



**BROWNSVILLE NAVIGATION DISTRICT
OF CAMERON COUNTY, TEXAS**

**Request for Bids
for**

PICKUP TRUCKS

Deadline Date – November 13, 2019 – 3:00 PM

NOTICE TO AUTOMOBILE DEALERS

Notice is hereby given that sealed Bids for Pickup Trucks will be received by the Brownsville Navigation District of Cameron County, Texas. The District is offering two pickup trucks in trade.

All Bids must be sealed and delivered to the Brownsville Navigation District, *Director of Finance*, 1000 Foust Road, Brownsville, Texas, on or before 3:00 PM on Wednesday, November 13, 2019. All submittals must be clearly marked on the outside of the envelope: “Bid for Pickup Trucks”.

Bids must comply with the requirements set out in the "Request for Bids" which may be obtained from the *Director of Administrative Services* and/or the Port of Brownsville website. Bid security will be required as stated in the Specifications.

No Bid will be accepted via fax or electronic submission.

THE RIGHT IS HEREBY RESERVED by the Board of Commissioners to reject any and all Bids.

10/29/2019; 11/05/2019

SECTION I GENERAL INFORMATION AND INSTRUCTIONS

General

The Brownsville Navigation District d/b/a The Port of Brownsville (hereinafter referred to as the “District”) is soliciting Bids for the purchase of five (5) Pickup Trucks.

1. Each Bidder will read these Specifications with care, since failure to meet each condition or a combination of specified conditions may invalidate the Bid. **Any exceptions to terms requested herein must be clearly noted in writing and be included as a part of the submitted Bid.**
2. **No telephone, fax or e-mail bids will be accepted.** The District will not be responsible for missing, lost or late mail. Any Bids received after the date and time set for the deadline for receipt of bids will be returned to the Bidder unopened.
3. The RFB information is believed to be accurate and is based upon the latest available information, but it is not to be considered in any way as a warranty. Requests for additional information should be directed in writing by email to the *Director of Administrative Services* at dduke@portofbrownsville.com.
4. The District is contemplating the purchase of five (5) pickup trucks through this solicitation. The District reserves the right to purchase more or less than the number of each type of vehicle indicated and the District reserves the right to not purchase vehicles under this solicitation. The contemplated purchases are as follows:
 - Vehicle One – 2 vehicles
 - Vehicle Two – 2 vehicles
 - Vehicle Three – 1 vehicle

Reservation of Rights

The District expressly reserves the right to:

- Accept one or more Bid(s).
- Reject any and all Bids received, or portion thereof.
- Cancel the entire RFB.
- Issue a subsequent RFB.
- Remedy technical errors in the RFB process.
- Waive informalities and irregularities.
- Contact any Bidder for clarification after the Bids are opened.
- Negotiate with any, all, or none of the respondents to the RFB.
- Accept any Bid in whole or part, whether or not there are negotiations subsequent to its receipt. If subsequent negotiations take place, they shall not constitute a rejection or an alternate RFB.
- Accept the Bid deemed most advantageous to the District.

Timetable

1. These Specifications are to be released for action on or about October 29, 2019.
2. The last date for written questions to be received from Bidders is November 7, 2019.
3. The last date for the issuance of an addendum is November 8, 2019.
4. **Bids must be received by the District's *Director of Finance*, no later than 3:00 PM, Wednesday, November 13, 2019.**
5. Bidders are cordially invited to the bid opening but are not required to attend.
6. It is anticipated that the award of the bid will be made at a meeting of the District's Board of Commissioners to be held at 5:30 p.m. on **Wednesday, November 20, 2019**. Bidders are welcome to attend this meeting, but attendance is not required.
7. It is anticipated that the successful Bidder(s) will be notified on or about Thursday, November 21, 2019.

Trade-in Offered

The District is offering the following vehicles in trade:

- 2009 Ford F150 – Mileage – 31,698.9 at 10/22/2019 (Unit #681)
- 2009 Ford F150 – Mileage – 46,376.2 at 10/22/2019 (Unit #685)

The Bidder may choose to offer a trade-in allowance for the offered vehicles. The vehicles are in active use and will be made available for the Bidder's inspection at the Overweight Permits Office of the District by appointment only. Please contact Deborah Lee Duke, *Director of Administrative Services*, at (956) 838-7021 to make an appointment to inspect the trade-in vehicles.

Bidders will be asked to indicate if their offer for the trade-ins is contingent on the purchase of one or more of the vehicles.

