

RAYMONDVILLE INDEPENDENT SCHOOL
DISTRICT PURCHASING DEPARTMENT
419 FM 3168
Raymondville, Texas 78580

**RFP #20-012:
REQUEST FOR PROPOSALS
FOR
HVAC Supplies, Equipment & Services**

Andres Villalpando
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**Submittal Deadline
March 4, 2020 by 3 p.m.**

Raymondville Independent School District (RISD) Solicitation

Solicitation # **20-012**

Due Date: **March 4, 2020**

**DUE NO LATER THAN 2:00 PM (CST)
LATE BIDS WILL NOT BE ACCEPTED**

Request for Proposal (RFP): HVAC Supplies, Equipment & Services

Raymondville Independent School District is receiving sealed proposals for **HVAC Supplies, Equipment & Services, RFP# 20-012**, as per the attached specifications. Proposals will be accepted in the Business Office, 419 FM 3168, Raymondville, TX 78580, until 3:00 pm, Wednesday, March 4, 2020. This will be a Multi- Award RFP.

It is not the policy of Raymondville Independent School District to purchase on the basis of low proposal alone; “Best Value” being the controlling factor. The District will evaluate each bid received and make award(s) based on the criteria enumerated in Texas Education Code 44.031(b).

All proposals shall include the cost of transportation to schools within Raymondville Independent School District, Raymondville, Texas. Any exceptions to or deviations from these conditions must be stated in writing at the time of the proposal opening.

Vendors must fill in all blank columns on items being proposed such as Vendors Brand Name and Number, Unit Price. The above information must be clear and concise. **This proposal form must be used, and all proposals are to be signed. Failure to follow these instructions could be cause for the proposal not to be accepted.**

QUESTIONS REGARDING SPECIFICATIONS OR BID PROCESS CALL:

**Andres Villalpando Purchasing Coordinator
956-689-8175 x4129**

To ensure proper receipt of bid response, please include Company Name, Bid Number, and Bid Name on outside of the delivery envelope or package.

This Bid is a firm offer which shall be irrevocable and open for acceptance for _____ calendar days (60 calendar days unless otherwise specified) from the day set for submission of bids (30-day minimum is usually required for School Board Approval).

DISTRICT PROFILE

Raymondville ISD has an enrollment of over 2,160 students at two elementary schools, one middle school, one high schools and an alternative campus. With more than 360 faculty and staff, Raymondville ISD is the largest employer in the community. Our teachers are dedicated professionals whose commitment to excellence.

