

**EL PASO WATER**

1154 Hawkins Blvd, El Paso, Texas 79925, 1<sup>st</sup> Floor Purchasing and Contracts

Formal Bid Solicitation Check List

**Sodium Hypochlorite 10% and 12.5%**

Bid # 20-22

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THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

**Before turning in your bid proposal did you do the following?**

\_\_\_\_\_ Did you check our website [www.epwater.org](http://www.epwater.org) for any addendums? **(Failure to sign addenda and include with bid proposal may deem the bidder's submission non-responsive.)**

\_\_\_\_\_ Did you complete the Conflict of Interest Questionnaire?

\_\_\_\_\_ Did you complete the Statement of Residency?

\_\_\_\_\_ Did you complete the Statement of Nondivestment from Israel?

\_\_\_\_\_ REVIEW the process associated with the Texas Ethics Commission form 1295? (Form will be required to be completed by awardee on the Friday before Public Service Board Meeting)

\_\_\_\_\_ Did you sign the Bid Proposal and provide two (2) signed bid proposals, one (1) original signed in blue ink and one (1) copy?

\_\_\_\_\_ Did you complete the Excel Worksheet with all HIGHLIGHTED costs and blank spaces filled out and submit it on a CD or USB Drive along with the sealed bid proposal? The Excel worksheet is found with the bid announcement located at [www.epwater.org](http://www.epwater.org) **(Failure to include the Excel Worksheet and submit it on a CD or USB Drive may deem the bidder's submission non-responsive). Please Label CD or USB Drive with Bid number and Company name.**

\_\_\_\_\_ Is your bid in a sealed envelope marked with the **Bid Number** and **Company name**? Deliver your bid to the El Paso Water Utilities Purchasing Department by **1:30 p.m. Mountain time March 22, 2022.**



# BID PROPOSAL FOR EL PASO WATER UTILITIES

1154 HAWKINS BLVD., EL PASO, TX 79925  
Phone: 915/594-5628 Fax: 915/594-5689

The undersigned bidder offers to furnish all the materials, supplies, equipment and /or services shown below in accordance with specifications, terms and conditions set forth herein. Note: The "INSTRUCTION TO BIDDERS" are attached on the last two pages of this bid proposal document and are applicable, unless otherwise stated within the bid proposal document.

SUBJECT: SODIUM HYPOCHLORITE 10% AND 12.5%  
BID NUMBER: 20-22  
BID DEADLINE: 1:30 P.M. MOUNTAIN TIME, MARCH 22, 2022  
TO BE OPENED: 2:00 P.M. MOUNTAIN TIME, MARCH 22, 2022

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

MAILING ADDRESS: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ DATE: \_\_\_\_\_

Bid Proposal shall bear an original signature, in ink, of a responsible officer or agent for the company. Failure to sign will be the basis for declaring the bid proposal non-responsive.

Submit two (2) signed bid proposals, one (1) original signed in blue ink and one (1) copy. Note: Faxed and/or Email bids will not be accepted.

Any requests for clarifications and/or changes to this bid proposal shall be made in writing via email to Jesus M. Hernandez Jr at [jmhernandezjr@epwater.org](mailto:jmhernandezjr@epwater.org) or sent via fax to Jesus M. Hernandez Jr at (915) 594-5689. Requests need to be submitted by March 10, 2022. Requests submitted after this time frame, may not elicit a response. Answers to bid questions will be posted by March 15, 2022.

All items noted on the last two pages of the attached "INSTRUCTIONS TO BIDDERS" will apply to this bid proposal **except** for the following:

- Item(s) # 14 – Bid Security
- # 15 – Performance/Payment Bond

**NOTE:**

Bid openings will be live streamed until further notice. Check scheduling information on the solicitation page at [www.epwater.org](http://www.epwater.org).

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**NOTE:** Bidders are to complete the attached check list and excel spreadsheet found with this Bid announcement located at [www.epwater.org](http://www.epwater.org). In the Unit Cost column, a dollar amount must be included for each bid line item. Bidder must provide a saved read only CD formatted copy or USB Drive of the provided excel spreadsheet and provide a printed, signed copy of the spreadsheet with the submitted sealed bid. CD or USB Drive must have the bid number and company name written on the CD or USB Drive. In the event that the printed spreadsheet does not match the USB or CD information, the USB or CD will take precedence. Failure to complete this may deem the bidder's submission non-responsive.

This bid will be awarded to the bidder with the lowest, responsive, responsible "Total Bid" for items 1 thru 2 as noted on the Excel spreadsheet.

\*The quantities shown on the Excel spreadsheet is an estimated annual usage. Although no obligation shall exist to purchase these quantities, the Utility reserves the right to increase, decrease and/or change these requirements to provide for continued operation during the Contract Period.

**Note:**

A current Safety Data Sheet (SDS) for Sodium Hypochlorite 10% and 12.5% shall be provided with the bid submittal. **Failure to provide the Safety Data Sheet (SDS) with the bid proposal submittal may result in the disqualification of the bid proposal submittal.**

**THE ITEM(S) CONTAINED WITHIN THIS BID PROPOSAL IS / ARE TO BE PROVIDED IN ACCORDANCE TO THE FOLLOWING AND OR ATTACHED SPECIFICATIONS:**

**OVERVIEW:**

El Paso Water Utilities (EPWater) is soliciting bids for provision of the water or wastewater treatment chemical described in the specifications and may be referred to herein as the "product". The product is to be provided by the supplier for the contract period listed on the bid proposal form.

In some cases, as detailed in the specifications, the supplier may also be responsible for providing storage, installation or technical support services associated with the product.

Sodium hypochlorite provided under this contract shall meet the following specifications. Unless otherwise noted, these specifications apply to both concentrations supplied (10% and 12.5%):

- A. The sodium hypochlorite solution shall be a clear, light-yellow liquid and have concentrations and specific gravity within the following ranges:

10% Sodium Hypochlorite (Line Item 1):

Trade percent.....	9.5% - 10.5%
Grams of available chlorine per liter.....	95 – 105
Percent Sodium Hypochlorite by Weight.....	8.8 – 9.7
Percent Available Chlorine by Weight.....	8.4 – 9.2
Specific Gravity at 20° C.....	1.12 – 1.15

12.5% Sodium Hypochlorite (Line Item 2):

Trade percent.....	12.0% - 13.0%
Grams of available chlorine per liter.....	120 – 130
Percent Sodium Hypochlorite by Weight.....	10.8 – 11.7
Percent Available Chlorine by Weight.....	10.3 – 11.1
Specific Gravity at 20° C.....	1.15 – 1.18

