



**2025**

## **Printing Services**

By Lufkin Independent School District

CLOSING DATE:

**May 29, 2025, at 10:00 AM**

Lufkin ISD

101 Cotton Square, Lufkin, TX 75901

ATTN: Ariana Gonzalez

Director of Purchasing and Risk Management

[agonzalez1@lufkinisd.org](mailto:agonzalez1@lufkinisd.org)

## **A. SCOPE OF WORK**

Lufkin Independent School District is accepting proposals from qualified vendors to provide comprehensive printing services for various district needs until 10:00AM on May 29, 2025 at the Lufkin ISD Administration Building, 101 Cotton Square, Lufkin, Texas 75902. This multiple award Request for Proposal (RFP) encompasses a wide range of printing and related services, including but not limited to:

1. Copying services
2. Banner production
3. Poster printing
4. Booklet and catalog creation
5. Brochure and program design and printing
6. Business card production
7. Flyer design and printing
8. Vinyl printing
9. Form creation and printing
10. Apparel
11. Stationery and other related products

Proposals will not be publicly opened. Any proposal received later than the specified time, whether delivered in person or mailed, will be deemed late and will not be opened. FAXED PROPOSALS WILL NOT BE ACCEPTED. If additional information should be required, questions should be submitted via email by May 22, 2025, at noon to: [agonzalez1@lufkinisd.org](mailto:agonzalez1@lufkinisd.org)

### **Please provide (3) copies of *each* Printing Services Bid Form Submitted with the proposal.**

Lufkin ISD further reserves the right to accept, reject, or negotiate modifications in any terms of a proposed vendor's proposal or any parts thereof. Lufkin ISD further reserves the right to waive any formalities or technicalities if deemed in the best interest of the District.

This contract can be accessed on an "as needed" basis from a list of items that have been competitively bid and awarded with qualified vendors based on the selection criteria set forth herein. Lufkin ISD further reserves the right to award one or more vendors, in part or in whole. The decision to award multiple contracts, award only one contract, or to make no awards rests solely with Lufkin ISD. Lufkin ISD may make multiple awards, and this fact should be taken into consideration by each proposer. Lufkin ISD assumes no financial responsibility for any costs incurred by prospective vendors in developing and submitting a proposal or any amendments or addenda, participating in bid conferences, participating in any negotiation sessions or

Vendors should be prepared to provide prompt, reliable service to meet the diverse printing needs of Lufkin Independent School District, located in Lufkin, TX. The selected vendor(s) will work closely with district staff to ensure all printed materials align with the district's branding guidelines and meet the highest standards of quality and professionalism.

No quantities are guaranteed or implied. Items will be purchased on an as-needed basis. It is the intent of the District to award this contract to multiple vendors, as may appear most advantageous to the district.

#### **B. PROPOSALS MUST INCLUDE:**

##### **1. Range of Services**

- a. A detailed description of printing services, including, but not limited to, your capabilities for copying, banner production, poster printing, booklet and catalog creation, brochure and program design and printing, business card production, flyer design and printing, vinyl printing, form creation and printing, custom shirt printing, and stationery production.

##### **2. Quality of Printing Services**

- b. What quality control processes do you have in place to ensure consistently high-quality printed materials that meet or exceed industry standards? Please provide specific examples of how these processes have been effective in maintaining quality across various printing projects.
- c. What measures do you take to maintain consistent quality and meet delivery timelines, regardless of order size?
- d. Which file formats do you accept for print jobs, and how do you ensure each format maintains compatibility and high print quality?
- e. Describe your equipment capabilities for handling diverse printing requirements, from small-scale jobs like business cards to large-format printing such as banners and posters. How do these capabilities position you to meet the varied needs of Lufkin ISD.

The district may request for the purpose of determining the quality and workmanship of the items being proposed. Requested samples shall be delivered to the Purchasing Department Central Receiving/Distribution Facility (101 N Cotton Square, Lufkin, TX 75904) within seven (7) days from the time the vendor is notified.

##### **3. Pricing and Discount Structure**

- f. Kindly provide a comprehensive breakdown of your pricing structure, including detailed information on the costs associated with each of your services as well as any applicable fees.

- g. Please describe the discount your company will provide, including the type and amount.

\*\*\*Delivery and any storage costs are the responsibility of the awarded vendor and must be incorporated in bid pricing and paid for by awarded vendor.\*\*\*

4. Turnaround Time and Reliability

- h. Please provide detailed information regarding your typical turnaround times for a variety of printing jobs. Include estimated timelines for common project types such as brochures, posters, booklets, shirts, and any other services you offer.
- i. Specify whether expedited services are available and any associated conditions or fees.

In the event an awarded vendor and/or manufacturer cannot meet the delivery requirements, it will be the awarded vendor's responsibility to notify Lufkin ISD about the delay as soon as possible.

The vendor shall provide an expected delivery date, reason for the delay and an alternate product if one is available. If an awarded vendor ships items that do not comply with the general conditions of the bid or items specifications, such merchandise will not be accepted, and a return shipping label will need to be issued at the vendor's expense for the item to be returned.

5. Customization and Branding Capabilities

- j. Describe what steps do you take to accommodate custom design requests?
- k. What measures do you have in place to protect the confidentiality of sensitive information that may be included in printing materials for Lufkin Independent School District, TX
- l. What is your process for handling print job errors or quality issues? How do you ensure customer satisfaction in such cases?

6. Experience and References

- m. Provide a minimum of three references from current or past clients, preferably educational institutions or organizations of similar size and scope to Lufkin ISD. Include contact information and a brief description of the services provided to each reference.

### C. EVALUATION CRITERIA

Criteria	Total Points
Range of Services	20
Quality of Printing Services	15
Pricing and Discount Structure	20
Turnaround Time and Reliability	20
Customization and Branding Capabilities	15
Experience and References	10
<b>Grand Total</b>	<b>100</b>

As required in Texas Education Code 44.031 (b) in determining to whom to award this contract, the District shall consider: the purchase price, the reputation of the vendor and vendor's goods or services, the quality of the vendor's goods or services, the extent to which the goods or services meet the district's needs, the vendor's past relationship with the district, the total long-term cost to the district to acquire the vendor's goods or services, ability to service our accounts with proper staff and insurance requirements, and any other relevant factor specifically listed in the request for bids or proposals.

Vendors must demonstrate their ability to consistently deliver high-quality printed materials that meet or exceed industry standards. Proposals should include detailed information on the vendor's quality control processes, equipment capabilities, and examples of past work. Lufkin ISD requests that vendors include a clearly defined discount percentage off their standard pricing for all district purchases in their proposal

**Billing and Payment:** Lufkin ISD pays net 30 or at point of sale and complies with the State of Texas payment law, Texas Government Code, Chapter 2251. See statute for specifics or consult your legal counsel.

- a. 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:
- b. Invoice is received at the address indicated on the purchase order
- c. Pricing on the invoice matches the price on the purchase order
- d. Include a description of the goods or services provided, the purchase order number, invoice number and any applicable cash discount.
- e. Quantities on the invoice do not exceed those specified on the Purchase Order
- f. Unique invoice number used for each billing.
- g. Merchandise has been shipped or service performed.

- h. Description of goods and services on the invoice shall match the description on the Purchase Order.

**Open Records Policy:** Lufkin ISD is a governmental body subject to the Texas Public Information Act. Proposals submitted to Lufkin ISD as a result of this solicitation may be subject to release as public information after contracts are executed or the procurement is terminated. If a proposer believes that its response, or parts of its response, may be exempted from disclosure under Texas law, the proposer must specify page-by-page and line-by-line the parts of the response which it believes are exempt. In addition, the proposer must specify which exception(s) to the Texas Public Information Act are applicable and provide detailed reasons to substantiate the exception(s). Vague or general claims to confidentiality will not be accepted. Lufkin ISD assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by proposers.

**Non-Performance:** Vendor shall perform to the satisfaction of Lufkin Independent School District (District) and comply with the terms and conditions stated herein for the length of the service period. Non-compliance and/or unsatisfactory performance can result in termination of respective services with said vendor prior to the end of the service period given thirty (30) days written notice. No contract shall be executed until it has been reviewed and approved by the Board of Trustees of the District ("Board") in a duly called and posted meeting of the Board. Lufkin ISD reserves the right to cancel the contract, or portions thereof, without penalty at any time.

The District will not consider any bid or proposal which imposes additional terms outside of the parameters of the invitation for bids or proposals. The District requires any bid or proposal to include submission of any documents to be signed by the District if the bid or proposal is accepted

**Insurance Requirements:** Contractor shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the contractor and any agents, representatives, subcontractors or employees.

**Coverage:** The coverage afforded to Lufkin ISD shall be primary and noncontributory insurance. The amount of the bidder's liability under any insurance shall not be reduced by the existence of such other insurance.

**Interpretation**

Vendor agrees that the normal rules of construction that require any ambiguities in this Agreement to be construed against the drafter, shall not be employed in the interpretation of this Agreement.

**New Products**

New products that meet the specifications detailed in the solicitation may be added to this Agreement, with prior written approval from Lufkin ISD. Pricing of any new products shall be equivalent to the percentage discount or proposed prices for other similar products. Vendor may replace or add products to an existing contract if: the replacing products are equal to or superior to the original products offered; are discounted in a similar or to a greater degree; and the products meet the requirements of the original solicitation. No products may be added to avoid competitive procurement procedures. Lufkin ISD may reject any proposed additions, without cause, in its sole discretion.

**No Substitution**

Any order issued pursuant to this Agreement shall conform to the specifications and descriptions identified in this Agreement and in the solicitation unless otherwise agreed to in advance by Lufkin ISD. A vendor will not deliver substitutes without prior authorization from Lufkin ISD.

**Non-Appropriation Clause**

Renewal of this Agreement, if any, will be in accordance with Texas Local Government Code § 271.903 concerning non-appropriation of funds for multi-year contracts. Notwithstanding any other provision of this Agreement or obligation imposed on Lufkin ISD by this Agreement, Lufkin ISD shall have the right to terminate this Agreement without default or liability to Vendor resulting from such termination, effective as of the expiration of each budget period of Lufkin ISD if it is determined by Lufkin ISD, in Lufkin ISD's sole discretion, that there are insufficient funds to extend this Agreement.

**Prices**

All prices in Vendor's response shall be firm for the Term of the Agreement. All price changes shall be presented to Lufkin ISD for acceptance or rejection by Lufkin ISD, in its sole discretion, using the same format as was accepted in Vendor's original response; all price changes for goods and/or services provided under this Agreement must be approved, in writing, by Lufkin ISD prior to taking effect. The following documentation shall be provided to support a request for a price change: justification for change/increase; terms and conditions; market conditions; manufacturers/distributors' impact (if any).

**Safety**

Vendor and their respective employees shall comply fully with all applicable federal, state, and local safety and health laws, ordinances, rules, and regulations in the performance of services under this Agreement. Vendor shall indemnify and hold Lufkin ISD harmless from and against all claims, demands, suits, actions, judgments, fines, penalties, and liability of every kind arising from the breach of Vendor's obligations under this provision.

**Termination of Contract**

This Agreement shall remain in effect until (1) the Agreement expires by its terms or (2) the Agreement is terminated by mutual agreement of Lufkin ISD and Vendor(s). In the event of a breach or default of the Agreement and/or the procurement solicitation by Vendor, Lufkin ISD reserves the right to enforce the performance of the Agreement and/or the procurement solicitation in any manner prescribed by law or deemed to be in the best interest of Lufkin ISD. Lufkin ISD further reserves the right to terminate the Agreement immediately in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in this Agreement, the procurement solicitation, and/or a purchase or work order; (2) make any payments owed; or (3) otherwise perform in accordance with this Agreement and/or the procurement solicitation. Lufkin ISD also reserves the right to terminate the Agreement immediately, with written notice to Vendor, if Lufkin ISD believes, in its sole discretion that it is in the best interest of Lufkin ISD to do so. Vendor agrees that Lufkin ISD shall not be liable for damages in the event that Lufkin ISD declares Vendor to be in default or breach of this

Agreement and/or the procurement solicitation. Vendor further agrees that upon termination of the Agreement for any reason, Vendor shall, in good faith and with reasonable cooperation, aid in the transition to any new arrangement and/or vendor.



## EXCEPTION FORM B

Please provide any special notes or exceptions to the terms, conditions, specifications, or discounts that vary from the specified item information shown in the RFP.

Name of Person Authorized to sign name: \_\_\_\_\_

(Please print or type name)

Authorized Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Exceptions include:**

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## **REFERENCES**

Please provide at least three (3) references that have used your company for Network Switches and all related/required components, including delivery, installation/configuration as Lufkin ISD is requesting in this proposal.

Please include the following information for each Reference. A list of at least (3) references from current customers that have made large volume purchases similar in scope to this Lufkin ISD procurement shall be provided.

References from other K-12 school districts are preferred. Each reference must contain the reference's name, e-mail address, physical address, telephone number, and point of contact.

Company Name:	Contact Name:
Contact Number:	Email:
Business Address:	Brief Description of Business with School District:

## REFERENCES

Company Name:	Contact Name:
Contact Number:	Email:
Business Address:	Brief Description of Business with School District:

**REFERENCES**

Company Name:	Contact Name:
Contact Number:	Email:
Business Address:	Brief Description of Business with School District:

Please provide information and Signature of person authorized by the company to submit RFP information:

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Company Name

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Company Address

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Company Representative - Print Name and Title

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Signature of Authorized company representative

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Telephone Number

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Email address

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## FORMS CHECKLIST

- \_\_\_\_\_ Standard Terms and Conditions
- \_\_\_\_\_ Form A: Vendor Profile
- \_\_\_\_\_ Form B: Felony Conviction Notice
- \_\_\_\_\_ Form C: Certificate of Residency
- \_\_\_\_\_ Form D: Conflict of Interest Notice
- \_\_\_\_\_ Form - Conflict of Interest Questionnaire (PDF)
- \_\_\_\_\_ Form E: Affidavit of Non-Collusion, Non-Conflict of Interest, Anti-Lobbying
- \_\_\_\_\_ Form F: Affidavit of Non-Discriminatory Employment
- \_\_\_\_\_ Form G: Suspension and Debarment Certification
- \_\_\_\_\_ Form - Certification Regarding Debarment, Suspension, Ineligibility, Voluntary Exclusion
- \_\_\_\_\_ Form H: Hold Harmless Agreement
- \_\_\_\_\_ Form I: Bid Form
- \_\_\_\_\_ Form J: Deviation/Signature Page
- \_\_\_\_\_ Form K: Proposer/Vendor Certification
- \_\_\_\_\_ Form: HB 89 and SB 252 Certification Addendum
- \_\_\_\_\_ Form: - Implementation of House Bill 1295
- \_\_\_\_\_ Form 1295 - Certificate of Interested Parties  
(if contract exceeds \$50,000, Form 1295 must be filed online with the Texas Ethics Commission). Access Form 1295: [www.ethics.state.tx.us/File](http://www.ethics.state.tx.us/File),  
**Click Form 1295 Filings icon.**
- \_\_\_\_\_ W-9

# STANDARD TERMS AND CONDITIONS

## FACTS, STATISTICS, AND DEFINITIONS

1. Lufkin ISD (also referred to as "the district or "LISD") currently has over 8500 students with campuses consisting of twelve elementary schools with grades Pre-K through grade five; one middle school with grades 6-8; one high school with grades 9-12 and one alternative school.
2. Throughout the standard terms and conditions, the district will make use of the term "bid". Use of this term should be considered descriptive and is intended to reference all procurement options currently used by the district. This includes bids, sealed proposals, requests for proposals, requests for qualifications and formal quotes. The terms and conditions contained herein apply to all procurement methods the district may use.

## BID SUBMITTAL

3. Vendors must include the properly executed bid forms, attachments and addenda as specified in the bid documents. Responses that do not include all requested information may be disqualified.
4. All prices and quotations must be typed or written in ink. Mistakes may be crossed out and the correction inserted adjacently, corrections must be initialed. In case of calculation errors, unit price shall govern.
5. It is understood that quantities, where listed, are to be considered estimated needs only. Lufkin ISD reserves the right to increase or decrease quantities ordered as needed.
6. Bids are to be sealed and clearly labeled as "original" or "copy" and must include the bid number, bid title, due date and time of opening. Failure to follow these instructions may result in rejection of bid.
7. **LUFKIN ISD WILL NOT ACCEPT LATE OR FAXED BIDS. LUFKIN ISD IS NOT RESPONSIBLE FOR BIDS DELIVERED INCORRECTLY OR MISPLACED BIDS. THE DATE/TIME STAMP IN THE LUFKIN ISD PURCHASING OFFICE SHALL BE THE OFFICIAL TIME OF RECEIPT.**
8. All bids shall be deemed final. No offer shall be subject to correction or amendment for errors or miscalculations after the bid deadline. Bids may be withdrawn or amended until the date and time due, at which time they become the sole property of Lufkin Independent School District.
9. Lufkin ISD reserves the right to request additional or clarifying information after the bid response has been submitted. This information may be used to further evaluate the response or qualify overall cost associated with a proposed solution.
10. Any problems or discrepancies that are discovered in relation to this bid process should be directed to the LISD Chief Financial Officer for a determination or clarification prior to the bid due date. If the vendor fails to make such request, no excuse will thereafter be entertained for failure to carry out the work in a satisfactory manner.
11. If any of the information is considered to be confidential or a trade secret belonging to the vendor and, if released would give advantage to a competitor or vendor, that information should be filed with the submittal in a separate envelope marked "CONFIDENTIAL - DO NOT DUPLICATE WITHOUT PERMISSION". Acceptance of such materials does not constitute an admission by LISD that the materials are confidential or a trade secret. **(Government Code, Article 252.049)**
12. Samples, if applicable or when requested, shall be furnished at no cost to Lufkin ISD. If not destroyed during the evaluation, samples will be returned to the bidder upon request at the bidder's expense. If no return request is received within seven (7) days of bid award, the sample may be destroyed.
13. Bidders are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidder's own risk and bidder cannot secure relief on the plea of error.
14. Any catalog, brand name or manufacturer's reference used herein is intended to be descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on items of like quality will be considered. Lufkin ISD retains sole authority to determine if items being bid are of like quality and to accept or reject proposed substitutions as deemed to be in the best interests of the district.
15. The apparent silence of these specifications as to any detail or the apparent omission of detailed descriptions concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.
16. Withdrawal of bids will not be allowed for a period of 90 days following the bid opening.

## DEVIATIONS FROM SPECIFICATIONS

17. All deviations from the general conditions and/or specifications must be listed on the Deviations Page of this bid document. Listing of deviations is an integral and required part of the official bid of each firm. Failure to list deviations as directed will hold the bidder strictly accountable to the District's specifications as written. LISD shall be the sole interpreter as to the acceptance of any substitution. All substitution must be pre-approved by Lufkin ISD.



## AWARD OF CONTRACT(S)

18. Lufkin ISD reserves the right to award the Contract(s) to the vendor(s) offering the best value, and not necessarily to the vendor proposing the lowest price. However, the district reserves the right to award single or multiple contracts; waive technicalities or to not award any contracts as a result of this bid process. LISD reserves the right to award in any manner deemed to be in the best interest of the district.
19. The specific criteria to be used for evaluation and award of this contract shall be outlined under the Special Terms and Conditions.
20. It is not the policy of the Lufkin Independent School District to purchase on the basis of low price alone.
21. Vendors submitting an "All or None", bid will not be considered for anything other than the entire award. Therefore, a vendor who specifies "All or None" and does not submit a bid for all items solicited will be deemed non-responsive.
22. Successful vendors will be notified by an award notification letter.
23. Lufkin ISD reserves the right to accept or reject any or all offers, to waive any formalities and to accept the offer(s) that is determined to be in the best interest of the District.
24. These conditions are applicable and form a part of any contract documents resulting from this bid process, including purchase orders. In case of conflict, the bid documents shall take precedence.
25. If during the life of the contract, the successful bidder's net prices to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to Lufkin ISD.
26. During the term of the contract, items that may not have been included on the initial bid may be included by mutual consent of the awarded vendor and the district.
27. Unless otherwise specified within these documents, Lufkin ISD appoints the Chief Financial Officer as contract administrator with designated responsibility to ensure compliance with contract requirements.
28. Prices and discounts are to remain firm for one (1) year from date of award, unless otherwise specified.
29. If this is a renewable contract, LISD reserves the right to extend the prices, terms, and conditions of this contract with any or all vendors that agree to a contract extension. The prices, terms, and conditions of this Agreement will govern all extensions and renewals with Vendor(s), unless mutually amended in writing and duly authorized by both parties.
30. Successful Bidder agrees to defend, indemnify and hold harmless Lufkin ISD and all its officers, agents and employees from any and all claims or liabilities regarding death, injuries, or property damages arising out of Vendor's activities under this agreement. Successful bidder shall pay any judgment with costs which may be obtained against Lufkin ISD for such damages.
31. The successful bidder shall not sell, assign, transfer or convey this contract in whole or in part without the prior written consent of the Lufkin ISD Chief Financial Officer. Payment can only be made to the vendor(s) awarded as a result of this bid.
32. Vendor agrees to provide and pay for all labor, materials, and equipment necessary for the proper execution and completion of work under this Agreement.
33. Vendor shall secure and pay for any fees, licenses, or permits necessary for the successful completion and proper execution of the work, be it community, city, county, or state requirement.
34. Vendor shall at all times enforce strict discipline and good order among its employees and shall not employ on the work site any unfit person or anyone not skilled in the required tasks.
35. Vendor at all times shall keep the premises free from accumulation of waste materials or rubbish caused by its operations.
36. Vendor agrees that all work related to this contract shall be done as an independent contractor and that the persons doing such work shall not be considered employees of the District. Seller shall maintain all necessary insurance coverage as required by statute as well as any additional coverage specifically required within this bid document.
37. Upon receipt of a written deficiency notice, contractor shall have ten (10) days to provide a satisfactory response to LISD. Failure to adequately address all issues of concern may result in contract cancellation.

## DELIVERIES

38. Deliveries of in stock merchandise (when applicable) shall be made within four business days of receiving the purchase order. If delivery cannot be made within the required days, then notice must be given to LISD with an expected delivery date.
39. If the vendor is unable to deliver within thirty (30) days from the date of the purchase order, or in the manner specified in the contract, Lufkin ISD reserves the right to purchase like goods on the open market and charge the difference to the vendor, deduct charges from existing invoice totals due at the time, or cancel the contract unless:
  - a. Prior approval is given for an extended delivery date by the department affected.
  - b. The purchase order states an extended date.
  - c. The merchandise ordered by LISD is lost in shipment and LISD is advised and agrees to accept a later delivery date.

- d. The vendor takes exception to the 30 day, requirement and specifically addresses the required time frame for delivery of specific goods or services on the deviations page provided within this proposal.
- e. All deliveries shall be shipped FOB to Lufkin ISD and shall include inside delivery in the bid price. LISD will accept responsibility for deliveries after final inspection and acceptance of said items. If the quoted delivery terms do not include transportation costs, Lufkin ISD shall have the right to designate what method of transportation shall be used to ship the goods.
- f. The title and risk of loss of the goods shall not pass to Lufkin ISD until LISD actually receives and takes possession of the goods in good order at the point or points of delivery.
- g. All items shall be subject to inspection and rejection by LISD for defects and/or noncompliance with the purchase order. If for any reason, any item that is rejected, proposing vendor will cover all shipping costs to and from LISD, Lufkin, Texas. Rejected items not picked up within one (1) week after notification will become a donation to Lufkin ISD for disposition.

#### **ORDERING**

- h. All orders must be accompanied by a purchase order or purchase order number. Ordering shall be allowed by phone, fax, email, in person, or by mail as long as a purchase order number is provided.
- i. Lufkin ISD is not liable for orders accepted without a valid purchase order. Payment will not be made for services rendered or goods provided without a valid district purchase order. Failure to observe this requirement may result in contract termination.

#### **PAYMENT**

- j. Sellers shall submit separate invoices, on each purchase order after each delivery. Invoices shall indicate the purchase order number, and bid number, shall be itemized and transportation charges, if any, shall be listed separately. Invoices should detail all work performed and materials provided, by date and quantity.
- k. Invoices should be mailed to Lufkin Independent School District, Attn: Business Office, P.O. Box 1407, Lufkin, TX 75902. Payment shall not be due until the above instruments are submitted after delivery. Suppliers should keep the Finance Department advised of any changes in your remittance addresses.
- l. Do not include Federal Excise, State or City Sales Tax. LISD is exempt from payment of these taxes and will furnish a tax exemption certificate, if requested.
- m. LISD agrees to pay the supplier within thirty (30) days after receipt of uncontested invoices for the receipt of all supplies, aids or equipment, or the day on which services were completed, or the day on which the invoice was received, whichever is later.
- n. LISD agrees to notify the supplier of an error or contested invoice. LISD and supplier hereby agree to mutually resolve disputed invoices within sixty (60) days of receipt of notice of the dispute.

#### **INTERPRETATION**

- o. LISD shall be sole interpreter of the terms, conditions, specifications, and performance requirements contained herein.

#### **WARRANTY AND RETURNS**

- p. Warranty Conditions for all supplies and/or equipment shall be considered manufacturer's minimum standard warranty unless otherwise agreed to in writing. Vendor shall be an authorized dealer, distributor or manufacturer for the product. Equipment proposals received shall be for new equipment only. Equipment refers to all hardware, software, materials and incidentals, etc. Substitutions for new equipment must be clearly stated in writing. Warranty period will be deemed to commence upon delivery and acceptance of the goods or service by LISD.
- q. Vendor expressly warrants that all goods or services furnished under this Agreement shall conform to all specifications and appropriate standards and shall be free from defects in material or workmanship. Vendor warrants that all such goods or services shall conform to any statements made on the containers or labels or advertisements for such goods, or services and that any goods will be adequately contained, packaged, marked and labeled.
- r. Lufkin ISD reserves the right to return damaged, defective, or materials shipped in error, at the vendor's expense for exchange or credit at the district's option within thirty (30) working school days of receipt of such materials.
- s. Merchandise received from a vendor shall be new, not used or shop worn.
- t. All items must meet OSHA standards of compliance and be asbestos free.
- u. All items which use electrical currents must be U.L. Listing approved.
- v. Lufkin ISD will not accept "factory seconds" or otherwise inferior goods and reserves the right to return such item(s) within thirty (30) days of receipt at vendor's expense.

## **TERMINATION OF AGREEMENT**

- w. This contract may be terminated by the LISD for cause or convenience with a 30-day written notice. In the event of cancellation, the district will not be held responsible for loss of business or any termination expenses incurred by the bidder.
- 59. Loss of funding shall constitute grounds for termination of the parties' contractual relationship by LISD, in whole or in part, without penalty, pecuniary risk or further liability to LISD.
- 60. In the event the proposal expires before a mutually agreed contract renewal is executed, vendor shall extend the contract on a month-to-month basis by mutual agreement.

## **PENALTIES FOR NON-PERFORMANCE**

- 61. If the vendor or its subcontractors fail to fulfill or abide by the terms, conditions, or specifications of the contract (including price), Lufkin ISD's remedies include but are not limited to:
  - a. Purchase on the open market and charge the proposing vendor the difference between contract and actual price, or Deduct charges from existing invoice totals due at the time, or
  - b. Cancel the contract within (30) days written notification, or
  - c. Award to the next lowest responsible vendor, if acceptable to LISD.

## **NOTIFICATION OF CRIMINAL HISTORY OF CONTRACTOR, EMPLOYEES, AND SUBCONTRACTOR**

- a. The attached criminal history form must be completed and returned as a part of this bid, if applicable.
- b. All Vendor employees who will have direct contact with students shall supply information required by Texas Education Code Section 22.0834 to the appropriate authorities. Under no circumstances shall Vendor be allowed to use employees, agents or subcontractors on district property who have been convicted of a felony or a crime involving sexual misconduct. Vendor shall require all employees, agents and subcontractors to comply with campus access policies, designated parking policies and other requirements necessary to comply with Texas Education Code Section 22.0834.
- c. The awarded vendor(s) shall insure that all entities with which it contracts shall supply information regarding criminal records history of any employee, agent or consultant who shall be present on Lufkin ISD property any time.

## **UNIFORM COMMERCIAL CODE**

- d. If applicable, this agreement shall be governed by the Uniform Commercial Code. Wherever the Uniform Commercial Code is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas effective and in force on the date of this agreement.

## **ORDINANCE, LAW, DISPUTE RESOLUTION AND VENUE**

- e. The contractor shall comply with all local, state, and federal ordinances, laws and regulations pertaining to the operations covered under this contract. It shall be the obligation of the contractor to apply for, pay for, and obtain all permits and licenses as required by the various agencies of state and local governments.
- f. Both parties agree that a good faith *effort* will be put forth to resolve any and all disputes arising from this contract. After thirty days of impasse, outside arbitration may be sought by the District.
- g. This agreement will be governed and construed according to the laws of the State of Texas. Both parties agree that the venue for any litigation arising from this contract shall lie in Lufkin, Angelina County, Texas.
- h. Neither party shall be liable in damages for any delay or default in the performance of this contract if such delay or default is caused by conditions beyond its own control including, but not limited to, Acts of God, government restrictions, wars, insurrections, and/or any other cause beyond the reasonable control of the party whose performance is affected.
- i. Successful bidder shall be required to comply with applicable equal employment opportunity laws and regulations.
- j. Successful bidders agree to protect LISD from claims involving infringement of patent or copyright.
- k. Any required notice provided to successful bidder by Lufkin ISD shall be deemed to have been given and received on the next day after such written notice has been sent via Certified Mail to the bidder's address as provided in response to this bid opportunity.
- l. **ALL PROVISIONS LISTED WITHIN THIS BID BECOME A PART OF THE TERMS AND CONDITIONS OF ANY RESULTING CONTRACT UNLESS SPECIFICALLY EXCLUDED AND AGREED TO BY LUFKIN ISD. ANY EXCEPTIONS MUST BE LISTED ON THE DEVIATIONS PAGE WITHIN THIS INQUIRY. ANY AND ALL CONDITIONS SPECIFIED WITHIN THIS PROPOSAL DOCUMENT WILL AUTOMATICALLY BECOME A PART OF ANY ADDITIONAL CONTRACT TERMS WHETHER OR NOT THEY ARE SPECIFICALLY STATED WITHIN THAT ADDITIONAL AGREEMENT.** Vendor understands and agrees that any terms and conditions submitted by Vendor as part of its bid are not incorporated into any agreement UNLESS SPECIFICALLY LISTED ON THE DEVIATIONS PAGE AND included in any final agreement executed between Vendor and the duly authorized representative of LISD. In the event a separate agreement is not executed by LISD and Vendor following the bid award, these Contractual Terms and Conditions, along with ALL OTHER Proposal Terms and Conditions and any LISD Special Terms and Conditions shall constitute the entire agreement governing the parties' relationship.

## **CONFLICT OF INTEREST**

- m. Individuals and business entities that wish to do business with LISD must file a Conflict of Interest form with the LISD purchasing department in accordance with Texas Local Government Code Chapter 176.006. The Conflict of Interest form is attached

## FORM A: VENDOR PROFILE

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

### **Contact Information:**

#### ***Regarding Bid Process/Contract Renewals:***

1. Contact Name: \_\_\_\_\_

2. Phone: \_\_\_\_\_ 3. Fax: \_\_\_\_\_

4. Address: \_\_\_\_\_

5. Email Address: \_\_\_\_\_

### **To Place Orders:**

1. Phone: \_\_\_\_\_ 2. Fax: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Email Address: \_\_\_\_\_ 5. Website: \_\_\_\_\_

### **Payment Address:**

\_\_\_\_\_

### **References:**

Please list three (3) Texas school districts of comparable size to LISD which you have served in the past three years.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### **Company Information:**

Please indicate if this response is for multiple locations or divisions within your company and list applicable information: \_\_\_\_\_

\_\_\_\_\_

How many consecutive years has your company been in business? \_\_\_\_\_

Lufkin Independent School District wishes to encourage the participation of minority and female owned businesses.

- Is your company a minority/female owned business? Yes \_\_\_\_\_ No \_\_\_\_\_
- If so, is your company currently HUB certified through the State of Texas? Yes \_\_\_\_\_ No \_\_\_\_\_

## FORM B: FELONY CONVICTION NOTICE

State of Texas Legislative Senate Bill No. 9, Section 44.034, Notification of Criminal History, Subsection (a), states "a person of business entity that enters into a contract with a school district must give advance 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 the conviction of a felony."

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

### CRIMINAL HISTORY REVIEW OF CONTRACTOR EMPLOYEES

Texas Education Agency Amendment to 19 TAC 153.1101 and new rule 19 TAC 153.117 regarding criminal history checks of contractor employees provide the school district with rules interpreting Texas Education Code ~22.0834. The rules define continuing contract duties, direct contact with students and other relevant terms within the statute.

Except as otherwise provided herein, Contractor will obtain and certify in writing, before work begins, and at least annually, a criminal history record information that relates to an employee, applicant, agent or Subcontractor of the Contractor or a Subcontractor, if the person has or will have continuing duties related to the Project, and the duties are or will be performed on Owner's property where students are regularly present or at another location where students are regularly present. Contractor shall assume all expenses associated with the background checks and shall immediately remove any employee or agent who was convicted of, received probation for, or received deferred adjudication for any felony as outlined below or any misdemeanor involving moral turpitude, from Owner's property or other location where students are regularly present. Owner shall determine what constitutes "moral turpitude" or "a location where students are regularly present." Contractor or sub-contractors may not work on District property where students are present when they have been convicted, received probation or deferred adjudication for the following felony offenses:

1. Any offense against a person who was, at the time the offense occurred, under 18 years of age or enrolled at a public school;
2. Any sex offense;
3. Any crimes against persons involving:
  - a. Controlled substances; or
  - b. Property; or
4. Any other offense the District believes might compromise the safety of students, Staff or property.

**This notice is not required of a publicly-held corporation.**

I, the undersigned agent for the firm named below, certify that I have reviewed the information concerning notification of felony convictions and required criminal history checks and that ALL information furnished is true to the best of my knowledge.

Vendor's Name: \_\_\_\_\_

Authorized Company Official's Name (please print): \_\_\_\_\_

- A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable:  
Signature of Company Official: \_\_\_\_\_ Date: \_\_\_\_\_
- B. My firm is not owned or operated by anyone who has been convicted of a felony.  
Signature of Company Official: \_\_\_\_\_ Date: \_\_\_\_\_
- C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:  
Name of Felon(s): \_\_\_\_\_  
Details of Conviction(s): \_\_\_\_\_  
  
Signature of Company Official: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor is responsible for the performance of the persons, employees and/or subcontractors Contractor assigns to provide services for the Lufkin ISD pursuant to this contract on any and all Lufkin ISD campuses or facilities. Contractor will not assign individuals to provide services at a Lufkin ISD campus or facility who have a history of violent, unacceptable, or grossly negligent behavior or who have a felony conviction, without the prior written consent of the Lufkin ISD Purchasing Department. If at anytime during performance of this contract, there is a change in felony status of any persons, employees, and/or subcontractors providing services to the Lufkin ISD, Contractor will immediately update the above form and provide such form to the Lufkin ISD Business Office within five business days of becoming aware of the change in status.

## FORM C: CERTIFICATE OF RESIDENCY

As defined by Texas House Bill 620, a “nonresident proposer” means a proposer whose principal place of business is not in Texas, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

\_\_\_ I certify that my company is a “**Resident Proposer**” as defined by HB 620.

\_\_\_ I certify that my company qualifies as a “**Nonresidential Proposer**” as defined by HB 620 and its principal place of business is in:

\_\_\_\_\_  
City

\_\_\_\_\_  
State

By signing below, I certify that the above is true and correct and that I am authorized by my company to make such certifications.

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

\_\_\_\_\_  
Signature of Authorized Company Official

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary  
Exclusion-Lower Tier Covered Transactions**

Per Title 34, Code of Federal Regulations, 80.35, "Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

(Before completing certification, read the instructions below.)

Please check one choice below:

\_\_\_\_\_ The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

\_\_\_\_\_ When the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Instructions For Suspension/Debarment Certification Statement*

- 1. By signing and dating the certification statement, the bidder certifies that neither it nor any of its principals (e.g., key employees) has been proposed for debarment, debarred or suspended by a federal agency on the date signed.*
  - 2. The prospective bidder shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.*
  - 3. Federal and State penalties exist for vendors and districts that knowingly enter into contracts with suspended/debarred persons.*
- \_\_\_\_\_



**FORM D: CONFLICT OF INTEREST NOTICE**  
**Lufkin Independent School District**

Notice to Vendors

Conflict of Interest Questionnaire Required by Chapter 176 of the Texas Local Government Code

Under Chapter 176 of Texas Local Government Code, a person or entity who contracts or seeks to contract with a school district for the sale or purchase of property, goods, or services (as well as agents of such persons) are required to file a Conflict of Interest Questionnaire with the districts Records Administrator (in this case, the LISD Business Office). Each covered person or entity who seeks to or who contracts with LISD is responsible for complying with any applicable disclosure requirements. LISD will post the required completed questionnaires on its website.

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

## OFFICE USE ONLY

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2** ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_  
Name of Officer

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

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

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

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

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

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

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

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

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

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

(3) has a family relationship with a local government officer of that local governmental entity.

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

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

**FORM E: AFFIDAVIT OF NON-COLLUSION, NON-CONFLICT OF INTEREST,  
ANTI-LOBBYING**

**By submission of this response, the undersigned certifies that:**

1. Neither the Respondent nor any of its officers, partner, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, or agreed, directly or indirectly with any person, firm, corporation or other Respondent or potential Respondent or given any money or other valuable consideration for assistance in procuring or attempting to procure, a contract or fix the prices in the attached response or the response of any other Respondent, and further states that no such money or other reward will be hereinafter paid.
2. No attempt has been or will be made by this firm's officers, employees, or agents to lobby, directly or indirectly, the District's Board of Trustees between response submission date and award by the District's Board of Trustees.
3. No officer, or stockholder of Respondent is a member of the staff, or related to any employee of the Lufkin Independent School District except as noted below;
4. The bidder or proposer has not offered, conferred, or agreed to confer any pecuniary benefit, as defined by Penal Code, Chapter 36, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this bid or proposal;
5. The bidder or proposer has not offered, conferred, or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote, or other exercise of discretion concerning this bid or proposal;
6. The bidder or proposer has not violated any state, federal, or local law, regulation, or ordinance relating to bribery, improper influence, collusion, or the like, and that the bidder or proposer will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value to any officer, Trustee, agent, or employee of the Lufkin Independent School District in return for the person's having exercised official discretion, power, or duty with respect for this bid or proposal;
7. The bidder or proposer has not and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, Trustee, agent, or employee of the Lufkin Independent School District in connection with information regarding this bid or proposal, the submission of this bid or proposal, the award of this bid or proposal, or the performance, delivery, or sale pursuant to this bid or proposal.

The undersigned certifies that he/she is fully informed regarding the accuracy of the statements contained in this certification, and that the penalties herein are applicable to the Respondent as well as to any person signing on its' behalf.

Signature of Authorized Official: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **FORM F: AFFIDAVIT OF NON-DISCRIMINATORY EMPLOYMENT**

This company, Contractor, or Subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, national origin, or handicap and agrees to take affirmative action as required by Federal Statutes and rules and regulations issued pursuant thereto in order to maintain and insure non-discriminatory employment practices.

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Signature

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Printed Name & Title

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Company Name

## FORM H: HOLD HARMLESS AGREEMENT

The Contractor shall defend, indemnify, and hold harmless, Lufkin ISD and all of its trustees, officers, agents, and employees from and against all suits, actions, or claims of any character brought for or on account of any injuries or damages (including death) received or sustained by any person or property on account of, arising out of, or in connection with, any negligent act or omission of Contractor or any agent, employee, subcontractor, or supplier of Contractor in the execution or performance of the Contract.

The Contractor shall also defend, indemnify and hold harmless, Lufkin ISD and all of its trustees, officers, agents, and employees from and against claims by any subcontractor, supplier, laborer, materials, or mechanic for payment for work or materials provided on behalf of the Contractor in the performance of the Contract and all such claimants shall look solely to Contractor and not to Lufkin ISD for satisfaction of such claims.

This Hold Harmless Agreement shall be binding upon the undersigned, and its successors, legal representatives, heirs and assigns.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**CONTRACTOR:**

\_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_  
(Date) (Name of company representative)

as \_\_\_\_\_ for \_\_\_\_\_  
(Title of representative) (Name of entity/company represented)

\_\_\_\_\_ Personally Known

\_\_\_\_\_ Produced Identification

\_\_\_\_\_  
(Signature of Notary)

\_\_\_\_\_  
(Printed or Typed Name of Notary)

## FORM G: SUSPENSION AND DEBARMENT CERTIFICATION

**Federal Law (A-102 Common Rule and OMB Circular A-110) prohibits non-federal entities from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Lufkin ISD does not do business with parties that have been suspended or debarred.**

Firms receiving individual awards and all sub-recipients must certify that their organization and its principals are not suspended or debarred by a federal agency.

Before an award can be made to your firm, you must certify that your organization and its principals are not suspended or debarred by a federal agency.

I, the undersigned agent for the firm named below, certify that neither this firm nor its principals are suspended or debarred by a federal agency.

Name of Firm: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## FORM H: HOLD HARMLESS AGREEMENT

The Contractor shall defend, indemnify, and hold harmless, Lufkin ISD and all of its trustees, officers, agents, and employees from and against all suits, actions, or claims of any character brought for or on account of any injuries or damages (including death) received or sustained by any person or property on account of, arising out of, or in connection with, any negligent act or omission of Contractor or any agent, employee, subcontractor, or supplier of Contractor in the execution or performance of the Contract.

The Contractor shall also defend, indemnify and hold harmless, Lufkin ISD and all of its trustees, officers, agents, and employees from and against claims by any subcontractor, supplier, laborer, materials, or mechanic for payment for work or materials provided on behalf of the Contractor in the performance of the Contract and all such claimants shall look solely to Contractor and not to Lufkin ISD for satisfaction of such claims.

This Hold Harmless Agreement shall be binding upon the undersigned, and its successors, legal representatives, heirs and assigns.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**CONTRACTOR:**

\_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_  
(Date) (Name of company representative)

as \_\_\_\_\_ for \_\_\_\_\_  
(Title of representative) (Name of entity/company represented)

\_\_\_\_\_ Personally Known

\_\_\_\_\_ Produced Identification

\_\_\_\_\_  
(Signature of Notary)

\_\_\_\_\_  
(Printed or Typed Name of Notary)



## FORM I: BID FORM

I have received the **Standard and Special Terms and Conditions, Specifications, and Forms** for the furnishing of goods and/or services as prepared by Lufkin Independent School District. I have examined and understand all aspects of these documents and submit the following bid. I have not deviated from the terms, conditions or specifications set forth by Lufkin Independent School District unless specified in written form.

**I agree:**

1. To hold my bid open for **90 days** after the due date for review and evaluation;
2. That the signing of this bid will constitute a contract between Lufkin Independent School District and my company, if awarded any or all of the bid;
3. That orders will be delivered, **F.O.B., LISD Central Warehouse, 915 Virgil, Lufkin, TX 75902** within five business days after receipt of order by phone, fax, in-person, email or by mail and shall include inside delivery;
4. To furnish goods and services in strict compliance with the Terms, Conditions and Specifications as addressed within this bid document;
5. That payment(s) will only be made from an invoice. Payment will not be made from a statement. A purchase order number must appear on all invoices.

The seller shall submit separate invoices, on each purchase order after each delivery. Invoices shall indicate the purchase order number, bid number, shall be itemized and transportation charges, if any, shall be listed separately. Mail to: Lufkin Independent School District, Attn.: Business Office, P.O. Box 1407, Lufkin, TX 75902. Payment shall not be due until the above instruments are submitted after delivery. Suppliers should keep the Business Office advised of any changes in your remittance addresses.

**Do not include Federal Excise, State or City Sales Tax. Lufkin ISD shall furnish a tax exemption certificate, if required.**

Lufkin ISD agrees to pay the supplier not later than thirty (30) days after receipt of uncontested invoices for the receipt of all supplies, aids or equipment, or the day on which services were completed, or the day on which the invoice was received, whichever is later.

Lufkin ISD agrees to notify the supplier of an error or contested invoice. Lufkin ISD and supplier hereby agree to mutually resolve disputed invoices within sixty (60) days of receipt of notice of the dispute.

6. Property damage caused to LISD or other property by the awarded vendor while carrying out responsibilities related to this contract, shall be the sole responsibility of the awarded vendor.
7. Proper clothing will be worn at all times. Vendor's vehicles and employees must be identifiable by appropriate company logos on vehicles, shirts, and/or badges.
8. The use of alcohol and tobacco is prohibited on district property.

## FORM J: DEVIATION/SIGNATURE PAGE

In the event the undersigned intends to deviate from the general terms, conditions, or specifications listed within this document, all such deviations must be listed on this page with complete and detailed conditions and information also being attached, if necessary. LISD will be the sole judge to determine if deviations are acceptable in meeting the needs of LISD and participating members.

### DEVIATIONS:

**Our response is submitted according to:**

\_\_\_\_\_ **NO DEVIATIONS:** In the absence of any deviation entry on this form, the Vendor assures LISD their compliance with the Terms, Conditions, Specifications, and information contained within this document.

\_\_\_\_\_ **DEVIATIONS LISTED ABOVE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## PROPOSER/VENDOR CERTIFICATION FORMS

### REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS – APPENDIX II TO 2 CFR PART 200

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**The following provisions are required and apply when federal funds are expended by Lufkin ISD for any contract resulting from this procurement process.**

- (A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when federal funds are expended, Lufkin ISD reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES \_\_\_\_\_

(If yes, insert initials of Authorized Representative of vendor.)

- (B) Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (B) above, when federal funds are expended, Lufkin ISD reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor, in the event vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Lufkin ISD also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if Lufkin ISD believes, in its sole discretion that it is in the best interest of Lufkin ISD to do so. The vendor will be compensated for work performed and accepted and goods accepted by Lufkin ISD as of the termination date if the contract is terminated for convenience of Lufkin ISD. Any award under this procurement process is not exclusive and Lufkin ISD reserves the right to purchase goods and services from other vendors when it is in the best interest of Lufkin ISD to do so.

Does vendor agree to abide by the above?

YES \_\_\_\_\_ (If yes, insert initials of Authorized Representative of vendor.)

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Pursuant to Federal Rule (C) above, when federal funds are expended by Lufkin ISD on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does vendor agree to abide by the above?

YES \_\_\_\_\_ (If yes, insert initials of Authorized Representative of vendor.)

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when federal funds are expended by Lufkin ISD, during the term of an award for all contracts and sub-grants for construction or repair, the vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does vendor agree? YES \_\_\_\_\_ (If yes, insert initials of Authorized Representative of vendor.)

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by Lufkin ISD, the vendor certifies that during the term of an award for all contracts by Lufkin ISD resulting from this procurement process, the vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act.

Does vendor agree? YES \_\_\_\_\_

(If yes, insert initials of Authorized Representative of vendor.)

(F) Rights to Inventions Made Under a Contract or Agreement. 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.

Pursuant to Federal Rule (F) above, when federal funds are expended by Lufkin ISD, the vendor certifies that during the term of an award for all contracts by Lufkin ISD resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does vendor agree? YES \_\_\_\_\_

(If yes, insert initials of Authorized Representative of vendor.)

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

Pursuant to Federal Rule (G) above, when federal funds are expended by Lufkin ISD, the vendor certifies that during the term of an award for all contracts by Lufkin ISD resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does vendor agree? YES \_\_\_\_\_

(If yes, insert the initials of Authorized Representative of vendor.)

- (H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Lufkin ISD, the vendor certifies that during the term of an award for all contracts by Lufkin ISD resulting from this procurement process, the vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does vendor agree? YES \_\_\_\_\_

(If yes, insert the initials of Authorized Representative of vendor.)

- (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier, up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended Lufkin ISD, the vendor certifies that during the term and after the awarded term of an award for all contracts by Fort Worth ISD resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for 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.
- (2) 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 undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Does vendor agree? YES \_\_\_\_\_

(If yes, insert the initials of Authorized Representative of vendor.)

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**RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS –  
2 CFR § 200.333**

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When federal funds are expended by Lufkin ISD for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The vendor further certifies that vendor will retain all records as required by 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 pending matters are closed.

Does vendor agree? YES \_\_\_\_\_  
(If yes, insert the initials of Authorized Representative of vendor.)

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**CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

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When federal funds are expended by Lufkin ISD for any contract resulting from this procurement process, the vendor certifies that the vendor 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).

Does vendor agree? YES \_\_\_\_\_  
(If yes, insert the initials of Authorized Representative of vendor.)

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**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

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Vendor certifies that vendor 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.

Does vendor agree? YES \_\_\_\_\_  
(If yes, insert the initials of Authorized Representative of vendor.)



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**CERTIFICATION OF NON-COLLUSION STATEMENT**

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Vendor certifies under penalty of perjury that its responses to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

Does vendor agree? YES \_\_\_\_\_

(If yes, insert the initials of Authorized Representative of vendor.)

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**Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above under Proposer/Vendor Certification Forms.**

Vendor's Name/Company Name:

\_\_\_\_\_

Address, City, State, and Zip Code:

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Printed Name and Title of Authorized Representative:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Signature of Authorized Representative:

\_\_\_\_\_

Date: \_\_\_\_\_



LUFKIN INDEPENDENT SCHOOL DISTRICT

**HB 89 and SB 252 Certification Addendum**

The Texas 85th Legislature passed two bills during its regular session that will impact all government contracts for goods and services, regardless of dollar amount, including contracts for professional, consulting, and construction services. This addendum requires review and signature from any vendor/independent contractor ("Contractor") entering into a contract ("Contract") with the Lufkin Independent School District to ensure the Contractor complies with the requirements stipulated herein.

**HB 89 - Certification Regarding Israel**

House Bill 89 (HB 89) prohibits governmental entities from entering into Contracts for goods and services that do not contain the Contractor's written verification that the Contractor does not, and during the term of the contract will not, boycott Israel.

**SB 252 - Verification Regarding Terrorist Organizations**

Senate Bill 252 (SB 252) prohibits governmental entities from contracting with parties on the State Comptroller's list of companies known to have contracts with, or provide supplies or services to, an organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. As a result of the new law, governmental entities are required to verify that vendors are not on the Comptroller's list (the "List") of companies with ties to foreign terrorists. The Comptroller's Office provides and maintains such List and anticipates the List going live on September 1, 2017. The List will be accessible through the Texas Treasury Safekeeping Trust (<http://www.ttstc.org/index.php>) or through a link on the Texas Comptroller's website (<https://comptroller.texas.gov>).

**Contractor Certification**

The Contractor entering into a Contract with the Lufkin Independent School District ("Lufkin ISD") for the provision of goods or services, whether such Contract is in the form of either a written agreement executed between both parties or a duly authorized Lufkin ISD purchase order, Contractor hereby certifies that it is not a company identified on the Texas Comptroller's List of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Contractor further certifies and verifies that neither Contractor, nor any affiliate, subsidiary, or parent company of Contractor, if any (the "Contractor Companies"), boycotts Israel, and Contractor agrees that Contractor and Contractor Companies will not boycott Israel during the term of this Contract. For purposes of this Contract, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

Contractor Business Name: \_\_\_\_\_

Full Name of Company Official: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Implementation of House Bill 1295**

### **Certificate of Interested Parties (Form 1295):**

In 2015, the Texas Legislature adopted [House Bill 1295](#), which added [section 2252.908](#) of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

The law applies (with a few exceptions) only to a contract between a business entity and a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

### **Changed or Amended Contracts:**

Form 1295 is only required for a change made to an existing contract in certain circumstances: (1) if a Form 1295 was not filed for the existing contract, then a filing is only required if the changed contract either requires an action or vote by the governing body or the value of the changed contract is at least \$1 million; or (2) if a Form 1295 was filed for the existing contract, then another filing is only required for the changed contract if there is a change to the information disclosed in the Form 1295, the changed contract requires an action or vote by the governing body, or the value of the changed contract increases by at least \$1 million.

As required by law, the Commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The Commission also adopted rules ([Chapter 46](#)) to implement the law. The Commission does not have any additional authority to enforce or interpret [section 2252.908](#) of the Government Code.

### **Filing Process:**

A business entity must use the [Form 1295 filing application](#) the Commission created to enter the required information on Form 1295 and print a copy of the completed form. Once entered into the filing application, the completed form will include a unique certification number, called a “certification of filing.”

An authorized agent of the business entity must sign the printed copy of the form affirming under the penalty of perjury that the completed form is true and correct.

The completed, printed, and signed Form 1295 bearing the unique certification of filing number must be filed with the governmental body or state agency with which the business entity is entering into the contract.

### **Acknowledgement by State Agency or Governmental Entity:**

The governmental entity or state agency must acknowledge receipt of the filed Form 1295 with the certification of filing, using the Commission's filing application, not later than the 30th day after the date the governing body or state agency receives the Form 1295. The Commission will post the completed Form 1295 to its website within seven business days after the governmental entity or state agency acknowledges receipt of the form.

### **Additional Information:**

[Section 2252.908](#), Government Code.

Certificate of Interested Parties ([Form 1295](#))\*\*

**\*\*This is a sample form for illustration purposes only. DO NOT FILL OUT THIS SAMPLE FORM. [Form 1295 MUST BE FILED ELECTRONICALLY!](#) Paper copies and PDF copies of this sample form are not accepted!**

[Chapter 46](#), Ethics Commission Rules (includes new rule 46.4, regarding changes to contracts, which went into effect on January 1, 2017)

[Frequently Asked Questions](#)

*Last Revision: December 21, 2017*

**CERTIFICATE OF INTERESTED PARTIES****FORM 1295****OFFICE USE ONLY**

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**1** Name of business entity filing form, and the city, state and country of the business entity's place of business.

**2** Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

**3** Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

**5** Check only if there is **NO** Interested Party. ☐

**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)

**ADD ADDITIONAL PAGES AS NECESSARY**

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*