

IRVING INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT
2621 West Airport Freeway IRVING, TX 75062
PHONE: (972) 600-5440 FAX: (972) 215-5442

This is NOT AN ORDER. It is an invitation to bid or propose.

Request for Proposals - RFP #12-07 Grease Trap Service
This is a Request for Proposals as defined in Texas Education Code Chapter 44.

SUBMIT ONE ORIGINAL AND ONE COPY OF BID unless otherwise indicated in the specifications.
To respond, mark envelope RFP #12-07 Grease Trap Service and submit to the Purchasing Office address at the top of this form by not later than 2:00 PM, December 12, 2011:

MAIL TO:
Rick Powell, Director of Purchasing
Irving ISD
P.O. Box 152637
Irving, TX 75015-2637

OR DELIVER TO:

2621 West Airport Freeway
Irving, TX 75062

Any submissions of information or documents to Irving ISD (District) pursuant to this bid or proposal is deemed public information by the District unless the Director of Purchasing of the District is noticed by the enclosed form and the vendor has followed the process outlined on the form. Failure to follow the process outlined in the enclosed forms may cause your proposal to be rejected as nonconforming. The right is reserved to accept or reject each item separately or as a whole. **District reserves the right to reject any or all bids or proposals and to waive any informality.** Any reference within the following pages of this document to bid, Request for Proposal (RFP), Competitive Sealed Proposal (CSP) could be technically inaccurate but should be construed to mean and are used interchangeably as the designated legal method of procurement listed at the top of this page. **It is the responsibility of the vendor to monitor the Irving ISD's website at <http://irvingisd.net/education/components/whatsnew/default.php?sectiondetailid=18103&> for any addenda to the RFP 12-07.**

IRVING INDEPENDENT SCHOOL DISTRICT

By: 
Richard Powell, Director of Purchasing
rpowell@irvingisd.net

You are representing to Irving ISD that you are authorized to submit this proposal by signing below.

Proposal submitted: (Circle one) YES NO BID

Company Name: _____ Address _____

City _____ STATE _____ ZIP _____

Signature of authorized representative _____ Date _____

Printed name _____ Email _____

Phone () _____ Fax () _____

Vendors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Bidder certifies that the company complies with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations.

FAILURE TO PROPERLY COMPLETE THIS FORM AND SUBMIT WITH YOUR RESPONSE MAY RESULT IN A WAIVER OF YOUR RIGHTS UNDER THE LAW TO MAINTAIN CONFIDENTIALITY TREATMENT OF SUBMITTED MATERIALS.

CONFIDENTIAL INFORMATION SUBMITTED IN RESPONSE TO COMPETITIVE PROCUREMENT REQUESTS OF IRVING ISD IS GOVERNED BY TEXAS GOVERNMENT CODE, CHAPTER 552

If you consider any portion of your proposal as confidential information and not subject to disclosure pursuant to Chapter 552 Tex Gov't Code or other laws, you **must make a copy** of all claimed confidential materials within your proposal and put this COMPLETED form as a cover sheet to said materials and place this completed form and the copied materials in a separate envelope and include the confidential materials envelope with your proposal submission. ***(The envelop will not be opened unless a Public Information Request is made. You must include the confidential information in the submitted proposal as well, the copy in the envelope is to show IISD which material in your proposal you deem confidential only in the event of a Public Information Request.)*** You must place the following wording that is between the dotted lines on the outside of the envelope containing the copies of the confidential materials. You may copy, complete and affix the following to the envelope containing the copies of the confidential materials. Irving ISD will follow procedures of controlling statute(s) regarding any claim of confidentiality. Pricing of solicited product or service may be deemed as public information under Chapter 552 Tex Gov't Code.

This envelop contains material from our proposal that I classify and deem confidential under Texas Gov't Code Sec. 552 and I invoke my statutory rights to said confidential treatment of the enclosed materials:

Name of company claiming confidential status of material

Printed Name and Signature of authorized company officer claiming confidential status of material

Address City State ZIP Phone

ENCLOSED ARE COPIES OF _____ PAGES OF CONFIDENTIAL MATERIAL FROM OUR RESPONSE TO RFP #12-07 Grease Trap Service

Express Waiver: I desire to expressly waive our claim of confidentiality of any information contained within our response to the competitive procurement process by completing the following and submitting this sheet with our response to Irving ISD procurement process (e.g. RFP, CSP, Bid, RFQ etc).

