



**GARLAND INDEPENDENT SCHOOL DISTRICT  
PURCHASING DEPARTMENT**

*501 S. Jupiter  
Garland, Texas 75042*

**REQUEST FOR PROPOSAL #390-21  
GENERAL TRADES TRANSPORTATION MERCHANDISE, VEHICLES AND SERVICES**

**PLEASE SUBMIT PROPOSAL NO LATER THAN 10:30 A.M. CST, OCTOBER 8, 2020.**

Mark the sealed return envelope in the lower left hand corner with **PROPOSAL#**, time, and due date, as noted above. (Should the district close for unforeseen reasons (force majeure) on the date the solicitation is due, the above referenced date should be changed to **10:30 A.M.** the first date the district is open to conduct business)

You are invited to submit a Proposal to provide General Trades Transportation Merchandise, Vehicles and Service for the Garland Independent School District (GISD).

This Proposal includes Instructions to Vendors, Award/Evaluation of Proposals, Certifications, Shipping and Delivery, Terms and Conditions, Compliance Form, Specifications, and Supplier Questionnaire. These provisions shall be considered as part of any resulting legal and binding contract/purchase order as if thereto attached or therein repeated.

**THIS RFP WILL NOT BE OPENED OR READ PUBLICLY**

DELIVERY DATE IS \_\_\_\_\_ Business Days ARO  
(After Receipt of Order)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Authorized Representative Name Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name Email Address

\_\_\_\_\_  
Telephone # Fax #

Mark A. Booker  
Executive Director of Purchasing

## 1. INSTRUCTIONS TO PROPOSERS

### 1.1 Submission of Proposals

#### 1.1.1. CLARIFICATION OF SPECIFICATIONS

For clarification of the specification(s) of this Request for Proposal, proposers may contact: Janet Curtis-Fuller, Buyer at [jcfuller@garlandisd.net](mailto:jcfuller@garlandisd.net)

The individual listed above may be contacted for clarification of specification(s) only. No authority is intended or implied that specification(s) may be amended or alternates accepted prior to opening without written approval of the Garland ISD Director of Purchasing.

#### 1.1.2. SUBMITTING QUESTIONS

Suppliers finding errors, requests for additional information, omissions, or corrections shall contact the Purchasing Department Questions by submitting an email to [bids@garlandisd.net](mailto:bids@garlandisd.net) and a copy to [jcfuller@garlandisd.net](mailto:jcfuller@garlandisd.net) no later than **September 18, 2020 at 12:00 p.m.**

#### 1.1.3. ADDENDA

All addenda will be issued as amendments to the Bid(s). All addenda will be posted by **September 23, 2020 at 4:00 p.m.** It is the supplier's responsibility to check the district's website (<http://www.garlandisd.net/connect/do-business/current-opportunities>) for addendums prior to submitting responses.

#### 1.1.4. NUMBER OF COPIES

PLEASE PROVIDE ONE (1) ORIGINAL PROPOSAL RESPONSE AND ONE (1) COPY SUBMITTED ON FLASH DRIVE.  
ENSURE THE SUBMISSION IS CLEARLY LABELED.

**DELIVERY OF PROPOSAL:** Delivery of hard copies shall be submitted in accordance with the procedures listed. Mark the sealed return envelope in the lower left hand corner with BID#, time, and due date. If assistance is required for proposal submission, you may call Purchasing at 972.487.3009 during normal operating hours.

Hand-carried submissions shall be delivered to Garland ISD Purchasing Department 501 S. Jupiter, Garland, Texas 75042. An exterior bid depository (Purchasing Drop Box) is available at the entrance to the Harris Hill Administrative offices located at the address provided above. The submission must be placed inside the depository at your convenience but no later than 8:00 a.m. on the prescribed due date listed in the solicitation. A submission is considered received when Purchasing has retrieved the package from the Purchasing Drop Box and the submission is date/time stamped before the deadline.

Note: Submissions must be sealed and not exceed 14"x10" x 5" to use the Purchasing Drop Box

#### **Proposals submitted via the U. S. Postal Service are to be mailed to:**

Garland ISD Purchasing Department P. O. Box 469026, Garland, Texas 75046-9026  
Clearly mark all Proposal envelopes as instructed on the front page. Allow sufficient transit time.

Delivery of submission to other Departments within the District is not considered as delivery to the Purchasing Department. The submission must be date/time stamped by Purchasing before the deadline.

**1.1.5. SIGNED ORIGINAL**

Once completed and signed, return your Proposal form to the Garland ISD Purchasing Department (as instructed above).

**1.1.6. LATE SUBMISSIONS**

Proposals received at the GISD Purchasing Department after the time and date specified above will not be considered and will be filed unopened. The Garland ISD shall not be held liable for late proposals.

**1.1.7. OTHER FORMS OF SUBMISSION**

Oral or telegraphic proposals transmitted via the District's facsimile machine are not acceptable. **DO NOT FAX OR EMAIL YOUR PROPOSALS. Only forms provided by the Garland ISD Purchasing Department may be submitted with this proposal unless written instructions permit additional pages.**

**1.1.8. AUTHORIZED SIGNATURE**

Proposals must be signed by an authorized individual to contractually bind their firm when submitting the Proposal. Failure to sign the Proposal will be considered as a "mistake in Proposal", and the Proposal will be rejected as "non-responsive".

**1.1.9. NUMBER OF PAGES**

All pages of this Request for Proposal are to be returned with your proposal. Proposer shall contact the Purchasing Department if discrepancies exist.

**1.1.10. FORMAT FOR PRICING**

Submission must be as instructed under "RESPONDENT'S SUBMITTAL" of this document. Proposals written in pencil will not be accepted. Changes may be crossed through and corrections inserted adjacent and initialed by the person preparing the Proposal. Should errors in multiplication or addition of a unit price against a total price occur, the unit price shall govern. All pricing proposed for products and/or services shall constitute entire consideration due.

**1.1.11. MINIMUM QUANTITIES**

Quantities or dollar expenditures listed herein reflect the GISD's estimated current requirements for one year (or time frame as otherwise specified).

**1.1.12. WITHDRAWING PROPOSALS**

No Proposal may be withdrawn prior to opening of proposals without written request (addressed to the Garland ISD Director of Purchasing) by an authorized agent of the proposing firm and upon written approval by the District. Proposals become the property of Garland ISD upon receipt.

**1.1.13. DISTRICT LIST OF PROPOSERS**

The District's list of prospective proposers is being updated. To remain on Proposal lists you must either submit a proposal or return this Request for Proposal marked "NO PROPOSAL". Failure to follow this procedure will result in your firm being removed from the mailing list!

**1.1.14. PROPOSAL TABULATIONS**

Proposers desiring a Proposal tabulation sheet resulting from this Request For Proposal may visit our web site at <http://www.garlandisd.net/connect/do-business/Proposal-tabulations>. The tabulations will be posted once the GISD Board of Trustees has approved the contract. If you are unable to download the information, please contact the Purchasing Department at 972-487-3009 and we will forward you a copy via email.

**1.1.15. DEVIATIONS**

Any and all deviations to this competitive solicitation proposed by the Proposal must be listed on the Compliance Form, not on a cover letter, catalog, etc.

**1.1.16. PUBLIC INFORMATION**

Garland Independent School District is a public entity subject to the provisions of the Texas Public Information Act (Texas Government Code Chapter 552). Responses to this invitation may be subject to release as public information unless the response or specific parts of the response are accepted from public disclosure under such Act. Proposers should consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other confidential or proprietary information before responding to this invitation. The District assumes no liability or responsibility for release of any information not properly identified and documented in accordance with the enclosed Confidential Information Declaration & Copyright Authorization Form. The District assumes no liability or responsibility for release of any information that the Texas Attorney General or a court of law determines to be subject to release.

**1.1.17. COPYRIGHT PROTECTION**

Proposals asserted to be copyright protected in their entirety may, in the District's sole discretion, be rejected as non-conforming. Proposers who submit copyrighted materials as part of their Proposal must review and complete the Confidential Information Declaration & Copyright Authorization Form. Proposers submitting copyrighted materials should consult with their legal counsel regarding copyright and disclosure issues. By submitting copyrighted materials and completing the Confidential Information Declaration and Copyright Authorization Form, proposers grant the District authorization to reproduce and provide copies of such information and agree to waive any and all claims against the District regarding the release of such copyrighted information including, but not limited to, any claim of copyright infringement when released in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552. In the event a proposer is unable to grant such authorization and waiver, copyrighted materials must not be included in the Proposal.

**1.1.18. POST-SUBMISSION CHANGES**

A proposal that has been opened may not be changed for the purpose of correcting an error in the proposed price. Proposers submitting an erroneous proposed price may be given the option of either honoring the price as proposed or withdrawing the (erroneous) proposal [Local Government Code Subchapter B, Sec. 271.026].

**1.2 Award/Evaluation of Proposals****1.2.1. WAIVING INFORMALITIES**

The Garland Independent School District Board of Trustees reserves the right to accept or reject all or any part of any proposal, waive minor proposal formalities/technicalities and award the proposal deemed to be most advantageous to the District.

**1.2.2. PRINCIPAL PLACE OF BUSINESS**

The Garland ISD shall not award a governmental contract to a proposer whose principal place of business is not in Texas, unless the nonresident underprices the lowest proposal submitted by a responsible resident proposer by an amount that is not less than the amount by which a resident Proposer would be required to underprice a nonresident proposer to obtain a comparable contract in the state in which the nonresident's principal place of business is located. [This requirement does not apply to a contract involving federal funds.]; Texas Government Code, Title 10, Section 2252.002. (Refer to Supplier Questionnaire)

### 1.2.3. MULTIPLE AWARDS

The District reserves the right to award to a single vendor, multiple vendors, each line item separately or in any combination it determines to be in its best interest. Proposals shall cover the entire program as described herein. Proposers shall also include copies of any contracts/agreements required (by the proposing firm) and clearly identify/label it as such.

### 1.2.4. TIE PROPOSALS/EVALUATION FACTORS

Tie proposals, which are **equal in all respects**, shall be resolved and awarded in accordance with Local Government Code (Texas) Para. 271.901. Otherwise proposals, which reflect a tie in price, only may be awarded pursuant to the permissible factors listed in Texas Education Code, Subchapter B, Sec. 44.031(b) and set forth below:

1. the purchase price;
2. the reputation of the vendor and of the vendor's goods or services;
3. the quality of the vendor's goods or services;
4. the extent to which the goods or services meet the district's needs;
5. the vendor's past relationship with the district;
6. the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
7. the total long-term cost to the district to acquire the vendor's goods or services;  
[and]
8. for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
  - a. has its principal place of business in this state; or
  - b. employs at least 500 persons in this state; and
9. **Per Texas Education Code, Subchapter B, Sec. 44.031(b) \*ALL CONTENTS PROVIDED IN THIS SOLICITATION, WILL BE CONSIDERED AS AN EVALUATION FACTOR!**
10. In compliance with the provisions of Texas Government Code, Title 10, Subtitle D, Section 2155.074, Section 2155.075, Section 2156.007, Section 2157.003 and Section 2157.125, and Texas Administrative Code, Title 1, Chapter 113.6, information obtained from the Texas Building and Procurement Commission's Proposer Performance Tracking System may be used in evaluating responses to solicitations for goods and services to determine the best value for the Garland Independent School District.  
[www.window.state.tx.us/procurement/prog/vendor\\_performance](http://www.window.state.tx.us/procurement/prog/vendor_performance)

### 1.2.5. BOARD OF TRUSTEE APPROVAL

Proposal results will be presented to the GISD Board of Trustees for consideration (if total amount awarded exceeds \$75,000) at the earliest opportunity following the official opening date.

### 1.2.6. ADDITIONS OR IMPROVEMENTS

Proposers and prospective proposers are encouraged to suggest improved product and/or services for future consideration by the District. Any literature/brochures regarding such products or services should be submitted separately from the proposal submitted in response to this Request for Proposal.

### 1.2.7. UNIT OF MEASURE

Each line item must be proposed using the same unit of measure as requested by this Request for Proposal. Any questions regarding unit of measure must be resolved between the prospective proposer and the Garland Independent School District Purchasing

Department. Failure to propose specified unit of measure may be cause for rejection of proposal for the specific item(s) in question. Any packaging proposed which differs from that specified in the item description must be identified on the Deviation/Compliance Form.

**1.2.8. FELONY CONVICTIONS**

Upon notification of potential selections for award, the person or entity submitting this proposal must give notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (this requirement does not apply to a publicly held corporation).

