



INDEPENDENT SCHOOL DISTRICT

Competitive Sealed Proposal (CSP)

CSP Number: 160609-MEP
TITLE: Building Systems Support Services
DUE DATE: June 9, 2016
PRIOR TO: 2:00 pm
Pre-Bid Meeting: 8:00 am on May 25, 2016
230 N. Mayhill, Denton, TX. 76208

Mail or deliver complete CSP package to:

Denton Independent School District
Purchasing Department
1213 N. Locust St.
Denton, TX 76201

For additional information, please contact the person listed below. **All questions must be submitted in writing** (email preferred) and received on or seven (7) calendar days prior to the opening date and time. **No verbal responses will be provided.** Please note that CSP results are **NOT** available by telephone.

Cheryl Farmer, Asst. Purchasing Agent
cfarmer@dentonisd.org
FAX: 940-369-4991

PROPOSER IDENTIFICATION (Please print information clearly)

Firm Name: _____	Date: _____
Address: _____	Phone: _____
_____	Fax: _____
City/St/Zip: _____	Email: _____

You MUST sign the CSP Signature Sheet on page 13 in order for your CSP to be accepted.

COMPETITIVE SEALED PROPOSAL (CSP) BUILDING SYSTEMS SUPPORT SERVICES DENTON INDEPENDENT SCHOOL DISTRICT

The Denton Independent School District (referred to as the “District” from this point forward) is soliciting responses to this Competitive Sealed Proposal (CSP) for **Building Systems Support Services**.

The Proposer is strongly encouraged to read the entire CSP document prior to submitting response. Failure to provide the information requested in its entirety may be grounds for disqualification of the CSP.

Section 1.0: Instructions to Proposers

- 1.1 To be considered for award of this solicitation, all pages requiring signature plus any/all attachments, **must be** completed with all requested information, signed and returned sealed in an envelope or other appropriate package adequate to conceal and contain the contents prior to the CSP date and time. Failure to provide complete and accurate information may disqualify the Proposer.
- 1.2 Proposals **must be received** in the Purchasing Department office, 1213 N. Locust St., Denton, TX 76201 **PRIOR TO** the hour and date specified on the front page of this document or any subsequent Addenda. No other published dates will be binding. Proposals received after this date and time will not be considered. Denton ISD will not be responsible for mail delivered from the post office or by delivery service that is delivered late or to another location. **The district will not accept faxed, emailed or other electronic proposals.**
- 1.3 If due to inclement weather, natural disaster, or for any other cause the District office location where bids/proposals are to be submitted is closed on the due date, the deadline for submission shall automatically be extended to the next District business day on which the office is open, unless the proposer is otherwise notified by the District. The time of day for submission shall remain the same.
- 1.4 Addenda will be posted on the Purchasing Department page of the Denton ISD website, www.dentonisd.org. All Proposers receiving this CSP other than directly from Denton ISD are responsible to obtain all addenda that pertains to the CSP. All addenda become a part of the CSP documents. Proposers shall acknowledge receipt of all addenda on the Signature Sheet.
- 1.5 All vendor communications must be directed in writing to the person listed on the first page of this document. Request for information/interpretation must be received on or before seven (7) calendar days prior to the opening date and time. Include the CSP Number and Name in the subject line. Only questions answered by formal written addenda will be binding.
- 1.6 If any exceptions are taken to any portion of the CSP, the proposer must clearly indicate the exception taken and include a full explanation on the Deviation/Compliance Signature Form or as a separate attachment to the CSP. The failure to identify exceptions or proposed changes will constitute acceptance by the Supplier of the CSP as proposed by the District. The District reserves the right to reject a CSP containing exceptions, additions, qualifications or conditions.
- 1.7 The CSP response must be signed by an individual authorized to contractually bind the company submitting the CSP. A failure to sign the CSP could cause it to be rejected as non-responsive. The CSP must include full company name and address of Proposer, the title or authority to bind his/her firm in a contract and contact information. A Signature Sheet is included in this packet.
- 1.8 A response to this solicitation is an offer to contract with Denton ISD and its members based on the specifications and standard terms and conditions contained in this document. Bids/proposals do not become contracts unless and until they are both accepted by DISD through an award letter to the bidder, signed contract and/or put into effect by the issuance of a purchase order signed by an authorized representative of the Denton ISD Purchasing Department.

- 1.9 The District reserves the right to award this CSP to a single vendor, multiple vendors, each line item separately, or in any combination 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 Form and included with this CSP.
- 1.10 Responses will be considered irregular if they show any omissions, alterations of form, additions, or conditions not called for, unauthorized alternate CSP’s, failure to return all forms and copies, or irregularities of any kind. However, the District reserves the right to waive any irregularities and to make the award in the best interests of the District.
- 1.11 Denton ISD reserves the right to accept or reject any and/or all of the proposals, to waive technicalities, to be the sole judge of quality and equality, to be the sole judge as to the definition of “best overall benefit” and accept the proposal that is in the best interest of the district.
- 1.12 Each proposal shall be carefully prepared using identical proposal forms bound herewith. Entries on the proposal shall be typed or legibly written. All prices shall be stated in words and figures except where the forms provide for figures only. The CSP must remain open for a period of ninety (90) days subsequent to the submission due date, unless otherwise indicated, to allow time for the offer(s) to be evaluated and board of trustees action, if required.
- 1.13 The District reserves the right to acquire reasonable amount of additional goods or services, as listed on this CSP, subject to verification of the same or lower prices and conditions on the CSP.
- 1.14 Vendors that do business with a school district are required to file a questionnaire to identify any potential conflicts of interest. The CONFLICT OF INTEREST QUESTIONNAIRE is included in this proposal.
- 1.15 In order to ensure the integrity of the selection process, Proposer’s employees, officers, agents, or other representatives shall not lobby or attempt to influence a vote or recommendation related to the Proposer’s response, directly or indirectly, through any contact with school board members or other district officials from the date this CSP is released until the award.
- 1.16 All contractors, subcontractors and their employees must submit to Denton ISD proof of a satisfactory criminal record history of all individuals working on district property through background checks conducted as required by Senate Bill 9. The criminal record history must be obtained by the successful bidder before any work is performed. The information regarding the requirements for conducting a criminal records check is posted on The Texas Department of Public Safety’s website www.tx.dps.state.tx.us by clicking open Crime Records and reading School District Guide to Senate Bill 9. The cost for each criminal records check is approximately \$100.00.
- 1.17 Vendors who perform work inside Denton ISD facilities are hereby notified that our buildings may contain asbestos containing materials. This notification is required by both the State of Texas Department of State Health Services and the Federal EPA Asbestos regulations. These guidelines cover both Denton ISD’s responsibilities and the Employer’s responsibility to their employees. As a vendor, it is your responsibility to check each building prior to performing any work in that facility. These building materials may include, but not limited to: ceiling tile, floor tile and mastic, sheetrock, tape and be compound, thermal pipe insulation, spray-on ceiling material, calks, and roofing products. As there have been numerous asbestos containing products manufactured over the years, you must check each building’s Asbestos Management Plan. This plan is normally kept in the main office and may be reviewed upon request. After reviewing the Asbestos Management Plan and are still unclear about whether the area you will be working in contains asbestos or not, please contact Bill Knight at 940-369-0200.
- 1.18 Possession of fire arms, alcohol and/or drugs, even in vehicles, is strictly prohibited on school district property. Use of any tobacco products is not permitted on school property.

