



Vendor Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M., A.P.P.
PURCHASING AGENT

ROB COX, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

BID NO. 2015-129

**ANNUAL CONTRACT
FOR
LOCKSMITH SERVICES AND SUPPLIES**

**BIDS DUE MAY 18, 2015
2:00 P.M.**

BID NO. 2015-129

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This Table of Contents is intended as an aid to bidders and not as a comprehensive listing of the bid package. Bidders are responsible for reading the entire bid package and complying with all specifications.

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

PRE-BID CONFERENCE

All bidders are encouraged to attend a Pre-Bid Conference to be held:

DATE: FRIDAY, MAY 1, 2015

TIME: 10:00 A.M.

**LOCATION: TARRANT COUNTY ADMINISTRATION BUILDING
PURCHASING DEPARTMENT CONFERENCE ROOM
100 E. WEATHERFORD STREET, SUITE 303
FORT WORTH, TEXAS 76102**

RSVP: Vendors planning to attend the pre-bid conference should RSVP, in writing, via facsimile, no later than 5:00 p.m., Thursday, April 30, 2015.

Send RSVP'S to Debra Feaster at (817) 884-2629.

Questions from bidders will be addressed at the pre-bid conference. Any vendor who submits a bid without attending the scheduled pre-bid conference does so at his own risk. Such applicant who submits a bid and does not attend the scheduled pre-bid conference waives any right to assert claims due to undiscovered conditions.

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES, COUNTYWIDE**. All bids must be submitted on the attached Bid Proposal Form. Vendors must bid on all items. Tarrant County will not enter into any contract where the cost is provisional upon such clauses as "escalator" or "cost-plus" clauses.

BY MAIL VIA US POSTAL SERVICE

ORIGINAL AND ONE (1) COPY

OF

**COMPLETED BID PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT**

**AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104**

ON OR BEFORE MAY 18, 2015 AT 2:00 P.M.

BY COURIER, FEDERAL EXPRESS, UPS

ORIGINAL AND ONE (1) COPY

OF

**COMPLETED BID PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT**

**AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76102**

ON OR BEFORE MAY 18, 2015 AT 2:00 P.M.

All bids, including a "NO BID", are due in the Purchasing Department by the due date in sealed envelopes or boxes. All bids must be clearly marked with the Bid Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. Original bid must be clearly marked "ORIGINAL" and contain all original signatures.

Any bid received after the date and/or hour set for bid opening will not be accepted. Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at bidder's expense, or destroyed with written authorization of the bidder. If bids/proposals are sent by mail to the Purchasing Department, the bidder shall be responsible for actual delivery of the bid to the Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. After the official opening, bids become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this bid.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County.

No oral explanation in regard to the meaning of the bid specifications will be made and no oral instructions will be given before the award of the contract. Request from interested bidders for additional information or interpretation of the information included in the specifications and all questions should be directed in writing, via facsimile, to:

**DEBRA FEASTER, BUYER
FAX: (817) 884-2629**

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

All documents relating to this bid, including but not limited to, the bid document, questions and their answers, addenda and special notices will be posted under the Bid number on the Tarrant County website and available for download by bidders and other interested parties. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents up to the Bid due date.

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth time, Monday, May 4, 2015. After the question deadline, all questions and their responses will be posted on the website and available for download by bidders.

All bids shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of bid. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Bids which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196 and to Tarrant County Facilities Management, 100 W. Weatherford, Room 330, Fort Worth, TX 76196. It is the intention of Tarrant County to make payment on completed orders within thirty days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

Continuing non-performance of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

Bids will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County. Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids received after the time limit for receiving bids.
2. Bids containing any irregularities.
3. Unbalanced value of any items.

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one Bid for the work contemplated.
3. The Bidder being interested in any litigation against the County.
4. The Bidder being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work, which in the judgment of the County, will prevent or hinder the prompt completion of additional work, if awarded.
7. Bidders shall not owe delinquent property tax in Tarrant County.

