

VENDOR IFB CHECKLIST

1. _____ **Read the entire document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; licensing requirements; contractual requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note the Procurement Manager's name, address, phone number and email address.** This is the only person you are allowed to communicate with regarding the IFB.
3. _____ **Attend the pre-proposal conference.** These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the Department of any ambiguities, inconsistencies, or errors in the IFB. There are no minutes or recordings of these meetings.
4. _____ **Take advantage of the "question and answer" period.** Submit your questions to the Procurement Manager by the due date listed in the schedule and view the answers given in the formal addenda issued for the IFB. All addenda issued for the IFB are posted on the website at www.brookscity-base.com and will include all questions asked and responses concerning the IFB.
5. _____ **Follow the format required in the IFB** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume the BDA will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with BDA. The proposals are evaluated based solely on the information and materials provided in your response.
7. _____ **Use the forms provided**, i.e., references form, conflict of interest questionnaire, etc.
8. _____ **Use the Proposal Checklist.** It lists all the documents that must be included with the submittal. **It is located on page 55 of the IFB.** Please note, failure to submit completed forms and information as required by this IFB may result in the Respondent's proposal being deemed non-responsive.
9. _____ **Check the BDA website for IFB Addenda.** It is the vendor's responsibility to check the BDA website at www.brookscity-base.com for any addenda issued for this IFB.
10. _____ **Review and read the IFB document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
11. _____ **Submit your response on time.** Note all the dates and times listed on the Schedule and within the document, and submit all required items on time. **Late proposal responses are not accepted.**

**INVITATION FOR BID
FOR
BUILDING 570 PARKING LOT LIGHTING
Bid #02172016-008**

February 17, 2016

Proposals will be received by the BROOKS DEVELOPMENT AUTHORITY at 3201 Sidney Brooks, San Antonio, TX 78235 until 10AM CST, on March 11, 2016 for the parking lot lighting at Building 570 in accordance with the Scope of Work, Plans and Specifications.

Proposals may be downloaded at www.brookscity-base.com.

Sealed Envelopes containing proposals are to be addressed as follows:

Brooks Development Authority- IFB for Building 570 Parking Lot Lighting
ATTN: Lucynda Massey, Procurement Manager
3201 Sidney Brooks
San Antonio, Texas 78235:

“BDA reserves the right to reject any or all Proposals and reserves the right to issue a subsequent Invitation for Bid or cancel the entire Invitation for Bid process. BDA reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such clarification is deemed desirable by BDA. BDA reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, to select candidates for interview, or to reject any or all submittals should it be deemed in BDA’s best interest. BDA reserves the right to negotiate with any, all or none of the Respondents.”



INVITATION FOR BID
TYPE OF BID

FOR

BUILDING 570 PARKING LOT LIGHTING
BID #02172016-008
PROJECT

FEBRUARY 17, 2016
ISSUE DATE

FEBRUARY 29, 2016
11:00 am

*** MANDATORY PRE-PROPOSAL MEETING:**
3201 SIDNEY BROOKS
SAN ANTONIO, TX 78235

FINAL QUESTIONS ARE DUE BY 10 AM ON MARCH 3, 2016. THERE WILL BE
NO EXCEPTIONS FOR LATE QUESTIONS.

RESPONSES TO ALL QUESTIONS WILL BE POSTED TO THE WEBSITE
BY THE END OF BUSINESS ON MARCH 7, 2016.

MARCH 11, 2016
10:00 AM
SUBMITTAL DEADLINE
3201 SIDNEY BROOKS
SAN ANTONIO, TX 78235

***BDA will not take minutes or record this meeting.**

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**INVITATION FOR BID (IFB)
FOR
BUILDING 570 PARKING LOT LIGHTING
BROOKS DEVELOPMENT AUTHORITY (BDA)**

I. GENERAL INFORMATION

The purpose of this IFB is to solicit a qualified general contractor for the installation of site lighting in parking areas partially surrounding building 570 in accordance with Appendix C – Scope of Work, the Plans and Specifications. **Project plans and specifications are available on the website or they may be picked up at Thomas Reprographics (1223 Arion Parkway, San Antonio, TX 78216; 210-829-7000). It is the responsibility of the Respondent to acquire/pay for a set of plans and specifications.**

The estimated project budget is \$160,000. It is understood that this work must be completed in full no later than 60 days after issuance of the Notice to Proceed.

BDA is a Defense Based Authority and Political Subdivision of the State of Texas created by the San Antonio City Council pursuant to the provisions of Chapter 379B of the Texas Local Government Code by resolution 2001-36-39. BDA is governed by an eleven (11) member board of directors appointed by the San Antonio City Council. BDA staff is charged with overseeing the management, marketing, and development, leasing and selling the real property of Brooks City Base (BCB) project. BDA's overall mission is to promote, develop, and sustain BC-B as a vibrant community and catalyst for progressive economic development and prosperity.

II. SCOPE OF WORK (SOW)

See Appendix C. **It is understood that this work must be completed in full no later than 60 days after issuance of the Notice to Proceed.**

III. SCHEDULE

The proposal phase schedule is as follows:

BDA Releases IFB	February 17, 2016
Mandatory Pre-Bid Conference	February 29, 2016 @ 11:00 am
Questions Due	March 3, 2016 @ 10:00 am
Questions Posted	March 7, 2015 @ 4:00 pm
Proposals Due	March 11, 2016 @ 10:00 am

- i. Contractor must attend the **Mandatory** Pre-Bid meeting (**BDA will not take minutes or record this meeting**).
- ii. It is imperative that contractor read/review the Scope of Work, Specifications and Plans. Please bring all necessary personnel and equipment (i.e. tape measure, ladder, etc.) to the Pre-Bid meeting.

- iii. Written questions may be submitted, but will not be answered individually. A comprehensive list of all inquiries received by 10:00 am, March 3, 2016, will be answered and posted on the BDA website by 4:00 pm on March 7, 2016. **Under no circumstances will questions be taken after this time and date.**

IV. PROCEDURES FOR SUBMISSION

- a. IFB must be submitted (One Copy) in a **sealed** envelope prior to 10:00 am on March 11, 2016 (**SUBMISSIONS WILL NOT BE ACCEPTED AFTER THIS DEADLINE. SUBMISSIONS TRANSMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**), marked on the outside as follows:

Brooks Development Authority BID #02112016-008
Attn: Procurement Manager
3201 Sidney Brooks
San Antonio, Texas 78235

Please do not modify the IFB (i.e. convert documents into word format). Handwrite or type on the forms provided.

- b. Responses submitted shall constitute an offer for a period of ninety (90) days or until selection is made by BDA Board.

V. IFB REQUIREMENTS AND SELECTION PROCESS:

It is the BDA's desire to award a contract to the firm offering the best value to the BDA. Selection will be based on the contractor completing **all** Appendices and meeting the requirements stated in the Appendix C - Scope of Work, the Plans and Specifications.

VI. INQUIRIES

1. All inquiries shall be submitted in writing to Lucynda Massey, Procurement Manager, at facsimile (210) 678-3338 or by email to lucynda.massey@brookscity-base.com with a CC to Valerie Humphreys, Procurement Analyst at valerie.humphreys@brookscity-base.com.
 - a. **Please do not send questions to any other individual except those listed;**
 - b. A confirmation email will be provided upon receipt of email. If a confirmation is not received within 24 hours please contact the BDA office at 210-678-3300.
2. All inquiries submitted in writing will result in written responses posted to the BDA website: www.brookscity-base.com.
3. **Upon issuance of the IFB, beside written inquiries as described above, other employees and representatives of the BDA will not answer questions or otherwise discuss the contents of the IFB with any potential vendor or their representatives. Failure to observe this restriction may**

result in the disqualification of any subsequent response. This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this proposal.

4. All inquiries are due by the date and time outlined in the schedule; inquiries received after that date and time shall not receive a response.

VI. STANDARD TERMS AND CONDITIONS

A. Affirmation

The Respondent affirms that they are duly authorized to execute the proposed contract, that this company, corporation, firm, partnership or individual has not prepared this offer in collusion with any other Respondent, and that the contents of this offer as to prices, terms or conditions of said offer have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the opening of the bid or official award of this contract, as applicable.

