



**HITCHCOCK INDEPENDENT SCHOOL DISTRICT
REQUEST FOR PROPOSALS**

RFP #26-09-0332RFP

**DISTRICTWIDE GENERAL MAINTENANCE, REPAIR,
EMERGENCY RESPONSE & FACILITY SERVICES**

MULTIPLE-AWARD / AS-NEEDED CONTRACT

Solicitation Contact:

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RFP Information	Date / Time
RFP Opening / Release Date	September 16, 2026
Deadline for Questions	September 23, 2026, 2:00 PM CT
Responses / Addenda Issued	September 25, 2026
RFP Closing / Proposal Deadline	October 2, 2026, 2:00 PM CT
Anticipated Board Consideration	October 26, 2026
Anticipated Contract Commencement	November 1, 2026

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Section 1: Invitation to Propose

Hitchcock Independent School District (“District,” “Hitchcock ISD,” or “HISD”) is soliciting competitive proposals from qualified firms to establish a Districtwide pool of contractors for general maintenance, preventive maintenance, corrective repair, emergency response, grounds and landscape services, and other facility-support services on an as-needed basis.

The District intends to make multiple awards by service category when doing so provides Best Value and adequate coverage. Proposers may respond to one, several, or all service categories. An award does not guarantee any minimum quantity of work, service calls, purchase orders, revenue, or expenditures.

This solicitation is intended primarily for routine, preventive, corrective, emergency, and on-demand maintenance and repair services that may lawfully be procured through a request for proposals. Construction services shall not be procured through this RFP when a separate procurement method is required by Texas law. The District reserves the right to determine that a requested project must be separately procured under Texas Government Code Chapter 2269 or another applicable statute before work is authorized.

N.E.R²D Best Value Framework

Hitchcock ISD will incorporate the N.E.R²D Best Value Framework — Need, Evaluate, Research the Details & Review Risk, and Delivery — to support a disciplined and documented Best Value procurement process.

- N — Need: Define the actual facility, maintenance, response, safety, and operational requirement.
- E — Evaluate: Evaluate rates, qualifications, service capacity, response times, licensing, references, safety, warranties, and overall value.
- R² — Research the Details & Review Risk: Examine pricing assumptions, markups, exclusions, licenses, subcontracting, past performance, insurance, safety, contract terms, and operational or compliance risk.
- D — Delivery: Assess the proposer’s capacity to mobilize, respond, complete work, document costs, communicate, and support District operations throughout the contract term.

The N.E.R²D framework supplements and does not replace statutory procurement requirements or the Best Value considerations applicable to Texas public school districts. Lowest price alone will not determine award.

Section 2: Procurement Schedule

Activity	Date
Release of RFP	September 16, 2026
Deadline for Submission of Questions	September 23, 2026, 2:00 PM CT
Responses to Questions / Addenda Issued	September 25, 2026
Proposal Submission Deadline	October 2, 2026, 2:00 PM CT
Proposal Evaluation Period	October 5–9, 2026
Vendor Clarifications / Interviews (if required)	October 12–14, 2026
Best and Final Offer (if requested)	October 15, 2026
Final Evaluation / Recommendation	October 16, 2026
Contract Negotiation / Finalization	October 19–23, 2026
Board Consideration / Approval	October 26, 2026
Notice of Award / Contract Execution	October 27–30, 2026
Anticipated Contract Commencement	November 1, 2026

All dates and times are Central Time (CT). The District may revise the schedule by written addendum when determined to be in its best interest.

Section 3: District Background

Hitchcock Independent School District is a public school district located in Galveston County, Texas, serving students from pre-kindergarten through grade twelve. The District operates instructional, administrative, athletic, child-development, career and technical education, grounds, and support facilities that require reliable maintenance and rapid response to protect continuity of operations.

District facilities include Central Administration, Hitchcock Primary School, Stewart Elementary School, Crosby Middle School, Hitchcock High School, Kids First Head Start, the Career and Technical Education facility, athletic facilities, and other District-owned or operated sites. Service locations may be added, removed, or modified during the contract term.

Section 4: Scope of Services

The purpose of this solicitation is to establish a qualified, responsive, and competitively procured pool of contractors capable of providing Districtwide maintenance, repair, emergency response, grounds, landscape, and facility-support services. Work will generally be assigned through purchase orders, work authorizations, service calls, or written not-to-exceed authorizations issued by the District.

The Contractor shall furnish all labor, supervision, tools, transportation, ordinary equipment, safety equipment, documentation, and other resources necessary to perform authorized work. Materials, rental equipment, specialty equipment, permits, and subcontracted services shall be billed only as authorized and in accordance with the accepted pricing structure.