It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda and special notices. The Bid Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders bid non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Certification of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Chapter 552, Government Code. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION.**" Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID.**

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the proposer. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

The successful bidder may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

Hours of operation shall be between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Delivery date is important to the County and may be part of the bid proposal and a factor in evaluation of each bid. Tarrant County considers delivery time to be that period elapsing from the time the individual order is placed until that order is received by the County at the specified delivery location. The delivery date indicates a guaranteed delivery to Tarrant County, Texas. Failure of the bidder to meet guaranteed delivery dates or service performance could affect future County orders.

The County reserves the right to demand bond or penalty to guarantee delivery by the date indicated. If order is given and the Bidder fails to furnish the materials by the guaranteed date, the County reserves the right to cancel the order without liability on its part.

A **packing list** shall accompany each shipment and shall show:

- Tarrant County Purchase Order Number
- Name and address of Vendor
- Name and address of receiving department
- Description of material shipped, including item numbers, quantity, etc.

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **Contract Terms:** Successful vendor(s) will be awarded a twelve (12) month contract, effective from July 3, 2015 or notice to proceed as determined by Tarrant County Purchasing through July 2, 2016. At Tarrant County's option and approval by the vendor, the contract may be renewed for two (2) additional twelve (12) month periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**

2. **Renewal Options:** Tarrant County reserves the right to exercise an option to renew the contract of the vendor for two (2) additional twelve (12) month periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If the County exercises the right in writing, the Bidder shall update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These documents, if applicable, will be specified in the Special Conditions and include, but are not limited to, Insurance Certificates and Performance Bonds and must be in force for the full period of the option. If the updated documents are not submitted by the Bidder in complete form within the time specified, the County will rescind its option and seek a new bid solicitation.

3. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among the governmental entities that are listed on pages 8-10; therefore it would be in the vendor's best interest to help Tarrant County facilitate this cooperative effort. **A "NO" answer could result in complete rejection of bid.**
 - A. Should other Governmental Entities decide to participate in this contract, would you, the Vendor, agree that all terms, conditions, specifications, and pricing would apply?

_____Yes _____No
 - 1) If you, the Bidder, checked yes, the following will apply:
 - a) Governmental Entities utilizing Inter-Governmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material/services as needed.

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the successful bidder and each governmental entity.
- c) Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing vendor invoices. In the event Governmental Entities utilizing Inter-Governmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the vendor.
- d) Vendor(s) awarded contract(s) resulting from Request for Bid (RFB) shall be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information shall be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County. Failure to provide the requested information when requested could delay the renewal process.

B. SECONDARY/ALTERNATE AWARD: Secondary or alternate vendors serve in a back up capacity only. In the event the primary is unable to honor the terms and conditions of the contract, the secondary vendor may be called. If the secondary vendor is unable to honor the terms and conditions of the contract the alternate may be called. The primary vendor is the first contact. Use of the secondary or alternate must be approved, in writing, by the Tarrant County Purchasing Agent or his designee.

- 1) In the event the secondary or alternate vendors are called upon, they will offer the goods and services at the bid prices, or better. Any attempt to increase the original bid price may be cause to remove the vendor from the contract. This in no way negatively affects the status of the primary vendor.
- 2) If the secondary or alternate vendor represents themselves as the primary vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the secondary or alternate vendor may be removed from the contract. Would you, the Bidder, be willing to accept a secondary/alternate award based on the above?

