



Advertisement Notice

REQUEST FOR BID (RFB) #106 FFES

for

**FIRE EXTINGUISHER INSPECTION AND RECHARGE SERVICES
FOR BURKE FACILITIES AND BURKE OWNED VEHICLES**

**Date Posted: May 15, 2020
Open Bid Date: May 26, 2020**

BURKE is seeking bids from qualified vendors for **FIRE EXTINGUISHER INSPECTION AND RECHARGE SERVICES** at Burke Facilities and Burke owned vehicles that carry rechargeable fire extinguishers.

RFP NOTICE AND DOCUMENT may be obtained via internet at www.myburke.org. OR at the Burke Central Administration Building at 2001 S. Medford Dr. Lufkin, Texas 75901, beginning May 26, 2020.

The initial contract period shall commence on September 1, 2020, and will continue through August 31, 2022, unless renewed, extended, or terminated according to the terms and conditions of the contract and upon mutual agreement. Burke, at its sole discretion, may extend or renew the contract on one-year terms, provided the contract term, including all extension or renewals, does not exceed four years.

BID CLOSING DATE, TIME and LOCATION is JUNE 24, 2020 at 5:00 p.m. at 2001 S. Medford Drive, Lufkin, Texas 75901. All bid responses and all requested bid submission content must be submitted before the closing date and time at the location specified. The official time and date submitted shall be determined by the time/date stamp when received at location. Faxed responses shall not be accepted.

All bids that are submitted between the opening and closing date and time become the property of Burke and will not be returned to the Bidder. Bids received after the closing date and time will be returned unopened and shall be considered void and unacceptable.

MINORITY OWNED BUSINESSES: Minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, or national origin in consideration for an award.

Burke appreciates your time and effort in preparing your bid

BIDDER SUBMISSION CONTENT CHECKLIST FOR RFB#106 FFES

Bidder Firm or Individual may use this checklist and keep for their records. This does not need to be returned with bid, SUBMITTED BY MAIL or in PERSON.

- ☐ Clearly marked envelope with “**Sealed Bid RFB# 106 FFES**” written on it.
- ☐ One (1) original sealed bid
- ☐ Two (2) copies of sealed bid
- ☐ A detailed description of your organization and the services it provides.
- ☐ Assurances of Agreement; signed by an authorized representative of the Bidder Firm and/or the individual submitting the bid.
- ☐ References from at least three (3) companies
- ☐ Credentials (where applicable) such as certifications, licenses, compliance or ability to comply with relevant HHSC rules, accessibility, financial solvency and liability insurance.
- ☐ Exhibit A with bid pricing; signed by an authorized representative of the Bidder Firm and/or the individual submitting bid.
- ☐ Exhibit B (optional); Exceptions and Substitutions

RFB #106 FFES Timeline

RFB Notice Published	May 15, 2020
RFB Opening Date	May 26, 2020
Questions Due	June 9, 2020 by 12 p.m.
RFB Closing Date	June 24, 2020 by 5 p.m.
Opening of Bids Submissions.....	June 25, 2020
Vendor Demos	June 29, 2020- July 2, 2020
Intent to Award	July 8, 2020
Contract Negotiations	August 3, 2020
Implementation	September 1, 2020

INTRODUCTION

Burke Center dba Burke is the Texas Health and Human Services Commission (HHSC) designated Mental Health and Developmental Disability Authority established to plan, coordinate, develop policy, develop and allocate resources, supervise, and ensure the provision of community based mental health and developmental disability services for the residents of twelve (12) Deep East Texas Counties which include Angelina, Houston, Jasper, Nacogdoches, Newton, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, and Tyler counties.

BURKE is seeking bids from qualified vendors to perform Annual Fire Extinguisher Inspections and Recharge Services for Burke Facilities and Burke owned vehicles beginning September 1, 2020. Most extinguishers are ABC Dry Chemical ranging from 2.5 lbs. to 10 lbs.

BID SUBMISSION INSTRUCTIONS

BID CLOSING DATE, TIME and LOCATION is JUNE 24, 2020 at 5:00 p.m. at 2001 S. Medford Drive, Lufkin, Texas 75901. All bid responses and all requested bid submission content must be submitted before the closing date and time at the location specified. The official time and date submitted shall be determined by the time/date stamp when received at location. Faxed responses shall not be accepted.

