



011-25

Heavy Equipment & Heavy Vehicle Purchase, Repair, and/or Rental

Issue Date: 8/28/2024

Questions Deadline: 9/27/2024 04:30 PM (CT)

Response Deadline: 10/4/2024 02:00 PM (CT)

Contact Information

Contact: Kelly Cruz

Address: Purchasing

3126 Carson Street

Haltom City, TX 76117

Phone: (817) 547-5624

Email: kelly.cruz@birdvilleschools.net

Event Information

Number: 011-25
Title: Heavy Equipment & Heavy Vehicle Purchase, Repair, and/or Rental
Type: Request for Competitive Sealed Proposals
Issue Date: 8/28/2024
Question Deadline: 9/27/2024 04:30 PM (CT)
Response Deadline: 10/4/2024 02:00 PM (CT)
Notes: **PURPOSE** Birdville ISD's Independent School District (BISD) is soliciting competitive sealed proposals for Heavy Equipment & Heavy Vehicle Purchase, Repair, & Rental be delivered or performed throughout the district. The District seeks to award multiple vendors for based on the needs of the district. There is no guarantee purchase under this contract. All projects will be capped at \$50,000. The intent of this contract is to provide BISD with multiple qualified Suppliers to provide service, parts and supplies as well as other manufacturer's products required to support maintenance of the District's Facilities Maintenance Department. BISD is seeking proposals for Heavy Equipment & Heavy Vehicle Purchase, Repair, & Rental.

This bid replaces all forms of **BISD #011-20** which is set to expire 10/31/2024.

Bidders may bid on one or all of the following - service, rental equipment, equipment sales.

SCOPE OF WORK Proposer shall be able to provide one or all of the following – equipment purchase and/or rental and/or repair services on a variety of equipment to include, but not limited to the following items listed below: Mowers, Grading Equipment, Agricultural /Farm Type Equipment, Wood Chippers, Paving Equipment, Concrete Mixers, Trailers, Fork Lifts, Scissors Lifts, Generators, Cranes and Dump Trucks.

- Fleet Maintenance Services shall include but it not limited the following:
 - ◊ Proposer shall provide a warranty for each repair.
 - ◊ Proposer shall provide all factory recommended preventive maintenance services as described per the original equipment manufacturer e.g. (oil changes, tune-ups, etc.).
 - ◊ Proposer shall provide all incidentals and parts required for preventive maintenance (fluid, belts, hoses, etc.).
 - ◊ Proposer shall provide a list of recommended maintenance service intervals e.g. (alternators, engines, transmissions, wheel alignment, etc.).
- Repair Services shall include but is not limited to:
 - ◊ Travel to equipment/Road services, diagnose the equipment, provide itemized quote prior to rendering any services, and make the necessary repair disassemble parts, replace broken parts and reassemble equipment.
- Fleet maintenance services, and repair services on a variety of equipment to include, but not limited to the following:
 - ◊ Grading Equipment
 - ◊ Agricultural / Farm Type Equipment

- ◊ Wood Chipper
 - ◊ Paving Equipment
 - ◊ Concrete Mixer
 - ◊ Trailers
 - ◊ Mowers
 - ◊ Landscape equipment (weed eaters, trimmers, etc)
 - ◊ Forklifts
 - ◊ Scissor Lifts
- BISD is also requesting pricing for the purchase and rental of heavy equipment for the exact item or the equivalent item as well as discount off equipment purchase and rental. Price list for any equipment rental or purchase shall be attached to vendor bid in IonWave. These services may also be used for emergency service and repair activities during after-hours or weekends to address failures or stoppages for existing systems.

