



## MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT REQUEST FOR PROPOSAL

You are hereby invited by the Midlothian Independent School District ("District") to submit a proposal for the category of **Groundskeeping**. Proposals will be accepted by the MISD Business Office until **2:00 p.m. Thursday, January 14, 2021**.

The enclosed Request for Proposal ("RFP") Response Form, Felony Conviction Notification, Conflict of Interest Questionnaire, Form 1295 (Certificate of Interested Parties, completed online, notarized and returned), Pricing Schedule and W-9 form must be used to record and submit your proposal. It and any other requested information shall be submitted within an envelope clearly marked "RFP 2021-008 Groundskeeping"

All packets shall be **hand delivered or mailed** to:

**MIDLOTHIAN ISD  
BUSINESS OFFICE  
100 WALTER STEPHENSON RD  
MIDLOTHIAN, TX 76065  
ATTN: Shana Volentine**

### Standard Terms & Conditions:

1. Respondents are cautioned to read this invitation carefully, to complete all forms and submit all documents or information requested. Failure to do so may be materially non-responsive and result in non-consideration of the bid.
2. This contract, once accepted will include the period of March 1, 2021 thru February, 2022, with an option to extend contract for an additional two years (February 2024) per district's approval. Any purchase order dated and issued within these dates will be subject to the terms and conditions of this contract.
3. Bid contracts are considered to be in force during the period stipulated by the proposal or until replaced by a subsequent proposal for the same products.
4. Proposals received in the District's Business Office after the date and time specified will not be considered. The District is not responsible for lateness or non-delivery of mail carrier, etc., and the date/time stamp in the Business Office shall be the official time of receipt. Proposals **shall not** be submitted by facsimile or email.
5. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. The District also reserves the right as sole judge of quality and equality.



6. Proposals meeting the requirements of the RFP shall be considered. Respondents taking exception to the specifications or offering substitutions shall state these exceptions.
7. No right or interest in this contract or delegation of any obligation shall be assigned by the vendor to another vendor. Any attempted assignment or delegation by the vendor shall be wholly void and totally ineffective for all purposes.
8. Each respondent, by making his proposal, represents that he has read and understands the RFP.
9. The District limits its purchases through the use of properly drawn and authorized purchase orders. Consequently, the District is not responsible for items delivered or picked up that were not authorized via this method. Therefore, the purchase order number shall appear on ALL itemized invoices and packing slips to ensure payment.
10. Itemized invoices shall be issued for only those items received. Payment shall not be due until the invoice(s) are submitted after delivery. Pursuant to Texas Government Code 2251.021, payments will be made within thirty (30) days. Invoices shall be mailed directly to: MISD Business Office, 100 Walter Stephenson Rd, Midlothian, Texas 76065, Attn: Accounts Payable or email to [accounts\\_payable@misd.gs](mailto:accounts_payable@misd.gs).
11. The District is exempt from payment of any Texas Sales Tax or Federal Excise Tax allowed by law. Do not include tax in any proposal totals. Tax exemption certificates will be issued upon request.
12. Each respondent must give notice to the District if a person, owner or operator of the business has been convicted of a felony. The District may terminate a contract with a person or business if the District determines that the person or business failed to give such notice or misrepresented the conduct resulting in the conviction.
13. The title and risk of loss of the goods/services shall not pass to the District until the District actually takes possession of the goods/services at either the point of sale or the point of delivery.
14. If, at any time, the vendor fails to fulfill or abide by the terms, conditions, or specifications of the contract, the District reserves the right upon written notice to the vendor to the following remedies (though not just limited to these): purchase the products/services elsewhere and/or cancel the contract.
15. Respondents shall submit all questions concerning the proposal to Shana Volentine at (469) 856-5032 or email – [shana\\_volentine@misd.gs](mailto:shana_volentine@misd.gs).



16. Respondents shall note any and all relationships that might be a Conflict of Interest and include such information with the proposal.
17. Please note that a gift to a public servant is a Class A misdemeanor offense if the recipient is a government employee who exercises any influence in the purchasing process of the governmental body. This would certainly apply to anyone who helps establish specifications or is involved in product selection or directs a purchase.
18. The District reserves the right to utilize other District contracts, State of Texas contracts, contracts awarded by other governmental agencies, other school boards, or cooperative agreements in lieu of any offer received or award made as a result of this proposal, if it is in the District's best interest to do so.

