

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT
Scott R. Muri, Ed.D. Superintendent of Schools

PURCHASING DEPARTMENT
1031 Witte Road, Building T-1A, Houston, Texas 77055-6016
Phone 713/251-1100 Fax 713/251-1115

Date: **February 19, 2018**

Request for Qualifications for Property Appraisal Services

The Spring Branch Independent School District (SBISD) is accepting Request for Qualifications as specified in this document. Request for Qualifications will be received at the office of the Director of Purchasing and Contracts, SPRING BRANCH ISD, 1031 Witte Road, Building T 1-A Houston, Texas 77055-6016 until: **March 21, 2018 @ 2:00PM.**

March 21, 2018 @ 2:00 PM

for

**REQUEST FOR QUALIFICATIONS FOR
PROPERTY APPRAISAL SERVICES**

Any questions pertaining to the qualification procedures should be addressed to the Bid Specialist at 713/251-1101. Any questions pertaining to the Request for Qualification specifications should be in writing directed to the Buyer, by facsimile 713/251-1115 or email, monica.landaetacalderon@springbranchisd.com

REQUEST FOR QUALIFICATIONS ENVELOPES SHALL BE PLAINLY MARKED

REQUEST FOR QUALIFICATIONS FOR:

RFQ No. 12391

PROPERTY APPRAISAL SERVICES

DO NOT OPEN UNTIL: March 21, 2018 @ 2:00 P.M.

Any request for qualifications received later than the specified time, whether delivered in person or mailed, shall be disqualified.

The evaluation criteria specified herein will be used to determine which of the Request for Qualifications provide the best quality for SBISD at the most economical cost. SBISD reserves the right to request and negotiate best and final offers. SBISD reserves the right to accept or reject any or all RFQ's, to waive all technicalities, and to accept the RFQ that is determined to be the most favorable to SBISD. Recognizing that there are important considerations other than price, SBISD may not necessarily award to the lowest offeror. Request for Qualifications must be effective for ninety (90) days following deadline for the receipt of Request for Qualifications submittals.

REQUEST FOR STATEMENTS OF QUALIFICATIONS

The Spring Branch ISD is soliciting statements of qualifications from qualified real estate appraisal service firms to provide Real Estate Appraisal Services for a variety of properties. Appraisals are required for the purpose of determining fair market values associated with land purchases, for the sale of district owned real property, for temporary or permanent easement acquisition for the construction of improvements, and for right-of-way for road construction. To qualify for selection, respondents must be State Certified General Real Estate Appraisers certified by the Texas Appraiser Licensing and Certification Board.

Qualifications for these services will be accepted until 2:00 p.m. Central Standard Time on March 21, 2018, at the **Purchasing Department** located at **1031 Witte Rd. Building T-1A Houston, TX 77055**. All qualifications must be packaged in a sealed envelope or package and be clearly marked on the outside with the proposer's name and address and the following written information:

REQUEST FOR QUALIFICATIONS Real Estate Appraisal Services Spring Branch ISD

The District reserves the right to reject any or all Statements of Qualifications and to waive informalities, and to negotiate with all firms submitting qualifications per the Texas Professional Services Procurement Act. The RFQ is available on the district's web site.

1. GENERAL INFORMATION

a. Introduction

The Spring Branch ISD is seeking responses from qualified real estate appraisal service firms with demonstrated professional competence and experience to provide Real Estate Appraisal Services for a variety of properties, for a period of one year with the option to renew for two additional one (1) year periods at the sole discretion of the district.