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- B. The sodium hypochlorite shall conform to all provisions of the latest revision of American Water Works Associations (AWWA) Standard B300 for hypochlorites, including but not limited to, the following provisions:
- a. "The hypochlorite's supplied according to this standard shall contain no soluble material or organic substances in quantities capable of producing deleterious or injurious effects on the health of those consuming water that has been treated properly with the hypochlorite's."
  - b. "Sodium hypochlorite solution shall be a clear liquid containing not more than 0.15 percent insoluble matter by weight."
- C. The Sodium hypochlorite shall meet the following chemical requirements:
- a. Total free alkali (as sodium hydroxide) in the sodium hypochlorite shall not exceed 0.4% excess caustic by weight
  - b. Less than 0.05 mg/L nickel and copper
- D. The sodium hypochlorite shall show no visible turbidity and no appreciable sediment upon standing for 24 hours at ambient temperatures.
- E. The 12.5% sodium hypochlorite (Line Item 2) is a direct additive used in the treatment of potable water. This material shall be in compliance with ANSI/NSF Standard 60 for Drinking Water Treatment Chemicals – Health Effects.
- F. The sodium hypochlorite shall not contain heavy metals or other substances that would cause violations as governed by the Safe Drinking Water Act (SDWA), Clean Water Act of State and Local laws.

#### **CERTIFICATION REQUIREMENTS**

- A. The Certificate of Analysis provided for the product shall affirm compliance with these specifications, including the most current version of AWWA Standard B300, and shall be based on analyses conducted using the methods described in AWWA Standard B300.
- B. An affidavit certifying the product's compliance with ANSI/NSF Standard 60 for Drinking Water Treatment Chemicals – Health Effects must be submitted with the bid and each shipment. The affidavit shall be from one of the following laboratories accredited by ANSI to test and certify drinking water treatment chemicals in accordance with ANSI/NSF Standard 60:
- a. National Sanitation Foundation (NSF)
  - b. Underwriters Laboratory (UL)
  - c. Water Quality Association (WQA)

#### **SHIPPING, DELIVERY AND UNLOADING REQUIREMENTS:**

Sodium hypochlorite shall be delivered via tanker truck. A typical minimum delivery will be one full tanker truckload or approximately 4,500 gallons.

The supplier shall allow up to 2.5 hours unloading time without demurrage.

Deliveries shall be accepted on Monday through Friday ONLY DURING THE HOURS OF 8:00 A.M. TO 2:00 P.M. (MST), TO ALL LISTED FACILITIES BELOW:

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**Line Item 1 (10%):**

John T. Hickerson Water Reclamation Facility  
701 Executive Center Boulevard  
El Paso, TX 79912  
Mr. Fred Murillo  
P: (915) 594-5791  
[fmurillo@epwater.org](mailto:fmurillo@epwater.org)

**Line Item 1 (10%):**

Haskell Street Treatment Plant  
4100 Delta Drive  
El Paso, TX 79905  
Mr. Sergio Castro  
P: (915) 594-5476  
[scastro@epwater.org](mailto:scastro@epwater.org)

**Line Item 1 (10%):**

Roberto Bustamante Wastewater Treatment Plant  
10001 Southside Road  
El Paso, TX 79927  
Mr. Martin Ortiz  
P: (915) 594-5701  
[mlortiz@epwater.org](mailto:mlortiz@epwater.org)

**Line Item 2 (12.5%):**

Upper Valley Water Treatment Plant  
9070 N. Vinton Road  
Anthony, TX 79821  
Mr. Ray D. Shay  
P: (915) 621-2076  
[rshay@epwater.org](mailto:rshay@epwater.org)

**Line Item 2 (12.5%):**

Kay Bailey Hutchison Desalination Plant  
10751 Montana Avenue  
El Paso, TX 79935  
Mr. Art Ruiz  
P: (915) 621-2051  
[aruiz@epwater.org](mailto:aruiz@epwater.org)

The utility reserves the right to request delivery to any EPWater location.

In addition to any shipping requirements included in the specifications, the supplier shall comply with the following:

- A. Delivery containers shall be cleaned and inspected by the supplier for any contamination or impurities immediately prior to filling and shall be protected against the introduction of impurities during the entire filling, transport and delivery processes.
- B. The supplier shall follow all applicable Federal, State and Local shipping regulations.

The supplier supplying the product via tanker truck shall comply with the following requirements:

- A. The product shall be shipped in self-powered, self-contained pneumatic truck trailers. The shipper shall supply all hoses and fittings required to connect to the EPWater facilities. Delivery containers shall be structurally sound and meet industry standards for material compatibility with the product. All hatches and fill/drain connections shall be capped and in good condition to prevent contamination of the product. Delivery vehicle hoses shall be clean, capped and sealed while in transit to prevent tampering and contamination of the product during unloading.
- B. A certified statement of specific tanker cleaning shall be emailed to the treatment plant prior to each shipment. The statement shall include the method of cleaning, method of inspection, security procedures following cleaning/inspection, cleaning company and a contact name and phone number for the cleaning company. EPWater reserves the right to inspect the cleaning and filling facilities. After the first cleaning, this requirement may be waived if the delivery containers are used exclusively for delivering on the product meeting the requirements of this specification. The supplier must request this waiver in writing and granted by EPWater before it is implemented.
- C. After filling the delivery container at the loading location, all hatches and connection caps shall be sealed against tampering.
- D. The product shall be delivered to the locations requested during the hours specified in the specifications.

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A 24-HOUR NOTICE OF REQUEST FOR DOCK APPOINTMENT SHALL BE PHONED INTO ALL LISTED FACILITIES REQUESTING PRODUCT BY TRANSPORTATION COMPANY DISPATCH. DOCK APPOINTMENT FOR DELIVERY IS REQUIRED AND EPWATER WILL NOT HONOR OR PAY DEMURRAGE.

After a dock appointment is made, the supplier must email the EPWater facility at the email addresses listed in the specifications before the truck leaves the supplier's facilities. The email must contain the following information:

- The names of the driver and anyone accompanying the driver, including a supervisor, trainer or trainee
- The tractor and trailer numbers
- PDF document or other photocopy of the Bill of Lading which includes the EPWater contract number, contract name, name of the transport company and cap seal numbers

Each delivery must be accompanied by a Certificate of Analysis conforming to all requirements contained in these conditions and in the specifications. A single Certificate of Analysis may be used if multiple loads are from the same lot, provided that one copy is provided to each of the treatment plants receiving a delivery from that lot.

Responsibility for expediting and tracking each shipment shall be the supplier's until delivery is accepted. The supplier shall notify EPWater contract representative and the treatment plant immediately of any delay while in route to the delivery location.

All truckload deliveries shall be accompanied by one scale ticket from a state certified scale showing the name of the scale company, location, date, truck and trailer number and gross, tare and net weights. The weight tickets shall be for the actual load delivered to EPWater.

