



MARLIN INDEPENDENT SCHOOL DISTRICT

PURCHASING DEPARTMENT

678 Success Drive #B

Marlin, Texas 76661

(254) 883-3585

March 17, 2025

REQUEST FOR PROPOSALS

The Marlin Independent School District is now accepting bids for the following:

Playground Equipment RFP#2025-05

Written proposals will be received by the Marlin Independent School District in the Purchasing Department, currently located at Marlin Independent School District (ISD) Central Office, 678 Success Drive #B Marlin, Texas 76661, in accordance with the RFP. **RFP responses will be received until 2:00 p.m. Central Time (CT) on April 1, 2025.**

**MARLIN INDEPENDENT SCHOOL DISTRICT
REQUEST FOR PROPOSALS:
Playground Equipment**

PROPOSAL INSTRUCTIONS

INTRODUCTION

Marlin Independent School District is utilizing the Request for Proposals (RFP) method of procurement in accordance with Texas Education Code Section 44.031. Marlin Independent School District is accepting written proposals from qualified firms for the supply, delivery, and installation of new playground equipment for Marlin Elementary. The goal is to provide a safe, engaging, and accessible recreational environment for our students.

The listed components and amenities should not be considered a comprehensive list of all service requirements and should be only used for a preliminary description of the project.

SCOPE OF WORK

- Equipment Supply
- Design & Layout
- Delivery
- Installation
- Inspection & Safety Compliance
- Maintenance & Warranty

Sealed proposals for the Playground services shall be submitted by **2:00 p.m. Central Time (CT) on April 1, 2025**. The normal office hours for the District are from 8:00 a.m. to 4:30 p.m. (CT), Monday through Friday.

Proposal materials can be submitted in a single package, box, envelope or electronically by email bearing the proposers firm name, return address, and marked RFP #2025-05 – **Playground Equipment Services** to:

Attention: Jesse Bustamante (jbustamante@marlinisd.org)
Marlin ISD Purchasing Department
678 Success Drive #B
Marlin, Texas 76661

Proposal material shall not exceed 100 pages. Additional and supplemental information including marketing brochures may not exceed 20 pages. It is the District's intention to first review the proposal material from all vendors submitting and selecting the three highest rated vendors.

NOTICE TO VENDORS

Questions should be submitted by email or in writing to the MISD Chief Operating Officer, Jesse Bustamante at the street address above or by email to jbustamante@marlinisd.org. Additionally, all questions regarding this solicitation shall be directed to the parties identified herein. Consultants are specifically prohibited from contacting any Marlin ISD administrators or trustees other than the contacts listed in this RFP. If a consultant is determined to be in violation of this policy, this shall constitute grounds for immediate disqualification from consideration by the district.

Telephone or facsimile submissions will not be considered. Submissions received after the time and the date of closing will not be considered. This RFP in no manner obligates the district to eventually purchase any services, products or equipment described, implied, or which may be proposed, until confirmed by written contract. Progress towards this end is solely at the discretion of the district and may be terminated without penalty or obligation at any time prior to the signing of a contract. The District reserves the right to cancel this RFP at any time for any reason and to reject any or all submissions in whole or in part. The District will not be liable for any costs incurred by vendors in preparation of these proposals. The Request for Proposals contains specific requests for information. In those cases where specific and mandatory requirements are stated, material failure to meet those requirements will result in disqualification of the vendors response.

By submitting a proposal, the firm agrees that all materials submitted become the property of the MISD and may or may not be returned to the proposer.

PROPOSER OBLIGATIONS

Proposers are invited to submit proposals in accordance with the requirements outlined in this document. The proposals are required to address all specifications in the RFP. The successful proposer will at all times be held liable, both individually and severally, for the performance of all contractual obligations which may result from an award based on this RFP.

The response to this RFP must identify and outline the contractual relationship between any and all partners, managers and attorneys associated with the proposer and each joint proposer or subcontractor.

Any official or subcontractor identified in this RFP must sign and include as part of the response to this RFP, a statement to the effect that the subcontractor has read and will agree to abide by the successful proposer's obligations.

The District will look solely to the successful proposer for performance of the contract. The successful proposer agrees to indemnify and hold harmless the MISD, individually, from any claim asserted by or against the successful proposer's subcontractors.

The proposer may not assign any part of the RFP or potential contract without the express written consent of the Marlin Independent School District Board of Trustees.