B. Standards

The awarded Consultant shall agree that the performance of work and services under this IFB shall conform to high professional standards.

C. Technical Specifications

All services acquired under this IFB must meet or exceed the specifications stated in Appendix C - Scope of Work, the Specifications and Plans.

D. Record Keeping and Inspection of Records

The awarded Contractor shall maintain, and to the extent appropriate and, where applicable, shall require all subcontractor(s) to maintain, books, records and other compilations of data pertaining to the performance and compliance with the provisions and requirements of this IFB, to the extent and in such detail as shall properly substantiate claims for payment. Such records shall include among other things, time sheets, payroll calculations and checks, and employee personnel records. BDA, its employees and its agents, including properly authorized independent quality assurance contractors, and BDA officials such as BDA Auditor or its duly authorized representatives, shall have the right, at reasonable times and upon reasonable notice, to examine or audit the work products, books, records, and other compilations of data of the awarded Contractor which pertain to the performance of the provisions and requirements of the Contract. During the course of the Contract, access to these items shall be provided at the awarded Contractor's office at all reasonable times. Such access shall include on-site audits, review and copying of records, and inspection of records at awarded Contractor's offices.

E. Termination for Cause

Without prejudice to any other legal or equitable right or remedy that BDA would otherwise possess hereunder or as a matter of law, BDA upon giving the awarded Contractor five (5) calendar days prior written notice of termination shall be entitled to terminate this Agreement in its entirety at any time for the following:

1. If the awarded Contractor becomes insolvent, files for bankruptcy protection, or makes a general assignment for the benefit of creditors, or
2. If a receiver, trustee or liquidator, is appointed for any of Contractor's property or income; or
3. If the awarded Contractor shall fail to perform the work, or any part thereof, with diligence necessary to insure its progress and completion as prescribed by the time schedules; or
4. If the awarded Contractor shall fail to remedy any default within thirty (30) calendar days after BDA provides Contractor with a written notice of said default; or
5. If the awarded Contractor shall fail, for any reason, to make payments due under the Contract, if any; or
6. If the awarded Contractor commits a substantial default under any of the terms, provisions, conditions, or covenants contained in this Agreement BDA has the exclusive right to determine if Contractor is in substantial default under the Contract.

F. Other Termination

This Contract may be terminated in the event that federal, state laws, or BDA resolution or other requirements (including rules, regulations, and other stipulations) should be amended or judicially interpreted so as to render continued performance of this contract, by either party, unreasonable or impossible.

G. No Cost Reimbursement

BDA will not reimburse any Respondent for any costs and expenses associated with the preparation of a proposal submittal or for travel expenses for a formal presentation or interview in response to this IFB.

H. Conflict of Interest Disclosure

Respondent warrants and certifies that it, its individual officers, employees and agents are neither officers nor employees of BDA or any BDA agencies. Respondent further warrants and certifies that it, its individual officers, employees and agents do not have a prohibited financial interest as proscribed by the Ethics Code of the State of Texas. An officer or employee has a "prohibited financial interest" in a Contract with BDA or in the sale to BDA of materials, supplies, or service, if any of the following individuals or entities is a party to the sale: BDA officer or employee; his or her parent, child, or spouse.

I. Independent Contractor

It is expressly understood and agreed that the Respondent, if selected, and all persons designated by it to provide services in connection with this engagement is and shall be deemed to be an independent contractor, responsible for its respective acts or omissions, and that BDA shall in no way be responsible therefore and that neither party hereto has authority to bind the other or to hold out to third parties that it has the authority to bind the other.

J. Incomplete Response

Failure to submit completed forms and information as required by this IFB may result in the Respondent's proposal being deemed non-responsive. Please see the Proposal Checklist located on page 55 of the IFB.

K. Ownership of Records

All Proposals and any related documents received in response to this Request for Proposal shall become the property of BDA without any restriction on usage and are non-returnable. Respondent may maintain a copy of any such material for their records. BDA shall own the entire copyright of whatever nature or extent and in all media whatsoever to any documents (records) produced through the expenditure of public funds as provided by Section 201.005, Texas Local Government Code.

L. Texas Public Information Act

Respondent acknowledges that all information submitted to BDA in response to this IFB is subject to the Texas Public Information Act. All responses become property of BDA upon receipt and will not be returned. Any information deemed to be confidential by the Respondents should be clearly noted on the page or pages where such confidential information is contained; however, BDA cannot guarantee that it will not be compelled to disclose all or part of said information as part of a public record under the Act, since information deemed to be confidential by the Respondent may not be considered confidential under Texas law.

M. BDA Reservation of Rights

BDA reserves the right to reject any or all Proposals and reserves the right to issue a subsequent IFB or cancel the entire Request for Proposal process. BDA reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such clarification is deemed desirable by BDA. BDA reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, to select candidates for interview, or to reject any or all submittals should it be deemed in BDA's best interest. BDA reserves the right to negotiate with any, all or none of the Respondents.

N. No Contract or Agreement

The purpose of this IFB is to provide BDA with information pertinent to the firm. This information will be utilized by BDA to determine if a firm is eligible to conduct business with BDA. Nothing in this IFB, whether explicitly or implicitly presented, should be construed by any firm as the basis for a contractual arrangement. Submission of a Proposal does not commit BDA to investigate or invite further written or oral presentations from perspective firm nor does it commit BDA to award a contract to any Respondent. Final award and approval of a contract, if any, is subject to BDA board approval.

O. Contract Continuity/Transitional Period

In the event the services are scheduled to end either by contract expiration or by termination by BDA (at BDA's discretion), it shall be incumbent upon the contractor to continue the service, if requested by BDA, until new services can be completely operational. At no time shall this transitional period extend more than one hundred and eighty (180) days beyond the expiration date of the existing contract. The Contractor will be reimbursed for this service at the rate in effect when this transitional period clause is invoked by BDA.

VIII. SPECIAL TERMS AND CONDITIONS

1. Contract Term

- a. The Contract term resulting from this IFB shall be determined upon award of the contract.
- b. BDA reserves the right to extend the term of the contract in 30 day increments not to exceed 90 days, provided, the BDA shall give the Contractor a preliminary written notice of its intent to extend at least ten (10) days before the contract expires. The preliminary notice does not commit BDA to an extension.
- c. BDA reserves the right to terminate this Contract at any time by giving at least thirty (30) days' notice in writing. If the contract is terminated by BDA as provided herein, contractor will be paid for the services provided and expenses incurred up to the termination date, if such final compensation is approved by BDA, in its sole discretion.
- d. All representatives made in the proposal will be incorporated into any contract that may be awarded as a result of this bid.
- e. Payments are net 30 days.

2. Contract Labor

The awarded Contractor shall furnish all labor to successfully perform all the requirements as specified under this IFB.

3. Other Awarded Contractor Requirements (as applicable)

The awarded Contractor shall agree to the terms and conditions for the additional items as follows;

a. Prevailing Wage

Comply with the BDA's Procurement Policy concerning Wage and Hour Labor Standard Provision.

1. Prevailing Wage Rate and General Labor Conditions: The Provisions of Chapter 2258, Texas Government Code, are expressly made a part of this contract. The Contractor shall forfeit as a penalty to the BDA sixty dollars (\$60.00) for each laborer, workman, or mechanic employed, for each calendar day, or portion thereof, that such laborer, workman or mechanic is paid less than the said stipulated rates for any work done under said contract, by the contractor or any sub-contractor under him. The establishment of prevailing wage rates pursuant to Chapter 2258, Texas Government Code shall not be construed to relieve the Contractor from his obligation under any Federal or State Law regarding the wages to be paid to or hours worked by laborers, workmen or mechanics insofar as applicable to the work to be performed hereunder. The Contractor, in the execution of this Project, agrees that he shall not discriminate in his employment practices against any person because of race, color, creed, sex or origin. The Contractor agrees that he/she will not engage in employment practices which have the effect of discriminating against employees or prospective employees because of race, color, religion, national origin, sex, age, handicap or political belief or affiliation.
2. Comply with the overtime regulations and pay workers the prevailing wage rate as listed in the wage decision. Wage rates can be located by visiting the following website <http://www.wdol.gov/dba.aspx#0>.
3. The awarded Contractor shall be responsible for securing adequate and appropriate protection of BDA assets;

b. Debarment

1. Respondent certifies that it does not and will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not and will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained;
2. Certifies (in accordance with the Guidelines below) that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency OR where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participation shall attach an explanation to this offer.