**1.2.9. ALTERNATE AWARDS**

The District awards contracts to vendors as an alternate in case the primary vendor is unable to fulfill the contractual obligations as stated in the specifications/terms and conditions.

**1.2.10. PRODUCT LITERATURE**

Descriptive and illustrative literature covering the items you propose to furnish shall accompany your proposal when bidding “or equal” items. Literature provided must contain adequate information for district personnel to evaluate the proposal product as “or equal”. Failure to do so will result in the rejection of your proposal.

**1.2.11. PRICE ESCALATION PROVISIONS**

The District may elect to place several orders during the term of this Request for Proposal. Proposers must specify minimum order quantities – if any – and are required to hold proposed prices for the first 90 days of the contract. During the remaining yearly terms of the contract, proposed increases may be submitted to the Purchasing Department for review and should include documentation for price increase request. All price increases are subject to Purchasing Department approval and the Purchasing Department reserves the right to quote from among all vendors submitting bids to determine market value.

**2. CERTIFICATIONS**

**2.1. CERTIFICATION AFFIRMATIONS**

By signing this Request for Proposal, the signed proposer affirms and certifies that its company, corporation, firm, partnership or individual’s response to this proposal is in all respects compliant with all provisions in this section.

**2.1.1. ANTI-COLLUSION AND FRAUD**

Proposer affirms that its company, corporation, firm, partnership or individual’s response to this proposal is in all respects bona fide, fair and was not made with collusion or fraud with any person, joint venture, partnership, corporation or other legal entity engaged in this type of business prior to the official opening of this proposal.

**2.1.2. DEBARMENT AND SUSPENSION (Executive Orders 12549 and 12689)**

A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Proposer certifies that the individual and/or firm on whose behalf this proposal is submitted is not listed on the Federal Government’s excluded parties list (SAM).

**2.1.3. COPYRIGHT AND PATENT LAWS**

Proposer hereby certifies that it (or its firm hereby represented) is legally authorized to conduct business in Texas and has complied with any and all federal, state, or other laws or regulations applicable to any purchase resulting from this Request for Proposal, including, but not limited to, copyright and/or patent laws and anti-collusion law.

**2.1.4. SOLE SOURCE**

If the proposer professes to be the exclusive source of the item(s) or service(s) requested herein, the proposer must provide with its proposal a written statement to the fact that the sole source is due to one or more of the following (as applicable): a patent, copyright, secret process, or monopoly; a film, manuscript, or book; a utility service (electricity, gas, or water); or a captive replacement part or component for equipment. Such statements must be signed by the owner or corporate official of the firm submitting this proposal and must be notarized. This declaration shall not exempt the proposer from signing and submitting a signed proposal.

**2.1.5. PUBLIC INFORMATION**

By submitting a response to this request, proposer represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code, Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information. A list of local government Officers may be obtained at <http://www.garlandisd.net/content/conflict-disclosure>. Failure to comply with this provision may result in the bid being considered non-responsive.

**2.1.6. FUNDING AGREEMENTS**

Proposer certifies that if the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

**2.1.7. CLEAN AIR AND WATER POLLUTION ACT**

Proposer certifies that it is 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.

**2.1.8. ENERGY POLICY AND CONSERVATION ACT**

Proposer hereby certifies that it (or its firm hereby represented) that it is compliant with Certification of Compliance with the Energy Policy and Conservation Act - When federal Funds are expended by Garland ISD for any contract resulting from this procurement process, the Supplier certifies that the Supplier will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321, et seq.; 49 C.F.R. Part 18).

**2.1.9. RECORD RETENTION REQUIRMENTS**

Proposer certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333 for a period of three years after grantees or sub-grantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other depending matters.

### **2.1.10. RECOVERED MATERIALS**

Certify that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by applicable specifications or other contractual requirements, and estimate the percentage of total material utilized for the performance of the contract which is recovered materials, in accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

### **2.1.11. BYRD ANTI-LOBBYING REQUIREMENTS**

Proposer certifies no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement imposed by section 1352, Title 31, U.S. Code.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the proposer shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions <https://www.whitehouse.gov/sites/default/files/omb/grants/sflllin.pdf>

### **2.1.12. FOREIGN TERRORIST ORGANIZATION LIST**

Pursuant to Texas Government Code Chapter 2252, Company certifies that it is not a company identified on the on a list prepared and maintained pursuant to Texas Government Code § 806.051, 807.051, or 2252.153 ("Foreign Terrorist Organization List"). In the event that Company is added to a Foreign Terrorist Organization List at any time during this Agreement, Company shall promptly provide notice to School. Garland ISD may terminate this Agreement immediately upon receipt and verification of information, by any means, that Company has been added to a Foreign Terrorist Organization List.

### **2.1.13. BOYCOTT ISRAEL**

Pursuant to Texas Government Code, Chapter 2270, as amended, if Contractor is a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations (specifically excluding sole proprietorships) that exists to make a profit which has ten (10) or more full-time employees and the value of the contract with Owner is \$100,000 or more, the Contractor represents and warrants to the Owner that the Contractor does not boycott Israel and will not boycott Israel during the term of this Agreement. **Note:** On April 25, 2019, the U.S. District Court for the Western District of Texas entered a preliminary injunction enjoining the enforcement of the above clause in any state contract. Texas Government Code, Chapter 2270 has been amended since the date of the injunction and the requirement of the statute is included above in its amended



form. As the statute may not cure the entire breadth of issues addressed by injunction, the Owner does not intend to seek enforcement of this statute until further order of this or higher court having jurisdiction over the issue.

#### **2.1.14. PROHIBITED TRANSACTION**

Pursuant to Texas Government Code Chapter 2272, the District is prohibited from contracting with any abortion provider or an affiliate of an abortion provider whereby the provider or affiliate receives something of value derived from state or local tax revenue. Any contract entered into by the District is void if the prospective vendor has such a prohibited affiliation or contractual relationship. By submitting a proposal in response to the request for proposal, you are certifying to the District that you do not have such an affiliation or contractual relationship.

#### **2.1.15. BUY AMERICA ACT**

Proposer certifies that it is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition. Proposer certifies the cost of domestic components exceed 51 percent of the cost of all components for each product. Domestic is defined as one that is produced and processed in the United States. Products not meeting this requirement shall be clearly identified as a deviation on the Deviation/Compliance Form.

### **3. SHIPPING AND DELIVERY**

- 3.1.** The successful proposer(s) shall be responsible for all transportation and transportation costs should service be performed off-site. Delivery is to be FOB destination, freight prepaid. Seller to pay freight charges, bear freight charges, own freight in transit, and file claims – if any.
- 3.2.** Pick-up and delivery will be made between the hours of 8:00 a.m. and 2:00 p.m. Monday through Friday, excluding school holidays.
- 3.3.** Non-palletized freight shall be unloaded inside the Warehouse or School building. Supplier is responsible for providing material handling equipment and/or personnel when delivering to schools or departments. Supplier must advise freight line of this requirement. Garland ISD personnel will not assist in the unloading of non-palletized freight.
- 3.4.** Items shall be delivered to the GISD in the original manufacturer's shipping container. If this is not possible, shipping containers used are to include compatible products and meet current D.O.T. regulations.
- 3.5.** Removal of shipping cartons and other shipping debris is the sole responsibility of the successful proposer(s). Removal from the delivery site will be completed the same day of installation. Garland ISD employees will not assist in the clean-up process and Garland ISD dumpsters will not be utilized in the disposal process.

Shipping containers and/or delivery ticket shall be clearly and legibly labeled with the proper Garland ISD purchase order number. Any item delivered to Garland ISD without a Garland ISD purchase order number may be refused and returned to the contractor. The cost of the return shall be the burden of the responsible contractor.

### **4. TERMS AND CONDITIONS**

#### **4.1. CASH PAYMENTS AND DISCOUNTS**

Cash/prompt payment discounts offered will not be considered in determining the award but will be taken if earned.

#### **4.2. MATERIAL SAFETY DATA SHEETS**

Successful proposer(s) should submit Material Safety Data Sheets for applicable item(s).

#### **4.3. HAZARDOUS MATERIALS USAGE NOTIFICATION**

Vendors selected to perform work on Garland Independent School District property will prior to performance of work on site, be required to provide the school or department involved a listing of hazardous materials (materials with applicable Material Safety Data Sheets) to be used, certify that their employees have been properly trained in handling these materials, and certify that they comply with applicable provisions of the Hazard Communications Act. Any changes or additions to the list of hazardous materials must be reported in writing prior to use of the materials on the site. A copy of the initial list as well as changes thereto must also be provided to the GISD Purchasing Department. The correspondence must reflect the applicable purchase order number.

#### **4.4. SUBMITTING SAMPLES**

The District reserves the right to request samples of any/all products included on your company's proposal. Proposers are to be prepared to submit samples within five (5) working days of written request (at no charge to the Garland I.S.D.)

#### **4.5. PURCHASE ORDERS AND CONFIRMATION**

The Garland Independent School District will email purchase orders in lieu of facsimile transmission. In addition to purchase orders, all solicitation notices, and award notifications will be communicated by email.

Purchase Orders will serve as the award instrument(s) against this Request for Proposal. Orders will be placed as items are approved for purchase and funds become available.

Proposers who require the use of a separate contract document, must incorporate the terms and conditions of this Request for Proposal into the document. **Proposer agrees to provide a copy of the contract document in word format upon request.**

#### **4.6. CHANGE ORDERS**

The District and District's representative, without invalidating the contract, may make changes by altering, adding to, or deducting from the Purchase Order; the contract sum being adjusted accordingly. No extra work or change shall be made unless in pursuance of a written order from the District and any claim for an addition to the contract sum will not be valid unless so ordered. Changes and amendments will be communicated by sending a copy of the purchase order.

**IT IS THE PROPOSER'S RESPONSIBILITY TO TRACK PURCHASE ORDER NUMBER(S) & APPLICABLE REVISIONS. DOUBLE SHIPMENTS INCURRED WILL BE RETURNED AT THE VENDOR'S EXPENSE.**

#### **4.7. PAYMENTS VIA ACH**

Garland ISD will make all payments via ACH. Awarded supplier will be required to submit banking information on a form provided by the district at: <http://www.garlandisd.net/content/how-do-business-us>. Payment will be made within 30 days after the later of, receipt of goods/services and a properly submitted invoice. The district considers an invoice properly submitted when the following conditions are met:

**4.7.1.** Invoice is received at the address indicated on the purchase order

**4.7.2.** Pricing on the invoice matches the price on the purchase order

**4.7.3.** Include a description of the goods or services furnished, the purchase order number, invoice number and any applicable cash discount.

- 4.7.4. Quantities on the invoice do not exceed those specified on the Purchase Order
- 4.7.5. Unique invoice number used for each billing
- 4.7.6. Merchandise has been received.
- 4.7.7. Description of goods and services, and unit of measure, on the invoice, shall match the description on the Purchase Order.

**NOTE: Awarded Companies are expected to ship goods and/or perform services in the same week in which they are invoiced. Invoicing procedures for each awarded company will be incorporated into the proposer's performance rating.**

#### **4.8. CHANGING QUANTITIES**

Quantities may be increased or decreased at the discretion of the District.

**\*Quantities listed herein are best estimates only and cannot be guaranteed.**

#### **4.9. NO SMOKING POLICY**

No smoking or use of any tobacco products is permitted on school property.

#### **4.10. CHOICE OF LAW/VENUE**

This Request for Proposal and any resulting award(s) shall be interpreted within the laws of the State of Texas and the Uniform Commercial Code (UCC). In case of discrepancies between the laws of the state of Texas and the UCC, the laws of Texas will prevail. Venue for any legal action filed relative to this Request for Proposal or any resulting purchase orders shall be in Dallas County, Texas.

#### **4.11. INVALID PROVISIONS**

In the event that any one or more of the provisions contained in this Request For Proposal (or resulting purchase order) shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provisions shall not affect any other provision hereof, and this Request For Proposal (or any resulting purchase order) shall be construed as if the invalid, illegal or unenforceable provision(s) had never been contained herein.

#### **4.12. QUALITY OF WORKMANSHIP**

If problems with quality or workmanship arise on items received, the supplying vendor is responsible for replacing any/or all items at no cost to the Garland ISD. The supplying vendor will also be responsible for returning to the designated campus or department to pick up the items in question. Garland ISD will not be responsible for shipping items back to vendors.

#### **4.13. OVERCHARGE CLAIMS**

Successful proposer(s) hereby assigns to purchaser any and all claims for overcharges associated with any contract resulting from this Request for Proposal which arise under the antitrust laws of the United States, 15 USCA Section 1 et. seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01 et. seq.

