paid to COUNTY.

**ANNUAL PERCENTAGE PAYMENT:** The CONCESSIONAIRE agrees to prepare and present to the COUNTY and annual report of gross receipts at end of the anniversary year (i.e. \_\_\_\_\_). If ten percent (10%) of gross receipts is greater than the total amount of the annual fixed rental payment, excluding penalties, for the anniversary year, then the excess shall be payable on or before \_\_\_\_\_. If applicable, any additional percentage rent shall be payable upon submission of annual report of gross receipts. CONCESSIONAIRE agrees to pay \$25.00 per day for each day the report and/or percentage fee is delinquent.

For the purpose of this Concession Agreement, the term “gross receipts” shall mean the total amount received or realized by, or accruing to, the CONCESSIONAIRE from all operations of the concession on or upon the concession premises or originating from the concession premises or in any way from CONCESSIONAIRE’S use of this COUNTY property, but does not include credits to customers, refund, or sales tax paid which are collected from customers. For the purpose, of ascertaining “gross receipts”, the CONCESSIONAIRE agrees to prepare and maintain adequate financial records that will reflect the business, which include income and expenses, conducted on the concession premises, in a format and detail specified by COUNTY. CONCESSIONAIRE agrees to prepare and present an annual report of gross receipts, and COUNTY upon the PARK DIRECTOR’S request may require financial records to be audited by the County Auditor, or his designee at CONCESSIONAIRE’S expense. COUNTY shall have the right, through authorized representatives, to examine such records at the concession premises during regular business hours; moreover, the CONCESSIONAIRE shall tender such records for inspection at the end of each anniversary year, as defined above.

**VI.**

**SECURITY DEPOSIT**

CONCESSIONAIRE agrees to submit to Cameron County as security deposit the sum of \_\_\_\_\_ (.00) DOLLARS AND NO/100THS with Cameron County as security for the full and faithful performance by said CONCESSIONAIRE of the terms and conditions of this Concession Agreement. This deposit is not to be construed or treated as an account to cover or offset fixed base fee payments for any payments for any part of the term of this Concession Agreement, and such deposit does not relieve the CONCESSIONAIRE from any obligations under this Concession Agreement. In this connection, the County may apply all or any part of the deposit required herein to cure any default of the CONCESSIONAIRE under the terms and conditions of this Concession Agreement; in the event that part of deposit is so applied, the CONCESSIONAIRE must deposit with the COUNTY the amount applied to cure any default immediately upon notice from the COUNTY of the nature and amount of such application. Finally, the COUNTY agrees to comply with all relevant and applicable laws regarding security deposits in handling and returning such security deposit.

**VII.**

**INGRESS AND EGRESS**

During the term of this Concession Agreement, the COUNTY shall allow reasonable ingress and egress to the property being concession.

**VIII.**  
**INSURANCE**

During the term of this Concession Agreement, CONCESSIONAIRE shall procure and keep in force the following insurance:

(A) Workers' Compensation Insurance protecting all of its employees;

(B) General Liability and Property Damage Insurance:

Bodily Injury (Per occurrence) .....\$500,000.00

Bodily Injury Aggregate.....\$1,000,000.00

Property Damage (Per occurrence).....\$500,000.00

Property Damage Aggregate.....\$1,000,000.00

Fire Damage.....\$100,000.00

Medical Expense (Any one (1) person... ..\$5,000.00

(C) Automobile Liability:

Bodily Injury (Each person).....\$250,000.00

Bodily Injury (Each accident).....\$500,000.00

Property Damage.....\$100,000.00

CONCESSIONAIRE agrees to name the COUNTY, its officials, officers, agents, and employees as additional insured in said policy, and CONCESSIONAIRE or insurance provider shall give the COUNTY at least 30 days notice of any material change in or cancellation or non-renewal of such policies; furthermore, CONCESSIONAIRE shall provide the COUNTY fifteen (15) days prior to commencement of the term of this agreement., through the Park System Director, with either copies of these policies, or alternatively, Certificates of Insurance, to confirm such coverage. CONCESSIONAIRE shall, upon thirty (30) days written notice, increase said insurance coverage if deemed necessary by the COUNTY. CONCESSIONAIRE shall provide COUNTY a waiver of subrogation. All insurance policies shall be issued by insurers licensed to do business in the State of Texas and any insuring company is required to have a minimum rating of B, Class VIII in the "Best Key Rating Guide" published by A.M. Best & Company, Inc. The CONCESSIONAIRE shall be solely responsible and liable for any sums of money or payment which may represent a deductible in any insurance claim.

**IX.**  
**INDEMNITY**

CONCESSIONAIRE shall indemnify, defend and hold harmless the COUNTY, its officials, officers, agents, and employees, from any and all liabilities, claims, demands, actions, losses, damages and costs, including all costs of defense thereof, of any nature whatsoever, for injury to or death of persons or loss or damage to property, or for any other reason, occurring on the concessioned premises or in any manner arising out of or connected with CONCESSIONAIRE'S use and occupation of the said premises during the term of this Concession Agreement or any time of occupancy of the said premises by CONCESSIONAIRE, including any claims, liabilities, and actions based upon the acts or omissions of CONCESSIONAIRE, or CONCESSIONAIRE'S officers, agents and employees against any and all liabilities, claims demands, actions,



losses, damages, and costs. Moreover, CONCESSIONAIRE shall give the COUNTY ten (10) working days' notice of any claim within CONCESSIONAIRE'S knowledge that in any way, directly or indirectly, affects either CONCESSIONAIRE or the COUNTY. Both parties shall have the right to participate in the defense of such claim to the extent of their interest.