GUIDELINES FOR CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

By signing and submitting this offer, the prospective lower tier participant is providing the certification set out below.

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. The prospective lower tier participant shall provide immediate written notice to the person to whom this offer is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transactions, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary

covered transaction, principle, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which the proposal is submitted for assistance in obtaining a copy of those regulations.

4. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency which this transaction originated.
5. The prospective lower tier participant further agrees by submitting this offer that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principles. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally

possessed by a prudent person in the ordinary course of business dealings.

8. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR par 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including and/or debarment.

- c. Safe working area; and
- d. The awarded Contractor is responsible for maintaining a safe work area and securing all tools and materials at the end of each work day. BDA shall not be responsible for or liable to replace any missing items that belong to the awarded Contractor or subcontractor(s)

**APPENDIX A
CONTRACTOR'S VENDOR PROFILE**

1. **Respondent Information:** Provide the following information regarding the Respondent. (NOTE: Co-Respondents are two or more entities proposing as a team or a legally established joint venture with each signing the contract, if awarded. A joint venture is defined as a business undertaking by two or more parties in which profits, losses, and control are shared. Sub-consultants are not Co-Respondents and should not be identified here. If this proposal is a joint venture, provide the required legal formation documentation).

Respondent Name: _____
(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

E-mail address: _____

List here, any other names under which Respondent has operated within the last 10 years. (add space as needed)

- 1.2 **Business Structure:** Check the box that indicates the business structure of the Respondent. **(Please include W9)**

Individual or Sole Proprietorship If checked, list Assumed Name, if any: _____

Partnership

 Corporation If checked, check one: For-Profit Nonprofit
Also, check one: Domestic Foreign

Other If checked, list business structure: _____

- 1.3 **Ownership:** Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes No

- 1.4 Is Respondent authorized and/or licensed to do business in Texas?

Yes No If "Yes", list authorizations/licenses.

1.5 Where is the Respondent's corporate headquarters located? To receive SBEDA credit for a local office, the firm must be headquartered or have a significant presence for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the eight counties that make up the San Antonio Metropolitan Statistical Area (SAMSA), from which 20% of its full-time, part-time and contract employees are regularly based _____.

a. Address (please provide a Google map image): _____

How long has the Respondent conducted business from the headquarters?

State the number of employees at the corporate headquarters. _____

State the number of employees at the local office. _____

1.6 **Branch Office:** Does the Respondent have a physical branch office located within Bexar County (Trailers on construction sites do not count)? A branch office is a non-headquartered business that has a significant presence for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the eight counties that make up the San Antonio Metropolitan Statistical Area (SAMSA), from which 20% of its full-time, part-time and contract employees are regularly based _____.

Yes No If "Yes", respond to **a., b., c., and d.** below:

a. Address (please provide a Google map image):

b. Is this a Post Office (P.O.) Box?

Yes No

c. How long has the Respondent conducted business from its San Antonio office?

Years _____ Months _____

d. State the number of full-time employees at the Branch office. _____

1.7 **Organizational Chart:** Attach a one page copy of your business organizational chart for the portion of your business that will be involved with this project, complete with names and titles, identify as Attachment 1.7.

1.8 **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes No

If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

1.9 **Surety Information:** Has the Respondent ever had a bond or surety canceled or forfeited?

Yes No

If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

1.10 **Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes No

If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

1.11 **LITIGATION DISCLOSURE - Failure to fully and truthfully disclose the information required by this Litigation Disclosure may result in the disqualification of your bid/proposal from consideration or termination of the contract, once awarded.**

A. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes No

B. Have you or any member of your Firm or Team been terminated (for cause or otherwise) from any work being performed for the BDA, the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes No

C. Have you or any member of your Firm or Team been involved in any claim or litigation with the BDA, the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes No

D. Are you currently or in the last five years have you had any litigation with BDA or the City of San Antonio (except to the extent prohibited by law, persons who are engaged in litigation related to Tax Increment Financing (TIF) or Tax Increment Financing Zone (TIRZ) or adversarial proceedings related to TIF or TIRZ against the BDA or the City are ineligible to obtain or continue the use of TIF as principals or participants for the duration of the litigation. A principal or participant includes the TIF applicant, BDA, BDA's contractors, affiliates, sponsors, payroll employees, or relatives of the first degree of consanguinity. Accordingly, the BDA shall not consider a project proposing the use of TIF, designate a TIRZ, enter into any TIF contracts or agreements with, or authorize or make any TIF payments to persons engaged in litigation related to TIF or TIRZ or adversarial proceedings related to TIF or TIRZ with the BDA or the City. Ineligible persons shall be excluded from participating as either participants or principals in all TIF projects during the term of their litigation. "Person" includes an individual, corporation, organization, government or governmental subdivision or agency, business trust, estate, partnership, association, and any other legal entity). (See Appendix H)

Yes No

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page and submitted with your bid/proposal as Attachment 1.12.

2. EXPERIENCE

2.1 Complete **RELEVANT EXPERIENCE LIST** (You may add lines to this form and provide explanations, as necessary)

RELEVANT EXPERIENCE LIST

Name of

Respondent: _____

Date of Project	Name of Project	Type of Contract	Project Type *	Original Contract Amount (in dollars)	Final Contract Amount (in dollars)	Number Change Orders/ Amendments	Location of Project (City/State)	Owner Name	Owner Contact Name	Owner Contact Phone #

2.2 POINT OF CONTACT:

2.2.1 Name of the proposed Point of Contact: _____

2.2.2 Number of years of experience (including previous employment): _____

2.2.3 Number of years employed with this organization _____

2.3 STATEMENT ON PRESIDENT’S EXECUTIVE ORDERS

Has your firm previously performed work subject to the President’s Executive Orders Numbers 11246 and 11375 or any preceding similar executive orders (Numbers 10925 and 11114)?

Yes

No

Contractors/Consultants/Vendors on work paid by federal funds will be required to comply with the president's executive order no. 11246, "Equal Employment Opportunity," as amended by executive order no. 11375, "amending executive order 11246 relating to equal employment opportunity," and as supplemented by regulations at 41 CFR part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department Of Labor.

2.4 Business Type:

NAICS Description: _____

NAICS Number: _____

(Please go to www.naics.com/search to determine NAICS for your organization).

2.5 **IMPORTANT!! PLEASE ATTACH COPIES OF ALL CERTIFICATIONS:**

- a. Are you certified by the **South Central Texas Regional Certification Agency (SCTRCA)** as a Small Business Enterprise (SBE)?

YES ___ NO ___

- b. Are you certified by SCTRCA as a Minority Business Enterprise (MBE)?

YES ___ NO ___ If yes, Certification No. _____

- ___ African American
___ American Indian or Alaskan Native
___ Asian or Pacific Islander
___ Hispanic
___ Two or More Different Minorities

- c. Are you certified by SCTRCA as a Women-Owned Business Enterprise (WBE)?

YES ___ NO ___ If yes, Certification No. _____

- d. Are you certified by SCTRCA as a Disadvantaged Business Enterprise (DBE)?

YES ___ NO ___ If yes, Certification No. _____

If not certified, will your business seek certification?

YES ___ NO ___

Contractors can obtain certification from the entities below:

SOUTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY (SCTRCA) 3201 Cherry Ridge, Ste. C-319, San Antonio, Texas 78230 Office: 210-227-4722, Fax: 210-227-5712, Website: www.sctrca.org

Contractor Signature & Title

Date

APPENDIX B
Brooks Development Authority
General Notes for Construction Contracting
Property Located at Brooks City Base, Texas

A. All work must be performed in accordance, when applicable, to:

- The Project’s Plans and Specifications
- Industry, Manufacturer’s and / or Trades Practices and Standards
- City of San Antonio Building Codes
- Brooks City Base rules and regulations

It is the contractor’s responsibility to be familiar with any and all applicable rules and regulations. The contract will be awarded to either the lowest responsible bidder or to the bidder who provides goods and/or services at the best value for the BDA. In determining best value, BDA may consider price, timeline, reputation, quality, past relationship with BDA, SBEDA requirements, long term cost and any other relevant factors:

- i. BDA reserves the right to accept any item or group of items on this bid, unless the bidder qualifies his/her bid by specific limitations.
- ii. BDA reserves the right to utilize previous purchases as a basis for evaluation of bids when future usages are unable to be determined
- iii. Breaking of tie bids shall be in accordance with the Texas Local Government code §271.901
- iv. Although the information furnished to bidders specified the approximate quantities needed, based on the best available information where a contract is let on a unit price basis, payment shall be based on the actual quantities supplied. BDA reserves the right to delete items, prior to the awarding of the contract, and purchase said items by other means; or after awarding the contract, to increase or decrease the quantities bid.