Appraisals are required for the purpose of determining fair market values associated with land purchases, for the sale of district owned real property, for temporary or permanent easement acquisition for the construction of improvements, and for right-of-way for road construction. The district is seeking qualified firms or individuals interested in providing appraisal services on an “as-needed” basis. Qualified individuals interested in providing such services are invited to submit responses to this Request for Qualifications (RFQ).

b. Definitions

The following definitions are used in this RFQ:

- “Consultant” means the firm selected from this RFQ.
- “Contractor” and “Consultant” may be used interchangeably.
- “Proposer” means a firm submitting a proposal in response to this RFQ.
- “SBISD” means Spring Branch Independent School District

c. Scope of Services

- i. The district, through the course of a bond program may need to acquire property easements, both temporary and permanent on private property. In some cases, the district must acquire ownership of all or a portion of certain parcels of land necessary for the installation of bond program improvements. The properties requiring appraisal services are both residential and commercial. Individuals who are requested to provide services under this RFQ would be required to develop the fair market value associated with land and/or easement acquisition.
- ii. As the district bond program is implemented, new facilities will be constructed and occasionally the district may sell real property no longer deemed suitable for the benefit of the district. The Spring Branch ISD will require an appraisal of the fair market value of its property in order to facilitate the appropriate means of disposal.
- iii. There is no representation as to the number of appraisals to be performed during any given time period. These tasks will be assigned on an “as-needed” basis.

iv. The firm selected as a result of the RFQ will be asked to provide a price for specific appraisal services at specific location(s) as services are required by the district. The request for service will specify the work to be done and the scheduled completion date of the work. The response to a request for service shall include:

- Detailed description of work to be performed
- Estimate of work hours and associated cost to accomplish the specified work
- Not to exceed total cost to accomplish the specified work
- Duration of work from start to completion

The firm will be issued a Purchase Order by the district. Services shall only be provided upon receipt of a Purchase Order from the district.

- v. Contractor shall designate a single point of contact within the Contractor's organization to which the district can look for timely resolutions of any issues which may arise related to Contractor's work in performance of assigned projects.
- vi. Consultants shall generally be on an aggressive schedule to produce documents after project assignment. Time is of the essence for performance, as projects may be funded through various sources with specific timeframes for submission of documents.
- vii. Contractor shall accept no assigned projects in which, either principals and/or employees of the Contractor, as well as family of principals and/or employees, directly or indirectly, have a financial or personal interest in or to any tract, piece or parcel of land included within the limits of a particular parcel or project requiring appraisal services.
- viii. Contractor shall accept assigned project from the district, regardless of size or value of property concerned and provide expeditious service to meet district requirements and timelines.
- ix. Contractor shall be able to provide both electronic and hardcopy documents, files and reports of all appraisal activity and forms.
- x. Contractor shall provide bilingual services as may be required by the district on any assigned project.

xi. Appraisal services must comply with all provisions of the Uniform Standards of Professional Appraisal Practice (USPAP), the USPAP Competency Rule, as well as all provisions of local, state and federal applicable laws, ordinances and regulations. Respondents must be State Certified General Real Estate Appraisers certified by the Texas Appraiser Licensing and Certification Board.

d. Restrictions on Lobbying Activity/Code of Silence

Respondents are prohibited from directly or indirectly communicating with Board of Trustees members regarding the firm's qualifications or any other matter related to the eventual award of a contract for the services requested under this Request for Qualifications. Respondents are prohibited from contacting district staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from the Purchasing Department. Any violation will result in immediate disqualification of the Respondent from the selection process.

Upon issuance of the Request for Qualifications, all communications and requests for clarification or objections shall be directed in writing to the Director of Purchasing or designee for response, determination and dissemination to all firms. Any communication by firms or their representatives toward other district officers or employees regarding this Request for Qualifications or the award of a contract are prohibited and will constitute grounds for disqualification of a Proposer. A lobbyist or a Proposer or any of their agents may not perform any act or refrain from any act for the express purpose and intent of placing any district official under personal obligation to the lobbyist or Proposer.

e. Clarification of the Specifications and Requirements

If additional information is necessary to assist the Proposer in interpreting these specifications, written questions will be accepted by the Purchasing Director, 1031 Witte Rd. Building T-1A Houston, TX 77055 or email the buyer monica.landaetacalderon@springbranchids.com no later than **March 02, 2018**. No telephone inquiries will be accepted or answered in relation to this RFQ.

