



City of Livingston, Texas

A Texas Main Street City Since 2005

200 West Church Street, Livingston, Texas 77351-3281
Telephone: (936) 327-4311 Fax: (936) 327-7608
www.cityoflivingston-tx.com

**CITY OF LIVINGSTON, TEXAS
PUBLIC NOTICE
REQUEST FOR PROPOSALS
INVITATION TO BIDDERS
LIVINGSTON MUNICIPAL GOLF COURSE CART PATH PROJECT**

The City of Livingston, Texas is accepting Sealed Proposals for new concrete pathways at the Livingston Municipal Golf Course located at 801 Matthews Street, Livingston, Texas.

The scope of work includes:

- a. Install concrete cart paths (see Exhibit A and Exhibit B).
- b. Performance Bond

The deadline for submission of proposals is Monday, June 30, 2025, at 3:00 pm. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether the delay was outside the control of the submitting firm. The City of Livingston reserves the right to negotiate with all firms submitting timely bids.

All proposals submitted for City consideration must include the original and four (4) copies, be clearly marked on the outside of the sealed envelope with the words "City of Livingston, Attention: City Secretary, RFP Livingston Municipal Golf Course Cart Path Project", and must contain the name of the company submitting the Bid.

Bids will be publicly opened and read at the Livingston City Hall located at 200 W. Church Street, Livingston, Texas 77351 on June 30, 2025, at 3:00 pm.

RFP documents may be downloaded from Legal Notices page of the City of Livingston's website at www.cityoflivingston-tx.com or obtained in person at Livingston City Hall, 200 W. Church Street, Livingston, Texas 77351.

1st Advertisement: June 15, 2025

2nd Advertisement: June 22, 2025

For inquiries regarding this RFP, please contact Bill Wiggins, City Manager by phone 936-327-4311, or email, citymanager@livingston-tx.gov the deadline for inquiries is Thursday, June 26, 2025.

Judy B. Cochran, Mayor

Billy S. Wiggins, City Manager

Ellie Monteaux, City Secretary

Council Members: Raymond Luna, Elgin Davis, Alan Cook, Bobby Jackson Sr., Andy Evans



CITY OF LIVINGSTON, TEXAS
COMPETITIVE SEALED REQUEST FOR PROPOSALS
FOR LIVINGSTON MUNICIPAL GOLF COURSE
CART PATH PROJECT

Livingston, Texas City Hall
200 W. Church Street
Livingston, TX 77351

DEADLINE: Monday, June 30, 2025, 3:00 PM

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INSTRUCTION TO BIDDERS

READ THIS ENTIRE DOCUMENT CAREFULLY AND FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS STATED HEREIN. THE INSTRUCTIONS AND CONDITIONS APPLY TO ALL RFP'S AND BECOME A PART OF THE TERMS AND CONDITIONS OF ANY RFP'S SUBMITTED AND ANY AGREEMENT ENTERED SUBSEQUENT THERETO, UNLESS EXCEPTION IS TAKEN IN WRITING BY BIDDER WHEN SUBMISSION QUALIFICATIONS.

1. RFP, PREPARATION AND SUBMITTAL

Bidders must utilize the required Forms and must submit the original and four (4) copies of the sealed RFP to the City Secretary prior to the response due date and time as described in the Invitation to Bidders. Failure to submit based on the instructions may result in the Bidder being declared unresponsive to specification and may not be further evaluated.

All figures must be written in ink or typed. Figures written in pencil or erasers are acceptable. However, mistakes may be crossed out, correction inserted and initialed in ink by the person signing the Forms. No oral, telegraphic, telephonic, emailed or facsimile Proposals will be considered. All Proposals must be submitted in a sealed envelope. Bidders must provide all documentation required with the RFP response. Failure to provide this information may result in rejection of Proposals.