Contractor’s Subs: It is the Prime Contractor’s responsibility that their subcontractors are made familiar with and can meet these General Notes of Construction Contracting.

B. **Bid Inclusions:** All bids must be inclusive of all costs, listed below, but not limited to, needed to deliver a completed project:

Tax Exempt	Insurances and Bonding	Profits
Supervision	Material	Labor
Equipment	Delivery & Transportation	Off-Loading

Contractor will hold bid for 90 days.

- C. **City Base Security:** Brooks City Base may, without notice, impose additional security requirements that may delay the Contractor, its labor force, and or delivery of materials. It is the responsibility of the Contractor to make any and all accommodations to comply with any and all security requirements.
- D. **City of San Antonio Building Permits:** It is the Contractor's responsibility to make application for and obtain any and all City, State, and / or Federal permits that may be required.
- E. **Demolition:** All debris is to be properly disposed of and removed from Brooks City Base and disposed of in accordance with all laws governing disposal of materials.
- F. **Damage to Existing Conditions:** Prior to commencement of any work, all existing damaged conditions are to be documented and signed off by the Building Manager. Any damaged conditions found not to be documented will be the responsibility of the contractor to restore to pre-existing conditions. Final payment will be withheld pending restoration.
- G. **Safety, Warning and Hazard Barriers:** This work may be performed during normal business hours. In this event, appropriate safety, warning and hazard barriers must be in place in quantities to insure the protection of the public.
- H. **Project Safety:** Each contractor will possess its own Safety Standards that will be enforced by the Contractor's representatives.

At a minimum, one (1) safety meeting will be held at the commencement of the project, to insure that all workers are familiar with the rules and regulations governing the work on this facility, the location of all emergency exits, the location of fire extinguishers, and emergency telephone numbers, as well as the location of the nearest emergency facility.

- I. **Insurance Coverage:**
See Appendix E
- J. **Material Safety Data Sheets:** Prior to commencement of any work, MSDS sheets must be on file with BDA's Vice President of Property Development & Property Management. A list of the required MSDS sheets will be negotiated at the time of award of contract. Prior to the issuance of progress payments, the MSDS sheets will be reviewed for compliance.
- K. **As-Built Drawings:** Prior to issuance of final payment, electronic As-Built Drawings will be required of all work. In the event of demolition, all conditions uncovered by the demolition must be noted. The Vice President of Property Development & Property Management will review these As-Built Drawings.

- L. **Available As-Built Drawings:** BDA's Vice President of Property Development & Property Management makes no warranty as to the accuracy of any furnished As-Built Drawings. It is the contractor's responsibilities to field verify any and all dimensions prior to committing to the contract.
- M. **Work Scheduling:** All work is to be scheduled to impose the least amount of negative impact on the building occupants. Where it is known, that by working after normal duties would be of benefit to the contractor, the contractor will cycle his work crew hours so as not to incur overtime charges which will not be paid unless called out for in the Scope of Work.

The Contractor is to provide the Vice President of Property Development & Property Management with a proposed schedule of the work to be performed in a Microsoft Project format. Upon review and acceptance of this schedule, this schedule is not to be deviated from without written approval of Infrastructure Management.

- N. **Change Orders:** No work outside of the contracted scope of work is to be performed without a written and executed Change Order. This may delay the projects progress. If delays are anticipated, this must be conveyed, in writing, to BDA's Vice President of Property Development & Property Management immediately.
- O. **Invoicing and Payments:** All progress payments are to be made on a standard AIA G702 and G703 or the latest version thereof. All invoices must be accompanied with the Contractor's Partial or Full Lien Waivers before release of payment is made. All invoices and support documents must be delivered to the accounting department no later than the 25th of month for payment within 30 calendar days from receipt of an approved invoice. Rejected invoicing will be returned to the submitter for clarification.
Retainage: On any construction contract valued at more than \$400,000 BDA will deposit in an interest bearing account any retainage on contractor-earned moneys under the contract, if the contract provides for retainage of more than 5% of the periodic payment. BDA will pay the interest earned on that retainage to the prime contractor upon completion of the contract. If retainage is 5% or less, BDA has no legal requirement to pay interest on retainage held. **The Contractor agrees and understands that retainage will not be paid until ALL of the documents referenced in Section E, Page 51, have been received, AND FINAL ACCEPTANCE OF PUBLIC IMPROVEMENTS by necessary public entity.**
- P. **Certified Payroll:** BDA Vice President of Property Development & Property Management will require certified payroll documents per commencement of contract based on prevailing wage requirements.
- Q. **Certificate of Completion:** A Certificate of Completion will be issued by BDA's Vice President of Property Development & Property Management, prior to the release of final payment for the completed contract.

- R. **Warranties and Maintenance:** Upon application of final payment, the Contractor is to issue 1-year warranty and maintenance agreement for labor and materials.
- S. **Sales Tax Exemption:** All materials furnished are exempt from any city, state, or federal taxation. BDA's Construction Coordinator will furnish the contractor an exemption certificate for this work.
- T. **Contractor's Project Supervision:** Contractor is to appoint a qualified Full-Time Project Manager to oversee the daily execution of the project.
- U. **Daily Project Log:** The Project Manager will maintain a project log detailing the daily activities of the project. The log must track, but not be limited to, the daily manpower, equipment, progress, delivery of materials, inspections, and tests, etc. occurring on the project.
- V. **Digging Permits:** The Contractor must notify the Vice President of Property Development & Property Management prior to any excavation in excess of 12". Location of all utilities will be identified by various colors. The Contractor will use **WHITE PAINT** to identify his area of work. **Contact information for white line trenching areas:**
- **DIG TESS Center at Fax# (800) 690-1291**
 - **SAWS at Fax# (210) 233-3877**
 - **Communication Lines: Brooks Dev. Authority Representative (210) 845-2410.**
- W. **Inspections:** Brooks City Base is subject to all rules of the City of San Antonio. All work must be performed in accordance with any and all City of San Antonio Building Codes. BDA's Vice President of Property Development & Property Management will ask to inspect the project at the following periods, but not limited to:
- Rough-Ins: HVAC, Electrical, Plumbing, Carpentry
 - Insulation
 - Concrete Form Work and Rebar Placement
 - Concrete Batch Certificates
 - Drywall
 - Prep for Painting
 - Painting Between Coats
 - Finish-Out and Trim-Out

Y. Indemnification Requirements

See Appendix I

Z. Commencement of Work

- **Contractor shall not commence any work on this project without the following documentation:**
 - a. **a fully executed contract;**
 - b. **a written notice to proceed;**

- c. **The assignment of a Contract/Purchase Order reference number from Brooks Development Authority Finance Department;**
- d. **List of subcontractors (as applicable);**
- e. **Bonds (as applicable); and**
- f. **Certificates of Insurance from Prime and Subcontractors.**

AA. Clarification of Bid Specifications:

- i. If any person contemplating submitting a bid for this contract is in doubt as the true meaning of the specifications, other bid documents, or any part thereof, he/she may submit to the Procurement Manager on or before the following date March 3, 2016 a request for clarification. All such requests for information shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any interpretation of the bid, if made, will be made only by Addendum duly issued. A copy of such Addendum will be posted on the BDA website at www.brookscity-base.com. BDA will not be responsible for any other explanation or interpretation of the proposed bid made or given prior to the award of the contract. Any objections to the specifications and requirements as set forth in this bid must be filed in writing with the Procurement Manager on or before the following date March 3, 2016 prior to the scheduled opening.
- ii. BDA reserves the right to request clarification to assist in evaluating the bidder's response when the bid response is unclear with respect to product pricing, packaging or other factors. The information provided is not intended to change the bid response in any fashion and such information must be provided within two hours from the request.