CONTRACT TERM AND RENEWALS This proposal shall be effective from November 1, 2024 through August 31, 2025. The District has the option to extend the contract for four (4) additional one-year periods (not to exceed a total of 5 years). The contract will automatically renew, unless the awarded vendor notifies the District in writing within forty-five (45) days prior to the expiration of the contract. Written notification is also required within the forty-five (45) days prior to contract expiration for any adjustment in price or discount upward or downward. District has the sole right to accept or reject these rate changes. If the rate change is rejected, the contract may be terminated at the end of the current contract period. An additional ninety (90) day transitional period shall be added to the end of the contractual agreement if desired by the district. The contractual prices, terms and conditions shall remain in force during the transitional period.

PROPOSAL SUBMISSION Late proposals will not be accepted. No verbal, telephonic, electronic mail or faxed responses will be considered. The preferred method of delivery is through the e-bid system; however, paper responses will be accepted in the Purchasing Department prior to the due date and time. To receive a paper version, please contact Purchasing via phone 817-547-5629 or by email bisd.purchasing@birdvilleschools.net.

Billing Information

Address: Accounts Payable

PO Box 14689

Haltom City, TX 76117

Phone: 817 (547) 5638

Fax: 817 (547) 5548

Email: accounts.payable@birdvilleschools.net

Bid Attachments

April 2023 - STANDARD__TERMS_AND_CONDITIONS FINAL.pdf Birdville ISD Standard Terms and Conditions	Download
CIQ2021.pdf Blank Conflict of Interest Questionnaire	Download
W9.pdf Blank W-9	Download
1295_With_Instructions and video help links.pdf 1295 with Instructions	Download
Campus List 2024-2025.pdf Campus List 2024-2025	Download
To print a pdf version of the proposal document.pdf Directions on how to print a physical copy of this proposal	Download
2024-2025 Instructional Calendar.pdf Instructional Calendar 2024-2025	Download

Requested Attachments

Conflict of Interest Questionnaire <i>(Attachment required)</i> This is located under the Attachments tab. If no conflict exists, please write N/A on form, sign & Upload.
Current Year W-9 <i>(Attachment required)</i> This is located under the attachment tab.
Certificate of Insurance If you are providing a service, please attach an insurance certificate.
Price/Sheet This is where you can attach your pricing for Equipment Rentals or Sales.
1295 Form <i>(Attachment required)</i> The form & Instructions can be found under the attachment tab. A copy of the certificate must be uploaded. The contract number is RFCSP #011-25.

Bid Attributes

1 Introduction There are 61 Attributes/Sections (including this one) associated with this solicitation. Some are notes and do not require a response, but most require a response. ***Please select each page on the right-hand side of the blue bar below (at the bottom of this list of attributes) in order to view the next page of Attributes.***
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2 District Background Information

The District currently has nineteen (19) elementary schools, seven (7) middle schools, and four (4) high schools that will need to be serviced.

Birdville ISD is the fifth-largest school district in northeast Tarrant County, with more than 24,300 students. The District's 31 campuses serve the community of Richland Hills and portions of Haltom City, Hurst, North Richland Hills, Watauga, Colleyville and Fort Worth.

Additional information concerning the District may be obtained at www.birdvilleschools.net.

3 Must Attach

Make sure to upload all required documents and forms to the "Response Attachments" tab.

To attach documents to your response, after you have completed each one and saved them to your computer, select the option "RESPONSE ATTACHMENTS". Then, click "New" (blue letters, top left). Then, "Select File", and choose the document you need to attach. Enter a "Description" and then select "Save". Finally, select "Download" to verify that you have attached the correct file.

4 Inquiries and/or Clarifications

Any questions pertaining to the solicitation procedures and/or specifications should be emailed to the Purchasing Department contact person listed on the Event Details Tab on or before the question ending date. As of the Issuance date of this solicitation and continuing until the final date for submission of responses, contact with BISD employees or BISD Board Members, except for staff members of the Purchasing Department, is strictly prohibited. All personnel representing BISD are specifically directed not to hold meetings, conferences or technical discussions with any vendor for purposes of responding to this solicitation other than those pre-proposal meetings expressly stated in the specifications. Any vendor found to be acting in any way contrary to this directive may be disqualified from entering into any contract that may result from this solicitation.