**X.**

**TERMINATION**

It is specifically understood and agreed by the parties that notwithstanding any other provision of this agreement including the specification of a term of five years, this right of termination by either party upon thirty (30) days written notice takes precedent and is superior in authority to any other provision of this agreement. Notice shall be sent to the address out in this Concession Agreement and shall be by Registered or Certified mail.

**XI.**

**ASSIGNMENT**

This Concession Agreement shall not be assigned or sub-concessioned at all or in part by CONCESSIONAIRE without the consent and approval of the COUNTY, set forth in writing and signed by both parties. Any assignee or sub-concessionaire will be bound by the terms of this Concession Agreement and amendments, if any.

**XII.**

**COMPLIANCE WITH ALL LAWS**

Both parties will act, at all times, in compliance with all pertinent City and County Ordinances, Cameron County Orders, Regulations and Cameron County Park Policies, as well as all applicable State and Federal Laws.

**XIII**

**NON-DISCRIMINATION**

The parties mutually agree in the operation, use and occupancy of the property being concessioned, neither party will discriminate or will allow discrimination of any kind against any individual or group of individuals, in any manner, on the grounds of race, color, sex, religion, creed, ancestry or national origin.

**XIV.**

**NON-WAIVER**

Any waiver by any party of any default or breach of this Concession Agreement shall not be construed to be a continuing waiver of such default or breach, nor as a waiver of or permission for any other or subsequent default or breach.

**XV.**

**PARTIES BOUND**

This Concession Agreement shall be binding upon and inure to the benefit of the parties to this Concession Agreement and their respective heirs, executors, administrators, legal representatives, successors and assigns, as appropriate.

**XVI.**

**“ACT OF GOD” EXCUSES PERFORMANCE**

In the event that either party shall be prevented from completing the performance of their respective obligations hereunder by an act of God, then he/she shall be excused from any further performance of their obligations and undertakings hereunder.

**XVII.**

**ENTIRE AGREEMENT: AMMENDMENT**

This instrument contains the entire Concession Agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force nor effect, excepting a subsequent modification in writing, signed by the party to be charged. This Concession Agreement may be amended, provided that no amendment, modification, or alteration of the terms of this Concession Agreement shall be binding unless the same is in writing and duly executed by the parties hereto.

**XVIII.**

**BREACH OF OBLIGATION**

This Concession Agreement is entire as to all of the performances to be rendered under it. Breach of any obligation to be performed by either party shall constitute a breach of the entire Concession Agreement and shall give the other party the right to terminate this Concession Agreement, in accordance with the paragraph regarding termination above.

**XIX.**

**LAW GOVERNING**

This Concession Agreement shall be governed by and construed in accordance with the laws of The State of Texas.

**XX.**

**VENUE**

The obligations and undertaking of each of the parties to this Concession Agreement shall be performable in Cameron County, Texas.

**XXI.**

**NOTICE**

All notices to the COUNTY shall be sent by certified or registered mail, addressed to: Cameron County Judge, Cameron County Courthouse, 1100 East Monroe Street, Brownsville, Texas 78520, and Cameron County Park System Director, 33174 State Park Rd. 100, South Padre Island, Texas 78597, or at such other address as the COUNTY may otherwise designate. All notices to CONCESSIONAIRE shall be sent certified or registered mail, addressed to: \_\_\_\_\_ . At such other address as said CONCESSIONAIRE may otherwise designate in writing.

**Bid 1340-2 Parks Concession Location 1**

**XXII.**

**AUTHORITY**

The COUNTY certifies that it is authorized to enter into this Concession Agreement, and that it's County Commissioners' Court has authorized the execution of such Concession Agreement by its presiding officer, its County Judge.

Executed in triplicate on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at Brownsville, Cameron County, Texas.

**By: \_\_\_\_\_**  
**Eddie Trevino, County Judge**

**ATTESTED By:**

\_\_\_\_\_  
**Sylvia Garza Perez, County Clerk**

**By: \_\_\_\_\_**

Bid Title \_\_\_\_\_ Bidders Name \_\_\_\_\_ Date: \_\_\_\_\_

**REFERENCES**

Please list (3) three references - (1) should be a concessionaire customer who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Bid.

***THIS FORM MUST BE RETURNED WITH YOUR BID.***

**REFERENCE ONE**

Government/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work \_\_\_\_\_

**REFERENCE TWO**

Government/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work \_\_\_\_\_

**REFERENCE THREE**

Government/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work \_\_\_\_\_

**BANK OR CREDITOR REFERENCES**

<b>REFERENCE</b>
------------------

Government/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF CAMERON

**AFFIDAVIT**

The undersigned certifies that the Bid prices contained in this Bid have been carefully checked and are submitted as correct and final and if Bid is accepted (within 60 days), agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Specifications.

