



IDEA Public Schools
REQUEST FOR PROPOSALS (RFP)
For
Fleet Fuel Cards Program

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PART I - GENERAL INFORMATION

BACKGROUND

IDEA Public Schools is a growing network of tuition-free K-12 public charter schools serving more than 45,000 students in 79 schools throughout the Rio Grande Valley, San Antonio, Austin, El Paso and Baton Rouge, LA. IDEA is committed to "College for All Children" and has sent 100% of its graduates to college for six consecutive years.

FUNDING

IDEA Public Schools is a 501(c)(3) non-profit organization. Funding for IDEA Public Schools operations and programs are provided through fundraising, philanthropic grants, state and federal funding.

SERVICES SOLICITED

IDEA Public Schools is soliciting a Request for Proposal (RFP) for a fuel card program to be used to fuel vehicles across the district.

- 1.1 Each vendor shall furnish the information required by the Contract Documents. The vendor shall sign the *proposal*, *all addenda*, and the *proposal sheet*. The person signing the proposal must initial erasures or other changes. Proposals signed by an agent must be accompanied by evidence of the agent's authority unless such evidence has been previously furnished to IDEA Public Schools.
- 1.2 Deliveries shall be FOB Destination to IDEA Public Schools destination sites. Freight prepaid and assumed by the vendor. IDEA Public Schools reserves the right to pick up items in lieu of delivery from local vendors.
- 1.3 IDEA Public Schools does not pay Federal Excise Taxes or Texas and local retail sales and use taxes. Tax exemption certificates will be provided upon request.
- 1.4 The vendor may offer an "equal" product or product exceeding Specifications as an alternate proposal. Final determination of whether or not an item is an "approved equal" remains with IDEA Public Schools.
- 1.5 All data and material safety data sheets (MSDS) must accompany proposal (if needed).
- 1.6 Proposals submitted on forms other than the IDEA Public Schools forms or with different terms or provisions may be considered as non-responsive proposals.
- 1.7 IDEA Public Schools expects that all proposals will remain valid for the term of this proposal.

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- 1.8 Award to vendor(s) will be for the period of SY 20-21 beginning on 07/01/2020 with the option to extend for 2 years for a total of 3 years beginning on 07/01/2021 upon mutual agreement of IDEA Public Schools and the vendor.
- 1.9 The vendor shall certify that no federal or state suspension or debarment is in place, which would preclude receiving a state or federally funded award.
- 1.10 "Reservations". IDEA Public Schools expressly reserves the right to:
 - 1.10.1 Waive minor deviations from the specifications when it is determined that the total cost to the IDEA Public Schools of the deviating proposal is lower than the lowest conforming proposal which meets all aspects of the specifications, and the overall function of the goods or services, or both, specified in the deviating proposal is equal to or greater than that of the conforming proposal.
 - 1.10.2 Waive any defect, irregularity or informality in any proposal procedure.
 - 1.10.3 Reject any or all proposals.
 - 1.10.4 Amend a proposal prior to proposal opening date to extend or make changes to specification.
 - 1.10.5 Procure any item by other means.
 - 1.10.6 Increase or decrease the quantity specified in the proposal, unless the offeror specifies otherwise.

RFP CALENDAR

An RFP packet will be available at **10:00 a.m. CST on April 17th, 2020**, at IDEA Public Schools Warehouse located at 320 A Utah, Suite 11, Weslaco TX 78596 and in our website at the following link <https://ideapublicschools.org/contact-us>. The vendor is responsible for obtaining any updates or amendments to the RFP from the website. **The deadline for submitting proposals for this RFP is May 8th, 2020, at 5:00 p.m. CST.**

RFP Packet Available:	10 AM, April 17th, 2020
Pre-Bid Meeting:	2 PM-2:15 PM. April 30th, 2020
RFP Bid Submission:	5 PM, May 8th, 2020
RFP Opening:	3 PM, May 12th, 2020

If you have any questions regarding this RFP process, please contact our Transportation Department at (956) 332-8691. Original signed Proposals must be delivered to and received prior to bid selection to the address noted above. There will be no exceptions. **Proposals received after the deadline will not be considered for this procurement. Digital submissions will be accepted; however, original signed copies must be submitted in order for the digital file to be accepted, graded and considered.** Sandra.martinez@ideapublicschools.org

PAYMENT TERMS

Payment will be issued upon review and approval of invoice within 30 days. Invoices shall be fully documented as to labor, materials and equipment provided. Orders will be placed by the IDEA Public Schools - Purchasing Department and must be given a Purchase Order Number to be valid. No payments shall be made on invoices not

listing a Purchase Order Number. Invoices should be submitted to IDEA Public Schools ATTN: Accounts Payable via email at payable@ideapublicschools.org or by mail at 2115 W. Pike Blvd., Weslaco, Texas 78596.

