



REQUEST FOR PROPOSAL
No. RFP45-18

REMOTE MONITORING OF EXISTING TRANSIENT PRESSURE SENSORS (TP1s)

Proposal Due Date: May 04, 2018 at 11:00 A.M MST

Proposal must be sealed and delivered to:

El Paso Water (EP Water)
Attention: Levi Chacon, Purchasing Agent
1154 Hawkins Boulevard
El Paso, Texas 79925

Proposals received after the date and time specified above will not be accepted and will be returned unopened. The RFP documents, including addendums, will be posted to the EP Water website at www.epwu.org Proposals received and accepted shall become the property of EP Water and will **NOT** be returned.

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

Procedural or contractual questions can be directed to Levi Chacon, Purchasing Agent at lchacon@epwu.org.

Instructions to Bidders:

The following are items on Instructions to Bidders are **NOT** required for this RFP
Item # 8 – Respondents presence is not required for Proposal submittal.

Item # 14 - Bid Security

Item # 15 - Payment & Performance Bond

The Utility will award the contract to the respondent that submits a proposal which receives the highest cumulative score for each of the evaluation factors delineated herein.

NOTE:

A **PRE-PROPOSAL MEETING** shall be held at **10:00 A.M. MST, Monday, April 23, 2018** at the El Paso Water Utilities Bldg., 1154 Hawkins Blvd. The purpose of having the PRE-PROPOSAL MEETING is to review the requirements in the proposal and respond to questions from potential respondents. **ATTENDANCE AT THE PRE-PROPOSAL MEETING IS HIGHLY RECOMMENDED.**

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PART 1 – GENERAL INFORMATION

1.1 PRICE ESCALATION

A Price Escalation may be considered under the following conditions:

- a. Prices must be firm for at least the first 12 month period from award.
- 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 El Paso Water Utilities which includes the price increase to the contract. The price increase shall be effective within 14 calendar days from El Paso Water Utilities acceptance.
- c. El Paso Water Utilities reserves the right to cancel the contract resulting from this Request for Proposal and re-competing 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 12 month period from the revised date of the Master Contract.

1.2 PRICE DE-ESCALATION

If the Contractor receives a price decrease from the supplier, the Contractor is responsible to notify El Paso Water Utilities 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.

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

Unless a discount is provided as an inducement for prompt payment, El Paso Water Utilities 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 **REMOTE MONITORING OF EXISTING TRANSIENT PRESSURE SENSORS (TP1s)**, whichever is later.

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.

Transportation:

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

1.3 Resident Bidder Information

Respondent must answer the following questions:

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

Answer: _____

If the respondent 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 proposal of a resident respondent of that state in order for the nonresident bidder of that state to be awarded the contract on his proposal in such state?

Answer: _____

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 Proposal unless the nonresident's proposal is lower than the lowest proposal submitted by a responsible **Texas Resident Respondent** by the same amount that a **Texas Resident Respondent** would be required to underbid the nonresident respondent 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 Request for proposal.

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STATEMENT OF RESIDENCY

The following information is required by El Paso Water Utilities 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 proposal. Respondents' cooperation in this regard will avoid costly time delays in the award of proposals by El Paso Water Utilities. Failure to provide all required information may result in the highest cumulative submission being considered non-responsive and non-responsible, and the second highest cumulative submission being considered for award.

Definitions

Resident Respondent: 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 Respondent: 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.

Respondent'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 _____ ("Respondent") submitted its bid on Bid No. _____. I further attest that I am an authorized representative of Respondent or have been duly authorized to represent Respondent in this matter. I understand that the information provided is being relied on by El Paso Water Utilities 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 El Paso Water Utilities and Respondent will be void and El Paso Water Utilities may pursue any legal claims it may have against Respondent.

[SIGNATURE ON NEXT PAGE]

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:

1.5 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 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. El Paso Water Utilities 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 unused and unpaid for good(s) and/or service(s) will be returned to the Contractor by El Paso Water Utilities.
- g. Mail invoices to:
El Paso Water Utilities 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 El Paso Water Utilities 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 El Paso Water Utilities, the Contractor shall be paid for the partial shipment or delivery as stated above.
- k. El Paso Water Utilities 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.

