

**EXHIBIT**  
**"A"**

**CITY OF ROUND ROCK AGREEMENT  
FOR PURCHASE OF GENERAL BUILDING CONSTRUCTION  
TRADES SERVICES (DRYWALL TRADE)  
FROM  
COBOS DESIGN & CONSTRUCTION, INC.**

**THE STATE OF TEXAS** §  
§  
**CITY OF ROUND ROCK** § **KNOW ALL BY THESE PRESENTS:**  
§  
**COUNTY OF WILLIAMSON** §  
**COUNTY OF TRAVIS** §

THAT THIS AGREEMENT for on-site services in the nature of general building construction trades services (drywall) to be performed on and in various City-owned or City-occupied buildings on a directed as-needed basis, and for related goods and services, referred to herein as the "Agreement," is made and entered into on this the \_\_\_\_ day of the month of \_\_\_\_\_, 2020, by and between the CITY OF ROUND ROCK, TEXAS, a home-rule municipality whose offices are located at 221 East Main Street, Round Rock, Texas 78664, referred to herein as the "City," and COBOS DESIGN & CONSTRUCTION, INC., referred to herein as "Cobos," whose offices are located at 1123 Mansell, Austin, Texas 78721. This Agreement supersedes and replaces any previous agreements between the named parties, whether oral or written, and whether or not established by custom and practice.

**RECITALS:**

**WHEREAS**, City desires to purchase certain on-site services in the nature of general building construction trades services (drywall) to be performed on and in various City-owned or City-occupied buildings on a directed as-needed basis, and associated goods and services, and City desires to purchase same from Cobos; and

**WHEREAS**, City has issued its "Invitation for Bid" for the provision of said goods, and City has selected the bid submitted by Cobos; and

**WHEREAS**, the parties desire to enter into this Agreement to set forth in writing their respective rights, duties, and obligations;

**NOW, THEREFORE, WITNESSETH:**

That for and in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties mutually agree as follows:

## 1.01 DEFINITIONS

A. **Agreement** means the binding legal contract between City and Cobos whereby City is obligated to buy specified services and Cobos is obligated to sell same. The Agreement includes the following: (a) City's Invitation for Bid designated Solicitation Number 19-026 (b) Cobos's Response to IFB; (c) contract award; and (d) any exhibits, addenda, and/or amendments thereto. Any inconsistencies or conflicts in the contract documents shall be resolved by giving preference in the following order:

- (1) This Agreement;
- (2) Cobos's Response to IFB;
- (3) City's Invitation for Bids, exhibits, and attachments.

B. **City** means the City of Round Rock, Williamson and Travis Counties, Texas.

C. **Effective Date** means the date upon which the binding signatures of both parties to this Agreement are affixed.

D. **Force Majeure** means acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, orders of any kind from the government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, restraint of the government and the people, civil disturbances, explosions, or other causes not reasonably within the control of the party claiming such inability.

E. **Goods and services** mean the specified services, supplies, materials, commodities, or equipment.

F. **Cobos** means Cobos Design & Construction, Inc., or any of its successors or assigns.

## 2.01 EFFECTIVE DATE, INITIAL TERM, AND ALLOWABLE RENEWALS

A. This Agreement shall be effective on the date it has been signed by both parties hereto, and shall remain in full force and effect unless and until it expires by operation of the term stated herein, or until terminated or extended as provided herein.

B. The term of this Agreement shall be for sixty (60) months from the effective date hereof.

C. Prices shall be firm for the duration of this Agreement and for any renewal periods. No separate line item charges shall be permitted for invoicing purposes, including but not limited to equipment rental, demurrage, costs associated with obtaining permits, or any other

extraneous charges. City may permit “unit price” adjustments upwards only in accordance with Part III, Item 6 of City’s Invitation for Bid included as a part of Exhibit “A,” attached hereto and incorporated herein by reference for all purposes. Any price increase shall be requested by Cobos in writing and accompanied by the appropriate documentation to justify the requested increase. Cobos may offer price decreases at any time and in excess of any allowable percentage changes.

D. City reserves the right to review the relationship at any time, and may elect to terminate this Agreement with or without cause or may elect to continue.

**3.01 CONTRACT DOCUMENTS AND EXHIBITS**

City selected Cobos to supply the services as outlined in IFB Solicitation Number 19-026; and Response to IFB submitted by Cobos, all as specified in Exhibit “A.” The intent of these documents is to formulate an Agreement listing the responsibilities of both parties as outlined in the IFB and as offered by Cobos in its Response to the IFB.

The services which are the subject matter of this Agreement are described in Exhibit “A” and, together with this Agreement, comprise the total Agreement and they are fully a part of this Agreement as if repeated herein in full.

**4.01 DUAL PROVIDERS OF SERVICES**

The parties specifically acknowledge and agree that Cobos shall be considered as one of two (2) providers (“dual providers”) of the specified goods and services (drywall services). Cobos specifically further acknowledges and agrees that this Agreement is not an exclusive agreement. City may, in its sole and unfettered discretion, elect to use either of the two providers in whatever order it deems most advantageous to City’s purposes. City may, in its sole and unfettered discretion, elect to use any other providers. City is not obligated to use or purchase any estimated annual quantity of goods, and no guarantee is made of any minimum or maximum purchase.

**5.01 ITEMS AWARDED**

Only if, as, and when needed by City, drywall services are awarded to Cobos in accordance with bid items shown on Attachment A – Bid Sheet of Exhibit “A.” as follows:

<u>Drywall</u>	<u>Hourly Cost</u>
Installer/Framer Hourly Labor Rate	\$35.00
Installer/Framer Overtime Hourly Labor Rate	\$40.00
Drywall Helper Hourly Labor Rate	\$30.00
Overtime Drywall Helper Hourly Labor Rate	\$35.00
Tape, Floating & Texturing Hourly Labor Rate	\$35.00
Tape, Floating & Texturing Overtime Hourly Labor Rate	\$40.00
Tape, Floating & Texturizing Helper Hourly Labor Rate	\$30.00

Tape, Floating & Texturizing Helper Overtime Hourly Labor Rate \$35.00  
Supervisor \$45.00

Materials (if on Cost-Plus basis)  
Percentage Markup 20%

#### 6.01 COSTS

A. Only if, as, and when needed by City, the bid costs listed on Attachment A – Bid Sheet of Exhibit “A,” which are specifically relevant to the referenced bid items, shall be the basis of any charges collected by Cobos.

B. Cobos specifically acknowledges and agrees that City is not obligated to use any estimated annual quantity of services, and City may not expend in excess of **One Hundred Fifty Thousand and No/100 Dollars (\$150,000.00) per year** for Cobos’s services combined with the dual provider’s services for a total not-to-exceed amount of **Seven Hundred Fifty Thousand and No/100 Dollars (\$750,000.00)** for the term of this Agreement.

#### 7.01 INVOICES

All invoices shall include, at a minimum, the following information:

- A. Name and address of Cobos;
- B. Purchase Order Number;
- C. Description and quantity of items received; and
- D. Delivery dates.

#### 8.01 INTERLOCAL COOPERATIVE CONTRACTING / PURCHASING

Authority for local governments to contract with one another to perform certain governmental functions and services, including but not limited to purchasing functions, is granted under Government Code, Title 7, Chapter 791, Interlocal Cooperation Contracts, Subchapter B and Subchapter C, and Local Government Code, Title 8, Chapter 271, Subchapter F, Section 271.101 and Section 271.102.

Other governmental entities within the State of Texas may be extended the opportunity to purchase off of the City of Round Rock’s bid, with the consent and agreement of the successful vendor(s) and Round Rock. Such agreement shall be conclusively inferred for the vendor from lack of exception to this clause in the vendor’s response. However, all parties hereby expressly agree that the City of Round Rock is not an agent of, partner to, or representative of those outside agencies or entities and that the City of Round Rock is not obligated or liable for any action or debts that may arise out of such independently-negotiated “piggyback” procurements.

## **9.01 NON-APPROPRIATION AND FISCAL FUNDING**

This Agreement is a commitment of City's current revenues only. It is understood and agreed that City shall have the right to terminate this Agreement at the end of any City fiscal year if the governing body of City does not appropriate funds sufficient to purchase the services as determined by City's budget for the fiscal year in question. City may effect such termination by giving Cobos a written notice of termination at the end of its then-current fiscal year.

## **10.01 PROMPT PAYMENT POLICY**

In accordance with Chapter 2251, V.T.C.A., Texas Government Code, any payment to be made by City to Cobos will be made within thirty (30) days of the date City receives goods under this Agreement, the date the performance of the services under this Agreement are completed, or the date City receives a correct invoice for the goods or services, whichever is later. Cobos may charge interest on an overdue payment at the "rate in effect" on September 1 of the fiscal year in which the payment becomes overdue, in accordance with V.T.C.A., Texas Government Code, Section 2251.025(b). This Prompt Payment Policy does not apply to payments made by City in the event:

- A. There is a bona fide dispute between City and Cobos, a contractor, subcontractor, or supplier about the goods delivered or the service performed that causes the payment to be late; or
- B. There is a bona fide dispute between Cobos and a subcontractor or between a subcontractor and its supplier about the goods delivered or the service performed that causes the payment to be late; or
- C. The terms of a federal contract, grant, regulation, or statute prevent City from making a timely payment with federal funds; or
- D. The invoice is not mailed to City in strict accordance with any instruction on the purchase order relating to the payment.