Section 2.0: Standard Terms and Conditions

- 2.1 The District reserves the right to accept or reject any and/or all proposals, to waive any technicalities, to waive any formalities, to be the sole judge of quality and equality, to accept the proposal that is in the best interest of the district, and the right to waive minor irregularities in the procedures.

- 2.2 The District further reserves the right to reject all proposals and seek new proposals when such procedures are in the best interest of the district. The District also will be the sole judge as to the definition of “district’s best interest”.
- 2.3 No orders are to be placed without a purchase order signed by the Purchasing Agent. No payment will be made for orders filled without an approved purchase order.
- 2.4 All invoices must include the purchase order number and sent to:

Denton Independent School District
Accounts Payable Department
P. O. Box 2387
Denton, Texas 76202

PAYMENTS WILL BE MADE MONTHLY

- 2.5 Denton ISD is exempt from Federal Excise Tax. **DO NOT INCLUDE TAX IN CSP PRICES.** Excise Tax Exemption Certificate will be furnished upon request.
- 2.6 The successful Proposer may not assign its rights and duties under an award without the written consent of Denton ISD. Such consent shall not relieve the assignor of liability in the event of default by its assignee.
- 2.7 Failure of the successful Proposer(s) to notify the District sufficiently in advance of the inability to complete the job within the time frame allowed and with acceptable reasons(s) shall give the District the option of cancelling the contract.
- 2.8 Denton ISD is a member of the Educational Purchasing Cooperative of North Texas (EPCNT). Several governmental entities around Denton ISD have indicated an interest in being included in this contract. All purchases by entities other than Denton ISD will be billed directly to that entity and paid by that entity. Denton ISD will not be responsible for another entity’s debts.
- 2.9 Insurance Requirements, when required, (Section 6.0) will submit the following Certificates of Insurance naming Denton ISD as Certificate Holder and named additional insured on General Liability Certificates. Certificates may be faxed to the Purchasing Department at 940-369-4991 or emailed to cfarmer@dentonisd.org. The selected Proposer will be required to supply the insurance certificate(s) prior to the start of the project. The selected Proposer agrees to provide insurance policies or contracts for insurance, when requested, in addition to Certificates of Insurance **The District reserves the right to require higher limits of coverage depending on the size, scope and nature of a CSP.** The following minimum limits shall apply to each type of insurance coverage.
- 2.9.1 **Worker’s Compensation and Employer’s Liability Insurance** with statutory limits in conjunction with Employer’s Liability Insurance with limits no less than \$500,000 per accident/disease is required. The Vendor shall require subcontractors to provide insurance for the latter’s employees, unless such employees are covered by a Worker’s Compensation policy furnished by the General Contractor.
- 2.9.2 **Commercial Automobile Liability and Property Damage** covering all owned, non-owned and hired vehicles to be used in performance of this work; Bodily injury and Property Damage coverage shall be in an amount no less than \$100,000 per person/\$300,000 per occurrence/\$100,000 property damage.
- 2.9.3 **Commercial General Liability Damage Insurance** – at the minimum combined single limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage, which coverage shall include products/completed operations. (\$1,000,000 products/completed operations must be maintained for at least two (2) years after the installation is completed). Coverage must be written on an occurrence form. Contractual liability must be maintained with respect to the contractor’s obligations contained in the contract. A per-project aggregate endorsement must be included.

- 2.9.4 **Umbrella Liability Insurance** – Liability on a following form basis with a limit not less than \$1,000,000 per occurrence in excess of all primary limits.
- 2.9.5 The successful proposer shall furnish Denton ISD certificates of insurance in writing no later than 15 working days after acceptance of a contract.
- 2.9.6 Denton ISD must be given ten (10) day notice of cancellation or change in insurance coverage.
- 2.10 Bond Requirement, when required, (Section 6.0) will submit the following:
 - 2.10.1 **Bid Security Bond, Certified Check or Cashier’s Check** in an amount equal to 5% of the largest possible total proposed cost and made payable to the District and submitted with proposal.
 - 2.10.2 **Performance Bond** in the amount of 100% of proposed management fee. Bond shall be held by a legitimate surety company licensed to do business in the state of Texas and acceptable to the District.
 - 2.10.3 **Labor and Material Payment Bond** in the amount of 100% of proposed management fee. Bond shall be held by a legitimate surety company licensed to do business in the state of Texas and acceptable to the District.
 - 2.10.4 **Third Party Fidelity bond** of \$50,000 per employee along with umbrella coverage in the amount of not less than \$5,000,000.
 - 2.10.5 The successful proposer shall furnish to Denton ISD, when required, no later than 15 working days after acceptance of a contract.
 - 2.10.6 Bonds shall be executed by a Surety Company approved by the District and authorized to do business in the state of Texas.
- 2.11 Certificate of Interested Parties – Form 1295
 - 2.11.1 The Texas Legislature adopted House Bill 1295 which added section 2252.908 of the Government Code Chapter 2252, Contracts with Governmental Entity.
 - 2.11.2 Section 2252.908 Disclosure of Interested Parties
(d) “A governmental entity or state agency may not enter into a contract described by Subsection (b) with a business entity unless the business entity, in accordance with this section and rules adopted under this section, submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.”
 - 2.11.3 Form 1295 is not required for the submission process but must be completed prior to contract execution.
 - 2.11.4 For further information go to https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm
- 2.12 During any fiscal year of this agreement the Board of Trustees fails to appropriate funds, the District will immediately notify the contractor and relieve them of their obligations under this agreement. Any/All extensions will be subject to the availability of funds, product quality, vendor performance, and the agreement of both parties to extend.
- 2.13 Neither the vendor nor the district shall be responsible or deemed to be in default of its obligations to the other to the extent any failure to perform or delay in performing its obligation under any resulting agreement is caused by events or conditions beyond the reasonable control of that party, and are not due to the negligence or willful misconduct of such party (hereinafter, “Force Majeure events”). For purposes of this document, Force Majeure events shall include, but not limited to, acts of God or public enemy, war, riot or civil commotions,

