



**Pflugerville ISD  
1401 West Pecan  
Pflugerville, TX 78660  
512-594-0074**

**REQUEST FOR PROPOSALS**

**Employee Group Voluntary Products Consultant**

**26-015JO**

**TERMS, CONDITIONS, SPECIFICATIONS  
AND BID FORMS**

**PROPOSALS ACCEPTED UNTIL: 2:00 p.m. on December 12, 2025**

**ACCEPTANCE PLACE: Pflugerville ISD  
Purchasing Department  
1401 West Pecan Street  
Pflugerville, TX 78660**

**CONTACT: Janie Ornelas, Director of Procurement & Auxiliary  
Services  
512-594-0074**

**[Guadalupe.Ornelas@pfisd.net](mailto:Guadalupe.Ornelas@pfisd.net)**

## SPECIAL TERMS AND CONDITIONS

### SCOPE OF WORK

1. Pflugerville Independent School District (known herein as Pflugerville ISD or the district), Pflugerville, Texas, is seeking proposals from qualified firms to provide **Employee Group Voluntary Products Consultant**.
2. The district currently offers: Dental, Vision, Hospital Indemnity, Critical Illness, Accident, Long Term Disability, Group Term Life, Whole Life, Dependent FSA, General and Limited FSA, HSA plans, Identity Protection, and Pet Insurance. Pflugerville ISD reserves the right to change the current offers at any time.
3. The firm selected by the District will be expected to handle all basic services customarily performed by a consultant in respect to the district's **Employee Group Voluntary Products**. In addition, the awarded firm will be expected to provide, as a part of its basic services fee, policy development, review and drafting of documents, opinions, analysis, negotiations and research from time to time pertaining to matters directly or indirectly related to the district's **Employee Group Voluntary Products**.
4. The awarded firm will be on call to attend Board meetings, with adequate notice provided by the Superintendent, Chief Financial Officer, Chief Human Resources Officer, or Director of Procurement & Auxiliary Services.
5. The awarded firm will be expected to represent the District in all Employee Group Voluntary Product related matters.
6. The awarded firm must be responsive to telephone calls and requests from District representatives.
7. All reports must be submitted on a timely basis.
8. This district reserves the right to award in any manner deemed to be in the best interests of PfISD.
9. **The total value of this contract may vary based on annual needs.**
10. The warranty, general, special terms and conditions, insurance, submittal documents and specifications as stated herein shall apply and shall not be nullified, voided or altered in any way by the inclusion of the Proposer's pre-printed forms with this proposal or any other document submitted during, delivery of product, invoicing, acknowledgements letters, emails, faxes, routine communications between the contracted parties, of subcontract employees, or third parties unless specifically acknowledged and agreed, in writing by PfISD.
11. During the term of the contract, items that may not have been included on the initial proposal may be included by mutual agreement of the successful contractor and the District as various needs change.
12. Upon receipt of proposals, the District may request additional information, including service presentations, as appropriate.
13. If Pflugerville ISD is satisfied with the proposal as submitted, the proposal shall serve as a legal and binding agreement. Any additional agreements/contracts to be signed by PfISD shall be included with the proposal.
14. Subcontracting of any portion of the district's required services will not be permitted, without the prior written consent of the Pflugerville ISD Executive Director of Procurement & Auxiliary Services.
15. **By submitting a proposal, Respondent agrees to comply with the rules and standards adopted under Section 534.052 of the Texas Health and Safety Code, the DSHS Community Standards of Pflugerville ISD, and applicable local, state, and federal laws, rules and regulations, including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.**

### SUBMITTAL OF PROPOSALS

16. Proposals may be submitted until **2:00 p.m. (local), Friday, December 12, 2025**, to the Purchasing Department, Pflugerville ISD, 1401 West Pecan, Pflugerville, Texas 78660.
17. This bid opportunity is prepared as a request for proposals and will not be publicly read aloud. After a contract is awarded, tabulations may be requested.

18. Proposals are to be sealed and clearly marked “Employee Group Products Consultant, RFP# 26-015JO”, on the outside of the envelope.
19. **Vendors shall submit one (1) original, and two (2) identical copies of the proposal response in three ring binders. Vendors shall also submit electronic copies of their response on two USB flash drives.**
20. Submittals are to be sealed and clearly labeled as “original” or “copy” and must include the bid title, bid number, due date and time of opening. Failure to follow these instructions may result in rejection of your response.
21. Upon receipt of proposals, PfISD may request additional information, including product or service presentations, as deemed appropriate by PfISD.
22. The State of Texas does not employ a resident preference; however, it does employ a reciprocity rule. Offerors whose principal place of business is located in a state which gives preference to residents are subject to the same restrictions when submitting an offer with an entity of the State of Texas.

**QUESTIONS**

23. The deadline for submitting questions is **12:00 pm CST, November 12, 2025**. Questions should be submitted by email and addressed to the Purchasing Office to [Guadalupe.Ornelas@pfisd.net](mailto:Guadalupe.Ornelas@pfisd.net). Answers to questions shall be made public by addenda to be posted on the district’s website by the end of business on **November 14, 2025**. Answers shall be posted at <https://www.pfisd.net/about-us/departments/procurement-and-auxiliary-services/information-for-vendors/bidding-opportunities> .
24. **Questions will not be accepted by phone. Pflugerville ISD will only respond to questions submitted as directed above.**

**TIMELINE**

25. The following timeline will be used (subject to change):

Event	Date
RFP Available	October 31, 2025
Vendor Questions Due	November 12, 2025 @ 12:00 pm
Answers Posted by	November 14, 2025 by 5:00 pm
<b>Proposals Due</b>	<b>December 12, 2025 @ 2:00 pm</b>
Interviews (Potential)	January 12-16, 2026
Proposal Awarded (Anticipated)	February 19, 2026
Awards Posted (Anticipated)	February 20, 2026
Contract Begins	January 01, 2027

**PERMITS AND LICENSES**

26. Firms should be fully licensed to complete all work required. Copies of all applicable licenses should be provided with your response.

