



**Procurement  
Operations**

**Request for Qualifications (RFQ)**

**For**

**Construction Material Testing/Observation and  
Geotechnical Engineering Services**

**Project No. 11-25**

# REQUEST FOR QUALIFICATIONS

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**HOUSTON COMMUNITY COLLEGE**  
**REQUEST FOR QUALIFICATIONS**

February 7, 2011

Subject: Request for Qualifications (RFQ) for Construction Material Testing/Observation and Geotechnical Engineering Services

HCC Project No. 11-25

**I. General Information & Requirements**

Houston Community College (HCC) is seeking qualifications statements from firms qualified and interested in performing Construction Material Testing/Observation and Geotechnical Engineering Service for Deferred Maintenance and other capital improvement projects on an "as needed" basis, and in accordance with the requirements of this solicitation.

HCC reserves the right to reject any or all submittals, negotiate changes in the scope of work or services to be provided, and to waive any technicalities or irregularities in any submission documents. The RFQ solicitation does not in any way obligate HCC to select a particular Geotechnical and Material Testing firm for any project(s).

All applicable attachments contained in this RFQ shall be completed. Failure to do so may result in the firm's Qualifications Submittal being declared non-responsive to the solicitation requirements.

HCC is not responsible or liable for any expenses or costs incurred by any firm(s) responding to this RFQ.

HCC reserves the right to award multiple contracts from this solicitation.

**Note:** All applicable documents contained in this RFQ shall be signed and notarized. Failure to sign and/or notarize all applicable documents shall render the submittal documents non-responsive.

**II. Document Submission:**

Interested firms shall submit original and Five (5) copies of their statement of qualifications documents to the below address no later than February 22, 2011 @ 10:00 A.M. (local time).

**Houston Community College**  
**Procurement Operations**  
**Attn: Jeffery Austin, Procurement Operations**  
**3100 Main Street (11th Floor, Room No. 11A06)**  
**Houston, Texas 77002**  
**Construction Material Testing/Observation and Geotechnical Engineering Services**  
**Ref: Project No. 11-25**

### III. Inquiries

Interested firms may make written inquiries concerning this Request for Qualifications to obtain clarification of the requirements. Written inquiries must be submitted no later than 3:00 P.M. (local time) on February 16, 2011 and should be addressed to:

**Houston Community College  
Procurement Operations  
Attn: Jeffery Austin, Supervisor, Procurement Operations  
3100 Main Street (11th Floor)  
Houston, Texas 77002  
Reference: Project No. 11-25  
Construction Material Testing/Observation and Geotechnical Engineering Services  
Fax: (713) 718-2113 or email: [jeffery.austin@hccs.edu](mailto:jeffery.austin@hccs.edu)**

### IV. Document Format and Submission

Statement of Qualifications must indicate how the firm's qualifications and the qualification of the project team meet the requirements of this project. It is requested that the firm limit its expression of qualifications to ten (10) typewritten pages, excluding the cover page, table of contents and the required attachments. The statement of qualifications should take the form of a bound 8 ½ inch report with a table of contents and all pages numbered in sequence. Binding must allow reports to lay flat when open. Arrange the document with a cover sheet and letter of interest in the following format:

1. Project Title, Description and HCC Project Number.
2. Name of lead firms submitting qualification statement.
3. Table of Contents.
4. Executive Summary, including brief history of the firm.
5. Detailed organization chart, which identifies principal owner and key staff Members that will be associated with the project, including address, telephone Number, fax number and e-mail addresses.
6. Information on potential staff that will be assigned to the project including résumés identifying education, training and technical backgrounds in similar projects.
7. Address the areas/factors specified in Paragraph VI.

#### **NOTE:**

1. HCC reserves the right to reject any and all submissions as non-responsive that do not meet the criteria as outlined in this solicitation.
2. Late submissions will not be accepted.
3. HCC is not liable for any costs incurred by person or firm responding to this RFQ.

