

FORM 1
SUBMITTAL CHECKLIST AND TABLE OF CONTENTS

The materials and information listed on this checklist shall be submitted as part of the submittal. Failure to submit any of the requested materials or provide adequate explanation may eliminate the submittal from consideration.

Materials shall be included in the submittal in the order identified on the checklist. Identify the corresponding page numbers in the space provided.

One (1) original unbound Statement of Qualifications and five (5) reprinted bound copies of submittal		
Page No.	Form No.	Form Title
	Form 1	Submittal Checklist and Table of Contents – Indexed and labeled as Tab “1”
	No Form	Executive Summary – Indexed and labeled as Tab “2”
	Exhibit A	General Conditions Review – Indexed and labeled as Tab “3”
	No Form	Letters of Reference – Indexed and labeled as Tab “4”
	Form 2	Price Proposal Form and Unit Pricing Form – Indexed and labeled as Tab “5”
	No Form	Statement of Qualifications :
		Criteria A:
		Experience - Indexed and labeled as Tab “6”
		Project Sheets – Indexed as Tab “7”
		Proposed Key Personnel/Organizational Chart – Indexed and labeled as Tab “8”
		Resumes – Indexed and labeled as Tab “9”
		Criteria B:
		Experience with government agencies or other municipalities and/or past experience with City of San Antonio contracts – Indexed and labeled as Tab “10”
		Criteria C:
		Understanding of the Project - Indexed and labeled as Tab “11”
		Proposed Management Plan – Indexed and labeled as Tab “12”
One (1) original set of unbound signed Required Forms		
Page No.	Form No.	Forms Packet
	Form 3	Respondent Submittal Cover Sheet/Signature Sheet
	Form 4	Litigation Disclosure Form
	Form 5	Contracts Disclosure Form
	Form 6	Small Business Economic Development Advocacy Utilization Plan
	No Form	Proof of Insurability
	1295 Form	Certificate Of Interested Parties TEC Form 1295
Submission includes: one (1) original unbound Statement of Qualifications signed in ink, five (5) reprinted bound copies of the submittal, one (1) Unbound Packet of Required Forms and one (1) Adobe PDF version of entire submittal with forms on a USB drive. Check Here: _____		

CITY OF SAN ANTONIO

Project Name: On-Call Demolition & Debris Disposal Services
Project # TCI02022018CM

Date Issued: February 2, 2018
Page 1 of 1

The estimated construction budget for this contract shall not exceed a maximum yearly contract amount of \$750,000.00 per year, with total contract value not to exceed \$2,250,000.00

FORM 2 PROPOSAL FORM

Legal Name of Company (print)

I. BASE BID

Total Amount of Base Bid: _____ \$ _____

(Insert Total Amount of Base Bid in Words and Numbers)

(UTILIZATION PLAN SHOULD BE DETERMINED FROM THE BASE BID)

II. ALLOWANCES:

\$ _____

III. UNIT PRICES

Bidders shall submit unit pricing on the 024 Unit Pricing form, and it shall be attached immediately following this sheet. The unit prices bid shall be the 'complete-in-place unit costs' that is necessary and required to complete the unit bid item work described.

The unit prices bid may be used by the City of San Antonio to change the intended scope and/or the final contract amount for this project by applying "additions-to" or "deletions-form" the scope of work, at the sole discretion of the City of San Antonio.

Official Name of Company (legal)

Telephone No.

Signature of Authorized Individual

Typed Name of Authorized Individual

Date

Typed Title of Authorized Individual

Company Address

Fax No.

City, State and Zip Code

E-mail Address

Name of the proposed **Project Manager:** _____

Name of the proposed **Site Superintendent:** _____

**FORM 3
SUBMITTAL COVER / SIGNATURE SHEET**

RFCSP POSTING DATE:	February 22, 2017	Request For Competitive Sealed Proposal:
		On-Call Demolition & Debris Disposal Services
DATE OF CLOSING:	March 2, 2018	RFCSP #TCI02022018CM
TIME OF CLOSING:	(No later than) 10:00 A.M. Local Time	DEPARTMENT / DIVISION: Transportation & Capital Improvements
SUBMIT TO:	City of San Antonio Office of the City Clerk 100 Military Plaza 1 st Floor, City Hall San Antonio, TX 78205	

READ AND SIGN BELOW. UNSIGNED COVER SHEETS WILL NOT BE ACCEPTED.