SPECIFICATIONS & CONDITIONS

1. Raymondville Independent School District ("RISD" or "District") requests sealed proposals for the purchase of **HVAC Supplies, Equipment & Services from April 14, 2020 to April 13, 2021**. The intent of this proposal is to offer RISD campuses and departments with a list of qualified and approved vendors from which they can purchase these goods and services. **This shall be a multi-award.**
2. This bid will cover a period of one year, beginning April 14, 2020 or date of award, whichever is sooner. **RISD reserves the right to extend this contract for two (2) additional one-year terms with the same terms and conditions if agreeable to both the District and vendor(s).** Renewal of Contract will be in accordance with Local Government Code 271.903 concerning non-appropriation offenses for multi-year contracts. The Board of Trustees of Raymondville Independent School District, or its designee, reserve the right to rescind the Contract at the end of each fiscal year if it is determined that there are insufficient funds to extend the Contract.
3. As required in Texas Education Code 44.031 (b) in determining to whom to award this contract, the District shall consider: the purchase price, the reputation of the vendor and vendor's goods or services, the quality of the vendor's goods or services, the extent to which the goods or services meet the district's needs, the vendor's past relationship with the district, the total long-term cost to the district to acquire the vendor's goods or services, ability to service our accounts with proper staff and insurance requirements, and any other relevant factor specifically listed in the request for bids or proposals.
4. The District must have your bid returned and on file in the Purchasing Department. Faxed or emailed copies will not be accepted. A copy of the W-9, the Conflict of Interest Form, Felony Conviction Notification/Suspension, Debarment Certification, House Bill 89, and Senate Bill 252 are required to be filled out, signed and submitted with the bid. Failure to comply with this requirement is grounds for bid rejection.
5. No quantities are guaranteed or implied. Items will be purchased on an as-needed basis.
6. It is the intent of the District to award this contract to multiple vendors, as may appear most advantageous to the district.
7. Bid information will be furnished to all campuses and departments. Ordering will involve all locations within Raymondville ISD and **all deliveries will be sent to RISD Warehouse 420 FM 3168, Raymondville, TX 78580.**
8. Freight will be prepaid by the vendor. Inside delivery is required.
9. Vendor must notify Purchasing Department, at 956-689-8175, immediately if items are placed on backorder, and before making substitutions. In the event that an awarded vendor and/or manufacturer cannot meet the delivery requirements, it will be the awarded vendor's responsibility to notify the purchaser about the delay as soon as possible. The vendor shall provide an expected delivery date, reason for the delay and an alternate product if one is available. If an awarded vendor ships items that do not comply with the general conditions of the bid or items specifications, such merchandise will not be accepted, and a call tag will need to be issued at the vendor's expense for the item to be returned.
10. Non-Performance: Vendor shall perform to the satisfaction of Raymondville Independent School District (District) and comply with the terms and conditions stated herein for the length of the service period. Non-compliance and/or unsatisfactory performance can result in termination of respective services with said vendor prior to the end of the service period given thirty (30) days written notice.
11. The percent of discount bid must remain the same throughout the contract period. Any manufacturer price increase during the contract period must be submitted to the Purchasing Manager for approval.
12. Raymondville Independent School District will apply the discount to the total amount of each purchase order.
13. Payment: Unless otherwise stated, payment terms will be net 30 after acceptance of delivery or receipt of correct invoice, whichever comes later. **The Raymondville ISD purchase order number must be shown on all invoices.**
14. **Raymondville ISD will not be held responsible for any orders placed/delivered without a valid current purchase order number.**
15. RISD considers cash discounts or discounts for prompt payment when evaluating bids.
16. The District reserves the right to determine "equals", or whether an alternate is of equal quality. All District decisions are final.
17. Vendors capable of providing Contract Service to RISD will be required to submit SB-9 certification and background checks prior to start of any project.
18. Provisions in a contract with Raymondville ISD that call for, specify, or require that the contract entered into be automatically renewed are unacceptable. No such automatic renewal provisions will be agreed to by the Raymondville ISD.
19. A statement, provision, term, or condition of a contract with the Raymondville ISD that such contract will be governed by the laws of another state or another country is unacceptable. The Raymondville ISD requires that all contracts it enters into be subject to the laws of the State of Texas and that venue regarding any contract dispute is agreed to be in Willacy County, Texas.
20. RISD doesn't guarantee any products will be purchased from awarded vendors during the term of the contract.

Vendor Must Provide the Following Information:

Company Name:			
Company Address:			
City:		State:	
Zip:			
Taxpayer I.D. #:		Website Address:	
Telephone:	Fax:	E-mail:	
Remit Address if different from above:			
Authorized Representative Name:			
Authorized Representative Signature:			
Discount:			

1. Company's home office location is: _
2. Legal name of company: _____
3. Number of years in business: _____
4. Do you currently do business with Raymondville ISD? ☐ Yes ☐ No
5.
 - a. Is your principal place of business located in the State of Texas? ☐ Yes ☐ No
 - b. Does your business employ more than 500 people in the State of Texas? ☐ Yes ☐ No
6. Does your business have ecommerce (online ordering) capabilities? ☐ Yes ☐ No
7. Do you have any pending litigation? ☐ Yes ☐ No If yes, please attach a separate page explaining.
8. Is your company able to service RISD locations - Raymondville surrounding area?
☐ Yes ☐ No If no, explain exceptions _
9. Do you have experience working with other school districts in Texas? ☐ Yes ☐ No
10. Does your company accept purchase orders? ☐ Yes ☐ No
11. Did you provide a certificate of insurance with your response? ☐ Yes ☐ No
12. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? ☐ Yes ☐ No
13. Is this company a minority, or woman-owned business enterprise? ☐ Yes ☐ No
14. How did you hear about this bid opportunity? ☐ RISD e-mail ☐ Other: _
☐ Newspaper

PRICE DELIVERY INFORMATION

Company Name: _____

Sales/Service Representative Name and Contact Info: _____

Supplies/Equipment Description: _____

1. Please Choose (Check) One of The Following Methods:

A. ☐ Percentage Discount Off List Price: _____ % Off

(Vendors may submit one discount, or a discount range, for example 0-20%)

B. ☐ Supplies and Equipment Will Be Offered at Shelf Price (0.0% Discount).

2. Please Choose (Check) One of the Following Delivery Methods:

A. ☐ Vendor Will Deliver Supplies at No Charge to RISD Warehouse

B. ☐ Vendor Will Deliver and Add Freight Charges to final Invoice.

C. ☐ Vendor Chooses Not to Deliver to RISD

In Addition to HVAC Supplies & Equipment, My Company can Furnish Various HVAC Services to RISD as Follows:

3. Service Description(s): _____

A. ☐ Percentage Discount off Service List Price: _____ % off

(Vendor may submit one discount, or discount range, for example 0-20%)

Rate per hour: \$ _____ with discount

B. ☐ Rate per hour: \$ _____ (0.0% Discount)

C. Tradesman/License? Yes: _____ No: _____

4. Does your company offer on-line catalog availability? Yes: _____ No: _____

Mandatory controls for Purchase Orders only

If yes, provide web site: _____

5. Do you have a walk-in (retail) store for will-call purchases? Yes: _____ No: _____

6. Our company can offer a discount of _____ % for shelf/catalog purchases.

All catalogs distributed to Raymondville ISD will be labeled on the cover with the applicable discount(s).

Define your company's return policy: _

EXCLUSIONS

If there are categories of supplies, equipment, and services that are not eligible for discount please indicate categories in the space provided below:

REFERENCES

Please provide at least three (3) references that have used your company for the same goods Raymondville ISD is requesting in this proposal. Please include contact name, business name, address, telephone number, and e-mail address.

Company Name:	Contact Name:
Telephone:	Email:
Address:	Brief Description of Business with Company:

Company Name:	Contact Name:
Telephone:	Email:
Address:	Brief Description of Business with Company:

Company Name:	Contact Name:
Telephone:	Email:
Address:	Brief Description of Business with Company:

MINIMAL ESSENTIAL COVENANTS

1. Raymondville Independent School District (RISD) considers cash discounts or discounts for prompt payment when evaluating bids.
2. When a brand name is used, it is for the purpose of establishing quality. Although certain manufacturer brand names and numbers may be specified, alternates will be considered. The bidder/proposer, by bidding an alternate, warrants that products being bid meet or exceed all stated specifications. When an alternate is bid, bidder/proposer must furnish complete and descriptive literature on item(s) bid. If an alternate is bid and descriptive literature is not included, the bid may be considered invalid and rejected.
3. The District reserves the right to **reject any and/or all bids** and to make awards on the individual items as they may appear to be most advantages to the District, to include award of different items to different vendors, and to waive all formalities in bidding.
4. The term "As Specified" or "A/S" will not be accepted. If bidding on a make or model other than specified, bidder/proposer is to list make and model of item being bid and must state any deviations from the item specified. The burden of proof of compliance with this specification will be the responsibility of the vendor. Samples of items which are not as specified must be available to the District within 72 hours after our request.
5. The bid is a firm offer which shall be irrevocable and open for acceptance for _____ calendar days (60 calendar days unless otherwise specified) from the date set for submission of bids. A 60-day minimum is usually required for School Board approval.
6. Bids received after the due date and time specified **will not** be considered.
7. When a bid is not returned, the vendor's name is removed from the bidder list for this commodity.
8. Questions regarding this bid must be submitted to the Purchasing Manager for clarification.
9. Payment: Unless otherwise stated under "Discount Terms" on page 1, payment terms will be Net 30 after acceptance of delivery or receipt of correct invoice, whichever comes later. **Raymondville ISD will not be held responsible for any orders placed/delivered without a valid current purchase order number.**
10. Bidder/proposer hereby affirmatively states that it has not participated in any act of collusion, favoritism, gratuity, or inside dealings with any member of the staff of Raymondville ISD or its Board of Trustees.
11. Any contract resulting from this solicitation shall be construed under and in accordance with the laws of the State of Texas. Any legal action or proceeding brought or maintained, directly or indirectly, as a result of this solicitation shall be heard and determined in the City of Raymondville, Willacy County, Texas.
12. Renewal, if applicable, of resulting Contract will be in accordance with Local Government Code 271.903 concerning non-appropriation of funds for multi-year contracts. The Board of Trustees of Raymondville Independent School District, or its designee, reserve the right to rescind the Contract at the end of each fiscal year if it is determined that there are insufficient funds to extend the Contract.
13. All expenses resulting from preparation and responding to this bid/proposal shall be the sole responsibility of the bidder/proposer and not reimbursable. This provision includes, but is not limited to, bid bonds, performance and payment bonds, reproduction (copy) services, etc.
14. All purchases made as a result of this solicitation shall be delivered FOB: Inside Delivery at no additional charge to the District.
15. Contact between bidders/proposers and District staff other than those in the Purchasing Department during the bidding process or evaluation process is prohibited. Any attempt by a bidder/proposer to contact District staff outside the Purchasing Department may result in disqualification.
16. A Vendor awarded a Contract as a result of this solicitation shall defend, indemnify, and save whole and harmless Raymondville Independent School District and all of its officers, agents, and employees from and against all suits, actions, or claims of any character, name and description brought for or on account of any injuries or damages (including death) received or sustained by any person or property on account of, arising out of, or in contention with, any negligent act or omission of Vendor or any agent, employee, subcontractor or supplier of Vendor in the execution or performance of this Contract. The Vendor shall also defend and indemnify the Raymondville Independent School District against claims by any subcontractor, supplier, laborer, material man or mechanic for payment for work or materials provided on behalf of the Vendor in the performance of the services contemplated herein, and all such claimants shall look solely to the Vendor and not Raymondville Independent School District for satisfaction of such claims.

