# INVITATION FOR BIDS PACKET

**Invitation For Bids (IFB)**

**Project Title:** Hutchinson County Annex Generator

**Date Issued:** 10/13/2026

**Bid Due Date:** 11/16/2026 by 3 PM

**Contact Information:**


- **Name:** Alan Wells
- **Title:** Emergency Management Coordinator
- **Organization:** Hutchinson County of Texas
- **Address:** PO Box 850, Stinnett, TX 79083
- **Phone:** 806-878-4050
- **Email:** awells@hutchinsoncnty.com


## 1. Introduction

Hutchinson County of Texas is seeking bids from qualified contractors for the installation of a generator at the Hutchinson County Annex building located in Borger, Texas. The purpose of this IFB is to identify and select a contractor or contractors who can provide efficient, cost-effective, and environmentally responsible services.

This procurement and any resulting contract are funded in whole or in part with financial assistance provided through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) and administered by the Texas Division of Emergency Management (TDEM). Accordingly, the procurement and the resulting contract shall be subject to all applicable federal, state, and local laws, regulations, executive orders, and grant requirements, including, without limitation, the procurement standards at 2 CFR Part 200 and the contract provisions required by Appendix II to 2 CFR Part 200, as applicable to the awarded contract. The successful bidder must agree to comply with all such requirements and to execute all certifications, disclosures, and other forms required as a condition of award.

## 2. Scope of Work

The selected contractor will be responsible for the following tasks:

- Provide labor, machinery, and materials to install a 20’ x 20’ concrete pad, RS150 Quiet Connect Cummins generator or equal product, 600A automatic transfer switch, and security fence.
- Provide labor, machinery, and materials to remove old concrete, bore 240 ft south, and install a natural gas line.
- Provide labor, machinery, and materials to consolidate two electric service feeds into a single electric service feed.

## 3. Bid Requirements

Bids should include the following information:

- **Company Information:** Name, address, and contact details of the company.
- **Experience:** Description of the company’s experience with similar projects.
- **Methodology:** Detailed plan for concrete pad, generator, and transfer switch installation, including equipment to be used and timeline.
- **Cost:** Detailed cost breakdown, including, but not limited to, the following and any additional fees:
    - RS150 Quiet Connect Cummins Generator or Equal Product
    - Generator Freight
    - 600A Automatic Transfer Switch
    - Transfer Switch Installation Labor
    - Existing Concrete Demolition
    - Concrete Pad Material
    - Concrete Pad Installation Labor
    - Conduit Material
    - Conduit Installation Labor
    - Security Fence Material
    - Security Fence Installation Labor
    - Gas Line Boring
    - Service Feed Consolidation Labor
- **Compliance:** Proof of compliance with all relevant regulations and certifications. (If applicable.)
- **References:** Contact information for at least three references from similar projects.
- **Bond/License:** A 5% bid bond, 100% payment bond, and 100% performance bond.
- **Affidavit:** Must sign all Affidavit(s) provided by Hutchinson County in this packet.

## 4. Bid Opening and Award

All bids received by the stated deadline will be publicly opened and read aloud on November 16, 2026 at 4:00 PM in the County Courtroom. Hutchinson County will review bids to determine whether each bid is responsive to the requirements of this solicitation and whether the bidder is responsible, including having the ability, resources, experience, and eligibility to perform the contract. Subject to applicable federal, state, and local requirements, including 2 CFR Part 200, Hutchinson County intends to award a firm-fixed-price contract to the lowest responsive bid submitted by a responsible bidder.

## 5. Submission Instructions

Sealed Bids must be received on or before November 16, 2026 no later than 3 PM. All submissions can be made by

Mail: Hutchinson County Auditor's Office, PO Box 850, Stinnett, TX 79083

OR

Delivery: 515 S. Main St. Ste. 206, Stinnett, TX 79083

The sealed envelope should be plainly marked "Hutchinson County Annex Generator Project". Late submissions will not be considered. Facsimile and email bids will not be accepted.

## 6. Questions and Clarifications

Any questions or requests for clarification should be directed to Alan Wells on or before November 12, 2026.

**Thank you for your interest in this project. We look forward to receiving your bid.**

**EXHIBIT A**

**STATE OF TEXAS**

**AFFIDAVIT**

**COUNTY OF HUTCHINSON**

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the following, who, upon oath, says:

I am the Manager, Secretary, or other agent or officer or the principal of the Bidder in the matter of the bids to which this affidavit is attached, and I have full knowledge of the relations of the Bidder with the other firms in this same line of business, and the Bidder is not a member of any trust, pool or combination to control the price of supplies bid on, or to influence any person to bid or not to bid thereon.

I further affirm that the Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted bid.

_____
Affiant

SWORN TO AND SUBSCRIBED BEFORE ME by the above Affiant, who, on oath states that the facts contained in the above are true and correct, this _____ day of _____, 20____.

_____
Notary Public in and for
_____ County, Texas

Name of Bidder _____

Signed by _____

Title _____

Address _____

Phone Number _____ Vendor Tax ID _____

E-Mail Address _____

**NOTE: BIDS NOT ACCOMPANIED BY THIS AFFIDAVIT WILL NOT BE CONSIDERED.**
The County of Hutchinson does not discriminate on the basis of race, color, national origin, sex, religion, age, and disability in employment or the provision of services.