BEFORE ME, the undersigned authority, A Notary Public in and for the State of \_\_\_\_\_, on this day personally appeared \_\_\_\_\_ who, after having first been duly sworn, upon oath did depose and say;

That the foregoing Bid submitted by \_\_\_\_\_ hereinafter called "Bidder" is the duly authorized agent of said company and that the person signing said Bid has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this Bid in collusion with any other Bidder. The Bidder is not a member of any trust, pool, or combination to control the price of products or services Bid on, or to influence any person to Bid or not to Bid thereon. I further affirm that the Bidder has not given, offered to give, nor intends to give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discounts, trip, favor, or service to a public servant in connection with the submitted Bid. The contents of this Bid as to prices, terms or conditions of said Bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Bid.

Name and Address of Bidder:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number

Fax number

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

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

SWORN TO AND SUBSCRIBE BEFORE ME THIS \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_

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

State

***THIS FORM MUST BE RETURNED WITH YOUR BID***



**RESIDENCE CERTIFICATION**

Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Cameron County requests Residence Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

“Nonresident Bidder” refers to a person who is not a resident.

“Resident Bidder” refers to a person whose principal place of business is in this State, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

I certify that \_\_\_\_\_ is a Resident

(Company Name)

Bidder of Texas as defined in Government Code §2252.001.

I certify that \_\_\_\_\_ is a Nonresident

(Company Name)

Bidder as defined in Government Code §2252.001 and our principal place of business is

\_\_\_\_\_  
(City and State)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

***THIS FORM MUST BE RETURNED WITH YOUR BID***

**Attachment D**

**CAMERON COUNTY EXPRESSLY REQUESTS THAT BIDDERS / BIDDERS NOT DISCUSS THIS ENGAGEMENT OR THIS BIDDER'S / BIDDER'S PLANS, EXPERIENCE OR CREDENTIALS WITH OTHER BIDDERS / BIDDERS OR ANY MEMBER OF COMMISSIONERS' COURT, ANY COUNTY OFFICIAL, OR ANY EVALUATION COMMITTEE MEMBER APPOINTED BY COMMISSIONERS COURT. EXCLUDED ARE PRE-BID OR PRE-BID CONFERENCES, EVALUATION COMMITTEE SCHEDULED BIDDER PRESENTATIONS OR BIDDER INTERVIEWS, OR EVALUATION COMMITTEE SCHEDULED EQUIPMENT OR SERVICES DEMONSTRATIONS. YOU MAY CONTACT THE ASST. AUDITOR / PURCHASING DEPARTMENT AT ANY TIME.**

**FROM BID OPENING DATE THROUGH COMMISSIONERS COURT MEETING FOR SELECTION, VENDORS WILL NOT APPROACH THE COUNTY JUDGE OR COMMISSIONERS TO DISCUSS MATTERS PERTAINING TO THIS BID.**

1. Has any individual with the firm submitting this Bid/Bid/Response made any contact with any member of Commissioners Court, any County Official, or an Evaluation Committee member concerning this Invitation to Bid, other than questions to the Assistant County Auditor/Purchasing Officer?

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2. Has any individual with the firm submitting this Bid/Bid/Response made any contact with any other Bidder or Bidder concerning this Invitation to Bid?

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

\_\_\_\_\_  
Date

***THIS FORM MUST BE RETURNED WITH YOUR BID***

ORDER NO. 2007O2005

THE STATE OF TEXAS §
COUNTY OF CAMERON §

ORDER ADOPTING CONTRACTING RULES FOR PERSONS INDEBTED TO COUNTY

WHEREAS, pursuant to V.T.C.A., Local Government Code, Section §262.0276, a commissioners court is authorized to adopt rules permitting a county to refuse to enter into a contract or other transaction with a person indebted to the county;

WHEREAS, the Commissioners Court of Cameron County finds it is in the best interest of Cameron County to adopt such rules;

NOW THEREFORE, BE IT ORDERED by the Commissioners Court of Cameron County, that the following rules be adopted regarding Cameron County and persons interested in doing business with Cameron County:

- 1.Cameron County may refuse to enter into a contract or other transaction with a person with a past due debt to Cameron County, including delinquent ad valorem taxes, even if the person is the lowest bidder or successful bidder; and
2.For purposes of this Order, a debt is past due if it is not received in the County Treasurer’s Office by the due date in a written agreement or notice, and ad valorem taxes are past due if not received in the County Tax Assessor/Collector’s Office by February 1st following the January 1st on which the ad valorem taxes are due.
3.For purposes of this Order, a person includes an individual, sole proprietorship, corporation, nonprofit corporation, partnership, joint venture, limited liability Company, and any other entity that proposes or otherwise seeks to enter into a contract or other transaction with Cameron County requiring approval by the Commissioners Court.

ADOPTED this 13 day of March, 2007.

Taxpayer Identification Number (T.I.N.): \_\_\_\_\_

Cameron County Acct #'s : Real Estate \_\_\_\_\_ Personal Property \_\_\_\_\_

- 1. Is the person or the firm submitting this Bid current with all local and State taxes?