### V. Selection Requirements and Evaluation Criteria

Selection of the most qualified firm will be made on the basis of demonstrated competence and qualifications to perform the services. An Evaluation Committee will review statement of qualifications submitted in response to the solicitation. Evaluation factors for the selection of the firm are as follows:

<b>Factor</b>	<b>Percentage Weight (Max. Points)</b>
• <b>Professional Qualifications</b>	Total <u>20</u> %
Licensed professional team members.	Value: 10%
Experience of team members.	Value: 10%

<ul style="list-style-type: none"> <li>• <b>Organization and Project Methodology</b> Identity of Team members. Organization chart with lines of authority/responsibility. Methodology for analyzing and resolving issues.</li> </ul>	Total	<u><b>20</b></u> %
	Value	5%
	Value	5%
	Value	10%
<ul style="list-style-type: none"> <li>• <b>Local Work Experience</b> Experience with HCC. Experience with other clients in the Houston area.</li> </ul>	Total	<u><b>20</b></u> %
	Value	10%
	Value	10%
<ul style="list-style-type: none"> <li>• <b>Project Understanding</b> Demonstrate knowledge of project requirements. Explain the elements of the project.</li> </ul>	Total	<u><b>20</b></u> %
	Value	10%
	Value	10%
<ul style="list-style-type: none"> <li>• <b>Past Performance Experience</b> HCC experience. Other clients.</li> </ul>	Total	<u><b>10</b></u> %
	Value	5%
	Value	5%
<ul style="list-style-type: none"> <li>• <b>Small Business Participation</b> HCC experience. Other clients.</li> </ul>	Total	<u><b>10</b></u> %
	Value	5%
	Value	5%
<b>Total</b>		<u><b>100 Points</b></u>

Firms, when responding to this request for qualifications, should state their capabilities with regard to each of the individual factor listed above. A short-list of the top rated firms may be invited for interviews solely on their written responses to this request for qualifications.

#### **VI. Scope of Services**

The scope of services covers the requirements of selected firm(s) to provide professional Construction Material Testing/Observation and Geotechnical Engineering Services for deferred maintenance and other capital improvement projects, on an "as needed" basis. The services will include, but is not limited to, developing, implementing and maintaining the construction materials testing and construction observation services necessary to ensure an adequate quality control program for construction projects. Also included is full geotechnical engineering services as requested by HCC facilities or architecture or engineering firms contracted by HCC in designing building foundations, sidewalk, and paving sections. HCC has not performed any assessments or surveys to determine the magnitude of potential work and further declares no guarantee of work to be executed.

Houston Community College may require work at the following facilities located in Harris County Texas:

- HCC Administration Building, 3100 Main Street, Houston, Texas 77002
- Central College, 1300 Holman Street, Houston, Texas 77004
- Coleman College for Health Sciences, 1900 Pressler, Houston, Texas 77030
- Northeast College, 555 Community College Drive, Houston, Texas 77013
- Northwest College, 1550 Foxlake Drive, Houston, Texas 77084
- Southeast College, 6815 Rustic Avenue, Houston, Texas
- Southwest College, 5407 Gulfton, Houston, Texas 77081

Examples of projects that may be performed, are as follows:

- Landscape/Hardscape projects;
- Childcare Centers;
- New Buildings;

- ADA (American with Disability Act) compliance projects;
- Utilities and Telecommunications;
- Parking Lot Improvements;
- Building Renovations;
- New College Campus.

**VII. Small Business Development Program (SBDP)**

- a. HCC has adopted a Small Business Development Program for small businesses attempting to provide goods and/or services as prime contractors or as subcontractors to other prime contractors to HCC. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCC procurements. HCC will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age or disability in its procurement selection process.
- b. Small businesses whose gross annual income averaged over the past three (3) years does not exceed the Small Business Administration’s size standard as specified in 13 CFR Part 121 are eligible to apply for participation in the program.
- c. For this solicitation, HCC has established 25% as its goal for Small Business participation.
- d. Good Faith Efforts- HCC will make a good faith effort to utilize small businesses in all contracts. The annual program goals may be met by contracting directly with small businesses or indirectly through subcontracting opportunities. Therefore, any business that contracts with HCC will be required to make a good faith effort to award subcontracts to small businesses. The subcontracting goal applies to all vendors regardless of their status by implementing the following procedures, a contractor shall be presumed to have made a good faith effort:
  - a. To the extent consistent with industry practices, divide the contract work into reasonable lots.
  - b. Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars.
  - c. Document reasons for rejecting a firm that bids on subcontracting opportunities.

