ATTACHMENT D

RFP2026-08

RFP2026-08 CSP FOR HOOD COUNTY JAIL ADDITION

CHECK LIST

Check list for Hood County Proposal packets:

- ❑ Request for Proposal
- ❑ Attachment A: AIA A101 Agreement
- ❑ Attachment B: AIA A201 General Conditions of the Contract for Construction
- ❑ Attachment C: Security and Access Requirements
- ❑ Attachment D: Signature Documents:
  - ❑ Cover Sheet
  - ❑ Sworn Vendor Affidavit
  - ❑ Residence Certification
  - ❑ Debarment Policy
  - ❑ Conflict of Interest Questionnaire
  - ❑ Form W-9
  - ❑ Deficiencies and Deviations Form (or may be entered online)
- ❑ Attachment E: Construction Documents – Qualified Contractors message through the portal or contact gtilleman@hoodcounty.texas.gov
- ❑ Attachment F – Prevailing Wage Schedule

Online submissions must include:

- Acknowledgement of RFP, Exhibits, Terms & Conditions, Addenda, Pricing, Site Visit, & 5% Proposal Bond.
- Completion and upload of online proposal, responses and entries
- Upload of completed and signed Signature Documents

Hard copy submissions must include:

- The original and three (3) copies of RFP, signature documents, and proposal.
- A thumb drive containing a digital copy of all documents.
- Acknowledgement of RFP, Exhibits, Terms & Conditions, Addenda, Pricing, Site Visit, & 5% Proposal Bond.

HOOD COUNTY
REQUEST FOR PROPOSALS
COVER SHEET
JAIL ADDITION COMPETITIVE SEALED PROPOSAL
RFP 2026-08

RESPONSES RECEIVED AFTER THE DATE AND TIME LISTED IN THE RFP WILL NOT BE CONSIDERED.

I acknowledge the Request for Proposal 2026-08 including the Terms, Conditions, and Requirements.
I acknowledge receipt of Attachments A, B, C, D, E and F.
I acknowledge receipt of all addenda posted for this project.
A company representative attended the required pre-proposal meeting / site visit.

For all questions pertaining to this RFP, please contact Glenn Tilleman, Hood County Purchasing Agent at gtilleman@hoodcounty.texas.gov .
Vendor must sign below in INK; failure to sign will Disqualify the offer.

Company Name: _____

Company Address: _____

City, State and Zip Code: _____

Taxpayer Identification Number (T.I.N.): _____

Telephone No.: _____ FAX No.: _____

E-Mail Address: _____

Print Name: _____

Signature: _____
(Respondent's signature attests to their firm's offer to provide the goods and/or services in this request according to the published provisions of the RFP and other documents included.)

APPROVED ☐

REJECTED ☐

_____
Commissioners' Court Date

_____
Purchasing Agent

RFP2026-08 JAIL ADDITION CSP
VENDOR AFFIDAVIT

The undersigned certifies that the prices contained in this proposal have been carefully checked and are submitted as correct and final and if is accepted, agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Submission.

STATE OF TEXAS
COUNTY OF HOOD

BEFORE ME, the undersigned authority, on this day personally appeared the affiant identified below, who, after being duly sworn, upon oath stated:
"I am the duly authorized representative of the Vendor identified below and have full authority to execute this proposal on the Vendor's behalf. I affirm that this proposal has been prepared independently and without collusion with any other vendor. I further affirm that the prices, terms, and conditions contained in this proposal have not been communicated by the Vendor, or by any employee or agent of the Vendor, to any other person or entity engaged in this type of business prior to the official opening or submission of this proposal. I further certify that the information contained in this affidavit is true and correct."

Name and Address of **Vendor**:

_____

_____

_____

Phone Number: _____ E-Mail Address: _____

_____
Signature

_____
Affiant's Printed Name Title

Sworn to and subscribed before me this _____ day of _____, 20_____

there appeared to me this day the affiant reasonably demonstrated to be _____,

who executed the above document.

_____ Seal: _____
Notary in and for the State of Texas

RESIDENCE CERTIFICATION

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

(3) "Nonresident bidder" refers to a person who is not a resident.