A. Service Categories

Category	Service Area	Proposer Offers
1	HVAC preventive maintenance, diagnostics, repair, refrigerant services, rooftop units, split systems, package units, air handlers, coils, compressors, motors, and related components.	☐ Yes ☐ No
2	Chiller service and repair, including centrifugal/screw/scroll chillers, pumps, cooling towers, water loops, controls, and related mechanical systems.	☐ Yes ☐ No
3	Building automation systems (BAS), direct digital controls (DDC), thermostats, sensors, controls troubleshooting, programming, and related support.	☐ Yes ☐ No
4	Electrical maintenance and repair, including troubleshooting, lighting, receptacles, switches, panels, breakers, circuits, and minor electrical repairs by properly licensed personnel.	☐ Yes ☐ No
5	Plumbing maintenance and repair, including leaks, fixtures, piping, valves, water heaters, backflow-related services, and minor plumbing repairs by properly licensed personnel.	☐ Yes ☐ No

Category	Service Area	Proposer Offers
6	Drain and sewer cleaning, hydro-jetting, camera inspection, stoppage removal, and related services.	☐ Yes ☐ No
7	Roof leak investigation, emergency patching, minor roof repair, flashing repair, and temporary weather protection. Roof replacement or construction projects may require separate procurement.	☐ Yes ☐ No
8	Landscaping and grounds maintenance, including mowing, edging, trimming, pruning, weed control, bed maintenance, and seasonal grounds services.	☐ Yes ☐ No
9	Irrigation system diagnostics, repair, controllers, valves, sprinkler heads, and related grounds-water systems.	☐ Yes ☐ No
10	Tree services, including trimming, pruning, storm-damage response, hazardous limb removal, and removal when authorized.	☐ Yes ☐ No
11	Pest control and integrated pest management services, including insects, rodents, and other facility pests, subject to applicable licensing requirements.	☐ Yes ☐ No
12	Locksmith, keying, cores, locks, cylinders, door hardware, panic hardware, and related access hardware.	☐ Yes ☐ No
13	Doors, frames, closers, hinges, storefront systems, and hardware repair.	☐ Yes ☐ No

Category	Service Area	Proposer Offers
14	Glass and glazing, window repair, replacement glazing, and emergency board-up.	☐ Yes ☐ No
15	Flooring repair and maintenance, including carpet, resilient flooring, tile, base, and minor floor repairs.	☐ Yes ☐ No
16	Painting, patching, wall repair, touch-up, coatings, and related minor finish work.	☐ Yes ☐ No
17	Carpentry, cabinetry, shelving, trim, ceiling tile/grid repair, and general minor building repairs.	☐ Yes ☐ No
18	Masonry and minor brick/block repair, subject to the construction-services limitation in this RFP.	☐ Yes ☐ No
19	Fencing and gate repair, including chain-link, ornamental, wood, hardware, and minor gate systems.	☐ Yes ☐ No
20	Welding and metal repair for facility, grounds, athletic, and operational equipment.	☐ Yes ☐ No
21	Fire and life-safety system inspection, testing, maintenance, and repair by appropriately licensed providers, including fire alarm, sprinkler, extinguisher, and suppression systems as applicable.	☐ Yes ☐ No
22	Generator preventive maintenance, load testing, diagnostics, repair, batteries, and emergency power support.	☐ Yes ☐ No

Category	Service Area	Proposer Offers
23	Commercial kitchen equipment maintenance and repair, including ovens, ranges, warmers, dish machines, and related equipment.	☐ Yes ☐ No
24	Commercial refrigeration maintenance and repair, including walk-in coolers/freezers, reach-ins, ice machines, and related systems.	☐ Yes ☐ No
25	Elevator, lift, and accessibility equipment maintenance and repair by properly licensed or authorized providers.	☐ Yes ☐ No
26	Pressure washing, exterior cleaning, specialty cleaning, and facility deep-cleaning services.	☐ Yes ☐ No
27	Parking lot striping, signage, wheel stops, minor pothole repair, and minor pavement maintenance, subject to the construction-services limitation.	☐ Yes ☐ No
28	Concrete and sidewalk minor repair, trip-hazard correction, and small maintenance repairs, subject to the construction-services limitation.	☐ Yes ☐ No
29	Playground equipment inspection, maintenance, repair, surfacing maintenance, and related services.	☐ Yes ☐ No
30	Athletic facility and equipment maintenance and	☐ Yes ☐ No

Category	Service Area	Proposer Offers
	repair, including bleachers, goals, nets, scoreboards, field equipment, and related systems.	
31	Storm and emergency cleanup, debris removal, temporary protection, emergency stabilization, and rapid-response facility support.	☐ Yes ☐ No
32	Water extraction, structural drying, dehumidification, moisture control, and emergency remediation-related services. Regulated environmental remediation requires applicable licensing and District authorization.	☐ Yes ☐ No
33	Signage installation and repair, building signs, directional signs, and minor graphics/wayfinding support.	☐ Yes ☐ No
34	Overhead doors, roll-up doors, operators, dock-related equipment, and related maintenance and repair.	☐ Yes ☐ No
35	Grease trap, grease interceptor, exhaust hood, and kitchen exhaust cleaning/maintenance services where applicable.	☐ Yes ☐ No
36	Waste, roll-off container, hauling, and debris-disposal services associated with authorized maintenance or emergency work.	☐ Yes ☐ No
37	Portable sanitation and temporary facility-support services associated with	☐ Yes ☐ No

