



Westhoff Independent School District

Where Kids Come First

**REQUEST FOR COMPETITIVE SEALED
PROPOSALS FOR
Westhoff ISD- Modular Classroom Expansion**

WESTHOFF INDEPENDENT SCHOOL DISTRICT

Darrin Stansberry, Superintendent of Schools

**WESTHOFF INDEPENDENT SCHOOL DISTRICT
REQUEST FOR COMPETITIVE SEALED PROPOSALS
Westhoff ISD- Modular Classroom Expansion**

Date: December 3, 2025

NOTICE TO PROPOSERS:

The Westhoff Independent School District (“District” or “WISD” or “Owner”) is requesting proposals (“Proposal”) through a Competitive Sealed Proposal procurement method (“CSP”) pursuant to Texas Government Code Chapter 2269, Subchapter D, Sec. 2269.152, *et. seq.* for the following project(s):

Westhoff Modular Classroom Expansion Project

Hereinafter referred to as “Project(s).”

Information regarding this procurement and the Project is described further below.

General Information:

**PROPOSALS DUE: 2:00 P.M. CST on December 15, 2025
COMPETITIVE SEALED PROPOSALS FOR:
Westhoff ISD- Modular Classroom Expansion**

The evaluation criteria specified herein will be used to determine which Proposal represents the best value for the District. The District reserves the right to request additional information. The District reserves the right to accept or reject any or all responses, to waive all technicalities, and to accept the proposal(s) that are determined to represent the best value for the District.

By providing a Proposal, each firm agrees to waive any claim it has or may have against the District, its Trustees, agents and employees, and any reference sources, arising out of or in connection with the administration, evaluation, or recommendation of any Proposal; waiver of any requirements in the Proposal package, acceptance or rejection of any Proposal and award of a contract. The ranking/selection of the proposed Proposal(s) will be presented to the Board, and the Board may delegate authority to Administration to negotiate, finalize, and execute a contract.

Proposals and the pricing therein must be held open for ninety (90) days following the deadline for receipt of the Proposals.

INSTRUCTION TO PROPOSERS

I. General Information

1. Pursuant to the provisions of the Texas Government Code Ch. 2269 it is the intent of the District to select a contractor through a Competitive Sealed Proposal method for the Project described above.
2. The District will evaluate and provide an advisory ranking to the Board for consideration and approval based on the criteria set out herein.
3. The estimated construction budget for the Project scope is described in the preliminary project description in **Attachment 1**. *The plans and specifications for this project will also be provided in a separate file due to file size.* The construction budget presented is approximate and is presented in 2025 dollars.

4. ANTICIPATED SELECTION SCHEDULE

Item	Date
1 st Advertisement	December 3, 2025
2 nd Advertisement	December 10, 2025
Request for Information/Clarification from Proposers	December 11, 2025
Addenda to Respond to RFIs to Proposers	December 12, 2025
Proposals Due (Proposal Opening shortly thereafter)	December 15, 2025
Proposal Tabulation & Recommendation of Award	December 17, 2025

4. **Design Professional.** The design professional for the project(s) is:
Villagomez Engineering Company
Jose Villagomez, P.E.
24165 IH-10W, Suite 217-708
San Antonio, Texas 78257
Phone: 210-724-0816
5. **Scope of Work:** As part of the required services, the selected Contractor will construct the project(s) herein described. Please refer to form of agreement included in **Attachment 2** regarding services for the project.
6. **Questions/Request for Clarification:** All questions regarding this invitation must be submitted in writing to:
Westhoff ISD
Attn: Darrin Stansberry, Superintendent
P.O. Box 38, Westhoff, Texas 77994

Phone: 830-236-5519
Email: dstansberry@westhoffisd.org

Requests for information/interpretation must be received by December 11, 2025. Only questions answered by formal written addenda posted on the District website.

Addenda will be posted on the District's website. It is the responsibility of each Proposer to obtain all addenda that pertains to this Proposal package. Failure to receive such addenda does not relieve Proposer from any obligation under any proposal submitted. All formal written addenda become a part of the procurement documents.

7. **Deadline, Location, and Form:** Proposals must be received no later than December 15, 2025 at 2:00 P.M. *Late responses will not be considered.* They must be submitted to the District's administrative offices at: Westhoff ISD, P.O. Box 38, Westhoff, Texas 77994.