**EXHIBIT B**

**VENDOR REFERENCES**

Please list references of past and current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this bid. ***THIS FORM MUST BE RETURNED WITH YOUR BID.***

## REFERENCE ONE:

| | |
|---|---|
| GOVERNMENT /COMPANY/BUSINESS NAME: | |
| ADDRESS/CITY/STATE/ZIP: | |
| CONTACT NAME/TITLE: | |
| BUSINESS PHONE/FAX: | |
| CONTRACT PERIOD: | SCOPE OF WORK: |

## REFERENCE TWO:

| | |
|---|---|
| GOVERNMENT /COMPANY/BUSINESS NAME: | |
| ADDRESS/CITY/STATE/ZIP: | |
| CONTACT NAME/TITLE: | |
| BUSINESS PHONE/FAX: | |
| CONTRACT PERIOD: | SCOPE OF WORK: |

## REFERENCE THREE:

| | |
|---|---|
| GOVERNMENT /COMPANY/BUSINESS NAME: | |
| ADDRESS/CITY/STATE/ZIP: | |
| CONTACT NAME/TITLE: | |
| BUSINESS PHONE/FAX: | |
| CONTRACT PERIOD: | SCOPE OF WORK: |

**EXHIBIT C**

**CERTIFICATION OF ELIGIBILITY**

(This provision applies if the anticipated contract exceeds $25,000)

By submitting a bid in response to this solicitation, the Respondent certifies that at the time of submission, it is **NOT** on the **State of Texas** list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid submission and time of award, the Respondent will notify the Hutchinson County Auditor. Failure to do so may result in terminating this contract for default.

https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php

_____

**Authorized Signature**

_____

**Company Name**

**THIS FORM MUST BE SIGNED AND THE ORIGINAL COPY RETURNED WITH BID.**

# Compliance with Federal and State Laws

**Certification of Eligibility (This provision applies if the anticipated contract exceeds $25,000)**

By submitting a bid in response to the solicitation, Bidder certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of bid submission and time of award, the Bidder will notify the Hutchinson County Purchasing Agent. Failure to do so may result in terminating the contract for default.

**Relating to State Contracts with and Investments in Companies that Boycott Israel**

Effective September 1, 2017, Contractor/Vendor verifies that it/he/she does not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017.

**Relating to State Contracts with and Investment in Companies that do Business with Iran, Sudan, or any known foreign terrorist organizations**

Effective September 1, 2017, Contractor/Vendor verifies that it/he/she does not do business with Iran, Sudan, or any known foreign terrorist organizations and will not do business with Iran, Sudan, or any known foreign terrorist organizations during the term of this contract. The term "foreign terrorist organization" is defined by Texas Government Code Section 806.001, effective September 1, 2017.

**Disclosure of Interested Parties**

By submitting a bid in response to the solicitation, the Bidder agrees to comply with HB 1295, Government Code 2252.908. **Bidder agrees to provide Hutchinson County Purchasing Agent, and/or requesting department, the Certificate of Interested Parties Form 1295 as required,** within ten (10) business days from notification of pending award, renewal, amended or extended contract.

Visit https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm for more information.

**8.3** By submitting a bid in response to the solicitation, the bidder verifies that it complies with Texas Government Code Chapter 2274 and further verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and, will not discriminate during the term of the contract against a firearm entity or firearm trade association.

**8.4** By submitting a bid in response to the solicitation, the bidder verifies that it complies with Texas Government Code Chapter 2274 and further verifies that it:

**(1)** does not boycott energy companies; and

**(2)** will not boycott energy companies during the term of the contract. In this provision:

**(1) "**Boycott energy company" has the meaning assigned by Section 809.001.

**(2) "**Company" has the meaning assigned by Section 809.001, except that the term does not include a sole proprietorship.

**(3) "**Governmental entity" has the meaning assigned by Section 2251.001.

(Company Name) (Address)

(Signature) (Title) (Date)

(Email) (Phone)

**THIS FORM MUST BE SIGNED AND THE ORIGINAL COPY RETURNED WITH BID.**

# Hutchinson County

**P.O. Box 850 Stinnett, Texas 79083 (806) 878-4015**
**Lesha Krieg, County Auditor**

## EXHIBIT D

To: Vendors of Hutchinson County, Texas

From: Lesha Krieg

Re: Conflict of Interest Questionnaire

Vendor;

Attached, please find a Conflict of Interest Questionnaire. Please complete this form if you have an applicable Conflict of Interest with any Hutchinson County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. Please **DO NOT** complete this form if you do not have a viable conflict.

By submitting a response to this the request, a vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

### *Applicable Law*

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Hutchinson County no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. Please see attached questionnaire

# CONFLICT OF INTEREST QUESTIONNAIRE

**FORM CIQ**

**For vendor doing business with local governmental entity**

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____
Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

_____
Signature of vendor doing business with the governmental entity

_____
Date

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 11/30/2015

## CONFLICT OF INTEREST QUESTIONNAIRE
## For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

***

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 11/30/2015

**EXHIBIT E**

**CERTIFICATION REGARDING LOBBYING**

## Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

_____

**SIGNATURE OF CONTRACTOR’S AUTHORIZED OFFICIAL**

_____

**NAME AND TITLE OF CONTRACTOR’S AUTHORIZED OFFICIAL**

_____

**DATE**

**THIS FORM MUST BE SIGNED AND THE ORIGINAL COPY RETURNED WITH BID.**