5 Successful Solicitation Response Submittal

All responses must be SUCCESSFULLY submitted before the due date and time regardless of your organization's ability to submit online. It is the supplier's sole responsibility to ensure that solicitation documents successfully arrive before the due date and time. The District's online bidding application utilizes the Internet and the World Wide Web, which is comprised of systems that are completely out of the District's control. It is highly recommended that the suppliers allow themselves enough time to complete a successful submission.

6 Selection Criteria

The District reserves the right to award this RFCSP to a single Proposer, multiple Proposers, each line item separately, or in any combination it determines to be in the best interest of the District. If the Proposer chooses to bid/propose "all or none" or is not agreeable to multiple or split awards, it must be noted on the Deviation/Compliance attribute.

Regardless of the award of RFCSP hereunder, the District retains the right to purchase the same or similar materials or items from other sources should it be determined that doing so would be in the District's best interest. Based upon the proposal material submitted, the following criteria will be used in evaluation.

Extensions of unit prices shown will be subject to verification by the district. In case of variation between the unit price and the extension, the unit price will be considered to be the proposal.

Per Texas Education Code, Subchapter B, Sec. 44.031 (b) *ALL CONTENTS PROVIDED IN THIS SOLICITATION, WILL BE CONSIDERED AS AN EVALUATION FACTOR

All catalog discount vendors and service vendors who receive an evaluation score of 70 points and above who have completed all required documents will be recommended for award. Line item awards will be evaluated based on highest rated vendor per line item.

PERCE

EVALUATION FACTORS		NTAGE OF POINTS
A. The Purchase Price - Fees and Associated Costs		51%
B. The reputation of the Proposer and the Proposer's goods or services – Based on demonstrated expertise and experience; references (availability of contract items, reliability of deliveries, condition of delivered product and wholesomeness, accurate invoices)		20%
C. The quality of the Proposer's goods or services – ability to perform all requirements and unique abilities of the Proposer		1%
D. The extent to which the services meet the district's needs (based on ability to meet delivery schedule, lead time for orders, offer products specified)		22%
E. The Proposer's past relationship with the District		5%
F. The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses; "Federal Requirements for Procurement and Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms."		1%
G. The total long term cost to the District to acquire the Proposer's goods or services		0%
H. For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the Proposer or the Proposer's ultimate parent company or majority owner: a. has its principal place of business in this state; or b. employs at least 500 persons in this state		0%
I. Any other relevant factor specifically listed in the request for bids or proposals		0%
☐ I agree (Required: Check if applicable)		
7	1 SECTION 1.0 - PROPOSAL REQUIREMENTS	

8 Contract Administrator

All communications regarding this RFCSP must be coordinated through the BISD contract administrator. The designated contract administrator during the RFCSP process shall be:

Kelly Cruz
Buyer
3126 Carson Street
Haltom City, TX 76117

Questions may be submitted through the Questions tab in Ionwave. Any written information given to one proposer concerning a RFCSP will answered through Ionwave to all proposers via email. All questions and answers will be published and provided to all potential proposers as soon as possible.

Proposer shall have no contact with other District staff or board members without permission from the designated contract administrator. Failure to adhere to this requirement will result in disqualification of the Proposer from further consideration.

9 Authorized Signature

The undersigned, in submitting this response and endorsement of same, represents that he/she is authorized to obligate his/her Firm, that he/she is an equal opportunity employer and will not discriminate with regard to race, color, religion, sex, national origin, age or disability unrelated to job performance of this Bid/Proposal; that he/she will abide by all the policies and procedures of BISD; and that he/she has read this entire solicitation package, is aware of the covenants contained herein and will abide by and adhere to the expressed requirements in ALL sections of this solicitation. ~~~This is your electronic signature.

☐ I Agree

(Required: Check if applicable)

10 Authorized Representative Name and Title

Name and title of authorized official signing this document.