Preparation of Bid

The Bidder shall prepare their bid on the attached bid forms with attachments as necessary to fulfill the specifications contained herein. **A unit price must be stated for each item, including any "no-bids"**. Failure to follow this instruction will be grounds for disqualification of a bid.

Bid Security

Bidders shall submit a cashier's check, certified check, or bid bond of 5 percent of the greatest amount bid with their bids as a guaranty that they will deliver the equipment within the number of days proposed herein after the receipt of notice of award of this bid. Cashier's or certified checks submitted as bid security must be drawn on a bank that is a member of the Federal Deposit Insurance Corporation (FDIC). All checks of unsuccessful Bidders will be returned by the District within ten (10) days following the award of the bid.

Submission of Bid

The Bid shall be submitted **in a sealed envelope**. Each envelope or package must be addressed as follows:

Brownsville Navigation District
Director of Finance
1000 Foust Road
Brownsville, Texas 78521

On the front of each envelope shall be written the following words:

“BID FOR PICKUP TRUCKS”

Submittals by the Bidders in response to this RFB shall become the property of the District. The District shall not be responsible for the Respondent’s costs associated with submitting of a response.

Authorized Signature

All Bids must be signed by persons who have legal authority to bind the Bidder to items and prices that are reflected in the bid.

Withdrawal of Bid

Bidders may withdraw their bids at any time up to the time specified as the closing time for acceptance of bids. However, no Bidder shall withdraw or cancel their bid for a period of thirty (30) days after said closing date for acceptance of bids. The successful low Bidder shall not withdraw or cancel or modify their bid, except at the request of the District, after having been notified that said bid has been accepted by the District. **Withdrawal or cancellation of a bid after the closing date for acceptance of bids shall result in the forfeiture of the bid security.**

Interpretation of Specifications

If any person contemplating submitting a Bid is in doubt as to the true meaning of any part of these Specifications, they may submit to the *Director of Administrative Services* at dduke@portofbrownsville.com a **written request for interpretation** thereof. Requests for interpretation must be received by 5:00 PM on November 7, 2019. Bidders shall not seek to influence any District Board members or District staff, directory or indirectly through others, as such contact may result in disqualification.

Addendums to Request for Bids

If it becomes necessary to revise any part of this RFB, a written addendum will be posted on the Port of Brownsville web site, under “Business with the Port/Procurement”. **It will be the responsibility of each Bidder to verify that they have received all addendums.** Bidders must acknowledge on the Bidder’s Acknowledgement Form (**Attachment A**) the receipt of all addendums in order for their Bid to be considered. The District is not bound by any oral representations, clarifications, or changes made in the written specifications by the District’s employees.

Criteria Used in Evaluating Bids

1. Bids will be carefully evaluated for cost effectiveness and for compliance with the requirements contained in the Specifications.
2. The experience, reputation and quality of the Bidder's equipment and services.
3. The District may give a preference to Bidders who offer a delivery date prior to December 2, 2019.
4. **The Brownsville Navigation District has adopted a Local Preference Option Policy which enables the District to allow up to a 3% preference in the award of a bid to a Local Vendor in preference to a non-local vendor. The District reserves the right to invoke the Local Option Preference Policy in the award of this bid.**

Qualifications of Companies Submitting Bids

The District reserves the right to require the successful Bidder to provide a list of customers to whom the Bidder has sold such equipment in the prior twelve months, including a list of public entity references in Texas.

Compliance with Laws

All Bidders involved shall observe and comply with all regulations, laws, ordinances, etc., of local, state, and federal governments as they apply to this bidding process.

Texas Ethics Commission Form 1295 Disclosures

Companies doing business with the Brownsville Navigation District, a governmental entity, are required to file a "Disclosure of Interested Parties Form" (Form 1295 for short). The successful Bidder will be required to file a Form 1295 prior to the Board approving the award of the bid. Further information regarding this form may be found on the Texas Ethics website, and instructions will be provided to the successful Bidder.

Texas Government Code Chapter 2270 Prohibition on Boycotting Israel

Companies doing business with the Brownsville Navigation District, a governmental entity, are prohibited from boycotting Israel during the term of the purchase agreement resulting from this bidding process. Bidders will be required to provide a written verification that they do not boycott Israel and that they will not boycott Israel during the term of the agreement.

Unit Pricing

This bid must be prepared using unit pricing.