Category	Service Area	Proposer Offers
	maintenance, emergency, or event operations.	
38	General handyman and miscellaneous facility maintenance services not otherwise listed, provided the work is lawful under this procurement method.	☐ Yes ☐ No
39	Equipment rental with or without operator when directly associated with authorized maintenance or emergency-response work.	☐ Yes ☐ No
40	Other proposer-identified facility maintenance specialty. Proposer must describe the service and all required licensing/certifications.	☐ Yes ☐ No

B. Emergency and Priority Response

The District may require rapid response for conditions that threaten life, health, safety, security, continued operation of a school facility, essential utilities, instructional continuity, or significant property damage. Proposers shall state whether they can support 24-hour emergency response and identify any geographic or staffing limitations.

Priority	Target Response	Typical Condition
Emergency	1–2 hours	Immediate threat to safety, security, essential operations, or significant property damage.
Urgent	Within 4 hours	Major operational disruption requiring expedited response.
Priority	Same business day	Important repair affecting operations but not an immediate emergency.
Routine	1–3 business days	Normal maintenance, scheduled repair, or non-critical service request.

Response times are performance targets for evaluation and contract administration and may be refined by service category or final agreement. The District may contact the next

awarded contractor when the initially contacted contractor cannot meet the required response.

C. Work Authorization and Competitive Mini-Quotes

Award under this RFP establishes an eligible contractor pool; it does not itself authorize work. Except for a District-authorized emergency, work shall not begin without a purchase order, work authorization, or other written authorization issued by an authorized District representative.

The District may request written quotations from one or more awarded contractors for a specific work order. Selection for an individual work order may consider price, availability, response time, specialty capability, prior performance, warranty, continuity, and other Best Value considerations. The District is not required to rotate work equally among awarded contractors.

For time-and-material work, the Contractor shall not exceed the authorized amount without written District approval. The District may establish a not-to-exceed amount, require a site visit, request a written scope, or require additional quotes before authorizing work.

D. Construction Services Limitation

This solicitation is intended primarily for routine, preventive, corrective, emergency, and on-demand maintenance and repair services. Nothing in an award under this solicitation authorizes Hitchcock ISD to procure construction services through a procurement method that is inconsistent with Texas Education Code Chapter 44, Texas Government Code Chapter 2269, or other applicable law.

The District reserves the sole right to determine whether a proposed work order constitutes maintenance/repair that may be performed under this contract or a construction, alteration, rehabilitation, renovation, replacement, or other project that must be separately procured. A Contractor shall not divide, phase, recharacterize, or otherwise structure work to avoid an applicable procurement requirement.

Examples of work that may require separate procurement include major HVAC or chiller replacement, roof replacement, major electrical or plumbing alterations, building additions, substantial renovations, major concrete/paving projects, or other work determined by the District to constitute construction services.

E. Materials, Equipment and Markups

Proposers shall disclose material, equipment-rental, and subcontractor markups. Unless otherwise authorized, reimbursable materials shall be supported by supplier invoices or equivalent documentation. No markup may be charged on taxes from which the District is exempt. The District may elect to purchase major materials directly when advantageous.

F. Service Documentation and Invoicing

Each invoice or service ticket shall include, at a minimum, the following information:

- District work order or purchase order number;
- Date, arrival time, departure time, and location;
- Names and labor classifications of personnel;
- Description of problem, diagnosis, and work performed;
- Itemized labor hours and rates;
- Itemized materials, quantities, unit costs, and markups;
- Equipment or rental charges;
- Subcontractor charges and approved markups;
- Photos or service reports when requested;
- Warranty information and recommended follow-up work; and
- Signature or electronic acknowledgment by an authorized District representative when required.

Invoices that lack sufficient supporting documentation may be returned for correction before payment processing.

Section 5: Vendor Qualifications

- At least three (3) years of documented experience in the service category or equivalent demonstrated capability;
- All licenses, registrations, permits, manufacturer authorizations, certifications, and trade credentials required for the work offered;
- Adequate staffing, tools, vehicles, parts access, dispatch capability, and financial resources to perform authorized work;
- Ability to provide emergency and after-hours response if offered;
- Experience serving Texas public school districts, governmental entities, commercial facilities, or comparable multi-site organizations;
- A minimum of three (3) references for similar work;
- Ability to provide itemized invoices, service records, cost documentation, and warranty information;
- Compliance with applicable safety, criminal-history, insurance, facility-access, and District requirements;
- Disclosure of subcontractors and specialty partners that may perform material portions of the work; and
- Ability to maintain required qualifications throughout the contract term.