The Owner will not acknowledge or receive Proposals that are delivered by telephone, mail, hardcopy, or facsimile (fax). It is the sole responsibility of submitting firms to ensure timely receipt of the Proposal package response and to properly label the documents.

Proposals should be labeled as follows:

**WESTHOFF INDEPENDENT SCHOOL DISTRICT - REQUEST FOR
COMPETITIVE SEALED PROPOSALS FOR Westhoff ISD- Modular Classroom
Expansion**

DO NOT OPEN UNTIL DECEMBER 15, 2025, AT 2:00 P.M.

Proposals submitted prior to the above deadline may be modified provided such modifications are sealed and received at the designated location, prior to the time and date set for Proposals. Proposals received after the deadline will NOT be accepted and will be returned unopened to the Proposer. Proposals will not be returned to Proposer. Information submitted by Proposers in response to this Proposal package shall become the property of the Owner.

A proposal may be withdrawn only upon request by the Proposer or duly authorized representative, provided such request is received by the Owner at the place designated for receipt of proposals and prior to the time fixed for the opening of Proposals.

Proposals will be publicly opened and read immediately following the deadline for receiving the Proposal at the District's administration building located at 244 Lynch Ave., Westhoff, Texas 77994. Any questions pertaining to the procedure should be addressed to the District's Superintendent. Any Proposal received later than the specified time shall be disqualified.

8. **District Point-of-Contact.** The point of contact for this procurement process shall be:

Westhoff ISD
Darrin Stansberry, Superintendent
244 Lynch Ave, Westhoff, Texas 77994
Phone: 830-236-5519
Email: dstansberry@westhoffisd.org

In order to ensure the integrity of the selection process, Proposer's employees, officers, agents, or other representatives shall not lobby or attempt to influence a vote or recommendation related to the Proposer's response, directly or indirectly, through any contact with school board members, other District officials or employees from the date this Proposal package is released until a contract is executed. This Proposal package is subject to cancellation by the District if any person significantly involved in initiating, negotiating, securing, drafting, or creating the offer on behalf of District, is at any time while the Proposal package is in effect, an employee of any other party to the Proposal package in any capacity or a consultant to any other party of the Proposal package with respect to the subject matter of the Proposal package.

9. **Public Information.** The District fully complies with the Texas Public Information Act. During the course of the selection process any Proposal is exempt from disclosure to the public under the Texas Public Information Act. The submitted Proposals will, upon the award of the contract, become a public record; and therefore, subject to disclosure to any person who makes a proper request for review of the documents. Some of the information you may provide in your submitted Proposal may contain commercial or financial information which you consider privileged or confidential or may be of a nature which you feel may cause substantial competitive harm to your business if disclosed by the District to a third-party even after the award. You may be entitled to protect this information at the time a request is made for disclosure; however, you will need to consult your legal counsel to assure that this kind of information, if included in your Proposal, is properly marked as confidential prior to submission of your Proposal. Wholesale marking of your entire Proposal "Confidential" or "Proprietary" will not be effective. The District fully complies with the Texas Public Information Act. In the event information from your Proposal is requested, the District will use its best efforts to notify the Proposer of such request but will have no duty to assert any claim to the Attorney General regarding that the Proposal or any parts of the Proposal are not subject to disclosure under the Act.
10. **Owner's Reservation of Rights.** The Owner reserves the right to divide the Project into multiple parts, to reject any and all Proposals and re-solicit for new Proposals, or to reject any and all Proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any Proposer to this CSP Proposal package for any project and no such representation is intended or should be construed by the issuance of this CSP Proposal package.
11. Proposers are expected to examine this CSP Proposal package carefully, understand the terms and conditions for providing the services listed herein and respond completely.
FAILURE TO COMPLETE AND PROVIDE ANY OF THE REQUIRED

INFORMATION AND/OR FORMS MAY RESULT IN THE PROPOSER'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

II. Contents of Proposal

Please refer to **Exhibits A – H**, attached hereto for the full Proposal and required forms.

Proposers are required to submit all required forms attached as Exhibits A-H and submit those with their Proposal by the deadline.