#### **4.14. PURCHASE ORDER SHORTAGES**

If applicable to "Food Service" commodities, when/if a vendor "shorts" a purchase order, the vendor must advise Food Service at (972) 494-8322 immediately. If the shortage(s) cannot be delivered within five (5) working days, the affected Purchase Order will be CLOSED and a new Purchase Order issued for a later delivery – if the item(s) is still required. A backorder delivered more than five (5) working days after receipt of initial delivery will be rejected by the GISD and will be returned to the vendor at the vendor's expense.

**4.15. AVAILABILITY OF FUNDING**

Garland ISD's fiscal year is July 1 through June 30. Funds are available for the current fiscal year only. Should the Garland ISD Board of Trustees not approve funds for this service, any contract resulting from this Request for Proposal will automatically terminate on the last day of the school fiscal year for which funds have been appropriated at no further cost or obligation to the District.

**4.16. INDEPENDENT CONTRACTOR**

It is understood that in the performance of any services herein provided, for Contractor shall be, and is, an independent contractor, and is not an agent or employee of the District and shall furnish such services in its own manner and method, except as required by this contract. Further, Contractor has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by Contractor in the performance of the services hereunder. Contractor shall be solely responsible for, and shall indemnify, defend, and save the District harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

**4.17. CANCELLATION FOR CONVENIENCE**

The Garland Independent School District reserves the right to cancel any contract (purchase order) resulting from this Request for Proposal at any time, for any reason (or for no reason) with a thirty (30) day written notice to the contractor(s). Contractor may cancel any resulting contract, at any time for any reason, or for no reason with a sixty (60) day written notice. Any notice required or permitted to be delivered to the contractor(s) shall be deemed to be delivered when mailed by registered or certified mail, return receipt requested, postage prepaid, and addressed to the bidder's address appearing on the face of the Request for Proposal (or as subsequently revised or changed). Any compensation due the contractor(s) will be limited to items received and/or services performed and accepted by the District.

**4.18. CANCELLATION FOR CAUSE**

District shall have all remedies available at law or in equity. Where the Supplier is in default in delivery or otherwise, or has breached any terms or conditions of this contract. Garland ISD may terminate this contract in whole or in part without any adjustment, and in addition to any other remedy provided by law, may procure items or services, similar to those as to which this contract is terminated, and Supplier shall be liable to Garland ISD for any costs or such similar items or services in excess of the price or prices specified herein, provided, however, that Supplier shall continue the performance of this contract to the extent not terminated by the Garland ISD.

**4.19. AGREEMENT BETWEEN PARTIES**

The Contract Document consisting of the purchase order(s) and the Specifications or any documents attached thereto or expressly incorporated therein constitute the entire agreement between the parties hereto with respect to the matters covered thereby. All prior negotiation representation and agreements, with respect thereto not incorporated in such Contract Documents, are hereby cancelled. This Agreement can be modified or amended only by a document duly executed on behalf of the parties hereto.

**4.20. DISTRICT ACCESS TO WORK AREA**

District and its representative shall at all times have access to work whether it is in preparation or in progress. Laboratory shall provide proper and safe facilities for such access and for inspection.

**4.21. HOLD HARMLESS**

**TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, SUPPLIER AND ITS AGENTS, PARTNERS, EMPLOYEES, AND CONSULTANTS (COLLECTIVELY "INDEMNITORS") SHALL AND DO AGREE TO INDEMNIFY, PROTECT, DEFEND WITH COUNSEL APPROVED BY DISTRICT, AND HOLD HARMLESS THE DISTRICT, REPRESENTATIVES OF THE DISTRICT, AND ITS MEMBERS OF THE**

**BOARD OF TRUSTEES, ADMINISTRATORS, OTHER EMPLOYEES AND AGENTS (COLLECTIVELY "INDEMNITEES") FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGMENTS AND EXPENSES, INCLUDING ATTORNEY FEES, OF ANY NATURE, KIND, OR DESCRIPTION (COLLECTIVELY "LIABILITIES") OF ANY PERSON OR ENTITY WHOMSOEVER ARISING OUT OF, CAUSED BY, OR RESULTING FROM THE PERFORMANCE OF SERVICES, OR PROVISION OF GOODS, BY VENDOR PURSUANT TO THIS CONTRACT, OR ANY PART THEREOF, OR ANYONE FOR WHOSE ACTS IT MAY BE LIABLE EVEN IF IT IS CAUSED IN PART BY THE NEGLIGENCE OR OMISSION OF ANY INDEMNITEE, SO LONG AS IT IS NOT CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF ANY INDEMNITEE.**

**4.22. AUDITING CONTRACT**

Upon request by Garland ISD or Comptroller General of the United States, any duly authorized representative of Garland ISD shall, until three (3) years after final payment under this Agreement, have access to and right to examine directly pertinent books, papers, documents, accounts, and records of Seller involving transactions related to this Agreement and to examine Seller's place of business as necessary to determine whether the terms of this Agreement are being carried out. This audit will be conducted at a location where those business documents are being held at the time of the audit request. Seller shall be required to maintain such records for three years after final payment.

**4.23. LIMITATION OF LIABILITY**

Garland ISD shall have all remedies available at law or in equity to include reimbursement of attorneys' fees and all costs incurred in enforcing such rights. No modification of limitation of remedy shall be a part of this contract unless specifically agreed to in writing by Garland ISD's Purchasing Department.

**4.24. AUTHORIZED NEGOTIATORS**

Designated GISD Purchasing Department personnel are the only individuals allowed to negotiate contract agreements/terms & conditions and/or pricing before an award is made as well as after an award has been made. Firms hereby agree that any negotiations regarding this RFP pertaining to agreements/terms & conditions and/or pricing shall be between proposing firm and the Purchasing Department ONLY throughout the term of the contract.

**4.25. E-COMMERCE PARTNER**

Garland ISD has implemented an Oracle iSupplier module and will require the successful supplier to utilize this application. iSupplier is a collaborative application that enables Garland ISD and the supplier to communicate. The system enables suppliers to have real-time access, through a standard internet browser, to information such as bids, purchase orders, invoice status, payments, and respond to Garland ISD with order acknowledgments and change requests. Oracle also allows the supplier to input invoices through the portal if permitted by Garland ISD.

In addition to I-Supplier, Garland ISD has implemented iSourcing, which allows the supplier to receive and submit bids and quotes electronically.

iSupplier and iSourcing are provided free to suppliers. Additional information regarding this Oracle application can be obtained at

<http://www.oracle.com/us/products/applications/ebusiness/procurement/index.html>.

Use of Oracle Punchout is another ecommerce option available if Garland ISD makes a determination that the company offering exceeds 2,500 SKU's and the potential spend would warrant the work effort to support the implementation. The Punchout will provide the ability to link out from Oracle iProcurement to a vendor's eCommerce site to shop, place items into a cart, and return that cart to their own procurement application to continue purchasing within their designated workflow. The resulting purchase order is then sent back to the supplier for order fulfillment. This is a mechanism by which GISD staff can navigate to supplier's website directly from iProcurement. This option will require involvement of both technology departments to discuss an implementation strategy.

#### **4.26. ELECTRONIC PRICE LIST**

Garland ISD **requires** suppliers to provide price lists using the form template found at this link: [https://www.garlandisd.net/sites/default/files/r12bulkloadertemplate\\_oracle.xls](https://www.garlandisd.net/sites/default/files/r12bulkloadertemplate_oracle.xls)

Upon award of a contract, your company will be contacted to provide this price list.

“Instructions for completing Oracle bulk load catalog” are found at this link:

[https://www.garlandisd.net/sites/default/files/gisdfiles/connectwithus/documents/instructions\\_for\\_filling\\_out\\_the\\_electronic\\_price\\_list.pdf](https://www.garlandisd.net/sites/default/files/gisdfiles/connectwithus/documents/instructions_for_filling_out_the_electronic_price_list.pdf)

**AS CHANGES IN PRICE AND/OR PRODUCTS OCCUR DURING THE TERM OF THIS CONTRACT, IT IS THE RESPONSIBILITY OF THE SUPPLIER TO UTILIZE I-SUPPLIER FOR UPDATING AND MAKING CHANGES TO THEIR CATALOG(S) OR ELECTRONIC PRICE SHEET.** Otherwise, PO's will not be updated and payment will not be processed. From there the information will be shared with the appropriate buyer before accepting the change(s).

**It is the responsibility of the supplier to contact the Buyer on the contract or the E-Commerce Specialist for access to Supplier Authoring which gives access to the supplier's current loaded price list.**

This access allows suppliers to enter new items, change pricing and end-date items. Please note if a substantial number of items require change, supplier may submit an entirely new price list to Garland ISD for loading. It is important to note that invoices submitted with prices that have not been updated by the supplier in the electronic price list will not be paid at the higher rate.

**SUPPLIER AGREES TO AUTHOR AND MAINTAIN PRICING AND PROVIDE AN ACCURATE, CLEAR AND SPECIFIC DESCRIPTION OF THE ITEM AVAILABLE FOR PURCHASE IN ACCORDANCE WITH THE SCOPE OF THIS SOLICITATION. AGREEMENT TO THIS RESPONSIBILITY WILL BE CONSIDERED ADDITIONAL EVALUATION CRITERIA. FAILURE TO ACKNOWLEDGE AND AGREE TO PROVIDE THIS FUNCTION UPON AWARD MAY NEGATIVELY AFFECT THE CONSIDERATION OF YOUR QUOTE.**

#### **4.27. TEXAS HOUSE BILL 1295, CERTIFICATE OF INTERESTED PARTIES**

If the individual contract/award exceeds \$1,000,000 or goes to the Board of Trustees, the person or entity submitting this proposal must comply with House Bill 1295 which is codified in the Texas Government Code §2252.908 effective January 1, 2016, by submitting a completed and signed Form 1295, Certificate of Interested Parties within 10 days after notification of intent to award. The appropriate form and additional information is available from the Texas Ethics commission at [www.ethics.state.tx.us/index.html](http://www.ethics.state.tx.us/index.html).

**4.28. FORCE MAJEURE**

Neither party shall be liable for delay in delivery or performance or for failure to give notice of delay when such delay is due to factors beyond its control, including, but not limited to, fires, strikes, explosions, governmental regulations, court orders or decrees, or acts of nature such as flood, wind, earthquake, tornado or hurricane. If the Proposer is unable to perform any of its obligations as a result of force majeure, proposer shall immediately give written notice to the District of the date of inception of the force majeure condition and the extent to which it will affect performance.

**END OF SECTION**

## GARLAND INDEPENDENT SCHOOL DISTRICT

### **Instruction Sheet**

1. **Contract Term**

From January 26, 2021 (or date of award) with the contract renewing annually for five years from date of award unless cancelled by either party as stated in CANCELLATION FOR CONVENIENCE or CANCELLATION FOR CAUSE.

2. **Value of Contract**

The estimated value of this contract is \$2,000,000; However, this value reflects the District's estimated current requirements for one year (or time frame as otherwise specified). The District may elect to place several orders during the term of this Request for Proposal.

3. **Required Forms**

All Required Forms **MUST** be completed and returned as a part of the proposal submission.

4. **Line Pricing**

Each line item must be proposed as specified, including description and unit of measure. Any questions regarding unit of measure must be resolved between the prospective proposer and the District Purchasing Department in accordance with the Item 1.1.2 of the Instructions to Proposers. Failure to propose specified description and unit of measure may be cause for rejection of proposal for the item(s) in question. Refer below for information regarding bidding of "or equals" and alternates. The district will make the sole determination regarding Approved Equals.

5. **Bidding an "or Equal":**

When bidding an "or Equal", vendor must indicate pricing on the base line provided. Do not add additional lines. Vendor must indicate in their proposal the brand and model/catalog number being offered. Include with your proposal any catalogs, brochures or other information relative to the characteristics of the product on which you are offering. For your bid to be considered you must show your comparable specification for each item in the related field.

6. **Bidding Alternates: (Alternates not accepted)**

Alternates will not be accepted for this bid. Vendors must propose according to the item description and unit of measure specified.

7. **Fingerprinting Requirement:**

Suppliers who will only deliver but not enter a school building to perform services, will be required to complete and submit the **CERTIFICATION FOR CRIMINAL HISTORY CHECK FORM only, prior to beginning services.**

Suppliers who will deliver and enter a school building to perform services, will be required to complete the Criminal History Check process described below, prior to beginning services, and return after all personnel have been fingerprinted.