1.6 INDEMNIFICATION

Contractor or its insurer will INDEMNIFY, DEFEND AND HOLD El Paso Water Utilities, 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. Without modifying the conditions of preserving, asserting or enforcing any legal liability against El Paso Water Utilities as required by law, El Paso Water Utilities will promptly forward to Contractor every demand, notice, summons or other process received by El Paso Water Utilities in any claim or legal proceedings contemplated herein. Contractor will 1) investigate or cause the investigation of accidents or occurrences involving such injuries or damages; 2) negotiate or cause the to be negotiated the claim as the Contractor may deem expedient; and 3) defend or cause to be defended on behalf of El Paso Water Utilities 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 El Paso Water Utilities in actions defended by Contractor pursuant to this section along with all attorneys' fees and costs incurred by El Paso Water Utilities including interest accruing to the date of payment by Contractor, and premiums on any appeal bonds. El Paso Water Utilities, at its election will have the right to participate in any such negotiations or legal proceedings to the extent of this interest. El Paso Water Utilities will not be responsible for any loss or damage to the Contractor's property from any cause.

1.7 GRATUITIES

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

1.8 TERMINATION

I. TERMINATION FOR CONVENIENCE

El Paso Water Utilities 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 El Paso Water Utilities to be paid the Contractor. If the Contractor has any property in its possession belonging to El Paso Water Utilities, the Contractor will account for the same, and dispose of it in the manner El Paso Water Utilities directs.

II. TERMINATION FOR DEFAULT

If the Contractor fails to comply with any provision of the contract, El Paso Water Utilities may terminate this contract for default. Termination shall be effected 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 El Paso Water Utilities before termination notice is rendered. El Paso Water Utilities 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 El Paso Water Utilities terminates this Contract because the Contractor failed to perform the services as required by the Contract, El Paso Water Utilities 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. El Paso Water Utilities may recover the difference between the cost of the substitute services and the Contract price from the Contractor as damages. El Paso Water Utilities 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 El Paso Water Utilities to obtain substitute services and charge the Contractor under this clause is not a bar to any other remedy available for default.

1.9 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.

1.10 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 Utilities.

1.11 VENUE

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

1.12 CONTRACT ADMINISTRATION:

Administration of this Contract, on behalf of El Paso Water Utilities, is the responsibility of Levi Chacon, Purchasing and Contract Administration, who is your point of contact for general information or specific matters concerning this contract. Levi Chacon can be reached by telephone at (915) 594-5625, or by FAX at (915) 594-5689. Correspondence should be addressed to: El Paso Water Utilities, Purchasing and Contract Administration, Attn: Levi Chacon, 1154 Hawkins Blvd. El Paso, TX 79925. Please refer to RFP Number or Contract Number in all correspondence.

1.13 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 El Paso Water Utilities 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.

INSURANCE REQUIREMENTS				
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}
CONTRACT PRICE LESS THAN \$100,000: Occurrence General Aggregate Products/Completed Operations Aggregate	\$300,000	\$ 500,000 \$ 500,000 \$1,000,000	\$ 500,000 \$ 500,000 \$ 500,000	Not applicable
CONTRACT PRICE EQUAL TO \$100,000 OR GREATER AND LESS THAN \$500,000: 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
CONTRACT PRICE EQUAL TO OR GREATER THAN \$500,000 AND UP TO AND INCLUDING \$10,000,000: 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
CONTRACT PRICE GREATER THAN \$10,000,000: 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

With respect to the above required insurance, El Paso Water Utilities and its officers and employees shall be named as additional insureds as their interests may appear. El Paso Water Utilities shall be provided with 30 days advance notice, in writing, of any cancellation or material change. El Paso Water Utilities 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:

El Paso Water Utilities
Purchasing and Contract Administration Department
Attn: Levi Chacon, Purchasing Agent
1154 Hawkins Blvd.
El Paso, Texas 79925

Failure to submit insurance certification may result in contract cancellation.

Exception for insurance requirements:

Above mentioned insurance conditions are not required if **all** quoted items on this Request for proposal are to be delivered through an independent carrier and the respondent's personnel or respondent's subcontractors and are not required to enter El Paso Water Utilities premises. **(Respondent is only responsible for obtaining proper insurance requirements from their selected independent delivery carrier)**

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

1.14 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 El Paso Water Utilities 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, respondents, or consultants and El Paso Water Utilities employees.
-) Potential vendors, service providers, respondents, or consultants, any member of the Board, the President/CEO, or their respective staff and members of the respective selection committee (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 in the solicitation document;
-) The provisions of the Cone of Silence do not apply to oral communications at pre-proposal or pre-proposal 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 respondent shall render that proposer's or respondent's RFP, RFQ or bid award voidable. Any person having personal knowledge of a violation of these provisions shall report such violations to El Paso Water Utilities General Counsel and the Purchasing Agent.

