

Rockdale Independent School District



***** IMPORTANT SUBMITTAL INFORMATION *****

Please duplicate the appropriate label and affix to the outside of your sealed submittal envelope. Vendor's name and return address should be printed on the submittal envelope.

FOR U.S. MAIL

JP

**ROCKDALE ISD PURCHASING DEPARTMENT
P O BOX 632
Rockdale, TX 76567**

**RFP #24-01-01 – FENCING
DO NOT OPEN UNTIL: 2:00 p.m. December 7, 2023**

FOR HAND DELIVERY/COURIER SERVICES

JP

**ROCKDALE ISD PURCHASING DEPARTMENT
520 W Davilla
Rockdale, TX 76567**

**RFP #24-01-01 – FENCING
DO NOT OPEN UNTIL: 2:00 p.m. December 7, 2023**

It is your responsibility to meet the submittal requirements. We recommend that you verify the label data with the title page; the latter prevails.



Rockdale Independent School District

PURCHASING DEPARTMENT

520 W Davilla, Rockdale, TX 76567
PO BOX 632, Rockdale, TX 76567
Phone 512/430-6000 Fax 512/446-3460

NOTICE

Sealed Proposals addressed to the Rockdale Independent School District, Attention: Deidra Hall, CFO, will be received in the Purchasing Department at 520 W Davilla, PO Box 632, Rockdale, Texas 76567 until:

2:00 p.m. on December 7, 2023
for RFP #24-01-01 – Fencing

At which time only the names of the companies submitting proposals will be read aloud. Vendors are invited to attend but your presence is not required. For additional information, contact Deidra Hall at 512-430-6000.

Proposal submittal envelopes must be plainly marked with the **RFP number, name and deadline**. **Please duplicate the label shown on the cover page and affix to the outside of your sealed submittal envelope.**

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

Rockdale ISD reserves the right to reject any or all bids and to accept any bid deemed most advantageous to the Rockdale Independent School District and to waive any informality. It is the intent of Rockdale ISD to comply with the State (FARSG) and Federal (EDGAR) rules or regulations and intends to conduct a cost or price analysis in connection with every procurement action.

FAILURE TO SUBMIT PROPOSAL IN DUPLICATE MAY RESULT IN REJECTION OF PROPOSAL.

Deidra Hall
Chief Financial Officer

The Rockdale Independent School District (RISD) is soliciting bids for Fencing as per specifications stated in this solicitation document. Sealed bids shall be submitted in an envelope marked on the outside with the bidder's name, address and bid number RFP #24-01-01.

I. GENERAL INSTRUCTIONS TO PROPOSERS

1. **BID SUBMISSION:** Bids must be submitted on the bid forms provided, or on photocopies of the bid forms provided. Bid forms and information submitted shall be completed in ink, typewritten or otherwise in a permanent marking. Bid forms to be submitted by Proposer include:
 - Certification Sheet
 - References and Contact Information
 - Deviation Form
 - Felony Conviction Notification
 - Criminal History Background Search Form
 - Acknowledgement Form
 - Completed W-9
 - CIQ
 - Form 1295 (completed online)
 - Financial Proposal Form

2. Additional information as desired by the vendor to demonstrate product quality or service capabilities.

Vendors are required by state law to file a Conflict of Interest Form CIQ. A copy of this form is included in this packet and should be returned with the bid response.

3. **BID OFFER:** RISD requests that unless otherwise stated by the Proposer, this offer be good for acceptance for sixty (60) days from the date of the opening date.
4. **TELEFAXED:** No faxed bid or faxed modification of bid will be considered.
5. **MEANS OF COMMUNICATION TO PROPOSERS:** RISD prefers to communicate with Proposers through email and will use that means of communication whenever possible.
6. **RELATION TO OTHER BIDS:** RISD reserves the right to procure materials and services through multiple means of procurement, including other bids and purchasing cooperatives, and final purchasing decisions will be based on the procurement method that provides the best value to the District.
7. **BID DEADLINE:** Bid responses must be received no later than the bid opening date and time specified in the cover page.
8. **LATE BIDS:** Time of response to this bid is considered to be critical. Bids received after the bid opening date and time will not be considered. It is the sole responsibility of the contractor to respond on time.
9. **DELIVERY OF BID:** Each bid must be delivered to RISD at the address given in the cover page on or before the bid deadline. Each bid shall be enclosed in a sealed envelope bearing a title in the following format:

#24-01-01 – Fencing Competitive Sealed Proposal

Name of Proposer

Bid Deadline: 2:00 PM. December 7, 2023

7. **BID OPENING:** Unless stated otherwise in these bid documents, bids will be opened publicly. Proposers are invited to be present at the bid opening.
8. **EXAMINATION OF CONTRACT DOCUMENTS AND WORK SITES:** Proposer is responsible for examining the work site(s) prior to submitting the bid as to all existing conditions and limitations under which the service is to be performed. No allowance shall be made to any Proposer because of lack of examination or knowledge. The

submission of a bid shall be construed as conclusive evidence that the Proposer has made such examination of work sites and complete contract documents.

9. **ADDENDA:** Answers to all substantive questions, inquiries, and requests for additional information will be issued in the form of **Addenda**. Copies of each addendum will be issued to those Proposers obtaining bid documents. Proposers are responsible for informing RISD of their interest as a Proposer and providing appropriate addresses and contact information. Proposers may be advised by addenda of changes in contract requirements. RISD will not be responsible for the authenticity or correctness of oral interpretations of the contract documents or for information obtained in any other manner than through the written addenda. Each addendum shall be considered a part of the contract documents. Prospective Proposers may be requested to acknowledge receipt of addenda.
10. **TAXATION:** RISD is exempt from state sales and use tax, and the Proposer should not include such taxes in the bid prices or in subsequent invoicing.
11. **RESERVATIONS AND ANNULMENTS:** RISD reserves the right to accept or reject any/or all bids and to waive any and/or all technicalities in the interest of RISD. The District has the right to decide equivalency.
12. **ALL-OR-NONE COMBINATIONS:** RISD will not normally accept or consider all-or-none combinations unless specifically solicited.
13. **EVALUATION CRITERIA:** In awarding a contract, RISD may consider:
 - a. The purchase price.
 - b. The reputation of the vendor and of the vendor's goods and services.
 - c. The quality of the vendor's goods or services.
 - d. The extent to which the goods or services meet RISD's needs.
 - e. The vendor's past relationship with RISD.
 - f. The total long-term cost to RISD to acquire the goods or services.
14. **WITHDRAWAL OF BIDS:**
 - a. Prior to the Bid Deadline, Proposer may withdraw a bid in its entirety. Withdrawal may be in person or may be requested in writing by an appropriate authority. A withdrawal request may be made by email or fax. A bid may be resubmitted prior to the bid deadline.
 - b. After the Bid Deadline:
 - 1.) Proposer may request that a bid be withdrawn in whole or in part due to typographical errors or due to unintentional errors in interpretation of bid specifications. RISD may consider such requests and may grant such requests as considered necessary in the best interests of RISD.
 - 2.) Proposer may withdraw a bid without the consent of RISD. However, RISD reserves the right to seek legal damages. RISD also reserves the right to remove Proposer from consideration for future bids.
15. **SAMPLES, CATALOGS, and CATALOG CUTS:** Procedures and requirements for samples, catalogs or catalog cuts required by the RISD, if any, will be covered under Specific Conditions. Unsolicited samples, catalogs, or catalog cuts may be provided at no cost to RISD.
16. **DEVIATION FROM SPECIFICATIONS:** All deviations from the specifications must be *clearly* noted in detail by Proposer, in writing, at the time of submission of the formal bid. Failure to clearly identify deviations from specifications at the time of bid submission will hold Proposer strictly accountable to RISD to the specifications as written. Any deviations from the specifications as written not previously submitted, as required by the above, will be grounds for rejection of the material, item or service when delivered. Minimum shipment requirements must be stated on the Bid Terms.
17. **FAILURE TO COMPLY:** RISD may reject shipment on any services or items not delivered according to specifications, brands, price, or other bid terms. If products are not delivered according to bid terms, RISD reserves the right to cancel the entire contract. RISD also reserves the right to charge the Vendor the difference between the prices paid for replacement items purchased and the awarded bid price.
18. **TOBACCO AND ALCOHOL:** Smoking of cigarettes, cigars, pipes, or use of other tobacco products and any alcoholic beverage are prohibited by State Law on all school district property.

