

AACOG Office Remodeling
Request for Proposal 2015-009



DUE DATE: October 2, 10:00 am

ALAMO AREA COUNCIL OF GOVERNMENTS

Procurement Department
8700 Tesoro Dr., Suite 700
San Antonio, TX 78217

(210) 362-5200

Request for Proposal Release Date:	August 28, 10:00 a.m.
Preproposal Conference (non Mandatory)	September 10, 10:00 am
Written Clarifications & Additional Information Requests due by:	September 11, 4:00 p.m.
Clarification Responses posted on AACOG website no later than:	September 18, 5:00 p.m.
Proposal Due Date:	October 2, 10:00 a.m.

***** All times are as observed by AACOG at its 8700 Tesoro Drive,***

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San Antonio, Texas 78217 location. **

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I. General Information

- A. AACOG is a voluntary association of governmental units representing Bexar County and the surrounding twelve counties.
- B. The Alamo Area Council of Governments (AACOG) is requesting proposals from firms to provide construction proposals for several areas within the office building located at 8700 Tesoro Dr. San Antonio, TX 78217.
- C. Requests for Proposals (RFP) are issued under the authority of the Government Code, Chapter 2254, Subchapter B, which delineates the statutory requirements governing invitations for proposals and request for offers by state agencies.
- D. It is the policy of AACOG to encourage participation by small and historically underutilized businesses (HUBS), as defined in Government Code, Chapter 2161, as contractors to AACOG.

“Historically underutilized business (HUB): means an entity with its principal place of business in this state that is:

- a corporation formed for the purpose of making a profit in which 51 percent or more of all classes of the shares of stock or other equitable securities are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the corporation's control, operation, and management;
 - a sole proprietorship created for the purpose of making a profit that is completely owned, operated, and controlled by an economically disadvantaged person;
 - a partnership formed for the purpose of making a profit in which 51 percent or more of the assets and interest in the partnership are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the partnership's control, operation, and management;
 - a joint venture in which each entity in the venture is a historically underutilized business, as determined under Government Code Chapter 2161; or
 - a supplier contract between a historically underutilized business as determined under Government Code, Chapter 2161 and a prime contractor under which the historically underutilized business is directly involved in the manufacture or distribution of the goods or otherwise warehouses and ships the goods.
- E. It is the goal of AACOG to include HUBs in at least 10 percent (10%) of the total value of contracts awarded annually.
 - F. AACOG maintains an active program for the identification and placement of small and HUB businesses on bidders' mailing lists, and to provide information and other assistance to facilitate the use of such firms as contractors to the maximum extent practical. Small and HUB business seeking contracting opportunities should file a "Request to be Added to Bidder/Vendor List" with the AACOG Procurement Department, 8700 Tesoro Dr., Suite 700, San Antonio, TX 78217.
 - G. The bidder/proposer affirms that he has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip,

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favor or service to a public servant in connection with this bid.

- H. Proposers certify as a condition of award that they have not engaged in collusion with other vendors or anyone else in relation to the preparation and/or submittal of their bid for this project.

II. Responses to the Proposal

Listed below is a summary of all information to be included in a proposal submitted in response to this Request for Proposal. AACOG reserves the right, in its sole judgment and discretion, to waive minor technicalities and errors in the best interest of the agency.

