



## **VILLAGE FIRE DEPARTMENT**

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### **Request for Proposal: Training Tower Renovation**

Date Issued: July 22, 2025

**Bids will be opened: August 21, 2025 11 am**

**Introduction:**

The Village Fire Department is seeking qualified firms to perform maintenance and repairs to the training tower located at 901 Corbindale Rd, Houston, TX 77024. The work is to be completed this year.

**Objective:**

The objective of this RFP is to identify a contractor who can assess, recommend, and perform necessary maintenance and repairs to ensure the training tower is in safe and operational condition for continued use by department personnel.

**Scope of Work:**

The department is seeking vendor recommendations for maintenance and repairs. The awarded contractor will:

- Conduct an on-site assessment of the training tower
- Provide a comprehensive list of recommended repairs and maintenance work based on their assessment, including but not limited to:
  - a. Surface treatments or painting
  - b. Door and lock maintenance
  - c. Any other relevant repairs to extend the life and ensure the safety and effectiveness of the tower

Note: This RFP intentionally does not list specific repairs, as the department is requesting professional recommendations as part of each proposal.

**Proposal Requirements:**

Please include the following in your proposal:

**A. Company information**

- Company name, address, and point of contact
- Relevant licenses and insurance documentation

**B. Experience**

- Summary of similar projects completed for the Public Sector within the last 5 years

**C. Assessment & Recommendations**

- Outline of your planned on-site assessment process
- Preliminary recommendations for maintenance and repairs (if available prior to on-site assessment)

**D. Cost Proposal**

- Fee structure for assessment
- Estimated costs for proposed repairs, if available

E. Timeline

- Proposed schedule for assessment and completion of repairs

F. References

- At least two references for similar commercial work or project completed

**Submission Instructions:**

**Deadline: August 21, 2025 11 am**

Bids will be opened at 11 am on August 21, 2025. All Proposals must be received by the deadline. **Late submissions will be considered non-responsive and will be rejected.**

For Mail or Hand Delivery: Bidders must submit two (2) hard copies of their proposal in a sealed envelope marked clearly with the following: “SEALED BID – TRAINING TOWER RFP”. Submissions are to be delivered to:

**Village Fire Department**

**901 Corbindale Rd, Houston, TX 77024**

**Amy Buckert: Administrator/Finance Director**

It shall be the bidder’s responsibility to affix sufficient postage on bids sent through the mail. Any postage due will not be paid by the Village Fire Department.

The Village Fire Department Reserves the right to accept or reject any or all bids or to accept the bid deemed most advantageous to the department.

**Evaluation Criteria:**

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Thoroughness of proposed assessment and recommendations
- Cost effectiveness
- Proposed timeline

**Additional Information:**

Site visits may be scheduled upon request prior to proposal submission.

Any questions or concerns should be directed to:

Howard Miller: Fire Chief

[miller@villagefire.org](mailto:miller@villagefire.org)

**Amy Buckert: Administrator/Finance Director**

[buckert@villagefire.org](mailto:buckert@villagefire.org)

**Katherine Stuart: Administrative Specialist**

[stuart@villagefire.org](mailto:stuart@villagefire.org)

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

**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	<b>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.</b>
6	<input data-bbox="167 357 224 399" 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	<div data-bbox="248 510 870 520" style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div data-bbox="220 562 1104 598" style="display: inline-block; width: 60%;">Signature of vendor doing business with the governmental entity</div> <div data-bbox="1047 552 1323 562" style="display: inline-block; width: 35%; border-bottom: 1px solid black;"></div> <div data-bbox="1182 562 1250 598" style="display: inline-block; width: 35%;">Date</div>

## 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:

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(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:

(2) 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

(3) 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.