



**IDEA Public Schools
REQUEST FOR PROPOSALS (RFP)
For
HVAC Preventive Maintenance**

CONTENTS

PART I - GENERAL INFORMATION 5

 BACKGROUND..... 5

 FUNDING..... 5

 SERVICES SOLICITED 5

 RFP Calendar 6

 PAYMENT TERMS 7

PART II- PROPOSAL CONTENT AND PROCESS 7

 PURPOSE 7

 NOTICE TO ALL VENDORS 7

 SCOPE OF SERVICES 8

 RESPONDENT RESPONSIBILITY..... 9

 DESIRED SERVICES..... 9

 IDEA PUBLIC SCHOOLS RESPONSIBILITY..... 19

 PRE-BID MEETING (Conference call) 19

 BID OPENING..... 19

 WHO IS ELIGIBLE TO RESPOND? 10

 INSURANCE REQUIREMENTS.....10

 PROCUREMENT CONDITIONS/GENERAL TERMS..... 11

 ADMINISTRATIVE PROCEDURE FOR BIDDER COMPLAINTS 12

 PROPOSAL CONSIDERATION/SELECTION CRITERIA 13

 RESPONSIVE/RESPONSIBLE RESPONDENTS 22

 EVALUATION 22

 HOW TO SUBMIT A PROPOSAL 14

PART III- PROPOSAL FORMAT 15

 TITLE PAGE 15

 RFP RESPONSE FORMAT AND CONTENT..... 16

 RESPONDENT IDENTIFICATION 16

 ADDITIONAL REQUIREMENTS 17

 NOTICE TO RESPONDENTS 18

ATTACHMENTS..... 26

Bid Information

Bid Owner Daniel Garza
Email daniel.garza2@ideapublicschools.org

Bid Number #16-RFP-FCL-2021 HVAC PM's
Title HVAC PM's
Issue Date April 23, 2021
Pre-Proposal Conf. May 7, 2021 at 2 pm via web @ <http://bluejeans.com/9566782403>

Close Date / Turn In May 14, 2021 no later than 3pm via mail
Subject line: #15-RFP-FCL-2021 Lawn Maintenance
IDEA PUBLIC SCHOOLS
ATTN.: Facilities Department
2115 W. Pike Blvd
Weslaco, TX 78596

Bid Packages Available Weblink@ideapublicschools.org

Bid Questions to: Elda Pruneda
Email: elda.pruneda@ideapublicschools.org
Telephone 956-678-2403

Supplier Information

Company Name _____
Contact Name _____
Address _____

Telephone _____
Fax _____
Email _____

By Submitting your response, you certify that you are authorized to represent and bind your company.

Signature _____ Date _____

Bid Notes

Any questions or inquiries to this solicitation shall be made no later than May 11, 2021. Please see "bid attachments" to see terms and conditions pertaining to this proposal. Interested vendors shall fill out and submit proposal, via mail, by the deadline. IDEA Public Schools will select the proposal(s) that provide(s) the best value to IDEA Public Schools in accordance to the awarding criteria contained in this solicitation. In further information is needed please contact the Facilities Department for further assistance.

PART I - GENERAL INFORMATION

NOTICE TO OFFERORS

Proposals shall be submitted in an envelope marked on the outside with the vendor's name, address, and "#16-RFP-FCL-2021 HVAC PM's" Please submit 1 original and two copies of the proposal to:

IDEA Public Schools
ATTN: Elda Pruneda – A.D. Facilities Finance and Procurement
2115 W. Pike Blvd.
Weslaco, TX 78596
Telephone: 956-678-2403

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, Tarrant County, Houston, 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

General. The following instructions by IDEA Public Schools are intended to afford vendors an equal opportunity to participate in the contract. IDEA Public Schools is soliciting a Request for Proposal (RFP) for lawn maintenance.

- 1.1 Before submitting an offer to this solicitation, the vendors shall familiarize themselves with all parts of this solicitation because these parts become a part of any resulting contract.
- 1.2 Vendors shall familiarize themselves with existing conditions in the material and labor markets prior to submission of an offer. The fact that an offer (bid/proposal) is submitted will be construed by the IDEA Public Schools Board of Directors to indicate that the vendor agrees to carry out the furnishing of products/services in full accordance with the specifications and other contract documents notwithstanding existing material and labor markets' conditions.
- 1.3 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.
- 1.4 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.
- 1.5 Proposals submitted on forms other than the IDEA Public Schools forms or with different terms or provisions may be considered as non-responsive proposals.

