

**** Notice to Bidders ****



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- The City will be accepting **sealed** bids to complete the below-mentioned work. If the submitted bid does not meet the job scope above, it will NOT be accepted.
- ALL bidders MUST sign a conflict-of-interest statement if there is any known affiliation with members of the office staff and/or Council members or Mayor.
- All bidders MUST be insured. NO EXCEPTIONS!!
- ALL **sealed bids** MUST be submitted no later than August 13, 2026. The City Council will accept a bid at the August Council meeting on August 17, 2026.

Scope of Work

The City of Bevil Oaks is looking to have some work done to come into compliance with ADA regulations at their Civic Center located at 7390 Sweetgum Rd Bevil Oaks, Tx 77713.

The scope of work is as follows:

Parking:

1. The parking lot consists of loose gravel, dirt and grass and the accessible parking space is not close to the entrance.

Parking Remediation:

1. Install parking space to the right-hand side of the double door entrance. Create a level, smooth surface by laying pavement in the area. Pavement should include coverage of parking space, access aisle and route to the porch/door. Parking space must be a minimum of 132" wide.
2. Install a van-accessible parking sign, with the international symbol of accessibility, that is a minimum of 60" from the ground.
3. Paint boundary lines for parking space and access aisle.

Sidewalk/Access Aisle:

1. Pathways do not have a firm, stable, slip-resistant surface.

Sidewalk/Access Aisle Remediation:

1. Increase surface of porch area to match the top of the entrance threshold by pouring additional concrete. As pictured, there is a 2" threshold at the entrance.
2. Create a level, smooth access aisle from parking space to entrance. The access aisle must be a minimum of 60" wide. Access aisle should be marked to discourage parking in that area.

Entrance:

1. Double door is currently heavy and not an ideal set up for wheelchair accessibility.

Entrance Remediation:

1. Double door needs to be changed to a more user-friendly door.

Please see attached pictures for details.

**** Bid Submittal Information ****

Submit bids to: City Administrator, Sabrenna Crain

Mailing Address: 7525 Sweetgum Rd. Beaumont, Tx 77713

Physical Address: 7525 Sweetgum Rd. Bevil Oaks, Tx 77713

Email Address for questions: sabrenna@cityofbevilocks.com

Office Hours: Monday-Thursday 9:00am-5:00pm & Friday 8:00am-12:00pm

For questions, please contact Sabrenna at the above mentioned email address or call 409-753-1475 or 409-753-2126.

Bidder Submittal Checklist

- **Completed Bid Sheet**
- **Copy of Insurance**
- **Completed Conflict of Interest Disclosure**



YHTRMTTW13ALD Timemark Verified

01:08 PM Jul 14, 2026
Tues

7390 Sweetgum
Rd, Bevil Oaks, TX
77713

Photo by
Timemark



01:09

PM Jul 14, 2026

Tues

7390 Sweetgum
Rd, Bevil Oaks, TX
77713

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**** Bid Form ****

Bid Form		
Company Name:		
Company Address:		
Company Mailing Address (if different):		
Parking Remediation Scope of work:		Cost:
Sidewalk/Access Isle Scope of Work:		Cost:
Entrance Scope of Work:		Cost:
Total Job Cost:		
Name of Person Submitting Bid:		
Name of Contact Person (if different):		
Contact person phone number:		
Contact person email:		
Signature of bidder		Date
Office Use ONLY		
Date bid was received:		Time bid was received:
Received by:		
☐	Meets Scope of work presented in notice to bidders	
☐	Doesn't meet scope of work presented in notice to bidders	

**** Conflict of Interest Disclosure ****

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Instructions to Bidder

This Conflict of Interest Disclosure Statement must be completed and submitted with your bid proposal for construction and remediation services for the City of Bevil Oaks, Texas. Failure to submit this completed disclosure statement may result in disqualification of your bid. All information provided must be accurate and complete as of the date of submission.

Bidder Information

Legal Name of Bidder: _____

DBA (if applicable): _____

Business Address: _____

Contact Person: _____

Title: _____

Telephone: _____

Email: _____

Project Name/Number: _____

Date of Submission: _____

Disclosure of Affiliations

The City of Bevil Oaks requires disclosure of any affiliation, relationship, or financial interest that the Bidder, its owners, officers, directors, partners, managers, employees, or agents may have with any City of Bevil Oaks Council member, City employee, or the Mayor. For purposes of this disclosure, "affiliation" includes but is not limited to:

1. **Family Relationship.** Any relationship by blood or marriage within the third degree of consanguinity or affinity, including spouse, parent, child, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or any in-law relationship of similar degree.
2. **Business Relationship.** Any partnership, joint venture, corporate relationship, or other business arrangement in which the Bidder or any principal of the Bidder shares a financial interest with a City official or employee.

3. **Employment Relationship.** Any current or former employment relationship within the past two years between the Bidder or any principal of the Bidder and any City of Bevil Oaks Council member, City employee, or the Mayor.
4. **Financial Interest.** Any direct or indirect ownership interest, equity interest, debt obligation, creditor relationship, or other financial arrangement between the Bidder or any principal of the Bidder and any City of Bevil Oaks Council member, City employee, or the Mayor.
5. **Other Material Affiliation.** Any other relationship, association, or affiliation that could reasonably be perceived to create a conflict of interest or the appearance of impropriety in the City's procurement process.

Required Disclosures

Check **ONE** of the following statements:

☐ **NO AFFILIATION EXISTS.** To the best of my knowledge, after reasonable inquiry, neither the Bidder nor any owner, officer, director, partner, manager, employee, or agent of the Bidder has any affiliation, relationship, or financial interest with any City of Bevil Oaks Council member, City employee, or the Mayor as defined above.