## **11.01 GRATUITIES AND BRIBES**

City may, by written notice to Cobos, cancel this Agreement without incurring any liability to Cobos if it is determined by City that gratuities or bribes in the form of entertainment, gifts, or otherwise were offered or given by Cobos or its agents or representatives to any City officer, employee or elected representative with respect to the performance of this Agreement. In addition, Cobos may be subject to penalties stated in Title 8 of the Texas Penal Code.

## **12.01 TAXES**

City is exempt from Federal Excise and State Sales Tax; therefore, tax shall not be included in Cobos's charges.

### **13.01 ORDERS PLACED WITH ALTERNATE VENDORS**

If Cobos cannot provide the services as specified, City reserves the right and option to obtain same from another source or supplier(s).

### **14.01 INSURANCE**

Cobos shall meet all requirements as stated in Part II, Section 2 of the attached IFB Solicitation Number 19-026.

### **15.01 CITY'S REPRESENTATIVE**

City hereby designates the following representative(s) authorized to act in its behalf with regard to this Agreement:

Chad McDowell  
General Services Director  
212 Commerce Cove  
Round Rock, TX 78664  
512-341-3191  
[cmcdowell@roundrocktexas.gov](mailto:cmcdowell@roundrocktexas.gov)

### **16.01 RIGHT TO ASSURANCE**

Whenever either party to this Agreement, in good faith, has reason to question the other party's intent to perform hereunder, then demand may be made to the other party for written assurance of the intent to perform. In the event that no written assurance is given within the reasonable time specified when demand is made, then and in that event the demanding party may treat such failure as an anticipatory repudiation of this Agreement.

### **17.01 DEFAULT**

If Cobos abandons or defaults hereunder and is a cause of City purchasing the specified services elsewhere, Cobos agrees that it may be charged the difference in cost, if any, and that it will not be considered in the re-advertisement of the service and that it may not be considered in future bids for the same type of work unless the scope of work is significantly changed.

Cobos shall be declared in default of this Agreement if it does any of the following:

- A. Fails to make any payment in full when due:
- B. Fails to fully, timely and faithfully perform any of its material obligations hereunder:

C. Fails to provide adequate assurance of performance under the “Right to Assurance” section herein; or

D. Becomes insolvent or seeks relief under the bankruptcy laws of the United States.

#### **18.01 TERMINATION AND SUSPENSION**

A. City has the right to terminate this Agreement, in whole or in part, for convenience and without cause, at any time upon thirty (30) days’ written notice to Cobos.

B. In the event of any default by Cobos, City has the right to terminate this Agreement for cause, upon ten (10) days’ written notice to Cobos.

C. Cobos has the right to terminate this Agreement only for cause, in the event of material and substantial breach by City, or by written mutual agreement to terminate.

D. In the event City terminates under subsections (A) or (B) of this section, the following shall apply: Upon City’s delivery of the referenced notice to Cobos, Cobos shall discontinue all services in connection with performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders and contracts are chargeable to this Agreement. Within thirty (30) days after such termination notice, Cobos shall submit a statement showing in detail the goods and services satisfactorily performed hereunder to the date of termination. City shall then pay Cobos that portion of the charges, if undisputed. The parties agree that Cobos is not entitled to compensation for services it would have performed under the remaining term of the Agreement except as provided herein.

#### **19.01 INDEMNIFICATION**

Cobos shall defend (at the option of City), indemnify, and hold City, its successors, assigns, officers, employees and elected officials harmless from and against all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney’s fees, and any and all other costs or fees arising out of, or incident to, concerning or resulting from the fault of Cobos, or Cobos’s agents, employees or subcontractors, in the performance of Cobos’s obligations under this Agreement, no matter how, or to whom, such loss may occur. Nothing herein shall be deemed to limit the rights of City or Cobos (including, but not limited to the right to seek contribution) against any third party who may be liable for an indemnified claim.

#### **20.01 COMPLIANCE WITH LAWS, CHARTER AND ORDINANCES**

A. Cobos, its agents, employees and subcontractors shall use best efforts to comply with all federal and state laws, City’s Charter and Ordinances, as amended, and with all applicable rules and regulations promulgated by local, state and national boards, bureaus and agencies.

B. Cobos acknowledges and understands that City has adopted a Storm Water Management Program (SWMP) and an Illicit Discharge Ordinance, Sections 14-139 through 14-152 of the City's Code of Ordinances, to manage the quality of the discharges from its Municipal Separate Storm Sewer System (MS4) and to be in compliance with the requirements of the Texas Commission on Environmental Quality (TCEQ) and the Texas Pollutant Discharge Elimination Systems (TPDES). Cobos agrees to perform all operations on City-owned facilities in compliance with the City's Illicit Discharge Ordinance to minimize the release of pollutants into the MS4. Cobos agrees to comply with the City's stormwater control measures, good housekeeping practices and any facility specific stormwater management operating procedures specific to a certain City facility. In addition, Cobos agrees to comply with any applicable TCEQ Total Maximum Daily Load (TMDL) Requirements and/or I-Plan requirements.

C. In accordance with Chapter 2270, Texas Government Code, a governmental entity may not enter into a contract with a company for goods and services unless the contract contains written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract. The signatory executing this Agreement on behalf of Cobos verifies Cobos does not boycott Israel and will not boycott Israel during the term of this Agreement.

#### **21.01 ASSIGNMENT AND DELEGATION**

The parties hereby bind themselves, their successors, assigns and legal representatives to each other with respect to the terms of this Agreement. Neither party shall assign, sublet or transfer any interest in this Agreement without prior written authorization of the other party.

#### **22.01 NOTICES**

All notices and other communications in connection with this Agreement shall be in writing and shall be considered given as follows:

A. When delivered personally to recipient's address as stated in this Agreement: or

B. Three (3) days after being deposited in the United States mail, with postage prepaid to the recipient's address as stated in this Agreement.

#### **Notice to Cobos:**

Cobos Design & Construction, Inc.  
1123 Mansell  
Austin, TX 78721



**Notice to City:**

City Manager  
221 East Main Street  
Round Rock, TX 78664

AND TO:

Stephen L. Sheets, City Attorney  
309 East Main Street  
Round Rock, TX 78664

Nothing contained herein shall be construed to restrict the transmission of routine communications between representatives of City and Cobos.

**23.01 APPLICABLE LAW; ENFORCEMENT AND VENUE**

This Agreement shall be enforceable in Round Rock, Texas, and if legal action is necessary by either party with respect to the enforcement of any or all of the terms or conditions herein, exclusive venue for same shall lie in Williamson County, Texas. This Agreement shall be governed by and construed in accordance with the laws and court decisions of the State of Texas.

**24.01 EXCLUSIVE AGREEMENT**

This document, and all appended documents, constitutes the entire Agreement between Cobos and City. This Agreement may only be amended or supplemented by mutual agreement of the parties hereto in writing, duly authorized by action of the City Manager or City Council.

**25.01 DISPUTE RESOLUTION**

City and Cobos hereby expressly agree that no claims or disputes between the parties arising out of or relating to this Agreement or a breach thereof shall be decided by any arbitration proceeding, including without limitation, any proceeding under the Federal Arbitration Act (9 USC Section 1-14) or any applicable state arbitration statute.

**26.01 SEVERABILITY**

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any such void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined to be void.

## 27.01 MISCELLANEOUS PROVISIONS

**Standard of Care.** Cobos represents that it employs trained, experienced and competent persons to perform all of the services, responsibilities and duties specified herein and that such services, responsibilities and duties shall be performed in a manner according to generally accepted industry practices.

**Time is of the Essence.** Cobos understands and agrees that time is of the essence and that any failure of Cobos to fulfill obligations for each portion of this Agreement within the agreed timeframes will constitute a material breach of this Agreement. Cobos shall be fully responsible for its delays or for failures to use best efforts in accordance with the terms of this Agreement. Where damage is caused to City due to Cobos's failure to perform in these circumstances, City may pursue any remedy available without waiver of any of City's additional legal rights or remedies.

**Force Majeure.** Neither City nor Cobos shall be deemed in violation of this Agreement if it is prevented from performing any of its obligations hereunder by reasons for which it is not responsible as defined herein. However, notice of such impediment or delay in performance must be timely given, and all reasonable efforts undertaken to mitigate its effects.

**Multiple Counterparts.** This Agreement may be executed in multiple counterparts, any one of which shall be considered an original of this document; and all of which, when taken together, shall constitute one and the same instrument.


[Signatures on the following page.]

IN WITNESS WHEREOF, City and Cobos have executed this Agreement on the dates indicated.

**City of Round Rock, Texas**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

**Cobos Design & Construction, Inc.**

By:  \_\_\_\_\_  
Printed Name: Cal Cobos  
Title: President  
Date Signed: 1-15-2020

**For City, Attest:**

By: \_\_\_\_\_  
Sara L. White, City Clerk

**For City, Approved as to Form:**

By: \_\_\_\_\_  
Stephan L. Sheets, City Attorney

Exhibit "A"



**City of Round Rock, Texas**  
**Purchasing Division**  
221 East Main Street  
Round Rock, Texas 78664-5299  
[www.roundrocktexas.gov](http://www.roundrocktexas.gov)

**INVITATION FOR BID (IFB)**

**DRYWALL SERVICES**

**SOLICITATION NUMBER 19-026**

**SEPTEMBER 2019**

## Exhibit "A"

### DRYWALL SERVICES PART I GENERAL REQUIREMENTS

1. **PURPOSE:** The City of Round Rock, herein after "the City," seeks agreements with qualified firms to provide on-site drywall services for various City owned or occupied buildings on an as-needed basis. An anticipated total contract award will be made by the City in an amount not to exceed \$150,000 per year.

