



**BROWNSVILLE  
PUBLIC UTILITIES BOARD  
LEGAL NOTICE  
AND  
INVITATION TO BID  
B #020-26**

The Brownsville Public Utilities Board will accept electronic and/or sealed bids **until 5:00 PM, January 14, 2026** at the Brownsville Public Utilities Board (BPUB) Purchasing Office, 1155 FM 511, Olmito, Texas 78575. **Electronic bids or sealed bids received after this time will not be considered** for the Project described in the Contract Documents and Specifications entitled:

**FACILITY MAINTENANCE PROJECTS**

Bids will be publicly opened and read aloud on January 15, 2026 at 3:00 PM. Bidders can request a copy of the bid tabulation by emailing [Jzavala@brownsville-pub.com](mailto:Jzavala@brownsville-pub.com). Contractors can call in at 3:00 PM, January 15, 2026 to (956) 214-6020 to listen to the bid opening.

A **Non-mandatory Pre-bid meeting and walk-through** will be held at the Southmost Regional Water Authority Conference Room, 1255 FM 511, Brownsville, TX, **at 9:00 AM on December 17, 2025**.

Brownsville Public Utilities Board utilizes the Texas Purchasing Group to post Request for Proposal (RFP) and bid opportunities. Registration is available at [registering on Bidnet Direct's Texas Purchasing Group](#), if you haven't already registered.

Detailed specifications may be obtained at Brownsville Public Utilities Board website at [https://www.brownsville-pub.com/rfp\\_status/open/](https://www.brownsville-pub.com/rfp_status/open/).

**Please mark on the outside of the envelope and on any carrier's envelope/package: "B020-26, FACILITY MAINTENANCE PROJECTS, JANUARY 14, 2026, 5:00 PM"** and send to the attention of Diane Solitaire, Brownsville Public Utilities Board, Purchasing Department, 1155 FM 511, Olmito, Texas 78575 or via electronic through Bidnet.

The bidder shall submit their bid on these forms. A bid shall be comprised of the bid documents completed by the bidder plus supplemental information required by the specifications and documents or deemed necessary by the bidder to fully describe the offering. Each bid shall constitute an offer to the Board, as outlined therein, and shall be irrevocable for at least ninety (90) days after the time announced for the opening thereof.

Each bid shall be accompanied by a Certified or Cashier's check payable to the order of the Brownsville Public Utilities Board, City of Brownsville, Texas for a sum not less than five (5%)

percent of the total amount bid. In lieu of a check, a Bid Bond may be submitted in an amount not less than five (5%) percent of the total amount bid with a Corporate Surety licensed to do business in the State of Texas, conditioned that the BIDDER will pay the BPUB, as mutually agreed to liquidated damages, and not as a penalty, the amount specified in the Bond unless he enters into a contract in accordance with his bid. BIDDER is required to execute a contract and furnish a Performance Bond, Payment Bond and a Certificate of Insurance. If the BIDDER fails to execute the contract and to furnish satisfactory Performance and Payment Bonds and Insurance Certificates within ten (10) days from the date on which he is notified that his bid has been accepted, the amount of his check or bid bond shall be forfeited to the BPUB as mutually agreed to liquidated damages, and not as a penalty.

The Brownsville Public Utilities Board will not be responsible in the event that the U.S. Postal Service or any other courier system fails to deliver the sealed bids to the Brownsville Public Utilities Board, Purchasing Office by the given deadline above. **Bids will be accepted via electronic transmission through Bidnet, only.**

Brownsville Public Utilities Board reserves the right to reject any or all responses and to waive irregularities contained therein and to accept any response deemed most advantageous to the Brownsville Public Utilities Board.

*Diane Solitaire*

Purchasing Department  
Brownsville Public Utilities Board  
(956) 983-6366 - Phone

**INSTRUCTIONS TO BIDDERS**  
**Please submit this page upon receipt**  
**Acknowledgment Form**  
B020-26 Facility Maintenance Projects

For any clarifications, please contact Joseandres Zavala or Hugo E. López at the Brownsville Public Utilities Board, Purchasing Department at (956) 983-6310 email: [Jzavala@@brownsville-pub.com](mailto:Jzavala@@brownsville-pub.com) or to (956) 983-6375, e-mail: [hlopez@brownsville-pub.com](mailto:hlopez@brownsville-pub.com)

Please e-mail this page upon receipt of legal notice. If you only received the legal notice and you want the bid package mailed, please provide a method of shipment with account number in the space designated below.

Check one:

**Yes, I will be able to send a bid; obtained bid package from website.**

**Yes, I will be able to send a bid; please email the bid package.**

Email: \_\_\_\_\_

**No, I will not be able to send a bid for the following reason:**

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

If you are unable to send your bid, kindly indicate your reason for “No bid” above and return this form **via e-mail to: [Jzavala@@brownsville-pub.com](mailto:Jzavala@@brownsville-pub.com) or to [hlopez@brownsville-pub.com](mailto:hlopez@brownsville-pub.com)**. This will ensure you remain active on our contractor’s list.

Date \_\_\_\_\_

Company: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**IF SPECIFICATIONS ARE DOWNLOADED FROM WEBSITE, PLEASE E-MAIL THIS PAGE TO EMAIL LISTED ABOVE**

## Special Instructions

### *Contract Information*

- **Interpretation**

Questions concerning terms, conditions, and technical specifications should be directed to:

Hugo E. Lopez,  
Purchasing Administrator  
(956) 983-6375

or

Joseandres Zavala  
Buyer  
(956) 983-6310

- **Tentative Time Line**

1. December 15, 2025 to January 14, 2026 - Contractors work on bid.
2. January 14, 2026 at 5:00 PM CST - **Contractors must submit one (1) set of bid documents sealed in an envelope to:**

Diane Solitaire, Purchasing  
1155 FM511  
Olmito, TX 78575

**Bid #B020-26 – Facility Maintenance Projects**

Due: **January 14, 2026 at 5:00 PM**

*The above noted information must be included on bid envelope and on any carrier's envelope/package. **The Brownsville Public Utilities Board will not be held responsible for missing, lost or late mail. Brownsville Public Utilities Board will accept electronic transmission of sealed bids via Bidnet, only.***

1. December 17, 2025- Non- Mandatory Pre-bid Meeting at 9:00 AM
2. January 9, 2026- Last day to submit questions
3. January 15, 2026 - Open bids at 3:00 PM
4. January 16 - 26, 2026 -- Evaluate bids
5. January 29, 2026 – Provide Final Recommendations
6. February 12, 2026 - Send to Utilities Board for approval
7. Term of contract will commence- March 2026 (tentatively)

- **Or Equal**

Brand name and/or manufacturer's references used in this Request are descriptive – not restrictive – they are intended to generally indicate type and quality desired. Brands of like nature and quality will generally be considered. If bidding on other than referenced specifications, please provide complete descriptive information of said material/equipment article.

- **Pricing**

Bid unit prices on BPUB estimated quantities specified, extend and show total. In case of errors in extension, unit prices expressed in written words and not numerals, shall govern. **Prices shall remain firm throughout the Contract.**

All fields (UNIT PRICE & TOTAL PRICE) in the Bid Schedule must be filled in. The data must be complete to identify any bidding brand called for specifically.

*Failure to submit any of the above information with the sealed bid may disqualify bid.*

- **Contractors Representative**

The successful contractor agrees to send a personal representative with binding authority for the company to the Brownsville Public Utilities Board upon request to make any minor clarifications or adjustments and/or assist with coordination of all transactions as needed to allow Contract entry.

- **Quality of Products**

All material and equipment items specified must be new, in first class condition, including containers suitable for shipment and storage. No substitutions in standard grades or lesser quality will be accepted.

- **Determining Factors for Award**

1. Price
2. Responsibility of contractor to perform the intended work and responsiveness to the bid request
3. Compliance with requirements of the technical specifications
4. Quality of performance on previous work on similar contracts
5. Recent successful completion of similar projects
6. BPUB financial and legal responsibility evaluations of any identified teaming arrangements involving significant joint ventures, subcontractors, and suppliers
7. Safety record will be considered when determining the responsibility of the bidder
8. Local preference and acceptable cash discounts will be applied to the bid prices to determine the apparent low bidder

- **Contract with Contractors/Entity Indebted to BPUB**

It is a policy of the BPUB to refuse to enter into a contract or other transaction with an individual, sole proprietorship, joint venture, Limited Liability Company or other entity indebted to BPUB.

- **Contractors ACH (Direct Deposit) Services**

The BPUB has implemented a payment service for contractors by depositing the payment directly to the contractor's bank account. Successful contractor(s) will be required to receive payments directly through Automated Clearing House (ACH) in lieu of a paper check. **The awarded contractor must agree to receive payments via ACH (Direct Deposit).**

- **Tax Identification Number (TIN)**

In accordance with IRS Publication 1220, a W9 form, or a W8 form, in cases of a foreign contractor, will be required of all contractors doing business with the Brownsville PUB. If a W9 or W8 form is not made available to Brownsville PUB, the first payment will be subject to income tax withholding at a rate of 28% or 30% depending on the U.S. status and the source of income as per IRS Publication 1220. **The W9 or W8 form must be included with bid response.** Attached are sample forms.

- **Taxes**

The Brownsville Public Utilities Board is exempt from Federal Excise Tax, State Tax and Local Taxes. Do not include tax in the bid. If it is determined that tax was included in the bid, it will not be included in the tabulation or any awards. Tax exemption certificates will be furnished upon request.

- **Signing of Bid**

**Failure to sign bid will disqualify it.** Person signing bid should show title or authority to bind their firm to a contract.

- **EEOC Guidelines**

During the performance of this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, national origin, age, religion, gender, sexual preference, marital or veteran status, or physically challenging condition.

- **Contract and Purchase Order**

The facility maintenance projects shall be completed in a timely manner as specified in specifications. A contract for the services will be placed into effect by means of a Service Contract issued by the Brownsville PUB after evaluation and final approval by the Board.

- **Brownsville Public Utilities Board Rights**

1. If only one (1) or no bid is received by "submission date", the Brownsville PUB has the right to reject, re-bid, accept and/or extend the bid by up to an additional two (2) weeks from original submission date.
2. The right to reject any/or all bids and to make awards as they may appear to be advantageous to the Brownsville PUB.
3. The right to hold bid for ninety (90) days from submission date without action, and to waive all formalities in bidding.
4. The right to extend the total bid quote beyond the original ninety (90) day period prior to an award, if agreed upon in writing by both parties (BPUB and firm/contractor), and if firm/contractor holds original prices firm.

5. The right to terminate for cause or convenience all or any part of the unfinished portion of the Project resulting from this solicitation within thirty (30) calendar days written notice; for cause: upon default by the firm/contractor, for delay or non-performance by the firm/contractor; or if it is deemed in the best interest of the BPUB for BPUB's convenience.
6. The right to increase or decrease services as deemed necessary by the BPUB. In bid, stipulate whether an increase or decrease in services will affect bid price.
7. The BPUB has the right to refuse to enter into a contract or other transaction with any individual or entity indebted to the municipality as per Local Government Code 252.0436.

- **Corrections**

Any interpretation, correction, or change of the Invitation to Bid will be made by written ADDENDUM. Changes or corrections will be issued by the Brownsville PUB Purchasing Department. **Addenda will be emailed to all who have returned the Bid Acknowledgment form.** Addenda will be issued as expeditiously as possible. It is the responsibility of the contractors to determine whether all addenda have been received. It will be the responsibility of all respondents to contact the Brownsville PUB prior to submitting a response to the Invitation to Bid to ascertain if any addenda have been issued, and to obtain any and all addenda, execute them, and return addenda with the response to the Invitation to Bid. Addenda may also be posted on BPUB's website.

### **1. RECEIPT AND OPENING OF BIDS:**

The Brownsville Public Utilities Board, City of Brownsville, Texas (hereinafter called OWNER), invites bids on the form attached hereto, all blanks of which must be appropriately filled in, in ink, for Project entitled "**Facility Maintenance Projects**".

The OWNER may consider informal and non-responsive, any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No BIDDER may withdraw a bid within at least ninety (90) days after the actual date of the opening thereof.

### **2. INSPECTION OF SITE:**

Each BIDDER shall visit the site of the proposed work and fully acquaint himself with the existing conditions there relating to construction and labor, and shall fully inform himself as to the facilities involved, the difficulties and restrictions attending the performance of the Contract. The BIDDER should thoroughly examine and familiarize himself with the Drawings, Technical Specifications, and all other Contract Documents. The Contractor, by the execution of the Contract, shall in no way be relieved of any obligation under it due to his failure to receive or examine any form or legal instrument, or to visit the site and acquaint himself with the conditions there existing and the OWNER will be justified in rejecting any claim for extra time, or compensation, or both, based on facts regarding which Contractor should have been on notice as a result thereof. **Visits to the sites**

shall be arranged by calling Travis Menchaca, Facilities Maintenance Manager at telephone no. (956) 983-6170.

### 3. PREPARATION OF BID AND USE OF SEPARATE BID FORMS:

These Contract Documents include a complete set of bidding documents. The BIDDER shall copy all documents listed in the table of contents under the heading BIDDING DOCUMENTS and shall submit his bid on these forms. A bid shall be comprised of the BIDDING DOCUMENTS completed by the BIDDER plus supplemental information required by the specifications and documents or deemed necessary by the BIDDER to fully describe his offering.

If any of the information submitted as part of the bid is considered to be proprietary by the BIDDER, they shall clearly and conspicuously identify such in the bid as being confidential. BIDDER understands that the Brownsville PUB, as a public entity, is subject to the Texas Public Information Act.

- a) Preparation. Each bid shall be carefully prepared using the bid and bid data forms included as a part of the bidding documents. Entries on the bid and bid data forms shall be typed, using dark black ribbon, or legibly written in black ink. All prices shall be stated in words and figures except where the forms provide for figures only. In case of discrepancy, the amount shown in words/unit prices will govern.

The BIDDER shall acknowledge, in the space provided in the bid form, receipt of each addendum issued for the Specifications and Documents during the bidding period.

The BIDDER shall assemble any supplementary information necessary to thoroughly describe the bid, and shall attach such supplemental information to the copies of the Specifications and Documents submitted.

- b) Signatures. Each BIDDER shall sign the bid with their usual handwritten signature and shall give the full business address. The BIDDER's name stated on the bid shall be the exact legal name of the firm. The names of all persons signing should also be typed or printed below the signature.

Bids by partnerships shall be signed with the partnership name followed by the signature and designation of one of the partners or other authorized representative. A complete list of the partners shall be included with the bid.

Bids by a corporation shall be signed in the official corporate name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation.

A bid by a person who affixes to their signature the word "president," "secretary," "agent," or other designation, without disclosing the principal, will be rejected. Satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished. Bidding corporations shall designate the state in which they are incorporated and the address of their principal office.

- c) Submittal. The original bid (and its accompanying copy) shall be transmitted to arrive at the designated address not later than the date and time stipulated in the Legal Notice and Invitation to Bid.

**Submit the original signed bid to:**

**Brownsville Public Utilities Board of the  
City of Brownsville, Texas  
1155 FM 511  
Olmito, Texas 78575  
Attention: Ms. Diane Solitaire  
Purchasing Department**

Each bid must be submitted in a sealed envelope bearing on the outside the name of the BIDDER, the address, and the name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in the bid form.

**4. METHOD OF BIDDING: UNIT PRICE AND LUMP SUM**

Prices shall be firm, not subject to qualification, condition or adjustment. Prices shall be in United States dollars. Prices shall be lump sum except where unit prices are requested by the bid forms. If unit price items are required by the BID, the unit prices for each of the several items in the BID of each BIDDER shall include its pro-rata share of overhead so that the sum of the products obtained by multiplying the quantity shown for each item by the unit price bid represents the total bid. Any bid not conforming to the requirement may be rejected as informal and non-responsive. The special attention of all BIDDERS is called to this provision, for should conditions make it necessary to revise the quantities, no limit will be fixed for such increased or decreased quantities nor extra compensation allowed, provided the net monetary value of all such additive and subtractive changes in quantities of such items of work pursuant to public competitive bidding statutes (i.e., difference in cost) shall not increase or decrease the original contract price by more than twenty-five (25%) percent. The CONTRACTOR must agree to a proposed decrease only that exceeds twenty-five (25%) percent of the original contract price in advance.

**5. DISCLOSURE BY BIDDER:**

Each BIDDER shall submit with the bid documents, on the form furnished for that purpose, his Pre-Bid Disclosure Statement showing his experience record in performing the type of work embraced in the contract, his organization and equipment available for the work contemplated, and, when specifically requested by the OWNER, a detailed financial statement. The OWNER shall have the right to take such steps as it deems necessary to determine the ability and responsibility of the BIDDER to perform his obligations under the Contract and the BIDDER shall be responsive in furnishing the OWNER all such information and data for this purpose as it may request. OWNER reserves the right to reject any bid where an investigation of the available evidence or information does not satisfy the OWNER that the BIDDER is responsible to carry out properly the terms of the Contract. This shall also apply to any proposed SUBCONTRACTOR(s).

**6. SUBCONTRACTS:**

The BIDDER is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must be acceptable to the OWNER, and that a Pre-Bid Disclosure Statement for each proposed SUBCONTRACTOR must also be submitted with the bid documents.