Section 6: Personnel Qualifications

All personnel shall be trained and competent for assigned work. Trades requiring a state or local license shall be performed or supervised as required by applicable law. The District may request copies of licenses, certifications, manufacturer training, operator credentials, or other qualifications before work is assigned.

Contractor personnel shall comply with District identification, conduct, safety, security, student-contact, and facility-access requirements. The District may require replacement of personnel whose performance, conduct, safety practices, responsiveness, or qualifications are unsatisfactory.

Section 7: Insurance Requirements

The successful proposer shall maintain insurance appropriate to the service categories awarded. Minimum requirements are listed below; the District may require higher or additional coverage for higher-risk scopes before issuing a work authorization.

Coverage	Minimum
Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate
Automobile Liability	\$1,000,000 combined single limit
Workers' Compensation	Statutory limits, when applicable
Employer's Liability	\$500,000 each accident / disease limits
Professional / Errors & Omissions	\$1,000,000 when professional design, engineering, environmental consulting, technology controls, or similar professional services are included
Pollution / Environmental Liability	\$1,000,000 when environmental remediation, hazardous-material, mold, asbestos, lead, or pollution-related work is authorized

A valid Certificate of Insurance shall be provided before commencement of work. Where applicable and commercially available, Hitchcock ISD, its Board of Trustees, officers, employees, and agents shall be named as Additional Insureds on Commercial General Liability and Automobile Liability policies with respect to operations performed under the contract.

Section 8: Criminal History Requirements

The Contractor shall comply with applicable criminal history and fingerprinting requirements under Texas Education Code Chapter 22. The Contractor is responsible for determining and ensuring compliance for employees, subcontractors, and agents assigned to District property. Nothing in this RFP requires fingerprinting when not required by applicable law.

The District may require check-in, badges, escorts, restricted work hours, student-separation measures, or other campus-access controls based on the location and nature of work.

Section 9: Safety, Environmental and Regulatory Requirements

- Comply with OSHA requirements and recognized safe-work practices;
- Provide and enforce appropriate personal protective equipment;
- Use lockout/tagout, fall protection, confined-space, hot-work, electrical, refrigerant, chemical, and other safety procedures as applicable;
- Maintain Safety Data Sheets for chemicals brought onto District property;
- Immediately report accidents, injuries, spills, property damage, utility interruptions, and unsafe conditions;
- Protect students, staff, visitors, property, and adjacent operations from work hazards;
- Obtain permits and inspections when required and authorized;
- Comply with applicable refrigerant, pesticide, environmental, waste-disposal, and trade-licensing requirements; and
- Restore work areas to a safe, clean, and usable condition at completion.

Asbestos, lead, mold, regulated environmental remediation, or other hazardous-material work shall not be performed unless specifically authorized by the District and performed by appropriately licensed or qualified firms under applicable requirements.

Section 10: Pricing Requirements

Proposers shall submit pricing for each service category offered. Rates shall be fully burdened unless the pricing form expressly permits a separate charge. Pricing shall clearly disclose all minimum charges, call-out charges, trip charges, after-hours premiums, material markups, equipment charges, subcontractor markups, disposal charges, and other potential costs.

Required Rate Categories

- Regular-time hourly labor rate by trade/classification;
- After-hours hourly labor rate;
- Weekend hourly labor rate;
- Holiday hourly labor rate;
- Emergency call-out charge, if any;
- Minimum service-call charge, if any;
- Trip or mobilization charge, if any;
- Material markup percentage;
- Equipment-rental markup percentage;
- Subcontractor markup percentage;
- Preventive-maintenance or recurring-service pricing, where applicable; and

- Any unit prices or flat-rate services the proposer wishes the District to consider. For HVAC/chiller services, proposers should separately identify rates for technician, senior technician, controls technician, chiller technician, helper/apprentice, and supervisor/project manager when applicable. For landscaping, proposers should provide both hourly/on-demand pricing and recurring service pricing when offered.

Section 11: Proposal Instructions

A. Company Profile and Qualifications

- Legal company name, principal business address, ownership, and years in business;
- Service categories proposed;
- Office, warehouse, or dispatch location expected to support Hitchcock ISD;
- Primary account, dispatch, emergency, billing, and escalation contacts;
- Licenses, certifications, registrations, and manufacturer authorizations;
- Experience with Texas public school districts or comparable multi-site organizations.

B. Service Capacity and Response Plan

- Normal hours of operation;
- 24/7 emergency capability, if offered;
- Dispatch procedures and target response times;
- Number and classifications of field personnel available;
- Backup staffing and escalation procedures;
- Parts, equipment, and specialty-resource availability.

C. Pricing Proposal

- Complete Attachment B pricing form or proposer-developed schedule containing all required elements;
- All labor rates, premiums, minimums, markups, trip charges, equipment charges, and exclusions;
- Recurring preventive-maintenance or landscape pricing, if offered;
- Pricing assumptions and proposed escalation provisions.