Any alternative method of determining weight for the product must be submitted in writing with this proposal and approved by EPWater. EPWater reserves the right to determine the quantity delivered through its online instrumentation or weighing after offloading, if it believes weight tickets are inaccurate or that an entire shipment was not offloaded. It further reserves the right to make payments based on this determination.

The container or tanker truck used to deliver the product shall have a tamper-proof seal. EPWater personnel will visually inspect the delivery container prior to unsealing, opening, sampling and unloading.

Seals shall not be removed prior to inspection. Prior to being unloaded, EPWater personnel must accept each delivery. In the event a delivery is rejected by EPWater, the supplier shall provide a replacement shipment meeting the required specification within 72 hours of original delivery.

EPWater reserves the right to reject any shipment it cannot identify, does not deem secure or does not pass EPWater's screening test.

Personnel entering the premises of EPWater (to include drivers of delivery vehicles) are required to wear an identification badge containing the following information:

-Name

-Company Name

-Employee's Picture

**Entry to the premises of ANY EPWater facilities may be denied to individuals without identification as addressed above.**

The supplier is responsible for unloading the product and making any necessary connections to EPWater facilities, in a manner that fits EPWater facilities and procedures. If the bid is accepted, before making any chemical deliveries the supplier shall make a preliminary visit to each of the facilities to which chemicals will be delivered to become familiar with unloading conditions and necessary connections.

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During the delivery/unloading process, the supplier shall follow proper safety and security procedures to the satisfaction of EPWater including safety procedures described in applicable AWWA standards and the product SDS. The supplier shall also use personal protective equipment (PPE) recommended by the product SDS. EPWater reserves the right to refuse unloading if the driver does not have the proper PPE.

The supplier will be responsible for cleaning up and disposing of any product that is leaked or spilled during unloading. The supplier shall not clean or wash the delivery vehicle, delivery equipment, hoses or connections on EPWater property.

### **MARKING REQUIREMENTS**

Product delivery containers shall bear legible tags showing:

- Product name
- Name and address of manufacturer
- Specific gravity (for liquids)
- Grade and/or concentration
- All markings required or recommended by the most recent versions of applicable Department of Transportation (DOT), Occupational Safety and Health Administration (OSHA) and American Water Works Association (AWWA) standards.
- Any additional markings required by the specifications.

### **TESTING REQUIREMENTS**

EPWater reserves the right to sample and analyze each delivery to determine if it meets required specifications. For bulk material, sampling points shall be selected in order to produce a representative sample of the load. The sampling will be done by EPWater personnel to their satisfaction. Tests performed and tests methods shall be at the sole discretion of EPWater.

If EPWater determines that the product does not meet required specifications, the material will be rejected and must be removed at the supplier's expense. If material is determined to be unacceptable to EPWater, three additional one-liter samples shall be collected from the delivery container in accordance with any applicable AWWA standards, sealed and labeled in the presence of the supplier and retained by EPWater. A Notice of Non-Conformance shall be provided by EPWater to the supplier within ten working days after receipt of the shipment at the point of destination.

The results of EPWater's tests shall prevail unless the supplier notifies EPWater within five working days after receipt of the complaint that a retest is desired. On receipt of the request for a retest, EPWater shall forward to the supplier one of the sealed samples. In the event results obtained by the supplier on retesting do not agree with the test results obtained by EPWater, the other sealed sample shall be forwarded, unopened to an independent laboratory agreed on by both parties. If an independent analysis is needed, analysis shall be conducted using the methods required for the Certificate of Analysis. The results of the independent analysis shall be accepted as final. The cost of the independent analysis shall be paid by the supplier if the material does not meet the requirements of this specification and by EPWater if the material does meet this specification.

### **TITLE TRANSFER**

Title of the product shall pass from the supplier to EPWater when EPWater has received, inspected and approved the material, subject to EPWater rights to return the product described herein.

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**BIDDER RESPONSIBILITIES**

In addition to all requirements and responsibilities described in the specifications, the Bidder shall also comply with the following requirements:

- A. **Primary and Alternate Distribution Facility:** The Bidder shall provide, as part of the Bidders' proposal, the location of the Primary Distribution Facility from which the product will be shipped, as well as an Alternate Distribution Facility that can be used in order to provide the product to EPWater on a timely basis in the event of a disruption in the flow of the product, or raw materials needed to produce it, to the Primary Distribution Facility.
- B. **Safety Data Sheet:** A current Safety Data Sheet (SDS) for the product shall be provided with the bid proposal submittal. Failure to provide the SDS with the bid proposal submittal may result in the disqualification of the Bidder.
- C. **Certificate of Analysis:** The Bidder shall furnish a typical Certificate of Analysis of the product the bidder would provide should the bid be accepted. This analysis shall comply with all analysis methods and requirements described in the specifications. The supplier shall submit such typical analysis at any time there is a change in the manufacturing practices during the contract period, as well as at the following intervals:
  - a. Upon each delivery to the person in charge of receiving, as detailed in the specifications.
  - b. Quarterly to Angel Bustamante for water treatment chemicals at 1154 Hawkins Blvd., El Paso, Texas 79925.
  - c. Annually to David Ornelas for wastewater treatment chemicals at 1154 Hawkins Blvd., El Paso, Texas 79925.
- D. **Sample:** The Bidder may be required to furnish a typical sample of the product.

**Brand Name/Product Name:** \_\_\_\_\_

**Manufacturer(s) (must include specific name(s)):** \_\_\_\_\_

**Notification Time Required for Delivery of Order:** \_\_\_\_\_

**Location of Primary Distribution Facility:** \_\_\_\_\_

**Distance (in miles) of Primary Distribution Facility from EPWU facilities:** \_\_\_\_\_ miles

**Alternate Distribution Facility:** \_\_\_\_\_

**REFERENCES**

**Reference #1:**

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

Location / Facility Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Average Annual Consumption: \_\_\_\_\_



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**Reference #2:**

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

Location / Facility Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Average Annual Consumption: \_\_\_\_\_

**Reference #3:**

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

Location / Facility Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Average Annual Consumption: \_\_\_\_\_

**ORDERING PROCEDURES**

The supplier will be provided with a Material Release order by FAX or EMAIL for delivery of the product. Upon written notification, delivery is to be made in partial shipments which will continue throughout the contract period. The supplier will be available to make the delivery withing the notification time given in the bid proposal.

**Transportation:**

**F.O.B. – El Paso, Texas. Delivery carriers must meet insurance requirements.**

**PRICE ESCALATION:**

A Price Escalation may be considered under the following conditions:

- a. Prices must be firm for at least the first 6-month period from award of the Master Contract.
- b. A request for a price increase must be accompanied by a Certified Letter from the contractor's supplier or other forms of evidence as deemed necessary by EPWater which includes the price increase to the contract. The price increase shall be effective within 14 calendar days from EPWater acceptance.
- c. EPWater reserves the right to cancel the contract resulting from this Bid Proposal and rebidding our requirements if the price escalation requested is above the current open market price.

