

Lamar Consolidated
Independent School
District (LCISD)
Solicitation Cover Sheet

Solicitation # 34-2024TB
Due Date: July 25, 2024
DUE NO LATER THAN 2:00 PM (CDT) LATE BIDS WILL NOT BE ACCEPTED

Request for Proposal (RFP): CHILD NUTRITION ADMIN OFFICE SUPPLIES

PLEASE NOTE

Carefully read entire document.
Complete all forms and submit
your response with all appropriate
attachments.

Please submit your hard copy response in a
sealed envelope with solicitation #, description,
and marked "SEALED RESPONSE".

RETURN SOLICITATION RESPONSE TO:
Lamar CISD Purchasing & Materials Management
4901 Avenue I
Rosenberg, TX 77471

For additional information contact
Thamara Bochat 832-223-0175 or by email at thamara.bochat@lcisd.org

Company Name		
Company Address		
City	State	Zip
Taxpayer I.D. #		
Telephone	E-mail	
Print Name		
Signature		

Your signature attests to your offer to provide the goods in this solicitation according to the published provisions of this solicitation. Contract is not valid until LCISD Board has approved the award.

RETURN THIS DOCUMENT IN BID/PROPOSAL PACKAGE

RFP # 34-2024TB: CHILD NUTRITION ADMIN OFFICE SUPPLIES

Purpose of Solicitation	<p>LCISD is a K-12 public school district in Fort Bend County serving a student enrollment of 46,174. The district will consist of 52 campuses and 9 district sites for the upcoming school year.</p> <p>Lamar Consolidated Independent School District is currently requesting proposals for admin office supplies for the Child Nutrition Department.</p> <p>These proposals will be evaluated and selected on what best meets the needs of the District. The District desires that the vendor meets or exceed the specifications provided in this proposal.</p>
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Length of Solicitation	<p>This solicitation will be a <u>Sole-Award</u> as described herein under the <u>Scope of Solicitation</u>; and provided that the proposal meets the requirements listed under the <u>Response Requirements</u>.</p> <p>The contract period will be awarded as a <u>one-year term contract</u> with <u>2 (two) initiated annual renewal options</u>, upon LCISD Board approval and provided that LCISD and the approved vendor are in mutual agreement.</p> <p>Price increases can be requested at the time of renewal. If the need arises for price increases over 10% of the awarded cost, for any item during the contract term year, then a written request for approval must be submitted to LCISD by the awarded vendor prior to any order processing.</p>
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<u>Terms and Conditions</u>	<p>This solicitation shall be governed by the following documents which are incorporated herein.</p> <p>A copy may be obtained at http://www.lcisd.org/departments/business-office/purchasing/terms-and-conditions or by contacting the Lamar CISD Purchasing Dept. staff listed on the cover sheet. Any exception to the terms and conditions must be included in the Proposer’s response.</p> <p>Texas Education Code 44.031 <i>Purchasing and Acquisition</i>, LCISD Policy CH (Legal) <i>Purchasing and Acquisition</i>, LCISD Policy CH (Local)</p> <p>LCISD reserves the right to award this contract as best meets the district needs.</p>
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Response Requirements

LCISD will accept sealed proposals either by mail or hand delivery until Thursday, **July 25, 2024** at 2:00 PM CDT. Proposals received after the opening date and time will not be accepted and will be returned unopened.

Submission Package must include: One (1) Original
 One (1) Marked “Copy”

RFP 34-2024TB Cost Sheet must have following information filled out to be considered complete:

- Vendor Name (Company)
- Vendor Address
- Vendor Representative and email
- Requested Item Cost, or Equivalent Item: Brand, Item Number, and Cost. Please ensure that you only list one (1) cost per line item.

Fillable copy of the RFP 34-2024TB will be made available for responses to be typed and printed for inclusion with submission package.

A response is required to all questions listed on the Price Delivery Information Sheet. Leaving a line blank on the bid summary page will be considered a “no bid” and may result in disqualification of your submission.

The vendor (who is completing this bid packet) will send the Vendor Performance-Reference Questionnaire (page 12) to four (4) references.

LCISD does NOT accept electronic bids. Bids are not allowed to be return via email.

SCOPE OF SOLICITATION

I. Solicitation

- a. **Purpose** – To obtain pricing for admin office supplies; and establish a purchasing contract with the selected awarded vendor for the use of the Lamar CISD Child Nutrition Department only.
- b. **Contract Changes**
 - i. **Item Additions** – We require the ability to add no more than ten percent of the quantity of original line items listed in the Price Delivery Section of this solicitation during each of the active contractual periods.
 - Item Additions will be formally requested by the Lamar CISD Child Nutrition Department to the awarded vendor during the active contract period.
 - Approved Item Additions will remain on contract for all active contractual periods after approval but will not increase the stated number of requestable additions.
 - Line-Item Quantity for this solicitation: 103
 - Maximum Number of Requestable item additions per contract period:
 - Initial Award – 10
 - 1st Renewal – 10
 - 2nd Renewal – 10
 - ii. **Pricing** – Price changes more than ten percent of the awarded costs will be reviewed for approval using two methods:
 - Annually during the contract renewal process.
 - Formal request from awarded vendor to Lamar CISD Child Nutrition Department during the active contract period.
 - iii. **Discontinued Items** – Items that get discontinued completely, or are no longer available in the pack quantity requested and awarded, and require substitution will be reviewed for approval as follows:
 - Formal request from awarded vendor to Lamar CISD Child Nutrition Department during the active contract period.
 - Annually during the contract renewal process.
- c. **Disputes** – All disputes will be handled via email and phone conversations between the designated representatives of the awarded vendor and the Lamar CISD Child Nutrition Department.

II. Disqualification

- a. Required proposal copies – Failure to send in completed proposal documents will result in your proposal being disqualified for further evaluation.

III. Evaluations

- a. The scores from the Evaluation Committee forms shall be combined and averaged to generate an overall score for each proposal submitted and reviewed.
 - i. Ex. ECM1 – 85, ECM2 – 90, ECM3 – 95, ECM4 – 80 = Avg Total of 87.5

IV. Awardee Selection

- a. Contract will be Sole Awarded to the selected and approved vendor. As described on the Evaluation Criteria for Proposal Form, purchase price will be the primary criteria.
- b. Secondary Criteria
 - i. Pack Quantity – Percentage of items that meet the requested pack quantity. If the request was for a box of 12 pens, and the vendor bid a box of 24 pens, then that would negatively affect their percentage.
 - ii. Item Quality – Percentage of items that meet the requested item quality. If the request was for 0.5mm fine point pens, and the vendor bid 1.0mm medium point pens, then that would negatively affect their percentage.

V. Awardee Approval Process

- a. The award and subsequent contracts will not be official until the selected proposal completes the approval process as described below.
 - i. Evaluation Committee – Evaluates and selects potential awardees from submitted proposals.
 - ii. Lamar CISD Board of Trustees – Provides District approval of selected awardees.

EVALUATION CRITERIA FOR PROPOSAL

This proposal shall be evaluated using the evaluation criteria listed below.

Vendor Minimum Acceptable Score: 70-point total minimum.

Vendors under the 70-point mark shall not be considered for further evaluation.