(Required: Maximum 1000 characters allowed)

11 Birdville ISD Standard Terms and Conditions

BISD standard terms and conditions are listed in an attachment. Please check if you agree to BISD standard terms and conditions. ~~~This is your electronic signature.

☐ I Agree

(Required: Check if applicable)

12 Deviations

Does your firm have any deviations from the attached specific terms, conditions, and specifications?

☐ Yes ☐ No

(Required: Check only one)

1
3**Deviation Response**

If your Firm intends to deviate from the Specifications listed in the attached documents, all such deviations must be listed here, with complete and detailed conditions and information included. The District will consider any deviations in its award decisions, and the District reserves the right to accept or reject any responses based upon any deviations indicated below.

(Optional: Maximum 4000 characters allowed)

1
4**Non-Collusive Certificate**

NON-COLLUSIVE CERTIFICATE- By submission of this solicitation response, the vendor certifies that: a) This solicitation response has been independently arrived at without collusion with any other vendor/proposer or with any competitor. b) This solicitation response has not been knowingly disclosed and will not knowingly be disclosed, prior to the opening of this solicitation, to any other proposer, competitor or potential competitor; c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a response; d) The person signing this solicitation response certifies that he/she has fully informed him/herself regarding the accuracy of the statements contained in this certification under the penalties being applicable to the proposer as well as to the person signing on its behalf. Firm hereby assigns to purchaser any and all claims for overcharges associated with this solicitation which arise under the antitrust laws of the United States, 15 USCA Section 1 and which arise under the antitrust laws of the State of Texas, Business and Commerce Code, Section 15.01. **FAILURE TO SIGN THIS CERTIFICATE MAY BE CAUSE FOR YOUR RESPONSE SUBMISSION TO BE REJECTED.** Please check if you agree to the Non-Collusive Bidding statements above. ~~~This is your electronic signature.

☐ I Agree

(Required: Check if applicable)

1
5**Felony Conviction**

Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a), states, "a person or business entity that enters into a contract with a school district must give advance notice to the District if the person or owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony. Subsection (b) states, "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction." The district must compensate the person or business entity for services performed before the termination of the contract. Vendor is responsible for the performance of the persons, employees and/or sub-contractors. Vendor assigns to provide services for the Birdville ISD pursuant to this proposal on any and all Birdville ISD campus or facilities. Vendor will not assign individuals to provide services at a Birdville ISD campus or facility who have a history of violent, unacceptable, or grossly negligent behavior or who have a felony conviction, without the prior written consent of the Birdville ISD Purchasing Department.

~~~Please select the statement that applies to your company regarding the Felony Conviction Notification:

**Publicly held corporation-N/A** = My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

**No** = My firm is not owned nor operated by anyone who has been convicted of a felony.

**Yes** = My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

☐ My firm is a publicly held corporation N/A ☐ No ☐ Yes

(Required: Check only one)

1  
6**Felony Conviction Details**

If your firm is owned or operated by a convicted felon, please list the name of the felon and the details of the conviction. If not applicable, please enter N/A (not applicable).

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(Required: Maximum 4000 characters allowed)

1  
7**Conflict of Interest**

Does the company or any of the representatives of the company have an affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money? Please complete the Conflict of Interest form located under the Attachments tab. List your company name on line 1. If no conflict, indicate N/A (Not Applicable) on line 3.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. (Ref H.B. 23.)

☐ I acknowledge and will comply

(Required: Check if applicable)

1  
8**Certificate of Interested Parties (CIP Form 1295)**

Certificate of Interested Parties (CIP 1295) is required to be submitted by a vendor doing business with a local government entity in accordance with Chapter 46, Section 2252.908 of the Texas Local Government Code. In order to complete the form online (required), please visit [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm). The identification number requested in Box 3 is the Birdville ISD solicitation number and the description is the solicitation name. Sign the form and submit with your proposal using the eBid response Attachment tab. There is a Frequently Asked Question (FAQ) link below the LOGIN button if you have questions.

☐ I acknowledge and will comply

(Required: Check if applicable)

1  
9**Resident Bidder's Certification**

Texas Government Code Chapter 2252 relates to bids by nonresident contractors. The pertinent portions of the Act are as follows: Section 2252.001(3) "Nonresident bidder" means a bidder who is not a resident of the State of Texas. Section 2252.001(4) "Resident bidder" means a bidder 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 the nonresident underbids the lowest bid 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. ~~~Is the vendor a Resident Bidder of Texas as defined in Texas Government Code Section 2252.001(4)?

☐ Yes ☐ No

(Required: Check only one)

2  
0**Non-Resident Bidder's Certification**

Nonresident Bidder of Texas as defined in Texas Government Code Section 2252.001(3) ~~~If your firm is not a Resident Bidder of Texas as defined in Texas Government Code Section 2252.001(4), indicate your firm's principal place of business City and State. If not applicable, please enter N/A (not applicable).

(Required: Maximum 1000 characters allowed)

2  
1**Place of Business**

For the contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendors ultimate parent company or majority owner: 1.Has its principal place of business in this state of Texas; ~~~IS YOUR PARENT COMPANY OR MAJOR OWNER A TEXAS BASED BUSINESS?

☐ Yes ☐ No ☐ Not Applicable N/A

(Required: Check only one)

2  
2**# of Employees**