The City intends to award one primary contract and one secondary contract based on the best value for the City. The City may contact the Prime Contractor and/or Secondary Contractor to request a quote by project and will select the Contractor that best meets the needs of the City.

2. **BACKGROUND:** The City has approximately 1,000,000 square feet of maintained property and occupies approximately 54 facilities. The buildings consist of both commercial and residential type structures. Facilities that may require professional drywall services include but are not limited to office buildings, fire stations, parks facilities, police facilities, and parking garages.
3. **SOLCITATION PACKET:** This solicitation packet is comprised of the following:

Description	Index
Part I – General Requirements	Pages 2-5
Part II – Definitions, Standard Terms and Conditions and Insurance Requirements	Page 6
Part III – Supplemental Terms and Conditions	Pages 7-9
Part IV – Scope of Work	Pages 10-13
Attachment A – Bid Sheet	Page 14
Attachment B – Reference Sheet	Page 15
Attachment C – Prevailing Wage	Page 16
Attachment D – Respondent Questionnaire	Page 17

## Exhibit "A"

4. **AUTHORIZED PURCHASING CONTACT:** For questions or clarification of specifications, you may contact:

**Oscar Wise, CTCM**  
**Purchaser**  
**Purchasing Division**  
**City of Round Rock**  
**Phone: 512-218-5456**  
**E-mail: [owise@roundrocktexas.gov](mailto:owise@roundrocktexas.gov)**

The individual listed above may be contacted by e-mail for clarification of the specifications only. No authority is intended or implied that specifications may be amended, or alterations accepted prior to solicitation opening without written approval of the City of Round Rock through the Purchasing Department.

5. **SCHEDULE OF EVENTS:** It is the City's intention to follow the solicitation timeline below.

EVENT	DATE
Solicitation released	September 19 <sup>th</sup> , 2019
<b>Mandatory</b> Pre-Bid meeting	October 1 <sup>st</sup> , 2019 @ 9:30 AM, CST
Deadline for submission of questions	October 8 <sup>th</sup> , 2019 @ 5:00 PM, CST
City responses to questions or addendums	Anticipated date October 11 <sup>th</sup> , 2019 @ 5:00 PM, CST
<b>Deadline for submission of responses</b>	October 22 <sup>nd</sup> , 2019 @ 3:00 PM, CST

All questions regarding the solicitation shall be submitted in writing by 5:00 PM, CST on the due date noted above. A copy of all the questions submitted and the City's response to the questions shall be posted on the City's webpage in the form of an addendum at

Questions shall be submitted in writing to the "Authorized Purchasing Contact". The City reserves the right to modify these dates. Notice of date change will be posted to the City's website <http://www.roundrocktexas.gov/bids>.

6. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at <http://www.roundrocktexas.gov/bids> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancellations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
7. **PRE-BID MEETING:** A pre-bid meeting will be conducted to fully acquaint Respondents with the specifications and bid submittal requirements. The pre-bid meeting will be conducted on the date specified in PART I Section 5-Schedule of Events.
- A. Attendance at the pre-bid meeting is **MANDATORY**. Respondents shall sign-in at the pre-bid meeting to document their attendance.
- Executive Conference Room - City Hall Council Chambers**  
**221 East Main St**  
**Round Rock, Texas 78664**
- B. Respondents are strongly encouraged to bring a copy of the solicitation document with them to the pre-bid meeting.

## Exhibit "A"

8. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before 3:00 PM, on the due date noted in PART I, Section 5 – Schedule of Events. Mail or hand deliver sealed responses to:

**City of Round Rock  
Attn: Oscar Wise  
Purchasing Department  
221 E. Main Street  
Round Rock, Texas 78664-5299**

- A. Sealed responses shall be clearly marked on the outside of packaging with the solicitation title, number, due date and "DO NOT OPEN".
  - B. Facsimile or electronically transmitted responses are not acceptable.
  - C. Responses cannot be altered or amended after opening.
  - D. No response can be withdrawn after opening without written approval from the City for an acceptable reason.
  - E. The City will not be bound by any oral statement or offer made contrary to the written specifications.
  - F. Samples and/or copies shall be provided at the Respondent's expense and shall become the property of the City.
9. **BIDDER RESPONSE REQUIREMENTS:** The City of Round Rock makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Bidders are to carefully read the entire solicitation.

Bidders shall submit one (1) evident signed "Original" of the response requirements including any required attachments and one (1) identical-to-the-original electronic copy of the IFB response on a flash drive. The samples and/or copies shall be provided at the Respondent's expense and shall become the property of the City.

This invitation for bid (IFB) does not commit the City to contract for any supply or service. Respondents are advised that the City will not pay for any administrative costs incurred in response preparation to this IFB; all costs associated with responding to this IFB will be solely at the interested parties' expense. Not responding to this IFB does not preclude participation in any future RFP/RFQ/IFB.

**For your bid to be responsive, the attachments identified below shall be submitted with your proposal.**

- Addendums:** Addendums may be posted to this solicitation. Bidders are required to submit signed addendums with their sealed response. The Bidder shall be responsible for monitoring the City's website at <http://www.roundrocktexas.gov/bids> for any updates pertaining to the solicitation.
- Attachment A: BID SHEET:** The bid response shall be submitted on itemized, signed Bid Sheet provided in the solicitation packet. Failure to complete and sign the bid sheet will result in disqualification. If there is a conflict between the unit price and extended price, the unit price will take precedence. Submission of responses on forms other than the City's Solicitation Document may result in disqualification of the response.
- Attachment B: REFERENCE SHEET:** Provide the name, address, telephone number and **E-MAIL** of at least three (3) valid Municipal, Government agencies or firms of comparable size that have utilized services that are similar in type and capacity within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. If references cannot be confirmed or if any negative responses are received it may result in the disqualification of submittal.
- Attachment D: RESPONDENT QUESTIONNAIRE:** Complete the respondent questionnaire and submit with bid packet. Attach additional pages as needed. Failure to complete the respondent questionnaire may result in disqualification

## Exhibit "A"

10. **BEST VALUE EVALUATION AND CRITERIA:** The City reserves the right to reject any or all responses, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City. All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:
- A. Purchase price;
  - B. Reputation of Respondent and of Respondent's goods and services;
  - C. Quality of the Respondent's goods and services;
  - D. The extent to which the goods and services meet the City's needs;
  - E. Respondent's past performance with the City;
  - F. The total long-term cost to the City to acquire the Respondent's goods or services;
  - G. Any relevant criteria specifically listed in the solicitation.
  - H. **EVALUATION FACTORS**
    - Total of 100 points assessed as follows:
      - i. Cost- 60 points total
      - ii. Response to Attachment D – Respondent Questionnaire – 40 points total
        - o Company and individual work experience 25 points
        - o Training and development 10 points
        - o Vehicle and equipment list 5 points
    - I. Respondents may be contacted for clarification of bid and/or to discuss details of the services they are proposing. This may include a presentation and/or the request for additional material/information.
11. **CONFIDENTIALITY OF CONTENT:** As stated in Section 16 of City of Round Rock Purchasing Definitions, Standard Terms and Conditions, all documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances
- A. Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
  - B. If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.
12. **CERTIFICATE OF INTERESTED PARTIES:** Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 "Certificate of Interested Parties" that is signed and notarized for a contract award requiring council authorization. The "Certificate of Interested Parties" form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution. Link to Texas Ethics Commission Webpage:[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)



## Exhibit "A"

### PART II DEFINITIONS, STANDARD TERMS AND CONDITONS AND INSURANCE REQUIREMENTS

1. **DEFINITIONS, STANDARD TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Bidder agrees that the City's Definitions, Standard Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of Bidders to stay apprised of changes. The City's Definitions, Standard Terms and Conditions can be viewed and downloaded from the City's website at: <https://www.roundrocktexas.gov/departments/purchasing/>
2. **INSURANCE:** The Respondent shall meet or exceed all insurance requirements set forth in Standard Insurance Requirements. The City's Standard Insurance Requirements document can be viewed and downloaded from the City's website at: <https://www.roundrocktexas.gov/departments/purchasing/>