**AWARD OF CONTRACT(S)**

27. It is the intent of Pflugerville ISD to award a single contract to fulfill the requirements of this RFP.
28. A one-year contract is contemplated with an option for four (4) additional one-year extensions, subject to the annual review and approval by the Board of Trustees, the satisfactory negotiation of terms including a fee acceptable to both the District and the selected firm, and the annual budget appropriation of District’s funds. Both parties must agree in writing for each annual extension.
29. If the Respondent requires the District to sign a separate contract, that contract must be included with the Proposal submittal. Any separate contracts must include all provisions of this RFP, either by reference or specific inclusion.

30. The contents of the RFP shall become part of any resulting agreement. The terms and conditions specified in this RFP shall be used as a basis for a contemplated agreement. Failure of a Respondent to accept these obligations may result in rejection. Any damages accruing to the District as a result of a Respondent's failure or refusal to execute an agreement may be recovered from the Respondent.
31. The District may choose to interview and/or negotiate with a Firm or Firms, judged to be the most capable, competent and qualified, to arrive at a fair and reasonable fee for the services required. However, the District reserves the right to recommend award without negotiations.
32. The District reserves the right to accept or reject any or all offers, to waive informalities, and to accept offers that are deemed by the District to be most favorable to the District.

## **EVALUATION CRITERIA**

33. Evaluation shall be based upon the following criteria (100 points possible):
  - (1) the purchase price; (1-20)
  - (2) the reputation of the vendor and of the vendor's goods or services; (1-20)
  - (3) the quality of the vendor's goods or services; (1-15)
  - (4) the extent to which the goods or services meet district's needs; (1-15)
  - (5) the vendor's past relationship with the district; (1-10)
  - (6) the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses; (0 or 5)
  - (7) the total long-term cost to the district to acquire the vendor's goods or services; and (1-15)
  - (8) For a contract that is not for goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner has its principal place of business in this state or employs at least 500 persons in this state (0).
  - (9) any other relevant factor specifically listed in the request for bids or proposals (0).

## **REQUIRED FORMAT**

34. Responses shall be divided into tabbed, marked sections and contain the following information submitted in the order shown below. Each Respondent must answer each item completely. You may attach additional materials as necessary to provide support information and details as deemed appropriate. Failure to provide complete and accurate responses, or to utilize the format described below, may result in proposal disqualification. State the question or item exactly as it appears; then provide your detailed response.
  - a. Title Page. A title page should include: RFP title and subject, the full name of your firm, type of firm (corporation, partnership, etc.), location of your home office, and the name, address, email, telephone number and title of the firm representative authorized to respond on the firm's behalf.
  - b. Table of Contents
  - c. Submission Letter. A letter of understanding by the person authorized to enter into a contractual agreement on behalf of Respondent indicating acceptance and commitment to the work to be done as well as a succinct statement as to why the Respondent believes itself is the best qualified.
  - d. Firm Overview. A brief overview of your firm with historical background and length of time in existence.
  - e. Organizational structure (include organizational chart).
  - f. Identify any award or special recognition related to services provided.
  - g. Questionnaire
    - i. What is the average size of the client for your book of business?
    - ii. What services do you provide for Employee Group Voluntary Insurance clients?
    - iii. Describe your company's services to assist Pflugerville ISD with insurance benefits benchmarking and competitive analysis?
    - iv. Describe services that make your firm unique from other benefits consultants?
    - v. Describe your company's actuarial and compliance/legal resources.
    - vi. Explain how your company stays abreast of emerging trends and regulations?
    - vii. Describe your company's ability to provide analytics on claims data.

- viii. List your due diligence steps you normally conduct before recommending an employee benefit vendor.
  - ix. Provide an example of a recommended program to a client provided by your company and the results of the recommendation.
  - x. Describe how your firm can help the ISD's bid process to achieve the best pricing.
  - xi. Are you familiar with and able to work with SMBO(see my Benefits online) enrollment system?
- h. A written summary that briefly describes proficiency, experience, and capability to provide the required service. Please include years of experience providing the requested type of service.
  - i. A list, by individual to be assigned to the District, of credentials and brief biography of all proposed staff that would service the District, showing formal education, certification, experience with school districts, any specialized skills, training or background.
  - j. Copies of your firm's three most recent annual financial statements.
  - k. A list of clients that are most comparable to Pflugerville Independent School District in size and complexity, denoting whether they are active or inactive clients at the time of Proposal.
  - l. A minimum of 3 references comparable to Pflugerville ISD. References should include the district name and contact information for an individual with direct knowledge of similar work completed with Texas School Districts.
  - m. A list of all Texas School District clients for the last five (5) years, including any contracts which have been terminated.
  - n. A sample engagement letter and/or contract (if applicable).
  - o. A general statement of philosophy regarding the role of the consultant in the Texas public school district setting.
  - p. State what additional services would be furnished as part of the basic fees structure during the term of the agreement.
  - q. Complete and sign all forms included in the RFP. Failure to complete all forms may result in disqualification.
  - r. Addenda – The District will answer all appropriately submitted questions by addenda to be posted on the district's website. The district will also address any modifications to this solicitation by addenda to be posted on the district's website. Each addendum must be acknowledged, signed and submitted with your response.
  - s. Describe your proposed fee and fee structure.
  - t. Additional information as deemed appropriate.

## **PRICING**

35. See Next Page for Pricing

**PRICING**

Please provide all costs associated with the plans your firm is proposing to manage for PfISD.