~~~IF YOU ARE NOT A TEXAS BASED BUSINESS, DO YOU HAVE MORE THAN 500 EMPLOYEES IN TEXAS?

☐ Yes ☐ No ☐ Not Applicable N/A

(Required: Check only one)

2
3**Certificate Regarding Debarment Suspension**

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Debarment and Suspension (Executive Orders 12549 and 12689)-A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM) in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension". SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. By submitting this offer and signing this certificate you (the Vendor): (1) Certifies that no suspension or debarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, common rule. ~~Please check if you agree to the Certificate Regarding Debarment Suspension. This is your electronic signature.

☐ I Agree

(Required: Check if applicable)

2
4**Equal Employment Opportunity**

Vendors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Proposer must certify that the company complies with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations. ~~~This is your electronic signature.

☐ I Agree

(Required: Check if applicable)

2
5

Public Records Notification

Pursuant to Texas Government Code Ann. Chapter 552, Subchapter J, vendor agrees to be bound by the following terms if the expenditure of at least \$1,000,000 for the purchase of goods or services by district in a fiscal year. If district receives a written request for public information related to this Contract that is in the possession or custody of vendor and not in the possession or custody of district, district shall send, not later than the third business day after the date district receives the written request, a written request to vendor that vendor provide that information to district.

A. Vendor must:

- Preserve all contracting information related to the Agreement as provided by the records retention requirements applicable to district for the duration of the Agreement;
- Promptly, within four business days, provide to district any requested contracting information that is in the custody or possession of vendor upon request of district; and,

B. On completion of the Agreement, either:

- Provide to district at no cost all contracting information related to the Agreement that is in the custody or possession of vendor; or
- Preserve the contracting information related to the Agreement as provided by the records retention requirements applicable to district.

C. If the requirements of Subchapter J, Chapter 552, Texas Government Code Ann. apply to this Solicitation or Contract, vendor agrees that the contract can be terminated if vendor knowingly or intentionally fails to comply with the requirements of that subchapter. Texas Government Code Ann. Chapter 552.374.

D. Further, under Texas Government Code Ann. Chapter 552.372(c), district may not accept a bid from or award a contract to an entity that district has determined has knowingly or intentionally failed in a previous bid or contract to comply with Subchapter J, unless district determines and documents that the entity has taken adequate steps to ensure future compliance.