## Exhibit "A"

### PART III SUPPLEMENTAL TERMS AND CONDITIONS

1. **AGREEMENT TERM:** The terms of the awarded agreement shall include but not be limited to the following:
  - A. The term of the Agreement shall begin from date of award and shall remain in full force for sixty (60) months.
  - B. Upon expiration of the contract term, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period as is reasonably necessary to re-solicit and/or complete the project up to 90 days.
2. **RESPONDENT QUALIFICATIONS:** The City has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for award. The Respondent shall:
  - A. Be firms, corporations, individuals or partnerships normally engaged in providing commercial drywall services as specified herein and have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient service to the City;
  - B. The selected respondent(s) shall provide all labor, supplies and materials required to satisfactorily perform the services as specified herein and own or acquire at no cost to the City all construction aids, appliances, and equipment Respondent deems necessary and maintain sole responsibility for the maintenance and repair of Respondent's vehicles, equipment, tools and all associated costs. The City shall not be responsible for any Respondent's tools, equipment or materials lost or damaged during the performance of the services specified herein;
  - C. Operate a commercial business location from which work crews are dispatched that is required to be within a 35-mile radius of downtown Round Rock.
  - D. The Drywall Installer/Framer shall have at least five (5) years' experience and a minimum of three (3) years' commercial experience.
3. **SUBCONTRACTORS:** Respondent shall not subcontract or otherwise engage subcontractors to perform required services. The City seeks to do business directly with a company experienced in commercial drywall services.
4. **PREVAILING WAGE:** Pursuant to Chapter 2258 of the Texas Government Code, a worker employed on a public work project by a city must be paid: (1) not less than the general prevailing wage rate of per diem wages for work of a similar character in the locality in which the work is performed; and (2) not less than the general prevailing rate of per diem wages for legal holiday and overtime work. In accordance with Chapter 2258.022, the City adopted through Resolution No. R-2016-3760 the wage rates set forth by the Texas Workforce Commission for the Austin-Round Rock Area as the general prevailing wage rate for the City's public works contracts. A contractor or subcontractor who is awarded a contract by the City shall pay not less than the rates set forth in Attachment C and comply with all applicable sections of Chapter 2258.  
**Attachment C- Prevailing Wage Rates are posted in Solicitation Documents for IFB 19-026 Drywall Services on the City of Round Rock website at:**  
<https://www.roundrocktexas.gov/departments/purchasing/purchasing-active-solicitations/>
5. **PRICING:** The Bidder shall determine and submit a fixed cost for the work and shall include all incidental costs, labor, overhead charges, travel, payroll expenses, freight, equipment acquisition and maintenance, demurrage, fuel surcharges, delivery charges, costs associated with obtaining permits, insurance, bonds and risk management. No separate line item charges shall be permitted for either response or invoice purposes.

## Exhibit "A"

6. **PRICE INCREASE:** Contract prices for drywall services shall remain firm throughout the initial twelve (12) month term of the contract. A price increase to the agreement may be considered on the anniversary date of the Contract each year and shall be equal to the consumer price index for that year, but at no time can the increase be greater than 5% for any single line item.
  - A. **Consumer Price Index (CPI):** Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for all Urban Consumers. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six-month average (January through June OR July through December); and each (January through June OR July through December six month average) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed. The Consumer Price Index (CPI) is found at the Bureau of Labor Statistics, Consumer Price Index website: <http://www.bls.gov/cpi/>.
  - B. **Procedure to Request Increase:**
    - i. Mail the written price increase request with the rate detail comparison and comprehensive calculation and any supporting documentation to the designated City Contract Specialist a minimum of 45 days prior to the annual Contract anniversary date. The detailed written calculation will be verified and confirmed. All written requests for increases must include the City of Round Rock contract number, solicitation reference information and contact information for the authorized representative requesting the increase. Price increase requests shall be sent by mail to:  
  
**City of Round Rock  
Purchasing Department  
Attn: Contract Specialist  
221 East Main Street  
Round Rock, TX 79664-5299**
    - ii. Upon receipt of the request, the City reserves the right to either, accept the escalation and make change to the purchase order within 30 days of the request, negotiate with the Vendor or cancel the agreement or purchase order if an agreement cannot be reached on the value of the increase.
7. **PERFORMANCE REVIEW:** The City reserves the right to review the awarded respondents' performance at any time during the contract term.
8. **ACCEPTANCE/INSPECTION:** Acceptance inspection should not take more than five (5) working days. The awarded respondent will be notified within the time frame if the services delivered are not in full compliance with the specifications. In the event the services are not performed to the satisfaction of the City; the vendor shall agree to reperform services to specification at no additional cost to the City. If any agreement or purchase order is cancelled for non-acceptance, the needed services may be purchased elsewhere.
9. **ORDER QUANTITY:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the services/goods needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.
10. **WORKFORCE:** Contractor shall:
  - A. Ensure Respondent's employees perform the services in a timely, professional and efficient manner;
  - B. Ensure Respondent's employees, wear a company uniform that clearly identifies them as the Respondent's employee, while working on City property.
  - C. Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The City reserves the right to verify citizenship or right to work in the United States.
  - D. The Respondent shall provide background checks on all employees assigned to a project prior to commencement of work to the City's designated representative.

## Exhibit "A"

- E. The City will provide the Contractor, the Designated Contact person, and any employees required for the work, access to the sites where services are required upon approval of the City's designated representative. The City's designated representative shall issue security badges to all Respondent's employees assigned to a project. All employees shall be required to wear the badge in a visible manner at all times while on City property.
11. **PERMITS:** The Contractor shall verify and obtain all necessary permits, licenses, and/or certificates required by federal, state and local laws, ordinances, rules or regulations for the completion of the services as specified if required for the project.
12. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split award, primary and secondary award, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <http://www.roundrocktexas.gov/bids>.
13. **POST AWARD MEETING:** The City and successful Respondent(s) may have a post award meeting to discuss, but not be limited to the following:
- A. Provide City contact(s) information for implementation of agreement.
  - B. Identify specific milestones, goals, and strategies to meet objectives.
14. **POINT OF CONTACT / DESIGNATED REPRESENTATIVE:**
- A. **Contractor's point of contact:** In order to maintain consistent standards of quality work performed across the City, the City shall be provided with a designated and identified point of contact upon award of the contract to include contact information. The City's designated representative shall be notified by the Respondent immediately should the point of contact change.
  - B. **The City's designated representative:** The City's designated representative shall be:  
**Corey Amidon**  
**Facility Maintenance Manager**  
**General Services**  
**Phone: 512-341-3144**  
**E-mail: [Camidon@roundrocktexas.gov](mailto:Camidon@roundrocktexas.gov)**
15. **INTERLOCAL PURCHASING AGREEMENTS**
- A. The City has entered into Interlocal Agreements with other Governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same price and terms and conditions to other eligible agencies that have an interlocal agreement with the City.
  - B. The City does not accept any responsibility or liability for the purchases by other government agencies through an interlocal cooperative agreement.

## Exhibit "A"

### PART IV SCOPE OF WORK

1. **HISTORY:** The City has approximately 1,000,000 square feet of maintained property and occupies approximately 54 facilities. The buildings consist of both commercial and residential type structures. Facilities maintained vary and can include but are not limited to office buildings, police department, fire stations, parks facilities and parking garages.
2. **SCOPE OF WORK:** The Contractor shall provide on-site services including all materials and labor necessary to perform maintenance, repair, renovations, installation or alteration for various City owned or occupied locations on an as needed basis for drywall installation, framing, and repair. Services shall consist of repairs and miscellaneous projects.  

Services performed shall require prior authorization from the City's Facility Maintenance Department. Only services meeting the herein mentioned specifications on workmanship will be accepted.
3. **WORKMANSHIP:** Only first-class work shall be performed, and all materials furnished in carrying out this agreement shall be of character and quality as required by the project specifications. Where no standard is specified, for such work, they shall equal or better the level of finish at the existing conditions and be compliant with all applicable code requirements.
  - A. All materials used in any project shall be new unless pre-approved by the City's designated representative.
  - B. At the conclusion of each project the Contractor shall demonstrate to the City's designated representative that the work is fully operational and in compliance with contract specifications and codes. Any unsatisfactory work done, or materials furnished at whatever time they may be discovered, shall be promptly and permanently corrected at the sole expense of the Contractor prior to final acceptance of work when notified to do so by the authorized City representative.
  - C. The Contractor shall at all times keep the adjacent areas of the work site free from rubbish and the accumulation of any waste materials. It is the Contractor's responsibility to properly dispose of all rubbish and waste materials according to applicable federal, state, and local health, safety, and environmental laws, ordinances, rules and regulations.  

Should the Contractor neglect or refuse to remove such unsatisfactory work or materials within forty eight (48) hours of notice by the City, or if they fail to make satisfactory progress in doing so, the City may cause said work or materials to be removed and satisfactorily replaced by contract or otherwise and the expense thereof shall be charged to the Contractor. Such expense shall be deducted from any monies due or shall become due to the City by the Contractor under the agreement.
4. **DRYWALL INSTALLER/FRAMER REQUIREMENTS:** The following contains the minimum requirements and experience for drywall installation, repair, and finishing services required by the City. The Contractor shall ensure that all personnel are skilled and qualified to perform the services as requested.
  - A. Contractor shall have a working knowledge of commercial and residential drywall installation, repair, and finishing work to include work with metal studs.
  - B. The functions shall include but not be limited to: lay out projects, install all drywall units, repair drywall units, finishing work, and other drywall work as described by the project manager.
  - C. Contractor must be familiar with and have a working knowledge of all tools and equipment applicable to the drywall trade and have extensive knowledge of building materials.
  - D. Contractor must be able to work unsupervised and run a crew.
  - E. The Drywall Installer/Framer shall have at least five (5) years' experience and a minimum of three (3) years' commercial experience and possess all the necessary tools required to complete projects specified by the City.