2. PROPOSAL SUBMISSION AND ORGANIZATION

a. Submitting the Proposal

The Proposer must submit one (1) original plus two (2) copies of the proposal. Sealed proposals should be addressed to Purchasing Director, Spring Branch ISD, 1031 Witte Rd. Building T-1A Houston, TX 77055, and will be received until 2:00 p.m., **March 21, 2018**. Proposals will be evaluated at a later date. Proposals must be properly signed with a manual signature of an authorized representative of the firm. All proposals must be packaged in a sealed envelope or package and be clearly marked on the outside with the proposer's name and address and the following written information:

**REQUEST FOR QUALIFICATIONS
Real Estate Appraisal Services
Spring Branch ISD**

Proposers mailing their proposals must allow sufficient time for delivery of their proposal by the time and date specified. Late proposals will not be accepted.

b. Proposal Organization and Format

Proposal should be submitted on 8.5 by 11-inch paper bound securely. Proposals must contain, and be organized, as shown below. Each section should be separated by numbered tabs.

- Cover clearly displaying the title of the RFQ
- **Tab 1:** Introductory Letter, to include name of firm and contact information for the primary contact for the firm
- **Tab 2:** Company biography and other information: provide a brief company history including date founded, number of employees, company headquarters location and operating locations, and past projects and accomplishments. Provide evidence of proper licensing and registration, professional and regulatory, including copies of up-to-date licenses issued by the State of Texas. Proposer may also provide any other general information that the proposer believes is appropriate to assist the district in its evaluation.
- **Tab 3:** Experience, Past Performance, and Capacity. Proposers must submit under this tab a concise description of its experience, past performance, and capacity to deliver the proposed services:
 - Firm's experience in conducting real estate appraisals for an agency of this or greater size. Methods and resources utilized to conduct each type of appraisal. Proposer's demonstrated knowledge of local real estate markets (breadth of work history in commercial, residential, industrial, and mixed use properties).
 - Appraisal experience of staff. Include resumes of all staff members who are proposed for this contract, to include professional and technical experience. Evidence of commitment to excellence in workmanship and professionalism as evidenced by awards and certifications.
 - Familiarity with engineering and architectural plans and drawings
 - Familiarity with appraisal form requirements set by U.S. Corps of Engineers and Texas Department of Transportation (TxDOT).
 - Ability to deal with controversial projects and unfriendly property owners
 - Court/expert testimony experience for condemnation or other litigation

- Reference Data Sheet (s). The proposer shall submit four or more former governmental and/or commercial clients for whom the proposer has performed similar or like services to those being offered herein.
- Proposer Data Sheet
- **Tab 4:** Litigation/Ethics
 - Provide the style and cite of any current/pending litigation and any litigation settled or disposed within the past five (5) years against the proposer, including its parent, sister or subsidiary companies, and proposed sub-contractors.
 - Provide detail of any ethics violations or board actions within the past five (5) years against the proposer, including its parent, sister or subsidiary companies, and proposed sub- contractors
- **Tab 5:** Potential conflict of interest with other clients, if any (See page 14)

3. PUBLIC INFORMATION NOTIFICATION

The district considers all materials, information, communications and correspondence in any form from the respondents to this RFQ to be non- proprietary and non-confidential and, therefore, subject to public disclosure under the Texas Public Information Act (Texas Government Code 552.001-1 et seq.) after the contract is awarded. Respondents are informed that the district will abide by all statutes, court rulings and opinions of the Texas Attorney General concerning disclosure of RFQ information. Should any part or section be considered by the Respondents to be “proprietary” or “confidential” in nature, each page or section should be designated as “proprietary” or “confidential”.

Respondents should be prepared to fully justify these exclusions to the State Attorney General’s Office should it be required.

4. SELECTION AND AWARD PROCESS

The purpose of the Statement of Qualifications is to demonstrate the consultant’s qualifications, competence, capability and capacity to meet the district’s requirements. An evaluation team will review the proposals submitted and rank each based on the evaluation criteria specified below. The district may require additional information after the review of the initial information received.