**Additional Proposal Terms & Conditions:**

1. Delivery of services will be made during normal working hours unless prior approval has been obtained.
2. Pricing submitted on this proposal is firm for a period of **60** days from the proposal opening date.
3. Proposals may not be withdrawn without written approval after a contract has been signed or a purchase order executed or after a partial performance of the proposal agreement has begun.
4. The person signing the proposal should show the title that gives the authority to bind the firm to a contract.
5. The successful proposer shall provide a Certificate of Liability Insurance in at least the amount of \$1,000,000. The Midlothian Independent School District shall be listed as additional insured.
6. The successful proposer shall possess and maintain criminal background checks for all personnel working on District property.
7. The MISD reserves the right to purchase additional services as listed on this proposal subject to the verification of the same or lower prices and conditions as the proposal.
- 8. PROPOSERS MUST VISIT THE SITES AND FAMILIARIZE THEMSELVES WITH THE SCOPE OF WORK. ALL QUESTIONS AND FACILITY VISITS MUST BE COORDINATED WITH THE MIDLOTHIAN ISD MAINTENANCE DEPARTMENT COORDINATOR, SCOTT SPARKS – 469-856-5375.**



Submissions and Evaluation:

1. Your proposal, in order to be considered, must include the properly executed RFP Response Form and those other items and/or attachments as specified in this document. Responses must be legible in order to be considered.
2. This proposal may be awarded to multiple vendors in order to obtain the best service and pricing. A vendor may specify that prices are subject to an “all or none” restriction; however, this restriction may cause the proposal to be rejected. The MISD also reserves the right to waive minor technicalities or formalities considered in the best interest of the district.
3. The District will evaluate various factors to determine which vendor(s) will be selected based on:
  - Price
  - Qualifications
  - Reputation
  - Experience
  - District NeedsThe district does not award/purchase on the basis of low bid alone.
4. The District reserves the right to conduct any tests, evaluations or comparisons it deems necessary to complete the evaluation process.
5. The Board of Trustees for the District is expected to take action on this bid at the regularly scheduled meeting in February 2021. If awarded, the successful vendor(s) will be notified by the Maintenance Coordinator or authorized MISD personnel.

Groundskeeping Specifications/Scope of Work:

Propose a price per site, for a total of 35 mows per site for the stated time period. The initial annual mowing will start the first week of March 2021 and end the last week of October 2021 or as directed by the district, for an estimated 35 mows for this season.

Pricing will be evaluated on a per-campus basis. Proposers need to be aware that the pricing submitted should reflect such. Depending on pricing, the contract may be split between proposers. Please make note of any exceptions on your proposal sheet.

The District may choose to renew the awarded proposer’s services for two additional 1 year contracts, school years 2021-2022 and 2022-2023. Renewal will be determined in advance of the annual contract periods.

Additional submission of “per mow” pricing should be included.



Each mow will include the following:

- A) Pick up all trash in the yard and flowerbeds before you mow.
- B) Mow the grass in all the specified areas.
- C) Line trimmer in all the specified areas.
- D) Edge all sidewalks in the specified areas.
- E) Clean and mechanically weed all flowerbeds. NO CHEMICAL WEED REMOVAL WILL BE ALLOWED.
- F) Remove mowing/weeding debris from all walkways and porches.
- G) Clean and remove weeds in all parking lots and walkway joints and cracks.
- H) Refer to attached schedule (and maps) for facility location/address.

Vendor will furnish all the labor, equipment, etc. for a turnkey mow.

Each site will be mowed on a weekly basis unless directed by the District. Additional mows that may be required will be on the “per mow” pricing.

*In the event of a drought or lack of sufficient growth that would not make a mow cost effective for the district; at the district’s discretion, a weekly mow may be canceled or moved to the end of the contract period.*

*If a regularly scheduled mow is canceled, the District will provide an advanced notice of the rescheduled mow.*

The District shall evaluate and rank each proposal submitted in relation to the selection criteria set forth below. The District shall select the proposal that offers the best value to the District based on the selection criteria and ranking evaluation; price alone shall not be determinative.

#### EVALUATION CRITERIA

Per Section 44.031(b) of the Education Code, “In determining to whom to award a contract a district shall consider;

1. Purchase price;
2. Reputation of the vendor and of the vendor’s goods or services;
3. Quality of the vendor’s goods or services;
4. Extent to which the goods or services meet the District’s needs;
5. Vendor’s past relationship with the District;
6. Impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses;
7. The long total long-term cost to the District to acquire the vendor’s goods or services;



8. For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
  - A) Has its principal place of business in this state; or
  - B) Employs at least 500 persons in this state; and
9. Any other relevant factor specifically listed in the request for bids or proposals.

The District shall use the following criteria (applying the weighting percentages indicated for each criterion) for the selection of the proposal(s) that offers the best value to the District:

25 points	Cost
20 points	Qualifications
15 points	Reputation
20 points	Experience
20 points	District Needs

Midlothian ISD reserves the right to reject any or all proposal and to waive formality in connection therewith.