	<b>DISTRICT DIRECT COST</b>	<b>COMMISSION RATE</b>
DENTAL	_____	_____
VISION	_____	_____
HOSPITAL INDEMNITY	_____	_____
CRITICAL ILLNESS	_____	_____
ACCIDENT	_____	_____
LONG TERM DISABILITY	_____	_____
GROUP TERM LIFE	_____	_____
WHOLE LIFE	_____	_____
DEPENDENT FSA	_____	_____
GENERAL AND LIMITED FSA	_____	_____
HSA	_____	_____
IDENTITY THEFT	_____	_____
PET INSURANCE	_____	_____

## STANDARD TERMS AND CONDITIONS

### FACTS, STATISTICS, AND DEFINITIONS

1. Pflugerville ISD (also referred to as "the district" or "PflISD") currently has a student enrollment exceeding **26,000** students and operates twenty-one elementary schools with grades Pre-K through grade five; seven middle schools with grades 6-8; four high schools with grades 9-12 and two alternative campuses. Other District facilities include Administration, Support Services, Technology, and Transportation.
2. Throughout the standard terms and conditions, the district will make use of the term "bid". Use of this term should be considered descriptive and is intended to reference all procurement options currently used by the district. This includes bids, sealed proposals, requests for proposals, requests for qualifications and formal quotes. The terms and conditions contained herein apply to all procurement methods the district may use.

### BID SUBMITTAL

3. Vendors must include the properly executed bid forms, attachments and addenda as specified in the bid documents. Responses that do not include all requested information may be disqualified.
4. All prices and quotations must be typed or written in ink. Mistakes may be crossed out and the correction inserted adjacently, corrections must be initialed. In case of calculation errors, unit price shall govern.
5. It is understood that quantities, where listed, are to be considered estimated needs only. Pflugerville ISD reserves the right to increase or decrease quantities ordered as needed.
6. Bids are to be sealed and clearly labeled as "original" or "copy" and must include the bid number, bid title, due date and time of opening. Failure to follow these instructions may result in rejection of bid.
7. **PFLUGERVILLE ISD WILL NOT ACCEPT LATE, FAXED OR EMAILED, BIDS. PFLUGERVILLE ISD IS NOT RESPONSIBLE FOR BID DELIVERED INCORRECTLY OR MISPLACED BIDS. THE DATE/TIME STAMP IN THE PFLUGERVILLE ISD PURCHASING OFFICE SHALL BE THE OFFICIAL TIME OF RECEIPT.**
8. All bids shall be deemed final. No offer shall be subject to correction or amendment for errors or miscalculations after the bid deadline. Bids may be withdrawn or amended until the date and time due, at which time they become the sole property of Pflugerville Independent School District.
9. Pflugerville ISD reserves the right to request additional or clarifying information after the bid response has been submitted. This information may be used to further evaluate the response or qualify overall cost associated with a proposed solution.
10. Any problems or discrepancies that are discovered in relation to this bid process should be directed to the PflISD Director of Purchasing for a determination or clarification prior to the bid due date. If the vendor fails to make such request, no excuse will thereafter be entertained for failure to carry out the work in a satisfactory manner.
11. If any of the information is considered to be confidential or a trade secret belonging to the vendor and, if released would give advantage to a competitor or vendor, that information should be filed with the submittal in a separate envelope marked "CONFIDENTIAL - DO NOT DUPLICATE WITHOUT PERMISSION". Acceptance of such materials does not constitute

an admission by PflISD that the materials are confidential or a trade secret. **(Government Code, Article 252.049)**

12. Samples, if applicable or when requested, shall be furnished at no cost to Pflugerville ISD. If not destroyed during the evaluation, samples will be returned to the bidder upon request at the bidder's expense. If no return request is received within seven (7) days of bid award, the sample may be destroyed.
13. Bidders are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidder's own risk and bidder cannot secure relief on the plea of error.
14. Any catalog, brand name or manufacturer's reference used herein is intended to be descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on items of like quality will be considered. Pflugerville ISD retains sole authority to determine if items being bid are of like quality and to accept or reject proposed substitutions as deemed to be in the best interests of the district.
15. The apparent silence of these specifications as to any detail or the apparent omission of detailed descriptions concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.
16. Withdrawal of bids will not be allowed for a period of 90 days following the bid opening.

### DEVIATIONS FROM SPECIFICATIONS

17. All deviations from the general conditions and/or specifications must be listed on the Deviations Page of this bid document. Listing of deviations is an integral and required part of the official bid of each firm. Failure to list deviations as directed will hold the bidder strictly accountable to the District's specifications as written. PflISD shall be the sole interpreter as to the acceptance of any substitution. **All substitutions must be pre-approved by Pflugerville ISD.**

### AWARD OF CONTRACT(S)

18. Pflugerville ISD reserves the right to award the Contract(s) to the vendor(s) offering the best value, and not necessarily to the vendor proposing the lowest price. However, the district reserves the right to award single or multiple contracts; waive technicalities or to not award any contracts as a result of this bid process. **PflISD reserves the right to award in any manner deemed to be in the best interest of the district.**
19. PflISD is environmentally conscious and prefers that vendors doing business with PflISD use packaging materials made from recycled paper, plastics, cardboard, wood, etc.
20. The specific criteria to be used for evaluation and award of this contract shall be outlined under the Special Terms and Conditions.
21. It is not the policy of the Pflugerville Independent School District to purchase on the basis of low price alone.
22. Vendors submitting an "All or None", bid will not be considered for anything other than the entire award. Therefore, a vendor who specifies "All or None" and does not submit a bid for all items solicited will be deemed non-responsive.
23. Successful vendors will be notified by an award notification letter.
24. **Pflugerville ISD reserves the right to accept or reject any or all offers, to waive formalities and to accept the offer(s) that is determined to be in the best interest of the District.**