strikes, epidemic, fire, earthquake, tornado, hurricane, flood, explosion or other catastrophes, or events or conditions due to governmental law, regulations, Ordinances, order of a court of competent jurisdiction, executive decree or order. However, in the event of such delay(s) or nonperformance, the party so delayed shall furnish prompt nonperformance and mitigate its effects or to otherwise perform. The District shall not be responsible for payment for any product or service delayed or foreclosed by a Force Majeure event unless and until such delayed or foreclosed product or service is provided.

Section 3.0: Scope of Work

- 3.1 The District is accepting Competitive Sealed Proposals (CSP) from qualified vendors for Building Systems Support Services. The Contractor(s) shall provide qualified personnel to perform planned maintenance, inspection and repair services for the facilities listed in this proposal.
- 3.2 The District has an active construction and renovation program with several projects currently in process or planned during the term of this agreement.
 - 3.2.1 The District will provide a list of new facilities added during the term of this CSP and negotiate a price prior to the renewal period.
 - 3.2.2 The District will provide a list of current facilities that may be sold, demolished, or remodeled during the term of this CSP and negotiate a price and scope of work prior to the renewal period.
- 3.3 Staffing Requirements and Standards
 - 3.3.1 Proposer accepts full responsibility for adhering to Senate Bill 9 (SB9 attached) and all its requirements for obtaining national criminal history record information and fingerprinting of all employees that are assigned duties where students are present.
 - 3.3.2 Proposer shall provide a list/log of all current staff with appropriate documentation verifying compliance with Senate Bill 9 regarding the fingerprinting /background checks.
 - 3.3.3 All matters pertaining to the recruitment, screening, hiring and retention shall be the exclusive responsibility of the Contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and any other stipulations germane to prudent personnel management.
 - 3.3.4 Contractor employees may not work on District property where students are present when they have been convicted, received probation or deferred adjudication for any of the following, but not limited to, felony offenses:
 - 3.3.4.1 Any offense against a person who was, at the time of the offense, under 18 year of age or enrolled at a public school, any sex offense, any crimes against persons involving controlled substances or property, or any other offense the District believes might compromise the safety of students, staff, or property.
 - 3.3.5 Contractor shall provide qualified and trained personnel to perform the duties and responsibilities described in this proposal and resulting agreement.
 - 3.3.6 The Contractor shall be responsible for the training, as necessary, in the uses and applications of chemicals, gases, etc. and the use of equipment to facilitate safe conditions outlined by OSHA for the employees and the district's students and staff.
 - 3.3.7 Personnel will maintain a courteous and professional appearance and attitude while on Denton ISD property.
 - 3.3.8 Contractor shall without incremental expense to Denton ISD, obtain and maintain necessary licenses and permits, and be responsible for complying with any Federal, State, County and Municipal laws, codes and regulations which are applicable to the performance of work under the resulting agreement.

- 3.3.9 Contractor shall without incremental expense to Denton ISD provide all employment costs, background and criminal history review, insurance, benefits, uniforms, personal protection and safety equipment, cell phones, radios, vehicles, fuel, ladders and hand tools as required by each trace to perform normal and customary work and training for personnel assigned to the resulting agreement.
- 3.3.10 Proper clothing will be worn at all times. Sleeved t-shirts and long pants are the preferred attire with the company logo on the shirts. Any deviation from this will be reviewed for acceptance.
- 3.3.11 Denton ISD requires all vendors doing business on Denton ISD property to have their employees and vehicles identified with company logos on vehicles, ball caps, shirts and/or badges.
- 3.3.12 Possession of fire arms, alcohol and/or drugs, even in vehicles, is strictly prohibited on school district property. Use of any tobacco products is not permitted on school property.
- 3.4 Damage
 - 3.4.1 The Contractor shall be responsible for the repair/replacements, to the satisfaction of the district's representative, of any damage to the facility caused by the Contractor or contractor employees.
- 3.5 Dispute Resolution
 - 3.5.1 Dispute resolution will begin with the Executive Director of Operations.
 - 3.5.2 Any unresolved issues will be addressed by the selected vendor, the Executive Director of Operations and the Purchasing Department.
- 3.6 Parts and Supplies
 - 3.6.1 Denton ISD will furnish all maintenance repair parts and supplies to include all service expendables, cleaning supplies, lubricants, refrigerants, chemicals, gasses, air filters, major rental equipment and all other specialized tools to perform infrequent repairs that required such tools.
- 3.7 Work Hours
 - 3.7.1 All work will be performed during regular school business hours:
7:00am to 4:00pm, Monday through Friday excluding school holidays unless otherwise agreed.
 - 3.7.2 The official school calendar is located on the Denton ISD website.
- 3.8 Sub-Contractors
 - 3.8.1 Sub-contracting of services must be approved by Denton ISD prior to any work being performed.

Section 4.0: Performance Requirements and Conditions

- 4.1 Electrical, HVAC, Irrigation, Kitchen, Plumbing and Refrigeration Support Services
 - 4.1.1 Perform planned maintenance on the HVAC, Kitchen and Refrigeration equipment and systems as listed in attached Equipment List. Proposer shall submit a detailed plan of their approach to performing planned maintenance on this equipment including a list of proposed tasks for each type of system as ATTACHMENT C.
 - 4.1.1.1 Annual maintenance tasks on Chillers and Cooling Towers should be scheduled just prior to the start of the school year.
 - 4.1.1.2 Planned maintenance of Boilers should be scheduled as a seasonal heating system start-up and shut downs.

