



P.O. Box 53028
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www.hchatexas.org

INVITATION FOR BIDS (IFB) #21-01

SURPLUS EQUIPMENT

Harris County Housing Authority ("HCHA") hereby solicits competitive seal bids for Surplus Equipment located at 1933 Hussion Street, Building 3, Houston, TX 77003. The Surplus Equipment is being sold **Where-Is, As-Is** to the highest successful Bidder(s).

Successful Bidder(s) are encouraged to attend a pre-bid conference on Monday, October 18, 2021, at 3:00 PM at Harris County Housing Authority located at 1933 Hussion Street, Building 3, Houston, TX 77003. The purpose of this conference is to provide successful bidders an opportunity to inspect the Surplus Equipment being sold.

This IFB contains submission requirements, terms and conditions, and other pertinent information for submitting a valid and responsive bid. IFB #21-01 will be posted on and can be downloaded from HCHA's website www.hchatexas.org.

Successful Bidder(s) desiring any explanation or interpretation of this solicitation must make the request in writing no later than 4:00 PM (CST), October 20, 2021. The request must be e-mailed to Paul Curry at finance@hchatexas.org. Any information given to a successful Bidder(s) about this solicitation will be furnished to all other successful Bidder(s) as a written amendment to the solicitation. All amendment(s) to this solicitation, if issued, will be posted on HCHA's website www.hchatexas.org. All successful Bidder(s) are encouraged to check the HCHA's website for amendment(s) issued.

There is no minimum bid amount.

The Bid must email, and the subject line must contain the following information: **Surplus Equipment, IFB #21-01, Due Date and Time: October 22, 2021, 4:00 PM (CST), Name of successful Bidder(s)** _____.

The IFB submission must be the attention of Paul Curry, **Harris County Housing Authority**, finance@hchatexas.org.

Submittals must reach HCHA no later than **4:00 PM (CST) on October 22, 2021**. Late submissions will be handled in accordance with the provisions in Form HUD-5369-B, titled "Late Submissions, Modifications, and Withdrawal of Offers." Submittals will be held in confidence and will not be released in any manner until after the contract award.

Submittals will be evaluated on the criteria stated in the IFB. After evaluation of the bid submission and amendments, if any, the Contract will be awarded to the responsible successful Bidder(s) whose price and other factors considered are the most advantageous to HCHA.

HCHA reserves the right to reject any and all submittals.

Horace Allison, AIA

Horace Allison, Executive Director & CEO

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ATTACHMENTS

Attachment A: Conflict of Interest Questionnaire (CIQ)

Attachment B: Request for Information

Attachment C: Bidder Submission Checklist

Attachment D: Bid Form

1. PROFILE OF HARRIS COUNTY HOUSING INTRODUCTION

Harris County Housing Authority ("HCHA") is governed by the Texas Housing Authorities Law, codified in the Texas Local Government Code. HCHA is a unit of government, and its functions are essential governmental functions. It operates and manages its housing developments to provide decent, safe, sanitary, and affordable housing to low-income families, veterans, the elderly, and the disabled, and implements various programs designed and funded by the U.S. Department of Housing and Urban Development ("HUD"). HCHA is a Public Housing Agency ("PHA") that administers HUD's Section 8 Housing Choice Voucher ("HCV") and Veterans Affairs Supportive Housing ("VASH") Programs. HCHA's revenue is derived from federal funds, administrative fees, development grants, and rental income

HCHA enters into and executes contracts and other instruments necessary and convenient to exercise its powers.

The property of HCHA is used for essential public and governmental purposes. HCHA and its property are exempt from all taxes, including sales tax on all its purchases of supplies and services.

2. INTRODUCTION

As part of HCHA's mission to provide safe, decent, and sanitary affordable housing for low-income persons, the HCHA hereby solicits competitive sealed bids for Surplus Equipment located at the offices of HCHA, 1933 Hussion Street, Building 3, Houston, TX 77003.