25. These conditions are applicable and form a part of any contract documents resulting from this bid process, including purchase orders. In case of conflict, the bid documents shall take precedence.
26. If during the life of the contract, the successful bidder's net prices to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to Pflugerville ISD.
27. During the term of the contract, items that may not have been included on the initial bid may be included by mutual consent of the awarded vendor and the district.
28. Unless otherwise specified within these documents, Pflugerville ISD appoints the Director of Purchasing as contract administrator with designated responsibility to ensure compliance with contract requirements.
29. Prices and/or discounts are to remain firm for one (1) year from date of award, unless otherwise specified.
30. If this is a renewable contract, PflISD reserves the right to extend the prices, terms, and conditions of this contract with any or all vendors that agree to a contract extension. The prices, terms, and conditions of this Agreement will govern all extensions and renewals with Vendor(s), unless mutually amended in writing and duly authorized by both parties.
31. Successful Bidder agrees to defend, indemnify and hold harmless Pflugerville ISD and all its officers, agents and employees from any and all claims or liabilities regarding death, injuries, or property damages arising out of Vendor's activities under this agreement. Successful bidder shall pay any judgment with costs which may be obtained against Pflugerville ISD for such damages.
32. The successful bidder shall not sell, assign, transfer or convey this contract in whole or in part without the prior written consent of the Pflugerville ISD Director of Purchasing. Payment can only be made to the vendor(s) awarded as a result of this bid.
33. Vendor agrees to provide and pay for all labor, materials, and equipment necessary for the proper execution and completion of work under this Agreement.
34. Vendor shall secure and pay for any fees, licenses, or permits necessary for the successful completion and proper execution of the work, be it community, city, county, or state requirement.
35. Vendor shall at all times enforce strict discipline and good order among its employees and shall not employ on the work site any unfit person or anyone not skilled in the required tasks.
36. Vendor at all times shall keep the premises free from accumulation of waste materials or rubbish caused by its operations.
37. Vendor agrees that all work related to this contract shall be done as an independent contractor and that the persons doing such work shall not be considered employees of the District. Seller shall maintain all necessary insurance coverage as required by statute as well as any additional coverage specifically required within this bid document.
38. Upon receipt of a written deficiency notice, contractor shall have ten (10) days to provide a satisfactory response to PflISD. Failure to adequately address all issues of concern may result in contract cancellation.

#### DELIVERIES

39. Deliveries of in stock merchandise (when applicable) shall be made within five business days of receiving the purchase order.

If delivery cannot be made within the required days, then notice must be given to PflISD with an expected delivery date.

40. If the vendor is unable to deliver within thirty (30) days from the date of the purchase order, or in the manner specified in the contract, Pflugerville ISD reserves the right to purchase like goods on the open market and charge the difference to the vendor, deduct charges from existing invoice totals due at the time, or cancel the contract unless :
  - A. Prior approval is given for an extended delivery date by the department affected.
  - B. The purchase order states an extended date.
  - C. The merchandise ordered by PflISD is lost in shipment and PflISD is advised and agrees to accept a later delivery date.
  - D. The vendor takes exception to the 30 day requirement and specifically addresses the required time frame for delivery of specific goods or services on the deviations page provided within this proposal.
41. All deliveries shall be shipped FOB Pflugerville ISD and shall include inside delivery in the bid price. PflISD will accept responsibility for deliveries after final inspection and acceptance of said items. If the quoted delivery terms do not include transportation costs, Pflugerville ISD shall have the right to designate what method of transportation shall be used to ship the goods.
42. The title and risk of loss of the goods shall not pass to Pflugerville ISD until PflISD actually receives and takes possession of the goods in good order at the point or points of delivery.
43. All items shall be subject to inspection and rejection by PflISD for defects and/or noncompliance with the purchase order. If for any reason, any item that is rejected, proposing vendor will cover all shipping costs to and from PflISD, Pflugerville, Texas. Rejected items not picked up within one (1) week after notification will become a donation to Pflugerville ISD for disposition.

#### ORDERING

44. All orders must be accompanied by a purchase order or purchase order number. Ordering shall be allowed by phone, fax, in person, or by mail as long as a purchase order number is provided.
45. **Pflugerville ISD is not liable for orders accepted without a valid purchase order. Payment will not be made for services rendered or goods provided without a valid district purchase order. Failure to observe this requirement may result in contract termination.**

#### PAYMENT

46. Sellers shall submit separate invoices, on each purchase order after each delivery. Invoices shall indicate the purchase order number, and bid number, shall be itemized and transportation charges, if any, shall be listed separately. Invoices should detail all work performed and materials provided, by date and quantity.
47. **Invoices should be mailed to Pflugerville Independent School District, Attn: Accounts Payable, 1401 West Pecan, Pflugerville, TX 78660.** Payment shall not be due until the above instruments are submitted after delivery. Suppliers should keep the Finance Department advised of any changes in your remittance addresses.

- 48. **Do not include Federal Excise, State or City Sales Tax. PfISD is exempt from payment of these taxes and will furnish a tax exemption certificate, if requested.**
- 49. PfISD agrees to pay the supplier within thirty (30) days after receipt of uncontested invoices for the receipt of all supplies, aids or equipment, or the day on which services were completed, or the day on which the goods were received, whichever is later.
- 50. PfISD agrees to notify the supplier of an error or contested invoice. PfISD and supplier hereby agree to mutually resolve disputed invoices within sixty (60) days of receipt of notice of the dispute.

**INTERPRETATION**

- 51. PfISD shall be sole interpreter of the terms, conditions, specifications, and performance requirements contained herein.