**PROPOSERS MUST VISIT THE SITES AND FAMILIARIZE THEMSELVES WITH THE SCOPE OF WORK. ALL QUESTIONS AND FACILITY VISITS MUST BE COORDINATED WITH THE MIDLOTHIAN ISD MAINTENANCE DEPARTMENT COORDINATOR, SCOTT SPARKS – 469-856-5375.**



RFP RESPONSE FORM (Page 1)

2021-008 Groundskeeping

To: Midlothian ISD  
Attention: Shana Volentine  
100 Walter Stephenson Rd  
Midlothian, Texas 76065

From:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Area Code & Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Federal Tax Identification Number

I, the undersigned, as the owner or legally authorized representative of the above named company, by signing the following statement, agree that I have READ and UNDERSTAND all of the Instructions and Specifications contained herein, and that if accepted by the Midlothian Independent School District, all of the provisions are part of a binding contract between the MISD and our company. I also certify that this bid is made without previous understanding, agreement, or connection with any person, firm or cooperation making a proposal for the same contract, and is in all ways fair and without collusion or fraud.

\_\_\_\_\_  
Owner or Legally Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



RFP RESPONSE FORM (Page 2)

2021-008 Groundskeeping

Remittance Address (if different):

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

**All purchases must occur with a district purchase order.**

- 1) Our firm will accept orders using district purchase orders. YES ☐ NO ☐
- 2) It is understood that this proposal/bid will be effective March 1, 2021 through February 28, 2022 with optional renewal for two (2) additional one year periods.





**CERTIFICATIONS REQUIRED AS OF SEPTEMBER 1, 2017**

**CERTIFICATION REGARDING TERRORIST ORGANIZATIONS  
& BOYCOTTING OF ISRAEL**

**[Govt Code 808 (HB89) and Govt Code 2252 (SB252)]**

Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State.

Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor agrees that Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

Initials of Authorized Representative of Vendor

Vendor's Name/Company Name: \_\_\_\_\_

Address, City, State, and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Printed Name and Title of Authorized Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_ Federal Tax ID # \_\_\_\_\_

**MISD PURCHASING OFFICE (INTERNAL REVIEW): SB 2252 Certification**

Comptroller List was reviewed and The Vendor ( IS ) ( IS NOT ) on the lists (Circle one).

Verified by: \_\_\_\_\_



### Felony Conviction Notice

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code

#44.034. Following is an example of a felony conviction notice:

#### FELONY CONVICTION NOTICE

Senate Bill 1, passed by the State of Texas Legislators, 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 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 conviction has been reviewed by me and the following furnished information is true to the best of my knowledge.

Vendor's Name: \_\_\_\_\_

Authorized Company Official's Name: (please print)

\_\_\_\_\_

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

Signature of Company Official: \_\_\_\_\_

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: \_\_\_\_\_

C. 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: \_\_\_\_\_

\_\_\_\_\_

Signature of Company Official: \_\_\_\_\_

**THIS COMPLETED FORM MUST BE RETURNED WITH PROPOSAL**



### **Certificate of Interested Parties (Form 1295):**

In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret [House Bill 1295](#).

### **Filing Process:**

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

<https://www.ethics.state.tx.us/tec/1295Info.htm>

<b>CERTIFICATE OF INTERESTED PARTIES</b>		<b>FORM 1295</b>																			
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.		<b>OFFICE USE ONLY</b>																			
<b>1</b> Name of business entity filing form, and the city, state and country of the business entity's place of business.																					
<b>2</b> Name of governmental entity or state agency that is a party to the contract for which the form is being filed.																					
<b>3</b> 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.																					
<b>4</b> Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">Controlling</td> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">Intermediary</td> </tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </table>		Controlling	Intermediary																
Controlling	Intermediary																				
<b>5</b> Check only if there is NO Interested Party. <input type="checkbox"/>																					
<b>6 AFFIDAVIT</b> I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.																					
<div style="text-align: right; margin-bottom: 10px;">           _____            Signature of authorized agent of contracting business entity         </div> <div style="margin-bottom: 10px;">           AFFIX NOTARY STAMP / SEAL ABOVE         </div> <div style="margin-bottom: 10px;">           Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20____, to certify which, witness my hand and seal of office.         </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 5px;"> <span>Signature of officer administering oath</span> <span>Printed name of officer administering oath</span> <span>Title of officer administering oath</span> </div>																					
<b>ADD ADDITIONAL PAGES AS NECESSARY</b>																					

