



**Procurement
Operations**

**Request for Qualifications
For
Construction Inspection Services
Project No. 11-08**

REQUEST FOR QUALIFICATIONS

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Construction Inspection Services

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HOUSTON COMMUNITY COLLEGE
REQUEST FOR QUALIFICATIONS

September 27, 2010

Subject: Request for Qualifications (RFQ) for Construction Inspection Services

HCC Project No. 11-08

I. General

The Houston Community College (HCC) is seeking Qualification Statements from firms qualified and interested in providing HCC with construction inspection services for deferred maintenance and other capital improvement projects on an "as needed" basis. Firms that successfully qualify will be placed on a pre-approved list for future negotiations and/or request for cost proposals of various projects to be identified in the future. A tentative list of Projects can be found in Attachment No. 1. The exact scope of services required by HCC will be set forth in individual agreement(s) between HCC and the selected Consultant(s). Your firm is invited to submit a written response outlining your organization's qualifications and willingness to provide construction inspection services on an "as needed" basis.

II. Document Submission:

Interested firms shall submit original and **four (4)** copies of their statement of qualifications documents to the below address no later than **October 7, 2010 @ 2:00 p.m.** (local time).

Houston Community College
Procurement Operations
Attn: Georgia Coats, Purchasing Agent
3100 Main Street (11th Floor, Room No. 11A06)
Houston, Texas 77002
Construction Inspection Services
Ref: Project No. 11-08

III. Inquiries

Interested firms may make written inquiries only concerning this Request for Qualifications to obtain clarification of the requirements. Written inquiries shall be submitted no later than 4:00 P.M. (local time) on September 30, 2010, and must be addressed to:

Houston Community College
Procurement Operations
Attn: Georgia Coats, Purchasing Agent
3100 Main Street (11th Floor)
Houston, Texas 77002
Reference: Project No. 11-08
Construction Inspection Services
Fax: (713) 718-2113 or e-mail: georgia.coats@hccs.edu

IV. Document Format and Content

- A. Responses shall be submitted in 8 ½" x 11" sizes. Responses must be typed and should not include any unnecessarily elaborate or promotional material. The narrative should be brief and concise, yet informative. The response should not exceed twenty (20) single sided pages in length, excluding the transmittal Letter, table of contents, appendices and the required HCC attachments. The form, content and sequence of the response should follow the outline presented below.
- B. Document Content:**
1. **Transmittal Letter/Introduction (1 Page maximum):** The letter of transmittal shall be addressed to Georgia Coats, Purchasing Agent, and must, at a minimum, contain the following:
 - Identification of the offering firm(s), including name, mailing address, E-mail address, telephone number and fax number of each firm;
 - Acknowledgement of receipt of RFQ amendments, if any;
 - Name, title, address and telephone number and fax number of a contact person for the firm(s);
 - Identification of any information contained in the response documents which the respondent deems to be, and establishes as, confidential or proprietary and wishes to be withheld from disclosure to others under the Texas Open Records Act (a blanket statement that all contents of the response document are confidential or proprietary will not be honored by HCC); and signature of a person authorized to bind the offering firm to the terms of the response documents.
 2. **Table of Contents**

Immediately following the transmittal letter and introduction, include a complete table of contents for material included in the response documents.
 3. **Company Profile, Qualification and Experience:** Briefly furnish background information about your firm, including date of founding, legal form (sole proprietorship, partnership, corporation/state of incorporation), number and location of offices, and principal lines of business. Certify that the firm is legally permitted or licensed to conduct business in the State of Texas for the services offered.
 4. **Proposed Staffing and Organization:** This section should discuss the staff of the responding firm who would be assigned to work on HCC project(s).
 - a. Identify the Key personnel that would be assigned to HCC project(s) construction inspection program. Include a brief description of their qualifications, job functions and office location. Designate a Principal-in-charge who is authorize to sign and enter into any resulting contract, Supervisor who will oversee the Project inspectors, and Project Inspectors, which will provide the (on-site) day-to-day direction of the required work and become the HCC primary contact person(s). Furnish brief resumes (not more than one (1) page) for each key personnel.
 - b. Include and organizational chart, which identifies key personnel and their particular roles in the construction services program.
 5. **Past Performance:** This section should establish the ability of the respondent (and its sub-consultant, if any to satisfactorily perform the required construction inspection work. Provide examples of similar project experience. As a minimum, include the following per project experience:
 - Project Name, Location – Year Completed;
 - Brief project description describing your experience;
 - Owner Name, title, and current phone number. HCC may verify all contact information.
 - Construction budget vs. final Construction Cost and describe any difference between them.
 6. **Firm's Financial Status:** This section should include financial statements for the last 3 years.
 7. **Small Business Commitment:** This section should include a statement of the firm's commitment to meet the small business participation goal of 25%. (Refer to Attachment No. 5).

Note: The above information should be furnished for both the prime respondent and any sub-consultant(s) included in the offer.