- 1.6 IDEA Public Schools expects that all proposals will remain valid for the term of this proposal.
- 1.7 Award to vendor(s) will be for two years with a possible one year extension upon mutual agreement of IDEA Public Schools and the vendor.
- 1.7.1 Multiple vendors may be awarded to meet pricing needs.
- 1.8 Proposed price should be firm (fixed). Proposer should include the pricing for the 2021-2022 school year. If contract is extended, and costs increase due to the increase in fuel, increase in service, demand, etc., the proposer must issue a document to IDEA explaining the price increase and suspected length of time the increase will be in effect.
- 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.

RFP CALENDAR

1. An RFP packet will be available **10:00 a.m. CST on April 23, 2021**. Proposal packages may be obtained electronically: [Link](#)
2. Proposals may be submitted in person or by mail no later than 3:00 PM, CT, on **May 14, 2021**. No proposals shall be accepted after this deadline.

RFP Packet Available: 10 AM, April 23, 2021
Pre-Bid Meeting: 2 PM-2:15 PM, May 7, 2021
RFP Bid Submission: 3 PM, May 14, 2021
RFP Opening: 10 AM, May 17, 2021

3. Proposal Inquiries: Should any questions arise, please submit inquiries via e-mail to: elda.pruneda@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

1. It is the intent of IDEA Public Schools to enter a contract for HVAC Preventive Maintenance for the 2021 - 2022 school year. It is the desire of IDEA to award to several qualified vendors that can demonstrate in its/his/her proposal the ability to service IDEA with quality of work and competitiveness of pricing in HVAC preventive maintenance.
 - 1.1 An effective PM program is the best way to ensure trouble-free operation and peak system performance by providing the following outcomes:
 - 1.2 Minimize equipment down time in hours of building occupancy.
 - 1.3 Increase indoor air quality and occupant comfort.
 - 1.4 Increase energy efficiency of the unit
 - 1.5 Prolong the life cycle of the equipment.
 - 1.6 Identify equipment that should be replaced.
2. The HVAC PM contract will go out for bid every April and finalized before May for the following academic school year. There will be a bid per region to ensure vendor has the capability to provide immediate region support. New campuses will be in an 11-month HVAC inspection in June to identify any deficiencies instead of the regular semiannual PM program. No additional work is to be performed on 11-month inspections by PM vendor unless they are the designated mechanical installers and have been approved by the general contractor to do so.
3. We will provide examples of the HVAC PM expected report with the bid that covers IDEA Public Schools HVAC PM scope of work as described in the following section. A report is to be done per unit that outlines the campus, area serviced (building, room, or space), date performed, type of system, manufacturer, model, serial number, system pressures, major component readings (rated and actual amps/voltage), belt size (if applicable), check list of components to be inspected, recommendations, and name of technician that performed the PM.
4. The vendor(s) that are awarded the one-year contract are expected to conduct the following communication protocol after they receive the signed contract and yearly HVAC PM schedule.
 - 4.1 Provide a minimum of two business days' notice to campus FM via email and copy HQ Facilities to verify the campus has no events that would be affected by PM.
 - 4.2 The PM tech(s) are to check in to the front office and contact the FM.
 - 4.3 The PM tech(s) are to notify the FM if they must leave the premises with the expected time they will return.
 - 4.4 If the PM tech fails to return at specified time, then the PM tech is to follow up with a phone call or email and provide when the PM will resume.
 - 4.5 The vendor is to provide the reports for every system within 5 business days of the campus PM completion via email and copy the HQ Facilities/ Specify contracts per region.
5. Vendor must conduct its activities in a confidential manner designed to protect information of sensitive nature and will be prohibited from improperly using or disclosing said information.
6. IDEA reserves the right to access information regarding operators' experience and credentials, including a criminal background check.

7. IDEA will make every good faith effort to notify the vendor 10 business days before the date of departure for reservation of services. However, due to the dynamic nature of extra-curricular activity in which outcomes and results from competition are extremely unpredictable; there will be circumstances when a reservation will be made with less than 10 business days of notice before the date of departure.

8. IDEA will make every good faith effort to notify the vendor 10 business days before the date of departure for cancellation of service. However, due to the dynamic nature of extra-curricular activity in which outcomes and results from competition are extremely unpredictable; there will be circumstances when a cancellation will be made with less than 10 business days of notice before the date of departure.

NOTICE TO ALL VENDORS DURING COVID-19

1. Vendor must keep IDEA Public Schools (IDEA) advised of any changes in order(s) status.
2. Questions regarding this proposal must be in writing and emailed to elda.pruneda@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 elda.pruneda@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

HVAC PREVENTIVE MAINTENANCE

Every campus HVAC is to be serviced semi-annually.