\_\_\_\_\_

THIS FORM MUST BE RETURNED WITH YOUR BID

**Certification Regarding Debarment, Suspension Ineligibility**

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, in the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- b. Have not within a three-year period preceding this bid/proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, theory, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and
- d. Have not within a three-year period preceding this bid/proposal and/or application had one or more public transactions terminated of cause or default.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

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

If the Bidder / Proposer is unable to certify to all of the statements in this Certification, such Bidder / Proposer should attach an explanation to this Bid / Proposal.

***THIS FORM MUST BE RETURNED WITH YOUR BID***

Company Name: \_\_\_\_\_

Please answer each individual question. If it does not pertain to your company, please write "N/A" and sign at the bottom of page

<h2 style="margin: 0;">CONFLICT OF INTEREST QUESTIONNAIRE</h2> <p style="margin: 0;"><b>For vendor doing business with local governmental entity</b></p> <p style="margin: 0;">This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p style="margin: 0;">This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p style="margin: 0;">By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p style="margin: 0;">A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<h2 style="margin: 0;">FORM CIQ</h2> <hr/> <p style="margin: 0; text-align: center;"><b>OFFICE USE ONLY</b></p> <p style="margin: 0;">Date Received</p>
<p><b>1 Name of vendor who has a business relationship with local governmental entity.</b></p> <p>_____</p>	
<p><input type="checkbox"/> <b>2 Check this box if you are filing an update to a previously filed questionnaire.</b> (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p><b>3 Name of local government officer about whom the information is being disclosed.</b></p> <p>_____</p>	
<p style="text-align: center;">Name of Officer</p> <p><b>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</b></p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes                      <input type="checkbox"/> No         </p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes                      <input type="checkbox"/> No         </p>	
<p><b>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</b></p> <p><input type="checkbox"/></p>	
<p><input type="checkbox"/> <b>6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</b></p>	
<p><b>7</b></p> <p>_____</p>	

Signature of vendor doing business with the governmental entity

Date



## CONFLICT OF INTEREST QUESTIONNAIRE

### For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

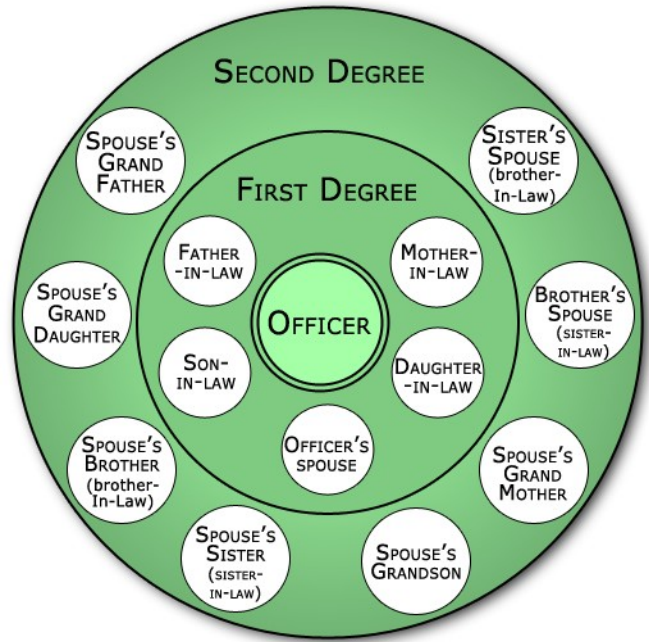
(C) of a family relationship with a local government officer.