Yes No

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1.	Alamo Heights ISD	47.	City of Blue Mound	98.	City of Fort Worth
2.	Allen ISD	48.	City of Bovina	99.	City of Frisco
3.	Alvord ISD	49.	City of Bowie	100.	City of Gainesville
4.	Anna Fire Department	50.	City of Boyd	101.	City of Galena Park
5.	Arlington ISD	51.	City of Bridge City	102.	City of Galveston
6.	Armstrong County	52.	City of Bridgeport	103.	City of Ganado
7.	Atascosa County	53.	City of Brownwood	104.	City of Garland
8.	Bastrop County	54.	City of Bryan	105.	City of Gatesville
9.	Bell County	55.	City of Burkburnett	106.	City of Georgetown
10.	Benbrook Water Authority	56.	City of Burleson	107.	City of Glen Heights
11.	Bethany Special Utility District	57.	City of Caddo Mills	108.	City of Godley
12.	Bexar County	58.	City of Carrollton	109.	City of Granbury
13.	Birdville ISD	59.	City of Castle Hills	110.	City of Grand Prairie
14.	Blue Ridge Fire Department	60.	City of Cedar Hill	111.	City of Grand Saline
15.	Bosque County	61.	City of Cedar Park	112.	City of Grapevine
16.	Branch Fire Department	62.	City of Celeste	113.	City of Greenville
17.	Brazoria County	63.	City of Celina	114.	City of Haltom City
18.	Brazos County	64.	City of Cibolo	115.	City of Heath
19.	Briar Volunteer Fire Department	65.	City of Cleburne	116.	City of Horizon City
20.	Brooks County	66.	City of Cockrell Hill	117.	City of Hudson Oaks
	Constables, Precincts 1-4	67.	City of Colleyville	118.	City of Huntsville
21.	Brown County	68.	City of Combine	119.	City of Hurst
22.	Bulverde Police Department	69.	City of Commerce	120.	City of Hutchins
23.	Burnet County	70.	City of Coppell	121.	City of Hutto
24.	Cameron County	71.	City of Copperas Cove	122.	City of Irving
25.	Carroll ISD	72.	City of Corinth	123.	City of Italy
26.	Carrollton-Farmers Branch ISD	73.	City of Corsicana	124.	City of Jefferson
27.	Castleberry ISD	74.	City of Crowley	125.	City of Keene
28.	Cedar Hill ISD	75.	City of Cumby	126.	City of Keller
29.	Chambers County	76.	City of Dalworthington Gardens	127.	City of Kennedale
30.	Cherokee County	77.	City of De Leon	128.	City of Killeen
31.	City of Aledo	78.	City of Decatur	129.	City of Krum
32.	City of Allen	79.	City of Deer Park	130.	City of Kyle
33.	City of Alvord	80.	City of Denison	131.	City of La Vernia
34.	City of Amarillo	81.	City of Denton	132.	City of Lake Worth
35.	City of Anna	82.	City of DeSoto	133.	City of Lancaster
36.	City of Arlington	83.	City of Diboll	134.	City of League City
37.	City of Athens	84.	City of Duncanville	135.	City of Leander
38.	City of Aubrey	85.	City of Early	136.	City of Lewisville
39.	City of Austin	86.	City of Eastland	137.	City of Lindale
40.	City of Azle	87.	City of El Paso	138.	City of Little Elm
41.	City of Balch Springs	88.	City of Electra	139.	City of Littlefield
42.	City of Bangs	89.	City of Emory	140.	City of Live Oak
43.	City of Baytown	90.	City of Euley	141.	City of Lubbock
44.	City of Bedford	91.	City of Everman	142.	City of Lucas
45.	City of Bells	92.	City of Farmers Branch	143.	City of Lufkin
46.	City of Benbrook	93.	City of Farmersville	144.	City of Lumberton
		94.	City of Ferris	145.	City of Mansfield
		95.	City of Floresville	146.	City of Marshall
		96.	City of Forest Hill	147.	City of McAllen
		97.	City of Forney	148.	City of McKinney
				149.	City of Melissa