## **Criminal History Checks**

During the term of this agreement, the firm's employees have the potential to have continuing duties and direct contact with students. Subsequently, the supplier is responsible for complying with Texas Education Code § 22.0834. Supplier may not commence work until all employees have been approved by the Purchasing Department.

At a minimum, the company recommended for award shall:

1. Obtain required criminal history record information, through the Department of Public Safety's Fingerprint-based Applicant Clearinghouse of Texas (FACT), regarding its employees assigned to work GISD premises. The following steps should be followed to complete the process:

If you are a **sole proprietor** (one-person company) you must:

- 1.1 Contact GISD Purchasing Department to obtain FAST pass.
- 1.2 Follow instructions on the FAST Pass to arrange an appointment for employees to be finger printed. Employers may select the most convenient location to their zip code.  
\*If there is not a convenient location based on your zip code, please enter 75042 and choose "Garland: Garland ISD" to schedule your fingerprint appointment. \*
- 1.3 After fingerprinting is completed, email Eva Gracia, Administrative Assistant to Director of Purchasing at Egracia@garlandisd.net and provide the following: RFP number, full name and date of birth for all personnel assigned to work on site during the contract term. If it is not possible to verify an employee based on the name and date of birth, it may be necessary to provide a driver's license number or state identification card.

All other **suppliers, contractors and subcontractors** must:

- 1.4 Supplier will receive award letter or signed contract from the Purchasing Department.  
**Subcontractors will obtain an award letter or contract from the general contractor, before contacting DPS.**
  - 1.5 Contact the Department of Public Safety (DPS) at (512) 424-2474, select option 2, to establish a vendor account and obtain a FAST pass. This process can take up to seven to ten business days.
  - 1.6 Follow instructions on the FAST Pass to arrange an appointment for employees to be finger printed. Employers may select the most convenient location to their zip code.  
\*If there is not a convenient location based on your zip code, please enter 75042 and choose "Garland: Garland ISD" to schedule your fingerprint appointment. \*
2. After fingerprinting is completed, email Eva Gracia, Administrative Assistant to Director of Purchasing at Egracia@garlandisd.net and provide the following: RFP number, full name and date of birth for all personnel assigned to work on site during the contract term. If it is not possible to verify an employee based on the name and date of birth, it may be necessary to provide a driver's license number or state identification card.

If an employee is arrested while under contract, you must contact Dana Knox, GISD Human Resource Specialist of Fingerprinting/Investigations at 972-487-3213. The incident must be reported within 3 business days of the arrest.

Notify GISD Purchasing Department if employees leave employment with the firm during the contract term or cease responsibilities on GISD property.

### EVALUATION CRITERIA

	Parameters:	Max Points
1	The purchase price	40
2	The reputation of the vendor and of the vendor's goods or services	12
3	The quality of the vendor's goods or services	10
4	The extent to which the goods or services meet the district's needs	35
5	The vendor's past relationship with the district	3
6	The impact on the ability of the district to comply with the laws and rules relating to historically under-utilized businesses (HUB)	0
7	The total long-term cost to the district to acquire the vendor's goods and services	
8	For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner: A. has its principal place of business in this state B. employs at least 500 persons in this state	0
	<b>Total Points</b>	<b>100</b>

## Table of Contents

Section	Page
 <b>I – Parts</b>	
A. Automotive Glass	1
B. Batteries	1,2
C. Key Blanks and Key Supplies	2
D. Bus A/C Parts	2,3
E. Bus Body Parts	3,4
F. Bus Air Brake Parts	4,5
G. Vehicle Manufacturer Specific Parts	5
H. Engine Parts	5
I. Filters	5,6
J. Salvage Used Vehicle Parts	6
K. Transmission Parts	7
L. Wheel Chair Lift Parts	7
 <b>II – Tire Services</b>	
A. Tires – New	8
B. Bus/ Truck Tire Recapping	8,9
C. Tire Repair Service	9
 <b>III – Vehicle Contract Services</b>	
A. Auto body Repairs	11
B. Automotive Electric System Repairs	11,12
C. Auto Exhaust System Repairs	12
D. Auto Specific Repairs	12,13
E. Bus Body Repairs	13
F. Bus Specific Repairs	14
G. Chassis/ Spring/ Suspension Repairs	14
H. Glass – Automotive	15
I. Hose – Fabrication & Repairs	15
J. Locksmith Services	15
K. Key Blank and Key Supplies	15
L. State Inspection Repair	16
M. Towing Services	16

**Table of Contents**

Section	Page
N. Auto Upholstery Repair	16
O. Truck/ Trailer Refrigeration Equipment	17
P. Truck/ Trailer Equipment	17
Q. Welding	17
<b>IV – Facilities Contract Services</b>	
A. Tools – Hand Air Wrenches	19
B. Fuel Island Equipment Repairs	19,20
C. Pavement Cleaning	20
D. Pressure Washing Service	20
E. Pressure Washing Equipment Repair	20,21
F. Recycling Services	21
G. Shop Equipment Repair	21,22
H. Overhead Door Repair	22
<b>V – Communication, Video &amp; Misc.</b>	
A. GPS Tracking System	23
B. Video Systems/ Buses	23
C. Bus Radio System Repairs	24
D. First Aid Supplies	24
<b>VI – Chemicals, Oils, and Greases</b>	
A. Oils and Greases	26
B. Cleaning Supplies	26
C. Automotive Paint Supplies	27
<b>VII – White Fleet</b>	
A. Vehicles – Emergency Purchase – New & Used	28

**GENERAL TRADES CONTRACT**

**I - Parts**

**A. Automotive Glass**

Item #.	Est. Qty.	Part #	Description	Ea. Price	Extension
1.	15 each	48"x60"GT	Tinted laminate auto glass	\$_____	\$_____
2.	10 each	48"x60"YT	Tinted laminate auto glass	\$_____	\$_____

**B. Batteries**

Item #.	Est. Qty	Part #	Description	Ea. Price	Extension
1.	65 each	Group 78	Battery, automotive (12V) 770CCA @ 32°, side terminal mount. Application for GM trucks & vans Must be equal to Delco Part #78-7yr <b><u>PRICING (STATED) MUST INCLUDE ANY DISPOSAL FEES</u></b>		
		BRAND _____	MODEL _____	\$ _____	\$ _____
2.	60 each	Group 65	Battery, automotive (12V) 850CCA at 32°, Top post mount Application for Ford trucks & vans Must be equal to Delco Part #65-7yr <b><u>PRICING (STATED) MUST INCLUDE ANY DISPOSAL FEES</u></b>		
		BRAND _____	MODEL _____	\$ _____	\$ _____
3.	450 each	Group 31	Battery, automotive (12V) 900CCA @ 32°, stud mount Application for buses and heavy duty truck Must be equal to Delco part #31-900CT <b><u>PRICING (STATED) MUST INCLUDE ANY DISPOSAL FEES</u></b>		
		BRAND _____	MODEL _____	\$ _____	\$ _____

**GARLAND INDEPENDENT SCHOOL DISTRICT RFP #390-21 PRICING**

4. 75 each Group 48 Battery, automotive (12V)  
 850CCA @ 32°, top mount  
 Late Model GM Application  
**PRICING (STATED) MUST INCLUDE ANY DISPOSAL FEES**

BRAND \_\_\_\_\_ MODEL \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

*Batteries are to include 24 months (minimum) free replacement from the date the GISD installs the battery. After 24 months a credit will be issued for the prorated period.*

*Texas Battery Sales Fee is NOT included in above pricing.*

*Bidder will pick-up the dead battery core at the transportation facility located at 326 Stadium Drive, Garland, Texas, 75040. All charges for this service shall be included in the bid price.*

**C. Key Blanks & Key Supplies**

Item #.	Est. Qty.	Part #	Description	Ea. Price	Extension
1.	200	UC-1970AM EZ-RA4 MFG-32560	USCAN Key Blanks 50 ct.	\$ _____	\$ _____
2.	100	P 1794 EZY157	Ilco Key Blanks 50 ct.	\$ _____	\$ _____
3.	100	76000	½” Lucky Line Split Ring NPS 100ct	\$ _____	\$ _____
4.	100	76300	7/8” Luck Line Split Ring NPS 100ct.	\$ _____	\$ _____

**D. Bus A/C Parts**

Item	Est. Qty.	Part #	Description	Ea. Price	Extension
1.	25	30-13412	Relay 50A 5 prong	\$ _____	\$ _____
2.	150	BA-BHF-100	Header A/C Filter	\$ _____	\$ _____
3.	25	K500000087	3 Speed Fan Switch	\$ _____	\$ _____
4.	40	SP4068	Dual Pressure Switch	\$ _____	\$ _____
5.	5	FMC-100	A/C Condenser	\$ _____	\$ _____

**GARLAND INDEPENDENT SCHOOL DISTRICT RFP #390-21 PRICING**

6.	5	FMC-200	A/C Condenser	\$_____	\$_____
7.	35	103-56021	Seltec A/C Compressor	\$_____	\$_____

**All A/C parts must be 100% compatible to Bus Air brand school bus a/c systems. No alternate and/or deviations which are not exact replacement parts will be considered.**

**E. Bus Body Parts**

<u>Item #.</u>	<u>Est. Qty.</u>	<u>Part #</u>	<u>Description</u>	<u>Ea. Price</u>	<u>Extension</u>
1.	400	IC Bus	Standard bus high back fire Retardant seat back cover - Grey	\$_____	\$_____
2.	300	IC Bus	Standard bus fire retardant seat cushion cover - Grey	\$_____	\$_____
3.	5	1660	Stop arm air/elect regulator assy.	\$_____	\$_____
4.	50	1002	Stop arm flash tube	\$_____	\$_____
5.	25	4286431	Body solenoid 100A – 3 terminals	\$_____	\$_____
6.	40	15-46364	O/H Light Bulb w/pigtail	\$_____	\$_____
7.	25	CSB-512	Coolant Booster Pump w/ Metal pump housing	\$_____	\$_____
8.	50	H6054	Halogen Headlight Seal beam	\$_____	\$_____
9.	40	BP9007	Headlight seal beam	\$_____	\$_____
10.	40	2502912c91	IC Bus turn signal switch	\$_____	\$_____
11.	25	155-40D	Mirror Flat Pass. Heated	\$_____	\$_____
12.	25	155-41D	Mirror Flat Convex Heated	\$_____	\$_____
13.	25	153-40D	Mirror Driver Heated	\$_____	\$_____
14.	25	153-41D	Mirror Convex Mirror	\$_____	\$_____
15.	20	MH635	Sun visor	\$_____	\$_____

**GARLAND INDEPENDENT SCHOOL DISTRICT RFP #390-21 PRICING**

16.	100	31-22	Wiper Blades	\$ _____	\$ _____
17.	100	31-20	Wiper Blades	\$ _____	\$ _____
18.	100	31/18	Wiper Blades	\$ _____	\$ _____
19.	100	¼-20 x 1 ½	Hex Cap Screw Gr 8YZ	\$ _____	\$ _____
20.	100	3/8-16 x 1 ½	Hex Cap Screw Gr 8YZ	\$ _____	\$ _____
21.	100		Ga-Wht Plastic Covered Wire	\$ _____	\$ _____
22.	100		Ga-Wht Plastic Covered Wire	\$ _____	\$ _____
23.	100	3/8 x ¼	Psh Connect Brass 90° Elbow	\$ _____	\$ _____

**F. Bus Air Brake Parts**

<u>Item</u>	<u>Est. Qty.</u>	<u>Part #</u>	<u>Description</u>	<u>Ea. Price</u>	<u>Extension</u>
1.	50 each	R557/4702 DK	Air Brake Relined Shoe Kit <b>FRAS-LE AF/557/FF High Performance Premium lining</b>	\$ _____	\$ _____
2.	120 each	R557/4707 DK	Air Brake Relined Shoe Kit <b>FRAS-LE AF/557/FF High Performance Premium lining</b>	\$ _____	\$ _____

*Note: Relined shoes will be done with GISD brake shoe cores only and the brake lining specified above. New brake hardware will be supplied in each shoe kit and must be included in bid price. No alternates and/or deviations will be considered on items 1 & 2.*

3.	100 each	107794X	Bendix air dryer filter	\$ _____	\$ _____
4.	120 each	109493X	Bendix air dryer filter	\$ _____	\$ _____
5.	10 each	K022105	Bendix purge valve assy.	\$ _____	\$ _____
6.	100 each	5004341X	Bendix purge valve assy	\$ _____	\$ _____
7.	20 each	2032342c91	IC bus park brake valve	\$ _____	\$ _____
8.	10 each	BX107514X	Bendix air compressor	\$ _____	\$ _____
9.	20 each	275491X	Bendix air governor	\$ _____	\$ _____
10.	30 each	ZAJ1621901	IC Bus front brake chamber	\$ _____	\$ _____