## Exhibit "A"

- F. It is the responsibility of the Contractor to supervise their employees and to ensure that the work crew acts in a professional manner regarding conduct, dress, and language. Employees that are found to be non-compliant with these requirements shall be removed by the Contractor from City property.
5. **DESIGNATED CONTACT PERSON:** In order to maintain consistent standards of quality work performed across the City, the city shall be provided with a designated and identified crew leader/point of contact upon award of the contract.
- A. The City shall be provided with the designated person's name and telephone number.
- B. This contact person shall remain the same throughout the term of the contract or upon termination of the contact person. If a change has been made in the contact person due to termination, the City's designated representative shall be notified by the Contractor immediately at the time of the change. NO substitutions of key personnel shall be permitted without written approval of the authorized City's designated representative.
- C. Answering machines are unacceptable as a point of contact.
- D. The contact person shall be identified in the solicitation response and may be required to attend an oral presentation to the selection team prior to award of contract.
6. **WARRANTY:** Successful Respondent shall provide a one (1) year warranty on all workmanship and parts including but not limited to manufacturer's warranty, workmanship defects, and installation. All warranty work shall be completed within five (5) working days from notice of defect.
7. **RESPONSE TIME:** Response times shall be as follows:
- A. **Regular business hours** shall be from 7:00 AM to 6:00 PM
- B. **Non-Emergency Service Calls:** Successful Respondent shall respond and provide a written estimate for non-emergency service calls within two (2) days and begin work within five (5) days of the original request.
8. **REGULAR AND OVERTIME WORK HOURS:** Regular Business hours are 7:00 am to 6:00 pm Monday through Friday. Overtime pay consisting of hours outside the designated regular business hours, will be allowed by the City if deemed necessary and approved by the City's designated representative in advance of work. Overtime work performed in excess of regular work hours or on weekends or holidays shall be based on the rate of regular labor not to exceed one and one half (1 ½) times the fixed hourly rate for the tradesman performing the service. Respondent shall submit a total hourly and overtime rate price for labor that includes, but not be limited to, all costs for labor, overhead charges, travel, and payroll expenses.
9. **SAFETY:**
- A. The Successful Respondent and their respective employees are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable federal, state, and local health, safety, and environmental laws, ordinances, rules and regulations in the performance of the services. All Successful Respondents shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract. In case of conflict, the most stringent safety requirement shall govern. The Successful Respondent shall indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines, penalties and liability of every kind arising from the breach of the Successful Respondent's obligations under this paragraph.
- B. **Material Safety Data Sheets:** Successful Respondent shall be required to have in their possession at the location of each project and available upon request material safety data sheets applicable to hazardous substances that are present at the work site.

## Exhibit "A"

10. **ESTIMATES:** Contractor shall provide a non-binding written "Not to Exceed" estimate on all projects at no charge to the City upon request. It is the Contractor's responsibility to ensure that all information is complete to provide an accurate estimate. The City will not incur charges from the Contractor until the Contractor arrives on site and begins work. In certain circumstances a sample of materials to be used in a project may be requested by the City's designated representative for approval before work commences.

Each written estimate shall include the following information:

- A. Department name and location of the project;
  - B. Contractor's designated contact name and telephone number;
  - C. Breakdown of Labor costs (Number of workers, hourly rate); Also include Supervisor hours and rate if applicable.
  - D. Materials (Detailed description, quantity, unit price and extended price amounts);
  - E. Cost of Equipment rented to complete project;
  - F. Total Cost (Labor and materials);
  - G. Description specifying work to be done;
  - H. Time projected to complete the project.
11. **SITE INSPECTION:** It shall be the responsibility of the Contractor to visit and inspect the locations prior to the submittal of a proposal. No variation in price or conditions shall be permitted based on claims of not being knowledgeable, aware, or informed of all requirements and specifications for a job assignment. Submittal of the proposal is evidence that the Contractor has familiarized himself with the nature and extent of the work and any local conditions that may, in any manner, affect the scope of the work to be done and the equipment, materials and labor required. Inspection must be scheduled by contacting the City's designated representative.
12. **DELIVERY AND STORAGE:** It shall be the responsibility of the Contractor to make all arrangements for delivery, unloading, receiving and storing drywall material and supplies for each project. The City will not assume any responsibility for receiving these shipments. The Contractor shall verify with the City's designated representative and make necessary arrangements for security and storage space in the building during the project.
13. **WORK REPORTS:** Respondent shall complete and furnish a work report for each project. A copy of each work report shall be presented with time and material used. Reports shall include, at a minimum, the following information:
- A. Location of the worksite;
  - B. Date and time of arrival at worksite;
  - C. Time spent for repair;
  - D. Date and time work at location is completed;
  - E. Part(s) ordered, and equipment rented, if necessary
  - F. A detailed description of all the completed repair work certifying the location is in working order shall be signed by the City's designated representative at the time the work is performed.
14. **ORDER QUANTITY:**
- A. Bids per project shall not exceed 10% waste expectation on all quantities.
  - B. Prices for materials will be on a cost-plus basis. The percentage (%), if any, of markup will be designated by the Respondent in the solicitation response document. Invoices for work performed shall require a copy of a supplies receipt to be included. Failure to provide the contracted cost-plus percentage (%) on an invoice may result in payment at cost.

## Exhibit "A"

15. **INVOICE REQUIREMENTS:** Each project shall be invoiced separately; the Contractor shall include detailed information on each invoice:
  - A. The total hours worked and hourly rate for labor. Labor hours shall include costs of labor, overhead charges, travel, payroll expenses and Supervisor total hours and rate if applicable.
  - B. Supplies and materials: The cost of supplies and materials shall be listed separately from labor. A maximum percentage markup, as indicated on Attachment A- Bid Sheet, will be allowed for material.
  - C. Invoices shall have attached a copy of paid materials receipt from the supplier.



## Exhibit "A"

### ATTACHMENT A BID SHEET

1. **ATTACHMENT A- BID SHEET** is posted in Solicitation Documents for IFB No. 19-026 Drywall Services in an Excel format on the City of Round Rock website at:  
<https://www.roundrocktexas.gov/departments/purchasing/purchasing-active-solicitations/>
  - A. In order to be considered responsive Attachment A- Bid Sheet must be completed and signed by an authorized representative and returned by the deadline for submission of response indicated in Part I Section 5 – Schedule of Events.
  - B. The Respondent, by submitting and signing Attachment A – Bid Sheet, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.
  - C. In order to do business with the City of Round Rock you must be registered with the City's Vendor Database. To register, go to: <https://roundrock.munisselfservice.com/Vendors/default.aspx>.
  - D. By the signature affixed on Attachment A-Bid Sheet, the Respondent hereby certifies that neither the Respondent nor the entity represented by the Respondent, or anyone acting for such entity has violated the antitrust laws of this State, codified in Section 15.01 et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly, the response made to any competitor or any other person engaged in such line of business.
  - E. The Respondent agrees, if this Offer is accepted within 120 calendar days after the Due Date, to fully comply in strict accordance with the Solicitation, specifications and the amounts shown on bid sheet.

**UPDATED** ATTACHMENT A BID SHEET CITY OF ROUND ROCK **Exhibit "A"**

Solicitation Number: IFB No. 19-026  
 Solicitation Description: Drywall Services  
 Purchaser: Oscar Wise

The Respondent represents by their signature below that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation documents contained in IFB 19-026 Drywall Services. The Respondent acknowledges that he/she has received and read the entire solicitation packet, attachments, and all documents incorporated by reference and agrees to be bound by the terms therein.

An anticipated Contract award will be made by the City in an estimated amount not-to-exceed **\$150,000** per year. Pricing bid below is being collected for cost evaluation purposes only.

**Special Instructions:** All prices must be quoted in order to be considered responsive. A value of "0" will be interpreted as no-cost to the City. Be advised that exceptions taken to any portion of the solicitation or any unauthorized changes to the bid sheet will result in the rejection of the bid.

Cost = 60 points

Description	Estimated Annual Quantity	Unit	Unit Cost	Extended Cost
Drywall Installer/Framer Regular Hourly Rate.	500	Hourly	\$35.00	\$17,500.00
Drywall Installer/Framer Overtime Hourly Labor Rate. The overtime rate shall not exceed one and one half times the regular hourly rate.	100	Hourly	\$40.00	\$4,000.00
Drywall Helper Regular Hourly Labor Rate.	500	Hourly	\$30.00	\$15,000.00
Drywall Helper Overtime Hourly Labor Rate. The overtime rate shall not exceed one and one half times the regular hourly rate.	100	Hourly	\$35.00	\$3,500.00
<b>Annual Total:</b>				<b>\$40,000.00</b>

**UPDATED** ATTACHMENT A BID SHEET CITY OF ROUND ROCK Exhibit "A"

Information Only:				
Replacement Parts and Materials (shall not exceed 20%)				
Supervisor hours are not anticipated for most repair or project needs but shall be listed here for contract purposes.				
Percent over cost:				20.00%
Supervisor Hourly Rate:				\$45.00
Optional:				
List hourly rates for Tape, Floating and Texturing. If you do not provide this service, please mark as zero (0).				
Description	Estimated Annual Quantity	Unit	Unit Cost	Extended Cost
Tape, Floating and Texturing Regular Hourly Labor Rate.	500	Hourly	\$35.00	\$17,500.00
Tape, Floating and Texturing Overtime Hourly Labor Rate. The overtime rate shall not exceed one and one half times the regular hourly rate.	100	Hourly	\$40.00	\$4,000.00
Tape, Floating and Texturing Helper Regular Hourly Labor Rate.	500	Hourly	\$30.00	\$15,000.00
Tape, Floating and Texturing Helper Overtime Hourly Labor Rate. The overtime rate shall not exceed one and one half times the regular hourly rate.	100	Hourly	\$35.00	\$3,500.00
<b>Annual Total:</b>				<b>\$40,000.00</b>
Response to Attachment D – Respondent Questionnaire – 40 points total ○ Company and individual work experience 25 points ○ Training and development 10 points ○ Vehicle and equipment list 5 points				

COMPANY NAME:

Cobos Design & Construction, nc

SIGNATURE OF AUTHORIZED REPRESENTATIVE:



PRINTED NAME:

Cal Cobos

EMAIL ADDRESS:

[cobosdc2cal@yahoo.com](mailto:cobosdc2cal@yahoo.com)

Exhibit "A"

Q10. The solicitation states a response time for non-emergency jobs. Please clarify what the expected response time will be for emergency jobs.