Please note: Any waiver(s) to these requirements must be in writing and signed by the Procurement Manager.

Appendix C Scope of Work

The project will include installation of new lighting within a three phase project area, limited demolition and trenching for installation of new conduit and electrical utility adjustments (including meter installation if applicable) as required for service in the completed installation as described in the construction documents.

1. All proposed improvements are private and subject to approval by BDA and the Engineer.
2. Contractor is responsible for all trade permits from the City of San Antonio Development Services Department.
3. Contractor shall obtain all counter permits necessary and coordinate with the CPS Energy inspector as required for disconnects and/or reconnection of existing services. Any disruption of services to the building must be coordinated with BDA.
4. All landscaped areas disrupted by the project will be returned to their previous condition as the project is completed.

Project plans and specifications are available on the Brooks City Base website (www.brookscity-base.com) or at Thomas Reprographics (1223 Arion Parkway, San Antonio, TX 78216; 210-829-7000). It is the responsibility of the Respondent to acquire/pay for a set of plans and specifications.

The estimated project budget is \$160,000. It is understood that this work must be completed in full no later than 60 days after issuance of the Notice to Proceed.

APPENDIX D
Confidentiality Statement/Non-Disclosure

Contractor Confidentially Statement

In consideration of the Brooks Development Authority retaining the services of _____(Awarded Contractor) by contract executed by both parties as of _____ (the "Contract"), and because of the sensitivity of certain information which may come under the care and control of the awarded Contractor, the awarded Contractor agrees that all information obtained, gathered, produced, or derived from or in connection with the Contract (Confidential Information) shall remain confidential and shall be released or divulged by the awarded Contractor only with advance, specific, written permission of the Brooks Development Authority. More specifically, the awarded Contractor agrees as follows:

- i. The Confidential Information may be used only to assist the awarded Contractor in the performance of its duties and responsibilities under the Contract. The awarded Contractor will not, at any time, use the Confidential Information in any fashion, form, or manner except in furtherance of the duties of the awarded Contractor in its capacity as an independent contractor to the BDA under the Contract.
- ii. The awarded Contractor agrees to maintain the confidentiality of the Confidential Information in the same manner that the confidentiality of the awarded Contractor's proprietary services of like kind is protected.
- iii. The Confidential Information may not be copied or reproduced without the BDA's advance written consent.
- iv. All Confidential Information made available to the awarded Contractor in written form, including copies thereof, shall be returned to the BDA upon the first to occur of (1) completion of the project or (2) request by the BDA.
- v. The foregoing shall not prohibit or limit the awarded Contractor's use of the information (including, but not limited to, data, ideas, concepts, know-how, techniques, and methodologies) (1) previously known to it, (2) independently developed by it, (3) acquired by it from a third party, or (4) which is or becomes part of the public domain through no breach of this agreement by the awarded Contractor.
- vi. This agreement shall become effective as of the date Confidential Information is first made available to the awarded Contractor and shall survive the Contract and be a continuing requirement. This agreement is incorporated into and made a part of the Contract for all purposes.

The breach of this Nondisclosure Agreement by the awarded Contractor shall entitle BDA to immediately terminate the Contract upon written notice to the awarded Contractor of such breach and to such other remedies available to the BDA in law and/or equity.

Acknowledged:

Awarded Contractor: _____

By: _____

Name and Title: _____

Date: _____

APPENDIX E
INSURANCE AND BOND REQUIREMENTS

BDA will require that the Insurance requirements contained in this Article be included in all its contracts or agreements for Public Improvements where Contractor is seeking payment under this Agreement, unless specifically exempted in writing by the BDA.

1. Prior to the commencement of any work under this Agreement, Contractor shall furnish copies of all required endorsements and the original completed Certificate(s) of Insurance to the BDA. The original certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The BDA will not accept a Memorandum of Insurance or Binders as proof of insurance. The original certificate(s) or form must have the agent's original signature, including the signer's company affiliation, title and phone number, and be mailed, with copies of all applicable endorsements, directly from the insurer's authorized representative to the BDA at the address listed in paragraph five (5).

2. The BDA shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the BDA. No officer or employee, other than the BDA's Accounting, Procurement & Contracts Coordinator, shall have authority to waive this requirement.

3. The BDA reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by the BDA's Contracts Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will the BDA allow modification whereupon the BDA may incur increased risk.

4. Contractor's financial integrity is of interest to the BDA, therefore, subject to Contractor's right to maintain reasonable deductibles in such amounts as are approved by the Contractor or Contractor's Subcontractors, shall obtain and maintain in full force and effect during the construction of all Public Improvements required by the Final Project Plan and Final Financing Plan, and any extension hereof, at Contractor's or Contractor's Subcontractor's sole expense, insurance coverage written on an occurrence basis, **by companies authorized and admitted to do business in the State of Texas and with an A.M. Best's rating of no less than A- (VII), in the following types and for an amount not less than the amount listed:**

TYPE	AMOUNTS
1. Workers' Compensation	Statutory
2. Employers' Liability	\$500,000/\$500,000/\$500,000
3. Broad Form Commercial General Liability Insurance to include coverage for the following: a. Premises operations	For Bodily Injury and Property Damage of \$1,000,000 per occurrence;

b. Independent Contractors* c. Products/completed operations d. Personal Injury e. Contractual Liability	\$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence
5. Contract's Pollution Liability*	\$1,000,000 per occurrence
6. Builders Risk*	100% value of each phase of project
*if applicable	

To ensure that contractors insurance meets the AM Best rating of no less than A- please go to the AM Best website (www.ambest.com) or contact them at 908-439-2200. For Workers' Compensation only, Brooks City Base will accept insurance written through a State Fund (documentation must be provided).

5. The BDA shall be entitled, upon request and without expense, to receive copies of the policies, declaration page and all endorsements thereto as they apply to the limits required by the BDA and may require the deletion, revision, or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties thereto or the underwriter of any such policies). Contractor and/or Contractor's Subcontractor shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to the BDA at the addresses provided below within 10 days of the requested change. Contractor and/or Contractor's Subcontractor shall pay any costs incurred resulting from said changes.

Brooks Development Authority
Attn: Procurement Manager
3201 Sidney Brooks
San Antonio, Texas 78235

6. Contractor agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- a. Name the BDA and their respective officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under this Agreement, with the exception of the workers' compensation and professional liability policies;
- b. Provide for an endorsement that the "other insurance" clause shall not apply to the Brooks Development Authority where the BDA is an additional insured shown on the policy;

- c. Workers' compensation and employers' liability policies will provide a waiver of subrogation in favor of the BDA; and
- d. Provide thirty (30) calendar days advance written notice directly to the BDA at the same address listed in paragraph 5 of any suspension, cancellation, non-renewal or material change in coverage, and not less than ten (10) calendar days advance written notice for nonpayment of premium.

7. Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Contractor and/or Contractor's Subcontractor shall provide a replacement Certificate of Insurance and applicable endorsements to the BDA at the address listed in paragraph 5. BDA shall have the option to suspend Contractor's performance should there be a lapse in coverage at any time during this Agreement. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

8. In addition to any other remedies the BDA may have upon Contractor's and/or Contractor's Subcontractor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the BDA shall have the right to order Contractor to stop work hereunder, and/or withhold any payment(s) which become due to Contractor hereunder until Contractor and/or Contractor's Subcontractor demonstrates compliance with the requirements hereof.

8. Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its Subcontractors' performance of the work covered under this Agreement.

9. It is agreed that Contractor's and/or Contractor's Subcontractor's insurance shall be deemed primary with respect to any insurance or self insurance carried by the Brooks Development Authority for liability arising out of operations under this Agreement.

10. It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement.

11. Contractor agrees to obtain all insurance coverages with minimum limits of not less than those limits delineated in paragraph 4 from each subcontractor to Contractor and provide a Certificate of Insurance and Endorsement that names BDA as an additional insured.

WORKERS COMPENSATION INSURANCE COVERAGE

1. Definitions:

- a. Certificate of coverage ("certificate") - A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83,

or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on the Project for the duration of the project.

