

# OFFER AND ACCEPTANCE FORM

## OFFER TO CONTRACT

To Jefferson County:

We hereby offer and agree to furnish the materials or service in compliance with all terms, conditions, specifications, and amendments in the Invitation for Bid and any written exceptions in the offer. We understand that the items in this Invitation for Bid, including, but not limited to, all required certificates are fully incorporated herein as a material and necessary part of the contract.

The undersigned hereby states, under penalty of perjury, that all information provided is true, accurate, and complete, and states that he/she has the authority to submit this bid, which will result in a binding contract if accepted by Jefferson County.

We acknowledge receipt of the following amendment(s): 1, 2, , ,

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

Diamond Shine Bldg. Svc.  
Company Name

For clarification of this offer, contact:

624 Linkwood St.  
Address

Renee Malveaux  
Name

Port Arthur, Tx. 77640  
City State Zip

(409) 365-9939 / (409) 548-4606  
Phone Fax

  
Signature of Person Authorized to Sign

diamondshine@gt.rr.com  
E-mail

Eric Malveaux  
Printed Name

Owner  
Title



**JEFFERSON COUNTY, TEXAS**  
**PURCHASING DEPARTMENT**

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

**ADDENDUM TO IFB**

IFB Number: IFB 13-013/JW  
IFB Title: Term Contract for Janitorial Services for Jefferson County  
IFB Due: 11:00 am, Tuesday, August 6, 2013  
Addendum No.: 1  
Issued (Date): July 15, 2013

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

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Reason for Issuance of this addendum: Clarification of Bid Form via Bid Form Instructions Sheet.

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

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

ATTEST:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

  
\_\_\_\_\_  
Authorized Signature (Bidder)

Owner  
\_\_\_\_\_  
Title of Person Signing Above

Diamond Shine Bldg. Svc.  
\_\_\_\_\_  
Typed Name of Business or Individual

624 Linkwood St. Port Arthur, Tx. 77640  
\_\_\_\_\_  
Address

# BID FORM INSTRUCTIONS SHEET

Please Review the Following Instructions Carefully, as bids received with mathematical errors may be considered non-responsive.

## **BID FORM INSTRUCTIONS:**

Please note that Each Line Item on the Bid Form specifies a Service Location to be cleaned, the size in square feet of this location, and the number of days per week the location is to be cleaned.

In the "Unit Price Per Sq. Ft." Column:

Write in Numbers the Price Per Square Foot for the Service Location indicated.

In the "Unit Price Per Visit" Column:

Write in Numbers the Price Per Visit for the Service Location indicated.

In the "Extended Weekly Price" Column: Write in Numbers the Price Per Week for the Service Location indicated. To Calculate: Multiply the Unit Price Per Visit X Number of Days the Service Location is to be cleaned.

In the "Extended Annual Total" Column: Write in Numbers the Extended Annual Total for the Service Location indicated. To Calculate: Multiply the Extended Weekly Price X 52. (Weeks Per Year)

## **Example:**

"Office Building A" is be cleaned 5 days a week.

You want to bid \$0.01 (one penny) per square feet to clean "Office Building A."

You want to bid \$10.00 per visit.

| Item | Service Location   | Unit Price<br>Per Sq. Ft. | Unit Price<br>Per Visit | Extended<br>Weekly<br>Price   | Weeks<br>Per<br>Year | Extended<br>Annual Total  |
|------|--|---------------------------|-------------------------|---|----------------------|---|
| 1    | Office Building A<br>123 Example Street, Beaumont<br>Mon-Fri, 5:30 pm-11:30 pm<br>Floors: 1; Elevators: 0<br>Square feet: 1,000<br>To be serviced: 5 days/week | \$ 0.01                   | \$ 10.00                | \$ 50.00<br><br><u>To Calculate:</u><br><br>Multiply the<br>Unit Price Per<br>Visit X Number<br>of Days the<br>Service<br>Location is to<br>be cleaned<br><br>For this<br>Example:<br><br>\$10.00 X 5<br>days = \$50.00 | x 52                 | \$ 2,600.00<br><br><u>To Calculate:</u><br><br>Multiply the<br>Extended Weekly<br>Price X 52 (Weeks<br>Per Year)<br><br>For this Example:<br><br>\$50.00 X 52 =<br>\$2,600.00 |



**JEFFERSON COUNTY, TEXAS  
PURCHASING DEPARTMENT**

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

**ADDENDUM TO IFB**

IFB Number: IFB 13-013/JW  
IFB Title: Term Contract for Janitorial Services for Jefferson County  
IFB Due: **August 6, 2013 at 11:00 am (Original Due Date and Time)**  
Addendum No.: 2  
Issued (Date): August 5, 2013

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

Reasons for Issuance of this addendum:

- Extension of Bid Due Date to Tuesday, August 20, 2013 at 11:00 am
- Questions and Answers from Mandatory Pre-Bid Conferences
- Revisions to Additional Information and Requirements for the Mid-County Office Building and Mid-County Tax Office.