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

150. City of Merkel	199. City of The Colony	242. Electra ISD
151. City of Mesquite	200. City of University Park	243. Ellis County
152. City of Midlothian	201. City of Van Alstyne	244. Erath County
153. City of Morgan's Point Resort	202. City of Venus	245. Everman ISD
154. City of Murphy	203. City of Waco	246. Fannin County
155. City of Nacogdoches	204. City of Watauga	247. Fort Bend County
156. City of Nederland	205. City of Waxahachie	248. Fort Worth Housing Authority
157. City of New Braunfels	206. City of Weatherford	249. Fort Worth ISD
158. City of North Richland Hills	207. City of Westworth Village	250. Fort Worth Transportation Authority
159. City of Odessa	208. City of White Settlement	251. Freestone County
160. City of Palestine	209. City of Whitesboro	252. Frisco ISD
161. City of Pasadena	210. City of Whitewright	253. Grandview Police Department
162. City of Pelican Bay	211. City of Wills Point	254. Grapevine\Colleyville ISD
163. City of Pharr	212. City of Wilmer	255. Grayson County
164. City of Plano	213. City of Wylie	256. Gregg County
165. City of Pottsboro	214. Clay County	257. Guadalupe County
166. City of Port Isabel	215. Clear Creek ISD	258. Hardin County
167. City of Princeton	216. Cochran County	259. Harris County Emergency Services District
168. City of Ralls	217. Collin County	260. Harrison County
169. City of Red Oak	218. Collin County Community College	261. Hays County
170. City of Richardson	219. Comal County	262. Heart of Texas Region MHMR Center
171. City of Richland Hills	220. Cooke County	263. Henderson County
172. City of River Oaks	221. Coryell County	264. Hood County
173. City of Roanoke	222. Cottondale Volunteer Fire Department	265. Hopkins County
174. City of Rockwall	223. Crowley ISD	266. Housing Authority of of the City of Austin
175. City of Round Rock	224. Dallas County	267. Hunt County
176. City of Rowlett	225. Dallas/Fort Worth International Airport Board	268. Hurst Euless Bedford ISD
177. City of Royse City	226. Decatur ISD	269. Hutchinson County
178. City of Runaway Bay	227. Denison ISD	270. Idea Public Schools
179. City of Sachse	228. Denton County	271. Jasper County
180. City of Saginaw	229. Denton County Fresh Water Supply Dist No. 1-A	272. Jefferson County
181. City of San Angelo	230. Denton ISD	273. Jim Wells County
182. City of San Benito	231. DeSoto ISD	274. Johnson County
183. City of San Marcos	232. Diana Special Utility District	275. Johnson County Special Utility District
184. City of Sanger	233. Duncanville ISD	276. Karnes County
185. City of Sansom Park	234. Duval County	277. Kaufman County
186. City of Seagoville	235. Eagle Mountain-Saginaw ISD	278. Kaufman ISD
187. City of Sherman	236. East Texas Council of Governments	279. Keller ISD
188. City of Sour Lake	237. Ector County	280. Kennedale ISD
189. City of Southlake	238. Ector County ISD	281. Kinney County
190. City of Southmayd	239. Education Service Center Region XI	282. Krum ISD
191. City of Springtown	240. El Paso County	283. Lake Dallas ISD
192. City of Sulphur Springs	241. El Paso County Hospital District dba University Medical Center of El Paso	284. Lake Worth ISD
193. City of Taft		285. Lamar County
194. City of Taylor		286. Lamb County
195. City of Temple		
196. City of Terrell		
197. City of Texarkana		
198. City of Texarkana, AR		