To the extent required by the solicitation, the contract shall require the selected contractor to agree to attain small business participation goal or target set forth in the solicitation.

**VIII. Prohibited Communications**

Except as provided in exceptions below, the following communications regarding this solicitation or any other invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- [1] Between a potential vendor, subcontractor to vendor, service provider, proposer, offeror, lobbyist or consultant and any Trustee;
- [2] Between any Trustee and any member of a selection or evaluation committee; and
- [3] Between any Trustee and administrator or employee.

The communications prohibition shall be imposed from the day the solicitation is first advertised through the day the contract documents are signed by all parties. During this period, no HCC Trustee and no Vendor shall communicate in any way concerning any pending Solicitation involving the Vendor, subject to the penalties stated herein.

In the event the Board refers the recommendation back to the staff for reconsideration, the communication prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- [1] Duly noted pre-bid or pre-proposal conferences.
- [2] Communications with the HCC General Counsel.
- [3] Emergency contracts.
- [4] Presentations made to the Board during any duly-noticed public meeting.
- [5] Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- [6] Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

Any potential vendor, subcontractor vendor, service provider, bidder, offeror, lobbyist or consultant who engages or attempts to engage in prohibited communications shall not be eligible for the award of any resulting contract under this solicitation. Any other direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify bidders, vendors, service providers, lobbyist, consultants, and contractors from both this current and any future consideration for participation in HCC orders and contracts.

#### **IX. Conflict of Interest**

If a firm, proposer, consultant or other person responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official or employee of HCC would have in any contract resulting from this solicitation, the firm must disclose this information to HCC. Persons submitting a proposal or response to this solicitation must comply with all applicable laws, ordinances, and regulations of the State of Texas Government Code, including, without limitation, Chapter 171 and 176 of the Local Government Code. The firm /person submitting a response to this solicitation must complete (as applicable), sign and submit **Attachment No. 11, Conflict of Interest Questionnaire Form, and Attachment No. 12, Disclosures – Financial Interest and Potential Conflict of interests** with the proposal package. HCC expects the selected contractor to comply with Chapter 176 of the Local Government Code and that failure to comply will be grounds for termination of the contract.

**Note: Attachment No. 11 and Attachment No. 12 shall be completed signed and returned to HCC. Enter N/A in those areas on the Attachments that are not applicable to your company. Failure to complete, sign and notarize (if applicable) these Attachments shall render your proposal non-responsive.**

## **X. Ethics Conduct**

Any direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC orders and contracts.

## **XI. Eligibility for Award**

- a. In order for a firm to be eligible to be awarded the contract, the submittals must be responsive to the solicitation and HCC must be able to determine that the firm is responsible and has the resources and capacity to perform the resulting contract satisfactorily.
- b. Responsive proposals are those that comply with all material aspects of the solicitation, conform to the solicitation documents and meet the requirements set forth in this solicitation. Proposals, which do not comply with all the terms and conditions of this solicitation will be rejected as non-responsive.
- c. Responsible firms, at a minimum, must meet the following requirements:
  - Have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract:
  - Be able to comply with the required performance schedule, taking into consideration all existing business commitments:
  - Have a satisfactory record of past performance:
  - Have necessary personnel and management capability to perform any resulting contract:
  - Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the contract requirements:
  - Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; and is not delinquent in taxes owed to the Houston Community College System; signing and submitting the proposal is so certifying to such non-delinquency:
  - Be otherwise qualified and eligible to receive an award and qualification statements under applicable laws and regulations.
- d. Firm(s) may be requested to submit additional written evidence verifying that the firm meets the minimum requirements described herein and as necessary to perform the requirements of the solicitation and be determined a responsible firm. Failure to provide any requested additional information may result in the proposer being declared non-responsive and the proposal being rejected.
- e. A person is not eligible to be considered for award of this solicitation or any resulting contract or to be a subcontractor of the respondent or prime consultant if the person assisted in the development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that person or a prime contractor an unfair advantage over other bidders.