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

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

ATTEST:

  
Authorized Signature (Bidder)

Witness

  
Eric Malveaux

Owner

Title of Person Signing Above

\_\_\_\_\_  
Witness

Diamond Shine Bldg. Svc.

Typed Name of Business or Individual

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

624 Linkwood St. Port Arthur, TX 77640  
Address

**Questions and Answers**  
**Received from Mandatory Pre-Bid Conferences/Site**  
**Visits**  
**Held July 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 2013**

**A Note to Bidders:** As of this date, the Jefferson County Purchasing Department will no longer answer questions regarding this IFB verbally. Written questions will be accepted via email to Jamey West at [jwest@co.jefferson.tx.us](mailto:jwest@co.jefferson.tx.us) until 5:00 pm on Tuesday, August 13, 2013.

Q: May bidders submit bids to clean only certain locations included on the bid form?

A: Yes. Bidders may choose to bid on the locations included on the bid form in their entirety, or choose to bid on the location(s) of their preference.

Q: Does the bidder need to supply a bid surety when the bid is submitted?

A: No.

Q: Does the bidder need a Performance Bond?

A: No.

Q: Does the square footage for each location that is provided on the bid form represent space that is to be cleaned or the entire perimeter of the location?

A: The square footage for each location that is provided on the bid form represents the approximate square footage that is to be cleaned.

Q: Are building schematics or blueprints available?

A: Schematics/blueprints will not be provided as a source of reference in connection with this bid.

Q: In reference to Line Item 7 on the bid form, is there to be only one (1) employee onsite to service the Courthouse (Historic & New) and the Beaumont Annexes I, II, IV (Monday – Friday, 9:30 am – 2:00 pm)?

A: **Yes.**

Q: How many employees work within the Historic and New Courthouses?

A: **Approximately 350 full-time employees and 30 part-time employees work within the Historic and New Courthouses. These numbers are approximate and subject to change depending upon fluctuations in staffing needs and hiring freezes.**

## **MID-COUNTY OFFICE BUILDING ADDITIONAL INFORMATION AND REQUIREMENTS**

The following provides additional information and requirements for Janitorial Services for the Mid-County Office Building. These requirements relate to issues of particular relevance to this building. They are in addition to the requirements listed in the specifications. The Vendor awarded janitorial services at the Mid-County Office Building shall meet with the point of contact, Frank Adams, within two (2) weeks of contract award to discuss these requirements.

### **Environmental Control Department**

- Vacuum front counter area daily.
- Vacuum remaining floors three days per week.
- Empty trash daily.
- Dust all offices once per week.

### **Library**

- ~~Vacuum three days per week — public area, behind circulation desk, around public computer desk and monitors.~~
- ~~Vacuum other areas as needed.~~
- ~~Dust once per week — public area, behind circulation desk, around public computer desk and monitors.~~
- ~~Dust other areas as needed.~~
- ~~Empty trash daily.~~
- ~~Clean work room sink basin once per week.~~

**Note:** The space previously known as The Library is now being utilized as an Immunization Clinic/Voting Tabulation area. This area is currently, and shall continue to be cleaned by Jefferson County staff. Please do not consider it as an area to be cleaned under contract.

### **Constable's Office**

- Dust Constable's desk and shelves every other day.
- Dust all other desks every other day, including CPU on the floor and computer on the desk.
- Vacuum entire office once per week
- Dust printers, fax machine and phones once per week.