All bids that are submitted between the opening and closing date and time become the property of Burke and will not be returned to the Bidder. Bids received after the closing date and time will be returned unopened and shall be considered void and unacceptable.

SUBMIT BY MAIL or in PERSON, one (1) original sealed bid, including two (2) copies of your bid; a detailed description of your organization and services and all requested bid submission content in the same envelope, clearly marked with “**Sealed Bid RFB# 106 FFES**”. The original, copies and all requested bid submission content that is to be signed must be signed by an authorized representative of the Bidder Firm or the individual submitting bid.

SUBMIT BIDS TO:

Burke Business Services
Attn: Alejandra Padierna
2001 S. Medford Dr.
Lufkin, TX 75901

QUESTIONS REGARDING BID MUST BE SENT BY JUNE 9, 2020 AT 12:00 PM TO:

Jennifer.Collins@myburke.org

DEFINITIONS

ADDENDA (plural) – A document or information attached or added to clarify, modify, or support the information in the original document or written work.

DAMAGE - Physical injury to, destruction of, or loss of use of tangible property.

FISCAL YEAR – A customized 12-month period used for accounting purposes. Burke’s fiscal year period is from September 1 to August 31.

MATERIAL FAILURE - A variance or deviation in a response from general descriptions, specifications or conditions which would vary from what was requested in the solicitation document.

TEXAS HHSC (Health and Human Services Commission) - A state division of the U.S. Department of Health and Human Service Commission which enhances and protects the health and well-being of individuals by providing effective health and human services, public health, and social services.

SCOPE OF SERVICES and SPECIFICATIONS

Burke is requesting Bids for Annual Fire Extinguisher Inspection and Recharge Services. Actual extinguisher quantities shown in Exhibit A may vary slightly. Quantities could change depending on the closing and opening of facilities as well as with new acquisitions and disposal of fleet vehicles.

All inspections and services must comply with federal, state, county, local rules, codes, regulations, laws, and executive orders.

All bids shall consider and include the following conditions:

1. Most extinguishers are ABC Dry Chemical ranging from 2.5 lbs. to 10 lbs.
2. Perform annual inspections of all rechargeable fire extinguishers, as shown in Exhibit A.
3. Call the facility contact person in advance to schedule a time and date to perform inspections of fire extinguishers in Burke facilities and in Burke owned vehicles that carry a rechargeable extinguisher.
4. Coordinate with the facility contact person for vehicle extinguisher inspections to be done when also inspecting a facility or residential home. Burke vehicles are not always stationed in the same location but instead assigned to units. The facilities listed in Exhibit A do not guarantee a vehicle will be parked at the facility at the beginning or end of a work shift. Due to the nature of Burke's business, staff continuously travel in the twelve-county catchment area. It is essential to coordinate with the contact person specified in Exhibit A for each facility.
5. Cost to replace and dispose of damaged or non-repairable fire extinguishers.
6. Perform extinguisher recharging at six-year intervals or after use and provide annual verification to Burke.
7. Provide Burke's Procurement Assistant a written Annual Fire Extinguisher Inspection report via mail, email, or in-person at the end of each performing fiscal year.
8. Bids shall include labor, chemicals, equipment, tools, transportation costs and any other resources required to fulfill the service request.

ORDER OF PRECEDENCE: Any inconsistency in this solicitation or contract shall be resolved by giving precedence in the following order:

- A. Bid Submission Instructions and Conditions for Submitting Bids
- B. Bid Guidelines, if any
- C. Other Documents and Exhibits

MINIMUM REQUIREMENTS FOR PROSPECTIVE BIDDERS

A prospective Bidder must affirmatively demonstrate Bidder's responsibility. A prospective Bidder must meet the following minimum requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required;
2. Be able to comply with the required or proposed service schedule for fire extinguisher inspections, as outlined in Exhibit A;
3. Have a satisfactory record of performance, integrity and ethics; and
4. Be otherwise qualified and eligible to receive an award

Burke may request representation and other information sufficient to determine Bidder's ability to meet these minimum standards listed above and any other required documentation.

CONDITIONS FOR SUBMITTING BIDS

BID COMPLIANCE: All bids must comply with all federal, state, county and local laws. All services must be in compliance with federal, state, county and local rules, codes, regulations, laws, and executive orders.