	Evaluation Criteria	Point System
1	Purchase price – Proposal should offer a fair and reasonable price for items to be procured by Lamar CISD. Pricing will be calculated using the completed RFP 34-2024TB Cost Sheet.	30
2	Reputation of the vendor and of the vendor’s goods – Proposer should have a solid reputation with entities that shows a high level of customer service and a high level of quality of goods. References shall be contacted via e-mail if necessary. <ul style="list-style-type: none"> • 15 to 25 pts – Listed References Submitted; “Vendor Reference Questionnaires” were submitted to Lamar CISD. • 10 pts – Listed References Submitted; No “Vendor Reference Questionnaires” were submitted to Lamar CISD. • 0 pts – No Listed References Submitted; No “Vendor Reference Questionnaires” were submitted to Lamar CISD. 	25
3	Quality of the vendor’s goods – Service to our LCISD account in accordance with the outlined specifications. <ul style="list-style-type: none"> • Offers an expedited delivery timeframe 	5
4	Extent to which the goods meet the district’s needs – <ul style="list-style-type: none"> • 15 pts – 86 to 100% of Proposed items meet pack quantity/quality requirements. • 10 pts – 65 to 85% of Proposed items meet pack quantity/quality requirements. • 5 pts – 40 to 64% of Proposed items meet pack quantity/quality requirements. 	15
5	Vendor’s past relationship with the district <ul style="list-style-type: none"> • 15 – Good business with LCISD, staff recommends use again. • 10 – Good business with no documented issue OR never performed business with LCISD but has experience with other school districts or government entities. • 5 – Past performance was documented as being poor. 	15
6	Long-term cost to the district to acquire the vendor’s goods <ul style="list-style-type: none"> • Accepts Purchase Orders • Warranty, term or limited offerings 	5
7	Ability to service our accounts with proper staff – <ul style="list-style-type: none"> • Provide a dedicated sale representative to our LCISD account for this transaction. 	5
8	TOTAL	100 POINTS

TIMETABLE

Item	Activity	Date
1	RFP starts to advertise (1st run)	06/27/24
2	RFP advertises (2nd run)	07/04/24
3	Deadline to submit questions	07/15/24
4	Replies to questions will be posted on webpage http://www.lcisid.org/departments/business-office/purchasing/current-bid-opportunities	07/18/24
5	Deadline for submitting proposals	07/25/24
6	Award Date	Estimated date 09/18/24

PRICE DELIVERY SHEET

I. Item Specifications

- a. Please note that the quantity shown is an estimate and is not a guarantee of quantity to be purchased during the term of the contract.
- b. Vendors are encouraged to submit responses that meet the listed descriptions.

ITEM DESCRIPTION	BRAND	PART NUMBER	UOM	QTY	
2-Fasteners File Folder, Letter, Blue, 50ct	Office Depot	OD22040GW	BX	5	OR EQUIVALENT
3Mil Laminating Pouch, 11."x17.5", 50ct	Office Depot	WZ019	PK	40	OR EQUIVALENT
3Mil Laminating Pouch, 9"x11-1/2", 100ct	Office Depot	WZ010	PK	20	OR EQUIVALENT
Academic Desk Calendar, Ruled, 17"x10"	Office Depot	ODUS2333-001	EA	30	OR EQUIVALENT
Batteries, AA, 36-ct	Duracell	MN15P36	PK	3	OR EQUIVALENT
Batteries, AAA, 36-ct	Duracell	MN24P36	PK	3	OR EQUIVALENT
Batteries, Button, BR1225, 3V, 5-ct	Energizer	7638900053203	PK	20	OR EQUIVALENT
Batteries, Button, SR44, 303/357/A76, 3-ct	Duracell	D303/357B3P10	PK	60	OR EQUIVALENT
Batteries, C, 12-ct	Duracell	MN1400	BX	2	OR EQUIVALENT
Batteries, Coin, CR2032, 6-ct	Duracell	2032-6PK	PK	60	OR EQUIVALENT
Batteries, D, 12-ct	Duracell	MN1300BX	BX	2	OR EQUIVALENT
Binder Clips, Large, 12-ct	Officemate OIC	99100	BX	36	OR EQUIVALENT
Binder Clips, Medium, 12-ct	Officemate OIC	99050	BX	48	OR EQUIVALENT
Binder Clips, Small, 12-ct	Officemate OIC	99020	BX	24	OR EQUIVALENT
Binder, Heavy Duty, 1.5", D-Ring, White	Office Depot	3585475084	EA	20	OR EQUIVALENT
Binder, Heavy Duty, 3", D-Ring, White	Office Depot	3585475070	EA	20	OR EQUIVALENT
Binder, Heavy Duty, 5", D-Ring, White	Office Depot	3585475057	EA	10	OR EQUIVALENT

Calculator Spool, Red-Black, Universal	Data Products	R3027	EA	5	OR EQUIVALENT
Calculator, Handheld Basic	Sharp	EL-233SB	EA	20	OR EQUIVALENT
Cardstock, Assorted Colors, 8.5"x11", 100-ct	Astrobrights	WAU91398	PK	20	OR EQUIVALENT
Cardstock, White, 8.5"x11", 250-sheets	Exact/Vellum Bristol	80218	PK	40	OR EQUIVALENT
Chair, Office Task, Mesh-Back, Armless	Lorell	LLR83304	EA	20	OR EQUIVALENT
Classification Folders, 3-Dividers, Letter	Smead	14099	BX	5	OR EQUIVALENT
Copy Paper, 11"x14", White, 5-Reams	Boise	OX9007-CTN	BX	10	OR EQUIVALENT
Copy Paper, 8.5"x11", White, 10-Reams	Boise	OX9001-CTN	BX	180	OR EQUIVALENT
Copy Paper, 8.5"x14", White, 10-Reams	Boise	OX9004-CTN	BX	10	OR EQUIVALENT
Correction Tape, Wite-Out, 4-ct	BIC	WOTAPP418	PK	60	OR EQUIVALENT
Dividers, 8-Tab, Assorted, Pack of 4-Sets	Office Depot	3585414778	PK	10	OR EQUIVALENT
Dividers, Dbl Pocket, 8-Tab, Multicolor	Avery	11907	ST	10	OR EQUIVALENT
Dividers, TOC Index, #1-31, Multicolor	Avery	11129	ST	10	OR EQUIVALENT
Dividers, TOC Index, #A-Z, Multicolor	Avery	11125	ST	10	OR EQUIVALENT
Dividers, TOC Index, Jan-Dec, Multicolor	Avery	11127	ST	10	OR EQUIVALENT
Document Protectors, 8.5"x11", Top Load	Avery	AVE75091	BX	20	OR EQUIVALENT
Dry Erase Marker, 2-in-1, 8-ct	Expo	SAN1944658	PK	10	OR EQUIVALENT
Dry Erase Marker, Chisel Tip 4-ct	Expo	1944729	PK	60	OR EQUIVALENT
Envelopes, #10 Gum, Laser Printable	Uline	S-21303	BX	30	OR EQUIVALENT
Erasers, Smudge Resistant, 24-ct	Paper Mate	70520	BX	5	OR EQUIVALENT
File Folders, 1/3 Cut, Legal, Manilla, 100ct	Office Depot	81084OD	BX	20	OR EQUIVALENT
File Folders, 1/3 Cut, Letter, Manilla, 150ct	Office Depot	543280	BX	20	OR EQUIVALENT