HCHA will consider most favorably successful Bidder(s) who demonstrate a knowledge of the Federal, State, or local laws applicable, including HUD regulations and requirements and those contained in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as well as all applicable Federal, State, County, and local laws, codes, ordinances and regulations governing the delivery of services to Public Housing Authorities (PHA). All submittals must conform to the requirements outlined herein.

If a contract is awarded, it will be awarded to the responsible successful Bidder(s) whose price (highest bid amount) is the most advantageous to HCHA.

3. PROCUREMENT SCHEDULE

The anticipated schedule for the IFB is as follows:

SCHEDULE

EVENT	DATE
Advertised	October 3, 2021 & October 10, 2021
Pre-bid Meeting	October 18, 2021
Receipt of Written Questions	October 19, 2021
Response to Written Question	October 20, 2021
Bid Due Date	October 22, 2021
Contract Award Issued	October 25, 2021

4. DELIVERABLES

Bids must be e-mailed as a PDF attachment to finance@hchatexas.org. Only one (1) bid needs to be e-mailed electronically. Electronic submission of the Bid(s) shall be considered signed by a principal or authorized representative of the company. Electronic submissions must be received by the due date and time for consideration. Please note that anything above 25MB will be rejected by the email system.

Successful Bidders are solely responsible for ensuring that their Bids are actually received by the time and date stated. Receipt at HCHA after the due date and time specified will be cause for rejection.

Bid Due Date/Time

Bids must be submitted on or before **4:00 PM CST** on October **22, 2021**, in a bound and sealed envelope or package or by e-mail attachment.

In submitting an electronic copy of the Bid, the subject line must contain the title **Surplus Equipment, IFB #21-01, Due Date and Time: October 22, 2021, 4:00 P.M. (CST), Name of successful Bidder(s)**
_____.

Submission Place/Address

Bids must be submitted to the attention of **Paul Curry, Finance Director, Harris County Housing Authority**, finance@hchatexas.org. Bids by drop off, telegram, telephone, or facsimile, or handwritten Bids, will not be accepted by HCHA.

5. PRICES AND TERMS

Bids must be as a lump sum amount. After receiving all bids, HCHA shall select the Bid(s) most advantageous to HCHA. HCHA reserves the right to accept or reject in part or all bids and to re-solicit new bids. HCHA will reject any bids that are submitted after the deadline.

6. GENERAL REQUIREMENTS

All bid submissions must conform to the requirements outlined herein. HCHA reserves the option to request additional information during the Bid review period.

Bid submissions may not be withdrawn for sixty (60) calendar days after the submittal due date.

All costs incurred, directly or indirectly, in preparing a response to this IFB shall be the sole responsibility of and shall be borne by the successful Bidder(s).

The successful Bidder(s) shall:

- Complete written documentation of materials in a manner suitable for use by HCHA or governing entities as required.
- Coordinate all services with HCHA.

- Coordinate all services with other parties as determined necessary by HCHA.

The successful Bidder(s) may be an individual and/or a business corporation, partnership, firm, joint venture, or other legal entity duly organized and authorized to do business in Texas or within the United States of America and US Territories.

The successful Bidder(s) shall not be disbarred, suspended, or otherwise lawfully precluded from participating in public procurement activities. The successful Bidder(s) must be in good standing with HCHA, Harris County, City of Houston, State of Texas, and/or the federal government. The successful Bidder(s) must have and maintain all necessary liability insurance and submit proof of it with the submission of its Bid.

7. CORRESPONDENCE

Requests for additional information related to this IFB should be made in writing and e-mailed to the Authority's Finance Director at finance@hchatexas.org by **October 19, 2021**. This will allow time for the issuance of any necessary amendment(s) to the IFB.

An amendment may be issued prior to the opening of the bid submissions to change or clarify the intent of this IFB. All amendments shall be binding in the same way as if originally written in this IFB.