CONSIDERATION: For an offer to be considered, the Bidder must meet Burke's requirements, demonstrate the ability to perform successfully and responsibly under the terms of the prospective contract, and submit the completed offer according to the time frames, procedures, and forms stipulated by Burke.

ETHICS: Bidder shall not offer or accept any gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Burke.

SALES TAX: Burke is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the bid shall not include taxes.

BID SUBMISSION CONTENT

Bid submissions shall be sealed in an envelope, clearly marked, "Sealed Bid RFB #106 FFES" and shall include all of the following:

1. A detailed description of information to be included in the bid, as indicated in the scope of services of one (1) original sealed bid; signed by an authorized representative of the Bidder Firm or the individual submitting bid.
2. A detailed description of information to be included in the bid, as indicated in the scope of services of two (2) copies sealed bid; signed by an authorized representative of the Bidder Firm or the individual submitting bid.
3. A detailed description of your organization and the services it provides.
4. Assurance of Agreement, signed by an authorized representative of the Bidder Firm and/or the individual submitting the bid, that the term of any resulting contract will be from date of execution through August 31, 2022.
5. Bidder Firm and/or authorized Individual shall provide at least three (3) references where similar services have been provided by their organization.
6. Bidder Firm and/or authorized Individual's credentials for providing the goods and service(s), such as applicable certifications, licenses; evidence of compliance or ability to comply with relevant Texas HHSC rules; evidence of accessibility; evidence of financial solvency; and evidence of liability insurance.
7. Exhibit A with bid pricing.
8. Exhibit B (optional); Exceptions and Substitutions.

Bidder shall provide with bid response, all requested bid submission content. Failure to provide any of this information will result in rejection of bid. There is no expressed or implied obligation for Burke to reimburse responding firms for any expenses incurred in preparing bids in response to this Request for Bids. Burke will not reimburse responding firms for these expenses, nor will Burke pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services. All bids are submitted between the opening and closing date and time become the property of Burke and will not be returned to the Bidder. Bids received after the closing date and time will be returned unopened.

INVALID BIDS

Bids will be invalid and not considered under the following circumstances:

1. If the bid or any of the requested bid submission content is received after the closing time and date;
2. If a bid has incorrect information on the envelope, e.g., wrong opening date, which results in it not being considered for award;
3. If the bid or any of the requested bid submission content is not signed and dated (where applicable);
4. If there is a material failure to comply with the specification requirements
5. If the bid or any of the requested bid submission content is missing;
6. If any of the minimum requirements for prospective Bidders are not met;
7. If there are any material changes to bid after bid has been opened.
8. If the Bidder is currently held in abeyance or barred from the award of a federal or state contract.

BID GUIDELINES

FUNDING: Funds for payment shall come from Burke.

BID SUBMISSION SPECIFICATIONS: Where brand names are specified, bids on alternate brands will be considered, provided they meet specification requirements.

ALTERING BIDS: Any corrections, deletions, or additions to bids may be made prior to closing date and time of the solicitation. No oral, telephone, telegraphic, fax, E-mail, or other electronically transmitted corrections, deletions, or additions shall be accepted. The Bidder shall submit substitute pages in the appropriate number of copies with a letter documenting the changes and the specific pages for substitution. The signatures on the form and letter must be original and of equal authority as the signatures on the offer.

WITHDRAWAL OR CANCELAN OF BID SUBMISSION: Bidder may withdraw or cancel a bid upon written request at any time prior to the bid closing date and time. The signature on the withdrawal letter must be original and must be of equal authority as the signature of the Bidder.

MODIFICATIONS: Burke reserves the right to modify the general description on the advertising notice and Scope of Services and Specifications, by issuing written addenda to Bidder of any such modifications.

CHANGES TO RFB BEFORE CLOSING DATE AND TIME: Any interpretations, corrections or changes to the Request for Bid (RFB) and specifications, prior closing date and time, shall be made by written addenda. Sole issuing authority of addenda shall be vested in the RFB Evaluation Committee. Addenda shall be mailed to all who are known to have received a copy of the Request for Bid. Upon issuance, all such addenda become an inseparable part of the specifications which must be met for the offer to be considered. All responding Bidders shall acknowledge receipt of all addenda by either mail or email.

CHANGES TO BID AFTER BID SUBMISSION: A bid price may not be altered or amended after bid has been submitted and opened by reviewer. No increase in price will be considered after bid is reviewed and scored. A Bidder may reduce its price provided that it is the lowest and best bid among the bidders and is otherwise entitled to the award. Material changes to a bid, after the bid has been opened will result in cancelation of the procurement process without award.