(4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

☐ I certify that _____ is a Resident Bidder
[Company Name]
of Texas as defined in Government Code §2252.001.

☐ I certify that _____ is a Nonresident
[Company Name]
Bidder as defined in Government Code §2252.001 and our principal place of business in _____.
[City & State]

THESE QUESTIONS MUST BE ANSWERED!

LOCAL & STATE CONTRACT/BIDS
DEBARMENT

By submitting a BID, the Vendor certifies that it is not currently debarred from receiving contracts from any political subdivision or agency of the State of Texas and that it is not an agent of a person or entity that is currently debarred from receiving contracts from any political subdivision or agency of the State of Texas.

FEDERAL GRANTS:
Debarment and Debarred Vendors:

No products and/or services utilizing Federal funds may be procured from vendors that are listed on the (EPLS) Excluded Parties List System (now known as SAM). Hood County reserves the right to reject from award consideration and/or terminate any contract with any vendor found to be suspended, ineligible and/or debarred as noted on the EPLS (SAM) list.

If making a purchase from other than a cooperative purchasing contract, and using Federal Grant Funds, the Purchasing Office shall first check the GSA EPLS website www.sam.gov to verify that the vendor to be used by the County is not on the excluded parties list. It shall be documented and saved in the file that the subject vendor either is or is not on the list. If the vendor is on the EPLS (SAM) list a contract between that vendor and the County cannot be executed.

PLEASE PLACE YOUR ANSWER DIRECTLY AFTER THE QUESTION BELOW. IF NEEDED, YOU MAY ADD ANOTHER SHEET OF PAPER.

1. **Address any performance related litigation that your firm may be, or has been, involved in over the last five (5) years.**

2. **Identify if your firm has had any contracts terminated due to non-performance over the last five (5) years.**

3. **Identify adverse actions sanctioned by any regulatory authorities over the last five (5) years.**

NOTICE FOR CONFLICT OF INTEREST QUESTIONNAIRE

[Form CIQ]

Chapter 176 of the Texas Local Government Code requires vendors who wish to conduct business or be considered for business with a County to file a "conflict of interest questionnaire." The Texas Ethics Commission (TEC) created the Conflict of Interest questionnaire (Form CIQ).

Who must complete and filed CIQ form?
Every vendor doing business with Hood County or seeking to do business with Hood County must complete Box 1 and sign and date in Box 7. Whether or not a conflict exists determines the other information to include on the form.

Who is a vendor?
The term "vendor" includes a partnership, corporation or other legal entities, including those performing professional services. Partnerships or corporations act through individuals, but it is the partnership or corporation that is doing business with or seeking to do business with the County. If the vendor seeking to do business with the County is a sole proprietorship, then just the name of the person who is the vendor is needed.

What triggers the requirement to file the Form CIQ?
When a vendor (or an agent of the vendor) begins (1) contract discussions or negotiations with the County or (2) submits an application, quote, response to request for proposals or bids, or anything else that could result in an agreement (contract or purchase order) with the County, Form CIQ must be completed. Whether the vendor initiates the discussion, or the County initiates the discussions, Form CIQ must be completed. The monetary amount or value of the contract/purchase does not matter. The contract or purchase may involve the sale or purchase of property, goods, or services with the County.

When does a conflict requiring disclosure exist? What has to be revealed?
• A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with Hood County and the vendor:

(1) has an employment or other business relationship with an officer of Hood County, or a family member of an officer, that results in taxable income exceeding $2,500 during the 12-month period preceding the date a contract/purchase is executed or a contract/purchase is being considered; or
(2) has given an officer of Hood County, or a family member of an officer, one or more gifts with the aggregate value of more than $100 in the 12-month period preceding the date a contract/purchase is executed or a contract/purchase is being considered
(3) has a family relationship with an officer of Hood County.