D. References and Past Performance

- Three references for comparable services, preferably Texas public school districts or public entities;
- Description of scope, contract term, and service categories provided.

E. Subcontractors

- Identify material subcontractors or specialty partners;
- Describe the services each may perform and applicable markups.

F. Exceptions and Disclosures

- Identify exceptions, qualifications, assumptions, exclusions, proposed contractual modifications, litigation affecting performance, and conflicts of interest.

G. Required Forms

- Submit all certifications, acknowledgments, affidavits, insurance information, and attachments required by this solicitation.

Section 12: Questions and Clarifications

All questions or requests for clarification shall be submitted in writing to James Briscoe, Director of Finance, at jbriscoe@hitchcockisd.org no later than September 23, 2026, at 2:00 PM CT. Responses, interpretations, corrections, or changes will be communicated through written addenda. Verbal interpretations are not binding upon Hitchcock ISD.

Section 13: Submission Requirements

Proposals must be received no later than 2:00 PM CT on October 2, 2026. Proposals shall be submitted electronically by email to James Briscoe, Director of Finance, at jbriscoe@hitchcockisd.org.

The email subject line shall state: RFP #26-09-0332RFP – Districtwide General Maintenance, Repair, Emergency Response & Facility Services.

The complete proposal should be submitted as a PDF attachment. Supplemental pricing schedules, licenses, certifications, service maps, technical documentation, and other supporting materials may be included as additional attachments. Proposals shall remain valid for at least ninety (90) calendar days following the submission deadline.

Section 14: Evaluation Process

Proposals will be reviewed by an evaluation committee designated by Hitchcock ISD. The District may verify qualifications, references, licenses, insurance, pricing, service capacity, and representations; request clarifications; conduct interviews; request a Best and Final Offer; and perform other due diligence permitted by the solicitation and applicable law.

N.E.R²D Best Value Review

- N — Need: How well the proposer's service categories and capabilities address actual District facility needs.
- E — Evaluate: Rates, qualifications, response capacity, experience, safety, licensing, warranty, and service approach.
- R² — Research the Details & Review Risk: Pricing assumptions, markups, exclusions, subcontracting, insurance, past performance, legal compliance, safety, and contractual risk.

- D — Delivery: Ability to mobilize, respond, communicate, document, complete work, and maintain continuity of District operations.

Section 15: Evaluation Criteria and Scoring

In determining best value, Hitchcock ISD will consider the applicable factors authorized by Texas Education Code §44.031(b), together with the solicitation-specific evaluation criteria identified below.

Evaluation Criteria	Maximum Points
Pricing, Labor Rates, Markups and Overall Cost	30
Service Capability, Response Time and District Need	20
Vendor Qualifications, Licensing, Experience and Past Performance	15
Personnel, Technical Capacity and Emergency Coverage	10
Safety, Risk Management, Warranty and Quality Controls	10
References and Demonstrated Performance	10
Proposal Responsiveness, Contract Terms and Risk	5
Total Possible Points	100

The District may make one award, multiple awards, category-specific awards, partial awards, or no award. The District may award to all qualified proposers in a category when doing so is determined to provide Best Value and adequate service coverage. Award does not guarantee any minimum work or expenditure.

Section 16: Award and Contract Administration

Following evaluation, Hitchcock ISD may identify one or more proposers for clarification, negotiation, Best and Final Offer, and/or recommendation for award. Board approval will be obtained when required. No recommendation, ranking, negotiation, or notice of intent to award constitutes a binding contract before required approval and execution by an authorized District representative.

The District may obtain quotes from awarded contractors for individual work orders and may consider price, availability, response time, specialty capability, prior performance, warranty, continuity, and other Best Value considerations. The District is not obligated to distribute work equally among contractors.

Section 17: Contract Terms

A. Term

The anticipated initial contract term is one (1) year beginning November 1, 2026, with up to four (4) optional one-year renewals, for a maximum potential term of five (5) years, subject to satisfactory performance, continued need, mutual agreement where required, Board authorization when applicable, and lawful appropriation of funds.

B. Pricing and Adjustments

Initial pricing shall remain firm for the first contract year unless otherwise negotiated and expressly stated in the final agreement. Any requested renewal-year adjustment must be submitted in writing with supporting documentation and is subject to District approval. No surcharge, fuel charge, environmental fee, administrative fee, credit-card fee, or other charge may be added unless expressly disclosed and accepted.

C. Purchase Orders and Not-to-Exceed Authorization

A District purchase order or other written authorization is required before work begins except when an authorized District representative initiates emergency response. Emergency work shall be documented and converted to a purchase order or written authorization as soon as practicable. Contractors shall not exceed an authorized amount without prior written approval.

D. Warranty

The Contractor shall warrant workmanship for a minimum of one (1) year, unless otherwise specified by the District for a particular service category or work order, or unless a longer warranty is offered or customary for the service.