Any interpretation affecting all successful Bidder(s) made prior to the submission due date will be issued in the form of an amendment. HCHA will not be bound by or responsible for any other explanations or interpretations of this IFB package other than those given in writing as set forth in this paragraph. Oral instructions, interpretations, or representations will not be binding upon HCHA or HCHA representatives.

Sub-contractors and others who the successful Bidder(s) has requested to assist in preparing a Bid shall obtain necessary information from the successful Bidder(s). They shall not directly contact HCHA or HCHA representatives for this information.

Contract for the Surplus Equipment will be awarded to successful Bidder(s) whose price (highest successful bidder(s) amount) was judged to be the most advantageous to HCHA.

8. DOCUMENT REQUIREMENTS

The following is a description of the minimum information, which must be supplied by successful Bidder(s) in their submittals. It is up to the successful Bidder(s) to give such supplementary facts or materials that it considers may be of assistance in the evaluation of the Bid submitted. Each bid submission shall include a Table of Contents listing the submission contents. The critical elements of the Bid shall include but is not limited to the following information:

The complete submission package must be e-mailed to Paul Curry, Finance Director, finance@hchatexas.org. The subject line must contain the following: **"Surplus Equipment, Invitation for Bids (IFB) #21-01, Due Date and Time: October 22, 2021, 4:00 P.M. (CST), Name of successful Bidder(s): _____."**

Certifications and Affidavits. Successful Bidder(s) shall submit executed originals of the following:

Attachment A: Conflict of Interest Questionnaire (CIQ)

Attachment C: Bidder Submission Checklist

Attachment D: Bid Form

Insurance: Evidence of all appropriate and applicable insurance coverage carried by the successful Bidder(s), including policy coverage periods. Successful Bidder(s) shall furnish HCHA with certificates of insurance showing that the following insurance is in force and will insure all operations under this IFB:

Workers' compensation in accordance with the State of Texas rules and regulations.

General liability insurance shall protect successful Bidder(s) against claims of bodily injury or death and property damage to others. The insurance shall cover the use of all equipment, hoists, and vehicles used on the site(s) not covered by successful Bidder(s) automobile liability. If successful Bidder(s) has a "claims made policy," then the following additional requirements apply: The policy must provide a "retroactive date," which must be on or before the execution date of the Contract and the extended reporting period may not be less than five years following the completion date of the Contract.

Automobile liability on owned and non-owned motor vehicles used in connection with the work associated with this IFB.

All insurance shall be carried with companies that are financially responsible and admitted to doing business in the State of Texas. The successful Bidder(s) shall not permit the insurance policies required to lapse during the period for which the Contract is in effect. All certificates of insurance shall provide that no coverage may be canceled or non-renewed by the insurance company until at least thirty (30) day's prior written notice has been given to HCHA.

9. EVALUATION CRITERIA

An Evaluation/Selection Committee will evaluate the bids. This team will review the bid submissions and make a recommendation to the Chief Executive Officer (CEO). HCHA reserves the right to call for supplemental information from successful Bidder(s) and to meet with all or any one of them to clarify points of uncertainty or ambiguity. Successful Bidder(s) agree to cooperate fully and promptly in providing such supplemental information or meeting requests.

Selection of the successful Bidder(s) will be at the sole discretion of HCHA. If a contract is awarded, it will be awarded to the responsible successful Bidder (s) whose price (highest successful bidder(s) amount) is the most advantageous to HCHA. Additionally, HCHA shall have the right to reject any and all Bids at its discretion.

HCHA reserves the right to award multiple contracts to multiple successful Bidder(s).

10. TRAVEL AND REIMBURSABLES

All travel, postage, telephone, living, and miscellaneous expenses will be borne by the successful Bidder. There will be no reimbursable expenses allowed under the Contract.