2. SUBMISSION

Responses must be received at the City of Livingston, City Hall, 200 W. Church Street, Livingston, Texas 77351, Attn: City Secretary, no later than Monday, June 30, 2025. In the interest of fairness to all bidders submitting Proposal documents and to allow for the City's timely review, Proposals received after the scheduled receipt time will not be accepted. All Proposals received become the property of the City and will not be returned. Faxed or e-mailed documents will not be accepted. A total of four (4) bound hard copies must be submitted in a sealed envelope labeled as "City of Livingston, Attention: City Secretary, RFP Livingston Municipal Golf Course Cart Path Project".

The Proposal should include the following information:

- a. Cover Letter
- b. Firm Name
- c. Firm Address, phone number, email address
- d. Name of Project Manager
- e. Signature and Name of Principal with signing authority

All Proposal responses are required to be signed by an authorized representative of the Bidder's entity. Proposals responses received unsigned will result in the Proposal being declared unresponsive to specification and may not be further evaluated.

Terms of Agreement: The City reserves the right to cancel any professional agreement after thirty (30) days' written notice for unresolved issues or problems.

There will be no pre-proposal conference. Questions regarding this request should be directed in writing to the City Manager, Bill Wiggins, citymanager@livingstontx.gov no later than one week before the Proposal due date.

Maintaining integrity of the Proposal process is of importance for the city. To this end, do not contact any members of the City Council or City Staff, or other than the City Secretary, regarding the subject matter of this Proposal until selection has been made. All clarifications and interpretations shall be in writing. Any

clarification or interpretation that is not in writing shall not legally bind the City. Only information supplied by the city in writing or in this RFP should be used in preparing the Proposal.

This RFP does not commit the City to pay for any direct and/or indirect costs incurred in the preparation of the Proposal and presentation of a response.

The City reserves the right to reject all proposals, and to waive all technicalities. The right to reserve to make award as considered to be the most advantageous to the City.

Award: The City reserves the right to negotiate with all firms that submit proposals. The engagement process is summarized as follows:

- The city will open and review submissions
- The Review Committee shall rank submission according to the proposal criteria and prepare a recommendation to the City Council.
- The Review Committee may, at its discretion, request proposing bidders to be interviewed.
- Proposals and rankings will be submitted and recommended to the City Council for consideration at a regular scheduled City Council meeting after the scoring meeting.
- Performance Bond issued after selection of bidder
- Notice to proceed

3. PROPOSAL ALTERATION/WITHDRAWL

Proposals cannot be altered or amended after the submission deadline. The signer of the Proposal, guaranteeing authenticity, must initial any interlineations, alteration, or erasure made before the RFP opening time. RFP may be withdrawn by written requests signed by the firm prior to the time fixed for opening; however, such written request must be received by the city in the normal course of business and prior to the time fixed for RFP opening. Negligence on the part of the Bidder in preparing the RFP represents no right for withdrawal after the RFP is opened. No RFP may be withdrawn for a period of sixty (6) calendar days after the opening of the RFP's.

4. DISQUALIFICATIONS OF BIDDERS

The Bidders may be disqualified and their RFP's and proposals not considered for the following reasons, including, but not limited to:

- Reason for believing collusion exists between bidders.
- The Bidder being an interested party in any litigation against the City.
- Failure to use the required Forms furnished by the City.
- Failure to comply with any of the requirements contained herein.
- Lack of signature by an authorized representative on the signature Form.
- Failure to properly complete the RFP Form.
- Bidder is indebted to the city.
- Communicating with an elected official regarding this RFP or its award.

5. BASIS OF AWARD

It is the intent of the City to award the Contract to the Bidder(s) submitting the most efficient and/or most economical for the City. It shall be based on all factors which have a bearing on the price and performance of the items in the user environment. All RFP's are subject to re-tabulation. Compliance with all RFP requirements, delivery and needs of the department are considerations in evaluating RFPs.