- b. Duration of the project - includes the time from the beginning of the work on the Phase of the Project until the contractor's/person's work on the project has been completed and accepted by the BDA.
- c. Persons providing services on the Project ("subcontractor" in §406.096 of the Texas Labor Code) - includes all persons or entities performing all or part of the services Contractor has undertaken to perform on the Project, regardless of whether that person contracted directly with Contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the Project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to the Project. "Services" does not include activities unrelated to the Project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

2. Contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all its employees providing services on the Project, for the duration of the project.

3. Contractor must provide a certificate of coverage to the BDA prior to being beginning construction under this Agreement and prior to awarding any contract for construction of Public Improvements.

4. If the coverage period shown on Contractor's current certificate of coverage ends during the duration of the project, Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the BDA showing that coverage has been extended.

5. Contractor shall obtain from each person providing services on the Project, and shall provide to the BDA:

- a. a certificate of coverage, prior to that person beginning work on the Project, so the BDA will have on file certificates of coverage showing coverage for all persons providing services on the Project; and
- b. no later than seven days after receipt by Contractor or Contractor's Subcontractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of project.

6. Contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

7. Contractor shall notify the BDA in writing by certified mail or personal delivery, within 10 days after Contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the Project.

8. Contractor shall post on the Zone Property a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the Project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

9. Contractor shall contractually require each person with whom it contracts to provide services on the Project, to:

- a. provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements that meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the Project, for the duration of the project;
- b. provide to Contractor, prior to that person beginning work on the Project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the Project, for the duration of the project;
- c. provide Contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
- d. obtain from each other person with whom it contracts, and provide to Contractor:
 - (1) a certificate of coverage, prior to the other person beginning work on the Project; and
 - (2) a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
- e. retain all required certificates of coverage on file for the duration of the project and for one year thereafter;
- f. notify the BDA in writing by certified mail or personal delivery, within 10 days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the Project; and

- g. contractually require each person with whom it contracts with, to perform as required by subparagraphs a-g, the certificates of coverage to be provided to the person for whom they are providing services.

10. By signing this Agreement or providing or causing to be provided a certificate of coverage, Contractor is representing to the BDA that all employees of Contractor who will provide services on the Project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject Contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

11. Contractor's failure to comply with any of these provisions is a breach of contract by Contractor which entitles the BDA to declare the Agreement void if Contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the BDA without necessity of the ninety (90) day cure period as set forth in Article X.

BONDS

CONTRACTOR shall furnish, in a form acceptable to the BDA, a Performance and Payment Bond for the Project. Specifically, CONTRACTOR shall furnish performance and payment Bonds, each in an amount at least equal to the Contract Price excluding any amounts associated with any contractor-provided Design Professional Services, as security for the faithful performance and payment of all CONTRACTOR'S obligations to furnish, provide and pay for Construction and related materials under the Contract Documents. These Bonds shall remain in effect at least until one year after the date when final payment becomes due, except as provided otherwise by Laws or Regulations or by the Contract Documents. All Bonds shall be in the form prescribed by the Contract Documents except as provided otherwise by Laws or Regulations, and shall be executed by such sureties as are named in the current list of "Companies Holding Certificates as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in U.S. Treasury Circular 570 (as periodically amended) by the Audit Staff, Bureau of Government Financial Operations, U.S. Treasury Department. All Bonds signed by an agent must be accompanied by a certified copy of such agent's authority to act.

PAYMENT BOND (IF BID IS OVER \$25,000):

The contractor will provide a payment bond within 5 days of BDA contract award. The payment bond will be equivalent to 100% of the contract price. A payment bond is executed in connection with the contract to assure payment by contractor as required by statute of all persons supplying labor, equipment and material in the execution of the work provided for in the contract. Pursuant to state law, no payment bond will be required if the contract value is less than \$25,000.

PERFORMANCE BOND (IF BID IS OVER \$99,999):

The contractor will provide a performance bond within 5 days of BDA contract award. The performance bond will be equivalent to 100% of the contract price. A performance bond is executed in connection with the contract to ensure fulfillment of all the contractor’s obligations under such contract. Pursuant to state law, no performance bond will be required if the contract value is less than \$100,000. Alternative BDA performance security for contracts valued at less than \$100,000 includes retainage and partial payment upon phased completion formats.

CERTIFIED SURETIES (IF BID IS OVER \$99,999):

If federal funding is involved, all bonds will be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 223, Surety Companies Doing Business with the United States.: If only local or state funding is involved, the sureties must be authorized and admitted to write surety bonds in Texas. If the amount of the bond on a state or locally funded project exceeds \$100,000, pursuant to the Texas Insurance Code Article 7.19-1©, the surety must also: (1) hold a certificate of authority from the United States secretary of the treasury to qualify as a surety on obligations permitted or required under federal law; or (2) have obtained reinsurance for any liability in excess of \$100,000 from a reinsurer that is authorized and admitted as a reinsurer in this state and is the holder of a certificate of authority from the United States secretary of the treasury to qualify as a surety or reinsurer on obligations permitted or required under federal law. If the surety on any Bond furnished by CONTRACTOR is declared a bankrupt or becomes insolvent or its right to do business is terminated in any state where any part of the Project is located or it ceases to meet the requirements of this section, CONTRACTOR shall within thirty days thereafter substitute another Bond and surety meeting the requirements set forth in this Article.

All Bonds and insurance required by the Contract Documents to be purchased and maintained by CONTRACTOR shall be obtained from surety or insurance companies that are duly licensed or authorized in the State of Texas to issue Bonds or insurance policies for the limits and coverages so required. All surety and insurance companies shall carry a minimum A.M. Best's rating of A VII.

CONTRACTOR shall deliver to BDA, with copies to each named additional insured indicated, certificates of insurance (and other evidence of insurance requested by BDA or any other named additional insured) which CONTRACTOR is required to purchase and maintain in accordance with this Article.

Contractor acknowledges receipt of the insurance and bonds requirements, and understands it will be incorporated into any contract awarded.

Can the Contractor meet the Insurance requirements as written; with no modification or exceptions? YES ___ NO ___

Contractor Signature & Title

Date

**APPENDIX F
BROOKS DEVELOPMENT AUTHORITY
PROPOSAL AFFIDAVIT**

AUTHORIZED OFFICER: Proposal containing statements, letters, etc., shall be signed by a duly authorized officer of the company, whose signature is binding on the proposal.

The undersigned offers and agrees to furnish all of the equipment/services upon which prices are stated in the accompanying proposal. The period of acceptance of this proposal will be one hundred and twenty days from the date of the proposal opening.

STATE OF _____ COUNTY OF _____

BEFORE ME, the undersigned authority, a Notary Public, in and for the State of Texas on this day _____ personally appeared who, after being by me duly sworn, did depose and say:

“I, _____, am a duly authorized officer of/agent for _____, and have been duly authorized to execute the foregoing on behalf of the said

_____.”
{NAME OF FIRM} _____

I hereby certify that the foregoing proposal has not been prepared in collusion with any other Proposer or other person or persons engaged the same line of business prior to the official opening of this proposal. Further, I certify that the Proposer is not now, nor has ever been, for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the price of services/commodities offered, or to influence any person or persons to offer or not to offer thereon.

NAME AND ADDRESS OF THE PROPOSER:

TELEPHONE NUMBER

BY: _____ TITLE: _____

SUBSCRIBED AND SWORN to before me by the above named _____ on the _____ day of _____, 2016.

Notary Public in and for the State of _____

**APPENDIX F
EXHIBIT 1
PRICE PROPOSAL SCHEDULE**

The undersigned, as Bidder, declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm, corporation; that Bidder has carefully examined the form of Contract, instructions to bidders, profiles, grades, specifications, and the plans therein referred to, and has carefully examined the locations, conditions and classes of materials of the proposed work; and agrees that Bidder will provide the necessary machinery, tools, apparatus, and other means of construction, and will do all the work and furnish all the materials called for in the contract and specifications in the manner prescribed therein and according to the requirements of Brooks Development Authority as therein set forth.

It is understood that this work must be completed in full no later than 60 days after issuance of the Notice to Proceed.

