SOUTH TEXAS WATER AUTHORITY

REQUEST FOR COMPETITIVE SEALED PROPOSALS

CSP NO. 2026-01

MOLD REMEDIATION AND BUILDING RESTORATION SERVICES

ISSUED BY

South Texas Water Authority

2302 E. Sage Road
Kingsville, Texas 78363
Phone: (361) 592-1406

ISSUE DATE June 9, 2026

PROPOSAL DUE DATE: Tuesday, June 23, 2026, 2:00 PM (Central Time)

MANDATORY PRE-PROPOSAL CONFERENCE: Friday, June 12, 2026, 1:00 PM

South Texas Water Authority Headquarters
2302 E. Sage Road
Kingsville, Texas 78363

BOARD OF DIRECTORS

South Texas Water Authority
Final Award Authority Reserved to the Board of Directors

NOTICE TO PROPOSERS

The South Texas Water Authority ("STWA") is soliciting Competitive Sealed Proposals from qualified firms to provide turnkey mold remediation and building restoration services for the Authority's headquarters facility located at 2302 E. Sage Road, Kingsville, Texas.

The project consists of remediation, demolition, reconstruction, restoration, cleaning, testing, and all associated work necessary to return the facility to normal occupancy and operational use.

The facility consists of approximately 1,600 square feet and eleven (11) rooms.

STWA has obtained a Mold Assessment Report, Indoor Air Quality Report, and Laboratory Testing Report. These reports shall be made available upon request to prospective proposers through the Executive Director or designee and may be relied upon for purposes of proposal preparation.

This procurement shall be conducted utilizing the Competitive Sealed Proposal process and award shall be made to the responsible proposer whose proposal is determined to provide the best value to the Authority.

A mandatory pre-proposal conference and site visit will be conducted on Friday, June 12, 2026, at 1:00 PM at the STWA Headquarters facility.

Sealed proposals must be received by STWA no later than Tuesday, June 23, 2026, at 2:00 PM (Central Time).

The STWA Board of Directors anticipates consideration of award during its regularly scheduled meeting on June 30, 2026.

STWA reserves the right to reject any or all proposals, waive informalities and minor irregularities, request additional information, negotiate with one or more proposers, cancel this solicitation, and award a contract deemed to be in the best interest of the Authority.

Questions regarding this solicitation shall be directed to: John Marez, Executive Director or Frances DeLeon, Asst Exec Dir/Business Manager

South Texas Water Authority
2302 E. Sage Road
Kingsville, Texas 78363
Phone: (361) 592-9323
Email: info@stwa.org

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SECTION 2

INSTRUCTIONS TO PROPOSERS

2.01 Procurement Method

This procurement is being conducted pursuant to the Competitive Sealed Proposal process. The Authority intends to select the proposal that provides the best overall value considering qualifications, experience, project approach, schedule, pricing, references, and other evaluation criteria identified herein.

Selection shall not necessarily be made on the basis of lowest price.

2.02 Proposal Submission

One (1) original proposal, three (3) hard copies, and one (1) electronic PDF copy on USB drive shall be submitted in a sealed envelope clearly marked:

CSP NO. 2026-01

Mold Remediation and Building Restoration Services

Proposals shall be delivered to:

South Texas Water Authority
Attn: Executive Director
2302 E. Sage Road
Kingsville, Texas 78363

2.03 **Deadline**

Proposals must be received no later than:

Tuesday, June 23, 2026
2:00 PM (Central Time)

Late proposals may be rejected. STWA reserves the right, when determined to be in its best interest and consistent with applicable law, to consider or reject late submissions at its sole discretion.

2.04 **Questions and Requests for Clarification**

Questions shall be submitted in writing to the Executive Director no later than June 16, 2026, at 2:00 PM.

Responses deemed necessary by STWA shall be issued through written addenda.

Only written addenda issued by STWA shall be binding.

2.05 **Mandatory Site Visit**

Attendance at the June 12, 2026 pre-proposal conference and site visit is mandatory.

Failure to attend may result in proposal rejection as non-responsive.

SECTION 3

PROCUREMENT SCHEDULE

The South Texas Water Authority anticipates utilizing the following procurement schedule. STWA reserves the right to modify any dates identified below through written addendum.

