

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

PORT OF BROWNSVILLE

Bid Document

**BND Port Roads
Striping & Signage**

**Deadline Date • March 9, 2021 • 11:00 A.M. C.D.T.
1000 Foust Rd. • Brownsville, Texas, 78521 • (956) 831-4592 • Fax: (956) 831-6153**

SECTION I GENERAL INFORMATION AND INSTRUCTIONS

NOTICE

Information provided in these specifications is to be used for the purpose of submitting a bid for the disposal of:

HOT APPLIED THERMOPLASTIC REFLECTIVE PAVEMENT STRIPING AND SIGNAGE

in the property of the Brownsville Navigation District. It is further expected that each bidder will read these specifications with care, since failure to meet each condition or a combination of specified conditions may invalidate the bid.

The Brownsville Navigation District (hereafter referred to as the District) reserves the right to reject any or all bids or any portion thereof and to accept the bid deemed to be in the best interests of and provide the best value to the District.

Bidders are required to submit bids on the basis of these specifications. Any exceptions to terms requested herein must be clearly noted in writing and be included as a part of the bid.

The District believes that the data contained in these specifications is sufficient for the preparation of bids. The 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 to Mr. Ariel Chávez II, P.E./R.P.L.S., Director of Engineering Services, 1000 Foust Road, Brownsville, TX 78521, or by calling 956.831.4592 (main office) or 956.592.3973 (cel).

STATEMENT OF PURPOSE

1. The information contained in these specifications is to be used only in connection with preparing a bid to furnish and install **approximately 18,792 LF (eighteen thousand seven hundred and ninety-two linear feet - different widths) of hot applied thermoplastic reflective pavement striping and wording and fourteen traffic signs.**
2. The District reserves the right to accept or reject all or any part of the bids, waive minor technicalities, and award the bid to best serve the interest of the District. The District also reserves the right to waive or dispense with any of the formalities contained herein.
3. Bids are to be submitted on the basis of the specifications contained herein. All deviations from the specifications must be clearly identified and explained.
4. The information contained herein is believed to be accurate and up-to-date, but is not intended to be an express or implied warranty.
5. **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 time set for opening will be returned to the bidder unopened.
6. Bidders are cordially invited to the bid opening, but are not required to attend.

TIMETABLE

1. Specifications will be ready for distribution on Monday, February 22, 2021.
2. Bids should be received by the District's Director of Finance no later than 11:00 AM, March 9th, 2021.
3. It is anticipated that the successful bidder(s) will be notified on or about March 17th, 2021.

PREPARATION OF BID

The bidder shall prepare their bid in duplicate on the attached bid forms with attachments as necessary to fulfill the specifications contained herein. Unless otherwise stated, all blank spaces on the bid page or pages, applicable to the subject specification, must be correctly filled in. A unit price must be stated for each and every item, either typed in or written in ink. Any exceptions or deviations from the requested products or services must be clearly indicated in writing and must be submitted with and form a part of the bid form. Failure to follow this instruction will be grounds for disqualification of a bid.

SUBMISSION OF BID

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

**Lorena Hernandez, CPA
Director of Finance
1000 Foust Road
Brownsville, Texas 78521**

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

“BND Port Roads Striping & Signage”

Bids must be received by the District's Director of Finance by the deadline date and time listed on the cover of these specifications.

BID SECURITY

Bidders shall submit with their bids a Cashier's Check or Bid Bond in the form specified by the District, of 5 percent of the greatest amount bid as a guaranty that they will furnish and install an estimated of 18,792 linear feet of hot applied thermoplastic pavement striping and thirty two traffic signals as needed by the Port after the receipt of a purchase order or contract agreement indicated by the bidder in their bid. Cashier's 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 authorization of the purchase order. The cashier's check of the successful bidder to provide the service of striping will be returned upon the approval and issue of Certification by USA

Authorities and the issue of an acceptance letter approving the service by the District (Acceptance Document) or start of disposal, whichever occurs first.

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 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 the specifications, they may submit a written request for interpretation thereof to Mr. Ariel Chávez II, P.E./R.P.L.S., Director of Engineering Services for the District.

CRITERIA USED IN EVALUATING BIDS

1. Bids will be evaluated for cost and for compliance with the requirements contained in the specifications.
2. The District will consider the following criteria in determining which bid, if any, to accept:
 - A. the service price;
 - B. the Bidder's stated and demonstrated ability to comply with any and all applicable Federal, State and Local jurisdictional requirements;
 - C. the reputation of the Bidder and of the Bidder's services;
 - D. the quality of the Bidder's equipment and services;
 - E. the extent to which the Bidder's services meet the District's needs;
 - F. all other factors specifically listed in this Invitation to Bid.
3. The 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. If applicable, the District reserves the right to invoke the Local Option Preference Policy in the award of this bid.