Award of the Bid

Award of the bid shall be based on the lowest base Bid, subject to the 3% Local Preference Option. The District reserves the right to award the Bid to multiple Bidders in order to obtain the best value for the District in the District's sole discretion.

Determination of Compliance with Specifications

The *Director of Facilities Maintenance* or his designee will be responsible for assuring that the delivered equipment complies with the successful Bidder's Bid and will make the final determination of compliance. This examination will take place on the date of delivery or within a reasonable time thereafter. If the equipment is rejected for failure to comply with the Specifications, it shall be the responsibility of the Bidder to remove the equipment from the District's premises at their expense.

Delivery

The Bidder will be required to specify the number of days that will be required for delivery from the date of the award of the bid and whether installation will be included in the Bid. **The successful Bidder will be expected to deliver the requested goods within the specified delivery period.**

Confidentiality

Bidders shall certify that any confidential information obtained from the District shall not be made available, reproduced, sold, distributed or otherwise published or disseminated to any person or entity, except as is necessary for the Bidder to provide the equipment required by the RFB. The Bidder must also agree to notify the District of any instances that the confidentiality of any information to which it has been given access has been breached.

Terms of Payment

Billing address for invoices under this RFB is:

**Brownsville Navigation District
Finance Department
1000 Foust Road
Brownsville, TX 78521**

Electronic invoicing may be submitted to vendor@portofbrownsville.com

**SECTION II
PICKUP TRUCK
SPECIFICATIONS**

VEHICLE ONE
PICKUP TRUCK SPECIFICATIONS
1/2 Ton Pickup, Crew Cab, 4x4, Short Bed, No Front Center Console

General Specifications – Option 1

New, 2019 Model-year, full size, ½-ton class, 4-wheel drive pickup (4x4). This pickup is to have a crew cab (4-door), short bed and standard equipment. Vehicle must come with full manufacturer's warranty.

Alternate Bid – Option 2

New, 2018 Model-year, full size, ½-ton class, 4-wheel drive pickup (4x4). This pickup is to have a crew cab (4-door), short bed and standard equipment. Vehicle must come with full manufacturer's warranty.

Alternate Bid – Option 3

New, 2020 Model-year, full size, ½-ton class, 4-wheel drive pickup (4x4). This pickup is to have a crew cab (4-door), short bed and standard equipment. Vehicle must come with full manufacturer's warranty.

Body Style

Straight-sided, steel-floored, 5½'- to 6½'- bed pickup truck
Wheelbase 140" – minimum

Number of Cylinders and Engine Size

V8 FFV engine, 5.0L (minimum)

Fuel Type

Gas or Flexible Fuel

Drive Train

4WD

Transmission

6-Speed, Automatic Transmission (minimum).

Color

The body color shall be white.
No dealer logos or decals are to be affixed to the vehicle.

Interior

Factory Air Conditioning
Factory Heater and Defroster
Power Windows and Power Door Locks
Remote, Key-less Entry
Power Steering
Cruise Control

VEHICLE ONE
PICKUP TRUCK SPECIFICATIONS
1/2 Ton Pickup, Crew Cab, 4x4, Short Bed, No Front Center Console (con't)

Seats

Vinyl or Cloth
Front – Split seats, no center console
Rear – Bench seat

Wheels and Tires

17” Grey Steel - minimum
All-Season or All-Terrain Tires (minimum)
Full-Size Spare Tire

Bed Liner

Pickup bed must be protected with a spray-on bed liner.

Factory Installed Towing Package

The vehicle must have a factory-installed receiver hitch with a trailer hitch wiring harness installed.

Dealer Preparation

All normal dealer preparations shall be performed by the successful Bidder on the vehicle prior to delivery.

Extended Warranty

Should the Bidder wish to propose an extended warranty on the vehicle, an attachment should be made to the bid detailing the available extended warranties and their related costs.

State and Federal Compliance

The vehicle will be delivered with a current State of Texas inspection certificate issued in the month of delivery. Vehicle is to be equipped for compliance with all State and Federal regulations.

VEHICLE TWO
PICKUP TRUCK SPECIFICATIONS
3/4 Ton Pickup, Crew Cab, 4x4, Short Bed

General Specifications – Option 1

New, 2019 Model-year, full size, ¾-ton class, 4-wheel drive pickup (4x4). This pickup is to have a crew cab (4-door), short bed and standard equipment. Vehicle must come with full manufacturer's warranty.