IT IS UNDERSTOOD that Burke reserves the right to accept or reject any and/or all bids for any or all services covered in this solicitation and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interest of Burke.

LATE BIDS: Late Bids received after the closing time and date shall be returned unopened. Burke is not responsible for lateness of mail, carrier, etc. The official time shall be determined by the time/date stamp when received by the designated staff at Burke's specified location. Burke is not responsible for lateness of mail, carrier, etc.

LIMITATIONS: Any Bidder currently held in abeyance from or barred from the award of a Federal or State contract may not contract with Burke.

EXCEPTIONS/SUBSTITUTIONS: All bids meeting the intent of this Request for Bid shall be considered for award. Bidders taking exception to the specifications, terms and conditions or offering substitutions, shall state these exceptions in the section provided in Exhibit B as part of the bid. The absence of such a list shall indicate that the Bidder has not taken exceptions and Burke shall hold the resultant Contractor responsible to perform in strict accordance with any and/or none of the exception(s)/substitution(s) as deemed to be in the best interest of Burke.

SILENCE OF SPECIFICATIONS: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only best practices of quality services and facilities will prevail. All interpretations of these specifications shall be made on the basis of this statement.

BIDS SHALL BE received and publicly acknowledged at the location, date and time stated within this document. Bidders, their representatives and interested persons may be present. The bids shall be received and acknowledged only so as to avoid disclosure of the contents to competing Bidders and kept confidential during negotiations.

However, all bids shall be open for public inspection after the contract is awarded and written notification is sent to both successful and unsuccessful Bidders, except for trade secrets and confidential information contained in the bid and identified by the Bidder as such. Such information may still be subject to disclosure under the Public Information Act based on the Texas Attorney General opinions and on steps taken by the Bidder to protect the information outside the scope of the RFB process.

EVALUATION PROCESS

The evaluation process is as follows.

1. All bids received by the date and time in this notice and document will be evaluated and ranked by Burke's RFB Evaluation Committee according to the award criteria.
2. Bidders meeting the requirements and criteria may be invited to interview with Burke to further clarify the evaluation of bids, if deemed necessary by the committee.
3. Additional information, such as copies of the Bidder's Organizational Policies, Procedures and Quality Assurance documents, may be requested during contract negotiations.
4. Visits may be conducted to potential service contractors.
5. Based on result ranking of the bids one or more Bidders may be asked to participate in negotiation with Burke.

AWARD CRITERIA

Any award made based upon this Request for Bid will be based upon Best Value to Burke, which is the optimum combination of economy and quality resulting from fair, efficient, and practical procurement decision-making and which consider the following relevant factors:

1. Any installation or service cost;
2. The delivery terms;
3. The quality and reliability of the Bidder's goods or services;
4. The extent to which the goods or services meet local authority's needs;
5. Indicators of probable Bidder performance under a contract, such as past Bidder performance, the Bidder's financial resources and ability to perform, the Bidder's experience and responsibility, and the Bidder's ability to provide reliable maintenance agreements;
6. The impact on the ability of the local authority to comply with laws and rules relating to historically underutilized businesses or relating to the procurement of goods and services from persons with disabilities;
7. The total long-term cost to the local authority of acquiring the Bidder's goods or services;

8. The acquisition price;
9. The Bidder's history of compliance with the laws relating to its business operations and the affected service(s) and whether it is currently in compliance.
10. The Bidder's compliance with public policy, record of past performance and financial and technical resources;
11. The character, responsibility, integrity, reputation, and experience of the Bidder;
12. Any other factor relevant to determining the best value for Burke in the context of a particular acquisition;
13. The ability of the Bidder to meet all applicable written policies, principles, and regulations; and
14. Previous experience with Burke will be considered.

SUCESSFULL BIDDER INFORMATION

NOTICE: Any notice provided by this bid (or required by Law) to be given to the successful Bidder by Burke shall be deemed to have been given and received on the next day after such written notice has been deposited in the mail in Lufkin, Texas by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful Bidder at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

CONTRACT: In the event Bidder and Burke are satisfied with the bid submission and its conditions in its entirety and no modification or negotiations are warranted, the submitted bid shall serve as a legal and binding agreement. In the event modification is necessary, a sample contract containing the major provisions of Bidder's anticipated agreement subject to refinement and negotiation can be obtained upon request to Burke.