E. Subcontracting

Material subcontracting shall be disclosed and is subject to District approval. The prime Contractor remains responsible for performance, safety, licensing, insurance, invoicing, and compliance of subcontractors. Undisclosed subcontractor markups will not be accepted.

F. No Exclusivity / No Minimum

Awards are non-exclusive. Hitchcock ISD may use other procurement methods, cooperatives, interlocal contracts, emergency procurement authority, separate construction procurements, or other lawful sources when determined to provide Best Value or meet District needs. No minimum volume or expenditure is guaranteed.

G. Governing Law and Venue

Any contract resulting from this solicitation shall be governed by the laws of the State of Texas. Venue for legal action shall be in Galveston County, Texas, to the extent

permitted by law. Nothing in the RFP or resulting agreement waives any immunity, defense, right, or remedy available to Hitchcock ISD.

Section 18: Termination Rights

Hitchcock ISD may terminate the contract, in whole or in part, for cause upon material breach and failure to cure within a reasonable period when cure is appropriate. The District may also terminate for convenience upon thirty (30) calendar days' written notice, subject to payment for properly authorized and accepted work performed through the effective date of termination.

District obligations are subject to lawful appropriation and availability of funds. Upon termination, the Contractor shall cease work as directed, protect District property, provide final documentation, return District information/property, and cooperate in an orderly transition.

Section 19: Compliance Requirements

- Applicable Texas Education Code, Texas Government Code, Texas Local Government Code, trade-licensing laws, environmental laws, and other applicable requirements;
- Texas Education Code Chapter 22 criminal-history requirements when applicable;
- Conflict-of-interest requirements under Texas Local Government Code Chapter 176;
- Applicable boycott and verification statutes when the statutory conditions for those certifications are met;
- Federal requirements when a specific work order is paid with federal funds, including applicable 2 CFR Part 200 contract provisions, suspension/debarment, records, and other grant requirements;
- District policies, procedures, safety requirements, technology requirements, and facility-access controls; and

Records sufficient to substantiate labor, materials, markups, equipment charges, and invoices.

Section 20: Protest Procedures

A proposer wishing to protest a recommendation for award shall submit a written protest to the Hitchcock ISD Director of Finance within five (5) business days following issuance of a notice of intent to award or other written notice of the recommended award. The protest must identify the solicitation, action protested, factual and legal grounds, supporting documentation, and requested relief.

The filing of a protest does not automatically stay Board consideration, award, implementation, emergency work, or other procurement activity. The Superintendent or designee shall review the protest consistent with applicable law and District policy.

Section 21: Reservation of Rights

- Reject any or all proposals, in whole or in part;
- Cancel, postpone, amend, or reissue the solicitation;
- Waive minor informalities or administrative irregularities that do not materially affect competition;
- Determine proposer responsibility and proposal responsiveness;
- Verify qualifications, licenses, references, insurance, pricing, service capacity, and representations;
- Request clarifications, interviews, presentations, demonstrations, site visits, or Best and Final Offers;
- Negotiate terms and pricing as permitted by law;
- Make a single award, multiple awards, category-specific awards, partial awards, or no award;
- Use awarded contractors in any order or obtain mini-quotes among awarded contractors;
- Use other lawful procurement methods when appropriate; and
- Exercise any other right available under applicable law, District policy, or the resulting agreement.

ATTACHMENT A

VENDOR PROPOSAL FORM

Proposal Submission Checklist ☐ Included in Proposal Submission

Legal Name of Firm: _____

DBA (if applicable): _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Website: _____

Primary Contact: _____

Title: _____

Email Address: _____

Federal Tax ID Number: _____

Years in Business: _____

Primary Dispatch / Service Location:

Emergency Contact / Phone: _____

The undersigned certifies that the information contained in this proposal is true and correct and that the proposer is authorized to submit this proposal on behalf of the firm.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT B

PRICING PROPOSAL FORM

Proposal Submission Checklist

☐ **Detailed Pricing Sheet Included with Proposal**

Submit one pricing schedule for each service category offered. Duplicate this page or attach a clearly labeled proposer-developed pricing sheet containing all required information.

Company Name: _____

Service Category / Trade: _____

Regular Hourly Rate: _____

After-Hours Hourly Rate: _____

Weekend Hourly Rate: _____

Holiday Hourly Rate: _____

Emergency Call-Out Charge: _____

Minimum Service Charge: _____

Trip / Mobilization Charge: _____

Material Markup %: _____

Equipment Rental Markup %: _____

Subcontractor Markup %: _____

Other Fees / Charges: _____

For HVAC/chiller categories, separately identify Technician, Senior Technician, Controls Technician, Chiller Technician, Helper/Apprentice, and Supervisor rates where applicable. For recurring landscape or preventive-maintenance services, attach unit, monthly, annual, or site-based pricing.

Pricing Escalation / Renewal Method (if any):

Assumptions / Exclusions:

ATTACHMENT B2**SERVICE CATEGORY SELECTION**

Check each category for which the proposer requests consideration. The District may make awards by category.