QUALIFICATION 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 provided similar services in the prior twelve months, including a list of public entity references in Texas.

DEVIATION FROM SPECIFIED REQUIREMENTS

Bidders must specifically state each specified item that is not being included in the bid. It will not be acceptable to simply refer to an attached document. Failure to follow this instruction will be grounds for disqualification.

These specifications are not intended to be restrictive with respect to any alternative bid if a distinct advantage can be demonstrated. Bids failing to meet all of the specifications will not necessarily be rejected, but any deviations must be clearly noted to be considered.

ADDENDA TO INVITATION TO BID

If it becomes necessary to revise any part of this Invitation to Bid, a written addendum will be provided to all bidders. Bidder must acknowledge on the Bidder's Acknowledgement Form the receipt of all addenda in order for their bid to be considered. The District is not bound by any oral representation, clarifications, or changes made in the written specifications by the District's employees, unless such clarification or change is provided to bidders in written addendum from an authorized representative of the District.

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 the service requested, and to this bidding process.

UNIT PRICE

This bid must be prepared using unit price and must include Flagmen and/or additional Traffic Control for proper and safe execution of this service. Flagmen and Traffic Control shall be subsidiary to other pay items and shall not be paid for separately.

AUTHORIZED SIGNATURE

All bid forms must be signed by individuals with legal authority to bind the Bidder to the items that are proposed.

DISQUALIFICATION AND REJECTION OF BIDS

Failure to comply with the requirements or the procedures set forth herein, or to satisfy the criteria as set forth in the specifications, may result in disqualification. It is not intended that exceptions to the specifications will, in and of themselves, result in disqualification.

AWARD OF PURCHASE ORDER

Award of a purchase order for the BND Port Roads Striping & Signage shall be based on the District's review of the bids according to the criteria listed above. The bid that is determined, in the sole opinion of the District, to be in the best interests of, and to provide the best value to the District, will be selected for the award of a purchase order for the BND Port Roads Striping & Signage. Nothing in this Invitation to Bid is intended to create an expectation on the part of any Bidder that the Bidder will be awarded the purchase order. The District reserves the right to reject any or all bids, and to waive any informalities in bidding.

DETERMINATION OF COMPLIANCE WITH SPECIFICATIONS

The District will review the successful bid to verify compliance by the successful bidder with all requirements in the specifications' bid and will make the final determination on compliance. Upon making the determination, the District's Board will consider and award the purchase order or contract agreement to the successful bid deemed in compliance.

"BND Port Roads Striping & Signage"

It is anticipated that the successful bidder will be notified on or around March 17, 2021. The service period will be an element of the bid that will be considered by the District in their award of the purchase order. The successful bidder will be expected to furnish and install hot applied thermoplastic reflective striping and signage within a 10 day period beginning from the date of notification of the award of the purchase order.

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) with the Texas Ethics Commission. The successful bidder will, therefore, be required to file said Form 1295 with the Texas Ethics Commission prior to the Board issuing the purchase order for the BND Port Roads Striping & Signage in this Invitation to Bid. Further information regarding this form may be found on the Texas Ethics Commission website. Instructions will be provided to the successful bidder.

TERMS OF PAYMENT

Once a purchase order is issued or a contract agreement is executed, the successful bidder will be issued payment for the services performed on any given calendar month based on the unit prices bid. Any Pay Requests exceeding \$25,000.00 will require approval by the BND Board of Commissioners, who meet on the first and third Wednesdays of every month. The billing address for invoices under this bid is:

**Brownsville Navigation District
Accounts Payable
1000 Foust Road
Brownsville, TX 78521**

Electronic billing may be submitted at vendor@portofbrownsville.com with cc: to achavez@portofbrownsville.com and mmartinez@portofbrownsville.com.

SECTION II

SPECIFICATIONS FOR THERMOPLASTIC PAVEMENT STRIPING

In compliance with TxDOT Specifications

Item 636 - Signs

Item 662 – Work Zone Pavement Markings

Item 666 – Retroreflectorized Pavement Markings

Item 668 – Prefabricated Pavement Markings

Item 672 – Raised Pavement Markers

Item 678 – Pavement Surface Preparation for Markings

Item 687 – Pedestal Pole Assemblies

Other applicable.

Service Representatives

The bid must specify the bidder's representatives that will be available to the District as the contact person for the project. The bid must specify their contact information, including phone number and email address.