- f. A person or firm shall not be eligible to be considered for this solicitation if the person or proposer engaged in or attempted to engage in prohibited communications as described in Section VIII of this solicitation

**ATTACHMENT NO. 1  
DETERMINATION OF GOOD FAITH EFFORT**

<b>PROPOSER NAME</b>	<b>FULL TITLE</b>
<b>COMPANY NAME</b>	<b>FULL ADDRESS</b>
<b>PHONE NUMBER</b>	<b>CITY</b> <b>STATE</b> <b>ZIP</b>
<b>FAX NUMBER</b>	<b>E-MAIL ADDRESS</b>

In making a determination that a good faith effort has been made, HCC requires the Proposer to complete this form and submit supporting documentation explaining in what ways the Proposer has made a good faith effort to attain the goal. The Proposer will respond by answering "yes" or "no" to the following and provide supporting documentation.

**NOTE:** If the Proposer is unable to meet the solicitation goal or if any of the above items (1-4) are answered "no," the Proposer must submit a letter of justification.

<b>PRINT NAME OF PROPOSER</b>	<b>TITLE</b>
<b>SIGNATURE OF PROPOSER</b>	<b>DATE</b>

**ATTACHMENT NO. 2  
 SMALL BUSINESS UNAVAILABILITY CERTIFICATE  
 HCC PROJECT NO. 11-25**

I,

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**TITLE**

OF \_\_\_\_\_  
**FIRM NAME**

\_\_\_\_\_  
**CERTIFY THAT ON DATE**

THE SMALL BUSINESSES LISTED HEREIN WERE CONTACTED TO SOLICIT PROPOSALS FOR MATERIALS OR SERVICES TO BE USED ON THE ABOVE STATED PROJECT.

DATE	SMALL BUSINESS	TELEPHONE #	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SMALL BUSINESS WAS UNAVAILABLE FOR THIS SOLICITATION, UNABLE TO PREPARE A PROPOSAL THAT WAS REJECTED FOR THE REASON(S) STATED IN THE ***RESULTS*** COLUMN ABOVE.

THE ABOVE STATEMENT IS A TRUE AND ACCURATE ACCOUNT OF WHY I AM UNABLE TO COMMIT TO AWARDED SUBCONTRACT(S) OR SUPPLY ORDER(S) TO THE SMALL BUSINESS LISTED ABOVE.

***NOTE: THIS FORM TO BE SUBMITTED WITH ALL PROPOSAL DOCUMENTS FOR WAIVER OF SMALL BUSINESS PARTICIPATION  
 (SEE PROPOSER INSTRUCTIONS)***

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**DATE**

**ATTACHMENT NO. 3  
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE**

**Note:** Vendors are to complete this form along with a **copy** of the Contractor and First Tier Subcontractor/Supplier Participation Form and return it in a separate envelope to:

**Houston Community College  
Procurement Operations/Small Business Representative  
Post Office Box 667517  
Houston, Texas 77266-7517  
Ref: HCC Project No. 11-25, Construction Material Testing/Observation  
and Geotechnical Engineering Services**

FIRM NAME: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON'S NAME AND PHONE NO. \_\_\_\_\_

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: \_\_\_\_\_

NAME AND TITLE (Type or Print): \_\_\_\_\_

**COMPANY MAJORITY OWNERSHIP** (Check one in each column)

<u>ETHNICITY</u>	<u>GENDER</u>	<u>LOCATION</u>
<input type="checkbox"/> African American (AA)	<input type="checkbox"/> Male	<input type="checkbox"/> Houston (H)
<input type="checkbox"/> Asian Pacific American (APA)	<input type="checkbox"/> Female	<input type="checkbox"/> Texas (T)
<input type="checkbox"/> Caucasian ( C)		<input type="checkbox"/> Out of State (O)
<input type="checkbox"/> Hispanic American (HA)		Specify State _____
<input type="checkbox"/> Native American (NA) <input type="checkbox"/> Public Owned (PO)		
<input type="checkbox"/> Other (O) Specify _____		