PART II- PROPOSAL CONTENT AND PROCESS

PURPOSE

The purpose of this Request for Proposal (RFP) is to obtain information about the various fuel card programs and proposed pricing that would be best suited for IDEA Public Schools where we currently serve in areas across the United States.

The Fuel Card Program provides approximately 498 fuel cards for White and Yellow Fleet vehicles. IDEA Public Schools purchases approximately 50,000 gallons of unleaded fuel and 380,000 gallons of diesel fuel annually. Quantities listed are only an estimate; the actual quantity purchased or cards issued may be more or less.

NOTICE TO ALL VENDORS DURING COVID-19

IDEA Public Schools is interested:

1. Vendor must keep IDEA Public Schools (IDEA) advised of any changes in order(s) status.
2. Award to vendor(s) will be for a period ending on June 30, 2021 with the option to extend mutually for up to 2 years for a total of 3 years beginning on July 1, 2021.
3. Questions regarding this proposal must be in writing and emailed to sandra.martinez@ideapublicschools.org or carlos.castaneda@ideapublicschools.org
4. Vendor must be state certified HUB vendor (Historically Underutilized Business) and/ or certified MWBD vendor (Minority and Women-owned Business). If yes, certification must be included in submittal for each one.
5. All pricing and any award under this RFP shall be good for IDEA and any other entity purchasing through IDEA.
6. Digital submissions will be accepted; however, original signed copies must be submitted in order for the digital file to be accepted, graded and considered. Sandra.martinez@ideapublicschools.org

SCOPE OF SERVICES

RESPONDENT RESPONSIBILITY

IDEA Public Schools expectations with respect to the performance by each vendor in connection with the IDEA Public Schools purchases are set out in the "Contract Documents" which consist of the *Request for Proposal* ("RFP"), *Instructions to Vendors*, *Standard Terms and Conditions*, and *Proposal Sheet*. Vendors who fail to examine the Contract Documents do so at their own risk.

Any explanation desired by a vendor regarding the meaning or interpretation of any portion of the contract documents must be emailed to sandra.martinez@ideapublicschools.org or carlos.castaneda@ideapublicschools.org, in a timely manner to allow for a reply to reach vendors before the submission of their proposals. Oral explanations or instructions given before the award will not be binding. Any information given to one prospective vendor will be furnished to all prospective vendors as an *Addendum*, if such information is necessary to vendors in submitting their proposals or if the lack of such information would be prejudicial to an uninformed vendor.

The selected respondent(s) will follow practices, processes, and protocols established by local, state, and federal agencies with respect to their field of service and goods.

DESIRED SERVICES

FLEET FUEL MANDATORY REQUIREMENTS

- 1) The specifications that follow are minimum basic requirements. Any deviation or comparable must be properly identified and be acceptable by IDEA Public Schools. For this reason, vendors are discouraged from describing and deviations simply as "equal" or "exceeds" the defined requirements. Instead, vendors are strongly encouraged to explain all deviations in the space provided or on a separate piece of paper and submit their bid. Failure to do so may result in the rejection of the bid and or product for non-compliance. Any deviation to specifications must be listed and clearly defined. If additional pages are needed, please include a separate sheet of paper titled "Deviations to Specifications" and include with the bid document.
- 2) The following requirement(s) are mandatory and the proposer must satisfy them as a pass/fail pre-screening requirement. Any proposal submitted not in compliance with mandatory requirements will be rejected and not evaluated or scored.
- 3) Fuel Card Program must automatically remove any applicable Sales Tax in which the IDEA Public Schools is exempt.
- 4) Fuel Card service must not be disrupted or put on hold without a 30 day written notice.
- 5) Fuel Card must be able to be utilized at stations where IDEA Public Schools are located or traveling to.
- 6) Fuel Card program must have online access to view reports, usage, costs, etc.