- A. Responses to the proposal should be bound, sealed and addressed to Procurement Department, AACOG, 8700 Tesoro Dr., Suite 700, San Antonio, Texas 78217. **Three (3) copies of the response are due no later than October 2, 10:00 a.m.**
- B. Specifications may be obtained at www.aacog.com (click on "Bid Opportunities") or AACOG, 8700 Tesoro Drive Suite 700, San Antonio, Texas 78217 after **August 29, 10:00 a.m.** Proposers who require additional information or clarification **must** submit requests **in writing only**, either by fax at (210) 225-5937 or email procurement@aacog.com, **no later than September 11, 4:00 p.m.** **No verbal requests for clarification will be addressed.** Responses to the requests for clarification will be posted at www.aacog.com (click on "Bid Opportunities") no later than **September 18, 5:00 p.m.** Deadline for receipt of proposals is **October 2, 10:00 a.m.** All times are as observed by AACOG at its 8700 Tesoro Drive, San Antonio, TX 78217 location.
- C. Proposals will be considered only from parties that:
1. Are free of all obligations and interests that might conflict with the best interests of AACOG;
 2. Have the capacity of providing services on a timely basis; and
 3. Warrant that they nor any member of their controlling management presently has a relationship with any member of the AACOG Board of Directors or an AACOG officer with contractual authority and will not enter into any such relationship, directly or indirectly, which would create or provide the appearance of a conflict of interest in the performance of any agreement with AACOG. If Proposer cannot make such representation, the person(s) having a relationship with the AACOG Board member or officer, shall file the attached Conflict of Interest Questionnaire with their response to this request for proposals. Nothing contained in this paragraph shall relieve Contractor of its obligation to file a Conflict of Interest Questionnaire at a later date if such conflict arises.
- D. Proposals/offers should be sent through the mail or hand delivered. Telefax and email proposals/offers will not be accepted. Contractors should take into account mailing/delivery times in order to assure that proposals/offers are received on time.
- E. If forwarded by priority mail (next day, Federal Express, etc.), the sealed envelope must be enclosed in another envelope addressed as specified. AACOG accepts no responsibility for late

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or misdirected mail.

- F. Proposers are encouraged to hand deliver their Proposals. Since parking is not always available nearby, proposers are reminded to give themselves ample time to respond by the stated day and time. **Proposals received after 10:00 a.m., October 2, may be considered at the option of AACOG.**

G. The submission of a proposal shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.

- H. The proposer shall furnish AACOG such additional information as AACOG may reasonably require.

- I. The term "As Specified" or "A/S" will not be accepted.

- J. This RFP is a firm offer that shall be irrevocable and open for acceptance for ninety (90) calendar days from the date set for submission of Proposals.

- K. AACOG will not be liable for any costs incurred in preparing proposals or associated travel costs. AACOG reserves the right to conduct pre-contract negotiations with any and/or all potential proposers.

- L. AACOG will not be liable for any costs not included in the proposal and subsequent contracted for costs.

- M. Proposer warrants that any materials in the RFP response shall not violate or infringe upon the trademark, copyright, patent, or other intellectual property rights or rights of privacy or publicity of any third party. Proposer assumes full and sole responsibility for obtaining approval for the reproduction of trademark, copyright, patent, or other intellectual property rights or rights of privacy or publicity of any third parties. Proposer assumes full and sole liability and agrees to indemnify AACOG for any trademark, copyright, patent, or other intellectual property rights or rights of privacy or publicity damages, costs, attorney's fees or infringements claimed by any third party.

N. AACOG reserves the right to conduct personal interviews of any or all proposers prior to selection. AACOG will not be liable for any costs incurred by the proposer in connection with such interview (i.e. travel, accommodations, etc.).

O. AACOG reserves the right to reject any and all proposals and to accept proposals it considers most favorable to AACOG's interest. AACOG further reserves the right to reject all proposals and seek new proposals when such procedure is reasonably in the best interest of AACOG.

- P. AACOG reserves the right to cancel an awarded contract with a thirty (30) day written notice if performance is unsatisfactory. No penalty and/or fee may be imposed if contract is cancelled or not renewed.

- Q. Proposals will remain on file in accordance with the Texas Open Records Act.

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- R. The contract will be awarded to the lowest responsible bidder whose bid conforms to the RFP and is most advantageous to AACOG.
- S. A written award of acceptance mailed or otherwise furnished to the successful bidder, as well as issuance of a purchase order, results in a binding contract without further action by either party. Proposals may be withdrawn prior to the deadline.

III. Scope of Project

Contractor shall provide AACOG with a start date and estimated project deadline. Contractor shall provide an onsite project manager to oversee the day to day progress, problems or issues and monitor construction employees.