Discussions may be conducted individually with firms who submit responsive proposals and who are determined reasonably qualified for award of the contract. The Spring Branch ISD reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the proposals, site visits, presentations, and any other costs are the responsibility of the submitting firms. Responding to this RFQ constitutes understanding and agreement to methods of evaluation and selection.

a. **Evaluation Criteria**

Evaluation of the proposals received may consider but shall not be limited to the following review criteria:

- **General Quality and Adequacy of Response**
 - Completeness and thoroughness
 - Understanding of the project
- **Organization, Personnel, and Experience**
 - Qualifications and experience of individuals who will perform and supervise the work requested by the Spring Branch ISD
 - Technical capabilities of the firm
 - Experience with similar projects
 - Knowledge and familiarity with Spring Branch ISD
 - Experience in providing appraisal services for the purpose of selling municipal-owned real property
 - Qualification/accreditation as a review appraiser
 - Firm's history of ethics violations or board actions
- **Outcomes**
 - Demonstrated timeliness on similar projects
- **Availability**
 - Capability to meet schedules and deadlines
 - Current workload and ability to commence requested projects
 - Ability to work closely with district Staff
- Demonstrated commitment to maintaining staff continuity for the project

b. **Right to Reject Qualifications/Proposals and Negotiate Contract Terms**

The district reserves the right to reject any one or more submittals solely at its own discretion, as it may deem to be in the best interests of the district. In addition, the district reserves the right to request additional information from any and all firms, to waive any informalities, irregularities or omissions in any response and, prior to the response deadline to change any portions or requirements of this RFQ, provided notice of the same shall be given to all persons or entities receiving this RFQ. The Spring Branch ISD reserves the right to negotiate the terms of the contract, including the reimbursement rates, with the selected Proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Proposer, Spring Branch ISD may negotiate a contract with the next highest scoring Proposer and so on until an agreement is reached.

5. INSURANCE AND INDEMNIFICATION

- a. The Consultant will maintain professional liability insurance during the term of this agreement in an amount of not less than \$1,000,000 per occurrence or annual aggregate and, if the policy is on a claims made basis, for a period of not less than five (5) years after the Project is complete, and provide proof of such continuing coverage.
- b. Consultant will further maintain general commercial liability coverage with minimum combined single limit of \$1,000,000 for property damage and damages resulting from bodily injury or death.
- c. With respect to the above required liability insurances, the district will:
 - i. Be named as additional insured for general liability insurance.
 - ii. Be provided with a waiver of subrogation, in favor of district.
 - iii. Be provided with 30 days advance written notice of cancellation, nonrenewal, or reduction in coverage.
 - iv. Prior to execution of the Agreement, be provided with either their original Certificate of Insurance or insurance policy evidencing the required limits and requirements, subject to approval by Risk Manager and Director of Purchasing.

d. **Indemnification**

The Respondent will indemnify, hold harmless and defend the district and its employees, agents, officers and servants from any and all lawsuits, claims, demands and causes of action of any kind arising from the negligent or intentional acts errors or omissions of the Contractor, its officers, employees or agents. This will include, but not be limited to, the amounts of judgements, penalties, interest, court costs, reasonable legal fees, and all other expenses incurred by the district arising in favor of any party, including the amounts of any damages or awards resulting from claims demands and causes of action for personal injuries, death or damages to property alleged or actual infringement of patents, copyrights, and trademarks and without limitation by enumeration, all other claims, demands, or causes of action of every character occurring, resulting, or arising from any negligent or intentional wrongful act, error or omission of the Contractor or its agents or employees. This obligation by the Contractor will not be limited by reason of the specification of any particular insurance coverage required under this Agreement.

