

INVITATION TO BID – REMODELING OF COAHOMA JP OFFICE

Howard County, TX is accepting sealed bid proposals from qualified bidders to remodel the Coahoma Justice of the Peace Office.

Specifications may be obtained from Jackie Olson in the Auditor's Office, 300 S. Main, Room 203, Big Spring, TX or by calling (432) 264-2210. You may also visit our website at www.co.howard.tx.us.

A pre-bid meeting will be held at the JP office, 110 N. 1st St., Coahoma, TX, at 10:00 A.M. on Wednesday, July 20, 2022.

Sealed bids must be received by 10:00 A.M. on Monday, August 1, 2022 in the office of the County Auditor, Jackie Olson, 300 S Main, Room 203 and will be opened at that time.

Bids will be presented to the Commissioners' Court at 3:30 P.M. on Monday, Monday, August 8, 2022 for their consideration. Project will be paid for out of current County funds.

Scope of work:

- Replace existing roof with high impact shingles
- Frame exterior canopy, add fascia and soffits
- Paint exterior of building
- Add drywall over existing interior walls
- Tape, bed, texture, and paint
- Remove popcorn texture from ceilings, repair, and paint
- Remove existing light fixtures, frame, and prep for LED 2x2 fixtures
- Install new 2x2 LED fixtures
- Replace trim at base and around door frames
- Refinish bathroom sink upgrade
- Remove and replace windows at office and lobby
- Replace counter and countertop
- Remove and haul off trash

Alternate scope of work:

- Remove/replace deck
- Remove/replace carpet

All work performed to be according to standard practices and current conditions. Materials, labor, and equipment to be provided by bidder unless otherwise noted.

Howard County, TX reserves the right to award the project to the most responsive bidder or to reject any or all bid proposals if warranted.

NOTICE TO BIDDERS

1. Bids are to be submitted on this form. Each bid shall be placed in an envelope, sealed and properly identified with the bid title and delivered to the County Auditor's Office before the hour and date specified. Late bids will not be considered under any circumstances.
2. Unless otherwise noted, bid prices must be firm for acceptance 60 days from opening date of bid.
3. The County is exempt from Federal Excise Tax, State Tax and Local Tax. Do not include tax in bid. If it is determined that tax was included in the bid, it will not be included in the tabulation or any awards and will be deleted from subsequent invoices.
4. Bids cannot be altered or amended after opening time. Any alterations made before opening time must be signed by the bidder or his agent. No bid can be withdrawn after the opening time without approval of the Commissioners' Court based on reasonable acceptable reason.
5. The County will evaluate the bids and make awards for supplies, materials, services and equipment on the basis of the lowest and best bid, which meet the specifications.
6. The County reserves the right to accept or reject all or any part of any bid and award the bid to best serve the interest of the County.
7. By signing and executing this bid, the bidder certifies and represents to the County that bidder has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantage, information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this bid.
8. Bidder further certifies and represents that bidder has not violated any State, Federal, Local Law regulations or ordinance relating to bribery, improper influence, collusion, discrimination or other similar crimes and all items or services provided or delivered under and awarded shall conform hereto.
9. All equipment shall be new, factory fresh, unless otherwise specified.
10. Awarded bid will be paid for out of current county funds.
11. The awarded bidder must provide proof of required insurance prior commencement of the project (See Exhibit A).

BID SUBMITTED BY: _____

NAME: _____

PHONE NO: _____

TITLE: _____

BID VALID THRU: _____

INSURANCE REQUIREMENTS

The Contractor shall, at all times during the term hereof, maintain such insurance coverage as may be required by the County. All such insurance, including renewals, shall be subject to the approval of the County for adequacy of protection and evidence of such coverage shall be furnished to the County on Certificates of Insurance indicating such insurance to be in force and effect and providing that it will not be cancelled during the performance of work under this Agreement without thirty (30) calendar days prior written notice to the County. Completed Certificates of Insurance shall be filed with the County prior to the performance of services hereunder, provided however, that the Contractor shall at any time upon request, file duplicate copies of the policies of such insurance with the County.

If in the judgement of the County, prevailing conditions warrant the provision by the Contractor of additional liability insurance coverage or coverage which is different in kind, the County reserves the right to require the provision by the Contractor of an amount of coverage different from the amounts or kind previously required and shall afford written notice of such change in requirements thirty (30) days prior to the date on which the requirements shall take effect. Should the Contractor fail or refuse to satisfy the requirement of changed coverage within thirty (30) days following the County's written notice, this Agreement shall be considered terminated on the date that the required change in policy coverage would otherwise take effect.