**MID-COUNTY OFFICE BUILDING  
ADDITIONAL INFORMATION AND REQUIREMENTS (CONTINUED)**

**Judge's Office**

- Vacuum entire office, Judge's office, and Court Room (including under all desks) daily.
- Empty trash daily.
- Clean front window glass once per day.
- Wipe outside counter at front window with antibacterial cleaner once per day.
- Dust Clerk's office once per week.
- Windex Judge's desk once per day.
- Dust table in Judge's office once per day. If Judge is in office, please ask before cleaning.
- Vacuum Court Room once per day.
- Dust entire Court Room with Pledge on Fridays. Additionally, on Tuesdays dust the Judge's entire bench only.
- Empty shredder once per week.
- Special Requests as needed.

**Mid-County Community Room (Next to Mid-County Office Building)**

- Sweep floors
- Mop floors
- Empty trash.
- Clean restrooms.
- Clean kitchen.

Vendor shall maintain contact with Frank Adams and with Purchasing throughout the life of this contract.



**MID-COUNTY TAX OFFICE**  
**ADDITIONAL INFORMATION AND REQUIREMENTS**

The following provides additional information and requirements for Janitorial Services for the Mid-County Tax Office. These requirements relate to issues of particular relevance to these locations. They are in addition to the requirements listed in the specifications. The Vendor awarded janitorial services at this location shall meet with the point of contact, Frank Adams, within two (2) weeks of contract award to discuss these requirements.

The following tasks shall be performed daily:

- Mop all non-carpeted areas.
- Vacuum all carpeted areas.
- Clean bathroom fixtures.
- Empty all trash cans.
- Clean or wipe fingerprints from front doors.

The following tasks shall be performed once or twice per week as needed:

- Dust counters/desks.
- **Dust calculators, phones, printers, etc.**
- Wipe down wooden surfaces.

The following tasks shall be performed once monthly as needed:

- Dust blinds
- Clean window sills
- **Empty shredders by copier in work room.**

Vendor shall maintain contact with Mr. Adams and with Purchasing throughout the life of this contract.

## ACCEPTANCE OF OFFER:

The Offer is hereby accepted for the following items: Term Contract for Janitorial Services for Jefferson County for an initial period of one (1) year beginning on date as specified on signed contract, with up to four (4) one year options to renew.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the Invitation for Bid, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by Jefferson County.

This contract shall henceforth be referred to as Contract No. 13-013/JW. The Contractor has not been authorized to commence any billable work or to provide any material or service under this contract until Contractor receives a purchase order and/or a notice to proceed from the Jefferson County Purchasing Agent.

### Countersigned:

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Jeff Branick  
County Judge

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Date

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Carolyn L. Guidry  
County Clerk

# BID FORM

Service shall include all custodial services and must be performed during the days/times specified. Note that some locations require an employee to be on site for the duration of specific hours.

| Item | Service Location   | Unit Price<br>Per Sq. Ft. | Unit Price<br>Per Visit  | Extended<br>Weekly<br>Price | Weeks<br>Per Year | Extended<br>Annual Total     |
|------|--|---------------------------|--------------------------|-----------------------------|-------------------|------------------------------|
| 1    | Jefferson County Courthouse<br>(Historic)<br>1149 Pearl St., Beaumont<br>Mon-Fri, 5:30 pm-11:30 pm<br>Floors: 7; Elevators: 3<br>Square feet: 115,490<br>To be serviced: 5 days/week                           | \$<br>0.0062              | \$<br>716. <sup>04</sup> | \$<br>3,580. <sup>19</sup>  | x 52              | \$<br>186,169. <sup>88</sup> |
| 2    | Jefferson County Courthouse<br>(New)<br>1001 Pearl St., Beaumont<br>Mon-Fri, 5:30 pm-11:30 pm<br>Floors: 3; Elevators: 3<br>Square feet: 140,937<br>To be serviced: 5 days/week                                | \$<br>0.0054              | \$<br>761. <sup>06</sup> | \$<br>3,805. <sup>30</sup>  | x 52              | \$<br>197,875. <sup>34</sup> |
| 3    | Jefferson County Sheriff's Dept.<br>1001 Pearl St., Beaumont<br><b>One employee must be on<br/>site Mon-Fri, 8:00 am-noon</b><br>Floors: 2; Elevators: 0<br>Square feet: 12,320<br>To be serviced: 5 days/week | \$<br>0.0171              | \$<br>210. <sup>67</sup> | \$<br>1,053. <sup>36</sup>  | x 52              | \$<br>54,774. <sup>72</sup>  |
| 4    | Jefferson County Annex I<br>215 Franklin St., Beaumont<br>Mon-Fri, 5:30 pm-11:30 pm<br>Floors: 2; Elevators: 1<br>Square feet: 31,784<br>To be serviced: 3 days/week   | \$<br>0.0059              | \$<br>187. <sup>53</sup> | \$<br>937. <sup>63</sup>    | x 52              | \$<br>48,756. <sup>66</sup>  |
| 5    | Jefferson County Annex II<br>1295 Pearl St., Beaumont<br>Mon-Fri, 5:30 pm-11:30 pm<br>Floors: 2; Elevators: 0<br>Square feet: 17,197<br>To be serviced: 3 days/week  | \$<br>0.0080              | \$<br>137. <sup>58</sup> | \$<br>687. <sup>88</sup>    | x 52              | \$<br>35,769. <sup>76</sup>  |
| 6    | Jefferson County Annex IV<br>820 Neches, Beaumont<br>Mon-Fri, 5:30 pm-11:30 pm<br>Floors: 2; Elevators: 1<br>Square feet: 20,000<br>To be serviced: 5 days/week  | \$<br>0.0092              | \$<br>184. <sup>00</sup> | \$<br>920. <sup>00</sup>    | x 52              | \$<br>47,840. <sup>00</sup>  |