Name of company expressly waiving confidential status of material

Printed Name and Signature of authorized company officer expressly waiving confidential status of material

Address City State ZIP Phone

THIS EXPRESS WAIVER IS FOR RESPONSE TO: RFP #12-07 Grease Trap Service

IRVING INDEPENDENT SCHOOL DISTRICT GREASE TRAP SERVICE

SCOPE:

The purpose of this proposal is to establish a competitive contract for servicing the grease traps for various Irving Independent School District (Irving ISD) locations on an annual and/or on an as needed call-in basis. All vendors supplying prices shall be established vendors whose primary business is liquid waste disposal. The contract is not assignable unless written approval is granted by the District. Performance may not be subcontracted.

This bid will be firm for one (1) year from date of award, with the option to be renewed for four (4) additional years, in one (1) year increments, provided all prices remain firm or the increase is less than 5% annually and all parties agree.

GENERAL REQUIREMENTS:

All bidders submitting proposals for this work shall comply with the following special conditions. Bidders submitting proposals which do not comply with these special conditions shall not be considered.

The bidder will obtain all permits and perform all tests required or that may be required by the Federal, State and Local authorities. The bidder shall be in full compliance with all EPA, Federal, State and Local laws, rules, regulations and code pertaining to the handling, removal and transportation of raw liquid waste.

The successful bidder shall complete and comply with all specifications, requirements and documents as required in the performance of the contract for the purpose of providing the building owner a guarantee upon job completion.

The contractor shall include the cost of the guarantee in his bid prices if applicable.

All contractors bidding this work shall comply with prevailing wage rates in accordance with the civil statutes of the State of Texas.

Any contract resulting from this Request for Proposals may be cancelled at will and without cause by the District with 60 days written notice to the awarded company at the address provided in the company's proposal.

IRVING ISD RESPONSIBILITY:

Irving ISD will provide access to the work site.

Irving ISD personnel will provide on-site acceptance inspection for compliance with the specifications contained herein and in manufacturer's installation instructions, but exclusive of any inspection required by federal state or local authority.

SAFETY INSTRUCTIONS:

No asbestos containing materials will be utilized.

No rigging of equipment over occupied areas.

General safety rules must be followed at all times.

Contractor is responsible for all damaged caused by their employees or representatives in the performance of this contract.

No smoking or use of tobacco products is permitted in District buildings or on any District property.

No alcoholic beverages or drugs of any type will be permitted in any District building or facility or on District grounds.

DETAILED SPECIFICATIONS:

Irving ISD requires that all traps be serviced three (3) times per year. This will be done over the Winter Break, (usually last two weeks of December), Spring Break, (March), and during the summer break (June or July).

On occasion the district will require the traps to be serviced on an on-call basis, the service call should not exceed a two (2) work-day response time. In addition, Irving ISD will require all trap servicing during the school year on a per call basis from Irving ISD Maintenance Department. Irving ISD reserves the right of observation and inspection.

All bids must be firm for a period of one (1) year from date of award, or bid will not be considered. The contract shall be renewable at the discretion of Irving ISD for four (4) additional years, in one (1) year increments, provided all prices remain firm or increases do not exceed 5% and both parties agree. The vendor shall notify the district ninety (90) days prior to the anniversary date of contract whether the price shall remain unchanged or proposed increase along with supporting documentation for increase for the subsequent renewal of one (1) year period

Acceptable services for traps shall include:

1. Complete removal of all waste material in the trap.
2. Scrape, clean, and wash walls of the trap.
3. Clean any spillage and leave traps in a clean and sanitary condition.
4. No water will be returned from the truck to either side of the trap.
5. All trap lids are to be secured as found.
6. Copies of properly completed City "Trip Tickets", including school location by name will be provided with invoices to show proper disposal of waste material. Invoices will not be paid until these trip tickets are received.
8. All permits required by each city will be the responsibility of the contractor that is awarded this contract.