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

287.	Lampasas County	329.	Rockwall County	362.	Town of Edgecliff Village
288.	Lavon Police Department	330.	Region 9 Education Service Center Wichita	363.	Town of Fairview
289.	Leon County	331.	Sam Rayburn ISD	364.	Town of Flower Mound
290.	Lewisville ISD	332.	San Jacinto College District	365.	Town of Hickory Creek
291.	Limestone County	333.	San Patricio County	366.	Town of Highland Park
292.	Little Elm ISD	334.	Schleicher County	367.	Town of Lakeside
293.	Lovejoy ISD	335.	Senior Center Resource and Public Transit, Inc. of Hunt County	368.	Town of Little Elm
294.	Lowry Crossing Volunteer Fire Dept.	336.	Seven Points Fire Rescue	369.	Town of Northlake
295.	Lubbock County	337.	Sherman ISD	370.	Town of Pantego
296.	Mansfield ISD	338.	Smith County	371.	Town of Ponder
297.	Marilee Special Utility District	339.	Springtown ISD	372.	Town of Prosper
298.	McKinney ISD	340.	South Montgomery Fire Department	373.	Town of Sunnyvale
299.	McLennan County	341.	South Texas College	374.	Town of Trophy club
300.	McLennan Community College	342.	SPAN, Inc.	375.	Town of Westlake
301.	MHMR of Tarrant County	343.	Tarleton State University	376.	Town of Westover Hills
302.	Midland County	344.	Tarrant Appraisal District	377.	Travis County
303.	Midway ISD	345.	Tarrant County 9-1-1 Emergency Assistance District	378.	Travis County Healthcare District
304.	Milam County	346.	Tarrant County College District	379.	Trinity River Authority
305.	Mills County	347.	Tarrant County Emergency Services District 1	380.	United States Marshals Service
306.	Montgomery County	348.	Tarrant County Hospital District	381.	University of North Texas
307.	Montgomery County Hospital District	349.	Tarrant County Workforce Development Board	382.	University of North Texas Health Science Center
308.	Nacogdoches County	350.	Tarrant Regional Water District	383.	University of Texas at Arlington
309.	Navarro County	351.	Taylor County	384.	University of Texas at Dallas
310.	Nevada Volunteer Fire Department	352.	Terrell ISD	385.	University of Texas MD Anderson Cancer Center
311.	Nolan County	353.	Texas A&M University at Commerce	386.	Upper Trinity Regional Water District
312.	North Central Texas Council of Governments	354.	Texas Alcoholic Beverage Commission	387.	Upshur County
313.	North Texas Municipal Water District	355.	Texas Dept. of Parks & Wildlife	388.	Upton County
314.	North Texas Tollway Authority	356.	Texas Dept. of Public Safety	389.	Van Zandt County
315.	Northwest ISD	357.	Titus County	390.	Victoria County
316.	Nueces County	358.	TML Multistate Intergovernmental Employee Benefits Pool	391.	Waco ISD
317.	Olton Police Department	359.	Tom Green County	392.	Walker County
318.	Orange County	360.	Town of Addison	393.	Ward County
319.	Palo Pinto County	361.	Town of Argyle	394.	Weatherford College
320.	Panola County			395.	Westminster Fire Dept.
321.	Paradise ISD			396.	Weston Volunteer Fire Department
322.	Parker County			397.	White Settlement ISD
323.	Parker County Emergency Services District 1			398.	Williamson County
324.	Potter County			399.	Williamson County Emergency Services District No. 3
325.	Public Transit Service of Mineral Wells			400.	Wilson County
326.	Rancho Viejo Police Department			401.	Wise County
327.	Red Oak ISD			402.	Wood County
328.	Red River County			403.	Zapata County

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. MINIMUM INSURANCE REQUIREMENTS

- A. The Contractor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
- 1) Workers' Compensation/Employer's Liability
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 - 2) Comprehensive Commercial General Liability:
 - a. Bodily Injury/Personal Injury — \$1,000,000 per occurrence
\$2,000,000 aggregate
 - b. Property Damage — \$1,000,000 aggregate
 - 3) Professional Liability — \$1,000,000 per occurrence
\$2,000,000 aggregate
- B. The County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by the County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Contractor.
- C. Required Provisions:
- 1) Proof of Carriage of Insurance - All certificates of insurance will be required in duplicate and filed with the Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street.
 - 2) All policies supplying required coverages shall contain endorsements providing Tarrant County with an unconditional thirty (30) days written notice of cancellation. Tarrant County must be notified in writing of any major change in policy conditions or coverages.
 - 3) As to all applicable coverage, Tarrant County and its officers, employees, and elected representatives shall be specifically endorsed onto the policies as an additional insured. A blanket additional insured endorsement will not satisfy this requirement. Contractor/vendor must provide verification that additional insured requirements can be met prior to commencement of contract.
 - 4) All copies of the certificates of insurance shall reference the project name and bid number for which the insurance is being supplied.

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- 5) The Contractor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.