Cancellation of the contract will not affect any outstanding orders.

- d. All price increases accepted shall be effective for a 6-month period from the revised date of the Master Contract.

**PRICE DE-ESCALATION:**

If the contractor receives a price decrease from the supplier, the contractor is responsible to notify EPWater within two working days of the price decrease and pass the price decrease on to the Utility. The price decrease will be effective upon receipt of the price reduction from the contractor.

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**DISCOUNT:**

Unless a discount is provided as an inducement for prompt payment, EPWater is not obligated to make payment on invoice(s) for this contract until 30 days after receipt of the invoice or 30 days after acceptance of the **Sodium Hypochlorite 10% and 12.5%**, whichever is later. Any discount will be used in the evaluation of the bid submittal to determine the lowest responsive bid.

**Discount:** \_\_\_\_\_

**Payment Terms:** \_\_\_\_\_

Payment may be delayed in accordance with exceptions under the Texas Prompt Payment Act (Chapter 2251 of the Texas Government Code). Interest on all overdue payments shall be imposed in accordance with the provisions of the Texas Prompt Payment Act.

**EPWater is exempt from State and City Sales Tax**

(Intentionally left blank)

**Bidder must answer the following questions:**

1. Does the bidder that is making and submitting the bid qualify as a "**Resident Bidder**" or a "**NonResident Bidder**" under Texas Law? If the bidder is a "**Resident Bidder**", please complete and return the **Statement of Residency Form** with your bid.

**Answer:** \_\_\_\_\_

2. If the bidder is a "**NonResident Bidder**" does the state, in which the nonresident bidder's principal place of business is located, have a law requiring a nonresident bidder of that state to bid a certain amount or percentage under the bid of a resident bidder of that state in order for the nonresident bidder of that state to be awarded the contract on their bid in such state?

**Answer:** \_\_\_\_\_

3. If the answer to Question Number 2 is "Yes", by what amount or percentage must a Texas resident bidder bid under the bid of a resident bidder of that state in order to be awarded a contract on such bid in said state?

**Answer:** \_\_\_\_\_

A "**NonResident Bidder**" will not be awarded this Bid unless the nonresident's bid is lower than the lowest bid submitted by a responsible **Texas Resident Bidder** by the same amount that a **Texas Resident Bidder** would be required to underbid the nonresident bidder to obtain a comparable contract in the state where the nonresident's principal place of business is located. The definitions for the terms "**Bidder**", "**Texas Resident Bidder**" and "**NonResident Bidder**" are included in the "**Instructions to Bidders**" on the last two pages of this bid proposal.

(Intentionally left blank)

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**STATEMENT OF RESIDENCY**

The following information is required by EPWater in order to comply with the provisions of Texas Government Code §§ 2252.001 *et. seq.* Failure to provide the required information may constitute a basis for rejection of your bid. Bidders' cooperation in this regard will avoid costly time delays in the award of bids by EPWater. Failure to provide all required information may result in the apparent low bidder being considered non-responsive and non-responsible, and the second low bidder being considered for award.

**Definitions**

*Resident Bidder:* a person whose principal place of business is in the State of Texas, including a contractor whose ultimate parent company or majority owner has its principal place of business in the State of Texas.

*Nonresident Bidder:* a person who is not a resident.

*Principal Place of Business in Texas:* a permanent business office located in Texas from which a bid is submitted and from which business activities are primarily conducted for the organization other than submitting bids to governmental agencies, where at least one employee works for the business entity.

Bidder's Complete Company Name: \_\_\_\_\_

State the address of your principal place of business in the space provided below:

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

State the nature of the business conducted at your principal place of business in the space provided below:

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

State the number of employees you have at your principal place of business: \_\_\_\_\_

*I swear and attest that the information provided above is true and correct as of the date \_\_\_\_\_ ("Bidder") submitted its bid on Bid No. \_\_\_\_\_. I further attest that I am an authorized representative of Bidder or have been duly authorized to represent Bidder in this matter. I understand that the information provided is being relied on by EPWater in order for it to comply with state purchasing laws and will materially affect its decisions in this regard. Should the information provided be false or materially misleading, any contract entered into between EPWater and Bidder will be void and EPWater may pursue any legal claims it may have against Bidder.*

[SIGNATURE ON NEXT PAGE]

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By: \_\_\_\_\_  
Contractor Name  
Name: \_\_\_\_\_  
Owner  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_ §

COUNTY OF \_\_\_\_\_ §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_, a  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

My Commission Expires:

\_\_\_\_\_

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STATEMENT OF NONDIVESTMENT FROM ISRAEL

The following information is required by El Paso Water Utilities – Public Service Board (“EPWater”) in order to comply with the provisions of Texas Government Code §§ 2270.002.

*I swear and attest that the following is true and correct as of the date \_\_\_\_\_ (“Bidder”) submitted its bid on Bid No. \_\_\_\_\_; Bidder does not boycott Israel and will not boycott Israel during the term of the contract should it be awarded to Bidder. I further attest that I am an authorized representative of Bidder or have been duly authorized to represent Bidder in this matter. I understand that the information provided is being relied on by EPWater in order for it to comply with state purchasing laws and will materially affect its decisions in this regard. Should it be discovered that the statement by Bidder contained herein is false, any contract entered into between EPWater and Bidder will be void and EPWater may pursue any legal claims it may have against Bidder.*

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_

ACKNOWLEDGMENT

STATE OF \_\_\_\_\_ §  
  §  
COUNTY OF \_\_\_\_\_ §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_,  
20\_\_, by \_\_\_\_\_, as \_\_\_\_\_  
of \_\_\_\_\_, a \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

My Commission Expires:  
  
\_\_\_\_\_

**SUBJECT: SODIUM HYPOCHLORITE 10% AND 12.5%**  
**BID NUMBER: 20-22**  
**BID DEADLINE: 1:30 P.M. MOUNTAIN TIME, MARCH 22, 2022**  
**TO BE OPENED: 2:00 P.M. MOUNTAIN TIME, MARCH 22, 2022**

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**1. TYPE AND TERM OF CONTRACT:**

This is a **Good(s) and/or Service(s) Contract**, under which EPWater shall order all of its requirements for the good(s) and/or service(s) described within this bid proposal from the lowest, responsible, responsive bidder, hereinafter referred to as Contractor, for the duration of the contract.

**Note:** Good(s) and/or Service(s) will be ordered on “**as-required**” basis.

The **Contract** to provide **Sodium Hypochlorite 10% and 12.5%** shall be from **AWARD OF BID** by the Public Service Board for a term of one year. Upon mutual agreement, the contract may be extended under the same terms and conditions for two additional one-year extensions.

