



## THE COUNTY OF GALVESTON

VERONICA VAN HORN  
INTERIM PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor, Purchasing  
GALVESTON, TEXAS 77550  
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB  
ASST. PURCHASING AGENT

August 4, 2025

Honorable County Judge  
Honorable County Commissioners' Court  
Galveston County Courthouse  
Galveston, Texas 77550

**Re: ITB 24-005, Vehicles Repairs Contract #24239**

Gentlemen,

The contracts associated with ITB 24-005 Vehicles Repairs are scheduled for their first extensions on September 29, 2025. The contracted vendors for this service are Classic Autoplex F-T LLC and Liggios Tire and Service Center Inc.

No amendments to the contracts have been requested at this time.

It is requested that the extensions be authorized.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in cursive script that reads "Veronica Van Horn".

Veronica Van Horn  
Interim Purchasing Agent

**Dickey, Tammy**

---

**From:** Fleming, Melissa  
**Sent:** Thursday, July 17, 2025 1:06 PM  
**To:** Dickey, Tammy  
**Subject:** FW: Bid 24-005 - Vehicle Repairs  
**Attachments:** Scan@classicgalveston.com\_20250717\_115920.pdf; COUNTYEXT1\_0001.pdf

Hi Tammy,

This is for Bid 24-005 - Vehicle Repairs.

Sincerely,  
**Melissa Fleming**  
**Contract Administrator**  
Galveston County Purchasing Department  
Galveston County Courthouse  
722 21st. Street, 5th Floor  
Galveston, Texas 77550  
Office: (409) 770-5375  
Fax: (409) 765-3106  
e-mail: [melissa.fleming@galvestoncountytx.gov](mailto:melissa.fleming@galvestoncountytx.gov)



Principles and Practices of Public Procurement  
*Accountability, Ethics, Impartiality, Professionalism, Service, Transparency*

---

**From:** Bryant, Elizabeth <Elizabeth.Bryant@galvestoncountytx.gov>  
**Sent:** Friday, June 13, 2025 2:06 PM  
**To:** Fleming, Melissa <Melissa.Fleming@galvestoncountytx.gov>  
**Subject:** RE: Bid 24-005 - Vehicle Repairs

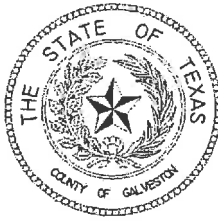
Yes please, we will request to extend. When do you need the Department recommendation memo from Lee?

Thank You,

**Elizabeth Bryant**  
**Fleet Administrative Manager**  
5115 Hwy 3 Dickinson, TX 77539  
281-309-5074



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**THE COUNTY OF GALVESTON**

**RUFUS G. CROWDER, CPPO CPPB**

PURCHASING AGENT

**COUNTY COURTHOUSE**

722 Moody (21<sup>st</sup> Street)

Fifth (5<sup>th</sup>) Floor

GALVESTON, TEXAS 77550

Thursday, July 17, 2025

CLASSIC AUTOPLEX F-T LLC  
8020 BROADWAY  
GALVESTON, TX 77554

**RE: Vehicle Repairs - Galveston Island**  
**Contract # CM24239 / Bid # 24-005**

Good day,

The resultant contract listed below is eligible for the first extension period and requires a response from your company to initiate the next contractual period.

- Contract Number: CM24239
- Bid Number: 24-005
- Solicitation Name: Vehicle Repairs - Galveston Island
- 1<sup>st</sup> Extension Period: ✓ 09/29/2025 – 09/28/2026

This signed letter is required by the County to be completed and returned to the Galveston County Purchasing Agent prior to any contract extension request to be placed on the Commissioners' Court agenda for consideration. This contract extension is subject to these requirements.

Please contact the Purchasing Department with any questions regarding this matter including the proposed date that this item may be placed on the Commissioners' Court agenda. Your attendance is not required.