Event	Date	Time
RFP Issued	June 9, 2026	8:00 AM
Mandatory Pre-Proposal Conference & Site Visit	June 12, 2026	1:00 PM
Deadline for Questions	June 16, 2026	2:00 PM
Final Addendum Issued (if necessary)	June 18, 2026	5:00 PM
Proposal Submission Deadline	June 23, 2026	2:00 PM
Proposal Evaluation Period	June 24-29, 2026	N/A
Board Consideration of Award	June 30, 2026	As Posted
Notice of Award	July 1, 2026	N/A
Notice to Proceed (Estimated)	July 6, 2026	N/A
Substantial Completion (Target)	September 4, 2026	N/A
Final Completion (Target)	September 19, 2026	N/A

SECTION 4

PROJECT BACKGROUND

4.01 South Texas Water Authority

The South Texas Water Authority ("STWA") is a regional wholesale water provider serving communities and water supply corporations throughout South Texas. The Authority owns, operates, and maintains critical public infrastructure necessary to provide safe and reliable water service to its customers.

STWA maintains administrative offices located at 2302 E. Sage Road, Kingsville, Texas, which serve as the headquarters facility for Authority operations, administration, customer service, engineering coordination, and executive management functions.

4.02 Project Purpose

STWA has identified mold contamination within portions of its headquarters facility. In response, the Authority commissioned professional assessments and testing to evaluate conditions within the building.

The purpose of this project is to procure a qualified contractor capable of providing a complete turnkey solution to remediate affected areas and restore the facility to a safe, functional, and occupiable condition.

The Authority desires a comprehensive project approach that minimizes operational disruption, protects public assets, complies with applicable regulations, and provides long-term durability of restored building components.

4.03 Project Goals

The primary goals of this project include:

· Removal of mold-contaminated materials and affected building components;
· Protection of occupants and adjacent areas during remediation activities;
· Restoration of affected areas to pre-loss or improved condition;
· Compliance with all applicable federal, state, and local regulations;
· Timely completion of work;
· Minimization of operational impacts to STWA staff and customers;
· Delivery of a fully restored and functional facility suitable for normal occupancy.

SECTION 5

EXISTING CONDITIONS

5.01 Facility Description

The project site consists of the South Texas Water Authority Headquarters located at:

2302 E. Sage Road
Kingsville, Texas 78363

The facility consists of approximately 1,600 square feet and contains eleven (11) rooms utilized for administrative and operational functions.

5.02 Existing Reports

The Authority has obtained the following reports related to the facility:

- Mold Assessment Report
- Indoor Air Quality Report
- Laboratory Testing Report

These reports shall be made available upon request to prospective proposers through the Executive Director or designated representative.

For purposes of proposal preparation, contractors may rely upon the findings and recommendations contained within these reports.

5.03 Site Investigation

Proposers are responsible for becoming familiar with existing conditions that may affect the performance of the work.

The mandatory pre-proposal conference and site visit have been established to provide proposers the opportunity to inspect the facility and verify conditions prior to proposal submission.

Failure to inspect the project site shall not relieve the successful proposer of responsibility for performing all work required by the contract documents.

5.04 Existing Operations

The STWA Headquarters is an active public facility.

The successful contractor shall coordinate all work activities with STWA to minimize disruption to Authority operations and personnel.

The contractor shall be responsible for maintaining safe work areas and protecting Authority employees, visitors, equipment, records, and property throughout the duration of the project.

SECTION 6

SCOPE OF SERVICES

6.01 General Requirements

The successful proposer shall furnish all labor, supervision, equipment, materials, tools, transportation, permits, disposal services, testing, insurance, and incidentals necessary to provide a complete turnkey mold remediation and building restoration project.

The intent of this solicitation is to secure a single contractor responsible for all aspects of project execution.

6.02 Mold Remediation Services

Services shall include, but not be limited to:

- Establishment of containment areas;
- Installation and maintenance of negative air pressure systems;
- HEPA filtration and air scrubbing;
- Isolation of affected work zones;
- Removal of mold-contaminated materials;
- Cleaning and sanitization of affected surfaces;
- Application of approved antimicrobial treatments;
- Removal and lawful disposal of contaminated materials;
- Documentation of remediation activities.