## BID FORM (CONTINUED)

|    |   |              |                          |                            |      |                             |
|----|---|--------------|--------------------------|----------------------------|------|-----------------------------|
| 7  | Courthouse (Historic & New) & Beaumont Annexes I, II, IV—day service<br><b>One employee must be on site Mon-Fri, 9:30am– 2:00 pm</b><br>Floors: 7; Elevators: 8<br>Square feet:<br>To be serviced: 5 days/week  | \$           | \$<br>73. <sup>25</sup>  | \$<br>366. <sup>25</sup>   | x 52 | \$<br>19,045. <sup>00</sup> |
| 8  | Subcourthouse<br>525 Lakeshore Dr., Pt Arthur<br>Mon-Fri, 5:30 pm–12:00 mid.<br>Floors: 2; Elevators: 2<br>Square feet: 15,394<br>To be serviced: 5 days/week   | \$<br>0.0118 | \$<br>181. <sup>65</sup> | \$<br>908. <sup>25</sup>   | x 52 | \$<br>47,228. <sup>79</sup> |
| 9  | Annex I – Port Building<br>900 Fourth St., Port Arthur<br>Mon-Fri, 5:30 pm–12:00 mid.<br>Floors: 2; Elevators: 1<br>Square feet: 5,426<br>To be serviced: 5 days/week   | \$<br>0.0129 | \$<br>69. <sup>99</sup>  | \$<br>349. <sup>98</sup>   | x 52 | \$<br>18,198. <sup>80</sup> |
| 10 | Annex II – Public Health Dept<br>246 Dallas Ave., Port Arthur<br>Mon-Fri, 5:30 pm–12:00 mid.<br>Floors: 1; Elevators: 0<br>Square feet: 11,350<br>To be serviced: 5 days/week                                   | \$<br>0.0099 | \$<br>112. <sup>37</sup> | \$<br>561. <sup>83</sup>   | x 52 | \$<br>29,214. <sup>90</sup> |
| 11 | Minnie Rogers Juvenile Justice,<br>5326 Highway 69 S, Beaumont<br>Mon-Fri, 5:30 pm–12:00 mid.<br>Floors: 1; Elevators: 0<br>Square feet: 12,850<br>To be serviced: 5 days/week                                  | \$<br>0.0064 | \$<br>82. <sup>24</sup>  | \$<br>411. <sup>20</sup>   | x 52 | \$<br>21,382. <sup>40</sup> |
| 12 | Airport – Main Terminal<br>6000 Airline Dr., Beaumont<br><b>At least one employee must be on site Sun-Fri, 8:00 am–8:00 pm</b><br>Floors: 1; Elevators: 0<br>Square feet: 19,579<br>To be serviced: 6 days/week | \$<br>0.0125 | \$<br>244. <sup>74</sup> | \$<br>1,223. <sup>69</sup> | x 52 | \$<br>63,631. <sup>75</sup> |
| 13 | Airport – Main Terminal<br>6000 Airline Dr., Beaumont<br><b>At least one employee must be on site Sat, 8:00 am–3:00 pm</b><br>Floors: 1; Elevators: 0<br>Square feet: 19,579<br>To be serviced: 1 day/week      | \$<br>0.0017 | \$<br>33. <sup>28</sup>  | \$<br>166. <sup>42</sup>   | x 52 | \$<br>8,653. <sup>92</sup>  |