Sincerely,

Melissa Fleming  
Contract Administrator  
Galveston County

  
ACCEPTED BY (signature)

DATE 7-17-25

  
TITLE



THE COUNTY OF GALVESTON

RUFUS CROWDER, CPPO CPPB  
PURCHASING AGENT

ERIN QUIROGA, MBA, CPPB  
ASSISTANT PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
(409) 770-5371

7/9/2025

LIGGIOS TIRE AND SERVICE CENTER INC  
2604 44TH STREET  
DICKINSON, TX 77539

RE: SOLICITATION NAME Vehicle Repairs - Mainland  
Contract # CM24239 / Bid # 24-005

Good day,

The resultant contract listed below is eligible for the first extension period and requires a response from your company to initiate the next contractual period.


- Contract Number: CM24239
- Bid Number: 24-005
- Solicitation Name: Vehicle Repairs - Mainland
- 1<sup>st</sup> Extension Period: 09/29/2025 -- 09/28/2026

This signed letter is required by the County to be completed and returned to the Galveston County Purchasing Agent prior to any contract extension request to be placed on the Commissioners' Court agenda for consideration. This contract extension is subject to these requirements.

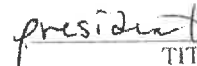
Please contact the Purchasing Department with any questions regarding this matter including the proposed date that this item may be placed on the Commissioners' Court agenda. Your attendance is not required.

Sincerely,

Melissa Fleming  
Contract Administrator  
Galveston County

  
ACCEPTED BY (signature)

DATE 7/9/25

  
TITLE

**SPECIAL PROVISIONS**

**INVITATION TO BID**  
**VEHICLE REPAIRS**  
**GALVESTON COUNTY, TEXAS**

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**SPECIAL PROVISIONS**  
**INVITATION TO BID**  
**VEHICLE REPAIRS**  
**GALVESTON COUNTY, TEXAS**

The General Provisions and the Special Provisions of this Invitation to Bid and the Exhibits attached hereto are made a part of this agreement between the Parties. In the event of a conflict between the General Provisions and the Special Provisions, the terms of the Special Provisions shall control.

The Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically. "Walk-in" or "mailed-in" proposal submittals are still allowed, however, **Bidders are strongly encouraged to submit their proposals online via Galveston County's e-Procurement Portal located at <https://galvestoncountytexas.bonfirehub.com/>.**

Registration is currently open and free to the public. Once registered, suppliers will receive automatic email notifications of project opportunities based on the NIGP commodity codes selected by the vendor. Potential Bidders should visit the link below and click on the New Vendor Registration tab to register your business:  
<https://galvestoncountytexas.bonfirehub.com/portal/?tab=login>

There is no cost to register as a vendor. For more detailed clarification and information on how to register and submit your bids and proposals through Bonfire, click on the video link below:  
**Submission Video:** <https://support.gobonfire.com/hc/en-us/articles/203903356-Vendor-Registration-and-Submission->

**A. PURPOSE**

The County of Galveston is seeking a responsible, independent contractor to provide vehicle collision and body repair services for Galveston County's use. One (1) vendor will be chosen for the mainland areas (Texas City, LaMarque, League City, Dickinson, Santa Fe, Friendswood) and one (1) vendor will be selected for Galveston Island.

This excludes routine maintenance, service, and inspections on the mainland.

**B. EXCEPTIONS TO BID CONDITIONS**

The Bidder will list on a separate sheet of paper any exceptions to the conditions of this Invitation to Bid. This sheet will be labeled, "Exceptions to Bid Conditions", and will be attached to the Bid submittal.

If no exceptions are stated, it will be understood that all general and special conditions will be complied with, without exception.

The Bidder must specify in its Bid any alternatives it wishes to propose for consideration by the County. Each alternative should be sufficiently described and labeled within the Bid and should indicate its possible or actual advantage to the program being offered.

The County reserves the right to offer these alternatives to other Bidders.