All remediation activities shall comply with applicable Texas Department of Licensing and Regulation (TDLR) requirements and industry standards.

6.03 Demolition Services

Contractor shall perform demolition of affected materials as necessary, including:

- Drywall;
- Insulation;
- Ceiling systems and ceiling tiles;
- Flooring materials;
- Trim and finish materials;
- Other affected building components.

6.04 Restoration Services

Contractor shall restore all disturbed or removed building components, including:

- Drywall installation and finishing;
- Insulation replacement;
- Ceiling replacement;
- Flooring replacement;
- Painting and wall finishes;
- Baseboards, trim, and moldings;
- Minor carpentry and finish work;
- Restoration of all affected areas to a uniform and professional appearance.

All replacement materials shall be new and of commercial quality equal to or better than existing materials.

6.05 Project Management

Contractor shall provide:

- Dedicated project manager;
- Project schedule;
- Weekly progress reports;
- Coordination of subcontractors;
- Quality control oversight;
- Safety management;
- Project closeout documentation.

6.06 Independent Clearance Testing

Independent post-remediation verification and clearance testing shall be required prior to project acceptance.

The Authority reserves the right to retain an independent environmental consultant to perform clearance testing.

All costs associated with corrective actions necessary to achieve clearance shall be borne by the contractor.

6.07 Schedule Requirements

- Contractor shall commence work promptly following issuance of a Notice to Proceed.
- Substantial Completion shall be achieved within sixty (60) calendar days.
- Final Completion shall be achieved within seventy-five (75) calendar days.
- Any deviation from these timeframes shall be clearly identified within the proposal.

6.08 Liquidated Damages

The successful proposer acknowledges that time is of the essence.

Should the contractor fail to achieve Final Completion within the contract time, liquidated damages may be assessed in the amount of Two Hundred Fifty Dollars ($250.00) per calendar day until completion is achieved.

6.09 Warranties

The contractor shall provide a minimum one (1) year warranty covering workmanship, materials, and restoration services performed under this contract.

Any defects identified during the warranty period shall be corrected by the contractor at no additional cost to STWA.

SECTION 7

CONTRACTOR QUALIFICATIONS

7.01 Minimum Qualifications

To be considered responsive, proposers shall demonstrate the capability, experience, financial resources, personnel, and equipment necessary to successfully perform the work described in this solicitation.

At a minimum, proposers shall:

- Have a minimum of five (5) years of experience performing commercial mold remediation and building restoration projects;
- Have successfully completed at least three (3) projects of similar size and complexity within the past five (5) years;
- Possess all licenses required by the State of Texas and applicable regulatory agencies;
- Maintain all required insurance coverage identified in this solicitation;
- Be in good standing with the State of Texas;
- Demonstrate the financial capacity necessary to complete the project.

7.02 Mold Remediation Certifications

The prime contractor or designated remediation subcontractor shall possess all certifications required to perform mold remediation services in the State of Texas.

The proposer shall provide evidence of:

- Current Texas Mold Remediation Contractor License (if applicable);
- Current Texas Mold Remediation Worker Licenses (if applicable);
- IICRC certifications including AMRT, WRT, or equivalent industry-recognized credentials;
- Any additional certifications relevant to mold remediation, water damage restoration, environmental remediation, or building restoration.

7.03 Safety Requirements

The proposer shall maintain an active safety program and provide evidence of:

- OSHA compliance;
- Experience Modification Rate (EMR);
- Recordable incident history for the past three (3) years;
- Written safety policies and procedures.

STWA reserves the right to consider safety performance in evaluating proposals.

7.04 References

The proposer shall provide a minimum of three (3) references for projects completed within the past five (5) years involving:

- Public facilities;
- Government facilities;
- Commercial office facilities;
- Environmental remediation projects; or
- Comparable restoration projects.

References shall include:

- Client name;
- Contact person;
- Telephone number;
- Project description;
- Contract amount;
- Completion date.

7.05 Litigation and Claims History

The proposer shall disclose:

- Pending litigation;
- Arbitration proceedings;
- Contract disputes;
- Claims against public entities;
- Bond claims;
- Regulatory enforcement actions occurring within the previous five (5) years.