**GARLAND INDEPENDENT SCHOOL DISTRICT RFP #390-21 PRICING**

11.	250 each	ZAJ3232951	IC Bus rear brake chamber	\$ _____	\$ _____
12.	50 each	GY1R12538	IC Bus rear air bags	\$ _____	\$ _____
13.	20 each	500434X	Bendix purge valve assy	\$ _____	\$ _____
14.	50 each	W77808BW	Webb Rear Drum	\$ _____	\$ _____
15.	50 each	W77528B20	Webb Front Drum	\$ _____	\$ _____

***Note: All brake parts in section K must be an exact match to brand and part number. Alternates, substitutions and/or deviations will not be considered.***

**G. Vehicle Manufacturer Specific Parts**

1. This line is for parts sold by vehicle dealerships that are not available aftermarket or it is not in the best interest of the District to purchase from sources other than OEM. \$ \_\_\_\_\_ off list price

**H. Engine Parts**

<u>Item #.</u>	<u>Est. Qty.</u>	<u>Part #</u>	<u>Description</u>	<u>Ea. Price</u>	<u>Extension</u>
1.	5	1836958C1	Coolant cap	\$ _____	\$ _____
2.	10	2039390C3	Rad. Reservoir Cap	\$ _____	\$ _____
3.	25	1843218C1	Serpentine belt	\$ _____	\$ _____
4.	50	1847509C1	Serpentine belt	\$ _____	\$ _____
5.	10	K060739	Serpentine belt	\$ _____	\$ _____
6.	10	K060810	Serpentine belt	\$ _____	\$ _____
7.	10	K081124	Serpentine belt	\$ _____	\$ _____
8.	10	K081065HD	GATES HD Belt	\$ _____	\$ _____
9.	10	K080962HD	GATES HD Belt	\$ _____	\$ _____
10.	10	K060509	GATES HD Belt	\$ _____	\$ _____
11.	10	K060806	GATES HD Belt	\$ _____	\$ _____
12.	10	18032194C2	International HD Belt	\$ _____	\$ _____
13.	10	1889038C1	International HD Belt	\$ _____	\$ _____
14.	10	3843990C1	CAC Hose	\$ _____	\$ _____
15.	10	8300024	Starter	\$ _____	\$ _____
16.	10	4962PA	Alternator	\$ _____	\$ _____

**I. Filters**

Item #.	Est. Qty.	Part #	Description	Ea. Price	Extension
1.	250	LFP2286	Luber-finer oil filter	\$ _____	\$ _____
2.	100	LP2017	Luber-finer oil filter	\$ _____	\$ _____
3.	75	L4596F	Luber-finer fuel filter	\$ _____	\$ _____
4.	300	1840752C91	International oil Filter	\$ _____	\$ _____
5.	140	51372	Wix oil filter	\$ _____	\$ _____
6.	50	L4595F	Luber-finer fuel filter	\$ _____	\$ _____
7.	25	PF47	AC oil filter	\$ _____	\$ _____
8.	30	GDTCCVFE01	International/Donaldson	\$ _____	\$ _____
9.	250	B7177	Baldwin Filter	\$ _____	\$ _____
10.	50	PF48E	AC Delco Filter	\$ _____	\$ _____
11.	50	PF63E	AC Delco Filter	\$ _____	\$ _____
12.	50	GDTP22827	Donaldson DPF ash filter	\$ _____	\$ _____

**(No alternates and/or deviations will be accepted on filter items 1 through 9)**

**J. Salvage/Used Vehicle Parts**

Garland ISD Transportation may have a need to purchase salvage/used vehicle parts due to age of vehicles and the inability to obtain new replacement parts. If/when the need arise to purchase used vehicle parts each qualified vendor awarded for this section will be sent a Request for Quotation (RFQ) by the district to provide pricing per specifications. Awards will be based on best value for the district with consideration given to specifications, price, availability, and past vendor performance.

Please respond below Yes or No to the vehicle part types that your company can supply and wish to be considered for award to receive a GISD RFQ as stated above. Please state warranty terms for each item listed:

Item #.	Description	Yes	No
1.	Body exterior parts; doors, hoods, fenders, side panels, etc. Warranty Terms _____	_____	_____
2.	Body interior parts; seats, door panels, trim, etc. Warranty Terms _____	_____	_____
3.	Engines and engine parts; radiators, and fuel system parts Warranty Terms _____	_____	_____
4.	Transmissions, drivelines, and differentials Warranty Terms _____	_____	_____
5.	Electrical system components; ECM, TCM, alternators etc. Warranty Terms _____	_____	_____
6.	Chassis and suspension parts; wheels, springs etc. Warranty Terms _____	_____	_____

**K. Transmission Parts**

Item #.	Est. Qty.	Part #	Description	Ea. Price	Extension
1.	10	29536408	Speed Sensor Allison	\$ _____	\$ _____
2.	5	29541852	Range Selector Switch Allison	\$ _____	\$ _____
3.	5	3522826c91	Speed Sensor	\$ _____	\$ _____
4.	15	29543334	Trans Wiring Harness	\$ _____	\$ _____
5.	15	29539792	Trans Wiring Harness	\$ _____	\$ _____
6.	5	29546972	Manifold Switch Assy	\$ _____	\$ _____

**L. Wheel Chair Lift Parts**

Item	Est. Qty.	Part #	Description	Ea. Price	Extension
1.	5	13307	Ricon Hex Nut	\$ _____	\$ _____
2.	10	14467	Ricon washer	\$ _____	\$ _____
3.	5	14485	Ricon nut	\$ _____	\$ _____

Ricon approved parts only. No Alternate and/or deviations will be considered.

**DISCOUNT OFF CATALOG LIST PRICE**

- PLEASE PROVIDE IN THE SPACE BELOW YOUR FIRM'S PROPOSED DISCOUNT PERCENTAGE OFF CATALOG LIST PRICE THE DISTRICT MAY DEDUCT FROM PURCHASES FOR ALL OTHER PRODUCTS/SERVICES YOUR FIRM PROVIDES THROUGHOUT THE TERM OF THIS RFP-CONTRACT THAT MAY NOT BE LISTED HEREIN FOR SAMPLE LINE ITEM PRICING. PLEASE NOTE IF YOUR FIRM'S PROPOSED DISCOUNT PERCENTAGE TO THE DISTRICT IS ZERO (0), YOU MUST ENTER A ZERO (0) IN THE SPACE PROVIDED BELOW. THE SPACE SHOULD NOT BE LEFT BLANK. A BLANK ENTRY AND/OR FAILURE TO ENTER A PERCENTAGE DISCOUNT MAY BE CONSIDERED A NON- RESPONSIVE PROPOSAL SUBMISSION AND MAY RESULT IN NO AWARD:

\_\_\_\_\_ %  
**(DISCOUNT OFF CATALOG LIST PRICE)**

**II - Tire Services**

**A. Tires – New**

Item #.	Est. Qty.	Part #	Description	Ea. Price	Extension
1.	160	11.00xR22.5	Bridgestone R260F Bus Tires 22/32 Tread Depth	\$_____	\$_____
2.	100	11.00xR22.5	Michelin XCE2 Bus Tires	\$_____	\$_____
3.	75	P245/75x16	Firestone Destination Radials 60,000 mile expected tread life	\$_____	\$_____
4.	50	LT245/70x17	Firestone Transforce HT 10 Ply standard truck tire	\$_____	\$_____
5.	10	245/70x19.5	Bridgestone R250F Truck Tires	\$_____	\$_____

**B. Bus/Truck Tire Recapping**

Item #.	Est. Qty.	Description	Ea. Price	Extension
1.	450	11.00 x R22.5 Recap	\$_____	\$_____
2.	150	Bus/Truck Tire Disposal fee	\$_____	\$_____
3.	150	Car/Lt.Truck Tire Disposal fee	\$_____	\$_____
4.		Environmental Fees Please make notation of any environmental fees as to each: delivery, monthly, or annually as they apply.	\$_____ / _____	
5.		Any additional charges (specify	\$_____ / _____	

**Specifications for Bus Tire Re-capping**

- Pre cure Metro Type compound tread.
- Rubber compound specifications must be supplied with bid submission.
- Tread design must be all position highway tread
- Five-rib tread design with rounded shoulders and tapered ribs. No aggressive or off road type tread will be accepted.
- Tread depth 18/32” minimum with 84% net contact area.
- Casings must be ultrasonically inspected during the re-cap process to locate internal defects.
- Recap tire tread shall not wear below 2/32” in a 22,500-mile minimum use cycle.
- Vendor must be a current supplier of re-cap tires to a school district or mass transit bus system.
- Vendor shall be ISO certified.

- Vendor must maintain storage of all re-cap tires located at Garland I.S.D. Transportation.
- Vendor **shall** delivery and stack new re-cap tires in tire storage area specified by Garland I.S.D. Transportation.
- Vendor **shall** maintain separate storage areas on Garland I.S.D. Transportation lot for junk tires and tires to be re-capped
- Vendor **shall** pick up and lawfully dispose of **all** junk tires at Garland I.S.D. Transportation lot.
- Vendor **shall** supply Garland I.S.D. Transportation with a Waste Tire Disposal Manifest of all tires removed from lot.

**C. Tire Repair Service**

1. Labor rate to dismount bus/truck tires \$\_\_\_\_\_/\_\_\_\_\_  
Tire repairs must be done at 326 Stadium Dr.  
*Tire work may be done onsite using GISD equipment*
2. Labor rate to mount bus/truck tires \$\_\_\_\_\_/\_\_\_\_\_  
Tire repairs must be done at 326 Stadium Dr.  
*Tire work may be done onsite using GISD equipment*
3. Labor rate to balance bus/truck tires \$\_\_\_\_\_/\_\_\_\_\_  
Tire repairs must be done at 326 Stadium Dr.  
*Balancing may be done using GISD equipment & weights*
4. Labor rate to perform monthly bus fleet tire check \$\_\_\_\_\_/\_\_\_\_\_  
All bus tire air pressures and tread depths to be check and a list  
of any deficiencies reported to the Vehicle Maintenance  
Office on the next business day after the tire check has been done.  
Weekend tire checks with reports made on Monday are acceptable.
5. Any additional labor charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_\_

***Note: All tire repairs shall be done on the GISD Transportation lot. Vendor is responsible to move tires/wheels to and from repair and storage areas. Vendor is also responsible for maintaining an organized storage area.***

**DISCOUNT OFF CATALOG LIST PRICE**

1. PLEASE PROVIDE IN THE SPACE BELOW YOUR FIRM'S PROPOSED DISCOUNT PERCENTAGE OFF CATALOG LIST PRICE THE DISTRICT MAY DEDUCT FROM PURCHASES FOR ALL OTHER PRODUCTS/SERVICES YOUR FIRM PROVIDES THROUGHOUT THE TERM OF THIS RFP-CONTRACT THAT MAY NOT BE LISTED HEREIN FOR SAMPLE LINE ITEM PRICING. PLEASE NOTE IF YOUR FIRM'S PROPOSED DISCOUNT PERCENTAGE TO THE DISTRICT IS ZERO (0), YOU MUST ENTER A ZERO (0) IN THE SPACE PROVIDED BELOW. THE SPACE SHOULD NOT BE LEFT BLANK. A BLANK ENTRY AND/OR FAILURE TO ENTER A PERCENTAGE DISCOUNT MAY BE CONSIDERED A NON- RESPONSIVE PROPOSAL SUBMISSION AND MAY RESULT IN NO AWARD:

\_\_\_\_\_ %  
**(DISCOUNT OFF CATALOG LIST PRICE)**

**III – Vehicle Contract Services**

**A. Auto Body Repairs**

1. Labor rate for auto and light truck **body repairs** \$ \_\_\_\_\_/HR  
 Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_\_
  
2. Labor rate for auto and light truck exterior **painting** \$ \_\_\_\_\_/HR  
 Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_\_
  
3. Labor rate for auto and light truck **frame repairs** \$ \_\_\_\_\_/HR  
 Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_\_
  
4. Labor rate for auto and light truck **glass replacement** \$ \_\_\_\_\_/HR  
 Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_\_
  
5. Labor rate for auto and light truck **electrical** \$ \_\_\_\_\_/HR  
**and mechanical repairs**  
 Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_\_
  
6. Charges for auto and light truck **mag wheel repairs** \$ \_\_\_\_\_/HR  
 Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_\_
  