Summer Preventive Maintenance

1. Check condition of condenser coil and evaporator coils- Condenser coils to be washed every 6 months. Evaporator coils to be washed once a year. (To avoid damage, no chemicals or pressure washers shall be used). Condenser and evaporator issues to be reported to the FM.

2. Test blower components- Replace belts every 6 months regardless of condition, if applicable. Used belts are to be turned in to FM for disposal. Units with extremely worn belts should be inspected for condition of sheaves and/or pulleys, along with the belt alignment and tightening.
3. Test voltage and, amperage on all condenser fan motors and evaporator fan motors. Inspect conditions of condenser fan and evaporator fan blades.
4. Check for proper air flow on condenser fans and evaporator fan.
5. Check proper operation of any outside, supply and return air dampers.
6. Clean and flush all condensate pans and drain lines.
7. Check all electrical components and connections to include safety controls. Safety controls are strictly prohibited from being bypassed. Report any bypassed safety controls to the FM and get approval prior commencing any corrective measures.
8. Check for proper operation of expansion valves or any other metering devices.
9. Check for proper operation of exhaust fans (including kitchen hood fans). Clean fans once a year.
10. Refer to Preventive Maintenance Logs for additional checking and testing to be performed. Fill out Preventive Maintenance Logs accordingly and issue them to the F
11. Provide quotes to FM based on findings and suggested corrective actions. Vendor needs to verify manufacturer labor and material warranty status so that it properly reflects the quote. All corrective actions are to be directed and approved by FM prior to work being performed. Work will not commence until a PO is provided to vendor.
12. GPS Bipolar Ionization - system test.
13. Provide a report per unit of the PM within 5 business days of completion via email to the FM and copy HQ Facilities.
14. Provide detail report with repairs, costs and expected time.
15. Pick up all trash and clean up areas.

Winter PM

Same scope of work as Summer PM. In addition, check for proper operation of electric/natural gas heaters. Notifications need to be given to the FM so that campus leadership is aware of possible smell due to turning on the heaters.

After warranty - 11-month inspection

1. Check condition of condenser coils and evaporator coils- Condenser coils to be washed every 6 months. Evaporator coils to be washed once a year. To avoid damage, no chemicals or pressure washers shall be used. Condenser and evaporator issues to be reported to the FM.
2. Test blower components. Replace belts every 6 months regardless of condition, if applicable. Used belts are to be turned in to FM for disposal. Units with extremely worn belts should be inspected for condition of sheaves and/or pulleys, along with the belt alignment and tightening.
3. Test voltage and amperage on all condenser fan motors and evaporator fan motors.
4. Inspect conditions of condenser fan and evaporator fan blades.
5. Check for proper air flow on condenser fans and evaporator fans.
6. Check proper operation of any outside, supply and return air dampers.
7. Clean and flush all condensate pans and drain lines.

8. Check all electrical components and connections, including safety controls. Safety controls are strictly prohibited from being bypassed. Report any bypassed safety controls to the FM and get approval prior commencing any corrective measures.
9. Check for proper operation of expansion valves or any other metering devices.
10. Check for proper operation of exhaust fans (including kitchen hood fans). Clean fans once a year.
11. Refer to Preventive Maintenance Logs for additional checking and testing to be performed. Fill out Preventive Maintenance Logs accordingly and issue them to the FM.
12. Check for proper operation of electric/natural gas heaters. Notifications need to be given to the FM so that campus leadership is aware of possible smell due to turning on the heaters.
13. Provide quotes to FM based on findings and suggested corrective actions. Vendor needs to verify manufacturer labor and material warranty status so that it properly reflects the quote. All corrective actions are to be directed and approved by FM prior to work being performed. Work will not commence until a PO is provided to vendor.
14. Provide a report per unit of the PM within 5 business days of completion via email to the FM and copy HQ Facilities.
15. Provide detail report with repairs, costs and expected time.
16. Pick up all trash and clean up areas.