## NEPOTISM CHART

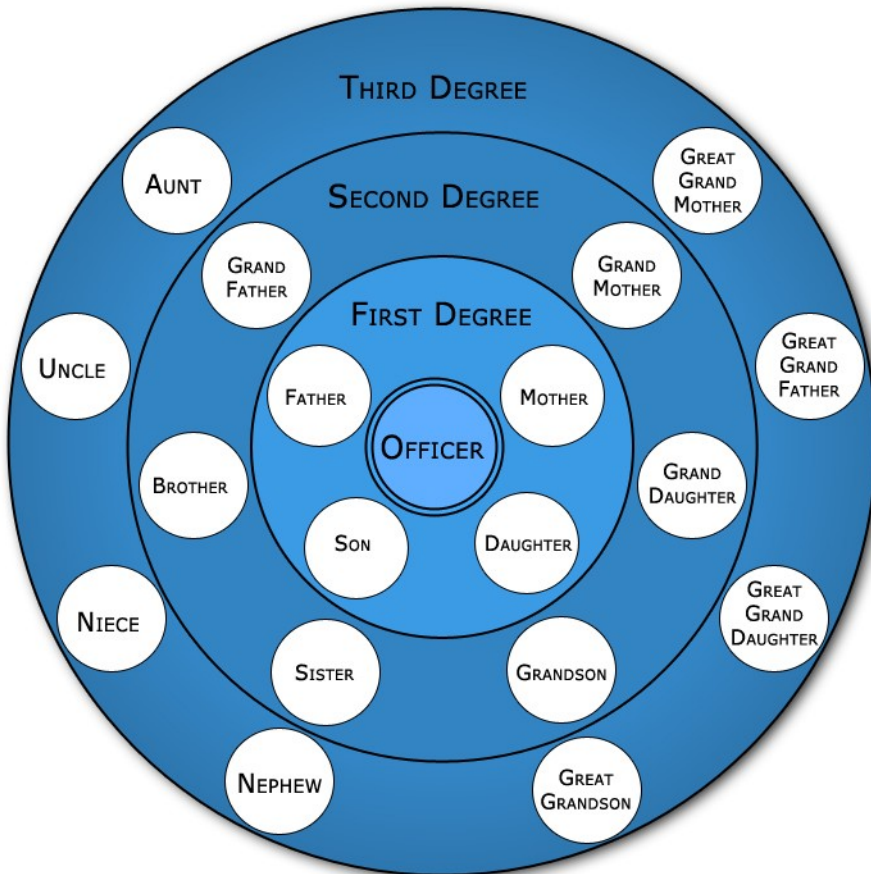
The chart below shows

- **Affinity Kinship** (relationship by marriage)
- **Consanguinity Kinship** (relationship by blood) for purposes of interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021 - .025

### AFFINITY KINSHIP Relationship by Marriage



### CONSANGUINITY KINSHIP Relationship by Blood





**DISCLOSURE OF INTERESTS**

**MUST BE FILLED OUT AND SUBMITTED WITH THE BID/REP/REQ  
IF DISCLOSING: BIDDER / PROPOSER MUST ALSO FILE WITH THE COUNTY CLERK'S  
OFFICE  
THE PURCHASING DEPT. WILL NOT BE FILING ON THE BIDDER'S BEHALF**

Cameron County, Texas requires all persons or firms seeking to do business with the County to provide the following information. Every question must be answered. If the question is not applicable, answer with "N/A." By law this questionnaire must be filed with the records administrator (County Clerk's Office) of the local government.

Date \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

FIRM is: 1. Corporation ( )      2. Partnership ( )      3. Sole Owner ( )  
4. Association ( ) 5. Other ( ) \_\_\_\_\_

**DISCLOSURE QUESTIONS**

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the names of each "employee, elected official, or member of Commissioners Court" of Cameron County having Substantial Interest in Business Entity **Local Govt. Code §171.002**

**DISCLOSURE OF INTERESTS (CONTINUED)**

- a) For purpose of this chapter, a person has a substantial interest in a business entity if :
  - (1) the person owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or
  - (2) funds received by the person from the business entity exceeds 10 percent of the person’s gross income for the previous year.
- b) A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.
- c) A local public official is considered to have a substantial interest under this section if a person related to the official in the first degree by consanguinity or affinity, as determined under Chapter 573, Government Code, has a substantial interest under this section.

Name	Title	Department

**CERTIFICATE**

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the Cameron County as changes occur.

Certifying Person: \_\_\_\_\_ Title: \_\_\_\_\_  
 (Type or Print)

Signature of Certifying Person: \_\_\_\_\_ Date: \_\_\_\_\_



**HOUSE BILL 89 VERIFICATION (REVISED)**

I, \_\_\_\_\_,  
*[Person Name]*

the undersigned representative of

\_\_\_\_\_  
*[Company or Business Name]*

(hereafter referred to as Company) being an adult over the age of eighteen (18) years of age, does hereby depose and verify that the Company named above, under the provisions of Subtitle F, Title 10, Texas Government Code Chapter 2270:

1. Does not currently boycott the country of Israel; and
2. Will not boycott the country of Israel during the term of the contract with Cameron County, Texas.

**Signature:** \_\_\_\_\_

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

*Pursuant to Section 2270.001, Texas Government Code:*

1. *“Boycott Israel” means 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 specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *“Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

***THIS FORM MUST BE RETURNED WITH YOUR BID***

## **GENERAL TERMS & CONDITIONS ( Requests for Bids (RFB))**

**ADDENDA:** If RFQ specifications, terms or conditions are revised, the Cameron County Purchasing Department will issue an addendum addressing the nature of the changes and notify interested potential respondents. Respondents must acknowledge receipt and consideration of any such changes by signing the addendum and including it in the RFQ package containing the Respondent's submittal.

**ADVERTISING:** Unless otherwise required by law, respondents to County RFQs shall not publish and shall keep confidential their intentions and actions respecting any response to the RFQ.

**AWARD:** Cameron County may hold RFQ responses for a period of sixty (60) days. Cameron County reserves the right to reject any or all responses to RFQs. Cameron County reserves the right to award a contract, if any, based on the Respondent's response when compared to the EVALUATION CRITERIA (AS STATED IN RFQ) and, in accordance with the laws of the State of Texas, reserves the right to waive any formality or irregularity, to make awards to more than one Respondent. Commissioners Court reserves the right to determine the method and procedures for the final award of all RFQs at any time they so choose, regardless of the Point System used by the Evaluation Committee.

**BONDS:** If the contract that may be entered into between an RFQ respondent and the County will likely require a performance guarantee or bond, the Purchasing Department will attach a separate page to the RFQ explaining those requirements.