INSURANCE: Successful Bidder must provide proof of minimum insurance coverage prior to start of contract and annually thereafter of liability insurance (including general liability, and worker's compensation coverage) Schedule as follows:

- A. General Liability \$1,000,000/\$3,000,000
- B. Worker's Compensation in accordance with Texas Statutory Requirements
- C. Certificate of Insurance naming Burke as an additional insured shall be provided prior to start of work.

INVOICES shall show all information as required and shall be delivered to Burke Business Services at 2003 S. Medford Dr., Lufkin Texas 75901 or emailed to the Director of Accounting, Shandi Porterfield at shandi.porterfield@myburke.org. For additional questions regarding invoices, call 936-633-5653.

PAYMENT shall be made with 30 days upon receipt of valid invoice and approval by Burke of all completed services as set out in the contract entered into by Burke and Contractor.

SUCCESSFUL BIDDER SHALL defend, indemnify and hold harmless Burke or its designee and its officers, directors and employees from any and all suits, claims, actions, losses, damages, liability and expenses, including attorney's fees arising from any negligent or willful act, error, omission or misrepresentation of Contractor or his employees, agents (including subagents) or servants. The provisions of the subparagraph shall continue and be ongoing in any contract resulting from this RFB.

CONFLICT OF INTEREST: No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C., Chapter 171.

CONTRACT MONITORING: Under this contract Burke shall appoint a contract monitor with designated responsibility to ensure compliance with contract requirements. The contract monitor will serve as liaison between Burke and the successful Bidder.

ASSIGNMENT: The successful Bidder shall not sell, assign, transfer or convey any contract resulting from this RFB, in whole or in part, without the prior written consent of Burke.

TERMINATION OF CONTRACT: Burke reserves the right to terminate any resulting contract within thirty (30) days written notice.

PROTEST PROCEDURES

Any Bidder wishing to protest or appeal the selection process must do so, in writing, within 15 calendar days of the date of notification of the unsuccessful bid in order to be considered. Protest or appeal letter must be titled "Protest Demand Letter" and must include:

1. Bidder Firm and Contact Name, address, phone number, email address and fax number (if applicable)
2. Clearly and specifically state the nature of the protest, including Burke's decision which the Bidder is protesting or appealing;
3. Approximate Date of Burke's decision which the Respondent is protesting or appealing and;
4. Any additional information not listed to those who will make the decisions in the protest/appeal process.

Send letter, via certified mail to:

Burke | Attn: CEO | 2001 S. Medford Dr. | Lufkin, Texas 75901

BIDDER ASSURANCES AGREEMENT

The undersigned does make the following assurances that:

1. That the Bidder is not currently held in abeyance or barred from the award of a federal or state contract.
2. That the Bidder is not currently delinquent in its payments of any franchise tax or state tax owed to the state of Texas, pursuant to Texas Business Corporation Act, Texas Civil Statutes, Article 2.45.
3. No attempt will be made by the Bidder to induce any person or firm to submit or not to submit a response, unless so described in the RFB response document.
4. The Bidder does not discriminate in its services or employment practices on the basis of race, color, religion, sex, national origin, disability, veteran status, or age.
5. That no employee of Burke, Texas HHSC, and no member of Burke's Board of Trustees will directly or indirectly receive any pecuniary interest from an award of the proposed contract. If the Bidder is unable to make the affirmation, then the Bidder must disclose any knowledge of such interests.
6. Bidder accepts Burke's right to cancel the RFB at any time prior to contract award.
7. The RFB response submitted by the Bidder has been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition.
8. No claim will be made for payment to cover costs incurred in the preparation of the submission of the application or any other associated costs.
9. The individual signing this document and any subsequent contract (if necessary) is authorized to legally bind the Bidder.
10. That Bidder will comply with the rules and standards adopted under Section 534.052 of the Texas Health and Safety Code, the Texas HHSC Community Standards of Community Mental Health Centers and Community Service Programs, and applicable local, state, and federal laws, rules and regulations, including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

The Bidder Firm or Individual named below offers and agrees to furnish all labor, materials, and services offered within the designated time frame for the amount to be agreed upon and upon conclusion of a successful contract.