SCHEDULE, SITE ADDRESS AND HAVAC PM FORMS

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

HVAC PM Schedule

Region	Campus	Summer PM	Winter PM	11 months
SAN ANTONIO	<i>IDEA Amber Creek (New 21-22)</i>			Apr -22
SAN ANTONIO	IDEA Brackenridge	July -Aug	Dec/Jan -22	
SAN ANTONIO	IDEA Burke	July -Aug	Dec/Jan	
SAN ANTONIO	IDEA Carver	July -Aug	Dec/Jan	
SAN ANTONIO	IDEA Converse	July -Aug	Dec/Jan	
SAN ANTONIO	IDEA Eastside	July -Aug	Dec/Jan	
SAN ANTONIO	IDEA Ewing Halsell	July -Aug	Dec/Jan	
SAN ANTONIO	IDEA Hidden Meadow	July -Aug	Dec/Jan	
SAN ANTONIO	IDEA Ingram Hills	July -Aug	Dec/Jan	
SAN ANTONIO	IDEA Judson	July -Aug	Dec/Jan	
SAN ANTONIO	IDEA Mays	July -Aug	Dec/Jan	
SAN ANTONIO	IDEA Monterrey Park	July -Aug	Dec/Jan	
SAN ANTONIO	IDEA Najim	July -Aug	Dec/Jan	
SAN ANTONIO	IDEA South Flores	July -Aug	Dec/Jan	

SAN ANTONIO	IDEA Walzem	July -Aug	Dec/Jan	
AUSTIN	IDEA Austin Health Professions	July -Aug	Dec/Jan -22	
AUSTIN	IDEA Bluff Springs	July -Aug	Dec/Jan	
AUSTIN	IDEA Kyle	July -Aug	Dec/Jan	
AUSTIN	IDEA Montopolis	July -Aug	Dec/Jan	
AUSTIN	IDEA Parmer Park	July -Aug	Dec/Jan	
AUSTIN	IDEA Pflugerville	July -Aug	Dec/Jan	
AUSTIN	IDEA Round Rock Tech	July -Aug	Dec/Jan	
AUSTIN	IDEA Rundberg	July -Aug	Dec/Jan	
EL PASO	IDEA Edgemere	July -Aug	Dec/Jan	
EL PASO	IDEA Horizon Vista	July -Aug	Dec/Jan	
EL PASO	IDEA Mesa Hills	July -Aug	Dec/Jan	
EL PASO	IDEA Rio Vista	July -Aug	Dec/Jan	
EL PASO	<i>IDEA Mesquite Hills (New 21-22)</i>			Apr -22
TARRANT COUNTY	IDEA Achieve	July -Aug	Dec/Jan -22	
TARRANT COUNTY	IDEA Edgecliff	July -Aug	Dec/Jan	
TARRANT COUNTY	IDEA Rise	July -Aug	Dec/Jan	
TARRANT COUNTY	<i>IDEA Southeast (New 21-22)</i>			Apr -22
HOUSTON	IDEA Hardy	July -Aug	Dec/Jan -22	
HOUSTON	<i>IDEA Houston Lake (New 21-22)</i>			Apr -22
HOUSTON	IDEA Spears	July -Aug	Dec/Jan	
PERMIAN BASIN	<i>IDEA Yukon (New 21-22)</i>			Apr -22
LOUISIANA				
SOUTHERN LOUISIANA	IDEA Bridge	July -Aug	Dec/Jan -22	
SOUTHERN LOUISIANA	IDEA Innovation	July -Aug	Dec/Jan	
SOUTHERN LOUISIANA	IDEA University Prep <i>(New 21-22)</i>			Apr -22
SOUTHERN LOUISIANA	IDEA Oscar Dunn	July -Aug	Dec/Jan	
FLORIDA				
TAMPA BAY	<i>IDEA Hope (New 21-22)</i>			Apr -22
TAMPA BAY	<i>IDEA Victory Vinik (New 21-22)</i>			Apr -22

