



**JEFFERSON COUNTY, TEXAS
PURCHASING DEPARTMENT**

1149 Pearl Street – First Floor
Beaumont, Texas 77701
409-835-8593

ADDENDUM TO RFQ

RFQ Number: RFQ 16-013/JW
RFQ Title: Professional Engineering Services
for the Jack Brooks Regional Airport
RFQ Due: 11:00 am CDT, Tuesday, July 12, 2016
Addendum No.: 1
Issued (Date): June 21, 2016

TO OFFEROR: This Addendum is an integral part of the RFQ package under consideration by you as an Offeror in connection with the subject matter herein identified. Jefferson County deems all sealed qualifications to have been proffered in recognition and consideration of the entire RFQ package – **including all addenda.** For purposes of clarification, **receipt of this present Addendum by an Offeror should be evidenced by returning it (signed) as part of the Offeror’s sealed qualifications submission.** If the qualifications have already been received by the Jefferson County Purchasing Department, Offeror should return this addendum in a separate sealed envelope, clearly marked with the RFQ Title, RFQ Number, and Opening Date and Time, as stated above.

Reason for Issuance of this addendum: Revised Specifications to Reflect the Omission of Airport Master Planning as a service to be provided under this RFQ; Revised Minimum Qualifications. A Complete Revised Specifications Packet is attached.

The information included herein is hereby incorporated into the documents of this present Request for Qualifications matter and supersedes any conflicting documents or portion thereof previously issued.

Receipt of this Addendum is hereby acknowledged by the undersigned Offeror:

ATTEST:

Witness

Witness

Approved by ____ Date: _____

Authorized Signature (Offeror)

Title of Person Signing Above

Typed Name of Business or Individual

Address



JEFFERSON COUNTY PURCHASING DEPARTMENT

Deborah L. Clark, Purchasing Agent

1149 Pearl Street, 1st Floor, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

June 6, 2016

Request for Statements of Qualification (RFQ 16-013/JW) Professional Engineering Services for the Jack Brooks Regional Airport

Dear Vendors:

You are invited to submit a statement of qualifications in accordance with the attached document, RFQ 16-013/JW. Jefferson County is requesting statements of qualifications from qualified Engineering Consulting Firms that are registered in the State of Texas to provide services including but not limited to: Airside and Landside Planning, Land Surveys, Preparation of Plans, Specifications and Bid Documents, Testing, Construction Contract Administration, Construction Observation, ~~Airport Master Planning~~, and other services that may be required for the Jack Brooks Regional Airport.

All interested individuals and firms should obtain a "Request for Qualifications" packet from the Jefferson County website at: <http://www.co.jefferson.tx.us/Purchasing/main.htm>

All submittals shall be evaluated by a Review/Selection Committee. The Review/Selection Committee will evaluate submissions to this request and select the firm most qualified, responsive, and experienced.

Responses are to be sealed and addressed to the Purchasing Agent with the RFQ number and title included on the outside of the envelope or box. All responses shall be submitted with an original and ten (10) copies, to the Jefferson County Purchasing Department, 1149 Pearl Street, 1st Floor, Beaumont, Texas 77701, no later than 11:00 am CDT, July 12, 2016. Jefferson County does not accept responses submitted electronically. Responses will be publicly opened and the names of responding firms will be read aloud in the Jefferson County Engineering Conference Room located on the 5th Floor of the Jefferson County Courthouse, 1149 Pearl Street, Beaumont, Texas 77701 at the time and date below. Statements of Qualifications received after that time will be considered late and will be returned unopened. Inquiries shall be directed in writing to: Jamey West, Assistant Purchasing Agent via fax 409-835-8456 or e-mail at: jwest@co.jefferson.tx.us.

There will be a **Non-Mandatory Pre-Proposal Conference** at 10:00 am CDT on Wednesday, June 22, 2016. The conference will be held in the Jack Brooks Regional Airport Jerry Ware Conference Room, 5000 Jerry Ware Drive, Beaumont, Texas 77705.