In the event of the award of a contract to the undersigned, the undersigned will execute same on Standard Form Brooks Development Authority Construction Contract and make a bond (if the proposal exceeds \$25,000) for the full amount of the contract, to secure proper compliance with the terms and provisions of the contract, and to insure and guarantee the work until final completion and acceptance or the end of the guarantee period where so stipulated, and to guarantee payment of all lawful claims for labor performed and materials furnished in the fulfillment of the Contract.

The work proposed shall be accepted when fully completed and finished to the entire satisfaction of the Brooks Development Authority.

The undersigned certifies that the bid prices contained in this proposal have been carefully checked and are submitted as correct and final.

Bidder is:

An individual proprietorship;

A partnership composed of:

_____ and _____

A corporation chartered under the laws of the State of _____, acting by its officers pursuant to its by-laws or a resolution of its Board of Directors.

**APPENDIX F
EXHIBIT 1
PRICE PROPOSAL**

BID FORM/PRICE PROPOSAL IS POSTED ON THE BDA WEBSITE.

APPENDIX G
SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY POLICY
REQUIREMENTS
HISTORICAL GOOD FAITH EFFORT PLAN
SBEDA FORM 117C

It is the policy of the Brooks Development Authority to involve qualified small business and local business enterprises to the greatest extent feasible in BDA's professional service and other discretionary contracts. Pursuant to Brooks Development Authority, Board Resolution #021704-124, the Brooks Development Authority, its employees, contractors and subcontractors shall not discriminate on the basis of race, color, religion, national origin, sex, age or disability in the award and performance of contracts.

BDA has established the following overall contracting goals:

- | | |
|---|-------|
| <input type="checkbox"/> Minority-Owned Business Enterprise (MBE): | 24.0% |
| <input type="checkbox"/> Women-Owned Business Enterprise (WBE): | 11.0% |
| <input type="checkbox"/> African-American-Owned Business Enterprise (AABE): | 1.5% |
| <input type="checkbox"/> Small Business Enterprise (SBE): | 50.0% |

Please note that a business could be classified in each category and therefore their utilization could be counted in each category of goals. For example, Company X submits proposal as a prime contractor for \$250,000 of services of which \$60,000 is subcontracted to Company Z. Company X retains \$190,000 of the contract. Company X is classified as local SBE, and Company Z is certified as an AABE, WBE, MBE and SBE. Goal compliance will be evaluated as follows:

Contract Amount:	\$250,000
MBE	= \$ 60,000 or 24.0%
WBE	= \$ 60,000 or 24.0%
AABE	= \$ 60,000 or 24.0%
SBE	= \$ 250,000 or 100%

Company Z's \$60,000 subcontract counts towards MBE/WBE/AABE and SBE goals. Company X's \$190,000 balance counts towards the SBE goal. MBE's and Webs submitting proposals as a prime contractor may count their status as such towards the appropriate goal. However, compliance with other goals (i.e., AABE, SBE, etc.) is required.

Proposals shall include a Good Faith Effort Plan (GFEP). The GFEP shall include specific documentation, as outlined in **SBEDA Form 117C, "Good Faith Effort Plan for Subcontractors and Professional Services"**, that demonstrates a commitment by the proposer, to utilize minority and women business enterprises in a percentage which equals or exceeds the above goals. **Any proposals that does not include a completed GFEP shall be declared non-responsive.**

A firm may count toward the above goals a portion of the total dollar value of a contract with a joint venture equal to the percentage of MBE, WBE, AABE, or SBE participation in the joint venture. The MBE, WBE or AABE must be responsible for a clearly defined portion of the work to be performed, equal to a share in the ownership, control, management, responsibility, risks and profits of the joint venture.

Only companies certified by the South Central Texas Regional Certification Agency (SCTRCA) can be applied towards the contracting goals. If not certified, please call the SCTRCA at (210) 227-4722. Proof of certification must be submitted utilizing, in part or in whole, a MBE or WBE firm.

LOCAL AND DISADVANTAGED BUSINESS ENTERPRISE PERFORMANCE

Contractors will be evaluated based on the level of Local and Disadvantaged Business Enterprise (DBE) Performance. Credit will be given to submittals as follows:

- A. Classification of the team or primary submitter as a local business.

For Locally Headquartered Businesses:

Ten percentage (10%) points if the respondent is has a significant presence for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the eight counties that make up the San Antonio Metropolitan Statistical Area (SAMSA), from which 20% of its full-time, part-time and contract employees are regularly based.

In the cases of joint ventures or subcontractor relationships between local and out-of-town firms, the submittal will be given credit based on the percentage of local participation.

- B. Designation of the team or primary submitter as a DBE.

Five percentage (5%) points for disadvantaged business enterprises. A business meeting the definition of a DBE shall receive 5 percentage points. In order to receive this designation, a company must be certified by the SCTRCA.

Small Business Economic Development Advocacy policy compliance:
Five percentage (5%) points for compliance with the Small Business Economic Development Advocacy policy.

**HISTORICAL GOOD FAITH EFFORT PLAN
SBEDA FORM 117C**

NAME OF COMPANY: _____

PROJECT NAME: _____

1. Identify all solicited contractor areas, actual or anticipated and provide a brief description of the their anticipated service. (Use additional sheets as needed).If M/WBE contracting goal was met, skip to #9.

COMPANY NAME & TRADE AREA	EST. PERCENTAGE /DOLLAR AMOUNT	DBE (Y/N)	SCTRCA M/WBE CERTIFICATION AND NUMBER

2. If M/WBE contracting goal was not achieved in a percentage that equals or exceeds the BDA’s M/WBE goal, please give explanation.

3. List all M/WBE Listing or Directories utilized to solicit participation.

4. List all contractor associations and other business associations solicited for M/WBE referrals.

5. Discuss all efforts aimed at utilizing M/WBEs.

6. Indicate advertisement mediums used for soliciting bids from M/WBEs.

7. List all M/WBE bids received but rejected. (Use additional sheets as needed.)

COMPANY NAME	CITY M/WBE CERTIFICATION NUMBER	DBE (Y/N)	REASON FOR REJECTION

8. Please attach a copy of company's M/WBE policy.

9. Name and phone number of person appointed to coordinate and administer the Good Faith Efforts of your company on this project.

10. This Good Faith Effort Plan is subject to the Brooks Development Authority's approval.

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF OFFICIAL

DATE

PHONE

AFFIRMATION

I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.

NAME AND TITLE OF AUTHORIZED OFFICIAL: _____

FOR BDA USE

Plan Reviewed By: _____

Recommendation: Approval _____ Denial _____

Action Taken: Approved _____ Denied _____

Procurement Manager

Date

APPENDIX H
TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29
DEBARMENT AND SUSPENSION CERTIFICATION

The undersigned, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any state or federal agency;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any state or federal agency within the past 3 years;
- does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any manner involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

Date: _____

Signature

Title

APPENDIX I
Ethics Disclosure

Disclosure of Parties, Owners, and Closely Related Persons

For the purpose of assisting the BDA in the enforcement of provisions contained in the BDA's Charter and the code of ethics, an individual or business entity seeking a discretionary contract from the BDA is required to disclose in connection with a proposal for a discretionary contract:

(1) The identity of any individual who would be a party to the discretionary contract;

(2) The identity of any business entity that would be a party to the discretionary contract:

and in the name of

(A) any individual or business entity that would be a subcontractor on the discretionary contract;

(B) any individual or business entity that is known to be a partner, or a parent or subsidiary business entity, of any individual or business entity who would be a party to the discretionary contract;

(3) The identity of any lobbyist or public relations firm employed for purposes relating to the discretionary contract being sought by any individual or business entity who would be a party to the discretionary contract;

Political Contributions

Any individual or business entity seeking a discretionary contract from BDA must disclose in connection with a proposal for a discretionary contract all political contributions totaling on hundred dollars (\$100) or more within the past twenty-four (24) months made directly or indirectly to any member of **BDA, San Antonio City Council or to any political action committee that contributes to BDA or City Council elections**, by any individual or business entity whose identity must be disclosed under (1), (2) or (3) above. Indirect contributions by an individual include, but are not limited to contributions made by the individual's spouse, whether statutory or common-law.