Legal Name of Firm:	
Tax ID:	
Address:	
City:	
State:	Zip Code:
Contact Person:	
Office Phone Number:	Alternate Phone Number:
E-Mail Address:	Fax Number:
<p>BY MY SIGNATURE BELOW, I certify I legally am authorized to bind Respondent to the terms and conditions contained in this submitted RFCSP Proposal. I further certify the information contained in this submittal accurately reflects data regarding my organization/firm, the work to be performed and the estimates of planned/delivered services. By signing this Submittal Cover/Contract Signature Page, I understand and agree, if awarded a contract in response to this RFCSP, Respondent shall be ready, willing and able to comply with all representations made by Respondent in this Submittal and during the RFCSP Solicitation process.</p> <p>Respondent certifies it fully shall comply with all of Contract Documents, pursuant to this RFCSP solicitation, for the amount(s) shown and details contained in Respondent's accompanying Proposal Form. Respondent confirms all work proposed by this RFCSP, when fully completed, shall be performed and acceptable to the entire satisfaction of the City. As the legal representative of Respondent, I certify all prices contained in this proposal carefully have been checked and are submitted as true, correct and final.</p> <p>As the legally authorized representative of Respondent, I submit this proposal and, by my signature below, acknowledge that I have received and read the entire RFCSP and each of the RFCSP attachments and agree, on behalf Respondent, to be bound by the terms therein. I further acknowledge I have received all Addenda and agree with and Respondent shall be bound by the terms, conditions and requirements of this submitted proposal, all documents listed in the RFCSP Submittal Checklist and Table of Contents, the enabling City Ordinance and all of the associated documentation that form the entire Contract to which Respondent shall be bound, upon the approval of the San Antonio City Council.</p> <p>I certify any objections Respondent may have with the General Conditions for City of San Antonio Construction Contracts, labeled as RFCSP "Exhibit A" hereto and incorporated herein, have been listed and included in Respondent's written comments under Tab 3 hereto. I further certify all provisions contained in this submitted Proposal shall remain valid for 120 calendar days following the posted deadline date for submissions and, if Respondent is awarded a contract, throughout the entire term of the awarded contract.</p>	

Signature of Authorized Individual

Typed Name of Authorized Individual

Date

Typed Title of Authorized Individual

FORM 4
LITIGATION DISCLOSURE

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes No

2. Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes No

3. Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes No

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

FORM 5
City of San Antonio
CONTRACTS DISCLOSURE*

*For use of this form, see [Section 2-59 through 2-61 of the City Code \(Ethics Code\)](#)
Attach additional sheets if space provided is not sufficient.*

Contracts Disclosure Form may be downloaded at:

<http://www.sanantonio.gov/Ethics/FormsResources>

The screenshot shows the City of San Antonio website's 'ETHICS & LOBBYISTS' section. The navigation bar includes links for RESIDENTS, VISITORS, BUSINESS, YOUR GOVERNMENT, and GET CONNECTED, along with a search bar. The main content area is titled 'FORMS & RESOURCES' and is divided into three columns. The left column contains a sidebar with various navigation options. The middle column, 'ETHICS / LOBBYISTS FORMS & RESOURCES', lists categories like 'CITY EMPLOYEES & OFFICIALS', 'CONFLICT OF INTEREST', 'ETHICS', 'FINANCIAL DISCLOSURE', and 'LOBBYISTS'. A red arrow points to the 'Contracts Disclosure Form (PDF)' link under the 'CONFLICT OF INTEREST' category. The right column features a 'SIGN UP FOR THE CITY ENEWS!' section and 'FEATURED ITEMS' including 'SEARCH COLLECTIONS' and 'REFERENCE & RESEARCH'.

Instructions for completing the Contracts Disclosure form:

1. Click on the Contracts Disclosure Forms link under the Conflicts of Interest heading.
2. Download form and complete all fields. Note: All fields must be completed prior to submitting the form.
3. This **IS** a high-profile contract.
4. Click the “Print” button and place the copy in submittal response as indicated in the Submittal Checklist. Completed forms should not be submitted electronically.