

## DICKINSON INDEPENDENT SCHOOL DISTRICT

Tom Mooney

Director of Purchasing

2218 FM 517

Dickinson, Texas 77539

### Notice to Bidders

BID/PROPOSAL NUMBER: #20-06-1083  
OPENING DATE: June 24, 2020  
OPENING TIME: 10:00am  
SUBJECT OF PROPOSAL: Refurbish DHS Band Trailer and Annual Maintenance

Proposals are solicited as set forth herein. Complete and signed Proposal documents must be received at the Dickinson ISD Educational Support Center, Attention: Tom Mooney, 2218 FM 517, Dickinson, Texas 77539 before the opening date and time shown above.

Proposals must be in a sealed envelope and marked properly with the Proposal Number and date and time of opening. Proposals received later than the specified time, whether delivered or mailed, will be disqualified and returned unopened to the bidder.

The District reserves the right to reject any or all proposals, to accept any proposal deemed advantageous to the District, and to waive any informality in bidding.

If you have questions about the bid specifications contact [tmooney@dickinsonisd.org](mailto:tmooney@dickinsonisd.org) or 281-229-6160.

Sincerely,

A handwritten signature in black ink that reads "Tom Mooney". The signature is stylized with a large, sweeping "T" and a long, horizontal stroke at the end.

Tom Mooney

## **General Conditions**

### **Scope of the Proposal:**

- 1.1 Dickinson ISD is accepting proposals for a vendor to refurbish the DHS Band Trailer and to provide annual maintenance and inspections of the trailer.
- 1.2 This Proposal is as follows: Notice to Bidders, General Conditions, Special Conditions, Bid Acknowledgement Form, Proposal Price Sheet, Non-Collusive Bidding Certificate, Criminal Notification/Felony Conviction Notification, Conflict of Interest Form, W-9 Form, Certificate of Interested Parties (form 1295 to be filed with Texas Ethics Commission) and confirmations as per Texas House Bill 89 and Texas Senate Bill 252.
- 1.3 This agreement will go into effect after approval by the DISD Board of Trustees at the July 13, 2020 meeting.
- 2.0 It is not the policy or practice of Dickinson ISD to purchase on the basis of low bid alone. Additional criteria will be used in the best interest of Dickinson ISD.
- 2.1 Agreements for service will be put into effect by means of a purchase order executed by the DISD Business Office. All agreements between vendors and the District shall adhere to the statutes of the Uniform Commercial Code, official text. The parties agree that the laws of the State of Texas shall govern the rights of the parties and the validity and interpretation of any purchase order contract or service agreement.
- 3.0 Dickinson Independent School District will pay all invoices for service no later than 30 days from date of acceptance or delivery as set forth in the specifications for this bid.
- 4.0 Pricing on purchases shall remain firm for the duration of the contract or as specified by the bidder.
- 5.0 The District is exempt from all Federal, State, and Local taxes.
- 6.0 Dickinson ISD does not accept faxed or email bids. An original signature on the Bid Acknowledgement Form and the Proposal Price List included in the sealed envelope is the only acceptable form of proposal submittal.
- 7.0 Bidders are invited to be present at the opening of the proposals on the date and time specified, however are not required to be present.
- 8.0 The District reserves the right to award contracts for any, all, or none of the parts and/or items of the proposal request.

## **Proposal #20-06-1083**

### **Special Conditions**

- 1.0 This request is for a vendor to refurbish the DHS Band Trailer and provide annual maintenance and inspections of the trailer.
- 2.0 The District reserves the right to award this proposal for any, all, or none of the parts and/or items of this bid request and to award the proposal in the best interest of the Dickinson ISD.
- 3.0 A recommendation must be approved by the DISD Board of Trustees at the July 13, 2020 meeting.
- 4.0 A purchase order will be generated after DISD Board of Trustees approval.
- 5.0 If at any time the vendor awarded this proposal fails to fulfill or abide by the terms, conditions, or specifications of this proposal, or fails to meet the quality standards of Dickinson ISD for the goods or service, Dickinson ISD reserves the right to cancel the agreement.
- 6.0 Bidders must complete, sign, and return the following forms, if applicable: Bid Acknowledgment Form, Non-Collusive Bidding Certificate, Criminal Notification/Felony Conviction Form, Conflict of Interest Form, W-9 Form, Form 1295 on-line, and confirmations as per THB 89 and TSB 252.
- 7.0 Dickinson ISD does not award proposals for low price only. Additional criteria (as per General Conditions) will be used in the best interest of Dickinson ISD.