**WARRANTY AND RETURNS**

- 52. Warranty Conditions for all supplies and/or equipment shall be considered manufacturer's minimum standard warranty unless otherwise agreed to in writing. Vendor shall be an authorized dealer, distributor or manufacturer for the product. Equipment proposals received shall be for new equipment only. Equipment refers to all hardware, software, materials and incidentals, etc. Substitutions for new equipment must be clearly stated in writing. Warranty period will be deemed to commence upon delivery and acceptance of the goods or service by PfISD.
- 53. Vendor expressly warrants that all goods or services furnished under this Agreement shall conform to all specifications and appropriate standards and shall be free from defects in material or workmanship. Vendor warrants that all such goods or services shall conform to any statements made on the containers or labels or advertisements for such goods, or services, and that any goods will be adequately contained, packaged, marked and labeled.
- 54. Pflugerville ISD reserves the right to return damaged, defective, or materials shipped in error, at the vendor's expense, for exchange or credit at the district's option within thirty (30) working school days of receipt of such materials.
- 55. Merchandise received from a vendor shall be new, not used or shop worn.
- 56. All items must meet OSHA standards of compliance and be asbestos free.
- 57. All items which use electrical currents must be U.L. Listing approved.
- 58. Pflugerville ISD will not accept "factory seconds" or otherwise inferior goods and reserves the right to return such item(s) within thirty (30) days of receipt at vendor's expense.

**TERMINATION OF AGREEMENT**

- 59. This contract may be terminated by the PfISD for cause or convenience with a 30-day written notice. In the event of cancellation, the district will not be held responsible for loss of business or any termination expenses incurred by the bidder.
- 60. This contract is conditioned on a best efforts attempt by the District to obtain and appropriate funds for payment of the contract." Loss of funding shall constitute grounds for immediate termination of the parties' contractual relationship by PfISD, in whole or in part, without penalty, pecuniary risk or further liability to PfISD.
- 61. In the event the proposal expires before a mutually agreed contract renewal is executed, vendor shall extend the contract on a month-to-month basis by mutual agreement.

**PENALTIES FOR NON-PERFORMANCE**

- 62. If the vendor or its subcontractors fail to fulfill or abide by the terms, conditions, or specifications of the contract (including price), Pflugerville ISD's remedies include but are not limited to:
  - a. Purchase on the open market and charge the proposing vendor the difference between contract and actual price, or
  - b. Deduct charges from existing invoice totals due at the time, or
  - c. Cancel the contract within (30) days written notification, or
  - d. Award to the next lowest responsible vendor, if acceptable to PfISD.

**NOTIFICATION OF CRIMINAL HISTORY**

- 63. The attached criminal history form must be completed and returned as a part of this bid, if applicable.
- 64. All Vendor employees who will have direct contact with students shall supply information required by Texas Education Code Section 22.0834 to the appropriate authorities. Under no circumstances shall Vendor be allowed to use employees, agents or subcontractors on district property who have been convicted of a felony or a crime involving sexual misconduct. Vendor shall require all employees, agents and subcontractors to comply with campus access policies, designated parking policies and other requirements necessary to comply with Texas Education Code Section 22.0834.
- 65. The awarded vendor(s) shall insure that all entities with which it contracts shall supply information regarding criminal records history of any employee, agent or consultant who shall be present on Pflugerville ISD property at any time.

**UNIFORM COMMERCIAL CODE**

- 66. If applicable, this agreement shall be governed by the Uniform Commercial Code. Wherever the Uniform Commercial Code is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas effective and in force on the date of this agreement.

**ORDINANCE, LAW, DISPUTE RESOLUTION AND VENUE**

- 67. The contractor shall comply with all local, state, and federal ordinances, laws and regulations pertaining to the operations covered under this contract. It shall be the obligation of the contractor to apply for, pay for, and obtain all permits and licenses as required by the various agencies of state and local governments.
- 68. Both parties agree that a good faith effort will be put forth to resolve any and all disputes arising from this contract. After thirty days of impasse, outside arbitration may be sought by the District.
- 69. **This agreement will be governed and construed according to the laws of the State of Texas. Both parties agree that the venue for any litigation arising from this contract shall lie in Travis County, Texas. This is non-negotiable.**
- 70. Neither party shall be liable in damages for any delay or default in the performance of this contract if such delay or default is caused by conditions beyond its own control including, but not limited to, Acts of God, government restrictions, wars, insurrections, and/or any other cause beyond the reasonable control of the party whose performance is affected.

- 71. Successful bidder shall be required to comply with applicable equal employment opportunity laws and regulations.
- 72. Successful bidders agree to protect PflISD from claims involving infringement of patent or copyright.
- 73. Any required notice provided to successful bidder by Pflugerville ISD shall be deemed to have been given and received on the next day after such written notice has been sent via Certified Mail to the bidder's address as provided in response to this bid opportunity.
- 74. **ALL PROVISIONS LISTED WITHIN THIS BID BECOME A PART OF THE TERMS AND CONDITIONS OF ANY RESULTING CONTRACT UNLESS SPECIFICALLY EXCLUDED AND AGREED TO BY PFLUGERVILLE ISD. ANY EXCEPTIONS MUST BE LISTED ON THE DEVIATIONS PAGE WITHIN THIS INQUIRY. ANY AND ALL CONDITIONS SPECIFIED WITHIN THIS PROPOSAL DOCUMENT WILL AUTOMATICALLY BECOME A PART OF ANY ADDITIONAL CONTRACT TERMS WHETHER OR NOT THEY ARE SPECIFICALLY STATED WITHIN THAT ADDITIONAL AGREEMENT.** Vendor understands and agrees that any terms and conditions submitted by Vendor as part of its bid are not incorporated into any agreement **UNLESS SPECIFICALLY LISTED ON THE DEVIATIONS PAGE AND** included in any final agreement executed between Vendor and the duly authorized representative of PflISD. In the event a separate agreement is not executed by PflISD and Vendor following the bid award, these Contractual Terms and Conditions, along with ALL OTHER Proposal Terms and Conditions and any PflISD Special Terms and Conditions shall constitute the entire agreement governing the parties' relationship.