## BID FORM (CONTINUED)

|    |   |              |             |              |      |                 |
|----|---|--------------|-------------|--------------|------|-----------------|
| 14 | Mid-County Office Building<br>& Pct. 2 Service Center<br>7759 Viterbo Rd, Beaumont<br>Mon-Fri, 5:30 pm-12:00 mid.<br>Floors: 1; Elevators: 0<br>Square feet: 6,120<br>To be serviced: 5 days/week | \$<br>0.0117 | \$<br>71.60 | \$<br>358.02 | x 52 | \$<br>18,617.04 |
| 15 | Mid-County Tax Office<br>4605 Jerry Ware Dr., Bmt<br>Mon-Fri, 5:30 pm-12:00 mid.<br>Floors: 1; Elevators: 0<br>Square feet: 2,476<br>To be serviced: 5 days/week                                  | \$<br>0.0128 | \$<br>31.69 | \$<br>158.46 | x 52 | \$<br>8,240.13  |

## 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: Coastal Transport  
Address: 1100 Hwy 365 Port Arthur, Tx. 77640  
Contact Person and Title: Lily Merrill - Manager  
Phone: (409) 736-3949 Fax: (409) 736-9308  
Contract Period: 11/12 - Present Scope of Work: Janitorial Service

### REFERENCE TWO

Government/Company Name: OMI Environmental Solutions  
Address: 8725 Industrial Circle Port Arthur, Tx. 77640  
Contact Person and Title: Brandy Martin - Manager  
Phone: (409) 962-7226 Fax: (409) 962-7260  
Contract Period: 7/12 - Present Scope of Work: Janitorial Service

### REFERENCE THREE

Government/Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person and Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contract Period: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

## SIGNATURE PAGE

As permitted under Article 4413 (32c) V.A.C.S., other governmental entities may wish to participate under the same terms and conditions contained in this contract (i.e., piggyback). In the event any other entity participates, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. Jefferson County shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by another entity. Each entity reserves the right to determine their participation in this contract.

Would bidder be willing to allow other governmental entities to piggyback off this contract, if awarded, under the same terms and conditions?..... Yes ☐ No ☒

This bid shall remain in effect for ninety (90) days from bid opening and shall be exclusive of federal excise and state and local sales tax (exempt).

The undersigned agrees, if this bid is accepted, to furnish any and all items upon which prices are offered, at the price and upon the terms and conditions contained in the Invitation for Bid, Conditions of Bidding, Terms of Contract, and Specifications and all other items made a part of the accepted contract.

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.

Diamond Shine Bldg. Svc.  
Bidder (Entity Name)

  
Signature

624 Linkwood St.  
Street & Mailing Address

Eric Malveaux  
Print Name

Port Arthur, TX. 77640  
City, State & Zip

8/6/2013  
Date Signed

(409) 365-9939  
Telephone Number

(409) 548-4606  
Fax Number

diamondshine@gf.rr.com  
E-mail Address

### Acknowledgment of Addenda (if any):

|            |               |               |                |
|------------|---------------|---------------|----------------|
| Addendum 1 | <u>X</u>      | Date Received | <u>7/15/13</u> |
| Addendum 2 | <u>X</u>      | Date Received | <u>8/5/13</u>  |
| Addendum 3 | <u>      </u> | Date Received | <u>      </u>  |

# CONFLICT OF INTEREST QUESTIONNAIRE

| <b>For vendor or other person doing business with local government entity</b>   |                        |
|---|------------------------|
| <p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7<sup>th</sup> 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.</p> <p>A person commits an offense if the person violates Section 176.0006, Local Government Code. An offense under this section is a Class C misdemeanor.</p> | <b>OFFICE USE ONLY</b> |
| <p>1. Name of person doing business with local governmental entity.</p> <p><i>Eric Malveaux / Diamond Shine Bldg. Svc.</i></p>  |                        |
| <p>2. <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p style="margin-left: 40px;">(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 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>   |                        |
| <p>3. Describe each affiliation or business relationship with an employee or contractor of the local government entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.</p> <p style="margin-left: 40px;"><i>N/A</i></p>  |                        |
| <p>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.</p> <p style="margin-left: 40px;"><i>N/A</i></p>  |                        |

**BIDDER MUST RETURN THIS PAGE WITH OFFER**



## CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

Page 2

For vendor or other person doing business with local government entity

5. Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

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

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

☐ Yes ☒ No

- B. Is the filer of the questionnaire receive 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 government entity?

