



**REQUEST FOR
BIDS**

**Sale of Lots
#051702**

401 S Cherry Lane White Settlement, Texas 76108 817-367-5310 Fax: 817-367-1304

www.wsisd.com

SCOPE OF WORK

The White Settlement Independent School District (WSISD or District) is currently accepting bids on the sale of the following three property lots located in White Settlement, Texas:

- 8409 Downe Drive
- 8413 Downe Drive
- 8433 Downe Drive

The lots are currently owned outright by WSISD. The expectation of the vendor is to provide the pricing to the District in a timely, proper manner with that is in the best interest of the District and its students. Responses to this Request for bids shall be labeled, sealed and including all the information requested hereafter.

Bids must be received by the specified date and time at the:

White Settlement ISD
Administration Building
Attn: PURCHASING DEPARTMENT
Sale of Lots
401 S Cherry Lane
White Settlement, Texas 76108

WSISD is an educational institution providing quality learning services from Pre-K - 12 within and across three (2) city boundaries. CISD enrollment is approximately 6,800 students, and the District covers approximately 24 square miles.

SPECIFIC TERMS AND CONDITIONS

1. This contract is to be awarded to one bidder that is determined to be the best value to White Settlement ISD. White Settlement Independent School District reserves the right to negotiate with any or all respondents and accept or reject any and/or all proposals. WSISD also reserves the right to waive any formalities and/or irregularities, modify the included agreement and to determine the award that is in the best interest of the District.
2. **The District may, if applicable and at its own discretion, determine a short list in order to negotiate and request a best and final offer, or conduct interviews with finalists, if deemed necessary. A thorough review will be performed by the District based on the stated evaluation criteria. Alternative proposals may be considered; however WSISD has a desire to receive bids based on the criteria contained within this document. If you have proposals outside of these parameters, respond to request as described, and then offer additional or alternative proposals. All responses & information should be provided in the order and format requested. Any deviation from this format will be considered in the evaluation.**

3. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the resulting contract.
4. Final evaluation of this RFP will be based on the Texas Educational Code 44.031 (b) per the General Conditions. Evaluation of pricing will be based on Price submitted on the "BID SHEET".

Evaluation Criteria	Point Value
Purchase Price	90
Reputation of the bidders	5
Past relationship with the District	0
Impact of District's compliance with laws and rules relating to Historically Underutilized Businesses	0
Total long-term cost to the District	0
Principal place of business or number of employees in the State	0
Other relevant factors specifically listed in this RFP	5
Total Points	100

5. Timetable:

Release RFP	May 12, 2017
Deadline for Questions	May 18, 2017 – 2:00pm CST
Respond to Questions by	May 20, 2017 – 2:00pm CST
Deadline for Submittal of Proposal	May 25, 2017 – 2:00pm CST
Recommendation to Board of Trustees (tentative)	June 20, 2017

6. **Communications:** Contact between vendors and WSISD personnel, Board members, or officials during the proposal process or evaluation process is prohibited. Any attempt by vendors during the bid process to contact WSISD personnel, Board members, or officials may result in disqualification. All communications shall go through the WSISD Purchasing Department during this competitive process. Questions received and the corresponding answers will be distributed to all proposers. **No verbal responses will be provided.** The deadline for questions about this bid is stated in the timetable above and WSISD will not respond to questions after said time and date. Responses to questions will be posted in the form of an addendum to this RFP on the [WSISD Purchasing website](#) as stated in the timetable.

7. **Proposal Submittal:** One (1) original copy of the bid must be sealed in an envelope clearly marked on the outside with RFP #051702 – SALE OF LOTS.

8. **Acceptance:** WSISD reserves the right to accept or reject any or all of the bids submitted, waive minor technicalities, and accept the offer most advantageous to the District. Contract, to awarded bidder, will be based on the determined "Best Value for the District".

9. The District has the right to terminate this contract for convenience, without penalty, if the District fails to appropriate funds, following delivery to the Vendor of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

10. Transfer or assignment of contract by bidder is prohibited without express written permission of WSISD. The awarded contractor may not assign or delegate its rights and responsibilities under this Agreement without the prior written permission of WSISD.

11. **Evidence of Responsibility:** Bidder's responses to questions included in the Questionnaire will be used to evaluate each Bidder's capability to provide funding as required pursuant to this bid. Upon request of WSISD, a Bidder whose bid is under consideration for award of a contract may be required to submit additional information to support information previously adopted.

12. **Earnest Money:** Bidder must deliver \$500 earnest money within 3 business days of being informed they are the successful bidder. Earnest money is refundable only if sale is not approved by WSISD Board of Trustees.

13. All property is sold as-is. No repairs/modifications of any kind will be made.

14. All closing costs and fees are to be paid by the buyer.

15. **Bid Disclosure:**
 - A. All bids received shall remain confidential until a contract resulting from this bid is awarded by the WSISD Board, thereafter the bid shall be deemed a public record. In the event that a bidder desires to claim that portions of its proposal are exempt from disclosure, the bidder must mark such portions as “Confidential and Proprietary” and WSISD may submit such information to the Texas Attorney General for a ruling as to whether the information is exempt from disclosure.

 - B. Until an agreement resulting from this bidder is executed, no employee, agent or representative of any bidder shall make available or discuss its proposal with the press, any elected or appointed official or officer of WSISD, or any employee, agent, or other representative of WSISD, unless specifically allowed to do so in this proposal or in writing by WSISD for the purposes of clarification, evaluation and/or negotiation.

 - C. Bidders shall not issue any news release(s) or make any statement to the news media pertaining to this bid or any bid and/or contract or work resulting there from without the prior written approval of WSISD, and then only in cooperation with WSISD.

16. **Contractor's Response to the Questionnaire:** Each bidder must submit one (1) original copy of the Bid Information sheet for each property with all questions answered with the bid response. This response will be used by WSISD as described during the evaluation and selection process. WSISD may also contact other organizations cited, such as banks and references, to verify that the Bidder's response is accurate. WSISD had attempted to provide upfront and accurate information contained in this document. Changes from any previously released documents may have only been done in an attempt to update or provide the best most accurate information available from WSISD.

17. **Forfeiture for Failure to Execute Contract:** In the event that a Bidder is awarded the Contract but fails or refuses to execute an agreement within seven (7) calendar days from the date of notification of award, WSISD may award the Contract to the Bidder whose proposal earned the next highest number of points if that bidder was not eliminated from consideration after the Written Proposal or Site Evaluation stages. WSISD, alternatively at its discretion, may call for a new bid or may decline to award the contract.

Bid Information

The following questionnaire is a section of this proposal. The questionnaire must be filled out accurately and completely and submitted with the other parts of your proposal. Any errors, omissions or misrepresentation of the information may be considered as a basis for the rejection of the proposal and may be grounds for the cancellation of any agreement executed as a result of the request for Competitive Sealed Proposals.

When completed, this questionnaire and the responses contained within it or attached to it shall be considered to be a part of the contract.

Date: _____

Property Address desired to purchase: _____

Property Description: _____

Bidder's Name: _____

Bidder's Mailing Address: _____

Bidder's phone number: _____

Bidder's email address: _____

Amount of Bid _____
(attach proof of funds or pre-approval letter)

Bidder's intended use of the property:

Bidder's Signature: _____ Date: _____