



Hill County Auditor
PO Box 783
Hillsboro, TX 76645
Tel: (254) 582-4060 Fax: (254) 582-4033

SAHIB RAO
County Auditor, Hill County

Instructions:

Please make note of Due Date. Bid must be received by 12:00 pm, Friday, April 21, 2023. Please mark outside of the envelope **BID - Type of Supplies**. For Example BID-Fuel or BID-Hauling.

Please complete the bid sheet applicable to your line of business.

CHECKLIST:

Complete Bid Sheet. Provide Contact Information/Signature. Attach any required Docs.
AND

- Pg 18 - Sign Certification of Eligibility
- Pg 19 - Sign Compliance with HB 1295
- Pg 20 - Provide Vendor References
- Pg 21 - Statement of No Bid - Complete as applicable
- Pg 22 - Review if Required to Complete Conflict of Interest Disclosure
- Pg 23 - 24 Complete Conflict of Interest Disclosure as applicable
- Pg 25 - Sign Residence Certification
- Pg 26 - Complete IRS W-9
- Pg 27 - Complete HB89 Compliance Statement

Please bring or mail the completed bid sheet AND Pages 18 - 27 (as applicable) or price list to the:

Hill County Judge's Office,
P.O. Box 457
80 N. Waco St.
Hillsboro, Texas 76645

Bid must be received by 12 pm, Friday, April 21, 2023. Please mark outside of the envelope **BID**.

Thank you for your cooperation.

Sahib Rao, County Auditor
Hill County, Texas
auditor@co.hill.tx.us

Confidentiality Notice

This transmission is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged and confidential. If the reader of this message is not the intended recipient, you are hereby notified that any disclosure, distribution, or copying of this information is strictly prohibited. If you have received this transmission in error, please notify us immediately by telephone or fax.

Public Notice

Hill County is currently accepting bids to purchase county supplies including but not limited to, on-site fuel and off-site fuel for Hill County Precinct 2 and Precinct 3 only for the twelve (12) month period beginning April 25, 2023 through March 31, 2024. County Departments will accept and/or reject bids based on the lowest and best bid. For Specifications or a bid package please contact County Auditor Sahib Rao at 254-582-4060 or Hon. County Judge Justin W. Lewis at (254) 582-4020. Bidders should use unit pricing. Payment will be made by check or EFT and will be made thirty (30) days after receipt of invoice for goods or services received by the County out of budgeted funds.

Bids must be submitted to the Hill County Judges' Office at the Hill County Courthouse, 80 N. Waco St, 1st floor, Hillsboro, TX by 12:00 pm on Friday, April 21st, 2023 with bids to be opened at 1:15 pm the same day in the Hill County Judge's office.

****The county reserves the right to accept or reject all bids. ****

Publishing Notice: Must be published once a week with the first publishing to occur at least 14 days before the date of bid opening.

Publish Dates: Thursday April 6, Monday April 10, and Thurs April 13th

Hill County
April 1, 2023 through March 31, 2024
Request for Bids

FUEL DELIVERIES

(For Fuel Deliveries to Hill County Precincts)

Please base all bids on distributor's laid-in cost (rack price plus freight) PLUS:

For Transport Delivery	\$ _____	Gallon	Applies to Gasoline & Diesel
OR			
For Bobtail Delivery	\$ _____	Gallon	Applies to Gasoline & Diesel
PLUS			
Additional Charges if any	\$ _____		Please Specify:

Prices applicable to:

Precinct # 1	_____	Whitney - formerly Blum (No tanks currently on site)
Precinct # 2	_____	Aquilla
Precinct # 3	_____	Bynum
Precinct # 4	_____	Itasca (No tanks currently on site)

(Please make copies and prepare a separate sheet for each precinct)

Please check as applicable:

Includes furnishing of working electric pumps _____

Includes furnishing of skid tanks as requested by Commissioner _____

(Distributors must provide their fuel purchase invoices upon
request of County Auditor)

Submitted By:

Company

Additional Comments:

Name: _____

Address _____

Telephone _____

Contact _____

Form 1295 - attached

Y N

Must receive prior to start of new contract period

Company agrees to furnish product at above stated price for 12 month period stated above.

Signature: _____

Hill County
April 1, 2023 through March 31, 2024
Request for Bids

Fuel Cost Proposal
(For Fuel Pumped at Vendor Location without Fuel Management System)

Please base all proposals on distributor's laid-in cost (rack price plus freight)

PLUS:

Gasoline \$ _____ Gallon

Diesel \$ _____ Gallon

Additional Charges, if any \$ _____ Please Specify:

Vendor Locations Available at price above (please specify):

(If price varies by vendor location, please submit separately by location)

Fuel Card Program Available? Yes _____
No _____

(Distributors must provide their fuel purchase invoices upon
request of County Auditor)

Submitted By:

Company
Name: _____
Address _____

Telephone _____
Contact _____

Additional Comments:

Form 1295 - attached Y N
Must receive prior to start of new contract period

Company agrees to furnish product at above stated price for 12 months.