**7. BID SECURITY:**

Each bid must be accompanied by a certified or cashier's check, or a bid bond prepared on the form of the bid bond attached hereto, duly executed by the BIDDER as principal and having as surety therein a surety company approved by the OWNER, and authorized to do business in the State of Texas, in the amount of not less than \$2,500.00 or 5% of total bid. Such checks, or bid bonds will be returned to all except the three lowest BIDDERS within fifteen (15) days after the opening of bids, and the remaining checks, or bid bonds will be returned promptly after the OWNER and the accepted BIDDER have executed the contract or if no award has been made, within ninety (90) days after the date of the opening of bids. The bid security will be returned upon demand of the BIDDER at any time thereafter, so long as they have not been notified of the acceptance of their bid.

**8. ADDENDA AND INTERPRETATIONS:**

No oral interpretations by OWNER and its representatives shall be binding upon OWNER as to the meaning of the contract documents, or other pre-bid documents.

Any interpretation, correction, or change to the Invitation to Bid will be made by ADDENDUM. Changes or corrections will be issued by the Brownsville PUB Purchasing Department Only. **Addenda will be emailed to all who have returned the Bid Acknowledgment form.** Addenda will be issued as expeditiously as possible. It is the responsibility of the contractors to determine whether all Addenda have been received. It will be the responsibility of all respondents to contact the Brownsville PUB prior to submitting a response to the Invitation to Bid to ascertain if any Addenda have been issued, and to obtain any all Addenda, execute them, and return Addenda with the response to the Invitation To Bid. All Addenda so issued shall become part of the Contract Documents. Addenda may also be posted on BPUB's webpage.

**9. EMAIL MODIFICATION:**

Any BIDDER may modify (not originally submit) his bid by facsimile communication at any time prior to the scheduled bid closing time for receipt of bids, provided such communication is received by the OWNER, in the BPUB Purchasing Department, prior to the bid closing time, and provided further, the OWNER is satisfied that a written confirmation of the facsimile modification, over the original signature of the BIDDER, was also mailed prior to the bid closing time. The facsimile communication should not reveal the total bid price, but only should provide the clarification, addition or subtraction, or other modification, so that the final bid prices or terms intended will not be known by the OWNER, until the original sealed bid is opened and the modification computed by OWNER.

Revised bids submitted before the opening of bids, whether forwarded by mail or facsimile, if representing an increase in excess of two percent (2%) of the original bid submittal, must have the bid security (bid bond or check) adjusted accordingly; otherwise, the bid will not be considered responsive.

If the written and originally signed confirmation of a bid revision is not received within three (3) calendar days after the bid closing time, no consideration will be given to any proposed adjustment contained in the facsimile modification.

**10. TIME FOR RECEIVING BIDS:**

Bids received prior to the advertised hour of opening will be securely kept sealed by BPUB. The officer whose duty it is to open them will decide when the specified time has arrived, and no bid received thereafter will be considered; except that when a bid arrives by mail after the time fixed for opening, but before the public reading of all other bids is completed, and it is shown to the satisfaction of the OWNER that the non-arrival on time was due solely to delay in the mails for which the BIDDER was not responsible, such bid will be received and considered.

BIDDERS are cautioned that, while facsimile modifications of bids may be received as provided above, such modifications, if not explicit and if in any sense subject to misinterpretation, shall make the bid so modified or amended, subject to rejection for non-responsiveness.

**11. OPENING OF BIDS:**

At the time and place fixed for the public opening of bids, the OWNER will cause to be opened and publicly read aloud every bid received within the time set for receiving bids, irrespective of any irregularities therein. BIDDERS and other persons properly interested may be present, in person or by representative.

**12. WITHDRAWAL OF BIDS:**

Bids may be withdrawn on written or electronic transmission request dispatched by the BIDDER in time for delivery in the normal course of business prior to the time fixed for bid opening; provided, that written confirmation of any facsimile withdrawal over the signature of the BIDDER is placed in the mail and postmarked prior to the time set for bid opening. The bid security of any BIDDER withdrawing the bid in accordance with the foregoing conditions will be returned promptly.

**13. AWARD OF CONTRACT: REJECTION OF BIDS:**

The Contract will be awarded to the responsive and responsible BIDDER submitting the lowest bid complying with the conditions of the Legal Notice and Invitation for Bids. The BIDDER to whom the award is made will be notified at the earliest possible date. The OWNER, however, reserves the right to reject any and all bids and to waive any informality in bids received, whenever such rejection or waiver is in BPUB's interest.

The OWNER reserves the right to consider as not responsible, any BIDDER who does not habitually perform with his own forces the major portions of the work involved in construction of the improvements embraced in this proposed Contract. This provision is meant to prevent wholesale assignment and "brokering" of awarded contracts.

**14. EXECUTION OF AGREEMENT: PERFORMANCE AND PAYMENT BOND:**

Subsequent to the Notice of Award and within ten (10) calendar days after the prescribed forms are presented for signature, the successful BIDDER shall execute and deliver to the OWNER an Agreement in the form included in the Contract Documents in such number of copies as the OWNER may require.

Having satisfied all conditions of award as set forth elsewhere in these Documents, the successful BIDDER shall, within the period specified in the preceding paragraph, furnish a Performance and Payment Bond, in accordance with the following parameters:

- a.) For a Contract in excess of \$100,000.00, a Performance Bond shall be executed in the full amount of the Contract conditioned upon the faithful performance of the Work in accordance with the plans, specifications, and Contract Documents. Said Bond shall be solely for the protection of the OWNER.
  
- b) For a Contract in excess of \$50,000.00, a Payment Bond shall be executed in the full amount of the Contract, solely for the protection of all proper claimants supplying labor and material in the prosecution of the Work provided for in the Contract, for the use of each such claimant perfecting a proper claim against the surety.

The Payment Bond shall assure the payment of all persons, firms or corporations to whom the CONTRACTOR may become legally indebted for labor, materials, tools, equipment, or services of any nature including utility and transportation services, employed or used by him in performing the work. Such bond shall be in the same form as that included in the Contract Documents and shall bear the same date as, or a date subsequent to that of the Agreement. The current power of attorney for the person who signs for any surety company shall be attached to such bond. A guaranty or surety company legally authorized to do business in the State of Texas shall sign the bond.

The failure of the successful BIDDER to execute such Agreement and to supply the required Bond and insurance certificates within ten (10) days after the prescribed forms are presented for signature, or within such extended period as the OWNER may grant in writing, based upon reasons determined sufficient by the OWNER, shall constitute a default, and the OWNER may either award the contract to the next lowest responsive and responsible BIDDER or re-advertise for bids, and may charge against the defaulting BIDDER the difference between the amount of the defaulted bid and the amount for which a contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid bond. If a more favorable bid is received by re-advertising, the defaulting BIDDER shall have no claim against the OWNER for a refund due to the extra administrative expenses and time lost by the OWNER in rebidding.

**15. LIQUIDATED DAMAGES FOR FAILURE TO ENTER INTO CONTRACT:**

The successful BIDDER, upon his failure or refusal to execute and deliver the Contract, Bonds and insurance certificates required within ten (10) calendar days after he has received notice of the acceptance of his bid, shall forfeit to the OWNER, as mutually agreed to liquidated damages (and

not as a penalty) for such failure or refusal, the security provided in the bid bond or otherwise deposited with his bid.

**16. TIME OF COMPLETION AND LIQUIDATED DAMAGES:**

BIDDER must agree to commence Work on or before a date to be specified in a written "Notice to Proceed" issued by the OWNER. Contractor shall adhere to schedules as will be provided for each project.

**17. NOTICE OF SPECIAL CONDITIONS:**

Attention is particularly called to those parts of the Contract Documents and Specifications which address the following:

- A. Inspection and testing of materials
- B. Insurance requirements
- C. Wage and Hour Provisions
- D. State Sales and Use Tax Exemption Provisions

**18. LAWS AND REGULATIONS:**

The BIDDER's attention is directed to the fact that all applicable federal, State and local laws, statutes, ordinances, codes and the rules and regulations of all authorities having jurisdiction over construction of the Project shall apply to the Contract throughout, and they will be mutually deemed to be included in the Contract, the same as though herein written out in full.

**19. EQUAL EMPLOYMENT OPPORTUNITY:**

Attention of BIDDERS is particularly called to the requirement for ensuring that employees and applicants for employment are not discriminated against because of their race, religion, gender, sexual preference, physically challenging condition or national origin.

**20. PRE-BID CONFERENCE:**

A pre-bid meeting between the OWNER, prospective bidders, suppliers, etc., will be held to answer any questions concerning the work. No addenda will be issued at this meeting. Subsequent thereto, if necessary to clear up any written questions, a written addendum will be issued by the OWNER to all pre-bid conference attendees. The pre-bid meeting will be held at the place, time and date indicated in the Legal Notice and Invitation to Bid. Interested parties are invited to attend. Attendance at the pre-bid conference **is non-mandatory** for all contractors and suppliers interested in bidding the Work.

**21. SUBMITTAL OF TRENCH SAFETY DESIGN: (NOT APPLICABLE)**

**22. INFORMATION TO BE SUBMITTED WITH BID:**

Each BIDDER shall submit with his bid pertinent information concerning proposed equipment and materials and proposed construction organization.

- a) Equipment and Materials. In addition to the information submitted on the bid and bid data forms, each BIDDER shall submit all specifications, preliminary drawings, and similar descriptive information necessary to describe completely the equipment and materials he proposes to furnish.

The bid shall be based on using new equipment and materials which comply with the Specifications and Documents in every respect, unless existing equipment is specifically noted by OWNER for reuse. If alternate or "equal" equipment and materials are indicated in the bid, it shall be understood that the OWNER will have the option of selecting any one of the alternates so indicated and such selection shall not be a cause for extra contractor compensation or extension of time. OWNER specifically reserves the legal right to specify "sole source" equipment or materials in the Specifications when unique circumstances warrant.

- b) Contractor's Field Organization. Each BIDDER shall submit with his bid an organizational chart showing the names of field management, supervisory, and technical personnel, and the details of the management, supervisory, and technical organization which he proposes to use for this Project. The successful BIDDER's organizational concept will be subject to the review and acceptance of the OWNER. The experience record of the Contractor's field superintendent shall be submitted with the bid.

### **23. PREFERENCE LAW:**

Bid evaluations will take into consideration any Preference Laws of the State of Texas and any reciprocity laws of other states as they may be addressed by Texas law.

### **24. SUBSURFACE GEOLOGIC CONDITIONS: (RESERVED)**

Each BIDDER shall be responsible for determining prior to bidding, the types of subsurface geology which will be found in the event that any new footings and upright structural supports for the Project are required. If test borings have been made on the Project site by the BPUB or its consultants, the locations and logs of the test borings are bound as an appendix to these Specifications and Documents.

It is to be expressly understood and acknowledged by the BIDDER, that any information on subsurface geology made available by OWNER for BIDDER'S convenience shall not be a part of the Contract Documents and there is no expressed or implied guarantee of the data given, nor of the interpretation thereof.

All excavation for this Project will be unclassified and the BIDDER shall be responsible for investigating and satisfying himself of subsurface geologic conditions (including the presence or likelihood of encountering soils requiring dewatering, rock or rock-like materials) prior to submitting his bid, which shall include any and all costs BIDDER associates with avoiding, managing or removing said subsurface geologic conditions without claim for extra compensation against OWNER.

**25. DISPOSAL OF EXCESS MATERIALS:**

After completion of this Project there may be in some instances an excess of spoil material or waste material left over. In such cases where there is an excess of material, BIDDER shall load and haul it away from the job site and dispose of it in a legal manner so as not to: trespass; adversely impact any protected wetlands; adversely impact the 100-year flood plain; adversely impact any endangered species; or otherwise create drainage diversions or impoundments. No extra remuneration for this Work will be allowed.

**26. EROSION AND SEDIMENT CONTROL MEASURES:**

The BIDDER is expected to conduct his Work in such a manner as to minimize any soil erosion or sediment runoff from the construction site. Earth cuts and fills shall have smooth, flat side slopes, as generally indicated on the PLANS, to preclude erosion of the soil. Such operations should be timed consistent with the actual need for doing the Work and only to leave raw, unprotected surfaces for a minimum of time.

Existing lawns are to remain intact as far as practical. Such areas as are disturbed shall be duly restored by the BIDDER to as good as or better than original condition using the same type of grass, shrubs, or cover as the original. The BIDDER shall be responsible for correcting any erosion that occurs at his sole cost without claim for extra compensation.

As construction progresses, and in accordance with State and federal laws regulating storm water runoff and management from construction sites greater than five acres in size, if applicable, (See: Section 405 of the Water Quality Act of 1987, Section 402(P) as amended), and at locations where erosion with sediment runoff occurs or is likely to occur, the BIDDER shall construct temporary ditches, perimeter siltation screens, retainage levees, drains, inlets, or other works to manage, prevent, or correct the possible conditions. Upon completion of the Work, such facilities shall be removed.

During construction, the BIDDER shall take the necessary precautions to see that erosion is controlled and sediment runoff is prevented so as to protect the quality of any neighboring water bodies.

**27. SAFETY PROVISIONS:**

BIDDER shall provide barricades, flares, warning signs, and/or flagmen so that danger and inconvenience to the OWNER, public, and any job site working personnel, will be mitigated. In addition to any other requirements of the Contract Documents, the BIDDER shall be responsible for familiarity and compliance with all Federal (OSHA), State, railroad and local safety rules, laws and requirements.

**28. PROTECTION OF PROPERTY AND EXISTING UTILITIES:**

Within developed areas, all public and private property along and adjacent to the BIDDER'S operations, including roads, driveways, lawns, yards, shrubs, drainage gradients, and trees, shall be adequately protected, and when damages occur, they shall be repaired, replaced, or renewed or

otherwise put in a condition equal to, or better than, that which existed before the BIDDER caused the damage or removal.

An attempt has been made by BPUB to show all known existing utilities on the PLANS, but the possibility remains strong that some underground utilities may exist that have not been shown. The BIDDER, through mandatory contact with local utility owners, shall keep himself informed and take such precautions as necessary to avoid utility damage and unsafe working conditions for employees.

**29. WAGES AND HOURS:**

The most recent wage rate determination from the U.S. Department of Labor for Cameron County, Texas as amended within the previous three (3) years and as locally adopted by the BPUB, is a part of these Specifications and controls minimum wage, hour and any fringe benefits, with the exception that no wage shall be paid below \$8.00 as established locally by the BPUB.

**30. GUARANTEE:**

The BIDDER shall warranty and guarantee the Work, equipment and materials for **a period of at least one (1) year** after date of final acceptance in writing by the OWNER. During this period, the BIDDER shall make any repairs and/or replacements of defective equipment and materials and corrections of Work due to poor workmanship, all as may be required for full compliance with the General Conditions, Plans and Specifications. This combined workmanship quality guarantee, and minimal equipment and materials warranty, shall apply to all matters reported by the OWNER in writing within said one (1) year period and this post-construction guarantee/warranty period shall be included in the coverage period set forth in the Performance Bond.

**31. STATE SALES AND USE TAX EXEMPTION:**

Pursuant to 34 Texas Administrative Code 3.291, in order for the Brownsville PUB to benefit from its status as a State Sales and Use Tax Exempt Organization, construction contracts must be awarded on a "separated contract" basis. A "separated contract" is one that distinguishes the value of the tangible personal property (materials such as pipe, bricks, lumber, concrete, paint, etc.) to be physically incorporated into the Project realty, from the total Contract price. Under the "separated contract" format, the Contractor in effect becomes a "seller" to the Brownsville PUB of materials that are to be physically incorporated into the Project realty. As a "seller", the Contractor will issue a "Texas Certificate of Resale" to the supplier in lieu of paying the sales tax on materials at the time of purchase. The contractor will also issue a "Certificate of Exemption" to the supplier demonstrating that the personal property is being purchased for resale and that the resale is to the Brownsville PUB, which is a sales tax-exempt entity under UTCA Tax Code Section 151.309(5). Contractors should be careful to consult the most recent guidelines of the State Comptroller of Public Accounts regarding the sales tax status of supplies and equipment that are used and/or consumed during project work (gas, oil, rental equipment), but that are not physically incorporated into the project realty. Such items are generally not tax exempt. Contractors that have questions about the implementation of this statute are asked to inquire directly with the State Comptroller of Public Accounts, Tax Administration Division, State of Texas, Austin, Texas 78774. Bidders will not include any federal taxes in bid prices since the City of Brownsville and Brownsville PUB are

exempt from payment of such federal taxes. "Texas Certificates of Exemption", "Texas Certificates of Resale" and "Texas Sales Tax Permits" are forms available to the Contractor through the regional offices of the State Comptroller of Public Accounts.

**BID  
B020-26**

Place: BPUB Purchasing Department  
1155 FM 511  
Olmito, Texas 78575  
Due Date: **January 14, 2026 at 5:00 PM**

BID of \_\_\_\_\_ hereinafter called BIDDER, a corporation organized and existing under the laws of the State of \_\_\_\_\_, or, a partnership, or an individual doing business as \_\_\_\_\_.

To the Public Utilities Board of the City of Brownsville, Texas, hereinafter called OWNER.