**C. PROCUREMENT TIMELINE**

A timeline for this solicitation and initial process is included below. Galveston County reserves the right to change these dates and will notify Bidders of any changes:

Advertise Solicitation (first date of publication)  
Advertise Solicitation (second date of publication)  
**Deadline for Questions & Inquiries**  
**Submission Deadline / Bid Opening**

Thursday, July 25, 2024  
Thursday, August 1, 2024  
**Wednesday, August 7, 2024 by 5:00 PM CST**  
**Thursday, August 22, 2024 at 2:00 PM CST**

**SPECIAL PROVISIONS**

**INVITATION TO BID**  
**VEHICLE REPAIRS**  
**GALVESTON COUNTY, TEXAS**

**Virtual Bid Opening:**

Interested parties can attend the 2:00 PM CST, Thursday August 22, 2024 bid opening virtually. Please join from the meeting link:

**Join from the meeting link**

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=mfa0395c3539ecc5e037790e3ded90654>

**Join by meeting number**

Meeting number (access code): 2492 455 3440

Meeting password: 24-005 (240005 when dialing from a video system)

**Tap to join from a mobile device (attendees only)**

+1-415-655-0001,,24924553440## US Toll

**Join by phone**

+1-415-655-0001 US Toll

Global call-in numbers

**Join from a video system or application**

Dial 24924553440@galvestoncountytexas.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

**D. SUBMISSION INSTRUCTIONS**

One (1) unbound single-sided original bid, and five (5) single-sided copies must be submitted no later than **2:00 PM CST, on Thursday, August 22, 2024:**

**Rufus G. Crowder, CPPO CPPB**  
**Purchasing Agent**  
**County of Galveston**  
**722 Moody Avenue (21<sup>st</sup> Street), Fifth (5<sup>th</sup>) Floor**  
**Galveston, TX 77550**

The time stamp clock located in the Purchasing Agent's office shall serve as the official time keeping piece for this solicitation process. Any bids received after **2:00 PM CST** on the specified date will be returned unopened.

Specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21<sup>st</sup> Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <http://www.galvestoncountytexas.gov/county-offices/purchasing>

**E. BID SURETY**

A surety / bid bond *is not a requirement* of this solicitation.

**F. PERFORMANCE AND PAYMENT BONDS**

Performance and Payment Bonds *are not requirements* of this solicitation.

## SPECIAL PROVISIONS

### INVITATION TO BID VEHICLE REPAIRS GALVESTON COUNTY, TEXAS

#### G. BEST AND FINAL OFFERS (BAFO)

The Best and Final Offer process is not applicable to this solicitation.

#### H. DAVIS-BACON WAGE RATES

Davis-Bacon Wage Rates are not requirements of this solicitation.

#### I. PERSONNEL TO CONTACT

Bidders desiring an explanation or interpretation relative to this solicitation must request it in writing. Oral explanations or instructions will not be binding. Any information given to a Bidder, which in the opinion of the County affects all Bidders or would be prejudicial to other Bidders if not communicated, shall be furnished to all Bidders as an addendum to the solicitation. Bidders **must** direct all inquiries to the following:

Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
722 21<sup>st</sup> Street (Moody)  
Galveston, Texas 77550  
e-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)

Bidders must e-mail their requests (with the subject line "Vehicle Repairs ITB 24-005") for additional information and/or clarification to the address listed above. The request must include the Bidder's name and the solicitation number and title.

***Any request for additional information or clarification must be received in writing no later than ten (10) calendar days prior to the solicitation due date.*** Late requests or those not delivered to the proper address may not receive a reply. Bidders shall not attempt to contact the County by any other means. The Purchasing Agent shall post the answers on the County website from the procurement web page and via addendum.

The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the solicitation Submission Deadline / Solicitation Opening date. The County, at its sole discretion, may not issue a response to an RFI submittal. Bidders should not rely on any oral or written representations, statements, or explanations, other than those made in this solicitation or in any written addendum to this solicitation. Where there appears to be conflict between the solicitation and any issued addenda, the last addendum issued will prevail.