PROPOSER UNDERSTANDING OF THE RFP

By submitting a signed proposal, a proposer agrees that it fully understands this RFP and shall abide by the terms and conditions contained therein. Further, such proposer certifies that it is in compliance with all federal and state laws and purchasing guidelines of the Marlin Independent School District. Required forms to be submitted by the proposer are outlined herein.

Additionally, proposer certifies that neither proposer, nor any of its employees, agents, or representatives, including any subcontractors and employees, agents, or representatives of such subcontractors, to be assigned to the project hereunder has been convicted of a penal offense, or that, if such a conviction has occurred, proposer will fully advise the Board of Trustees as to the facts and circumstances. Failure to do so may result in disqualification of any subsequent proposal.

No exceptions, amendments, or deviation will be allowed in any response unless agreed to in writing and prior to the date that responses to questions are due. Unauthorized exceptions, amendments, or deviations in the response may result in disqualification of the proposal.

RIGHT TO AMEND, WITHDRAW OR EVALUATION RFP

The District reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of the contract pursuant hereto, if it is in the best interest of the District to do so. The District reserves the right to evaluate the proposals on an all-or-none basis or by specific area of legal services depending on if it is in the best interest of the District to do so.

Copyrighted proposals are unacceptable and will be disqualified as non-responsive.

CONFLICT OF INTEREST

Each proposer must disclose any existing or potential conflict of interest relative to the performance of the requirements of this RFP. Examples of potential conflicts may include an existing business or personal relationship between the proposer, its principal, or any affiliate or subcontractor, with the District or any other entity or person involved in any way in the project that is the subject of the RFP.

Similarly, any personal or business relationship between the proposer, the principals, or any affiliate or subcontractor, with any employee of the District or its suppliers must be disclosed. Any such relationship that might be perceived or represented as a conflict should be disclosed. Failure to disclose any such relationship or reveal personal relationships with district employees may be cause for contract termination. The District will decide if an actual or perceived conflict should result in proposal disqualification.

Each proposer must reveal any past or existing relationship between the proposer, its principal, employees, or any affiliate or subcontractor, with any District employee or other person in anyway involved in the District's procurement and/or contracting processes. It shall be the sole prerogative of the District to determine if such relationship constitutes a conflict of interest.

By submitting a proposal in response to this RFP, all proposers affirm that they have not given, nor intend to give, at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, social discount, trip, favor, or service to a board member, a public servant or any employee or representative of the District, in connection with this procurement.

SELECTION PROCESS

The District's Selection Committee will evaluate and rank each submittal in relation to the selection criteria described in the RFP. The District will develop a "short list" of firms to interview, if needed.

SELECTION CRITERIA

Per Government Code 2254.004, the District shall consider the following in determining demonstrated competence and Proposal and to whom the contract may be awarded for architect and related professional services:

Phase I

1. Vendor(s) Proposals, Background and Experience related to Playground Projects – 25 points
2. Previous and current experience in School Districts for Playground Projects services/references – 25 points
3. Management Plan and Methodology to provide services requested – 25 points
4. Experience in working in the listed Education Service Centers, 6, 10, 11, 12, and 13 – 15 points
5. Any other relevant factor specifically listed in the request for proposals – 10 points

PROPOSAL SUBMITTAL INFORMATION REQUIREMENTS

1. GENERAL INFORMATION

Proposal will include:

Firm Name

Address

City, State, ZIP

Phone Number, Fax Number

Contact Person(s) – limited to two persons per firm/application

Name, Title

Contact Information including main contact number and alternate contact number

Email Address

License Information

Type of organization:

Sole Proprietorship (individual)

Partnership

Professional Corporation

Corporation

Joint Venture

2. Proposal STATEMENT

In 100 words or less, provide a statement that describes what makes your firm uniquely qualified to perform the services requested in this request for proposal including any services that your firm considers to be superior to its competitors.

3. FIRM BACKGROUND AND STAFF

Provide the year that firm was established, name of parent company (if any), and parent company information. Information will include the following:

1. Any former firm names and years of establishment
2. Number of employees in local firm serving this project
3. List Executive Member to be assigned to this project for Marlin ISD
4. List designated representative assigned to Marlin ISD

4. PROFESSIONAL SERVICES (DISCIPLINES) PROVIDED BY FIRM

List all professional services provided by your firm

5. SPECIALIZED SERVICES/SUPPLEMENTAL SERVICES

Include a list of specialized services that your firm provides and whether the services are included in the basic services or available for additional fees, to include but not limited to:

1. Americans with Disabilities Act audit/review ADA

6. PROFESSIONAL LIABILITY INSURANCE AND FINANCIAL INFORMATION

Provide a copy of liability insurance demonstrating the minimum coverage required by the District.