A10. **The city does not anticipate they will require emergency work under this contract. The City will accept the same response time for an emergency job as for a non-emergency job as per Part IV, Item 7.B.**

III. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:

Oscar Wise  
Oscar Wise, Purchaser  
Purchasing Office, 512-218-5456

October 10, 2019

By the signature affixed below this addendum is hereby incorporated into and made a part of the above referenced solicitation.

ACKNOWLEDGED BY:

Cal Cobos  
Name

[Signature]  
Authorized Signature

10-22-19  
Date

**RETURN ONE SIGNED COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY AUTOMATICALLY DISQUALIFY YOUR RESPONSE FROM CONSIDERATION FOR AWARD.**

Exhibit "A"

City of Round Rock  
Drywall Services  
IFB No. 19-026  
Class/Item: 910-75  
September 2019

ATTACHMENT B:  
BIDDERS REFERENCE SHEET

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

SOLICITATION NUMBER: 19-026  
RESPONDENT'S NAME: Cobos Design & Const. DATE: 10-22-19

Provide the name, address, telephone number and E-MAIL of at least three (3) valid Municipal, Government agencies or firms of comparable size that have utilized services that are similar in type and capacity within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. If references cannot be confirmed or if any negative responses are received it may result in the disqualification of submittal.

- Company's Name Teachers Retirement System of Texas  
 Name of Contact Eric Kogg  
 Title of Contact Facilities Project Manager  
 E-Mail Address eric.kogg@trs.texas.gov  
 Present Address 1000 Red River  
 City, State, Zip Code Austin, TX, 78701  
 Telephone Number (512) 848-1100 Fax Number: ( )
- Company's Name Texas Workforce Comm.  
 Name of Contact Luis Garcia  
 Title of Contact Project Manager  
 E-Mail Address luis.garcia@twc.state.tx.us  
 Present Address 101 East 15<sup>th</sup>  
 City, State, Zip Code Austin, TX, 78701  
 Telephone Number (512) 552-3902 Fax Number: ( )
- Company's Name Round Rock I.S.D.  
 Name of Contact Mike Ghasemi  
 Title of Contact Facilities Director  
 E-Mail Address mike.ghasemi@roundrockisd.org  
 Present Address 1311 Round Rock Ave.  
 City, State, Zip Code Round Rock, Tx, 78681  
 Telephone Number (512) 775-2124 Fax Number: ( )

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.

City of Round Rock  
Drywall Services  
IFB No. 19-026  
Class/Item: 910-75  
September 2019

## Exhibit "A"

### ATTACHMENT C PREVAILING WAGE

1. **ATTACHMENT C-** Prevailing Wage Rates are posted in Solicitation Documents for IFB No. 19-026 Drywall Services on the City of Round Rock website at:  
<https://www.roundrocktexas.gov/departments/purchasing/purchasing-active-solicitations/>
2. **PREVAILING WAGE:** Pursuant to Chapter 2258 of the Texas Government Code, a worker employed on a public work project by a city must be paid: (1) not less than the general prevailing wage rate of per diem wages for work of a similar character in the locality in which the work is performed; and (2) not less than the general prevailing rate of per diem wages for legal holiday and overtime work. In accordance with Chapter 2258.022, the City adopted through Resolution No. R-2016-3760 the wage rates set forth by the Texas Workforce Commission for the Austin-Round Rock Area as the general prevailing wage rate for the City's public works contracts. A contractor or subcontractor who is awarded a contract by the City shall pay not less than the rates set forth in Attachment C and comply with all applicable sections of Chapter 2258.

Exhibit "A"

ATTACHMENT D  
 RESPONDENT QUESTIONNAIRE  
 40 Points

Name of Business:	Cobos Design & Const., Inc
Physical Address of Headquarters (HQ):	1123 Mansell, Austin, Tx. 78721
Physical Address of Serving Branch: (if different address from HQ)	

1. On a separate sheet of paper describe training and development provided to staff. (10 Points)
2. EQUIPMENT LIST: Attach a separate sheet of paper that describes the type of vehicles and equipment that will be used to support this contract. This inventory list shall provide line item information of assets including type of equipment, brand, quantity, and age. (5 Points)
3. Number of full-time employees that are eligible to work on City of Round Rock projects:

Number of Employees:	12
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4. How many years has your company been in the Commercial Drywall Business?

Number of years in the commercial Drywall business:	30
---	----

5. EXPERIENCE: On a separate sheet of paper describe relevant company and individual experience for the personnel who will be actively engaged in the performance of this contract. (25 Points)
  - A. Company work experience: Describe recent company work experience (2 years or less) for at least 2 commercial contracts for Drywall Services.
  - B. Individual Work Experience: Include the resume of the owner and lead personnel as well as supporting documentation as applicable; such as certifications, licenses and years of experience of the drywall installers and/or framers.

(REMINDER: per Part III, Item 2.D. "The Drywall Installer/Framer shall have at least five (5) years' experience and a minimum of three (3) years' commercial experience")

Exhibit "A"



## **Table of Contents**

**Company History**

**Mission Statement**

**Methodology**

**Personnel**

**Training and Development**

**Insurance**

**Warranty and Support**

**Vehicles and Equipment**



Exhibit "A"



## Company History

I would like to introduce our construction company for consideration for award of your Carpentry Services Contract. Cobos Design & Construction is a family owned and operated business that has served the Austin area since 1950. With each new generation, our business has seen Austin grow, as a result we have become integrated into the development and success Austin has enjoyed. As such, we take pride in our work and the one-to-one level of service we provide to our clients

We also reach out into the community by donating financial support and services to various churches and youth groups. For over 25 years we have provided a scholarship program for all CDC family members, employees and employees families. It has always been a priority to recycle our time, talent and treasure back into our home town. As a native family of Austin, we feel that what is good for the community is good for us. It is impossible to put a price tag on what has been given and what has been received.

CDC has well over 100 suppliers of various construction materials which allows us to shop the best pricing for our clients. Because of the longevity and the large amounts of supplies purchased we have built an impeccable credit history with all of the major supply houses.

CDC has primarily focused on State, County and Austin Independent School District contracts. At the present time, we are under contract by- TRS, TWC, CORR, TXHHSC, RRISD, and AISD to provide construction services on a time and materials contract. We have maintained several contracts with various state agencies on a continuous basis for the past 20 years. As a result we have become very aware of the importance of fulfilling our obligations to our clients under these contracts.

We have received various awards and letters of appreciation throughout the years. We also have many recommendations from past and present clients. Our father, Freddie Cobos, told us at a young age that "we could use his last name for business as long as we didn't mess it up." With this in mind we can say that our family has held up their end of the bargain.

Exhibit "A"