CONTINGENCY:

If, throughout, the course of the year, a problem arises with any individual grease trap and it requires an additional pumping and cleaning, unit pricing will be used.

Recognizing trip and overhead expenses, clearly state if there is a minimum order charge for this special servicing.

Prices must be quoted for each specified location for each annual servicing and prices must be quoted for individual call-in basis pumping and cleaning. If additional Grease traps are added during the life of the contract award they will be billed at the same rate.

The following must be submitted with bid or bid will not be considered:

1. Copies of current Liquid Waste Transportation Permits for each truck to be used.
2. Copy of state permit for disposal site to be used, and name and phone number for contact.
3. Proof of Insurance in the form of a Certificate of Insurance for general liability coverage that meet at a minimum statutory requirement for workmen's compensation coverage.
4. A payment bond will be required by the successful vendor if services exceed \$25,000.00 annually.

EVALUATION CRITERIA and % Weights:

All criteria will receive a score of 0-10 with 10 being best and then the score will be multiplied by the weight to determine the weighted score. The highest weighted score will be the basis for recommendation of award. The district reserves the right to non-award any or all items listed in the RFP

1. The purchase price; 35% District will consider the cost of the goods proposed.
2. The reputation of the vendor and of the vendor's goods or services; 20% District will consider the references provided and any other relevant information available.
3. The quality of the vendor's goods or services; 1% District will evaluate the quality of each service proposed.
4. The extent to which the goods or services meet the district's needs; 20% The district will evaluate the extent to which the items proposed meet the needs of the district.
5. The vendor's past relationship with the district; 5% No past relationship results in a 5 raw score as a neutral, lower means a poorer relationship than neutral and higher than 5 means a better than neutral relationship.
6. The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses; 4% weight Score of 0-10 given. The District will evaluate whether or not the vendor hinders the District's ability to comply. A vendor either does or does not hinder the District in compliance. If a proposal of a vendor demonstrates a hindrance to compliance, the vendor will be assigned no points. If a proposal of a vendor does not demonstrate a hindrance to compliance, the vendor will

be assigned full credit. Irving ISD policy regarding this subject is as follows: “The District shall include and encourage the participation by historically underutilized businesses (HUB) and minority/women business enterprises (M/WBE) in all phases of the District’s procurement practices and provide them equal opportunities: 1. To have access to procedures for quotations and open purchase orders; and 2. To compete for contracts for provision of professional services, purchases of equipment and supplies, and provision of other goods and services required by the District. The terms HUB and M/WBE mean a business in which at least 51 percent of the ownership and management is by minority group members or women owned, or in the case of a publicly-owned business, at least 51 percent of the stock is owned and managed by minority group members or women. Minority groups shall include Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, and Asian-Indian Americans. The District accepts HUB certification from the Texas Building and Procurement commission and M/WBE from any established certification organization. “This policy may be found at <http://www.tasb.org/policy/pol/private/057912/pol.cfm?toc=C> (See Section C; CH (Local) pages 3 and 4). Did the vendor demonstrate it can employ a plan for utilizing underutilized businesses in fulfillment of an award under this RFP?

7. The total long-term cost to the district to acquire the vendor’s goods or services; 1% The district will evaluate whether or not the proposed service will result in a long term cost addition to the district.
8. for a contract proposal for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional material, whether the vendor or the vendor’s ultimate parent company or majority owner:
 - (A) has its principal place of business in this state; or
 - (B) employs a least 500 persons in this state; and
 14% Complete the attached Certificate of Residency form addressing this question and the district will evaluate based on #8 as listed. If company meets either (8)(A) or (B) above the vendor get full credit if not, vendor get no credit.

By submitting a proposal, the vendor warrants that the vendor is currently in good standing with all state and federal agencies, including but not limited to, the Office of the Texas Comptroller and the Office of the Texas Secretary of State.

REFERENCES: Please list three references. School districts preferred.

1. Company Name: _____
Address: _____
Telephone: _____
Contact Person: _____

2. Company Name: _____
Address: _____
Telephone: _____
Contact Person: _____

Company Name: _____
Address: _____
Telephone: _____
Contact Person: _____

Quote Submitted By:

FIRM NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: () _____ FAX: () _____

E-MAIL: _____

AUTHORIZED SIGNATURE: _____

TYPED/PRINTED NAME: _____

Specify the total cost per bid specification for the complete annual and call-in basis for grease traps and service to be performed at all locations. All cost shall be included in the price. No additional charges will be paid.

FACILITY	APPROX. SIZE GALLONS	ANNUAL BID PRICE 3X per Year cost in total	ON-CALL UNIT PRICE AS NEEDED
High Schools			
Irving	1900	\$ _____	\$ _____
MacArthur	1500	\$ _____	\$ _____
Nimitz	2000	\$ _____	\$ _____
The Academy	2000	\$ _____	\$ _____
Middle Schools			
Austin	1000	\$ _____	\$ _____
Bowie	1000	\$ _____	\$ _____
Crockett	500	\$ _____	\$ _____
deZavala	1500	\$ _____	\$ _____
Houston	1500	\$ _____	\$ _____
Lady Bird	3000	\$ _____	\$ _____
Lamar	1000	\$ _____	\$ _____
Travis	1500	\$ _____	\$ _____
Elementary Schools			
Barton	1000	\$ _____	\$ _____
Brandenburg	1000	\$ _____	\$ _____
Britain	1000	\$ _____	\$ _____
Brown	1000	\$ _____	\$ _____
Davis	1000	\$ _____	\$ _____
Elliott	1500	\$ _____	\$ _____
Farine	1000	\$ _____	\$ _____
F.M. Gilbert	1000	\$ _____	\$ _____
Good	1500	\$ _____	\$ _____
John Haley	1500	\$ _____	\$ _____
Tom Haley	1000	\$ _____	\$ _____
Hanes	800	\$ _____	\$ _____
Johnston	1000	\$ _____	\$ _____
Keyes	1000	\$ _____	\$ _____
Lee	1000	\$ _____	\$ _____
Lively	1000	\$ _____	\$ _____
Schulze	1000	\$ _____	\$ _____
Townley	1000	\$ _____	\$ _____
Townsell	2000	\$ _____	\$ _____
Stipes	2500	\$ _____	\$ _____
Early Childhood			
Clifton	1000	\$ _____	\$ _____
Kinkeade	1000	\$ _____	\$ _____
Pierce	1000	\$ _____	\$ _____
Administration Bldg.	1000	\$ _____	\$ _____

TO BE SIGNED AND RETURNED

All contracts, agreements or any other business affairs with the Irving Independent School District, Irving Texas shall be construed according to the laws of the State of Texas and have venue in a court of competent jurisdiction in Dallas County, Texas. Any award or contract resulting from this document and the process described herein is not an exclusive award and the Irving ISD reserves the right to purchase goods or services described herein from other sources.

Vendors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Proposer certifies that the company complies with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations.

NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid or proposal, the Bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

Texas Education Code Section 44.034. Notification of Criminal History of Contractor

- a) A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or 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.

Vendor response (MUST initial): negative or see attached information

- b) A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.
- c) This section does not apply to a publicly held corporation. Initial if (c) applies _____

If awarded under this document, vendor agrees to comply, in all relevant respects, with all Federal, State, and Local laws and regulations related to the performance of services or supply of goods to Irving ISD.

yes _____ no _____

Signature below certifies accuracy of answers to all sections on this page.

Authorized Signature _____ Printed Name _____

Company Name and address _____

Telephone Number () _____ Date _____

PAYMENT TERMS

Irving ISD pays net 30 or at point of sale and complies with the State of Texas payment law, Texas Government Code, Chapter 2251.

FUNDING OUT CLAUSE

Pursuant to Texas Local Government Code Sec. 271.903, any Proposal/Offer accepted by Irving ISD and all contracts to be approved are subject to the budgeting and appropriation of then currently available funds.

VISITOR REGISTRY SYSTEM

Pursuant to Section 38.022 of the Texas Education code, vendors must present a valid state or government-issued photo ID before access into the school is granted. This ID will be scanned into a registered sex offender database; any vendor found to be an offender will be denied access into the school. Local law enforcement will be contacted should this occur.

Insurance and Fingerprint Requirements

If applicable to this procurement and your staff will be on Irving ISD premises for delivery, training or installation etc. and/or with an automobile, the following insurance provisions must be followed. See attached "Insurance and Indemnity Provisions" if applicable.

Your insurance agent will probably be able to handle this easily as it is standard business practice for vendors/contractors to public entities.

If vendor's staff will be on a school site where student will be present, vendor must comply with Texas Education Code Chapter 22. See attached. This is required for all Texas Public Schools. If your staff will not be on campus when students are present, you MAY not have covered employees. Irving ISD recommends all vendors consult their legal counsel for guidance in compliance with this law.

If you have questions on how to comply, see below.

If you have questions on compliance with this code section, contact the Texas Department of Public Safety Non-Criminal Justice Unit, Access and Dissemination Bureau, FAST-FACT at NCJU@txdps.state.tx.us and you should send an email identifying you as a contractor to a Texas Independent School District. Texas DPS phone # is 512-424-2474

The Texas Education Code, Chapter 22, Section 22.0834. Statutory language may be found at: <http://www.statutes.legis.state.tx.us/>

For RFP 12-07 only-

Your staff probably will not be on campus when students are present and are probably not covered employees because the service is scheduled during holiday periods, but compliance is the responsibility of the vendor regardless.

TO BE SIGNED AND RETURNED

Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

Introduction: Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

Definitions: Covered employees: Employees of a contractor or subcontractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students. **Disqualifying criminal history:** Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school:

(a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

On behalf of _____ ("Contractor"), I certify that

[check one]: ☐ None of the employees of Contractor and any subcontractors are *covered employees*, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become *covered employees*. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

Or

☐ Some or all of the employees of Contractor and any subcontractor are *covered employees*. If this box is checked, I further certify that:

- (1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.
- (2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.
- (3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.
- (4) If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Company name _____

Printed name of Company Representative: _____

Signature _____ Date _____

For additional information on how to comply with this statute, please contact Richard Powell in the purchasing department of the Irving ISD at 972-600-5440, Irving ISD 2621 West Airport Freeway, Irving, Texas 75062.

INDEMNIFICATION/LIABILITIES

1. **Infringement(s)**: The successful vendor will be expected to indemnify and hold harmless the Irving ISD and its employees, officers, agents, representatives, contractors, assignees and designees from any and all third party claims and judgments involving infringement of patent, copyright, trade secrets, trade or service marks, and any other intellectual or intangible property rights in connection with the vendor's proposal or ultimate contracts awarded and approved.
2. **Acts or Omissions**: The successful vendor will be expected to indemnify and hold harmless the Irving ISD, its officers, employees, agents, representatives, contractors, assignees and designees from and against any and all liability, actions, claims, demands or suits, and all related costs, attorney's fees and expenses arising out of, or resulting from any acts or omissions of the vendor or its agents, employees, subcontractors, or suppliers in the execution or performance of any agreements ultimately made by Irving ISD and the vendor.
3. **NOTICE**: The Irving ISD is a Texas Political Subdivision and a local governmental entity; therefore, it might not be permitted or authorized by Texas law to indemnify other persons or entities. Any contract made or entered into by the Irving ISD is subject to and is to be governed by Section 271.151 *et seq*, Tex Loc Gov't Code. Otherwise, Irving ISD does not waive its governmental immunities from suit or liability except to the extent expressly waived by other applicable laws in clear and unambiguous language.

**Irving Independent School District Purchasing Department
2621 West Airport Freeway - Irving, Texas 75062 972-215-5440**

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder:

Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, common rules

Vendor Name:_____

Vendor Address:_____

Vendor E-mail Address:_____

Vendor Telephone:_____

Fax Number:_____

Authorized Company Official's Name:_____
(Printed)

Signature of Company Official:_____

Date:_____

CLEAN AIR AND WATER ACT

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S.C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as require under OMB Circular A-102,

Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

Potential Vendor Name: _____

Title of Authorized Representative: _____

Mailing Address: _____

Signature: _____ Date: _____

Printed Signature: _____

Buy American Provision

Schools and institutions participating in the National School Lunch Program and School Breakfast Programs are required by law to use Child Nutrition funds, to the maximum extent practicable, to buy domestic commodities or products for meals served under these programs. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. The term “substantially” means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Therefore, when Child Nutrition funds are used to acquire foods, schools and institutions must ensure that the items are in compliance with this requirement.

Potential Vendor Name: _____

Title of Authorized Representative: _____

Mailing Address: _____

Signature: _____ Date: _____

Printed Signature: _____

COMPLETE AND RETURN WITH BID

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See next page for public burden disclosure)

Approved by OMB

0348-0046

1. Type of Federal Action: a. Contract b. Grant c. Cooperative agreement d. Loan e. Loan guarantee f. Loan insurance		2. Status of Federal Action: a. Bid/offer/application b. Initial award c. Post-award		3. Report Type: a. Initial filing b. Material change For Material Change Only: Year _____ quarter _____ Date of last report _____	
4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____, if known: Congressional District, if known?			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department / Agency:			7. Federal Program Name / Description: CFDA Number, if applicable:		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ _____		
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): (attach Continuation Sheet(s))			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI) SF-LLL-A, if necessary)		
11. Amount of Payment (check all that apply): \$ _____ actual _____ planned _____			13. Type of Payment (check all that apply): _____ a. retainer _____ b. one-time fee _____ c. commission _____ d. contingent fee _____ e. deferred _____ f. other; specify: _____		
12. Form of Payment (check all that apply): _____ a. cash _____ b. in-kind; specify: nature _____ value _____					
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11. (attach Continuation Sheet(s) SF-LLL-A, if necessary)					
15. Continuation Sheet(s) SF-LLL-A attached: Yes No					
16. Information requested through this form is authorized by article 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No: _____ Date: _____		

PROCUREMENT

Instructions for Completion of SF-LLL, Disclosure of lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an offer 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 a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and / or has been secured to influence the outcome of a covered Federal Action.
 2. Identify the status of the covered Federal Action.
 3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal Action.
 4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub award recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Sub awards include but are not limited to subcontracts, sub grants, and contract awards under grants.
 5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
 6. Enter the name of the Federal Agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
 7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
 8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number, the application proposal control number assigned by the Federal agency). Include prefixes, e.g. "RFP-DE-90-001.
 9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount to the award / loan commitment for the prime entity identified in item 4 or 5.
 10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal Action. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
 11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
 12. Check the appropriate box (es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
 13. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.
 14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
 15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
 16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.
- Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0342-0046), Washington, D.C. 20503.

COMPLETE AND RETURN WITH BID

Certification Regarding Lobbying

**Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding
\$100,000 in Federal Funds**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(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 Lobbing," 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 subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name of Organization

Address of Organization

Name / Title of Submitting Official

Signature of Submitting Official

Signature Date

TO BE SIGNED AND RETURNED

CERTIFICATE OF RESIDENCY

The State of Texas has passed a law concerning non-resident contractors. This law can be found in Texas Education Code under Chapter 2252, Subchapter A. This law makes it necessary for the Irving ISD to determine the residency of its offerors. In part, this law reads as follows:

"Section: 2252.001

(3) 'Non-resident bidder' refers to a person who is not a resident.

(4) 'Resident bidder' refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located."

I certify that _____
(Name of Company Bidding)

is, under Section: 2252.001 (3) and (4), a

_____ Resident Bidder _____ Non-resident Bidder

My principal place of business under Section: 2252.001 (3) and (4), is in
the city of _____
in the state of _____.

Whether or not the company is a resident Bidder, does the company submitting this proposal employ at least 500 persons in the state of Texas?

Circle the appropriate response YES or NO

Signature of Authorized Company Representative

Print Name

Title

Date