**BUSINESS CLASSIFICATION**

**DBE** Disadvantaged Business Enterprise     **SB** Small Business  
 **WBE** Women Owned Business Enterprise     **MBE** Minority Business Enterprise  
 **HUB** Historically Underutilized Business     Other: \_\_\_\_\_

Please provide information regarding certifying agency (if any)

<b>Name of Agency</b>	<b>Certificate Number</b>	<b>Expiration Date</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ATTACHMENT NO. 4  
CONTRACTOR AND SUBCONTRACTOR PARTICIPATION FORM**

*PROPOSER/OFFERER PRESENTS THE FOLLOWING PARTICIPANTS IN THIS SOLICITATION AND ANY RESULTING CONTRACT. ALL PROPOSERS/OFFERORS, INCLUDING SMALL BUSINESSES SUBMITTING PROPSALS AS PRIME CONTRACTORS, ARE REQUIRED TO DEMONSTRATE GOOD FAITH EFFORTS TO INCLUDE SMALL BUSINESS IN THEIR PROPOSAL SUBMISSIONS.*

<b>CONTRACTOR</b>	<b>TYPE OF WORK TO BE DONE</b>	<b>TYPE OF SMALL BUSINESS CERTIFICATION</b>	<b>PERCENT OF CONTRACT EFFORT</b>	<b>PRICE \$</b>
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
<b>SMALL BUSINESS SUBCONTRACTOR(S)/ATTACH SEPARATE SHEET IF NEEDED</b>				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
<b>NON-SMALL BUSINESS SUBCONTRACTOR(S)/ATTACH SEPARATE SHEET IF NEEDED</b>				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				

BUSINESS NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
SUBMITTED BY: \_\_\_\_\_  
TELEPHONE/FAX: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

	DATE SUBMITTED	_____
CONTRACTOR'S PRICE/TOTAL SMALL BUSINESS	\$	_____
SUBCONTRACTOR(S) PRICE/TOTAL NON- SMALL BUSINESS	\$	_____
SUB-CONTRACTOR'S PRICE/TOTAL	\$	_____
GRAND TOTAL	\$	_____

**ATTACHMENT NO. 5  
NON-DISCRIMINATION STATEMENT**

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to, the following: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation and selection for training, including apprenticeship.

Name/Title: \_\_\_\_\_  
(Type or Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_  
(Type or Print)

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**ATTACHMENT NO. 6  
CERTIFICATION AND DISCLOSURE STATEMENT**

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individual:

Have you been convicted of a felony?

YES  NO

If a business entity:

YES  NO

Has any owner of your business entity been convicted of a felony? \_\_\_\_\_

Has any operator of your business entity been convicted of a felony? \_\_\_\_\_

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence.

I attest that I have answered the questions truthfully and to the best of my knowledge.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Entity: \_\_\_\_\_

Signature of Firm's Authorized Official: \_\_\_\_\_

**State of** \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_

(enter address)

this, the \_\_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_

Notary Public for the State of: \_\_\_\_\_

**ATTACHMENT NO. 7  
AFFIDAVIT FORM**

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, physical handicap, or national origin, and agrees to take affirmative action as required by Federal Statutes and Rules and Regulations issued pursuant thereto in order to maintain and ensure nondiscriminatory employment practices.

Signed: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

State of: \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_ (City) \_\_\_\_\_ (State),

this the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_

Notary Public for the State of: \_\_\_\_\_



**ATTACHMENT NO. 8  
BUSINESS QUESTIONNAIRE**

FIRM NAME: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON'S NAME AND PHONE NO. (Type or Print):

\_\_\_\_\_

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: \_\_\_\_\_

NAME AND TITLE (Type or Print): \_\_\_\_\_

Do you or any officer, partner, owner, sales representative and/or spouse work for Houston Community College? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify: \_\_\_\_\_

State in which your home office / headquarters is located? \_\_\_\_\_

If headquarters is located out of state, does that state have preferential treatment on Bids?