IDEA Site Addresses

Region	Site	Address	City
TEXAS			
SAN ANTONIO	IDEA Amber Creek (New 21-22)	10170 KRIEWALD	SAN ANTONIO
SAN ANTONIO	IDEA Brackenridge	<u>5555 OLD PEARSALL RD</u>	SAN ANTONIO
SAN ANTONIO	IDEA Burke	10434 MARBACH <u>ROAD</u>	SAN ANTONIO
SAN ANTONIO	IDEA Carver	<u>217 ROBINSON PL</u>	SAN ANTONIO
SAN ANTONIO	IDEA Converse	5490 FM 1516 N	CONVERSE
SAN ANTONIO	IDEA Eastside	<u>2519 MARTIN LUTHER KING DR</u>	SAN ANTONIO
SAN ANTONIO	IDEA Ewing Halsell	<u>2523 W ANSLEY BLVD</u>	SAN ANTONIO
SAN ANTONIO	IDEA Hidden Meadow	10138 CULEBRA RD	SAN ANTONIO
SAN ANTONIO	IDEA Ingram Hills	3115 MAJESTIC DR	SAN ANTONIO
SAN ANTONIO	IDEA Judson	<u>13427 JUDSON RD</u>	SAN ANTONIO
SAN ANTONIO	IDEA Mays	<u>1210 HORAL DR</u>	SAN ANTONIO
SAN ANTONIO	IDEA Monterrey Park	<u>222 SW 39TH ST</u>	SAN ANTONIO
SAN ANTONIO	IDEA Najim	<u>926 S WW WHITE RD</u>	SAN ANTONIO
SAN ANTONIO	IDEA South Flores	<u>6919 S FLORES ST</u>	SAN ANTONIO
SAN ANTONIO	IDEA Walzem	<u>6445 WALZEM RD</u>	SAN ANTONIO
AUSTIN	IDEA Austin Health Professions	<u>5816 WILCAB RD</u>	AUSTIN
AUSTIN	IDEA Bluff Springs	1700 E SLAUGHTER LN	AUSTIN
AUSTIN	IDEA Kyle	<u>640 PHILOMENA DR</u>	KYLE
AUSTIN	IDEA Montopolis	<u>1701 VARGAS RD</u>	AUSTIN
AUSTIN	IDEA Parmer Park	<u>1438 E YAGER LN</u>	AUSTIN
AUSTIN	IDEA Pflugerville	1901 E <u>WELLS BRANCH PKWY</u>	PFLUGERVILLE
AUSTIN	IDEA Round Rock Tech	<u>3301 GREENLAWN BLVD</u>	ROUND ROCK
AUSTIN	IDEA Rundberg	<u>9504 N IH 35</u>	AUSTIN
EL PASO	IDEA Edgemere	<u>15101 EDGEMERE BLVD</u>	EL PASO
EL PASO	IDEA Horizon Vista	<u>201 HORIZON CROSSING ST</u>	HORIZON CITY
EL PASO	IDEA Mesa Hills	<u>405 WALLEBERG</u>	EL PASO
EL PASO	IDEA Rio Vista	<u>210 N RIO VISTA RD</u>	EL PASO
EL PASO	IDEA Mesquite Hills (New 21-22)	<u>11881 DYER ST</u>	EL PASO
TARRANT COUNTY	IDEA Achieve	1900 THOMAS ROAD	HALTOM CITY
TARRANT COUNTY	IDEA Edgecliff	1640 ALTAMESA BLVD	FORT WORTH
TARRANT COUNTY	IDEA Rise	<u>3000 S. CHERRY LANE</u>	FORT WORTH
TARRANT COUNTY	IDEA Southeast (New 21-22)	<u>LONGHORN RD & OLD DECATUR RD</u>	SAGINAW
HOUSTON	IDEA Hardy	<u>1930 LITTLE YORK RD</u>	HOUSTON
HOUSTON			
HOUSTON	IDEA Houston Lake (New 21-22)	<u>5627 S LAKE HOUSTON PARKWAY</u>	HOUSTON
HOUSTON	IDEA Spears	<u>2010 SPEARS RD</u>	HOUSTON

PERMIAN BASIN	IDEA Yukon (<i>New 21-22</i>)	<u>7300 E YUKON RD</u>	ODESSA
LOUISIANA			
SOUTHERN LOUISIANA	IDEA Bridge	<u>1500 N AIRWAY DRIVE</u>	BATON ROUGE
SOUTHERN LOUISIANA	<i>IDEA Innovation</i>	<u>7800 INNOVATION DRIVE</u>	BATON ROUGE
SOUTHERN LOUISIANA	<i>IDEA University Prep (New 21-22)</i>		BATON ROUGE
	IDEA Oscar Dunn	<u>12000 HAYNE BLVD</u>	NEW ORLEANS
FLORIDA			
TAMPA BAY	<i>IDEA Hope (New 21-22)</i>	<u>5050 E 10TH AVE</u>	TAMPA
TAMPA BAY	<i>IDEA Victory Vinik (New 21-22)</i>	<u>11612 N NEBRASKA AVE</u>	TAMPA



PREVENTIVE MAINTENANCE LOG

Campus: _____ Building: _____ Date: _____

Equipment: _____ Label: _____ Model: _____ Serial No: _____

*IDEA San Juan CP and IDEA Weslaco

Air Cooled Scroll Chillers (York YLAA0120SE)