The City of Livingston reserves the right to contact any offeror, or at any time to clarify, verify or request information regarding any RFP. Unless stipulated in the attached RFP, the contract will be awarded to the lowest responsible bidder or to the bidder who provides goods and services specified herein at the best value of the City of Livingston in compliance with Section 252.043 of the Texas Local Government Code. The City reserves the right to waive any formality or irregularity, to make awards to more than one offeror, or to reject any or all RFP.

The City anticipates awarding the contract by July 15, 2025. The recommended contractor will be notified prior to Council consideration of award.

The city anticipated awarding this project to one bidder.

6. PROTESTS

All protests regarding the RFP solicitation process must be submitted in writing to the City within five (5) working days following the opening of the RFP's. This includes all protests relating to advertising of RFP notices, deadlines, RFP opening, and all other related procedures under the Texas Local Government Code, as well as any protest relating to alleged improprieties or ambiguities in the specifications.

This limitation does not include protests relating to recommendations as to award of this RFP. Protest relating to recommendation may be directed to the City Secretary within five (5) days of the recommendation memo. Unless otherwise provided by law, all recommendations will be made available for public review prior to consideration by the City Council.

PERFOMANCE AND/OR PAYMENT BOND: when required, shall be submitted to the City, prior to commencement of any work pursuant to the agreement provisions.

CONTRACTOR INSURANCE REQUIREMENTS

Contractors providing goods, materials and services for the City of Livingston shall, during the term of the contract with the City or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

1. Name the City, its officers, agents, representatives, and employees as additional insured as to all applicable coverage except for workers compensation insurance.
2. Provide for at least thirty (30) days prior written notice to the City for cancellation, non-renewal, or material change of insurance.
3. Provide for a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

Insurance Company Qualifications: All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

Certificates of insurance: A certificate of insurance evidencing the required insurance shall be submitted with the contractor's bid or response to the proposal. If the contract is renewed or extended by the City, a certificate of insurance shall also be provided to the City prior to the date the contract is renewed or extended.

TYPE AND AMOUNT OF INSURANCE

Automobile Liability.

General Liability insurance for personal injury (including death) and property damage with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate. Umbrella Coverage or Excess Liability Coverage of \$2 Million Dollars Statutory Works compensation insurance as required by state law.

REQUIRED COMPLETED FORMS TO BE RETURNED WITH RFP

Form W-9

Conflict of Interest Questionnaire (Form CIQ)