- 4.1.1.3 Condenser coils must be cleaned with the approach following manufacture's recommendations and at least on time per year.
- 4.1.1.4 Air filter changes are included in this scope of work. Frequency of changes will be determined jointly by the contractor and the district.
- 4.1.1.5 As planned maintenance cycle is completed on a campus, a report must be submitted to the district detailing the work performed, the condition of the equipment and identifying any maintenance areas that may require special attention or where unsafe conditions exists.
- 4.1.2 Perform all other maintenance, service calls and repair service / equipment replacement on all the district's Electrical, HVAC, Irrigation, Kitchen, Plumbing and Refrigeration equipment and systems as needed and directed by the District.
- 4.2 Water Treatment Service
 - 4.2.1 Perform services on the closed and open systems listed in the attached Equipment List.
 - 4.2.2 Include all test kits, portable meters and chemicals to test and properly treat the systems on an ongoing basis. Systems should be tested and if necessary, treated on the following intervals:
 - 4.2.2.1 Closed System Chilled Water Quarterly
 - Closed System Hot Water Quarterly
 - Closed System Geo-thermal Semi-Annual
 - Open System Cooling Towers Monthly
- 4.3 Building Automation & Card Access Systems Support
 - 4.3.1 All buildings, systems and campuses are monitored and controlled by the systems as noted in the attached Equipment List.
 - 4.3.2 Perform the following Software Support Services:
 - 4.3.2.1 Provide diagnostic tests to ensure proper system function.
 - 4.3.2.2 Provide application support and operator training as needed to ensure the systems are utilized to the fullest possible extent.
 - 4.3.2.3 Provide periodic data base back-ups for all systems.
- 4.4 Hardware Support Services
 - 4.4.1 Perform scheduled planned maintenance as follows:
 - 4.4.1.1 Monthly inspection and necessary cleaning of front-end computers, monitors and printers.
 - 4.4.1.2 Annual calibration of temperature, humidity and CO2 sensors.
 - 4.4.1.3 Annual inspection of Card Access System and Door Control Devices.
 - 4.4.1.4 Annual inspection of Intelligent Irrigation Controls.
 - 4.4.1.5 Annual inspection of all controllers and enclosures.
 - 4.4.2 Perform all other maintenance, service calls and repairs to the systems as needed and directed by the district.
 - 4.4.3 Help-Desk Support
 - 4.4.3.1 Provide unlimited telephone support for operational or maintenance oriented questions.

- 4.4.3.2 Have the ability to remotely access the system to accurately diagnose situations and assess customer needs.
- 4.5 Fire Extinguisher Inspection / Services
 - 4.5.1 Provide the following services:
 - 4.5.1.1 Perform annual fire extinguisher inspections and functional tests per NFPA Standards.
 - 4.5.1.2 Complete Documentation and Recommendations of the test and inspection as follows:
 - 4.5.1.2.1 Location
 - 4.5.1.2.2 Test results, load readings, or voltages.
 - 4.5.1.2.3 Discrepancies noted, recommendations and on correction made on site.
 - 4.5.1.3 Documentation will be provided in hard copy and via email, if requested, and kept on file at the contractor's location for a period of five years from time of inspection.
 - 4.5.1.4 This does not include the kitchen hood extinguishing systems.
- 4.6 Energy Management Support Services
 - 4.6.1 Provide the following services"
 - 4.6.1.1 Semi-annual Building Automation and Control System utilization review. Review equipment operation schedules to ensure that mechanical systems are operation as programmed. Make recommendations for changes that will reduce energy cost.
 - 4.6.1.2 Meet with District staff to review utility costs and address abnormal consumption or cost concerns as needed.
 - 4.6.1.3 Semi-annual electric, gas and water utility cost analysis for all campuses and buildings in the district. The analysis shall identify and compare the consumption and cost for current periods with prior periods on a campus by campus and utility by utility basis. The analysis shall also include comparisons that normalize weather, size and utility rates.
 - 4.6.1.4 Make recommendations and assist with re-negotiations and/or provider changes on campuses where the electric utility is deregulated.
 - 4.6.1.5 Walk-through audits of campuses and buildings as needed to investigate evaluate energy use or saving opportunities.
 - 4.6.1.6 Semi-annual report to the administration and board.
 - 4.6.1.7 Provide an alternate price for off premise utility accounting services to collect, input and validate all utility cost and consumption information into a software data base supplied by the vendor. The software and data base would contain real-time energy dashboards that accomplish and/or facilitate the requirements of sections 4.6.1.3. Fully. Describe the service as directed in Section 6.
 - 4.6.1.8 Provide an alternate price for ongoing real time monitoring of electric consumption on a campus by campus bases.
 - 4.6.1.8.1 Include all campuses where the utility provider provides this information via a website and other campuses where the electric meters have been connected to the district's building automation and control system.
 - 4.6.1.8.2 Provide weekly reports to the district with observations and recommendations for more effective operation.

Section 5.0: Evaluation Criteria

- 5.1 Final evaluation of this proposal will be based on the Texas Education Code 44.034 (b) per the General Conditions. Evaluation of pricing will be based on Unit Price value to be submitted on the “Pricing Sheet”.

EVALUATION CRITERIA	POINT VALUE
Purchase Price	45
Reputation of the vendor and vendor’s goods or services	10
Quality of the vendor’s goods or services	15
Extent to which the goods or services meet the district’s needs	15
Vendor’s past relationship with the district	3
Impact of district’s compliance with laws and rules relating to Historically Underutilized Businesses	2
Total long-term cost to the district	5
Other relevant factors specifically listed in this CSP	5
Total Points	100

- 5.2 The District does not award contracts on pricing alone. The District reserves the right to award the contract to the proposer(s) who offer the best value and in the best interest of the district.
- 5.3 The District reserves the right to be the sole judge as to the definition of “best value” and “Best interest of the district”.
- 5.4 Denton ISD reserves the right to negotiate price/delivery for service(s) / product(s) identified by this request. Discussions / negotiations may be conducted with vendors who are deemed to be within the competitive range. If discussions/ negotiations are conducted, respondents may be required to submit a best and final offer. The best and final offer may be required as early as 24 hours after completion of discussions/negotiations.
- 5.5 If the District is unable to reach a contract agreement with the selected proposer, the District shall terminate further discussions and proceed to the next proposer in the order of the selection ranking until a contract agreement is reached or all proposals are rejected.
- 5.6 The District will review submission and notify submitting Proposers of decisions made. The District may elect to interview some of those vendors submitting proposals. Proposers to be interviewed will be notified as to the date, time and place for the interview.