\_\_\_\_\_

If yes, list percentage. \_\_\_\_\_ %

Name of Financial Institution \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Please indicate how you became aware of this procurement? Source: \_\_\_\_\_

*Example: Newspapers (Chronicle, La Infomación, Voice of Asia, African American News, etc.) Houston Minority Business Council, HCC Website, Chamber of Commerce, etc.)*

**TYPE OF ORGANIZATION**

\_\_\_\_\_ Individual                                      \_\_\_\_\_ Sole Proprietorship  
\_\_\_\_\_ Partnership                                      \_\_\_\_\_ Corporation, Incorporated in \_\_\_\_\_

Federal Employer Identification Number \_\_\_\_\_

(Note: please refer to Attachment No. 14, Vendor Application Instructions)

How long in business under present name \_\_\_\_\_

Number of persons now employed \_\_\_\_\_

**BUSINESS CLASSIFICATION**

\_\_\_\_\_ **DBE** Disadvantaged Business Enterprise                                      \_\_\_\_\_ **SB** Small Business  
\_\_\_\_\_ **WBE** Women Owned Business Enterprise                                      \_\_\_\_\_ **MBE** Minority Business Enterprise  
\_\_\_\_\_ **HUB** Historically Underutilized Business                                      \_\_\_\_\_ Other: \_\_\_\_\_

*\* HCC is an equal opportunity / educational institution, which does not discriminate on the basis of race, religion, national origin, gender, age or disability. HCC encourages small and disadvantaged businesses to seek procurement opportunities.*

**REFERENCES**

List three references (local or otherwise) which have been or are now your customer and at least one in which you have performed comparable work in quantity and scope to that specified in this solicitation.

<b>Name of Firm</b>	<b>Address</b>	<b>Point of Contact</b>	<b>Telephone #</b>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**State of ~~XXXXX~~**

***Sworn to and subscribed before me at \_\_\_\_\_***

***Texas, this the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.***

Notary Public \_\_\_\_\_

for the State of: \_\_\_\_\_

**ATTACHMENT NO. 9  
ASSURANCE OF SBDP GOAL**

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the **CONTRACTOR AND FIRST TIER SUBCONTRACTOR PARTICIPATION** form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal = 25%

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCC's Chancellor or the duly authorized representative, the Bidder/Proposer may be subject to the loss of the contract or the termination thereof resulting from this bid and could be ineligible for future HCC contract awards.

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date of Signing \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

## **ATTACHMENT NO. 10 VENDOR APPLICATION INSTRUCTIONS**

The Houston Community College Procurement Operations department has developed an online vendor application. This is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within Houston Community College. What a great way to never miss out on an HCC bid or proposal opportunity again.

Please take a moment to go to the Houston Community College Procurement Operations department website and register as a vendor. The website address to access the vendor registration form is <https://hccs.sbcompliance.com>.

Once you have completed your application, please print out a copy of the completed application and submit it with your completed proposal package. If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register.

**ATTACHMENT NO. 11  
(IF NOT APPLICABLE PLEASE INDICATE SO, SIGN AND DATE)**

**NAME OF VENDOR:**

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<p><b>CONFLICT OF INTEREST QUESTIONNAIRE</b></p> <p>For vendor or other person doing business with local governmental entity</p>	<p><b>FORM CIQ</b></p>
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<p align="center"><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p><b>1</b> Name of person who has a business relationship with local governmental entity.</p>	
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(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 the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p><b>3</b> Name of local government officer with whom filer has employment or business relationship.</p> <p align="center">_____</p> <p align="center">Name of Officer</p> <p>This section (item 3 including subparts A, B, C &amp; D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p align="center"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p align="center"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p align="center"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>	
<p><b>4</b></p> <p align="center">_____</p> <p align="center">Signature of person doing business with the governmental entity</p> <p align="center">_____</p> <p align="center">Date</p>	

**ATTACHMENT NO. 12  
DISCLOSURES  
FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS**

Texas Local Government Code Chapter 176 requires that vendors desiring to enter into certain contracts with a local governmental entity must disclose the financial and potential conflict of interest information as specified below.