To Whom Made: _____ **Amount:** _____ **Date of Contribution:** _____

Disclosure in Proposals

Any individual or business entity seeking a discretionary contract with the BDA shall disclose any known facts which, reasonable understood, raise a question as to whether any city official would violate Section 1 of Part B by participating in official action relating to the discretionary contract.

Signature:

Title:

Date:

CONFLICT OF INTEREST QUESTIONNAIRE **FORM CIQ**
For vendor or other person doing business with local governmental entity

5. Name of local government officer with whom filer has affiliation or business relationship.

(Complete this section only if the answer to A, B, or C is YES)

This section, item 5 including subparts A, B, C, & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each affiliation or business relationship.

6. Describe any other affiliation or business relationship that might cause a conflict of interest.

Signature of person doing business with
the governmental entity.

Date

**APPENDIX J
INDEMNIFICATION**

BDA acknowledges that it is a political subdivision of the State of Texas and is subject to, and comply with the applicable provisions of the Texas Tort Claims Act, as set out in the Texas Civil Practice and Remedies Code, § 101.001 et seq. and the remedies authorized therein regarding claims or causes of action that may be asserted by third parties for accident, injury or death.

No Joint Enterprise. There is no intention on the part of BDA or the Contractor to create or otherwise form a joint enterprise under or pursuant to this Agreement. BDA is engaging in economic development of base property and areas around the base property pursuant to Local Government Code Chapter 379B.

Contractor covenants and agrees to have each of its subcontractors FULLY INDEMNIFY and HOLD HARMLESS, the BDA (and the elected officials, employees, officers, directors, volunteers and representatives of the BDA) and the BDA BOARD (and the officials, employees, officers, directors, volunteers and representatives of the BDA BOARD), individually or collectively, from and against any and all defense costs, claims, liens, damages, judgments, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind in law or in equity and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the BDA and/or BDA BOARD directly or indirectly arising out of, resulting from or related to Contractor's Subcontractor's activities under this Agreement, including any acts or omissions of any agent, officer, director, representative, employee, consultant or subcontractor of Contractor's Subcontractor and their respective officers, agents, employees, directors, and representatives while in the exercise or performance of the rights or duties under this Agreement.

The indemnity provided in the forgoing paragraph shall not apply to any liability resulting from the sole negligence of the BDA (and the elected officials, employees, officers, directors, volunteers and representatives of the BDA) or the BDA BOARD (and the officials, employees, officers, directors, volunteers and representatives of the BDA BOARD), in instances where such negligence causes personal injury, death, or property damage, except to the extent provided below.

IN THE EVENT CONTRACTOR'S SUBCONTRACTOR AND BDA AND/OR THE BDA BOARD ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY WILL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE BDA AND/OR THE BDA BOARD UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS, FEDERAL, OR INTERNATIONAL LAW.

Contractor shall advise the BDA and the BDA BOARD in writing within 24 hours of any claim or demand against the BDA, the BDA BOARD, or Contractor known to Contractor related to or arising out of Contractor's Subcontractor's activities

under this Agreement. Contractor's Subcontractor shall see to the investigation and defense of any such claim or demand against Contractor's Subcontractor, the BDA or the BDA BOARD at Contractor's Subcontractor's sole cost until the BDA or the BDA BOARD is found to be negligent by a court of competent jurisdiction. The BDA and the BDA BOARD shall have the right, at their option and at their own expense, to participate in such defense without relieving Contractor's Subcontractor of any of its obligations under this paragraph.

The provisions of this INDEMNIFICATION are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

Contractor acknowledges receipt of the indemnification document, and understands it will be incorporated into any contract awarded.

Can the Contractor meet the Indemnification requirements as written; with no modification or exceptions? YES ___ NO ___

Contractor Signature & Title

Date

**APPENDIX K
RETAINAGE AND FINAL PAYMENT**

After Architect/Engineer has issued the Certificate for Payment, the BDA shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect/Engineer.

A. Subject to provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

1. Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of Five percent (5.00%). Pending final determination of cost to the BDA of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.8 of AIA Document A201-1997;
2. Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the BDA, suitably stored off the site at a location agreed upon in writing), **less retainage of Five percent (5.00%);**
3. Subtract the aggregate of previous payments made by the BDA; and
4. Subtract amounts, if any, for which the ENGINEER has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201-1997.

B. The progress payment amount determined shall be further modified under the following circumstances:

1. Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the BDA's Representative shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and
2. Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201-1997.

C. BDA may refuse to recommend the whole payment or, any part of any payment if, in BDA's opinion, it would be incorrect to make such payment, because of subsequently discovered evidence, or the results of subsequent inspections or tests, nullify any such payment previously recommended, to such extent as may be necessary in BDA'S Representative's opinion to protect BDA from loss because:

1. the Work is defective, or completed Work has been damaged, requiring correction or replacement;
2. the Contract Price has been reduced by Written Amendment or Change Order;
3. BDA has been required to correct defective Work or complete Work in accordance with the requirements noted herein this Agreement; or
4. BDA'S Representative's actual knowledge of the occurrence of any of the events enumerated herein.

CONTRACTOR shall keep efficient and accurate records of all costs incurred in connection with the Agreement, which shall be open to inspection by BDA or any authorized representative of BDA during course of the work and until one year after final billing.

D. **Final Payment.** Upon final completion and acceptance of the Work, BDA shall pay the remainder of the Contract Price as recommended by BDA'S REPRESENTATIVE as provided in this section. However, if the BDA has received:

1. notice or has actual or perceived knowledge of any existing and un-waived payment bond claim from any subcontractors or suppliers, the BDA may withhold the final payment, an amount equal to the total amounts of such un-waived claim affidavits to satisfy any claims; and
2. BDA may withhold final payment subject to CONTRACTOR'S compliance with Letter E of this Appendix.

The making of Final Payment shall constitute a waiver of all claims by BDA except those arising from 1) unsettled payment bond claim, 2) guarantees as defined herein this Agreement, and 3) defective and/or non-conforming Work.

E. **Close Out Documents.** Final payment is subject to the Contractor's delivery to the BDA of the following documents, if applicable, but not limited to:

1. **All** subcontractor and supplier final payment bond claim waivers;
2. **Copies of subcontractor's cleared checks or documented proof of payment to the subcontractor(s);**
3. Contractor's and subcontractor's one (1) year warranty bonds for labor and material;
4. Any manufacturer's warranties;
5. Operations and Maintenance manuals for installed equipment;
6. "As Built" plans and shop drawings;
7. Copies of any permits and inspections;
8. Applicable MSDS Sheets;
9. Engineer's/BDA's Representative's Final Acceptance;
10. **Final Acceptance of Public Improvements by necessary public entity; and**
11. **Any Separate Maintenance Agreements (i.e. landscaping).**

The making of progress payments by BDA shall not be construed as an absolute acceptance of the work done up to the time of such payments. BDA, however, may exercise reasonable care in discovering and reporting to CONTRACTOR as the work progresses all materials and labor which are not in accordance with drawings and specifications, so as to avoid unnecessary trouble and cost to CONTRACTOR in correcting defective work, however, failure of BDA to notify CONTRACTOR of non-conforming work shall not relieve CONTRACTOR of responsibility to correct non-conforming work.

The Contractor agrees and understands that retainage will not be paid until ALL of the documents referenced in Section E, AND the FINAL ACCEPTANCE OF PUBLIC IMPROVEMENTS by the necessary public entity have been received, if required.

Contractor's Name/Title

Date

APPENDIX L
Addendums

I acknowledge receipt of all addendums and special provisions.

Signature & Title

Date

PROPOSAL CHECKLIST

Be sure to include the following items:

- Appendix A – Contractor’s Vendor Profile
- Appendix D – Confidentiality Statement
- Appendix E – Insurance Requirement Affidavit
- Appendix F– Price Affidavit
 - Price Proposal Schedule
 - Bid Form/Price Proposal
- Appendix G - Small Business Economic Development Advocacy (SBEDA) Requirements
 - **Historically Good Faith Effort Plan;**
- Appendix H – Debarment & Suspension Certification
- Appendix I - Ethics Disclosure
 - Conflict of Interest
- Appendix J – Indemnification Requirements
- Appendix K – Retainage and Final Payment
- Appendix L – Addendums