Bidders are advised that only bids with a firm, fixed price, F.O.B., El Paso Texas for the above listed time period will be considered. **Bids not complying with this provision may be disqualified.**

When the successful supplier cannot furnish the required **Sodium Hypochlorite 10% and 12.5%** within the delivery time specified above, the Utility reserves the right to obtain **Sodium Hypochlorite 10% and 12.5%** from any available source and bill the successful supplier for any additional cost over the bid amount.

This bid is to award a contract to the most responsive, responsible bidder for an initial one-year period. If upon mutual consent between both parties the contract may be extended under the same terms and conditions for two additional one-year extensions. In the event EPWater has not obtained another goods and/or services contractor by the expiration date of the existing contract term, the Contractor shall nonetheless continue for a period not to exceed six (6) months on a month-to-month basis after the end of its term, unless EPWater has notified the Contractor that EPWater has obtained another contractor.

**2. INTERLOCAL PURCHASING AGREEMENTS:** (applicable to competitively procured goods/services contracts).

- a. The Utility has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an interlocal agreement with the Utility.
- b. The Utility does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.

**3. INVOICES AND PAYMENTS:**

- a. The contractor shall submit invoices, in single copy, for each contract. Invoices covering more than one contract will not be accepted.
- b. If transportation costs are allowed in the bid a separate line item will be included in the proposal.
- c. Invoices shall reflect the Contract Number and/or the Purchase Order Number.
- d. Do not include Federal tax, State tax, or City Tax. EPWater shall furnish tax exemption certificate upon request.
- e. Discounts will be taken from the date of receipt of services or date of invoice, whichever is later.
- f. El Paso Waters Utilities' obligation is payable only and solely from funds available for the purpose of this contract for good(s) and/or service(s). Lack of funds shall render this contract null and void to the extent funds are not available and any delivered but unpaid for good(s) and/or service(s) will be returned to the Contractor by EPWater.

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- g. Mail invoices to:  
**EPWater Accounting Department**  
**P.O. Box 511**  
**El Paso, Texas 79961-0511**
- h. Contractor shall advise the Purchasing Department of any changes in its remittance addresses.
- i. All proper invoices received by EPWater will be paid within 30 days of El Paso Waters Utilities' receipt date of the invoice.
- j. If partial shipments or deliveries are authorized by EPWater, the contractor shall be paid for the partial shipment or delivery as stated above.
- k. EPWater may withhold or off set the entire payment or part of any payment otherwise due to a contractor, if good(s) or service(s) is/are defective or non-conforming.

#### **4. INDEMNIFICATION:**

CONTRACTOR OR ITS INSURER WILL INDEMNIFY, DEFEND AND HOLD EPWATER, ITS OFFICERS, AGENTS AND EMPLOYEES, HARMLESS FOR AND AGAINST ANY AND ALL CLAIMS, CAUSES OF ACTION, LIABILITY, DAMAGES OR EXPENSE, (INCLUDING BUT NOT LIMITED TO ATTORNEY FEES AND COSTS) FOR ANY DAMAGE TO OR LOSS OF ANY PROPERTY, OR ANY ILLNESS, INJURY, PHYSICAL OR MENTAL IMPAIRMENT, LOSS OF SERVICES, OR DEATH TO ANY PERSON ARISING OUT OF OR RELATED TO THIS AGREEMENT, UNLESS SUCH DAMAGE, INJURY, LOSS, ILLNESS, PHYSICAL OR MENTAL IMPAIRMENT, LOSS OF SERVICE, OR DEATH RESULTS SOLELY FROM OR SOLELY INVOLVES NEGLIGENCE, OR ALLEGATIONS OF NEGLIGENCE ON THE PART OF EPWATER, ITS OFFICERS, AGENTS, OR EMPLOYEES. WITHOUT MODIFYING THE CONDITIONS OF PRESERVING, ASSERTING OR ENFORCING ANY LEGAL LIABILITY AGAINST EPWATER AS REQUIRED BY LAW, EPWATER WILL PROMPTLY FORWARD TO CONTRACTOR EVERY DEMAND, NOTICE, SUMMONS OR OTHER PROCESS RECEIVED BY EPWATER IN ANY CLAIM OR LEGAL PROCEEDINGS CONTEMPLATED HEREIN. CONTRACTOR WILL 1) INVESTIGATE OR CAUSE THEM INVESTIGATION OF ACCIDENTS OR OCCURRENCES INVOLVING SUCH INJURIES OR DAMAGES; 2) NEGOTIATE OR CAUSE TO BE NEGOTIATED THE CLAIM AS THE CONTRACTOR MAY DEEM EXPEDIENT; AND 3) DEFEND OR CAUSE TO BE DEFENDED ON BEHALF OF EPWATER ALL SUITS FOR DAMAGES EVEN IF GROUNDLESS, FALSE OR FRAUDULENT, BROUGHT BECAUSE OF SUCH INJURIES OR DAMAGES. CONTRACTOR WILL PAY ALL JUDGMENTS FINALLY ESTABLISHING LIABILITY OF EPWATER IN ACTIONS DEFENDED BY CONTRACTOR PURSUANT TO THIS SECTION ALONG WITH ALL ATTORNEYS' FEES AND COSTS INCURRED BY EPWATER INCLUDING INTEREST ACCRUING TO THE DATE OF PAYMENT BY CONTRACTOR, AND PREMIUMS ON ANY APPEAL BONDS. EPWATER, AT ITS ELECTION WILL HAVE THE RIGHT TO PARTICIPATE IN ANY SUCH NEGOTIATIONS OR LEGAL PROCEEDINGS TO THE EXTENT OF THIS INTEREST. EPWATER WILL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO THE CONTRACTOR'S PROPERTY FROM ANY CAUSE.

#### **5. GRATUITIES:**

EPWater may, by written notice to the Contractor, cancel this contract without liability to Contractor if it is determined by EPWater that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of EPWater 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 performing of such a contract. In the event this contract is canceled by EPWater pursuant to this provision, EPWater shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.



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## **6. TERMINATION:**

### **I. TERMINATION FOR CONVENIENCE**

EPWater may terminate this contract, in whole or in part, at any time by written notice to the Contractor. The Contractor will be paid its costs, including the contract close out costs, and profit on work performed up to the time of termination. The Contractor will promptly submit its termination claim to EPWater to be paid the Contractor. If the Contractor has any property in its possession belonging to EPWater, the Contractor will account for the same, and dispose of it in the manner EPWater directs.