**CONFLICT OF INTEREST**

- 75. Individuals and business entities that wish to do business with PflISD must file a Conflict of Interest form with the PflISD purchasing department in accordance with Texas Local Government Code Chapter 176.006. The Conflict of Interest form is attached to this document and must be completed and returned as a part of your bid response.

**INSURANCE**

- 76. The successful contractor(s) will be required to furnish an insurance certificate with the minimum coverage listed below. PflISD requires that vendor's insurance be placed with companies that have achieved an "A" rating or better with A.M. Best. **Pflugerville ISD must be named as an additional insured and proof of insurance is required** prior to the start of the project. Any certificates of Insurance furnished as evidence of the insurance maintained by vendor shall include a clause obligating the Insurer to notify PflISD (in writing) thirty (30) days prior to cancellation or any material change in the insurance. The immunity of the owner shall not be a defense to be used by the insurance carrier.
- 77. **All bidders must furnish a certificate of insurance with their bid. Only the selected bidder(s) will be required to name Pflugerville ISD as an additional insured.**
- 78. Required insurance coverage amounts include:

<u>TYPES OF COVERAGE</u>	<u>LIMITS OF LIABILITY</u>
Workers' Compensation	Statutory
Professional Liability	\$1,000,000
General Liability	\$1,000,000/\$3,000,000

A Certificate of Insurance naming Pflugerville ISD as an additional insured shall be provided prior to start of work.

## FORM A: VENDOR PROFILE

**Company Name:** \_\_\_\_\_

**Contact Information:**

***Regarding Bid Process/Contract Renewals:***

1. Contact Name: \_\_\_\_\_

2. Phone: \_\_\_\_\_ 3. Fax: \_\_\_\_\_

4. Address: \_\_\_\_\_

5. Email Address: \_\_\_\_\_

***To Place Orders:***

1. Phone: \_\_\_\_\_ 2. Fax: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Email Address: \_\_\_\_\_ 5. Website: \_\_\_\_\_

***Payment Address:*** \_\_\_\_\_

**References:**

Please list three (3) Texas school districts of comparable size to PfISD which you have served in the past three years.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Company Information:**

Please indicate if this response is for multiple locations or divisions within your company and list applicable information:

\_\_\_\_\_  
\_\_\_\_\_

How many consecutive years has your company been in business? \_\_\_\_\_

Has your firm done business with PfISD? Yes \_\_\_\_\_ No \_\_\_\_\_

Pflugerville Independent School District wishes to encourage the participation of minority and female owned businesses.

- Is your company a minority/female (please circle) owned business? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, is your company currently HUB certified through the State of Texas? Yes \_\_\_\_\_ No \_\_\_\_\_

**FORM B: ACKNOWLEDGEMENT OF STATE, LOCAL & FEDERAL CERTIFICATIONS**

Please read all certification and notification statements below. Each statement should be initialed by an authorized representative to indicate compliance. Failure to comply may result in disqualification. Exceptions should be noted separately.

- A. 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 an 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.

Please check the appropriate line below:

\_\_\_\_\_ 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 individual(s) who has/have been convicted of a felony:

Name of Felon(s): \_\_\_\_\_

Details of Conviction(s) \_\_\_\_\_

**Initial** \_\_\_\_\_

- B. Criminal History Notification: Texas Education Code Chapter 22 requires entities that contract with school districts to obtain criminal history records on covered employees. Covered employees with disqualifying criminal histories are prohibited from serving at a school district. Contractors must certify to the district that they have complied and must obtain similar certifications from their subcontractors. Certification forms, found on the PfISD Purchasing Department web page located at <http://cms.pfisd.net/Page/262>, must be completed and submitted to the PfISD Purchasing Department prior to commencement of the contract.

*Covered Employees* is defined as: Employees of a contractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes continuing duties or direct contact with students.

*Disqualifying Criminal History* is defined as:

- (1) a conviction or other criminal history information designated by the District;
- (2) a felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code 21.060, including an offense listed at 19 Tex. Admin. Code 249.16; or
- (3) one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school:
  - (a) a felony offense under Title 5, Texas Penal Code;
  - (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure;
  - (c) an equivalent offense under federal law or the laws of another state.

**Initial** \_\_\_\_\_

- C. Certificate of Residency: The 1985 Texas Legislature passed House Bill 620 (now Chapter 2252 of Texas Government Code) relative to the award of contracts to nonresident bidders (out-of-state bidders whose corporate offices or principal place of business are outside the State of Texas). This law provides that, in order to be awarded a contract as low bidder, a nonresident bidder's response for construction, improvements, supplies or services in Texas be bid in amount lower than the lowest Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder in order to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

\_\_\_\_\_ I certify that my company is a "resident bidder" meaning a vendor whose principal place of business is in Texas, including a vendor whose ultimate parent company or majority owner has its principal place of business in Texas.

