



**INFORMAL  
BID PROPOSAL  
(IFB)  
FOR  
EL PASO WATER UTILITIES**

1154 HAWKINS BLVD. – P.O. BOX 511 79961  
EL PASO, TEXAS 79925 – P 915/594-5628 F 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.

**SUBJECT: HASKELL WASTEWATER TREATMENT PLANT 48-INCH INFLUENT AND 66-INCH EFFLUENT PIPE EXPOSURE PROJECT (RE-BID)**  
**IFB NUMBER: IFB80-17**  
**IFB DUE DATE: 2:00 P.M. LOCAL TIME, SEPTEMBER 13, 2017** **Page 1 of 7**

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

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

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

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

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

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

Informal Bid Proposal (IFB) 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 informal bid proposal non-responsive.

Submit two (2) signed IFB proposals, one (1) original signed in blue ink and one (1) copy.

Any requests for clarifications and/or changes to this IFB proposal shall be made in writing via email to Rose M. Guevara @ [rquevara@epwu.org](mailto:rquevara@epwu.org) or sent via fax to Rose M. Guevara at (915) 594-5689. Requests need to be submitted by September 5, 2017. Requests submitted after this time frame, may not elicit a response. Answers to IFB questions will be posted September 8, 2017.

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**NOTE:**

A **PRE-BID MEETING** shall be held at **10:00 A.M. LOCAL TIME Wednesday, August 30, 2017** in the first floor Purchasing Conference room El Paso Water Bldg., 1154 Hawkins Blvd. The purpose of having the PRE-BID MEETING is to review the requirements in the bid documents and respond to questions from potential bidders.

**ATTENDANCE AT THE PRE-BID MEETING IS HIGHLY RECOMMENDED.**

**NOTE:** Bidders are to complete the attached check list and Excel form spreadsheet found with this Informal Bid announcement located at [www.epwu.org](http://www.epwu.org). Bidder must provide a saved read only CD formatted copy or USB Drive of this Excel spreadsheet returned with sealed bid. CD or USB Drive must have the IFB number and company name written on the CD or USB Drive. Failure to complete this may deem the bidders submission non responsive.

This IFB will be awarded to the bidder with the lowest, responsive, responsible "Total Bid" for items 1 thru 5 as noted on the Excel spreadsheet.

**\*EAU = ESTIMATED ANNUAL USAGE**

\*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.

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

**DELIVERY REQUIREMENTS: NONE**

Personnel entering the premises of El Paso Water (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 El Paso Water facility may be denied to individuals without identification as addressed above.

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**El Paso Water is exempt from State and City Sales Tax**

**Bidder must answer the following questions:**

1. Does the bidder that is making and submitting the bid qualify as a "**Resident Bidder**" or a "**Non-Resident 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 "**Non-Resident 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 his 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 "**Non-Resident 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 "**Non-Resident Bidder**" are included in the "**Instructions to Bidders**" on the last two pages of this bid proposal.

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**STATEMENT OF RESIDENCY**

The following information is required by El Paso Water – Public Service Board (“EPWU”) 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 EPWU. 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.

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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 EPWU 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 EPWU and Bidder will be void and EPWU 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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**1. GRATUITIES:**

El Paso Water may, by written notice to the Contractor, cancel this contract without liability to Contractor if it is determined by El Paso Water 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 El Paso Water 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 El Paso Water pursuant to this provision, the El Paso Water 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.

**2. 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 El Paso Water.

**3. CONTRACT ADMINISTRATION:**

Administration of this Contract, on behalf of El Paso Water, is the responsibility of **Rose M. Guevara, Senior Purchasing Agent**, Purchasing and Contract Administration, who is your point of contact for general information or specific matters concerning this contract. **Rose M. Guevara** can be reached by telephone at (915) 594-5689, or by FAX at (915) 594-5689. Correspondence should be addressed to: El Paso Water, Purchasing and Contract Administration, Attn: **Rose M. Guevara**, 1154 Hawkins Blvd. El Paso, TX 79925. Please refer to IFB Number or Contract Number in all correspondence.

**4. 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 EPWU 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 EPWU 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 The Senior Purchasing Agent or Contracts Administration 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

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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 the EPWU General Counsel and the Purchasing Agent.

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

IFB's will be received until September 13, 2017, 11:00 a.m. Local Time. IFB's may be mailed to the attention of the Purchasing and Contracts Administration Department, 1154 Hawkins Blvd. El Paso, TX 79925 or delivered to El Paso Water Bldg. 1154 Hawkins Blvd. El Paso, Texas 79925.

**Note: Faxed and/or Email IFB will not be accepted.**