



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

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

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

June 30, 2025

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

Re: ITB 24-004, Alarm Services
Contract #CM24233

Gentlemen,

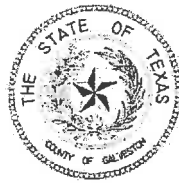
The contract associated with RFP 24-004, Alarm Services, is scheduled for its first extension on September 29, 2025. The contracted vendor for this service is Alert Alarm Burglary and Fire Protection, Inc. No amendments to the contracts have been requested at this time.

It is requested that you authorize an extension on these contracts.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,


Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston



THE COUNTY OF GALVESTON

RUFUS CROWDER, CPPO CPPB
PURCHASING AGENT

ERIN QUIROGA, MBA, CPPB
ASSISTANT PURCHASING AGENT

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

Friday, June 27, 2025

ALERT ALARM BURG AND FIRE PROT INC
2308 BALL
GALVESTON, TX 77550

RE: SOLICITATION NAME: Alarm Services
Contract # CM24233 / Bid # 24-004

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: CM24233
- Bid Number: 24-004
- Solicitation Name: Alarm Services
- 1st 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

Donna Koella Mancacci
ACCEPTED BY (signature)

DATE 6/30/25

Accounts Manager
TITLE

Dickey, Tammy

From: Witmer, Misty
Sent: Wednesday, June 25, 2025 11:44 AM
To: Fleming, Melissa; Garcia, Mark
Cc: Michaels, Lauren
Subject: RE: Bid 24-004 - Alarm Services

Please utilize the first extension. Thank you.

Misty Witmer

Director/Chief Information Officer
Department of Enterprise Services

NOTE TO OUR CUSTOMERS: To ensure your needs are being captured, all inquiries and requests should be directed to our Service Desk via <https://servicedesk.galvestoncountytx.gov>, emailing tickets@galvestoncountytx.gov or calling X2685.

From: Fleming, Melissa <Melissa.Fleming@galvestoncountytx.gov>
Sent: Wednesday, June 25, 2025 11:43 AM
To: Garcia, Mark <Mark.Garcia@co.galveston.tx.us>; Witmer, Misty <Misty.Witmer@galvestoncountytx.gov>
Cc: Michaels, Lauren <Lauren.Michaels@galvestoncountytx.gov>
Subject: RE: Bid 24-004 - Alarm Services

Hello,

Checking in for an update. Please let me know as soon as possible.

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



Principles and Practices of Public Procurement

Accountability, Ethics, Impartiality, Professionalism, Service, Transparency

From: Fleming, Melissa
Sent: Thursday, June 12, 2025 3:03 PM
To: Garcia, Mark <Mark.Garcia@co.galveston.tx.us>; Witmer, Misty <Misty.Witmer@galvestoncountytx.gov>
Cc: Michaels, Lauren <Lauren.Michaels@galvestoncountytx.gov>
Subject: Bid 24-004 - Alarm Services

SPECIAL PROVISIONS

**INVITATION TO BID
ALARM SERVICES
GALVESTON COUNTY, TEXAS**

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SPECIAL PROVISIONS

INVITATION TO BID
ALARM SERVICES
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://galvestoncountytx.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://galvestoncountytx.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 vendor to provide Alarm Monitoring Services for facilities at various locations within Galveston County. Facilities may be added and/or deleted at any time during the duration of the resultant contractual period(s) by Galveston County. Successful vendor shall utilize existing wiring infrastructure if possible to provide the level of monitoring as specified. Any alterations must be fully explained and pricing for such shall be included in bid submittals. All bid prices submitted are considered firm and include installation. Galveston County is tax exempt and no taxes should be added to any proposed pricing.

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)
Questions Deadline
Submission Deadline / Bid Opening

Friday, June 28, 2024
Friday, July 5, 2024
Thursday, July 11, 2024, by 5:00 PM CST
Thursday, July 25, 2024, at 2:00 PM CST

SPECIAL PROVISIONS

INVITATION TO BID ALARM SERVICES GALVESTON COUNTY, TEXAS

Join from the meeting link

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=m84d2360492cce7098c9a55396a05a588>

Join by meeting number

Meeting number (access code): 2498 980 2734

Meeting password: 24-004 (240004 when dialing from a video system)

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,24989802734## US Toll

Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

Join from a video system or application

Dial 24989802734@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 two (2) single-sided copies must be submitted no later than **2:00 PM CST**, on **Thursday July 25, 2024**:

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston
722 Moody Avenue (21st Street), Fifth (5th) 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, (21st 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.

G. BEST AND FINAL OFFERS (BAFO)

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

SPECIAL PROVISIONS
INVITATION TO BID
ALARM SERVICES
GALVESTON COUNTY, TEXAS

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 21st Street (Moody)
Galveston, Texas 77550
e-mail: purchasing.bids@co.galveston.tx.us

Bidders must e-mail their requests (with the subject line “**Alarm Systems– ITB #24-004– Questions**”) 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>

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.

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.