File Organizer, 5-Compartment	Office Depot	HY0247	EA	20	OR EQUIVALENT
First Aid Kit Refill, 25-Person	Office Depot	91359	KT	20	OR EQUIVALENT
First Aid Kit, ANSI Comp, 25-Person	Medi-First	FAO90589	KT	20	OR EQUIVALENT
Hanging File Extra, Green, Legal, 50ct	Office Depot	406090OD	BX	10	OR EQUIVALENT
Hanging File Extra, Green, Letter, 25ct	Office Depot	406074OD	BX	10	OR EQUIVALENT
Hanging File Folder, Assorted, Letter, 25ct	Office Depot	959429OD	BX	10	OR EQUIVALENT
Hanging File Folder, Green, Legal, 25ct	Office Depot	811018OD	BX	20	OR EQUIVALENT
Hanging File Folder, Green, Letter, 50ct	Office Depot	5498532	BX	20	OR EQUIVALENT
Highlighters, Fluorescent Yellow, 12-ct	Sharpie Accent	27025	PK	60	OR EQUIVALENT
Highlighters, Retractable, Assorted, 8-ct	Sharpie Accent	28101	PK	10	OR EQUIVALENT
Index Cards, Ruled, 3X5, White 100-ct	Oxford	31EE	PK	5	OR EQUIVALENT
Index Cards, Ruled, 4X6, White 100-ct	Oxford	40159-SP	PK	5	OR EQUIVALENT
Key Box, Combo Lock, Black, 16"x11"x5"	Mail Boss	8155	EA	10	OR EQUIVALENT
Label Maker Tapes, 1/2" - 12MM, 4-Pack	TZe Tape	TZE2314PKB	PK	5	OR EQUIVALENT
Label Maker Tapes, 3/4" - 18MM	TZe Tape	TZE-241	EA	5	OR EQUIVALENT
Loose Leaf Rings, 1" Diameter, 100-ct	ACCO	72202	BX	5	OR EQUIVALENT
Magic Tape Rolls 3/4in x 1000in, 4-ct	Scotch	810K4-GW3	PK	60	OR EQUIVALENT
Masking Tape, 1"x60yds, 6-ct	Scotch	2020-36AP6	PK	5	OR EQUIVALENT
Mesh Jumbo Pencil Holder, Black	Office Depot	ST001	EA	10	OR EQUIVALENT
Mesh Oval Desk Organizer, Black	Office Depot	HY2450	EA	10	OR EQUIVALENT
Packing Tape, Hvy Duty, 1-7/8"x54.6Yd	Scotch	3850	PK	5	OR EQUIVALENT
Paper Clips, Jumbo, 100/BX, 10-BX/PK	ACCO	72580	PK	12	OR EQUIVALENT

Paper Clips, Small, 100/BX, 10-BX/PK	ACCO	72380	PK	12	OR EQUIVALENT
Paper Tray Organizer, 9.5"x11.5", Black	Mind Reader	MESHBOX5-BLK	EA	10	OR EQUIVALENT
Pencil Sharpener, Black	X-Acto	EPI19501X	EA	5	OR EQUIVALENT
Pencils, #2 Lead 12-ct	Papermate	2065457	PK	65	OR EQUIVALENT
Pens, Black, Medium Point, 1.0 mm 12-ct	BIC	GSM11BLK	PK	65	OR EQUIVALENT
Pens, Blue, Medium Point, 1.0 mm 12-ct	BIC	GSM11BLU	PK	65	OR EQUIVALENT
Pens, Counterfeit Detector, 3-ct	Dri-Mark	3513B	PK	130	OR EQUIVALENT
Pens, Green, Bold 1.0 mm 12-ct	Pilot G2	31647	PK	5	OR EQUIVALENT
Pens, Red, Bold 1.0 mm 12-ct	Pilot G2	31258	PK	5	OR EQUIVALENT
Pens, Red, Medium Point, 1.0 mm 12-ct	BIC	GSM11RED	PK	60	OR EQUIVALENT
Perm Marker, Fine Point, Retractable 3-ct	Sharpie	74745	PK	120	OR EQUIVALENT
Permanent Marker, King Size, Black 4-ct	Sharpie	15661	PK	120	OR EQUIVALENT
Plastic Folder 2-Pocket-Prongs, Blue, 6-ct	JAM PAPER	313525335U	PK	100	OR EQUIVALENT
Plastic Folder 2-Pocket-Prongs, Red, 6-ct	JAM PAPER	382ECREDD	PK	100	OR EQUIVALENT
Pocket Thermometer, Digital	Escali	81982	EA	200	OR EQUIVALENT
Pop-Up Notes, 3X3 Dispenser	Post-It	WD-330-BK	EA	10	OR EQUIVALENT
Pop-Up Notes, 3X3, Assorted, 18-ct	Post-It	R330-18AUCP	PK	5	OR EQUIVALENT
Printing Calculator	Canon	P23-DHV3	EA	5	OR EQUIVALENT
Rubber Bands, #54, Assorted Sizes, 1-lb	Alliance	26545	BX	5	OR EQUIVALENT
Rubber Bands, Size 117B, 7"x1/8", 1-lb	Alliance	21405	BX	5	OR EQUIVALENT
Rubber Fingertips, Large - Size 13, 12-ct	Swingline	54033	BX	5	OR EQUIVALENT
Scissors, 8", All-Purpose, 2-Pack	Westcott	15179	PK	60	OR EQUIVALENT

Sign Holder, Vertical Stand, 8.5"x11"	Office Depot	735910	EA	100	OR EQUIVALENT
Staple Remover, Pen Style	Sparco	BSN41883	EA	20	OR EQUIVALENT
Stapler Combo Set, w/ Remover	Office Depot	8488C-1	EA	20	OR EQUIVALENT
Staples, 1/4" Full Strip, BX of 5000	Swingline	35450	BX	60	OR EQUIVALENT
Sticky Notes, 1-3/8X1-7/8, Yllw, 12-ct	Post-It	653YW	PK	60	OR EQUIVALENT
Super Sticky Notes, 3X3, Yellow, 12-ct	Post-It	654-12SSCY	PK	60	OR EQUIVALENT
Super Sticky Notes, 4X6, Yellow, 5-ct	Post-It	660-5SSCY	PK	120	OR EQUIVALENT
T50 Stapler, 6mm-12mm Staple Size	Arrow	AFCT50ELITE	EA	3	OR EQUIVALENT
T50 Staples, 1/4", 1250-ct	Arrow	50424	BX	5	OR EQUIVALENT
Tape Dispenser, w/ Spindle, Black	Scotch	C38-BK	EA	20	OR EQUIVALENT
Thermal Paper Rolls, 2-1/4" x 50', 6-Pack	Office Depot	333806	PK	5	OR EQUIVALENT
Ultra Tabs, 2.5"x1", Assorted, Set of 24	Avery	74768	PK	20	OR EQUIVALENT
USB 2.0 Flash Drive, 32GB,	Lexar	LJDTT2-32GABOD	EA	10	OR EQUIVALENT
USB-C Charging Cable, 60W, 1m	Apple	MQKJ3AM/A	EA	50	OR EQUIVALENT
USB-C Power Adaptor, 20-25W	Apple	MHJA3AM/A	EA	50	OR EQUIVALENT
Utility Box Cutter, 3/8" Blade, Retractable	Westcott	16475	EA	5	OR EQUIVALENT
Velcro, Sticky Back, 3/4"x15', 1-Roll, Black	Velcro	90081	RL	5	OR EQUIVALENT
Wall Clock, Analog, 9"	Lorell	LLR60987	EA	10	OR EQUIVALENT
Wall Organizer, Cascading, Multicolor, 6-P	Smead	92060	EA	10	OR EQUIVALENT
Wireless Keyboard and Mouse Combo	Dell	KM3322W	EA	20	OR EQUIVALENT

PRICE DELIVERY SHEET

Vendor Name: _____

II. Pricing information: Please provide pricing for the admin supplies you are submitting for evaluation:

- a. Please ensure that you only bid one part number per line item, it can be the requested item or an equivalent, but not both.
- b. Table below is for viewing only. Please submit your pricing using the RFP 34-2024TB Cost Sheet - Excel Document.