Failure to disclose such matters may result in disqualification.

SECTION 8

PROPOSAL REQUIREMENTS

8.01 General Requirements

Proposals shall be complete, organized, and contain sufficient information to permit evaluation by the Authority.

Incomplete proposals may be deemed non-responsive.

8.02 Proposal Format

Proposals should be organized in the following order:

TAB 1

Executive Summary

Provide a summary of the firm's qualifications, understanding of the project, and proposed approach.

TAB 2

Firm Qualifications

Include:

- Company history;
- Office location(s);
- Years in business;
- Organizational structure;
- Relevant licenses and certifications.

TAB 3

Project Team

Identify:

- Project Manager;
- Superintendent;
- Mold Remediation Supervisor;
- Key personnel assigned to the project;
- Resumes and qualifications.

TAB 4

Project Experience

Provide detailed descriptions of at least three (3) similar projects completed within the past five (5) years.

Include:

- Project owner;
- Location;
- Contract value;
- Scope of work;
- Completion date;
- Reference contact.

TAB 5

Project Approach

Describe:

- Remediation methodology;
- Restoration methodology;
- Quality control procedures;
- Safety procedures;
- Schedule management approach;
- Communication procedures.

TAB 6

Project Schedule

Provide:

- Proposed start date;
- Milestone schedule;
- Substantial completion date;
- Final completion date.

TAB 7

Cost Proposal

Provide a detailed itemized cost proposal including:

- Mobilization;
- Remediation;
- Demolition;
- Restoration;
- Testing coordination;
- Supervision;
- General conditions;
- Overhead and profit;
- Allowances;
- Alternate pricing if proposed.

STWA reserves the right to negotiate pricing with the highest-ranked proposer.

TAB 8

Insurance Documentation

Provide evidence of insurance meeting the requirements of this solicitation.

TAB 9

Required Forms and Certifications

Provide all completed forms identified in the Appendices.

8.03 Proposal Validity

Proposals shall remain valid for a period of ninety (90) calendar days following the submission deadline.

8.04 Withdrawal of Proposals

A proposal may be withdrawn prior to the submission deadline through written notice submitted to the Executive Director.

After the submission deadline, proposals may not be withdrawn without written consent of the Authority.

SECTION 9

EVALUATION CRITERIA AND SELECTION PROCESS

9.01 Evaluation Committee

The Executive Director may appoint an evaluation committee consisting of Authority staff, consultants, legal counsel, or other individuals deemed appropriate to assist in evaluating proposals.

The evaluation committee shall review and score proposals based upon the criteria identified herein.

The committee shall formulate a recommendation for consideration by the Board of Directors.

9.02 Evaluation Criteria

The following criteria may be utilized in evaluating proposals:

Criteria	Points
Cost Proposal	35
Relevant Experience	20
Project Team Qualifications	15
Project Approach	10
Project Schedule	5
References and Past Performance	5
Safety Record	5
Completeness and Responsiveness	5
Total Possible Points	100

9.03 Clarifications

STWA reserves the right to request clarifications, supplemental information, or additional documentation from any proposer.

9.04 Interviews

The Authority reserves the right to conduct interviews with one or more proposers.

Interview scores may be incorporated into the final evaluation process if deemed necessary.

9.05 Best Value Determination

Selection shall be based upon the proposal determined to provide the best overall value to the Authority.

Selection shall not necessarily be made on the basis of lowest price.

Factors considered may include:

- Cost;
- Qualifications;
- Experience;
- Safety performance;
- Schedule;
- References;
- Responsiveness;
- Overall project value.

9.06 Negotiations

Following evaluation, STWA reserves the right to negotiate scope, pricing, terms, conditions, schedules, and other contract provisions with the highest-ranked proposer.

If negotiations are unsuccessful, STWA reserves the right to terminate negotiations and proceed to the next highest-ranked proposer.

9.07 Board Award

Final award authority is vested solely with the South Texas Water Authority Board of Directors.

The evaluation committee recommendation shall not constitute an award.

No contract shall exist until approved by the Board of Directors and executed by authorized representatives of both parties.