**CANCELLATION AND TERMINATION:** In any contract resulting from the RFQ, the County shall have the right to cancel all or any part of the undelivered portion of the contract if Respondent breaches any of the terms hereof, including, but not limited to warranties, and/or Respondent becomes insolvent or files for bankruptcy. Such right of cancellation is in addition to, and not in lieu of, any other remedies which the County may have in law or equity. Cancellation of work hereunder shall be affected by the delivery to the Respondent of a "Notice of Cancellation of Undelivered Work" specifying the extent to which performance of work under the contract is or cancelled and the date upon which such cancellation becomes effective.

The performance of work under any resulting contract may be terminated in whole, or in part, by the County in accordance with this provision. The County shall have the right to cancel all or any part of the contract if Respondent breaches any of the terms hereof, including, but not limited to warranties, and/or Respondent becomes insolvent or files for bankruptcy. Such right of termination is in addition to, and not in lieu of, any other remedies which the County may have in law or equity. Termination of work hereunder shall be affected by the delivery to the Respondent of a "Notice of Termination" specifying the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.

**CHANGE ORDERS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by mutual consent of the Respondent and the County.

**CONTRACT RENEWALS:** Contract Renewals must receive Commissioners Court approval. For contract renewal status and information, please contact Elisa Cisneros at 956-982-5405 e-mail: [Elisa.Cisneros2@co.cameron.tx.us](mailto:Elisa.Cisneros2@co.cameron.tx.us) Cameron County Purchasing Dept. or Dylbia Jeffries 956-550-1340 [djefferies@co.cameron.tx.us](mailto:djefferies@co.cameron.tx.us) at the Cameron County Civil Legal Division. Any price escalations are limited to those stated by the original contract terms. All contracts with a one (1) year renewal option requires that the Respondent must notify Cameron County of any anticipated price increases in writing at least three months (90 calendar days) prior to the annual renewal award date unless otherwise specified within the specific provisions of the contract up for renewal. This allows the County sufficient time to find an alternative vendor if possible. Respondent fails to notify the County within time noted it shall be assumed that there will be no price increase for

the following year's award period if renewed. This procedure does not apply to any contract which allows for Open Market Price increases or Cost allowance increases.

**DISCRIMINATION:** In order to encourage fair employment practices, the Respondent agrees as follows: 1.) Respondent will not discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; 2) in all solicitations or advertisements for employees, the Respondent will state that all qualified applicants will receive consideration without regard to race, color, sex, age, religion, handicap or national origin; 3) the Respondent will furnish such relevant information and reports as requested by the County for the purpose of determining compliance with these regulations; and 4) failure of the Respondent to comply with these laws will be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part.

**DISQUALIFICATION OF RESPONDENT:** Upon submitting a response to this RFQ, Respondent certifies that the Respondent has not violated the antitrust laws of this state codified in Texas Business and Commerce Code 15.01, *et seq.*, as amended, or the federal antitrust laws, and has not communicated directly or indirectly its RFQ considerations, plan or response to any competitor or any other person engaged in such line of business. Any and all responses may be rejected if the County believes that collusion exists among the respondents. If multiples are submitted by a respondent and, after all responses to the RFQs are opened, one or more of the responses are withdrawn, the result will be that all of the responses submitted by that respondent will be withdrawn; however, nothing herein prohibits a respondent from submitting multiples for different products or services.

**EVALUATION:** All responses will be evaluated in accordance with law and reviewed to assure they are in the best interest of Cameron County. Evaluations shall be based on criteria bearing on performance in the user environment. Any specific criteria section or sections identified elsewhere in this RFQ may be evaluated by one or more evaluators once the basis and details of this process have been approved by the Purchasing Officer and acknowledged by the Evaluation Committee. Detailed information pertaining to this selective evaluation process is available to respondents and the Commissioners Court upon request. Evaluation sheets and summary of all responses are subject to review by the Cameron County Purchasing Department and Evaluation Committee's recommendation to Cameron County Commissioners Court. Compliance with all RFQ requirements, delivery and needs of the using department are considerations in evaluating responses. The Cameron County Purchasing Department reserves the right to contact any Respondent, at any time, to clarify, verify or request information with regard to that Respondent's response. The Cameron County Purchasing Department further reserves the right to hold negotiation discussions with any responsible Respondent's response determined to be reasonably susceptible of being selected for award in accordance with law.

**PROTEST PROCEDURES:** Procedure - This protest procedure is available to Respondents responding to this RFQ and requesting a debriefing conference.

Debriefing Conference – A debriefing conference must be requested in writing to the Purchasing Department within five (5) business days from the date of the RFQ award by the Cameron County Commissioners Court. Debriefing questions must be submitted (in writing - to the Purchasing Department) no later than two (2) business days before the scheduled date for the Debriefing Conference. These questions will be answered at the debriefing conference. Follow-up questions must be submitted (in writing) no later than one (1) business day after the date of the Debriefing Conference and answered no later than two (2) business days after the date of the Debriefing Conference. Follow-up answers will be sent via e-mail or fax (if e-mail not available). For RFQs, Respondents are given the opportunity to ask questions of the Evaluation Committee relative to their responses and scores received by the Respondent.