For a successful bid, AACOG requires a detailed fee estimate by item listed and time estimate for each section listed below. Construction requirements are as follows:

a. First Floor - Reception Area

- Seal current door into room 101
- Install double glass doors and side panels with ADA actuator from the 3rd floor
- Demolish current wall into kitchenette area room 168
- Build wall to enclose kitchenette area
- Demolish walls in room 169 and 170 to enlarge storage area
- Build a wall in the hallway leading to room 169 and 170 to enclose those rooms
- Relocate all electrical switches, plugs, light fixtures for new plan layout to include data drops
- Repair dry wall throughout, prime and paint walls, trim and doors as needed
- Repair ceiling tiles and add light fixtures as needed
- Replace carpet in room 168 with tile
- Haul off and dispose of debris
- Final clean up

b. First Floor - Bathroom (Men and Women)

- Remove one stall in women's bathroom
- Ensure both bathrooms (men and women) are ADA compliant
- Install ADA actuator to both bathroom entrances for ADA compliance
- Repair dry wall throughout, prime and paint walls, trim and doors as needed
- Haul off and dispose of debris
- Final clean up

c. First Floor - Procurement Area

- Seal current door from hallway entrance
- Open double doorway at front of the office with keypad lock. One side is to be a dutch door.
- Demolish large shower area and cap off plumbing for a 15x15 office
- Build 15x15 office to be carpeted
- Build 10x13 office for mail machine
- Demolish small shower area and cap off plumbing for an office area with cubicles
- Demolish wall between procurement area and IT area and add door with keypad lock
- Demolish and rebuild wall in IT area room 140
- Repair/replace VCT tile
- Relocate all electrical switches, plugs, light fixtures for new plan layout to include data drops

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- Repair dry wall throughout, prime and paint walls, trim and doors as needed
- Repair ceiling tiles and add light fixtures as needed
- Haul off and dispose of debris
- Final clean up

d. Third floor - ALA and HR

- Remove double glass doors from ALA reception area to be used on the first floor reception area
- Build wall with security door (will use RFID swipe cards) on each side of elevators to secure floor
- Repair dry wall throughout, prime and paint walls, trim and doors as needed
- Repair ceiling tiles and add light fixtures as needed
- Replace carpet as needed throughout
- Haul off and dispose of debris
- Final clean up

e. Sixth floor - Weatherization Department

- Install door with keypad lock at entrance of department
- Relocate smart board from 3rd floor weatherization area to 6th floor conference room
- Haul off and dispose of debris
- Final clean up

f. Eighth floor - ALA

- Demolish interior walls
- Move current reception doors from room 808 to secure elevator area (will use RFID swipe cards)
- Build wall and install door (will use RFID swipe cards) at other end of elevators to secure floor
- Remove and cutoff electrical. Relocate all electrical switches, plugs, light fixtures for new plan layout to include data drops
- Repair dry wall throughout, prime and paint walls, trim and doors as needed
- Repair ceiling tiles and add light fixtures as needed
- Haul off and dispose of debris
- Final clean up

AACOG will furnish an existing floor plan along with a proposed floor plan for bidding purposes. All dimension contained within the floor plans are approximate. The floor plans can be found as supporting documentation on the AACOG website.

All door locks should match the current configuration installed for appearance and additionally provide RFID entry to the area. The proposer shall install a system acceptable to AACOG that allows individual key cards to access secured areas.

IV. Information to be requested from the Proposer

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified.

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A. Title Page

List the RFP subject, the name of the proposer's firm, local address, telephone number, fax number, email address, name of contact person, and date.

B. Table of Contents

Clearly identify the material by section and page number.

C. Letter of Transmittal

Limit to one or two pages.

1. Briefly state the proposer's understanding of the service to be provided and make a positive commitment to perform the work in a timely manner.
2. Give the names of the persons who will be authorized to make representations for the proposer, their titles, addresses, fax numbers, email addresses (if applicable), and telephone numbers.

D. Profile of the Proposer

1. State whether your organization is national, regional, or local.
2. Indicate the number of people (by level) located within the local office that will be involved in the program, and include their email addresses (If, applicable), telephone numbers and mobile telephone numbers.
3. Provide a list of the local office's current and prior governmental clients indicating the type(s) of service performed and the year(s) of engagement.
4. Indicate the local office's experience in providing additional services to governmental entities by listing the name of each entity, the type(s) of service performed and the year(s) of engagement.
5. Describe professional experience and certifications of each person involved in the program, including years on each job and their position while on each assignment. Provide technician(s)' technical certifications (ASE or equivalent) required for employment with proposer.