Vend or Name :	Address:	Point of Contact		Point of Contact Email					
LINE ITEM	BID OF REQUESTED ITEMS					BID OF EQUIVALENT ITEMS			
	DESCRIPTI ON	BRAND	ITEM NUMBER	UOM	COST PER	EQV BRAND	EQV ITEM NUMBE R	EQ V UO M	EQV COST PER
1	2-Fasteners File Folder, Letter, Blue, 50ct	Office Depot	OD22040GW	BX	\$ -				\$ -
2	3Mil Laminating Pouch, 11."x17.5", 50ct	Office Depot	WZ019	PK	\$ -				\$ -
3	3Mil Laminating Pouch, 9"x11-1/2", 100ct	Office Depot	WZ010	PK	\$ -				\$ -
4	Academic Desk Calendar, Ruled, 17"x10"	Office Depot	ODUS2333-001	EA	\$ -				\$ -
5	Batteries, AA, 36-ct	Duracell	MN15P36	PK	\$ -				\$ -
6	Batteries, AAA, 36-ct	Duracell	MN24P36	PK	\$ -				\$ -
7	Batteries, Button, BR1225, 3V, 5-ct	Energizer	7638900053203	PK	\$ -				\$ -

8	Batteries, Button, SR44, 303/357/A76, 3-ct	Duracell	D303/357B3 P10	PK	\$ -				\$ -
9	Batteries, C, 12-ct	Duracell	MN1400	BX	\$ -				\$ -
10	Batteries, Coin, CR2032, 6-ct	Duracell	2032-6PK	PK	\$ -				\$ -
11	Batteries, D, 12-ct	Duracell	MN1300BX	BX	\$ -				\$ -
12	Binder Clips, Large, 12-ct	Officemate OIC	99100	BX	\$ -				\$ -
13	Binder Clips, Medium, 12-ct	Officemate OIC	99050	BX	\$ -				\$ -
14	Binder Clips, Small, 12-ct	Officemate OIC	99020	BX	\$ -				\$ -
15	Binder, Heavy Duty, 1.5", D-Ring, White	Office Depot	3585475084	EA	\$ -				\$ -
16	Binder, Heavy Duty, 3", D-Ring, White	Office Depot	3585475070	EA	\$ -				\$ -
17	Binder, Heavy Duty, 5", D-Ring, White	Office Depot	3585475057	EA	\$ -				\$ -
18	Calculator Spool, Red-Black, Universal	Data Products	R3027	EA	\$ -				\$ -
19	Calculator, Handheld Basic	Sharp	EL-233SB	EA	\$ -				\$ -
20	Cardstock, Assrtd Colors, 8.5"x11", 100-ct	Astrobrights	WAU91398	PK	\$ -				\$ -
21	Cardstock, White, 8.5"x11", 250-sheets	Exact/Vellum Bristol	80218	PK	\$ -				\$ -

22	Chair, Office Task, Mesh-Back, Armless	Lorell	LLR83304	EA	\$ -				\$ -
23	Classification Folders, 3-Dividers, Letter	Smead	14099	BX	\$ -				\$ -
24	Copy Paper, 11"x14", White, 5-Reams	Boise	OX9007-CTN	BX	\$ -				\$ -
25	Copy Paper, 8.5"x11", White, 10-Reams	Boise	OX9001-CTN	BX	\$ -				\$ -
26	Copy Paper, 8.5"x14", White, 10-Reams	Boise	OX9004-CTN	BX	\$ -				\$ -
27	Correction Tape, Wite-Out, 4-ct	BIC	WOTAPP418	PK	\$ -				\$ -
28	Dividers, 8-Tab, Assrtd, Pack of 4-Sets	Office Depot	3585414778	PK	\$ -				\$ -
29	Dividers, Dbl Pocket, 8-Tab, Multicolor	Avery	11907	ST	\$ -				\$ -
30	Dividers, TOC Index, #1-31, Multicolor	Avery	11129	ST	\$ -				\$ -
31	Dividers, TOC Index, #A-Z, Multicolor	Avery	11125	ST	\$ -				\$ -
32	Dividers, TOC Index, Jan-Dec, Multicolor	Avery	11127	ST	\$ -				\$ -
33	Document Protectors, 8.5"x11", Top Load	Avery	AVE75091	BX	\$ -				\$ -

34	Dry Erase Marker, 2-in-1, 8-ct	Expo	SAN1944658	PK	\$ -				\$ -
35	Dry Erase Marker, Chisel Tip 4-ct	Expo	1944729	PK	\$ -				\$ -
36	Envelopes, #10 Gum, Laser Printable	Uline	S-21303	BX	\$ -				\$ -
37	Erasers, Smudge Resistant, 24-ct	Paper Mate	70520	BX	\$ -				\$ -
38	File Folders, 1/3 Cut, Legal, Manilla, 100ct	Office Depot	81084OD	BX	\$ -				\$ -
39	File Folders, 1/3 Cut, Letter, Manilla, 150ct	Office Depot	543280	BX	\$ -				\$ -
40	File Organizer, 5-Compartment	Office Depot	HY0247	EA	\$ -				\$ -
41	First Aid Kit Refill, 25-Person	Office Depot	91359	KT	\$ -				\$ -
42	First Aid Kit, ANSI Comp, 25-Person	Medi-First	FAO90589	KT	\$ -				\$ -
43	Hanging File Extra, Green, Legal, 50ct	Office Depot	406090OD	BX	\$ -				\$ -
44	Hanging File Extra, Green, Letter, 25ct	Office Depot	406074OD	BX	\$ -				\$ -
45	Hanging File Folder, Assrtd, Letter, 25ct	Office Depot	959429OD	BX	\$ -				\$ -
46	Hanging File Folder, Green, Legal, 25ct	Office Depot	811018OD	BX	\$ -				\$ -

47	Hanging File Folder, Green, Letter, 50ct	Office Depot	5498532	BX	\$ -				\$ -
48	Highlighters, Fluorescent Yellow, 12-ct	Sharpie Accent	27025	PK	\$ -				\$ -
49	Highlighters, Retractable, Assorted, 8-ct	Sharpie Accent	28101	PK	\$ -				\$ -
50	Index Cards, Ruled, 3X5, White 100-ct	Oxford	31EE	PK	\$ -				\$ -
51	Index Cards, Ruled, 4X6, White 100-ct	Oxford	40159-SP	PK	\$ -				\$ -
52	Key Box, Combo Lock, Black, 16"x11"x5"	Mail Boss	8155	EA	\$ -				\$ -
53	Label Maker Tapes, 1/2" - 12MM, 4-Pack	TZe Tape	TZE2314PK B	PK	\$ -				\$ -
54	Label Maker Tapes, 3/4" - 18MM	TZe Tape	TZE-241	EA	\$ -				\$ -
55	Loose Leaf Rings, 1" Diameter, 100-ct	ACCO	72202	BX	\$ -				\$ -
56	Magic Tape Rolls 3/4in x 1000in, 4-ct	Scotch	810K4-GW3	PK	\$ -				\$ -
57	Masking Tape, 1"x60yds, 6-ct	Scotch	2020-36AP6	PK	\$ -				\$ -
58	Mesh Jumbo Pencil Holder, Black	Office Depot	ST001	EA	\$ -				\$ -
59	Mesh Oval Desk Organizer, Black	Office Depot	HY2450	EA	\$ -				\$ -