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

PART 2 – SPECIFICATIONS

2.1 INTRODUCTION

EP Water is seeking proposals which include QUALIFICATION AND COST from Companies for a service contract for a three year term with an option to extend the contract for up to two - three year extensions. The service contract is to include the installation of the hardware and software required to enable remote monitoring of existing transient pressure monitors located at pump stations on a 24 hour, 365 days a year continuous basis. Communications with remote sites shall be set up using a commercial cellular communications carrier. A monitoring dashboard and e-mail notifications of pressure transient events shall be set up in coordination with the EP Water Water Distribution Systems Manager. Successful respondent should have previous experience in the installation and maintenance of remote web-based or intra-net based pressure monitoring equipment in the state of Texas or other States as applicable.

2.2 IMPORTANT DATES

(All times are Mountain Standard Time):

Advertisement Date:	April 16, 2018
Pre-Proposal Meeting:	April 23, 2018 at 10:00 AM
Deadline for mailed/emailed written questions:	April 25, 2018 at 5:00 PM
Date answers to questions posted on website:	April 27, 2018 by 5:00 PM
Deadline for receipt of proposals:	May 04, 2018 at 11:00 AM

Proposals received after the date and time specified above will not be accepted and will be returned unopened. Interested parties that will be submitting a proposal are requested not to contact or lobby any member of the Committee or the Public Service Board. The Committee will evaluate each proposal based on the criteria described in the Evaluation Criteria contained within this proposal. Proposals received and accepted shall become the property of the El Paso Water and will **NOT** be returned

NOTE: The submittal package shall consist of one original (signed blue ink) and one copy of a bound file, and one electronic file in either a CD or USB drive, the file shall be compatible with Microsoft Word or Adobe Reader. The proposal shall consist of no more than 20 pages, (plus any resumes for employees and specification of proposed materials). FAILURE TO SUBMIT THE "UNIT PRICE SCHEDULE" AND THE FOLLOWING SUBMITTAL REQUIREMENTS WITH PROPOSAL MAY AUTOMATICALLY DISQUALIFY THE PROPOSAL FROM CONSIDERATION.

2.3 PRE-PROPOSAL MEETING

A PRE-PROPOSAL MEETING will be held at 10:00 A.M., MST, April 23, 2018 on the third floor Engineering Conference Room (1) or (2) of the El Paso Water Building located at 1154 Hawkins Boulevard, El Paso, Texas 79925. The purpose of this meeting is to respond to questions which will allow for preparation of a complete proposal. Request for Proposal documents may be downloaded from the internet at www.EPWU.org

2.4 SELECTION PROCEDURE

Successful respondent shall be selected on the basis of the responsiveness of the submittal in accordance with the rating criteria and scoring method specified in Section 5.1 of this RFP.

A committee of EPWater employees shall review the proposals. Each criteria will be scored on a scale of 1 (lowest rating) to 5 (highest rating) points with each criteria score weighed as follows: cost – 20%, personnel experience – 25%, experience with community water systems – 25%, demonstrated technology – 15%, optional features – 15%. All scoring is final.

It is the Successful respondents' responsibility to insure that all of the required submittals are submitted with their offer. Failure to submit the required submittals contained within this RFP may

render the respondent non-responsive to the solicitation, thus resulting in rejection. The proposal shall thoroughly describe the methods, staffing, organization, and structure developed to fulfill the project requirements.

The Utility will award the contract to the respondent that submits a proposal which receives the highest weighted point total from all of the evaluation factors delineated herein.

All proposals submitted shall become the property of the EPWater.

2.5 SCOPE OF WORK

The Scope of Work involves installing the necessary communications hardware and software to enable the remote monitoring of pressure data output by EP Water's existing transient pressure monitoring sensors (referred to herein as TP1s) which are located at pump station headers. The communications hardware and software shall connect the TP1s to an online portal hosted on either a cloud based (internet) or premise based (intranet) server. Proposals are to include pricing for both hosting options.

There are a total of 15 TP1 transient pressure monitoring sites located at pump stations which are potential candidates for remote pressure monitoring under this RFP. The TP1s are mounted inside existing locked metal cabinets. The cabinets have access to power and cables can be routed to external antennas if required as part of the new contractor installed equipment. These cabinets should have sufficient space to mount any hardware required to set up remote monitoring. The TP1 User Manual is included as Attachment 1 of this Request for Proposal.

The portal shall display a transient pressure monitoring dashboard which can be accessed by designated El Paso Water staff. The system will also be capable of notifying, via e-mail, said staff whenever pressure transients are detected.

Scope of services and technical specifications are further described in sections three and four of this Request for Proposal.