Name of Bidder Firm or Individual: _____

Type of Legal Entity: _____

Address: _____

Phone No.: _____

FAX No.: _____

Auth. Signature: _____

Date: _____

Printed Name: _____

REFERENCES

Please provide at least three (3) references where similar services have been provided by Bidder Firm or individual. Include name of firm, contact name, address, telephone number and description of services provided for each reference.

REFERENCE 1

Company: _____ Contact Name: _____

Address: _____ Phone Number _____

Fax: _____ Email: _____

Description of Services Provided: _____

REFERENCE 2

Company: _____ Contact Name: _____

Address: _____ Phone Number _____

Fax: _____ Email: _____

Description of Services Provided: _____

REFERENCE 3

Company: _____ Contact Name: _____

Address: _____ Phone Number _____

Fax: _____ Email: _____

Description of Services Provided: _____

Fire Extinguisher Inspection Schedule - Exhibit A
Burke Center FY 2021 - FY 2022 Facility Contracting RFB
September 1, 2020 - August 31, 2022

Facility Name, Address and Point of Contact	Occupancy	Sq. Ft.	Extinguisher Inspection Frequency	Extinguisher Count	Bid Per Extinguisher	Recharge Bid Per Pound
ALU Cherry 2308 Cherry Lufkin, TX 75901 Belinda Espree (936) 639-5380 belinda.espree@myburke.org	Residential - IDD	2,196	Annually	3 - facility		
				1 - vehicle		
ALU Freeman 3224 Freeman Lufkin, TX 75901 Belinda Espree (936) 639-5380 belinda.espree@myburke.org	Residential - IDD	3,569	Annually	3 - facility		
				1 - vehicle		
ALU Oleta 1202 Oleta Lufkin, TX 75901 Jennifer Morgan (936) 639-5380 jennifer.morgan@myburke.org	Residential - IDD	2,523	Annually	3 - facility		
				1 - vehicle		
ALU Oscar Berry 776 N. FM 1194 Lufkin, TX 75904 Jennifer Morgan (936) 639-5380 jennifer.morgan@myburke.org	Residential - IDD	1,601	Annually	2 - facility		
				1 - vehicle		
ALU Rushwood 1004 Rushwood Lufkin, TX 75901 Belinda Espree (936) 639-5380 belinda.espree@myburke.org	Residential - IDD	2,719	Annually	2 - facility		
				1 - vehicle		
ALU Shady Lake 111 Lakewind Lufkin, TX 75901 Jennifer Morgan (936) 639-5380 jennifer.morgan@myburke.org	Residential - IDD	1,800	Annually	3 - facility		
				1 - vehicle		
ALU Whitehouse 305 Whitehouse Lufkin, TX 75901 Belinda Espree (936) 639-5380 belinda.espree@myburke.org	Residential - IDD	1,626	Annually	2 - facility		
				1 - vehicle		
Angelina MHC 1522 W. Frank Ave. Lufkin, TX 75901 Jeanie Miles (936) 639-2384 jeanie.miles@myburke.org	Outpatient - MH Adults & Kids	32,700	Annually	20 - facility		

Burke Industries - Angelina 2215 N. John Redditt Lufkin, TX 75904 Brenda McClendon (936) 633-7998 brenda.mcclendon@myburke.org	Vocational Training	10,550	Annually	5 - facility		
				12 - vehicles		
Burke Industries - Kirbyville 910 S. Margaret Kirbyville, TX 75956 Brenda Russell (409) 423-2237 brenda.russell@myburke.org	Vocational Training	6,000	Annually	5 - facility		
				7 - vehicles		
Burke Industries - Nacogdoches 1718 S. University Nacogdoches, TX 75961 Cliff Perry (936) 275-9645 cliff.perry@myburke.org	Vocational Training	7,200	Annually	4 - facility 4 - vehicles		
Burke Industries - San Augustine 583 El Camino Crossing San Augustine, TX 75972 Cliff Perry (936) 275-9645 cliff.perry@myburke.org	Vocational Training	Front/ Bldg 1: 5,000	Annually	5 - facility 3 - vehicles		
Burke Industries - San Augustine 583 El Camino Crossing San Augustine, TX 75972 Cliff Perry (936) 275-9645 cliff.perry@myburke.org	Vocational Training	Back/ Bldg 2: 6,000	Annually	4 - facility 2 - vehicles		
Business Services 2003 S. Medford Lufkin, TX 75901 Alejandra Padierna (936) 633-5665 alejandra.padierna@myburke.org	Office	6,587	Annually	6		
Central Administration 2001 S. Medford Lufkin, TX 75901 Melody Smith (936) 639-1141 melody.smith@myburke.org	Office	10,275	Annually	7		
Consumer Benefits 5002 Lotus Lane Lufkin, TX 75904 Mayra Vargas (936) 634-7173 mayra.vargas@myburke.org	Office	2,298	Annually	2		
Cunningham House 1010 Cunningham Lufkin, TX 75901 Sharon Noel (936) 634-2242 sharon.noel@myburke.org	Residential - IDD	2,303	Annually	3 - facility 2 - vehicles		
DD Authority Services 1915 Old Mill Rd. Lufkin, TX 75903 Reta Perodin (936) 639-1479 reta.perodin@myburke.org	Office and Outpatient - IDD	9,688	Annually	8		
DD Provider Services 2105 N. John Redditt Dr. Lufkin, TX 75904 Rae Woods (936) 639-5380 rae.woods@myburke.org	Office	6,550	Annually	6 - facility		
				2 - vehicles		