Gentlemen:

The BIDDER, in compliance with your invitation for bids for the **FACILITY MAINTENANCE PROJECTS**, having examined the specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to construct the project in accordance with the contract documents, within the time set forth herein, and at the prices shown in the attached Bid Schedule. These price(s) are to cover all expenses incurred in performing the work required under the contract documents, of which this BID is a part. These price(s) are firm and shall not be subject to adjustment provided this BID is accepted within ninety (90) days after the time set for receipt of BIDS.

BIDDER hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" to be issued by the OWNER and to adhere to schedules as will be provided for each project.

BIDDER agrees to perform all work for which he contracts as described in the specifications for the unit prices shown on the attached Bid Schedule.

**BID SCHEDULE**

**B020-26**

**BROWNSVILLE PUBLIC UTILITIES BOARD**

The Bidder, in compliance with the invitation for bids for the **Facility Maintenance Projects**, having examined the scope of work and written specifications, hereby proposes to furnish **Turnkey job**, including all materials, labor, and equipment required to complete the work for the following projects:

<b>ITEM NO.</b>	<b>QTY. (EST.)</b>	<b>DESCRIPTION</b>	<b>TOTAL COST</b>	<b>LEAD TIME TO COMPLETE</b>
1	1 LOT	SRWA – Floor Painting		
2	1 LOT	BPUB Service Center Gate Modification		
3	1 LOT	Remediation of Burning Residue and Ice Maker Removal		
4	1 LOT	Pump House #1 Door Removal & installation		
		Pump House #3 Exhaust Fan Installation		
5	1 LOT	Water Plant #1: Main Office Entry		
		Breakroom/Meeting room		
		Office Area		
		Stockroom		
6	1 LOT	BPUB Administration Building Office Remodeling		
7	1 LOT	BPUB Call Center Remodeling		

ITEM NO.	QTY. (EST.)	DESCRIPTION	TOTAL COST	LEAD TIME TO COMPLETE
8	1 LOT	Cromack House Repairs		
9	1 LOT	John Gloor Park- Sidewalk		
10	1 LOT	Resaca Maintenance Warehouse Roof Repair		
TOTAL COST 1-10			\$ _____	

**Note: The BPUB reserves the right to award the work to multiple contractors**

GRAND TOTAL (in words) \_\_\_\_\_

**Bidder's contact person for additional information on this Bid:**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

BIDDER Acknowledges receipt of the following addenda:

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

SUBCONTRACTORS. The undersigned BIDDER proposes that he will be responsible to perform the work at the project site with his own forces and that specific portions of the work not performed by the undersigned will be subcontracted and performed by the following subcontractors.

Work Subcontracted	Name of Subcontractor
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

The above unit prices shall include all labor, materials, excavation, bailing, shoring, removal, backfill, overhead, profit, insurance, etc., to cover the finished work of the several kinds called for.

BIDDER understands that the OWNER reserves the right to reject any or all bids and to waive any informalities in the bidding.

BIDDER agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving bids.

The undersigned hereby declares that only the persons or firms interested in the BID as principal or principals are named herein, and that no other persons or firms than are herein mentioned have any interest in this BID or in the contract to be entered into; that this BID is made without connection with any other person, company, or parties likewise submitting a bid or BID; and that it is in all respects for and in good faith, without collusion or fraud.

Upon receipt of written notice of the acceptance of this Bid, BIDDER will furnish the Performance Bond, Payment Bond and Certificates of Insurance and execute the formal Contract attached within ten (10) days as required under the Special Instructions and Exhibit C. The Bid security attached in the sum of \_\_\_\_\_ (\$ \_\_\_\_\_) is to become the property of the OWNER in the event the Contract, Performance Bond, Payment Bond, and insurance certificates are not executed or delivered within the time above set forth, as mutually agreed to liquidated damages and not as a penalty for the delay and additional administrative expense to the OWNER caused thereby; otherwise the Bid security will be returned upon the signing of the Contract and delivering the approved Performance Bond, Payment Bond and insurance certificates.

Seal affixed here if BID is by a Corporation:



# FACILITY MAINTENANCE PROJECTS

## SCOPE OF WORK

### SRWA – Floor Painting Project Scope of Work

1255 FM 511, Brownsville, TX 78521

**Project Area:**

Approximately **11,000 square feet**

**Material:**

Commercial Epoxy

**Scope of Work:**

**1. Existing Coating Removal**

- Remove all existing coatings from the concrete floor surface.

**2. Concrete Surface Preparation**

- Sand or grind the concrete floor to ensure proper surface profile for epoxy adhesion.

**3. Repairs**

- Inspect and fill all visible holes, cracks, or surface imperfections in the concrete.

**4. Cleaning**

- Thoroughly clean and vacuum the entire floor area to remove all dust, debris, and contaminants prior to epoxy application.

**5. Epoxy Application**

- Apply epoxy to achieve the desired finish.
- Ensure even coverage and proper curing time according to manufacturer specifications.





**BPUB Service Center Gate Modification**  
**1155 FM511, Olmito, TX 78575**

Service Name:	Service Center Gate Modifications
Objective:	<p>This scope of services outlines the work required to modify an existing gate system by installing two gate motors, constructing concrete pedestals, integrating an access control reader, incorporating an emergency services SOS system, and installing a saw cut loop sensor for vehicle detection. The objective is to enhance functionality, security, and emergency response capabilities of the gate system. All work will be performed in compliance with local building codes, safety regulations, and manufacturer specifications.</p> <p><b>Contractors' deliverable</b></p> <ol style="list-style-type: none"> <li>1. Fully operational gate system with two motorized gates.</li> <li>2. Two concrete pedestals supporting the motors.</li> <li>3. One concrete pedestal supporting the access control reader and SOS system.</li> <li>4. Installed and programmed access control reader.</li> <li>5. Functional emergency services SOS system with direct connectivity.</li> <li>6. Operational saw cut loop sensor on the exit side for vehicle detection.+</li> <li>7. Provide all electrical necessary for proper operation.</li> <li>8. Documentation, including manuals, warranties, and permit records.</li> </ol>
Project Overview:	<ol style="list-style-type: none"> <li><b>1. Design and planning</b> <ol style="list-style-type: none"> <li><b>a. Site Assessment:</b> Conduct an on-site evaluation of the existing gate structure to determine compatibility with proposed modifications, including motor placement, pedestal locations, loop sensor positioning, and wiring requirements.</li> <li><b>b. Engineering and Layout:</b> Develop a detailed plan for motor installation, pedestal construction, access control reader placement, and SOS system integration, ensuring functionality and accessibility.</li> <li><b>c. Permitting:</b> Obtain necessary permits from local authorities for construction, electrical work, and any modifications to the existing gate system, if required.</li> </ol> </li> <li><b>2. Installation of Gate Motors</b> <ol style="list-style-type: none"> <li><b>a. Procurement:</b> Supply two high quality gate motors compatible with the existing gate type and weight specifications. Motors will include waterproofing and sufficient power capacity for reliable operation.</li> <li><b>b. Mounting:</b> Securely attach the gate motors to the existing gate framework or designated mounting points, ensuring proper alignment and stability.</li> </ol> </li> </ol>

- c. **Electrical Work:** Install electrical wiring from a power source to the motors, including conduit installation where necessary, and connect to a control panel. All electrical work will comply with local codes and include grounding for safety.
- d. **Testing:** Test motor functionality, including opening/closing cycles, speed adjustments, and response to control inputs, to ensure seamless operations.

### 3. Construction of Concrete Pedestals

- a. **Excavation:** Excavate three designate areas for pedestal bases, ensuring proper depth and dimensions to support the weight and stability of mounting equipment (e.g., gate motors, access control reader, SOS system).
- b. **Formwork and Reinforcement:** Install forms and rebar reinforcement within the excavated areas to create durable concrete pedestals.
- c. **Concrete Pouring:** Pour high-strength concrete into the forms, ensuring a level surface and proper curing time as per manufacturer recommendations.
- d. **Finishing:** Remove forms after curing, smooth the pedestal surfaces, and apply a weather-resistant sealant to protect against environmental wear.
- e. **Mounting Preparation:** Embed anchor bolts or mounting plates into the concrete to secure the motors and access control reader and SOS system components.

### 4. Installation of Access Control Reader

- a. **Equipment Selection:** Provide and install a weatherproof access control reader (RFID, keypad) compatible with the gate motors and existing access control system.
- b. **Mounting:** Secure the access control reader to one of the concrete pedestals at an accessible height, ensuring visibility and ease of use.
- c. **Wiring and Integration:** Connect the reader to the motor control system and power supply, routing wiring through conduit for protection and aesthetics.
- d. **Programming:** Configure the access control system with authorized user credentials, access schedules, and any additional features (e.g., logging, remote access) as specified by BPUB.
- e. **Testing:** Verify reader functionality by testing multiple access methods and ensuring proper gate response.

### 5. Installation of Emergency Services SOS System

- a. **Equipment Selection:** Supply and install an emergency services SOS System, that is compatible with the existing SOS system.
- b. **Mounting:** Secure the SOS system to the access control reader pedestal,

ensuring visibility and accessibility to emergency services.

- c. **Wiring and Connectivity:** Install wiring and communication lines, routing wiring through conduit for protection and aesthetics.
- d. **Integration:** Link the SOS system to the gate control panel, allowing for automatic gate opening during an emergency call, if specified.
- e. **Testing:** Conduct simulated emergency scenarios (coordinate with BPUB, BFD) to confirm the system activates and triggers any programmed gate actions.

#### 6. Final Integration and Commissioning

- a. **System Synchronization:** Ensure all components (gate motors, access control reader, SOS system) operate as a cohesive unit, with no conflicts in functionality.
- b. **Safety Checks:** Inspect all installations for compliance with safety standards, including electrical grounding, secure mounting, and emergency system reliability.
- c. **Client demonstration:** Provide a walkthrough for BPUB representatives, demonstrating operation of the gate motors, access control reader, and SOS system, and deliver manuals or documentation.
- d. **Adjustments:** Make any necessary adjustments based on BPUB representatives' feedback during the demonstration.

#### 7. Cleanup and Restoration

- a. **Site Cleanup:** Remove all debris, excess materials, and construction waste from the site, leaving the area clean and presentable.
- b. **Restoration:** Restore any disturbed landscaping or pavement around the gate area to its original condition, as feasible.

BPUB Requirements:	<p><b>1. BPUB responsibilities:</b></p> <ul style="list-style-type: none"><li><b>a.</b> BPUB shall provide access to the site and a reliable power source from the electrical room.</li><li><b>b.</b> BPUB shall specify preferences for access control and SOS system features and placement during the planning phase.</li><li><b>c.</b> BPUB shall address any gate damage or structural issues prior to modification.</li></ul>
Location:	1155 FM 511, Olmito, TX, 78575 511 Service Center-interior personnel parking lot gate

**Existing Photos**







**Aerial View**



# **Remediation of Burning Residue and Ice Maker Removal**

## **1155 FM511 Service Yard Ice Room & Electrical Room**

### **1. Project Overview**

The purpose of this project is to remediate and remove all burning residue, soot, and related contaminants within the 511 Service Yard Ice Room and Electrical Room at BPUB. In addition, the existing ice maker will be fully removed, including all associated plumbing, electrical, and disposal requirements. Work will be conducted in a manner that ensures safety, compliance with BPUB standards, applicable codes, and minimal disruption to facility operations. Work shall also include assessment and remediation of heat damaged components including a melted light fixture, potentially burned pipe insulation, two extractor fans, electrical panels in affected or adjacent rooms and any electrical devices and wiring impacted by smoke or heat.

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### **2. Work Location**

- **BPUB Facility:** BPUB Service Yard
  - **Rooms Included:**
    - Service Yard Ice Room (10' x 8' x 18')
    - Electrical Room (8' x 8' x 18')
- 

### **3. Contractor Responsibilities**

The contractor shall provide all **labor, materials, tools, equipment, PPE, transportation, and disposal services** needed to complete the work as outlined below.

- Site preparation, remediation, ice maker removal and restoration.
- Daily documentation and progress reporting.
- Ensuring all work meets safety, environmental and BPUB quality standards.
- Identify, isolate and safely remediate or remove any heat damaged fixtures, insulation, ventilation equipment, wiring, electrical panels and devices discovered during remediation including those in adjacent rooms exposed to smoke.

### **4. Scope of Work**

#### **4.1 Site Preparation**

1. Conduct a site walkthrough with BPUB personnel to confirm work areas, potential hazards and safety requirements.
2. Secure and barricade the work zones with signage indicating “Restricted Area – Remediation in Progress.”
3. Protect sensitive equipment, electrical panels, and adjacent areas using fire-resistant covers, plastic sheeting, or other approved barriers.

4. Ensure all lockout/tagout (LOTO) procedures are followed in the Electrical Room if required.
5. Ventilation systems serving the affected rooms (Including two extractor fans and ducting) are isolated to prevent the spread of soot.

## **4.2 Remediation of Burning Residue**

### **Assessment and Surface Preparation**

1. Inspect all affected surfaces (walls, ceilings, floors, conduits, piping, equipment surfaces, and fixtures) for soot, smoke residue, or heat-related discoloration.
2. Perform surface temperature and safety checks as needed.
3. Inspect all electrical components including but not limited to smoke detectors, switches, fixtures, conduit, junction boxes, wiring and terminations for heat damage melting, soot intrusion or impaired functionality.
4. Inspect electrical panels in affected or adjacent rooms for soot intrusion, heat damage, melted components or impaired functionality.
5. Inspect the melted light fixture, two extractor fans and all piping insulation for heat damage, burn through or structural degradation.
6. Inspect ventilation ducting, mechanical components and any other equipment impacted by smoke or heat in affected or adjacent rooms.

### **Removal and Cleaning**

1. Mechanically and manually remove all soot and burning residue using approved HEPA-filtered equipment and non-abrasive cleaning materials.
2. Clean and deodorize all affected surfaces using industry-standard soot and smoke remediation chemicals.
3. Apply corrosion mitigation cleaning on any metal surfaces exposed to acidic smoke residue.
4. Collect and properly dispose of all waste materials in accordance with local and federal regulations.
5. If necessary, apply a **post-cleaning sealant or encapsulant** to prevent odor migration and protect surfaces.
6. Remove and dispose of any insulation that is burned, melted, charred or structurally compromised and clean soot contaminated insulation that remains intact.
7. Remove melted light fixture and secure associated electrical wiring in accordance with code; document the condition for BPUB.
8. Clean and deodorize the two extractor fans including internal components and accessible ductwork; document any heat damage requiring replacement.

9. Clean and remediate all electrical components, wiring and panels in affected or adjacent rooms to remove soot and conductive residue; replace any component that is heat damaged or no longer code compliant.
10. Clean and remediate any ventilation or mechanical components impacted by smoke or heat.

#### **Air Quality Control**

1. Use negative air machines with HEPA filtration during remediation.
2. Perform final air filtration and odor neutralization, and verification to ensure rooms are free of particulate residue and smoke odor.
3. Verify the two extractor fans associated duct pathways are free of soot prior to reactivation.

#### **4.3 Removal of Ice Maker**

1. Shut off water supply and electrical power to the ice maker following LOTO procedures when necessary.
2. Drain and disconnect all water lines, drains, and electrical connections.
3. Remove the ice maker unit and any associated mounting brackets, hardware, or supports.
4. Seal or cap water lines and electrical conduits left in place, ensuring compliance with BPUB and code requirements.
5. Dispose of the ice maker and debris in accordance with environmental regulations.
6. Clean and sanitize the area where the ice maker was located.

#### **4.4 Restoration and Final Cleaning**

1. Perform final wipe-down of all surfaces to ensure no residue remains.
2. Remove temporary barriers, waste, and equipment after work completion.
3. Restore room to pre-work condition or better.
4. Ensure all electrical rooms are cleaned and free of conductive particulate matter.
5. Document any changes made to utilities (capped lines, disconnected circuits).
6. Provide final documentation of removed or remediated components including light fixtures, two extractor fans, electrical panels, devices, wiring, insulation and ventilation components that were replaced or removed.
7. Verify proper operation and code compliance of all electrical components, panels, wiring, and mechanical/ventilation equipment in affected or adjacent rooms after remediation.

#### **5. Deliverables**

1. Before and After Photos of all affected areas.

2. Daily Progress Reports documenting remediation, air quality and ice maker removal.
3. Waste Disposal Documentation, including manifest if applicable.
4. Final Inspection Report, including confirmation of:
  - Complete removal of burning residue
  - Ice maker removal and system isolation.
  - Air quality/deodorization status
  - Compliance with safety, environmental and BPUB standards.
  - Documentation and photo records of all inspected electrical panel, devices, wiring and mechanical/ventilation components in affected or adjacent rooms noting any damage or repairs performed.

## **6. Schedule**

- Contractor shall provide a proposed work schedule including mobilization, remediation activities and final inspection.
- Work must be completed within the timeframe approved by BPUB.
- Any changes to the schedule must be submitted for BPUB approval.

## **7. Safety Requirements**

- All personnel must follow OSHA, NFPA, and BPUB safety standards.
- Proper PPE must be worn at all times (respirators, gloves, protective clothing, etc.).
- Electrical room protocols and LOTO procedures must be strictly followed.
- Maintain a clean and hazard-free work environment at all times.
- Electrical and mechanical safety procedures shall be followed during inspection, cleaning and removal of damaged fixtures, wiring, conduit, panels, devices and ventilation equipment in affected or adjacent rooms.