☐ **AFFILIATION EXISTS.** The Bidder or one or more of its owners, officers, directors, partners, managers, employees, or agents has an affiliation, relationship, or financial interest with one or more City of Bevil Oaks Council members, City employees, or the Mayor as defined above. All such affiliations are disclosed below.

Detailed Disclosure of Affiliations (if applicable)

If you checked "AFFILIATION EXISTS" above, provide complete details for each affiliation:

Person or Entity with Affiliation: [INSERT NAME OF BIDDER'S PRINCIPAL/EMPLOYEE/AGENT]

Title/Role with Bidder: [INSERT TITLE/ROLE]

City Official or Employee: [INSERT NAME OF CITY COUNCIL MEMBER, CITY EMPLOYEE, OR MAYOR]

Title/Position with City: [INSERT TITLE/POSITION]

Nature of Affiliation: [DESCRIBE THE RELATIONSHIP, INCLUDING TYPE (FAMILY, BUSINESS, EMPLOYMENT, FINANCIAL, OTHER), DURATION, AND ANY MATERIAL FACTS]

Person or Entity with Affiliation: [INSERT NAME OF BIDDER'S PRINCIPAL/EMPLOYEE/AGENT]

Title/Role with Bidder: [INSERT TITLE/ROLE]

City Official or Employee: [INSERT NAME OF CITY COUNCIL MEMBER, CITY EMPLOYEE, OR MAYOR]

Title/Position with City: [INSERT TITLE/POSITION]

Nature of Affiliation: [DESCRIBE THE RELATIONSHIP, INCLUDING TYPE (FAMILY, BUSINESS, EMPLOYMENT, FINANCIAL, OTHER), DURATION, AND ANY MATERIAL FACTS]

Attach additional sheets if necessary to disclose all affiliations.

Representations and Acknowledgments

By signing below, the undersigned represents, warrants, and acknowledges the following:

1. **Accuracy of Information.** All information provided in this Conflict of Interest Disclosure Statement is true, complete, and accurate to the best of my knowledge, information, and belief after reasonable inquiry.
2. **Duty to Update.** I understand and agree that if any affiliation, relationship, or financial interest described in this disclosure arises or changes between the date of this disclosure and the award of any contract, or at any time during the performance of any contract awarded, the Bidder shall immediately notify the City of Bevil Oaks in writing of such affiliation, relationship, or change.
3. **City's Right to Investigate.** I understand that the City of Bevil Oaks reserves the right to investigate the accuracy and completeness of the information provided in this disclosure and to request additional information or clarification.
4. **Consequences of False Statement.** I understand that any false statement, misrepresentation, or omission of material fact in this disclosure may result in disqualification of the Bidder's proposal, termination of any contract awarded, debarment from future City contracts, and potential civil or criminal liability under applicable law, including but not limited to Texas Penal Code Chapter 37 (Perjury and Other Falsification).
5. **No Waiver of Conflict.** I understand that submission of this disclosure does not waive any applicable conflict of interest prohibition under Texas law or City ordinance, and that the City reserves the right to reject any bid or terminate any contract based on an actual or perceived conflict of interest.
6. **Texas Ethics Commission.** I understand that certain City officials may be required to file conflict of interest disclosures with the Texas Ethics Commission under Texas Local Government Code Chapter 176, and that the City may provide this disclosure to such officials for that purpose.

Signature and Verification

I hereby certify under penalty of perjury that I am authorized to execute this Conflict of Interest Disclosure Statement on behalf of the Bidder and that the information provided herein is true and correct.

Printed Name: _____

Title: _____

Signature: _____

Date: _____

For City Use Only

Received by: _____

Date Received: _____

Reviewed by: _____

Action Taken: ☐ No Conflict Identified

☐ Potential Conflict Identified – Referred to [City Attorney/City Manager/Council]

☐ Bidder Disqualified

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Appendix: Texas Legal References

This Conflict of Interest Disclosure Statement is designed to assist the City of Bevil Oaks in complying with applicable Texas law governing conflicts of interest in public contracting, including but not limited to:

1. **Texas Local Government Code Chapter 171.** Chapter 171 addresses conflicts of interest of local government officers and requires disclosure and recusal in certain circumstances where a local government officer has a substantial interest in a business entity or real property involved in a vote or decision.
2. **Texas Local Government Code Chapter 176.** Chapter 176 requires certain local government officers to file conflict of interest questionnaires when they have an employment or other business relationship with a vendor doing business with the local governmental entity.
3. **Texas Government Code Chapter 573.** Chapter 573, Subchapter A, governs nepotism and prohibits public officials from appointing, confirming, or voting for the appointment or confirmation of certain relatives to positions with the governmental entity.
4. **Texas Penal Code Chapter 36.** Chapter 36 addresses bribery, unlawful gifts to public servants, and abuse of official capacity, imposing criminal liability for certain conduct involving public officials.
5. **Texas Penal Code Chapter 37.** Chapter 37 addresses perjury and other falsification offenses, including making false statements in governmental records or filings.

The City of Bevil Oaks reserves the right to reject any bid or proposal, or terminate any contract, based on a conflict of interest or the appearance of impropriety, regardless of whether such conflict or appearance rises to the level of a statutory violation.

Privacy Notice

Information disclosed in this Conflict of Interest Disclosure Statement may be subject to public disclosure under the Texas Public Information Act, Texas Government Code Chapter 552. The City will comply with all applicable legal requirements regarding confidentiality and disclosure of submitted information. However, the City cannot guarantee that information provided in this disclosure will remain confidential, and Bidders should assume that disclosed information may become part of the public record.

END OF DISCLOSURE STATEMENT