- 7) Fuel Card Program must have ability to generate a monthly report in PDF. Provide all file types capable of being produced.
- 8) Fuel website must have the capability of requesting, adding, removing and canceling fuel cards and/or vehicles.
- 9) Cancellation of cards must be immediate.
- 10) The following reporting capabilities must be available at a minimum and accessible online and received automatically via email.
 - Report listing for each card use detail included products purchased, dates, times, etc
 - Report listing fuel economy mileage calculations for each card or vehicle ID (if used)
 - Report listing Driver ID or PIN activity with detail on products purchased, dates, times, etc
 - Report listing purchasing activity and discounts
- 11) Production and delivery of fuel cards must be within 5 business days with no added costs to IDEA Public Schools.
- 12) Fuel cards must at a minimum collect the following data at the pump, depending on the card setup. Itemized monthly billing must be accurate and include the information collected at the pump for each transaction.
 - Date, time, and location of purchase
 - Type of fuel purchased
 - Number of gallons purchased
 - Price per gallon
 - Total Cost
 - Identify of the fuel card used
 - Vehicle mileage
 - Driver ID or PIN used
- 13) Fuel cards must be capable of limiting purchases to fuel.
- 14) Billing for fuel cards must be itemized for each fuel card, by department, and reflect date, time, Driver ID or PIN, gallons purchased, type of fuel, odometer reading, and calculated miles per gallon.
- 15) Hedge Pricing: Real time fuel pricing is an allowable option and cost proposal, based off 38K/month of diesel fuel & 5k/month of unleaded fuel. Responses should include any and all information and costs that could occur to IDEA relative to hedging, which may have not been asked for under this item's description but required for IDEA to make an informative decision. SEE: **Attachment J**

Please see Attachment H for requirements.

IDEA PUBLIC SCHOOLS RESPONSIBILITY

- A. The district reserves the right to cancel service due to unacceptable prices variances. Advance notice/notification is expected (from awarded vendor) when a large market price (increase) occurs for a particular item. This will allow IDEA an opportunity to search and approve a substitute item of equal or greater quality.
- B. All pricing and any award under this RFP shall be good for IDEA and any other entity purchasing through IDEA.
- C. Prices may be decreased at any time after award. If prices are affected by statute, regulation, administrative or judicial order, vendors may not include additional costs in billing to the end user. Vendors must first provide IDEA written justification for any increase and IDEA must make a determination of applicability of the increase to the contract. In the event a vendor offers or provides a decrease in rates to its customers or potential customers for the same services provided for IDEA pursuant to its contract, the vendor must provide the same decrease in rates for IDEA. It is recommended that the vendor provide said rate decreases voluntarily. If IDEA learns of a decrease in rates from a source other than the vendor, the vendor shall credit IDEA with the difference between IDEAS' contracted rate and the decreased rate from the date of said decrease or the vendor's contract will be subject to cancellation at the discretion of IDEA. Any charges not proposed but required to make this service viable will be considered a hidden cost and will be provided by the vendor at no additional cost to IDEA for the term of the contract.

PRE-BID MEETING (CONFERENCE CALL)

A pre-bid conference call will be held on **April 30th, 2020**, at 2:00-2:15 PM during which time any questions regarding the RFP will be answered. The conference call will be held via web on <https://bluejeans.com/992960513> or join via phone: [+1-888-240-2560](tel:+18882402560)(Conference ID: 992960513). Attendance is not mandatory.

BID OPENING

Bid Opening is scheduled for **Tuesday, May 12th, 2020** at 3 PM. A formal "opening" will not be held and prices will not be read. Trade secrets and confidential information contained in proposals shall not generally be open for public inspection, but IDEA's records are a matter of public record.

WHO IS ELIGIBLE TO RESPOND?

