



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

March 5, 2025

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

Re: ITB #B232013, Electrical Services for Galveston County
Contract #CM23171

Gentlemen,

The contract associated with ITB #B232013, Electrical Services for Galveston County, is scheduled for its second extension on June 15, 2025. The contracted vendor for this service is Crescent Engineering Company, Inc. dba Crescent Electric.

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

It is requested that the extension be authorized.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Rufus G. Crowder", followed by a long horizontal line extending to the right.

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

Dickey, Tammy

From: Anderson, Augustus
Sent: Wednesday, March 5, 2025 1:07 PM
To: Fleming, Melissa; Garcia, Mark
Subject: RE: B232013 - Electrical Services for Galveston County - CM23171

Please extend this agreement.

Gus Anderson

Director of Facilities

Galveston County

722 Moody

Galveston, TX 77550

Office: (409) 765-2643 | Cell: (409) 319-6018



From: Fleming, Melissa <Melissa.Fleming@galvestoncountytexas.gov>
Sent: Wednesday, March 5, 2025 8:29 AM
To: Anderson, Augustus <Augustus.Anderson@galvestoncountytexas.gov>; Garcia, Mark <Mark.Garcia@co.galveston.tx.us>
Subject: B232013 - Electrical Services for Galveston County - CM23171

Hello,

The Electrical Services for Galveston County contract is up for second renewal. Please advise if you wish to offer the first renewal to CRESCENT ENGINEERING COMPANY INC.

CM23171 / SC-0000340 / B232013 – Contract began on 06/15/2023 and is set to expire on 06/14/2025. Please let me know how you want to proceed.

Sincerely,

Melissa Fleming

Contract Administrator

Galveston County Purchasing Department

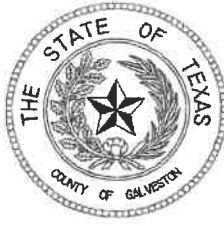
Galveston County Courthouse

722 21st. Street, 5th Floor

Galveston, Texas 77550

Office: (409) 770-5375

Fax: (409) 765-3106



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB

PURCHASING AGENT

COUNTY COURTHOUSE

722 Moody (21st Street)

Fifth (5th) Floor

GALVESTON, TEXAS 77550

Wednesday, March 5, 2025

CRESCENT ENGINEERING COMPANY INC

dba CRESCENT ELECTRIC

P.O. BOX 36

LA MARQUE, TX 77568

RE: SOLICITATION NAME: Electrical Services for Galveston County
Contract # CM23171 / Bid # B232013

Good day,

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

- Contract Number: CM23171
- Bid Number: B232013
- Solicitation Name: Electrical Services for Galveston County
- Extension Period: 06/15/2025 – 06/14/2026

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

Sara Broze
ACCEPTED BY (signature)

Office Manager
TITLE

SPECIAL PROVISIONS

**INVITATION TO BID
ELECTRICAL SERVICES FOR GALVESTON COUNTY
GALVESTON COUNTY, TEXAS**

TABLE OF CONTENTS

A.	PURPOSE.....	3
B.	EXCEPTIONS TO BID CONDITIONS	3
C.	PROCUREMENT TIMELINE.....	3
D.	SUBMISSION INSTRUCTIONS	4
E.	BID SURETY	4
F.	PERFORMANCE AND PAYMENT BONDS	4
G.	BEST AND FINAL OFFERS (BAFO)	4
H.	DAVIS-BACON WAGE RATES	4
I.	PERSONNEL TO CONTACT	4
J.	PROGRAM ADMINISTRATION & CONTRACT MANAGEMENT	5
K.	REQUIREMENTS OF INVITATION TO BID.....	6
L.	INSURANCE.....	6
M.	SCOPE OF SERVICES	7
N.	EQUIPMENT	7
O.	WORK STANDARDS	8
P.	CHARGES:.....	8
Q.	ESTIMATES:	8
R.	SAFETY:	8
S.	PERMITS:	9
T.	WORKMANSHIP AND INSPECTIONS:.....	9
U.	CLEAN-UP:.....	9