Addenda will be posted and made available on the County's procurement web page. **It is the Bidder's sole responsibility to ensure receipt of all addenda prior to submitting its response.** All Bidders should check the County's procurement web page for all addenda prior to submitting a response.

The County's procurement web page is located at <http://www.galvestoncountytexas.gov/county-offices/purchasing>

The Bidder must acknowledge the receipt of all addenda on the forms provided. In the event a Bidder fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addenda does not materially affect the solicitation and waive the acknowledgement of one or more addenda.

Bidders who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline, risk that its response in the procurement will not be responsive or competitive because the County is not able to respond before the solicitation receipt date or in sufficient time for the Bidder to prepare a responsive or competitive submittal.



**SPECIAL PROVISIONS**  
**INVITATION TO BID**  
**VEHICLE REPAIRS**  
**GALVESTON COUNTY, TEXAS**

All questions and responses as posted on the County website pertaining to this solicitation are considered an addendum to, and part of, this solicitation. Each Bidder shall be responsible to monitor the County website for new or revised solicitation information. The County shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the solicitation or formally issued as an addendum by the Purchasing Agent.

**J. PROGRAM ADMINISTRATION & CONTRACT MANAGEMENT**

The Program Administrator/Contract Manager that will manage the work to be performed under the resultant contract for the purpose of this solicitation is:

Elizabeth Bryant  
Galveston County Fleet Department  
5115 HWY 3  
Dickinson, TX 77539  
281-309-5074  
[fleet-admin@galvestoncountytexas.gov](mailto:fleet-admin@galvestoncountytexas.gov)

The Galveston County Commissioners' Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract, and that pricing meets the agreed upon pricing methodology as specified in the contract, and that funds are available.

**K. REQUIREMENTS OF INVITATION TO BID**

Bidder shall provide one (1) unbound single-sided original and five (5) single-sided hard copies of its response, to the Purchasing Agent on or before the submission deadline specified herein. Font size is limited to no smaller than font size 11, except that organizational charts, other graphics, and footers may be as small as font size 9.

Bidders shall clearly indicate which project or projects are being submitted for consideration in their cover letter.

**M. INSURANCE**

Bidder must submit, with its response, a current certificate of insurance evidencing coverage in the amounts specified below or greater. In lieu of submitting a certificate of insurance, Bidders may submit a notarized statement from an insurance company authorized to conduct business in the State of Texas guaranteeing that Bidder has such insurance. Provided however, that successful Bidder(s) shall be required to provide a current certificate of insurance to the Galveston County Purchasing Agent's Office before Bidder commences any work hereunder. **Insurance shall be placed with insurers having an A.M. Best's rating of no less than A.** Such insurance must be issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions ensuring the public from loss or damage that may arise to any person or property by reason of services rendered by Contractor.

**Galveston County shall be listed as an additional insured on each policy and all certificates of insurance and Contractor shall provide Galveston County with no less than thirty (30) calendar days prior notice of any changes to the policy during the contractual period.**

**SPECIAL PROVISIONS**  
**INVITATION TO BID**  
**VEHICLE REPAIRS**  
**GALVESTON COUNTY, TEXAS**

Certificates of Insurance, fully executed by a licensed representative of the insurance company written or countersigned by an authorized Texas state agency, shall be filed with the County Purchasing Agent within ten (10) calendar days of the execution of this Agreement as written proof of such insurance and further provided that Contractor shall not commence work under this Agreement until Contractor has obtained all insurance required herein, provided written proof as required herein, and received written notice to proceed issued from the County Purchasing Agent. **Failure to provide such evidence of insurance within the ten (10) calendar day period shall constitute an event of default.**

**Workers' Compensation Insurance.** Bidder shall carry in full force Workers' Compensation Insurance Policy(ies), if there is more than one employee, for all its employees, including but not limited to full time, part time, and emergency employees employed by the Contractor.