Respondents who are able to meet the technical specifications for quality and other terms of this proposal package, and who are not debarred and/or suspended from conducting business with district, federal and state funded agencies are invited to respond. A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent, by submitting a proposal, represents to IDEA Public Schools that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under this RFP
- Is able to comply with the required or proposed RFP
- Have a satisfactory record of integrity and ethics

- Be otherwise qualified and eligible to receive an award
- Be in good standing with the applicable national or state associations

PROCUREMENT CONDITIONS/GENERAL TERMS

Procurement of these items shall be in accordance with the IDEA Public Schools procurement policies and general terms as follows:

- IDEA Public Schools reserves the right to accept or reject any or all proposals received or to cancel or extend in part or its entirety, this Request for Proposal, or make multiple or partial awards.
- Award of purchase agreement or contract shall be made only to a responsible respondent(s), i.e., a respondent who has demonstrated competence to deliver the specified goods/services, a proven record of business integrity and ethics, and the ability to meet the requirements of this RFP
- When submitting proposals, it is required that the respondent have the necessary professional experience, prior training, and applicable professional judgment to perform the activities or deliver the goods stated in this RFP.
- Proposals may be withdrawn only by delivery of a written request to IDEA Public Schools prior to the specified deadline time/date stated in the RFP. The authorized signatory must sign such requests.
- Proposals received will become a part of the IDEA Public Schools' official files without further obligation to the respondents.
- The contents of a successful Proposal may become a contractual obligation if selected for funding. Failure of the Respondent to accept these obligations can result in cancellation of an award or purchase agreement. IDEA Public Schools reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or Respondent's ability to meet the terms and conditions of this RFP or if adequate funding is not received.
- A response does not commit IDEA Public Schools to award a purchase agreement or a contract. IDEA does not commit to a reimbursement of any costs incurred in the preparation of a response nor commit to pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by IDEA Public Schools.
- IDEA Public Schools reserves the right to contact any individual, agency, or employers listed in the RFP, to contact others who may have experience and/or knowledge of the respondent's goods/supplies, relevant performance, qualifications, etc., and to request additional information from any and all respondents.
- Respondents shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of IDEA Public Schools, or to any consultant, employee, or member of IDEA Public Schools for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other bid submitted hereunder.

- No employee, officer or member of IDEA Public Schools shall participate in the selection, development of a response to this RFP, award or administration of a contract supported by the RFP if a conflict of interest, real or apparent, would be involved.
- Respondents shall not engage in any activity that will restrict or eliminate competition. This does not preclude joint ventures or subcontracts. Violation of this provision may cause a respondent's response to be rejected.
- No purchase agreement or contract may be awarded until the respondent has complied with Executive Order 12549, 29 CFR, Part 98 by submitting a signed Certification of Debarment, which states that neither the respondent, nor any of its principles, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a procurement by any Federal department or agency.
- Prior to award of any purchase agreement or contract, a Respondent must sign a Certification Regarding Conflict of Interest stating adherence to IDEA Public Schools policy regarding free and open competition and conflicts of interest.
- The District is exempt from federal excise tax, state, and local tax. Do not include tax in cost figure. If it is determined that tax was included in the cost figures, it will not be included in the tabulation of any awards.

ADMINISTRATIVE PROCEDURE FOR BIDDER COMPLAINTS

Members of the public having complaints regarding the IDEA's purchasing procedures or operations may present their complaints or concerns to the District by written to the following address.

IDEA Public Schools
Attn. Purchasing Dept.
2115 W. Pike Blvd
Weslaco, TX 78596
(956) 377-8000

PROPOSAL CONSIDERATION/SELECTION CRITERIA

"Most Advantageous Proposal". In evaluating proposals, the following considerations will be taken into account for the award recommendations as per TEA Education Code 44.031(b):

- The purchase price
- The reputation of the vendor and of the vendor's goods and services
- The quality of the vendor's goods or services
- The extent to which the goods or services meet IDEAS' needs
- The vendor's past relationship with IDEA

- The impact on the ability of IDEA to comply with laws and rules relating to historically underutilized businesses
- The total long-term cost to IDEA to acquire the vendor's goods or services
- Vendor's service and delivery capabilities
- Warranty and warranty service history
- Probability of continuous availability
- Any other relevant factor specifically listed in the RFP

RESPONSIVE/RESPONSIBLE RESPONDENTS

IDEA Public Schools staff reviews the proposals received to determine if they are responsive. For proposals to be considered responsive and to be evaluated for selection, the following requirements must be met:

1. The proposals must have been submitted by the due date and time.
2. The proposals must be complete with the original signatures.
3. The proposals must be for the specific services requested and described in the RFP Packet.
4. The proposals must be submitted in the format described in the RFP Packet.
5. One original (in blue ink and marked original) and two copies must be submitted.
6. Electronic format on a USB flash drive. The electronic version shall be one file that replicates your original proposal including required signatures. **NOTE:** Do not send individual files of each section or page of your proposal as the electronic version. (This is OPTIONAL)
7. **Digital submissions will be accepted**; however, original signed copies must be submitted in order for the digital file to be accepted, graded and considered. Sandra.martinez@ideapublicschools.org

All proposals will be screened for inclusion of all required information prior to release to the evaluation team. IDEA Public Schools staff may exclude from further consideration for contract award any non-responsive proposal or portion of a proposal.

EVALUATION

The evaluation criteria and the relative weights for scoring are provided below, the evaluation team will consider the following elements in the evaluation process. **Purchase price is not the only criteria that will be used in the evaluation process.**

RFP #22-RFP-TRN-1920 – FUEL CARD PROGRAM - EVALUATION SCORE CARD				
Evaluation and Selection Criteria			Value	Score
1)	Organization Capabilities			
	a)	Describe the organization/company's experience and capabilities providing similar services to those required. Be specific and detail no more than three projects/contracts: description of work, dates, locations, challenges and results..	100 pts.	
2)	Staff Qualifications			
	a)	Identify key staff your organization/company will assign to fulfill the contract requirements and manage the account. Provide a synopsis describing the educational and work experience for each of the key staff who would be assigned to the program and a description of their duties.	100 pts.	
3)	Proposer Solutions			
	a)	Describe your Fuel Card Program and how it will meet or exceed IDEA's needs as defined in the scope and requirements section of this RFP. Describe your method of customer support, communication, and ability to support effective management of the program.	300 pts.	
	b)	Provide a list of the filling station locations that would be accessible where IDEA is located. Provide the hours of operation for each location and if unleaded and diesels are both available.		
	c)	Describe the reporting capabilities of the Fuel Card Program. Describe the standard reports and ability to customize reports. Describe the accessibility of the reports online, how many users are able to create, review and customize reports.		
	d)	Describe vendor ability to detect and combat waste, fraud and abuse. Describe the process and lead time for card cancellation, the ability to investigate misuse, and recovery of fraudulent charges.		
4)	Cost Proposal			
	a)	Purchasing will score the cost proposals by prorating the total estimated annual discount with the highest total given the highest score. The formula is as follows: (Proposed total discount / Highest proposed discount) X Maximum Points assigned to Cost = Score	200 pts.	
	b)	Fixed Price Period: If the vendor is proposing a Fixed Rate Cost, the awarded contractor must hold the accepted prices and/or costs for the entire contract period. Any adjustment to prices and/or costs at the beginning of a contract renewal period will be negotiated between IDEA and the vendor. Use Attachment I Cost Proposal		
	c)	Hedge Pricing: Real time fuel pricing is an allowable option, based off 38K/month of diesel fuel & 5k/month of unleaded fuel. Responses should include any and all information and costs that could occur to IDEA relative to hedging, which may have not been asked for under this item's description but required for IDEA to make an informative decision. SEE: Attachment J		
	d)	Use Attachment H Mandatory Requirements.		

	Total	700 Pts.
Evaluator:		
Signature:		Date:

IDEA Public Schools may use IDEA Public Schools staff, independent evaluators or a combination of both to evaluate and rank proposals.

After evaluation, an award may be made on the basis of the evaluation and ranking, without discussion, clarification or modification. IDEA Public Schools may enter into negotiations with the highest ranked respondent. If IDEA Public Schools is unable to reach agreement with the highest ranked respondent, the negotiations will terminate and negotiations will begin with the next respondent in the order of the ranking until a contract is reached or IDEA Public Schools has rejected all proposals.

NOTE: After evaluation, any proposal with a total score less than 300 points will be considered as nonresponsive and will be disqualified from further consideration. Proposals receiving a final score of 300 or better are not guaranteed an award. **IDEA Public Schools reserves the right to request Best and Final Offers (BAFO) from all responsive respondents.**

HOW TO SUBMIT A PROPOSAL?