SPECIAL PROVISIONS

**INVITATION TO BID
ELECTRICAL SERVICES FOR GALVESTON COUNTY
GALVESTON COUNTY, TEXAS**

V.	WARRANTY GUARANTEE:.....	9
W.	REPAIR WORK:.....	9
X.	PROTECTION OF PROPERTY:.....	9
Y.	UNSATISFACTORY WORK:.....	10
Z.	EMPLOYEES OF THE CONTRACTOR:.....	10
AA.	RETENTION OF RECORDS:	10
BB.	GALVESTON COUNTY RESPONSIBILITIES:.....	10
CC.	PAYMENT TERMS AND DELIVERIES:.....	10
DD.	CONTRACTORS QUALIFICATIONS AND DELIVERABLES:	10
EE.	PROTECTION OF MATERIALS:	11
FF.	COST:	11

SPECIAL PROVISIONS

INVITATION TO BID ELECTRICAL SERVICES FOR GALVESTON COUNTY 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.

A. PURPOSE

The County of Galveston is seeking a contractor to provide the services of licensed electricians to perform electrical repairs, installations, and maintenance for County buildings designated by Galveston County on an "as needed" basis.

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)	Thursday, February 9, 2023
Advertise Solicitation (second date of publication)	Thursday, February 16, 2023
Question Deadline	Thursday, February 23, 2023 by 5:00 p.m.
Submission Deadline / Bid Opening	Thursday, March 16, 2023 at 2:15 p.m.

Interested parties may attend the Thursday, March 16, 2023, 2:15 p.m. bid opening virtually by using the following link:

<https://galvestoncountytx.webex.com/galvestoncountytx/j.php?MTID=mf3468cef9696480273b7a6a11e3dd77f>

Join by meeting number

Meeting number (access code): 2490 884 0843

Meeting password: B232013 (2232013 from video systems)

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,24908840843## US Toll

Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

SPECIAL PROVISIONS

INVITATION TO BID ELECTRICAL SERVICES FOR GALVESTON COUNTY GALVESTON COUNTY, TEXAS

Join from a video system or application
Dial 24908840843@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, and three (3) single-sided copies must be submitted no later than **2:15 P.M. CST, on Thursday, March 16, 2023:**

**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 **2:15 P.M. 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.

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:

SPECIAL PROVISIONS

INVITATION TO BID ELECTRICAL SERVICES FOR GALVESTON COUNTY GALVESTON COUNTY, TEXAS

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 “**Electrical Services for Galveston County– ITB #B232013– 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>

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.

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:

SPECIAL PROVISIONS

INVITATION TO BID ELECTRICAL SERVICES FOR GALVESTON COUNTY GALVESTON COUNTY, TEXAS

William Riordan
Facilities Director
722 Moody, 6th Floor
Galveston, TX 77550

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 three (3) 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.

L. 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 ELECTRICAL SERVICES FOR GALVESTON COUNTY GALVESTON COUNTY, TEXAS

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.

M. SCOPE OF SERVICES

The County of Galveston is seeking a contractor to provide the services of licensed electricians to perform electrical repairs, installations, and maintenance for County buildings designated by Galveston County on an "as needed" basis. Any estimates referenced are estimates only and are given for the information of bidder and for the purpose of bid evaluation. They do not indicate the actual amount that will be expended, since such expenditures will depend upon requirements which develop during the contractual period. The successful contractor shall provide all labor, materials and equipment required to complete all assigned jobs.

Contractor shall be able to start all non-emergency projects within ten (10) working days after notification from Galveston County's Authorized Representative. The contractor shall complete each non-emergency job within the time specified in their project estimate. For the purpose of this bid, an emergency is defined as any condition which is a threat to health, welfare, or the safety of people and/or property or a condition that will affect an essential service(s) as determined by Galveston County. Contractor shall provide 24 (twenty-four) hour call answering services.