\_\_\_\_\_ I certify that my firm is a "nonresident bidder" meaning a vendor whose principal place of business is not in Texas, but excludes a vendor whose ultimate parent company or majority owner has its principal place of business in Texas. My company's principal place of business is in:

\_\_\_\_\_, \_\_\_\_\_  
 City State

Initial \_\_\_\_\_

D. Non-Collusion, Non-Conflict of Interest, Anti-Lobbying Affidavit:

By submission of this response, the undersigned certifies that:

1. Neither the Respondent nor any of its officers, partner, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, or agreed, directly or indirectly with any person, firm, corporation or other Respondent or potential Respondent or given any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached response or the response of any other Respondent, and further states that no such money or other reward will be hereinafter paid.
2. No attempt has been or will be made by this firm's officers, employees, or agents to lobby, directly or indirectly, the District's Board of Trustees between response submission date and award by the District's Board of Trustees.
3. No officer, or stockholder of Respondent is a member of the staff, or related to any employee of the Pflugerville Independent School District except as noted below:
4. The bidder or proposer has not offered, conferred, or agreed to confer any pecuniary benefit, as defined by Penal Code, Chapter 36, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this bid or proposal;
5. The bidder or proposer has not offered, conferred, or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote, or other exercise of discretion concerning this bid or proposal;
6. The bidder or proposer has not violated any state, federal, or local law, regulation, or ordinance relating to bribery, improper influence, collusion, or the like, and that the bidder or proposer will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value to any officer, Trustee, agent, or employee of the Pflugerville Independent School District in return for the person's having exercised official discretion, power, or duty with respect for this bid or proposal;
7. The bidder or proposer has not and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, Trustee, agent, or employee of the Pflugerville Independent School District in connection with information regarding this bid or proposal, the submission of this bid or proposal, the award of this bid or proposal, or the performance, delivery, or sale pursuant to this bid or proposal.

Initial \_\_\_\_\_

E. Non-Discriminatory Employment: Vendor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, national origin, or handicap and agrees to take affirmative action as required by Federal Statutes and rules and regulations issued pursuant thereto in order to maintain and insure non-discriminatory employment practices.

Initial \_\_\_\_\_

F. Suspension and Debarment: Federal Law prohibits non-federal entities 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 transaction include procurement of goods of \$50,000 or more as covered by state law or professional services equal to or in excess of \$100,000. Contractors 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. **Pflugerville ISD does not do business with parties that have been suspended or debarred.** The prospective vendor certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency.

Initial \_\_\_\_\_

G. Clean Air and Water Act: I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102.

Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environmental Protection Agency Assistant Administrator for the Enforcement.

Initial \_\_\_\_\_

H. Hold Harmless Agreement: The Contractor shall defend, indemnify, and hold harmless, Pflugerville ISD and all of its trustees, officers, agents, and employees from and against all suits, actions, or claims of any character brought for or on account of any injuries or damages (including death) received or sustained by any person or property on account of, arising out of, or in connection with, any negligent act or omission of Contractor or any agent, employee, subcontractor, or supplier of Contractor in the execution or performance of the Contract. The Contractor shall also defend, indemnify and hold harmless, Pflugerville ISD and all of its trustees, officers, agents, and employees, from and against claims by any subcontractor, supplier, laborer, materials, or mechanic for payment for work or materials provided on behalf of the Contractor in the performance of the Contract and all such claimants shall look solely to Contractor and not to Pflugerville ISD for satisfaction of such claims. This Hold Harmless Agreement shall be binding upon the undersigned, and its successors, legal representatives, heirs and assigns.

Initial \_\_\_\_\_

I. Pursuant to Section 2270.001 of Texas Government Code, the Contractor affirms that it:

1. Does not currently boycott Israel; and
2. Will not boycott Israel during the term of the contract

Pursuant to Section 2270.001 of Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Initial \_\_\_\_\_

- J. Pursuant to Texas SB 252, the contractor affirms that it is not identified on the Comptroller's list of companies known to have contacts with or provide supplies or services to a foreign organization designated as a Foreign Terrorist Organization by the US Secretary of State

Initial \_\_\_\_\_

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**REQUIRED CONTRACT PROVISIONS FOR FEDERALLY FUNDED PURCHASES**

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N/A – FEDERAL FUNDS WILL NOT BE USED TO PAY FOR SERVICES RELATED TO THIS PROPOSAL OPPORTUNITY.

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Name of Company: \_\_\_\_\_

Printed Name and Title of Representative: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Form C: CONFLICT OF INTEREST NOTICE

### Pflugerville Independent School District Notice to Vendors

#### Conflict of Interest Questionnaire Required by Chapter 176 of the Texas Local Government Code

Under Chapter 176 of Texas Local Government Code, a person or entity who contracts or seeks to contract with a school district for the sale or purchase of property, goods, or services (as well as agents of such persons) are required to file a Conflict of Interest Questionnaire with the districts Records Administrator (in this case, the PflSD Purchasing Dept.). Each covered person or entity who seeks to or who contracts with PflSD is responsible for complying with any applicable disclosure requirements. PflSD will post the required completed questionnaires on its website.

The Local Government Officers of the Pflugerville Independent School District are as follows:

### Pflugerville ISD Board of Trustees

Place 1	Mr. Alex Okafor
Place 2	Mr. Charlie Torres - Secretary
Place 3	Ms. Renae Mitchell
Place 4	Ms. Claudia Yanez
Place 5	Ms. Kelly Daniel – Vice President
Place 6	Ms. Jean Mayer
Place 7	Ms. Chevonne Lorigo-Johst - President

#### District Leadership

Title	Name
Superintendent of Schools	Dr. Quintin Shepherd
Chief of Staff	Brandy Baker
Chief of Schools Officer	Adelaida Olivarez
Chief Financial Officer	Jennifer Land
Chief Operating Officer	Victor Valdez
Chief Human Resources Officer	Willie Watson
Chief Communications Officer	Tamra Spence
Chief Academic/Innovations Officer	Erik Torres
Assistant Superintendent	Alma Gonzalez
Assistant Superintendent	Trana Allen
Executive Director of Facilities & Support Services	Craig Pruet
General Counsel	Jacob Woolston
Assistant Superintendent	Hutcherson Hill
Assistant Superintendent	Chrysta Carlin
Executive Director of Technical Services	Angele Fitzhenry

**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
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 in this section is being disclosed.

\_\_\_\_\_  
 Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section 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 named in this section AND the taxable income is not received from the local governmental entity?