9.08 Rejection of Proposals

The Authority reserves the right to reject any or all proposals when determined to be in the best interest of STWA.

SECTION 10

INSURANCE REQUIREMENTS

10.01 General Requirements

The successful proposer shall procure and maintain insurance coverage throughout the duration of the project and warranty period from companies authorized to conduct business in the State of Texas.

All insurance policies shall be written by insurers with an A.M. Best rating of A- or better unless otherwise approved by STWA.

Certificates of Insurance shall be provided prior to execution of the contract.

10.02 Minimum Insurance Requirements

The successful proposer shall maintain the following minimum coverage limits:

Commercial General Liability

• $1,000,000 Each Occurrence

• $2,000,000 General Aggregate

• $2,000,000 Products and Completed Operations Aggregate

Coverage shall include:

• Premises Operations

• Contractual Liability

• Independent Contractors

• Personal Injury

• Products and Completed Operations

Automobile Liability

• $1,000,000 Combined Single Limit

Coverage shall apply to all owned, non-owned, leased, and hired vehicles.

Workers' Compensation

Coverage shall comply with Texas statutory requirements.

Employer's Liability

• $500,000 Each Accident

• $500,000 Disease Policy Limit

• $500,000 Disease Each Employee

Pollution Liability Insurance

• $2,000,000 Per Claim

• $2,000,000 Aggregate

Coverage shall specifically include mold remediation, environmental remediation, transportation, handling, and disposal of contaminated materials.

10.03 Additional Insured

The South Texas Water Authority, its Board of Directors, officers, employees, agents, consultants, and representatives shall be named as Additional Insureds on applicable policies.

10.04 Cancellation Notice

Insurance policies shall provide thirty (30) days advance written notice of cancellation, non-renewal, or material modification.

10.05 Subcontractors

The contractor shall ensure that all subcontractors maintain insurance coverage meeting applicable requirements.

SECTION 11

BOND REQUIREMENTS

11.01 Performance Bond

The successful proposer shall furnish a Performance Bond in the full amount of the contract price whenever required by Texas law.

The bond shall guarantee faithful performance of all contract obligations.

11.02 Payment Bond

The successful proposer shall furnish a Payment Bond in the full amount required by Texas law.

The bond shall guarantee payment to laborers, suppliers, subcontractors, and material providers.

11.03 Surety Requirements

Bonds shall be issued by a surety company authorized to conduct business in Texas and acceptable to STWA.

11.04 Failure to Provide Bonds

Failure to provide required bonds within ten (10) business days following Notice of Award may constitute grounds for withdrawal of award and selection of another proposer.

SECTION 12

CONTRACT AWARD AND NEGOTIATIONS

12.01 Recommendation of Award

Following evaluation, STWA staff and/or the evaluation committee shall prepare a recommendation for consideration by the Board of Directors.

The recommendation may include:

• Ranking of proposers;

• Evaluation summary;

• Cost analysis;

• Best value determination;

• Contract recommendation.

12.02 Negotiation Authority

Prior to Board consideration, STWA reserves the right to negotiate with the highest-ranked proposer regarding:

• Scope of services;

• Pricing;

• Schedule;

• Contract provisions;

• Insurance requirements;

• Technical approaches;

• Clarifications.

12.03 Board Authority

Final award authority is vested solely with the South Texas Water Authority Board of Directors.

No proposer shall acquire any contractual rights until:

• Board approval is obtained;

• Contract documents are executed;

• Required bonds and insurance are provided.

12.04 Notice of Award

The selected proposer shall receive a written Notice of Award following Board action.

12.05 Notice to Proceed

Work shall not commence until issuance of a written Notice to Proceed by STWA.

SECTION 13

RESERVATION OF RIGHTS

The South Texas Water Authority expressly reserves the right to:

- Reject any or all proposals;
- Waive informalities and minor irregularities;
- Cancel this solicitation;
- Modify the scope of work;
- Reissue the solicitation;
- Request additional information;
- Conduct investigations regarding proposer qualifications;
- Verify references and project experience;
- Negotiate with one or more proposers;
- Award all or part of the project;
- Determine the proposal providing the best value to STWA.