7. Do you pick up and deliver vehicles for service to and from your repair facility? Yes No  
*Circle one*
  
8. If **yes**, pick up and deliver charge to and from repair facility and GISD Transportation lot \$ \_\_\_\_\_

**B. Automotive Electrical System Repairs**

1. Labor rate to remanufacture starters \$ \_\_\_\_\_/HR  
 Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_\_
  
2. Labor rate to remanufacture alternators \$ \_\_\_\_\_/HR  
 Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_\_

- 3. Charge to inspect/check starter or alternator operating condition \$ \_\_\_\_\_/\_\_\_\_
- 4. Warranty terms for paid repairs \_\_\_\_\_  
\_\_\_\_\_

**C. Auto Exhaust System Repairs**

- 1. Labor rate to repair auto and light truck exhaust sys. \$ \_\_\_\_\_/HR  
(parts not included)  
Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_
- 2. Labor rate to diagnose/repair ECM sensors relating to the exhaust system (parts not included) \$ \_\_\_\_\_/HR  
Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_
- 3. Warranty terms for paid repairs \_\_\_\_\_

**D. Auto Specific Repairs**

- 1. Labor rate for auto and light truck **mechanical repairs** \$ \_\_\_\_\_/HR  
(parts not included)  
Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_
  - 2. Labor rate for auto and light truck **electrical repairs** \$ \_\_\_\_\_/HR  
(parts not included)  
Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_
  - 3. Labor rate for auto and light truck **A/C repairs** \$ \_\_\_\_\_/HR  
(parts not included)  
Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_
  - 4. Labor rate to diagnose and repair trans. electrical issues **Van, Pickup truck (rear wheel drive only)** \$ \_\_\_\_\_/HR
  - 5. Labor rate to repair or rebuilt transmission mechanical **Van, Pickup truck (rear wheel drive only)** \$ \_\_\_\_\_/HR
  - 6. Labor rate to remove and reinstall transmission in vehicle. - **Van, Pickup truck (rear wheel drive only)** \$ \_\_\_\_\_/HR
  - 7. Any additional labor charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_
- Note: all transmission pricing is for labor only. Parts are not included*



8. Labor rate for repairs done at vehicle dealerships \$\_\_\_\_\_/HR  
 Repairs that are **dealership specific**; Ford, GM, etc.  
 (*parts not included*)  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
- Warranty terms for paid repairs \_\_\_\_\_
- 

**E. Bus Body Repairs**

1. Labor rate for school bus **body repairs** \$\_\_\_\_\_/HR  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
2. Labor rate for school exterior **painting** \$\_\_\_\_\_/HR  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
3. Labor rate for school bus **frame repairs** \$\_\_\_\_\_/HR  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
4. Labor rate for school bus **glass replacement** \$\_\_\_\_\_/HR  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
5. Labor rate for school bus **mechanical repairs** \$\_\_\_\_\_/HR  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
6. Charges for auto and light truck **mag wheel repairs** \$\_\_\_\_\_/HR  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
7. Price for **complete exterior painting** – 71 pass. \$\_\_\_\_\_  
 school bus using high quality enamel paint.  
 Original paint may be sanded and painted over.  
 Price does not include body repairs  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
8. Do you pick up and deliver vehicles for service Yes No  
 to and from your repair facility? *Circle one*
9. If **yes**, pick up and deliver charge to and from repair \$\_\_\_\_\_  
 facility and GISD Transportation lot

**F. Bus Specific Repairs**

1. Labor rate for bus and HD truck **mechanical repairs** \$\_\_\_\_\_/HR  
*(parts not included)*  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
2. Labor rate for bus and HD truck **electrical repairs** \$\_\_\_\_\_/HR  
*(parts not included)*  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
3. Labor rate bus and HD truck **A/C repairs** \$\_\_\_\_\_/HR  
*(parts not included)*  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
4. Labor rate to remove and reinstall transmission in **Buses** \$\_\_\_\_\_/HR
5. Labor rate for repairs done at vehicle dealerships \$\_\_\_\_\_/HR  
 Repairs that are **dealership specific**; International, Thomas Freightliner, etc. *(parts not included)*  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_

Warranty terms for paid repairs \_\_\_\_\_

**G. Chassis/Spring/Suspension Repairs**

1. Labor rate for bus and **HD truck chassis repairs** \$\_\_\_\_\_/HR  
*(parts not included)*  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
2. Labor rate for **auto and light truck chassis repairs** \$\_\_\_\_\_/HR  
*(parts not included)*  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
3. Charge for **front end alignment car** and light truck \$\_\_\_\_\_/\_\_\_\_  
*(parts not included)*  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
4. Charge for **front end alignment bus** and HD truck \$\_\_\_\_\_/\_\_\_\_  
*(parts not included)*  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_

**H. Glass – Automotive**

1. Labor rate to replace windshields in cars, trucks, and vans. \$ \_\_\_\_\_/HR  
 Travel charges (if applicable) \$ \_\_\_\_\_/Mile  
 Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_\_
  
2. Labor rate to cut and install flat glass for buses \$ \_\_\_\_\_/HR  
 Travel charges (if applicable) \$ \_\_\_\_\_/Mile  
 Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_\_
  
3. Labor rate for windshield single chip repair \$ \_\_\_\_\_/\_\_\_\_\_  
 Travel charges (if applicable) \$ \_\_\_\_\_/Mile  
 Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_\_

**I. Hose – Fabrication & Repair**

1. Labor rate to fabricate or repair automotive lines/hosing \$ \_\_\_\_\_/HR  
 Any additional labor charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_\_

*Pricing above does not include materials used to fabricate or repair lines and hosing*

**J. Locksmith Services**

1. Labor rate for automotive lock repairs \$ \_\_\_\_\_/HR
2. Any additional charges (specify) \_\_\_\_\_ \$ \_\_\_\_\_/\_\_\_\_\_
3. Travel charges (if applicable) \$ \_\_\_\_\_/Mile

**K. Key Blanks & Key Supplies**

<u>Item #.</u>	<u>Est. Qty.</u>	<u>Part #</u>	<u>Description</u>	<u>Ea. Price</u>	<u>Extension</u>
1.	200	UC-1970AM EZ-RA4 MFG-32560	USCAN Key Blanks 50 ct.	\$ _____	\$ _____
2.	100	P 1794 EZY157	Ilco Key Blanks 50 ct.	\$ _____	\$ _____
3.	100	76000	½” Lucky Line Split Ring NPS 100ct	\$ _____	\$ _____
4.	100	76300	7/8” Luck Line Split Ring NPS 100ct.	\$ _____	\$ _____

**L. State Inspection Equipment Repair**

1. Labor rate for repairs to **ESP vehicle state inspection equipment** *Parts not included* \$\_\_\_\_\_/HR  
Travel charges (if applicable) \$\_\_\_\_\_/Mile  
Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
2. Transaction charges to connect GISD ESP inspection computer to State of Texas computer \$\_\_\_\_\_

**M. Towing Services**

**Light Duty Vehicles**

1. Tow charge for **cars, vans, and pickups** from anywhere within GISD boundaries, Garland, Sachse, or Rowlett to GISD lot located at 326 Stadium Drive \$\_\_\_\_\_/EA
2. Additional mileage charge outside of district \$\_\_\_\_\_/MI
3. Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_

**Bus & Heavy Duty Vehicles**

4. Tow charge for **buses and heavy trucks** from anywhere within GISD boundaries, Garland, Sachse, or Rowlett to GISD lot located at 326 Stadium Drive \$\_\_\_\_\_/EA
5. Additional mileage charge outside of district \$\_\_\_\_\_/MI
6. Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_

**N. Auto Upholstery Repair**

1. Labor rate to repair/fabricate seat covers and headliners for pickup trucks and cargo vans \$\_\_\_\_\_/HR  
*Pricing is for labor only. Materials are not included.*
2. Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_

**O. Truck/Trailer Refrigeration Equipment**

1. Labor rate to repair truck mounted Thermo King refrigeration equipment. \$\_\_\_\_\_/HR  
*(Parts not included in pricing)*
2. Any additional labor charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
3. Travel charges (if applicable) \$\_\_\_\_\_/MI

**P. Truck/Trailer Equipment**

1. Labor rate to repair hydraulic cylinders for rear lift gates on truck box \$\_\_\_\_\_/HR
2. Labor rate for mechanical repairs to rear lift gates on truck box \$\_\_\_\_\_/HR
3. Labor rate for rear o/h door repairs to rear truck box \$\_\_\_\_\_/HR
4. Labor rate for structural repairs to rear truck box \$\_\_\_\_\_/HR
5. Labor rate to repair truck mounted ALTEC aerial device \$\_\_\_\_\_/HR
6. Labor rate to install trailer hitches and add on equipment \$\_\_\_\_\_/HR
7. Any additional labor charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
8. Travel charges (if applicable) \$\_\_\_\_\_/MI

**Q. Welding**

1. Labor rate for bus and HD truck repairs \$\_\_\_\_\_/HR  
*(parts not included)*  
Any additional charges (Specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
2. Labor rate for auto and light truck repair \$\_\_\_\_\_/HR  
*(parts not included)*  
Any additional charges (Specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_

**DISCOUNT OFF CATALOG LIST PRICE**

1. PLEASE PROVIDE IN THE SPACE BELOW YOUR FIRM'S PROPOSED DISCOUNT PERCENTAGE OFF CATALOG LIST PRICE THE DISTRICT MAY DEDUCT FROM PURCHASES FOR ALL OTHER PRODUCTS/SERVICES YOUR FIRM PROVIDES THROUGHOUT THE TERM OF THIS RFP-CONTRACT THAT MAY NOT BE LISTED HEREIN FOR SAMPLE LINE ITEM PRICING. PLEASE NOTE IF YOUR FIRM'S PROPOSED DISCOUNT PERCENTAGE TO THE DISTRICT IS ZERO (0), YOU MUST ENTER A ZERO (0) IN THE SPACE PROVIDED BELOW. THE SPACE SHOULD NOT BE LEFT BLANK. A BLANK ENTRY AND/OR FAILURE TO ENTER A PERCENTAGE DISCOUNT MAY BE CONSIDERED A NON- RESPONSIVE PROPOSAL SUBMISSION AND MAY RESULT IN NO AWARD:

\_\_\_\_\_ %  
**(DISCOUNT OFF CATALOG LIST PRICE)**

**IV- Facilities Contract Services**

**A. Tools – Hand Air Wrenches**

Item #.	Est. Qty.	Part #	Description	Ea. Price	Extension
1.	2	MT1758A	Matco ½” Air Impact wrench	\$ _____	\$ _____
2.	1	SE137	Matco 3/8” Reversible Angle Air Drill	\$ _____	\$ _____
3.	2	CAT351HD	Cornwell 3/8” Air Impact wrench	\$ _____	\$ _____
4.	1	CAT250AR	Cornwell 1/4” Air Ratchet	\$ _____	\$ _____
5.	2	FAR7200	Snap On 3/8” Air Ratchet	\$ _____	\$ _____
6.	1	AT3000	Snap On 3/8” Air Drill	\$ _____	\$ _____

**(No alternates and/or deviations will be considered on item #1 through #6)**

7.	2	285B-6	Ingersoll Rand 1” drive Air Impact w/6” extended anvil	\$ _____	\$ _____
8.	2	261	Ingersoll Rand 3/4” drive Air Impact w/6” extended anvil	\$ _____	\$ _____

**B. Fuel Island Equipment Repairs**

Item #.	Description	Pricing
1.	Labor rate to repair TRAK Fuel Management System	\$ _____/HR
	Travel charges (if applicable)	\$ _____/Mile
	Any additional charges (specify) _____	\$ _____/_____
2.	Labor rate to repair Gasboy Fuel Dispensers	\$ _____/HR
	Travel charges (if applicable)	\$ _____/Mile
	Any additional charges (specify) _____	\$ _____/_____
3.	Labor rate to repair Gilbarco UST Tank Monitor/Sensors	\$ _____/HR
	Travel charges (if applicable)	\$ _____/Mile
	Any additional charges (specify) _____	\$ _____/_____
4.	Labor rate to inspect and clean fuel USTs	\$ _____/HR
	Travel charges (if applicable)	\$ _____/Mile
	Any additional charges (specify) _____	\$ _____/_____
5.	Labor rate to test fuel island storage and dispensing Equipment to meet TCEQ annual requirement	\$ _____/HR
	Travel charges (if applicable)	\$ _____/Mile
	Any additional charges (specify) _____	\$ _____/_____