What family relationships create a conflict?
A "family member" is a person related to another person within the first degree by consanguinity (blood) or affinity (marriage), as described by Subchapter B, Chapter 573, Texas Government Code. The ending of a marriage by divorce or the death of a spouse ends relationships by affinity created by that marriage unless a child of that marriage is living, in which case the marriage is considered to continue as long as a child of that marriage lives.
"Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Texas Government Code.

Who are officers of Hood County?
Officers are the members of the Hood County Commissioners' Court and any agent or employee who exercises discretion in the planning, recommending, selecting, or contracting with a vendor. An agent may include Elected or Appointed Department Heads, as well as others, who assist the County in making a decision on some contract or purchase.

When must a vendor file the Conflict of Interest questionnaire?
No later than seven days after the date the vendor: (a) begins contract discussions or negotiations with the County, or (b) submits an application or response to a request for proposals, qualifications or bids, correspondence, or another writing related to a potential agreement with a County, or (c) becomes aware of an employment or other business relationship with an officer or family member of the officer that the vendor (i) has made one or more gifts of more than $100 or (ii) has a family relationship with.

How do I go about filling out the Conflict of Interest Questionnaire form?
Section 1: Fill in the full name of the **person or company** who is trying to do business with the County. If the "person" is a corporation, partnership, etc., then it is the name of that corporation, partnership, etc., that is required on Form CIQ. If a sole proprietorship, then just the name of the individual is needed. If the "person" is an individual acting as an agent for some other person or a company, then it is the agent's name. **Any time an agent is involved, two FORM CIQs must be completed and submitted:** one for the agent, and one for the person or company that the agent acted for. The agent's FORM CIQ must note the vendor that the agent acted for.

Section 2: Check box if the form is an update to a form previously completed. Updates are required by the 7th business day after an event that makes a statement in a previously filed questionnaire incomplete or inaccurate.

Section 3: Insert the name of Hood County officer with whom there is an affiliation to or business relationship. If there is more than one County officer with whom there is an affiliation or business relationship, a separate form should be completed for each officer.

Section 4: Check the "Yes" or "No" box in Section 4 A or B.

4.A: State whether the officer named on the form receives or is likely to receive taxable income, other than investment income, from the vendor filing the questionnaire.

4.B: State whether the vendor receives or is likely to receive taxable income, other than investment income, from or at the direction of the officer named on the form AND the taxable income is not received from the County.

Section 5: Describe each employment or business relationship with the local government officer named on the form.

Section 6: Check box to acknowledge gifts made that require disclosure.

Section 7: Person completing form must date and sign the form. If the form is being completed for a corporation, partnerships, etc., the person signing should be someone who is authorized to act on behalf of that entity. **A signature is required in box #4 regardless of any other entry on the form.**

If you have any questions about compliance, please consult your own legal counsel. **Compliance is the responsibility of each individual, business, and agent who is subject to the law's filing requirement.**
A copy of Chapter 176 of the Texas Local Government Code can be found at:
http://www.statutes.legis.state.tx.us/SOTWDocs/LG/htm/LG.176.htm

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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

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

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

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

OFFICE USE ONLY

Date Received

This includes the vendor name even if a conflict does not exist

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

Insert name of vendor seeking to do business with Hood County.

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

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

Insert name of officer with whom there is business, employment or family relationship. If no conflict, insert N/A.

Name of Officer

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

Complete A-B if a conflict exist

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

Identify and describe the relationship, if applicable

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

7 Signature required -- so sign and date, even if no conflict

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

_____

Name of Officer

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

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

7

_____ _____

Signature of vendor doing business with the governmental entity Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

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

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

***

(2) the vendor:

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

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

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

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

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

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

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

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

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

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

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

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

(1) the date that the vendor:

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

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

(2) the date the vendor becomes aware:

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

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

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

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** **Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

DEFICIENCIES AND DEVIATIONS FORM

Following is a listing of ALL deficiencies and deviations from the requirements as outlined in this Proposal. Unless specifically listed, your response will be considered to be in FULL compliance with this Proposal. Respondent assumes the responsibility of identifying all deficiencies and deviations and if not identified, all requirements of this Proposal stipulated must be fulfilled at no additional expense to Hood County.

Name & Title:_____

Signature:_____ Date:_____