III. Method of Selection.

The Proposals will be evaluated and ranked on the basis of the following criteria:

1. Firm's Pricing Proposal (50 points)
2. Firm's Experience and Reputation as a Contractor – (15 points)
3. Firm's Experience on Projects of Similar Size and Scope – (10 points)
4. Firm's Proposed Personnel and Experience – (15 points)
5. Firm's Financial capability is appropriate to the size and scope of the project (5 points)
6. Firm's Safety Record and Claims/Litigation (5 points)

Total Points: (100 points/100 points)

By submitting its Proposals in response to this Request, the Proposer accepts the evaluation process and methodology, and further, acknowledges and accepts that determination of the "best value" offeror will require subjective judgments by the District.

All properly submitted Proposals will be reviewed, evaluated, and ranked by an advisory Evaluation Committee. The evaluation of the Proposals shall be based on the criteria and weight of the criteria provided above. An advisory ranking will then be presented to the Board of Trustees at the next possible Board Meeting after completion of the evaluation for approval, and if approved, the Board is anticipated to delegate the negotiation and execution of the Contract to Administration.

Proposer acknowledges and accepts that any costs incurred from the Proposer's participation in this CSP process shall be at the sole risk and responsibility of the Proposer.

IV. Form of Agreement

The District intends to use a form of AIA Document, as modified by Owner. Copies of the form of agreement are included with this CSP in a separate file for review (*See Attachment 2*). Proposers are strongly encouraged to review the contract in detail before providing their Proposal.

Please note that a Payment Bond and Performance Bond, each in an amount equal to 100% of the Contract Sum conditioned upon the faithful performance of the Contract, will be required. Please note that all bonding companies presented must be acceptable to the owner.

Proposers are advised that the Texas Prevailing Wage Law will be administered in accordance with the General Conditions provided. A copy of the Prevailing Wage Rates for this project are included in Attachment 2. The construction of this Project is subject to Chapter 2258 of the Texas Government Code. Among other things, this Chapter provides that it shall be mandatory for a Contractor and upon any subcontractor under him to pay not less than the prevailing rates of per diem wages in the locality at the time of construction to all laborers, workmen, and mechanics employed by them in the execution of the contract.

V. SUBSTITUTIONS OF MATERIALS AND EQUIPMENT

The materials, products and equipment described in the Construction Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution. The materials and equipment named in, and the procedures covered by these specifications have been selected as a standard because of quality, particular suitability or record of satisfactory performance. It is not intended to preclude the use of equal or better materials or equipment provided that same meets the requirements of the particular project and is approved in an addendum as a substitution prior to the submission of proposals. Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute including drawings, cuts, performance and test data and any other information necessary for an evaluation. The Architect/Engineer's decision of approval or disapproval of a proposed substitution shall be final. If the Architect/Engineer approves any proposed substitution prior to receipt of proposals, such approval will be set forth in an Addendum. Proposers shall not rely upon approvals made in any other manner.

**ATTACHMENT 1
PROJECT SCOPE AND DETAILS
_ INDEPENDENT SCHOOL DISTRICT
Westhoff ISD- Modular Classroom Expansion**

A copy of the Plans and Specifications prepared by the Engineer of record is also provided with this CSP bid package as a separate file. Please refer to the Project Manual for project specifics. Drawings and specifications have been prepared by the Design Professional listed above. General project information is provided below.

Project 1: Westhoff ISD- Modular Classroom Expansion

General Information on Project Site and Scope:

- Location: 244 Lynch Ave, Westhoff, Texas 77994
- Campus/Facility Name: Westhoff ISD
- Project Description: Provide an approximately 152X60 modular classroom space attached to existing facilities, foundation, utilities and related construction.
- Estimated total project budget: \$2,300,000.00

Anticipated Project Schedule/Key Project Milestones:

Substantial Completion: **October, 2027**

The District reserves the right to adjust the schedule as needed.