NOTES:

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. 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:

<u>Factor</u>	<u>Weight</u>
• Qualification and Experience of Firm in Construction Inspection Services	25
• Staffing and Organization	25
• Past Performance	25
• Firm's Financial Status	10
• Small Business Commitment	15

	100 Points

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. Final selection will occur upon completion of the interview process, if any.

VI. Scope of Services

A. Inspections

1. The Inspector shall act as an agent for Houston Community College on the project site to ensure the project is in compliance with code, specifications and quality control as required of a public works facility. Inspector shall issue correction and stop work notices and notify the Houston Community College representative in writing if work does not conform to contract documents.
2. All inconsistencies or suspected/apparent errors in the plans and specifications shall be reported promptly to the Houston Community College representative for interpretation and instructions by the Houston Community College Consultants. In no case shall the final instructions be construed to cause work to be done that is not in conformity with the approved plans, codes and regulations, specifications unless accompanying documents authorize such changes. Inspector shall cooperate with the Houston Community College Consultants, Testing Lab, regulatory agencies and appropriate governing bodies during the observation of the work of construction to ensure compliance with the approved drawings and specifications. Inspector shall request interpretations and clarifications of the approved contract drawings and specifications when necessary from the Houston Community College Consultants and refer any received code interpretations that cause deviations from the approved drawings and specifications to Houston Community College Consultants for response. Inspector shall provide routine required reports to the Executive Director of Construction & Program Management for Houston Community College.
3. The Inspector shall be responsible for providing his/her own vehicle, and special equipment, personal computer and related equipment, printer and any clerical support and other goods and supplies necessary to perform services as required by the scope of work.
4. The Inspector shall keep a file of approved plans and specifications (including all approved document authorizing changes) on the job at all times, and shall immediately return any unapproved documents to the Contractor for proper action.
5. The inspector shall keep a record of certain phases of construction procedures including, but not limited to the following:
 - a. Concrete pouring operations. The records shall indicate time, date and location of concrete placing and the time, date and location of removal of forms in each portion of the structure.

- b. Welding operations. The record shall include identification masks of welders, lists of defective welds, manner of correction of defects, etc.
 - c. All such record of construction procedure shall be kept on the job until the Completion of work. These records shall be made a part of the permanent records of the Owner.
 - d. All City required special inspections and signature accepting work.
6. The Inspector shall notify the Contractor, in writing of any deviations from the approved plans and specifications that are not immediately corrected by the Contractor when brought to his or her attention. Copies of such notice shall be forwarded immediately to Houston Community College Project Manager.
7. Failure on the part of the Inspector to notify the Contractor of deviations from the approved plans and specifications shall in no way relieve the Contractor of any responsibilities to complete the work covered by his or her contract in accordance with the approved plans and specifications and all laws and regulations.
8. The Inspector shall inspect and verify Contractor's record documents to ensure that they are updated regularly as applicable.
9. Inspector shall submit, **on a daily basis**, an activity report to the General Contractor, including but not limited to the following information as it pertains to work inspected:
 - a. Activities performed by the subcontractors, and areas, where work are performed
 - b. Manpower assigned to each subcontractor and second and third tier subcontractors
 - c. Equipment and materials delivered to the site
 - d. Weather conditions
 - e. Construction equipment and vehicles utilized
 - f. Nature and location of the work being performed
 - g. Verbal instruction and clarifications of the work given to subcontractor
 - h. Inspection by representative of regulatory agencies
 - i. Note occurrences or conditions that might affect Contract Sum or Contract Time
 - j. List of telephone calls made of a substantial nature, including statements or commitments made during the call.
10. Inspector shall record any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken. List any other problems or abnormal occurrence that arises during each day, including notations of any particular lack of activation on the part of the Contractor. Note corrective actions taken.
11. Inspector shall review and monitor subcontractor's construction methods and procedures during all construction activities, including earthwork, concrete placement, steel erections, all finishes, electrical, mechanical, fire alarm, etc.
12. Inspector shall attend all meetings as requested in contract documents and requested by the HCC, such as billing meeting, specification review, coordination, progress and pre-subcontractor meetings.
13. Inspector shall assist the Contractor and HCC in scheduling all required tests and testing laboratory visitations required by the Contract Documents. Inspector shall observe and record dates and times of all test procedures.
14. Inspector shall inspect, verify and document subcontractor's delivered equipment and materials to ensure that they meet submittal and specification. Such inspection must occur within 48 hours of subcontractor's delivery to the job site.
15. Inspector shall submit to the Contractor, in a timely manner, a detailed report of request for clarification whenever any corrective changes are necessary in field construction that will result in variance from the drawing or specification as originally issued.
16. Assist in reviewing the Contractor's Payment Requests at billing meetings.
17. When the subcontractor's work or a designated portion thereof is substantially complete, the Inspector shall prepare a list of incomplete or unsatisfactory item via a punch list and submit to the Contractor.