60	Packing Tape, Hvy Duty, 1-7/8"x54.6Yd	Scotch	3850	PK	\$ -				\$ -
61	Paper Clips, Jumbo, 100/BX, 10-BX/PK	ACCO	72580	PK	\$ -				\$ -
62	Paper Clips, Small, 100/BX, 10-BX/PK	ACCO	72380	PK	\$ -				\$ -
63	Paper Tray Organizer, 9.5"x11.5", Black	Mind Reader	MESHBOX5-BLK	EA	\$ -				\$ -
64	Pencil Sharpener, Black	X-Acto	EPI19501X	EA	\$ -				\$ -
65	Pencils, #2 Lead 12-ct	Papermate	2065457	PK	\$ -				\$ -
66	Pens, Black, Medium Point, 1.0 mm 12-ct	BIC	GSM11BLK	PK	\$ -				\$ -
67	Pens, Blue, Medium Point, 1.0 mm 12-ct	BIC	GSM11BLU	PK	\$ -				\$ -
68	Pens, Counterfeit Detector, 3-ct	Dri-Mark	3513B	PK	\$ -				\$ -
69	Pens, Green, Bold 1.0 mm 12-ct	Pilot G2	31647	PK	\$ -				\$ -
70	Pens, Red, Bold 1.0 mm 12-ct	Pilot G2	31258	PK	\$ -				\$ -
71	Pens, Red, Medium Point, 1.0 mm 12-ct	BIC	GSM11RED	PK	\$ -				\$ -
72	Perm Marker, Fine Point, Retractable 3-ct	Sharpie	74745	PK	\$ -				\$ -

73	Permanent Marker, King Size, Black 4-ct	Sharpie	15661	PK	\$ -				\$ -
74	Plastic Folder 2-Pocket-Prongs, Blue, 6-ct	JAM PAPER	313525335U	PK	\$ -				\$ -
75	Plastic Folder 2-Pocket-Prongs, Red, 6-ct	JAM PAPER	382ECREDD	PK	\$ -				\$ -
76	Pocket Thermometer, Digital	Escali	81982	EA	\$ -				\$ -
77	Pop-Up Notes, 3X3 Dispenser	Post-It	WD-330-BK	EA	\$ -				\$ -
78	Pop-Up Notes, 3X3, Assrtd, 18-ct	Post-It	R330-18AUCP	PK	\$ -				\$ -
79	Printing Calculator	Canon	P23-DHV3	EA	\$ -				\$ -
80	Rubber Bands, #54, Assrtd Sizes, 1-lb	Alliance	26545	BX	\$ -				\$ -
81	Rubber Bands, Size 117B, 7"x1/8", 1-lb	Alliance	21405	BX	\$ -				\$ -
82	Rubber Finger Tips, Large - Size 13, 12-ct	Swingline	54033	BX	\$ -				\$ -
83	Scissors, 8", All-Purpose, 2-Pack	Westcott	15179	PK	\$ -				\$ -
84	Sign Holder, Vertical Stand, 8.5"x11"	Office Depot	735910	EA	\$ -				\$ -
85	Staple Remover, Pen Style	Sparco	BSN41883	EA	\$ -				\$ -

86	Stapler Combo Set, w/ Remover	Office Depot	8488C-1	EA	\$ -				\$ -
87	Staples, 1/4" Full Strip, BX of 5000	Swingline	35450	BX	\$ -				\$ -
88	Sticky Notes, 1-3/8X1-7/8, Yllw, 12-ct	Post-It	653YW	PK	\$ -				\$ -
89	Super Sticky Notes, 3X3, Yellow, 12-ct	Post-It	654-12SSCY	PK	\$ -				\$ -
90	Super Sticky Notes, 4X6, Yellow, 5-ct	Post-It	660-5SSCY	PK	\$ -				\$ -
91	T50 Stapler, 6mm-12mm Staple Size	Arrow	AFCT50ELITE	EA	\$ -				\$ -
92	T50 Staples, 1/4", 1250-ct	Arrow	50424	BX	\$ -				\$ -
93	Tape Dispenser, w/ Spindle, Black	Scotch	C38-BK	EA	\$ -				\$ -
94	Thermal Paper Rolls, 2-1/4" x 50', 6-Pack	Office Depot	333806	PK	\$ -				\$ -
95	Ultra Tabs, 2.5"x1", Assrtd, Set of 24	Avery	74768	PK	\$ -				\$ -
96	USB 2.0 Flash Drive, 32GB,	Lexar	LJDTT2-32GABOD	EA	\$ -				\$ -
97	USB-C Charging Cable, 60W, 1m	Apple	MQKJ3AM/A	EA	\$ -				\$ -
98	USB-C Power Adaptor, 20-25W	Apple	MHJA3AM/A	EA	\$ -				\$ -
99	Utility Box Cutter, 3/8" Blade, Retractable	Westcott	16475	EA	\$ -				\$ -

100	Velcro, Sticky Back, 3/4"x15", 1- Roll, Blck	Velcro	90081	RL	\$ -				\$ -
101	Wall Clock, Analog, 9"	Lorell	LLR60987	EA	\$ -				\$ -
102	Wall Organizer, Cascading, Multicolor, 6-P	Smead	92060	EA	\$ -				\$ -
103	Wireless Keyboard and Mouse Combo	Dell	KM3322W	EA	\$ -				\$ -

PRICE DELIVERY SHEET

III. Payment information:

a. LCISD utilizes an official Purchase Order document for payment agreement. Vendor shall attach a copy of their W-9 form with their response to LCISD. All sales will be exempt from state taxes. Lamar CISD is exempt from all Texas state sales tax.

Does your company accept purchase orders? Yes _____ No _____

b. Please provide your payment remit address:

c. Please provide an e-mail address where purchase orders can be sent.

E-mail: _____

Evaluation

After the closing date, an evaluation committee shall meet to discuss and score the respondent's documents based upon evaluation criteria given herein. Evaluation shall be supervised and collected by a member of the LCISD Purchasing Department. LCISD evaluation committee members shall consist of LCISD maintenance personnel. All evaluation members shall complete a conflict-of-interest questionnaire prior to participation.

RETURN THIS DOCUMENT IN BID/PROPOSAL PACKAGE

QUESTIONNAIRE

Vendor Name: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Company's Home Office: _____

1. Have you done business with LCISD in the past 3 years? Yes No

If "yes", please list the project(s) you worked on. _____

2. Are warranties offered on all the products you are bidding? Yes No

If not, list exceptions _____

3. Please explain your company's return and exchange policies:

4. Will your business be able to provide our District with a designated representative? Yes No

5. Do you have a multi-manufacturer warehouse? Yes No

If "yes", What percentage of our Cost Sheet manufacturers are supplied in warehouse?
_____%

6. Does your company have an online searchable catalog for products? Provide link: _____

7. Do you have any pending litigation? Yes No If yes, please attach a separate page explaining.

8. Have you provided goods and services with Lamar CISD in the past? Yes No

9. Does your business have online ordering capabilities? Yes No

10. Does your business have a current website? Yes No If yes, _____

11. Do you have experience working with other school districts in Texas? Yes No

12. Will there be a specific customer service contact person if problems arise? (Name, Phone, e-mail)

RETURN THIS DOCUMENT IN BID/PROPOSAL PACKAGE

REFERENCES

Please provide at least four (4) references that have used your company for office supplies similar to what Lamar CISD Child Nutrition Department is requesting in this proposal. Please include contact name, business name, address, telephone number, and e-mail address.

A valid e-mail address is required. Please make sure the e-mail address is legible and current.

COMPANY NAME
ADDRESS
EMAIL

COMPANY NAME
ADDRESS
EMAIL

COMPANY NAME
ADDRESS
EMAIL

COMPANY NAME
ADDRESS
EMAIL

RETURN THIS DOCUMENT IN BID/PROPOSAL PACKAGE

**Lamar Consolidated ISD
Vendor Performance - Reference Questionnaire**

Please complete the below questionnaire on behalf of the vendor that has sent it to your company/agency. Once completed, please return the questionnaire directly to Thamara Bochat, Buyer, Lamar Consolidated ISD, E-Mail: thamara.bochat@lcisd.org

This questionnaire is being collected for use as scoring criteria in the evaluation of the proposal to be sent in by the vendor.

Questionnaire is due no later than **Thursday, July 25, 2024, at 2:00PM (CDT)**

Bid / Proposal #: RFP # 34-2024TB Child Nutrition Admin Office Supplies

Vendor Name: _____

Your Company: _____

Your Name: _____

Your Email: _____

Type of purchase: _____

Evaluation Criteria	Reference Scores 5 (Exceptional) to 1 (Unacceptable)	Comments
Please evaluate the firm's customer service		
Did the company meet your needs?		
Did the company provide experienced knowledgeable personnel?		
Please evaluate the companies past performance, if any.		
Would you recommend or want to work with this vendor again?		
Total		

INSPECTION AND ACCEPTANCE OF DELIVERED GOODS

Awarded vendor(s) shall deliver the goods or services procured in this contract to the LCISD Department issuing the Purchase Order. If delivery is not or cannot be made within proper time period, the awarded vendor must receive authorization from the issuing LCISD Department for the delayed delivery. If defective or incorrect goods are delivered, LCISD may make the determination, in its sole discretion, to return the goods to the vendor at no cost to LCISD. The vendor agrees to pay all shipping and handling costs for any such return shipment. The vendor also shall be responsible for arranging the return of the defective or incorrect goods.

Signature of Authorized Company Representative

Print Name

Title

Date

RETURN THIS DOCUMENT IN BID/PROPOSAL PACKAGE

NO RESPONSE FORM

**RETURN ONLY IF YOU CHOOSE NOT TO SUBMIT A RESPONSE TO THIS SOLICITATION
YOU MAY EMAIL THIS SINGLE PAGE TO THAMARA.BOCHAT@LCISD.ORG**

Solicitation #RFP 34-2024TB
CHILD NUTRITION ADMIN OFFICE SUPPLIES

Please Print Clearly

Whereas on the _____ day of _____, 2024

Name of company

has reviewed LCISD's solicitation **RFP 34-2024TB** and elects not to submit a bid:

State Reason for no bid:

Street Address

City

State

Zip

Telephone/Fax Number

Name of Authorized Individual

Signature of Authorized Individual

PROPOSAL SUBMISSION FORM
SOLICITATION NO. RFP 34-2024TB
CHILD NUTRITION ADMIN OFFICE SUPPLIES

Please Print

Whereas on the _____ day of _____, 2024 (print name of company)

_____ has reviewed

Solicitation No. **RFP 34-2024TB** and has responded in accordance with the terms and conditions which are incorporated herein.

A copy may be obtained at <http://www.lcisd.org/departments/business-office/purchasing/terms-and-conditions> or by contacting the LCISD Purchasing staff person listed on the cover sheet. Any exception to the terms and conditions must be included in the Proposer's response.

Texas Education Code 44.031

Purchasing and Acquisition, LCISD Policy CH (Legal)

Purchasing and Acquisition, LCISD Policy CH (Local):

_____	_____
Street Address	City, State, Zip Code
_____	_____
Telephone Number	Fax Number
_____	_____
Name of Authorized Individual	Signature of Authorized Individual

RETURN THIS DOCUMENT IN BID/PROPOSAL PACKAGE

FELONY CONVICTION NOTIFICATION

State of Texas Legislative **Senate Bill No. 1, Section 44.034**, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or 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 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”.

This notice is not required of a Publicly Held Corporation.

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

Vendor’s Name: _____

Authorized Company Official’s Name (Printed): _____

Check one of the following and sign as appropriate.

My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

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: _____

RETURN THIS DOCUMENT IN BID/PROPOSAL PACKAGE

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 LCISD to determine the residency of its proposers. 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)

is, under Section: 2252.001 (3) and (4), a Resident Bidder
 Non-resident Bidder

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

Signature of Authorized Company Representative

Print Name

Title

Date

RETURN THIS DOCUMENT IN BID/PROPOSAL PACKAGE

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

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 Congress, or an employee of a Member of Congress in connection with the awarding of a Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any 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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instruction.

- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants and contracts undergrants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. 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.

Company

Authorized Representative (Print)

Signature

Date

RETURN THIS DOCUMENT IN BID/PROPOSAL PACKAGE

Certification Regarding Terrorist Organizations and Boycott of Israel

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 under federal law.

Contractor hereby 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 Agreement. For purposes of this Agreement, 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.

(Continued next page)

Texas Government Code 2270 Verification Form

Texas 2017 House Bill 89 has been signed into law by the governor and as of September 1, 2017 will become law codified as Texas Government Code § 2270 and 808 et seq.

The relevant section addressed by this form reads as follows:

Texas Government Code Sec. 2270.002. PROVISION REQUIRED IN CONTRACT. A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

I, _____ as an authorized representative of

_____, a contractor engaged by

Insert Name of Company

Insert Name of Texas Governmental Entity

Address of Texas Governmental Entity

verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future. I further affirm that if our company's position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one (1) business day and we understand that our company's failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.

I swear and affirm that the above is true and correct.

Signature of Named Authorized Company Representative

Date

RETURN THIS DOCUMENT IN BID/PROPOSAL PACKAGE

Contractor Certification

Introduction: Texas Education Code Chapter 22 requires entities that contract with school districts to obtain criminal history records on covered employees. Covered employees with disqualifying criminal histories are prohibited from serving at a school district. Contractors must certify to the district that they have complied and must obtain similar certifications from their subcontractors.

Definitions:

Covered individuals: Individual who have or will have continuing duties related to the service to be performed 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: (1) a conviction or other criminal history information designated by the District; (2) a felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code § 21.060, including 19 Tex. Admin. Code §249.16; or (3) 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 Contractor’s employees are *covered individuals*, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that Contractor’s employees will not become *covered individuals*. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

Or

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

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

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

Signature

Date

RETURN THIS DOCUMENT IN BID/PROPOSAL PACKAGE

STEPS FOR COMPLETING HB1295/TEXAS ETHICS COMMISSION FORM FOR THE FIRST TIME

STEP 1: GO TO https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

TEXAS ETHICS COMMISSION
Promoting Public Confidence in Government

About TEC | What's New | Contact Us | Site Map | Links | Help

Home
Search Campaign Finance and Lobby Reports
File Reports Electronically
Forms and Instructions
Opinions, Statutes & Rules
Publications and Guides
Online Ethics Training

Filing Information For:
Candidates and Officeholders
Lobbyists
Personal Financial Statement Filers
Political Committees
Political Parties
Local Filers and Filing Authorities
State Officers/Employees
Other Filers
Enforcement/Sworn Complaints

Form 1295 Certificate of Interested Parties Electronic Filing Application

LOG IN

[Search Form 1295 Filings](#)
[Implementation of HB 1295](#)
[Frequently Asked Questions \(FAQ\)](#)

Instructional Videos for Business Entities:

- [Logging In the First Time - Business User](#)
- [How To Create a Certificate](#)

Instructional Videos for Governmental Entities and State Agencies:

- [Logging In the First Time - Government User](#)
- [How To Acknowledge a Certificate](#)

Acceptable computers to use for filing include:

- Personal computer or laptop
- Mac desktop computer or MacBook
- Tablet

Your web browser must be at a minimum browser level:

- Chrome 4
- Firefox 15
- Internet Explorer 9
- Opera 12.1
- Safari 4

Step 2:

Texas Ethics Commission
ELECTRONIC FILING APPLICATION

Form 1295 Certificate of Interested Parties Filer Login

You must log in to proceed. Enter your login information below and press **Login**.

Email: [Click here if you don't have a user ID](#)

Password: [Forgot Password?](#)

Select User Type: *

Step 3: Fill in each line

The screenshot shows a web browser window with the Texas Ethics Commission logo and the text 'ELECTRONIC FILING'. A modal window titled 'Form 1295 Certificate of Interested Parties - Create Account' is open. The form contains the following fields and instructions:

Provide a valid email address and user type, and a link will be emailed to you in order to complete registration.

- Email *
- Confirm Email *
- Contact First Name *
- Contact Last Name *
- Entity Name *
- Phone * Ext:
- US
- Select User Type: *

A 'Create Account' button is located at the bottom right of the form.

Step 4: Wait for confirmation e-mail. Click on link in e-mail

Step 5: Set passwords and security questions.

Step 6: File your HB Form. Choose 1295 Filings

*** Key steps to assist when completing the HB1295 filing***

- Business Entity: Your Business Name
- Governmental Entity: Lamar Consolidated ISD
- ID # Description: RFP # assigned example – *(XX-2021RL & RFP Name)*
- Section 6 does not have to be notarized but does need to fully be completed.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

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.

OFFICE USE ONLY

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

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.

LAMAR CISD INSURANCE REQUIREMENTS

Contractor shall maintain insurance coverage in the amounts specified below and furnish to District. If any work provided for or to be performed under any Specifications is sub-let (as otherwise permitted by the terms of such Specifications), the contractor shall require the subcontractor to maintain and furnish him with satisfactory evidence of *Workers Compensation*, *Employer's Liability* and such other forms and amounts of insurance which the contractor deems reasonably adequate. Certificates of Insurance on the current ACORD form shall be issued to District showing all required insurance coverage.

<u>Insurance Required</u>	<u>Limit Required</u>
Automobile Liability insurance covering Any Auto	\$1,000,000 Combined Single Limit
Comprehensive (Commercial) General Liability insurance including Products, Completed Operations, Independent Contractors, Broad Form Property Damage, Pollution and Blanket Contractual Liability coverage. XCU exclusions to be removed when underground work is performed.	\$2,000,000 Aggregate, Occurrence and Personal Injury \$ 500,000 Fire Damage \$ 5,000 Medical Payments Per Project Aggregate Evidence of coverage must be shown on certificates of insurance.
Professional Errors & Omissions Liability insurance may be required from all contractors and licensed or certified as professionals; e.g., engineers, architects, insurance agents, physicians, attorneys, banks, financial consultants, etc.	Consultant on a limited basis with the district in the area of student support and staff development; \$1,000,000 One-time project limits all other consulting services; \$2,000,000 Occurrence & Aggregate minimum, \$5,000,000 Maximum Limit \$50,000 Deductible Retroactive Date preceding date of contract must be shown Extended Reporting Period three years past completion of contract
Workers Compensation insurance with limits to comply with the requirements of the Texas Workers' Compensation Act. Employers Liability insurance	Statutory Limits \$1,000,000
Umbrella or Excess Liability insurance (excess of primary General Liability, Automobile Liability and WC Coverage B)	One-time contract amount for all contracts exceeding: Contract Limit \$100,000 - \$2,000,000 total limit \$500,000 - \$10,000,000 total limit \$1,000,000 (plus)- \$25,000,000 total limit

Limits for primary policies may differ from those shown when Umbrella or Excess Liability insurance is provided.

Insurance Conditions

All insurance coverage shall be issued on an Occurrence basis (except Professional Liability) by companies acceptable to District and licensed to do business in the State of Texas by the Texas Department of Insurance. Such companies shall have a Best's Key rating of at least "A- X".

All certificates must include:

1. The location or description and the bid number, RFP number or Purchase Order number
2. A 60-day notice of cancellation of any non-renewal, cancellation or material change to any of the policies
3. "Additional Insured" on the Property, General Liability, Automobile Liability and Umbrella (Excess) Liability policies naming the District.
4. A "Waiver of Subrogation" clause in favor of the District will be attached to the Workers Compensation, General Liability, Automobile Liability, Umbrella Liability and the Property insurance policies.
5. In addition to certificates of insurance, copies of policy endorsements must be provided (a) listing the District as Additional Insured, and (b) showing waivers of subrogation in favor of the District: CG2010, CG2037, CG2404, CA0070, CA0032, WC0003 or their equivalents.

All insurance must be maintained for one year following substantial completion with Certificates of Insurance provided.

Contractor shall be responsible for payment of all deductibles; the District shall approve the deductibles selected.

If any policy has aggregate limits, a statement of claims against the aggregate limits is required.

The District reserves the right to review the insurance requirements during the effective period of any contract to make reasonable adjustments to insurance coverage and limits when deemed reasonably prudent by District based upon changes in statutory laws, court decisions or potential increase in exposure to loss.

Lamar CISD – Purchasing Dept.
4901 Avenue I
Rosenberg, TX 77471

CLEAN AIR AND WATER ACT

Clean Air and Water Act Certification

I certify that my company is in compliance with all applicable standards, orders of 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 required under OMS Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environmental Protection Agency Assistant Administrator for the Enforcement.

I (We) the undersigned, agent for the firm, named below certify that the above information is true to the best of my knowledge.

NAME OF COMPANY (Please Print)

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE (Please Print)

SIGNATURE

DATE

RETURN THIS DOCUMENT IN BID/PROPOSAL PACKAGE

EDGAR CERTIFICATIONS
ADDENDUM FOR CONTRACT FUNDED BY U.S. FEDERAL GRANT

The following certifications and provisions are required and apply when Lamar Consolidated Independent School District ("LCISD") expends federal funds for any contract resulting from this procurement process. **Accordingly, the parties agree that the following terms and conditions apply to the Contract between the District and _____ ("Vendor") in all situations where Vendor has been paid or will be paid with federal funds:**

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

(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 LCISD expends federal funds, LCISD 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? _____ Initials of Authorized Representative of Vendor

(B) Termination for cause and for convenience by the grantee or subgrantee 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 LCISD expends federal funds, LCISD 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. LCISD also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if LCISD believes, in its sole discretion that it is in the best interest of LCISD to do so. Vendor will be compensated for work performed and accepted and goods accepted by LCISD as of the termination date if the contract is terminated for convenience of LCISD. Any award under this procurement process is not exclusive and LCISD reserves the right to purchase goods and services from other vendors when it is in LCISD's best interest.

Does Vendor agree? _____ 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 LCISD expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does Vendor agree to abide by the above? _____ 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 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 LCISD expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does Vendor agree? _____ 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 LCISD expends federal funds, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by LCISD resulting from this procurement process.

Does Vendor agree? _____ Initials of Authorized Representative of Vendor

Rights to Inventions Made Under a Contract or Agreement (F) If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient 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 subrecipient 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 LCISD, Vendor certifies that during the term of an award for all contracts by LCISD resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does Vendor agree? _____ 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 LCISD, Vendor certifies that during the term of an award for all contracts by LCISD resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? _____ 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 LCISD, Vendor certifies that during the term of an award for all contracts by LCISD resulting from this procurement process, 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? _____ Initials of Authorized Representative of Vendor

- (l) **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 (l) above, when federal funds are expended by LCISD, Vendor certifies that during the term and after the awarded term of an award for all contracts by LCISD 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 subrecipients shall certify and disclose accordingly.

Does Vendor agree? _____ Initials of Authorized Representative of Vendor

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by LCISD for any contract resulting from this procurement process, Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. Vendor further certifies that it will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does Vendor agree? _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When LCISD expends federal funds for any contract resulting from this procurement process, Vendor certifies that it will comply with the 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? _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF EQUAL EMPLOYMENT STATEMENT

It is the policy of LCISD not to discriminate on the basis of race, color, national origin, gender, limited English proficiency or handicapping conditions in its programs. Vendor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this Contract, with respect to hire, tenure, terms, conditions and privileges of employment, or a matter directly or indirectly related to employment, because of age (except where based on a bona fide occupational qualification), sex (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry. Vendor further agrees that every subcontract entered into for the performance of this Contract shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract.

Does Vendor agree? _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336

Vendor agrees that the District's Inspector General or any of their duly authorized representatives shall have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

Does Vendor agree? _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTS

Vendor agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Vendor agree? _____ Initials of Authorized Representative of Vendor

VENDOR AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, RULES, REGULATIONS, AND ORDINANCES. IT IS FURTHER ACKNOWLEDGED THAT VENDOR CERTIFIES COMPLIANCE WITH ALL PROVISIONS, LAWS, ACTS, REGULATIONS, ETC. AS SPECIFICALLY NOTED ABOVE.

Vendor's Name: _____ Address, City,

State, and Zip Code: _____

Phone Number: _____

IMPORTANT:

Printed Name and Title of
Authorized Representative:

Email Address:

Signature of Authorized
Representative:

Date:

RETURN THIS DOCUMENT IN BID/PROPOSAL PACKAGE

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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

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 **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: 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 **not** 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.

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) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional)

6 City, state, and ZIP code

Part I

7 List account number(s) here (optional)

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:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ►

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.

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.

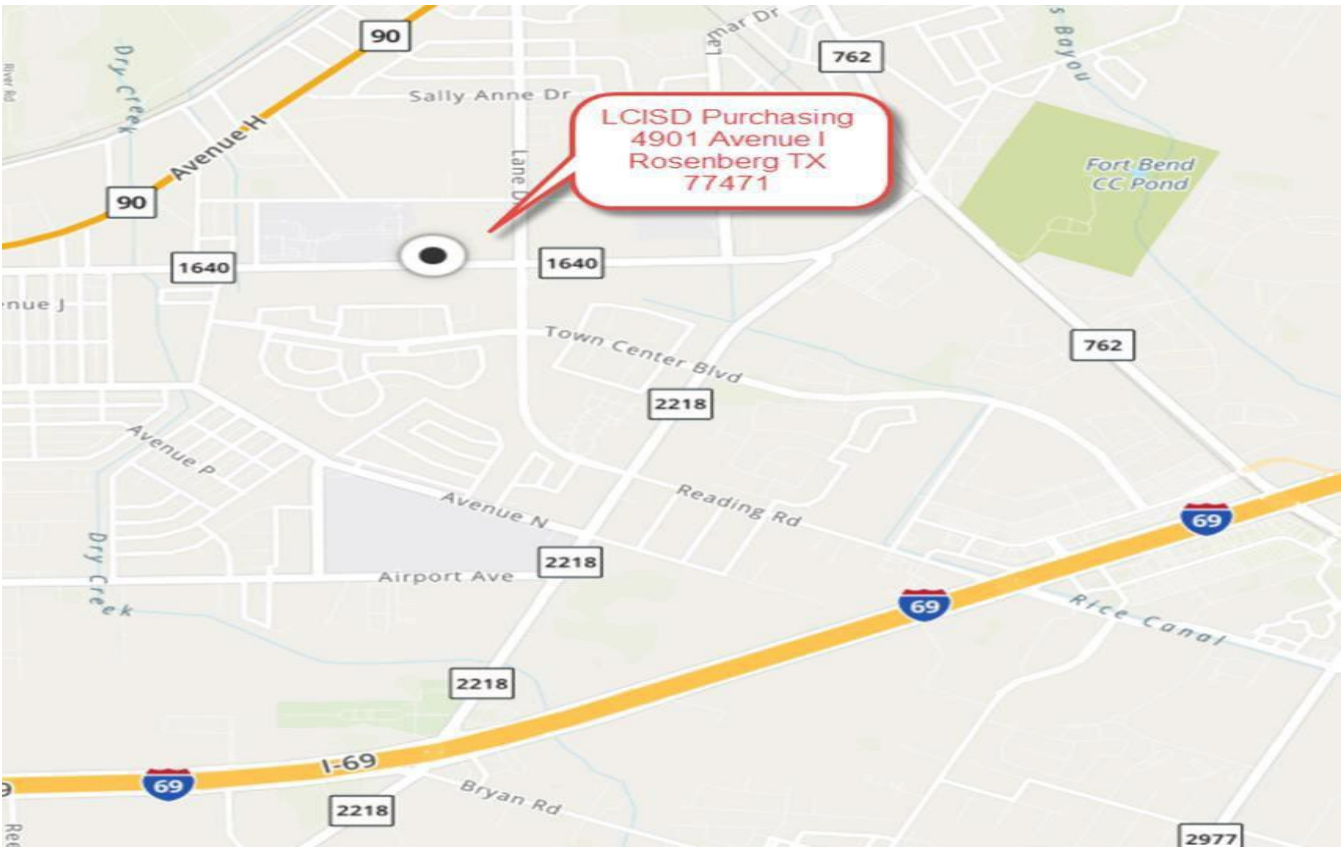
- Form 1099-INT (interest earned or paid)

- 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.

**Directions to
Lamar CISD Purchasing Department / Distribution Warehouse**



From Houston 59 South

Exit 59, Reading Road Exit.
Right on Reading Road
Left on Avenue I
Destination on Right

From 59 North

Exit 59, Exit Reading Road
Left on Reading Road
Left on Avenue I
Destination on Right

CUT AND PLACE THIS LABEL ON THE OUTSIDE OF YOUR PACKAGE



Lamar Consolidated ISD Purchasing Department

4901 Avenue I Rosenberg, TX 77471

RFP # 34-2024TB _____

Company Name: _____



CUT AND PLACE THIS LABEL ON THE OUTSIDE OF YOUR PACKAGE