**ATTACHMENT 2
FORM OF AGREEMENT AND PREVAILING WAGE RATE SCHEDULE
WESTHOFF INDEPENDENT SCHOOL DISTRICT
Westhoff ISD- Modular Classroom Expansion**

*Please refer to AIA® Document A105® – 2017, Standard Short Form of Agreement Between Owner and Contractor
provided in a separate document due to file size.*

By responding to this CSP, the Proposer agrees to the contract provisions contained in the attached form of agreement unless specific modifications are requested, which may or may not be accepted at the District's discretion. Any comments, objects or requested changes to the form of agreement shall be submitted in writing with the Proposer's Proposal, otherwise Proposer will be deemed to have accepted the form of the agreement included with this CSP. The final contract is subject to review and approval of the District's Board of Trustees and review by the District's legal counsel.

[INSERT MOST RECENT PWR PRIOR TO POST – ASK LEGAL COUNSEL TO PROVIDE]

EXHIBIT A
REQUIRED FORM - PROPOSAL FORM
WESTHOFF INDEPENDENT SCHOOL DISTRICT
Westhoff ISD- Modular Classroom Expansion

The Proposal shall be concise and complete. Sealed Proposals shall be clearly tabbed for each part of the requirements listed below in (8 ½" x 11"), vertical format, single-sided, minimum of three-quarter (¾") inch margins and no less than 11-point font. The District will require **an original and four (4) copies** of the Proposal from all interested firms as well as a jump drive with an electronic copy of the Proposal. The total pages may not exceed fifteen (15) pages; however, the Required Forms in Exhibits B-H **do not count** towards the maximum page requirement. The Proposal should include the information set out below.

GENERAL INFORMATION

- a. Legal name of the company: _____
- b. Authorized point of contact for the company:
Name: _____ Cell phone: _____
- c. Address of office that would be providing services: _____

- d. Telephone number: _____
- e. Email: _____
- f. Number of years in Business: _____
- g. Type of Operation: Individual _____ Partnership _____ Corporation _____
Limited Liability Company _____ Other _____ (explain: _____)
- h. Number of Employees: _____
- i. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

- j. Does any relationship exist between your company and any of District's officers, employees whether by relative, business associate, capital funding agreement or any other such kinship? If yes, please explain.

CRITERIA 1: Pricing Proposal

1. Please complete the form in **Exhibit B**. Proposer will be evaluated based on the responses provided there for this criteria.

CRITERIA 2: Firm's Experience and Reputation as a General Contractor

1. Provide references for no less than three (3) public school districts with which Proposer currently has contracts and / or has previously provided construction management services of equal type and scope within the past five (5) years. ***DO NOT USE REFERENCES FROM _ISD'S OFFICIALS.***
2. Describe your firm's past performance on other contracts for the District (if any) or other District's (e.g. cost control, cost savings, schedule control) and your firm's demonstrated technical competence and management qualifications with construction projects, particularly those that are similar to the proposed project type.
3. Provide details regarding any special services, management characteristics or other benefits / advantages offered for the District in selecting your company.
4. Describe your company's quality assurance program, what are your company's requirements, and how are they measured? In particular, describe the way your firm maintains quality control during the pre-construction and construction phases.
5. Provide references for no less than three (3) public entities with which Proposer currently has contracts and / or has previously provided construction management services of equal type and scope within the past five (5) years. ***DO NOT USE REFERENCES FROM WESTHOFF ISD'S OFFICIALS.***

CRITERIA 3: Firm's Experience on Projects of Similar Size and Scope

6. Provide a minimum of three (3) and a maximum of five (5) projects with photos for which your firm has provided/is providing modular buildings with related construction services which are most related to this project. In determining which projects are most related, consider: same or related use of facilities related size and complexity; whether the project consisted of an expansion of an existing facility or new construction; how many members of the proposed team (and their role) worked on the listed project; and, how recently the project was completed. List the projects in priority order, with the most related projects listed first.
7. For each of the listed projects in response to Item #6, above, provide the following information: construction cost (original Budget and final construction cost), current phase of development, estimated (or past) completion date, type of construction services provided (CM-at-risk with GMP, CM-agency, design/build, General Contractor-low Proposal, General Contractor through

sealed Submittals), owner's contact person and telephone number, and the name and telephone number of the project architect.

CRITERIA 4: Firm's Proposed Personnel Experience

8. Provide a project organization chart along with resumes of key personnel; Project Manager, Estimator, and Superintendent that shows experience with projects of similar size, complexity and scope. Include in your response the length of experience with the firm and within the industry. Highlight at least five (5) key projects that are similar to the project(s) in this CSP.