- 6. Labor rate for fuel product line testing required by TCEQ \$\_\_\_\_\_/HR
- Travel charges (if applicable) \$\_\_\_\_\_/Mile
- Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_

*Vendor must be registered, certified, approved as required by TCEQ and all other local, state, and federal agencies as required by law.*

**C. Pavement Cleaning**

- 1. Labor rate for exterior concrete pressure washing \$\_\_\_\_\_/HR
- 2. Labor rate for exterior concrete pressure washing \$\_\_\_\_\_/SQ. FT

**D. Pressure Washing Service**

*Vehicles:*

- 1. Labor rate to wash vehicle exteriors – **Buses & HD Trucks** \$\_\_\_\_\_/EA  
*Vehicles to be presoaked, hand brush scrubbed and rinsed*  
 Any additional labor charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
- 2. Labor rate to wash vehicle exteriors – **Cars, LT, Vans** \$\_\_\_\_\_/EA  
*Vehicles to be presoaked, hand brush scrubbed and rinsed*  
 Any additional labor charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_

*Fuel Islands*

- 1. Labor rate to wash all 4 fuel islands North & East \$\_\_\_\_\_/Total
- Any additional labor charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
- Any additional labor charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_

**E. Pressure Washing Equipment Repair**

- 1. Labor rate for repairs to Hotsy Pressure Wash Equipment \$\_\_\_\_\_/HR  
*Parts not included*  
 Travel charges (if applicable) \$\_\_\_\_\_/Mile  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
- 2. Labor rate for repairs to Briggs & Stratton engine \$\_\_\_\_\_/HR  
 on portable wash equipment *Parts not included*  
 Travel charges (if applicable) \$\_\_\_\_\_/Mile  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_
- 3. Labor rate for repairs to ChoreMaster 2500 portable \$\_\_\_\_\_/HR



diesel heater pressure washing Parts *not included*  
 Travel charges (if applicable) \$\_\_\_\_\_/Mile  
 Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_\_

**F. Recycling Services**

Garland ISD Transportation uses 6000 gallons of engine oil/ATF and 600 oil filters annually. Vendor awarded shall dispose of oil and filters in accordance with state and federal regulations. Vendor shall also supply documentation to Garland ISD Transportation for every waste oil & filter pick up.

1. Waste Oil disposal fee \$\_\_\_\_\_/gal
2. Used Oil filters \$\_\_\_\_\_/\_\_\_\_  
*State pricing by container size or filter quantity*
3. Does your company purchase used oil? If yes, what will you pay per gallon? \$\_\_\_\_\_/gal
4. Any additional fees or charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_\_

Vendor shall supply leak proof containers for onsite storage of used oil filters between pick-ups.

**G. Shop Equipment Repair**

1. Labor rate to repair Coats Tire Equipment \$\_\_\_\_\_/HR
2. Labor rate to repair Robinair A/C recovery equipment \$\_\_\_\_\_/HR
3. Labor rate to repair OTC and Lincoln 10 Ton air jacks \$\_\_\_\_\_/HR
4. Labor rate to repair Ingersoll Rand shop air compressor \$\_\_\_\_\_/HR
5. Labor rate to repair shop air operated hand tools \$\_\_\_\_\_/HR
6. Labor rate to repair Land a Spin Jet parts washer \$\_\_\_\_\_/HR
7. Labor rate to repair Donaldson DPF cleaning machines \$\_\_\_\_\_/HR
8. Labor rate to repair Forward 2 Post vehicle lift \$\_\_\_\_\_/HR
9. Labor rate to repair golf carts & 4 wheelers \$\_\_\_\_\_/HR
10. Any additional labor charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_\_
11. Travel charges (if applicable) \$\_\_\_\_\_/MI

**H. Overhead Door Repair**

- 1. Repair or replace overhead door – Service Call \$\_\_\_\_\_/HR  
Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/HR
  
- 2. Labor rate to repair or replaced overhead door \$\_\_\_\_\_/HR  
Any additional charges (specify) \$\_\_\_\_\_

**DISCOUNT OFF CATALOG LIST PRICE**

- 1. PLEASE PROVIDE IN THE SPACE BELOW YOUR FIRM’S PROPOSED DISCOUNT PERCENTAGE OFF CATALOG LIST PRICE THE DISTRICT MAY DEDUCT FROM PURCHASES FOR ALL OTHER PRODUCTS/SERVICES YOUR FIRM PROVIDES THROUGHOUT THE TERM OF THIS RFP-CONTRACT THAT MAY NOT BE LISTED HEREIN FOR SAMPLE LINE ITEM PRICING. PLEASE NOTE IF YOUR FIRM’S PROPOSED DISCOUNT PERCENTAGE TO THE DISTRICT IS ZERO (0), YOU MUST ENTER A ZERO (0) IN THE SPACE PROVIDED BELOW. THE SPACE SHOULD NOT BE LEFT BLANK. A BLANK ENTRY AND/OR FAILURE TO ENTER A PERCENTAGE DISCOUNT MAY BE CONSIDERED A NON- RESPONSIVE PROPOSAL SUBMISSION AND MAY RESULT IN NO AWARD:

\_\_\_\_\_ %  
(DISCOUNT OFF CATALOG LIST PRICE)

**V – Communications, Video and Misc.**

**A. GPS Tracking System**

Item #.	Est. Qty.	Part #	Description	Ea. Price	Extension
1.	5 each	ANT-PRMW	Synovia Cellular GPS replacement antenna kit	\$_____	\$_____
2.	5 each	HAR-4200-15	Synovia Cellular GPS Wiring installation kit	\$_____	\$_____
3.	5 each	ACC-3000xv	Synovia Cellular GPS OBDII splitter cable	\$_____	\$_____

***Note: GPS hardware supplied must be an exact match with current GPS tracking system. No Alternate or deviations will be considered.***

**B. Video System - Buses**

Item #.	Est. Qty.	Part #	Description	Ea. Price	Extension
1.	15 each	Vpro	Bus 4 camera wireless video surveillance system - complete. Parts only. Installation extra	\$_____	\$_____

***Video system should be a 4 channel digital system with wireless accessibility and compatible with the current wireless network in use on the GISD Transportation lot. The system must have a minimum of 128 GB storage and also allow capture and store user defined vehicle signal inputs. It should be a 4 camera system with a forward facing dash camera and 3 IR low light cameras with audio for bus interior viewing. The cameras and DVR must be tamper proof. Cameras must allow viewing angle adjustments after mounting on bus wall or ceiling. Cameras/DVR connection must use BNC video/RCA audio and be fully compatible with current video systems in use.***

**C. Bus Radio System Repairs**

1. Labor charge to diagnose and repair bus two way radio system. Repair parts/supplies not included. \$\_\_\_\_\_/HR  
 Travel charges (if applicable) \$\_\_\_\_\_/Mile
2. Labor charge to diagnose and repair building bus two way radio system. Repair parts/supplies not included. \$\_\_\_\_\_/HR  
 Travel charges (if applicable) \$\_\_\_\_\_/Mile
3. Any additional charges (specify) \_\_\_\_\_ \$\_\_\_\_\_/\_\_\_\_\_

**D. First Aid Supplies**

Item #.	Est. Qty.	Part #	Description	Ea. Price	Extension
1.	150	90031	Protech Aide Disposable Body Fluid Clean up Kit:	\$_____	\$_____

Item #1 is for a one time use kit to sanitize and clean up body fluid accidents on school buses. Clean-Up Kit proposed must comply with State and Federal Standards. Clean-Up Kit must contain a minimum of medical gloves, mask, absorbent product, surface disinfectant wipe, disposable wiping towel and waste containment bag.

2.	150	_____	Alcohol Swab Small 70% wipe, 30 ct pkg.	\$_____	\$_____
3.	150	_____	Elastic Strip Bandage 7/8"x3", 50 ct.	\$_____	\$_____
4.	51	_____	Triple Antibiotic Ointment 1/41oz.- 17ct.	\$_____	\$_____
5.	1		Delivery Restock Service Charge Per Trip	\$_____	\$_____

Items 2-4 are sterile individual packaged first aid supplies for office and shop employees. Vendor(s) considered for award will be required to furnish a wall mounted lockable storage container designed to dispense the supplies. The vendor is responsible to deliver and stock the supplies.

**DISCOUNT OFF CATALOG LIST PRICE**

1. PLEASE PROVIDE IN THE SPACE BELOW YOUR FIRM'S PROPOSED DISCOUNT PERCENTAGE OFF CATALOG LIST PRICE THE DISTRICT MAY DEDUCT FROM PURCHASES FOR ALL OTHER PRODUCTS/SERVICES YOUR FIRM PROVIDES THROUGHOUT THE TERM OF THIS RFP-CONTRACT THAT MAY NOT BE LISTED HEREIN FOR SAMPLE LINE ITEM PRICING. PLEASE NOTE IF YOUR FIRM'S PROPOSED DISCOUNT PERCENTAGE TO THE DISTRICT IS ZERO (0), YOU MUST ENTER A ZERO (0) IN THE SPACE PROVIDED BELOW. THE SPACE SHOULD NOT BE LEFT BLANK. A BLANK ENTRY AND/OR FAILURE TO ENTER A PERCENTAGE DISCOUNT MAY BE CONSIDERED A NON- RESPONSIVE PROPOSAL SUBMISSION AND MAY RESULT IN NO AWARD:

\_\_\_\_\_ %  
**(DISCOUNT OFF CATALOG LIST PRICE)**

**VI - Chemicals, Oils, and Greases**

**A. Oils & Greases**

<u>Item #.</u>	<u>Est. Qty.</u>	<u>Part #</u>	<u>Description</u>	<u>Ea. Price</u>	<u>Extension</u>
1.	10 each	L2292-120	Schaeffer 229 Moly Ultra Red #2 chassis grease -130# drum	\$_____	\$_____
2.	5 each	001-X-6	Hydrotex Essential Lube Fuel Treatment – 6-gallon case	\$_____	\$_____
3.	300 each	Gallon jug	Universal blue w/s washer cleaner w/ freeze protection	\$_____	\$_____
4.	10 each	Cartridge	Grease #880 C&C For hand grease gun	\$_____	\$_____
5.	5 each	6 Gal.	Universal torque fluid	\$_____	\$_____
6.	5 each	6 Gal	Bio-Friend Parts Cleaner	\$_____	\$_____
7.	1 each	55 gal	15W/40 HD Full Synthetic Motor Oil	\$_____	\$_____
8.	1 each	55 gal	Hy-Torque Z ATF	\$_____	\$_____
9.	1 each	20 gal	90 weight gear oil	\$_____	\$_____
10.	1 each	5 gal	Power Kleen Fuel Conditioner	\$_____	\$_____
11.	1 each	1 gal	Essential Lube Fuel Treatment	\$_____	\$_____

**B. Cleaning Supplies**

<u>Item #.</u>	<u>Est. Qty.</u>	<u>Part #</u>	<u>Description</u>	<u>Ea. Price</u>	<u>Extension</u>
1.	200 gal	52560	Hotsy Breakthrough brand soap Concentrate for vehicle pressure washer	\$_____	\$_____
2.	150 ea	34790	WYPALL Disposable paper hand towels 126 ct. self-dispense box	\$_____	\$_____

**C. Automotive Paint Supplies**

Item	Est. Qty.	Part #	Description	Ea. Price	Extension
1.	5	Gallon	Acrylic Enamel Paint - White Specify Brand _____	\$ _____	\$ _____
2.	5	Gallon	Acrylic Enamel Paint Reducer Specify _____	\$ _____	\$ _____
3.	5	Pint	Acrylic Enamel Hardener Specify Brand _____	\$ _____	\$ _____

**DISCOUNT OFF CATALOG LIST PRICE**

- PLEASE PROVIDE IN THE SPACE BELOW YOUR FIRM'S PROPOSED DISCOUNT PERCENTAGE OFF CATALOG LIST PRICE THE DISTRICT MAY DEDUCT FROM PURCHASES FOR ALL OTHER PRODUCTS/SERVICES YOUR FIRM PROVIDES THROUGHOUT THE TERM OF THIS RFP-CONTRACT THAT MAY NOT BE LISTED HEREIN FOR SAMPLE LINE ITEM PRICING. PLEASE NOTE IF YOUR FIRM'S PROPOSED DISCOUNT PERCENTAGE TO THE DISTRICT IS ZERO (0), YOU MUST ENTER A ZERO (0) IN THE SPACE PROVIDED BELOW. THE SPACE SHOULD NOT BE LEFT BLANK. A BLANK ENTRY AND/OR FAILURE TO ENTER A PERCENTAGE DISCOUNT MAY BE CONSIDERED A NON- RESPONSIVE PROPOSAL SUBMISSION AND MAY RESULT IN NO AWARD:

\_\_\_\_\_ %  
(DISCOUNT OFF CATALOG LIST PRICE)

**VII - White Fleet**

**A. Vehicles – Emergency Purchase – New & Used**

Garland ISD Transportation may have an unforeseen need to make an emergency vehicle purchase. If/when the need arise to purchase a new or used replacement vehicle(s), each qualified vendor awarded for this section will be sent a Request for Quotation (RFQ) by the district to provide pricing per specifications. Awards will be based on best value for the district with consideration given to specifications, price, availability, and past vendor performance. Please note the district reserves the right to solicit pricing via separate Bid-RFP for replacement vehicles, especially when multiple vehicles are required. Proposing vendors responding to this section must be a legal authorized dealer to sell and warranty the vehicle types as listed in the item 1 through 5 below.