Alternate Bid – Option 2

New, 2018 Model-year, full size, ¾-ton class, 4-wheel drive pickup (4x4). This pickup is to have a crew cab (4-door), short bed and standard equipment. Vehicle must come with full manufacturer's warranty.

Alternate Bid – Option 3

New, 2020 Model-year, full size, ¾-ton class, 4-wheel drive pickup (4x4). This pickup is to have a crew cab (4-door), short bed and standard equipment. Vehicle must come with full manufacturer's warranty.

Body Style

Straight-sided, steel-floored, 5½'- to 6½'- bed pickup truck
Wheelbase 140" – minimum

Number of Cylinders and Engine Size

V8 FFV engine, 6.2L (minimum)

Fuel Type

Gas or Flexible Fuel

Drive Train

4WD

Transmission

6-Speed, Automatic Transmission (minimum).

Color

The body color shall be white.

No dealer logos or decals are to be affixed to the vehicle.

Interior

Factory Air Conditioning
Factory Heater and Defroster
Power Windows and Power Door Locks
Remote, Key-less Entry
Power Steering
Cruise Control

VEHICLE TWO
PICKUP TRUCK SPECIFICATIONS
3/4 Ton Pickup, Crew Cab, 4x4, Short Bed (con't)

Seats

Vinyl or Cloth
Front – Split seats or bench seat
Rear – Bench seat

Wheels and Tires

17” Grey Steel - minimum
All-Season or All-Terrain Tires (minimum)
Full-Size Spare Tire

Bed Liner

Pickup bed must be protected with a spray-on bed liner.

Factory Installed Towing Package

The vehicle must have a factory-installed receiver hitch with a trailer hitch wiring harness installed.

Dealer Preparation

All normal dealer preparations shall be performed by the successful Bidder on the vehicle prior to delivery.

Extended Warranty

Should the Bidder wish to propose an extended warranty on the vehicle, an attachment should be made to the bid detailing the available extended warranties and their related costs.

State and Federal Compliance

The vehicle will be delivered with a current State of Texas inspection certificate issued in the month of delivery. Vehicle is to be equipped for compliance with all State and Federal regulations.

VEHICLE THREE
PICKUP SPECIFICATIONS
1/2 Ton Pickup, Regular Cab, 4x2, Short Bed

General Specifications – Option 1

New, 2019 Model-year, full size, ½-ton class, 2-wheel drive pickup (4x2). This pickup is to have a regular cab (2-door), short bed and standard equipment. Vehicle must come with full manufacturer’s warranty.

Alternate Bid – Option 2

New, 2018 Model-year, full size, ½-ton class, 2-wheel drive pickup (4x2). This pickup is to have a regular cab (2-door), short bed and standard equipment. Vehicle must come with full manufacturer’s warranty.

Alternate Bid – Option 3

New, 2020 Model-year, full size, ½-ton class, 2-wheel drive pickup (4x2). This pickup is to have a regular cab (2-door), short bed and standard equipment. Vehicle must come with full manufacturer’s warranty.

Body Style

Straight-sided, steel-floored, 5½’- to 6½’- bed pickup truck
Wheelbase 140” – minimum

Number of Cylinders and Engine Size

V6 FFV engine, 3.7L (minimum)

Fuel Type

Gas or Flexible Fuel

Drive Train

2WD

Transmission

6-Speed, Automatic Transmission (minimum).

Color

The body color shall be white.
No dealer logos or decals are to be affixed to the vehicle.

Interior

Factory Air Conditioning
Factory Heater and Defroster
Power Windows and Power Door Locks
Remote, Key-less Entry
Power Steering
Cruise Control

VEHICLE THREE
PICKUP SPECIFICATIONS
1/2 Ton Pickup, Regular Cab, 4x2, Short Bed (con't)

Seats

Vinyl or Cloth
Front – Split seats or bench seat
Rear – Bench seat

Wheels and Tires

17” Grey Steel - minimum
All-Season or All-Terrain Tires (minimum)
Full-Size Spare Tire

Bed Liner

Pickup bed must be protected with a spray-on bed liner.

Factory Installed Towing Package

The vehicle must have a factory-installed receiver hitch with a trailer hitch wiring harness installed.

Dealer Preparation

All normal dealer preparations shall be performed by the successful Bidder on the vehicle prior to delivery.

Extended Warranty

Should the Bidder wish to propose an extended warranty on the vehicle, an attachment should be made to the bid detailing the available extended warranties and their related costs.