II. SPECIFIC CONDITIONS

1. **SCOPE:** Rockdale ISD is interested in soliciting proposals for fencing needs of the District. The Proposal should provide an objective pricing method that will allow RISD to purchase various quantities and items throughout the contract period. No minimum quantity is guaranteed to be purchased by RISD; if the proposer requires a minimum quantity, that quantity should be clearly stated in the response.
2. **PRICING METHOD:** RISD encourages Proposers to provide the pricing method that is most desirable for their company. The pricing method should be as objective and verifiable as is possible, but RISD realizes that prices may be subject to uncertainty. Proposer should clearly state the pricing method and whether prices may be subject to change.

The pricing offered is only for the purpose of establishing a maximum price that your company will offer on a day-in, day-out basis. The actual pricing used at the time of any purchase can be less than the price offered in this bid response.

Examples of pricing method include:

- a. % DISCOUNT FROM PUBLISHED CATALOG: List the % discount offered from a catalog.
- b. % ADDED TO INVOICE COST: List the % added to the vendor's cost.
- c. % DISCOUNT FROM SHELF PRICE: List the % discount offered or no discount from the shelf price at the time of purchase.
- d. OTHER PRICING: List any other purchasing method, such as a flat fee for certain items, additional discounts, varied discounts depending on seasonal items, etc.
- e. A combination of the different pricing methods may be bid. An example is that 30% may be listed in the "% Discount from Shelf Price" and an X in the "Other" column with an explanation, such as a higher % discount for a volume of purchases.

The District reserves the right to request information to verify pricing according to the terms specified by the Proposer.

3. **CONTRACT TERM:** The contract period will be valid for one year beginning December 19, 2023 through December 20, 2024. The District and the awarded Proposers, by mutual agreement, may extend this contract for two additional one-year terms ending December 20, 2025 and December 20, 2026. A response to this proposal will supersede any previous contracts with RISD by the vendor.
4. **CONTRACT AWARD:** *Contracts may be awarded to multiple vendors. Purchases will be made as supplies and equipment are needed from the vendor or vendors that the District decides will provide the best value. RISD will make every effort to minimize the number of orders necessary and it is the goal of the District to purchase as much as can be planned for in orders of \$1,000 or more. For orders exceeding \$1,000 in value, RISD may obtain price quotes from two or more successful vendors at the time of purchase in order to ensure that the best value is obtained. Price quotes may be asked for when purchase orders are under \$1,000.*
5. **VENDOR CATALOGS:** "Catalogs" is used to describe any type of document providing pricing for product lines. Catalogs, price lists or other materials will be considered a "catalog." When feasible, vendor catalogs should be submitted with the proposal documents. Vendors that do not have their own published catalog, but represent one or more manufacturers should list the names and/or number of the respective catalog and the discounts that will apply to each catalog listed. Proposals will not be rejected for not providing catalogs, price lists or other materials, and such information is not expected for lesser-used product lines.
6. **VENDORS WITH MULTIPLE STORES:** The vendor should indicate which stores are included in this proposal document.
7. **RESERVATIONS:** The District reserves the right to formally bid items that could be included in this proposal. Any item or items included under a specific bid will be purchased under that bid. The District also reserves the right to purchase any item included in this bid from the General Services Commission or through purchasing cooperatives that the District is an active member of during the contract period. The District shall have the right to accept or reject any or all proposals, or any part thereof; to waive any technicalities in the interest of the District. The District has the right to decide equivalency.