Semiannually

	Initials	Comments
<input type="checkbox"/> Follow Maintenance Procedures as recommended by Section 8 of IOM attached.	_____	_____
<input type="checkbox"/> Check unit for proper operation, excessive noise or vibration.	_____	_____
<input type="checkbox"/> Run system diagnostics test.	_____	_____
<input type="checkbox"/> Disconnect power source and lock out.	_____	_____
<input type="checkbox"/> Check electrical wiring and connections; tighten loose connections.	_____	_____
<input type="checkbox"/> Perform Compressor Starter Inspection.	_____	_____
<input type="checkbox"/> Check Flow/Differential Mechanical Switch.	_____	_____
<input type="checkbox"/> Check chiller for leaks.	_____	_____
<input type="checkbox"/> Remove lock out and power equipment back ON.	_____	_____
<input type="checkbox"/> Check Proper Rotation and Operation of each Condenser Fan and its related motor.	_____	_____
<input type="checkbox"/> Perform analysis on oil and filter	_____	_____
<input type="checkbox"/> Perform Oil Analysis Per Compressor.	_____	_____
<input type="checkbox"/> Check Oil Level Per Compressor.	_____	_____
<input type="checkbox"/> Check oil level in oil separator sight glass.	_____	_____
<input type="checkbox"/> Check system operating parameters (temperatures and pressures). Refer to Section 8 of IOM attached.	_____	_____
<input type="checkbox"/> Check Control Panel Calibration.	_____	_____
<input type="checkbox"/> Check Compressor and Oil Separator Heater.	_____	_____
<input type="checkbox"/> Thoroughly clean intake side condenser coils, fans, and intake screens.	_____	_____
<input type="checkbox"/> Perform operational test and return to service.	_____	_____
<input type="checkbox"/> Complete Required Paper Work and Remove debris from work-site.	_____	_____

Annually:

<input type="checkbox"/> Perform the semiannual service.	_____	_____
<input type="checkbox"/> Clean/Wash condenser coils as per manufacturer recommendation. Refer to Section 8 of IOM attached.	_____	_____
<input type="checkbox"/> Check the systems for refrigerant leaks.	_____	_____
<input type="checkbox"/> Check system superheat and sub cooling at the condensing unit	_____	_____
<input type="checkbox"/> Report missing valve-caps and/or unit covers.	_____	_____



PREVENTIVE MAINTENANCE LOG

Campus: _____ Building: _____ Date: _____

Equipment: _____ Label: _____ Model: _____ Serial No: _____

Condensing Units Annually

	Initials	Comments
<input type="checkbox"/> Check for unusual noise or vibration.	_____	_____
<input type="checkbox"/> Turn off equipment and lock out power source.	_____	_____
<input type="checkbox"/> Check all electrical connections inside the compressors electrical box, all relays for worn points, and all contactors for worn/pitted contact points	_____	_____
<input type="checkbox"/> Tighten all electrical connections.	_____	_____
<input type="checkbox"/> Check for frayed wiring insulation, corroded terminals, and tightness of spade connections.	_____	_____
<input type="checkbox"/> Check operation of the control system.	_____	_____
<input type="checkbox"/> Check all pressure controls, safety controls, operation of the room temperature thermostat/sensor.	_____	_____
<input type="checkbox"/> Check oil level in the compressor and crankcase heater operation (oil level should as per manufacturer recommendations).	_____	_____
<input type="checkbox"/> Check condition of refrigerant line insulation open, torn, or with water accumulation.	_____	_____
<input type="checkbox"/> Check proper refrigerant level and correct pressures in the system (sight glass should be clear and full during normal operation).	_____	_____
<input type="checkbox"/> Check the systems for refrigerant leaks.	_____	_____
<input type="checkbox"/> Check system superheat and sub cooling at the condensing unit	_____	_____
<input type="checkbox"/> Report missing valve-caps and/or unit covers.	_____	_____
<input type="checkbox"/> Wash condenser coil but only with a prior approval from the FM.	_____	_____



PREVENTIVE MAINTENANCE LOG

Campus: _____ Building: _____ Date: _____

Equipment: _____ Label: _____ Model: _____ Serial No: _____

Air handlers / Fan Coil Units

Annually

	Initials	Comments
<input type="checkbox"/> Check condition of evaporator coil including possible refrigerant leaks. Report any issues to FM.	_____	_____
<input type="checkbox"/> Wash evaporator coil but only with a prior approval from the FM.	_____	_____
<input type="checkbox"/> Tighten all electrical connections in the electrical panel	_____	_____
<input type="checkbox"/> Check for frayed wiring insulation, corroded terminals, and tightness of spades connections.	_____	_____
<input type="checkbox"/> Check filter condition and report it to FM.	_____	_____
<input type="checkbox"/> Check fan motors and blades.	_____	_____
<input type="checkbox"/> Check the blades for unusual wear patterns or stress fractures.	_____	_____
<input type="checkbox"/> Check motor belts and sheaves for integrity, proper tension and alignment.	_____	_____
<input type="checkbox"/> Clean the surface of each fan blade and apply lubricant as necessary.	_____	_____
<input type="checkbox"/> Check all heaters for correct amperage draw.	_____	_____
<input type="checkbox"/> Check voltage at each heater terminal and ensure each heater terminals is in good condition	_____	_____
<input type="checkbox"/> Clean the drain pan and check for proper drainage.	_____	_____
<input type="checkbox"/> Remove foreign material from the drain pan	_____	_____
<input type="checkbox"/> Clean the condensate drain line and check for proper drainage.	_____	_____
<input type="checkbox"/> Clean interior and exterior surfaces with a damp cloth.	_____	_____
<input type="checkbox"/> Restart equipment and check for proper operation.	_____	_____



PREVENTIVE MAINTENANCE LOG

Campus: _____ Building: _____ Date: _____

Equipment: _____ Label: _____ Model: _____ Serial No: _____

DX RTUs

Annually

	Initials	Comments
<input type="checkbox"/> Check for unusual noise or vibration.	_____	_____
<input type="checkbox"/> Turn off equipment and lock out power source.	_____	_____
<input type="checkbox"/> Check condition of evaporator coil including possible refrigerant leaks. Report any issues to FM.	_____	_____
<input type="checkbox"/> Clean and Wash evaporator coil following manufacturer recommended procedures. Flush coil and condensate drain with water taking care not to get insulation, filters and return air ducts wet.	_____	_____
<input type="checkbox"/> Clean and Wash condenser coil following manufacturer recommended procedures.	_____	_____
<input type="checkbox"/> Some Condenser coils are made of single and two formed slabs. On units with two slabs, dirt and debris may become trapped between the slabs. To clean between slabs, carefully separate coil slabs and wash them thoroughly. Flush coils with water following cleaning.	_____	_____
<input type="checkbox"/> Clean washable outside air damper filter. Spray with factory recommended coating when dry prior reinstallation.	_____	_____
<input type="checkbox"/> Inspect supply air blower wheel for accumulated dirt or dust. Clean as necessary.	_____	_____
<input type="checkbox"/> Check fan motors and blades.	_____	_____
<input type="checkbox"/> Check the blades for unusual wear patterns or stress fractures.	_____	_____
<input type="checkbox"/> Check motor belts and sheaves for integrity, proper tension and alignment.	_____	_____
<input type="checkbox"/> Clean the surface of each fan blade and apply lubricant as necessary.	_____	_____
<input type="checkbox"/> Tighten all electrical connections in the electrical panel	_____	_____
<input type="checkbox"/> Check for frayed wiring insulation, corroded terminals, and tightness of spades connections.	_____	_____
<input type="checkbox"/> Check filter condition and report it to FM.	_____	_____
<input type="checkbox"/> Check all heaters for correct amperage draw.	_____	_____
<input type="checkbox"/> Check voltage at each heater terminal and ensure each heater terminals is in good condition	_____	_____
<input type="checkbox"/> Clean the drain pan and check for proper drainage.	_____	_____
<input type="checkbox"/> Remove foreign material from the drain pan	_____	_____
<input type="checkbox"/> Clean the condensate drain line and check for proper drainage.	_____	_____
<input type="checkbox"/> Clean interior surfaces with a damp cloth.	_____	_____
<input type="checkbox"/> Restart equipment and check for proper operation.	_____	_____
<input type="checkbox"/> Check operation of the control system.	_____	_____
<input type="checkbox"/> Check all pressure controls, safety controls, operation of the room temperature thermostat/sensor.	_____	_____
<input type="checkbox"/> Check oil level in the compressor and crankcase heater operation (oil level should as per manufacturer recommendations).	_____	_____
<input type="checkbox"/> Check condition of refrigerant line insulation open, torn, or with water accumulation.	_____	_____



PREVENTIVE MAINTENANCE LOG

Campus: _____ Building: _____

Date: _____

Brand: _____ M/N _____

S/N _____

Brand: _____ M/N _____

S/N _____

Unit: _____

	L1	L2	L3
VOLTS: _____	_____	_____	_____
AMPS COMP-1	_____	_____	_____
AMPS COMP-2	_____	_____	_____
AMPS COMP-3	_____	_____	_____
AMPS COMP-4	_____	_____	_____
AMPS COMP-1	_____	_____	_____
AMPS COMP-2	_____	_____	_____
AMPS COMP-3	_____	_____	_____
AMPS COMP-4	_____	_____	_____