CRITERIA 5: Firm's Financial capability is appropriate to the size and scope of the project

9. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
10. Provide a financial rating of your company and any documentation (e.g. a Dunn & Bradstreet analysis), which indicates the financial stability of the company.
11. State whether you will provide a copy of your company's financial statements for the past two (2) years, if requested by the District.
12. The District requires all contractors to carry general liability, auto liability and worker's compensation/employer's liability insurance coverage. All insurance coverages should remain in force during the term of contract. Please state the carrier, agent, amount, expiration date and length of time you have maintained coverage for general liability, auto liability and worker's compensation/employer's liability insurance coverage. Please confirm that you can carry insurance in the limits set out in proposed AIA contract template included with this Proposal package.

CRITERIA 6: Firm's Safety Record and Claims/Litigation

13. Provide any details of all past or pending litigation or claims filed against your company arising out of or in connection with your company's performance under a contract for construction management and / or construction services. Describe how such suit or claims were resolved.
14. Provide your company's safety Experience Modifier Rate (EMR), Recordable Incident Rate (RIR) and your Loss Indicator Rate (LIR).

EXHIBIT B
REQUIRED FORM – PRICE PROPOSAL FORM
WESTHOFF INDEPENDENT SCHOOL DISTRICT
Westhoff ISD- Modular Classroom Expansion

(Note: Pricing evaluation will be evaluated as CRITERIA 1 in the CSP.)

Having examined Proposal and Contract Documents, the undersigned hereby declares that the undersigned has had the opportunity to visit the site, has had sufficient time to make all tests and investigations to arrive at an intelligent estimate of the cost of doing work, and has carefully examined the plans, specifications, and contract documents relating to the work covered by this proposal, and the undersigned agrees to do the work, and that no representations made by the Owner are in any sense a warranty, but are mere estimates for guidance of the contractor.

In submitting this Proposal, the undersigned agrees to the following:

2. Hold proposal open for acceptance for ninety (90) days following the deadline for Submissions.
3. Accept right of Owner to reject any or all proposals, to waive formalities and to accept proposal which Owner considers most advantageous.
4. Enter into and execute the proposed form of contract included with the Proposal package, if awarded, for the Base Proposal and accepted Alternate Proposals (if any).
5. Complete work in accordance with the Contract Documents within the stipulated contract time.
6. The undersigned proposer does hereby declare and stipulate that this proposal is made in good faith, without collusion or connection with any other person or persons proposing for the same work, and that it is made in pursuance of and subject to all the terms and conditions of the advertisements, proposal requirements, the proposed construction contract, and the contract documents, including the plans pertaining to the work to be done, all of which have been examined by the undersigned.
7. The undersigned further agrees that the undersigned will provide all necessary tools and apparatus, do all work, furnish all materials, and do everything required to carry out the work covered by this proposal, in strict accordance with the contract documents, and the requirements pertaining thereto, for the sum of sums set forth.
8. That the undersigned is authorized to enter into contractual relationship on behalf of the responding company indicated below.
9. The accuracy of all certifications required which accompany this proposal.
10. That the organization has not been a party to any collusion among Proposer in restraint of freedom of competition by agreement to offer at a fixed price or to refrain from offering; or with any of Owner's employees, Board of Trustees, or consultants as to quantity, quality, or price in the prospective contract, or in any terms of the prospective contract except in any authorized discussion(s) with the District's Purchasing personnel; or in any discussions or actions between Proposer and any District employee, Board Trustee, or consultant concerning exchange of money or other things of value for special consideration in the award of this contract.
11. That neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
12. By submitting a Proposal, Proposer agrees to waive any claim it has or may have against the District, its trustees, agents and employees, and any reference sources, arising out of or in connection with the administration, evaluation, or recommendation of any Proposal; waiver of any requirements under the Proposal documents; acceptance or rejection of any Proposal; and award of the Proposal. The District shall have no contractual obligation to any Proposer, nor will any Proposer have any property interest or other right in the Proposal or contract being proposed unless and until the contract is unconditionally executed and delivered by all parties, and all conditions to be fulfilled by the Proposer have been fulfilled by the Proposer.