11. AVAILABILITY OF RECORDS

HCHA and any duly authorized representative (which may include, but not be limited to, the U.S. Department of Housing and Urban Development, the Inspector General of the United States, and/or Harris County), shall have access to, and the right to examine any and all pertinent books, records, documents, invoices, papers, and the like, of the successful Bidder, which shall relate to the purchasing of Surplus Equipment.

12. ASSIGNMENT OR TRANSFER

The successful Bidder shall not assign or transfer any interest in the Contract in whole or in part without the written approval of HCHA.

13. CONTRACT AWARD

Acceptance of the company's Bid(s) for the Surplus Equipment specified herein will be made by executing a duly authorized contract authorized and approved by HCHA. All successful Bidder(s) are cautioned against making assumptions or accepting any representation by any employee, member, officer, or representative of HCHA concerning the successful Bidder(s) selection until a contract has been finally negotiated and executed.

14. PAYMENTS

Payment in full is due not later than three (3) business days from the time and date of award. Acceptable forms of payment are: Certified Cashier's Check or Money Order. Certified Cashier's Check or Money Order shall be made payable to: **Harris County Housing Authority**. No personal checks will be accepted.

All equipment must be removed within five (5) business days from the time of payment. The successful Bidder(s) will make all the arrangements to provide all labor, equipment and perform all work necessary, including packing, loading, and transportation of the purchased Lot(s). Thereafter, the Contract will be voided, and a refund will not be given.

15. TERMINATION

Irrespective of any default hereunder, HCHA may at any time in its discretion (for convenience or cause) terminate the Contract in whole or in part.

16. PATENTS AND ROYALTIES

The successful Bidder shall indemnify and save harmless HCHA and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or not patented inventions, processes or articles manufactured or used in the performance of the Contract, including its use by HCHA. If the company uses any service, device, or material covered by letters, patents, or copyrights, it is mutually agreed and understood that the successful Bidder should include all royalties or costs arising from the use of such services devices, or materials involved in the work.

17. STANDARDS OF CONDUCT

The successful Bidder shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, integrity, and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.

18. CONFLICT OF INTEREST

No employee, officer, or agent of HCHA shall participate directly or indirectly in the selection or the award of any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in an agency selected for the award is held by:

- An employee, officer, or agent involved in making the award; or
- His/her relative including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, domestic partner, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister; or
- His/her business or professional partner; or
- An organization that employs, is negotiating to employ, or has an arrangement concerning any above.

19. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The successful Bidder(s) shall indemnify, defend, and hold HCHA and its officers, agents, employees, and commissioners (the "indemnified persons") harmless from all liability, loss, or damage, including attorney fees and expenses, resulting from all claims, demands and causes of action of every kind and character asserted by any person (including, without limitation, the indemnified persons or the successful Bidder(s)' employees), for personal injury, death, or for loss of or damage to any and all property in any way arising out of or in connection with the successful Bidder(s) performance hereunder. The successful Bidder(s) shall be responsible for all damage and loss sustained by it to its tools and equipment utilized in the performance of the successful Bidder's services hereunder.

HCHA and/or any other indemnified persons shall notify the successful Bidder(s) of any claim received within fifteen (15) days of receipt of such notice and shall promptly deliver to the successful Bidder(s) the original, or a true copy, of any notice, summons, pleading, or other process issued or served. Failure of any indemnified persons to provide this notice within the fifteen (15) day period does not waive any right to indemnification except to the extent that the successful Bidder(s) is prejudiced, suffers a loss, or incurs an expense because of the delay.

Following such notification, except as otherwise provided below, the successful Bidder(s) shall defend any such claim, suit, proceeding, or other action, at its sole cost and expense with attorneys of its own selection who are reasonably satisfactory to HCHA.