[SECTION LEFT INTENTIONALLY BLANK]

PART 3 – QUALIFICATIONS

3.1 RESPONDENT IDENTIFICATION

State the name and address of your organization or office and the number or years your organization has been in business as a Company. If your organization operated under a different business name, state under what other or former names your organization had operated under and the number of years your organization has been in business under its present business name. State the nature of your organization (corporation, partnership, individual, or other).

If your organization is a corporation, state the date of incorporation, state of incorporation, and the names of the President, Vice-President, Secretary, and Treasurer.

If your organization is a partnership, then state the date of organization, type of partnership (if applicable), and the name(s) of general partner(s).

If your organization is individually owned, state the date of organization and the name of owner.

If the form of your organization is other than those listed above, provide a description of your organization and name the principals.

Subcontractor(s), if any, must be listed. Describe individual staff and subcontractor's responsibilities with line of authority and interface with EP Water staff. Include name and telephone number of person(s) authorized for preparation and execution of the agreement. EP Water has the authority to reject any or all subcontractors.

3.2 PERSONNEL EXPERIENCE

Describe the experience and qualifications of company principals, supervisors, technicians, operators, and other employees who will actively engage in the execution of the contract, including experience and qualifications of subcontractors. The experience and qualifications must also state the number of years each employee has worked with the firm and the name of employees who will actually perform the work on this contract. The experience and qualification must include reference to setting up a remote pump station pressure monitoring system using internet or intranet portals and monitoring dashboards, with alerts via email.

Submit the following:

Resumes of Employees that will have involvement in the project (i.e. Principals, Supervisors, Technicians, Operators, or other employees proposed for this project). Resumes for employees that will have involvement in the project shall demonstrate knowledge and quantifiable experience of setting up a remote pump station pressure monitoring system using cloud-based or premise-based portals and monitoring dashboards with alerts via e-mail, and include a minimum of 2 projects where a such system have been set up. Submittals that demonstrate experience with remoting monitoring of transient pressure sensors that produce higher resolution data during transient events will receive higher evaluation scores. An organizational chart of the proposed key personnel for this project shall include the project manager, technicians, programmers, and other key personnel to be used for the project.

3.3 NECESSARY LABOR AND EQUIPMENT

The respondent shall show that he/she has the necessary labor and equipment, to supply and install the system as requested on this RFP.

Submit the following:

-) Employee Resources available to the company
-) Equipment Resources available to the company

3.4 WORKING WITH COMMUNITY WATER SYSTEMS

The respondent shall provide evidence of successful performance on at least two projects involving remote pump station pressure monitoring with a utility or government entity. Indicate the utility or government entity the work was performed for and a reference person who can be contacted regarding the work. Contact information must include the contact's name, current phone number, and the utility or government agency that employs him.

Submit the following:

A list of projects, providing a description of scope of work with references and contact information.

3.5 PROCUREMENT OF EQUIPMENT

The respondent shall describe and provide documentation of his/her arrangements with manufacturers of modem, cell phone service provider and other equipment pertinent to the work of procurement.

3.6 ADDITIONAL INFORMATION

Describe any exceptions and/or clarification to the request for proposal. Also include other information you believe to be pertinent but not requested in any other section.

3.7 WORKERS' COMPENSATION

Workers Compensation shall be maintained in accordance with the laws of the State of Texas and in accordance to the insurance provisions found in Section 1.13 above.

3.8 PROPOSED COST AND FUNDING AVAILABILITY

TOTAL COST PER SITE: Provide total cost per site. The project will convert existing and future TP1 sites to remote monitoring over the 3 year term of the contract awarded pursuant to this RFP. It is anticipated that approximately 5 sites will be converted during each year of the contract. Funding is available for the current year 2018 and the funding for the additional two years of 2019 and 2020 is pending final budget approval.

Any work to be additional work outside of the scope of this RFP required due to unforeseen conditions must be pre-approved by EPWater.

During the contract period; only units that have been installed, tested, and are actively monitoring TP1 sensors will be eligible for payment.

Submit the price information for each of two options for hosting the monitoring dashboard and e-mail notification system:

(1) cloud-based and (2) premise based.

- 1) For both options (except as noted), a one-time fee(s) per site for the following:
 - a. Cost of the communications hardware which is to be installed inside and outside the existing TP1 cabinets. Said hardware shall become property of EPWater upon payment by EPWater for the installed hardware and shall remain in place upon termination of the contract.
 - b. Labor costs to install and integrate the communications hardware connected to the TP1 sensor to the cloud-based or premise-based monitoring dashboard and to work with designated EPWater staff for a minimum period of one month after the dashboard is online to customize the first dashboard and set up the e-mail notification system to meet EPWater requirements.