Section 6.0: Special Terms and Conditions

- 6.1 The District intends to award this proposal to one (1) vendor if it is in the best interest of the District.
- 6.2 A Pre-Proposal Meeting will be held at 8:00 am on Wednesday, May 25, 2016 at the district maintenance facility, 230 North Mayhill Rd., Denton, TX 76208 to discuss the proposal requirements and an overview of Contractor expectations. Arrangements can be made to tour any of the facilities at the conclusion of the meeting. Only questions answered by formal written addenda will be binding. All addenda become a part of the CSP documents.
- 6.3 The proposal submission shall include one (1) original (Clearly labeled Original) and two (2) copies (Clearly labeled Copy) and must be sealed in an envelope, box or container, clearly marked on the outside with CSP 160609– Building Systems Support Services.
- 6.4 **The term of this contract**, upon governing body approval, shall be for a period of two (2) years beginning July 1, 2016 through June 30, 2018 with an option to renew for two (2) two year extensions, with governing

body approval, based on the long-range needs of the District and mutual consent of both parties. The final expiration date would be June 30, 2021.

- 6.5 Prices and/or discounts submitted shall be firm for the period of two years beginning July 1, 2016. After the initial contract term, the District reserves the right to extend the contract as indicated in this request. Renewing the contract would imply doing so under the same terms and conditions. Any proposed price change(s) must be submitted in writing and signed by an authorized company representative **no later than** six (6) months prior to the expiration date to be considered. Within this six (6) month period, the District reserves the right to negotiate or reject any or all request for rate increases. Prices will remain firm during each renewal period.
- 6.6 Price increases for each additional extension term will be negotiated not to exceed the CPI in the Denton/Dallas/Fort Worth area at the time of the renewal.
- 6.7 The District will provide a list of additional facilities added during the term of this CSP and negotiate a price prior to the renewal period.
- 6.8 The District will provide a list of current facilities that may be sold, demolished, remodeled or property boundaries changed during the term of this CSP and negotiate a price and scope of work prior to the renewal period.
- 6.9 During any fiscal year of this agreement the Board of Trustees fails to appropriate funds, the District will immediately notify the contractor and relieve them of their obligations under this agreement. Any/All extensions will be subject to the availability of funds, product quality, vendor performance, and the agreement of both parties to extend.
- 6.10 The District reserves the right to extend this solicitation at the end of any contract term for up to 60 days if determined to be in the best interest of the District to ensure the availability of products and/or services. All purchase orders dated and issued within these dates will be subjected to the terms and conditions of this CSP.
- 6.11 The successful Proposer may not assign its rights and duties under an award without written consent of Denton ISD. Such consent shall not relieve the assignor of liability in the event of default by its assignee.
- 6.12 Whenever Denton ISD, in its discretion, deems it to be in the District's best interests, it may terminate any resulting award for the District's convenience. Such termination shall be effective thirty (30) days after Denton ISD delivers written notice of such termination for convenience to the Vendor. Upon receipt of such notice from the District, Vendor shall not thereafter incur, and Denton ISD shall have no liability for, any costs under this CSP that are not necessary for actual performance of the CSP between the date of the notice of termination for convenience and the effective date of that termination for convenience. In the event of a termination for convenience hereunder, Denton ISD shall have no liability to Vendor for lost or anticipated profit resulting there from.
- 6.13 The Vendor shall be considered in default of this CSP, and such default shall be grounds for the District to terminate any resulting award for this CSP and/or pursue any and all relief, at law or in equity, to which it may be entitled by reason of such default if Vendor fails to perform any of its obligations under this CSP and fails to correct such non-performance within ten (10) calendar days of written notice from the District to do so. Should any termination of this CSP under such termination shall be considered a termination for convenience under 6.12
- 6.14 To be considered for award of this solicitation, all pages requiring signature, plus any/all attachments, must be legible and completed with all requested information, signed and returned sealed in an envelope or other appropriate package adequate to conceal and contain the contents prior to the CSP date and time. Required documents are:
 - 6.14.1 Signature Sheet
 - 6.14.2 Deviation / Compliance Signature Form
 - 6.14.3 SB9 – Criminal History Record Information
 - 6.14.4 Non-Collusion Statement
 - 6.14.5 Criminal Background Check and Felony Conviction Notification
 - 6.14.6 Debarment or Suspension Certification Form
 - 6.14.7 Toxic Control Affidavit

- 6.14.8 Clean Air and Water Act Compliance
- 6.14.9 Resident Bidder's Certification
- 6.14.10 Conflict of Interest Questionnaire
- 6.14.11 Interlocal Agreement Clause (EPCNT) - Optional
- 6.14.12 References
- 6.14.13 Vendor Data Form
- 6.14.14 Additional Documents
 - W-9, Tax Payer Identification Number & Certification (Required)
 - Valid copy(s) of Certificates of Insurance – Required when awarded
 - HUB certification documentation – if applicable
 - Bid Security Bond or Cashier's Check – Required when awarded
 - Performance Bond – Required when awarded
 - Labor and Material Payment Bond – Required when awarded
 - Fidelity Bond – Required when awarded
- 6.14.15 Attachment A – Company History
- 6.14.16 Attachment B – Qualifications
- 6.14.17 Attachment C – Planned Maintenance
- 6.14.18 Attachment D – Management and Technical Approach
- 6.14.19 Proposal Form

SIGNATURE SHEET

I or we, the duly authorized undersigned, having carefully read and fully understand the specifications and conditions relating to this document, do hereby agree to enter into a contract with Denton ISD by tendering this offer to perform the work required and/or provide the products(s) specified in this solicitation. I or we, also certify to the accuracy of the certifications required which accompany this offer.

I, or we, are authorized to submit this offer and have not been a party to any collusion among offer/offerors in restraint of freedom of competition by agreement to offer at a fixed price or to refrain from offering; or with any Denton ISD employee, Board Trustee, or consultant as to quantity, quality, or price in the prospective contract, or in any terms of the prospective contract except in any authorized discussion(s) with Denton ISD's Purchasing personnel; or in any discussions or actions between offer/offerors and any Denton ISD employee, Board Trustee, or consultant concerning exchange of money or other things of value for special consideration in the award of this contract.

SUBMITTED BY:

FIRM: _____
(OFFICIAL FIRM NAME)

***MUST BE SIGNED IN INK TO BE
CONSIDERED RESPONSIVE***

BY: _____
(Original Signature)

Name: _____
(Typed or Printed Name)

Title: _____
(Typed or Printed Title) (Date)

Address: _____

City/State/Zip: _____

Phone #: _____ Fax #: _____

Email: _____

**NOTE: Submit copy of Proposer's
current W-9 Form**

Taxpayer Identification #: _____

I hereby acknowledge receipt of the following addenda (*if applicable*) which have been issued and incorporated into the CSP Document. (Please initial in ink beside each addenda received.)