All proposal packages must be clearly marked with the Respondents' name and address **(it is important to include the RFP #)**. Proposal packages must be delivered to and received prior to the deadline, see RFP Calendar section (p.5).

Sandra Martinez, Transportation Finance & Procurement Manager

Carlos Castaneda, Managing Director of Transportation

IDEA Public Schools

320 A Utah, Suite 11

Weslaco, TX 78596

(956) 377-8000

Attn: RFP #22-RFP-TRN-1920

PART III- PROPOSAL FORMAT

TITLE PAGE

Respondents must complete the Title Page on the following page and include it as the cover sheet for proposals submitted in response to this RFP.

See coversheet below:

Transportation

A Proposal Submitted in Response to

IDEA Public Schools

Request for Proposals # RFP #22-RFP-TRN-1920

Submitted by:

(Full Legal Name of Respondent)

On:

(Date of Proposal Submission)

RFP RESPONSE FORMAT AND CONTENT**1. Page/Items to return/include.**

- Title Page
- Table of Contents
- Business Identification
- Additional Requirements
- Compliance with Specifications
- Past Performance/Demonstrated Effectiveness/References
- Evaluation Requirements
- Cost Proposal

2. Documentation must be complete. A respondent's written response shall be the sole means of presenting the service.

RESPONDENT IDENTIFICATION

Enter the Respondent's firm's name and address below.

1. Name of Firm _____

2. Street Address _____

3. City, State & Zip Code _____

4. Federal ID# or Social Security Number _____

ADDITIONAL REQUIREMENTS

1. Ownership: Proposal must include name and Social Security Number of each person with at least 25% ownership of the business entity submitting the qualifications.

NAME: _____ **SSN:** _____

NAME: _____ **SSN:** _____

NOTICE TO RESPONDENTS

Finalists may be asked to attend a panel conference at Headquarters located at 2115 W Pike Blvd., Weslaco, TX 78596 to further detail price, quality of product, past performance and any questions that the evaluation panel may consider in selecting a vendor.

ATTACHMENTS

The attachments listed below are required and should be included with the proposal. **Attachment C** is required to ensure that no potential conflicts of interest exist with IDEA Public Schools Board or staff members. **All forms must be signed and completed.**

1. Reference Sheet
2. Attachment A - Certification of Respondent
3. Attachment B - Certification Regarding Drug-Free Workplace
4. Attachment C –Conflict of Interest
5. Attachment D - Equal Opportunity and Nondiscrimination
6. Attachment E– Bidders Certifications Form
7. Attachment F- Certification Regarding Lobbying
8. Attachment G- Certification Regarding Debarment
9. Attachment H- Mandatory Requirement
10. Attachment I- Cost Proposal
11. Attachment J- Hedge Pricing Cost Proposal (Option)

REFERENCE SHEET

Please list a minimum of three references of agencies (governments, charter schools or ISDs) that have used your services. We would prefer some of the references to be new customers in the last year, and Texas agencies are preferred:

1.	COMPANY NAME OR CONTACT PERSON			
	STREET ADDRESS	CITY	STATE	ZIP
	CONTACT PERSON		TELEPHONE NUMBER	
	PRODUCTS/SERVICES USED			
	DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK			
2.	COMPANY NAME OR CONTACT PERSON			
	STREET ADDRESS	CITY	STATE	ZIP
	CONTACT PERSON		TELEPHONE NUMBER	
	PRODUCTS/SERVICES USED			
	DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK			
3.	COMPANY NAME OR CONTACT PERSON			
	STREET ADDRESS	CITY	STATE	ZIP
	CONTACT PERSON		TELEPHONE NUMBER	
	PRODUCTS/SERVICES USED			
	DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK			

ATTACHMENT “A”

CERTIFICATION OF RESPONDENT

I, the undersigned, submit this quote/bid and have read the specifications, which are a part of this solicitation. My signature also certifies that I am authorized to submit this quote/bid. Sign as a representative for the firm, and carry out services solicited in this solicitation:

Signature of Authorized Agent:	_____
Printed Name and Title of Agent:	_____
Name of Firm:	_____
Address:	_____
Telephone Number:	_____
FAX Number:	_____
Contact Person:	_____
Email Address (if applicable):	_____
Web Site Address (if applicable):	_____

ATTACHMENT "B"**CERTIFICATION REGARDING DRUG-FREE WORKPLACE**

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

- Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;
- Providing each employee with a copy of the subcontractor's policy statement;
- Notifying the employees in the subcontractor's policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;
- Notifying IDEA Public Schools within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,
- Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

ATTACHMENT "C"**CERTIFICATION REGARDING CONFLICT OF INTEREST**

By signature of this bid proposal, Respondent covenants and affirms that:

- X No manager, employee or paid consultant of the Respondent is a member of the Board, or an employee of IDEA Public Schools;
- X No manager or paid consultant of the Respondent is married to a member of the Board, the CEO, or an employee of IDEA Public Schools;
- X No member of the Board, the CEO or an employee of IDEA Public Schools is a manager or paid consultant of the respondent;
- X No member of the Board, the CEO or an employee of IDEA Public Schools owns or controls more than 10 percent in the Respondent;
- X No member of the Board, CEO, or employee of IDEA Public Schools receives compensation from Respondent for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- X Respondent has disclosed within the Bid any interest, fact or circumstance which does or may present a potential conflict of interest;
- X Should Respondent fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Respondent shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with Idea Public Schools and shall immediately refund to IDEA Public Schools any fees or expenses that may have been paid under the contract and shall further be liable for any costs incurred or damages sustained by Idea Public Schools relating to that contract.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

ATTACHMENT “D”**EQUAL OPPORTUNITY AND NONDISCRIMINATION**

The **(Name)** promotes employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under Title I of the Workforce Investment Act of 1998, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I financially assisted program or activity. **(Name)** conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

EEO Laws, Rules, Guidelines, Regulations

(Name) provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders. Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 37 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals because of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age in programs receiving federal financial assistance.
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age (40-70).
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing equal work.
- Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women.

(**Name**) is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. (**Name**) takes positive steps to eliminate any systematic discrimination from personnel practices. (**Name**) recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status.

Staff at all levels is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

ATTACHMENT "E"**BIDDER CERTIFICATIONS FORM
(Return signed form with your submittal)****1. Felony Conviction Notification**

Texas Education Agency Code, 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.

Initial where applicable.

- ☐ A. My company is a publicly-held corporation; therefore, this reporting requirement is not applicable.
- ☐ B. My company is not owned nor operated by anyone who has been convicted of a felony.
- ☐ C. My company is owned and operated by the following individual(s) who has/have been convicted of a felony:
Name of Felon(s): _____
Details of Conviction(s): _____

2. Criminal History Record Information Review of Certain Contract Employees

By signing below, the Bidder agrees to comply with Section 22.0834, Criminal History Record Information Review of Certain Contract Employees, Texas Education Code if awarded a contract through this solicitation. The undersigned Bidder, if awarded a contract, shall obtain criminal history record information through the criminal history clearinghouse as provided by Section 411.0845, Government Code relating to an employee or applicant who has or will have continuing duties related to the contracted services; and the employee or applicant has or will have direct contact with students. The Bidder agrees to certify of the receipt of criminal history record information before or immediately after employing or securing the services of the employee or applicant that has or will have continuing duties related to the contracted services if the employee or applicant has or will have direct contact with students. The Bidder further agrees that if awarded a contract, shall assume all expenses associated with the criminal background check and shall immediately remove any employee or agent who was convicted of a felony, or misdeemeanor involving moral turpitude, as defined by Texas law, from District property or the location where students are present.

- ☐ None of my employees and any of my subcontractors has or will have continuing duties related to the contracted services; and has or will have direct contact with students. I further certify that my company has taken precautions or imposed conditions to ensure that my employees and any subcontractor will not have continuing duties related to the contracted services; and will not have direct contact with students throughout the term of the Contract.

OR

- ☐ Some or all of my employees and/or my subcontractors will have continuing duties related to the contracted services; and will have direct contact with students. I further certify that:
1. I have obtained all required criminal history record information regarding all of my employees and/or my subcontractors. None of my employees and/or my subcontractors has any conviction or other criminal history information 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.
 2. If I receive information that any of my employees and/or subcontractors subsequently has a reported criminal history, I will immediately remove the covered employee from contract duties and notify the District in writing immediately.
 3. I will provide the District with the names and any other requested information regarding any of my employees and/or subcontractors so the District may obtain criminal history record information if awarded a contract.
 4. If the District objects to the assignment of any of my employees and/or subcontractors, I agree to discontinue using the individual to provide services to the District.

3. Lists of Parties Excluded from Federal Procurement or Non Procurement Program

By signing below, the Bidder certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in district, state or federal procurements or contracts and are not identified in the "Lists of Parties Excluded from Federal Procurement or Non Procurement Program" issued by the General Services Administration, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404. For additional information refer to <http://www.epls.gov/>.

I, the undersigned authorized agent for the company named below, certify that the information concerning notification of felony convictions has been reviewed by me and the information furnished is true to the best of my knowledge. I further certify that I agree to comply with Section 22.0834, Criminal History Record Information Review of Certain Contract Employees, Texas Education Code if awarded a contract through this solicitation and the 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404 in relation to the Lists of Parties Excluded from Federal Procurement or Non Procurement Program.

COMPANY NAME: _____

AUTHORIZED AGENT'S NAME (PRINTED): _____

SIGNATURE OF COMPANY OFFICIAL: _____

ATTACHMENT "F"**CERTIFICATION REGARDING LOBBYING****PROCUREMENT**

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 certifications 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, or an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with the awarding of 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, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District 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 awarded documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Organization Name

PR/Award Number or Project Name

Name of Authorized Representative

Title

Signature

Date

ATTACHMENT "G"**CERTIFICATION REGARDING DEBARMENT**

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services equal to or in excess of \$100,000. Contractors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the Firm and its principals are not suspended or debarred.

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

- (1) Certifies that no suspension or debarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, common rule.

Firm's Name: _____

Name of Authorized Company Official: _____
(Typed or printed)

Title of Authorized Company Official: _____
Typed or printed)

Signature of Authorized
Company Official: _____

Date Signed: _____

ATTACHMENT "H"**MANDATORY REQUIREMENTS (pages 7-8 of RFP)**

Proposer: _____

Fuel Card Program automatically removes any taxes in which the IDEA Public Schools is exempt?

Yes____ No____

Fuel Card service will not be disrupted or put on hold without a 30 day written notice to the IDEA Public Schools.

Yes____ No____

Fuel Cards can be utilized at stations where IDEA campuses and regional offices are located?

Yes____ No____

Fuel Card Program has the ability to generate reports in excel or PDF?

Yes____ No____

Fuel Card program must have online access to view reports, usage, costs, etc.?

Yes____ No____

Fuel website must have the capability of requesting, adding, removing and canceling fuel cards and/or vehicles.

Yes____ No____

Cancellation of cards must be immediate.

Yes____ No____

The following reporting capabilities must be available at a minimum and accessible online and received automatically via email as per page 8?

Yes____ No____

Production and delivery of fuel cards must be within 5 business days with no added costs to IDEA Public Schools?

Yes____ No____

Fuel cards must at a minimum collect the following data at the pump, depending on the card setup. Itemized monthly billing must be accurate and include the information collected at the pump for each transaction as per detail on page 8?

Yes____ No____

Fuel cards must be capable of limiting purchases to fuel?

Yes____ No____

Billing for fuel cards must be itemized for each fuel card, by department, and reflect date, time, Driver ID or PIN, gallons purchased, type of fuel, odometer reading, and calculated miles per gallon?

Yes____ No____

ATTACHMENT “I”

COST PROPOSAL

Proposer:

List proposed discount off advertised pump price per gallon. Discount must be in addition to the removal of any Taxes.

Proposed discount off pump price per gallon for Unleaded Gasoline.	\$
Proposed discount off pump price per gallon for diesel	\$

Proposed discount off pump price per gallon for Unleaded Gasoline.	%
Proposed discount off pump price per gallon for diesel	%

ATTACHMENT "J"

HEDGE PRICING COST PROPOSAL (OPTION)

OPTION: Hedge Pricing Proposal-based off of:

380,000 gallons of diesel annually, approx. 32,000 per month
50,000 gallons of fuel annually, approx. 4,200 per month

END OF IDEA PUBLIC SCHOOLS RFP

PACKAGE FOR TRANSPORTATION DEPARTMENT