I. BASE PROPOSAL

Undersigned agrees to complete the Work for the lump sum amount of:

_____ Dollars (\$_____)
(Amount written in words governs) (Amount in figures)

Please also complete the Schedule of Values form on the attached page. This is also available as a separate Excel document.

II. ALLOWANCES/CONTINGENCIES

Undersigned certifies that the specified allowances are included in the Base Proposal and agrees that unexpended balance of allowance sums will revert to Owner in the final settlement of the contract.

Construction Allowance: \$_____ [insert amount]

This allowance includes material cost, receiving, handling, and installation, and Contractor overhead and profit.

Owner's Contingency: \$_____ [insert amount]

III. CONTRACT TIME

Undersigned agrees to begin Work upon Notice to Proceed and be Substantially Complete by date as indicated on Contract.

All Work shall be completed by: **Date:** _____

Number of proposed days : _____
(Calendar Days)

IV. ADDENDA

Undersigned acknowledges receipt of Addenda (if any):

No. _____ dated _____

No. _____ dated _____

No. _____ dated _____

No. _____ dated _____

V. CHANGES IN THE WORK

Undersigned understands that changes in the work shall be performed in accordance with the form of agreement included in the CSP package.

It is understood that the right is reserved by the Owner to reject any or all proposals, or waive any informalities in the proposal process.

VI. FORM OF AGREEMENT AND CONTRACT EXCEPTIONS

Proposer has reviewed the form of agreement included with this Proposal package. Proposer is directed to pay special attention to the terms and conditions in this proposed form of agreement. Proposer may submit proposed revisions or modifications to this form of agreement for the Owner's consideration; although, Owner is not obligated to accept any proposed revisions. Any revisions not requested with this Proposal may not be considered or rejected by Owner. Provide any comments or requested changes to the AIA Document as amended by the Owner with your submission.

VII. ACKNOWLEDGEMENT

By signing below, the individual represents and warrants on behalf of the Proposer that he/she has authority to submit this Proposal and that all the information contained herein is true to the best of his/her knowledge.

Authorized Signature

Printed Name of Authorized Representative

Title of Authorized Representative

Full Legal Name of Company

Company Address

Company Phone

Email Address of Authorized Representative

Phone # of Authorized Representative

Date

EXHIBIT C
REQUIRED FORM - FELONY CONVICTION NOTICE FORM
WESTHOFF INDEPENDENT SCHOOL DISTRICT
Westhoff ISD- Modular Classroom Expansion

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 contact".

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 convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Proposer's Name: _____
(Legal/Official Company Name)

Proposer's Authorized 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 Proposer's Official Name: _____
Date: _____

B. My firm is not owned or operated by anyone who has been convicted of a felony.
Signature of Proposer's Official Name: _____
Date: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:
Name of Felon(s): _____
Detail of Conviction(s): _____
Signature of Proposal's Official Name: _____
Date: _____

NOTE: Name and signature of company official should be the same as on the affidavit (Proposal Response Form.

Vendor is responsible for the performance of the persons, employees and/or sub-contractors assigned to provide services for the District pursuant to this CSP on any and all District campuses of facilities. Vendor will not

assign individuals to provide services at District campus or facility who have a history of violent, unacceptable, or grossly negligent behavior or who have a felony conviction.

EXHIBIT D
REQUIRED FORM - CERTIFICATE OF RESIDENCY
WESTHOFF INDEPENDENT SCHOOL DISTRICT
Westhoff ISD- Modular Classroom Expansion

CERTIFICATE OF RESIDENCY

The State of Texas has passed a law concerning non-resident contractors. This law can be found in Texas Government Code under Chapter 2252, Subchapter A. <http://www.capitol.state.tx.us/statutes.gv.toc.htm>. This law makes it necessary for the District to determine the residency of its bidders. In part, this law reads as follows:

“Section: 2252.001

(3) ‘Non-resident bidder’ refers to a person who is not a resident.

(4) ‘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.

Section 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless that nonresident underbids the lowest Proposal submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident’s principal place of business is located.”

I certify that _____
(Proposer’s Legal/Official Company Name)

is, under Section: 2252.001 (3) and (4), a _____ Resident Bidder _____ Non-resident Bidder.