Addendum No. 1 _____ Addendum No. 2 _____

Addendum No. 3 _____ Addendum No. 4 _____

DEVIATION/COMPLIANCE SIGNATURE FORM

Company Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Fax #: _____

Email: _____

If the undersigned Proposer intends to deviate from the Item(s) Specifications listed in this CSP document, all such deviations must be listed on this page, with complete and detailed conditions and information included or attached. The District will consider any deviations in its CSP award decisions, and the District reserves the right to accept or reject any CSP based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this form, the Proposer assures the District of his/her full compliance with the Terms and Conditions, Item Specifications, and all other information contained in this CSP document.

- No Deviation
- Yes Deviations

<i>Signature of Proposer</i> _____ <i>Date Signed</i> _____

If yes is checked, please list below. Attach additional sheet(s) if needed.

THIS COMPLETED FORM MUST BE RETURNED WITH BID PROPOSAL
Model SB 9 Contractor Certification Form
Criminal History Record Information Review of Certain Contract Employees

Introduction: Texas Education Code Chapter 22 requires service contractors to obtain criminal history record information regarding covered employees and to certify to the District that they have done so. Covered employees with disqualifying convictions are prohibited from serving at a school district.

Definitions:

Covered employees: Includes all employees of a contractor (to include any subcontractors and/or independent contractors) 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 direct contact with students.

Disqualifying conviction: One of the following offenses, if at the time of the offense: (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; or c) an equivalent offense under federal law or the laws of another state.

On behalf of _____ ("Name of Contractor"), I

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____

Zip: _____ Telephone: _____ Fax: _____ Email: _____

Certify that [check one]:

None of Contractor's employees are *covered employees*, as defined above.

Or

Some or all of the Contractor's employee are *covered employees*. If this box is selected, I further certify that:

Contractor has obtained all required criminal history record information, through the Texas Department of Public Safety, regarding its covered employees. None of the covered employees has a disqualifying conviction. Contractor has taken reasonable steps to ensure that its employees who are not covered employees do not have continuing duties related to the contract services or direct contact with students.

If Contractor receives information that a covered employee has a disqualifying conviction, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within three (3) business days.

Upon request, Contractor will make available for the District's inspection the criminal history record information of any covered employee. If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance by the Contractor with this certification may be grounds for contract termination.

Signature

Date

NON-COLLUSION STATEMENT

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

Firm Name: _____

Address: _____

City/State/Zip: _____

Phone #: _____ Fax #: _____

Name of Authorized Official: _____
(Typed or clearly printed)

Signature of Authorized Official: _____

Position / Title: _____ Date Signed: _____

Firm hereby assigns to purchaser any and all claims for overcharges associated with this CSP 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.

CRIMINAL BACKGROUND CHECK AND FELONY CONVICTION NOTIFICATION

CRIMINAL BACKGROUND CHECK

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

If the Bidder/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.

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 owner or operator of the business entity has been convicted of a felony.” The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states, “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction.” The District must compensate the person or business entity for services performed before the termination of the contract.

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

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

Firm Name: _____

Name of Authorized Company Official: _____
(Typed or clearly printed)

My firm is a publicly-held corporation; therefore this reporting requirement is not applicable:

Signature of Company Official: _____ Date: _____

A. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: _____ Date: _____

B. 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): _____

Signature of Company Official: _____ Date: _____

NOTE: Name and signature of company official should be the same as on the Non-Collusion Statement

Vendor is responsible for the performance of the persons, employees and/or sub-contractors Vendor assigns to provide services for the Denton ISD pursuant to this CSP on any and all Denton ISD campuses or facilities. Vendor will not assign individuals to provide services at a Denton 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 Denton ISD Purchasing Department.

DEBARMENT OR SUSPENSION CERTIFICATION FORM

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. Covered transactions include procurement of goods or services equal to or in excess of \$100,000. Vendors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, you (the Vendor):

- (1) Certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency under the Federal OMB, A-102, common rule.

Firm's Name: _____

Address: _____

City/State/Zip: _____

Telephone #: _____

Authorized Company Official's Name: _____
(Typed or printed)

Title of Authorized Representative: _____
(Typed or printed)

Signature of Authorized Company Official: _____

Date Signed: _____

TOXIC CONTROL AFFIDAVIT

Denton ISD has established Management Plans for ensuring a high level of environmental air quality through its Operations Department. All contractors performing construction projects for DISD must familiarize themselves with these Management Plans and comply prior with the beginning of any awarded construction project. DISD employees are available to review such Plans and assist in interpretation and understanding its Asbestos Management Plans at any time prior to beginning construction.

Certification of non-use of Asbestos and Lead Containing Materials is required by all General and Sub Contractors for all construction projects, by State and Federal regulations which Denton ISD is subject to. Completion of this Affidavit is mandatory before final payment on a project will be made. Complete this certificate, have it notarized and submit it with your application for final payment, certifying that no materials used in conjunction with this project contain asbestos or lead in any form and that all Material Safety Data Sheets (MSDA) have been supplied to Owner before submitting application for final payment.

ASBESTOS AND LEAD-FREE MATERIALS

I, the undersigned agent for the company/firm or individual named below, certify that materials supplied by me and used in conjunction with this project contained neither Asbestos nor Lead and are non-toxic in nature. I further certify this statement to be true for the project contracted with Owner as described below:

Project No. _____ School/Facility: _____

Description of project, including specific areas within school/facility certified as Asbestos/Lead free. Include building map, if necessary. Use facility name and room numbers where applicable: _____

Contractor's Name: _____

Authorized Company Official's Name: _____
(Printed or Typed)

The claim contained within this affidavit is subscribed and sworn before me, a Notary Public, this _____ day of _____, 20____.

Notary Public, State of _____

Signature

Printed Name

(Seal)

Date of Commission Expires

RESIDENT BIDDER'S CERTIFICATION

The 1985 Texas Legislature passed HB 620 relating to bids by nonresident contractors. The pertinent portion of the Act has been extracted and is as follows:

Section 1. (a)

- “Nonresident bidder” means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.
- “Texas resident bidder” means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state; or employs at least 500 persons in this state.

Section 1. (b)

The state or a governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchases of supplies, materials, or equipment to a nonresident bidder unless the nonresident’s bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident’s principal place of business is located.

I certify that _____ is a

Resident Bidder of Texas as defined in HB 620.