Payment Terms

The bid must indicate the unit price per linear feet of different type and width of striping, wording and signs, and payment shall be based on the actual number linear feet of stripes and/or number of signs or words installed at the bid unit price, which may not exceed the anticipated quantities.

SECTION III
BID SUBMISSION 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 provide the service to furnish and install BND Port Roads Striping & Signage in strict compliance with the Specification at the prices bid. 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.

Addenda received:

Deadline for Submission: March 9, 2021 – 11:00 A.M.

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

BROWNSVILLE NAVIGATION DISTRICT
BND Port Roads Striping & Signage
Bid Submission Form

BIDDER Agrees to perform all the work described in the Contract Documents
for the following Unit Prices (which include any and all applicable taxes and fees):

BND PORT ROADS STRIPING & SIGNAGE:

#	D E S C R I P T I O N	EST QTY	UNIT COST	AMOUNT
1	REFL PAV MRK TY I (W) 4" (SLD) (100MIL)	7,810 LF		
2	REFL PAV MRK TY I (W) 4" (BROKEN) (100MIL)	730 LF		
3	REFL PAV MRK TY I (Y) 4" (SLD) (100MIL)	7,680 LF		
4	REFL PAV MRK TY I (Y) 4" (BROKEN) (100MIL)	2,360 LF		
5	REFL PAV MRK TY I (W) 24" (SLD) (100MIL)	212 LF		
6	REFL PAV MRK TY I (W) (WORD/RR AND X)(100MIL)	6 EA		
7	RAILROAD CROSSING AHEAD SIGN (W10-1)	6 EA		
8	RAILROAD CROSSBUCK SIGN (R15-1)	8 EA		
9	STOP SIGN (R1-1)	6 EA		
10	STREET NAME SIGN (D3-1G)	12 EA		
11	PRIME PAINT (24") STOP BARS	212 LF		
12	PRIME PAINT (4") SOLID LINES	15,490 LF		
13	PRIME PAINT (4") BROKEN LINES	3,090 LF		
TOTAL BID FOR BND PORT ROADS STRIPING & SIGNAGE TOTAL BASE				

BID:

Hot Applied Thermoplastic Reflective Striping and Signage

The bid will be awarded on the basis of the lowest price, based on an estimated 18,792 linear feet of Striping and Wording and 32 traffic signs.

Attachments to this bid that are required:

1. Bid Security as detailed in page 2 of this Invitation to Bid.
2. Discussion of additional costs or requirements of the District during service.
3. Description of basic warranty, including any exclusions.
4. Discussion of service representatives' location and contact information.
5. Statement of any deviations from these specifications
6. Contractor's Pre-Bid Disclosure Statement

The following required attachments can also be found at www.portofbrownsville.com – Vendor Registration

7. Vendor Registration Form
8. 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,

Lorena Hernandez, CPA

Director of Finance

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

lhernandez@portofbrownsville.com

encl:

Brownsville Navigation District
1000 Foust Road / Brownsville, Texas 78521 / (956) 831 -4592 / (800) 378-5395 / Fax (956) 831-5106
www.portofbrownsville.com

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

Sergio Tito Lopez
Chairman

Ralph Cowen
Vice Chairman

Esteban Guerra
Secretary of the Board

John Wood
Commissioner

John Reed
Commissioner

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 Chávez II, PE/RPLS – Director of Engineering Services
Michael Davis – Harbor Master
Margie Recio – Director of Administrative Services
Lorena Hernandez, CPA – 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
Jose Herrera – Director of Special Projects
Vacant – 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:	
_____ Construction Contracts	_____ Security Services
_____ Property/Liability Insurance	_____ Bank Depository
_____ Group Insurance	Other:
_____ Salvage Offerings	
_____ 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 *Federal Debarred List - SAM.gov	_____ Signature of Purchasing Auditor
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CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

OFFICE USE ONLY

Date Received

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

1 Name of person doing business 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 September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3

Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4

Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

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.

7

Signature of person doing business with the governmental entity

Date

Brownsville Navigation District Statement of Non-Collusion

The undersigned hereby certifies that they are duly authorized to execute this Proposal, that this company, corporation, firm, partnership or individual has not prepared this Proposal in collusion with any other Applicant, and that the contents of this Proposal as to prices, terms or conditions of said Proposal 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 official opening of this Proposal.

Company: _____

Address: _____

Phone: _____

Fax: _____

Applicant: _____

(Print Name)

Appliacnt: _____

(Signature)

Title: _____

Signature of Company Officer
Authorizing this
Proposal: _____

Company
Officer: _____

(Print Name)

Officer's
Title: _____

Note: This form must be filled out and submitted with the sealed Proposal.

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
Print Name and Position with the Company
Date