E. Bid Document

Bid Document should contain fee estimate and time estimate for each construction portion listed in Section III of this RFP. In addition, the criteria listed in Section V, should guide the remainder of the Bid document to convince AACOG of the reliability and experience of the Respondent to this RFP.

F. Certification sheet

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- G. **Acknowledgement Form**
- H. **Conflict of Interest Questionnaire, if a conflict exists. You may review the Agency's current Board of Directors at <http://www.aacog.com/AboutAACOG/Board/default.asp>.**
- I. **Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Contracts and Grants**
- J. **Request to be Added to Bidder's/Vendor's List and W-9 Form**

V. Evaluation of Proposals

Proposals will be evaluated using a predetermined point ranking method to ascertain which proposers best meet the needs of the requester.

Description	Points
Proposer's organization and staffing	15 points
Work plan/ Approach proposed	40 points
Previous experience and background	15 points
Pricing	30 points
Total	100 points

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CERTIFICATION SHEET

All specifications and terms and conditions of the RFP have been read.

Our Company accepts the specifications and conditions unless otherwise accepted in writing to the Executive Director, Alamo Area Council of Governments (AACOG).

Company Name:			
Mailing Address:			
City:	State	Zip Code	
Phone:		Fax:	
Web Site:			
Email:			

Name of Representative authorized to sign for bidder:

(Print name)	(Signature)

(a) Does your "residence state" require bidders whose principal place of business is in Texas to underbid bidders whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? "Residence State" is defined as the state in which the principal place of business is located. YES ☐ NO ☐

(b) What is that amount or percentage?

--

I certify that the above information is correct:

Name
Position
Signature
Date

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ACKNOWLEDGEMENT FORM

Having carefully examined the terms and conditions and specifications within this RFP document, the undersigned Proposer's Agent hereby proposes and agrees to furnish the proposed product(s)/service(s) in strict compliance with the specifications as quoted.

The Proposer affirms that, to the best of his knowledge, the response has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this RFP.

The Proposer affirms that he/she has not participated in any act of favoritism, gratuity, or inside dealings with any member of the staff of AACOG or its Board of Directors.

Company Name:
President/Designee:
Position:
Signature:
Date:

CONFLICT OF INTEREST QUESTIONNAIRE		FORM
CIQ		
For vendor or other person doing business with local governmental entity		
This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.		OFFICE USE ONLY
<p>This questionnaire is being filed in accordance with chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local government entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>		Date Received
1. Name of person who has a business relationship with local governmental entity.		
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 7 th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)		
3. Name of local government office with whom filer has employment or business relationship.		
<p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001 (1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government office named in this section.</p>		
4.		

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Signature of person doing business with governmental entity

Date

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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION FOR CONTRACTS AND GRANTS**

NAME OF INDIVIDUAL, AGENCY, BUSINESS OR ORGANIZATION		Doing business as (DBA), if applicable:	
ADDRESS	Applicable Procurement or Solicitation #, if any:	Federal Employer Tax Identification #:	

READ CAREFULLY BEFORE SIGNING THIS CERTIFICATION. Federal regulations require contractors, bidders, and subgrantees to sign and abide by the terms of this certification, without modification, in order to participate in certain transactions directly or indirectly involving federal funds.

1. By signing and submitting this certification, the prospective vendor/grantee is attesting/acknowledging the representations set out below.
2. This certification is a material representation of fact upon which the Alamo Area Council of Governments (AACOG) will rely on when this transaction is entered into. If it is later determined that the prospective vendor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to Federal or State departments or funding agency(s), AACOG may pursue on its own available remedies, including contract termination, suspension and debarment.
3. **The prospective vendor/grantee shall provide immediate written notice to AACOG, Chief Financial Officer, 8700 Tesoro Drive, Suite 700, San Antonio, TX 78217, if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.**
4. The terms "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification, have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. You may contact the person to which this proposal or contract is submitted for assistance in obtaining a copy of this regulation.
5. The prospective vendor/grantee agrees, by submitting this certification, that should the proposed contract/grant be entered into, it shall not knowingly enter into any lower-tier-covered transaction or sub-contract with a person or entity that is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction, unless pre-authorized by the appropriate federal or state department or agency, or by AACOG.