My or Our principal place of business under Section: 2252.001 (3) and (4), is in the city of _____
in the state of _____.

If not Texas, does the state have preferential treatment on bids? 9 Yes 9 No

If yes, what percentage: _____%

Name of Proposer’s Authorized Official: _____
(Type or Print)

Title of Proposer’s Authorized Official: _____
(Type or Print)

Signature of Proposer’s Authorized Official: _____

Date Signed: _____

EXHIBIT E
REQUIRED FORM - CONFLICT OF INTEREST QUESTIONNAIRE
WESTHOFF INDEPENDENT SCHOOL DISTRICT
Westhoff ISD- Modular Classroom Expansion

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
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
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		

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 1/1/2021

NOTE: THIS FORM MUST BE COMPLETED WITH COMPANY NAME, SIGNATURE AND DATE EVEN IF COMPANY HAS NO CONFLICT OF INTEREST

EXHIBIT F
REQUIRED FORM - DEBARMENT OR SUSPENSION CERTIFICATION FORM
WESTHOFF INDEPENDENT SCHOOL DISTRICT
Westhoff ISD- Modular Classroom Expansion

DEBARMENT OR SUSPENSION CERTIFICATION FORM

FEDERAL/NON-FEDERAL FUNDS

As the awarded vendor on this contract, you are required to provide disbarment/suspension certification indicating that you are in compliance with the below Federal Executive Order Certification by completing and signing this form.

Debarment:

Federal Executive Order (E.O.) 12549 “Debarment and Suspension “requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Proposer’s Name: _____
(Legal/Official Company Name)

Address: _____

City/State/Zip: _____

Telephone: _____

Name of Proposer’s Authorized Official: _____
(Type or Print)

Title of Proposer’s Authorized Official: _____
(Type of Print)

Signature of Proposer’s Authorized Official: _____

Date Signed: _____

EXHIBIT G
REQUIRED FORM - NON-COLLUSION STATEMENT
WESTHOFF INDEPENDENT SCHOOL DISTRICT
Westhoff ISD- Modular Classroom Expansion

NON-COLLUSION STATEMENT

“The undersigned affirms that he/she is duly authorized to execute this Proposal, that this company, corporation, firm, partnership or individual has not prepared this Proposal in collusion with any other Proposal, and that the contents of this Proposal as to prices, terms or conditions of said Proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Proposal.”

Proposal's Name: _____
(Legal/Official Company Name)

Address: _____

City/State/Zip: _____

Telephone #: _____ Fax #: _____

Name of Proposer's Authorized Official: _____
(Type or Print)

Title of Proposal's Authorized Official: _____
(Type or Print)

Signature of Proposer's Authorized Official: _____

Date Signed: _____

EXHIBIT H
REQUIRED FORM – CERTIFICATE OF INTERESTED PARTIES
WESTHOFF INDEPENDENT SCHOOL DISTRICT
Westhoff ISD- Modular Classroom Expansion

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 disclosure requirement applies to a contract entered into on or after January 1, 2016.

The requirement above applies only to a contract of a district that:

1. Requires an action or vote by the board before the contract may be signed;
2. Has a value of at least \$1 million; or
3. Is for services that would require a person to register as a lobbyist under Government Code Chapter 305.

Tex. Gov't Code 2252.908

The disclosure requirement does not apply to a contract with:

1. A publicly traded business entity, including a wholly owned subsidiary of the entity;
2. An electric utility, as defined by Utilities Code 31.002; or
3. A gas utility, as defined by Utilities Code 121.001.

Tex. Gov't Code 2252.908(c)(4)–(6)

Filing Process: The commission has made 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 District.

Form Availability: Certificate of Interested Parties Form is available from the Texas Ethics Commission website at the following address: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. For questions regarding and assistance in filling out this form, please contact the Texas Ethics Commission at 512-463-5800. A sample is attached hereto but must be submitted only.

The contractor certifies that:

- _____ Form 1295 filing is required and a certification of filing will be provided to the District should we be awarded the contract
- _____ Form 1295 filing is not required

Authorized Representative (Print Name)

Title

Authorized Representative (Signature)

Date

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.

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

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.

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 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20_____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY***NOTE: THIS DOCUMENT MUST BE EXECUTED ONLINE.***