REQUEST NAME: Professional Engineering Services for the Jack Brooks Regional Airport

REQUEST NO. : RFQ 16-013/JW

DUE DATE/TIME: 11:00 am CDT, Tuesday, July 12, 2016

**MAIL OR DELIVER TO: Jefferson County Purchasing Department
1149 Pearl Street, 1st Floor
Beaumont, TX 77701**

Jefferson County encourages Disadvantaged Business Enterprises to participate in the qualifications submission process. Jefferson County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. Individuals requiring special accommodations are requested to contact our office at 409-835-8593 to make arrangements no later than seven (7) calendar days prior to the submittal deadline. Jefferson County reserves the right to accept or reject any or all proposals, to waive technicalities and to take whatever action is in the best interest of Jefferson County.

We look forward to your active participation in this solicitation.

Sincerely,

Deborah L. Clark, Purchasing Agent
Jefferson County, Texas

Request for Statements of Qualification (RFQ 16-013/JW) Professional Engineering Services for the Jack Brooks Regional Airport

Section 1. Introduction and Purpose:

Jefferson County is soliciting statements of qualifications and experience from qualified Engineering Consulting Firms (Consultants) to provide ~~planning and~~ engineering services for airport development, and to provide special services beyond the scope of basic design services that may be required for improvements at the Jack Brooks Regional Airport.

The Airport proposes to accomplish a number of projects as described in SECTION 4, GENERAL SCOPE OF SERVICES / SCHEDULE OF PROJECTS. The projects are expected to take place over a five-year period. The County reserves the right to re-advertise for those services not under contract. Contracts will be negotiated and approved for various phases and segments of work as federal and other funds are available.

The Jack Brooks Regional Airport's current DBE goal for 2016 is 11.51 %.

Section 2. Minimum Qualifications:

Consultants must be knowledgeable of Federal Aviation Administration policies and procedures; and be able to demonstrate experience in the various types of consultant services discussed in FAA Advisory Circular 150/5100-14E – Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. ~~Qualified consultants must have prepared a municipal master plan for two or more airports with operation and float mix within 20% of the Jack Brooks Regional Airport within the last 10 years. Qualified consultants must have experience with compatible land use planning and airport layout planning.~~

To be eligible to submit a response for the work, consultants must meet the following minimum requirements:

- A. Must have applicable licenses and permits required by the Federal Government, the State of Texas, and Jefferson County.
- B. Must have, within the last five years, provided similar services under applicable FAA guidelines and requirements and involving FAA funding.
- C. Must have adequate numbers of qualified personnel readily available to accomplish the work.
- ~~D. Must have an office location within the State of Texas.~~

Section 3. Procedure

Firms are encouraged to submit statements of qualifications and experience to the Jefferson County Purchasing Department. The responsible Jefferson County department head for this project will appoint a selection committee, which will evaluate responses and select, in order of preference, a short list of at least three firms. Responses will be ranked on the basis of demonstrated experience, competence, and qualifications. Fees, price, work hours, or any other cost information will not be considered in the development of the short list.

Jefferson County will then enter into negotiations with the highest qualified firm. The negotiations will first establish the scope, terms and conditions, and time limits for the proposed contract. Once agreement is reached between Jefferson County and the selected firm, the County will request a fee proposal from the firm. If agreement is reached, the County will retain the firm and enter into a written contract with that firm. If an agreement cannot be negotiated with the selected firm, the County will then enter into negotiations

with the next most qualified firm. This procedure will continue until agreement is reached and a contract is produced. If the County cannot negotiate an agreement, the procedure will be terminated.

Section 4. General Scope of Services / Schedule of Projects

The general scope of work shall consist of the various types of consultant services discussed in FAA Advisory Circular 150/5100-14E. The general scope of projects may include but not be limited to the following:

A. Instrument Approach Analysis and Support

1. Determine viability of a CAT I ILS approach for Runway 16 (based on known data).
2. Analyze feasibility of relocating the ILS from Runway 12-30 to Runway 16-34.
3. Estimated time-table for transition, key points and goals.
4. Conduct an airport obstruction survey to support the development a CAT I ILS approach for Runway 16.
5. Coordinate with air carriers, airport users, FAA, and Commissioners Court.