Category	Service Area	Proposer Offers
1	HVAC preventive maintenance, diagnostics, repair, refrigerant services, rooftop units, split systems, package units, air handlers, coils, compressors, motors, and related components.	☐ Yes ☐ No
2	Chiller service and repair, including centrifugal/screw/scroll chillers, pumps, cooling towers, water loops, controls, and related mechanical systems.	☐ Yes ☐ No
3	Building automation systems (BAS), direct digital controls (DDC), thermostats, sensors, controls troubleshooting, programming, and related support.	☐ Yes ☐ No
4	Electrical maintenance and repair, including troubleshooting, lighting, receptacles, switches, panels, breakers, circuits, and minor electrical repairs by properly licensed personnel.	☐ Yes ☐ No
5	Plumbing maintenance and repair, including leaks, fixtures, piping, valves, water heaters, backflow-related services, and minor plumbing repairs by properly licensed personnel.	☐ Yes ☐ No
6	Drain and sewer cleaning, hydro-jetting, camera	☐ Yes ☐ No

Category	Service Area	Proposer Offers
	inspection, stoppage removal, and related services.	
7	Roof leak investigation, emergency patching, minor roof repair, flashing repair, and temporary weather protection. Roof replacement or construction projects may require separate procurement.	☐ Yes ☐ No
8	Landscaping and grounds maintenance, including mowing, edging, trimming, pruning, weed control, bed maintenance, and seasonal grounds services.	☐ Yes ☐ No
9	Irrigation system diagnostics, repair, controllers, valves, sprinkler heads, and related grounds-water systems.	☐ Yes ☐ No
10	Tree services, including trimming, pruning, storm-damage response, hazardous limb removal, and removal when authorized.	☐ Yes ☐ No
11	Pest control and integrated pest management services, including insects, rodents, and other facility pests, subject to applicable licensing requirements.	☐ Yes ☐ No
12	Locksmith, keying, cores, locks, cylinders, door hardware, panic hardware, and related access hardware.	☐ Yes ☐ No
13	Doors, frames, closers, hinges, storefront systems, and hardware repair.	☐ Yes ☐ No
14	Glass and glazing, window repair, replacement glazing, and emergency board-up.	☐ Yes ☐ No

Category	Service Area	Proposer Offers
15	Flooring repair and maintenance, including carpet, resilient flooring, tile, base, and minor floor repairs.	☐ Yes ☐ No
16	Painting, patching, wall repair, touch-up, coatings, and related minor finish work.	☐ Yes ☐ No
17	Carpentry, cabinetry, shelving, trim, ceiling tile/grid repair, and general minor building repairs.	☐ Yes ☐ No
18	Masonry and minor brick/block repair, subject to the construction-services limitation in this RFP.	☐ Yes ☐ No
19	Fencing and gate repair, including chain-link, ornamental, wood, hardware, and minor gate systems.	☐ Yes ☐ No
20	Welding and metal repair for facility, grounds, athletic, and operational equipment.	☐ Yes ☐ No
21	Fire and life-safety system inspection, testing, maintenance, and repair by appropriately licensed providers, including fire alarm, sprinkler, extinguisher, and suppression systems as applicable.	☐ Yes ☐ No
22	Generator preventive maintenance, load testing, diagnostics, repair, batteries, and emergency power support.	☐ Yes ☐ No
23	Commercial kitchen equipment maintenance and repair, including ovens, ranges, warmers, dish machines, and related equipment.	☐ Yes ☐ No

Category	Service Area	Proposer Offers
24	Commercial refrigeration maintenance and repair, including walk-in coolers/freezers, reach-ins, ice machines, and related systems.	☐ Yes ☐ No
25	Elevator, lift, and accessibility equipment maintenance and repair by properly licensed or authorized providers.	☐ Yes ☐ No
26	Pressure washing, exterior cleaning, specialty cleaning, and facility deep-cleaning services.	☐ Yes ☐ No
27	Parking lot striping, signage, wheel stops, minor pothole repair, and minor pavement maintenance, subject to the construction-services limitation.	☐ Yes ☐ No
28	Concrete and sidewalk minor repair, trip-hazard correction, and small maintenance repairs, subject to the construction-services limitation.	☐ Yes ☐ No
29	Playground equipment inspection, maintenance, repair, surfacing maintenance, and related services.	☐ Yes ☐ No
30	Athletic facility and equipment maintenance and repair, including bleachers, goals, nets, scoreboards, field equipment, and related systems.	☐ Yes ☐ No
31	Storm and emergency cleanup, debris removal, temporary protection, emergency stabilization, and rapid-response facility support.	☐ Yes ☐ No