**Commercial General Liability.** Bidder shall carry in full force commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate. The Policy shall, minimally, cover liability for bodily injury, personal injury, and property damage.

**Business Automobile Liability.** Bidder shall carry in full force business automobile liability coverage with a combined bodily injury/property damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.

**Subrogation Waiver.** Contractor and Contractor's insurance carrier shall waive any and all rights to subrogation against Galveston County in regard to any suit or claim arising out of personal injury or property damage resulting from Contractor's performance under this Agreement.

**N. BIDDER'S QUALIFICATION**

All potential vendors shall be primarily engaged in the business of the **repair of automobiles** and are required to adhere to the following stipulations:

- Furnish evidence of having the necessary experience, ability, facilities, and financial resources to deliver the requested services as designated in the specification mentioned herein.
- No contract will be awarded except to responsible independent vendors who are capable of supplying vehicle repair services that are suitable for use in commercial applications.
- Repair shops must be located in Galveston County, Texas. One (1) vendor will be chosen for the mainland and one (1) vendor will be selected for Galveston Island.
- Repair shops selected must be able to make repairs on all types of vehicles: trucks, cars, vans, 4x4s, RV'S, buses etc., and repair vehicles from all major manufacturers.
- All parts used for repairs must meet or exceed the manufacturers original specifications (O.E.M). After market parts may be used when available, however, must be suitable for their intended purpose and not cause the repaired item to be unsafe.
- If repairs are going to require more than forty-eight (48) hours, the Galveston County Fleet Department must be notified.

Since most of the vehicles to be repaired are used by a law enforcement agency, repairs to these vehicles should take precedence over other vehicles being repaired.

**SPECIAL PROVISIONS**  
  
**INVITATION TO BID**  
**VEHICLE REPAIRS**  
**GALVESTON COUNTY, TEXAS**

Estimates of repairs must be issued before any work begins and a County Purchase Order must be issued prior to the beginning of work.

Vendor must warrant repairs to be acceptable to the Galveston County Fleet Department.

Shops must be qualified to make repairs and provide services as follows:

- Front and rear brakes
- Replacement of U-joints
- Water Pumps
- Heater Cores
- Bells and Hoses
- Bulbs
- Thermostats
- Oil
- Fuel Filters
- Repair/Replacement of radiators
- Transmission Service Repair
- All types of air conditioning repairs
- Alignments
- Oil and Filter Changes
- Tune-ups; both major and minor
- Front End Work
- Tie rod and Tie rod ends
- Bushings and Bearings
- Carburetor and Fuel Injection Repairs
- Rear End Work
- Fuel Pump Repair/Replacement
- Replacement of batteries, alternators and wiring
- Repairs/Replacement to exhaust systems and other repairs normally with automobile and truck maintenance
- Tire Repairs
- Install and repair emergency equipment

**O. WARRANTY**

Successful bidder shall warrant that all items shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship, and title.

**P. PERFORMANCE**

WRITTEN NOTIFICATION SHALL BE GIVEN IF REPAIR TIMES EXCEED AMOUNTS SHOWN BELOW:

- Jobs costing \$2,000 or less shall be completed within five (5) working days, unless delay by replacement parts ordered, not considered the fault of the successful vendor.
- Jobs over \$2,000 shall be completed within ten (10) working days, unless delayed by replacement parts ordered, not considered the fault of the successful vendor.

**SPECIAL PROVISIONS**  
**INVITATION TO BID**  
**VEHICLE REPAIRS**  
**GALVESTON COUNTY, TEXAS**

Repeated failure by the Contractor to complete jobs within the agreed time frame (more than three(3) times within one (1) period) may result in contract termination.

At its option, the County may supply any tire/parts required for vehicle repair, through the use of prior arranged contracts for such.

All replacement repairs parts used shall be new, unused, ORIGINAL EQUIPMENT MANUFACTURED parts, unless otherwise prior approval for alternatives is given by an authorized representative of Galveston County.