6. OFFER AND CERTIFICATIONS

- a. Submission of the Statement of Qualification constitutes an offer which shall remain open and irrevocable for a period of 90 days from the due date for submitting the Statement of Qualifications, as stated in Section 2.a.
- b. Submission of a Qualification Proposal indicates the acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualification submitted and confirmed in the contract between district and the firm selected. The district reserves the right without prejudice to reject any or all submissions.
- c. By submitting a proposal the Proposer certifies that Proposer is not debarred or excluded from bidding by any Federal agency; has not been convicted within a three year period or had a civil judgement against them for commission of fraud in obtaining or performing a public contract, has not within a three year period been terminated on a public contract for cause or default.
- d. By submitting a proposal, each Proposer certifies that it is a duly qualified, capable, and bondable business entity, that it is not in or contemplating bankruptcy or receivership and that it is not currently delinquent with respect to payment of taxes assessed by any political subdivision.

7.0 REFERENCES

(School Districts preferred, SBISD will consider two (2) Large Organizational references)

1. School System _____
Contact Name _____
Address _____
Telephone number _____
Fax number _____

2. School System _____
Contact Name _____
Address _____
Telephone number _____
Fax number _____

3. School System _____
Contact Name _____
Address _____
Telephone number _____
Fax number _____

4. School System _____
Contact Name _____
Address _____
Telephone number _____
Fax number _____

5. School System _____
Contact Name _____
Address _____
Telephone number _____

8.0 FELONY CONVICTION NOTICE

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, *Subsection (a)*, states, "a person or business entity that enter into a contract with a school district must give advance notice to the District if the person or 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.

Firm's Name: _____

Authorized Company Official's Name _____
(Please print clearly or type)

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

Signature of Company Official: _____ **Date:** _____

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

Signature of Company Official: _____ **Date:** _____

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

Name of Felon(s): _____

Detail of Conviction(s): _____

Signature of Company Official: _____ **Date:** _____

NOTE:

Name and signature of company official should be the same as on the affidavit (Bid/Proposal Response Form).

Vendor is responsible for the performance of the persons, employees and/or sub-contractors assigned to provide services for SBISD pursuant to this Bid/Proposal on any and all SBISD campuses or facilities. Vendor will not assign individuals to provide services at SBISD campus or facility who have a history of violent, unacceptable, or grossly negligent behavior or who have a felony conviction.

9.0 CERTIFICATE OF RESIDENCY

The State of Texas has passed a law concerning non-resident contractors. This law can be found in Texas Government Code under Chapter 2252, Subchapter A.

<http://www.capitol.state.tx.us/statutes/gv.toc.htm>. This law makes it necessary for the SBISD to determine the residency of its bidders. In part, this law reads as follows:

“Section: 2252.001

(3) ‘Non-resident bidder’ refers to a person who is not a resident.

(4) ‘Resident bidder’ refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest proposal submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident’s principal place of business is located.”

I certify that _____
(Name of Company Bidding)

is, under Section: 2252.001 (3) and (4), a

_____ Resident Bidder _____ Non-resident Bidder

My or Our principal place of business under Section: 2252.001 (3) and (4), is in the city of _____
_____ in the state of _____.

Signature of Authorized Company Representative

Print Name

Title

Date

10.0 CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor doing business with local governmental entity		OFFICE USE ONLY
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p>Date Received</p>	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>		
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>		
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p>7</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Date</p>		

NOTE: FORM MUST BE COMPLETE WITH COMPANY NAME, SIGNATURE AND DATE EVEN IF COMPANY HAS NO CONFLICT OF INTEREST.

11.0 DEBARMENT OR SUSPENSION CERTIFICATION FORM

FEDERAL FUNDS

As the awarded vendor on this contract, you are required to provide debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification by completing and signing this form.

Debarment:

Federal Executive Order (E.O.) 12549 “Debarment and Suspension“ requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Firm's Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Authorized Company Official's Name: _____

(Type or printed)

Title of Authorized Representative: _____

(Type or printed)

Signature of Authorized Company Official: _____

Date Signed: _____

11.0 DEBARMENT OR SUSPENSION CERTIFICATION FORM

NON - FEDERAL FUNDS

As the awarded vendor on this contract, you are required to provide debarment/suspension certification indicating that you are in compliance with the below SBISD – Non Federal Funds Certification by completing and signing this form.