18. Assist in the review of subcontractor's submittals.
19. At completion of the project, deliver all inspection records and project correspondence to the HCC.
20. Prior to commencement of work, Inspector shall work with the Architect of Record and the Houston Community College Project Manager to develop an Inspection Plan for the project.
21. All inspection services shall be in conformance with Houston Community College requirements

VII. Contract Award

It is the intent of Houston Community College to shortlist a pool of pre-qualified firms as the result of this RFQ. However, Houston Community College reserves the right to award multiple contracts if this is determined to be in Houston Community College's best interests. No minimum amount of work is guaranteed.

The projects listed in Exhibit B are subject to change. Houston Community College may add or remove projects at its discretion; therefore the quantity of firms to be shortlisted as a result of this RFQ is yet to be determined.

VIII. Indemnification

Consultant shall indemnify, pay for the defense of, and hold harmless District and its officers, agents and employees of and from any and all liabilities, claims, debts, damages, demands, suits, actions and causes of actions of whatsoever kind, nature or sort which may be incurred by reason of Consultant's negligence, recklessness, or willful acts and/or omission in rendering any services hereunder. Consultant shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the social security, Workers' Compensation or income tax law, or any disability or unemployment law, or retirement contribution of any sort whatever, concerning Consultant or any employee and shall further indemnify, pay for the defense of, and hold harmless District of and from any such payment or liability arising out of or in any manner connected with Consultant's performance under this Agreement.

IX. 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:

- e. To the extent consistent with industry practices, divide the contract work into reasonable lots.
- f. Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars.
- g. Document reasons for rejecting a firm that submitted a proposal for 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

X. 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.

ATTACHMENT NO. 1

TENTATIVE PROJECTS

- A. Listed below are seven (7) colleges in Harris County where work could be performed.
- HCC Administration Building (District), 3100 Main St., Houston TX 77002
 - Central College, 1300 Holman, Houston, TX 77004
 - Coleman College, 1900 Pressler Street, Houston, TX 77030
 - Northeast College, 555 Community College Drive, Houston, TX 77013
 - Northwest College, 1550 Foxlake Drive, Houston, TX 77084
 - Southeast College, 6815 Rustic Ave., Houston, TX 77087
 - Southwest College, 5407 Gulfton, Houston, TX 77081
- B. Examples of projects that may require construction inspection services, but are not limited to, are as follows:
- Landscape/Hardscape projects
 - Child Care Centers
 - New Buildings
 - ADA (American with Disability Act) compliance projects
 - Utilities and Telecommunications
 - Parking Lot Improvements
 - Building Renovations throughout HCC
 - New College Campus

ATTACHMENT NO. 2

DETERMINATION OF GOOD FAITH EFFORT

_____ PROPOSER NAME	_____ FULL TITLE
_____ COMPANY NAME	_____ FULL ADDRESS
_____ PHONE NUMBER	_____ CITY STATE ZIP
_____ FAX NUMBER	_____ E-MAIL ADDRESS

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.

_____ PRINT NAME OF PROPOSER	_____ TITLE
_____ SIGNATURE OF PROPOSER	_____ DATE

**ATTACHMENT NO. 3
 SMALL BUSINESS UNAVAILABILITY CERTIFICATE
 HCC PROJECT NO. 11-08**

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 AWARDING 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. 4

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. 11-08, Construction Inspection 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>
___ African American (AA)	___ Male	___ Houston (H)
___ Asian Pacific American (APA)	___ Female	___ Texas (T)
___ Caucasian (C)		___ Out of State (O)
___ Hispanic American (HA)		Specify State _____
___ Native American (NA) ___ Public Owned (PO)		
___ 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)

Name of Agency	Certificate Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ATTACHMENT NO. 5
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 BUSINESSS IN THEIR PROPOSAL SUBMISSIONS.

CONTRACTOR	TYPE OF WORK TO BE DONE	TYPE OF SMALL BUSINESS CERTIFICATION	PERCENT OF CONTRACT EFFORT	PRICE \$
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
SMALL BUSINESS SUBCONTRACTOR(S)/ATTACH SEPARATE SHEET IF NEEDED				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
NON-SMALL BUSINESS SUBCONTRACTOR(S)/ATTACH SEPARATE SHEET IF NEEDED				
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. 6

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. 7

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. 8

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. 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 = 35%

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 http://hccs.aecglobal.com/Supplier_Registration_Form.asp

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

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 1451, 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>	OFFICE USE ONLY	
<p>1 Name of person who has a business relationship with local governmental entity.</p>	<p>Date Received</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p align="center">(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>3 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 & 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>4</p> <p align="center">_____</p> <p align="center">Signature of person doing business with the governmental entity Date</p>		

Adopted 06/29/2007

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 ___

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 ___

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___

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

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."

For assistance with completing this form, please contact the **Office of System-wide Compliance** at (713)718-8233 or 8295.