Protests are made:

1. To the Purchasing Department after the debriefing conference. Respondent protests shall be received, in writing, by the Purchasing Department within five (5) business days after the debriefing conference.

2. To the Protest Committee, only after the protest to the Purchasing Department was not satisfactorily resolved. Protests to the

Protest Committee shall be made within five (5) business days after the Respondent has received notification from the County Purchasing Department of the decision.

Grounds for protest:

1. Errors were made in computing the score.
2. The County failed to follow procedures established in the RFQ, the Purchasing policy on acquisitions or applicable state or federal laws or regulations.
3. Bias, discrimination or conflict of interest on the part of an evaluator. Protests not based on these criteria shall not be considered.

Format and Content - Protesting Respondents shall include, in their written protest to the Cameron County Purchasing Department, all facts and arguments upon which they rely. Respondents shall, at a minimum, provide:

1. Information about the protesting vendor; name of firm, mailing address, phone number and name of individual responsible for submission of the protest.
2. Information about the acquisition and the acquisition method.
3. Specific and complete statement of the County's action(s) protested.
4. Specific reference to the grounds for the protest.
5. Description of the relief or corrective action requested.
6. For protests to the Protest Committee, a copy of the Purchasing Department's written decision on the protest.

Review Process:

1. Upon receipt of a Respondent protest, the Purchasing Department shall postpone further steps in the acquisition process until the Respondent protest has been resolved.
2. The Department's internal protest review procedures consist of the following: a) The Purchasing Department shall perform an objective review of the protest by individuals not involved in the acquisition protested. The review shall be based on the written protest material submitted by the Respondent. b) A written decision will be delivered to the Respondent within five business days after receipt of the protest, unless more time is needed. The protesting Respondent shall be notified if additional time is necessary.

Final Determination - The final determination shall:

1. Find the protest lacking in merit and uphold the agency's action; or
2. Find only technical or harmless errors in the agency's acquisition process conduct, determine the agency to be in substantial compliance, and reject the protest; or
3. Find merit in the protest and provide the agency options which may include a) Correct its errors and reevaluate all proposals, and/or b) Reissue the Respondent solicitation document; or c) Make other findings and determine other courses of action as appropriate.

Protest Committee Review Process: Protests to the Protest Committee may be made only for Protest Committee approved acquisitions and only after review by County Purchasing Department. Protests of the decisions of County Purchasing Department shall be made by letter to the Protest Committee, who may establish procedures to resolve the protest. Protests shall be received by the Protest Committee within five business days after the decision of Purchasing Department in order to be considered. The resulting decision is final with no further administrative appeal available.

**FISCAL FUNDING:** A multi-year lease or lease/purchase arrangement (if requested by the Special Requirements/Instructions), or any contract continuing as a result of an extension option, must include a fiscal funding “out” clause. If, for any reason, funds are not appropriated to continue the lease or contract, said lease or contract shall become null and void on the last day of the current appropriation of funds. After expiration of the lease, leased equipment shall be removed by the Respondent from the using department without penalty of any kind or form to Cameron County. All charges and physical activity related to delivery, installation, removal and redelivery shall be the responsibility of the Respondent.

**GRATUITIES AND PROHIBITION AGAINST PERSONAL INTEREST IN CONTRACTS:** Any elected or appointed official who has any substantial interest, either direct or indirect, in any business entity seeking to contract with the County, shall, before any vote or decision on any matter involving the business entity, file an affidavit stating the nature and extent of interest and shall abstain from any participation in the matter. This is not required if the vote or decision will not have any special effect on the entity other than its effect on the public. However, if a majority of the governing body is also required to file, and do file similar affidavits, then the member is not required to abstain from further participation. Attached and included is a disclosure of all of this Company's business or pecuniary financial relationships with officers or employees of Cameron County or County entities (if any such relationships exist) must be attached and included with RFQ submitted. The County may, by written notice to the Respondent, cancel this contract without liability to Respondent if it is determined by County that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Respondent, or any agent, or representative of the Respondent, to any officer or employee of Cameron County with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending or the making or any determinations with respect to the performance of such a contract. In the event this contract is cancelled by County pursuant to this provision, County shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Respondent in providing such gratuities. Consistent and continued tie RFQ responses could cause rejection of an RFQ response by the County and/or investigation for Anti-Trust violations. Respondent guarantees that he has not retained a person to solicit or secure any contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the Respondent for the purpose of securing business.

**HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION:** If Respondent is a Certified Historically Underutilized Business (HUB), please include a copy of your HUB Certificate with your response. This information will assist Cameron County in the percentage tracking of HUB utilization.

**INSURANCE:** The Respondent shall secure and maintain, throughout the duration of the Contract, insurance of such types and in such amounts as may be necessary to protect the Respondent and the interests of the County against all hazards or risks of loss as hereinafter specified. The form and limits of such insurance, together with the insurer, must be acceptable to the County. It shall be the responsibility of the Respondent to maintain adequate insurance coverage at all times. Failure of the Respondent to maintain adequate coverage shall not relieve the Respondent of any contractual responsibility or obligation.