Signature: _____

HILL COUNTY

April 1, 2023 through Mar 31, 2024

Request for Bids

**OFFSITE FUEL
FUEL MANAGEMENT SERVICES**

Please Indicate Price Basis

City of Hillsboro Locations

12 Month Bid

Vendor's Cost Plus or Opis Price Plus

Description

Price Differential/ gallon, including freight

Regular Unleaded

\$ _____ per gallon

Diesel On Road

\$ _____ per gallon

Diesel Off Road

\$ _____ per gallon

Please provide Vendor Location for fueling

Outside City of Hillsboro

12 Month Bid

Vendor's Cost Plus or Opis Price Plus

Description

Price Differential/gallon, including freight

Regular Unleaded

\$ _____ per gallon

Diesel On Road

\$ _____ per gallon

Diesel Off Road

\$ _____ per gallon

Please provide list of Vendor Locations for fueling – Attach additional sheets if necessary

Submitted by:

Vendor: _____

Address: _____

Telephone: _____

Contact: _____

Signature of Authorized Representative:

FORM 1295 ATTACHED

Y

N

Must be received prior to contract period

CERTIFICATION OF ELIGIBILITY

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

By submitting a Proposal in response to this solicitation, the Respondent certifies that at the time of submission, he/she is **NOT** on the **State of Texas** or the **Federal Government's** list of suspended, ineligible, or debarred proposers.

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

Signature

X _____

Authorized Representative

COMPLIANCE WITH FEDERAL AND STATE LAWS HB 1295

CERTIFICATION OF ELIGIBILITY

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the Hill County Purchasing Agent. Failure to do so may result in terminating this contract for default.

DISCLOSURE OF INTERESTED PARTIES

By submitting a bid or proposal in response to this solicitation, the Bidder/Respondent agrees to comply with HB 1295, Government Code 2252.908. Bidder/Respondent agrees to provide the Hill County Auditor 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.

Signature

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 proposal. ***THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL.***

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:

Statement of No Bid

If you do not intend to bid, please return this form immediately to: countyjudget@co.hill.tx.us and auditor@co.hill.tx.us

We, the undersigned, have declined to bid on Bid/Proposal# _____

Reason:

_____ Specifications "too tight", geared toward one brand or manufacturer (explain)

_____ Insufficient time to respond

_____ Specifications unclear (explain)

_____ We do not offer this product or an equivalent

_____ Our product schedule does not permit us to perform

_____ Unable to meet specifications

_____ Unable to meet bond

requirements Remarks:

We understand this if this "Statement of No Bid" is not executed and returned, our name may be deleted from the list of qualified bidders.

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Signature: _____

To: Responders of Hill County, Texas
From: Justin Lewis, Hill County Judge
Re: Conflict of Interest

Questionnaire Responder;

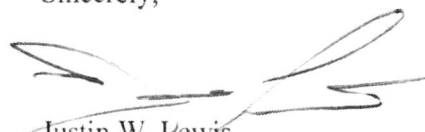
Attached, please find a Conflict of Interest Questionnaire. Please complete this form if you have an applicable Conflict of Interest with any Hill County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. Please **DO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

By submitting a response to this the request a responder 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 responder or person considering doing business with a local government Hill County disclose in the Questionnaire Form CIQ, the responder or person's affiliation or business relationship that might cause a conflict of interest with a local government Hill County. By law, this questionnaire must be filed with the records administrator of Hill 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.

Sincerely,



Justin W. Lewis
Hill County Judge

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ**

For vendor doing business with local governmental entity

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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(e).</p> <p>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.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY
1 Name of vendor who has a business relationship with local governmental entity.	Date Received
2 <input type="checkbox"/> 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. <p>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?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
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 <input type="checkbox"/> 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	

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.

Residence Certification

Pursuant to Texas Government Code § 2252.001 *et seq.*, as amended, Hill County requires a Residence Certification. § 2252.001 *et seq.* of the Texas Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of § 2252.001 are stated below;

(3) "Nonresident bidder" refers to a person who is not a resident.

(4) "Resident Bidder" refers to a person whose principal place of business in this state, including a contractor whose ultimate parent company or majority owner has a principal place of business in this state.

☐ I certify that _____ is a Resident Bidder of Texas as defined in
(company name)
Texas Government Code §2252.001.

☐ I certify that _____ is a Nonresident Bidder as defined in Texas
(company name)
Government Code § 2252.001 and our principal place of business is _____

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C= C corporation, S= S corporation, P= partnership) in the box below the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3). Exempt payee code (if any): _____ Exemption from FATCA reporting code (if any): _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional):	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				
Or								
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien) to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filed-out form, you:

- Certify that the TIN you are giving is correct for you are waiting for a number to be issued;
- Certify that you are not subject to backup withholding; or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What is FATCA reporting?* on page 2 for further information.



HB 89 COMPLIANCE

_____ verifies that (it/he/she) does not boycott Isreal and will not boycott Isreal during the term of this contract.

The term "boycott Isreal" is as defined by Texas Government Code § 808.001 effective September 1, 2017.

(Company Name) (address)

(Signature) (Title) (date)

(email) (phone)