B. Airport Reconfiguration Alternative Analysis

1. Analyze existing airport layout.
2. Develop alternative airport layouts to improve operational safety through elimination of intersecting runways, providing for parallel taxiways, and possible transition of the primary runway from Runway 12-30 to Runway 16-34.
 - i. Specific attention to move all Runway Protection Zones onto airport property.
 - ii. Resulting alternatives to have zero net loss of runway length.
3. Coordinate with air carriers, airport users, FAA, and Commissioners Court.
4. Develop a detailed phasing and financial plan to support the preferred alternative.

C. Electronic Airport Layout Plan (eALP)

1. Obtain recent surveys and/or survey the airport
2. Collect imagery.
3. Upload data into the FAA's web-based FIS (AGIS) database.
4. Coordinate with Airport and others to maintain ALP accuracy.

~~**D. Airport Master Plan**~~

- ~~1. An update of the 2007 Airport Master Plan to reflect current conditions and revisions to be consistent with current County grant requirements, the County Plan, and other policies regarding airport development.~~
- ~~2. Strategies for containing aviation noise within airport property.~~
- ~~3. Strategies for recruiting diverse aviation related businesses to the airport.~~
- ~~4. Recommendations for appropriate zoning for airport property and adjacent properties.
 - i. Ability to include current aviation zoning of non-airport property.~~
- ~~5. Recommendations and planning to update and draft airport minimum standards.~~

E. Engineering and Other Services for Airport Development.

1. Capital Improvement
 - i. Financially Feasible and Realistic
2. Airfield Pavement (maintenance, rehabilitation and design)
3. Drainage
4. Airfield Electrical
5. Navigational Aids
6. Buildings and Facilities
7. Landside Improvements
8. Operational Use Studies
9. Environmental Assessments

SCHEDULE OF PROJECTS

The projects anticipated over the next five years may include but are not limited to the following:

- A. Desktop Feasibility Study – CAT I ILS viability to Runway 16-34
- B. ILS and MALSR Relocation
- C. Airport Reconfiguration Alternative Analysis
- D. Runway and Taxiway Improvements (pavement, lighting, marking, construction)
- E. Airfield Electrical Improvements (Vault, Airfield lighting, etc.)
- F. Environmental Assessments
- G. Passenger Boarding Bridge (Suitability, Design, Bidding)
- H. Airfield Grading and Drainage Improvements
- I. Airport Layout Plan (ALP) Updates
- ~~J. Airport Master Plan Update~~
- K. Apron Improvements
- L. Overall Frontage Development Impacts on Airport

The above Schedule of Projects is included in this RFQ to be considered only as an “*anticipated*” schedule, as the needs and priorities of the Jack Brooks Regional Airport are subject to change within the duration of a contract for Engineering Services awarded under this RFQ.

Section 5. Submittal Format:

Consultants shall submit one original and (10) copies of the response providing the following information:

- A. Present capability to achieve proposed work. Information should reflect knowledge of FAA regulations, policies and procedures.
- B. Experience in performing similar projects under FAA guidelines involving federal funding.
- C. Project team and key personnel, including resumes.
- D. List of references on similar projects currently in process or which have been accomplished over the past five years.
- E. Statement regarding an Affirmative Action Program and proposed DBE participation.

Section 6. Laws and Regulations

The Engineering Consulting Firm awarded services under this RFQ must comply with all laws, ordinances, and rules and regulations which govern the work specified in this contract.

Section 7. Insurance

The contractor (including any and all subcontractors as defined in Section 8.1.3 below) shall, at all times during the term of this contract, maintain insurance coverages with not less than the type and requirements shown below. Such insurance is to be provided at the sole cost of the contractor. These requirements do not establish limits of the contractor’s liability.

All policies of insurance shall waive all rights of subrogation against the County, its officers, employees and agents.

Contractor shall furnish Jefferson County with Certificate of Insurance naming Jefferson County as additional insured.

All insurance must be written by an insurer licensed to conduct business in the State of Texas.