**THIS COMPLETED FORM SHOULD BE FILED ONLINE, PRINTED COPY NOTARIZED AND RETURNED WITH PROPOSAL.**



<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></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>	<b>OFFICE USE ONLY</b>  <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
<b>1</b> Name of vendor who has a business relationship with local governmental entity.		
<b>2</b> <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.)		
<b>3</b> Name of local government officer about whom the information is being disclosed.		
<div style="border-bottom: 1px solid black; width: 100%;"></div> Name of Officer		
<b>4</b> 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.		
<div style="margin-bottom: 20px;"> <p>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> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </div> </div> <div> <p>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> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </div> </div>		
<b>5</b> Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
<b>6</b> <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).		
<b>7</b>		
<div style="border-bottom: 1px solid black; width: 100%;"></div> Signature of vendor doing business with the governmental entity		<div style="border-bottom: 1px solid black; width: 100%;"></div> Date



## STATEMENT OF NON-COLLUSION AND NON-DISCRIMINATION

My signature certifies that the accompanying Proposal:

1. Is not the result of, or affected by, an unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under current local, state, and/or federal ordinances, statutes, regulations and/or policies. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.
2. During the performance of any contract awarded, the Seller will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupation qualification reasonably necessary to the normal operations of the Seller, The Seller agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
3. The Seller, in all solicitations or advertisements for employees placed by or on behalf of the Seller, will state that such Seller is an equal opportunity employer.
4. Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
5. The Seller shall include the provisions of the foregoing paragraphs 2, 3 and 4 in every subcontract or purchase order over \$10,000.00 so that the provisions will be binding upon each subcontractor or vendor.

I hereby certify that I am authorized to sign as a Representative for the Seller:

NAME OF SELLER:

---

ADDRESS:

---

CITY & STATE:

---

NAME: (Print)

---

Signature:

---

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



PRICING SCHEDULE  
RFP 2021-008

Pricing will be for 35 mows unless otherwise noted - \*Off site will require up to 17 mows

PRICE

Baxter Elementary  
1050 Park Place

---

J.R. Irvin Elementary  
600 S. 5<sup>th</sup> Street

---

Longbranch Elementary  
6631 FM 1387

---

Mt. Peak Elementary  
5201 FM 663

---

J.A. Vitovsky Elementary  
333 Church Street

---

LaRue Miller Elementary  
2800 Sudith Lane

---

McClatchey Elementary  
6631 Shiloh Rd

---

Frank Seale Middle School  
700 George Hopper Rd

---

Walnut Grove Middle School 990 N.  
Walnut Grove Rd

---

Dieterich Middle School  
2881 Ledgestone Lane

---

Midlothian High School/L.A. Mills  
923 South 9<sup>th</sup> Street/100 Walter Stephenson Rd

---

Heritage High School  
4000 FM 1387

---





PRICE

Midlothian HHS Off Site Mow  
Between sidewalk FM 1387 & Walnut  
Grove (up to 17 mows)

---

Auxiliary Center  
601 East Avenue E

---

Randall Hill Support Center  
601 East Avenue E

---

Ag Science Facility  
1851 Mockingbird Lane

---

Multi-Purpose Stadium  
1800 South 14<sup>th</sup> Street

---

Multi-Purpose Stadium Offsite  
(up to 17 mows)

---

MHS Athletic Complex  
201 Walter Stephenson Rd.

---

The MILE/Laura Jenkins Early Learning Academy  
700 West Avenue H

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***\*\*Price only the sites you wish to include in your proposal. You may price all or part of the sites.***

**PROPOSERS MUST VISIT THE SITES AND FAMILIARIZE THEMSELVES WITH THE SCOPE OF WORK. ALL FACILITY VISITS MUST BE COORDINATED WITH THE MIDLOTHIAN ISD MAINTENANCE DEPARTMENT COORDINATOR, Scott Sparks – 469-856-5375**





CHECKLIST FOR RFP 2021-008  
GROUNDSKEEPING

- \_\_\_\_\_ Response Form Pg 1
- \_\_\_\_\_ Response Form Pg 2
- \_\_\_\_\_ Certification – HB 89 and SB 252
- \_\_\_\_\_ Felony Conviction Notice
- \_\_\_\_\_ Non-Collusion and Non-Discrimination form
- \_\_\_\_\_ Conflict of Interest
- \_\_\_\_\_ Form 1295 – Certificate of Interested Parties (this form must be completed online, printed and signed)
- \_\_\_\_\_ W-9
- \_\_\_\_\_ Pricing sheet

# Request for Taxpayer Identification Number and Certification

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

► Go to [www.irs.gov/FormW9](http://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 <b>one</b> 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) ► _____ <b>Note:</b> 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 <b>not</b> 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](http://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.*