N. EQUIPMENT

Contractor shall own and have in good to excellent condition, all equipment necessary to perform the described services and related tasks.

The following items are representative of the services that may be required and requested throughout each contractual period. **This is not an all-inclusive list.** Other types of repairs and services may be required and/or requested.

- Installation and removal of load centers;
- Installation and removal of circuit breakers;
- Wiring for water heaters;
- Wiring for electrical outlets;
- Replacement of switches, receptacles and wall plates;
- Installation of service loops;
- Repairing of lighting circuits;
- Re-wiring or placing wire conduit;
- Installation of overhead light fixtures;
- Installation of 120V or 240V electrical receptacles for air conditioners, lights, etc.;

SPECIAL PROVISIONS

INVITATION TO BID ELECTRICAL SERVICES FOR GALVESTON COUNTY GALVESTON COUNTY, TEXAS

- Installation of exhaust fans;
- Sports Field Complex Lighting: (to include but not be limited to baseball, football, soccer fields, etc.);
- Parking lot lighting

O. WORK STANDARDS

All work shall be performed according to the standards of the electrical industry and to the complete satisfaction of Galveston County. All work shall conform to Galveston County's Electrical Specifications.

All work performed by contractor shall be to a professional standard, complying with the requirements of the applicable edition of the National Electrical Code, Uniform Building Code, State and Local building codes, and local electrical ordinances.

Contractor must meet all federal EPA and OSHA guidelines in the proper handling and disposal of special waste or contaminated materials.

P. CHARGES:

Man-hours paid under this contract shall be only for productive hours at the job site. Time spent for transportation of workers, material acquisition, handling and delivery, or for movement of contractor owned or rental equipment is not chargeable directly but is overhead and shall be included in the hourly bid for basic labor.

Regular service shall be made available between the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, excluding County recognized holidays. All work requested outside of these times shall be considered EMERGENCY after hour's service and shall be charges at rate specified in the bid.

Service shall be made available to the County 365 days per year, 24 hours per day

Q. ESTIMATES:

Contractor shall provide written "not to exceed" estimates on all projects except on emergencies. This estimate shall include the estimated number of hours, hourly rates, number and types of employees required, estimated material costs and number of calendar days required for project completion. Contractor shall respond to requests for estimates for non-emergency work within two (2) days and provide written estimates within five (5) days. It shall be the contractor's responsibility to ensure they have all information to prepare accurate estimates.

Competitive Pricing: It is Galveston County's intent to obtain the best quality work at a competitive price. If, in Galveston County's opinion, an estimate is deemed unreasonable, Galveston County will inform the contractor. If an agreement on a competitive price cannot be reached, Galveston County reserves the right to use an alternate contractor for the requested work.

R. SAFETY:

All contractors and subcontractors performing service for Galveston County are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors shall be held responsible for the safety for their

SPECIAL PROVISIONS

INVITATION TO BID ELECTRICAL SERVICES FOR GALVESTON COUNTY GALVESTON COUNTY, TEXAS

employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site.

S. PERMITS:

It shall be the responsibility of the Contractor(s) to comply with the City and County Ordinances by securing the necessary permits.

T. WORKMANSHIP AND INSPECTIONS:

All work under the resulting contract shall be performed in a skillful and workmanlike manner. Galveston County may, in writing, require the Contractor to remove any employee from work that Galveston County desires. Furthermore, Galveston County may, from time to time make inspections of the work performed under this contract. Any inspections that indicate defectives will be the responsibility of the Contractor to correct at no additional cost to Galveston County from any responsibility regarding defective parts, equipment or service, or from any required local city inspections

U. CLEAN-UP:

The Contractors shall be responsible for removing all debris from the site and the cleaning of affected areas. Contractor shall keep the premises free of debris and unusable materials resulting from their work and as work progresses, or upon request by Galveston County's representative, shall remove such debris and materials from the property. The Contractor shall leave all affected areas as they were prior to beginning work.