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	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 of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 for Part II, later.

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. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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-INT (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, later.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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 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 ☐ 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.

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony”.

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The District must compensate the person or business entity for services performed before the termination of the contract”.

This notice is not required of a Publicly Held Corporation.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor's Name: _

Authorized Company Official's Name (Printed): _

Check one of the following and sign as appropriate.

☐ My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

☐ My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Company Official: _____

VENDOR DEBARMENT STATEMENT

I have read the conditions and specifications provided in the bid document attached.

I affirm, to the best of my knowledge, the company I represent has not been debarred or suspended from conducting business with school districts in the State of Texas. This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulation may be obtained by contacting the Department of Agriculture Agency with which this transaction originated.

Name of Company (Please Type/Print)

Mailing Address	City	State	Zip
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Printed Name (Please Type/Print)

Signature	Title
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Telephone Number	Fax Number	Date
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HOUSE BILL 89 – SECTION 2270.001 VERIFICATION

Pursuant to Section 2270.001, Texas Government Code:

1. “Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. “Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, _____, the undersigned representative of _____ (Company or Business Name) being an adult over the age of eighteen (18) years of age, do hereby verify that the company named above, under the provisions of Subtitle F, Title 10, Government Code 2270:

Does not boycott Israel currently; and Will not boycott Israel during the term of the contract the above-named company, business or individual with Raymondville Independent School District.

Printed Name

Title

Signature

Date

SENATE BILL 252 – CHAPTER 2252 VERIFICATION

Effective September 1, 2017 contracts with companies engaged in business with Iran, Sudan, or foreign terrorist organization is prohibited. A governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 807.051 or 2252.153. The comptroller shall prepare and maintain, and make available to each governmental entity, a list of companies known to have contracts with or provide supplies and services to a foreign terrorist organization.

I, _____, the undersigned representative of _____ (Company or Business Name) being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company names above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify the Raymondville Independent School District's Purchasing Department.

Printed Name

Title

Signature

Date

RAYMONDVILLE INDEPENDENT SCHOOL DISTRICT

CERTIFICATE OF INTERESTED PARTIES – FORM 1295

Definitions and Instructions for Completing Form 1295

Raymondville Independent School District is required to comply with House Bill 1295, which amended the Texas Government Code by adding Section 2252.908, Disclosure of Interested Parties. Section 2252.908 prohibits RISD, or its cooperative members, from entering into a contract resulting from this RFP with a business entity unless the business entity submits a Disclosure of Interested Parties – Form 1295 to RISD at the time the business entity submits the signed contract. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Texas Ethics Commission.

As a “business entity,” all vendors must electronically complete, print, sign, notarize and submit Form 1295 with their proposals or contracts even if no interested parties exist.

Proposers must file Certificate of Interested Parties – Form 1295 with the Texas Ethics Commission using the following online application:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

- Proposers must use the filing application on the Texas Ethics Commission’s website (see link above) to enter the required information on Form 1295.
- Proposers must print a copy of the completed form, which will include a certification of filing containing a unique certification number.
- The Form 1295 must be printed and then signed by an authorized agent of the business entity, and the form must be notarized.
- The completed Form 1295 with the certification of filing must be filed with Raymondville Independent School District by including a copy of the completed/notarized form with the proposal response.
- RISD must acknowledge the receipt of the filed Form 1295 by notifying the Texas Ethics Commission of the receipt of the filed Form 1295 no later than the 30th day after the date the contract binds all parties to the contract.
- After RISD acknowledges the Form 1295, the Texas Ethics Commission will post the completed Form 1295 to its website within seven (7) business days after receiving notice from RISD.