- c. (Premise-based option): initial training and 3 months of on-going technical support provided to EPWater's Information Systems staff as required for operating the monitoring dashboard and e-mail notification functionality.
- d. Any additional one-time charges or fees required to complete installation shall be detailed in the proposal.

- 2) Recurring annual charge(s) per site for the following:
 - a. (Cloud-based option): the commercial or proprietary software licensing fees required for operating the monitoring dashboard and e-mail notification functionality, including fees to host and maintain the monitoring dashboard and notification functionality, to be paid to the successful respondent.
 - b. (Premise-based option): (For Informational Purposes Only) Any recurring commercial or proprietary software licensing fees to be installed on EPWater's server(s) - which are to be paid by EPWater directly to the commercial software vendor - and necessary for the operation of the monitoring dashboard and e-mail notification functionality.
 - c. (Cloud-based option): after the expiration of the contract awarded pursuant to this RFP, EP Water shall have the option to extend the hosting and maintenance services for an additional timeframe mutually agreed upon by both parties.

3.9 DEMONSTRATED TECHNOLOGY

The proposal shall include the following items: wiring diagrams or schematics on proposed methods to wire the equipment in conjunction to the existing equipment, and information on the brand and functionality of the communications hardware connected to the transient pressure sensors and on the software used to create the monitoring dashboard and send out the notification e-mails. The proposal shall detail what each component will be accomplishing and shall note if any modification to the existing system will be required to communicate with the proposed system. If any modifications are required to the existing system, such modifications should be considered as part of the scope of work and any associated costs included under section 3.8.1.d. Submit information on availability of the material and equipment to be used and what kind of lead times the equipment has.

Submit the following:

-) Wiring diagrams or schematics
-) Description of function of equipment and software
-) Description of compatibility problems or additional instrumentation proposed to existing system
-) Hardware information
-) Availability information for material and equipment
-) Lead time information on material and equipment

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PART 4 – SCOPE OF SERVICES

4.1 OVERVIEW OF PROJECT

4.1.1 SITE REQUIREMENTS

Successful Respondent shall install the communications equipment at each of the designated sites and setup the remote monitoring dashboard ready for customization, within 90 days of the projects notice to proceed. After project installation, the equipment shall be tested to the written acceptance of both the Water Distribution Systems Manager and the Instrumentation Control Superintendent.

4.1.2 Setup and testing shall include successful set-up of the TP1 communication hardware, pressure monitoring dashboard, e-mail notification of pressure transients.

4.1.3 System shall include that **required** functionality and features as specified in paragraph **4.1.6**. Points will also be awarded for any **optional** functionality or enhancements that are **not** included in the price of the system but can be made available to the client for additional cost. The cost of any optional features need not be specified in the proposal and will not be considered in awarding of points. Examples of such optional features are listed in paragraph **4.1.7**.

4.1.4 All remote monitoring installations shall communicate with and obtain data from existing transient pressure sensors (TP1s) located at each site.

4.1.5 Successful Respondent shall work with the Instrumentation Control Superintendent and the Water Distribution Systems Manager to obtain access to TP1 sites, set up the monitoring dashboard, define pressure transient thresholds and set up e-mail notification of pressure transient events and other additional functionality (see paragraph 4.1.5).

4.1.6 The remote monitoring installations shall include following required functionality and features listed below. Proposals must certify that their installation provides this required functionality or features, otherwise they will be rejected.

- a. Provide an asset list of all installed monitoring sites to allow selection and viewing of the pressure data from each site
- b. Perform real-time monitoring of TP1 data and provide e-mailing notification of pressure transient events detected by the TP1 to a designated e-mail distribution list. Notification e-mails must include the actual transient event data (individual time stamps and pressure readings) in the body of the e-mail
- c. Perform periodic downloading of TP1 data a minimum of once every 24 hours and archive said data on the remote server
- d. Chart pressure data in psi units on the vertical axis and time units on the horizontal axis with the ability to zoom in to the maximum 1/1,000 second temporal resolution and zoom out to various selected time periods as specified by EP Water during initial one month dashboard customization period.

4.1.7 Listed below are examples of **optional** functionality or enhancements for which the Respondents will receive points:

- a. Ability to remotely configure TP1 settings, such as the criteria for defining of transient events
- b. Street map on dashboard showing the location of TP1 units being monitored
- c. Use of Business Intelligence software to build the monitoring dashboard which will enable data analysis capabilities and other enhancements
- d. Separate views or tabs which lists the individual transient events and summary data for each, such as the date/time, minimum and maximum pressure, and duration.
- e. Ability to annotate individual transient events to allow documentation of the probably root cause of each transient

4.1.8 Screenshots from existing dashboards in operation for other clients, or of dashboards set up for demonstration purposes only, shall be included in the proposals to illustrate both required and optional functionality of the proposed remote monitoring dashboards.