8. **BILLING:** The vendor is requested to state whether charge accounts are available. The vendor must have a purchase order or purchase order number at the time of purchase for the District to be responsible for the purchase. The District will not pay for any purchases made without a purchase order or purchase order number.
9. **DELIVERIES & COST OF SHIPPING:** All items purchased are to be delivered **F.O.B.** Rockdale Independent School District Central Receiving, 1002 Bushdale, Rockdale, Texas 76567, unless otherwise specified in the purchase order sent to the Seller by the Buyer pursuant to which the goods were delivered. The Purchase Order Number should be noted on the outside of every shipping carton and invoice.
10. Questions concerning this contract should be addressed in writing to Deidra Hall at fax 512-446-3460 or e-mail deidra.hall@rockdaleisd.net The deadline for questions submittal is Wednesday, December 6, 2023 at 10 a.m.

III. BID TIMELINE

Bid Response Due Date 2:00 PM CST, December 7, 2023
Deadline for Questions 10:00 AM CST, December 6, 2023
RISD Response to Questions 1:00 PM CST, December 6, 2023
Recommendation to Board of Trustees December 18, 2023
Bid Start Date December 19, 2023
Bid End Date December 19, 2024

- END, SPECIAL CONDITIONS -

**IF YOU WISH TO
SUBMIT A BID:**

**RETURN THE
FOLLOWING PAGES
COMPLETED & SIGNED**

**WITH A DUPLICATE
COPY OF YOUR BID**

FORMS CHECKLIST

- ☐ Completed – Certification Sheet
- ☐ Completed – References and Contact Information
- ☐ Completed – Deviation Form
- ☐ Completed – Felony Conviction Notification Criminal History Background Search Form
- ☐ Completed – Felony Conviction Notification
- ☐ Completed – Acknowledgement Form
- ☐ Completed – Completed W-9
- ☐ Completed – Completed Form CIQ
- ☐ Completed – Form 1295 (**completed online @ www.ethics.state.tx.us**)
- ☐ Completed – Financial Proposal Form

CERTIFICATION SHEET

In order for a bid to be considered, the following information must be provided.
FAILURE TO COMPLETE MAY RESULT IN DISQUALIFICATION

Company Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ Email address _____

In business under present name _____ years and _____ months

COMPLETE THE APPROPRIATE SECTION BELOW:

RESIDENT BIDDER

"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.

I CERTIFY THAT MY COMPANY IS A "RESIDENT BIDDER":

MR. MRS. MS. _____
(Circle One) NAME (PLEASE PRINT)

POSITION _____

SIGNATURE _____ DATE _____

OR

NONRESIDENT BIDDER

"Nonresident bidder" refers to a person who is not a resident.

IF YOU QUALIFY AS A "nonresident bidder", you must furnish the following information:

What is your resident state? (The state your principal place of business is located.) _____

Does your "residence state" require bidders whose principal place of business is in Texas to underbid vendors whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? "Residence state" means the state in which the principal place of business is located.

YES _____ NO _____ If "YES", What is that amount or percentage? _____ %

I CERTIFY THAT MY COMPANY IS A "NONRESIDENT BIDDER" AND THE ABOVE INFORMATION IS TRUE AND CORRECT:

MR. MRS. MS. _____
(Circle One) NAME (PLEASE PRINT)

POSITION _____

SIGNATURE _____ DATE _____

REFERENCES

FINANCIAL STABILITY must be demonstrated by each Bidder as well as a reliable delivery record to include a list of at least three (3) similar accounts that have utilized their Products and Services for a minimum of one year.

1.	_____ NAME OF FIRM	_____ TELEPHONE	_____ REPRESENTATIVE
2.	_____ NAME OF FIRM	_____ TELEPHONE	_____ REPRESENTATIVE
3.	_____ NAME OF FIRM	_____ TELEPHONE	_____ REPRESENTATIVE
4.	_____ NAME OF FIRM	_____ TELEPHONE	_____ REPRESENTATIVE
5.	_____ NAME OF FIRM	_____ TELEPHONE	_____ REPRESENTATIVE

CONTACT INFORMATION

ADDRESS TO SEND ORDERS:

Company Name

Address

City, State, Zip

Phone #

Fax #

Contact name/department

REMIT TO ADDRESS:

(If different from order address)

Company Name

Address

City, State, Zip

Phone #

Fax #

Contact name/department

DEVIATION FORM

All deviations to the Specifications must be noted on this sheet. In the absence of any entry on this Deviation Form, the Vendor assures the Buyer of their full compliance with the Specifications and Conditions. The form may be duplicated as needed.