Signature: _____

Printed Name: _____

I certify that _____ is a

Nonresident Bidder of Texas as defined in HB 620 and our principal place of business is:

City and State: _____

Signature: _____

Printed Name: _____

CLEAN AIR AND WATER ACT COMPLIANCE

I, the vendor, am in compliance with the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended and understand that contracts and sub-grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387) and that violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(Please Type or Print Clearly)

Name of Company: _____

Address of Company: _____

Title of Submitting Official: _____

Signature: _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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 is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
 - (i) a contract between the local governmental entity and vendor has been executed;
 - or
 - (ii) the local governmental entity is considering entering into a contract with the vendor;
- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.
- (C) Of a family relationship with a local government officer.



INTERLOCAL AGREEMENT CLAUSE

Several governmental entities around the Denton Independent School District have indicated an interest in being included in this contract. Should these governmental entities decide to participate in this contract, would you (the vendor) agree that all terms, conditions, specifications, and pricing would apply?

Yes _____

No _____

If you (the vendor) check yes, the following will apply:

Governmental entities utilizing Internal Governmental contracts with the Fort Worth Independent School District will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by governmental entity other than Denton Independent School District will be billed directly to that governmental entity and paid by that government entity. Denton Independent School District will not be responsible for another governmental entity's debts. Each governmental entity will order its' own material/service as needed.

For information regarding the Educational Purchasing Cooperative of North Texas, please visit their website at the following address: <http://www.epcnt.com/INDEX.htm>

Company Name:

(Typed or printed)

Title of Authorized Representative:

(Typed or printed)

Signature of Authorized Company Official:

Date Signed:

REFERENCES

Please provide a minimum of three (3) references, preferably from school districts, who have used your services within the last three (3) years. Additional references may be required. **DO NOT LIST DENTON ISD EMPLOYEES, FORMER OR CURRENT AS REFERENCES.**

1. Company Name: _____

Address: _____

Business Phone: _____ Fax: _____

Contact Person: _____ Email: _____

Description of project or work completed: _____

2. Company Name: _____

Address: _____

Business Phone: _____ Fax: _____

Contact Person: _____ Email: _____

Description of project or work completed: _____

3. Company Name: _____

Address: _____

Business Phone: _____ Fax: _____

Contact Person: _____ Email: _____

Description of project or work completed: _____

VENDOR DATA FORM

1. For Purchase Orders: ORDERING ADDRESS INFORMATION

Company Name: _____

dba Name: _____

Address: _____

Business Phone: _____ Fax: _____

Contact Person: _____ Email: _____

Web address: _____

Indicate how your company would receive Purchase Orders from Denton ISD.

By Email: Yes _____ No _____ Email address: _____

By Fax: Yes _____ No _____ Fax: _____

By Mail: Yes _____ No _____ Address: _____

Representative Name: _____

Contact Number: _____ Email: _____

Purchasing Cooperatives: _____

2. For Payments: REMITTANCE ADDRESS INFORMATION

Company Name: _____

Address: _____

Business Phone: _____ Fax: _____

Contact Person: _____ Email: _____

3. For BID/PROPOSAL Notifications: ADDRESS INFORMATION

Company Name: _____

Address: _____

Business Phone: _____ Fax: _____

Contact Person: _____ Email: _____

Please insert Required Documents here that are listed on page 11 & 12, if applicable, that are not included in this document.

W-9, Tax Payer Identification Number & Certification (Required)

Valid copy(s) of Insurance Documents and Bonds (Required within 10 working days after award)

HUB certification documentation (if applicable)

Bid Security Bond or Cashier's Check (Submitted with proposal)

Performance Bond (Required within 15 working days after award)

Labor and Material Payment Bond (Required within 15 working days after award)

Fidelity Bond (Required within 15 working days after award)

Attachments at listed below

(This page does not need to be returned with packet)

Provide the following information as an attachment
(Identify each at the top of the page with the appropriate Attachment letter)

ATTACHMENT A

Company History: (Limit 10 pages)

1. Year Founded
2. Philosophy
3. Mission Statement
4. Description of types and number of accounts served
5. Number of employees
6. Ownership of company and business classification

ATTACHMENT B

Qualifications:

1. Each proposer shall submit evidence of qualification which would influence the ability to satisfactorily perform the services defined elsewhere in this document.
2. Organizational Chart – identifying the department(s) or individual(s) responsible for this program.
3. Provide resumes of key individuals associated with this project.
4. Provide audited financial statements for the last two (2) years. Failure to provide this information may result in your submission as nonresponsive.
5. Provide a list of all School Districts that the proposer is:
 - a. currently under contract with
 - b. number of years doing business with that school
 - c. contact name and number for each

ATTACHMENT C

Planned Maintenance: (Reference Section 4.0, 4.1.1, Page 7 of 33)

1. Submit a detailed plan of approach to performing planned maintenance on the equipment listed on the attached Equipment list.
2. Include a list of proposed tasks for each type of service.

ATTACHMENT D

Management and Technical Approach

1. Describe your management and technical approach to this work in detail including planned maintenance tasks.
2. Provide a very clear explanation of how the work will be performed in all areas and how staffing will be scheduled and allocated to this project. It is expected that the proposers will provide a very clear explanation of how the work will be performed in all areas, and how the staffing will be scheduled and allocated to this project. It is required that the selected proposer fully dedicate the following

minimum staffing level to this project, expanded and or supplemented as necessary with other fully dedicated staff or called in specialists and support in order to fulfill all requirements of this proposal:

- a. 1 ea Manager / Supervisor
 - b. 1 ea Building Automation Technician
 - c. 1 ea HVAC Lead
 - d. 2 ea Senior HVAC Technicians
 - e. 4 ea HVAC Technicians
 - f. 2 ea HVAC Helpers / Filter Technicians
 - g. 1 ea Master Plumber
 - h. 2 ea Journeyman Plumbers
 - i. 2 ea Irrigation Technicians
 - j. 1 ea Electrician
 - k. 2 ea Kitchen Equipment Technicians
3. Provide details of your proposed process for scheduling and tracking work progress and reporting both maintenance and repair functions as compared to the plan.
 4. Designate any of the services that will be sub-contacted and the name of the subcontractor with details of the subcontractor's approach, scope of services and qualifications similar to that required by this document.
 5. List all related and/or specialized services that are self-performed and available to Denton ISD by your company.
 6. The successful contractor will be available to respond to service calls and emergencies twenty-four (24) hours per day, seven (7) days a week including holidays and weekends. Indicate the procedure for requesting unscheduled work and the maximum time required to be physically at the site of the emergency.
 7. In the case of unscheduled service calls, please explain how your company invoices for travel and vehicle costs if they are not included in the hourly rates requested on the Proposal Form.