E. If a vendor fails to provide the requested information to district, Texas Government Code Ann. Chapter 552.373 requires district to notify the vendor in writing of the failure and allow 10 business days to cure the violation. District may terminate the Agreement if vendor fails to remedy the failure, district determines the failure was knowing and intentional, and steps have not been taken to ensure future compliance.

I acknowledge and agree. ~~~This is your electronic signature.

☐ I Agree

(Required: Check if applicable)

2
6

Confidential Information Attached

If any of a respondent's information is considered to be confidential or a trade secret belonging to the respondent and, if released would give advantage to a competitor or respondent, that information should be submitted with the proposal in a separate attachment marked 'CONFIDENTIAL.' The release of information marked 'Confidential' is subject to the applicable statutes and the interpretations of the office of the Attorney General of the State of Texas.

2
7**Buy American Provision**

School and institutions participating in the NSLP and SBP are required by law to use child nutrition funds, to the maximum extent practicable, to buy domestic commodities or products for meals served under these programs. A "domestic commodity or product" is defined as one that either is produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. The term "substantially" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Therefore, when child nutrition funds are used to acquire foods, schools and institutions must ensure that the items comply with this requirement. Additional requirements for preference for agricultural products from Texas are applicable to the use of child nutrition funds, in accordance with the Buy American Provision, Section 44.042, Texas Education Code. Do you agree?

☐ I Agree

(Required: Check if applicable)
2
8**HACCP**

HACCP is a management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw materials production, procurement and handling, to manufacturing, distribution and consumption of the finished product.

Our company has a current Hazard Analysis and Critical Control Points Plan (HACCP) or good manufacturing practices in place for the duration of this contract. Do you have a HACCP?

☐ Yes ☐ No ☐ Not Applicable N/A

(Required: Check only one)
2
9**Criminal History Checks and Badging Requirements**

Criminal history checks and badging requirements are listed in the Standard Terms & Conditions attachment. Please check if you agree to obtain the necessary requirements based on your level of contact with students.

☐ I acknowledge and will comply

(Required: Check if applicable)
3
0**SB 9 Certification for Criminal Background Check Requirement**

If an employee of a contractor is covered under SB 9 the contractor must bear the burden of obtaining a national, fingerprint-based criminal history check. Under Section 22.0834 of the Education Code, the contractor is then required to certify to the district that the criminal history check has been performed. The contractor, not the district, is responsible for contacting DPS directly to set up an account for the purposes of obtaining criminal history record information. Under the statute SB 9, a contractor is required to conduct a criminal history review on an employee only when the following criteria has been met: The employer has contracted with the district to provide services. The particular employee will have continuing duties relating to the contract with the district. The particular employee will have contact with students. A contractor or sub-contractor may not work on District property or any location the District deems a place where students are regularly present when: they have been convicted of a felony or misdemeanor involving moral turpitude, as defined by Texas law they have charges pending, they have been convicted, received probation or deferred adjudication of any of the following: 1. Any offense against a child 2. Any sex offense 3. Any felony offense involving controlled substances 4. Any felony offense against property 5. Any other offense the District believes might compromise the safety of student, staff or property.

A Proposer's violation of this section shall constitute substantial failure. If the Proposer is the person or owner or operator of the business entity, that individual may not self-certify regarding the criminal history record information and its review, and must submit original evidence acceptable to the district with this Agreement showing compliance. Possession of fire arms, alcohol and/or drugs, even in vehicles, is strictly prohibited on school property. The use of tobacco products are not allowed on school district property. ~~~This is your electronic signature.

☐ I acknowledge and will comply

(Required: Check if applicable)

3
1 **Historically Underutilized Business (HUB Certification)**

Companies that have been certified by the Texas Procurement and Support Services (TPASS) as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to the invitation. Please indicate whether or not you are certified by TPASS as a HUB and attach a copy of your HUB Certification if not otherwise done so as part of your vendor submission.