State and Federal Compliance

The vehicle will be delivered with a current State of Texas inspection certificate issued in the month of delivery. Vehicle is to be equipped for compliance with all State and Federal regulations.

**SECTION III
BID FORMS**

**BROWNSVILLE NAVIGATION DISTRICT
Bidder's Acknowledgement Form**

Having carefully examined the information, notices and specifications and conditions contained in this package, the undersigned Bidder's agent or representative hereby proposes and agrees to furnish proposed vehicles in strict compliance with these Specifications at the prices quoted. The Bidder affirms that, to the best of their knowledge, the bid has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other Bidders in the award of this bid.

Addendums received:

Deadline for Submission: November 13, 2019 at 3:00 PM

Vendor:
Address:
City, State, Zip Code:
Signature of Bidder:
Title with Company:

VEHICLE ONE - PICKUP

Option 1 - 2019 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext.Warranty Proposed? (Yes or No)
½-Ton Class Pickup, Crew Cab, 4x4, Short Bed, No Front Center Console				2		
Make and Model Proposed:						
Are additional vehicles available at this price? (Yes/No)						

Option 2 - 2018 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext.Warranty Proposed? (Yes or No)
½-Ton Class Pickup, Crew Cab, 4x4, Short Bed, No Front Center Console				2		
Make and Model Proposed:						
Are additional vehicles available at this price? (Yes/No)						

Option 3 - 2020 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext.Warranty Proposed? (Yes or No)
½-Ton Class Pickup, Crew Cab, 4x4, Short Bed, No Front Center Console				2		
Make and Model Proposed:						
Are additional vehicles available at this price? (Yes/No)						

VEHICLE TWO – PICKUP

Option 1 - 2019 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext.Warranty Proposed? (Yes or No)
3/4-Ton Class Pickup, Crew Cab, 4x4, Short Bed				2		
Make and Model Proposed:						
Are additional vehicles available at this price? (Yes/No)						

Option 2 - 2018 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext.Warranty Proposed? (Yes or No)
3/4-Ton Class Pickup, Crew Cab, 4x4, Short Bed				2		
Make and Model Proposed:						
Are additional vehicles available at this price? (Yes/No)						

Option 3 - 2020 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext.Warranty Proposed? (Yes or No)
3/4-Ton Class Pickup, Crew Cab, 4x4, Short Bed				2		
Make and Model Proposed:						
Are additional vehicles available at this price? (Yes/No)						

VEHICLE THREE – PICKUP

Option 1 - 2019 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext. Warranty Proposed? (Yes or No)
1/2-Ton Class Pickup, Regular Cab, 4x2, Short Bed				1		
Make and Model Proposed:						
Are additional vehicles available at this price? (Yes/No)						

Option 2 - 2018 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext. Warranty Proposed? (Yes or No)
1/2-Ton Class Pickup, Regular Cab, 4x2, Short Bed				1		
Make and Model Proposed:						
Are additional vehicles available at this price? (Yes/No)						

Option 3 - 2020 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext. Warranty Proposed? (Yes or No)
1/2-Ton Class Pickup, Regular Cab, 4x2, Short Bed				1		
Make and Model Proposed:						
Are additional vehicles available at this price? (Yes/No)						

Trade-In Vehicles Offered

Vehicle	Vehicle Identification Number	Trade-In Offer
2009 Ford F150 Pickup BND Unit #681	VIN 1FTRF12W69KB30878 Mileage at 10/22/2019 – 31,698.9	
2009 Ford F150 Pickup BND Unit #685	VIN 1FTRF12W89KB30879 Mileage at 10/22/2019 – 46,376.2	
Is this offer contingent on the purchase of one or more of the vehicles being bid? (Yes/No)		

Trade-In Vehicles will be available for pickup upon delivery of the new vehicles.

Attachments to this RFB that are required:

1. Respondent's Acknowledgement Form
2. Vendor Registration and Conflict of Interest Questionnaire
3. Government Code Chapter 2270 and 2252 Disclosure Statement

The following required forms can also be found at www.portofbrownsville.com – Business With the Port / Vendor Information

- Vendor Registration Form
- Conflict of Interest Questionnaire



To Vendors Doing Business with Brownsville Navigation District:

The Texas legislature passed two pieces of legislation that affect the relationship between the Brownsville Navigation District and its vendors. The Board of Commissioners of the Brownsville Navigation District has incorporated these new requirements into the *Code of Ethics* already in place for the District.