Current Schools and Facilities

Adkins Elementary (#22) 1701 Monahan Drive Lantana, Texas 76226 Total SF. 88,674	Ann Windle SFYC 901 Audra Denton, Texas 76201 Total SF. 41,200	ATC (Advanced Technology Center) 1504 Long Road Denton, Texas 76207 Total SF. 120,700	Bell Elementary (#23) 601 Villa Paloma Blvd. Little Elm, Texas 76227 <u>Open 2016</u> Total SF. 88,674
Blanton Elementary (#19) 9501 Stacee Lane Argyle, Texas 76226 Total SF. 80,344	Borman Elementary 1201 Parvin Denton, Texas 76205 Total SF. 78,952	Braswell High School 26750 East University Drive Little Elm, Texas 76227 <u>Open 2016</u> Total SF. 526,738	Calhoun Middle School 709 Congress Denton, Texas 76201 Total SF. 235,174
CDC (Child Development Center) 903 Audra Lane Denton, Texas 76201 Total SF. 8,218	Central Service 1307 N. Locust Denton, Texas 76201 Total SF. 23,136	CH Collins Athletic Stadium 1500 Long Road Denton, Texas 76207 Total SF. 78,059	Clear Creek 1213 N. Locust Denton, Texas 76201 Total SF. 16,173
Community Ed 1215 N. Elm Denton, Texas 76201 Total SF. 3,960	Cross Oaks Elementary (#21) 600 Liberty Blvd. Aubrey, Texas 76227 Total SF. 88,231	Crownover Middle School 1901 Creekside Drive Corinth, Texas 76210 Total SF. 161,200	Davis School 1125 Davis Denton, Texas 76201 Total SF. 32,563
Denton High School 1007 Fulton Denton, Texas 76201 Total SF. 531,681	Eugenia Elementary 377 Rayzor Road Lantana, Texas 76226 Total SF. 77,725	Evers Park Elementary 3300 Evers Parkway Denton, Texas 76207 Total SF. 85,855	Fred Moore High School 815 Cross Timbers Denton, Texas 76205 Total SF. 28,487
Ginnings Elementary 2525 N. Yellow Stone Place Denton, Texas 76201 Total SF. 89,099	Gonzalez Pre-K Center 1212 Long Road Denton, Texas 76207 Total SF. 60,391	Guyer High School 7501 Teasley Lane Denton, Texas 76210 Total SF. 426,380	Harpool Middle School (#6) 9601 Stacee Lane Argyle, Texas 76226 Total SF. 161,327
Hawk Elementary 2300 Oakmont Drive Corinth, Texas 76210 Total SF. 81,419	Hodge Elementary 3900 Grant Parkway Denton, Texas 76208 Total SF. 87,015	Houston Elementary 3100 Teasley Lane Denton, Texas 76201 Total SF. 78,499	Insurance Portable 1314 Bolivar Street Denton, Texas 76201 Total SF. 1,680
Lee Elementary 800 Mack Drive Denton, Texas 76201 Total SF. 85,592	McMath Middle School 1900 Jason Denton, Texas 76205 Total SF. 159,136	McNair Elementary 1212 Hickory Creek Road Denton, Texas 76205 Total SF. 84,711	Myers Middle School 131 Garza Road Shady Shores, Texas 76208 Total SF. 181,474
Navo Middle School 1701 Navo Road Aubrey, Texas 76227 Total SF. 165,167	Nelson Elementary 3909 Teasley Lane Denton, Texas 76210 Total SF. 80,334	Paloma Creek Elementary 1600 Navo Road Aubrey, Texas 76227 Total SF. 80,334	PDC (Professional Development Center) 1212 Bolivar Denton, Texas 76201 Total SF. 26,864

Pecan Creek Elementary 4400 Lakeview Blvd. Denton, Texas 76208 Total SF. 80,029	Providence Elementary 1000 FM 2931 Aubrey, Texas 76227 Total SF. 79,717	Rayzor Elementary 1400 Malone Denton, Texas 76201 Total SF. 99,565	Rivera Elementary 701 Newton Denton, Texas 76205 Total SF. 84,598
Ryan Elementary 201 W. Ryan Road Denton, Texas 76210 Total SF. 77,725	Ryan High School 5101 E. McKinney Denton, Texas 76208 Total SF. 426,300	Savannah Elementary 1101 Cotton Exchange Drive Aubrey, Texas 76227 Total SF. 80,334	Service Center Annex 230 N. Mayhill Denton, Texas 76208 Total SF. 62,888
Special Ed Services 1205 W. University Denton, Texas 76201 Total SF. 6,528	Stephens Elementary (#20) 133 Garza Lane Shady Shores, Texas 75065 Total SF. 80,334	Strickland Middle School 324 E. Windsor Denton, Texas 76209 Total SF. 194,571	Technology 1212 N. Elm Denton, Texas 76201 Total SF. 16,173
Transportation 5093 E. McKinney Denton, Texas 76208 Total SF. 15,872	Wellness Center 1203 N. Elm Denton, Texas 76201 Total SF. 5,325	Wilson Elementary 1306 E. Windsor Denton, Texas 76201 Total SF. 90,791	
(1) AEP Facility (1) Career & Technology Facility (1) Day Care Center	(2) School For Young Children (1) Sports Facility (5) High Schools	(7) Middle Schools (10) Administration Facilities (23) Elementary Schools	

51 Facilities Total

Proposal Form

The following pricing is for Building Systems Support Services from Section 4.0.

4.1	Electrical, HVAC, Kitchen, Plumbing And Refrigeration Support Services	Maximum Annual Price	_____
4.2	Water Treatment Services	Fixed Annual Price	_____
4.3 & 4.4	Building Automation & Card Access Systems Support Services (this includes dedicated staffing)	Fixed Annual Price	_____
4.5	Fire Extinguisher Inspections / Services	Fixed Annual Price	_____
4.6	Energy Management Support Services	Fixed Annual Price	_____
	Total Annual Price for all Services		_____
	Alternate for Off Premise Utility Accounting Services	Fixed Annual Price	_____
	Alternate for Ongoing Real Time Monitoring of Electric Consumption	Fixed Annual Price	_____