The successful Bidder(s) shall control the defense and any negotiations to settle the claim, but the indemnified persons shall have the right, if they see fit, to participate in such defense at their own expense. The successful Bidder(s) shall have the power to settle the claim without the consent or agreement of the indemnified persons, unless the settlement would (i) result in injunctive relief or other equitable remedies or otherwise require an indemnified person to comply with restrictions or limitations that would adversely affect the indemnified person, (ii) require an indemnified person to pay amounts that the successful Bidder(s) does not fund in full, (iii) not result in an indemnified person's full and complete release from all liability to the claimants or other parties that are parties to or are otherwise bound by the settlement or (iv) establish a precedent(s) which the indemnified persons, in their sole discretion individually or in their collective discretion as a group, determine is not in the best interest of the indemnified persons.

If the successful Bidder(s) notifies HCHA in writing within ten (10) days after receipt of an indemnified person's written notice of a claim and request for indemnification, that the successful Bidder(s) elects not to

defend the claim, HCHA or any of the indemnified persons, shall assume and control the defense, and all defense expenses shall constitute an indemnification loss.

20. REMOVAL OF EMPLOYEES

HCHA may request the successful Bidder(s) to immediately remove from the assignment or dismiss any employee found unfit to perform duties due, but limited, to one or more of the following:

- Neglect of duty or professional misconduct;
- Disorderly conduct, use of abusive or offensive language, quarreling or fighting;
- Theft, vandalism, immoral conduct or any other criminal activity; and/or
- Selling, consuming, possession, or being under the influence of intoxicants, including alcohol or illegal substances, while on assignment at HCHA.

21. SUPERVISION

The successful Bidder shall provide adequate, competent supervision at all times during the performance of the Contract. A qualified team leader and one alternate shall be designated in writing to HCHA prior to execution of the Contract. The team leader or his/her alternate must be available to meet with HCHA personnel at any reasonable time. The successful Bidder shall provide the telephone numbers and e-mail addresses where its representatives can be reached.

22. STATEMENT OF OWNERSHIP

The successful Bidder(s) submittal shall contain the legal name of the entity with whom HCHA will contract, by name, address, phone number, and the name of the principal person assigned to negotiate on behalf of the successful Bidder (s). Furthermore, the successful Bidder (s) shall identify principals of any participating entity(ies) which subcontracts or joint ventures with the successful Bidder (s), including names, addresses, position, and description of the extent of participation in the project. If the successful Bidder(s) is a subsidiary, its relationship to the parent company(ies) shall be disclosed.

23. PERTINENT FEDERAL REGULATIONS WITH REGARD TO NONDISCRIMINATION AND EQUAL OPPORTUNITY

The requirements of Title VIII of the Civil Rights Act of 1968 and Title VI of the Civil Rights Act of 1964, relating to prohibitions against discrimination in housing and the benefits of federally funded programs because of race, color, religion, sex, or national origin must be met by the successful Bidder(s).

The successful Bidder(s) must adhere to federal regulations prohibiting discrimination on the basis of age under the Age Discrimination Act of 1975 and prohibit discrimination against disabled individuals under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1989.

The requirements of Executive Order 11246, relating to equal employment opportunity in connection with federally funded programs, must be met by the successful Bidder(s).

The successful Bidder(s) must also meet the requirements of Section 3 of the Housing and Urban Development Act of 1968, relating to the training and employment of individuals, and contracting for business opportunities in metropolitan areas in which federally funded programs are being operated.

The successful Bidder(s) must meet the requirements of Executive Orders 11625, 12432, and 12138 relating to the use of minority and women's business enterprises in connection with federally funded programs.

ATTACHMENT A

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

Name of Officer

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

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

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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

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

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

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

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

- (2) the vendor:

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

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

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

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

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

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

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

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

(3) has a family relationship with a local government officer of that local governmental entity.