Minimum Insurance Requirements

Public Liability	\$1,000,000.00
Excess Liability	\$1,000,000.00

Property Insurance (policy below that is applicable to this project):

- Improvements & Betterments Policy: Improvements/Remodeling (for Lease Tenants)
- Builder’s Risk Policy: Structural Coverage for Construction Projects
- Installation Floater Policy: Improvements/Alterations to Existing Structure

Workers’ Compensation	Statutory Coverage (See Section 8 Below)
-----------------------	--

Section 8. Workers' Compensation Insurance

- 8.1 Definitions:
- 8.1.1 **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, DWC-81, DWC-82, DWC-83, or DWC-84 showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.
 - 8.1.2 **Duration of the project** – Includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.
 - 8.1.3 **Persons providing services on the project (“subcontractor”) in article 406.096** – Includes all persons or entities performing all or part of the services under the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractor, 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” includes, without limitation, providing, hauling or delivering equipment or materials, or providing labor, transportation, or other service related to a project. “Services” does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.
- 8.2 The Contractor shall provide coverage, based on proper reporting of classification code and payroll amounts and filing any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.
- 8.3 The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract – refer to Section 6 above.
- 8.4 If the coverage period shown on the Contractor's current certificate of coverage ends during the duration of the project, the Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.
- 8.5 The Contractor shall obtain from each person providing services on a project, and provide to the governmental entity:
- 8.5.1 A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and
 - 8.5.2 No later than seven (7) days after receipt by the Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate ends during the duration of the project.
- 8.6 The Contractor shall retain all required certificates of coverage for the duration of the project and for one (1) year thereafter.
- 8.7 The Contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.
- 8.8 The Contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Department of Workers' Compensation, 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.
- 8.9 The Contractor shall contractually require each person with whom it contracts to provide services on a project to:
- 8.9.1 Provide coverage, based on 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.

- 8.9.2 Provide to the 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.
- 8.9.3 Provide the Contractor, prior to the end of 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.
- 8.9.4 Obtain from each person with whom it contracts, and provide to the Contractor:
 - 8.9.4.1 A certificate of coverage, prior to the other person beginning work on the project; and
 - 8.9.4.2 the coverage period, if the coverage period shown on the current certificate of a new certificate of coverage showing extension of coverage, prior to the end of coverage ends during the duration of the project.
- 8.9.5 Retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter.
- 8.9.6 Notify the governmental entity in writing by certified mail or personal delivery, within ten (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
- 8.9.7 Contractually require each person with whom it contracts to perform as required by paragraphs 8.1. – 8.7., with the certificates of coverage to be provided to the person for whom they are providing services.
- 8.10 By signing this contract or providing or causing to be provided a certificate of coverage, the Contractor is representing to the governmental entity that all employees of the contractor who will provide services of 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 the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.
- 8.11 The Contractor's failure to comply with any of these provisions is a breach of contract by the Contractor which entitles the governmental entity to declare the contract void if the Contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

Section 9. Qualifications Statement Requirements

Firms desiring to be considered for Engineering Services as described in this RFQ are required to submit a Statement of Qualifications and Experience in order to be considered. The statement should contain, as a minimum, the following:

1. Name of the firm wishing to contract with the County.
2. Firm's local address.
3. Firm's corporate or main office address.
4. Number of years the firm has been in business.
5. Names, qualifications, and experience of professional staff who would be assigned to Jefferson County.
6. Firm's organization chart.
7. Biographies or resumes, including home office location and other relevant information, for each key staff member likely to be assigned to a project.
8. Names, titles, address, and telephone numbers of persons who are authorized to negotiate for and contractually bind the firm. One of these persons should sign the response. A contact must be named for addressing questions generated during the evaluation process.
9. Proposed project management structure determining key personnel and sub-consultants (if any).
10. Qualifications and recent, relevant experience (past five years) of the firm, key personnel and sub-consultants relative to the performance of recent relevant similar services for aviation planning purposes.
11. Technical approach, a detailed discussion of the tasks or steps to accomplish proposed projects
12. Proposed projects schedule, including major tasks and target completion dates.
13. Provide a detailed summary of the firm's experience in providing the kinds of services specified in this RFQ to governmental entities.
14. Describe reasons why the firm would be uniquely qualified to provide Engineering Consulting Services to Jefferson County.
15. Describe any unique services offered by your firm.
16. List of ~~in-state~~ references including the name, address, and phone number of the person most clearly associated with the firm's prior performance of similar airport ~~planning~~ projects. A reference form is included on Page 12.