Yes       No

C. Is the filer of this questionnaire employed by 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?

Yes       No

D. Describe each employment or business and family relationship with the local government officer named in this section.

**4**

\_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
 Date

Adopted 9/7/2015

## Form D: Notification of HB 1295 Requirements

### HB 1295 Certificate of Interested Parties

Texas Government Code Chapter §2252.908 (H.B. 1295) forbids Pflugerville ISD from entering into a contract that either (1) requires an action or vote by the District's Board of Trustees, or (2) has a value of at least \$1 million, unless the business entity submits a disclosure of interested parties to the district.

**Log In information, frequently asked questions and other information can be found at:**

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

#### **Definitions:**

**"Interested Party"** means a person:

- (a) Who has a controlling interest in a business entity with whom PflISD contract; or
- (b) Who actively participates infacilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for PflISD.

**"Business Entity"** means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation.

**"Exempted Firms"** include:

- a sponsored research contract of an institution of higher education;
- an interagency contract of a state agency or an institution of higher education;
- a contract related to health and human services if:
  - o the value of the contract cannot be determined at the time the contract is executed; and
  - o any qualified vendor is eligible for the contract;
  - o a contract with a publicly traded business entity, including a wholly owned subsidiary of the business entity;
  - o a contract with an electric utility, as that term is defined by Section 31.002, Utilities Code; or
  - o a contract with a gas utility, as that term is defined by Section 121.001, Utilities Code.\*

**Non-exempted firms must sign, complete, and submit Form 1295 with their proposal even if no interested parties exist.**

#### **Required steps:**

1. An authorized agent of the firm shall complete the on line form and print a copy of the form with the certificate of filing (that has a unique certification number) and submit it with the vendor's bid;
2. After the vendor submits the form to the District, the District uses the application to notify the Ethics Commission of the receipt of the filed Form 1295 and certification of filing not later than the 30th day after the date the contract binds all parties to the contract.

The newly exempt contract types are marked with an asterisk.

# FORM E: W-9 Request for Taxpayer Identification Number and Certification

Form <b>W-9</b> (Rev. March 2024) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2> <p style="margin: 0;">Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</p>	<b>Give form to the requester. Do not send to the IRS.</b>
--	--	--

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific instructions on page 3.	<p><b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p><b>2</b> Business name/disregarded entity name, if different from above.</p> <p><b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor                        <input type="checkbox"/> C corporation                        <input type="checkbox"/> S corporation                        <input type="checkbox"/> Partnership                        <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____  <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions)                 </p> <p><b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/></p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.). See instructions.</p> <p><b>6</b> City, state, and ZIP code</p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

## 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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </table>					-	-	-	-
-	-	-	-					
<b>or</b>								
<b>Employer identification number</b>								
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-	-	-	-					

## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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.

<b>Sign Here</b>	Signature of U.S. person	Date
------------------	--------------------------	------

## 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](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

## FORM F: BID FORM

I have received the **Standard and Special Terms and Conditions, Specifications, and Required Forms** for the furnishing of goods and/or services as prepared by Pflugerville Independent School District. I have examined and understand all aspects of these documents and submit the following bid. I have not deviated from the terms, conditions or specifications set forth by Pflugerville Independent School District unless specified in written form.

**I agree:**

1. To hold my bid open for **45 days** after the due date for review and evaluation;
2. That the signing of this bid will constitute a contract between Pflugerville Independent School District and my company, if awarded any or all of the bid;
3. That orders will be delivered, F.O.B., PfISD, Pflugerville, TX within five business days after receipt of order by phone, fax, in-person, or by mail and shall include inside delivery;
4. To furnish goods and services in strict compliance with the Terms, Conditions and Specifications as addressed within this bid document;
5. That payment(s) will only be made from an invoice. Payment will not be made from a statement. A purchase order number must appear on all invoices.

The seller shall submit separate invoices, on each purchase order after each delivery. Invoices shall indicate the purchase order number, bid number, shall be itemized and transportation charges, if any, shall be listed separately. Mail to: Pflugerville Independent School District, Attn.: Accounts Payable Dept., 1401 West Pecan, Pflugerville, TX 78660. Payment shall not be due until the above instruments are submitted after delivery. Suppliers should keep the Finance Department advised of any changes in your remittance addresses.

**Do not include Federal Excise, State or City Sales Tax. Pflugerville ISD shall furnish a tax exemption certificate, if required.**

Pflugerville ISD agrees to pay the supplier not later than thirty (30) days after receipt of uncontested invoices for the receipt of all supplies, aids or equipment, or the day on which goods were received, or the day on which the invoice was received, whichever is later.

Pflugerville ISD agrees to notify the supplier of an error or contested invoice. Pflugerville ISD and supplier hereby agree to mutually resolve disputed invoices within sixty (60) days of receipt of notice of the dispute.

6. Property damage caused to PfISD or other property by the awarded vendor while carrying out responsibilities related to this contract, shall be the sole responsibility of the awarded vendor.
7. Proper clothing will be worn at all times. Vendor's vehicles and employees must be identifiable by appropriate company logos on vehicles, shirts, and/or badges.
8. The use of alcohol and tobacco is prohibited on district property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## FORM G: DEVIATION/SIGNATURE PAGE

In the event the undersigned intends to deviate from the general terms, conditions, or specifications listed within this document, all such deviations must be listed on this page with complete and detailed conditions and information also being attached, if necessary. PfISD will be the sole judge to determine if deviations are acceptable in meeting the needs of PfISD and participating members.

### DEVIATIONS:

**Our response is submitted according to:**

**NO DEVIATIONS:** In the absence of any deviation entry on this form, the Vendor assures PfISD of their compliance with the Terms, Conditions, Specifications, and information contained within this document.

**DEVIATIONS LISTED ABOVE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date