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

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

ATTACHMENT B

REQUEST FOR INFORMATION

(Please submit this form for each Request for Information)

Page:

VENDOR:

PROJECT: **IFB 21-01**

PAGE: ____

PARAGRAPH: ____

SUBJECT: ____

Request:

Signature

FOR HCHA USE

Approved: _____ Disapproved: _____ Clarification: _____

Response:

Chief Executive Officer/Designee

ATTACHMENT C

BID SUBMISSION CHECKLIST

Bid Documents Required	Check
The following Bid documents must be submitted:	
1. Bid Form (Attachment D) in an email	
2. Bidder Submission Checklist (Attachment C) emailed along with your sealed Bid.	
1. Bid Form (Attachment D) – 1 original emailed.	
- Bid Form (Attachment D) Bidder must:	
1. List the Bidder Name at the top of the page.	
2. Complete the Bid Form by bidding only on the Lots you want to buy.	
3. Printed Name	
4. Title	
5. Signature	
6. Date	
7. Name of Company (If applicable)	
8. Business Address: Street, City, State, and Zip	
9. Mailing Address: Street, City, State, and Zip	
10. Telephone: Office and Fax	
11. Firm Owner	
12. Firm CEO	
13. SS # or Tax ID #	
2. Bidder Submission Checklist (Attachment M) – email with your sealed bid.	

ATTACHMENT D

BID FORM

Harris County Housing Authority ("HCHA") is selling Surplus Equipment, IFB # 21-01. Successful Bidder(s) are encouraged to attend the pre-bid conference on **Monday, October 18, 2021, at 3:00 PM** at the Harris County Housing Authority's office located at 1933 Hussion Street, Building 3, Houston, TX 77003, to inspect equipment. **This will be the successful Bidder(s) only opportunity to inspect all equipment. NO EXCEPTIONS.** All equipment will be **Sold As-Is** and will no longer be the responsibility of Harris County Housing Authority after leaving HCHA's property. There are **No Warranties and No Guarantees**.

Successful Bidder(s) acknowledge that submitting a bid to HCHA is not a right to be awarded a contract, but only an offer by the successful Bidder(s) to perform the requirements of the IFB #21-01 documents in the event HCHA decides to award a contract to the successful Bidder(s).

Successful Bidder(s) shall address all communication and correspondences pertaining to the IFB #21-01 process to contact listed herein only. Successful Bidder(s) must not inquire or communicate with any other HCHA staff member or official (including members of the Board of Commissioners) pertaining to the IFB #21-01. Failure to abide by this requirement is cause for a bid to be disqualified. During the IFB #21-01 solicitation process, HCHA will not conduct any ex-parte conversations, which may give one successful Bidder an advantage over other successful Bidder(s).

If a contract is awarded, it will be awarded to the responsible successful Bidder(s) whose pricing, terms/conditions, and other factors are deemed most advantageous to the HCHA.

Harris County Housing Authority			
LOT #1 PRINTERS			
Quantity	Item Description	Brand/Model	Bid Price
2	Printer	HP LaserJet 1020	
2	Printer	HP LaserJet P2035N	
7	Printer	HP LaserJet P3005D	
18	Printer	HP LaserJet P4015tn	
1	Printer	HP LaserJet P4040n	
1	Printer	Lexmark Z611	
1	Printer	HP Color LaserJet CP6015xh	
1	Printer/Fax	Dell Laser MFP 1600N	
1	Printer/Fax	Dell Laser 5310n	
Total Bid for Lot #1			\$
LOT #2 COMPUTERS AND LAPTOPS			
6	Computer	Gateway Desktop DX4710-07 C2Q Q8300	
1	Computer	Gateway DX4850 Desktop	
21	Computer	ThinkCentre Desktop	
10	Laptops	Lenovo / ThinkPad	
Total Bid for Lot #2			\$

The undersigned BIDDER hereby further certifies that it has read all of the bid documents and agrees to abide by the terms, certifications, and conditions thereof.

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Name of
Company: _____

Business
Address: _____
(Street Address) (City) (State) (Zip Code)

Mailing
Address: _____
(P.O. Box) (City) (State) (Zip Code)

Telephone: (Office) _____ (Fax) _____

Firm Owner: _____

Firm CEO: _____

S.S. # or Tax ID #: _____