Diboll House 200 Stubblefield Diboll, TX 75941 Dorothy Tillman (936) 829-3517 dorothy.tillman@myburke.org	Residential - IDD	2,537	Annually	5 - facility 1 - vehicle		
ECI - Lufkin 2211 N. John Redditt Dr. Lufkin, TX 75904 Pam Phillips (936) 634-4703 pam.phillips@myburke.org	Office	4,700	Annually	7		
ETBHN 2704 Homer Alto Rd. Lufkin, TX 75904 Amber Jones (936) 634-5664 amber.jones@etbhn.org	Office	4,265	Annually	3		
Warehouse 2704 Homer Alto Rd. Lufkin, TX 75904 Larry Welker (936) 699-7510 Larry.Welker@myburke.org	Warehouse	1,940	Annually	3 - facility 3 - vehicles		
Fairweather Lodge 2019 Pearl Street Nacogdoches, TX 75965 Mike Largent (936) 676-2745 mike.largent@myburke.org	Residential - MH	4,542	Annually	2		
Houston County MHC 1401 W. Austin Crockett, TX 75935 Jeanie Miles (936) 639-2384 jeanie.miles@myburke.org	Outpatient - MH & Vocational	6,000 Total	Annually	7 - facility		
Jasper MH Clinic 1250 Marvin Hancock Drive Jasper, TX 75951 Jeanie Miles (936) 639-2384 jeanie.miles@myburke.org	Outpatient - MH	4,800	Annually	4 - facility		
Kirbyville Group Home 703 W. Martin Luther King Kirbyville, TX 75956 Dawn Siau (409) 423-3671 dawn.siau@myburke.org	Residential - IDD	2,471	Annually	6 - facility 1 - vehicles		
Lotus Lane #1 (office) 1802 Lotus Lane Lufkin, TX 75904 Mike Largent (936) 676-2745 mike.largent@myburke.org	Residential - MH	540	Annually	1		
Lotus Lane #2 1802 Lotus Lane Lufkin, TX 75904 Mike Largent (936) 676-2745 mike.largent@myburke.org	Residential - MH	510	Annually	1		
Lotus Lane #3 1802 Lotus Lane Lufkin, TX 75904 Mike Largent (936) 676-2745 mike.largent@myburke.org	Residential - MH	377	Annually	1		