### **II. TERMINATION FOR DEFAULT**

If the Contractor fails to comply with any provision of the contract, EPWater may terminate this contract for default. Termination shall be affected by serving a notice of intent to terminate the contract, with a copy to Surety, if applicable, setting forth the manner in which the Contractor is in default. The contractor will be given an opportunity to correct the problem within a reasonable amount of time as specified by EPWater before termination notice is rendered. EPWater shall have the right to immediately terminate the Contract for default if Contractor violates any local, state, or federal laws, rules or regulations that relate to the performance of this Contract.

If EPWater terminates this Contract because the Contractor failed to perform the services as required by the Contract, EPWater shall have the right to obtain like services from another vendor in substitution for those due from the Contractor. The cost of substitute services shall be determined by informal or formal procurement procedures as required by the Local Government Code. EPWater may recover the difference between the cost of the substitute services and the Contract price from the Contractor as damages. EPWater may deduct the damages from Contractor's account for services rendered prior to the termination or services rendered by Contractor pursuant to a different contract or pursue any other lawful means of recovery. The failure of EPWater to obtain substitute services and charge the Contractor under this clause is not a bar to any other remedy available for default.

## **7. FORCE MAJEURE:**

If, by reason of Force Majeure, either party hereto will be rendered unable wholly or in part to carry out its obligations under this Contract then such party will give notice and full particulars of such 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, will be suspended for only thirty (30) days during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party will try to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, will mean acts of God, strikes, lockouts, or other industrial disturbances, acts of public enemies, 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, lightning, earthquake, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines, or canals. It is understood and agreed that the settlement of strikes and lockouts will be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure will be remedied with all reasonable dispatch will 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. If a party is unable to comply with the provisions of this contract by reason of Force Majeure for a period beyond thirty days after the event or cause relied upon, then upon written notice after the thirty (30) days, the affected party shall be excused from further performance under this contract.

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**8. AVAILABILITY OF FUNDS:**

The awarding of this contract is dependent upon the availability of funds. In the event that funds do not become available, the contract may be terminated or the scope may be amended. A 30-day written notice will be given to the vendor and there shall be no penalty nor removal charges incurred by EPWater.

**9. VENUE:**

Both parties agree that venue for any litigation arising from this contract shall lie in El Paso, El Paso County, Texas.

**10. CONTRACT ADMINISTRATION:**

Administration of this Contract, on behalf of EPWater, is the responsibility of Gretchen Garcia, Procurement Analyst, Purchasing and Contract Administration, who is your point of contact for general information or specific matters concerning this contract. Gretchen Garcia can be reached by telephone at (915) 594-5639, or by FAX at (915) 594-5689. Correspondence should be addressed to: EPWater, Purchasing and Contract Administration, Attn: Gretchen Garcia, 1154 Hawkins Blvd. El Paso, TX 79925. Please refer to Bid Number or Contract Number in all correspondence.

(Intentionally left blank)

**11. INSURANCE:**

For the duration of this contract and any extension hereof, Contractor shall purchase and maintain such insurance as is appropriate for the Work being performed and as will provide protection from claims which may arise out of or result from Contractor's performance of the Work and Contractor's other obligations under the Contract Documents, whether it is to be performed by Contractor, any Subcontractor or Supplier, or by anyone directly or indirectly employed by any of them to perform any of the Work, or by anyone for whose acts any of them may be liable: Workers' compensation, Automobile Liability insurance and Commercial General Liability insurance: (a) Covering contractor and its employees and (b) For the protection of the general public and EPWater for bodily or wrongful death and property damage in the limits indicated in the following table. Insurance shall be procured from insurers or indemnity companies acceptable to Owner. Insurance or Indemnity Company furnishing insurance for the Contract shall be authorized to do business in Texas.

<b>INSURANCE REQUIREMENTS</b>				
LIMITS OF COVERAGE FOR ALL GOODS AND SERVICES	AUTOMOBILE {Combined Single Limit} Per Accident	COMMERCIAL GENERAL LIABILITY {Combined Single Limit} <u>Per Project</u>	WORKERS' COMPENSATION {Employers' Liability} Per Accident Per Employee Per Disease	UMBRELLA {Combined Single Limit}
<b>CONTRACT PRICE LESS THAN \$100,000:</b>  Occurrence General Aggregate Products/Completed Operations Aggregate	\$300,000	\$ 500,000 \$ 500,000 \$1,000,000	\$ 500,000 \$ 500,000 \$ 500,000	Not applicable
<b>CONTRACT PRICE EQUAL TO \$100,000 OR GREATER AND LESS THAN \$500,000:</b>  Occurrence General Aggregate Products/Completed Operations Aggregate	\$500,000	\$ 500,000 \$1,000,000 \$1,000,000	\$ 500,000 \$ 500,000 \$ 500,000	Not applicable
<b>CONTRACT PRICE EQUAL TO OR GREATER THAN \$500,000 AND UP TO AND INCLUDING \$10,000,000:</b>  Occurrence General Aggregate Products/Completed Operations Aggregate	\$1,000,000	\$1,000,000 \$2,000,000 \$2,000,000	\$1,000,000 \$1,000,000 \$1,000,000	\$2,000,000 \$2,000,000
<b>CONTRACT PRICE GREATER THAN \$10,000,000:</b>  Occurrence General Aggregate Products/Completed Operations Aggregate	\$1,000,000	\$1,000,000 \$2,000,000 \$2,000,000	\$1,000,000 \$1,000,000 \$1,000,000	\$5,000,000 \$5,000,000

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With respect to the above required insurance, EPWater and its officers and employees shall be named as additional insureds as their interests may appear. EPWater shall be provided with 30 days advance notice, in writing, of any cancellation or material change. EPWater shall be provided with certificates of insurance evidencing the above required insurance prior to the commencement of this contract and thereafter with certificates evidencing renewal or replacement of said policies of insurance at least 15 days prior to the expiration or cancellation of any such policies.

NOTE: The insurer waives any right of subrogation it may acquire against the Owner, its partners, agent and employees.

**Notices and Certificates required by this contract clause shall be provided to:**

EPWater  
Purchasing and Contract Administration Department  
Attn: Gretchen Garcia, Procurement Analyst  
1154 Hawkins Blvd.  
El Paso, Texas 79925

**Failure to submit insurance certification may result in contract cancellation.**

**Please refer to Bid Number/Contract Number and Title in all correspondence.**

**12. CONE OF SILENCE**

The "Cone of Silence" is imposed upon each RFP, RFQ or Bid from the time of advertising until it is posted on the Public Service Board Agenda for award. The Cone of Silence prohibits communications with EPWater employees to attempt to influence the purchasing decision. As such, the Cone of Silence prohibits any communication regarding RFP's, RFQ's or Bids between, among others:

- Potential vendors, service providers, bidders, or consultants and EPWater employees.
- Potential vendors, service providers, bidders, or consultants, any member of the Board, the President/CEO, or their respective staff and members of the respective selection committee.

The provisions do not apply to, among other communications:

- Oral communications with Sr. Purchasing Agent, Purchasing Agent, Contracts Developer Coordinator, or Procurement Analyst, provided the communications is limited strictly to matters of process or procedure already contained the solicitation document;
- The provisions of the Cone of Silence do not apply to oral communications at pre-proposal or pre-bid conferences, oral presentations before selection committees, contract negotiations during duly notice public meeting, public presentations made to the President/CEO and Board members during a duly noticed public meeting; or
- Communications in writing at any time unless specifically prohibited by the applicable, RFP, RFQ or bid document.

In addition to any other penalties provided by law, violation of the Cone of Silence by any proposer or bidder shall render that proposer's or bidder's RFP, RFQ or bid award voidable. Any person having personal knowledge of a violation of these provisions shall report such violations to EPWater General Counsel and the Purchasing Agent.

The "Cone of Silence" applies to any and all potential subcontractors as well.

This bid will be awarded by the Public Service Board at their regularly scheduled meeting.

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

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).

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.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (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.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_  
Name of Officer

**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.**

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?

Yes       No

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?

Yes       No

**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.**

**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).

**7**

\_\_\_\_\_  
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.

## Instructions - Form 1295

Effective January 1, 2016, a governmental entity may not enter into a contract requiring board approval, unless the business entity submits a Disclosure of Interested Parties (Form 1295) at the time the business entity submits the signed contract.

The following definitions apply:

1. "Interested Party" means a person:
  - a. Who has a controlling interest in a business entity with whom a governmental entity contracts: or
  - b. Who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity.
2. "Intermediary" means "a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:
  - a. Receives compensation from the business entity for the person's participation;
  - b. Communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
  - c. Is not an employee of the business entity
3. "Business Entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation. "Business entity" includes a for-profit or nonprofit entity. He term does not include a governmental entity or state agency.
4. "Contract" includes an amended, extended, or renewed contract.
5. "Controlling Interest" means:
  - a. An ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent;
  - b. Membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or
  - c. Service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers."

**A business entity must file Form 1295 electronically with the Texas Ethics Commission using the Commission's online filing application, which can be found at:**

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

The business entity must **print a copy** of the completed form, which will include a certification of filing containing a unique certification number. The Form 1295 must be **signed by an authorized agent** of the business entity, and **the form must be notarized**. The **business entity must then submit the completed, signed, notarized Form 1295 to the contracting school district**.

# Changes to Form 1295

Changes to the law requiring certain businesses to file a Form 1295 are in effect for contracts entered into or amended on or after January 1, 2018. The changes exempt businesses from filing a Form 1295 for certain types of contracts and replace the need for a completed Form 1295 to be notarized. Instead, the person filing a 1295 needs to complete an “unsworn declaration.”

## **What type of contracts are exempt from the Form 1295 filing requirement under the amended law?**

The amended law adds to the list of types of contract exempt from the Form 1295 filing requirement. A completed Form 1295 is not required for:

- a sponsored research contract of an institution of higher education;
- an interagency contract of a state agency or an institution of higher education;
- a contract related to health and human services if:
  - the value of the contract cannot be determined at the time the contract is executed; and
  - any qualified vendor is eligible for the contract;
- a contract with a publicly traded business entity, including a wholly owned subsidiary of the business entity;\*
- a contract with an electric utility, as that term is defined by Section 31.002, Utilities Code;\* or
- a contract with a gas utility, as that term is defined by Section 121.001, Utilities Code.\*

The newly exempt contract types are marked with an asterisk.

## **Why do I need to include my date of birth and address when I sign Form 1295? Was this always the case?**

In 2017, the legislature amended the law to require Form 1295 to include an “unsworn declaration” which includes, among other things, the date of birth and address of the authorized representative signing the form. The change in the law applies to contracts entered into, renewed, or amended on or after January 1, 2018. The unsworn declaration, including the date of birth and address of the signatory, replaces the notary requirement that applied to contracts entered into before January 1, 2018.



**Will my date of birth and address appear on the TEC's website when I file the form?**

No. The TEC filing application does not capture the date of birth or street address of the signatory and it will not appear on forms that are filed using the TEC filing application.

Although the TEC does not capture the date of birth and street address of the signatory, the contracting state agency or governmental agency will have a physical copy of the form that includes the date of birth and address of the signatory. The TEC cannot answer whether the contracting state agency or governmental agency may release such information. Questions regarding the Texas Public Information Act may be directed to the Office of the Attorney General. *See also Paxton v. City of Dall.*, No. 03-13-00546-CV, 2015 Tex. App. LEXIS 5228, at \*10-11 (App.—Austin May 22, 2015)\_(mem. op.) (pet. denied) (*available [here](#)*).

**CERTIFICATE OF INTERESTED PARTIES**

**FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY**

**1** Name of business entity filing form, and the city, state and country of the business entity's place of business.

**2** Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

**3** Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

**5** Check only if there is NO Interested Party.

**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
 (street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
 (month) (year)

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)

**ADD ADDITIONAL PAGES AS NECESSARY**

# INSTRUCTIONS TO BIDDERS

1. Bidders **MUST** use the form and format included in this bid document and provides all required information. The Bid Proposal shall be mailed to the Purchasing and Contracts Administration Department, El Paso Water, El Paso, Texas 79961 or delivered to the Purchasing and Contracts Administration Department, El Paso Water Building, first floor, 1154 Hawkins Boulevard, El Paso, Texas 79925 prior to the date and time specified in this bid document. Bids received after the date and time shall be returned unopened to the Bidder.
2. The unit price of each item must be given in the column headed 'Unit Price' and must be for the particular unit of measurement specified in the column headed 'Unit'. In addition, the price per unit shall be multiplied by the total number of units and the total shown in the column for 'Total Cost'. If there is a discrepancy between the unit price and the total cost, the **unit price shall prevail**.
3. When a bid is requested for a particular item by brand name or other form of identification and the words '**or approved equal**' are used, Bidders may bid on items manufactured by other companies, provided the substituted article(s) is clearly described in terms of trade name, grade, capacity, etc. Sufficient information **MUST BE INCLUDED WITH THE BID SUBMITTAL** to permit El Paso Water to evaluate the item(s) for compliance with bid specifications. **BIDDERS WHO FAIL TO INCLUDE THIS INFORMATION WITH THE BID SUBMITTAL MAY BE DISQUALIFIED.**
4. Additional information not requested in the bid specifications, but felt to be pertinent by the Bidder, may be included as annotations or attachments to the Bid Proposal.
5. When a date is set for merchandise to be received or for work to be performed, the merchandise **MUST BE DELIVERED OR THE WORK PERFORMED** on or before the specified date; if not, the Purchase Order or Master Contract to the delinquent party may be canceled. If the Purchase Order or Master Contract is canceled, El Paso Water shall have the right to buy the merchandise or have the unfinished work completed by another bidder. Any excess in cost for the same item(s) or service over the price specified in the Bid Proposal that was accepted by the Public Service Board will be deducted from any money deposited with this bid or subsequently due. El Paso Water reserves the right to delete the company from the Bidders List for up to twelve months.
6. All bids **MUST BE F.O.B. DESTINATION**. All reductions or refunds on freight charges will be for the account of El Paso Water.
7. The Bid Submittal shall remain subject to acceptance for (90) Ninety days after the bid opening.
8. Bidders are invited to be present at the opening of bids.
9. Unless otherwise specified in the Bid Proposal, award of the bid shall be made by individual item to the lowest responsible bidder meeting specifications for the goods and/or services described in the Bid Proposal. A Bidder may qualify their bid by indicating that is based on 'All or None' for either all or part of the items.
10. The Public Service Board is not bound by the issuance of this Bid Proposal to award a contract. Any resulting order will be awarded to the lowest and best qualified responsible bidder whose bid, conforming to the Bid Proposal, is most advantageous to El Paso Water. If deemed to be in the best interest of El Paso Water, the Public Service Board reserves the right to reject any or all bids, award a contract for the items, either in whole or part and/or waive any irregularities. However, the contract may not be awarded to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located. If the funding of the contract involves federal funds, then the contract will be awarded to the lowest and best qualified responsible Texas resident or nonresident bidder whose bid, conforming to the Bid Proposal, is most advantageous to El Paso Water.

## DEFINITIONS:

**BIDDER** - means a person, partnership or corporation making a proposal for the performance of the work covered by the contract documents and may be a '**Texas Resident Bidder**' or a '**Nonresident Bidder**'.

**TEXAS RESIDENT BIDDER** - means a bidder whose principal place of business is in this state and includes a contractor whose ultimate parent company or majority owner has its principal place of business in the state of Texas.

**NONRESIDENT BIDDER** - means a bidder whose principal place of business is not in this state but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in the state of Texas.

11. A Bidder may withdraw their bid at any time prior to the date and time of bid opening, provided written authorization is presented to the Purchasing Agent by an officer of the firm that submitted the bid.
12. Any additional information about this bid and/or complaints, questions or comments about the bid of another vendor must **be submitted to the Purchasing Agent within 24 hours** after the bids are opened for the information or complaint to be considered.

# INSTRUCTIONS TO BIDDERS CONTINUED

13. Reference bid proposal for insurance requirements.
14. Each bid MUST be accompanied by Bid Security made payable to El Paso Water in an amount of five (5) percent of the Bidder's total bid and in the form of a certified or cashier's check or a Bid Bond. The Bid bond (and performance and Payment bond when required) shall be in the form prescribed by applicable laws and regulations including, but not limited to, Chapter 2253 of the Texas Government Code and Section 7.19-1 of the Texas Insurance Code. **The bond shall be executed by a Surety authorized and admitted to do business in the State of Texas and licensed by the State of Texas to issue surety bonds.** This Bid Security is provided as a guarantee that the Bidder, if awarded a contract, will execute the contract (Purchase Order or Master Contract) to provide the material, supplies, equipment and/or services. **FAILURE OF THE BIDDER TO INCLUDE BID SECURITY WITH THE BID SUBMITTAL SHALL CONSTITUTE A NONRESPONSIVE BID AND RESULT IN DISQUALIFICATION OF THE BID SUBMITTAL.** THE BID SECURITY SHALL BE FORFEITED AND EL PASO WATER SHALL THEN HAVE THE RIGHT TO MAKE THE AWARD TO THE NEXT LOWEST RESPONSIBLE, RESPONSIVE BIDDER OR ASK FOR NEW BIDS. The Bid Security of all bidders will be retained by El Paso Water until award of the contract to the successful Bidder by the Public Service Board. After award of the contract, the Bid Security of the successful Bidder will be retained by El Paso Water until receipt of the Performance Bond and/or Payment Bond (if required). Upon receipt of the Performance Bond and/or Payment Bond, the Bid Security will be returned. The Bid Security of the next two low bidders will be retained until execution of the successful Bidder's contract and will then be returned. The Bid Security of all remaining Bidders will be returned after award of the Bid by the Board.
15. The successful Bidder will be required to obtain a Performance Bond and Payment bond (when required) for one hundred percent (100%) of the bid as security for the faithful performance and payment of all of the Bidder's obligations. All bonds shall be in the form prescribed by all applicable laws and regulations including, but not limited to, Chapter 2253 of the Texas Government Code and Section 7.91-1 of the Texas Insurance Code. **The bonds shall be executed by a Surety which is authorized and admitted to do business in the State of Texas and licensed by the State of Texas to issue surety bonds.** All bonds signed by an agent must be accompanied by a certified copy of the agent's authority to act. IF THE SUCCESSFUL BIDDER FAILS TO FURNISH THESE BONDS WITHIN FIFTEEN (15) DAYS AFTER RECEIPT OF WRITTEN NOTIFICATION OF THE BID AWARD, THEIR BID SECURITY SHALL BE FORFEITED. El Paso Water shall then have the right to make the award of a contract to the next lowest responsible, responsive bidder or to ask for new bids.
16. To the fullest extent permitted by laws and regulations, Bidders shall indemnify and hold harmless El Paso Water, The Public Service Board, its officers, agents and employees from and against all claims, damages, losses and expenses; direct, indirect or consequential (including, but not limited to fees and charges of engineers, architects, attorneys and other professionals and court costs) arising out of or resulting from the performance of its obligations under this contract and the contract documents.
17. The Bid Proposal MUST be signed by an authorized agent of the bidding company. Failure to sign the Bid Proposal or signing it with a false statement shall void the submitted bid or any resulting contract (Purchase Order or Master Contract) and the bidder may, at the option of the Public Service Board, be removed from the bid list.
18. By signing the Bid Proposal, the Bidder affirms that he has not given or offered to give nor intends to give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, favor or services to an employee or official of El Paso Water in connection with the submitted bid.
19. These INSTRUCTIONS TO BIDDERS, the Bid Proposal and all other contract documents shall constitute a binding and enforceable contract with El Paso Water. Upon award of the bid by the Public Service Board, the Bidder hereby agrees that the signature of its duly authorized agent on the first page of the Bid Proposal shall bind the Bidder to all terms and obligations of the INSTRUCTIONS TO BIDDERS, Bid Proposal and other contract documents.
20. This bid specifically prohibits communications in writing addressed in the final bullet of the cone of silence.