SPECIAL PROVISIONS

INVITATION TO BID ALARM SERVICES GALVESTON COUNTY, TEXAS

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:

Mark Garcia
Assistant Facilities Director
722 Moody, 6th Floor, County Courthouse
Galveston, TX 77550
Telephone: (409) 770-5132
FAX: (409) 7652643
mark.garcia@co.galveston.tx.us

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. 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.

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.

SPECIAL PROVISIONS

INVITATION TO BID ALARM SERVICES GALVESTON COUNTY, TEXAS

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.

L. LOCATIONS AND EQUIPMENT

Please refer to Exhibit A, Locations, for the various service locations within the County. All new equipment must be under a lease or sale option and be equivalent to what is currently installed and in use.

M. SCOPE OF WORK

- Control components shall be as specified unless an equal is approved in writing by the Galveston County Purchasing Agent no later than ten (10) days prior to bid opening.
- All firms submitting bids must have a staffed, 24-hour monitoring station and response time must be within five (5) minutes of an alarm.
- Security system shall carry a full one (1) year warranty at no charge to the County.
- The Security company shall provide 24-hour response for repair to systems.
- The Contractor shall furnish all labor, tools, materials, equipment, vehicles, and services in order to complete the total work in accordance with the specifications, applicable codes, and regulations.
- All work shall conform to the requirements of all applicable local, state, and national codes and regulations. If phone lines are not available, monitoring via internet and back up radio is acceptable.
- When the specifications call for special materials and/or equipment, they shall be installed to the manufacturer's recommendations. The Contractor shall not [hire] employee subcontractors without the advance written permission of the Galveston County Commissioners' Court.
- Assignment of the Agreement shall not be made without the advance written consent of the Galveston County Commissioners' Court.
- No waiver, alterations, consent or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by the Galveston County Commissioners' Court.
- The Contractor is to procure all permits, licenses, and certificates, or any such approvals of plans or specification as may be required by federal, state and local laws, ordinances, rules, and regulations, for the proper execution and completion of the Work under this Agreement.
- The Contractor is responsible for all damage or loss by fire, theft or otherwise, to materials, tools, equipment, and consumables, left on County property by the contractor.
- This Agreement is considered a non-exclusive Agreement between the parties.

The successful contractor hereby certifies that this Agreement is made without prior understanding, agreement or connection with any corporation, firm or person who submitted bids for the Work covered by this Agreement and is in all respects fair and without collusion or fraud. As to Contractor, the successful contractor hereby warrants and certifies that he/she is authorized to enter into this Agreement and to execute same on behalf of the Contractor as the act of the said Contractor.

SPECIAL PROVISIONS

INVITATION TO BID
ALARM SERVICES
GALVESTON COUNTY, TEXAS

This Agreement, including the General and Special Provisions and all Amendments or Addendums issued by the County, contains all the terms and conditions agreed upon by the parties. No other Agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either party hereto.

Galveston County reserves the right to add or delete locations and/or equipment under the provisions of this Agreement.

N. AWARDED PRICES

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.

O. 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

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 3, item 11, 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.

End of Special Provisions

SPECIAL PROVISIONS

**INVITATION TO BID
ALARM SERVICES
GALVESTON COUNTY, TEXAS**

Exhibit A - Locations

Carbide Park (Main Building Fire); Carbide Park (Main Building Burg); Carbide Park Service Center
4102 Main St (GM 519)
La Marque, Tx 77568

Dickinson Community Center
2714 Hwy 3
Dickinson, Texas 77539

Galv Co Adult Probation/Storage (Fire)
715 19th St.
Galveston, Texas 77550

Galv Co Animal Resource Center (Fire); Galv Co Animal Resource Center (Bldg); Galv Co Animal Resource Center (Stray Dog); Galv Co Animal Resource Center (Medical); Galv Co Animal Resource Center (Intake)
3412 Loop 197 North
Texas City, Texas 77590

Galv Co Auto Crimes (Entry Hall)- Door Only; Galv Co Auto Crimes (Office)
1620 Gill Rd
Dickinson, Texas 77539

Galv Co Bayside Community Center (Burg); Galv Co Bayside Community Center (Fire)
4833 10th St.
Bacliff, Texas

Galv Co Care Here Clinic (former) (same bldg. as Maintenance/separate system)
2028 Sealy
Galveston, Texas 77550

Galv Co Central Plant (Fire)
5800 Ball
Galveston, Texas 77551

Galv Co Court House (Fire)
722 21st St. (Moody Ave.)
Galveston, Texas 77550

Galv Co Courts Justice Building (Fire)
600 59th St.
Galveston, Texas 77551

SPECIAL PROVISIONS

INVITATION TO BID
ALARM SERVICES
GALVESTON COUNTY, TEXAS

Exhibit A – Locations (continued)

Galv Co Emergency Mgmt Facility, 911 (Fire)
1353 FM 646 West
Dickinson, Texas 77539

Galv Co JP 1 or 7 (Building); Galv Co JP 1 or 7 (Office); Galv Co JP 1 or 7 (Constable's Office)
4500 10th St.
Bacliff, Texas 77518