5. **SECURITY REQUIREMENTS:**

- A. Any vendor staff (employees, contract labor, and other non-County employees) that will be afforded access to any Tarrant County Facility for the purpose of work under this contract will be REQUIRED to submit personal information for a Tarrant County Sheriff's Department Security Check upon notification by Tarrant County Purchasing, prior to award of contract. (See Attachment "A".)
- B. All bidders must be licensed by the State of Texas and must follow all State Rules and Regulations for the industry. **A copy of the current license must be included with bid.** The Texas Private Security Bureau regulates the private security industry in Texas, including locksmiths, as well as the companies that employ these individuals. (See Attachment "B", Texas Statutes Occupations Code, Title 10, Chapter 1072.) Applicants for licensing or registration by the Private Security Bureau must have undergone a fingerprint-based state and national criminal history check. Applicants who have been convicted of a felony or a Class A Misdemeanor cannot be considered for license for 20 years. Applicants convicted of a Class B Misdemeanor can apply for consideration after 5 years. Some Class B Misdemeanors, such as first-time DWI do not disqualify an applicant from receiving a license or application.

6. **DEALER AUTHORIZATION:** The successful bidder must be an authorized dealer/distributor or resellers of the items bid and possess current licenses and/or permits as required to perform the services specified in this Request for Bid.
7. Tarrant County reserves the right to require any information deemed necessary to evaluate the qualifications of a bidder.
8. **All invoices are to be sent to the Tarrant County Facilities Management Office at 100 West Weatherford, Room 330, Fort Worth, TX 76196 and to Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196. It will be time/date stamped and will be forwarded to the appropriate building manager to complete the requisition. Contractor shall attach invoices for anything they purchase and provide the County with a markup. If there are questions about the invoice or something is not correct, the request for information will come from the main Facilities Management Office.**

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

9. **Vendor Back-Up Documentation.** Successful vendor will provide back-up documentation for each invoice for auditing purposes. Contractor shall attach Service Tickets with labor hours and supplier invoices for goods purchased and provide Tarrant County with markup, excluding typical truck stock.
10. Vendor **shall not charge** Tarrant County a separate “trip charge” on any project performed under this Annual Contract.
11. Vendor shall not charge fuel surcharges.
12. When a service is provided prior to a purchase order being issued, the vendor must submit a work order to the department that received the services. The department will confirm the accuracy of the work order and then enter the requisition so that a purchase order can be issued. The purchase order will then be provided to the vendor. The PO number must be noted on the vendor’s invoice, which is to be sent to the Auditor’s Office.

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

SPECIAL CONDITIONS

**TWCC Rule 110.110
Workers' Compensation Insurance Coverage**

Note: TWCC Rule 110.110 applies to Building and Construction projects for Governmental Entities and is included in this bid for Information Purposes Only.

A. Definitions:

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 (TWCC-81, TWCC-82, TWCC-83, or TWCC-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.

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.

Persons providing services on the project ("subcontractor" in §406.096) – Includes all persons or entities performing all or part of the services 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, subcontractors, 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" include, 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.

- B. The contractor shall provide coverage, based on proper reporting of classification code and payroll amounts and filing of 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.
- C. The contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.
- D. 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.

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

TWCC Rule 110.110 Workers' Compensation Insurance Coverage

- E. The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:
- (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
 - (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.
- F. The contractor shall retain all required certificates of coverage for the duration of the project and for one (1) year thereafter.
- G. 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.
- H. The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, 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.
- I. The contractor shall contractually require each person with whom it contracts to provide services on a project to:
- (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 of its employees providing services on the project for the duration of the project;
 - (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;
 - (3) provide the contractor, prior to the end of the 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;
 - (4) obtain from each person with whom it contracts, and provide to the contractor:
 - (a) a certificate of coverage, prior to the other person beginning work on the project; and
 - (b) a new certificate of coverage showing the extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate ends during the duration of the project;

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

**TWCC Rule 110.110
Workers' Compensation Insurance Coverage**

- (5) retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter;
 - (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
 - (7) contractually require each person with whom it contracts, to perform as required by paragraphs (1) – (7)., with the certificates of coverage to be provided to the person for whom they are providing services.
- J. 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 on 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.
- K. 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.