## **Mission Statement**

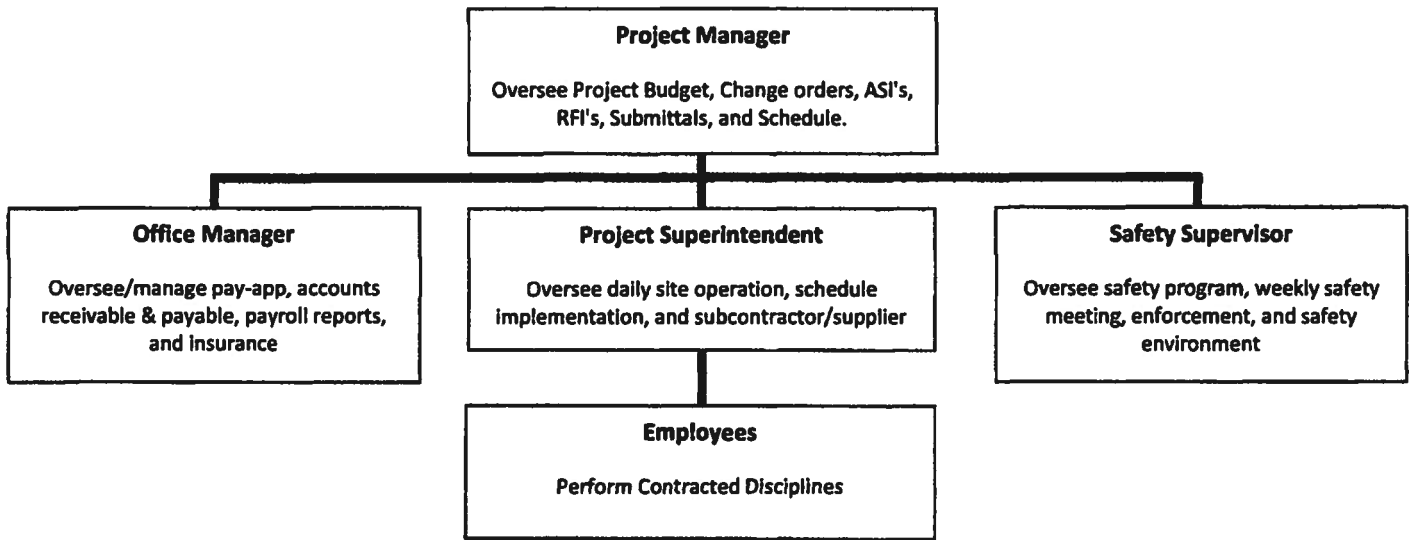
**Cobos Design & Construction, Inc. takes pride in providing value-added construction services to our customers by creating a successful partnership with them throughout the construction process. Our pledge is to establish lasting relationships with our customers by exceeding their expectations and gaining their trust through exceptional performance by every member of the construction team. We will provide a professional approach to constructing exceptional quality projects which meet budget and schedule goals.**

Exhibit "A"



## Methodology

### Organizational Chart



### Project Manager

Oversees Project Budget to insure profitability of General Contractor's contract with owner, works closely with the Owner's Representative, whether it be the Architect and/or Engineers of Record, in regards to implementation of the construction schedule. Request for Information, Submittals (product data, shop drawings, or samples, etc.), and change order's that affect the projects scope and/or budget. Prepares Agendas and applicable Logs for weekly or bi-weekly Progress meetings. The Project Manager will assemble documents for Close-Outs; all required Record Documents, As Builds and Operations Maintenance Manuals.

Exhibit "A"



## **Methodology**

(Continued)

### **Project Superintendent**

Oversees and manages the daily construction site activities, such as security, Safety implementation and enforcement, which may or may not be inclusive of a Safety Supervisor. Maintains a continuance of Quality Control of operations, whether it be workmanship management, start and finish of work week schedule (hours or calendar days), and site access of construction personnel, whether it be Construction Team, Design Team, Owner, and/or end user. Will likewise manage Supplier's access for delivery of material.

### **Office Manager**

Manages the monthly administrative activities such as Payment Applications, Accounts Receivables, Account Payable, Insurance maintenance, Payroll Reports, and project Close-Out concerning Consent of Surety, Release of Lien and Affidavits of All Bills Paid.

### **Safety Supervisor**

If project applicable, oversees General Contractor's Safety Program, inclusive of HazCom Program. Will oversee weekly Safety Meetings at project site, responsible for Safety Implementation and Safety Enforcement as needed. Responsible for the overall Safety Environment of the project site. If specific Safety Supervisor is not deemed necessary for any given project, then the Project Superintendent will assume the role and these duties.

Exhibit "A"



## **Methodology**

(Continued)

### **Employees**

Hired directly by General Contractor to perform specific disciplines or project schedule division of said discipline and/or Scope to be as per the Design Architect and/or Engineer's Plans and Specifications. Any given employee will be bound to the same terms and conditions as the General Contractor to achieve the same end goals/results specified for the project.

### **Project Leadership**

Any given project is only as successful as its leadership, whether it be by the Construction Team, Design Team, or Owner / User. None of these entities can be successful in and of itself alone. The necessity to recognize the leadership roles of each primary team member of each entity will only enhance the successful completion of a project especially as it concerns the Contract Calendar Days / Budget.

The obvious role of the General Contractor, its Employees and/or Suppliers is to know that they serve the needs of the project. The General Contractor's Project Manager and its Superintendent are the primary leaders in maintaining the integrity of the design aspect of the project, which is inclusive of having a knowledgeable understanding of the project scope, it's specific applicable Divisions, whether it be Site Project Renovation or complete Ground Up New Facility. Leadership also requires that one recognize the skills that another team member adds to the project, whether it be from the General Contractor to the Architect and/or Engineer, the Owner to the General Contractor, the end user to the Owner. Ultimately, the General Contractor is responsible to take a project's design and turn it into reality, a structure or facility for the Owner and Architect's intended use for the end user. Project leadership is Paramount. Therefore, it is our policy that every member of our company share in this responsibility as a team.

Exhibit "A"



## **Methodology**

(Continued)

### **Quality Assurance Process for Employees**

Cobos Design & Construction, Inc., will manage any given employee accordingly. This would be the origin of assuring an employee performance on a project. They would be answerable as well to the Jurisdiction Having Authority, such as Municipalities Inspections Departments for proper and acceptable building practices. Oversight will be provided by General Contractors Project Superintendent to guarantee proper placement and installation of any given structure or finish. We also recognize that the Design Team as well has the right to accept or refuse any given installation of an employee's scope if it is outside of the design parameters of a project. Non-Compliance by any given employee can and will be subject to possible termination by the General Contractor.

### **Safety Reporting & Enforcement**

Cobos Design & Construction, Inc. fully understands the necessity of a solid Safety Program as well as its enforcement. Fortunately Cobos Design & Construction, Inc. has never had a major accident on any of its projects over the last 25 plus years in operation. Concerning Safety Reporting, if an accident does occur and is deemed a "recordable case", Cobos Design & Construction, Inc., would use Federal 300 and 301 Logs as provided by the Occupational Safety and Health Administration (OSHA), and forward to the applicable authorities for our notification as well as their records, Enforcement of all Safety requirements on any given project will be the responsibility of the designated Safety Personnel employed by Cobos Design & Construction, Inc., which is generally the Project Superintendent. Enforcement parameters are detailed in the company Written Safety program which addresses the minimum of a written warning to termination.

Exhibit "A"



## Personnel

The following personnel will be assigned to this project. Personnel have been selected based on their ability to work together as a team with specialties in related fields specific to your contract.

Because our business has prospered for so many years we have been able to maintain the best crews in their line of work. We have crews that have been with us as long as 20 years. Sadly, we have also seen employees pass away. Our family and connections are here in Austin, which is the reason we only contract in the Austin and surrounding area. Cobos Design & Construction, Inc. is an Equal Opportunity Employer, which has had the pleasure of hiring many female workers, also from different ethnic backgrounds and religions. Just as we were raised into the construction business we brought in several family members into our business. They were able to learn the value of honest work, respect for fellow workers and the confidence to reach their full potential. Our company prides itself in family and employee unity.

**Cal Cobos**                      **Co-owner – President.**

Mr. Cobos is a co-owner of CDC with his brother Ben S. Cobos. His career in construction has spanned his entire lifetime. Although, 40 years ago he took over the family business. Since, that time he has completed countless public works projects. He serves as head of Cobos Design & Construction, Inc. and supervises all phases of each project.

**Ben S. Cobos Co-owner - Vice President – Project Manager**

Ben S. Cobos has also spent a lifetime devoted to the construction industry. After 35 years of working in the family business he has become a seasoned contractor. Ben oversees the work crews and sub-contractors. Ben also works closely with the owner and the architects. Together Cal and Ben always manage each and every phase of their projects.

## Exhibit "A"



## Personnel

(Continued)

### Linda Rodriguez – Office Manager

Linda has been CDC's office Manager for more than 20 years. She brings a cheer and dedication to the entire company. Her willingness to serve has allowed her to learn every aspect of the construction industry.

### Crew #1

- Leobardo Dominguez — Project Superintendent

Leobardo came to Cobos Design & Construction, Inc. in December of 2002. Along with him came three of his cousins, Arturo Briceno, Alvaro Briceno and Gabriel Briceno. At that time Cobos Design & Construction, Inc. was working for the Texas Rehabilitation Commission building firewalls and office space and adding door hardware. Leobardo and his crew were instrumental in completing our project in a timely manner. Prior to working for Cobos Design & Construction, Inc. Leobardo and his crew were employed with Walls and All where they had 5 years previous experience.

Leobardo and his crew have competed projects with the other state agencies that we work for the Austin and Round Rock Independent School Districts.

- Arturo Briceno -

– Drywall Installer/Finisher

Arturo joined Cobos Design & Construction, Inc. in December of 2002. Prior to joining Cobos Design & Construction, Inc., he had 5 years prior experience with Walls and All. His history with Cobos Design & Construction, Inc. is an exact mirror of Leobardo Dominguez.



Exhibit "A"



## Personnel

(Continued)

- Alvaro Briceno -

Journeyman – Drywall Installer/Finisher

Alvaro joined Cobos Design & Construction, Inc. in December of 2002. Prior to joining Cobos Design & Construction, Inc., he had 5 years prior experience with Walls and All. He also has the same history as his brother and cousin.

- Gabriel Briceno – Drywall Installer/Finisher

Gabriel joined Cobos Design & Construction, Inc. in December of 2002. Prior to joining Cobos Design & Construction, Inc., he had 5 years prior experience with Walls and All. His history is the same as his brothers and cousin.