Category	Service Area	Proposer Offers
32	Water extraction, structural drying, dehumidification, moisture control, and emergency remediation-related services. Regulated environmental remediation requires applicable licensing and District authorization.	☐ Yes ☐ No
33	Signage installation and repair, building signs, directional signs, and minor graphics/wayfinding support.	☐ Yes ☐ No
34	Overhead doors, roll-up doors, operators, dock-related equipment, and related maintenance and repair.	☐ Yes ☐ No
35	Grease trap, grease interceptor, exhaust hood, and kitchen exhaust cleaning/maintenance services where applicable.	☐ Yes ☐ No
36	Waste, roll-off container, hauling, and debris-disposal services associated with authorized maintenance or emergency work.	☐ Yes ☐ No
37	Portable sanitation and temporary facility-support services associated with maintenance, emergency, or event operations.	☐ Yes ☐ No
38	General handyman and miscellaneous facility maintenance services not otherwise listed, provided the work is lawful under this procurement method.	☐ Yes ☐ No
39	Equipment rental with or without operator when directly associated with authorized	☐ Yes ☐ No

Category	Service Area	Proposer Offers
	maintenance or emergency-response work.	
40	Other proposer-identified facility maintenance specialty. Proposer must describe the service and all required licensing/certifications.	☐ Yes ☐ No

ATTACHMENT C

REFERENCES

Proposal Submission Checklist

☐ **Included in Proposal Submission**

Provide three (3) references, preferably Texas public school districts, governmental entities, or comparable multi-site organizations.

Reference #1

Organization: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Contract Term / Dates: _____

Approximate Annual Value: _____

Services Provided: _____

Reference #2

Organization: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Contract Term / Dates: _____

Approximate Annual Value: _____

Services Provided: _____

Reference #3

Organization: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Contract Term / Dates: _____

Approximate Annual Value: _____

Services Provided: _____

ATTACHMENT D

NON-COLLUSION AFFIDAVIT

The undersigned certifies that this proposal has been independently prepared and submitted without collusion, consultation, communication, or agreement with any other proposer for the purpose of restricting competition.

Authorized Representative: _____

Signature: _____

Date: _____

ATTACHMENT E

FELONY CONVICTION NOTICE

Texas Education Code §44.034

Has the proposer or any owner of the proposer been convicted of a felony?

☐ Yes

☐ No

If yes, provide explanation below:

Authorized Representative Signature:

ATTACHMENT F

CRIMINAL HISTORY CERTIFICATION

The undersigned certifies compliance with Texas Education Code Chapter 22 and all applicable criminal history and fingerprinting requirements.

Authorized Representative:

Signature:

Date:

ATTACHMENT G

DEBARMENT CERTIFICATION

The proposer certifies that neither the firm nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or state program.

Authorized Representative:

Signature:

Date:

ATTACHMENT H

HB 89 VERIFICATION

The proposer shall complete any certification required by Texas Government Code Chapter 2271, if applicable.

Vendor verifies that it does not boycott Israel and will not boycott Israel during the term of any resulting contract, if applicable under Texas Government Code Chapter 2271.

☐ Applicable

☐ Not Applicable

Authorized Representative: _____

ATTACHMENT I

SB 252 VERIFICATION

The proposer shall complete any certification required by Texas Government Code Chapter 2274, if applicable.

Vendor verifies that it does not boycott energy companies and does not discriminate against firearm entities or firearm trade associations as required by Texas Government Code Chapters 2274 and 2276, if applicable.

☐ Applicable

☐ Not Applicable

Authorized Representative: _____

ATTACHMENT J

CONFLICT OF INTEREST REQUIREMENTS

Vendors are responsible for determining whether a Conflict of Interest Questionnaire (Form CIQ) must be filed pursuant to Texas Local Government Code Chapter 176.

Additional information and forms may be obtained from the Texas Ethics Commission.

ATTACHMENT K

INSURANCE REQUIREMENTS

☐ Insurance Requirements Acknowledged

The successful proposer shall comply with Section 7 and provide evidence of required coverage before commencement of services. Higher-risk scopes may require additional coverage before work authorization.

ATTACHMENT L

VENDOR ACKNOWLEDGMENT

The undersigned acknowledges receipt of the RFP and all addenda and agrees to comply with all requirements contained therein.

Firm Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

ATTACHMENT M

W-9 REQUIREMENT

The successful proposer shall submit a current IRS Form W-9 prior to contract award.

ATTACHMENT N

NEWSPAPER ADVERTISEMENT NOTICE

NOTICE TO PROPOSERS

Hitchcock Independent School District is accepting proposals for:

RFP #26-09-0332RFP

**Districtwide General Maintenance, Repair, Emergency Response & Facility
Services**

Proposal Due Date: October 2, 2026, 2:00 PM CT

Proposal documents may be obtained from Hitchcock Independent School District. Questions shall be submitted in writing to James Briscoe, Director of Finance, at jbriscoe@hitchcockisd.org. The deadline for questions is September 23, 2026, at 2:00 PM CT.

Hitchcock Independent School District reserves the right to reject any or all proposals, waive minor informalities or irregularities, make single or multiple awards by service category, and make awards determined to provide Best Value to the District, consistent with applicable law and District policy.