SUCCESSFUL VENDOR SHALL BE RESPONSIBLE FOR REPLACEMENT OF ALL GRAPHICS AND EMERGENCY EQUIPMENT INCLUDING BUT NOT LIMITED TO PUSH BARS, STROBE LIGHTS AND BARS, ETC.

Periodically during the Contract term, replacement repair parts invoiced may be audited for compliance to the above conditions and specifications.

**Q. REPAIR STANDARDS**

Contractor will complete all repairs necessary to restore the vehicle to its pre-accident condition terms of form, fit finish, appearance, durability, functionality, safety, and value. All such repairs shall be completed in accordance with shall exceed industry standards in effect at time of repair.

**R. VEHICLE TYPES**

The contract shall cover the following types of vehicles:

Passenger vehicles (sedans, light trucks up to 14,500 GVW or equivalent and similar equipment such as vans, etc) including fiberglass work.

Trucks (vehicles over the sizes indicated above), including fiberglass work.

Galveston County reserves the right to assign vehicles which require specialized proprietary repairs, finish, etc, to any other contractor at its discretion depending on the nature and extent of the specialized or proprietary work required.

**S. PRIORITIES**

Time is of the essence in returning all vehicles to service. The successful bidder agrees that Galveston County Law Enforcement and Emergency Vehicles shall receive priority over other work in its shop unless specific prior approval had been obtained from an authorized representative of the County. The County agrees that the workload of the contractor is such that timelines is not possible in a given situation, the County reserves the unilateral right to assign the job to a backup contractor.

**T. ACTIVITY**

The County estimates that approximately \$25,000 will be sent in automotive bodywork during each year of the contract, for a total of \$75,000 over three years. Approximately 90% of this work will be for Sheriff Department vehicles as defined herein. These figures are only estimate and are not a binding guarantee of the work to be done under the contract.

**SPECIAL PROVISIONS**  
**INVITATION TO BID**  
**VEHICLE REPAIRS**  
**GALVESTON COUNTY, TEXAS**

**U. PICK UP AND DELIVERY**

It shall be the responsibility of the contractor to pick up vehicles. If the vehicle is unable to be drive, it shall be the responsibility of the contractor to have the vehicle towed to their repair facility. Upon completion of repairs, an authorized representative of the County will inspect the vehicle. If it is determined that the vehicle is not properly repaired, the vehicle is to remain at the repair shop until the repairs are completed and approved by the County.

**V. QUANTITIES**

The successful bidder is obligated to furnish the services described herein, which the County required for the operation. The dollar value and/or quantities stated herein are given as a general guide for bidding and are not guaranteed amounts.

The approximate annual value of this agreement is \$25,000.00 per year, for a thirty-six-month period, for a total estimate of \$75,000. Actual amount may be more or less than those estimated herein.

Should a need arise for services which the successful bidder is unable to provide within the time required by the County, the County reserves the right to secure services from other sources to meet its immediate needs without prejudice of the agreement.

**W. PRICING**

Any unit prices submitted by the Bidder shall include all costs to the County, including the material, delivery, current freight rate, state tax, or any other cost.

Award prices include all royalties and costs arising from patents, trademarks, and copyrights in any way involved in the work. Whenever the Awardee is required or desires to use any design, device, material or process covered by letters of patent or copyright, the Awardee shall indemnify and save harmless the County, its officers, agents and employees from any and all claims for infringement by reason of the use of any such patented design, tool, material, equipment, or process, to be performed under the contract, and shall indemnify the County its officers, agents, and employees for any costs, expenses and damages which may be incurred by reason of any infringement at any time during the prosecution or after the completion of the work.

All estimates shall be itemized and include hours, parts, and materials necessary for repairs. The hours and prices shall be based on the Motor Crash Estimating Guide in effect at the time. All estimates must detail line by line, each part being repaired or replaced. References MUST include page and line numbers from the current Motor Crash Estimating Guide in effect at the time. If a part is not listed in the Motor Crash Estimating Guide, the vendor must provide a copy of the manufacturer's list price sheet in addition to charging the same discount as bid upon OFF the list price.