The Authority shall not be liable for any costs incurred by proposers in preparing, submitting, or presenting proposals.

Submission of a proposal constitutes acceptance of all terms and conditions contained herein unless specifically identified otherwise within the proposal.

Late Proposals

Proposals received after the deadline may be rejected.

The Authority reserves the right, when determined to be in its best interest and consistent with applicable law, to consider or reject late submissions at its sole discretion.

Rejection for Non-Responsiveness

STWA reserves the right to reject any proposal that:

- Fails to comply with solicitation requirements;
- Omits required forms;
- Contains material deficiencies;
- Fails to demonstrate required qualifications;
- Is determined not to be in the best interest of the Authority.

SECTION 14

GENERAL TERMS AND CONDITIONS

14.01 Applicable Laws

The contractor shall comply with all applicable federal, state, and local laws, regulations, ordinances, and codes.

14.02 Permits and Licenses

The contractor shall obtain and maintain all permits, licenses, certifications, and approvals necessary to perform the work.

14.03 Texas Mold Regulations

All mold remediation activities shall comply with applicable Texas Department of Licensing and Regulation (TDLR) requirements and any successor regulatory requirements.

14.04 Independent Contractor

The contractor shall operate as an independent contractor and not as an employee or agent of STWA.

14.05 Safety

The contractor shall be solely responsible for jobsite safety and shall take all precautions necessary to protect persons and property.

14.06 Protection of Property

The contractor shall protect all Authority facilities, equipment, furnishings, records, and infrastructure from damage during performance of the work.

Any damage caused by the contractor shall be repaired or replaced at the contractor's expense.

14.07 Cleanup

The contractor shall maintain a clean and orderly worksite throughout the project.

Upon completion, the contractor shall remove all debris, waste materials, temporary facilities, and equipment.

14.08 Changes in Work

STWA reserves the right to order additions, deletions, or modifications to the work through written Change Orders.

No change in work shall proceed without written authorization from STWA.

14.09 Warranty

The contractor shall provide a minimum one (1) year warranty covering workmanship, materials, and restoration services.

Warranty periods shall commence upon Final Acceptance by STWA.

14.10 Indemnification

To the fullest extent permitted by law, the contractor shall indemnify, defend, and hold harmless the South Texas Water Authority, its Board of Directors, officers, employees, consultants, and agents from claims, damages, losses, liabilities, and expenses arising out of the contractor's performance of the work.

14.11 Governing Law

This solicitation and any resulting contract shall be governed by the laws of the State of Texas.

Venue for any dispute shall lie in Kleberg County, Texas unless otherwise required by law.

14.12 Records Retention

The contractor shall maintain project records for a minimum period of four (4) years following final payment and shall make such records available to STWA upon request.

14.13 Audit Rights

STWA reserves the right to audit contractor records related to the project for purposes of verifying compliance with contract requirements.

14.14 Non-Discrimination

The contractor shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected classification under applicable law.

14.15 Severability

Should any provision of this solicitation or resulting contract be determined unenforceable, the remaining provisions shall remain in full force and effect.

APPENDIX A

PROPOSAL SIGNATURE FORM

PROJECT: CSP NO. 2026-01
Mold Remediation and Building Restoration Services

The undersigned certifies that he/she is authorized to bind the firm identified below and submits this proposal in accordance with the requirements of this solicitation.

Firm Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

Texas Tax ID Number: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

APPENDIX B

COST PROPOSAL FORM

Contractor Name: _____

Provide a complete turnkey lump sum proposal.

Item	Amount
Mobilization	$_____
Mold Remediation	$_____
Demolition	$_____
Restoration/Reconstruction	$_____
Project Management	$_____
Testing Coordination	$_____
General Conditions	$_____
Overhead & Profit	$_____
Allowances (if any)	$_____

TOTAL LUMP SUM PROPOSAL: $_____

Proposed Contract Duration: _____ Calendar Days

Submitted By: _____

Date: _____

APPENDIX C

REFERENCES FORM

Provide a minimum of three (3) references.

Reference No. 1

Owner: _____

Contact Person: _____

Phone: _____

Project Name: _____

Project Location: _____

Contract Amount: _____

Completion Date: _____

Scope of Work: _____

Reference No. 2

(Same format)

Reference No. 3

(Same format)

APPENDIX D

KEY PERSONNEL FORM

Identify personnel assigned to this project.