4.2 Job Performance, Alternative Contracts, and Work Quantities

At any time during the contract period, EPWater reserves the right to delete any or all items from the contract, and to reduce or increase quantities of work or material procurement. Such actions are warranted but not precluded by the following circumstances to be determined at the discretion of EPWater:

4.2.1 Work can be accomplished through EPWater personnel.

4.2.2 Alternative contracts cover work or procurement of equipment or materials.

4.2.3 Successful Respondent inability to meet work schedules acceptable to EPWater.

4.2.4 Insufficient quality of work or furnished material or equipment by the successful respondent.

4.3 Laws, Regulations, Ordinance, and Standards to be Observed

The Successful Respondent shall keep him/herself fully informed of all industry standards and of all regulations, laws, and ordinances, whether City, County, State, or Federal, which in any manner affect the work herein specified. The Successful Respondent shall at all times observe and comply with said ordinances, regulations, laws, and standards. The Successful Respondent shall protect and indemnify the EPWater, and officer and agents of EPWater, against any claim or liability arising from or based on variation from such standards, or violations of such ordinances, regulations, or laws, as caused by the negligent actions of the Successful Respondent, the Successful Respondent's agent, or employees.

4.4 EPWater and Public Safety

The Successful Respondent shall be responsible for providing adequate safety protection in all areas associated with work in progress or in temporary suspension. This responsibility shall include provision of adequate safeguards for the protection of Successful Respondent's agents and employees, EPWater agents and employees, and for the general public.

4.5 Safety

The Successful Respondent shall comply with all applicable OSHA regulations. At all times personal protective equipment (PPE) such as hard hats and steel toed safety shoes complying with ANSI-75 shall be worn by Successful Respondent's personnel working at EPWater facilities. Successful Respondent personnel out of compliance with OSHA regulations shall be required to leave EPWater work sites.

4.6 Barricades and Warning Signs

The Successful Respondent shall, without further order than the signing of the contract, provide, erect, and maintain barricades, guide signs, warning signs, warning lights, flares, and other adequate protection as necessary during progress or temporary suspension of the work.

4.7 Restoration of Damaged Public or Private Property

The Successful Respondent shall take all reasonable precautions to insure that all EPWater property, and all public and private property, is not damaged as a consequence of work performed

under the contract. The Successful Respondent shall restore at his own expense, any damages, except as otherwise provided for in this contract, for which he is directly or indirectly responsible, to a condition equal to that existing before the damage. If the Successful Respondent fails to do so, or refuses to do so upon notice, EPWater at the discretion of the Water System Division Manager (W.S.D.M.) may cause such restoration and deduct the cost thereof from monies due, or which may become due, to the Successful Respondent.

4.8 Salvage Equipment and Materials

All EPWater owned salvage material, to include equipment, piping, and marketable materials removed from an EPWater facility, and not utilized at that facility, shall remain EPWater property at the discretion of the W.S.D.M. All salvage material designated not to remain EPWater property shall be disposed of by THE Successful Respondent.

4.9 Communications

All Successful Respondent communications with EPWater shall be through the Water Distribution Systems Manager. The Successful Respondent shall accept only written EPWater directive prior to any change in designated points of contact. Successful Respondent actions based on communications through any other channel without acknowledgment of the appropriate point of contact shall be considered unauthorized. At the discretion of EPWater, unauthorized action may result in nonpayment for associated work or in the collection of any damages associated with such action. The proposal shall also identify the Successful Respondent's proposed point-of-contact.

4.10 Work Authorization and Work Procedures for Reactive Maintenance

The Successful Respondent shall only perform, and shall only be compensated for, work which has been authorized and initiated by EPWater.

4.10.1 Work scheduling shall follow work authorization. EPWater has the option to place reasonable time restrictions on the performance of work. The Successful Respondent shall exercise all due diligence in submitting a schedule of work that can be executed faithfully.

4.10.2 The Successful Respondent shall comply with the written EPWater facility tagging and lock-out procedure furnished. The Successful Respondent shall ensure that disconnecting and reconnecting of electrical and control equipment, switching electrical control equipment, and opening or closing of valves be performed only by EPWater personnel unless directed otherwise. Non-emergency excavation work must be preceded by line spot request 48 hours prior to beginning work. The Successful Respondent shall provide 48 hours' notice when requesting that facilities be shut down for maintenance.