Lotus Lane #4 1802 Lotus Lane Lufkin, TX 75904 Mike Largent (936) 676-2745 mike.largent@myburke.org	Residential - MH	377	Annually	1		
Lotus Lane #5 1802 Lotus Lane Lufkin, TX 75904 Mike Largent (936) 676-2745 mike.largent@myburke.org	Residential - MH	510	Annually	1		
Lotus Lane #6 1802 Lotus Lane Lufkin, TX 75904 Mike Largent (936) 676-2745 mike.largent@myburke.org	Residential - MH	377	Annually	1		
Lotus Lane #7 1802 Lotus Lane Lufkin, TX 75904 Mike Largent (936) 676-2745 mike.largent@myburke.org	Residential - MH	510	Annually	1		
Lotus Lane #8 1802 Lotus Lane Lufkin, TX 75904 Mike Largent (936) 676-2745 mike.largent@myburke.org	Residential - MH	377	Annually	1		
Lotus Lane #9 1802 Lotus Lane Lufkin, TX 75904 Mike Largent (936) 676-2745 mike.largent@myburke.org	Residential - MH	510	Annually	1		
Lotus Lane #10 1802 Lotus Lane Lufkin, TX 75904 Mike Largent (936) 676-2745 mike.largent@myburke.org	Residential - MH	510	Annually	1		
Lotus Lane #11 1802 Lotus Lane Lufkin, TX 75904 Mike Largent (936) 676-2745 mike.largent@myburke.org	Residential - MH	377	Annually	1		
Lotus Lane #12 1802 Lotus Lane Lufkin, TX 75904 Mike Largent (936) 676-2745 mike.largent@myburke.org	Residential - MH	510	Annually	1		
Lotus Lane #13 1802 Lotus Lane Lufkin, TX 75904 Mike Largent (936) 676-2745 mike.largent@myburke.org	Residential - MH	442	Annually	1		
Mental Health Emergency Center 105 Mayo Place Lufkin, TX 75904	Crisis Residential	16,000	Annually	9 - facility		
Larry Pitts (936) 674-3500 larry.pitts@myburke.org				3- vehicles		

Nacogdoches House 2712 S. E. Stallings Dr. Nacogdoches, TX 75961 Tammy Forney (936) 564-3147 tammy.forney@myburke.org	Residential - IDD	4,496	Annually	6 - facility 2 - vehicles		
Nacogdoches MH Clinic 3824 N. University Dr. Nacogdoches, TX 75965 Hannah Hickman (936) 558-6200 Hannah.Hickman@myburke.org	Outpatient - MH Adults & Kids	32,580	Annually	9 - facility		
Kathy Burr (936) 558-6200 kathy.burr@myburke.org						
Newton Group Home 817 McMahon Newton, TX 75966 Willie Kenebrew (409) 379-4007 willie.kenebrew@myburke.org	Residential - IDD	2,468	Annually	3 - facility 1 - vehicle		
Pineland House 707 S. Temple Pineland, TX 75968 Joyce Taylor (409) 584-2868 joyce.taylor@myburke.org	Residential - IDD	2,537	Annually	3 - facility 2 - vehicle		
Polk County MHC 1100 Ogletree Livingston, TX 77351 Catherine Tyner (936) 327-5551 catherine.tyner@myburke.org	Outpatient - MH Adults & Kids	9,300	Annually	5 - facility		
San Augustine Rental (Jasper Newton Co. Public Health District-ETBR Expense) 583 El Camino Crossing San Augustine, TX 75972 Cliff Perry (936) 275-9645 cliff.perry@myburke.org	Vocational Training	1,500	Annually	2		
Veteran's Building 3003 N. Medford Dr. Lufkin, TX 75901 Jordan Bridges (936) 208-9057 jordan.bridges@myburke.org	Office	2,500	Annually	2		
West Bay Group Home #46 West Bay Jasper, TX 75951 Christi Jackson (409) 384-7730 christi.jackson@myburke.org	Residential - IDD	2,771	Annually	5 - facility 2 - vehicles		

Please provide the following bids:

1. Recharge Bid for the following Extinguishers:

- a. 2.5 lbs ABC _____ each
- b. 5 lbs ABC _____ each
- c. 10 lbs ABC _____ each
- d. 2.5 gal water _____ each

2. 6 year maintenance _____ each

3. Hydrotest _____ each

4. New extinguisher price _____ each

a. 2.5 lbs ABC _____ each

b. 5 lbs ABC _____ each

c. 10 lbs ABC _____ each

5. List any other charges such as Fuel Surcharge, Minimum Trip Charge, etc:

Auth. Signature: _____

Date: _____

Printed Name: _____

Bidders taking exception to the specifications, terms and conditions or offering substitutions, shall state these exceptions in the section provided in Exhibit B as part of the bid.

EXHIBIT B

EXCEPTIONS AND SUBSTITUTIONS (OPTIONAL)

The absence of this list shall indicate that the Bidder has not taken exceptions and Burke shall hold the resultant Contractor responsible to perform in strict accordance with any and/or none of the exception(s)/substitution(s) as deemed to be in the best interest of Burke.

Comments:

Attach any relevant documents or use the space below to insert: