



**GARLAND INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT**

*501 S. Jupiter
Garland, Texas 75042*

**REQUEST FOR PROPOSAL #271-21
LEASED WAREHOUSE SPACE**

PLEASE SUBMIT PROPOSAL NO LATER THAN 10:30 A.M. CST, April 20, 2021.

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 Leased Warehouse Space for the Garland Independent School District (GISD).

This Proposal includes Instructions to Proposers, Certifications, Terms and Conditions, Proposal Cost Sheets and Evaluation Criteria. 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

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 Executive 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 and a copy to jcfuller@garlandisd.net no later than **April 7, 2021 at 12:00 p.m. CST** Response to questions submitted will be through addenda.

1.1.3. ADDENDA

All addenda will be issued as amendments to the Bid(s). All addenda will be posted by **April 9, 2021 at 4:00 p.m. CST** 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 proposal responses.

1.1.4. NUMBER OF COPIES

PLEASE PROVIDE ONE (1) ORIGINAL PROPOSAL RESPONSE. 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 10:15 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. FORMAT FOR PRICING

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.

1.1.10. 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.

1.1.11. 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.

1.1.12. 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.

1.1.13. 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. 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

1.2.4. 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.

1.2.5. 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).

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. 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.

2.1.4. 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.

2.1.5. BOYCOTT ISRAEL

Pursuant to Texas Government Code, Chapter 2271, Company certifies that it does not boycott (as defined in Texas Government Code Chapter 808) Israel and will not boycott Israel during the term of this Agreement with the Garland ISD.

2.1.6. 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.

3. TERMS AND CONDITIONS

3.1. 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.**

3.2. 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:

- 3.2.1.** Invoice is received at the address indicated on the purchase order
- 3.2.2.** Pricing on the invoice matches the price on the purchase order
- 3.2.3.** Include a description of the goods or services furnished, the purchase order number, invoice number and any applicable cash discount.
- 3.2.4.** Quantities on the invoice do not exceed those specified on the Purchase Order
- 3.2.5.** Unique invoice number used for each billing

3.2.6. Merchandise has been received.

3.2.7. Description of goods and services, and unit of measure, on the invoice, shall match the description on the Purchase Order.

3.3. CHOICE OF LAW/VENUE

This Request for Proposal and any resulting award(s) shall be interpreted within the laws of the State of Texas. Venue for any legal action filed relative to this Request for Proposal or any resulting purchase orders shall be in Dallas County, Texas.

3.4. 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.

3.5. 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.

3.6. 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.

3.7. 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.

3.8. 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.

3.9. 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.

3.10. 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.

3.11. 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.

3.12. 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.

3.13. 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
PROPOSAL 1
COMPANY NAME: _____**

The Garland Independent School District is hereby soliciting Request for Proposals for Leased Warehouse Space to be utilized within the geographical boundaries of Garland ISD. It is the district's desire to obtain space close to 701 N First Street, Garland, Texas, 75040. Proximity of the proposed space to this address will be an evaluated factor. The specifications and criteria of warehouse space needed are to be used by the District as needed for storage of GISD personal property.

Minimum Requirements: (Proposals which do not meet minimum requirements will not be considered for Evaluation) Provide a sample contract for this space.

Warehouse space shall be at least 20,000 to 24,000 square feet. The space shall provide at least one dock door with dock leveler and one drive in door for non-truck height vehicles, as well as, at least one personal access door with adequate exits to facilitate emergency and city code exists per square footage. Height of warehouse ceilings shall be at least 20' to 22'.

QUESTIONNAIRE

Please list locations/contact information and description of this property and include photos:

NOTE: Geographical location(s) will be an additional evaluated factor for this proposal.

What is the ceiling height of this facility? _____

What is the square footage of this location? Warehouse _____ Office _____

Does this facility include a loading dock/dock leveler? ____ Yes ____ No If yes, how many? _____

Does this facility include at least one personal access door? ____ Yes ____ No

Does this facility have at least one drive in door for non-truck height vehicle? ____ Yes ____ No

How much parking is available with this location? _____

Does this facility have fire sprinklers? ____ Yes ____ No

Does this facility offer temperature/climate control? ____ Yes ____ No

What type of flooring is in this facility and weight capacity? _____

Is this facility surrounded by fencing? ____ Yes ____ No If yes, how high is the fencing? _____

Does this facility offer tractor-trailer access? ____ Yes ____ No

Are utilities paid by lessor and costs distributed to lessee based on percentage? ____ Yes ____ No

If yes, what is the percentage? _____%

If no, is space serviced by dedicated meters? ____ Yes ____ No

Is maintenance provided for this facility? ____ Yes ____ No

Is a security/alarm system provided for this facility? ____ Yes ____ No

Will the District be entering into agreement with the Property owner? ____ Yes ____ No

If no, provide written authority from owner to sub-lease.