Position	Name	Years Experience
Project Manager		
Superintendent		
Mold Supervisor		
Safety Representative		
Other Key Staff		

Attach resumes.

APPENDIX E

SUBCONTRACTOR FORM

List all anticipated subcontractors.

Company	Scope of Work	Years Experience

Failure to identify subcontractors may require prior written approval from STWA before use.

APPENDIX F

SAFETY RECORD FORM

Contractor Name: _____

EMR Rating: _____

OSHA Recordable Incidents:

2023: _____

2024: _____

2025: _____

Lost Time Incidents:

2023: _____

2024: _____

2025: _____

Attach safety program documentation.

APPENDIX G

LITIGATION HISTORY FORM

Has your firm been involved in litigation, arbitration, contract disputes, or regulatory enforcement actions within the last five (5) years?

☐ Yes

☐ No

If yes, provide details:

APPENDIX H

ADDENDUM ACKNOWLEDGMENT FORM

The proposer acknowledges receipt of the following addenda:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Authorized Signature:

Date: _____

APPENDIX I

CERTIFICATION OF SITE VISIT

I certify that a representative of our firm attended the mandatory pre-proposal conference and site visit conducted by the South Texas Water Authority.

Firm Name: _____

Representative: _____

Signature: _____

Date: _____

STWA Representative:

APPENDIX J

FELONY CONVICTION NOTIFICATION

Pursuant to Texas law, the proposer shall disclose whether the firm owner or operator has been convicted of a felony.

☐ No felony conviction.

☐ Felony conviction disclosed below.

Explanation:

APPENDIX K

NON-COLLUSION AFFIDAVIT

The undersigned certifies that this proposal has been independently arrived at without collusion, consultation, communication, or agreement with any other proposer for the purpose of restricting competition.

Authorized Representative:

Signature:

Date:

APPENDIX L

HB 89 VERIFICATION

The proposer verifies that it:

1. Does not boycott Israel; and
2. Will not boycott Israel during the term of any resulting contract.

Authorized Representative:

Date:

APPENDIX M

SB 252 VERIFICATION

The proposer certifies compliance with Texas Government Code Chapter 809 relating to companies that boycott energy companies.

Authorized Representative:

Date:

APPENDIX N

INSURANCE CERTIFICATION

The proposer certifies that all insurance requirements identified within this solicitation shall be maintained throughout the project.

Authorized Representative:

Date:

APPENDIX O

CONTRACTOR CERTIFICATION

The proposer certifies:

- Proposal is genuine and not collusive;
- Firm possesses required licenses and qualifications;
- Firm can satisfy project schedule requirements;
- Firm will comply with all applicable laws and regulations.

Authorized Representative:

Date:

APPENDIX P

SAMPLE AGREEMENT

(To be completed following Board award)

Agreement between South Texas Water Authority and Successful Proposer for Mold Remediation and Building Restoration Services.

Contract documents shall include:

- CSP Package
- Contractor Proposal
- Addenda
- Board Award
- Executed Contract
- Insurance Certificates
- Bonds
- Change Orders

APPENDIX Q

PERFORMANCE BOND

Performance Bond shall be provided in a form acceptable to STWA and consistent with Texas law.

Penal Sum:
100% of Contract Amount

APPENDIX R

PAYMENT BOND

Payment Bond shall be provided in a form acceptable to STWA and consistent with Texas law.

Penal Sum:
100% of Contract Amount

APPENDIX S

CHANGE ORDER FORM

Project:
Change Order No. _____
Description:

Amount Increase/Decrease:

$_____

Contractor Representative: _____

STWA Representative: _____

APPENDIX T

CERTIFICATE OF SUBSTANTIAL COMPLETION

Project:

Date of Substantial Completion:

Contractor Representative: _____

STWA Representative: _____

APPENDIX U

CERTIFICATE OF FINAL COMPLETION

Project:

Date of Final Completion:

Contractor Representative: _____

STWA Representative: _____

Final Acceptance Date:

APPENDIX V

PROPOSAL SUBMISSION CHECKLIST

The proposer shall review and verify that all required documents are included prior to submission.