Return Temp: _____

Supply Temp: _____

Belt Size & Qty: _____

Filter Size: _____

Filter Size: _____

	CKT-1	CKT-2
Hi Press: _____	_____	_____
Low Press: _____	_____	_____
LIQ LN Press: _____	_____	_____
Cond. Sat. Temp: _____	_____	_____
Suct. Super Heat: _____	_____	_____
Refrigerant Type: _____	Evaporator Coil _____ % Dirty	

- | | YES | NO |
|--|-----|-----|
| Wash Condenser Coil _____ [] [] | [] | [] |
| Check Refrigerant Press _____ [] [] | [] | [] |
| Check Voltage _____ [] [] | [] | [] |
| Check AMPS _____ [] [] | [] | [] |
| Check Electrical Panel _____ [] [] | [] | [] |
| Check for Visual freon leaks _____ [] [] | [] | [] |
| Replace Belts _____ [] [] | [] | [] |
| Clean Drain Pipe _____ [] [] | [] | [] |
| Check evaporator Coil _____ [] [] | [] | [] |
| Grease Bearings _____ [] [] | [] | [] |

Problems Found: _____

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 decide 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 30, 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/9566782403/> or join via phone: [+1-888-240-2560](tel:+18882402560)(Conference ID: 9566782403). Attendance is not mandatory.

BID OPENING

Bid Opening is scheduled for **Monday, May 10, 2021** 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 can 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

INSURANCE REQUIREMENTS

Insurance Requirements: Worker’s compensation is required for this proposal. Insurance Certificates must be submitted with vendor’s proposal. This document is titled Certificate of Insurance (ACORD 25). IDEA Public Schools reserves the right to review all insurance policies pertaining to this solicitation to guarantee that the proper coverage is obtained by the contractor.

Contractor will be required to maintain in full force and in effect the following types of insurance:

a) Worker’s Compensation.....	100,000/500,000/100,000	
b) Comprehensive General Liability.....	1,000,000 per occurrence	
c) Bodily Injury Liability (CSL)*	300,000	
d) Property Damage Liability (CSL)*	300,000	
e) Automobile Bodily Injury Liability.....	300,000	
f) Automobile Property Damage Liability.....	100,000	*Combined Single Limit

Each insurance policy to be furnished by the successful contractor shall include IDEA Public Schools as a certificate holder. Additionally, each insurance policy shall include, by endorsement to the policy, a statement that a notice shall be given to the District by certified mail thirty (30) days prior to cancellation or upon any material changes in coverage.

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 considered 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. HVAC PM Bid Format:

HVAC PM Format		
Campus	Summer PM Cost	Winter PM Cost

Attachment A

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.**

#15-RFP-FCL-2021 Lawn Maintenance- EVALUATION SCORE CARD			
Evaluation and Selection Criteria Score			Value
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 two projects/contracts: description of work, dates, locations, challenges, and results.	20 pts.
2)	Cost Proposal		
	a)	Proposed Cost of each item; USE ATTACHMENT A	50 pts.
3)	References		
	a)	The quality of the vendor's goods or services	30 pts.
	b)	+5 if the bidder's past relationship with IDEA	
		Total	100 Pts.
BONUS POINTS - VENDOR OFFERING 2 OR MORE REGIONS			5 Pts.
Evaluator:			
Signature:			Date:

Fixed Price Period: 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.

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.

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:

Auxiliary Services

A Proposal Submitted in Response to

IDEA Public Schools

Request for Proposals #15-RFP-FCL-2021 Lawn Maintenance

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 _____

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 D** 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-Item Specifications & Pricing Sheet
3. Attachment B-Certification of Respondent
4. Attachment C-Certification Regarding Drug-Free Workplace
5. Attachment D–Conflict of Interest
6. Attachment E-Equal Opportunity and Nondiscrimination
7. Attachment F–Bidders Certifications Form
8. Attachment G-Certification Regarding Lobbying
9. Attachment H-Certification Regarding Debarment
10. Attachment I-Mandatory Requirement
11. Attachment J-Cost Proposal

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

_____ TELEPHONE NUMBER
 CONTACT PERSON

_____ 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

_____ TELEPHONE NUMBER
 CONTACT PERSON

_____ 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

_____ TELEPHONE NUMBER
 CONTACT PERSON

_____ PRODUCTS/SERVICES USED

_____ DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK

ATTACHMENT "B"

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 "C"

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 "D"

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 "E"

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 "F"

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.

- My company is a publicly-held corporation; therefore, this reporting requirement is not applicable.
My company is not owned nor operated by anyone who has been convicted of a felony.
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 411.0545, 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 misdemeanor 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 "G"

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 office 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 "H"

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: _____

END OF IDEA PUBLIC SCHOOLS RFP

PACKAGE FOR AUXILIARY SERVICES DEPARTMENT