V. WARRANTY GUARANTEE:

Parts, replacement parts, and fixtures shall be new and warranted for at least ninety (90) days. All labor for repairs shall have a one (1) year labor warranty.

W. REPAIR WORK:

Repair work shall be performed at the site, unless by the nature of the required repairs, it would be necessary to move a component to the Contractor's shop for repair. If unit is to be down for more than twelve (12) hours, Galveston County will be advised and informed of the nature of repairs. Galveston County reserves the right to outsource services and/or parts if downtime exceeds twelve hours, or the vendor is unable to obtain replacement parts/components within a twelve (12) hour period.

X. PROTECTION OF PROPERTY:

The contractor shall make necessary repairs in such a manner that does not damage property. In the event damage occurs to property by reason of any repairs or installations performed under the Contract, the Contractor shall replace or repair the same at no cost to the County. If damage caused by the Contractor has to be repaired or replaced by Galveston County, the cost of such work shall be deducted from the monies due the Contractor.

SPECIAL PROVISIONS

INVITATION TO BID ELECTRICAL SERVICES FOR GALVESTON COUNTY GALVESTON COUNTY, TEXAS

Y. UNSATISFACTORY WORK:

In the event the work performance of the Contractor is unsatisfactory, the Contractor will be notified by Galveston County and be given seven (7) calendar days to correct the work. There will be no cost to Galveston County for any re-works.

Z. EMPLOYEES OF THE CONTRACTOR:

No one except authorized employees of the Contractor are allowed on the job premises. Contractors' employees are NOT to be accompanied in their work area by acquaintances, family members, or assistants of any other person unless said person is an authorized employee of the Contractor.

AA. RETENTION OF RECORDS:

The contractor agrees to retain all financial books, records, and other documents relevant to this Contract for seven (7) years after final payment or until after the resolution of any audit questions which could be more than seven (7) years, whichever is longer. The Department, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of any and all said materials.

BB. GALVESTON COUNTY RESPONSIBILITIES:

Galveston County's representative shall be responsible for:

1. Instructing the contractor of what the work consists of and materials/equipment which may be needed when applicable.
2. Approving a record of time and materials used for the job and state on the work ticket that they have inspected and accepted the work performed and the date.
3. In the event overtime is required to complete the work before the fact, approval shall be obtained from Galveston County's Authorized Representative.

CC. PAYMENT TERMS AND DELIVERIES:

Payment will be made after satisfactory completion of the work. Submit invoices, along with signed work report "Record of Time and Material" for each job performed to Galveston County Auditor's Office, P.O. Box 1418, Galveston, Texas 77553.

DD. CONTRACTORS QUALIFICATIONS AND DELIVERABLES:

Each bidder is requested to submit with their bid, the following information:

1. A statement showing that the bidder has the experience and ability to perform and has been actively and regularly engaged in the business performing the type of work described herein for a minimum of two (2) years.
2. A list of three (3) satisfactory references, including the names, telephone numbers, and other contact information of a contact person for each including a description of the job.
3. Evidence of any and all licenses held by all employees necessary to perform the work as required in this solicitation

SPECIAL PROVISIONS

**INVITATION TO BID
ELECTRICAL SERVICES FOR GALVESTON COUNTY
GALVESTON COUNTY, TEXAS**

EE. PROTECTION OF MATERIALS:

It shall be the sole responsibility of the Contractor performing services to safeguard their own materials, tools, and equipment. Galveston County shall not assume responsibility for vandalism and/or theft of materials, tools and/or equipment.

FF. COST:

The unit price submitted by the bidder shall include all costs to the County, including the material, delivery, current freight rate, or any other costs.

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