Do you have or do you anticipate having sub-vendors/sub-grantees under this proposed agreement?

☐ **Yes** ☐ **No**

6. The prospective vendor/grantee further agrees by submitting this certification, that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts and Grants," without modification, in all lower-tier covered transactions and sub-contracts and in all solicitations for lower-tier covered transactions and sub-contracts.
7. A vendor/grantee may rely upon a certification of a prospective participant that it is not proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from the transaction, unless it knows that the certification is erroneous. Each vendor/grantee is required to check the list of parties excluded from Federal and State Procurement and Non-procurement Programs. **AACOG checks this list for all parties to which it provides funds that are derived directly or indirectly from the Federal Government.**
8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this certification document. Participants are not required to have knowledge and information exceeding that which is normally possessed by a prudent person in the ordinary course of business activity.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a transaction knowingly enters into a lower-tier transaction or contract with a person who is proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from participation, in addition to other remedies available to the Federal Government, AACOG or its applicable funding agency(s) may pursue available remedies, including contract termination,

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suspension and/or debarment.

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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION FOR CONTRACTS AND GRANTS**

Check the statement that applies to the potential vendor/grantee:

- ☐ 1. The prospective vendor/grantee certifies by submission of this certification, that neither it nor its principals:
- (a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal or State department or agency; and
 - (b) Have, within a three-year period preceding this certification, been convicted of or had a civil judgment rendered against them for fraud; committed a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract; violated Federal or State antitrust statutes; committed embezzlement, theft, forgery, bribery, falsification or inappropriate destruction of records; or received stolen property; and
 - (c) Is presently indicted for or otherwise charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in the preceding paragraph (b) of this certification; and
 - (d) Have, within a three-year period preceding this certification, had one or more contracts or transactions (Federal, State, or local) terminated for cause or default.
- ☐ 2. The potential vendor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential vendor/grantee must attach a signed and dated explanation for each of the above terms, 1(a) through 1(d), to which it cannot certify.

NAME OF POTENTIAL VENDOR/GRANTEE:	
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Signature of Authorized Representative	Printed/Typed Name & Title of Authorized Representative

Date: _____

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REQUEST TO BE ADDED TO VENDOR/BIDDER LIST

AACOG requires all vendors interested in conducting business with the agency to complete a "Request to be Added to Bidder/Vendor List" packet prior to being eligible to receive opportunities to bid for agency projects.

In addition, AACOG has a centralized purchasing function and requires that a purchase order number be issued and authorized before any order is processed. The contact for Purchase Order numbers is the Procurement Department, 210.362.5200, procurement@aacog.com.

NOTE: AACOG programs are on a cost reimbursement from the funding sources. AACOG will bill the funding source for purchases subsequent to receipt of goods or services and invoices. Invoices are required for all purchases. Payment will be forwarded to the vendor upon reimbursement from the funding source. Vendors should note that this process may take sixty (60) to ninety (90) days for payment to be processed. Contact for status of payments is Accounts Payable at 210.362.5280.

RETURN THIS FORM TO: Alamo Area Council of Governments
8700 Tesoro Drive, Suite 700
San Antonio, TX 78217
ATTN: Procurement Department
Phone: 210.362.5200
Fax: 210.225.5937
Email: procurement@aacog.com

I, _____, hereby attest that I have read and understand the above terms for conducting business with the Alamo Area Council of Governments.

Signature/Date

COMPANY NAME:	
Send Payment(s) to - ADDRESS:	
CITY/STATE/ZIP CODE:	
Send POs to- ADDRESS:	
CITY/STATE/ZIP CODE:	
TELEPHONE NUMBER:	
FAX NUMBER:	Preferred method for receipt of purchase orders Yes <input type="checkbox"/> No <input type="checkbox"/>
WEB SITE ADDRESS:	
EMAIL ADDRESS:	Preferred method for receipt of purchase orders Yes <input type="checkbox"/> No <input type="checkbox"/>
REPRESENTATIVE:	

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REQUEST TO BE ADDED TO VENDOR/BIDDER LIST

PLEASE LIST THE TYPE OF PRODUCTS/SERVICES YOU PROVIDE.