## **8. Acceptance Criteria**

The work will be deemed complete when:

- All visible burning residue is removed.
- Surfaces are clean, deodorized, and free of particulate contamination.
- Ice maker is fully removed with all utilities properly secured.
- All deliverables including documentation and photos are submitted and approved.
- BPUB conducts and accepts a final inspection.

- All electrical systems, panels, devices, wiring and mechanical/ventilation components in affected or adjacent rooms are verified free of heat smoke damage, properly cleaned or replaced, operational and code compliant.

#### **9. Contingency/Change Management**

- Any unforeseen conditions (hidden damage, hazardous materials, additional remediation) must be reported to BPUB immediately.
- Additional work or costs require written approval from BPUB before proceeding.
- Discovery of additional heat damaged mechanical, electrical, wiring, insulation or panel components shall be treated as a change condition and documented.

#### **10. Insurance and Liability**

- Contractor shall maintain liability insurance, workers' compensation and property damage coverage.
- Contractor is responsible for any damages caused to BPUB equipment or property during the project.

# **River Pump House #1 & #3**

**94 West 13th St Power Plant Dr, Brownsville, TX 78520**

## **River Pump House #1**

### **1. Door Removal and Installation**

- Remove existing door, frame, and related hardware.
- Cut and remove masonry/block as required to fit the new, taller door.
- Install new door, frame, and hardware according to manufacturer specifications.
- Ensure proper alignment, weather sealing, and full door functionality.

### **2. Exit Sign Relocation**

- Remove current exit sign.
- Install new exit sign at the designated location.
- Test the exit sign for proper illumination and operation.

## **River Pump House #3**

### **1. Exhaust Fan Installation**

- Install new exhaust fan with automatic louvers on the west side of the building.
- Cut block/masonry to create correct opening for the new exhaust fan.
- Install new exhaust fan according to manufacturer and code requirements.

### **2. Electrical Work**

- Run wiring and conduit for a **three-phase 220V** exhaust fan.
- Install and connect a compatible **thermostat**.
- Test fan operation and verify proper thermostat control.

## **Safety Requirements**

- Proper PPE (gloves, safety glasses, hearing protection, hard hats, respirators if needed) shall be worn at all times.
- Lockout/Tagout procedures shall be used for all electrical work.

## **Site Cleanup**

- All debris from door removal, masonry cutting, and installation work will be collected and removed from the site.
- Final inspection walk-through will be performed.

**Project: Water Plant #1 – Vacant Area**  
**94 West 13<sup>th</sup> Street, Brownsville, TX 78521**

**1. Main Office Entry (24' x 12' 8")**

**General Construction**

- Insulate all walls.
- Apply spray insulation to the ceiling.
- Frame new walls as required.
- Install ceiling grid and ceiling tiles.
- Install sheetrock on walls.
- Tape, float, texture, and paint all walls. (*BPUB will provide paint color.*)
- Install new 36" door with frame.
- Install new window blinds.

**Electrical**

- Run conduit for electrical wiring.
- Install new electrical lines and replace existing lines as needed.
- Install approximately ten (10) electrical outlets for computers.
- Install six (6) LED lights.
- Install dimmer switch for lights.

**Flooring**

- Install new flooring throughout office entry area. Provide an option to keep existing white tile and match existing where tile has been removed and provide polishing of tile upon completion of the project.

**2. Breakroom / Meeting Room (11' 4" x 20' 9")**

**General Construction**

- Insulate all walls.
- Apply spray insulation to ceiling.
- Install sheetrock on walls and ceiling.
- Install one (1) 2' x 2' access panel.
- Tape, float, texture, and paint walls. (*BPUB will provide paint color.*)
- Install window blinds.

- Install cabinets per provided cabinet design.
- Install new double French doors with frame and built in blinds in window panel.

### **Plumbing**

- Run new water lines from existing breakroom to new kitchenette area.
- Install new sink and drain line.
- Install new drain piping and connect to existing system.

### **Electrical**

- Run conduit for electrical wiring.
- Install new electrical lines and replace existing lines as needed.
- Install approximately ten (10) electrical outlets for computers.
- Install six (6) LED lights.
- Install dimmer switch for lights.

### **Flooring**

- Install new flooring throughout office entry area.

## **3. Office Area (12' 9" x 9')**

### **General Construction**

- Insulate all walls.
- Apply spray insulation to ceiling.
- Install sheetrock on walls and ceiling.
- Tape, float, texture, and paint walls. (*BPUB will provide paint color.*)
- Install one (1) 32" door with frame.

### **Electrical**

- Run conduit for electrical wiring.
- Install new electrical lines and replace existing lines as needed.
- Install approximately five (5) electrical outlets.
- Install four (4) LED lights.
- Install dimmer switch for lights.

### **Flooring**

- Install new flooring throughout office area.

## **4. Stockroom (8' x 9')**

## General Construction

- Insulate all walls.
- Apply spray insulation to ceiling.
- Install sheetrock on walls and ceiling.
- Tape, float, texture, and paint walls. (*BPUB will provide paint color.*)
- Install two (2) 32” doors with frames.
- Install one (1) 2’ x 2’ access panel.

## Electrical

- Run conduit for electrical wiring.
- Install new electrical lines and replace existing lines as needed.
- Install approximately five (5) electrical outlets.
- Install four (4) LED lights.
- Install dimmer switch for lights.
- Relocate one (1) existing outlet in existing breakroom to accommodate new door installation.

## Plumbing

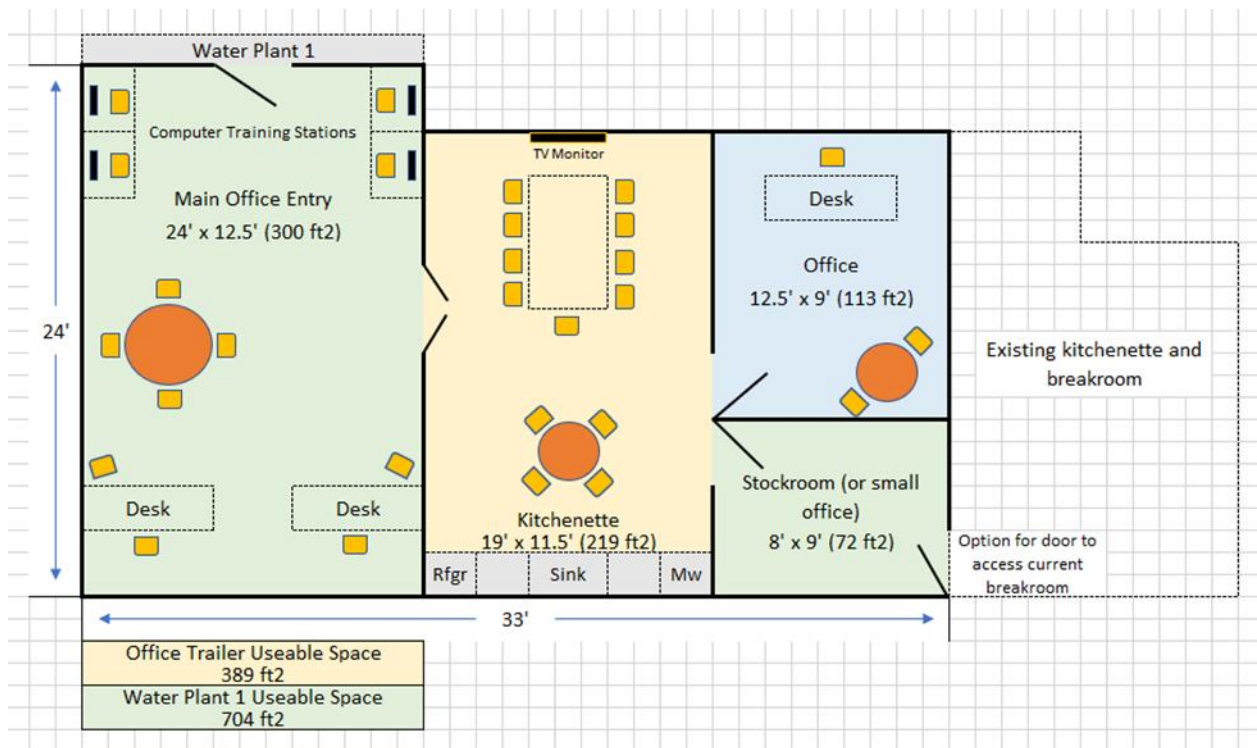
- Install shut-off valves (cutoffs) for hot and cold water at access panel location.

## Flooring

- Install new flooring throughout office area.

## 5. General Requirements

- Remove the existing 3-ton HVAC and install a new 5-ton unit to provide sufficient heating and cooling to all areas shown on the plan. Unit will be tied into existing duct work. Additional duct work might be needed for each of the areas. Provide new grills and returns where needed.
- Provide a **turnkey job**, including all materials, labor, and equipment required to complete the work.
- Perform **final cleaning** of all work areas.
- **Remove and properly dispose** of all construction debris and trash off-site.
- **All personnel must wear appropriate Personal Protective Equipment (PPE) at all times** while on site.



# Administration Building – New Offices

1425 Robinhood Dr. Brownsville, TX 78521

## Project Overview

This project involves the construction of new enclosed offices within the Administration Building. The work includes framing, drywall installation, doors, insulation, electrical, lighting, ceiling adjustments, and finishing to match the existing building standards.

## Office 1

**Dimensions:** 14' x 14'

**Walls to Build:** Two (total 28 linear feet; 10' height)

**Description of Work:**

- Frame two new walls with metal studs.
- Install door frame and new door with window.
- Install insulation in walls and around the ceiling perimeter.
- Adjust ceiling grid and tiles to fit new wall layout.
- Install 5/8" drywall on both sides of walls.
- Tape, float, prime, and paint walls to match existing color.
- Install electrical conduits for outlets.
- Install conduits for Ethernet/data connections.
- Install individual light switch.
- Relocate existing lighting to accommodate new wall layout.

## Office 2

**Dimensions:** 14' x 14'

**Walls to Build:** Two (total 28 linear feet; 10' height)

**Description of Work:**

- Frame two new walls with metal studs.
- Install door frame and new door.
- Install insulation in walls and ceiling perimeter.
- Adjust ceiling grid and tiles to fit new wall layout.
- Install 5/8" drywall on both sides of walls.

- Tape, float, prime, and paint to match existing color.
- Replace existing lighting with new LED fixtures.
- Install additional plugs if necessary.
- Install individual light switch.

## Office 3 (Studio)

**Dimensions:** 14' x 18'9"

**Walls to Build:** One (total 11 linear feet; 10' height)

**Description of Work:**

- Frame new wall with metal studs, including door frame.
- Cover windows frame out and install sheetrock length 9'6"
- Install new door with window.
- Install insulation in wall and ceiling perimeter.
- Adjust ceiling grid and tiles to fit new wall layout.
- Install 5/8" drywall on both sides of wall.
- Tape, float, prime, and paint Black color will be provided by BPUB.
- Replace lighting with LED fixtures.
- Install additional plugs if necessary.
- Install individual light switch.
- Reinforce ceiling frame for light installation specs, and location will be provided by BPUB.

Light Specs: This is a basic-plus system for a medium-size studio, and it includes two telescoping posts that extend from 33.5 to 80", plus one pantograph that extends from 15.75 to 78.75".

The aluminum rails in this kit are 9.8' x 9.8'. This kit features two stationary and two moving rails.

## Office 4

**Dimensions:** 13'6" x 13'

**Walls to Build:** Two (total 27 linear feet; 10' height; one with door frame)

**Description of Work:**

- Frame two new walls with metal studs.
- Install door frame and new door.
- Install insulation in walls and ceiling perimeter.

- Adjust ceiling grid and tiles to fit new wall layout.
- Install 5/8" drywall on both sides of walls.
- Tape, float, prime, and paint to match existing color.
- Replace lighting with LED fixtures.
- Install additional plugs if necessary.
- Install individual light switch.

## Office 5

**Dimensions:** 9'4" x 13'

**Walls to Build:** Two (total 23'4" linear feet; 10' height; front wall with door frame)

**Description of Work:**

- Frame two new walls with metal studs.
- Install door frame and new door.
- Install insulation in walls and ceiling perimeter.
- Adjust ceiling grid and tiles to fit new wall layout.
- Install 5/8" drywall on both sides of walls.
- Tape, float, prime, and paint to match existing color.
- Replace lighting with LED fixtures.
- Install additional plugs if necessary.
- Install individual light switch.

## Storage room

**Dimensions:** 13'6"

**Walls to Build:** Two (total 21 linear feet; 10' height; one with door frame)

**Description of Work:**

- Frame two new walls with metal studs.
- Install door frame and new door.
- Install insulation in walls and ceiling perimeter.
- Adjust ceiling grid and tiles to fit new wall layout.
- Install 5/8" drywall on both sides of walls.

- Tape, float, prime, and paint to match existing color.
- Replace lighting with LED fixtures.
- Install additional plugs if necessary.
- Install individual light switch.

## General Notes

- All materials and workmanship shall conform to industry standards and applicable building codes.
- Finish colors and materials shall match existing finishes unless otherwise directed.
- Contractor shall verify dimensions and field conditions prior to fabrication and installation.
- Any deviations or conflicts shall be reported to the project manager prior to proceeding.
- **All trash, debris, and construction materials must be cleaned up and removed from the site daily.**
- **Upon project completion, a final inspection and checklist will be completed to verify all work meets specifications and standards.**

## Existing Cabinet Removal

The contractor shall:

- Remove existing office cabinets measuring **179" (L) x 29.5" (W) x 29" (H)**.
- Carefully detach cabinets to avoid unnecessary damage to surrounding walls and flooring.
- Remove all fasteners, brackets, and hardware associated with the cabinets.
- Dispose of cabinets and debris in accordance with local regulations (unless the client requests to keep them).
- Inspect the wall surface after removal to identify any damage requiring patching.

## Wall Preparation and Painting

The contractor shall:

- Patch and repair any holes, dents, or imperfections left from cabinet removal.
- Sand and clean surfaces to ensure proper paint adhesion.
- Apply primer as required.
- Paint the affected area using **client-selected paint color and finish.**

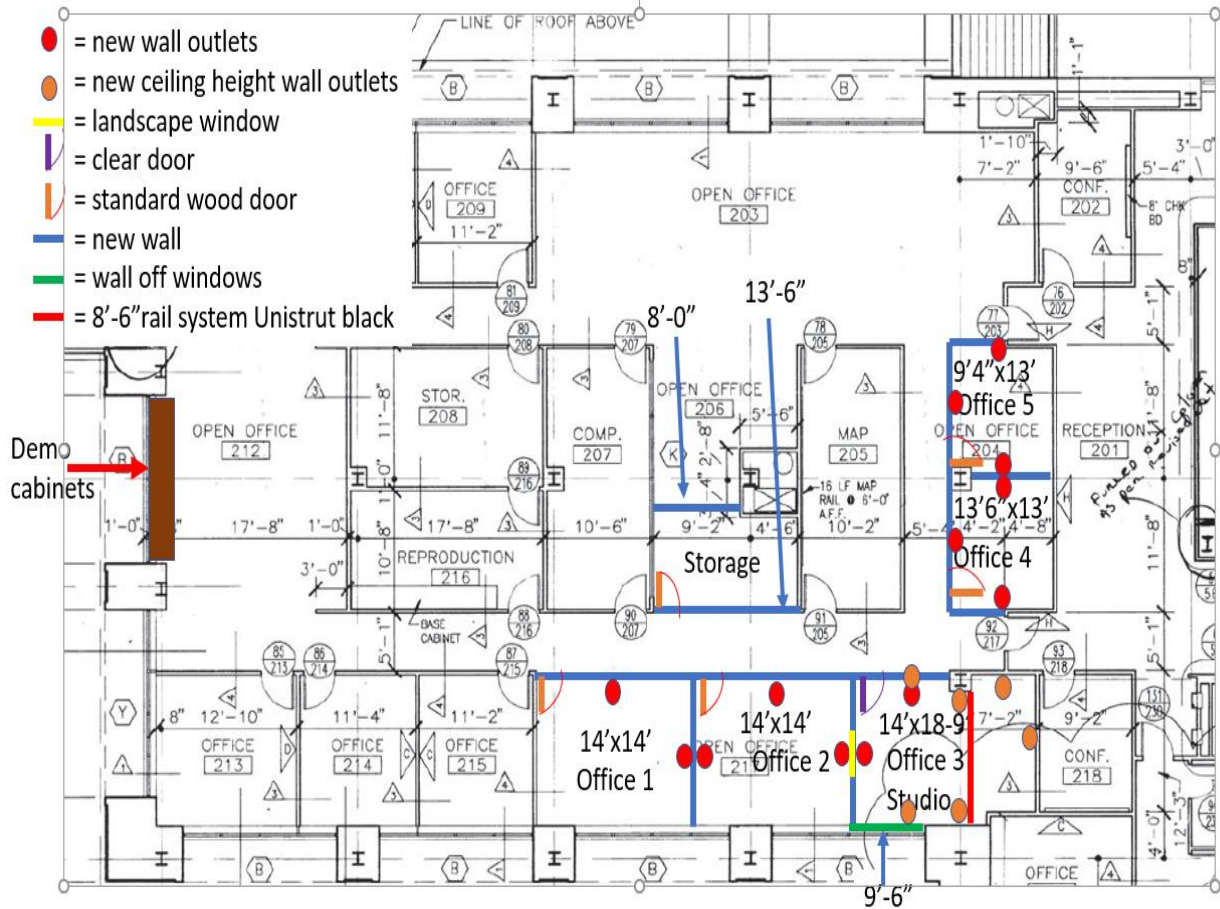
- Apply a minimum of two coats or as needed to achieve full coverage and uniformity.
- Ensure all adjacent surfaces are protected throughout the painting process.