**SCANNED RE-TYPED RESPONSE - FLOPPY DISK:** If in its RFQ response, Respondent either electronically scans, re-types, or in some way reproduces the County's published RFQ package, then, in event of any conflict between the terms and provisions of the County's published RFQ specifications or any portion thereof, and the terms and provisions of the RFQ response made by Respondent, the County's RFQ specifications as published shall control. Furthermore, if an alteration of any kind to the County's published RFQ specifications is only discovered after the contract is executed and is or is not being performed, the contract is subject to immediate cancellation.

**SILENCE OF SPECIFICATIONS:** The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to be used.

**SUPPLEMENTAL MATERIALS:** Respondents are responsible for including all pertinent data in the returned RFQ package. Literature, brochures, data sheets, specification information, completed forms requested as part of the RFQ package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the respondent wishes to include as a condition of the RFQ, must also be in the returned RFQ package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire RFQ.

**USAGE REPORTS:** Cameron County reserves the right to request, and receive at no additional cost up to two (2) times during the contract period, a usage report detailing services furnished to date under a contract resulting from this RFQ. The reports must be furnished no later than five (5) working days after written request and itemize all purchases to date by the Cameron County department using the services with a description of services rendered, the unit and total price.

**WARRANTY:** Respondents may not limit or exclude any implied warranties. **Respondent warrants that services provided to the County shall conform to the highest commercial and/or professional standards in the industry.**

#### APPLICABLE LAW

**ASSIGNMENT DELEGATION:** No right or interest in this contract shall be assigned or delegation of any obligation made by Respondent without the written permission of the County. Any attempted assignment or delegation by Respondent shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph. Any contract entered into pursuant to this request is not assignable, nor the duties thereunder, by either party, without the written consent of the other party, the Commissioners Court, and County Auditor.

**CONTRACT OBLIGATION:** Cameron County Commissioners Court must award any resulting contract and the County Judge or other person authorized by the Cameron County Commissioners Court must sign the contract before it becomes binding on Cameron County or the Respondent. Department heads are NOT authorized to sign agreements for Cameron

County. Binding agreements shall remain in effect until the contract requirements have been satisfied.

**ERRORS AND OMISSIONS:** Errors and Omissions in the RFQ of any provision herein described will not be construed as to relieve the Respondent of any responsibility or obligation requisite to the complete and satisfactory implementation, operation, and support of all obligations under any resulting contract.

**FORCE MAJEURE:** If, by reason of Force Majeure, either party hereto shall be rendered unable wholly, or in part, to carry out its obligations under this RFQ and any resulting contract, then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force

Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term "Force Majeure" as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightening, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely with the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

**HOLD HARMLESS AGREEMENT:** The successful Respondent, shall indemnify and hold Cameron County harmless from all claims for personal injury, death and/or property damage resulting directly or indirectly from Respondent's performance. Respondent shall procure and maintain, with respect to the subject matter of this RFQ, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover Respondent's liability as may arise directly or indirectly from work performed under terms of this RFQ. Certification of such coverage must be provided to the County upon request.

**INTERPRETATION PAROLE EVIDENCE:** Unless a separate contract or addendum hereof is prepared and entered into following the award of this RFQ to a successful respondent, this writing is intended by the parties as a final expression of the terms of this RFQ and the general terms of any resulting contract with the selected Respondent. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term. Acceptance or acquiescence in a course of

performance rendered under this RFQ and any resulting contract shall not be relevant to determine meaning even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection.

**LATE RESPONSES:** RFQ responses must be received by the County before the hour and date specified. Responses received after the time and date specified will be disqualified and may be returned to sender. The County is not responsible for lateness or non-delivery of mail, delivered to wrong office, carrier, etc.

**REMEDIES:** The successful Respondent and County agree that both parties have all rights, duties, defenses and remedies available under law.

**RIGHT TO ASSURANCE:** During the RFQ process and any resulting contract, whenever a respondent or the County in good faith has reason to question the other's intent to perform, demand may be made that the other party give written assurance of intent. In the event that a demand is made, and no assurance is given within five (5) days, such failure may be treated as an anticipatory repudiation of the RFQ and any resulting contract.

**SEVERABILITY:** If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

**VENUE:** Both parties agree that venue for any litigation arising from this contract shall lie in Cameron County, Texas. These General Terms and Conditions shall be incorporated in the response to the RFQ and any resulting contract. The Respondent shall specifically state acceptance of these terms and conditions as a basis for providing the County with a response. The Respondent shall state any exceptions desired to these terms and conditions and may suggest alternate wording that addresses the intent of the term or condition. The County may accept or reject any suggestions in accordance with law.

**BIDDER SHALL CONFIRM ACCEPTANCE OF RFB TERMS:** The Bidder shall specifically state acceptance of these terms and conditions as a basis for providing the County with a response to this RFB.

**THESE TERMS INCORPORATED:** These General Terms and Conditions shall be incorporated in the response to the RFB and any resulting contract. The Bidder shall specifically state acceptance of these terms and conditions as a basis for providing the County with a response to this RFB.

**OTHER TERMS:** The Bidder shall state any exceptions desired to these terms and conditions and may suggest alternate wording that addresses the intent of the term or condition. The County may accept or reject any suggestions in accordance with law.

**END OF BID PACKAGE**