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services, Vendors receiving awards of contracts all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Firm's Name: _____

Address: _____

City/State/Zip: _____

Telephone #: _____

Authorized Company Official's Name: _____

(Type or printed)

Title of Authorized Representative: _____

(Type or printed)

Signature of Authorized Company Official: _____

Date Signed: _____

12.0 NON-COLLUSION STATEMENT

"The undersigned affirms that he/she is duly authorized to execute this Bid/Proposal, that this company, corporation, firm, partnership or individual has not prepared this Bid/Proposal in collusion with any other Bidder/Proposer, and that the contents of this Bid/Proposal as to prices, terms or conditions of said Bid/Proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Bid/Proposal"

Firm Name: _____

Address: _____

City/State/Zip: _____

Telephone #: _____ Fax #: _____

Bidder Signature: _____

Printer Name: _____

Position/Title: _____ Date Signed: _____

Signature of Company Official Authorizing Bid/Proposal: _____

Name of Company Official: *(Please type/print)* _____

Official Position: _____ Date Signed: _____

13.0 DEVIATION/COMPLIANCE SIGNATURE FORM

Firm's Name: _____

Address: _____

City/State/Zip: _____

Telephone #: _____ Fax #: _____

Email: _____

If Yes, please list below. Attach additional sheet(s) if warranted.

14.0 HISTORICALLY UNDERUTILIZED BUSINESS QUESTIONNAIRE

A Historically Underutilized Business (HUB)

- is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.23, and has its principal place of business in Texas, and
- is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service Disabled Veteran, who reside in Texas and actively participate in the control, operations and management of the entity's affairs.

1. Are you a certified HUB?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Office Location (City & County)		
Length of time at above location		

2. Are you proposing to utilize any Certified HUB sub-consultants for this project?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
HUB sub-consultant name			
HUB sub-consultant office location (City & County)			
HUB sub-consultant length of time at above location		HUB sub-consultant fee (% of total fee) %	
HUB sub-consultant role			
HUB sub-consultant name			
HUB sub-consultant office location (City & County)			
HUB sub-consultant length of time at above location		HUB sub-consultant fee (% of total fee) %	
HUB sub-consultant role			
HUB sub-consultant name			
HUB sub-consultant office location (City & County)			
HUB sub-consultant length of time at above location		HUB sub-consultant fee (% of total fee) %	
HUB sub-consultant role			

15.0 SIGNATURE PAGE

The undersigned, in submitting this Bid/Proposal and endorsement of same, represents that he/she is authorized to obligate his/her firm, that he/she is an equal opportunity employer and will not discriminate with regard to race, religion, color, national origin, age, sex or disability unrelated to job performance of this Bid/Proposal.

I hereby acknowledge receipt of the following addenda which have been issued and incorporated into the Bid/Proposal Document. (Please initial in ink beside each addenda received.)

Addendum No. 1 _____ Addendum No. 3 _____

Addendum No. 2 _____ Addendum No. 4 _____

Having carefully examined the Proposal Notice, Terms, Conditions, Specifications and Proposal Form, the undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the specifications and conditions at the prices quoted unless noted in writing.

The undersigned agrees to deliver all goods and/or services within _____ calendar days after receipt of order.

SUBMITTED BY:

Firm: _____
(OFFICIAL Firm Name) **MUST BE SIGNED IN INK TO
BE CONSIDERED RESPONSIVE**

By: _____
(Original Signature)

Name: _____
(Typed or Printed Name)

Title: _____ (Date)

Address: _____

City/State/Zip _____

Telephone #: _____ Fax #: _____

Email: _____

**NOTE: Submit copy of Bidder's/
Proposer's current W-9 Form**

Taxpayer Identification #: _____

Prompt Payment Discount: _____ % _____ Days