## **Baseboard Installation**

The contractor shall:

- Remove old baseboard (if applicable).
- Install new baseboard per client's selected style, height, and material.
- Cut, fit, and secure baseboards along the wall area where the cabinets were removed.
- Caulk, fill nail holes, and finish baseboards for a clean, seamless appearance.
- Apply paint or stain if required (or leave unfinished if specified by the client).





# **Administration Building - Call Center Office Remodel**

## **1425 Robinhood Dr. Brownsville, TX 78521**

### **1. Work Description**

The contractor shall perform the following tasks as part of the office remodel:

- **Wall & Door Modifications**
  - Remove walls and door frames totaling approximately **46 linear feet** (including door openings).
  - Repair all affected wall areas; tape, float, and apply texture where necessary.
- **Electrical & Data**
  - Relocate existing electrical plugs as required for the new layout.
  - Install new **data drops and electrical outlets** to support the new computer area
  - Replace **8 existing lighting fixtures with LED fixtures.**
  - **Install a dimmer switch** to control the new LED lighting system.
- **Cabinetry & Plumbing**
  - Remove existing cabinets.
  - Cap off existing water line.
- **Equipment Relocation**
  - Relocate time entry clock to new designated area.
- **Painting**
  - Paint all walls as specified.
  - **Note:** BPUB will provide the paint colors.
- **Furniture Handling**
  - Move all desks, tables, and other furniture prior to beginning work.
  - Return all furniture and office items to their original or designated locations upon completion of flooring and painting.

### **2. Schedule**

- All work shall be completed **over a weekend** to minimize disruption to normal operations.
- **Specific dates** to be mutually agreed upon between BPUB and the contractor prior to commencement.

### **3. Contractor Responsibilities**

The contractor shall:

- Provide all necessary **tools, materials, labor, and equipment** to complete the project.
- Handle all office furniture and equipment with care to prevent damage.
- Maintain a **clean and safe work environment**; remove and dispose of all debris, old materials, and waste off-site.
- Required **Personal Protective Equipment (PPE).**

# **Cromack House Exterior Repairs**

**1430 Robinhood St. Brownsville, TX 78521.**

## 1. Exterior Wall Repairs

- Repair cracks on the exterior wall around the chimney area.
- Repair cracks on the garage exterior wall.

## 2. Cleaning – Pressure Washing

- Pressure-wash exterior house walls to remove mold and surface contaminants.
  - Approx. 2,400 sq. ft. of wall surface.
- Pressure-wash an additional wall area measuring 105 linear ft. × 3 ft. high.

## 3. Metal Guard Preparation & Painting

- Sand and paint 17 window bar guards of various sizes using black exterior-grade metal paint.
- Sand and paint 2 door guard rails:
  - 32" × 81"
  - 83" × 95"

## 4. Mesh Replacement

- Remove and replace patio mesh.
  - Total area: 6 ft. × 50 ft.

## 5. Gutter Installation

- Install approximately 250 linear feet of new gutters.
- Install 12 downspouts at designated locations to ensure proper drainage.

## 6. Roof Leak Repair

- Remove and replace damaged plywood in the affected roof area.
- Install synthetic roofing felt underlayment.
- Install matching shingles to restore roof integrity.
  - Approximate repair area: 12 ft. × 12 ft.

## 7. Fascia and Soffit Repair & Replacement

- Remove and replace damaged fascia boards as needed.
- Repair or replace damaged soffit sections to ensure proper ventilation and appearance.

- Prime and paint all newly installed fascia and soffit components.

#### 8. Window Screens Replacement

- Replace all window screens around the house.

#### 9. Exterior door repairs

- Repair wooden screen doors and paint to match.

#### **10. Painting of house and garage**

- Paint the exterior of the house and garage per customers paint selection.

# John Gloor Park Proposed Sidewalk

Location: PUB Drive (See Map below)

## Sidewalk Dimensions

- **1,160 ft × 5 ft** concrete sidewalk

## Work to Include

### 1. Site Preparation

- Remove existing grass along the proposed sidewalk path
- Level and compact the ground to proper grade

### 2. Reinforcement

- Install **#3 (3/8") rebar** placed **16" on center**

### 3. Concrete Work

- Construct **three (3) ADA-compliant handicap ramps**
- Pour and finish concrete according to standard specifications

### 4. Post-Installation Work

- Remove forms and **level dirt along one side** of the new concrete sidewalk
- Remove and **properly dispose** of all construction debris, trash, and leftover concrete from the job site

Proposed Sidewalk along PUB Drive - Option 3



BOARD OF  
PUBLIC UTILITIES

**Legend**

— Sidewalk\_Options3



1 inch = 100 feet

THIS MAP IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. IT IS NOT INTENDED TO BE USED AS A LEGAL DOCUMENT. THE BOARD OF PUBLIC UTILITIES AND ITS EMPLOYEES, AGENTS, AND CONTRACTORS MAKE NO WARRANTY, REPRESENTATION, OR GUARANTEE, EXPRESS OR IMPLIED, AS TO THE ACCURACY, COMPLETENESS, OR RELIABILITY OF THE INFORMATION CONTAINED HEREIN. THE BOARD OF PUBLIC UTILITIES AND ITS EMPLOYEES, AGENTS, AND CONTRACTORS SHALL NOT BE LIABLE FOR ANY DAMAGES, INCLUDING CONSEQUENTIAL DAMAGES, ARISING OUT OF OR FROM THE USE OF THIS MAP.

**Resaca Maintenance Warehouse- Roof Repairs**  
**103 North Park Drive**

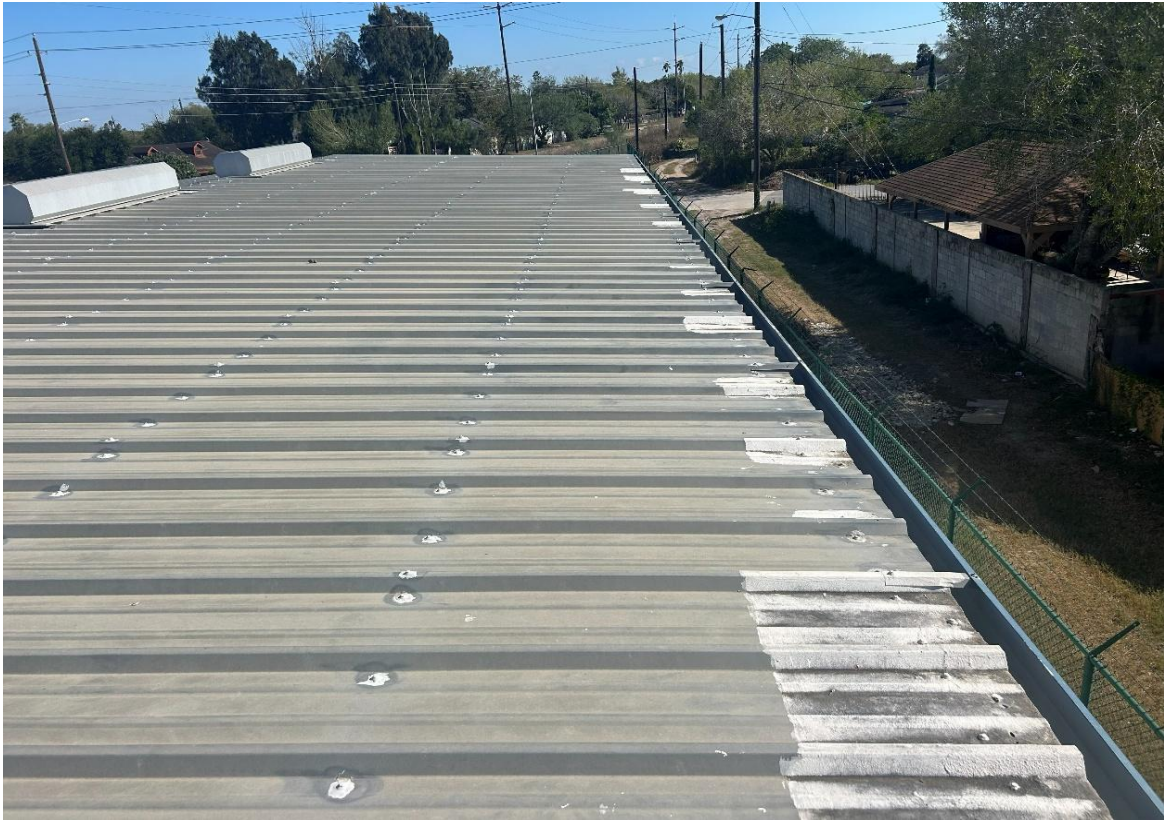
- 1. Metal Roof Panel Replacement – (7) Royal Span X Panels (36” x 20’6”)**
- Remove and dispose of approximately seven (7) sections of Royal Span X metal roof panels located in four (4) separate areas.
  - Install new Royal Span X metal panel sections to match the existing roof profile, gauge, and fastener pattern.
  - Ensure all replacement panels are properly fastened, sealed, and integrated with adjacent roofing materials to maintain structural integrity and weatherproofing.

- 2. Aluminum Roof Coating Installation**
- Clean and prepare the designated roof surface area, including debris removal, washing, and priming as required for proper coating adhesion.
  - Apply aluminum roof coating to cover 12 rows of screws, totaling approximately 960 linear feet x 6 inches wide.
  - Ensure even coating application and allow proper curing.

- 3. Interior C-Channel Repairs – Approximately 40 Linear Feet**
- Remove and clean all damaged or corroded areas of the interior C-channel.
  - Sand, prime, and paint affected sections.
  - Patch holes by welding angle steel over the damaged areas; prime and paint repaired sections to match existing color and finish.

- 4. Roof Drainage System Maintenance – 300 Linear Feet**
- Clean all gutters and downspouts thoroughly.
  - Seal all gutter seams, downspout connections, and penetrations to prevent leaks and improve overall drainage performance.

- 5. Safety Requirements (PPE & Ladder Safety)**
- PPE is required at all times while on site: hard hats, safety glasses, gloves, high-visibility vests.
  - Ladders must be properly secured and tied down before use.





## **Additional Information:**

1. Contractor agrees to secure all permits and licenses of a temporary nature necessary for the work to be performed hereunder and agrees to pay all charges and fees required for such permits and licenses, if applicable. Disposal of debris from the job are the responsibility of the Contractor and should be embedded in contractors bid
2. The Contractor will be required to complete a Job Safety Analysis (JSA) Form prior to commencing work.
3. Certificate of Insurance will be required to work at PUB's premises
4. The Contractor shall remove and legally dispose of all the surface preparation of the existing area in accordance with City of Brownsville ordinances and at Contractor's expense. Contractor shall thoroughly clean the work area by removing all accumulations of dust, scraps, waste, oil, grease, and other foreign substances. Surfaces damaged shall be restored by Contractor at Contractor's expense.
5. The Contractor shall perform all work in accordance with OSHA standards, federal and local regulations
6. The Contractor shall verify exact location of all existing utilities. The Contractor will be solely responsible for any damage to existing utilities (no separate pay).
7. The Contractor shall obtain and pay for all construction permits and licenses, if applicable.
8. The Contractor must have PPE (proper personnel equipment) hard hat, steel toe shoes and safety glasses while performing work.
9. The Contractor shall provide submittals for all materials and any other items prior to purchase and shipment to the site pending approval by the BPUB. Submittals shall be directed to Joseandres Zavala, Buyer, (956) 983-6310 or (956) 983-6364.
10. The Contractor shall repair any damaged done to the BPUB facilities during the work process of installing the proposed project at the Contractor's expense and at no cost to the BPUB. The facilities included, but are not limited to, all piping, sewer lines, waterlines, gas lines, driveways, streets, curb and gutters, electrical conduit, wiring, duct banks, telephone and light poles, telephone wires and cables, SCADA system wiring, etc.
11. Contractor shall comply with all Federal, State and Local Environmental regulation

**BID BOND**

STATE OF TEXAS           §  
  §       KNOW ALL MEN BY THESE PRESENTS:  
COUNTY OF CAMERON   §

THAT WE, the undersigned, \_\_\_\_\_

\_\_\_\_\_ as Principal, and \_\_\_\_\_

\_\_\_\_\_ as Surety, are hereby held and firmly bound unto the PUBLIC UTILITIES BOARD OF THE CITY OF BROWNSVILLE, TEXAS as OWNER in liquidated damages (not as a penalty) the sum of \_\_\_\_\_ for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

The Condition of the above obligation is such that whereas the Principal has submitted to the OWNER a certain BID attached hereto and hereby made a part hereof to enter into a contract in writing, for construction of the **FACILITY MAINTENANCE PROJECTS**.

NOW, THEREFORE,

- (a) If said BID shall be rejected, or
- (b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the form of Agreement attached hereto (properly completed in accordance with said BID) and shall furnish payment and performance bonds for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall furnish insurance certificates, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void. Otherwise the same shall remain in force and effect, it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by an extension of the time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

By: \_\_\_\_\_

**IMPORTANT - Surety companies executing BONDS must be legally authorized by the State Board of Insurance to transact business in the State of Texas.**

## CONTRACTOR'S

### PRE-BID DISCLOSURE STATEMENT

All questions must be answered or your bid will be deemed non-responsive and subject to rejection. The data given must be clear and comprehensive. **This statement must be notarized.** If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information he desires so long as it does not render the BIDDER'S Bid qualified or conditional, and therefore subject to rejection for non-responsiveness..

1. This Pre-Bid Disclosure Statement is submitted to the Brownsville PUB by: \_\_\_\_\_

\_\_\_\_\_ a Corporation, \_\_\_ a Partnership, \_\_\_ a Texas Joint Venture, or \_\_\_ an Individual.

Address: \_\_\_\_\_ Contractor's #: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

2. Years in business under present business name: \_\_\_\_\_

3. Years of experience in construction work of the type called for in this contract as: A General Contractor \_\_\_\_\_, A Subcontractor \_\_\_\_\_.

4. What projects has your organization completed? List most recent FIRST.

Contract	Type of Work	Date Completed	Owners Name and Address	Amount

5. What projects does your organization have under way as of this date?

Contract	Type of Work	Date Completed	Owners Name and Address	Amount

6. Have you ever failed to complete any work awarded to you?  
\_\_\_ Yes \_\_\_ No. If "Yes", state where and why. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Are you at present in any lawsuits involving construction work of any type? \_\_\_ Yes \_\_\_  
No. If "Yes", explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Explain in detail the manner in which you have inspected the work and jobsite proposed in  
this contract: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Explain in detail your plan or layout for performing the work proposed in this contract: \_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. If this contract is awarded to you, your company's office administrative manager for the  
work will be Mr. (Ms.) \_\_\_\_\_, and your resident construction superintendent will be Mr.  
(Ms.) \_\_\_\_\_.

11. What experience in this type of work does the individual designated as resident  
superintendent above have? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. What portions of the work do you intend to subcontract? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. What equipment do you own that is available for the proposed work?

Quantity	Description, Size Capacity, Etc.	Condition	Make / Model	Years in Service	Present Location

14. Have you received firm offers from suppliers or manufacturers for all major items of material and/or equipment within the price totals used in preparing your BID? \_\_\_ Yes \_\_\_ No

15. Attach resumes for the principal members of your organization, including the officers as well as the proposed superintendent for the project.

16. What safety equipment do you own that is available for the proposed work?

Quantity	Description	Condition	Rating	Inspected Date

Credit available: \$ \_\_\_\_\_ Bank reference: \_\_\_\_\_

Bonding Capacity available: \$ \_\_\_\_\_

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Engineer and Owner in verification of the recitals comprising this Pre-Bid Disclosure Statement.

The signatory of this questionnaire guarantees the truth and accuracy of all statements herein made and all answers herein expressed.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**SUBCONTRACTOR'S  
PRE-BID DISCLOSURE STATEMENT**

All questions must be answered or the prime contractor's (BIDDER) bid will be deemed non-responsive and subject to rejection. The data given must be clear and comprehensive. **This statement must be notarized.** If necessary, questions may be answered on separate attached sheets. The subcontractor may submit any additional information he desires so long as it does not render the BIDDER'S prime contract Bid qualified or conditional, and thereby subject to rejection for non-responsiveness.

1. This Pre-Bid Disclosure Statement is submitted to the Brownsville PUB by: \_\_\_\_\_

\_\_\_\_\_ a Corporation, \_\_\_\_\_ a Partnership, \_\_\_\_\_ a Texas Joint Venture,  
or, \_\_\_\_\_ an Individual.

Address: \_\_\_\_\_ Contractor's #: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

2. Years in business under present business name: \_\_\_\_\_

3. Years of experience in construction work of the type called for in this contract as: A General Contractor \_\_\_\_\_, A Sub-contractor \_\_\_\_\_.