The District will now require that any vendor seeking to do business with the Brownsville Navigation District must file certain documents on an annual basis in order to be able to be awarded a purchase contract or a purchase order for goods or services. These forms are:

1. Vendor Registration Form
2. Conflict of Interest Questionnaire

These forms must be re-filed on an annual basis. Copies of the required forms and a full copy of the *Code of Ethics* are available on the District's website at:

www.portofbrownsville.com

Conflict of Interest Questionnaires can be found at the Texas Ethics Commission web site at:

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Conflict of Interest Questionnaires must be filed in regard to the Brownsville Navigation District "local government officers" which include the Navigation District Commissioners, the Port Director and CEO and the Deputy Port Directors. A listing of these persons is enclosed. Completed forms are to be filed with my office.

Please do not hesitate to contact me should you have any questions regarding these forms.

Sincerely yours,

A handwritten signature in black ink that reads "Lorena Hernandez". The signature is fluid and cursive, with the first name being larger and more prominent than the last name.

Lorena Hernandez
Director of Finance

(956) 838-7041 Fax (956) 831-5106

lhernandez@portofbrownsville.com

encl:

BROWNSVILLE NAVIGATION DISTRICT ADMINISTRATION
"LOCAL GOVERNMENT OFFICERS"
Board of Navigation and Canal Commissioners

John Reed
Chairman
Elected 05/12/2012
Term Expires May 2020
Banker

Sergio Tito Lopez
Vice Chairman
Elected 05/12/2012
Term Expires May 2020
Private Businessman

Ralph Cowen
Secretary
Elected 05/12/2012
Term Expires May 2020
Private Businessman

John Wood
Asst. Secretary
Elected 05/17/2014
Term Expires May 2022
Private Businessman

Esteban Guerra
Asst. Secretary
Elected 05/05/2018
Term Expires May 2022
Private Businessman

Administration

Eduardo A. Campirano – Port Director & CEO
Donna Eymard – Deputy Port Director

Other Administrative Employees

Steve Tyndal – Senior Director of Marketing and Business Development
Ariel Chavez – Director of Engineering Services
Michael Davis – Harbor Master
Deborah Lee Duke – Director of Administrative Services
Lorena Hernandez – Director of Finance
Carlos L. Garcia – Chief of Police
Oscar Garcia – Director of Facilities Maintenance
Jorge Montero – Director of Communications
Antonio Rodriguez – Director of Cargo Services
Brenda McKendrick – Director of Real Estate Services

Brownsville Navigation District Vendor Registration Form

Please complete this form to give the District your contact information for use during an RFP process or to open or update a vendor account

Date:	Name of Person Providing Information:
If you are currently participating in an RFP process for the District, please indicate the RFP title:	
If you are interested in receiving a notice when an RFP is available, please indicate your areas of interest:	
<input type="checkbox"/> Construction Contracts	<input type="checkbox"/> Security Services
<input type="checkbox"/> Property/Liability Insurance	<input type="checkbox"/> Bank Depository
<input type="checkbox"/> Group Insurance	Other:
<input type="checkbox"/> Salvage Offerings	
<input type="checkbox"/> Uniform Service	

Vendor Name	Web Site
Contact Person:	Fax Number:
Phone Number:	eMail Address:
Mailing Address:	Physical Address:

Form of Business <i>(Individual/Sole Proprietor/Partnership/Corporation/Other)</i>	Taxpayer Identification Number:
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Please return this form by fax to (956) 831-5106 or by email to vendor@portofbrownsville.com

Signature of Person Providing Information

This vendor is not a Listed Company as per Section 2252 of the Texas Government Code	_____ Signature of Purchasing Auditor
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CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

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

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

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

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

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

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Texas Government Code Sections 2270.002 and 2252.152

Disclosure Statement

The undersigned business entity hereby represents and warrants that the following statements are true and correct:

- (a) Pursuant to Section 2270.002, Texas Government Code, we hereby represent that we do not boycott Israel (as defined in Section 2270.002, Texas Government Code) and, subject to or as otherwise required by applicable Federal law, including, without limitation, 50 U.S.C. Section 4607, we agree not to boycott Israel during the term of this purchase agreement.
- (b) We hereby acknowledge that (a) we do not engage in business with Iran, Sudan, or any foreign organization and (b) we are not listed by the Texas Comptroller as described in Section 2252.152, Texas Government Code.

Company Name
Authorized Signature
Typed or Handwritten Name and Position with the Company
Date