☐ Yes ☒ No

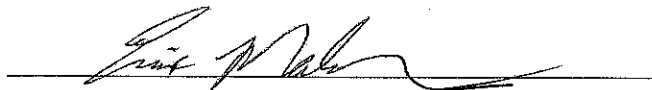
- C. Is the filer of the questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☒ No

- D. Describe each affiliation or business relationship: *N/A*

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

7.



Signature of person doing business with the governmental entity

*8/6/13*

Date

**BIDDER MUST RETURN THIS PAGE WITH OFFER**

## GOOD FAITH EFFORT (GFE) DETERMINATION CHECKLIST

*This information must be submitted with your bid.*

**Instructions:** In order to determine if a "Good Faith Effort" was made in soliciting HUBs for subcontracting opportunities, the following checklist and supporting documentation shall be completed by the Prime Contractor/Consultant, and returned with the Prime Contractor/ Consultant's bid. This list contains the **minimum** efforts that should be put forth by the Prime Contractor/Consultant when attempting to achieve or exceed the goals of HUB Subcontractor participation. The Prime Contractor/Consultant may extend his/her efforts in soliciting HUB Subcontractor participation beyond what is listed below.

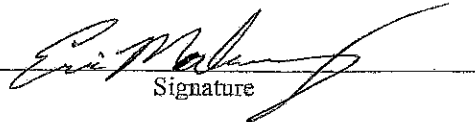
### Did the Prime Contractor/Consultant . . .

- |                              |                             |  |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 1. To the extent practical, and consistent with standard and prudent industry standards, divide the contract work into the smallest feasible portions, to allow for maximum HUB Subcontractor participation? <i>N/A</i>  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 2. <b>Notify</b> in writing a reasonable number of HUBs, allowing sufficient time for effective participation of the planned work to be subcontracted? <i>N/A</i>  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 3. <b>Provide</b> HUBs that were genuinely interested in bidding on a subcontractor, adequate information regarding the project (i.e., plans, specifications, scope of work, bonding and insurance requirements, and a point of contact within the Prime Contractor/Consultant's organization)? <i>N/A</i> |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 4. <b>Negotiate</b> in good faith with interested HUBs, and not reject bids from HUBs that qualify as lowest and responsive bidders? <i>N/A</i>  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 5. <b>Document</b> reasons HUBs were rejected? Was a written rejection notice, including the reason for rejection, provided to the rejected HUBs? <i>N/A</i>   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 6. If Prime Contractor/Consultant has zero (0) HUB participation, please explain the reasons why. <i>N/A</i>   |

If "No" was selected, please explain and include any pertinent documentation with your bid.  
If necessary, please use a separate sheet to answer the above questions.

Eric Malveaux

Printed Name of Authorized Representative



Signature

Owner

Title

8/6/13

Date

**BIDDER MUST RETURN THIS PAGE WITH OFFER**  
**NOTICE OF INTENT (NOI)**  
**TO SUBCONTRACT WITH**  
**HISTORICALLY UNDERUTILIZED BUSINESS (HUB)**

*This information must be submitted with your bid.*

**Instructions for Prime Contractor/Consultant:** Please submit the form to the Purchasing Agent's Representative after contract award, but prior to beginning performance on the contract. Please submit one form for each HUB Subcontractor/Subconsultant with proper signatures, per the terms and conditions of your contract.

Contractor Name: Diamond Shine Bldg. Svc. HUB: p Yes p No  
Address: 624 Linkwood St. Port Arthur Tx. 77640  
Street City State Zip  
Phone (with area code): (409) 365-9939 Fax (with area code): (409) 548-4606  
Project Title & No.: IFB-13-013/JW  
Prime Contract Amount: \$ \_\_\_\_\_

HUB Subcontractor Name: N/A  
HUB Status (Gender & Ethnicity): \_\_\_\_\_  
Certifying Agency: ☐ Tx. Bldg & Procurement Comm. ☐ Jefferson County ☐ Tx Unified Certification Prog.  
Address: \_\_\_\_\_  
Street City State Zip  
Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_  
Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %  
Description of Subcontract Work to be Performed: \_\_\_\_\_

Eric Malveaux  
Printed Name of Contractor Representative

Eric Malveaux  
Signature of Representative

8/6/13  
Date

Eric Malveaux  
Printed Name of HUB

Eric Malveaux  
Signature of Representative

8/6/13  
Date

NOTE: NOTHING ON THIS NOTICE OF INTENT FORM IS INTENDED TO CONFER ANY RIGHTS, EXPRESSED OR IMPLIED, TO ANY THIRD PARTIES.