4. Have you ever previously worked as a subcontractor for this general contractor? \_\_\_\_\_  
Yes; \_\_\_\_\_ No; If yes, list three most recent projects in which your company has served as a subcontractor to this general contractor.

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

5. What projects has your organization completed? List most recent FIRST.

Contract	Type of Work	Date Completed	Owners Name and Address	Amount

6. What projects does your organization have under way as of this date?

Contract	Type of Work	Date Completed	Owners Name and Address	Amount

7. Have you ever failed to complete any work awarded to you?  
 \_\_\_ Yes \_\_\_ No. If "Yes", state where and why. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Are you at present in any lawsuits involving construction work of any type? \_\_\_ Yes \_\_\_  
 No. If "Yes", explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Explain in detail the manner in which you have inspected the work and jobsite proposed in  
 this contract: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Explain in detail your plan or layout for performing the work proposed in this contract: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. If this contract is awarded to you, your company's office administrative manager for the  
 work will be Mr. (Ms.) \_\_\_\_\_, and your resident construction superintendent will be Mr.  
 (Ms.) \_\_\_\_\_.

12. What experience in this type of work does the individual designated as resident  
 superintendent above have? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. What portions of the work do you intend to sub-subcontract? \_\_\_\_\_

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14. What equipment do you own that is available for the proposed work?

Quantity	Description, Size Capacity, Etc.	Condition	Make / Model	Years in Service	Present Location

15. Have you received firm offers from suppliers or manufacturers for all major items of material and/or equipment within the price totals used in preparing your subcontract bid to BIDDER? \_\_\_ Yes \_\_\_ No

16. Attach resumes for the principal members of your organization, including the officers as well as the proposed superintendent for the project.

17. What safety equipment do you own that is available for the proposed work?

Quantity	Description	Condition	Rating	Inspected Date

Credit available: \$ \_\_\_\_\_ Bank reference: \_\_\_\_\_

Bonding Capacity available: \$ \_\_\_\_\_

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Engineer and Owner in verification of the recitals comprising this Pre-Bid Disclosure Statement.

The signatory of this questionnaire guarantees the truth and accuracy of all statements herein made and all answers herein expressed.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS:

THAT \_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Address of Contractor)

a \_\_\_\_\_  
(Corporation, Partnership, or Individual)

hereinafter called Principal, and

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
(Address of Surety)

hereinafter called Surety, are held and firmly bound unto the PUBLIC UTILITIES BOARD of the city of Brownsville, Texas hereinafter called OWNER, in liquidated damages (not as a penalty) the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the OWNER, dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, a copy of which is hereto attached and made a part hereof, for the **FACILITY MAINTENANCE PROJECTS**.

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the OWNER, with or without notice to the Surety and during the one year post-construction workmanship guaranty period, and if he shall satisfy all claims and demands incurred under such contract, **AND SHALL FULLY INDEMNIFY AND SAVE HARMLESS THE OWNER FROM ALL COSTS AND DAMAGES WHICH IT MAY SUFFER BY REASON OF FAILURE TO DO SO, AND** shall reimburse and repay the OWNER all outlay and expense which the OWNER may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to WORK to be performed thereunder or the SPECIFICATIONS accompanying the same shall in any wise affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the WORK or to the SPECIFICATIONS.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

This bond is subject to and governed by Section 2253.02 of the Texas Government Code (Vernon's Texas Codes Annotated) and Article 7.19-1 of Vernon's Texas Insurance Code and all amendments thereto.

IN WITNESS WHEREOF, this instrument is executed in triplicate, each counterpart of which shall be deemed an original, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Principal) Secretary

By: \_\_\_\_\_(s)  
(Signature)

(SEAL)

\_\_\_\_\_  
(Witness as to Principal)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
(Surety)

\_\_\_\_\_  
(Surety) Secretary

By: \_\_\_\_\_  
(Attorney-in-Fact)

(SEAL)

\_\_\_\_\_  
(Witness as to Surety)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_

NOTE: Date of BOND must not be prior to date of Contract. If Contractor is a Partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing BONDS must be legally authorized by the State Board of Insurance to transact business in the State of Texas.

ATTACH POWER OF ATTORNEY

**PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS:

THAT \_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Address of Contractor)

a \_\_\_\_\_ hereinafter called Principal, and \_\_\_\_\_

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
(Address of Surety)

hereinafter called Surety, are held and firmly bound unto the PUBLIC UTILITIES BOARD of the City of Brownsville, Texas, hereinafter called OWNER, in liquidated damages (not as a penalty) the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the OWNER, dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, a copy of which is hereto attached and made a part hereof, for the **FACILITY MAINTENANCE PROJECTS**.

NOW, THEREFORE, if the Principal shall promptly make payment to all persons, firms, SUBCONTRACTORS, and corporations furnishing materials for or performing labor in the prosecution of the WORK provided for in such contract, and any authorized extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, repairs on machinery, equipment and tools, consumed or used in connection with the construction of such WORK, and all insurance premiums on said WORK, and for all labor, performed in such WORK whether by SUBCONTRACTOR or otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to WORK to be performed thereunder or the SPECIFICATIONS accompanying the same shall in any wise affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the WORK or to the SPECIFICATIONS.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge any remaining legal right of any beneficiary hereunder, whose timely filed and legally perfected claim may be unsatisfied.

This bond is subject to and governed Section 2253.02 of the Texas Government Code (Vernon's Texas Codes Annotated) and Article 7.19-1 of Vernon's Texas Insurance Code and all amendments thereto.

IN WITNESS WHEREOF, this instrument is executed in triplicate, each counterpart of which shall be deemed an original, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Principal) Secretary

By: \_\_\_\_\_(s)  
(Signature)

(SEAL)

\_\_\_\_\_  
(Witness as to Principal)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

ATTEST:

\_\_\_\_\_  
(Surety)

\_\_\_\_\_  
(Surety) Secretary

By: \_\_\_\_\_  
(Attorney-in-Fact)

(SEAL)

\_\_\_\_\_  
(Witness as to Surety)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

NOTE: Date of BOND must not be prior to date of Contract. If Contractor Partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing BONDS must be legally authorized by the State Board of Insurance to transact business in the State of Texas.

**ATTACH POWER OF ATTORNEY**



**NOTICE OF AWARD**

TO: (Insert Service Provider's Information)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Description: B020-26 FACILITY MAINTENANCE PROJECTS**

Dear \_\_\_\_\_:

The Brownsville PUB has considered the BID submitted by you for the above-described personal services project in response to its Legal Notice and Invitation for Bids dated January 14, 2026 and Instructions to Bidders.

You are hereby notified that your BID has been accepted in the amount of \$\_\_\_\_\_.

You are required by the Instructions to Bidders to execute the attached two (2) Agreements and furnish the required Performance Bond, Payment Bond and Certificates of Insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute the Agreement and furnish the required Performance Bond, Payment Bond and insurance certificates within ten calendar (10) days from the date of this Notice, Brownsville PUB will be entitled to consider all your rights arising out of the Brownsville PUB's acceptance of your Bid as abandoned and as a forfeiture of your BID SECURITY.

The Brownsville PUB will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the Brownsville PUB.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**PUBLIC UTILITIES BOARD OF THE CITY OF BROWNSVILLE, TEXAS**

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

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE OF AWARD is hereby acknowledged by:

\_\_\_\_\_ this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

## SERVICE CONTRACT

This Services Contract (“**Contract**”), dated as of \_\_\_\_\_, 20\_\_ (the “**Effective Date**”), is entered into by and between the PUBLIC UTILITIES BOARD OF THE CITY OF BROWNSVILLE, TEXAS (“**Brownsville PUB**”) and [ENTER CONTRACTORS NAME], a [ENTER CONTRACTOR’S STATE & TYPE OF COMPANY, i.e., Texas, Limited Liability Company, Corporation, etc.], with offices located at [ENTER CONTRACTOR’S STREET ADDRESS INCLUDING CITY/STATE/ZIP CODE] (“**Service Provider**” and together with Brownsville PUB, the “**Parties**,” and each a “**Party**”).

WHEREAS, Service Provider has the capability and capacity to provide [ENTER PROJECT NAME/SERVICES TO BE PROVIDED] as described herein.

WHEREAS, Brownsville PUB desires to engage Service Provider to provide the said services under the terms and conditions hereinafter set forth, and Service Provider is willing to perform such services.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

1. Scope of Services.

Service Provider agrees to perform the services (the “**Services**”) described below and in Exhibit “A” Scope of Services attached hereto and incorporated herein for all purposes. The Parties by mutual agreement may provide for additional services to be performed under the terms and conditions of this Contract and described under any additional written Work Orders, pursuant to Paragraph 13 “Changes.” Nothing in this Contract shall be construed to prevent Brownsville PUB from performing for itself or from acquiring from other providers services that are similar to or identical to the Services.

2. Compensation.

Brownsville PUB will pay Service Provider for the Services as outlined in Exhibit “B” Compensation, not to exceed compensation of [ENTER WRITTEN AMOUNT FOLLOWED BY FIGURES, i.e., One Thousand and 00/100 Dollars (\$1,000.00)].

3. Method of Payment.

A. Monthly statements, in Service Provider’s standard format, will be submitted by Service Provider to Brownsville PUB, as well as any supporting documentation requested by Brownsville PUB. Statements will be based on Service Provider’s Services completed at the end of the preceding month. Brownsville PUB shall have sole discretion in the approval or disapproval of any compensation to Service Provider. If Brownsville PUB disapproves of

any charge, in whole or in part, it shall provide written notice to Service Provider of the reasons therefor. Brownsville PUB shall make whole or partial payment to Service Provider within thirty (30) days of receipt of a statement.

B. Brownsville PUB will reimburse Service Provider for all reasonable expenses incurred in accordance with Exhibit A, if such expenses have been pre-approved, in writing by Brownsville PUB, within 30 days of receipt by Brownsville PUB of an invoice from Service Provider accompanied by receipts and supporting documentation reasonably acceptable to Brownsville PUB. All Service Provider expenses not pre-approved by Brownsville PUB or not otherwise meeting the requirements of this Contract or Exhibit A shall be the sole responsibility of Service Provider.

C. The fees set forth in this Contract shall cover and include all sales and use taxes, duties, and charges of any kind imposed by any federal, state, or local governmental authority on amounts payable by Brownsville PUB under this Contract, and in no event shall Brownsville PUB be required to pay any additional amount to Service Provider in connection with such taxes, duties, and charges, or any taxes imposed on, or regarding, Service Provider's income, revenues, gross receipts, personnel, or real or personal property or other assets.

D. Service Provider shall keep accurate records, including time sheets and travel vouchers of all time and expenses allocated to performance of the Services. All such records shall be kept in the offices of Service Provider for a period of not less than five (5) years and shall be made available to Brownsville PUB for inspection or copying upon reasonable request during regular business hours at Service Provider's offices.

4. Service Provider's Standard of Care

Service Provider shall perform the Services (A) in accordance with the terms and subject to the conditions set forth in this Contract; (B) using personnel of required skill, experience, and qualifications; (C) in a timely, workmanlike, and professional manner; (D) with the same degree of care, skill, and diligence as is ordinarily provided by a professional services Service Provider providing similar services and similar circumstances for a project of which this Contract applies; (E) and shall give professional consultations and advice to Brownsville PUB during the performance of the Services; (F) in compliance with all applicable laws and regulations; and (G) to the reasonable satisfaction of Brownsville PUB.

5. Ownership of Documents

A. Service Provider assigns to Brownsville PUB, Service Provider's entire right, title, and interest in any document, data, studies, surveys, drawings, specifications, field notes, maps, model, photographs, reports, invention, technique, process, device, discovery, improvement, or know-how, whether patentable or not, hereafter made or conceived solely or jointly by Service Provider while working for or on behalf of Brownsville PUB, which relate to, is suggested by, or results from Service Provider's provisions of the Services or this Contract and depends on either:

i. Service Provider's knowledge of Confidential Information (as defined in Section 6) it obtains from Brownsville PUB; or

ii. The use of Brownsville PUB's equipment supplies, facilities, information, or materials.

B. Service Provider shall disclose any such item described in subsection A of this Section 5 to Brownsville PUB. Service Provider shall, upon request of Brownsville PUB, promptly execute a specific assignment of title to Brownsville PUB and do anything else reasonably necessary to enable Brownsville PUB to secure for itself, patent, trade secret, or any other proprietary rights in the United States or other countries. It shall be conclusively presumed that any patent applications related to this Contract, related to trade secrets of Brownsville PUB, or which relate to tasks assigned to Service Provider by Brownsville PUB, which Service Provider may file within one year after termination of this Contract, shall belong to Brownsville PUB, and Service Provider hereby assigns same to Brownsville PUB, as having been conceived or reduced to practice during the term of this Contract.

C. All writings or works of authorship, including, without limitation, program codes or documentation, produced or authored by Service Provider in the course of performing services for Brownsville PUB, together with any associated copyrights, are works made for hire and the exclusive property of Brownsville PUB. To the extent that any writings or works of authorship may not, by operation of law, be works made for hire, this Contract shall constitute an irrevocable assignment by Service Provider to Brownsville PUB of the ownership of any and all rights of copyright in, such items, and Brownsville PUB shall have the right to obtain and hold in its own name, rights of copyright, copyright registrations, and similar protections which may be available in the works. Service Provider shall give Brownsville PUB or its designees all assistance reasonably required to perfect such rights.

D. If for any reason, including incapacity, Brownsville PUB is unable to secure Service Provider's signature on any document needed to apply for, perfect, or otherwise acquire title to the intellectual property rights granted to it under this Section 5, or to enforce such rights, Service Provider hereby designates Brownsville PUB as Service Provider's attorney-in-fact and agent, solely and exclusively to act for and on Service Provider's behalf to execute and file such documents with the same legal force and effect as if executed by Service Provider and for no other purpose.

E. Service Provider owns the discoveries, improvements, inventions, or intellectual property made or conceived by Service Provider before the Effective Date and independently of any Confidential Information of Brownsville PUB and this Contract and are expressly reserved and excepted from the provisions of this Contract.

## 6. Confidentiality and Data Security.

A. All non-public, confidential, or proprietary information of Brownsville PUB ("**Confidential Information**"), including, but not limited to, business plans, specifications, designs, documents, data, business operations, customer lists, customer information,

including personally identifiable information, pricing, and any other business-related information disclosed or made available by Brownsville PUB to Service Provider, whether disclosed orally or disclosed or accessed in written, electronic, or other form or media, and whether or not marked, designated, or otherwise identified as "confidential," in connection with this Contract is confidential, solely for Service Provider's use in performing this Contract and may not be disclosed or copied unless authorized by Brownsville PUB in writing. Confidential Information does not include any information that: (i) is or becomes generally available to the public other than as a result of Service Provider's breach of this Contract; (ii) is obtained by Service Provider on a non-confidential basis from a third-party that was not legally or contractually restricted from disclosing such information; (iii) Service Provider establishes by documentary evidence, was in Service Provider's possession prior to Brownsville PUB's disclosure hereunder; or (iv) was or is independently developed by Service Provider without using any Confidential Information. Upon Brownsville PUB's request, Service Provider shall promptly return all documents and other materials received from Brownsville PUB. Brownsville PUB shall be entitled to injunctive relief for any violation of this Section.

7. Insurance.

A. Service Provider agrees to maintain Worker's Compensation Insurance and Employers' Liability Insurance to cover all of its own personnel engaged in performing services for Brownsville PUB under this Contract in the following amounts:

Workmen's Compensation – Texas Statutory  
Employers' Liability -- \$100,000.00

B. Service Provider also agrees to maintain Commercial General Liability, Business Automobile Liability, Umbrella Liability, and Cyber Liability Insurance covering claims against Service Provider for damages resulting from bodily injury, death or property damages from accidents arising in the course of work performed under this Contract in the following amounts:

***Commercial General Liability***

Bodily Injury           \$1,000,000.00 each occurrence  
Property Damage       \$1,000,000.00 each occurrence

Business Automobile Liability for all vehicles:

Bodily Injury           \$50,000.00 each person, \$1,000,000.00 each occurrence  
Property Damage       \$1,000,000.00 each occurrence

Excess Umbrella Liability:

\$1,000,000.00

C. Service Provider shall add Brownsville PUB, its Board Members, Officers and employees, and the City of Brownsville, its Commissioners, Officers and employees as additional insureds on all required insurance policies, except workers' compensation/employer's liability. The insurance certificate(s) shall provide for thirty (30) calendar days advance notice to Brownsville PUB and City of any policy cancellation or material change. The Commercial General Liability and Excess Umbrella Liability Policy shall be of an "occurrence" type policy. The Commercial General Liability shall also include protection against claims insured by usual personal injury liability coverage and coverage for contractual liability assumed by Service Provider.

D. Service Provider shall furnish Brownsville PUB with Insurance Certificate(s) upon Brownsville PUB's reasonable request and at least ten (10) calendar days prior to field work commencement, which confirm that all required insurance policies are in full force and effect.

