

**BROWNSVILLE ISD
PURCHASING DEPARTMENT
QUOTE FORM**

- AMOUNTS: \$10,000.00 - \$49,999.99
- COOPERATIVE OVER \$50,000

Before Generating a Purchase Request, check if the following applies:

SB9 Contractor Certification Contractor Employees (read pages 2 & 3 if applicable).

Originator of PR **must** submit to Purchasing Buyer, Sandy Hernandez,(sandyh@bisd.us) a list of vendors that will need clearance to conduct services with students. **(It is the responsibility of Campus Administration that all vendors report to office and check in before conducting any services.)**

All Purchase requests must have quote form and documentation attached to PR.

PR **will not** be approved without proper documentation and sufficient description of services.

| | |
|--|--|
| Person/Dept. Requesting Quotes: | |
| Date: | |
| Reason for not using BID and/or CO-OP | |

| | VENDOR 1 | VENDOR 2 | VENDOR 3 |
|-----------------------|----------|----------|----------|
| Company | | | |
| Contact Person | | | |
| City/State | | | |
| Telephone # | | | |
| Fax # | | | |

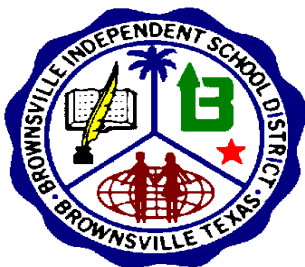
| ITEM # | Qty | Descriptions/Specs | Unit Price Vendor 1 | Unit Price Vendor 2 | Unit Price Vendor 3 |
|--------|-----|--|---------------------|---------------------|---------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | <i>Freight Charges</i> | | | |
| | | <i>Delivery Date After Receipt of PO</i> | | | |
| | | TOTAL | \$ | \$ | \$ |

| | |
|--|--|
| RECOMMENDED VENDOR | |
| <i>If LOW QUOTE NOT Recommended need justification</i> | |
| | |

Check List:

SB9 Required: Yes No Cleared by Purchasing: Yes No

Approved by Interim Purchasing Administrator: _____



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SB9 Contractor Certification Contractor Employees

Introduction: Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district. Contractors must certify to the district that they have complied and must obtain certifications from their subcontractors.

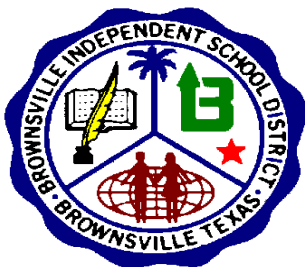
The district may not obtain criminal histories for contractors: the law requires each contractor to obtain the criminal histories of its covered employees. For more information or to set up an account, contractor should contact the Texas Department of Public Safety's Crime Records Services at 512-424-2474

Definitions:

Covered employees: Employees of a contractor or subcontractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students. If this box is checked I further certify that:

- a. Contractor/Subcontractor/Independent Contractor has obtained all required criminal history records information regarding its covered employee(s). None of the covered employee(s) has a disqualifying criminal history.
- b. Contractor/Subcontractor/Independent Contractor receives information that a covered employee(s) subsequently has a reported criminal history, Contractor/Subcontractor/Independent Contractor will immediately remove the covered employee(s) from contract duties and notify the District in writing within 3 business days.
- c. Upon request, Contractor/Subcontractor/Independent Contractor will provide the District with the name and any other requested information of covered employee(s)'s criminal history record information, Contractor/Subcontractor/Independent Contractor agrees to discontinue using the covered employee(s) to provide services at the District.

Disqualifying criminal history: Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.



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On behalf of _____ (Contractor/Subcontractor/Independent Contractor)
I, the undersigned authorized signatory for Contractor/Subcontractor/Independent Contractor to
Certify to **Brownsville ISD** that:

[Check One]

None of the employee(s) of Contractor/Subcontractor/Independent Contractor are *covered employees*, as defined above. If this box is checked, I further certify that Contractor/Subcontractor/Independent Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become *covered employees*. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

OR

Some or all of the employee(s) of Contractor/Subcontractor/Independent Contractor are *covered employees*. If this box is checked, I further certify that I understand the definitions and requirements above on section COVERED EMPLOYEE(S)

I also certify to the District on behalf of Contractor/Subcontractor/Independent Contractor had obtained certification from it Contractor/Subcontractor/Independent Contractor of compliance with Education Code, Chapter 22.

I agree to provide the District, upon request, full name(s) and any other requested information so the District may obtain mine/employee(s) history record information. I understand that the District may terminate services at any time if the District determines, at its sole discretion, that criminal history is not acceptable.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Signature & Title

Date