Galv Co JP 2 (West Co) (Office); Galv Co JP 2 (West Co) (Tax Office); Galv Co JP 2 (West Co) (Commissioners); Galv Co JP 2 (West Co) (Old Constable); Galv Co JP 2 (West Co) (Constable)
11730 Hwy 6
Santa Fe, Texas 77510

Galv Co JP 3 (Lobby); Galv Co JP 3 (Office); Galv Co JP 3 (Constable's Office)
203 Vauthier
La Marque, Texas 77568

Galv Co JP 3 (Fire); Galv Co JP 3 (Constable's Office); Galv Co JP 3 (Tax Office)
Galv Co JP 3 (Court & Court Offices)
940 Noble Carl Dr.
Crystal Beach, Texas 77650

Galv Co JP 4 Annex (Fire); Galv Co JP 4 Annex (Building); Galv Co JP 4 Annex (Tax Office)
Galv Co JP 4 Annex (Panic)
172 Calder Rd.
League City, Texas 77563

Galv Co Judges Admin Offices
131 Pecan St.
League City, Texas 77573

Galv Co La Marque Pumping Station
1100 Levy Rd
La Marque, Texas 77568

Galv Co Law Enforcement Building (Fire) (Jail)
601 54th St.
Galveston, Texas 77551

Galv Co Maintenance Shop (Fire); Galv Co Maintenance Shop (Burg)
2002 - A Sealy
Galveston, Texas 77550

Galv Co Medical Examiner (Temperature)
6607 Emmett F Lowry Expy.
Texas City, Texas 77591

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SPECIAL PROVISIONS

**INVITATION TO BID
ALARM SERVICES
GALVESTON COUNTY, TEXAS**

Exhibit A – Locations (continued)

Galv Co Mid County Annex (Fire)
6850 Emmett F Lowry Expy
Texas City, Texas 77591

Gal Co Mosquito Control
5115 Hwy 3
Dickinson, Texas 77539

Galv Co Mosquito Control
2720 Terminal Dr.
Galveston, Texas 77551

Galv Co Records & Recycle Bldg.
2011 Sealy
Galveston, Texas 77550

Galv Co Sheriff's Warehouse
1207 Oak
La Marque, Texas 77568

Gal Co SO ID (Main Office); Gal Co SO ID (File Room); Gal Co SO ID (Vault)
Galv Co SO ID (Evidence Drop Room)
601, 54th St.
Galveston, Texas 77551

Galv Co Tax Office; Galv Co Tax Office (Vault)
722 21st St.
Galveston, Texas 77550

Galv Co Texas City Tax Office; Galv Co Texas City Court House Annex
2516 Texas Ave, Room 101
Texas City, Texas 77590

Galv Co Warehouse
2201 Ave L
Galveston, Texas 77550

Galveston Fire Station #5
5728 Ball
Galveston, Texas 77551

High Island Gymnasium
2116 6th St.
High Island, Texas 77623

Jerry J Esmond Juvenile Center (Fire); Jerry J Esmond Juvenile Center (Panic)
6101 Attwater Ave
Texas City, Texas 77590

SPECIAL PROVISIONS

**INVITATION TO BID
ALARM SERVICES
GALVESTON COUNTY, TEXAS**

Exhibit A – Locations (continued)

Sam Popovich Building JP 3 (Fire); Sam Popovich Building JP 3 (Burg)
1922 Sealy
Galveston, Texas 77550

Texas Agri-Life Extension Office
4102-B FM 519
La Marque, Texas 77568

Texas City Flood Gate
5000 Levy Rd.
Texas City, Texas 77590

Texas City Pumping Station
2601 Texas City Port Blvd.
Texas City, Texas 77590

Walter Hall Park
807 Hwy 3 S.
League City, Texas 77573

SPECIAL PROVISIONS

**INVITATION TO BID
ALARM SERVICES
GALVESTON COUNTY, TEXAS**

**P. REQUIRED DOCUMENTS CHECKLIST
ALARM SERVICES
COUNTY OF GALVESTON, TEXAS**

By signing here, the firm does hereby attest that it has fully read the instructions, conditions and general and special provisions and understands them.

THE COMPANY OF: _____

ADDRESS: _____

FEIN (TAX ID): _____

The following shall be returned with your bid. Failure to do so may be ample cause for rejection of bid 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, if any	#1_____ #2_____ #3_____ #4_____
3. One (1) original submittal and two (2) copies of submittal	_____
4. ATTACHMENT A - Vendor Qualification Packet	_____
6. ATTACHMENT B - Certification Reg. Debarment, Suspension and Other Ineligibility	_____
7. ATTACHMENT C - Certification Regarding Lobbying Form	_____
8. ATTACHMENT D - Non-Collusion Affidavit	_____
9. ATTACHMENT E - Prohibition on Contracts with Companies Boycotting Israel	_____
10. ATTACHMENT F - Prohibition on Contracts with Certain Companies	_____
11. ATTACHMENT G - Information for Notice	_____
12. ATTACHMENT H - References	_____
13. Three (3) signed contracts (included in bid packet)	_____
14. Bid Sheet	_____
15. Line Item Detail Sheet	_____

Person to contact regarding this bid: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____

Name of person authorized to bind the Firm: _____

Signature: _____ Date: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____