THIS DEVIATION FORM MUST BE SIGNED BY EACH VENDOR WHETHER THERE ARE DEVIATIONS LISTED OR NOT, AND SUBMITTED WITH THIS BID.

[illegible]

If Bid contains no deviations, please check the box.

COMPANY NAME

AUTHORIZED SIGNATURE

DATE _____

Agreement with Rockdale Independent School District Regarding Criminal History Background Searches with Vendors/Contractors

Rockdale Independent School District has provided me with the information to be in compliance with the Senate Bill 9 mandate in regards to required background searches for all companies working with Rockdale ISD as a vendor or contractor. My signature indicates that I will comply with Senate Bill 9 by conducting background searches and have employees fingerprinted with the DPS- Fingerprint-based Applicant Clearinghouse of Texas- FACT.

Print Name

Signature

Company Name

Date

Attached: Copy of Information from Texas Education Agency and State Board of Education:

Instructions to School District Contractors Regarding Criminal History Background Searches Under Senate Bill 9

Senate Bill 9 directs school district contractors to obtain state and national criminal history background searches on their employees who will have direct contact with students, and to receive those results through the DPS criminal history clearinghouse (Fingerprint-based Applicant Clearinghouse of Texas –FACT). In order for contractors to receive the information through FACT, they must first establish an account with the DPS for FACT clearinghouse access. The Company owner must sign a user agreement with the DPS. To obtain the user agreement and more information, please contact:

Access and Dissemination Bureau
Texas Department of Public Safety
Crime Records Service
P. O. Box 149322
Austin, Texas 78714-9322
Email: FACT@txdps.state.tx.us
Phone: (512) 424-2365

For fastest service, please email or call. State in the message that you are a school district contractor and need to have an account established for DPS FACT clearinghouse access. Please include:

Company Name
Company Address
Company Phone
Name of Company point of contact
Phone of Company point of contact
Company email to be used for notification of FACT records and messages

The information in the DPS FACT Clearinghouse is confidential, and access must be restricted to the least number of persons needed to review the records. The account must include at least one designated supervisor to make necessary changes and to monitor the site's security and the access to the criminal history data retrieved. Additional users must be limited to those who need to request, retrieve, or evaluate data regarding the individual applicants.

PLEASE NOTE: After you sign the DPS User Agreement for FACT, DPS will provide you with a revised ***FAST Fingerprint Pass*** that you will have to provide to your employees and applicants. Your employees and applicants will use that ***FAST Fingerprint Pass*** when scheduling their FAST fingerprinting.

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 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 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.

[Redacted]

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

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

☐ My firm is owned or operated by the following individuals who has/have been convicted of a felony.

Name of individual (s): _____

Details of conviction (s): _____

[Redacted]

Name of Vendor: _____
(please type or print)

Name of Company Official: _____
(please type or print)

Signature of authorized agent: _____ Date: _____

ACKNOWLEDGEMENT FORM

Having carefully read the Standard Terms and Conditions and any Special Conditions listed in this document, the undersigned hereby agrees to furnish all goods and services specified on the Rockdale ISD Proposal Form at the prices and transportation costs as proposed.

By submission of this proposal, the undersigned certifies that:

- a. This proposal has been independently arrived at without collusion with any other bidder or any other competitor;
- b. This proposal has not been knowingly disclosed and will not be knowingly disclosed, to any other bidder, competitor or potential competitor, prior to the opening of bids, or proposals for his project;
- c. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not submit a proposal;
- d. The undersigned certifies that he is fully informed regarding the accuracy of the statements contained in this certification, and the penalties herein are applicable to the bidder as well as to any person signing in his/her behalf;
- e. Vendor warrants it has no interest, and shall acquire no interest that would directly or indirectly conflict in any manner or degree with the performance of this proposal. For violation or breach of this warranty, Rockdale ISD shall have the right to annul this contract without liability;
- f. As required by Local Government Code 176.006, the undersigned acknowledges the requirement of filing a Conflict of Interest Questionnaire if there are any facts that would require such to be filed, and acknowledges the fact that the CIQ form is available for download at <http://www.ethics.state.tx.us/forms/CIQ.pdf> or can be obtained directly from the Rockdale ISD Purchasing Office, 520 W Davilla, Rockdale, TX 76567.
- g. The undersigned certifies that to his/her knowledge no Rockdale ISD employee has any personal or beneficial interest whatsoever in this service or property described herein.
- h. The undersigned acknowledges that this document, as well as any submitted documents and any negotiations, when properly accepted by the District will be an integral part of any contract awarded as a result of the response submitted.
- i. Contractor 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. Contractor further certifies and verifies that neither Contractor, nor any affiliate, subsidiary, or parent company of Contractor, if any (the "Contractor Companies"), boycotts Israel, and Contractor agrees that Contractor and Contractor 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.

Respondent acknowledges receipt of Addenda number ____ through ____ and has incorporated the provisions therefore into this proposal.

AUTHORIZED SIGNATURE

PRINT NAME

TITLE

DATE

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:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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

Certificate of Interested Parties (Form 1295 – must be filled out electronically with the Texas Ethics Commission’s online filing application, printed out, signed, notarized, and included with required bid forms)

Rockdale ISD 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 Rockdale ISD 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 Rockdale ISD at the time 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. The following **definitions** apply:

- (1) ***“Business Entity”*** means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation. TEX. GOV’T CODE § 2252.908(1).
- (2) ***“Interested Party”*** means a person:
 - a) who has a controlling interest in a business entity with whom Rockdale ISD contracts; or
 - b) who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity. TEX. GOV’T CODE § 2252.908(3).
- (3) ***“Controlling interest”*** means:
 - a) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent;
 - b) 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
 - c) 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. TEX. ETHICS COMM. RULE 46.3(c).
- (4) ***“Intermediary”*** means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, 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. TEX. ETHICS COMM. RULE 46.3(e).

As a “business entity,” all vendors must:

- (1) complete Form 1295 electronically** with the Texas Ethics Commission using the online filing application, which can be found at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm
 - **All vendors must complete Form 1295, even if no interested parties exist**
 - In Section 2, insert “Rockdale ISD”
 - In Section 3, insert the Rockdale ISD RFP # for this proposal
- (2) print a copy of the completed form** (make sure that it has a computer-generated certification number in the “Office Use Only” box)
- (3) have an authorized agent of the business entity sign the form**
- (4) notarize the form**
- (5) submit the completed, signed, notarized Form 1295, with the certification of filing, and included the completed, sign, notarized form with required bid documents.**

CERTIFICATE OF INTERESTED PARTIES**FORM 1295**

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.

OFFICE USE ONLY

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

Your Business Name

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

Rockdale ISD

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.

RFCSP #

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 AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day
of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

PROPOSAL FORM

**PLEASE COMPLETE THIS FORM WITH THE DESIRED METHOD OF PRICING
YOU WOULD SUPPLY ROCKDALE ISD.**

Please describe the product category and method of pricing offered:

Catalog Line, Product Line, Vendor Line, etc.	Pricing Index (Catalog Price, Published Price List, Price per foot, Invoice Cost, etc.)	% Discount, Markup, etc.

Proposer may offer any alternative form of pricing. Please describe proposed pricing if not based on a catalog or some standard index: _____

MULTIPLE STORES – If this bid is to include multiple locations, please indicate the name of the store and the location.

Do you offer an electronic catalog and purchasing system at no cost to the district? ☐ Yes ☐ No

Will pricing be subject to change during the contract period? ☐ Yes ☐ No

If "yes," please describe the process for terms for pricing changes. NOTE: Pricing changes will only be acceptable if they are based on changes in a manufacturers pricing catalog, or based on a price index not controlled by the Proposer. RISD will not allow a Proposer to arbitrarily change the pricing offered during the contract period.

PRINT NAME HERE TITLE

AUTHORIZED SIGNATURE

COMPANY NAME

ADDRESS

CITY & STATE ZIP

PHONE FAX

EMAIL ADDRESS

DATE