



**Procurement and Contract Management
Competitive Bidding Form
(Invitation For Bids and Informal Bidding)**

Bid No. 455-25-1005

Issue Date: 09/18/2024

Response Due Date: 10/02/2024 by 2:00 PM CT

Respond to:

Name and Title: Pablo Almaraz, Contract Manager IV

Telephone: 512-463-7150

E-mail : Pablo.Almaraz@rrc.texas.gov

Calendar of Events	Date
Issuance of IFB	09/18/2024
Submission of HSP for RRC Courtesy Review	09/25/2024
Deadline for Submission of Written Inquiries (no later than 3:00PM CT)	09/24/2024
Deadline for Submission of HSP for Courtesy Review	09/27/2024
Response to Written Inquiries, if any (Addenda posted to ESBD)	09/26/2024
Offer Due Date (no later than 2:00PM CT)	10/02/2024
Award Date (estimated only)	10/10/2024

Vendor Instructions:

Vendors shall submit their **best pricing** for products and services as outlined in this document. Quotes must remain good for 30 days. Services may not be substituted unless otherwise specified. All associated charges related to the services and/or equipment delivery must be provided on this form. For any questions, contact the Procurement/Contract staff listed above. **NOTE: (1) Late responses will not be considered, (2) award(s) will be made in the best interest of the State, (3) vendors must specify if quoting all or none and (4) must state whether taking exceptions to the attached RRC Terms and Conditions.** RRC may reject a response that takes exception to RRC Terms and Conditions” to ensure Respondents are aware that the agency prefers no exceptions.

The vendor’s authorized agent must sign below. By signing this document, the bidder acknowledges that all information contained in the document is true and correct and that bidder agrees to comply with all terms and conditions. Failure to sign will disqualify this bid. By signing this bid, bidder certifies that if a Texas address is shown as the address of the bidder, bidder qualifies as a Texas Bidder as defined in 34 TAC Rule §20.282. **(Must be signed; failure to sign will disqualify response.)**

Texas Vendor Identification No. (or Federal Employer’s ID):

Name of Business:

Street Address:

City-State-Zip Code:

Telephone Number:

E-Mail Address:

Print Name:

Line Item No.	Class & Item	Description	Qty	UOM	Unit Price	Extension – Total Cost
		The Railroad Commission of Texas (RRC), is soliciting bids for goods and or services for the following: Hotel Conference Services for the Railroad Commission of Texas FY25 and FY26 Regulatory Conference.				
	971-65	Room Rental or Lease for Conferences, Seminars, etc.	1	LOT		
		See Appendix A, Statement of Services				
		See Appendix B, Addendum to Vendor’s Hotel Agreement				
		See Appendix C, HUB Subcontracting Plan (HSP) form				
		See Appendix D, RRC Terms and Conditions				
		<p>The Awarded Vendor shall provide all labor, materials, equipment, tools, incidentals and services necessary to deliver all services described in Appendix A Statement of Services.</p> <p>The Awarded Vendor shall perform all (Hotel Conference Services) activities required to deliver a completed project.</p> <p>All work under the Contract shall be performed in accordance with applicable federal, state, and local statutes, laws, ordinances, regulations, and rules, including applicable RRC Rules, the specifications as described in this bid document, and all terms and conditions of the Contract shall apply.</p> <p>Responses to this IFB No. 455-25-1005 shall be received by the Railroad Commission of Texas, email responses at pablo.almaraz@rrc.texas.gov no later than 2:00PM (CT), Wednesday, October 2, 2024 for IFB No. 455-25-1005 Hotel Conference Services.</p> <p>Please reference solicitation number 455-25-1005 in the subject line of your response.</p> <p>Respondents shall not engage in any communication on the merits of a proposed bid with RRC employees concerning this IFB prior to contract award. Respondents that fail to adhere to this requirement may be disqualified.</p>				
		<p>Vendor Experience and Qualifications</p> <p>Minimum qualifications. To be eligible for consideration of contract award, Respondent must meet all minimum qualification requirements as outlined in the IFB Solicitation and Contract Documents, including requirements stated within any part of this IFB and/or Appendix A Statement of Services (SOS). A Response must clearly demonstrate Respondent meets the following minimum qualifications as described in Appendix A Statement of Services in Section A.2.1 Vendor Minimum Qualifications.</p>				
		Email responses to pablo.almaraz@rrc.texas.gov . Please reference the Bid # in the subject line of your quotes.				

NOTE: Quote F.O.B. Destination Freight Prepaid & Included, otherwise show exact delivery cost and terms.
Please include delivery time.

Responses shall be received by the RRC Contract Management Section:
Railroad Commission of Texas
Attn: Pablo Almaraz
Email: Pablo.Almaraz@rrc.texas.gov

Check below if preference claimed under Pursuant to 34 TAC §20.306
Vendor claims the preference(s) checked below:

- Goods produced or offered by a Texas bidder that is owned by a Texas resident service-disabled veteran
- Goods produced in Texas or offered by a Texas bidder that is not owned by a Texas resident service-disabled veteran
- Agricultural products grown in Texas
- Agricultural products offered by a Texas bidder
- Services offered by a Texas bidder that is owned by a Texas resident service-disabled veteran
- Services offered by a Texas bidder that is not owned by a Texas resident service-disabled veteran
- Texas Vegetation Native to the Region
- USA produced supplies, materials or equipment
- Products of persons with mental or physical disabilities
- Products made of recycled, remanufactured, or environmentally sensitive materials, including recycled steel
- Energy Efficient Products
- Rubberized asphalt paving material
- Recycled motor oil and lubricants
- Products produced at facilities located on formerly contaminated property
- Products and services from economically depressed or blighted areas
- Vendors that meet or exceed air quality standards
- Recycled or Reused Computer Equipment of Other Manufacturers
- Foods of Higher Nutritional Value.

HUB Statement

Bidder must answer the following questions:

If an award is issued, do you plan to utilize a subcontractor or supplier for any portion of the contract? ___ Yes ___ No.

If yes, what percentage of the total award would be subcontracted or supplied by HUBs? _____%

If you will be subcontracting any portion of the work of this contract with a State of Texas HUB certified vendor, please identify the subcontractor's contact information and FEIN below (or attached an additional sheet if needed):

Work to be subcontracted: _____

Subcontractor Name: _____

FEIN: _____

Address: _____

Phone/Fax: _____

Email: _____

If no, explain below, or on a separate document, why no subcontracting opportunities are available or what efforts were made to subcontract part of this project.

Are you certified as a Texas HUB? ___ Yes ___ No