☐ Proposal Signature Form
☐ Executive Summary
☐ Firm Qualifications
☐ Project Team Qualifications
☐ Relevant Project Experience
☐ References Form
☐ Project Approach
☐ Project Schedule
☐ Cost Proposal Form
☐ Safety Record Form
☐ Litigation History Form
☐ Subcontractor Form
☐ Insurance Documentation
☐ Addendum Acknowledgment Form
☐ Certification of Site Visit
☐ Felony Conviction Notification
☐ Non-Collusion Affidavit
☐ HB 89 Verification
☐ SB 252 Verification
☐ Insurance Certification
☐ Contractor Certification
☐ Mold Remediation License Verification
☐ Required Bonds Acknowledgment
☐ USB Electronic Copy Included
☐ Original Proposal Included
☐ Three Hard Copies Included

Failure to provide required information may result in the proposal being deemed non-responsive.

Authorized Representative:

Date:

APPENDIX W

CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS

Pursuant to Chapter 176 of the Texas Local Government Code, vendors shall comply with all conflict-of-interest disclosure requirements.

The successful proposer shall submit a completed Texas Ethics Commission Form CIQ when required by law.

The proposer certifies that:

☐ No disclosure is required.
☐ Disclosure is required and Form CIQ is attached.

Firm Name:

Authorized Representative:

Signature:

Date:

APPENDIX X

TEXAS MOLD REMEDIATION LICENSE VERIFICATION

Contractor Name:

Texas Mold Remediation Contractor License Number:

Expiration Date:

Mold Remediation Supervisor Name:

License Number:

Expiration Date:

IICRC Certifications Held:

☐ AMRT
☐ WRT

☐ ASD
☐ OCT
☐ Other: _____

The undersigned certifies that all licenses and certifications required to perform the work described in this solicitation are current and valid.

Authorized Representative:

Date:

APPENDIX Y

EVALUATION COMMITTEE SCORING SHEET

CSP NO. 2026-01

Mold Remediation and Building Restoration Services

Proposer:

Evaluator:

Date:

Evaluation Category	Maximum Points	Score
Cost Proposal	35	____
Relevant Experience	20	____
Project Team Qualifications	15	____
Project Approach	10	____
Project Schedule	5	____
References/Past Performance	5	____
Safety Record	5	____
Completeness/Responsiveness	5	____
TOTAL SCORE	100	____

Evaluator Comments:

Evaluator Signature:

APPENDIX Z

BEST VALUE DETERMINATION WORKSHEET

Following proposal evaluation, the evaluation committee shall prepare a Best Value Recommendation for consideration by the Executive Director and Board of Directors.

Ranked Proposer #1:

Ranked Proposer #2:

Ranked Proposer #3:

Recommended Contractor:

Reason for Recommendation:

☐ Lowest Cost
☐ Best Qualifications
☐ Best Project Team
☐ Best Schedule
☐ Best References
☐ Best Overall Value
☐ Combination of Factors

Narrative Justification:

Committee Representative:

Date:

PROCUREMENT FILE DOCUMENTATION CHECKLIST
(Internal STWA Use)

The following items should be retained in the official procurement file:

☐ Original CSP
☐ Advertisement Affidavits
☐ Website Posting Documentation
☐ Attendance Sheet from Mandatory Site Visit
☐ Questions Received
☐ Addenda Issued
☐ Proposal Receipt Log
☐ Evaluation Committee Score Sheets
☐ Best Value Determination Worksheet
☐ Staff Recommendation Memorandum

☐ Board Agenda Item
☐ Board Meeting Minutes
☐ Executed Contract
☐ Insurance Certificates
☐ Performance Bond
☐ Payment Bond
☐ Notice of Award
☐ Notice to Proceed
☐ Change Orders
☐ Substantial Completion Certificate
☐ Final Completion Certificate
☐ Warranty Documentation
☐ Final Payment Documentation
☐ Independent Clearance Testing Results
☐ Project Closeout Documentation

This checklist is intended to maintain a complete procurement record and support transparency, accountability, and compliance with applicable Texas procurement requirements.