8. **INDEMNIFICATION AND LIMITATION OF LIABILITY.**

**A. SERVICE PROVIDER SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF BROWNSVILLE AND BROWNSVILLE PUB AND THEIR COMMISSIONERS, BOARD MEMBERS, OFFICERS, AND EMPLOYEES FROM ALL SUITS, ACTIONS, LOSSES, DAMAGES, CLAIMS, LIABILITIES, OR EXPENSES OF ANY CHARACTER, TYPE, OR DESCRIPTION, INCLUDING WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ALL EXPENSES OF LITIGATION, COURT COSTS, AND REASONABLE ATTORNEY'S FEES FOR INJURY OR DEATH TO ANY PERSON, OR INJURY TO ANY PROPERTY, RECEIVED OR SUSTAINED BY ANY PERSON OR PERSONS OR PROPERTY, TO THE EXTENT ARISING OUT OF, OR RESULTING FROM ANY CLAIM OF A THIRD PARTY OR BROWNSVILLE PUB ARISING OUT OF OR OCCURRING IN CONNECTION WITH, THE NEGLIGENT ACTS OR OMISSIONS OF, WILLFUL MISCONDUCT OF, OR BREACH OF THIS CONTRACT BY SERVICE PROVIDER OR ITS AGENTS OR EMPLOYEES.**

**B. EXCEPT FOR SERVICE PROVIDER'S INDEMNIFICATION OBLIGATIONS SET FORTH IN SUBSECTION A OF THIS SECTION 8, TO THE EXTENT ALLOWED BY TEXAS LAW GOVERNING PUBLIC ENTITIES, SERVICE PROVIDER'S TOTAL LIABILITY TO BROWNSVILLE PUB FOR ANY LOSS OR DAMAGES FROM CLAIMS ARISING OUT OF, OR IN CONNECTION WITH, THIS CONTRACT FROM ANY CAUSE INCLUDING SERVICE PROVIDER'S STRICT LIABILITY, BREACH OF CONTRACT, OR PROFESSIONAL NEGLIGENCE SHALL NOT EXCEED ONE MILLION DOLLARS. TO THE EXTENT ALLOWED BY TEXAS LAW, BROWNSVILLE PUB HEREBY RELEASES SERVICE PROVIDER FROM ANY LIABILITY EXCEEDING SUCH AMOUNT.**

9. **Addresses for Notices and Communications.**

**BROWNSVILLE PUB**

**NAME**

**TITLE**

1425 Robinhood Drive

Brownsville, Texas 78521

Phone: (956) 983-XXXX

Email: xxxxx@brownsville-pub.com

**CONTRACTOR**

**NAME**

**TITLE**

**STREET ADDRESS**

**CITY, STATE ZIP CODE**

**Phone:**

**Email:**

All notices and communications under this Contract must be in writing and shall be mailed or delivered to Brownsville PUB and Service Provider at the above addresses (or to such other address that the receiving Party may designate from time to time in accordance with this Section).

10. Successors and Assignments.

Neither Party shall assign, transfer, delegate, or subcontract any of its rights or obligations under this Contract without the prior written consent of the other Party. Any purported assignment or delegation in violation of this Section shall be null and void. No assignment or delegation shall relieve the transferring Party of any of its obligations hereunder. In the event of any assignment, transfer, delegation, or subcontracting, Brownsville PUB and Service Provider each binds itself and its successors, executors, administrators and assigns to the other parties of this Contract and to the successors, executors, administrators and assigns of such other parties, in respect to all covenants of this Contract. Nothing herein shall be construed as creating any personal liability on the part of any officer, Board Member, Commissioner, or employee of any public body which is a party and/or indemnitee hereto.

11. Termination of Contract for Cause.

If, through any cause, Service Provider shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if Service Provider shall violate any of the covenants, agreements, warranties or stipulations in this Contract, Brownsville PUB shall have the right, without prejudice to any other rights or remedies it may have under this Contract, to terminate this Contract by giving written notice to Service Provider of such termination and specifying the date thereof, at least fifteen (15) calendar days before the effective date of such termination. Without prejudice to any other rights or remedies it may have under this Contract, Brownsville PUB shall have the right to terminate this Contract if in its sole opinion the work of the Service Provider is not effective for the purpose it is being

performed. Service Provider shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder provided such compensation is approved by Brownsville PUB in its sole discretion. The method of compensation herein shall be as provided in Section 3 of this Contract.

Notwithstanding the above, Service Provider shall not be relieved of liability to Brownsville PUB for damages sustained by Brownsville PUB by virtue of any intentional and/or negligent act or omission or any breach of this Contract by Service Provider, and Brownsville PUB may withhold any payments to Service Provider for the purpose of setoff, until such time as the exact amount of damages due Brownsville PUB from Service Provider is determined.

Subject to Section 8, Service Provider agrees that Brownsville PUB shall have all rights and remedies afforded to it at law to recover any damages sustained by Brownsville PUB in connection with the work performed by Service Provider under this Contract, including regulatory fines and penalties, attorneys' fees and expert witness costs associated with the defense against any cause of action related to this Contract. In addition, Brownsville PUB shall, in addition to any damages to which it is entitled, be entitled to seek immediate injunctive relief against Service Provider prohibiting further actions inconsistent with Service Provider's obligations under this Contract. Brownsville PUB shall also have all rights and remedies afforded to it in equity to enforce the terms of this Contract. The exercise of any one right or remedy shall be without prejudice to the enforcement of any other right or remedy allowed at law or in equity.

12. Termination for Convenience.

Brownsville PUB may terminate this Contract at any time by giving at least thirty (30) calendar days notice in writing to Service Provider. If the Contract is terminated by Brownsville PUB as provided herein, Service Provider will be paid for the Services provided and approved expenses incurred up to the termination date if such compensation is approved by Brownsville PUB, which approval shall not be unreasonably withheld. Service Provider shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder, provided such compensation is approved by Brownsville PUB, which shall not be unreasonably withheld. The method of compensation herein shall be as provided in Section 3 of this Contract.

Notwithstanding the above, Service Provider shall not be relieved of liability to Brownsville PUB for damages sustained by Brownsville PUB by virtue of any intentional and/or negligent act or omission or any breach of this Contract by Service Provider, and Brownsville PUB may reasonably withhold a sufficient portion of any payments to Service Provider for the purpose of setoff until such time as the exact amount of damages due Brownsville PUB from Service Provider is determined.

Service Provider agrees that Brownsville PUB shall have all rights and remedies afforded to it at law to recover any damages sustained by Brownsville PUB in connection with the work performed by Service Provider under this Contract. Brownsville PUB shall also have all

rights and remedies afforded to it in equity to enforce the terms of this Contract. The exercise of any one right or remedy shall be without prejudice to the enforcement of any other right or remedy allowed at law or in equity.

13. Changes.

Brownsville PUB may, from time to time, request changes in the scope of the Services to be performed hereunder. Such changes, including any increase or decrease in the amount of Service Provider's compensation, which are mutually agreed upon by and between Brownsville PUB and Service Provider shall be incorporated in written amendments to this Contract called "Work Orders".

14. Reports and Information.

Service Provider, at such times (but not more than once per month unless an emergency situation arises), and in such forms as Brownsville PUB may require, shall furnish Brownsville PUB such periodic reports as they may request pertaining to the work or services undertaken pursuant to this Contract, the cost and obligations incurred or to be incurred in connection therewith, and any other matter covered by this Contract.

15. Civil Rights.

Service Provider shall comply with all applicable federal, state, and local laws regarding nondiscrimination and equal employment opportunity, as set forth in Service Provider's policy statement which shall be provided to Brownsville PUB upon request.

16. Entire Agreement.

This Contract, including and together with any Work Orders, exhibits, schedules, and attachments, each of which will be attached hereto, constitutes the entire agreement between the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous agreements and understandings, both written and oral, between the Parties concerning the subject matter of this Contract.

17. Waiver.

The failure or delay on the part of any Party herein at any time to require the performance by any other Party of any portion of this Contract shall not be deemed a waiver, or in any way affect that Party's rights to enforce such provision or any other provision. Any waiver by any Party herein of any provision hereof shall not be taken or held to be a waiver unless explicitly set forth in writing and signed by the Party so waiving and shall not be a waiver of any other provision hereof or any other breach hereof. No single or partial exercise of any right, remedy, power, or privilege hereunder shall preclude any other or further exercise thereof.

18. Severability.

The invalidity, illegality, or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision of this Contract or invalidate or render unenforceable such provision in any other jurisdiction. Upon a determination that any provision is invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Contract to effect the original intent of the Parties as closely as possible in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

19. Survival.

Any and all representations, conditions, and warranties made by Service Provider under this Contract are of the essence of this Contract and shall survive the execution, delivery and termination of it, and all statements contained in any document required by Brownsville PUB, whether delivered at the time of the execution or at a later date, shall constitute Service Providers representations and warranties hereunder.

20. Force Majeure.

No Party shall be liable or responsible to the other Party, or be deemed to have defaulted under or breached this Contract, for any failure or delay in fulfilling or performing any term of this Contract, when and to the extent such Party's (the "**Impacted Party**") failure or delay is caused by or results from the following force majeure events (each a "**Force Majeure Event**"): (A) acts of God; (B) flood, fire, earthquake, pandemic, or explosion; (C) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (D) government order, law, or action; (E) national or regional emergency; or (F) other similar events beyond the reasonable control of the Impacted Party. Notwithstanding the foregoing, Service Provider's financial inability to perform, changes in cost or availability of materials, components or services, market conditions, or supplier actions or contract disputes will not excuse performance by Contractor under this Section 20.

The Impacted Party shall give notice within three (3) days of the Force Majeure Event to the other Party, stating the period of time the occurrence is expected to continue. The Impacted Party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized. The Impacted Party shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event that the Impacted Party's failure or delay remains uncured for a period of thirty (30) consecutive days following written notice given by it under this Section 20, the other Party may thereafter immediately terminate this Contract upon written notice.

This Contract is governed by the laws of the State of Texas without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Texas and all obligations of the Parties under this Contract are performable in Cameron County, Texas.

22. Choice of Forum.

Each Party irrevocably and unconditionally agrees that it will not commence any action, litigation, or proceeding of any kind whatsoever against the other Party in any way arising from or relating to this Contract, including all exhibits, schedules, attachments, and appendices attached to this Contract, and all contemplated transactions, including contract, equity, tort, fraud, and statutory claims, in any forum other than the state or federal court located in Cameron County, Texas. Each Party irrevocably and unconditionally submits to the exclusive jurisdiction of such courts and agrees to bring any such action, litigation, or proceeding only in the state or federal court located in Cameron County, Texas. Each Party agrees that a final judgment in any such action, litigation, or proceeding is conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by law.

23. Time for Performance.

The Services shall be completed in accordance with the performance schedule as outlined in Exhibit "C", except to the extent timely performance is prevented by a Force Majeure Event, subject to the terms of Section 20.

24. Attorney's Fees.

If it is necessary for either Party herein to file a cause of action at law or in equity against the other Party due to: (A) a breach of this Contract or (B) any intentional and/or negligent act or omission by the other Party, the non-breaching or non-negligent Party shall be entitled to reasonable attorney's fees and costs, and any necessary disbursements, in addition to any other relief to which it is legally entitled.

25. Cumulative Remedies.

All Parties shall have all rights and remedies afforded to it at law or in equity to recover damages and interpret or enforce the terms of this Contract. The exercise of any one right or remedy shall be without prejudice to the enforcement of any other right or remedy allowed at law or in equity.

26. State or Federal Laws.

This Contract is subject to all applicable Federal and State laws, statutes, codes, and any applicable permits, ordinances, rules, orders and regulations of any local, state or federal government authority having jurisdiction, but nothing contained herein shall be construed as a waiver of any right to question or contest any such law, ordinance, order, rule or regulation in any forum having jurisdiction.

27. No Third-Party Beneficiary.

The Parties are entering into this Contract solely for the benefit of themselves and agree that nothing herein shall be construed to confer any right, privilege or benefit on any person or entity other than the Parties hereto.

28. Dispute Resolution.

In the event a dispute arises between the Parties, then as a condition precedent to any legal action by either Party, the Parties shall first refer the dispute to upper management for good faith negotiations for ten (10) calendar days, and if not resolved, then the Parties agree to participate in at least one session of mediation, as needed, in an effort to resolve the dispute. The Parties agree to split the mediator's fees equally, but each Party shall bear its own legal fees for the mediation. The mediation shall be administered by a mutually agreeable mediation service and shall be held in Cameron County, Texas, unless Brownsville PUB agrees to another location.

29. Amendments.

No amendment to, or modification or termination of this Contract is effective unless it is in writing, identified as an amendment to or modification or termination of this Contract, and signed by an authorized representative of each Party.

30. Independent Contractor.

A. It is understood and acknowledged that the Services which Service Provider will provide to Brownsville PUB hereunder shall be in the capacity of an independent contractor and not as an employee or agent of Brownsville PUB. Service Provider shall control the conditions, time, details, and means by which Service Provider performs the Services. Brownsville PUB shall have the right to inspect the work of Service Provider solely for the purpose of determining whether the work is completed according to this Contract and any applicable Work Order.

B. Service Provider has no authority to commit, act for or on behalf of Brownsville PUB, or to bind Brownsville PUB to any obligation or liability.

C. Service Provider shall not be eligible for and shall not receive any employee benefits from Brownsville PUB and shall be solely responsible for the payment of all taxes, FICA, federal and state unemployment insurance contributions, state disability premiums, and all similar taxes and fees relating to the fees earned by Service Provider hereunder.

31. Counterparts.

This Contract may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. Notwithstanding anything to the contrary in Section 9, a signed copy of this Contract delivered by facsimile, email, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Contract.

IN WITNESS WHEREOF, the Parties have caused this Contract to be executed as of the Effective Date by their respective officers thereunto duly authorized.

[ENTER CONTRACTOR’S NAME]

By: \_\_\_\_\_  
[NAME OF AUTHORIZED SIGNER]  
[TITLE OF SIGNER]

PUBLIC UTILITIES BOARD OF THE  
CITY OF BROWNSVILLE, TEXAS

By: \_\_\_\_\_  
Marilyn D. Gilbert, MBA  
General Manager and CEO

**EXHIBIT "A"**

**SCOPE OF SERVICES FOR  
PROJECT/TYPE OF SERVICES TO BE PROVIDED**

Refer to **PROJECT/TYPE OF SERVICES** proposal submitted by **[ENTER CONTRACTOR'S NAME]** dated **Month/Day/Year**\_\_\_\_\_, the terms of which are incorporated herein by this reference.

**ADD SCOPE OF SERVICES**

## EXHIBIT “B”

### COMPENSATION FOR PROJECT/TYPE OF SERVICES TO BE PROVIDED

Service Provider proposes to perform the work and services described above through the **PROJECT/TYPE OF SERVICES TO BE PROVIDED** project. Service Provider will establish Project requirements, determine Project policy matters, ensure satisfactory completion of the work and services, and be directly responsible for the Project. Service Provider shall not be reassigned away from this engagement without the prior written consent of Brownsville PUB.

Service Provider proposes to perform all work and services described in Exhibit “A” Scope of Services, for the estimated cost of **\$XX,XXX.XX**. Invoices will be submitted monthly. Should the work and Services be completed for less than that amount, Brownsville PUB will only be billed for actual work and services completed. All actual out of pocket expenses incurred in the course of this engagement will be billed at actual cost for reimbursement by Brownsville PUB. Service Provider is willing to adjust the proposed scope and the related fee to meet the specific needs of Brownsville PUB. Total billings for this work scope shall not exceed the above estimate **without Brownsville PUB’s written approval**.

**ADD FEES/OTHER RELATED FEES APPLICABLE TO CONTRACT, i.e., Hourly Rate Schedule**

**EXHIBIT “C”**

**SCHEDULE FOR  
PROJECT/TYPE OF SERVICES TO BE PROVIDED**

Service Provider understands that the scope of services outlined herein should be completed within. Service Provider proposes to initiate the Project after both parties have signed the contract, subject to Brownsville PUB’s written authorization to proceed. It is understood that Service Provider’s ability to complete the tasks within the established time frame is dependent, in large part, on the receipt of any existing, available, and necessary data from Brownsville PUB at the beginning of the Project, and Brownsville PUB’s timely response with review comments and input.

The term of this contract shall be from Month/Day/Year through Month/Day/Year.

**Attachment 1**

**Service Provider's Service Providers**

## FACILITY MAINTENANCE PROJECTS

A Job Safety Analysis ("JSA") form is to be completed, executed, and submitted by the Service Provider prior to entering into a contractual agreement with the Brownsville PUB. The JSA form will be valid for a period of one (1) month after which an updated JSA form is to be completed, executed and submitted by the Service Provider to the Brownsville PUB. The completed JSA form must be included along with other Contract documents included herein. Below is a sample form. Original form will be provided to Service Provider prior to commencing work. Assistance in completing this form is available from Adolfo Vasquez, BPUB Safety Department at (956) 983-6254.