☐ Yes, I am certified as a HUB ☐ No, I am not certified as a HUB

(Required: Check only one)

3
2 **Interlocal Agreement Clause - Educational Purchasing Cooperative of North Texas (EPCNT) and Central Texas Purchasing Alliance (CTPA)**

This contract may be utilized for purchases by other local government entities under an interlocal cooperation agreement, Texas Government Code Chapter 791. Any contract award by the Birdville Independent School District on behalf of another local government entity shall be contingent upon the issuance of a purchase order or execution of a separate contract by the other local government entity. The Contractor must deal directly with the local government entity concerning the placement of orders, issuance of the purchase order, insurance certificates, contractual disputes, invoicing and payment or any other terms and conditions that the other local government entity may require. The actual utilization of this contract award by the other local government entity is at the sole discretion of that other local government entity. The Birdville Independent School District is acting on the behalf of other local government entities for the sole purpose of complying with Texas competitive bidding requirements and shall not be held liable for any costs, damages, etc. incurred by any bidder with regard to any purchase by another local government entity. Birdville Independent School District shall be legally responsible only for payment for goods and services in the quantities detailed in the Birdville ISD purchase order or contract. Birdville ISD is a member of the Educational Purchasing Cooperative of North Texas (EPCNT) and Central Texas Purchasing Alliance (CTPA) acceptance would make this award available to its members. Do you agree to participate?

☐ Yes ☐ No

(Required: Check only one)

3
3 **SECTION 2.0 - VENDOR INFORMATION**

3
4 **W-9 Form**

Proposer must attach a copy of their company's W-9 duly filled out and signed. Do you agree to attach your completed W-9 to this response submittal?

☐ I Agree

(Required: Check if applicable)

3
5 **Quote & Ordering Information**

Please include contact person & title, address, phone number, fax number, email.

(Required: Maximum 4000 characters allowed)

3
6**Remit To Information**

Please include contact person & title, address, phone number, fax number, email.

(Required: Maximum 4000 characters allowed)

3
7**Ordering Method**

Do you accept purchase orders?

☐ Yes ☐ No

(Required: Check only one)

3
8**Ordering Method**

Do you accept procurement card (VISA)?

☐ Yes ☐ No

(Required: Check only one)

3
9**Ordering Method**

Is there an additional fee or surcharge for using the procurement card (VISA)? Please detail. If none, enter N/A.

(Required: Maximum 1000 characters allowed)

4
0**Receipt of Purchase Order**

Please indicate which of the following ways you would like to receive your Purchase Orders:

- Fax - indicate your preferred fax number
- Email - indicate your preferred email address
- U.S. Mail - indicate your preferred address

If you do not accept purchase orders, enter N/A.

(Required: Maximum 1000 characters allowed)

4
1**Cash Discount for Prompt Payment of Invoices**

If your company offers a cash discount for prompt payment of invoices, please indicate the terms or percentage off. If there is none, please enter N/A.

(Required: Maximum 1000 characters allowed)

4

2

Electronic Payment Solution

The Birdville ISD has implemented an electronic payment solution allowing the District to pay invoices electronically. BISD currently pays within 45 days after receipt of invoice via check through standard USPS. Should you select electronic payment, the payment time can be drastically reduced upon receipt of invoice. This electronic payment process uses the backbone of the Visa/MasterCard network and the vendor's payment gateway agreements. "Note" BISD will not be held responsible for fees, if any, associated by the vendor's payment gateway provider for acceptance and use of this payment process.

Will your company accept use of this electronic payment process? If YES, BISD will contact you to setup electronic payment. If NO, BISD will pay you using the check process.

☐ Yes ☐ No

(Required: Check only one)

4

3

Electronic Payment Solution Contact Information

If you selected YES for receiving electronic payments, please provide the contact name, email, phone number and fax number for payment processing. Please make sure to provide ALL information requested.

If you did not select YES for receiving electronic payments, please enter N/A.