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

Evaluation criteria shall include, but is not limited to the following:

- a. Completeness of Bid
- b. Equipment Compliance with Specifications
- c. Tarrant County's evaluation of vendor's ability to perform
- d. Price
- e. Service, Maintenance, and Support Factors
- f. Delivery Time
- g. Vendor's past performance record with Tarrant County
- h. Special needs and requirements of Tarrant County
- i. Vendor's agreement to extend pricing under this contract to other governmental entities

Quantities indicated on the Bid Proposal Forms are estimates based upon the best available information. The County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

Any **catalog, brand name or manufacturer's reference** used is considered to be descriptive -- not restrictive -- and is indicative of the type and quality the County desires to purchase. Bids on similar items of like quality will be considered if the bid is noted and fully descriptive brochures are enclosed. If notation of substitution is not made, it is assumed vendor is bidding item specified. Successful vendor will not be allowed to make unauthorized substitutions after award.

Samples for testing or demonstrations may be required for bid evaluation. Samples/Demonstrations will be free to the County. Failure to provide samples/demonstrations will be justification for bid rejection. Tarrant County reserves the right to determine equals. Samples must be the same product as that bid.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of your certification to this form and return with bid.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO . _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

VENDOR REFERENCES

Please list three (3) references, **other than Tarrant County**, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine your firm's ability to provide the intended goods or service of this bid. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this bid. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your bid.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

BID PROPOSAL SIGNATURE FORM

The undersigned agrees this bid becomes the property of Tarrant County after the official opening.

The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a bid.

The undersigned agrees, if this bid is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Bid Proposal will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Bidder, nor any employee of Tarrant County, and that the contents of this bid have not been communicated to any other bidder or to any employee of Tarrant County prior to the official opening of this bid.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this bid package. **Failure to sign and return this form will result in the rejection of the entire bid.**

Signature _____ **X**

Authorized Representative

NAME AND ADDRESS OF COMPANY:

_____	Date _____
_____	Name _____
_____	Title _____
Tel. No. _____	FAX No. _____
E-Mail Address: _____	

AFTER HOURS EMERGENCY CONTACT:

Name: _____	Tel. No. _____
-------------	----------------

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID.



Did you sign your bid and/or
your addendum?

**If not, your bid will be
rejected**

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

COMPANY IS:

Business included in a Corporate Income Tax Return? _____YES _____NO

_____Corporation organized & existing under the laws of the State of _____

_____Partnership consisting of _____

_____Individual trading as _____

_____Principal offices are in the city of _____

CERTIFICATION OF ELIGIBILITY

By submitting a bid or proposal in response to this solicitation, the bidder/proposer 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 submission and time of award, the bidder/proposer will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID.

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

BID FORMS/DOCUMENTS CHECKLIST

<p>✓ Indicates Compliance</p>	<p>A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your bid package. The original and one (1) copy of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with bid package.</p>
	<p>1. Vendor References. Bidder has provided three (3) references, other than Tarrant County. References must be able to verify the quality of service your company provides and that your company has completed a project of similar size and scope of work to this bid.</p>
	<p>2. Signatures. All forms requiring a signature must be signed. Bids not signed will not be considered for award.</p>
	<p>3. Bid Proposal Forms. All sections of Bid Proposal Forms have been completed.</p>
	<p>4. Insurance Certificates (If required). Bidders must submit all Insurance Certificates with bid. If no insurance requirements specified, mark N/A.</p>
	<p>5. Addenda. When applicable, Bidder acknowledges receipt of all addenda and has included the signed Addenda cover pages and any revised Bid Forms in their bid package.</p>
	<p>6. It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda and special notices. The Bid Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders bid non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Certification of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.</p>
	<p>7. Bidder has read, understands, and agrees to Tarrant County's Criminal Background Check requirements.</p>
	<p>8. Accuracy for all mathematical and number entries is the sole responsibility of the bidder. Tarrant County will not be responsible for errors made by the bidder.</p>

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

BID FORMS/DOCUMENTS CHECKLIST

✓ Indicates Compliance	A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your bid package. The original and one (1) copy of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with bid package.
	9. Bidder's company is registered on TVORS (Tarrant On-Line Vendor Registration System)
	10. Failure to comply with the requirements set forth in this Request for Bid may result in rejection of bid and/or cancellation of contract after award.