Attach any catalogs/brochures/samples – description of products/services required below

<input type="checkbox"/>	Office Supplies	<input type="checkbox"/>	General Contractor
<input type="checkbox"/>	Office Furniture	<input type="checkbox"/>	Weatherization Contractor
<input type="checkbox"/>	Copier Paper/Specialty Paper	<input type="checkbox"/>	Aging Contractor
<input type="checkbox"/>	Computers	<input type="checkbox"/>	Psychological Services
<input type="checkbox"/>	Computer Supplies	<input type="checkbox"/>	Outreach Items
<input type="checkbox"/>	Computer Software	<input type="checkbox"/>	Printing Services
<input type="checkbox"/>	Copier Machines (and supplies)	<input type="checkbox"/>	Security Detail
<input type="checkbox"/>	Audio/Visual Duplication	<input type="checkbox"/>	Criminal Justice Supplies
<input type="checkbox"/>	Audio/Visual Equipment	<input type="checkbox"/>	Consultant (_____)
<input type="checkbox"/>	Data & Phone Cabling	<input type="checkbox"/>	Vehicle Repairs
<input type="checkbox"/>	Other: _____		

Please assist us by completing the following:

1. **Type of Request:**
New Vendor ☐ Change of Address ☐ Updated Information ☐
2. **Ownership:**
Sole Proprietorship ☐ Partnership ☐ Corporation ☐
Governmental Agency ☐ *Non-Profit ☐ Other ☐
3. **Tax Identification Number:** _____
Attach completed W-9 form unless tax exempt. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
DUNS Number, if applicable: _____
4. **Have you done business with AACOG in the past?**
Yes ☐ No ☐
5. **Is your business currently certified with the State of Texas' Centralized Master Bidder's List?**
<http://www.window.state.tx.us/procurement/prog/cmb1>
Yes ☐ No ☐
- **Please return confirmation of your CMBL certification with this vendor application.**
6. **Is your business currently certified as a HUB with the State of Texas?**
<http://www.window.state.tx.us/procurement/prog/hub/hub-certification>
Yes ☐ No ☐ N/A ☐
7. **Is your business currently certified as a HUB outside the State of Texas?**
Yes ☐ No ☐ Name of State ☐

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REQUEST TO BE ADDED TO VENDOR/BIDDER LIST

8. If YES to either question 6 or 7, enter Historically Underutilized Business (HUB), Ethnicity, and Gender status, if applicable:

Asian Pacific American (AS)

Hispanic Americans (HI)

☐

American Woman (WO)

☐

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Black American (BL)

Native American (AI)

☐

Male (M) /Female(F)

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Veterans 20% Service-Connected Disability ☐

**Non-profit organizations are not eligible for HUB certification*

****A copy of your HUB certification is required in order to be included as a HUB.**

9. **If applicable, please note if your Texas-based Small, Minority, and/or Women-Owned Business Enterprise (SMWBE) is certified with any of the organizations listed below:**

- ☐ City of Austin
- ☐ City of Houston
- ☐ Dallas/Fort Worth Minority Supplier Development Council
- ☐ El Paso Hispanic Chamber of Commerce
- ☐ South Central Texas Regional Certification Agency (SCTRCA)
- ☐ Southwest Minority Supplier Development Council
- ☐ Texas Department of Transportation (TXDOT)
- ☐ Women's Business Council – Southwest
- ☐ Women's Business Enterprise Alliance

****Please return confirmation of this certification with this vendor application.**

****If you hold certification with any of the entities noted above, you may qualify to automatically receive HUB Certification with the State of Texas. Please contact TPASS's Statewide HUB Program at 888-863-5881 for further information.***

10. **Is your principal place of business in the State of Texas?**

Yes ☐ No ☐

11. **Is your organization delinquent on State of Texas Franchise taxes?**

Yes ☐ No ☐

12. **Are you or anyone in your organization related to an AACOG employee or a member of AACOG's governing board?**

Yes ☐ No ☐

If YES, list AACOG employee or Board member's name and relationship:

Name		Relationship	
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13. **Are you or anyone in your organization a former Workforce Solutions-Alamo employee and/or board member?**

Yes ☐ No ☐