Instructions to Vendors:

1. **Read these instructions,**
2. **Go to the Ethics Commission Website**
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm,
3. **Register and complete Form 1295 online - include the proposal number and the contract/RFP name,**
4. **Print a copy of the submitted Form 1295 and have it notarized - it will have a certification # in the top right corner,**
5. **Include a copy of the completed, signed and notarized Form 1295 with the proposal response.**

Definitions:

- **Interested Party:** a person who:
 - 1) has controlling interest in a business entity with whom RISD and/or its cooperative members contracts; or
 - 2) actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity.
- **Controlling Interest** means:
 - 1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent;
 - 2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or
 - 3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.
- **Intermediary:** a person who actively participates in the facilitation of the contract or negotiation the contract, including a broker, advisor, attorney, or representative of or agent for the business entity who:
 - a) receives compensation from the business entity for the person’s participation;
 - b) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
 - c) is not an employee of the business entity.
- **Business Entity:** includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity.

Resources:

Form 1295 Frequently Asked Questions:

- https://www.ethics.state.tx.us/whatsnew/FAQ_Form1295.html

Instructional Video – First Time Business User:

- <https://www.ethics.state.tx.us/filinginfo/videos/Form1295/FirstLogin-Business/Form1295Login-Business.html>

Instructional Video – How to Create a Certificate:

- <https://www.ethics.state.tx.us/filinginfo/videos/Form1295/CreateCertificate/CreateCertificate.html>

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

DPS Computerized Criminal History (CCH) Verification
(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

**Please:
Check and Initial each Applicable Space**

CCH Report Printed:

YES _____ NO _____ _____ initial

Purpose of CCH: _____

Empl ____ Vol/Contractor ____ _____ initial

Date Printed: _____ _____ initial

Destroyed Date: _____ _____ initial

Retain in your files

RAYMONDVILLE ISD CRIMINAL HISTORY RECORD INFORMATION REQUEST

Confidential*

The Raymondville Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

Please print.

Name _____

Last

First

Middle

Social Security Number _____ Date of birth _____

Driver's License _____

State and Number

Mailing Address _____

Street

City

State

Zip

Sex: ☐ Male ☐ Female

Ethnicity: ☐ Black ☐ White/Other

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment but will be used *solely* for the purpose of obtaining criminal history record information.

Signature

Date

* This form will be removed from the application and filed separately in the HR office.

**RAYMONDVILLE INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT**

**BID SPECIFICATIONS
FOR: RFP #20-012**

ACKNOWLEDGEMENT FORM

PLEASE MAKE SURE THAT YOU HAVE DONE THE FOLLOWING:

- | | |
|---|--------------------------------|
| 1. YOU MUST COMPLETE AND RETURN THE FELONY CONVICTION NOTICE, TWO (2) AFFIDAVITS, DPS/CCH, CRIMINAL HISTORY, VENDOR CERTIFICATION, FORM CIQ, FORM 1295 AND CERTIFICATE REGARDING TERRORIST | ____ YES ____ NO |
| 2. YOU MUST INCLUDE INSURANCE WITH THE BID (IF REQUIRED) | ____ YES ____ NO |
| 3. YOU MUST INCLUDE ANY SAMPLES THAT ARE REQUIRED | ____ YES ____ NO |
| 4. YOU MUST INCLUDE ANY STATE CERTIFICATE OR LICENSE WITH THE BID (IF REQUIRED) | ____ YES ____ NO |
| 5. YOU MUST VERIFY UNIT PRICE TO TOTAL PRICE | ____ YES ____ NO |
| 6. YOU MUST INCLUDE A W-9 IRS FORM
(Downloadable at www.raymondvilleisd.org) | ____ YES ____ NO |
| 7. IF YOUR COMPANY IS NOT BIDDING ON THIS BID/PROPOSAL, PLEASE STATE THE REASON. | |

Deviations from specifications if any: _____

I have read all the specifications and general bid requirements and do hereby certify that all items submitted meet all specifications, conditions, and instructions of said bid. The signature below confirms that our company will enter into a binding contract with Raymondville I.S.D. for item(s) awarded to our company.

Company Name: _____ **Agent Name:** _____

Print Name: _____ **Authorized Signature:** _____

Address: _____ **City:** _____ **ST:** _____ **Zip Code:** _____

Telephone: (____) _____ **Fax:** (____) _____ **E-mail:** _____

Federal Id#: _____ **and/or Social Security #:** _____

Address for Purchasing Order

Address for Payment:

Note: Please complete and submit this form with your bid or company will be disqualified.