

LLANO COUNTY, TEXAS
INVITATION TO BID

INSTRUCTIONS/TERMS AND CONDITIONS/BID DOCUMENTS

Project Name: Llano County Clerk Window Replacement Project Number: 2024-510-06

Project Location: 107 W. Sandstone Llano, Texas

By order of the Commissioners Court of Llano County, Texas, sealed bids will be received for:

- Fabricate new custom sashes with double pane glass for commercial Historical building
- Removal of old sashes and installation of new sashes, restore old frames
- Maintain a clean and safe work space for the employees still on site
- Clean up and haul of all waste

It is understood that the Commissioners Court of Llano County, Texas reserves the right to accept or reject any and/or all bids as it shall deem to be in the best interest of Llano County. Receipt of any bid, shall under no circumstances, obligate Llano County to accept the lowest price. The award of the contract shall be made to the responsible bidder whose bid is determined to be the lowest evaluated bid resulting from negotiation, taking into consideration the relative importance of price, reliability, quality and other Evaluative factors.

Bids shall include this invitation to bid and all additional documents submitted. Each bid shall be placed in a separate sealed envelope, manually signed in ink by a person having the authority to bind the firm in a contract and marked clearly on the outside as indicated. **Facsimile transmittals will not be accepted.**

Bids will be received and publicly acknowledged at the location, date, time stated in this bid document. Bidders, their representatives and interested persons may be present. All bids shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the bid and identified by bidder as such. Llano County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the bid price shall not include taxes.

This bid and submitted documents, when properly accepted by Llano County Commissioners' Court, shall constitute a contract equally binding between the successful bidder and Llano County. No different or additional terms will become part of this contract with the exception of Change Orders executed by Llano County Commissioners' Court.

Successful bidder will be required to provide a bid bond in an amount no less than 50% of the cost of the project

BID# 2024-510-06

along with proof of commercial general liability insurance. Successful bidder shall defend, indemnify and save harmless Llano County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. Successful bidder shall pay any judgment with cost, which may be obtained, against Llano County growing out of such injury or damages. Any injury or damages sustained by Llano County, its officers, agents, or employees arising from any negligent act or fault of said person(s) shall be the responsibility of Llano County and Llano County will indemnify and hold harmless successful bidder from the same. Llano County shall pay any judgment with cost, which may be obtained against successful bidder and growing out of such injury or damages.

This contract shall remain in effect until contract expires, delivery/completion and acceptance of items and/or services ordered or terminated by either party with a thirty (30) day written notice prior to any cancellation. The successful bidder must state therein, the reasons for such cancellation. Llano County reserves the right to award-cancelled contract to the next best bidder as it deems to be in the best interest of the County.

Llano County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default of resulting contract award. Llano County reserves the right to terminate the contract immediately in the event the successful bidder fails to: 1) meet delivery or completion schedules, or 2) otherwise perform in accordance with the accepted bid. Breach of contract or default authorizes the County to award to another bidder or purchase elsewhere.

The successful bidder shall not sell, assign, transfer or convey any contract resulting from this invitation to bid, in whole or in part, without the prior written consent of Llano County.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions, plans and/or specifications stated in the bid document and/or bid Instructions/Term Conditions.

No public official shall have an interest in a contract in accordance with Vernon's Texas Codes Annotated, Title C, Chapter 171, Local Government.

Llano County operates on a "Purchase Order" system. A purchase order must be issued by the Auditor's office before a purchase, a pick-up or a delivery of any product or service is authorized. Payment to the vendor will be made within thirty (30) days of acceptance of a product or service by the Department Head and presentation of a valid vendor invoice. Vendor shall reference the Llano County Purchase Order number on the invoice in order for the invoice to be valid.

Llano County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

It is the intent of this Request for Bid to solicit bids for Roof Replacement. All in accordance with Proposal Conditions, Specifications, and/or Special Provisions attached hereto.

OPENING DATE: February 8, 2024 at 11:30 a.m., Llano County Auditor's Office, 100 W. Sandstone Llano, Texas, 78643.

AWARD DATE: February 12, 2024 at 9:00 a.m. Llano County Commissioners' Court

INSTRUCTIONS TO BIDDERS:

Proposals must be received in the Llano County Auditor's Office on or before the opening time and date specified. Bids received after the time and date specified, whether delivered or mailed, will not be considered and will be returned unopened. **(Faxed or electronic mail proposals will not be accepted).**

In order to assure your proposal is fairly considered, it must be submitted in a properly sealed envelope, clearly marked on the outside lower left hand corner surface with the numbers **"2024-510-06"**. Proposals marked otherwise may be opened prematurely.

PLEASE MAIL YOUR BIDS TO:

LLANO COUNTY AUDITOR

**100 W SANDSTONE
LLANO, TEXAS 78643**

All bids must be submitted on the forms provided in this bid document. No proposals will be considered in which the proposal, specifications, or any provisions have been modified.

The invitation to bid numbers, "2024-510-06" shall appear on any technical data or additional information furnished to your company with this bid.

A bid that is in the possession of the County Auditor may be withdrawn by the company's representative, in person (with proper identification) or by written request up to the time of the bid opening. Bids may be altered by telegram, letter or fax transmission bearing the signature or name of the person authorized for submitting bid, provided it is received prior to the time and date of opening. Any alteration should not reveal the proposal price but should indicate the addition, subtraction, or other change in the bid.

The Commissioners Court of Llano County reserves the right to reject any and all bids. To accept in whole or part, to waive any informality in the proposals received; to accept proposals separately or combine proposals as it shall deem to be in the best interest of Llano County.

Bids are solicited for furnishing a quote only and imply no obligation on part of Llano County. Llano County reserves the right to negotiate in private with all responsible submitters in order to obtain the best possible contract for overall County purposes.

The failure of any company to comply with the terms of this request for bid will subject any contract or purchase order to revocation.

Bidder agrees to the Standard Terms & Conditions outlined in this invitation to bid.

Questions regarding the specifications, bid process, approval of bids, and acceptance should be directed to:

Kelly Eckhardt, Llano County Auditor (325) 247-3783

Or

Jeremy Vick, Project Coordinator (325) 248-8879

LLANO COUNTY BID SUBMITAL FORM

Project Name: Llano County Clerk Window Replacement

Project Number: 2024-510-06

Project Location: 107 W. Sandstone, Llano, Texas

BIDDER AGREES TO PERFORM THIS PROJECT ACCORDING TO THE FOLLOWING SPECIFICATION IN A TIME FRAME NOT TO EXCEED 30 DAYS FROM THE DATE OF AWARD AND SHALL DISPOSE OF ALL DEBRIS IN ACCORDANCE WITH ALL STATE AND LOCAL LAWS AND REGULATIONS.

- Fabricate new custom sashes with double pane glass for commercial Historical building
- Removal of old sashes and installation of new sashes, restore old frames
- Maintain a clean and safe work space for the employees still on site
- Clean up and haul of all waste

TOTAL PROJECT BID

PRINTED BIDDER BUSINESS NAME:

BUSINESS ADDRESS:

TELEPHONE NUMBER;

Signature of authorized official

Date