Section 10. Additional Information

Provide a listing of all current litigation(s), outstanding judgements and liens affecting the firm.

Section 11. Terms and Conditions

1. Jefferson County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
2. Any agreement or contract resulting from this RFQ shall be on forms approved by Jefferson County and shall contain, at minimum, applicable provisions of this document. Jefferson County reserves the right to reject any agreement that does not conform to this document and any County requirements and contracts.

3. The Engineering Consulting Firm (Consultant) shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.
4. No reports, information, or data given to or prepared by Consultant under contract shall be made available to any individual or organization by the Consultant without the prior written approval of the County.

5. Vendor Registration: SAM (System for Award Management).

Vendors doing business with Jefferson County are **required** to be registered with The System for Award Management (SAM), with an “active” status. The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site.

Entities may register at no cost directly from the SAM website at: <https://www.sam.gov>

Respondents are strongly encouraged to review their firm’s SAM (System for Award Management) status prior to Qualifications Submission.

6. Awarded Vendor(s): Submission of FORM 1295 (Texas Ethics Commission)

As of January 1, 2016, per House Bill 1295, the Texas Ethics Commission (TEC) requires **all awarded vendors** to complete a Certificate of Interested Parties (FORM 1295) at time of notification of award. **Awarded Vendors** (for contracts under this RFQ) must visit the TEC website link below, enter the required information on Form 1295, and print a copy of the completed form. The form will include a certification of filing that will contain a unique certification number.

At the time of award, the Jefferson County Purchasing Department will submit a request to the Awarded Vendor (for a contract under this RFQ) to both:

1. Submit FORM 1295 online via the Texas Ethics Commission website link below.
2. Submit a printed copy of FORM 1295, signed by an Authorized Agent of the Awarded Vendor and notarized to the Jefferson County Purchasing Department.

FORM 1295, Completion Instructions, and Login Instructions are available via the Texas Ethics Commission Website at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

7. Minority-Women Business Enterprise Participation

It is the desire of Jefferson County to increase the participation of Minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the County does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms.

Section 12. Submittal Evaluation and Evaluation Criteria

Each Consultant meeting the Minimum Qualifications will be evaluated, using the following criteria:

- A. Capability to perform all aspects of planning and engineering with knowledge of FAA regulations, policies, and procedures.
- B. Comparable current and completed projects, within the past five years, accomplished by current staff and key personnel to be assigned to projects.
- C. Professional background of key personnel and experience in airport ~~planning and~~ engineering.
- D. Ability to meet schedules and deadlines, and reputation for timeliness, quality of performance and work product.
- E. Technical approach to design and construction management of airport projects.
- F. References.

MAXIMUM POINTS	EVALUATION CRITERIA
15	1. Capability to perform all aspects of planning and engineering with knowledge of FAA regulations, policies, and procedures.
20	2. Comparable current and completed projects, within the past five years, accomplished by current staff and key personnel to be assigned to projects.
20	3. Professional background of key personnel and experience in airport planning and engineering.
15	4. Ability to meet schedules and deadlines, and reputation for timeliness, quality of performance and work product.
20	5. Technical approach to design and construction management of airport projects.
10	6. References.

20 points maximum for interview, if needed.

Section 13. Selection Committee

Because of the diversity of the departments and activities of the County, the responsible department head will appoint the selection committee for this project. Typically, the committee will consist of at least one professional in the task required, a representative of the Purchasing Department, and a representative of the Jack Brooks Regional Airport. However, this structure is not binding. Other members may be appointed as necessary and appropriate, but the total number of persons on the selection committee shall not exceed four (4) persons. Committee appointments shall be in writing and shall briefly describe the scope of the project and, if necessary, the primary disciplines required to accomplish the project, in order to assist the committee in selecting the most qualified firm to accomplish the work required.

Section 14. Submission Requirements

Responses are to be sealed and addressed to the Purchasing Agent with the RFQ number and title included on the outside of the envelope or box.

One original and ten (10) hard copies, of the qualifications statements shall be mailed or delivered to:

Jefferson County Purchasing Department
1149 Pearl Street, 1st Floor
Beaumont, TX 77701
Attn: Deborah L. Clark, Jefferson County Purchasing Agent

All submissions must be received by 11:00 am CDT, Tuesday, July 12, 2016.