Pre-Approval for Subcontractor Substitutions must be obtained from the Jefferson County Purchasing Agent's Representative. The "HUB Subcontractor/Subconsultant Change Form" must be completed and faxed to 409-835-8456.

# HISTORICALLY UNDERUTILIZED BUSINESS (HUB) SUBCONTRACTING PARTICIPATION DECLARATION FORM

PAGE 1 OF 4

*This information must be submitted with your bid.*

Prime Contractor: Diamond Shine Bldg. Svc. HUB: ☒ Yes ☐ No  
HUB Status (Gender & Ethnicity): Minority own business (African-American, Male)  
Address: 624 Linkwood St. Port Arthur, Tx. 77640  
Street City State Zip  
Phone (with area code): (409) 365-9939 Fax (with area code): (409) 548-4606  
Project Title & No.: \_\_\_\_\_ IFB/RFP No.: 13-013/JW  
Total Contract: \$ \_\_\_\_\_ Total HUB Subcontract(s): \$ \_\_\_\_\_  
Construction HUB Goals: 12.8% MBE: \_\_\_\_\_ % 12.6% WBE: \_\_\_\_\_ %

Sub-goals: 1.7 African-American, 9.7% Hispanic, 0.7% Native American, 0.8% Asian American.  
Use these goals as a guide to diversify.

---

## FOR HUB OFFICE USE ONLY:

Verification date HUB Program Office reviewed and verified HUB Sub Information Date: \_\_\_\_\_ Initials: \_\_\_\_\_

---

## PART I. HUB SUBCONTRACTOR DISCLOSURE

HUB Subcontractor Name: N/A  
HUB Status (Gender & Ethnicity): \_\_\_\_\_  
Certifying Agency: ☐ Texas Bldg & Procurement Comm. ☐ Texas Unified Certification Prog.  
Address: \_\_\_\_\_  
Street City State Zip  
Contact person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_  
Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %  
Description of Subcontract Work to be Performed: \_\_\_\_\_

---

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**HISTORICALLY UNDERUTILIZED BUSINESS (HUB)  
SUBCONTRACTING PARTICIPATION DECLARATION FORM**

PAGE 2 OF 4

**HUB SUBCONTRACTOR DISCLOSURE**

**PART I: Continuation Sheet**

(Duplicate as Needed)

HUB Subcontractor Name: N/A

HUB Status (Gender & Ethnicity): \_\_\_\_\_

Certifying Agency: ☐ Tx. Bldg & Procurement Comm. ☐ Jefferson County ☐ Tx Unified Certification Prog.

Address: \_\_\_\_\_  
Street City State Zip

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed: \_\_\_\_\_

---

HUB Subcontractor Name: N/A

HUB Status (Gender & Ethnicity): \_\_\_\_\_

Certifying Agency: ☐ Tx. Bldg & Procurement Comm. ☐ Jefferson County ☐ Tx Unified Certification Prog.

Address: \_\_\_\_\_  
Street City State Zip

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed: \_\_\_\_\_

---

All HUB Subcontractor Participation may be verified with the  
HUB Subcontractor(s) listed on Part I.

**BIDDER MUST RETURN THIS PAGE WITH OFFER**

**HISTORICALLY UNDERUTILIZED BUSINESS (HUB)  
SUBCONTRACTING PARTICIPATION DECLARATION FORM**

PAGE 3 OF 4

**PART II: STATEMENT OF NON-COMPLIANCE FOR NOT MEETING HUB SUBCONTRACTING GOALS**

***Please complete Good Faith Effort (GFE) Checklist and attach any supporting documentation.***

Our firm was unable to meet the HUB goals for this project for the following reasons:

- ☐ All subcontractors to be utilized are "Non-HUBs." (Complete Part III)
- ☐ HUBs were solicited but did not respond.
- ☐ HUBs solicited were not competitive.
- ☐ HUBs were unavailable for the following trade(s):