The County reserves the right to supply the vendor with parts. It shall be incumbent upon the successful bidder to supply the County with one (1) copy of the current Motor Crash Estimating Guide, prior to award and one (1) copy of updates thereafter.

Vendors must supply estimate for each repair along with the current Chilton Factory Price list. Vendor must receive approval to proceed with repairs from an authorized Fleet Manager.

**X. UNBALANCED BIDS**

When a bid shows evidence of unbalanced unit prices when compared to other bidders (i.e. item(s) significantly underbid, while others are grossly inflated), such a bid may be rejected as non-responsive.

**SPECIAL PROVISIONS**  
**INVITATION TO BID**  
**VEHICLE REPAIRS**  
**GALVESTON COUNTY, TEXAS**

**Y. INVOICES**

Invoices must be itemized indicating all materials and supplies used. Invoices must be submitted to:

**Galveston County Auditor's Office**  
**Attn: Accounts Payable**  
**P.O. Box 1418**  
**Galveston, Texas 77553**  
**[apclerk@galvestoncountytexas.gov](mailto:apclerk@galvestoncountytexas.gov)**

**Please CC: [fleet-admin@galvestoncountytexas.gov](mailto:fleet-admin@galvestoncountytexas.gov)**

Failure to submit invoices to the above address or failure to include the Purchase Order Number will result in delay in payment.

**Contractor must accept purchase order numbers for specified supplies, equipment, and/or services. Contractor shall not perform any work or release any supplies and/or equipment to any authorized representative of the County of Galveston unless a valid purchase order number issued by the office of the Galveston County Purchasing Agent accompanies the order or if vendor can comply with the provision as stated in the General Provisions, page 8, item 13, Procurement Card Program.**

**Payment for any items issued without prior receipt of a valid purchase order number may become the sole responsibility of the successful contractor.**

*The remainder of this page intentionally left blank*

**SPECIAL PROVISIONS**  
**INVITATION TO BID**  
**VEHICLE REPAIRS**  
**GALVESTON COUNTY, TEXAS**

**Z. REQUIRED DOCUMENTS CHECKLIST**

By signing here, the firm does hereby attest that it has fully read the instructions, conditions, and general and special provisions and understands them. **Proposer shall return this checklist with completed submittal.**

THE COMPANY OF: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

The following documents shall be returned or confirmed with an "X" with solicitation submittals. Failure to do so may be ample cause for rejection of submittal and deemed as non-responsive. It is the responsibility of the Bidder to ensure that Bidder has received all addenda.

**Items:**

**Confirmed (X):**

- |   |                                 |
|---|---------------------------------|
| 1. Required Documents Checklist (this page)   | _____                           |
| 2. Addenda Acknowledgement (if any)   | #1_____ #2_____ #3_____ #4_____ |
| 3. One (1) original, five (5) copies of submittal                                   | _____                           |
| 4. ATTACHMENT A - Vendor Qualification Packet                                       | _____                           |
| 5. ATTACHMENT B - Certification Reg. Debarment, Suspension, and Other Ineligibility | _____                           |
| 6. ATTACHMENT C - Certification Regarding Lobbying Form                             | _____                           |
| 7. ATTACHMENT D - Non-Collusion Affidavit   | _____                           |
| 8. ATTACHMENT E - Prohibition on Contracts with Companies Boycotting Israel         | _____                           |
| 9. ATTACHMENT F - Prohibition on Contracts with Certain Companies                   | _____                           |
| 10. ATTACHMENT G - Information for Notice   | _____                           |
| 11. ATTACHMENT H - References   | _____                           |
| 12. Contract  | _____                           |
| 13. Bid Sheet   | _____                           |
| 14. Line-Item Sheet   | _____                           |

Person to contact regarding this qualification: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of person authorized to bid the Firm: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_