Vendor shall disclose the financial interest and potential conflict of interest information identified in Sections 1 through 3 below as a condition of receiving an award or contract. Submit this information along with your bid, proposal, or offer. **This form must be received by HCC Office of Systemwide Compliance before the vendor's bid, proposal, or offer will be considered received or evaluated.** Completed forms must be **NOTARIZED** and delivered to:

**Houston Community College  
Attn: Procurement  
3100 Main Street  
Houston, TX 77002**

With a copy to:

**Houston Community College  
Attn: Office of System-wide Compliance, Compliance Officers  
3100 Main. Street  
Houston, TX 77002**

This requirement applies to contracts with a value exceeding \$50,000.

**Section 1 - Disclosure of Financial Interest in the Vendor**

**a.** If any officers or employees of HCC ("individuals") have one of the following financial interests in the vendor (or its principal) or its subcontractor(s), please show their name and address and check all that apply and (include additional documents if needed):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

- Ownership interest exceeding 10% (\_\_\_\_)
- Ownership interest exceeding \$15,000 or more of the fair market value of vendor (\_\_\_\_)
- Distributive Income Share from Vendor exceeding 10% of individual's gross income (\_\_\_\_)
- Real property interest with fair market value of at least \$2,500 (\_\_\_\_)
- Person related to or married to individual has ownership or real property interest in Vendor (\_\_\_\_)
- No individuals have any of the above financial interests (\_\_\_\_)  
(If none, go to Section 2)

**b.** For each individual named above, show the type of ownership/distributable income share:  
sole proprietorship \_\_\_ stock \_\_\_ partnership \_\_\_  
other (explain) \_\_\_\_\_

**c.** For each individual named above, show the **dollar value or proportionate share** of the ownership interest in the vendor (or its principal) or its subcontractor (s) as follows:

If the proportionate share of the named individual(s) in the ownership of the vendor (or its principal) or subcontractor of vendor is 10% or less, and if the value of the ownership interest of the named individual(s) is \$15,000 or less of the fair market value of vendor, check here (\_\_\_).

If the proportionate share of ownership exceeds 10%, or the value of the ownership interest exceeds \$15,000 of the fair market value of vendor, show either:

the percent of ownership \_\_\_\_\_%, or  
the value of the ownership interest \$ \_\_\_\_\_

**Section 2 - Disclosure of Potential Conflicts of Interest**

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other HCC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-attach additional pages as necessary).

a. Employment, currently or in the previous eighteen (18) months, including but not limited to contractual employment for services for vendor. Yes \_\_\_ No \_\_\_

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b. Employment of individual's spouse, father, mother, son, or daughter, including but not limited to contractual employment for services for vendor in the previous eighteen (18) months.

Yes \_\_\_ No \_\_\_

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**Section 3- Disclosure of Gifts**

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other HCC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-attach additional pages as necessary).

a. Received a gift from vendor (or principal), or subcontractor of vendor, of \$250 or more within the preceding 12 months.

Yes \_\_\_ No \_\_\_

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b. Individual's spouse, father, mother, son, or daughter has received a gift from vendor (or principal), or subcontractor of vendor, of \$250 or more within the preceding 12 months.

Yes \_\_\_ No

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This disclosure is submitted on behalf of

\_\_\_\_\_  
(Name of Vendor)

**Certification.** I hereby certify that to the best of my knowledge and belief the information provided by me in this disclosure statement is true and correct. I understand that failure to disclose the information requested may result in my bid, proposal, or offer, being rejected, and/or may result in prosecution for knowingly violating the requirements of **Texas Local Government Code Chapter 176**. I understand that it is my responsibility to comply with the requirements set forth by HCC as it relates to this disclosure. I also understand that I must submit an updated disclosure form within seven (7) days of discovering changes in the significant financial interests of the individuals I identified in Section 1 of this disclosure or if individuals that were not identified, later receive a financial interest in my company or a subcontractor of my company.

Official authorized to sign on behalf of vendor:

Name (Printed) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**AFFIX NOTARY SEAL ABOVE**

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to certify which, witness my hand and seal of office.

**"NOTE: RESPONDENT MUST COMPLETE THE ABOVE "DISCLOSURE OF FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS" FORM. FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR OFFER MAY RESULT IN YOUR OFFER BEING CONSIDERED AS "NON-RESPONSIVE" TO THIS SOLICITATION."**