☒ Other: N/A - Project Not Approved for Subcontracting

Was the Jefferson County HUB Office contacted for assistance in locating HUBs? ☐ Yes ☐ No

**PART III: DISCLOSURE OF OTHER "NON-HUB" SUBCONTRACTS**

The bidder shall use this area to provide a listing of all "Non-HUB" Subcontractors, including suppliers, that will perform under this project. A list of those "Non-HUB" Subcontractors the bidder selects, after bid submission, shall be provided to the Purchasing Office not later than five (5) calendar days after being notified that bidder is the apparent low bidder. A list of those "Non-HUB" Subcontractors that are selected after contract award must be provided **immediately** after their selection.

Subcontractor Name: N/A

Address: \_\_\_\_\_  
Street City State Zip

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed: \_\_\_\_\_

Subcontractor Name: N/A

Address: \_\_\_\_\_  
Street City State Zip

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed: \_\_\_\_\_

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PAGE 4 OF 4

Description of Subcontract Work to be Performed: \_\_\_\_\_

Description of Subcontract Work to be Performed: \_\_\_\_\_

E-mail address: diamondshine@gf.rr.com

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# RESIDENCE CERTIFICATION/TAX FORM

Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Jefferson County requests Resident Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

- (3) "Nonresident bidder" refers to a person who is not a resident.
- (4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

I certify that Diamond Shine Bldg. Svc. [company name] is a Resident Bidder of Texas as defined in Government Code §2252.001.

I certify that \_\_\_\_\_ [company name] is a Nonresident Bidder as defined in Government Code §2252.001 and our principal place of business is \_\_\_\_\_ (city and state).

|   |   |
|---|---|
| Taxpayer Identification Number (T.I.N.):  | <sup>EW</sup><br><del>302</del> 32047198216 |
| Company Name submitting bid/proposal:   | Diamond Shine Bldg. Svc.                    |
| Mailing address:  | 624 Linkwood St. Port Arthur, Tx. 77640     |
| If you are an individual, list the names and addresses of any partnership of which you are a general partner: N/A |   |

**Property:** List all taxable property owned by you or above partnerships in Jefferson County.

| Jefferson County Tax Acct. No.* | Property address or location**          |
|---------------------------------|---|
| 066450-000/006000-00000         | 624 Linkwood St. Port Arthur, Tx. 77640 |
|                                 |   |
|                                 |   |

\* This is the property amount identification number assigned by the Jefferson County Appraisal District.

\*\* For real property, specify the property address or legal description. For business property, specify the address where the property is located. For example, office equipment will normally be at your office, but inventory may be stored as a warehouse or other location.

**BIDDER MUST RETURN THIS PAGE WITH OFFER**



## BID AFFIDAVIT

The undersigned certifies that the bid prices contained in this bid have been carefully reviewed and are submitted as correct and final. Bidder further certifies and agrees to furnish any and/or all commodities upon which prices are extended at the price offered, and upon the conditions contained in the specifications and the Notice to Bidders.

STATE OF Texas COUNTY OF Jefferson

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas,

on this day personally appeared Eric Malveaux, who  
(name)

after being by me duly sworn, did depose and say:

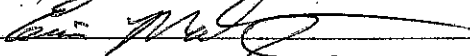
"I, Eric Malveaux am a duly authorized officer of/agent  
(name)  
for Diamond Shine Bldg. Svc. and have been duly authorized to execute the  
(name of firm)  
foregoing on behalf of the said Diamond Shine Bldg. Svc.  
(name of firm)

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

Name and address of bidder: Eric Malveaux / Diamond Shine Bldg. Svc.  
624 Linkwood St. Port Arthur, Tx. 77640

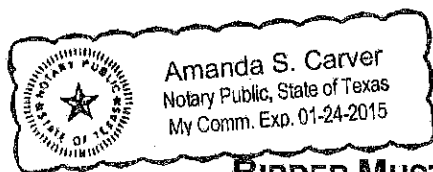
Fax: (409) 548-4606 Telephone# (409) 365-9939

by: Eric Malveaux Title: Owner  
(print name)

Signature: 

SUBSCRIBED AND SWORN to before me by the above-named  
Eric Malveaux on

this the 16 day of Aug., 2013.



Amanda S. Carver  
Notary Public in and for  
the State of Texas

**BIDDER MUST RETURN THIS PAGE WITH OFFER**