General Conditions

The following conditions shall apply to all insurance policies obtained by the Contractor for the purpose of complying with this Agreement:

1. **Named Insureds:** All insurance policies required herein shall be drawn in the name of the Contractor, with the County, it's council members, board and commission members, officials, agents, guests, invitees, consultants and employees named as additional insureds, except on Workers' Compensation coverage.
2. **Waiver of Subrogation:** Contractor shall require its insurance carrier(s), with respect to all insurance policies, to waive all rights of subrogation against the County, it's council members, board and commission members, officials, agents, guests, invitees, consultants and employees.
3. **Certificates of Insurance:** At or before the time of execution of this Agreement, the Contractor shall furnish the County with certificates of insurance as evidence that all of the policies required herein are in full force and effect and provide the required coverage and limits of insurance. All certificates of insurance shall clearly state that all applicable requirements have been satisfied. The certificates shall provide that any company issuing an insurance policy shall provide to the County, not less than thirty (30) days advance notice in writing of cancellation, non-renewal, or material change in the policy of insurance. In addition, the Contractor and insurance company shall immediately provide written notice to the County upon receipt of notice of cancellation of any insurance policy, or of a decision to terminate or alter any

insurance policy. Certificates of Insurance and notices of cancellations, terminations, or alterations shall be furnished to: County Auditor at 300 S Main St., Room 202, Big Spring, TX 79720.

4. **Contractor's Liability:** The procurement of such policy of insurance shall not be construed to be a limitation upon the Contractor's liability or as a full performance on its part of the indemnification provisions of this Agreement. The Contractor's obligations are, notwithstanding any policy of insurance, for the full and total amount of any damage, injury, or loss caused by or attributable to its activities conducted at or upon the premises. Failure of the Contractor to maintain adequate coverage shall not relieve the Contractor of any contractual responsibility or obligation.

5. **Subcontractors' Insurance:** The Contractor shall cause each Subcontractor and Sub-Subcontractor of the Contractor to purchase and maintain insurance of the types and in the amounts specified below. The Contractor shall require the Subcontractors and Sub-Subcontractors to furnish copies of Certificates of Insurance to the County evidencing coverage for each Subcontractor and Sub-Subcontractor.

Types and Amounts of Insurance Required

The Contractor shall obtain and continuously maintain in effect at all times during the term hereof, at the Contractor's sole expense, insurance coverage as follows with limits not less than those set forth below:

1. **Commercial General Liability**: This policy shall be occurrence-type policy and shall protect the Contractor and additional insureds against all claims arising from bodily injury, sickness, disease or death of any person (other than the Contractor's employees) and damage to property of the County or others arising out of the act or omission of the Contractor or its agents and employees. This policy shall include completed operations, products liability, contractual coverage, broad form property coverage, explosion, collapse, underground, premises/operations, and independent contractors (to remain in force for two years after final payment). Coverage limits shall not be less than:

\$1,000,000.00	General Aggregate
\$1,000,000.00	Products Completed Operations
\$1,000,000.00	Personal & Advertising Injury
\$1,000,000.00	Each Occurrence
\$ 100,000.00	Fire Damage (Any one fire)

2. **Business Automobile Liability**: This policy shall protect the Contractor and the additional insureds against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles and shall cover operation on and off the premises of all motor vehicles licensed for highway use, whether they are owned, non-owned or hired. Coverage limits shall not be less than:

\$1,000,000.00	Combined Single Limit
----------------	-----------------------

3. **Workers' Compensation and Employer's Liability**: If the Contractor hires any employees, the Contractor shall maintain Workers' Compensation and Employer's Liability insurance, which shall protect the Contractor against all claims under applicable state workers' compensation laws and employer's liability. The insured shall also be protected against claim for injury, disease or death of employees which for any reason, may not fall within the provisions of a workers' compensation law. Coverage shall not be less than:

Statutory Amount	Workers' Compensation
\$500,000.00	Employer's Liability, Each Accident
\$500,000.00	Employer's Liability, Disease – Each Employee
\$500,000.00	Employer's Liability, Disease – Policy Limit