**GARLAND INDEPENDENT SCHOOL DISTRICT
PROPOSAL 1 – COST SHEET**

Warehouse Facility Monthly Lease Price (2 year lease): \$ _____

Warehouse Facility Monthly Lease Price (3 year lease): \$ _____

Warehouse Facility Monthly Lease Price (5 year lease): \$ _____

Common Area Maintenance Monthly Cost: \$ _____

Maintenance Monthly Cost: \$ _____

Other Monthly Cost: _____ \$ _____

Other Monthly Cost: _____ \$ _____

Other Monthly Cost: _____ \$ _____

**GARLAND INDEPENDENT SCHOOL DISTRICT
PROPOSAL 2
COMPANY NAME: _____**

The Garland Independent School District is hereby soliciting Request for Proposals for Leased Warehouse Space to be utilized within the geographical boundaries of Garland ISD. It is the district's desire to obtain space close to 701 N First Street, Garland, Texas, 75040. Proximity of the proposed space to this address will be an evaluated factor. The specifications and criteria of warehouse space needed are to be used by the District as needed for storage of GISD personal property.

Minimum Requirements: (Proposals which do not meet minimum requirements will not be considered for Evaluation) Provide a sample contract for this space.

Warehouse space shall be at least 20,000 to 24,000 square feet. The space shall provide at least one dock door with dock leveler and one drive in door for non-truck height vehicles, as well as, at least one personal access door with adequate exits to facilitate emergency and city code exists per square footage. Height of warehouse ceilings shall be at least 20' to 22'.

QUESTIONNAIRE

Please list locations/contact information and description of this property and include photos:

NOTE: Geographical location(s) will be an additional evaluated factor for this proposal.

What is the ceiling height of this facility? _____

What is the square footage of this location? Warehouse _____ Office _____

Does this facility include a loading dock/dock leveler? ____ Yes ____ No If yes, how many? _____

Does this facility include at least one personal access door? ____ Yes ____ No

Does this facility have at least one drive in door for non-truck height vehicle? ____ Yes ____ No

How much parking is available with this location? _____

Does this facility have fire sprinklers? ____ Yes ____ No

Does this facility offer temperature/climate control? ____ Yes ____ No

What type of flooring is in this facility and weight capacity? _____

Is this facility surrounded by fencing? ____ Yes ____ No If yes, how high is the fencing? _____

Does this facility offer tractor-trailer access? ____ Yes ____ No

Are utilities paid by lessor and costs distributed to lessee based on percentage? ____ Yes ____ No

If yes, what is the percentage? _____%

If no, is space serviced by dedicated meters? ____ Yes ____ No

Is maintenance provided for this facility? ____ Yes ____ No

Is a security/alarm system provided for this facility? ____ Yes ____ No

Will the District be entering into agreement with the Property owner? ____ Yes ____ No

If no, provide written authority from owner to sub-lease.

**GARLAND INDEPENDENT SCHOOL DISTRICT
PROPOSAL 2 – COST SHEET**

Warehouse Facility Monthly Lease Price (2 year lease): \$ _____

Warehouse Facility Monthly Lease Price (3 year lease): \$ _____

Warehouse Facility Monthly Lease Price (5 year lease): \$ _____

Common Area Maintenance Monthly Cost: \$ _____

Maintenance Monthly Cost: \$ _____

Other Monthly Cost: _____ \$ _____

Other Monthly Cost: _____ \$ _____

Other Monthly Cost: _____ \$ _____

**GARLAND INDEPENDENT SCHOOL DISTRICT
PROPOSAL 3
COMPANY NAME: _____**

The Garland Independent School District is hereby soliciting Request for Proposals for Leased Warehouse Space to be utilized within the geographical boundaries of Garland ISD. It is the district's desire to obtain space close to 701 N First Street, Garland, Texas, 75040. Proximity of the proposed space to this address will be an evaluated factor. The specifications and criteria of warehouse space needed are to be used by the District as needed for storage of GISD personal property.