4.10.3 Successful Respondent shall keep detailed records of all work done on site. Record drawings shall be submitted to EPWater.

4.11 Final Acceptance and Warranty

The Successful Respondent shall warrant all equipment and parts furnished and all installation and repair work performed following such installation or repair work until the end of the one year period initiated by the warranty commencement date. The warranty commencement date shall be the date of beneficial occupancy, that is, the date at which EPWater can begin utilization of any such unit for its intended function in contributing to the production of water for public consumption.

4.11.1 Prior to acceptance testing, the Successful Respondent shall provide written notification to EPWater as to operating conditions which may limit the warranty. The Successful Respondent shall pay all costs for removal, repair, and reinstallation of equipment found to be defective within the warranty period and during acceptance testing.

- 4.11.2** When the job is completed, the Successful Respondent shall request EPWater (this will be the Instrumentation and Control and the Water Production Sections) to inspect the work. If EPWater has taken beneficial use, the Successful Respondent must still request final inspection of the work. Following this inspection, the Successful Respondent shall complete work defined by any punch list of items to be corrected or completed prior to acceptance.
- 4.11.3** Once EPWater is satisfied with the work performed, EPWater will issue an acceptance of work letter establishing the date of final acceptance by EPWater. If applicable, the acceptance letter shall identify the warranty commencement date.
- 4.11.4** If during the Warranty Period, any Work is found to be Defective, or if the repair of any damages to the Site or other areas made available for Successful Respondent's use by EPWater is found to Defective, Successful Respondent shall promptly, without cost to EPWater and in accordance EPWater's written instruction (i) repair such Defective Site or areas; or (ii) correct such defective Work. In the case of emergency or where Successful Respondent refuses to correct or repair items in accordance with this Section 4.11.4, then EPWater may take such steps necessary to alleviate any defects and shall seek payment from Successful Respondent for all costs, claims, losses, and other such items arising due to the defect.

4.12 Payment

Work performed shall include installation, equipment, labor, and testing and subsidiary items for each site and training of EP Water staff as specified herein.

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PART 5 – EVALUATION

5.1 EVALUATION CRITERIA FOR AWARD

All offers are subject to the terms and conditions of this Request for Proposal. Material exceptions to the terms and conditions, or failure to meet the minimum specifications, may render the respondent non-responsive to the solicitation. Sections of this RFP require submittals as part of the deliverables for the RFP; such as, subcontractor submittals, costs and specifications as required for materials.

The submittal package shall consist of three hard copy originals and one electronic file version on either a CD or USB drive. Files shall be compatible with Microsoft Word or Adobe Reader. The proposal shall consist of no more than 20 pages, (plus any resumes for employees and specification of proposed materials).

Responsive proposals will be evaluated under the 5 criteria listed below with each criteria rated on a scale of 1 (lowest rating) to 5 (highest rating) points. The cloud-based and premised-based options will be evaluated and scored separately. Each point rating will then be multiplied by the weight percentage listed below to obtain a weighted point rating for each criteria. The weighted point ratings for all 5 criteria will then be added and the proposal with the highest weighted point total will be awarded the contract.

EVALUATION CRITERIA

Criteria	Maximum Points
Cost (Section 3.8)	30
Personnel Experience (Section 3.2)	25
Working with Community Water Systems (Section 3.4)	15
Demonstrated Technology (Section 3.9)	15
Optional Features Available (Section 4.1.7)	15
Total	100 %

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PART 6 – FORMS

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity	FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	Date Received: _____
<p>2 <input type="checkbox"/> 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.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p>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.</p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	
<p>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.</p>	
<p>6 <input type="checkbox"/> 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).</p>	
<p>7</p> <p style="text-align: center;"> _____ Signature of vendor doing business with the governmental entity </p> <p style="text-align: right; margin-right: 100px;"> _____ Date </p>	

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

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

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:

PART 7 – INSTRUCTIONS TO BIDDERS

1. Respondents **MUST** use the form and format included in this RFP document and provides all required information. The Request for Proposal shall be mailed to the Purchasing and Contracts Administration Department, El Paso Water, P.O. Box 511 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 RFP document. Proposals received after the date and time shall be returned unopened to the Respondent.
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 proposal is requested for a particular item by brand name or other form of identification and the words 'or approved equal' are used, Respondents may proposal 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 PROPOSAL SUBMITTAL** to permit El Paso Water to evaluate the item(s) for compliance with proposal specifications. **RESPONDENTS WHO FAIL TO INCLUDE THIS INFORMATION WITH THE PROPOSAL SUBMITTAL MAY BE DISQUALIFIED.**
4. Additional information not requested in the proposal specifications, but felt to be pertinent by the Respondent, may be included as annotations or attachments to the Proposal 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 respondent. Any excess in cost for the same item(s) or service over the price specified in the Proposal Proposal that was accepted by the Public Service Board will be deducted from any money deposited with this proposal or subsequently due. El Paso Water reserves the right to delete the company from the Respondents List for up to twelve months.
6. All proposals **MUST BE F.O.B. DESTINATION**. All reductions or refunds on freight charges will be for the account of El Paso Water.
7. The Proposal Submittal shall remain subject to acceptance for (90) Ninety days after the proposal opening.
8. Respondents are invited to be present at the opening of proposals.

9. Unless otherwise specified in the Proposal, award of the proposal shall be made by individual item to the lowest responsible respondent meeting specifications for the goods and/or services described in the Proposal. A Respondent may qualify their proposal 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 Proposal to award a contract. Any resulting order will be awarded to the respondent that submits a proposal which receives the highest cumulative score for each of the evaluation factors delineated herein. If deemed to be in the best interest of El Paso Water, the Public Service Board reserves the right to reject any or all proposals, 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 proposal is lower than the lowest proposal 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 proposal, conforming to the 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 PROPOSALDER - means a respondent 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 PROPOSALDER - means a respondent 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 Respondent may withdraw their proposal at any time prior to the date and time of proposal opening, provided written authorization is presented to the Purchasing Agent by an officer of the firm that submitted the proposal.

12. Any additional information about this proposal and/or complaints, questions or comments about the proposal of another vendor must be submitted to the Purchasing Agent within 24 hours after the proposals are opened for the information or complaint to be considered.

13. Reference proposal proposal for insurance requirements.

14. Each proposal MUST be accompanied by Proposal Security made payable to El Paso Water in an amount of five (5) percent of the Respondent's total proposal and in the form of a certified or cashier's check or a Proposal Bond. The Proposal 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 Proposal Security is provided as a guarantee that the Respondent, if awarded a contract, will execute the contract (Purchase Order of Master Contract) to provide the material, supplies, equipment and/or services. FAILURE OF THE RESPONDENT TO INCLUDE PROPOSAL SECURITY WITH THE PROPOSAL SUBMITTAL SHALL CONSTITUTE A NONRESPONSIVE PROPOSAL AND RESULT IN DISQUALIFICATION OF THE PROPOSAL SUBMITTAL. THE PROPOSAL SECURITY SHALL BE FORFEITED AND EL PASO WATER SHALL THEN HAVE THE RIGHT TO MAKE THE AWARD TO THE NEXT LOWEST RESPONSIBLE, RESPONSIVE RESPONDENT OR ASK FOR NEW PROPOSALS. The Proposal Security of all respondents will be retained by El Paso Water until award of the contract to the successful Respondent by the Public Service Board. After award of the contract, the Proposal Security of the successful Respondent 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 Proposal Security will be returned. The Proposal Security of the next two low respondents will be retained until execution of the successful Respondent's contract and will then be returned. The Proposal Security of all remaining Respondents will be returned after award of the Proposal by the Board.
15. The successful Respondent will be required to obtain a Performance Bond and Payment bond (when required) for one hundred percent (100%) of the proposal as security for the faithful performance and payment of all of the Respondent'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 RESPONDENT FAILS TO FURNISH THESE BONDS WITHIN FIFTEEN (15) DAYS AFTER RECEIPT OF WRITTEN NOTIFICATION OF THE PROPOSAL AWARD, THEIR PROPOSAL SECURITY SHALL BE FORFEITED. .
16. To the fullest extent permitted by laws and regulations, Respondents 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 Proposal MUST be signed by an authorized agent of the responding company. Failure to sign the Proposal or signing it with a false statement shall void the submitted proposal or any resulting contract (Purchase Order or Master Contract) and the respondent may, at the option of the Public Service Board, be removed from the proposal list.

18. By signing the Proposal, the Respondent 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 proposal.

19. These INSTRUCTIONS TO RESPONDENTS, the Proposal and all other contract documents shall constitute a binding and enforceable contract with El Paso Water. Upon award of the proposal by the Public Service Board, the Respondent hereby agrees that the signature of its duly authorized agent on the first page of the Proposal shall bind the Respondent to all terms and obligations of the INSTRUCTIONS TO RESPONDENTS, Proposal and other contract documents.

20. This proposal specifically prohibits communications in writing addressed in the final bullet of the cone of silence.