Please respond below Yes or No to the vehicle types that your company can supply and wish to be considered for award to receive a GISD RFQ as stated above.

<u>Item #.</u>	<u>Description</u>	<u>Yes</u>	<u>No</u>
1.	Full Size ¾ Ton Truck-V8 Eng. & A/T	_____	_____
2.	Full Size ½ Ton Truck-V6 Eng. & A/T	_____	_____
3.	Full Size ¾ Ton Cargo Van -V8 Eng. & A/T	_____	_____
4.	Full Size ¾ Ton Cargo Van- V6 Eng. & A/T	_____	_____
5.	Full Size ¾ Ton SUV-V8 Eng. & A/T	_____	_____
6.	Mid-Size ½ Ton SUV-V6 Eng. & A/T	_____	_____
7.	Full Size 1 Ton Crew Cab Dully, Diesel, V8 Eng & A/T	_____	_____
8.	Trans Connect Cargo Van, 4 CYL Eng. & A/T	_____	_____
9.	International Box Truck, Diesel Eng. & A/T	_____	_____



## Supplier Questionnaire

1. Is your company certified by the state of Texas or the North Central Texas Regional Certification Agency as a small, women-owned, or minority business? Yes   
No

If yes, provide a copy of the certification with the Request for Proposal/Bid response.

2. References:

<u>Name</u>	<u>Telephone Number</u>
_____	_____
_____	_____
_____	_____

3. The Garland ISD has entered into Inter-Local Agreements for cooperative purchasing with the following public entities: City of Garland • City of Rowlett • Ysleta ISD

The Proposer agrees to honor orders for items or services included herein which may be placed by these entities? Yes   
No

4. Several governmental entities (a membership list is available at the EPCNT web site, listed below) have indicated an interest in being included in this contract. Should these governmental entities decide to participate in this contract, would you, (the proposer) agree that all terms, conditions, specifications, and pricing would apply? Yes   
No

Several governmental entities (a membership list is available at the CTPA web site listed below) have indicated an interest in being included in this contract. Should these governmental entities decide to participate in this contract, would you, (the proposer) agree that all terms, conditions, specification, and pricing would apply? Yes   
No   
For information regarding the Central Texas Purchasing Alliance, please visit their website at the following address [www.txctpa.org](http://www.txctpa.org) .

If you (the Proposer) checked yes, the following will apply. Governmental entities utilizing Internal Governmental contracts with the Garland 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 Garland Independent School District will be billed directly to that governmental entity and paid by that governmental entity. Garland Independent School District will not be responsible for another governmental entity's debts. Each governmental entity will order their own material/service as needed. For information regarding the Educational Purchasing Cooperative of North Texas, please visit their website at the following address [www.epcnt.com](http://www.epcnt.com).

5. The Garland ISD has authorized district employees to use a credit card (Bank of America Master Card) to make purchases for business purposes.

5.1. Will your company accept these credit card purchases? Yes  No

5.2. Does your company utilize level 3 data card processing information? Yes  No

6. Proposer's principal place of business (or main corporate office) is located in \_\_\_\_\_(state).
- 6.1. Proposer's principal place of business is located within the boundaries of the Garland Independent School District? Yes  No
- 6.2. Does your firm employ at least 500 persons in the state of Texas? Yes  No
7. Is your firm willing to honor the terms and conditions of this contract if awarded a contract as an alternate? Yes  No
8. Supplier agrees to author and maintain pricing and provide an accurate, clear and specific description of the item available for purchase in accordance with the scope of this solicitation. Agreement to this responsibility will be considered an additional evaluation criteria. Failure to acknowledge and agree to provide this function upon award may negatively affect the consideration of your quote. Yes  No

## Compliance Form

---

An authorized company representative must sign this form to indicate compliance with the Instruction Sheet, Instructions to Proposer, Award/Evaluation of Proposals, Certifications, Shipping and Delivery, Terms and Conditions and all other information contained in this solicitation. All **deviations** shall be listed on this page, with complete detailed conditions and information included or attached. The District will consider any deviations in its award decisions, and the District reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this form, the bidder assures the District of their full compliance with the Instruction Sheet, Instructions to Proposer, Award/Evaluation of Proposals, Certifications, Shipping and Delivery, Terms and Conditions and all other information contained in this solicitation.

Please list deviations below (attach additional sheets, if needed):

---

---

---

---

---

---

---

---

---

Company Name

---

Address

---

City State    Zip

---

Printed Name Title

---

Signature

---

Email Address

---

Telephone # Fax #

**Certification for Criminal History Check**  
**(In Compliance With Texas Education Code § 22.0834(A))**

---

**“Covered employee”** - A “covered employee” is a person who is an employee, applicant, agent or Subcontractor of the Contractor or of any Subcontractor of the Contractor, if (a) the person has or will have work duties related to the Project that will be performed on District property or at another location on a regular or repeated basis, (b) students are regularly present at such location, and (c) the person will have verbal or physical interaction with, or be in direct proximity to, one or more students.

**“Direct contact with students”** -The contact that results from activities that provide substantial opportunity for verbal or physical interaction with students that is not supervised by a certified educator or other professional district employee. Contact with students that results from services that do not provide substantial [the] opportunity for unsupervised interaction with a [an individual] student or students, such as addressing an assembly, officiating a sports contest, or judging an extracurricular event, is not, by itself, direct contact with students. However, direct contact with students does result from any activity that provides substantial [the] opportunity for unsupervised contact with students, which might include [such as], without limitation, the provision of [individualized] coaching, tutoring, or other services to students.

**“Disqualifying conviction”** - A “disqualifying conviction” is a conviction of (a) any felony under the Texas Penal Code, (b) any offense for which the person is required to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure, (c) any equivalent offense under the laws of the United States or any other state, (d) any offense against a child, (e) misdemeanor possession of a controlled substance within 10 years, (f) any weapon offense, (g) theft, larceny, fraud, issuance of a bad check, theft by check above the class C misdemeanor level, or more than one offense at the class C level, (h) forgery, (i) altering an Official Document, (j) perjury, or (k) securing executing of a document by deception.

On behalf of \_\_\_\_\_ (“Contractor”), I certify that [check one]:

None of Contractor’s employees are *covered employees*, as defined above. The service contractor shall also certify that it will take reasonable steps to ensure that the conditions or precautions that have resulted in a determination that any person is not a covered contract employee continue to exist throughout the time that the contracted services are provided.

Or

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

- (1) 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.
- (2) 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 3 business days that it has done so. Noncompliance by Contractor with this certification may be grounds for contract termination.

---

Signature

Title

Date

## **Confidential Information Declaration & Copyright Authorization Form**

---

**The bidder must stamp in bold red letters the term "CONFIDENTIAL" or "PROPRIETARY" on every page of any part of a bid that the bidder claims is confidential or proprietary.** *Furnishing confidential or proprietary information is discouraged.* The District cannot guarantee that the District will be allowed to keep the information submitted confidential. The District may reject as non-conforming any bid that contains confidentiality claims that the District in its sole discretion considers vague or unreasonable.

All Invitations to Proposal and parts of bids that are not marked as confidential or proprietary will generally be considered public information once the contract is awarded. The District assumes no liability or responsibility for release of any information not properly marked. The District assumes no liability or responsibility for release of any information that is properly marked but is determined by the Texas Attorney General or a court of law to be subject to release. In the event that the District receives a request for disclosure of material marked "confidential" or "proprietary", the District may request a ruling from the Texas Attorney General concerning whether such material must be disclosed.

Proposals asserted to be copyright protected in their entirety are unacceptable and may, in the District's sole discretion, be disqualified as non-responsive. By submitting copyrighted materials as part of your bid, you hereby grant the District authorization to reproduce and provide copies of such information in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552. By submitting copyrighted materials, you are representing that you have the authority to grant such authorization for the reproduction and release of such information. You further agree to waive any and all claims against the District regarding the release of such copyrighted information including, but not limited, to any claim of copyright infringement when released in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552.

- Contents of this document are NOT considered Confidential or Proprietary
- Contents of this document ARE considered Confidential or Proprietary. Please identify the pages and/or sections declared Confidential or Proprietary by properly marking the pages &/or sections as confidential or proprietary and listing them below:

---

---

---

The undersigned affirms that the District assumes no liability/responsibility for the release of any information if this form is not properly completed, signed and the appropriate pages clearly marked as directed. The undersigned further grants authorization for the reproduction and release of any information asserted to be copyright protected in response to a request for information under the Texas Public Information Act, and waives any and all claims regarding the release of such information.

---

Printed Name

---

Signature

Title

Date

**INSURANCE REQUIREMENTS**

The Vendor shall purchase and maintain, in a company or companies licensed to do business in the State of Texas. Such insurance as will protect the Vendor and the District from claims set forth below, which may arise out of, or result from, the operations under the contract. The Vendor shall be a subscriber to the Texas Workers' Compensation Act for Workers' Compensation Insurance. The vendor shall file with the Director of Purchasing, before work is begun, certificates of such insurance which shall be subject to approval by the District as to the company providing insurance and the manner and adequacy of insurance protection. The Vendor shall, during the performance of this Agreement, keep in force the following insurance:

- a. Comprehensive General Liability\*(CGL)
  - 1) Bodily Injury \$250,000 each person, \$500,000 each occurrence,  
\$1,000,000 aggregate
  - 2) Personal Injury \$250,000 each person, \$500,000 each occurrence,  
\$1,000,000 aggregate
  - 3) Property Damage \$500,000 each occurrence
- b. Comprehensive Automobile Liability\*(CAL)
  - 1) Bodily Injury \$500,000 each person, \$500,000 each occurrence,  
\$1,000,000 aggregate
  - 2) Property \$100,000 each occurrence
- c. Workers' Comp. (as a subscriber to the Act) Statutory (per benefits of Texas Workers' Comp. Act)
- d. Employer's Liability
  - 1) Each accident \$300,000
  - 2) Disease \$300,000
  - 3) Disease for each employee \$300,000

- \*In the alternate, CGL and CAL insurance coverage a combined single limit policy of \$500,000 for both property damage and bodily injury may be provided with 1 million dollar aggregate. Vendors having unsupervised access to students must have a minimum of \$100,000 claim/\$300,000 aggregate coverage for sexual abuse and molestation endorsed to their General Liability.

The Vendor shall either: (1) require each of its sub-contractors to procure and to maintain during the life of the sub-contract, Sub-contractor's Workers' Compensation Insurance as a subscriber to the act, Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified above, or (2) insure the activity of its sub-contractors in its own policy(ies).

All such policies of insurance shall contain a provision that they shall not be cancelled or altered nor the amount of coverage reduced until at least thirty (30) days after notice of such cancellation, alteration, or reduction has been delivered to the District.

Such policies of insurance shall be written by companies authorized by the Texas Department of Insurance to conduct business in the state and shall be satisfactory to the District. Vendor shall not commence work under this Agreement until satisfactory evidence of such insurance has been delivered to, and approved by the District.

Self-Insurance: A vendor who self-insures for workers compensation must possess a Certificate of Authority to Self-insure issued by the Texas Workers Compensation Commission as a subscriber to the Workers' Compensation Act. By signing below, the bidder/prospective Vendor certifies that it possesses such certificate, and shall furnish a copy of the Certificate of Self Insurance with Bid Invitation.

**The Certificate of Insurance must be presented prior to start of service. The policy must reflect Garland I.S.D. as "additional insured" or "co-insured".** The amount of deductibles and self-insurance retention must be shown on Certificate of Insurance.

By initialing below, the bidder certifies that it is capable of providing the type(s) and coverage of insurance required. \_\_\_\_\_(Initials)

---

Company Name

Insured By:

Printed Name

Certificate Number