Minimum Requirements: (Proposals which do not meet minimum requirements will not be considered for Evaluation) Provide a sample contract for this space.

Warehouse space shall be at least 20,000 to 24,000 square feet. The space shall provide at least one dock door with dock leveler and one drive in door for non-truck height vehicles, as well as, at least one personal access door with adequate exits to facilitate emergency and city code exists per square footage. Height of warehouse ceilings shall be at least 20' to 22'.

QUESTIONNAIRE

Please list locations/contact information and description of this property and include photos:

NOTE: Geographical location(s) will be an additional evaluated factor for this proposal.

What is the ceiling height of this facility? _____

What is the square footage of this location? Warehouse _____ Office _____

Does this facility include a loading dock/dock leveler? ____ Yes ____ No If yes, how many? _____

Does this facility include at least one personal access door? ____ Yes ____ No

Does this facility have at least one drive in door for non-truck height vehicle? ____ Yes ____ No

How much parking is available with this location? _____

Does this facility have fire sprinklers? ____ Yes ____ No

Does this facility offer temperature/climate control? ____ Yes ____ No

What type of flooring is in this facility and weight capacity? _____

Is this facility surrounded by fencing? ____ Yes ____ No If yes, how high is the fencing? _____

Does this facility offer tractor-trailer access? ____ Yes ____ No

Are utilities paid by lessor and costs distributed to lessee based on percentage? ____ Yes ____ No

If yes, what is the percentage? _____%

If no, is space serviced by dedicated meters? ____ Yes ____ No

Is maintenance provided for this facility? ____ Yes ____ No

Is a security/alarm system provided for this facility? ____ Yes ____ No

Will the District be entering into agreement with the Property owner? ____ Yes ____ No

If no, provide written authority from owner to sub-lease.

**GARLAND INDEPENDENT SCHOOL DISTRICT
PROPOSAL 3 – COST SHEET**

Warehouse Facility Monthly Lease Price (2 year lease): \$ _____

Warehouse Facility Monthly Lease Price (3 year lease): \$ _____

Warehouse Facility Monthly Lease Price (5 year lease): \$ _____

Common Area Maintenance Monthly Cost: \$ _____

Maintenance Monthly Cost: \$ _____

Other Monthly Cost: _____ \$ _____

Other Monthly Cost: _____ \$ _____

Other Monthly Cost: _____ \$ _____

**GARLAND INDEPENDENT SCHOOL DISTRICT
PROPOSAL 4
COMPANY NAME: _____**

The Garland Independent School District is hereby soliciting Request for Proposals for Leased Warehouse Space to be utilized within the geographical boundaries of Garland ISD. It is the district's desire to obtain space close to 701 N First Street, Garland, Texas, 75040. Proximity of the proposed space to this address will be an evaluated factor. The specifications and criteria of warehouse space needed are to be used by the District as needed for storage of GISD personal property.

Minimum Requirements: (Proposals which do not meet minimum requirements will not be considered for Evaluation) Provide a sample contract for this space.

Warehouse space shall be at least 20,000 to 24,000 square feet. The space shall provide at least one dock door with dock leveler and one drive in door for non-truck height vehicles, as well as, at least one personal access door with adequate exits to facilitate emergency and city code exists per square footage. Height of warehouse ceilings shall be at least 20' to 22'.

QUESTIONNAIRE

Please list locations/contact information and description of this property and include photos:

NOTE: Geographical location(s) will be an additional evaluated factor for this proposal.

What is the ceiling height of this facility? _____

What is the square footage of this location? Warehouse _____ Office _____

Does this facility include a loading dock/dock leveler? ____ Yes ____ No If yes, how many? _____

Does this facility include at least one personal access door? ____ Yes ____ No

Does this facility have at least one drive in door for non-truck height vehicle? ____ Yes ____ No

How much parking is available with this location? _____

Does this facility have fire sprinklers? ____ Yes ____ No

Does this facility offer temperature/climate control? ____ Yes ____ No

What type of flooring is in this facility and weight capacity? _____

Is this facility surrounded by fencing? ____ Yes ____ No If yes, how high is the fencing? _____

Does this facility offer tractor-trailer access? ____ Yes ____ No

Are utilities paid by lessor and costs distributed to lessee based on percentage? ____ Yes ____ No

If yes, what is the percentage? _____%

If no, is space serviced by dedicated meters? ____ Yes ____ No

Is maintenance provided for this facility? ____ Yes ____ No

Is a security/alarm system provided for this facility? ____ Yes ____ No

Will the District be entering into agreement with the Property owner? ____ Yes ____ No

If no, provide written authority from owner to sub-lease.