- Carlos Avila Juarez – Drywall Installer/Finisher

Carlos was added to Leobardo's crew in January of 2006. His duties include installing doors, door frames and door hardware, framing and sheet rocking and demolition. Carlos plays a crucial role in preparing the work areas prior to construction. He is very responsive to the needs of the rest of the crew.

Exhibit "A"



## Personnel

(Continued)

### Crew # 2

- Benito Martinez – Project Superintendent

Benito was hired by Cobos Design & Construction, Inc. in August of 2002. Prior to working for Cobos Design & Construction, Inc., he and his father ran a family owned business, Martinez Construction. Benito is one of our lead carpenters. He has been running a crew of his own for the last 15 years. His co-workers respect his judgment and follow his lead. He has proven to be a team leader and is capable of resolving any job site problems that might arise.

For the past 15 years Benito has been successful in completing the required Projects performed for Teachers Retirement System, CORR, Austin Independent School District, Texas Work Force Commission, ERS and other State Agencies that Cobos Design & Construction, Inc. contracts with.

- Alberto Solis – Drywall Installer/Finisher  
Alberto hired on with Cobos Design & Construction, Inc. along with his brother Benito in August of 2002. He also worked in the family business prior to working with Cobos Design & Construction, Inc. His experience has been side by side with his brother. His commercial experience has been served at Teachers Retirement System, CORR for the last 10 years. He also has completed other construction projects at a number of Austin area schools and many other State Agencies.

Exhibit "A"



## **Personnel**

(Continued)

- **Maria Martinez – Drywall Installer/Finisher**

Maria was hired by CDC, Inc. in the fall of 2012. She grew up working in the construction industry. As such, she has become a most welcomed asset. She completes a very successful family crew.

- **Jaime Garcia – Drywall Installer/Finisher**

Jaime came along with Benito and Alberto in the same year of 2002. He completes the four man team that has provided carpentry services for Teachers Retirement System for the last 10 years. He also has worked on many of Austin area schools and State Agencies' projects. His attention to detail has made him a valuable addition to Cobos Design & Construction, Inc.

Exhibit "A"



## Personnel

(Continued)

### Crew#3

- Ray Charro – Project Superintendent

Ray started employment with Cobos Design & Construction, Inc. in 1994. He has been doing commercial remodel ever since. He now specializes in complex door hardware systems. Providing hardware for handicap applications and making office space comply with ADA Specifications. His training and experience in ADA compliance has made his knowledge a valuable resource to the Cobos Design & Construction Team.

- Robert Garcia – Drywall Installer/Finisher

Robert has been one of the longest lasting employees for CDC. He began his training in the summer of 1990. He learned his trade working side by side with the owners of the company. Because of the time and patience he was given during his training he was able to excel in his abilities which resulted into a deep loyalty to the company. Robert has given 25 plus years of service in the commercial industry. His attention to detail has made him the perfectionist he is today.

Exhibit "A"



## **Training and Development**

**Cobos Design & Construction, Inc. requires all employees to complete an OSHA – 10 Hour Training Course. This course teaches health and safety awareness. Such as Fall Protection, Personal Protective Equipment, Electrocution, OSHA Inspection Procedures and more.**

**Since, our seasoned employees are well versed on jobsite safety, it becomes natural for the work crew to operate as a competent and efficient unit.**

**Our company goal has always been to provide a safe and welcoming jobsite for our employees. We accomplish this by allowing our workers to grow with the company. Thereby, enhancing them to develop into key players.**

**As a result the majority of our people have been with the company a minimum of ten years and some over 20 years. Since, we have always provided the same type of construction services, we have become experts in our field.**

Exhibit "A"



## **Insurance**

We have maintained construction insurance for the life of our business and have not once had any type of claim, including liability, builder's risk or workman's comp. It is also important to know that neither have we ever been cited by OSHA, our safety record is inspired by our commitment to our employees, ourselves and our clients.

Cobos Design & Construction, Inc. requires all of its sub-contractors to be covered by general liability, workman's comp and commercial auto insurances. In the event the sub-contractor is not able to cover themselves, they will be covered by Cobos Design & Construction, Inc. All notices of Insurance shall be posted as mandated by the State of Texas.

Cobos Design & Construction, Inc. will provide a Payment & Performance Bond on any project that exceeds \$25,000. Our bonding capacity is in excess of \$500,000 on any one project. Neither has our company ever defaulted on a Payment & Performance Bond.

Exhibit "A"



## **Warranty and Support**

**Cobos Design & Construction, Inc., warrants the material and workmanship to be free from defect for the period of one year. Cobos Design & Construction, Inc., warranty begins on the date once notified of the Satisfaction of Completion.**

**Of definite benefit to Cobos Design & Construction, Inc. and City of Round Rock is the value of adequate Warranty and Support. Not only would this be a contractual agreement but, it will ensure the life and service of all components. Following are keys to success:**

**Response time - Cobos Design & Construction, Inc. will respond within 24 hour period to any applicable Warranty item. Only exception would be if initial request falls on a Friday and the item is not critical to the motion-function of the items(s) in question of greatest importance, would be any and all Life Safety Issues, which we would respond to immediately.**

**Cobos Design & Construction, Inc., will be notified by the (Owner) City of Round Rock of any repairs needed not, brought on by abuse or neglect.**

**We pride ourselves on our past record of satisfied clients including but not limited to various State and public agencies. As a result we strive to complete our projects on time, within budget and per our clients overall satisfaction.**

**If any addition information is needed feel free to contact me at (512) 478-1986.**

**Cal Cobos**

**President**

Exhibit "A"



## **Vehicles and Equipment**

1. 2015 F-250 Crew Cab Pick-Up
2. 2011 F-350 Crew Cab Pick-Up
3. 2011 Ram 3500 Crew Cab Pick-Up
4. 2011 Ram 1500 Crew Cab Pick-Up

## **Trailers**

1. 2016 – 6' x 12' Cargo Trailer
2. 2012 – 16' Flatbed Trailer
3. 2008 – 12' Flatbed Trailer

## **Equipment**

1. Hand Tools
2. Generators
3. Compressor and Nail Guns
4. Ladders
5. Scaffolding
6. Barricades and Cones
7. Fire Extinguishers and Safety Kits



## Exhibit "A"



### ADDENDUM CITY OF ROUND ROCK, TEXAS

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**Solicitation: IFB 19-026**

**Addendum No: 1**

**Date of Addendum: 10/10/19**

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This addendum is to incorporate the following changes to the above referenced solicitation:

- I. **Clarifications:** The bid sheet has been updated with a revised copy. The City added optional line items for taping/floating and texturing. Please complete this section of the bid sheet if you offer these services.
- II. **Questions:**
- Q1. Can we get paid for our time for estimates?  
A1. **No. You must incorporate this into your hourly rate established on the bid sheet.**
- Q2. Can we add a line on the Bid Sheet for Estimates?  
A2. **No.**
- Q3. Is installation included?  
A3. **Yes. Part IV, Scope of Work, Item 2 states "The Contractor shall provide on-site services including all materials and labor necessary to perform maintenance, repair, renovations, installation or alteration for various City owned or occupied locations on an as needed basis for drywall installation, framing, and repair. Services shall consist of repairs and miscellaneous projects."**
- Q4. How do we bill for disposal?  
A4. **You must account for this in your Hourly Rate.**
- Q5. Where do we take disposal material? Will there be a dumpster at each job?  
A5. **This will vary from job to job. There may be a dumpster at the job site, but you should account for your disposal rates in your hourly rate.**
- Q6. As we have done previous work for the City of Round Rock, may we use them as a reference?  
A6. **No, you cannot use the City of Round Rock as a reference.**
- Q7. The Solicitation states employees must be in uniform. Will a safety vest with our company's name on it suffice?  
A7. **Yes, this will qualify as a uniform.**
- Q8. The prevailing wage rate referenced in the solicitation is dated 2016. Can we use the prevailing wage rate for 2019?  
A8. **No, Council has not yet adopted the 2019 prevailing wage rates. The City is currently using the 2016 Prevailing Wage Schedule.**
- Q9. The solicitation indicates there should be one point of contact listed. Please clarify if this is a single point of contact in administrative role or field personnel?  
A9. **The point of contact is referencing field/operations personnel.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/16/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Quirk & Company P.O. Box 792030 San Antonio, TX 78279  www.quirkco.com	<b>CONTACT NAME:</b> PHONE (A/C, No., Ext): 210.342.9421      FAX (A/C, No.): 210.340.4075 E-MAIL ADDRESS:	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Cobos Design and Construction, Inc. 1123 Mansell Avenue Austin TX 78705	<b>INSURER A:</b> Western World Insurance Company	NAIC # 13196
	<b>INSURER B:</b> Texas Mutual Insurance Company	22945
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

**COVERAGES**

CERTIFICATE NUMBER: 53657203

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			NPP8602706	6/18/2019	6/18/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 DEDUCTIBLE (BI/PD) \$ 1,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	SBP0001234875	3/7/2019	3/7/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The CGL policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. The CGL policy contains a special endorsement with "Primary and Noncontributory" wording. The CGL policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it.

**CERTIFICATE HOLDER****CANCELLATION**

City of Round Rock  
 Attn: Marilyn Jackson, Contracts  
 221 E Main Street  
 Round Rock TX 78664

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Luis A. Vazquez

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ACORD 25 (2016/03)

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