(Required: Maximum 4000 characters allowed)

4

4

Locations

If your company has multiple locations please indicate all locations which will be covered under this solicitation. Enter N/A if this does not apply

(Required: Maximum 4000 characters allowed)

4

5

Order Reference Number

If there is a reference number that BISD must include on the purchase order or at the time of ordering, please state that number. If there is no reference number, please enter N/A.

(Required: Maximum 1000 characters allowed)

4

6

Minimum Order Requirements

If you have a minimum order requirements, please state the specifics. If none, please enter N/A.

(Required: Maximum 1000 characters allowed)

4
7**Standard Delivery Time**

Please provide your standard delivery time after receipt of order.

(Required: Maximum 1000 characters allowed)

4
8**3****SECTION 3.0 VENDOR REFERENCE**

Please indicate three business references that have contracted with your company to provide like products and/or services. Include the company name, address, phone number, contact person, and email address. Preferable references are school districts or other governmental entities.

Note: Failure to supply complete reference information may be grounds for disqualification.

4
9**Reference One**5
0**Reference One (1)**

Include the company name, contact person, and address.

(Required: Maximum 1000 characters allowed)

5
1**Reference One (1)**

Please provide a phone number for Reference 1.

(____) ____ - ____ ext: _____

(Required)

5
2**Reference One (1)**

Provide valid email address for Reference Number 1.

Note: References are checked. Please be sure to double check spelling of email address to ensure validity.

(Required: Email address)

5
3**Reference Two**5
4**Reference Two (2)**

Include the company name, contact person and address.

(Required: Maximum 1000 characters allowed)

5
5**Reference Two (2)**

Please provide a phone number for Reference Number 2.

(____) ____ - ____ ext: _____

(Required)

5
6**Reference Two (2)**

Provide valid email address for Reference Number 2.

Note: References are checked. Please be sure to double check spelling of email address to ensure validity.

(Required: Email address)

5
7**Reference Three**5
8**Reference Three (3)**

Include the company name, contact person, and address.

(Required: Maximum 1000 characters allowed)

5
9**Reference Three (3)**

Please provide a phone number for Reference Number 3.

 (____) ____ - ____ ext:

(Required)

6
0**Reference Three (3)**

Provide valid email address for Reference Number 3.

Note: References are checked. Please be sure to double check spelling of email address to ensure validity.

(Required: Email address)

Bid Lines

1

Discount percentage off list price of equipment to purchase

(Response required)

Quantity: 1 UOM: EA

Item Notes: Attach a list of equipment and pricing under the response attachment tab.

Supplier Notes: Total: %☐ Additional notes
(Attach separate sheet)**Item Attributes****1. Summary of what your company provides.**

(Optional: Maximum 1000 characters allowed)

2

Discount percentage off list price off rental equipment*(Response required)*Quantity: 1 UOM: EATotal: %

Item Notes: Attach a list of equipment and pricing under the response attachment tab.

☐ Additional notes
(Attach separate sheet)Supplier Notes: _____
_____**Item Attributes****1. Summary of what your company provides.**_____

_____*(Optional: Maximum 1000 characters allowed)*

3

Heavy Equipment Repair Hourly Rate*(Response required)*UOM: HR Price: \$ Total: \$

Item Notes: Hourly Rate During Normal Business Hours

☐ Additional notes
(Attach separate sheet)Supplier Notes: _____
_____**Item Attributes****1. List everything you repair/service for heavy equipment**_____

_____*(Optional: Maximum 4000 characters allowed)*

4

Heavy Equipment After Hour Hourly Rates*(Response required)*UOM: HR Price: \$ Total: \$

Item Notes: Hourly Rate for Overtime/After Hours/Weekend

☐ Additional notes
(Attach separate sheet)Supplier Notes: _____
_____**Item Attributes****1. List everything you repair/service for heavy equipment**_____

_____*(Optional: Maximum 4000 characters allowed)*

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name _____

Signature _____