### JOB SAFETY ANALYSIS FORM

<b>PROJECT NAME:</b> █		<b>DATE:</b> █
<b>PROJECT CONTRACTOR:</b> █	<b>POINT OF CONTACT &amp; TEL #:</b> █	<b>ANALYSIS BY:</b> █
<b>BPUB DEPARTMENT:</b> █	<b>SECTION:</b> █	<b>REVIEWED BY:</b> █
<b>REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:</b> █		<b>APPROVED BY:</b> █
<b>SEQUENCE OF BASIC JOB STEPS</b> <i>Beware of being too detailed; record only the information needed to describe each job action. Rule of thumb, nor more than 10 steps/task being evaluated.</i>	<b>POTENTIAL ACCIDENTS OR HAZARDS</b> <i>HAZARD CLASSIFICATION CATEGORIES: Struck By/Against, Caught In/Between, Slip, Trip, or Fall, Overexertion, Ergonomic (Awkward Postures, Excessive Force, Vibration, Repetitive Motion)</i>	<b>RECOMMENDED SAFE JOB PROCEDURE</b> <i>HAZARD CONTROL CATEGORIES: Engineer Out (New Way to Do, Change Physical Conditions or Work Procedures, Adjust/Modify/Replace Work Station Components/Tools, Decrease Performance Frequency), Personal Protective Equipment (PPE), Training, Improve Housekeeping.</i>
• █	• █	• █
• █	• █	• █
• █	• █	• █
• █	• █	• █
• █	• █	• █

• █	• █	• █
• █	• █	• █
• █	• █	• █

### JOB SAFETY ANALYSIS WORKSHEET

Comments:

█

Contractor Representative & Title	Signature	Date
█		█
█		█
█		█



**BROWNSVILLE**  
**PUBLIC UTILITIES BOARD**

**NOTICE TO PROCEED**

DATE: (Insert Date)

VIA OVERNIGHT MAIL

TO: (Insert Service Provider's Information)

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

**RE: B020-26, FACILITY MAINTENANCE PROJECTS**

Dear \_\_\_\_\_:

The Brownsville PUB has received the executed Service Contract, Performance Bond, Payment Bond, and required insurance certificates; therefore, this Notice to Proceed letter is being issued to proceed with the **FACILITY MAINTENANCE PROJECTS**. As of \_\_\_\_\_, 20\_\_, you are to start performing your obligations under the Contract Documents. The duration of this Contract is for one year (365 calendar days) in length and will end one year from the date of this letter. As you proceed, and find the need for any information or assistance, please contact Robert Rojas at (956) 983-6685.

Thank you,

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

## REQUIRED FORMS CHECKLIST

The following forms are to be submitted as a part of the Bid/RFP/RFQ document

NAME	FORM DESCRIPTION	SUBMITTED WITH BID	
		YES	NO
Legal Notice	Acknowledgement Form	<input type="checkbox"/>	<input type="checkbox"/>
	Debarment Certification	<input type="checkbox"/>	<input type="checkbox"/>
	Ethics Statement	<input type="checkbox"/>	<input type="checkbox"/>
	Conflict of Interest Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of Interested Party Form 1295	<input type="checkbox"/>	<input type="checkbox"/>
	Residence Certification Form	<input type="checkbox"/>	<input type="checkbox"/>
	State Law Verification	<input type="checkbox"/>	<input type="checkbox"/>
	House Bill 89	<input type="checkbox"/>	<input type="checkbox"/>
	W9 or W8 Form	<input type="checkbox"/>	<input type="checkbox"/>
Special Instructions	Bid Schedule/Cost sheet completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
	Cashier Check or Bid Bond of 5% of Total Amount of Bid (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	OSHA 300 Log (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	Contractor Pre-Bid Disclosure completed, signed and notarized (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	Sub-Contractor Pre-Bid Disclosure completed, signed, and notarized (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
References	Complete the Previous Customer Reference Worksheet for each reference provided	<input type="checkbox"/>	<input type="checkbox"/>
Addenda			

**ETHICS STATEMENT**

**(THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED WITH BID RESPONSE)**

The undersigned bidder, by signing and executing this bid, certifies and represents to the Brownsville Public Utilities Board that bidder has not offered, conferred or agreed to confer any pecuniary benefit, as defined by (1.07 (a) (6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment of advantage relating to this bid; the bidder also certifies and represents that the bidder has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this bid, the bidder certifies and represents that bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Brownsville Public Utilities Board concerning this bid on the basis of any consideration not authorized by law; the bidder also certifies and represents that bidder has not received any information not available to other bidders so as to give the undersigned a preferential advantage with respect to this bid; the bidder further certifies and represents that bidder has not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that bidder will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Brownsville Public Utilities Board in return for the person having exercised their person's official discretion, power or duty with respect to this bid; the bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent, or employee of the Brownsville Public Utilities Board in connection with information regarding this bid, the submission of this bid, the award of this bid or the performance, delivery or sale pursuant to this bid.

**THE BIDDER SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE BROWNSVILLE PUBLIC UTILITIES BOARD, ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDING, COSTS, DAMAGES, AND LIABILITIES, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY ACTS OR OMISSIONS OF CONTRACTOR OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF CONTRACTOR IN THE EXECUTION OR PERFORMANCE OF THIS BID.**

I have read all of the specifications and general bid requirements and do hereby certify that all items submitted meet specifications.

COMPANY: \_\_\_\_\_  
AGENT NAME: \_\_\_\_\_  
AGENT SIGNATURE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ TELEFAX: \_\_\_\_\_  
FEDERAL ID#: \_\_\_\_\_ AND/OR SOCIAL SECURITY #: \_\_\_\_\_

**DEVIATIONS FROM SPECIFICATIONS IF ANY:**

**NOTE: QUESTIONS AND CONCERNS FROM PROSPECTIVE CONTRACTORS SHOULD BE RAISED WITH OWNER AND ITS CONSULTANT (IF APPLICABLE) AND RESOLVED IF POSSIBLE, PRIOR TO THE BID SUBMITTAL DATE. ANY LISTED DEVIATIONS IN A FINALLY SUBMITTED BID MAY ALLOW THE OWNER TO REJECT A BID AS NON-RESPONSIVE.**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED WITH BID RESPONSE)**

Name of Entity: \_\_\_\_\_

The prospective participant certifies to the best of their knowledge and belief that they and their principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d) Have not within a three year period preceding this application/bid had one or more public transactions (Federal, State, or Local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this bid or termination of the award. In addition, under 18 USC Section 1001, a false statement may result in a fine up to a \$10,000.00 or imprisonment for up to five (5) years, or both.

---

\_\_\_\_\_  
Name and Title of Authorized Representative (Typed)

---

\_\_\_\_\_  
Signature of Authorized Representative

---

\_\_\_\_\_  
Date

---

**I am unable to certify to the above statements. My explanation is attached**



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

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
  - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
  - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
  - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
  - (B) that the vendor has given one or more gifts described by Subsection (a); or
  - (C) of a family relationship with a local government officer.

***CERTIFICATE OF INTERESTED PARTIES-FORM 1295***

Special message: Please read the Special Notification regarding HB 1295 effective January 1, 2016, implemented by the Texas Ethics Commission, which requires business entities to provide a completed Form 1295 to Brownsville PUB with signed contracts in order to execute them.

In 2015, the Texas Legislature adopted House Bill 1295. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

To implement the law, the Texas Ethics Commission (TEC) adopted new rules necessary to prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form, Form 1295, on October 5, 2015. The commission also adopted new rules as part of Chapter 46 of the Texas Administrative Code on November 30, 2015.

On January 1, 2016, TEC made a new filing application available on their website for business entities to use to both create and file Form 1295. Business entities will enter the required information on Form 1295 within the application and print a copy of the completed form, which will include a certification of filing with a unique certification number. An authorized agent of the business entity will need to sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be included with the signed contract to the governmental body or state agency in order for the governmental body to execute the contract.

Brownsville PUB will then notify the commission, using TEC's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract.

TEC will then post the business entity's completed Form 1295 to its website within seven (7) business days after receiving notice from Brownsville PUB acknowledging that it was received.

To obtain additional information on HB 1295, to learn more about TEC's process to create a new account or to complete an electronic version of Form 1295 for submission with a signed contract, please go to the following link: [https://ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

NOTE: IF AWARDED THIS CONTRACT, FORM 1295 WILL BE SUBMITTED AT THE TIME THE SIGNED CONTRACT IS SUBMITTED TO BPUB.             YES  NO

# CERTIFICATE OF INTERESTED PARTIES

# FORM 1295

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

OFFICE USE ONLY

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

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

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

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

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

**6 UNSWORN DECLARATION**

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

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

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

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

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

**ADD ADDITIONAL PAGES AS NECESSARY**

**BROWNSVILLE PUBLIC UTILITIES BOARD**  
**RESIDENCE CERTIFICATION**

In accordance with Art. 601g, as passed by the 1985 Texas Legislature, the following will apply. The pertinent portion of the Act has been extracted and is as follows:

Section 1. (a)

(1) "Nonresident bidder" means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(2) "Texas resident bidder " means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section 1. (b)

The state or governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchases of supplies, materials or equipment to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that \_\_\_\_\_  
(Company Name) is a **resident Texas bidder** as defined in Art. 601g.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

I certify that \_\_\_\_\_  
(Company Name) is a **nonresident bidder** as defined in Art. 601g. and our principal place of  
business is: \_\_\_\_\_  
(City and State)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Organization Name  
State Law Verifications

I, \_\_\_\_\_ (Person's name), the undersigned representative of (Company or Business name) \_\_\_\_\_ (hereafter referred to as the "Company") being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath as follows:

- **IRAN, SUDAN AND FOREIGN TERRORIST ORGANIZATIONS:** By submission of a response to City of Brownsville Public Utilities Board ("BPUB") Request for bid B020-26 (the "RFB"), the responding Company represents that, to the extent this proposal submission or any contracts executed in response to this proposal constitutes a governmental contract within the meaning of Section 2252.151 of the Texas Government Code, as amended, solely for purposes of compliance with Section 2252.152 of the Texas Government Code, and except to the extent otherwise required by applicable federal law, neither the responding Company, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the Company is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code.
- **ANTI-BOYCOTT ISRAEL VERIFICATION:** By submission of a response to the BPUB RFB, the responding Company represents that, to the extent this proposal submission, or any contracts executed in response to this proposal, constitutes a contract for goods or services within the meaning of Section 2271.002 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2271 of the Texas Government Code, and subject to applicable federal law, including without limitation, 50 U.S.C. Section 4607, the responding Company, as well as any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the Company, (1) does not boycott Israel and (2) will not boycott Israel through the term of any such contract. The term "boycott Israel" as used in this paragraph has the meaning assigned to such term in Section 808.001 of the Texas Government Code, as amended.
- **VERIFICATION REGARDING NO DISCRIMINATION AGAINST FIREARMS:** By submission of a response to the BPUB RFQ, the responding Company represents that, to the extent this proposal submission, or any contracts executed in response to this proposal, constitutes a contract for goods or services for which a written verification is required under Section 2274.002, Texas Government Code (as added by Senate Bill 19, 87th Texas Legislature, Regular Session), as amended, the responding Company hereby verifies that it, as well as any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the Firm, (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of any such contract against a firearm entity or firearm trade association. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code (as added by Senate Bill 19, 87th Texas Legislature, Regular Session), as amended, to the extent such section does not contravene



House Bill 89 Verification

I, \_\_\_\_\_(Person name), the undersigned representative of (Company or Business name)\_\_\_\_\_

\_\_\_\_\_ (hereafter referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named- above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

- 1. Does not boycott Israel currently; and
- 2. Will not boycott Israel during the term of the contract providing that:
  - (1) "company" does not include a sole proprietorship; and
  - (2) the law applies only to a contract that:
    - (a) is between a governmental entity and a company with 10 or more full-time employees; and
    - (b) has a value of \$100,000 or more that is to be paid wholly or partly from public funds or the governmental entity

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

\_\_\_\_\_  
DATE SIGNATURE OF COMPANY REPRESENTATIVE

On this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared

\_\_\_\_\_, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL \_\_\_\_\_

NOTARY SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_



**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
	<b>2</b>	Business name/disregarded entity name, if different from above.
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____
	<b>4</b>	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions.
	<b>6</b>	City, state, and ZIP code
<b>7</b>	List account number(s) here (optional)	Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>																					
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<b>OR</b>																					
<b>Employer identification number</b>																					
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**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Form **W-8BEN-E**

(Rev. October 2021)  
 Department of the Treasury  
 Internal Revenue Service

**Certificate of Status of Beneficial Owner for  
 United States Tax Withholding and Reporting (Entities)**

▶ For use by entities. Individuals must use Form W-8BEN. ▶ Section references are to the Internal Revenue Code.  
 ▶ Go to [www.irs.gov/FormW8BENE](http://www.irs.gov/FormW8BENE) for instructions and the latest information.  
 ▶ Give this form to the withholding agent or payer. Do not send to the IRS.

OMB No. 1545-1621

**Do NOT use this form for:**

- U.S. entity or U.S. citizen or resident . . . . . W-9
- A foreign individual . . . . . W-8BEN (Individual) or Form 8233
- A foreign individual or entity claiming that income is effectively connected with the conduct of trade or business within the United States (unless claiming treaty benefits) . . . . . W-8ECI
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (unless claiming treaty benefits) (see instructions for exceptions) . . . . . W-8IMY
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession claiming that income is effectively connected U.S. income or that is claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (unless claiming treaty benefits) (see instructions for other exceptions) . . . . . W-8ECI or W-8EXP
- Any person acting as an intermediary (including a qualified intermediary acting as a qualified derivatives dealer) . . . . . W-8IMY

**Instead use Form:**

**Part I Identification of Beneficial Owner**

1 Name of organization that is the beneficial owner	2 Country of incorporation or organization
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3 Name of disregarded entity receiving the payment (if applicable, see instructions)

4 Chapter 3 Status (entity type) (Must check one box only):

<input type="checkbox"/> Simple trust	<input type="checkbox"/> Tax-exempt organization	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership
<input type="checkbox"/> Central Bank of Issue	<input type="checkbox"/> Private foundation	<input type="checkbox"/> Complex trust	<input type="checkbox"/> Foreign Government - Controlled Entity
<input type="checkbox"/> Grantor trust	<input type="checkbox"/> Disregarded entity	<input type="checkbox"/> Estate	<input type="checkbox"/> Foreign Government - Integral Part
	<input type="checkbox"/> International organization		

If you entered disregarded entity, partnership, simple trust, or grantor trust above, is the entity a hybrid making a treaty claim? If "Yes," complete Part III.  Yes  No

5 Chapter 4 Status (FATCA status) (See instructions for details and complete the certification below for the entity's applicable status.)

<input type="checkbox"/> Nonparticipating FFI (including an FFI related to a Reporting IGA FFI other than a deemed-compliant FFI, participating FFI, or exempt beneficial owner).  <input type="checkbox"/> Participating FFI. <input type="checkbox"/> Reporting Model 1 FFI. <input type="checkbox"/> Reporting Model 2 FFI. <input type="checkbox"/> Registered deemed-compliant FFI (other than a reporting Model 1 FFI, sponsored FFI, or nonreporting IGA FFI covered in Part XII). See instructions.  <input type="checkbox"/> Sponsored FFI. Complete Part IV. <input type="checkbox"/> Certified deemed-compliant nonregistering local bank. Complete Part V. <input type="checkbox"/> Certified deemed-compliant FFI with only low-value accounts. Complete Part VI. <input type="checkbox"/> Certified deemed-compliant sponsored, closely held investment vehicle. Complete Part VII. <input type="checkbox"/> Certified deemed-compliant limited life debt investment entity. Complete Part VIII. <input type="checkbox"/> Certain investment entities that do not maintain financial accounts. Complete Part IX. <input type="checkbox"/> Owner-documented FFI. Complete Part X. <input type="checkbox"/> Restricted distributor. Complete Part XI.	<input type="checkbox"/> Nonreporting IGA FFI. Complete Part XII. <input type="checkbox"/> Foreign government, government of a U.S. possession, or foreign central bank of issue. Complete Part XIII.  <input type="checkbox"/> International organization. Complete Part XIV. <input type="checkbox"/> Exempt retirement plans. Complete Part XV. <input type="checkbox"/> Entity wholly owned by exempt beneficial owners. Complete Part XVI. <input type="checkbox"/> Territory financial institution. Complete Part XVII. <input type="checkbox"/> Excepted nonfinancial group entity. Complete Part XVIII. <input type="checkbox"/> Excepted nonfinancial start-up company. Complete Part XIX. <input type="checkbox"/> Excepted nonfinancial entity in liquidation or bankruptcy. Complete Part XX.  <input type="checkbox"/> 501(c) organization. Complete Part XXI. <input type="checkbox"/> Nonprofit organization. Complete Part XXII. <input type="checkbox"/> Publicly traded NFFE or NFFE affiliate of a publicly traded corporation. Complete Part XXIII. <input type="checkbox"/> Excepted territory NFFE. Complete Part XXIV. <input type="checkbox"/> Active NFFE. Complete Part XXV. <input type="checkbox"/> Passive NFFE. Complete Part XXVI. <input type="checkbox"/> Excepted inter-affiliate FFI. Complete Part XXVII. <input type="checkbox"/> Direct reporting NFFE. <input type="checkbox"/> Sponsored direct reporting NFFE. Complete Part XXVIII. <input type="checkbox"/> Account that is not a financial account.
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6 Permanent residence address (street, apt. or suite no., or rural route). **Do not use a P.O. box or in-care-of address** (other than a registered address).

City or town, state or province. Include postal code where appropriate.	Country
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7 Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate.	Country
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