**GARLAND INDEPENDENT SCHOOL DISTRICT
PROPOSAL 4 – COST SHEET**

Warehouse Facility Monthly Lease Price (2 year lease): \$ _____

Warehouse Facility Monthly Lease Price (3 year lease): \$ _____

Warehouse Facility Monthly Lease Price (5 year lease): \$ _____

Common Area Maintenance Monthly Cost: \$ _____

Maintenance Monthly Cost: \$ _____

Other Monthly Cost: _____ \$ _____

Other Monthly Cost: _____ \$ _____

Other Monthly Cost: _____ \$ _____

**GARLAND INDEPENDENT SCHOOL DISTRICT
PROPOSAL 5
COMPANY NAME: _____**

The Garland Independent School District is hereby soliciting Request for Proposals for Leased Warehouse Space to be utilized within the geographical boundaries of Garland ISD. It is the district's desire to obtain space close to 701 N First Street, Garland, Texas, 75040. Proximity of the proposed space to this address will be an evaluated factor. The specifications and criteria of warehouse space needed are to be used by the District as needed for storage of GISD personal property.

Minimum Requirements: (Proposals which do not meet minimum requirements will not be considered for Evaluation) Provide a sample contract for this space.

Warehouse space shall be at least 20,000 to 24,000 square feet. The space shall provide at least one dock door with dock leveler and one drive in door for non-truck height vehicles, as well as, at least one personal access door with adequate exits to facilitate emergency and city code exists per square footage. Height of warehouse ceilings shall be at least 20' to 22'.

QUESTIONNAIRE

Please list locations/contact information and description of this property and include photos:

NOTE: Geographical location(s) will be an additional evaluated factor for this proposal.

What is the ceiling height of this facility? _____

What is the square footage of this location? Warehouse _____ Office _____

Does this facility include a loading dock/dock leveler? ____ Yes ____ No If yes, how many? _____

Does this facility include at least one personal access door? ____ Yes ____ No

Does this facility have at least one drive in door for non-truck height vehicle? ____ Yes ____ No

How much parking is available with this location? _____

Does this facility have fire sprinklers? ____ Yes ____ No

Does this facility offer temperature/climate control? ____ Yes ____ No

What type of flooring is in this facility and weight capacity? _____

Is this facility surrounded by fencing? ____ Yes ____ No If yes, how high is the fencing? _____

Does this facility offer tractor-trailer access? ____ Yes ____ No

Are utilities paid by lessor and costs distributed to lessee based on percentage? ____ Yes ____ No

If yes, what is the percentage? _____%

If no, is space serviced by dedicated meters? ____ Yes ____ No

Is maintenance provided for this facility? ____ Yes ____ No

Is a security/alarm system provided for this facility? ____ Yes ____ No

Will the District be entering into agreement with the Property owner? ____ Yes ____ No

If no, provide written authority from owner to sub-lease.

**GARLAND INDEPENDENT SCHOOL DISTRICT
PROPOSAL 5 – COST SHEET**

Warehouse Facility Monthly Lease Price (2 year lease): \$ _____

Warehouse Facility Monthly Lease Price (3 year lease): \$ _____

Warehouse Facility Monthly Lease Price (5 year lease): \$ _____

Common Area Maintenance Monthly Cost: \$ _____

Maintenance Monthly Cost: \$ _____

Other Monthly Cost: _____ \$ _____

Other Monthly Cost: _____ \$ _____

Other Monthly Cost: _____ \$ _____

GARLAND INDEPENDENT SCHOOL DISTRICT

EVALUATION CRITERIA

	Parameters:	Max Points
1	The purchase price	40
2	The reputation of the vendor and of the vendor's goods or services	0
3	The quality of the vendor's goods or services	20
4	The extent to which the goods or services meet the district's needs	40
5	The vendor's past relationship with the district	0
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	0
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
	Total Points	100