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

BID PROPOSAL QUESTIONNAIRE

	<u>Agree</u>	<u>Disagree</u>
1. All items ordered must be available for either pick-up by the County or delivery by the locksmith. The County will determine which at time of order.	_____	_____
2. Only one (1) trip charge will be allowed per job. If a job requires multiple trips by the locksmith to complete the job, only one (1) trip charge will be allowed.	_____	_____
3. When simple repairs are required, the County reserves the right to deliver these parts for repair directly to the locksmith's place of business, rather than have the locksmith come to the job location to make repairs	_____	_____
4. When it is necessary to make key copies or perform any other minor services, the County reserves the right to have a County employee visit the locksmith's business to have these services performed.	_____	_____
5. If determined to be in the best interest of the County, this contract may be awarded to multiple vendors based on geographic locations.	_____	_____

The undersigned affirms that they have read and understand the conditions and/or requirements specified above and hereby agrees to these conditions and/or requirements as marked.

Signature of Authorized Representative

Authorized Representative (Printed)

THIS FORM MUST BE SIGNED AND THE ORIGINAL AND ONE (1) COPY RETURNED WITH BID.

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

BID PROPOSAL

ITEM NO.	DESCRIPTION	UNIT PRICE
1.	Service Call	\$ _____
2.	Hourly Rate for Locksmith Service	
a.	8:00 am to 5:00 pm	\$ _____
b.	5:01 pm to 7:59 am	\$ _____
c.	Weekend Rate	\$ _____
d.	Holiday Rate	\$ _____
3.	Key Duplication, American Single Cut	\$ _____
4.	Key Duplication, American Double Cut	\$ _____
5.	Key Duplication, Foreign Single Cut, 6 Pin	\$ _____
6.	Key Duplication, Foreign Double Cut	\$ _____
7.	Key Duplication, Tubular	\$ _____
8.	Key Duplication, Best	\$ _____
9.	Rekey/Change Lock (Key in Knob)	\$ _____
10.	Rekey/Change Lock Rim or Mortise Cylinder	\$ _____
11.	Rekey/Change Each Additional Key	\$ _____
12.	Rekey/Change Best, with Change Key	\$ _____
13.	Rekey/Change Tubular	\$ _____
14.	Door Closers: Repack & Refill Overhead Surface Type	\$ _____

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

BID PROPOSAL

ITEM NO.	DESCRIPTION	UNIT PRICE
HIGH SECURITY		
<u>Mul-T-Lock</u>		
15.	Duplicate Keys	\$ _____
16.	Code Cut Keys	\$ _____
17.	Mortise Cylinders	\$ _____
18.	Rim Cylinders	\$ _____
19.	KIK Cylinders	\$ _____
20.	I.C. Core	\$ _____
21.	Padlocks	\$ _____
<u>Medeco</u>		
22.	Duplicate Keys	\$ _____
23.	Code Cut Keys	\$ _____
24.	Mortise Cylinders	\$ _____
25.	Rim Cylinders	\$ _____
26.	KIK Cylinders	\$ _____
27.	I.C. Core	\$ _____
28.	Padlocks	\$ _____

ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

BID PROPOSAL

ITEM NO.	DESCRIPTION	UNIT PRICE
LABOR CHARGES FOR HIGH SECURITY		
<u>Mul-T-Lock</u>		
29.	3 in 1 Cylinder Change	\$ _____
30.	Regular Cylinder Change	\$ _____
31.	Master Key Cylinder Change	\$ _____
<u>Medeco</u>		
32.	3 in 1 Cylinder Change	\$ _____
33.	Regular Cylinder Change	\$ _____
34.	Master Key Cylinder Change	\$ _____
<u>Mogul Key System</u>		
35.	3 in 1 Cylinder Change	\$ _____
36.	Regular Cylinder Change	\$ _____
37.	Master Key Cylinder Change	\$ _____
<u>Pyramid Key System</u>		
38.	3 in 1 Cylinder Change	\$ _____
39.	Regular Cylinder Change	\$ _____
40.	Master Key Cylinder Change	\$ _____