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remainder  
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## Acknowledgment Form

The undersigned bidder's agent hereby proposes and agrees to furnish supplies or service in compliance with the specifications at the prices quoted.

**If you cannot comply with any of the items or terms of the Proposal, please state your reasons here:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vendor/Company Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Phone:

Fax:

\_\_\_\_\_

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

Bidder Representative's Name: \_\_\_\_\_

Signature of Company Official Authorizing Bid/Proposal: \_\_\_\_\_

Printed Name of Company Official: \_\_\_\_\_

Official Position: \_\_\_\_\_

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

**Dickinson Independent School District – Request for Proposal # 20-06-1083**

**DHS Band Trailer Refurbishing – Specifications**

- Item 1.**        **Fabricate and install new, lighter steps on right front upper deck.**
- Item 2.**        **Fabricate and install new, lighter steps on right middle lower area.**
- Item 3.**        **Add flip out lower extension on rear ramp.**
- Item 4.**        **Furnish and install mounting brackets and winches for upper and middle deck stairs.**

**If there are additional items that should be considered please list them here and on the proposal price sheet so we have a total and accurate proposal.**

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**Signature of Bidder:** \_\_\_\_\_

**Non-Collusive Bidding Certification:**

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

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

ACKNOWLEDGMENT BY SIGNATURE: \_\_\_\_\_

**Felony Conviction Notification:**

The State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History of Contractor, states:

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

**Please check one of the boxes and sign the form in the appropriate space.**

\_\_\_\_\_ My firm is a publicly held corporation. Therefore this reporting requirement is not applicable.

\_\_\_\_\_ My firm is not owned nor operated by anyone who has been convicted of a felony.

\_\_\_\_\_ My firm is owned and operated by the following individual(s) who has/have been convicted of a felony.

Name(s) of felons: \_\_\_\_\_

Date(s) of convictions(s): \_\_\_\_\_

ACKNOWLEDGMENT BY SIGNATURE: \_\_\_\_\_

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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

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

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

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

## OFFICE USE ONLY

Date Received

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

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

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

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

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

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

**7**

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

\_\_\_\_\_  
Date

# Request for Taxpayer Identification Number and Certification

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

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

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

## Part I Taxpayer Identification Number (TIN)

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

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

Social security number											
				-				-			
or											
Employer identification number											
					-						

## Part II Certification

Under penalties of perjury, I certify that:

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

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

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

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

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

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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

DICKINSON INDEPENDENT SCHOOL DISTRICT

Confirmation for All Bids/RFPs to be Considered

As required by Texas House Bill 89 and Chapter 2270 of the Texas Government Code and as per Texas Senate Bill 252 and Chapter 2252 Texas Government Code:

Responding vendors must verify that the vendor is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist organization by the U.S. Secretary of State.

_____	_____	_____
Company Official/Title	Printed Name	Date

If (a) Vendor is not a sole proprietorship; (b) Vendor has ten (10) or more full-time employees; and (c) this Agreement has a value of \$100,000 or more, the following certification shall apply, otherwise, this certification is not required. Pursuant to Chapter 2270 of the Texas Government Code, the Vendor hereby certifies and verifies that the Vendor, including any affiliate, subsidiary, or parent company of the Vendor, will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include refusing to deal with, terminating business activities with, or otherwise taking action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

_____	_____	_____
Company Official/Title	Printed Name	Date