Jefferson County will not accept any submissions received after the stated time and date, and shall return such submissions unopened to the Offeror.

Jefferson County will not accept any responsibility for ~~proposals~~ **submissions** being delivered by third party carriers.

Responses will be opened publicly in a manner to avoid public disclosure of contents/however only the names of Offerors will be read aloud.

Please direct questions to Jamey West, Assistant Purchasing Agent at 409-835-8593 or e-mail at: jwest@co.jefferson.tx.us.

Courthouse Security: Offerors are advised that all visitors to the Courthouse must pass through Security. Bidders planning to hand deliver bids must allow time to get through Security, as a delay in entering the Courthouse will not be accepted as an excuse for late submittal. Mondays and Tuesdays are particularly heavy days. Bidders are strongly urged to plan accordingly.

County Holidays – 2016:

January 1	Friday	New Year's Day
January 18	Monday	Martin Luther King, Jr. Day
February 15	Monday	President's Day
March 25	Friday	Good Friday
May 30	Monday	Memorial Day
July 4	Monday	Independence Day
September 5	Monday	Labor Day
November 11	Friday	Veterans Day
November 24 & 25	Thursday & Friday	Thanksgiving
December 23 rd & 26 th	Friday & Monday	Christmas

Proposal Submissions During Time of Inclement Weather, Disaster, or Emergency:

In case of inclement weather or any other unforeseen event causing the County to close for business on the date of a bid/proposal/statement of qualifications submission deadline, the bid closing will automatically be postponed until the next business day that County offices are open to the public. Should inclement weather conditions or any other unforeseen event cause delays in courier service operations, the County may issue an addendum to all known vendors interested in the project to extend the deadline. It will be the responsibility of the vendor to notify the county of their interest in the project should these conditions impact their ability to submit a bid/proposal/statement of qualifications submission before the stated deadline. The County reserves the right to make the final judgement call to extend any deadline.

Should an emergency or unanticipated event interrupt normal County processes, and bid/proposal/statement of qualifications submissions cannot be received by the Jefferson County Purchasing Department's office by the exact time specified in the IFB and urgent County requirements preclude amendment to the IFB, the time specified for receipt of bids will be deemed to be extended to the same time of day specified in the solicitation on the first business day on which normal County processes resume.

Vendor References

Please list at least three (3) companies or governmental agencies (preferably a municipality) where the same or similar products and/or services as contained in this specification package were recently provided.

THIS FORM MUST BE RETURNED WITH YOUR BID.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

Respondent Shall Return Completed Form with Offer.

Signature Page

By submitting a response to this solicitation, the undersigned certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal/qualifications submission and time of award, the undersigned will notify the Jefferson County Purchasing Agent. Failure to do so may result in terminating a contract for default.

The undersigned affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other bidder or to any other person(s) engaged in this type of business prior to the official opening of this bid. And further, that neither the bidder nor their employees nor agents have been for the past six (6) months directly nor indirectly concerned in any pool or agreement or combination to control the price of goods or services on, nor to influence any person to bid or not to bid thereon.

Firm (Entity Name)	Signature
Street & Mailing Address	Print Name
City, State & Zip	Date Signed
Telephone Number	Fax Number
E-mail Address	

Respondent Shall Return Completed Form with Offer.

Respondent's Certification

I have carefully examined the Request for Statements of Qualifications, Scope of Services Background, and any other documents accompanying or made a part of this Request for Qualifications.

I hereby propose to furnish the goods or services specified in the Request for Qualifications. I agree that my proposal will remain firm for a period of up to 120 days in order to allow the County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service: no officer, employee or agent of Jefferson County or any other Respondent is interested in said proposal: and that the undersigned executed this Respondent's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS

BY:

Sworn to and subscribed before me
this _____ day of
_____, 2016

SIGNATURE

NAME & TITLE, TYPED OR PRINTED

Notary Public

MAILING ADDRESS

State of _____

CITY, STATE, ZIP CODE

My Commission Expires: _____

(_____) _____
TELEPHONE NUMBER

Respondent Shall Return Completed Form with Offer.