7. ADDITIONAL FORMS REQUIRED TO BE SUBMITTED WITH PROPOSAL

- a. Application Signature
- b. Criminal Background Check Felony Conviction Notification
- c. Debarment or Suspension Certification Form
- d. Cover Sheet

8. APPLICATION SIGNATURE:

REPRODUCE THE FOLLOWING PARAGRAPHS AND SIGNATURE INFORMATION EXACTLY AS IT APPEARS AND PLACE IN YOUR PROPOSAL UNDER SECTION. NO ADDITIONAL INFORMATION OR MODIFICATION TO THIS SECTION WILL BE ACCEPTED.

Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, and elected or appointed official or officer of the District, or any employee, agent or other representative of the District, unless specifically allowed to do so by the MISD Superintendent or Board of Trustees.

The information contained herein is true and accurate to the best of my knowledge. Further, the signature below certifies that this proposal has been completed with no consultation, collaboration or conversation with other firms competing on this same solicitation.

NAME (Please print or type)

TITLE

DATE

SIGNATURE

**CRIMINAL BACKGROUND CHECK
AND
FELONY CONVICTION NOTIFICATION**

(a) CRIMINAL BACKGROUND CHECK

Proposer will obtain history record information that relates to an employee, applicant for employment, or agent of the Proposer if the employee, applicant, or agent has or will have continuing duties related to the contracted services and the duties are or will be performed on school property or at another location where students are regularly present. The Proposer certifies to MISD before beginning work and at no less than an annual basis thereafter that criminal history record information has been obtained. Proposer shall assume all expenses associated with the background checks and shall immediately remove any employee or agent who was convicted of a felony or misdemeanor involving moral turpitude, as defined by Texas law, from MISD's property or other location where students are regularly present. MISD shall be the final decider of what constitutes a "location where students are regularly present." Proposer's violation of this section shall constitute a substantial failure.

If the Proposer is the person or owner or operator of the business entity, that individual may not self-certify regarding the criminal history record information and its review and must submit original evidence acceptable to the District with this Agreement showing compliance.

(b) FELONY CONVICTION NOTIFICATION

Education Code, 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.

THE FELONY CONVICTION NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION.

I, the undersigned agent for the firm named below, certify that the information concerning criminal background check and notification of felony convictions has been reviewed by me, the following information furnished is true to the best of my knowledge, and I acknowledge compliance with this section.

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. No person or owner or operator of my firm has been convicted of a felony.

Signature of Company Official: _____ Date: _____

C. If Paragraph B above is unsigned; the following section must provide a general description of the conduct resulting in the conviction of the felony.

Name of Felon(s):

Details of Conviction(s):

Signature of Company Official: _____ Date: _____

Vendor is responsible for the performance of the persons, employees and/or sub-contractors Vendor assigns to provide services for the MISD pursuant to this RFP on any and all MISD campuses or facilities. Vendor will not assign individuals to provide services at a MISD campus or facility who have a history of violent, unacceptable, or grossly negligent behavior or who have a felony conviction, without the prior written consent of MISD Purchasing Department.

DEBARMENT OR SUSPENSION CERTIFICATION FORM

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services equal to or in excess of \$100,000. Vendors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this vendor:

Certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Firm Name: _____

Address: _____

City/St/Zip: _____

Phone: _____ Fax: _____

Authorized Company Official's Name: _____

(Typed or printed)

Title of Authorized Representative: _____

(Typed or printed)

Signature of Authorized Company Official: _____

Date Signed: _____

**Marlin Independent School District
Cover Sheet
RFP #2025-05**

I {We} are submitting a proposal in accordance with the general conditions and established specifications of the RFP for **Playground Services**. We affirm that the contents of our proposal are accurate, factual and complete to the best of our knowledge and are submitted in good faith upon express understanding that any false statements may result in disqualification.

COMPANY:

ADDRESS:

TELEPHONE: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

FEDERAL TAX ID # DUNS #: _____

AUTHORIZED SIGNATURE: _____

Typed or Printed

AUTHORIZED SIGNATURE: _____ DATE: _____

Signed