CART PATH / DISTANCES / SQFT CALCULATIONS / CONCRETE PATHS

HOLE# 1 1320 FT X 8 FT WIDE

HOLE # 2 735 FT X 8 FTWIDE

HOLE # 3 WII USE SAME PATH/AS 1-2 / 300 SQFT TURN AROUND TEE BOX

HOLE # 4 288 FT LOOP BEHIND GREEN / 640 TO DITCH= 928 X 6 FTWIDE

HOLE # 5 FROM BRIDGE TO # 6 TEE BOX 365 FT X 8 FTWIDE

HOLE # 6 580 FT X 6FT WIDE

HOLE # 7 330 FT 6 FT / TO GREEEN / 250 6 FT TO BATHROOM / 300 SQFT TURN AROUND

HOLE # 8 560 X 6FT WIDE – 300 SQFT TURN AROUND TEE BOX

HOLE # 9- FROM DITCH TO GREEN- 1400 X 6 FT WIDE

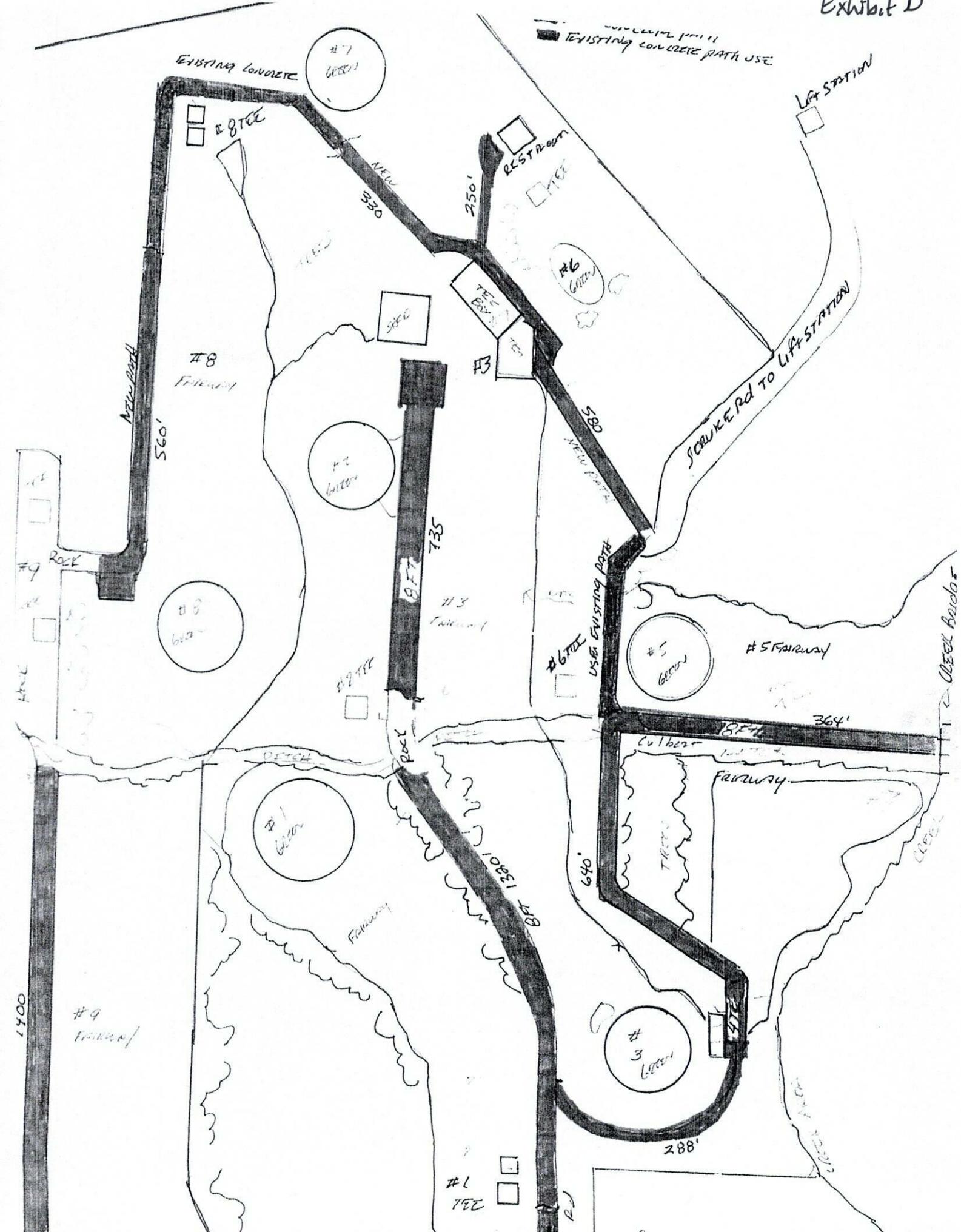
2420 LINER FT FOR 8 WIDE FT PATH = 19.360 SQFT @ 5.00 SQFT =96.800 .00

4048 LINER FT FOR 6 FT WIDE PATH==24.288 SQFT @ 5.00 SQFT= 121.400.00

900 SQ FT FOR PATH TURN AROUNDS / 900 X5.00= 4.500.00

221.900 TOTAL FOR ALL / CONCRETE IMPROVEMENTS

Exhibit B



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.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
<input type="checkbox"/> Individual/sole proprietor or <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate single-member LLC	
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <u> </u>	
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
<input type="checkbox"/> Other (see instructions) ► <u> </u>	
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)	

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

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

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. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
<table border="1"><tr><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td></tr></table>				-			-			
			-			-				
or										
Employer identification number										
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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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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.